



STUDENT GOVERNMENT ASSOCIATION

ORGANIZATIONAL AID PACKET 2021-2022

WHAT IS ORGANIZATIONAL AID?

Organizational Aid is a program established by the Student Government Association of Western Kentucky University. Each year SGA sets aside funding to assist actively registered student groups on WKU's Campus. The goal of this initiative is to enhance the learning, leadership and volunteer opportunities of not only the students who participate in WKU Student Groups/Organizations, but also to enhance/benefit WKU, the student body and the community of Bowling Green, KY.

HOW DO I APPLY?

Please complete and submit the following to the SGA Office, located in DSU 2045:

1. **Deadlines:**

- a. **Fall 2021: 11/19/2021**, Application must be submitted and interview must be scheduled.
- b. **Spring 2022: 04/15/2022** Application must be submitted and interview must be scheduled.

2. **Documents to be Submitted:**

- a. **2021-2022 Application for Organizational Aid** (attached to this packet)
- b. **W-9 Form** (must be completed and signed by the RSO Advisor; students are NOT ALLOWED to signed this form). Link to the W-9 Form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- c. **If Applicable: Summary outlining how previous Organizational Aid funding was used**, must include the following:
 - i. If your student organization received Organizational Aid during the 2020-2021 Academic Year, the group will submit a summary outlining how the organizational aid was used. Pictures, videos, receipts or some form of documentation should be included in the summary. This summary will document how the group used the funds to enhance, benefit the learning, leadership and volunteer opportunities of the group members, WKU, the student body, and/or the community of Bowling Green, KY.
- d. **Itemized Budget:** An itemized budget outlining how the funds will be used must be attached (please make this as specific as possible).

3. **Schedule your interview with the SGA Organizational Aid Committee at the same time you submit your application to SGA.** There will be a Calendly link to sign up for available interview times on the website. There are limited interview slots each week; you may have to interview the following week. Advisors cannot attend interviews. These are intended for the student leaders of the RSO.

4. **Important Note:** Failure to pick up your awarded Organizational Aid prior to **June 30, 2022**, will result in the voiding of your RSO's award. Should an RSO be awarded Organizational Aid, and the RSO fails to pick up the Org Aid, the RSO will then become ineligible for Organizational Aid the following Academic Year.

ANY MORE QUESTIONS?

• **Why do we have to submit a W-9 Form?**

A W-9 Form is a "request for Taxpayer Information", and is required by the federal government of the United States. Any funds received are considered income, therefore it must be reported to the federal government, even if your RSO is considered NON-PROFIT and maintains a non-profit status.

• **What is a TIN and/or EIN?**

TIN STANDS FOR Tax Identification Number, and EIN stands for Employers Identification Number. The TIN and EIN are terms that are used interchangeably. RSO's are NOT allowed to use WKU's TIN. Each RSO must obtain a TIN that is specific to that particular group. There are no exceptions.

- **How do I find out if my RSO has a TIN?**
Contact past members/officers/advisors. It is likely this information was not transferred to the new officers/advisors during transition. The office of Student Activities keeps each RSO's TIN on file as it is provided to them. If you are unsure if your group currently has a TIN or cannot locate your number, you may contact the Office of Student Activities at 270-745-2459 or email your inquiry to sao@wku.edu.
- **If my RSO does not have a TIN, how do I obtain one?**
To obtain a TIN for your RSO please visit the webpage, <http://www.irs.gov>. TIN's may be applied for online at the IRS website. Please note, it is highly recommend that your advisor obtain or assist in obtaining this number. As a suggestion, the TIN will be used for banking purposes, your group is more than likely a non-profit entity, and it is an education/school club, group, or organization. It is highly recommended that the page verifying the RSO's TIN (also called the SS-4 form) be printed and a copy submitted to the Office of Student Activities where it will be placed in the RSO's hard file for future reference.
- **How will my RSO find out if we were awarded funding?**
The Student Government Association's Organizational Aid Committee will notify your RSO's contacts listed on the Org Aid Application regarding the outcome of their decision.
- **My RSO was awarded funding, but we have not received it yet. WHY?**
It is very likely that some or all of the following occurred: 1)-RSO is not currently registered with Student Activities; 2)-RSO did not submit the RSO Update Form and/or the Advisor's Statement to Student Activities for the 2020-2021 Academic Year; 3)-the W-9 Form was incomplete/not signed by the advisor; 4)-There was a problem with the RSO's TIN; 5)-Documentation was found to be missing; 6)-Check with your ADVISOR! Advisor's and Student Contact included on the org aid application will be contacted VIA EMAIL when aid is ready to be picked up.
- **NON-ALLOWABLE EXPENSES: What RSO's CANNOT spend funding on...**
Org Aid funding CANNOT be spent on alcohol or food. SGA will also help sponsor conferences, competitions and community service.



STUDENT GOVERNMENT
ASSOCIATION

Did this student group receive Org Aid during the 2016-17 Academic Year? Yes No

If YES, how much? \$ _____

Year Founded at WKU: _____ # of Officers: _____ # Active Members: _____

Are membership dues required? Yes No If YES, how much? \$ _____

How often does the group meet? _____ Average Attendance: _____

Event Information for which Org Aid is requested:

Event Name: _____

Event Date: _____ Event Time: _____ Event Location: _____

Will the student group be receiving additional funds from another source for which Org Aid is being requested?

Yes No If Yes, how much? \$ _____

What will the funds be applied to?

For SGA Office Use Only (Applicant please do not fill out)

Rec'd in SGA by: _____ Date Rec'd: _____ Is this a REGISTERED STUDENT GROUP? Y N

Interview Date: _____ Interview Time: _____ AM / PM

Approved for 2020-21 Org Aid? Y N Amount \$ _____ Legislation # _____

Received in Student Activities by: _____ Date Received: _____ Date Processed: _____ PA# _____

In a brief summary, describe how the funds will be spent and how the Registered Student Organization hopes to benefit WKU, the Student Body, & the Community of Bowling Green, KY. This serves as an outline for a potential interview, so please include any necessary information regarding how funds will be spent. Separate pages may be attached if needed. **IMPORTANT NOTE: If funding is requested for conferences/workshops, the NAME of the conference/workshop, LOCATION, DATE, TIME & PURPOSE OF ATTENDANCE must be included below. An ITEMIZED BUDGET outlining how the funds will be used must be attached. There are no exceptions.**

STUDENT APPLICANT / ADVISOR INCLUSIVITY STATEMENT, DISCLAIMER & SIGNATURES

BY SIGNING BELOW, THE STUDENT APPLICANT AND THE ADVISOR OF THIS REGISTERED STUDENT ORGANIZATION, AGREE TO THE FOLLOWING STATEMENTS:

1. THIS ORGANIZATION PROHIBITS DISCRIMINATION AGAINST AND HARASSMENT OF ANY MEMBER OR ANY APPLICANT FOR MEMBERSHIP BECAUSE OF RACE, COLOR, NATIONAL OR ETHNIC ORIGIN, AGE, RELIGION, DISABILITY, SEX, SEXUAL ORIENTATION (REAL OR PERCEIVED), GENDER IDENTITY/EXPRESSION (REAL OR PERCEIVED), AND/OR VETERAN STATUS.
2. I/WE CERTIFY THAT THESE ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE. IF THIS APPLICATION LEADS TO ORGANIZATIONAL AID I/WE UNDERSTAND THAT FALSE, INCORRECT, OR MISLEADING INFORMATION IN THIS APPLICATION OR INTERVIEW MAY RESULT IN A DELAY AND/OR TERMINATION OF THE PROCESSING OF MY/OUR REQUEST. IN ADDITION, THE ADVISOR AGREES TO OVERSEE THE USE OF ALL DEVELOPMENT FUNDS ALLOCATED BY THE STUDENT GOVERNMENT ASSOCIATION OF WESTERN KENTUCKY UNIVERSITY, AND FURTHER AGREES TO TAKE FULL RESPONSIBILITY FOR ANY FUNDS AWARDED, THAT ALL FUNDS WILL BE USED APPROPRIATELY AND LEGALLY. FURTHERMORE, THE FUNDS WILL NOT BE USED FOR THE PURCHASE OF ALCOHOLIC BEVERAGES.

ADVISOR'S NAME: (PRINTED) _____

ADVISOR'S SIGNATURE: _____

DATE: _____ **ADVISOR'S PHONE #** _____

ADVISOR'S EMAIL: _____

STUDENT'S NAME: (PRINTED) _____

STUDENT'S SIGNATURE: _____

DATE: _____