

SOFA FY 26

Budget Request



Student Organization Funding Association

(AY 2025-2026)

SGA Phase 1 Allocation form for SOFA FY26

1. What is the amount that you are requesting for the upcoming school year?

SOFA is requesting **\$50,000.00** for the fiscal year 2026 (FY26).

- a. Please Provide a Breakdown of your requested budgeted amount (i.e., professional development, operations, advertising, etc.) and how much will be allocated to each category?

Per the SOFA bylaws, Article III, Section C, Clause IV:

35% of SOFA funds will be allocated toward the Fall Semester requests

35% of SOFA funds will be allocated toward the Spring Semester request

10% of SOFA funds will be allocated toward UIS facilities usage costs

10% of SOFA funds will be allocated toward SOFA operational costs

Per SOFA Policy:

10% of SOFA funds will be allocated toward Summer/Welcome Week requests

100% of funds allocated to SOFA

Fiscal Breakdown:

\$17,500.00 will be allocated toward the Fall Semester request

\$17,500.00 will be allocated toward the Spring Semester request

\$ 5,000.00 will be allocated toward UIS facilities usage costs

\$ 5,000.00 will be allocated toward SOFA operational costs

\$ 5,000.00 will be allocated toward Summer/Welcome Week requests

\$50,000.00

- b. Please provide a brief description on the reasoning for each category's allocation and the intention of its use.
- Fall Semester Requests
 - All requests from registered student organizations (RSOs) during the fall semester
 - Spring Semester Requests
 - All requests from RSOs during the spring semester
 - UIS Facilities Usage Costs
 - All requests from RSOs for using UIS facilities outside of business hours. This also includes police costs.
 - SOFA Operational Costs
 - All expenses related to apparel, tabling, advertising, and any other expense necessary for SOFA
 - Summer/Welcome Week Requests
 - All requests from RSOs during the summer and for the time before the first SOFA meeting of the year



2. How much was requested last school year
 - a. Were all funds allocated during this school year, if not, what were the reasons?

SOFA requested \$45,000 for fiscal year 2025 (FY25). SOFA did not use all the funds allocated. However, we did utilize \$775.38 of our overhead, \$5,296.25 for the Spring Semester, \$11,409.52 for the Fall Semester, and \$2646.56 for the Summer and Welcome Week period. This culminated in a total of \$19,252.33 spent and \$40,733.12 allocated. One reason we did not utilize all of our funds was the immense efficiency in minimizing our overhead. What's more, the amount necessary to allocate to facilities was kept to a minimum. Only three RSOs used the money for facilities/overtime. Finally, while many RSOs used a very large amount of SOFA funds, other organizations were more modest in their requests, thus resulting in some leftover funds.

FY 25 Budget	\$ 45,000.00							
Organization Maximum	\$ 2,250.00							
Event Maximum	\$ 3,150.00							
		Amount Allocated	Amount Spent	Amount Returned	Amount Remaining to be allocated	Allocated/Spent	Budget/Remaining	
Summer24/Welcome24	\$ 4,500.00	\$4,064.91	\$2,646.56	\$1,452.57	\$ 1,887.66	65%	42%	
Fall Budget	\$ 15,750.00	\$17,096.29	\$11,409.52	\$4,077.71	\$ 2,731.42	67%	17%	
Spring Budget	\$ 15,750.00	\$18,971.92	\$5,296.25	\$1,209.81	\$ (2,012.11)	28%	-13%	
Facilities/Police	\$ 4,500.00	\$600.00				0%	0%	
Operational Costs	\$ 4,500.00		\$775.38					
Totals		\$40,733.12	\$19,352.33	\$5,287.52	\$ 9,554.40	48%		
		\$36,668.21	\$16,705.77	\$5,287.52				

3. What are the overall goals for programming for the upcoming school year?

The overall goals for programming for the upcoming school year are to support RSOs in hosting inclusive events that foster diversity, learning, community awareness, and civic engagement. SOFA aims to ensure that all RSOs have equal opportunities to plan and execute events that benefit the UIS community and promote active involvement in campus and community life.



4. Describe the major programs or initiatives your organization intends to implement, along with an approximate cost?

We plan to implement a process that adheres to all SOFA bylaws while encouraging RSOs to submit funding requests for events that align with the values and needs of the UIS community. Our approach will ensure transparency and fairness, with all requests being carefully reviewed based on their potential to promote diversity, learning, and community engagement. We will evaluate each request objectively, considering the merit and impact of the proposed event. Through this process, we are here to help the UIS community overall by providing equal opportunities for all RSOs to receive funding and contribute meaningfully to campus life. By maintaining an unbiased and inclusive approach, we aim to foster a collaborative environment that supports the growth and engagement of the entire UIS community.

5. Do your programming goals align with the SGA Programming Goals Statement? If so, how?

Yes, SOFA's programming goals align with those of the Student Government Association. Per the SGA mission statement in Article XIV, Section 1, the goal of the SGA funding allocation process is to "ensure the fair and equitable allocation of funds." Likewise, SOFA's process follows equitable, just, and fair processes for RSOs to request and receive funding. SOFA regularly utilizes these principles to ensure that all RSO funding requests are reviewed, presented, and deliberated in a fair and equitable manner that are consistent with SGA's and SOFA's preestablished policies.



SGA Phase 2 Allocation form for SOFA FY26

1. Please provide a comprehensive list of the different Registered Student Organizations (RSOs) that requested funding from SOFA last year?

Active Minds at UIS
 Afrobeat Dance Crew
 Alpha Phi Alpha Fraternity, Inc.
 American Red Cross Chapter at UIS
 Art Student League
 Baile Monarcas Latin Dance
 Black Student Union
 Campus Child Advocates
 Catholic Student Organization
 Campus Movement
 Christian Student Fellowship
 Delta Sigma Theta Sorority, Inc.
 Exercise Science Organization
 Gamma Phi Omega International Sorority, Inc.
 History Club at UIS
 International Student Association
 International Student Friendships
 Medical Laboratory Science Club
 Model United Nations
 Organization of Latin American Students
 Phi Kappa Tau, Zeta Zeta Chapter
 Pre-Health Society
 Queer Student Ambassador Program
 Ritmo, Flow y Son
 Rotaract Club of UIS
 Social Work Club
 Student Impact Coalition
 The American Society for Biochemistry and Molecular Biology
 The Black Male Collegiate Society
 The Baking Club at UIS
 The Research Society at UIS
 Women in STEM Excel
 Women of Distinction at UIS



2. Please provide the amount of funds allocated to each RSO last year as well as the amount of events that funding was provided for?

Organization	Amount Allocated SU24	Number of Events SU24	Amount Allocated FA24	Number of Events FA24	Amount Allocated SP25	Number of Events SP25
Active Minds at UIS	212	1	256.5	3	423	2
Afrobeat Dance Crew	0	0	251.68	1	276.42	2
Alpha Phi Alpha Fraternity, Inc	0	0	475	1	30	1
American Red Cross Chapter at UIS	0	0	48	2	200	1
Art Student League	0	0	623.01	3	0	0
Baile Monarces Latin Dance	500	1	218.52	2	600	2
Black Student Union	0	0	55	1	1463.41	2
Campus Child Advocates	0	0	170	2	0	0
Catholic Student Organization	0	0	350	1	0	0
Campus Movement	0	0	0	0	400	1
Christian Student Fellowship	1047.92	4	1516.08	8	259.81	4
Delta Sigma Theta Sorority, Inc.	0	0	358.2	2	699.99	2
Exercise Science Organization	500	1	267.14	3	918.78	1



Gamma Phi Omega International Sorority, Inc.	0	0	909.34	5	28.40	1
History Club at UIS	0	0	340	2	273	1
International Student Association	0	0	971.43	3	103.99	1
International Student Friendships	0	0	0	0	450	1
Medical Laboratory Science Club	0	0	0	0	645.5	2
Model United Nations	0	0	336.44	2	0	0
Organization of Latin American Students	0	0	685.5	4	0	0
Phi Kappa Tau, Zeta Zeta Chapter	150.78	2	150.78	2	427.3	4
Pre-Health Society	0	0	39	1	0	0
Queer Student Ambassador Program	0	0	899.98	3	425	1
Ritmo, Flow y Son	637	1	1642.2	5	959.5	2
Rotaract Club of UIS	0	0	638.4	3	26.50	1
Social Work Club	0	0	337	2	113	2
Student Impact Coalition	0	0	499.99	1	0	0



The American Society for Biochemistry and Molecular Biology	0	0	194.24	2	496.14	1
The Black Male Collegiate Society	0	0	0	0	517.97	2
The Baking Club at UIS	0	0	1676.25	7	1022.75	7
The Research Society at UIS	134.31	1	223	1	192.03	1
Women in STEM Excel	0	0	266.69	2	318.24	1
Women of Distinction at UIS	137	1	837.59	5	0	0

3. What was the number of RSOs that used the max amount of SOFA funds and what was the number of RSOs that used none of their SOFA funds?

The number of RSOs that used the max amount of SOFA funds was 0. The number of RSOs that used none of their SOFA funds was 22.

4. Please provide the attendance numbers for SOFA-funded events where \$250 or more was allocated.

<https://uofi.box.com/s/qctinvkf43489m7wp0t3yya6puwgf9rl>

5. What steps has SOFA taken to increase its presence on campus? What steps does SOFA intend to take to increase its presence on campus?

SOFA has taken several steps to increase its presence on campus, including participating in the Involvement Expo during both the Fall and Spring semesters to engage with RSOs, where we distributed candy with informational notes. Additionally, SOFA hosted an outreach event featuring cheesecake, a prize wheel, and an auctioneer to promote student awareness and involvement. Moving forward, SOFA will be hosting more events to increase its visibility, utilizing social media for outreach, and organizing



informational workshops to reach a broader audience and foster stronger engagement with the student body.

6. Please provide a percentage breakdown of the funding allocated to RSOs in the previous year.
 - a. <https://uofi.box.com/s/lje388ift81kmhexc36agdp1jk38nh8s> (Pages 1 - 5)
7. How many SOFA requests have been denied, and what were the most common reasons for denial?
 - a. <https://uofi.box.com/s/lje388ift81kmhexc36agdp1jk38nh8s> (Pages 6 - 7)
8. Please provide a comprehensive list of conferences/trainings that were attended by SOFA last year.

All SOFA members attend a training led by the SOFA Chair, Director of Student Life, and the former advisor to SOFA on Friday, September 6th at 7:15 AM for 2 hours. Additionally, each SOFA member received a half hour training provided by the SOFA Chair during their first office hour session. Each SOFA member has gone through approximately 3 hours of training.

- a. Also, please provide the amount of money used to fund and the attendance for these conferences/trainings?

There has been no money spent on SOFA training. SOFA has not traveled to any conferences, nor has it paid for any services related to training for its members. Six members of SOFA attended the September training, while the rest have gone over the training during their office hours. The reason for this is that some SOFA members joined after the September training.

- b. How do you ensure that members are adequately trained to carry out their roles in SOFA?

SOFA follows the philosophy of practice makes perfect. At the beginning of the year, there were example program reports for SOFA members to practice reviewing. Additionally, the SOFA chair trains all SOFA members during their first SOFA office hour session. During that training, they go over aspects of UIS connections and Box. In SOFA meetings, requirements for members are repeatedly stated as well as the information and knowledge to complete the requirements.



9. How has SOFA's mission statement influenced decision-making, operations, and allocations?

SOFA's mission statement influences decision-making, operations, and allocations by guiding the committee to ensure fairness, and community engagement. SOFA facilitates the funding process by providing support to student groups, streamlining resource allocation to ensure transparency and efficiency. When allocating funds, SOFA emphasizes support for student-led initiatives, promoting diversity and community awareness, while also ensuring unbiased equitable distribution, so all organizations—regardless of size—have access to necessary resources.

- a. When were the bylaws last reviewed or updated to ensure compliance and improve processes?

The SOFA by-laws have been approved twice within the last calendar year. The first revision on May 5, 2024, established clearer job descriptions for certain members of the SOFA Executive Board. For example, provisions established that the SOFA Chair is responsible for planning training with SOFA board members. The Vice-Chair of SOFA is to facilitate SOFA office hours among all members of SOFA and to coordinate social media engagement. The revised SOFA bylaws also established new allocations for SOFA's annual budget: 35% for the fall semester, 35% for the spring semester, 10% for the summer semester, 10% of funding for UIS facilities usage, and 10% of funding for SOFA operational costs. SOFA also redefined apparel, costumes, and uniforms to better align with the SOFA allocation process. Finally, the May 2024 revision explicitly specified that all changes to a SOFA request should be made known to SOFA first. With SOFA approval, RSOs can proceed with officially altering their original request.

More recently, SOFA approved a second revision on February 23, 2025. The revision simply increased the minimum threshold for a four (4) -week notification period from \$500.00 to \$600.00. This was done as certain RSOs found planning large-scale events too burdensome with a mandatory notification period of at least four (4) weeks. SOFA's revision induces less oversight over the RSOs as they can plan large-scale events with more creativity in mind. SOFA also added a clause explicitly stating "any materials to be sold for profit including for fundraising" are not eligible for SOFA funding.

10. In what ways can the SGA offer better support and collaborate with SOFA in the future?

The SGA could offer better support and collaborate with SOFA in the future by establishing a more open line of communication between the SGA and the student body. One way to do this is through a monthly newsletter written by the Internal Vice President, highlighting current events, updates, and opportunities related to SOFA, which would help keep students informed and engaged. Additionally, members of the SGA could



support SOFA by fully understanding and familiarizing themselves with SOFA's bylaws. This knowledge would be especially helpful in situations where budget requests might need to be sent to the SGA if SOFA quorum is not met, ensuring smoother coordination and a better support system for SOFA.

Respectfully submitted,

2024-2025 SOFA Board

Samuel Moore, Chair
Joe Humphrey, Vice-Chair
Gabby Przygocki, Treasurer
Caleb Grover, Secretary
Cristian Leon-Vallejo, Records Keeper

Ademola Adebambo, Board Member
Gloria Bajlozi, Board Member
Omowunmi Kolawole, Board Member
Shubhanshu Puri, Board Member
Minnah Saleh, Board Member
Diya Thakkar, Board Member

