

Marquette University Law School (MULS) Registered Student Organization (RSO) Funding Policy

Amended November 2016

The following does not apply to law reviews, moot court teams, legal clinics, honor societies, or to any costs from participation in intramural competitions. All requests for intramural activity funding must be approved by the group's faculty advisor(s) and the Associate Dean for Academic Affairs.

Funding Policy:

1. MULS contributes \$400 at the beginning of the academic school year to each active (and registered) student organization's account. This contribution should be used for supplies and programming expenses, in accordance with other RSO and MULS policies. The contribution will be applied to cover the RSO's expenses before other funds (e.g., deposits, matching funds, carryover, etc.) will be used. Any unused portion of this \$400 contribution will not carry over to the next academic school year.
2. MULS will contribute up to \$300 in matching funds for any deposits placed in an RSO account. Matching funds will be used for expenses after the initial \$400 has been expended. After the matching funds have been expended, deposited funds will be used to cover expenses. Any unused portion of the matching funds will not carry over to the next academic year. Any unused, deposited funds will remain on deposit with the University indefinitely until used. Funds transferred from one RSO to another for a cosponsored event will not be counted as a deposit.
3. RSOs may apply for one or more grants from the Office of Student Services during the academic year. To apply for a grant, a representative of the organization should submit the [Grant Application Form](#). All grant applications must provide detailed information explaining the purpose of the proposed expenditure and the expected costs. Grant applications will be evaluated based on, among other criteria, whether the purpose of the RSO is furthered by the proposed expenditure and whether the proposed expenditure would benefit the organization as whole. The total amount granted to any RSO will not exceed \$1000 per academic year.
4. Event-related expenses of \$200 or more should be submitted for approval at least two weeks prior to the event via the [Event Registration Form](#). Expenses of \$200 or more that are not related to events shall be submitted for approval to the Director of Student Affairs via the Expense Approval Form. The Director of Student Affairs will respond to expense requests within four (4) business days.
5. Any amount overspent at the end of the budget year (June 30) will be reduced from the initial \$400 for the next year.

6. Funds provided by MULS cannot be transferred from one RSO to another unless those RSOs are cosponsoring an event together. An RSO cannot contribute its funds to another RSO's fundraising event.

These policies may be adjusted as deemed appropriate by the Director of Student Affairs.