



The Residents' Action Council at Ohio University
260 Living Learning Center | 111 S Green Drive | Athens, Ohio 45701
(740)-593-9173 | outrac@gmail.com | www.ohiotrac.com

tRAC Funding Information Packet

(Updated 6/10/19)

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The Resident's' Action Council (tRAC) is an assembly of residents and Hall Councils from across campus which works to advocate for and empower students and the community through programming and leadership opportunities. We provide and support social, cultural, inclusive, diverse, recreational, and educational programming and initiatives while working closely with the Department of Housing & Residence Life. Contact us for more information.



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Steps to Receive tRAC Funding:

Disclaimer: Any approved funding requests will be handled through a transfer of funds from tRAC's account to yours after your program occurs in accordance with the guidelines and procedures of the Campus Involvement Center and Office of the Bursar (this process typically takes about 2 weeks). In addition, the approval of use of tRAC funds is granted through a vote of tRAC's General Body Members each Monday at 7pm and therefore must be presented *before* your program occurs. Please email any concerns to vpfinance@ohiotrac.com.

- 1) Prepare all necessary information pertinent to your request including, but not limited to: total amount requested, a detailed and itemized list of costs, additional funding sources, a description of your event, advertisements for the event with tRAC's logo, and a presentation with the aforementioned information.
- 2) Submit your funding request via the online form at www.ohiotrac.com to tRAC and wait for a response. ***We highly recommend that you submit your request at least 14 days before your program occurs*** to allow adequate time for processing, presenting, and any necessary adjustments, but this is not required. Funding requests will not be heard if: the request was submitted less than one-week prior to the Monday on which the presentation to the General Body will occur or if paperwork is incorrectly filed. Please refer to "Constitutional Guidelines" (p. 3-4) and "What tRAC Will Not Fund" (p.5) for additional clarification.
- 3) Following a presentation from at least one representative of your Hall Council, Organization, or In-Hall Staff, tRAC's General Body will vote on your request to fund the program/initiative in the full amount, in partial amount, or not at all. Refer to "Funding Request Procedures" (p.6) for additional clarification.
 - If you wish to use a slide deck for your presentation, email it to president@ohiotrac.com by 8AM on the Monday in which you're presenting your request to tRAC
- 4) Hold your program. All advertisements ***must*** contain the tRAC logo as outlined in Step 1 of these funding guidelines.
- 5) Following the completion of your program, you must fill out and submit (online to programming@ohiotrac.com or in-person to the tRAC Office, LLC 260) the Post-Program Summary Report in its entirety. Be sure to include the following items in your Summary Report:
 - Copies of all receipts, itemized
 - Copies of all advertisements used with the tRAC logo on them
 - The signature sheet used if any gift cards/prizes were awarded that were purchased with tRAC funds

You will not be reimbursed if you fail to follow these guidelines!



Constitutional Guidelines

Article VII – Funding

Section 1: Funding Information

- 1.1 Funding shall be provided for residence hall programming completed by Hall Councils, Housing and Residence Life staff, and Student Organizations that meet tRAC's mission of education, motivation, and empowerment of Ohio University on-campus residents.
- 1.2 Funding shall support social, cultural, educational, and recreational programming for on campus students in addition to opportunities to serve the surrounding community.
- 1.3 Preference shall be given to programs fulfilling one or more of the goals set forth by the Department of Housing and Residence Life.
- 1.4 Funding requests may be submitted by Hall Councils, Residential Housing Staffs, and Resident Assistants. The tRAC Representative for that hall/complex will present the funding request to tRAC.
- 1.5 Co-sponsorships may be submitted by Student Organizations. A Representative from that Organization will present their request for a co-sponsorship to tRAC.

Section 2: Programming Expectations

- 2.1 All programming must be designated as alcohol and substance free.
- 2.2 No alcohol/substances may be permitted or tolerated at any program sponsored by tRAC. Additionally, all other rules of the Ohio University Student Code of Conduct must be followed.
- 2.3 Failure to follow these rules will result in the revocation of tRAC funding and the immediate notification of the Director of Residence Life.
- 2.4 Other disciplinary actions may be taken at the discretion of the Executive Board.

Section 3: Funding Guidelines:

- 3.1 Any Hall Council may request funding after the second official tRAC General Body Meeting of each semester.



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- 3.2 The guidelines in this Section must be followed in order to receive funding. Funding may be revoked for a failure to complete all requirements.
- 3.3 Complete a funding request form, located at www.ohiotrac.com under the "Funding" tab, and submit it online, to the tRAC office located in the Living Learning Center Room 260, or our mailbox, located on the second floor of the Living Learning Center. Forms must be submitted at least one-week prior to the Monday on which the presentation to the General Body will occur. Funding requests may not be heard if the event is the same week as the funding proposal. Untimely proposals are subject to rejection by the Executive Board. The following information must be included:
 - a. Detailed description of the program
 - b. Target audience of the program
 - c. Goal(s) of the program
 - d. Housing and Residence Life staff programs must reflect Departmental goals
 - e. Itemized breakdown of the program's expenses
 - f. Explain (if applicable) how the program fulfills one or more of Housing and Residence Life's goals
 - g. Date of the program
 - h. Projected attendance for the program
 - i. Methods of advertising for the program
 - j. Methods of fundraising for the program
- 3.4 After the program, the following must be completed, collected, and submitted to the Vice President of Finance:
 - a. Program Report Form
 - b. All advertisements (must include the tRAC logo)

Section 4: Additional Guidelines

- 4.1 All funding information is to be available on the tRAC website.
- 4.2 All funding requests are limited to a total amount of \$1,000.00.
- 4.3 Co-sponsorships are limited to a total amount of \$500.00.
- 4.4 Additional limitations and guidelines are posted on the tRAC website.
- 4.5 The executive board reserves the right to revoke funding under extreme circumstances.



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What tRAC Will Not Fund:

- Alcohol
- Already-concluded programs
- Candles, incense, or oil lamps
- Cash prizes
- Controlled substances
- Donations
- Food for consumption without an EHS permit*, when required
- Gasoline for personal vehicles
- Lodging
- Long-term rentals
- Purchase or rental of live animals
- Radioactive/explosive materials
- Travel expenses for trips of an excessive distance from campus
- Weapons or ammunition
- Any other item in violation of Ohio University policy or the law at the discretion of the tRAC executive board



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Funding Requests Procedures

- 1) The funding request must meet all funding guidelines as determined by the Residents' Action Council, and have a properly filled out funding request form.
 - a) The VP of Finance will review all funding requests for errors and communicate back any problem areas for revision and resubmission before the request is granted.
- 2) The presenter shall be at least one representative of whomever is requesting the funds. In order to request tRAC funds, the person(s) must:
 - a) Be benefitting an on-campus constituency by their program/initiative in some way
 - b) Be from a residence hall that is eligible to request tRAC funding
 - i) N/A for Student Organizations
 - c) Have an approved funding request that is scheduled to be presented at a tRAC General Body Meeting
 - d) Be present at the meeting that they are requesting funding
- 3) The party requesting funding shall be allotted a maximum of 5 minutes to present the details of their funding request to the General Body.
- 4) Immediately following the presentation, the General Body will have the opportunity for a three (3) minute question-and-answer session with the presenter(s).
 - a) Time is extendable by making a motion to do so
- 5) After the question-and-answer session, the presenter(s) will be escorted out of the room by the VP of Student Services and General Body will proceed to a two (2) minute pro/con.
 - a) Time is extendable by making a motion to do so
 - b) Skipping this section is possible by making a motion to do so
- 6) Upon completion/skip of the pro/con session, there will be a three (3) minute discussion period among the General Body.
 - a) Discussion should be directed to the program and never the individual or organization hosting the program.
 - b) Criticism should be constructive, equitable, and professional
 - c) Time is extendable by making a motion to do so
 - d) Skipping this section is possible by making a motion to do so



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- 7) At any time, a general body member may, followed by a "second":
 - a) Motion to extend time of discussion or pro/con for x minutes
 - b) Motion to clarify (invites presenter(s) back in to answer a clarifying question)
 - c) Motion to vote to fund... in full, partial in the amount of \$X, or not at all
 - d) Motion to caucus for approval in the amount of \$X
 - i) Any dissent will require another motion to be made
 - e) Motion to table (this would postpone discussion and voting until the following meeting)

- 8) At the conclusion of the discussion session, the VP of Finance will call for a vote, if one has not already been called for.

- 9) The VP of Administrative Affairs and VP for Finance shall be responsible for counting all votes.
 - a) A simple majority of members with voting rights (50%+1) is required for a request to pass.
 - b) If a majority is not reached, another motion must be made
 - c) In the event of a tie, the President will vote on behalf of tRAC as a whole to break the tie

- 10) At the conclusion of the vote, the VP for Finance shall announce the decision to the General Body, signal for the VP of Student Services to bring back the presenter(s), and then communicate the decision to the presenter(s).

- 11) At the conclusion of the funding request, the VP of Finance will discuss the details of next steps for the presenter(s) requesting funds so that expectations are clear for both parties.
 - a) An email containing the same information will also be sent to the presenter(s)

Thank you for considering the Residents' Action Council as your choice of funding for the betterment of our on-campus Residents! Please reach out to vpfinance@ohiotrac.com with any questions at any time.