



Student Organization Assistance Program (SOAP) Application



Organization's Full Name: \_\_\_\_\_

Type of Organization (Circle only one): Athletic – Greek – Honorary – Interest/Independent – Spiritual Life – Service

Contact E-mail: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Brief description of activity (include date):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your presentation should meet the following criteria:**

- Attire should be business casual; presentations will occur at EC meetings (8:30 pm on Thursday)
- Prepare a presentation not exceeding 10 minutes, allowing for adequate time for questions and answers.
- How does this activity support LaGrange College's mission of "Challenging the Mind & Inspiring the Soul"?
- How does this request benefit the entire LC student population?

Will the activity occur on campus? (Circle One) YES NO

ITEM	PURPOSE	ANTICIPATED COST
ANTICIPATED TOTAL COST		

This form must be filled in completely and should be submitted no later than one academic month before the funds are needed. Applications must be submitted to the Dean of Students Office (Smith 124)

**Office Use Only:**

Date Submitted: \_\_\_\_\_

SOAP Committee Approval: YES NO

\_\_\_\_\_  
SGA Treasurer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount Granted

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Student Organization Assistance Program  
(SOAP)



**Name:**  
Student Organization Assistance Fund

**Purpose:**

- A. The Student Organization Assistance Fund shall exist through the Student Government Association (SGA) to aid campus organizations in the implementations of their events or programs.
- B. A portion of the budget that SGA receives each year will be set aside solely for the purpose of assisting campus organizations. The amount will be set by the SGA Executive Council and the Dean of Students.
- C. To be eligible, the group requesting funds should be an officially recognized organization on campus and have a representative (typically the President) participate in the Council of Presidents.
- D. Decisions regarding funds will be made by the SGA executive committee; typically funds over \$500 will not be given.

**By Laws:**

Any organization that wishes to request funds must adhere to the following guidelines:

1. It is required of your organization to prepare a presentation before the SGA Executive Committee prior to a decision as to funding the SOAP Request. Presentation guidelines are listed above.
2. The President of the organization (or member in charge, if there is no President) must request an application from the SGA Treasurer or the SGA Advisor (applications also available on-line)
3. The application should be completed and turned in no later than two weeks before the funds are needed. The earlier that the funds are requested, the more likely SGA will have funds left to distribute.
4. The application will be reviewed by the SGA Executive Body and the organization requesting funds will be notified of the committee's decision within two weeks of the submission.
5. To be eligible for funds, your organization's president (or delegate) must be present at least one C.O.P. meeting per month throughout the year. Your organization's representative must be present at the first COP meeting of the year in the Fall. It is also expected that your delegate attend Town Hall meetings.
6. SOAP funds will generally not be used to fund organization t-shirts or other promotional materials; the only exception being materials used supporting a philanthropy or in conjunction with event held on campus that is open to the entire student population.
7. When submitting your organization's first SOAP application, provide any projected events or activities that may need funding later in the year.

Any organization that receives funds must adhere to the following steps when using their allocated funds:

1. All monies must be well-documented and turned into the SGA Treasurer. This includes all receipts or invoices, as well as written documentation of why the money was spent. (Attached to the receipt form)
2. Failure to do this may result in, but not limited to, being prohibited from being allowed to request funds in the future and being required to repay the funds granted.
3. Misuse of funds will not be tolerated, and any evidence of such misuse will result in referral to the Dean of Students.

The funds will be distributed in a continuing manner throughout each semester. Half of the total amount will be allocated to each semester. Organizations are encouraged to plan and apply early since once the money is gone, it's gone.