

Norris Box Office

Request to Add Student Organization to the NBO Support Web Page

The [Support a Registered Student Organization at NU](#) event page on the nbo.northwestern.edu website was created to help student organizations receive support from parents and friends, who wish to fund their student(s) within a group or fund the general operations of the selected student organization. The support page provides groups an alternative to receiving funds as gifts or donations, through Northwestern's [We Will](#) campaign, that are receipted by the University for federal income tax purposes. By IRS requirements, use of these receipted contributions are restricted to the narrowly defined educational (degree-focused) purpose of the University. Unlike gifts and donations, funds received through this support page may be used to support a person's student or to fund the following activities:

- Student travel and lodging for group activities
- Competition/Entrance fees
- Conference fees
- Membership dues
- Food and beverage
- Costume and equipment purchases or rentals

As an alternative to gifts and donations, funding provided through this website is not tax deductible as a charitable contribution for federal income tax purposes. Funders will not receive a tax receipt from the University. Student groups are not authorized to provide a tax receipt, even if requested by the funder. Student groups should not acknowledge funders on their own, as there are strict requirements for doing so. Such acknowledgements could change the nature of the funding, requiring IRS reporting as a charitable contribution. Should this happen, the student organization will be required to pay all penalties for reporting failures. Student officers could be subject to hearings with the Office of Community Standards, possibly leading to the group's suspension—temporary or permanent.

Use of the funds collected from this page must be limited to the expenditures that support the group's operational activities. These funds may not be donated to external entities, such as other charitable organizations or political campaigns. Student organizations requesting to be included on this funding event page must have a SOFO account in good standing. Participation in this event authorizes the creation of a SOFO line to receive the funds. Requested uses of these funds will be verified against the stated restrictions.

STUDENT ORGANIZATION INFORMATION

1) Org _____ SOFO
 Name: _____ Account: 2 0 ____ . ____ . 9 7

2) Organization Mission: _____

Note: Though philanthropic orgs may participate in the Support page, funds from this site may not be transferred to external organizations. All student organizations must abide by Northwestern's policy on the use of University facilities and resources—physical, intellectual, digital, and virtual—for political activities as detailed within <https://policies.northwestern.edu/docs/use-of-university-facilities-for-political-activities-final-012717.pdf>

3) Type: (Check only one) Academic Athletic Concert Cultural Dance FSL Political Awareness
 Religious Recreational RTVF Theatre Service Other _____

Student President (PLEASE PRINT):	Signature:	Date:
Student Treasurer:	Signature:	Date:
Staff Advisor:	Signature:	Date:
Norris Box Office Supervisor:	Signature:	Date:

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The Support page is a service offered exclusively to student organizations with SOFO accounts in good standing. Organizations not administered by currently enrolled NU students are ineligible for the Support page. Participating student groups will be responsible for all fees related to the collection and processing of the funds according to the schedule below. Proceeds will be deposited quarterly. Inclusion on the Support page must be renewed annually by October 1st.

SUPPORT PAGE FEES

Norris Box Office –	
Setup	\$3.00/quarter
Credit Card Service –	
Bank fees for Visa, MasterCard, Discover, Diner’s Club, American Express and JCB Card	2.75 % + \$0.10/transaction
Refund fee	\$0.30/transaction
Bank fees are subject to change without notice and are calculated on the total amount transacted per group.	

FOR OFFICE USE ONLY				
Date request received:	Date added to site:	Entry verified by:		
Invoice number:	Date invoice created:	Invoice created by:	Invoice verified by:	Submission date to A/P: