Any organization fully registered with the Department of Student Activities may use the Student Organizations Fund (SOF) Foundation account to receive tax deductible donations. The SOF Foundation Account is managed and tracked by Student Activities Business Services (SABS).

**FUND PURPOSE:** To support the activities of the student organization and improve the quality of student life.

- **Getting Started**
  - Meet with SABS staff to review Policies & Procedures and sign a *Request to Participate* form.
  - Non-SABS account holders also need to complete a *Foundation Signature Sheet*.

- **Donations/Deposits**
  - A 5% fee is applied to all donations made to the UConn Foundation.
    - Fee is taken directly out of the donation, reducing the spendable balance.
  - Donations by check payable to: *University of Connecticut Foundation*
    - 2390 Alumni Drive, U-3206, Storrs, CT 06269
    - Check must state organization receiving the donation. i.e. 21904 SOF – Club Name
  
  Online donations: https://uconn.networkforgood.com/causes/8811-student-organizations-fund

- **Spending Funds**
  - Donations must be used for the stated FUND PURPOSE (see above).
  - Donations must be for the benefit of the organization as a whole; they cannot be for the benefit of an individual.
  - Donations CANNOT be used to donate to, or support, a charity.
  - **Disbursements & POs** – Organizations must complete a *Foundation Request for Disbursement* (RFD) form and submit to SABS with appropriate approvals and supporting documentation.
    - Supporting documentation:
      - Reimbursements - Original itemized receipt/invoice showing proof of payment for items purchased or services rendered, rosters, flyers, etc.
      - Purchase Orders - An itemized quote/invoice for products ordered or services rendered; payment will not be made in advance of receipt of goods or services.
    - SABS will submit RFD to the Foundation; processing can take up to 2-3 weeks.