



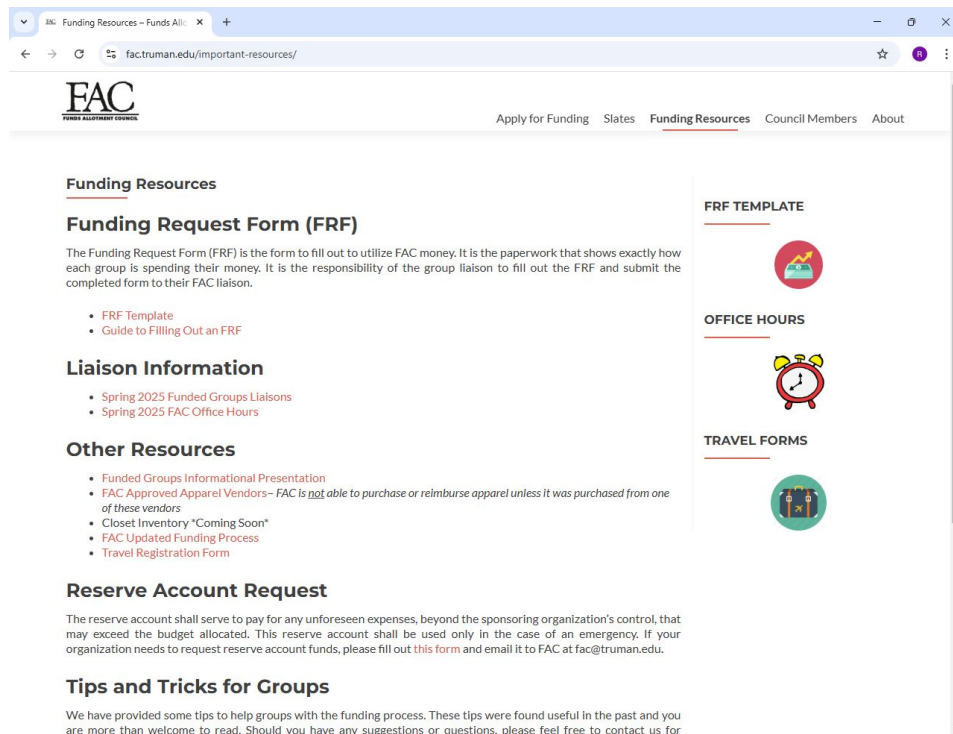
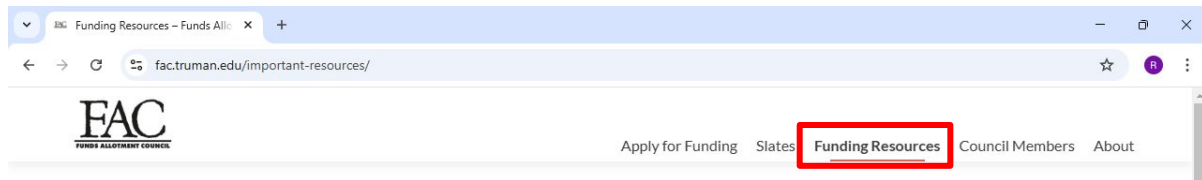
Welcome to Funded Groups Night

**Please sign-in and double check the contact
information we have listed for your org.**



Your organization has
received FAC funding!
Now What?

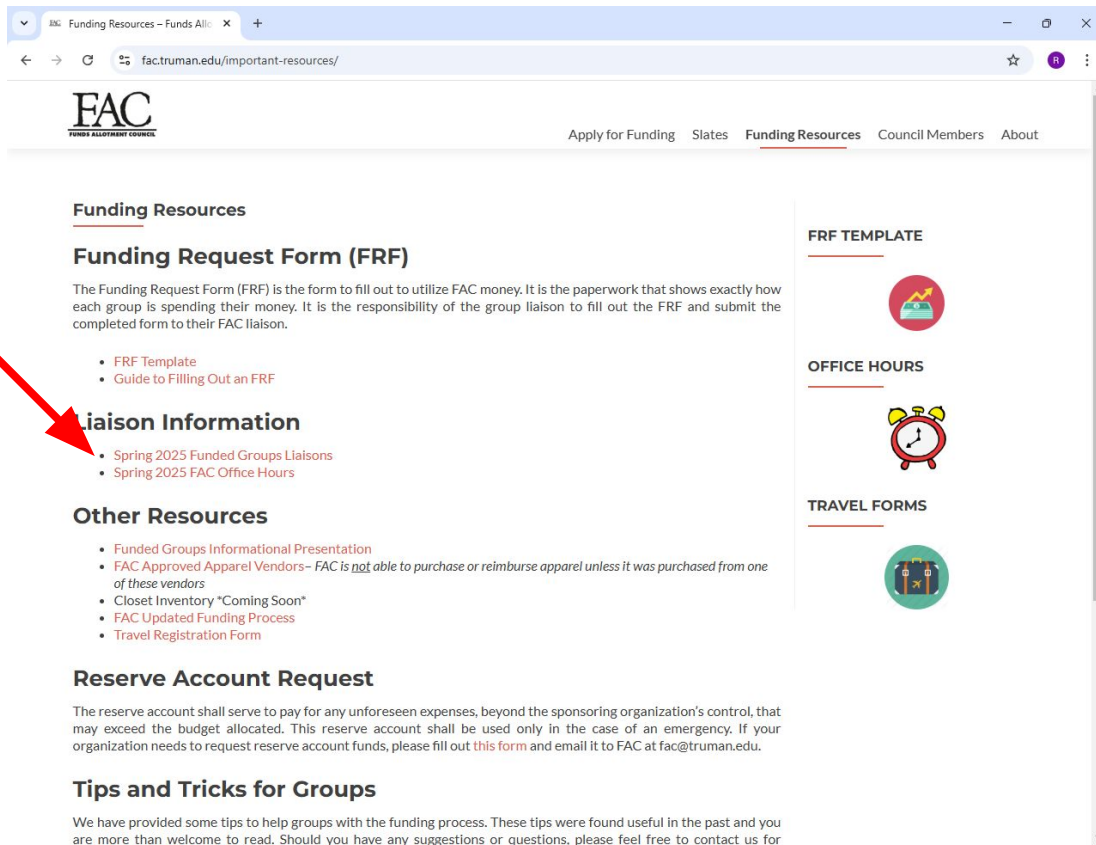
Where to find helpful info: fac.truman.edu



Where to find helpful info: fac.truman.edu

Liaison Info

This document will list all the orgs who received funding so you know how to address your emails or if you want to stop by your liaisons office hours



The screenshot shows the website fac.truman.edu/important-resources/. The page is titled "Funding Resources" and includes a navigation bar with links: "Apply for Funding", "Slates", "Funding Resources", "Council Members", and "About". The main content area is divided into several sections:

- Funding Resources**
 - Funding Request Form (FRF)**

The Funding Request Form (FRF) is the form to fill out to utilize FAC money. It is the paperwork that shows exactly how each group is spending their money. It is the responsibility of the group liaison to fill out the FRF and submit the completed form to their FAC liaison.

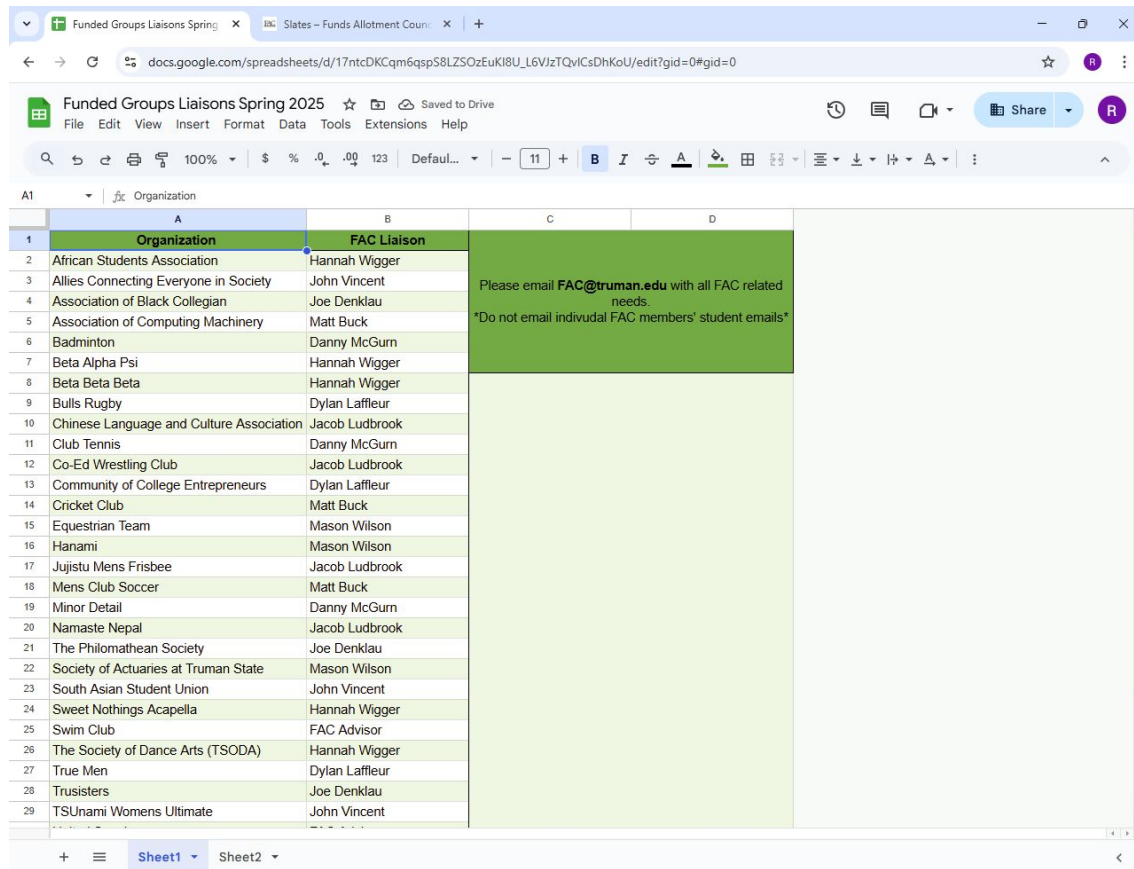
 - FRF Template
 - Guide to Filling Out an FRF
 - Liaison Information**
 - Spring 2025 Funded Groups Liaisons
 - Spring 2025 FAC Office Hours
 - Other Resources**
 - Funded Groups Informational Presentation
 - FAC Approved Apparel Vendors - FAC is *not* able to purchase or reimburse apparel unless it was purchased from one of these vendors
 - Closet Inventory "Coming Soon"
 - FAC Updated Funding Process
 - Travel Registration Form
 - Reserve Account Request**

The reserve account shall serve to pay for any unforeseen expenses, beyond the sponsoring organization's control, that may exceed the budget allocated. This reserve account shall be used only in the case of an emergency. If your organization needs to request reserve account funds, please fill out [this form](#) and email it to FAC at fac@truman.edu.
 - Tips and Tricks for Groups**

We have provided some tips to help groups with the funding process. These tips were found useful in the past and you are more than welcome to read. Should you have any suggestions or questions, please feel free to contact us for
- FRF TEMPLATE** (with icon)
- OFFICE HOURS** (with icon)
- TRAVEL FORMS** (with icon)

Where to find helpful info: fac.truman.edu

Liaison Info Example



The screenshot shows a Google Sheet titled "Funded Groups Liaisons Spring 2025". The sheet has two columns: "Organization" (Column A) and "FAC Liaison" (Column B). The data is as follows:

| Organization | FAC Liaison |
|--|----------------|
| African Students Association | Hannah Wigger |
| Allies Connecting Everyone in Society | John Vincent |
| Association of Black Collegian | Joe Denklau |
| Association of Computing Machinery | Matt Buck |
| Badminton | Danny McGurn |
| Beta Alpha Psi | Hannah Wigger |
| Beta Beta Beta | Hannah Wigger |
| Bulls Rugby | Dylan Laffleur |
| Chinese Language and Culture Association | Jacob Ludbrook |
| Club Tennis | Danny McGurn |
| Co-Ed Wrestling Club | Jacob Ludbrook |
| Community of College Entrepreneurs | Dylan Laffleur |
| Cricket Club | Matt Buck |
| Equestrian Team | Mason Wilson |
| Hanami | Mason Wilson |
| Jujitsu Mens Frisbee | Jacob Ludbrook |
| Mens Club Soccer | Matt Buck |
| Minor Detail | Danny McGurn |
| Namaste Nepal | Jacob Ludbrook |
| The Philomathean Society | Joe Denklau |
| Society of Actuaries at Truman State | Mason Wilson |
| South Asian Student Union | John Vincent |
| Sweet Nothings Acapella | Hannah Wigger |
| Swim Club | FAC Advisor |
| The Society of Dance Arts (TSODA) | Hannah Wigger |
| True Men | Dylan Laffleur |
| Trusisters | Joe Denklau |
| TSUnami Womens Ultimate | John Vincent |

A green highlighted box in the background of the sheet contains the text: "Please email FAC@truman.edu with all FAC related needs. *Do not email individual FAC members' student emails*"

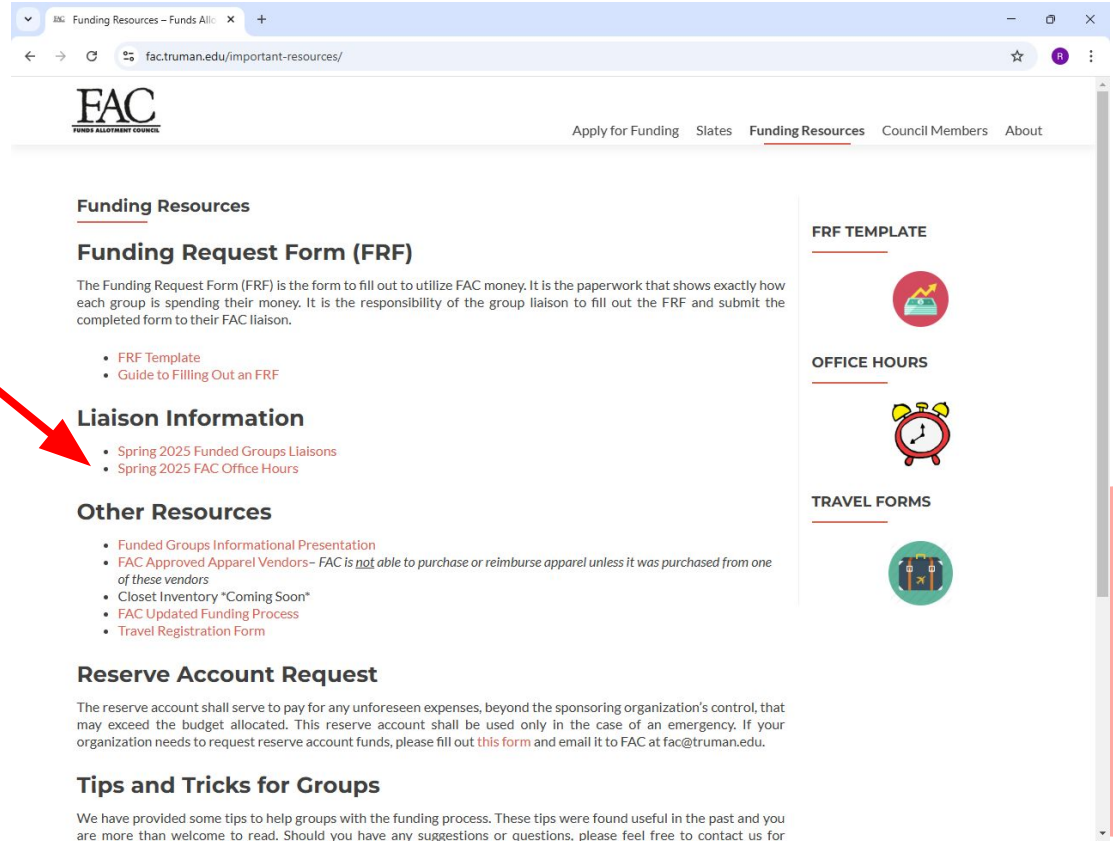
**Information pictured is
not accurate Not for Fall
2025 funding*

Where to find helpful info: fac.truman.edu

FAC Office Hours

This show a schedule of when an FAC member is holding office hours.

Stop by for help with FRFs, pick up supplies, or get questions answered



The screenshot shows the website for the Funds Allotment Council (FAC) at Truman State University. The page is titled 'Funding Resources - Funds Allotment Council' and the URL is 'fac.truman.edu/important-resources/'. The main navigation bar includes links for 'Apply for Funding', 'Slates', 'Funding Resources' (which is highlighted), 'Council Members', and 'About'.

The 'Funding Resources' section contains the following content:

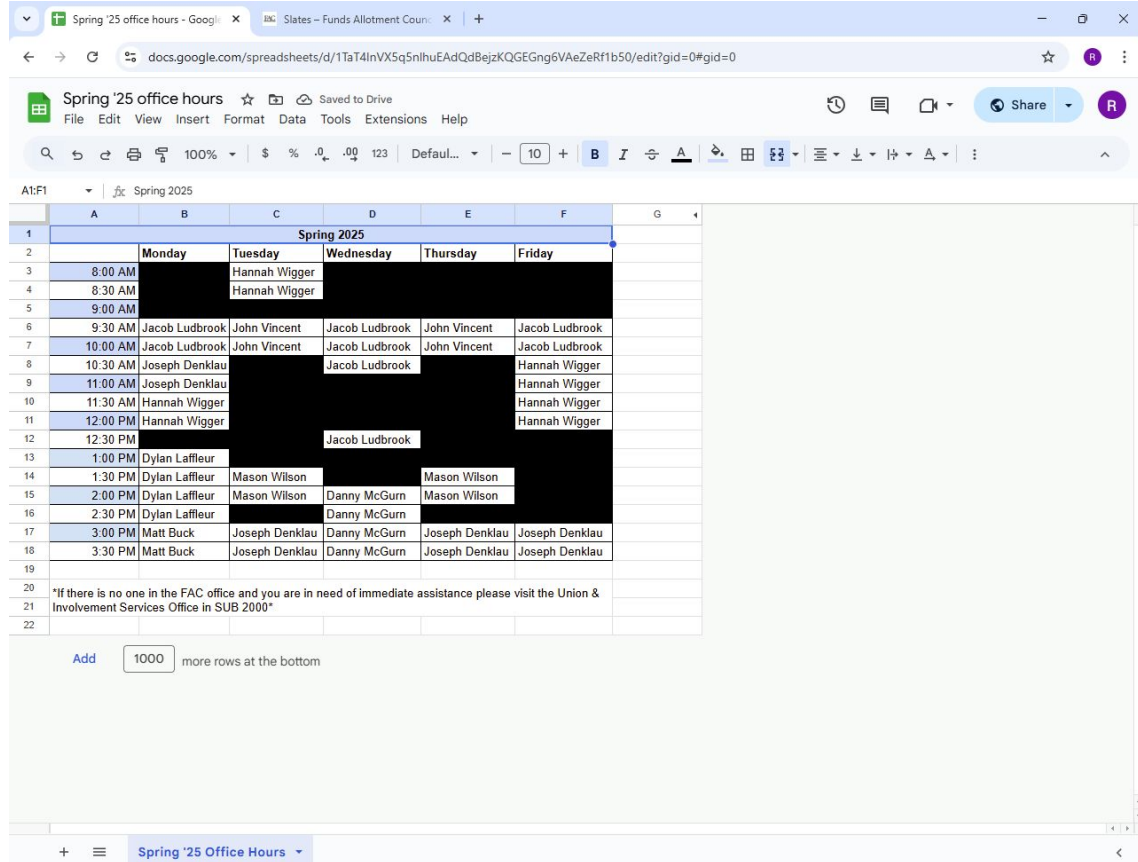
- Funding Request Form (FRF)**
The Funding Request Form (FRF) is the form to fill out to utilize FAC money. It is the paperwork that shows exactly how each group is spending their money. It is the responsibility of the group liaison to fill out the FRF and submit the completed form to their FAC liaison.
 - FRF Template
 - Guide to Filling Out an FRF
- Liaison Information**
 - Spring 2025 Funded Groups Liaisons
 - Spring 2025 FAC Office Hours
- Other Resources**
 - Funded Groups Informational Presentation
 - FAC Approved Apparel Vendors - FAC is not able to purchase or reimburse apparel unless it was purchased from one of these vendors
 - Closet Inventory "Coming Soon"
 - FAC Updated Funding Process
 - Travel Registration Form
- Reserve Account Request**
The reserve account shall serve to pay for any unforeseen expenses, beyond the sponsoring organization's control, that may exceed the budget allocated. This reserve account shall be used only in the case of an emergency. If your organization needs to request reserve account funds, please fill out [this form](#) and email it to FAC at fac@truman.edu.
- Tips and Tricks for Groups**
We have provided some tips to help groups with the funding process. These tips were found useful in the past and you are more than welcome to read. Should you have any suggestions or questions, please feel free to contact us for

On the right side of the page, there is a sidebar with the following sections:

- FRF TEMPLATE** (Icon: Document with a green arrow)
- OFFICE HOURS** (Icon: Alarm clock)
- TRAVEL FORMS** (Icon: Suitcase)

Where to find helpful info: fac.truman.edu

Office Hours Example



Spring '25 office hours

File Edit View Insert Format Data Tools Extensions Help

100% 123 Default... 10 B I A

Spring 2025

| | A | B | C | D | E | F | G |
|----|---|----------------|----------------|----------------|----------------|----------------|---|
| 1 | Spring 2025 | | | | | | |
| 2 | Monday | Tuesday | Wednesday | Thursday | Friday | | |
| 3 | 8:00 AM | | Hannah Wigger | | | | |
| 4 | 8:30 AM | | Hannah Wigger | | | | |
| 5 | 9:00 AM | | | | | | |
| 6 | 9:30 AM | Jacob Ludbrook | John Vincent | Jacob Ludbrook | John Vincent | Jacob Ludbrook | |
| 7 | 10:00 AM | Jacob Ludbrook | John Vincent | Jacob Ludbrook | John Vincent | Jacob Ludbrook | |
| 8 | 10:30 AM | Joseph Denkiau | | Jacob Ludbrook | | Hannah Wigger | |
| 9 | 11:00 AM | Joseph Denkiau | | | | Hannah Wigger | |
| 10 | 11:30 AM | Hannah Wigger | | | | Hannah Wigger | |
| 11 | 12:00 PM | Hannah Wigger | | | | Hannah Wigger | |
| 12 | 12:30 PM | | | Jacob Ludbrook | | | |
| 13 | 1:00 PM | Dylan Laffleur | | | | | |
| 14 | 1:30 PM | Dylan Laffleur | Mason Wilson | | Mason Wilson | | |
| 15 | 2:00 PM | Dylan Laffleur | Mason Wilson | Danny McGurn | Mason Wilson | | |
| 16 | 2:30 PM | Dylan Laffleur | | Danny McGurn | | | |
| 17 | 3:00 PM | Matt Buck | Joseph Denkiau | Danny McGurn | Joseph Denkiau | Joseph Denkiau | |
| 18 | 3:30 PM | Matt Buck | Joseph Denkiau | Danny McGurn | Joseph Denkiau | Joseph Denkiau | |
| 19 | | | | | | | |
| 20 | *If there is no one in the FAC office and you are in need of immediate assistance please visit the Union & Involvement Services Office in SUB 2000* | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |

Add 1000 more rows at the bottom

Spring '25 Office Hours

**Information pictured is
not accurate Not for Fall
2025 funding*

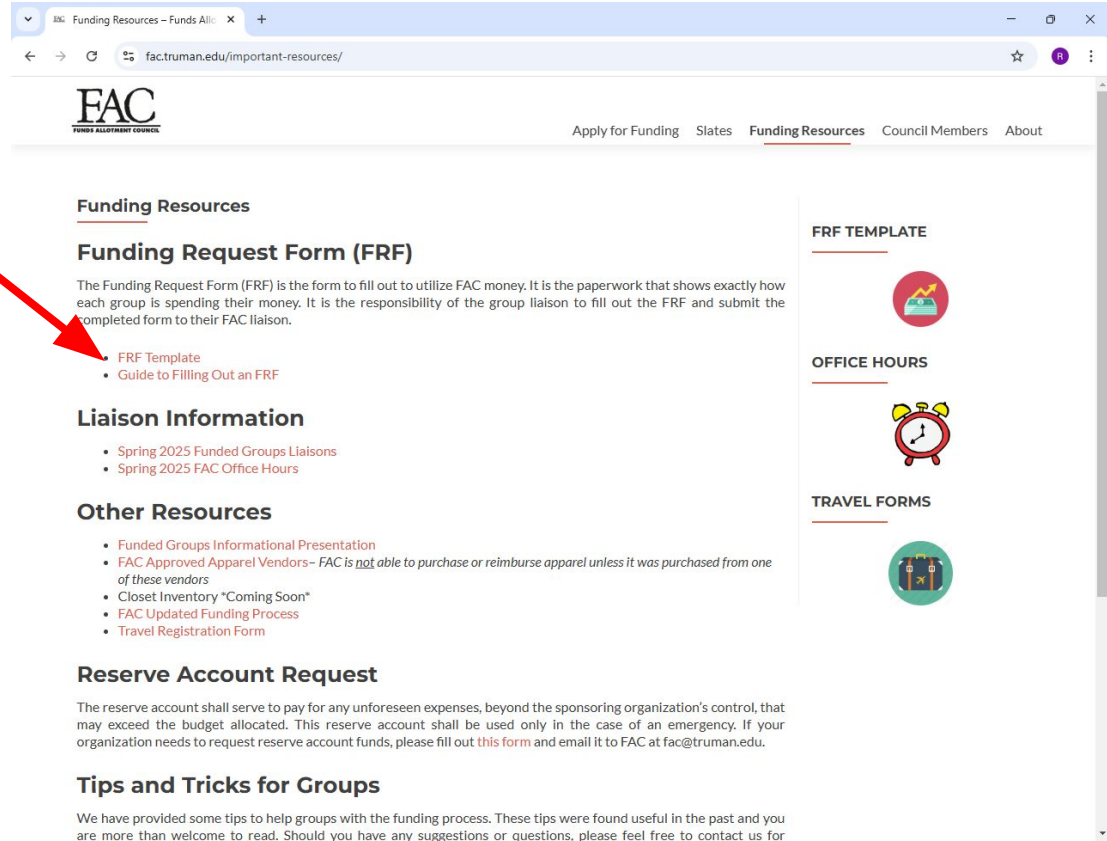
Where to find helpful info: fac.truman.edu

FRF Template

This is the FRF template. We update it every semester.

You will need to fill this out to use your funding. It tells FAC who, what, when, where, and why you plan on using your funds.

If your org keeps a copy of the FRF template on hand, make sure you are using the most updated version each semester.



The screenshot shows the 'Funding Resources' page of the FAC (Funds Allotment Council) website. A red arrow points from the 'FRF Template' text in the left margin to the 'FRF Template' link in the 'Funding Request Form (FRF)' section. The website header includes the FAC logo and navigation links: 'Apply for Funding', 'Slates', 'Funding Resources', 'Council Members', and 'About'. The main content area is titled 'Funding Resources' and contains several sections: 'Funding Request Form (FRF)', 'Liaison Information', 'Other Resources', 'Reserve Account Request', and 'Tips and Tricks for Groups'. The 'FRF' section includes a description of the form and a list of links: 'FRF Template' and 'Guide to Filling Out an FRF'. The 'Liaison Information' section lists 'Spring 2025 Funded Groups Liaisons' and 'Spring 2025 FAC Office Hours'. The 'Other Resources' section lists 'Funded Groups Informational Presentation', 'FAC Approved Apparel Vendors', 'Closet Inventory', 'FAC Updated Funding Process', and 'Travel Registration Form'. The 'Reserve Account Request' section explains the purpose of the reserve account and provides instructions for requesting funds. The 'Tips and Tricks for Groups' section offers advice on the funding process. On the right side of the page, there is a sidebar with three sections: 'FRF TEMPLATE' (with a red icon), 'OFFICE HOURS' (with a yellow alarm clock icon), and 'TRAVEL FORMS' (with a green icon).

Funding Resources

Funding Request Form (FRF)

The Funding Request Form (FRF) is the form to fill out to utilize FAC money. It is the paperwork that shows exactly how each group is spending their money. It is the responsibility of the group liaison to fill out the FRF and submit the completed form to their FAC liaison.

- [FRF Template](#)
- [Guide to Filling Out an FRF](#)

Liaison Information

- [Spring 2025 Funded Groups Liaisons](#)
- [Spring 2025 FAC Office Hours](#)

Other Resources

- [Funded Groups Informational Presentation](#)
- [FAC Approved Apparel Vendors](#) - FAC is not able to purchase or reimburse apparel unless it was purchased from one of these vendors
- [Closet Inventory "Coming Soon"](#)
- [FAC Updated Funding Process](#)
- [Travel Registration Form](#)

Reserve Account Request

The reserve account shall serve to pay for any unforeseen expenses, beyond the sponsoring organization's control, that may exceed the budget allocated. This reserve account shall be used only in the case of an emergency. If your organization needs to request reserve account funds, please fill out [this form](#) and email it to FAC at fac@truman.edu.

Tips and Tricks for Groups

We have provided some tips to help groups with the funding process. These tips were found useful in the past and you are more than welcome to read. Should you have any suggestions or questions, please feel free to contact us for

FRF TEMPLATE

OFFICE HOURS

TRAVEL FORMS

Where to find helpful info: fac.truman.edu

FRF template Example

FRF Template 24-25 school year

File Edit View Insert Format Data Tools Extensions Help

100% 123 Calibri 11

A1 Date Submitted:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|---|--|----------|------------------|-------------------|-----|---|---|---|---|---|---|---|---|
| 1 | Date Submitted: | | | | Event Date: | | | | | | | | | |
| 2 | Event Contact Information: | | | | | | | | | | | | | |
| 3 | Name: | | | Phone: | | | | | | | | | | |
| 4 | Email: | | | Organization: | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | Treasurer's Name: | Joseph Denklau | | | Purchasing Org: | FAC | | | | | | | | |
| 7 | Treasurer's Email: | factreasurer@truman.edu | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | Is this FRF being completed on behalf of another group? | Yes | | | | | | | | | | | | |
| 11 | If yes, who: | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | |
| 14 | Purchase Type: | 1. Purchase Order - A promise of payment to a vendor for a good or service | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | |
| 18 | Business Purpose: | FAC is sponsoring (event name) on (date) at (time) at (location). This event [is free to / costs (price) for] students. The estimated attendance is (attendance). FAC requests to purchase (items) for (reason). *Please include Banner ID # for any reimbursements to an individual. Please include date(s), location(s), and name of any tournaments/events for travel.* | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | |
| 22 | Company Name: | | | | Check Payable To: | | | | | | | | | |
| 23 | | | | | | | | | | | | | | |
| 24 | Website: | | | | Check Delivery: | | | | | | | | | |
| 25 | | | | | Custodian: | | | | | | | | | |
| 26 | Phone: | | | | | | | | | | | | | |
| 27 | | | | | Banner ID: | | | | | | | | | |
| 28 | Address: | | | | | | | | | | | | | |
| 29 | | | | | Backup: | | | | | | | | | |
| 30 | | | | | | | | | | | | | | |
| 31 | Unit Price | Item Number | Quantity | Item Description | Total | | | | | | | | | |
| 32 | | | | | \$0.00 | | | | | | | | | |
| 33 | | | | | \$0.00 | | | | | | | | | |

FRF DON'T TOUCH

- Make a COPY of this form to edit
- Change the name of the file so FAC knows what your FRF is for
FRFs named "Copy of FRF Template..." will not be accepted
- Do not put any documentation (screenshots, receipts, images, etc) on this form. These should be sent as separate file(s)
- Your group is responsible for filling out the Business Purpose! Any FRF without the Business Purpose filled out will not be accepted
If you have any questions about how to fill out an FRF contact your liaison at fac@truman.edu
You may remove these instructions before submitting your FRF

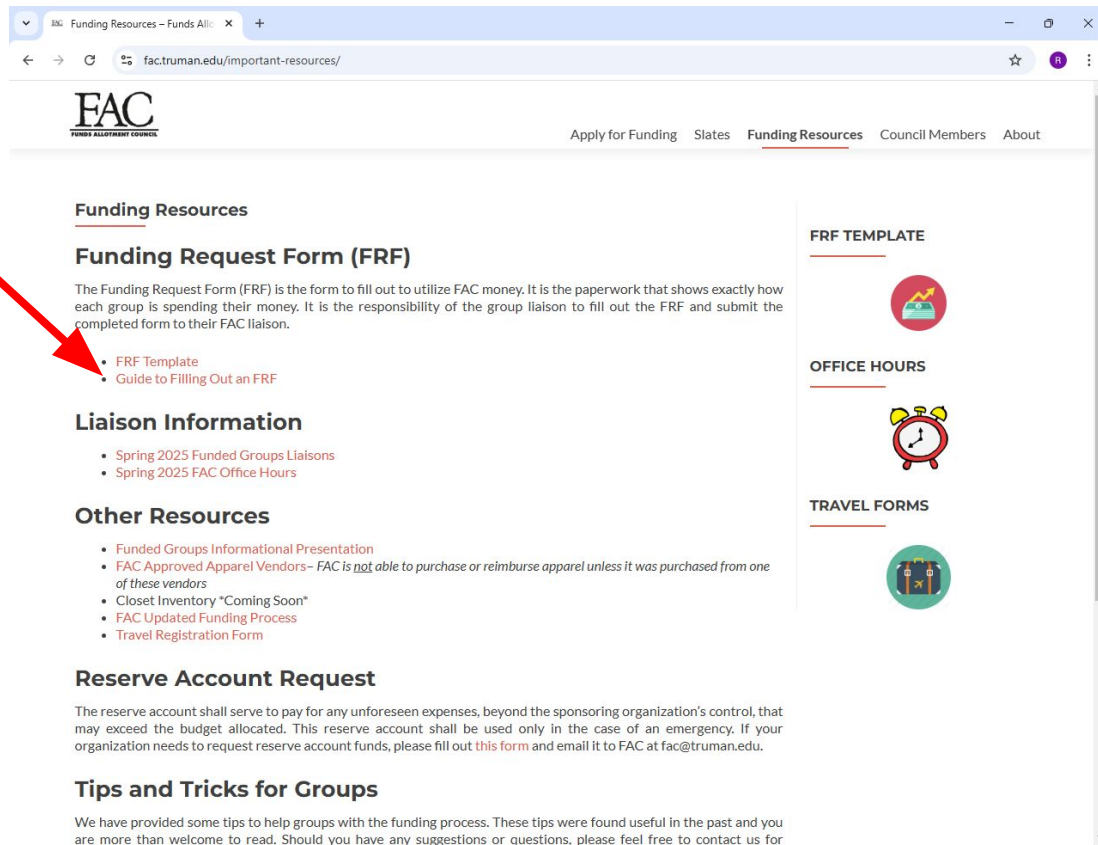
*Information pictured is
not accurate Not for Fall
2025 funding

Where to find helpful info: fac.truman.edu

FRF How-To Guide

This is a power point slide show that walks you through how to fill out an FRF.

Each slide has step-by-step instructions on how to fill out each section of the document and what info you need to include.



The screenshot shows the 'Funding Resources' page of the FAC (Funds Allotment Council) website. A red arrow points from the 'FRF How-To Guide' text to the 'FRF Template' link in the 'Funding Request Form (FRF)' section. The website has a blue header with the FAC logo and navigation links: 'Apply for Funding', 'Slates', 'Funding Resources', 'Council Members', and 'About'. The main content area is titled 'Funding Resources' and includes sections for 'Funding Request Form (FRF)', 'Liaison Information', 'Other Resources', 'Reserve Account Request', and 'Tips and Tricks for Groups'. A right sidebar contains links for 'FRF TEMPLATE', 'OFFICE HOURS', and 'TRAVEL FORMS', each with a corresponding icon.

Funding Resources

Funding Request Form (FRF)

The Funding Request Form (FRF) is the form to fill out to utilize FAC money. It is the paperwork that shows exactly how each group is spending their money. It is the responsibility of the group liaison to fill out the FRF and submit the completed form to their FAC liaison.

- [FRF Template](#)
- [Guide to Filling Out an FRF](#)

Liaison Information

- [Spring 2025 Funded Groups Liaisons](#)
- [Spring 2025 FAC Office Hours](#)

Other Resources

- [Funded Groups Informational Presentation](#)
- [FAC Approved Apparel Vendors](#) - FAC is not able to purchase or reimburse apparel unless it was purchased from one of these vendors
- [Closet Inventory "Coming Soon"](#)
- [FAC Updated Funding Process](#)
- [Travel Registration Form](#)

Reserve Account Request

The reserve account shall serve to pay for any unforeseen expenses, beyond the sponsoring organization's control, that may exceed the budget allocated. This reserve account shall be used only in the case of an emergency. If your organization needs to request reserve account funds, please fill out [this form](#) and email it to FAC at fac@truman.edu.

Tips and Tricks for Groups

We have provided some tips to help groups with the funding process. These tips were found useful in the past and you are more than welcome to read. Should you have any suggestions or questions, please feel free to contact us for

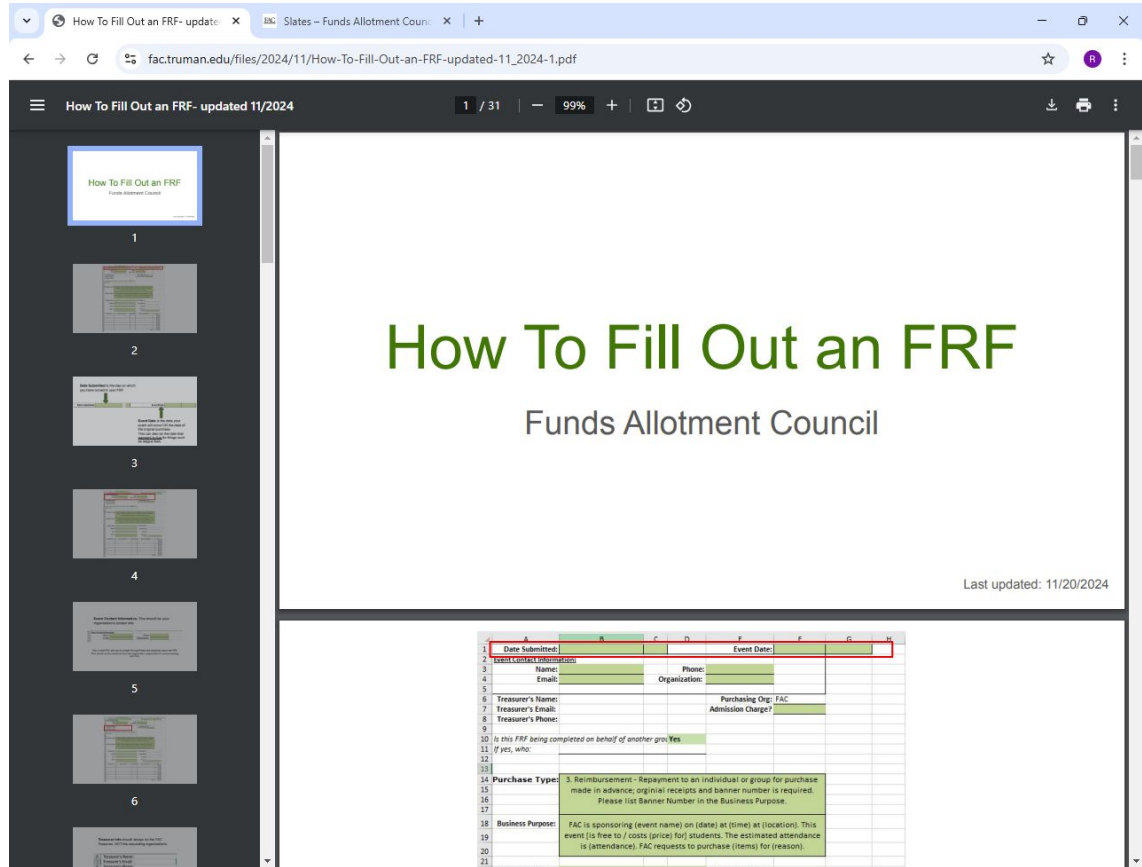
FRF TEMPLATE

OFFICE HOURS

TRAVEL FORMS

Where to find helpful info: fac.truman.edu

FRF Guide



How To Fill Out an FRF - updated 11/2024

1 / 31 | 99%

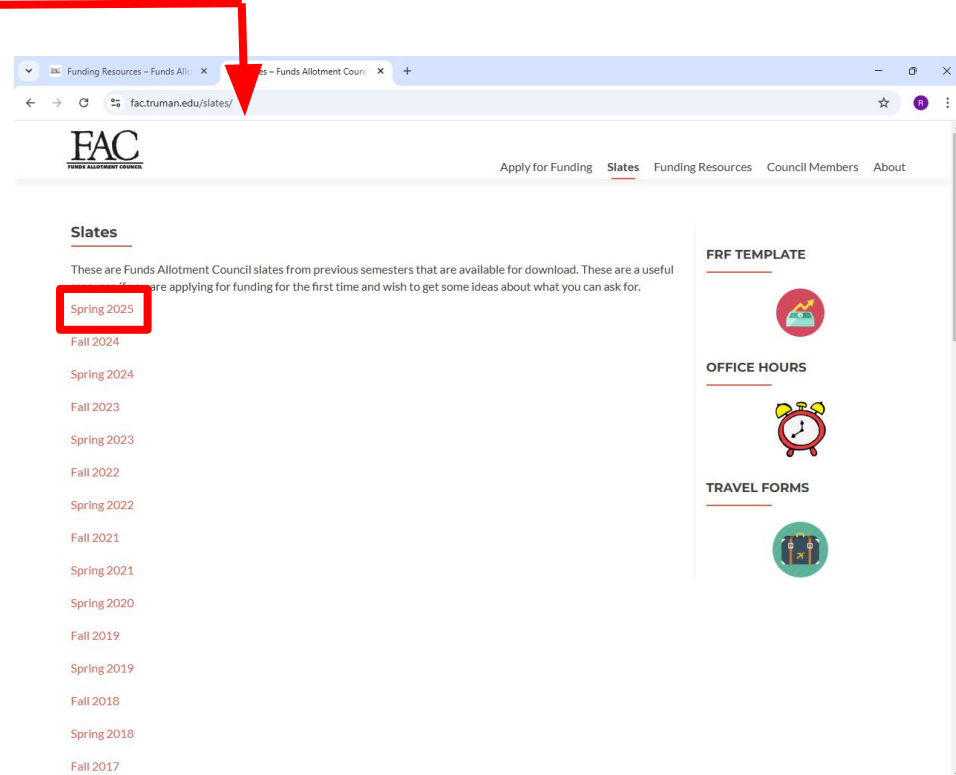
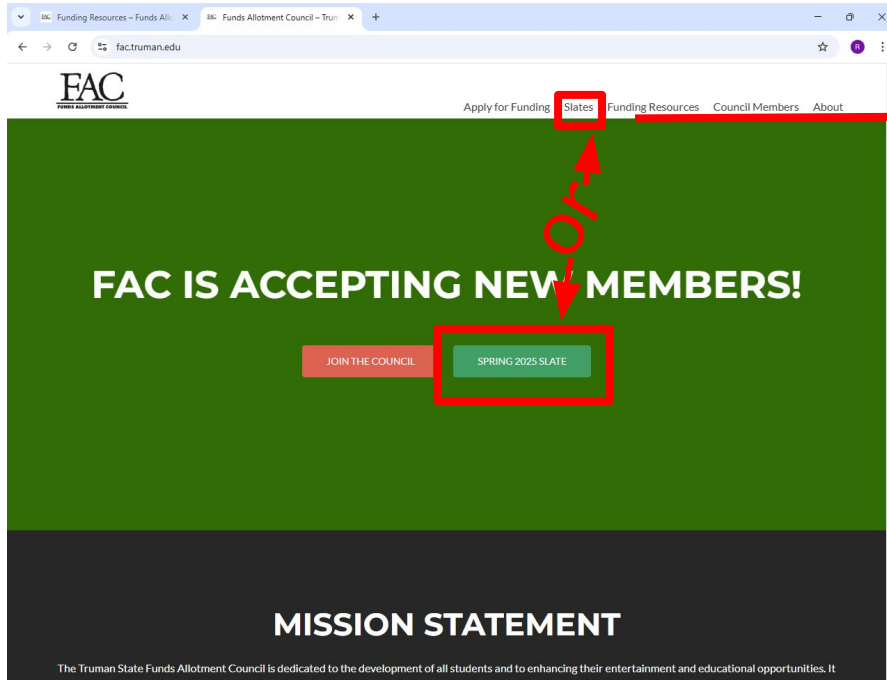
How To Fill Out an FRF

Funds Allotment Council

Last updated: 11/20/2024

| A | B | C | D | E | F | G | H |
|----|---|--|---------------|---------------------|---|---|---|
| 1 | Date Submitted: | | | Event Date: | | | |
| 2 | Name: | | Phone: | | | | |
| 3 | Email: | | Organization: | | | | |
| 4 | Treasurer's Name: | | | Purchasing Org: FAC | | | |
| 5 | Treasurer's Email: | | | Admission Charge? | | | |
| 6 | Treasurer's Phone: | | | | | | |
| 7 | Is this FRF being completed on behalf of another group? | Yes | | | | | |
| 8 | If yes, who: | | | | | | |
| 9 | | | | | | | |
| 10 | Purchase Type: | 3. Reimbursement - Repayment to an individual or group for purchase made in advance; original receipts and banner number is required. Please list Banner Number in the Business Purpose. | | | | | |
| 11 | Business Purpose: | FAC is sponsoring (event name) on (date) at (time) at (location). This event is free to / costs (price) for students. The estimated attendance is (attendance). FAC requests to purchase (items) for (reason). | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |

Where to find helpful info- The Slate



“The Slate” is where FAC lists all orgs that received funding and how much.

How to read the slate:

**Information pictured is not accurate Not for Fall 2025 funding*

Categories of Funding

| Bulls Rugby | | | |
|--------------------|-------------|------------|------------|
| | | Requested | Allotted |
| Contractual | | | |
| | League Fees | \$770.00 | \$770.00 |
| | Ref's Fees | \$200.00 | \$200.00 |
| | Travel | \$0.00 | \$0.00 |
| | Lodging | \$0.00 | \$0.00 |
| | Food | \$0.00 | \$0.00 |
| | Total | \$970.00 | \$970.00 |
| Equipment | | | |
| | General | \$336.00 | \$336.00 |
| | Exhibition | \$0.00 | \$0.00 |
| | Total | \$336.00 | \$336.00 |
| Travel and Lodging | | | |
| | Ground | \$500.00 | \$500.00 |
| | Air | \$0.00 | \$0.00 |
| | Lodging | \$0.00 | \$0.00 |
| | Total | \$500.00 | \$500.00 |
| Publicity | | | |
| | Poster | \$50.00 | \$50.00 |
| | Other | \$0.00 | \$0.00 |
| | Total | \$50.00 | \$50.00 |
| Other | | | |
| | Total | \$0.00 | \$0.00 |
| Total | | \$1,856.00 | \$1,856.00 |

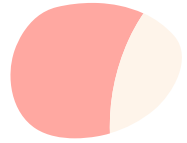
Name of the Organization

The "Requested" column shows the amount your org requested on the funding application

The "Allotted" column shows the amount allotted by FAC during deliberations

THIS is your total funding allotment. You cannot go over this amount.

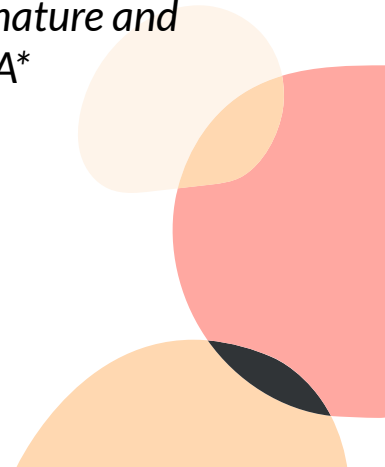
What does it mean to be FAC vs. ICA?



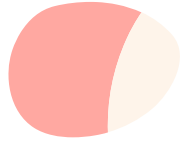
FAC- Groups hosting events on campus for the general student body

ICA- Groups who are competitive in nature. These groups typically travel to compete against other colleges/ teams and represent Truman students away from campus.

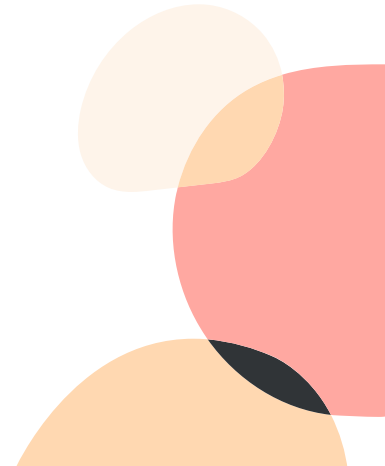
Even if you are hosting an event on campus, if you are 1-competitive in nature and 2- have received ICA funding previously your org is still considered ICA



What Do the Categories mean?



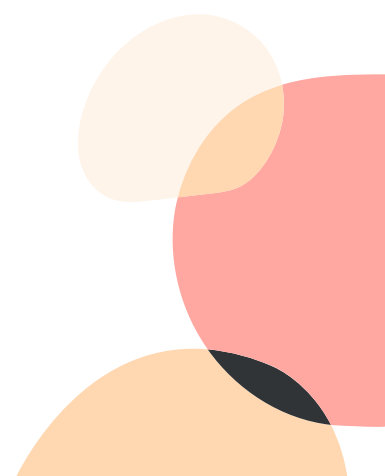
- We allot funds to different categories based on what each group applied for and discussed during their hearing
- You are expected to not go over funding in any one category
- If you are unsure what category your purchase would be: ASK!





What if I want to move funds to a different category?

Your group can request a Reallotment!

- To request a reallotment tell your liaison as soon as possible
 - Re-allotments are voted on by the council
 - Please allow at least a week for FAC to vote
 - Remember your reallotment still must be in compliance with FAC and the University policy
 - If FAC cut funding in a certain category please keep this in mind when request a reallotment. **FAC will not approve re-allotments to cover expenses they have already informed you we could not fund.**
 - You cannot exceed your total funding
- 

HOW TO UTILIZE YOUR FUNDING

- Reach out to your FAC liaison as soon as you can
 - FAC will do check-in emails periodically throughout the semester but if you are wanting to use your funding you must initiate contact once you have started working on the specific event
- Talk with your liaison throughout the event planning and execution process to ensure that you are adhering to the rules and regulations of FAC.
- FAC recommends talking with your liaison before purchasing anything. This way we can make sure the money you are spending is reimbursable or FAC is able to use the vendor you have in mind.

HOW TO UTILIZE YOUR FUNDING

**YOU are responsible for reaching out to FAC in order to use
your funds!**


As soon as you have details about your event or receipts from a reimbursement get into contact with FAC. We require at least 30 days in advance, but FAC can purchase supplies, work on an agreement, reserve a hotel room, etc. more than 30 days out.

Please be connecting with FAC as soon as you have information about your event and/or purchase(s).

HOW TO UTILIZE YOUR FUNDING



Submit your FRFs and documenting your liaison

- Reimbursements: within 30 business days of your receipt
 - Upfront purchases: at least 30 business days in advance for purchase orders
 - Contracting: at least 45 business days in advance
- 


Revenue/Profit/Fundraising at and FAC funded event



FAC cannot fund any event that is intended to generate revenue/profit for a club or act as an organization fundraiser (either for the group or an external charity)

No organization is able to charge for entrance to an FAC funded event, or require a fee/charge to any FAC funded portion of the event.

We do encourage all funded groups to host independent fundraising events (not using FAC funds) to help cover expenses that are beyond FAC's ability to fund or in addition to the funds you have been allotted.



FAC Cannot Fund...

- **Personalized items** - Examples: uniforms with individuals names on them
 - Any uniforms/equipment purchased with FAC funds need to be passed down from year to year and stay with current club members
- **Food (unless it is the main point of the event)**
 - All food purchased with FAC funds comes from Sodexo UNLESS your organization obtains a waiver from Sodexo
- **Prizes, awards, or giveaways**
- **Off-campus events and/or Off-campus publicity**
- **Events with restricted access-** Your event must be open to all Truman students to attend
- **Events not specifically for Truman students**
- **Events intended to make a profit or act as a fundraiser**

Overspending

Overspending is when an organization exceeds the funds they were allotted for any reason.

Payment must be made to FAC in the amount of whatever the total overage is

Checks should be written out to **Truman State University**

If you are wanting to drop off a check but no one is in the FAC office- please bring your payment to the U&I office (SUB 2000)

**Overspending is a sanctionable offense and could affect your ability to receive funding in the future*

Changes to your event

FAC allots funds based on the specific event and details that was on your funding application and can only be used for that specific event/items- UNLESS you receive prior approval from FAC

If you can no longer host/attend your funded event:

- Tell liaison your ASAP- We can help determine if a reallocation or a re-appropriation is possible for your group to still utilize your funds

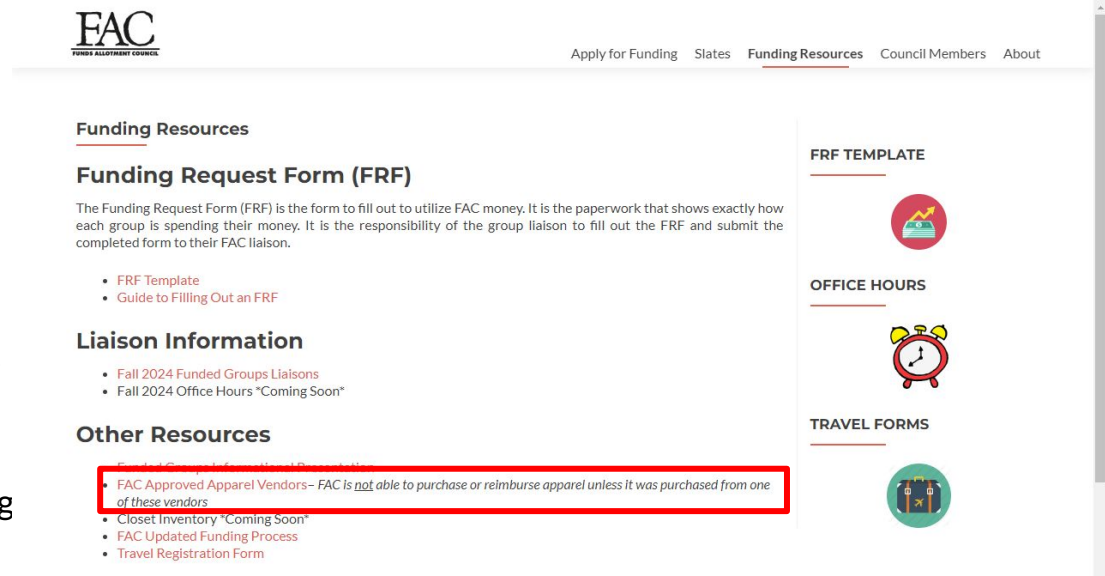
If your organization has a different idea that can use your allotted funds

This should only be the case if you cannot use your funds as originally planned

- Contact your liaison with details ASAP
- Your event still must comply with FAC and University policy
- Your liaison will bring a re-appropriation request to the council for vote and will contact you after vote has been cast

Buying Apparel

- You must use one of the approved University vendors
 - List can be found on our website
 - You must get three quotes from these approved vendors and FAC will have to go with the cheapest quote option
- Your design must also meet branding standards and be approved by the University publications department if it contains any part of the Truman name or logos



The screenshot shows the FAC (FUNDING ALLOCATION COUNCIL) website. The header includes the FAC logo and navigation links: Apply for Funding, Slates, Funding Resources (highlighted), Council Members, and About. The main content area is titled 'Funding Resources' and contains three sections: 'Funding Request Form (FRF)', 'Liaison Information', and 'Other Resources'. The 'Funding Request Form (FRF)' section explains that the FRF is the paperwork for utilizing FAC money and lists links for the FRF Template and Guide to Filling Out an FRF. The 'Liaison Information' section lists links for Fall 2024 Funded Groups Liaisons and Fall 2024 Office Hours. The 'Other Resources' section lists links for Funded Groups Information and Documents, FAC Approved Apparel Vendors (highlighted with a red box), Closet Inventory, FAC Updated Funding Process, and Travel Registration Form. A right-hand sidebar contains icons and links for FRF TEMPLATE, OFFICE HOURS, and TRAVEL FORMS.

FAC
FUNDING ALLOCATION COUNCIL

Apply for Funding Slates **Funding Resources** Council Members About

Funding Resources

Funding Request Form (FRF)

The Funding Request Form (FRF) is the form to fill out to utilize FAC money. It is the paperwork that shows exactly how each group is spending their money. It is the responsibility of the group liaison to fill out the FRF and submit the completed form to their FAC liaison.

- [FRF Template](#)
- [Guide to Filling Out an FRF](#)

Liaison Information

- [Fall 2024 Funded Groups Liaisons](#)
- [Fall 2024 Office Hours *Coming Soon*](#)

Other Resources

- [Funded Groups Information and Documents](#)
- **[FAC Approved Apparel Vendors- FAC is not able to purchase or reimburse apparel unless it was purchased from one of these vendors](#)**
- [Closet Inventory *Coming Soon*](#)
- [FAC Updated Funding Process](#)
- [Travel Registration Form](#)

FRF TEMPLATE

OFFICE HOURS

TRAVEL FORMS

FAC cannot purchase or reimburse your for apparel items not purchased from a university vendor or if they do not meet branding standards.

If buying any physical item (Equipment, uniforms, decorations, etc.)

All FAC funded items **MUST** be shipped to the University- ***This includes any items your organization purchases for reimbursement***

Address to use:

[Organization Name & contact person]
100 E. Normal Ave.
SUB 2000
Kirksville, MO 63501

FAC cannot reimburse any item mailed to a personal address.

Hotel/ Lodging Accommodations

FAC cannot pay for or reimburse for lodging accommodations through Airbnb, verbo, or other independent home sharing sites. FAC can only pay for or reimburse lodging if it is through a traditional hotel, motel, etc.

For FAC to pay for your lodging upfront:

- Do not go through third party travel sites (bookings.com, expedia.com, tripadvisor.com, etc.)
- Send FAC information and website for the specific lodging you are wanting
 - Please include hotel address, number of rooms, number of beds (ex: 3 rooms w/ double beds)
- Include the name, dates, and location of the competition/tournament you are traveling to attend

FAC can reimburse for lodging (as long as it is a traditional lodging accommodation). Lodging reimbursements follow the same rules as a standard reimbursement.

Contracting

University policy states we cannot pay for an artist/speaker/contractor/vendors' lodging, travel, and food accommodations.

- All of these cost should be factored into the overall performance fee, as the University (FAC) will not provide any additional funds to offset these costs.
- FAC will not make hotel reservations for any contract entity.

All contracts using FAC funds should go through the University contracting process through the FAC advisor and takes at least a month to complete properly.

The University standard contract will be used for all contracting through FAC

Requests for a contract MUST be submitted at least 45 business days before your event. Any contract requests made with less than 45 business days will not be accepted.

Publicity Requirements

Any specific event that received funding is required to have adequate publicity, so the general student body is aware of this event. You will only get approval to use your FAC poster money to publicize the event your received funded for.

Any ICA funded group is required to promote the ability to join your organization or participate in club activities at least once an academic year. This is the only type of poster that will receive approval to use your FAC poster money, unless your application included additional poster money for other events.

*****Failure to adequately publicize or failure to include the FAC logo for a funded event are sanctionable offenses*****

Poster Printing

The Process:

- To order posters you will email nacraven@truman.edu
 - Please make sure you let them know you have FAC funding
- Please allow at least 1 week for printing services to get back to you with any questions and print your posters
- Printing services will add the FAC logo to your poster along with the U&I approval logo
- Printing Services will bill your posters to FAC directly
 - You still need to complete an FRF for FAC records
- Posters are delivered to the U&I office. When your posters arrive your liaison will contact you to come pick them up from the FAC office.

Poster Requirements:

- Name of organization
- Name of the Event
- When the event is taking place
- Where the event is taking place
- Your Org Must be in good standing with the U&I

Printed posters without required logos:

- Bring your posters to the U&I office
- Someone will verify your poster meets posting standards
- If it meets standards, you will have to stamp the U&I logo and add the required statement
 - The U&I can print labels for you to use but at a cost
- You will also need to bring your poster to FAC and stamp the FAC logo on you poster

Failure to adequately publicize or failure to include the FAC logo for a funded event are sanctionable offenses

Poster Printing

Poster approval and printing process can take at least a week between sending for approval and arrival of the printed posters. Please plan accordingly.

If you use FAC funds to purchase posters that do not arrive in time to publicize for the event due to not allowing time for the poster approval process, or they are not picked up from the FAC office prior to your event day- you may be up for sanctioning.

Sodexo Orders

To place a Sodexo order:

- Go to: truman.catertrax.com
- Log in or create an account
- Place your order
- You can charge your bill directly to FAC
 - Please let your liaison know when you place an order
 - You still need to complete and FRF for FAC records
- Please place your sodexo order at least 2 weeks in advance

- All food orders from FAC MUST be through Sodexo
- If you are wanting food not from Sodexo your organization will need to obtain a waiver from Sodexo
 - Typically the only time a waiver is granted is when there is an item or items that Sodexo cannot provide or reasonably substitute
 - Your organization is responsible for obtaining a sodexo waiver and providing a copy to FAC. FAC do this for you.

Back Up documentation for your FRF

Reimbursement

- When the organization or an individual member of an organization purchases something upfront and needs FAC funding to pay them back for the purchase

- Original receipt
 - A picture or a scanned copy is acceptable. MUST BE CLEARLY LEGIBLE!
- Bank statement with completed purchase
 - Must show the name of the account holder AND the purchase in question
 - Everything else may be blacked out for privacy
- If originally paid by check- we need a picture of the check

Purchase Order

- These are things not readily available for online purchase but you would like FAC to pay for upfront on behalf of the organization (film rights, apparel orders, etc)

- Quote or invoice with final total
- Contact information for the vendor
- Link to website (if applicable)
- Any custom information needed (color selection, copy of design, etc.)

Online Order

- These are things readily available for purchase online that the organization wishes for FAC to purchase on their behalf. (Walmart, Amazon, etc.)

- Link to each item
- Quantity of each item
- Screenshots of cart or indiv. items
- If shipping is extra please include that in your total
- FAC does not pay taxes as part of the University so you should not include tax in your final total

Contracts

- These are anytime an organization wants to work with an outside vendor to bring a event or service to campus. This includes performers, services, and rentals.

- ALL CONTRACTS USING FAC FUNDS SHOULD BE THROUGH THE FAC ADVISOR
- Quote from vendor
 - All vendors are responsible for their own travel accommodations and will not receive additional funds to offset these expenses. Your vendor should take this into account when providing a quote
- Details about the event (when, where, how long, etc.)
 - The more details you can provide the better
- Description of what service is expected to be provided

Examples of Back-Up Documentation

Receipts

Original Fillup

Casey's General
Store #3238
583 S Franklin St
Kirkville, MO 63581

Date 09/25/2021
Time 07:35

VI

Pump Gallons Price
83 5.452 \$ 2.889

Product Amount
87E18 \$ 15.75

Total Sale \$ 15.75

SALE - Card Swiped
Auth # 014858
Merch #

Visa

Swiped

09/25/2021 19:33:23

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.

9/25/202116:24:11
Order Number: 4781647
Circle K 14884 Clayton Rd
Chesterfield MO 63817-7
(636) 527-3878
Term: 182
Appr: 020877
UNL-REG
PUMP No. 06
Gallons 6.053
PRICE/G \$2.779
TOTAL FUEL \$16.82
TOTAL SALE \$16.82
SALE
Visa
Card Num : (C)

Chip Read
US\$16.82

US DEBIT
AID: A888888888888888
TVR: 8888888888
IAD: XXXXXXXXXXXXXXXX
TSI: 8888
ARC: 00
AROC:
8AE75444:FF61605

09/25/2021 16:22:14
PIN Bypassed

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.

THANK YOU

Welcome to Hy-Vee
582 N Baltimore
Kirkville, MO 63581
668-627-6272

Date: 10/23/21
Time: 18:55:16

Invoice: 287

Pump Gallons Price
9 6.193 \$ 2.999
Product Amount
UNLEADED F \$ 18.54

Debit \$ 18.54
TOTAL SALE \$ 18.54

MERCH. ID: 44454364
TERM. ID: 8888859
PURCHASE \$18.54

CHIP READ

Visa

Seq#: 287
REF#: 28701
Appr. Code: 882381
Transaction Approved

AROC - 16F784A547C5D

ONLINE PIN VERIFIED

TVR: 8888848888
IAD: 88811283A8888
TSI: 8888 ARC: 88

Thank You For
Shopping Hy-Vee
Have A Nice Day!

- Must be FULL receipt
- Must show total, date, and time
- Must be clearly legible
- Only items you are getting reimbursed for should be on the receipt

Please note things are blocked out here for privacy reasons. You should not mark anything out on a receipt you turn into FAC

Examples of Back-Up Documentation

Bank Statements:

000038921 01 SP 000638957746156 E
JUIITSU ULTIMATE
JUIITSU ULTIMATE
C/O UNION & INVOLVEMENT SERVICES
100 E NORMAL AVE
KIRKSVILLE MO 63501-4200

To Contact U.S. Bank
24-Hour Business Solutions: 1-800-673-3555
Internet: usbank.com

U.S. Bank accepts Relay Calls

INFORMATION YOU SHOULD KNOW
New Terms and Conditions will be effective for U.S. Bank business clients on November 1, 2021. You can view current and new Terms and Conditions at usbank.com/termsandconditions. Use access code "terms2021." If you are unable to access this information for any reason, please reach out to your U.S. Bank contact or Commercial Customer Service team for assistance.
Thank you for choosing U.S. Bank. We've recently uncovered a system issue that affects your account. You are currently receiving paper statements for which there is a \$5 fee per statement cycle. However, a system error has prevented that fee from being applied to your account. This notice is to inform you that we will be reconstituting the fee going forward beginning with your October 2021 statement.
Please note that this fee can be easily avoided by signing up for e-statements at usbank.com/paperless. E-statements are more secure and arrive faster than paper statements.
If you have any questions about this or need assistance signing up for e-statements, our business bankers are here to help at U.S. Bank 24-hour Banking at 800-673-3555. We accept relay calls.

SILVER BUSINESS CHECKING **Member FDIC**
U.S. Bank National Association
Account Summary **Account Number 1-523-2040-1283**

Beginning Balance on Sep 1
Card Withdrawals
Other Withdrawals
Ending Balance on Sep 30

Card Withdrawals

| Date | Description of Transaction | Ref Number | Amount |
|--------|---|--|--------|
| Sep 24 | Debit Purchase - VISA AIRBNB HMMH8PON *****1738 | On 092421 AIRBNB.COM CA REF # 24492151267715450562068 7715450562 | 293.57 |

Page 1 / 4
Withdrawals Subtotal
Total Card Withdrawals \$

17:12
Transaction Details Log Out

CASEYS GEN STORE 323 \$21.17

Merchant Contact Information
503 S FRANKLIN ST, MO 63501

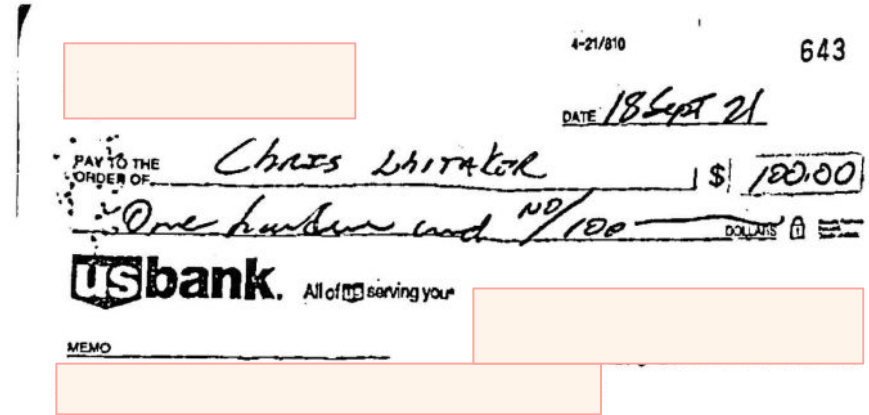
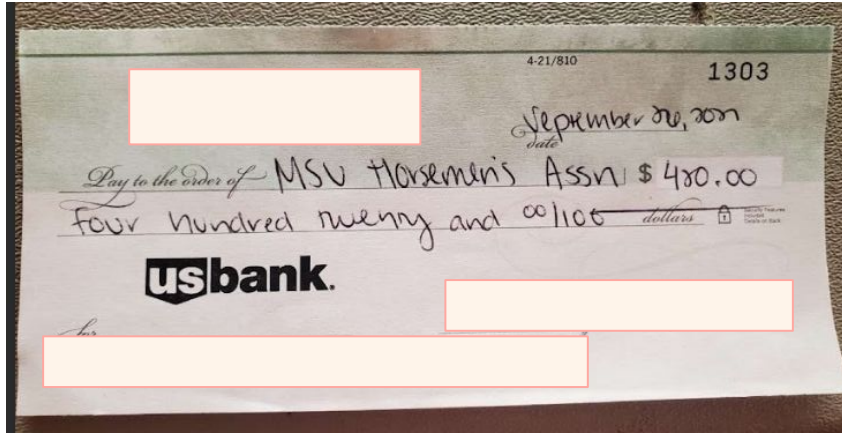
Additional Information
Transaction Date Sat 10/23/21
Posted Date Sat 10/23/21
Purchase Method CARD SWIPED
Purchased By
Category AUTOMATED FUEL DISPENSERS
Cash Back Earned

Tag Transaction

- Must show completed transaction
- Must have name of account holder clearly stated
- Highlight the transaction in question

Examples of Back-Up Documentation

Check Copies:

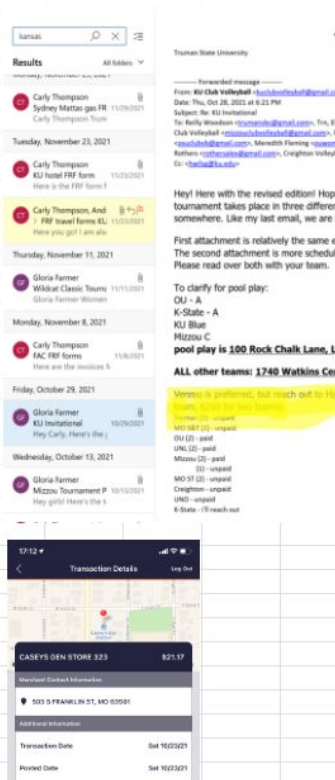


Please note things are blocked out here for privacy reasons. You should not black out anything on a check copy you send to FAC

Do not do this!

| A | B | C | D | E | F | G | H | I | J | K | L |
|---|--|----------|------------------|-------------------|-----------------|--------|---|---|---|---|---|
| Date Submitted: | | | | Event Date: | | | | | | | |
| Event Contact Information: | | | | | | | | | | | |
| Name: | | | | Phone: | | | | | | | |
| Email: | | | | Organization: | | | | | | | |
| Treasurer's Name: | Olivia Baumann | | | Purchasing Org: | FAC | | | | | | |
| Treasurer's Email: | FAC@truman.edu | | | Admission Charge? | | | | | | | |
| Treasurer's Phone: | (660)-785-7674 | | | | | | | | | | |
| Is this FRF being completed on behalf of another group. Yes | | | | | | | | | | | |
| If yes, who: | | | | | | | | | | | |
| Purchase Type: | 7. University Check - Performers or vendors | | | | | | | | | | |
| Business Purpose: | FAC is sponsoring (event name) on (date) at (time) at (location). This event [is free to / costs (price) for] students. The estimated attendance is (attendance). FAC requests to purchase (items) for (reason). | | | | | | | | | | |
| Company Name: | | | | Check Payable To: | ? | | | | | | |
| Website: | | | | Check Delivery: | | | | | | | |
| Phone: | | | | Custodian: | Rebecca Conover | | | | | | |
| Address: | | | | Banner ID: | | | | | | | |
| | | | | Backup: | | | | | | | |
| Unit Price | Item Number | Quantity | Item Description | | | Total | | | | | |
| | | | | | | \$0.00 | | | | | |

All back up documents should be individual files. (Some files can be combined into a single pdf. file)



Sanctioning

- **What are sanctions?**
 - Sanctions are a penalty that prevents an organization from receiving Council funding for a period of not less than one funding cycle and not greater than four funding cycles.
- **Sanctionable offenses**
 - A sanctionable offense is any instance of a group misusing funds or in any other way violating the rules and regulations of the Council as stipulated in the Council Constitution and Council By-Laws
- **Examples**
 - Failure to spend at least 50% of your allotted funds for a given semester
 - Spending more than your allotted funds for any given semester
 - Hosting your event off campus (unless otherwise approved by the Council before event date)
 - Attempting to use funds for any purpose other than the specified expense allotted for
 - Denying any member of the student body access to your event
 - Failure to adequately publicize your event (All FAC funded postings must comply with U&I posting standards)
 - Failure to include the FAC logo on publicity materials for any FAC funded event
 - Any action that could result in breach of contract
 - An organization facilitating or attempting to facilitate a contract not through the FAC advisor/University procedure

Sanctioning

- **Failure to spend at least 50% of your allotted funds for a given semester**

This is the most common reason a group is called in for sanctioning. Remember to use your funding.

If leadership transitions occur between funding applications and the start of the semester make sure new leadership is aware your organization has received funding.

If your organization encounters barriers or obstacles to using your funding make sure you talk with your liaison about what options you have to avoid sanctioning.

| Organization | Liaison | | Organization | Liaison | |
|---|-------------------|--|-------------------------|-------------------|--|
| African Student Association | Hannah Wigger ▼ | | Bulls Rugby | Dylan Laffleur ▼ | |
| American Statistical Association | Alia Jones ▼ | | Club Tennis | Dylan Laffleur ▼ | |
| Association for Computing Machinery | Cohen Shockey ▼ | | Equestrian Team | Mason Wilson ▼ | |
| Association for Black Collegians | Joe Denklau ▼ | | JujiTSU | Jacob Ludbrook ▼ | |
| Badminton | Cohen Shockey ▼ | | Men's Club Soccer | Dylan Laffleur ▼ | |
| Calisthenics and Gymnastics | Cohen Shockey ▼ | | Minor Detail | Andrew Wassmuth ▼ | |
| CLCA | Jacob Ludbrook ▼ | | Swim Club | Hannah Wigger ▼ | |
| College Republicans | Claire Ashley ▼ | | Table Tennis | Jacob Ludbrook ▼ | |
| Forensic Science Club | Claire Ashley ▼ | | True Men | Dylan Laffleur ▼ | |
| Muslim Student Association | Andrew Wassmuth ▼ | | Tsunami Womens Ultimate | Hannah Wigger ▼ | |
| Namaste Nepal | Jacob Ludbrook ▼ | | Waterpolo | Mason Wilson ▼ | |
| Panhellenic Council and Interfraternity Council | Alia Jones ▼ | | Women's Club Soccer | Hannah Wigger ▼ | |
| Showgirls Dance Team | Joe Denklau ▼ | | Women's Club Volleyball | Mason Wilson ▼ | |
| Sigma Alpha Iota | Mason Wilson ▼ | | | | |
| Sigma Delta Pi | Claire Ashley ▼ | | | | |
| SASU | Joe Denklau ▼ | | | | |
| Stargazers | Andrew Wassmuth ▼ | | | | |
| Students for Life | Alia Jones ▼ | | | | |
| TSODA | Jacob Ludbrook ▼ | | | | |
| TruSisters | Joe Denklau ▼ | | | | |



Thanks!

If you have any questions contact your
liaison!

You can also reach out to

FAC@truman.edu

factreasurer@truman.edu

or check out

Fac.truman.edu

for any questions or more information on
anything related to your organization's FAC
funding.