

**STUDENT ORGANIZATION FUNDING  
ASSISTANCE BOARD  
(SOFAB)  
TRAINING  
2026-2027**



# STUDENT ORGANIZATION FUNDING ASSISTANCE BOARD (SOFAB)

- The purpose of SOFAB is to function as the central hub for student organizations to seek financial assistance from the campus activity fee.
- This is a funding source available to any organization that is registered under the Leadership and Service Center (Undergraduate, Graduate, Law, Pharmacy, FSL, Sport Clubs, etc., ASO's, RSO's, etc.)
  - Must have attended a SOFAB training to be eligible
- SOFAB training does not satisfy training for any other funding source (SG, GSA, SCEB)



# CAPS ON SPENDING

## EVENTS/ACTIVITIES/PROGRAMS

- \$7,500/year per organization

## TRAVEL (TOURNAMENTS/CONFERENCES)

- \$3,000/organization per year



# EVENTS/PROGRAMS/ACTIVITIES

- The price breakdown reflects the university's per diem rate as outlined in university policy [FINA 2.50](#). If your event exceeds these costs, you can still receive an allocation, but it will be reduced to the above rates.
- The rates are based on the **time your event starts**.
- Cost effectiveness only considers the total cost per estimated number of USC attendees (not outside guests).
- These rates are for the total allocation submitted, not just food portions.
- Any budget request under \$250 is not subject to these requirements.

| Time of Event            | Cost Per Person |
|--------------------------|-----------------|
| Morning (8 AM – 11 AM)   | \$10 per person |
| Afternoon (11 AM – 4 PM) | \$15 per person |
| Evening (4 PM – 12 AM)   | \$25 per person |



# TRAVEL

|                                   | 3                                                                                      | 2                                                                                | 1                                                                   |
|-----------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Location and Accessibility</b> | The event is at the University of South Carolina or within the state of South Carolina | The event is within the Southeast United States (FL, GA, NC, VA, KY, AL, MS, LA) | The event is within the United States, but outside of the Southeast |
| <b>Cost Efficiency</b>            | Less than \$400 per person                                                             | Between \$400 and \$599 per person                                               | \$600 or more per person                                            |
| <b>Number of Attendees</b>        | 10+                                                                                    | 4-9                                                                              | 3-1                                                                 |

## Points Breakdown:

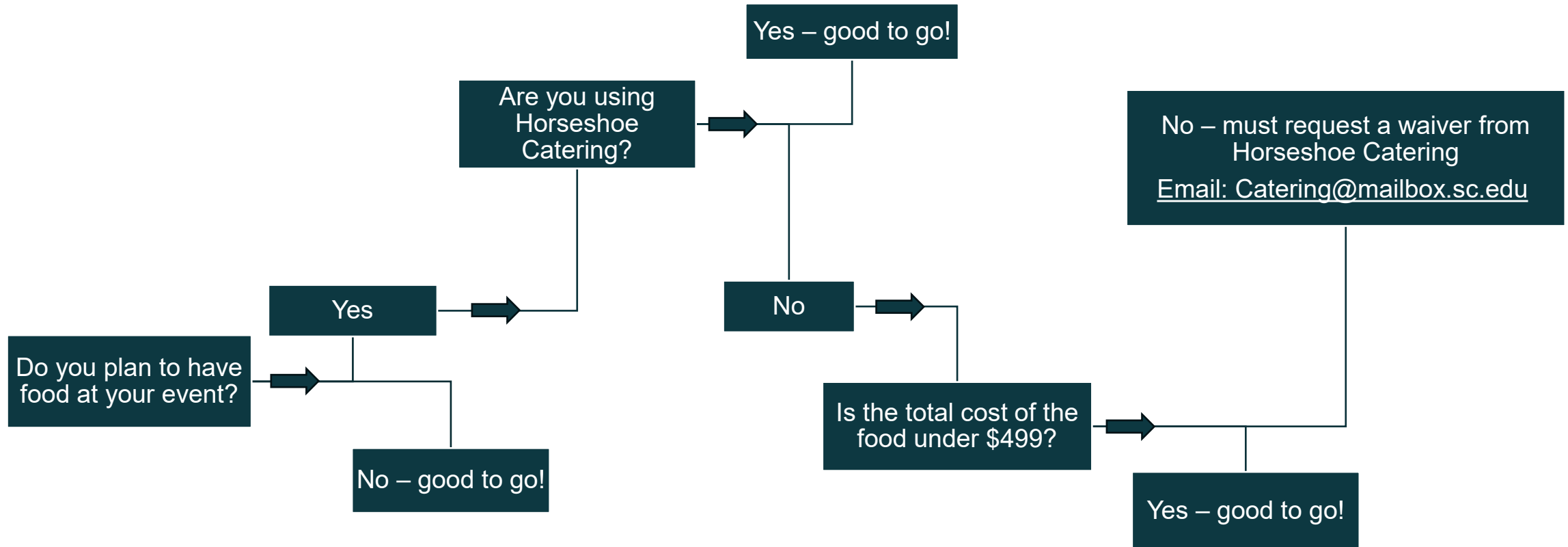
- 3-4 points: Eligible for up to 60% of requested funding
- 5-7 points: Eligible for up to 80% of requested funding
- 8+ points: Eligible for 100% of requested funding

*All travel requests are subject to this rubric*



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# DO YOU PLAN TO HAVE FOOD AT THIS EVENT?



# FUNDING GUIDELINES

- Events do not have to be open to all students\*
- Recurring events may be funded\*
- Cannot violate university policy or state/local/federal law

## What isn't funded:

- No inventoriable items
  - Events where an entrance fee is charged
  - Any program where a Student Organization collects revenue
  - Funds cannot be used to purchase alcohol/drugs or for gambling
- 
- Can't fund events/travel that have already passed/happened

***These funding guidelines may be modified at any time with approval from  
the AVP for Student Life***



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# PROCESS

- An organization can request funding from SOFAB at any point. You may request funding from other sources at the same time as requesting from SOFAB (i.e., SG finance committee, GSA, Law, Pharm, FSL, Sport Clubs).
- At a minimum, it's recommended to submit a request **at least fifteen (15) business days prior** to your event/conference/tournament. SOFAB has the discretion to approve/deny any request due to insufficient timing.
- Funding is given on a first-come, first-served basis.
- Students will use Garnet Gate to submit budget requests.
- An organization requesting funds from SOFAB must attend a funding training hosted by the SOFAB university representative.
- To receive funding from an alternative source, the organization must also attend that specific treasurer workshop.



# APPLICATION FOR FUNDING

- Describe the purpose of the event
- Describe the benefit to the USC student experience – what attendees will gain from attending?
- Where else are you receiving funding for your event, and how much are they covering?
- Location and number of anticipated attendees
- Quotes/invoices/contracts

***Submitting an application for funding does not guarantee funding***



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# REIMBURSEMENTS

- Two students from each organization will be given access to the reimbursement portal “Student Org Repay”. Access to the portal **does not mean they have to be the ones to pay**. Any student in the organization can be reimbursed.
- For Travel:
  - Login to the portal and begin a conference or tournament travel request
- For Events:
  - After your event has concluded, one of those students will login and submit reimbursements



# **STUDENT ORGANIZATION REQUIREMENTS**

- Attend at least two (2) student organization leadership development workshops during the academic year.
- One (1) minimum representative at the **Gamecocks LEAD Conference**.
- Complete one (1) 15-minute conversation with a Student Organization Champion to discuss your organization's goals, experiences, and ways the university can continue to support your success.
  - The Student Organization Champion assigned to your organization will connect with you directly.
- Complete annual renewal in Garnet Gate in Spring 2027.



# QUESTIONS?

**MATT HINDS**  
**MHINDS@MAILBOX.SC.EDU**

**JAMIE HOWELLE**  
**AYRESJ@SC.EDU**



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