



ADMINISTRATIVE MANUAL

University Council of Clubs & Organizations (U.C.C.O.) Funding Policy

Policy 224

1.0 PURPOSE:

To provide policy regarding the disbursement of A.S.I. provided U.C.C.O. funds that meet the needs of the council and the clubs/organizations it serves.

2.0 REFERENCES:

- a) U.C.C.O. Code of Procedure - www.asicsula.org/documents/cabinet/id201007822.htm
- b) Green America Sweatshop Free - www.coopamerica.org/programs/sweatshops/whattoknow.cfm

3.0 POLICY:

With support from the Associated Students, Incorporated (A.S.I.), the University Council of Clubs & Organizations (U.C.C.O.) will provide funding in a manner consistent with the state guidelines for the distribution of student body funds. In addition, the U.C.C.O. has placed additional general stipulations on all funding as a means of leveraging dollars to the best use of the clubs/organizations served.

4.0 DEFINITIONS:

Club/Organization Funding Requests – Requests made by university-recognized clubs/organizations to provide supplemental financial assistance.

5.0 PROCEDURE:

- a) Requesting Funds
 - i) The U.C.C.O. will accept proposals based on the completion of a club/organizations attendance requirement being met.
 - i.i The U.C.C.O. will meet three times during the fall, winter, and spring quarter.
 - i.ii Funding allocation will be based on a three tier access process as outlined below. Annual reconsideration of items funded will take place in the summer quarter of each academic year. The current tiers identified are as follows.*
 - i.ii.i Tier 1 – Attended at least (1) A.S.I. Finance Committee meeting or (1) A.S.I. Board of Directors meeting and at least (1) U.C.C.O. meeting. This grants you funding request access to white/black and color flyer copies.
 - i.ii.ii Tier 2 – Attended at least (2) A.S.I. Finance Committee meetings or (2) A.S.I. Board of Directors meetings and at least (2) U.C.C.O. meetings. This grants you funding request access to white/black and color flyer copies, table covers and vinyl banners.
 - i.ii.iii Tier 3 – Attended at least (3) A.S.I. Finance Committee meetings or (3) A.S.I. Board of Directors meetings and at least (3) U.C.C.O. meetings. This grants you funding request access to white/black and color flyer copies, table covers, vinyl banners, and clothing.

- * A.S.I. Finance Committee and A.S.I. Board of Directors meetings can be interchanged to meet requirements. However, fund requesting clubs/organizations must meet the U.C.C.O. meeting attendance requirement. Attendees must be present for at least 50-75% of the business meeting. The A.S.I. Secretary/Treasurer will provide a sign-in sheet accordingly.
- ii) Clubs and organizations must submit a time-stamped funding request in order to receive funding which will be reviewed and considered in the order it was received.
- iii) Funding requests shall be submitted to the Campus Affairs Representative-at-Large, Chair of the U.C.C.O.
- iv) Funding requests shall only be completed and signed by the officers designated on the Officer Information Form on file in the Center for Student Involvement. Only members listed on the Officer Information Form can present their request to the Campus Affairs Representative-at-Large, Chair of the U.C.C.O.
- v) For event specific funding requests, a completed Student Organization Event Registration and Reservation Form must be attached to each funding request. These forms are available in the Center for Student Involvement, U-SU Room 204.
- vi) All artwork must include an A.S.I. approved logo and be submitted in addition to the other documents for the funding proposal to be complete and forwarded to the U.C.C.O.
- vii) If multiple clubs co-sponsor an event, this must be noted on the funding request and detail the percentage of the funding to be allotted to each club. Co-sponsorships are defined as "events that are planned and executed by two or more campus-recognized student organizations." Submitted documentation should include the signatures of all appropriate club/organization presidents.
- viii) A list of estimates must be submitted in order for the funding proposal to be complete and forwarded to the council. The estimate must include a specified merchant and price of item/s.
- ix) U.C.C.O. funding allocated to clubs/organizations shall be distributed using the following formula, where "TF" represents the total funding amount allocated for student organizations for the current fiscal year.
 - (TF * .34) = Fall quarter funding
 - (TF * .33) = Winter quarter funding
 - (TF * .33) = Spring quarter funding
- b) U.C.C.O. Funding Request Consideration
 - i) U.C.C.O. voting on funding can commence once quorum is met and, as defined in Policy 013 – University Council of Clubs and Organizations' Codes of Procedures, as those present at the business meeting.
 - ii) All club representatives to the U.C.C.O. shall have a vote in the U.C.C.O. The Chair, however, shall vote only in the event of a tie. The Vice Chair shall have an independent vote. The U.C.C.O. Parliamentarian and the A.S.I. Secretary/Treasurer shall not vote.
- c) Budget Eligibility Guidelines
 - i) Budget eligibility must be restricted to recognized organizations with good standing with the University and to activities of benefit to all CSULA students.
 - ii) To be eligible to submit a budget request, an organization must be currently recognized by and in good standing with the University.
 - iii) Failure to maintain university recognition may result in recall of allocated funding.

- iv) All U.C.C.O. funded items associated with an initiative shall only support events and programs accessible to disabled students in compliance with the American Disabilities Act (ADA) requirements.
- v) Allocations are to be expended only for such items approved by the U.C.C.O.
- vi) The U.C.C.O. requires all Clubs and Organizations requesting funds for purchase of clothing and garments of any kind, to buy such items from a sweatshop-free manufacturer and provide proof the business is sweatshop free. The U.C.C.O. will provide clubs and organizations the contact of a known sweatshop free manufacturer. However, clubs and organizations, when requesting funding for clothing, will not be required to purchase only from the company provided by the U.C.C.O. but the burden of sweat-free proof will fall to the club/organization.
- d) The U.C.C.O. shall not fund items associated with:
 - i) Membership recruitment of non-CSULA students
 - ii) Programs for the benefit of, or targeted to, non-CSULA students
 - iii) Activities considered high risk/liability by the A.S.I.
 - iv) Programs which are not in compliance with ADA standards
 - v) Programs exclusively benefiting or targeted to members of a specific group and is not open to all CSULA students
 - vi) Race or gender specific awards ceremonies or programs
 - vii) Programs and events that provide only one side of political issues or matters that are going to be considered by voters in upcoming elections
 - viii) Non-advertised programs occurring during an organization's regularly scheduled meeting(s)
- e) To access and expend allocated money, certain documents are required for accounting and auditing purposes. Pre-arrangements for expenditures or questionable expenditures should be processed with the A.S.I. Director of Programs and Leadership. Consultations can be accessed on a walk-in or appointment basis.
- f) Allocations and approved payments are tentative until the student organization receives official A.S.I. notification in the form of the Allocation and Stipulations Notice. This notice is an indication that an allocation has been included in the U.C.C.O. Budget.
- g) The U.C.C.O. will distribute this policy to CSULA campus clubs/organizations reflecting rates for clothing, vinyl banners, etc. at which the U.C.C.O. will fund club/organization events.
 - i) The specific content of these guidelines will be, unlike common A.S.I. Administrative Policy, subject to suspension in regard to certain requests from clubs/organizations.
 - ii) The specific content of these guidelines may be suspended in certain cases upon a 2/3 vote to do so by the U.C.C.O.
 - ii) It will be the responsibility of the Campus Affairs Representative-at-Large, Chair of the U.C.C.O., under the direction of the A.S.I. Vice President for Finance, to update the specific content of these guidelines according to current prices and the current state of the economy. Present rates reflect the following
 - ii.i) U.C.C.O. will provide up to \$6.50 per t-shirt. (20 per club)
 - ii.ii) U.C.C.O. will provide up to \$12.00 per sweatshirt. (10 per club)
 - ii.iii) U.C.C.O. will provide (A.S.I. in-house printing) \$0.05 per flyer for all 8.5 x 11 inch size black and white flyers. (200 per quarter)

- ii.iv) U.C.C.O. will provide (A.S.I. in-house printing) up to \$0.15 per flyer for all 8.5 x 11 inch size color flyers. (200 per quarter)
 - ii.v) U.C.C.O. will provide (A.S.I. in-house printing) up to \$1.20 per flyer for all 11 x 17 inch size flyers. (100 per quarter)
 - ii.vi) U.C.C.O. will provide up to \$75.00 per banner for all 4 x 8 foot size banners. (One per club)
 - ii.vii) U.C.C.O. will provide up to \$75.00 per table cover for all 6 foot table covers (One per club)
- h) For PAYMENT of an approved expenditure, do the following:
 - i) Ensure that the U.C.C.O. has updated University paperwork of your Recognition, Signatories, and Good Standing.
 - ii) Provide a Purchase Order (P.O.) to assure payment to vendors upon receipt of goods or services.
 - iii) Request pre-invoicing by the vendor in advance of the U.C.C.O. funding consideration for anticipated expenses.
- i) The A.S.I. Director of Programs and Leadership may stop all expenditures in any account upon depletion of funds and bring it to the attention of the Campus Affairs Representative-at-Large, Chair of the U.C.C.O. and the A.S.I. Vice President for Finance.
- j) Fliers need to have "Funded by the Associated Students, Inc.", and/or a copy of the A.S.I. Logo included in all publicity, publications, advertisements, press releases, clothing and other promotional items. Unfortunately, A.S.I. cannot fund items for which the "Funded by the Associated Students, Inc.," or a copy of the A.S.I. Logo is omitted, even when this occurs unintentionally. A sample of the above item(s) needs to be attached to your original U.C.C.O. Funding Request. The Campus Affairs Representative-at-Large, Chair of the U.C.C.O. or Director of Programs and Leadership may indicate whether the following disclaimer is necessary on all flyer
 - i) "Funded by the Associated Students, Inc. The views expressed herein are those of the campus organization and are not necessarily those of the Associated Students, Inc."
- k) Funds remaining in the U.C.C.O. account on the fund's expiration date shall revert to the General Fund of the Associated Students, Inc., and are not carried over to the new fiscal year.
- l) When proposed purchases require a contract with A.S.I., the contract should be completed in conjunction with the Director of Programs and Leadership.
- m) Approved allocations are assigned appropriate expiration dates determined by the U.C.C.O. and/or the Campus Affairs Representative-at-Large, Chair of the U.C.C.O. Fund expenditures must be documented before the expiration date, or those specific event funds may revert back to the U.C.C.O. for additional allocations from the "Unallocated Funds" line item, which would be accessible, through the funding request process, to all U.C.C.O. club/organization members.
- n) No club shall be awarded more than \$1,000 in expenses in one academic calendar year.
- o) If multiple clubs/organizations sponsor an event in which funding for associated items is requested of the U.C.C.O., the associated clubs/organizations must provide a written agreement as to the percentage split of funding allocated to each.