

# STUDENT ACTIVITIES FUNDING BOARD FUN FACTS

## MUST HAVES

- **All** quotes for Oakland Post ads, food requests, rental requests, speaker fees, and equipment purchases
- **All** copies of contracts if hiring a performer
- A calendar request submitted for your event stating, "Free and open to ALL OU Students", date, time, location, and description
- Equipment inventory log for all equipment requests
- Itinerary and budget breakdown for all conferences

## DEADLINES

- **3 Weeks** - Minimum submission time required for all events, conferences, and equipment requests
- **2 Weeks** - Minimum submission time required for all meeting requests
- **1 Month** - Minimum submission time for all budget requests exceeding \$1,000
- **December 1st, April 1st, and August 1st** are the deadlines for budget period submissions and for the use of discretionary funds

## FUNDING MAXIMUMS

	FALL/WINTER	SUMMER		FALL/WINTER	SUMMER
 <b>TOTAL COMBINED</b>	\$3,000	\$1,000	 <b>TOTAL EQUIPMENT</b>	\$1,500	\$500
 <b>TOTAL FOOD</b>	\$1,200	\$500	 <b>TOTAL SPEAKER FEES</b>	\$300	\$300
 <b>TOTAL CONFERENCE REGISTRATION</b>	\$1,000	\$350	 <b>TOTAL DISCRETIONARY</b>	\$400	\$200



## AFTER APPROVAL

- A payment/reimbursement form can be filled out to have payments made on your organization's behalf for food, equipment, registration fees, and decorations.
- Petty cash can be requested for purchases up to \$100
- Make purchases at Sam's Club (must be registered through the Sam's Club Card Registration form)
- Meet with the Center for Student Activities accounting clerk to solidify payments

## DISCRETIONARY FUNDS

- Funds become available after **applying AND being approved**
- These funds are the only source for purchasing marketing materials (banners, fliers, table tents, etc.)
- These funds can be used towards apparel (up to \$10 per item)
- After being approved you may work with the Center for Student Activities accounting clerk to make your payments

## WHAT WE CANNOT FUND

- Giveaways or Souvenirs
- Fundraisers
- Food, lodging, or travel expenses for conferences
- Gifts, presents, or graduation paraphernalia
- Delivery or rush fees for food being ordered
- Events which are invite only and not open to all Oakland University students
- Additional Oakland Center room charges (such as damages)

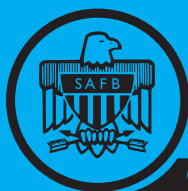
**Co-sponsoring an event multiplies the speaker cap of \$300 by the number of student organizations co-sponsoring the event.**

## ADVERTISING

- All events requesting funding must be published to the Community GrizzOrgs Calendar
- All events must include a location, date, and a time as well as state that it's "Free and open to all OU students"
- Events exceeding \$1,000 **MUST** list SAFB as a co-sponsor and include the SAFB logo on all marketing materials (fliers, banners, pamphlets, social media, etc.)

## TIPS & REMINDERS

- The more details you include on your budget request, the more likely it is to be approved
- You must apply and be approved for all funding before spending said funds
- You can purchase an @oakland.edu email for your student organization



**STUDENT ACTIVITIES  
FUNDING BOARD  
OAKLAND UNIVERSITY**



**WWW. OAKLAND.EDU/SAFB**



**SAFB@OAKLAND.EDU**



**/OUFUNDINGBOARD**



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