

MIDDLE GEORGIA STATE UNIVERSITY

GUIDELINES FOR COA FUNDS ALLOCATION & USAGE

- The Middle Georgia State University Council on Organizational Activities (COA) fund has been established to provide RSOs access to seed monies with which to develop approved projects and activities. This seed money comes from a portion of the student activities fees collected each semester.
- COA funds are administered by the Office of Student Life and Office of the VP for Student Affairs and are separate from RSO agency account funds.
- COA allocations are intended to supplement and complement the fundraising efforts of RSOs. It is not now, nor has it ever been, intended to supplant organizational responsibility for fundraising, nor be the sole source of funding for the organization's activities.
- The criteria for determining RSO eligibility for COA award:
 - RSO Annual Report (Required)
 - Documented history of service to student members, as well as to the Middle Georgia State University community and the Middle Georgia community
 - Documented history of compliance with the policies and procedures of the Office of Student Life.
 - Are facilities and all other requests made in a timely fashion (i.e. two weeks or ten University business days in advance of event)?
 - Does the organization collaborate with other organizations on campus?
 - Length of active existence as RSO at Middle Georgia State University.
 - Vigorous fundraising efforts by student members.
 - Active participation of student members in events sponsored by the Office of Student Life and by the University including, but not limited to, biannual club fairs/Club Rush, student orientations, Honors Convocation and Student Life Leadership Workshops.

COA Usage

COA funds are to be used for the benefit of the larger student body, as COA funds come from a portion of the student activities fees.

Appropriate uses for COA funding include, but are not limited to:

- Guest speakers for events that are open to the entire student body and campus community
- Events or activities that are open to the entire student body and campus community
- Seed money for fundraising activities
- Educational travel (hotel & meals) expenses and registration fees for conference attendance (prior approval required). ***Stipulation: RSO members attending a conference must create and present a campus-wide program showcasing the benefits and/or knowledge gained from their experiences at the conference.***

Inappropriate uses for COA funding include, but are not limited to:

- Charitable donations of any type
- Food for organization meetings (even if open to all students)
- Scholarships
- Equipment for use in an academic school, program or division
- Organizational stoles/sashes for recognition at graduation
- Recreational travel for RSO members and/or advisors
- Alcoholic beverages or any illegal substances

COA Awarding Process

COA funds are awarded to eligible RSOs as grants based on the criteria in the [Guidelines for COA Grants](#).

New Organizations

After registration and approval as RSO, new organizations must complete a probationary period of one semester before becoming eligible for COA funds. During this probationary period, the organization is expected to be active by hosting programs and community service projects. Once the probationary period is over, the organization may apply for COA funds according to the criteria in the [Guidelines for COA Grants](#).