COF Review Board Guidelines
2012 – 2013

COF Review Board
The Chicago Organization Fund (COF) Review Board is composed of six student organization members whose purpose is to decide how COF Review Board monies are to be allocated.

In order to apply for funding, a registered student organization must be a member of the Chicago Organization Fund (COF) and maintain a minimum balance of $25. The purpose of requiring a minimum balance is to ensure that interest will continue to be generated from the monies deposited by student organizations into their COF accounts. Since funding for the COF Review Board comes from the interest earned off all COF accounts, we want to insure that future events can be funded.

All funding is done by reimbursement. Organizations are responsible for getting approval from the Review Board before the event takes place and paying all costs up-front. Individuals from the student organization will be reimbursed after the event occurs. The only exception is the period of time between the start of the Fall Semester and the first Review Board meeting. Organizations having events during this period may request funding retroactively at the first Review Board meeting. All other guidelines should be followed.

Each organization may apply for a maximum of $400 per semester. There is no guarantee of funding.

Purpose of COF Review Board Funding
This program is to provide funding for organizations participating in activities that will enhance their members’ educational experience at UIC.

Activities may include field trips, conferences, seminars, inter-collegiate tournaments/contests, service projects, and on-campus programs/events. Social events held off-campus will not be funded by the Review Board.

What COF Will Reimburse:
✓ Conference registration fees
✓ Overnight accommodations (room cost plus tax only)
✓ Transportation: e.g. air/bus/train fare, car rental (including mileage), gas receipts
✓ Artist/lecturer fees
✓ Exhibits
✓ Free publications
✓ Charitable events on campus
✓ Room rental or tech costs

What COF Will Not Reimburse:*
✗ Food
✗ Alcohol
✗ Cab fare
✗ General office supplies or equipment
✗ Costs associated with social events held off-campus
✗ Non-event specific materials such as organization t-shirts, etc.
✗ Charitable events off campus

* Special needs that do not fall into either of the above categories for on-campus events may be petitioned at the Group Proposal Meeting.
**Procedures for Organizations Requesting Funding**

Notifications of availability of funds and deadline dates will be e-mailed to the UICORGS listserv, consisting of all the officers of currently registered student organizations, at the beginning of the Fall and Spring semesters.

An application form must be completed in order to request funds. Applications are located on the Campus Programs website, as well as in Campus Programs, SCE 340.

Applications must be approved before the date of the event. See the “COF Review Board Funding Application Deadlines” for appropriate deadlines. Approval of an application will be determined by the Review Board and includes confirming a minimum $25 balance in the organization’s COF account.

All student organizations applying for funds must make an oral presentation to the Review Board.

When two or more groups are co-sponsoring an event, and each is asking for funding for that event, the groups must each have a representative there to present. The presentation may not be done by one individual who happens to be a member of both (or more) organizations.

Funds for projects occurring the first two (2) weeks of the Fall semester may apply for funds retroactively at the first meeting of the Fall semester. All other guidelines should be followed.

The Review Board budget is divided equally between Fall and Spring semester. We do not allocate a certain amount of funding for each application deadline. It is possible funding for the entire semester may be allocated at the first Group Proposal Meeting of Fall or Spring semester. It is the responsibility of your organization to apply as early as possible. Organizations requesting funds for projects that will occur in the summer must apply for funds during the Spring semester review process which begins at the last Review Board meeting of the Fall semester.

No board meetings will be held during the summer session.

All decisions of the Review Board are considered final.

It is the intent of the Review Board to fund as many worthwhile activities as possible. Therefore, each organization applying for funding may not receive the maximum amount of funding.

The Review Board will make every effort to distribute funds in a fair and equitable manner that will benefit as many organizations as possible.

The Review Board welcomes the input of organization officers and members wishing to make recommendations for the improved efficiency of the program.

**Accountability of Organizations Receiving Funding**

All funds allocated to student organizations must be used for the original event proposed to the Review Board.

All disbursement receipts for projects or events must be submitted to the advisor of the Review Board in Campus Programs, Student Center East 340, within TWO WEEKS of the project/event, or funding will be rescinded.

**Appointment to the COF Review Board**

Appointment to the Review Board will be made every October at the Chicago Organization Fund Annual Meeting. Students who wish to become board members must be members of registered student organizations.