Funding Purpose & Source
Club Sport funding at MSU is in place to support registered Club Sports (also registered student organizations) to assist them in meeting their club goals and foster positive student development. Up to $35,000 will be reserved from the Student Organization Fee and given to the Club Sports Funding Board to allocate to registered Club Sports. The pilot year for this model will be effective from March 2015 until January 2016, at which time it will be reviewed (see Review Committee Section below).

Recreational Sports & Fitness
MSU’s Recreational Sports & Fitness’ Director of Club Sports will oversee the allocation process and serve as the staff advisor to the Club Sport Funding Board. They will serve as the primary liaison between the Club Sports Funding Board and the Office of Activities & Engagement.

Office of Activities & Engagement
The MSU Office of Activities & Engagement (OAE) will manage the Club Sport Funding allocations. Funded Club Sports will work with this office to spend their allocated funds. The OAE and the Registered Student Organization Funding Board has primary oversight over the student organization fee funds.

Club Sports Funding Board
During the 2015-2016 academic year, the Club Sports Funding Board (CSFB) will be responsible for allocating a portion (no greater than $35,000) of the student organization fee to registered Club Sports as a pilot program.

Purpose
The Club Sports Funding Board will be responsible for allocating a portion of the student organization fee to Club Sports. They will determine, by application, the tier level of each Club Sports. After the tier level for a club has been determined, the CSFB will then allocate money to the club based on their budget in the application process.

Composition
The CSFB shall be comprised of seven members. The board will be advised by the Director of Club Sports, who will not have any voting rights.

Board Appointments
All appointments will be made at the beginning of the spring semester.
• The Club Sports Council will make nominations for one club member from each level of the Club Sports tier system, for a total of four representatives.

• One ASMSU Senator

• Two non-Club Sport students will be appointed by the ASMSU President or ASMSU Senators.

• The board will have one Chairperson, who is a non-voting member, unless a tie-breaker is necessary. Chairperson will be appointed by the Club Sports Council by nomination.

Voting
Four voting members will represent a quorum and must be present in order to make funding decisions and tier level placements. The CSFB Chair will serve as a tie-breaker if necessary.

Conflict of Interest
If a member of the CSFB has a conflict of interest, they must reveal this to the board and are to abstain from voting.

Responsibilities of Funding Board
The CSFB will allocate a portion of the student organization fee to registered Club Sports, based on the established tier categories. The CSFB will review the funding applications from eligible registered Club Sports and select the organizations that will receive funding using the criteria stated within the Club Sports Funding Policies. A CSFB assistant or other designee will provide a write-up review explaining the reasons for funding or not funding an organization. The CSFB shall exercise its discretion to select programs and activities which it believes will provide enrichment of the academic experience of university students and best serve the interests of students within the Club Sports program and at Montana State University.

Training/Orientation
All CSFB members will go through training, hosted by the Director of Club Sports in conjunction with the Office of Activities & Engagement.

Governing Policies
The Club Sport funding policies will be in place to guide application review. Current student organization prohibited and permitted uses for funds (stated within these funding policies) will still apply, however, additional policies will be implemented based on the Club Sports Funding model.

Budget & Allocations
The maximum allowable amount to be allocated to each Club Sport per academic year shall be determined by the established tier system and availability of funds. Budget and available funds will fluctuate based on student enrollment. The MAXIMUM amount during the pilot year (2015-2016) will be $35,000. Club Sports will be INELIGIBLE to apply for Mass, Rolling or Matching Funding. Any money not allocated directly to the Club Sports will be reserved for new Club Sports that may form during the academic year outside the regular spring allocation timeline. It may also be used for clubs who may be traveling outside their regular season. Any money leftover will be returned to the Student Organization Fee and rolled into the next fiscal year.

Applications
All clubs must submit their application for funding by the deadline to be eligible to receive funding.
Applications turned in after the deadline will not be looked at. Applications must be completely filled out to be eligible to receive the maximum amount of funding for that tier. Club Sports will not be eligible to receive Rolling funding or Match funding from the Office of Activities and Engagement.

**Application Process**

**Step 1: Submit Application.** Fill out the application that can be found on the Club Sports website. [www.montana.edu/clubsports](http://www.montana.edu/clubsports) by the deadline.

**Step 2: Application Review.** The Club Sport Funding Board will meet to decide on funding allocations. Organizations will be notified within one week of the Funding Board meeting if their funding application was approved and the total amount awarded.

**Step 3: Attend Fall Spending Orientation** An officer from your club must attend an orientation hosted by the Director of Club Sports or Office of Activities and Engagement at the beginning of the semester to learn the process for spending your allocated money.

**Criteria for Funding**

To be eligible for funding, the funding proposal and organization must meet the following criteria:

1. The student organization must be currently registered with the Office of Activities & Engagement AND a registered Club Sport with Recreational Sports & Fitness, and in good standing (not on probation or revoked status).
2. The funding proposal must be SUBMITTED by the deadline set for general funding and SUBMITTED at least two weeks before the funding is needed for special circumstances funding (if there is funding available).
3. Club Sports must choose on their application which tier they would like to be in for the upcoming year and they must have completed all requirements of their tier from the previous year. Detailed requirements are listed below and responsibilities can be found at montana.edu/clubsports.
4. The proposal is consistent with the purpose of the registered student organization, as defined in its application.
5. Events or participation in the program is open to all students of Montana State University.
6. Program or service is implemented in compliance with federal and state laws and regulations, city ordinances and university policies.
7. Tier System Requirements. Clubs that are in a tier and do not meet the requirements of that tier during the academic year will be moved to a lower tier at the next funding application. Clubs may lose funding for lack of fulfilling their tier requirements.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Club Varsity Tier</th>
<th>Second Tier</th>
<th>Third Tier</th>
<th>Fourth Tier</th>
<th>Conditional Tier</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Governing Body</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Regional Governing Body</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Active Members</td>
<td>20</td>
<td>10</td>
<td>7</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Practice</td>
<td>3/week in season</td>
<td>2/week in season</td>
<td>1/week in season</td>
<td>0 required</td>
<td>0</td>
</tr>
<tr>
<td>Competitions</td>
<td>10/academic year</td>
<td>6/academic year</td>
<td>2/academic year</td>
<td>0 required</td>
<td>0</td>
</tr>
</tbody>
</table>

Club Sport Funding Policies 2015-2016
<table>
<thead>
<tr>
<th>Operating Budget</th>
<th>$15,000 minimum</th>
<th>$7,500 minimum</th>
<th>$3,000 minimum</th>
<th>No minimum budget</th>
<th>No minimum budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logo Usage Required</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Coaching</td>
<td>At 2/3rds of practice and competitions</td>
<td>At 1/3rd of practices and competitions</td>
<td>No Coach Required</td>
<td>No Coach Required</td>
<td>No Coach Required</td>
</tr>
<tr>
<td>Club Executive Board</td>
<td>Board of 5 Members</td>
<td>Board of 5 Member</td>
<td>Board of 3 Members</td>
<td>Board of 1, if asking for money</td>
<td>Board of 1</td>
</tr>
<tr>
<td>Alumni Data Base</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Alumni Newsletter</td>
<td>1/semester</td>
<td>1/per year</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**Annual Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Club Varsity Tier</th>
<th>Second Tier</th>
<th>Third Tier</th>
<th>Fourth Tier</th>
<th>Conditional Tier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearly Concussion Baseline Testing</td>
<td>Yes</td>
<td>Yes</td>
<td>If at risk</td>
<td>If at risk</td>
<td>If at risk</td>
</tr>
<tr>
<td>Meetings with the Director of Club Sports</td>
<td>1/week</td>
<td>1/month</td>
<td>2/semester</td>
<td>2/year</td>
<td>2/year</td>
</tr>
<tr>
<td>Good Standing with CSC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Community Service Events</td>
<td>3/semester with 75% of active members in attendance</td>
<td>2/semester with 50% of active members in attendance</td>
<td>1/semester with 25% of active members in attendance</td>
<td>0 required</td>
<td>0 required</td>
</tr>
<tr>
<td>Member of the CSC</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Double the amount allocated</td>
<td>Double the amount allocated</td>
<td>Double the amount allocated</td>
<td>Double the amount allocated</td>
<td>None</td>
</tr>
<tr>
<td>Officer Training</td>
<td>Yes, in the Fall</td>
<td>Yes, in the Fall</td>
<td>Yes, in the Fall</td>
<td>Yes, in the Fall</td>
<td>Yes, in the Fall</td>
</tr>
<tr>
<td>Attend other Club Sport Events</td>
<td>3/year with 75% of active members in attendance</td>
<td>2/year with 50% of active members in attendance</td>
<td>1/year with 25% of active members in attendance</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
</tbody>
</table>
Permitted and Prohibited Uses of Student Organization Fees

Permitted Uses. The Funding Board may fund:
1. Seed monies for fundraising activities for the registered student organization.
2. Travel (domestic only, excluding Canada) to conferences and competitions related to the registered student organization purposes.
3. Registration fees for activities, events or conferences.
4. Educational programs.
5. Support for organizational operations such as publicity, office supplies, and activities of the registered student organization.
6. Movies/films to be shown publicly or to advance the purpose of the registered student organization.
7. Speakers/lectures.
8. Other activities consistent with the mission of the registered student organization.

Prohibited Uses. The Funding Board will NOT fund:
1. Purchase of alcohol or tobacco.
2. Philanthropic donations, charitable contributions or gifts of any type.
4. Any organization that does not have open enrollment and does not comply with the anti-discrimination section of the RSO Policies, found HERE.
5. Any item or activity deemed excessive, not justified, and/or in conflict with the mission of the registered student organization.
6. Social functions that are not related to a program or educational event.
7. Payment to members of the organization for any purpose.
8. Funding Board will not accept funding application requests for programs/events/activities that have already occurred. No retroactive funding.
9. Items already purchased before funding is approved.
10. Scholarships.
11. Bank account fees (initial deposits, overdraft, monthly fees, etc.).

Procedures for use of Student Organization Fee funds
Club Sports that are allocated funds must work with the Office of Activities & Engagement to spend their funds. Clubs may access the funds as outlined below:
1. Club Sports MUST attend a spending orientation BEFORE they are allowed to spend any of their allocated money.
2. Funds will not be dispersed in advance and will be used only for direct payment of pre-approved expenses and/or reimbursements for items in the approved budget. All reimbursement will be made payable to the registered student organization, not to individual club members or advisors. A
student organization MUST have a bank account in place prior to submitting any receipts for reimbursement.
3. Receipts for reimbursement are due no more than 30 days after the event/activity has occurred.
4. The registered student organization is solely responsible for all expenses that exceed the amount of the allocation awarded to the organization.

**Compliance**
Failure to follow these processes and timelines may result in loss of future funding:
- Turning in reimbursement receipts within 30 days
- Turning in P-Card purchase receipts within 24 hours
- Turning in Costco forms within 24 hours
- Turning in travel forms within 10 days
- Not complying to the requirements of your appointed tier

If your student organization does not follow the above, you will receive a written warning first. If any of the above rules are broken a second time, the OAE has the right to revoke eligibility of club funding for one academic year.

The Office of Activities & Engagement and the Registered Student Organization Funding Board and/or Club Sport Funding Board may suspend or revoke the funding allocation before distribution if the registered student organization has engaged in activities that violate state and/or federal laws or the policies of the university. The funding will be discontinued as of the date of suspension/revocation and no expenses incurred after that date will be paid.

If it is reported that any clubs, club leaders, members or advisors are misusing organization funds, OAE will report to the MSU Dean of Students Office for further investigation. All individuals involved may face disciplinary measures through the MSU Student Code of Conduct and if applicable, state and local laws will apply. The student organization may also face suspension or probation as a registered student organization.

Clubs who have funding, but are in a probation or suspension status with the university will not have access to their allocated funds until probation/suspension is lifted. If not lifted by the end of the current fiscal year, that student organizations’ money will be forfeited.

**Denial of Funding**
In the event a club disagrees with the Club Sport’s Funding Board decision to not fund a club or not fund to the level expected, clubs are able to appeal this decision. The appeal process shall be as follows:
1. Meet with the staff advisor (Director Of Club Sports) to discuss.
2. Make a formal written appeal. **MUST be made within ONE WEEK of being notified of denial of funding.**
3. Written appeal will be brought to Club Sport Funding Board for a hearing and voted on.

**Suspension or Revocation of Funding**
The organization may appeal a decision to suspend or revoke a student organizations’ funding. The appeal process shall be as follows:
1. The registered student organization shall meet with the Office of Activities & Engagement within one week of the notice of suspension or revocation.
2. After the meeting, the Office of Activities & Engagement, in consultation with the Chair of Funding Board, will determine what, if any, actions can be taken for the student organization to regain eligibility for access to the funding allocation. If the registered student organization fails to correct or is incapable of correcting the violation of policy, the student organization will not receive any funding and will not be eligible to seek funding for the organization for one academic year.

Policy Review
These policies will be reviewed each spring and voted on by the Club Sports Funding Board and Registered Club Sports Pilot Year Review Committee

Purpose
The purpose of the Review Committee is to review the success of the pilot year in which a Club Sports Tier System and a Club Sports Funding Board were established. The Review Committee will convene at the end of the fall 2015 semester. The Review Committee will identify areas of concern and success with the Club Sports Funding pilot program. Based on this review, the Review Board will determine if they recommend the pilot program to be a permanent solution to Club Sport Funding, extend until other sources of funding are found or another solution for Club Sport funding sources. The Club Sport Funding Board AND the Student Organization Funding Board will vote if they recommend the pilot program to continue or be modified. The votes from these two boards will be brought to the Review Committee for consideration in their decision-making.

Review Committee Structure
The Review Board will be made up of the following representatives to evaluate the success of the Club Sports Tier System. The Director of Club Sports will Chair the Review Committee, who will not be a voting member unless a tie-breaker is necessary.

1. One representative from the Office of Activities and Engagement.
2. One representative from the Dean of Students Office.
3. One representative from the Department of Recreation Sports and Fitness.
4. One member of the Registered Student Organization Funding Board who is also an ASMSU Senator.
5. The Chairperson of the Registered Student Organization Funding Board.
6. Three representatives from the Club Sports Council who are appointed by a nomination process.
9. One current Club Sport Advisor or Coach, chosen by the Director of Club Sports.