

## JAX RESERVE

# STEP BY STEP PROCESS

The Jax Reserve is available for Registered Student Organizations (RSOs) to assist with their events and programs. Funded by the Student Service Fee, applications are coordinated through an online form. The application is available each semester and follows the process.

### Eligibility

Any registered student organization (RSO) at UNT Dallas may apply for the Jax Reserve.

### Overview of Process

1. **APPLICATION:** Applications due each semester on 9/20 for fall and 02/28 for spring via the application link.
  - a. You will need to upload:
    - i. Event Flyer
    - ii. Budget Sheet
  - b. Be sure to include your event title and description, contact information for the event coordinator, organization president, and organization treasurer.
2. **REVIEW OF SUBMISSIONS:** Applications will be reviewed by the Finance Officer.
3. **GENERAL ASSEMBLY:** The Finance Officer will email applicants to attend one of the General Assembly meetings. The organization must schedule a time to present on the organization's event and what they are requesting with the Finance Officer.
4. **DECISIONS:** Submissions are deliberated and approval decisions are made by the Finance Committee. They will be received via email no more than two (2) weeks after submission.
  - a. If approved, student organization receives approval with instructions to coordinate purchases via email.
  - b. If denied, student organization may make corrections if instructed and work with Student Engagement staff to appeal.
5. **COORDINATING PURCHASES:** The student organization coordinates purchases through Student Government Association Advisor(s). You will receive this link upon approval via email to coordinate your purchases. The last day to submit this form is November 15th for the fall semester and April 15th for the spring semester. Be sure you have your final list of items for your event ready to upload.
6. **HOST EVENT:** Student organization host event.
7. **REPORT FORM:** Student Organization complete the report form to provide feedback on the process and report progress/successes/issues/concerns/questions/etc. from the event via Qualtrics. This form is due December 1<sup>st</sup>.

## Event Requirements

- Open to all students.
- Compliance with campus regulations as well as federal, state, and local laws.
- Must provide a positive campus involvement experience.
- Must link back to your mission and the betterment of the university.
- No Admission Fee.

## Restrictions

Some events and purchases may not be made by our office under Jax Reserve because of the way we receive funding and how we coordinate purchases.

**Restricted Events:** New member presentations, induction or initiation ceremonies, General Membership Meetings fundraisers, Closed Banquets/celebrations/galas/etc.

**Restricted Purchases:** Membership fees, Conference fees, Hotel fees, Gifts or prizes, Travel, airfare, transportation, Alcohol, Individual meals, Gift cards

**SGA Logo for Event Advertising:** One of the SGA logos must be included on your event flyers, brochures, social media, and other advertising.

## FAQ's

- When will I hear back from the committee?
  - Applications are reviewed weekly. You will receive an email no later than two (2) weeks after your submission.
- Can we request funding for events where we collaborate with another organization or office on campus?
  - RSOs can collaborate with another UNT Dallas RSO, department, or office.