

TCNJ SCHOOL OF BUSINESS
STUDENT ORGANIZATION NON-TRAVEL FUNDING REQUESTS
NEW – Fall 2025

Guidelines

1. Requests must be submitted at least 3 weeks before the event.
2. Requests will only be considered for events and/or activities that relate to the guiding principles of the organization requesting the funds.
3. Funding is meant to ***subsidize*** an organization's expenditures and ***is not guaranteed***.
4. There may be limits on the number of requests and/or the money that can be provided to an organization.
5. Organizations requesting funding must show evidence of fundraising activities for the organization, and if they have applied to the SFB for funding.
6. Submit the request via the [Funding Request form](#) and include:
 - Title of the Event/Activity.
 - Sponsoring organization(s).
 - Contact person (name and TCNJ email).
 - Additional sources you are receiving funding from for this event/activity.
 - Purpose of the event/activity (include benefits, to whom, and desired outcomes)
 - Expenditures – Include an itemized breakdown of the items and costs.
7. Items that the School of Business may fund:
 - Prizes and/or Gift Cards.
 - Gift cards **cannot** be from a store or vendor that sells alcohol and must not exceed \$100.
 - The organization will share who won prizes or gift card(s).
 - Activity/Craft materials.
 - Food
 - The student organization may request funds for food, a maximum of \$18 pp based on the number of expected students.
 - An itemized list, including the cost of the food items, must be included in the request.
 - Alcohol is not to be included in these events and will not be reimbursed.

Funding

1. Funding requests will be reviewed, typically within one week, and approvals sent with details.
2. Reimbursements will not be issued for items not pre-approved or that exceed the maximum approved amount.
3. After funding is approved, if there are any changes (e.g., more RSVP's than expected, the cost of something went up), you must email horners@tcnj.edu with the information and potential increase in requested funding for approval.

After the Event/Reimbursement

1. Receipts are to be submitted via the [Receipt Submission form](#).
2. Reimbursement will only be made to the person whose name is on the receipt.
3. All receipts for food ***must*** be itemized and include the full dollar amount paid.

4. Reimbursements ***will not be processed until after the event/activity and all receipts have been submitted.***

5. As much of the funding available is due to the generosity of our alumni and donors, we request you share a brief synopsis of the event/activity (tell us how it went, did you have a good turnout, did you meet your desired outcomes) and any photos.