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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Academic Affairs**  
**AREA: Students**

**MAPP 02.03.04**

<b>Funding Requests from Student Organizations</b>
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**I. POLICY**

- A. This policy describes the procedures for a registered student organization at Lamar University (LU) to request funding from an LU college or department to support the organization’s activities.
- B. This policy complies with the Texas State University System (TSUS) *Rules and Regulations*, Chapter VI, Paragraph 6, “Student Organizations,” and with all other applicable federal, state, and TSUS statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; the Texas Education Code, Title 3, Higher Education; and the Texas Administrative Code, Title 19, Education.

**II. PURPOSE AND SCOPE**

- A. This policy applies to all registered student organizations, colleges, and departments at the University. LU’s Division of Student Affairs manages the process through which a student organization can register with the University. An unregistered student organization may not request or receive funding under this policy.
- B. A registered student organization should regard funding from LU colleges or departments as supplemental to funding received from other University or external sources. A registered student organization should pursue other funding opportunities before requesting funds from a college or department. LU colleges and departments are under no obligation to fund any student organization or its activities. Funding decisions are made at the discretion of a college or department.

**III. PROCEDURES**

- A. Only the current officers or faculty advisor(s) of a registered student organization may request funds from an LU college or department.
- B. A registered student organization must submit its request for funding through LU Hub or, if the University discontinues its use of LU Hub, an equivalent University-recognized portal used to process requests and funding.
- C. When submitting a request for funding through LU Hub, a registered student organization must include in its request:
  - 1. A dollar amount

2. An explanation of how the funds will be used
  3. An estimated, itemized budget
  4. A letter of support from the organization's faculty or staff advisor(s).
- D. A college or department is not required to approve a registered student organization's request for funding, and decisions regarding funding are made on a case-by-case basis.
- E. A college or department may establish its own procedures and criteria for handling funding requests from registered student organizations. A college or department's procedures and criteria must comply with this policy and with all applicable federal, state, and TSUS statutes, rules, and regulations.
- F. A department that establishes procedures and criteria for handling funding requests must follow any procedures and criteria established by its college for these requests, unless the college Dean has granted an exception, in writing, to the department.
- G. A registered student organization that receives funding from a college or department must use this funding in compliance with all applicable LU policies and federal, state, and TSUS statutes, rules, and regulations.
- H. A registered student organization that receives funding from a college or department may not suggest or state that it is acting with authority or as an agent of the college, department, or University.
- I. A registered student organization may not use college or department funding to enter into or sign a contract on behalf of the college, department, or University.
- J. Any college or department funds provided to a registered student organization shall be maintained in an LU account. All college or department funds provided to a registered student organization are subject to audit.
- K. A registered student organization that receives funding from a college or department must submit, within 30 days of expending the funds, a final report in LU Hub that details how the funds were spent and provides itemized receipts or other valid documentation verifying how funds were spent.
- L. A registered student organization that requests reimbursement for the organization or one or more of its members must comply with all University procedures for requesting reimbursement. It is the student organization's responsibility to be aware of and follow these procedures. An organization or its members that do not follow University procedures for requesting reimbursement are at risk of not being reimbursed.
- M. A registered student organization that violates LU policies or federal, state, or TSUS statutes, rules, and regulations in its use of college or department funds is subject to disciplinary action.

**IV. REVIEW AND RESPONSIBILITY**

Review Schedule: Every three years on or before the date the policy was last revised and/or approved

Responsible Party: Academic Policy Advisory Council

**V. APPROVAL**

Dr. Brett Welch 12/02/2024  
 Interim Provost & Vice President for Academic Affairs Date

Dr. Jaime Taylor 12/02/2024  
 Lamar University President Date

**POLICY LOG**

Version	Date	Description of Changes
1	09/03/2024	Policy draft completed.
	09/04/2024 - 10/24/2024	Reviews by constituency groups completed.
	10/23/2024-11/23/2024	Review by campus community completed.
	12/02/2024	Policy approved by President.