What is CSAF?
CSAF stands for the Council on Student Activity Funds. CSAF is a group of six students and three faculty members who make decisions regarding allocations of the student activity fees. Currently, about 75 organizations are funded through CSAF and go through an annual budgeting approval process.

Benefits of Receiving Funding from CSAF
1. The money received is allocated from student fees and is available for RSOs to utilize.
2. Organizations do not pay back money received from CSAF.
3. CSAF can be used for conference attendance if included in your proposed budget.
4. A maximum of $500 is allowed the first year an organization is eligible for CSAF funding.
5. Provides great budgeting experience for your executive board members through hands-on experience with budgeting, planning, and record keeping.

Restrictions
1. RSOs must be registered for 2 consecutive semesters prior to requesting funding for the first time.
2. RSOs must submit a budget request form following all guidelines set forth by CSAF and the Organizational Finance Officer.
3. Once approved for CSAF funding, RSOs must close all other existing accounts and funnel all money through the CSAF account.
4. Before each expenditure, approval to spend money must be requested at least 15 days in advance for most purchases (including but not limited to food and apparel).

Who Needs Authorization?
Think of who would typically do the most business on behalf of your organization: Who is reserving space or ordering food? Is someone in charge of publicity and printing? Who orders t-shirts? Typical positions included are President and Treasurer while other RSOs include their Public Relations and/or Social Chairs.

Tax Exemption Numbers
If you are a tax-exempt organization, you must have your number and documentation when turning in the Account Set Up form. If you are unsure, please contact your national affiliates. Typically, if you do not know, you are likely not tax exempt. The University does not provide its tax exemption number to RSOs for their use.

Non-CSAF Funded RSOs
If your organization is not funded through CSAF, in order for the University to bill your account, each year an “Account Set Up” form must be submitted. This form can be obtained from the OSA and is good for one year from the day it is received in the Billing & Receivables office. This form authorizes up to four students to request services on behalf of the organization such as reserving rooms in the University Union, ordering catering through Sodexo, and requesting services through DPS.

Can We Have an Off Campus Account?
If the RSO is funded through CSAF then no other account for the organization can exist. If the RSO is not funded through CSAF, an outside bank account can be obtained. You’ll need to contact the bank of your choice directly to learn their process for setting up an account. WIU has no outside partnerships for organizations with external accounts.

CSAF Policies
Please view a full listing of policies regarding CSAF funding in the CSAF Manual for a more thorough, inclusive set of policies and restrictions for RSOs.