ASSOCIATED STUDENTS
FUNDING GUIDE
2016-2017
Welcome to the 2016-2017 Associated Students (A.S.) Funding Guide, your informational source for most of your student organization funding needs for the academic year.

To promote the equitable allocation of student fees and sustainable growth of student organizations, the A.S. Office of Finance and Resources has adopted funding principles to review requests for the academic year. Organizations requesting any type of funding from A.S. meet AT LEAST one of the following criteria in order to have their event considered for funding:

- Educates through positive learning outcomes
- Contributes to the UC San Diego community
- Develops leadership and communication skills
- Appeals to a wide audience of undergraduate students
- Works to advance student interests
- Enhances student wellness
- Encourages collaboration between on-campus groups and individuals

This guide pertains to funding specifically for CSI-Registered Student Organizations. In order to receive A.S. funds, organizations must fulfill the following requirements:

- Principal membership must be completely composed of undergraduate students
- The organization must be registered with the Center for Student Involvement (CSI)
- Events must relate to the student organization's Mission Statement

PLEASE NOTE:

- No Interpretation guideline. No part of the Funding Guide is meant to be ambiguous, misleading, or unclear. If you believe clarification is needed for any part of this Guide, please contact asvpfinance@ucsd.edu or avpstudentorgs@ucsd.edu immediately to resolve. A.S. makes no exceptions to any policies laid out in this document.
- A.S. Funds are LIMITED! Please help ensure the funding of your organization by submitting applications in a timely fashion. In order to avoid conflicts regarding deadlines, A.S. recommends submitting requests as soon as possible.
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**FOR EVENTS BETWEEN:**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Apply for Funding No Later Than</th>
<th>In Order to Be Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31 - 11/6, 2016</td>
<td>Fri, 9/23, 2016 @ 11:30am</td>
<td>Wed, 9/28, 2016</td>
</tr>
<tr>
<td>11/7 - 11/13, 2016</td>
<td>Fri, 9/30, 2016 @ 11:30am</td>
<td>Wed, 10/5, 2016</td>
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<tr>
<td>11/14 - 11/20, 2016</td>
<td>Fri, 10/7, 2016 @ 11:30am</td>
<td>Wed, 10/12, 2016</td>
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<tr>
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<td>Wed, 10/19, 2016</td>
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<tr>
<td>11/28 - 12/4, 2016</td>
<td>Fri, 10/21, 2016 @ 11:30am</td>
<td>Wed, 10/26, 2016</td>
</tr>
<tr>
<td>12/5 - 12/10, 2016</td>
<td>Fri, 10/28, 2016 @ 11:30am</td>
<td>Wed, 11/2, 2016</td>
</tr>
</tbody>
</table>

**FALL 2016**

- **No A.S. funding for events on Sun, 12/11/16 to Tues, 1/3/17 due to Winter Break**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Apply for Funding No Later Than</th>
<th>In Order to Be Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4 - 2/12, 2017</td>
<td>Fri, 11/25, 2016 @ 11:30am</td>
<td>Wed, 11/30, 2016</td>
</tr>
</tbody>
</table>

**WINTER 2017**

- **No A.S. funding for events on Sun, 3/26/17 to Wed, 3/29/17 due to Spring Break**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Apply for Funding No Later Than</th>
<th>In Order to Be Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/30 - 4/2, 2017</td>
<td>Fri, 2/17, 2017 @ 11:30am</td>
<td>Wed, 2/22, 2017</td>
</tr>
<tr>
<td>4/3 - 4/9, 2017</td>
<td>Fri, 2/24, 2017 @ 11:30am</td>
<td>Wed, 3/1, 2017</td>
</tr>
</tbody>
</table>

**SPRING 2017**

- **No A.S. funding for events on Sat, 6/17/17 to Sun, 9/24/17 due to Summer Vacation**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Apply for Funding No Later Than</th>
<th>In Order to Be Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, 11/25, 2017-Sun, 10/29, 2017</td>
<td>Fri, 5/22, 2017 @ 11:30am</td>
<td>Fri, 6/9, 2017</td>
</tr>
</tbody>
</table>

**PLEASE NOTE**

- Funding request applications must be submitted no later than 11:30am on the specified “Apply for Funding No Later Than” date.
- Organizations will be able to view final allocations within one week after the review process takes place.
- For events taking place in Weeks 0-5 of Fall 2017, the funding request must be submitted no later than 11:30am on Friday, 6/2/17.
- Events occurring on or after Fall 2017 Week 6 can apply for A.S. funding beginning Fall 2017 during Week 0.
TO HOST A SUCCESSFUL EVENT, PLEASE FOLLOW THESE STEPS AND USE THE HELPFUL CALENDAR GUIDE BELOW.

**Due to the academic schedule, actual application deadlines may be earlier than 5 weeks prior to the event. Please see the programming deadlines chart for specific due dates.**
ITEMS A.S. WILL NOT FUND INCLUDE

- Events that charge admission fees to any individual (all UCSD students, general public, university staff, etc.)
- Alcohol, alcoholic beverage services, or controlled substances
- Stamps and postage
- Parking permits and reserved spaces (Note: A.S. will fund parking lots used as an event space)
- Payment of fines, violations, or late fees
- Flammable items (ex. Candles, propane)
- Purchase or rental of firearms
- Raffle tickets and prizes
- Association/membership fees
- Travel costs (except tournament and competition events)
- Gifts and giveaways
- Services or labor provided by any UCSD student
- Services or labor provided by any UCSD student organization at an event being hosted/co-hosted by the same organization
- Prizes and other items perceived as items for students’ personal gain or use
- The purchase of permanent items
- Apparel
- Non-reusable water bottles
- Flowers
- Scholarships or direct monetary donations
- Items deemed hazardous by UCSD risk management
- Gas reimbursements or rental vehicles driven by students (See the Tournament and Competition Funding section for details)
- Off-Campus Events
- Third party legal and financial services
- Certain non-essential services or items
- Website hosting
- Birch Aquarium Admission fees or any events occurring at the Birch Aquarium
- UCSD Challenge Course fees or any events occurring at the UCSD Challenge Course
- Any events occurring at the UCSD Hillcrest Medical Campus
- Any events held at a UCSD Property or location where uninformed undergraduate foot traffic could not easily access the event
- Any expedited shipping fees (ex. Next day air, Priority Mail Express, etc.)
- Any “rush” fees charged by vendors (ex. Rush printing fees, etc.)
- Travel and lodging fees for event speakers, performers, etc.
- Any non-listed item that violates university policy
- Chemicals
- Paint (specifically house paint or canned paint; watercolors/art paint acceptable)
- Duct Tape
- Items that would allow a student organization to generate an income
THERE ARE SIX TYPES OF FUNDING THAT CAN BE REQUESTED FROM THE ASSOCIATED STUDENTS:

- PROGRAMMING FUNDS
- OPERATING FUNDS
- TOURNAMENT AND COMPETITION FUNDS
- ANNUAL EVENT FUNDS
- INTEREST-FREE PROGRAMMING LOANS (IFPL)
- A.S. GRANTS

The following guidelines will be used by Associated Students to determine funding.
**PROGRAMMING FUNDS** are granted for events that are open to the entire undergraduate student body at UCSD. Some examples of events that have received programming funds include concerts, speakers, and culture shows.

To promote efficient allocation of student fees, A.S. has created guidelines through a tiered system (referred to as “bracket caps”) based on event attendance. The structure is as follows: (based on averages of overall funding requests from 2011-2014)

<table>
<thead>
<tr>
<th>EXPECTED EVENT ATTENDANCE...</th>
<th>STUDENTS ORGS CAN REQUEST UP TO...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25 expected attendance*</td>
<td>$150</td>
</tr>
<tr>
<td>26-50 expected attendance*</td>
<td>$450</td>
</tr>
<tr>
<td>51-150 expected attendance*</td>
<td>$900</td>
</tr>
<tr>
<td>151-350 expected attendance*</td>
<td>$3,000</td>
</tr>
<tr>
<td>351-500 expected attendance*</td>
<td>$5,000</td>
</tr>
<tr>
<td>501+ expected attendance*</td>
<td>$5,000 + $8.00 per attendee above 500 up to a maximum of $9000</td>
</tr>
</tbody>
</table>

**“Expected attendance” number must be based on undergraduate UCSD students ONLY. A.S. only provides funding for undergraduate student attendees.**

**IMPORTANT:** Student organizations with an event of an expected undergraduate attendance over 150 may be required to include box office counters in their submitted budget request or have a sign-in form present on the event day. Organizations will be notified should attendance verification be required.

Attendance will be monitored through the collection of Post-Event Evaluation Forms (See PEEFs) and visitations by the A.S. Office of Student Organizations and A.S. Office of Finance and Resources. Should a student organization intentionally misrepresent the projected attendance of their event, A.S. funding for the 2016-2017 school year may be jeopardized.

**Additional Information:**

A.S. funding is based on UCSD undergraduate expected attendees only.

No individual funding request will be approved for more than $9,000 (even if the request covers multiple days of expenses).

A.S. encourages student organizations to collaborate on events. However, A.S. disburses funds based on an event’s overall attendance, regardless of the number of student organizations hosting the event.

Distribution of printed advertising materials is not considered a separate event from the event that the printed advertising materials are promoting.

A.S. does not fund events occurring during Winter Break, Spring Break, or Summer Vacation.
**HOW TO FILE A PROGRAMMING FUNDS REQUEST**

- Only registered principal members of undergraduate organizations may submit an A.S. funding request.
- **Funding requests must be submitted to A.S. no later than five (5) weeks prior to the event.** A.S. does not review requests during finals week or campus breaks. See the Programming Deadlines chart for information pertaining to exact submission deadlines.
- Visit as.ucsd.edu and hover over the Finance tab. In the dropdown menu that appears, you will see a link that says “Programming”. From that option, click the link that reads “Programming Funding Request.”
- When filling out the form, ensure that all fields are accurate and complete. The expected attendance number must be an exact number, and not a range. If a range is provided, the lowest number will be used when evaluating the request.
- Be sure to attach all necessary supporting documents. Failure to attach all documents may affect the funding allocation. Only PDF and image file formats can be uploaded. Instructions for converting word documents to PDF can be found further in this guide.
- You will be automatically emailed when comments are made to your request. It is your duty to read the comments and update your request accordingly. All additional documentation requested must be submitted by 12:00pm on Wednesday the week after your original submission, regardless of when you received the email. No exceptions will be made to this deadline.
- **Please note that you are now able to EDIT most aspects of your request. Therefore, unless specified by the comments, it is NO LONGER necessary to send additional documentation through email.**
- You can check the status of a funding request by returning to your original application. You will also receive an email if any comments are made on your application and when your funding request allocation is finalized.
- Review the Electronic Funding Request Submission section located in the Addendum for additional Programming Funds submission information.
- **A.S. may contact a student organization with questions. Failure to respond to an A.S. e-mail may adversely affect the funding allocation. Funding requests cannot be processed if there are unresolved questions. It is the responsibility of the student organization to properly submit a funding request. A.S. is not responsible for the submission of incomplete or incorrect funding requests.**

**PROGRAMMING FUNDS REQUEST APPEALS**

Should you be dissatisfied with your allocated amount, you may be eligible to appeal the funding decision. Only Programming Funding Requests are eligible to be appealed.

Email avpstudentorgs@ucsd.edu with any questions.

- Only one appeal may be submitted for any one particular funding request.
- E-mail avpstudentorgs@ucsd.edu to obtain a Programming Funds Appeal Form.
- **Student organizations should attach any supporting documentation with the completed appeal form.** If statements in the appeal form cannot be substantiated by the documents submitted with it, it is unlikely that an appeal will be granted.
- **Only items submitted with the appeal form will be considered when the appeal is reviewed**
- **Completed appeal forms and any supporting documents must be filed no later than 15 A.S. working days before the event with the Sr. AVP of Student Organizations via e-mail.** A.S. working days exclude weekends, university breaks (Winter, Spring), finals week, summer vacation, and university holidays.
- If a TAP is required for your event, it must be complete before submitting an appeal.
PROGRAMMING FUNDS REQUEST APPEALS (cont.)

- **Appeals are due at 11:59 PM by the aforementioned deadline, regardless of when the request to obtain an appeal form was made.**
- The Sr. AVP of Student Organizations will send a confirmation email acknowledging receipt of the completed appeal form within 24 hours of receipt. **If you do not receive a confirmation within 24 hours, you must re-send the completed documents to the Sr. AVP of Student Organizations.**
- Student organizations will be notified of the decision of an appeal once its review is complete. Should you wish to check the status of an appeal, please e-mail the Sr. AVP of Student Organizations.
- A.S. will not accept any late appeals.
- Appeal forms and supporting documents cannot be modified after the submission deadline has passed.
- Appeals may not be submitted for events that have been postponed from the date stated in the A.S. funding request. An accommodation to this policy may be made for events postponed due to campus emergencies or acts of nature.
- Appeals containing an upward revised expected attendance estimate may only be submitted if an error occurred during the reservation process or if a larger facility has been reserved.
- Appeals will not be considered if the initial submission deadline was missed.
- **Appeals are reviewed by the A.S. Finance Committee and not the Office of Finance and Resources.**

**IMPORTANT NOTES ABOUT PROGRAMMING FUNDS:**

**ROOM/SPACE CONFIRMATIONS**

- An event space must be reserved prior to submitting a funding request. The room confirmation for your event must be attached with your organization’s request. Failure to do so will result in an automatic denial of the funding request.
- Submitting Google Calendar details of an event is not an acceptable room confirmation for A.S. funding purposes. **If a facility uses Google Calendar as confirmations for space reservations, the student organization must submit alternative documentation to A.S.** (ie: department letterhead, an e-mail containing the information of the facility contact person, etc.).
- Alternative documentation for room confirmations MUST STATE: the name, date and time of the event, confirmation that the room is reserved, and the ability for the facility to accommodate the event’s expected attendance. If any of the aforementioned requirements are missing, the documentation is considered to be in an “improper format” and will not be accepted as a valid room confirmation.
- Please be aware that it may be difficult to reserve lecture halls and classrooms for student organization use in the first three weeks of any quarter. Due to University Policy, the UCSD Registrar’s Office must ensure all instruction needs are met before releasing the spaces to student organizations. To prevent any delays with your funding request, we encourage you to find alternative event spaces (such as in Price Center) during this period.
- **Please note that A.S. does not fund off campus venues or events.**
- Organizations must abide by the room/space capacities declared by the Fire Marshall or dictated by common practice to ensure safety. **Should the expected attendance exceed a room’s maximum capacity, A.S. will only fund the event up to the room’s safe capacity.**
- A.S. will review the room set-up stated on the confirmation and the expected attendance listed on the funding request. Note that the lowest attendance number provided on either the funding request form, room confirmations, TAP, or price estimates will be used to calculate funding. Organizations may be contacted should discrepancies arise.
In order to ensure that food and beverage expenses remain in-line with budgeted allowances, A.S. has developed the following formula when allocating funds for such costs:

<table>
<thead>
<tr>
<th>EXPECTED EVENT ATTENDANCE...</th>
<th>STUDENTS ORGS CAN REQUEST UP TO...</th>
<th>WITH A MAXIMUM FOOD ALLOCATION OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25 undergraduate students*</td>
<td>$5.00 per person</td>
<td>$85.00 per event</td>
</tr>
<tr>
<td>26-50 undergraduate students*</td>
<td>$5.00 per person</td>
<td>$180.00 per event</td>
</tr>
<tr>
<td>51-150 undergraduate students*</td>
<td>$5.00 per person</td>
<td>$335.00 per event</td>
</tr>
<tr>
<td>151-350 undergraduate students*</td>
<td>$5.00 per person</td>
<td>$1,100 per event</td>
</tr>
<tr>
<td>351-500 undergraduate students*</td>
<td>$5.00 per person</td>
<td>$1,650 per event</td>
</tr>
<tr>
<td>501+ Expected attendance*</td>
<td>$5.00 per person</td>
<td>$2,750 per event</td>
</tr>
</tbody>
</table>

*Maximum allocation INCLUDES gratuity, tax, and other food/beverage related expenses.

- For example, if your event has an expected attendance of 30, you may not request more than $150 for food and beverage expenses. If you event has an expected attendance of 45, you may not request more than $180 for food and beverage costs.
- Please note that you will not be reimbursed for any food and beverage costs (including gratuity and tax) that exceed the amount A.S. has allocated for your event. For example, if your event is allocated $120 for food and beverages, the reimbursement amount (with food, beverages, tax, and gratuity) will not exceed $120.
- Price estimates/quotes must be submitted for food and beverage costs. *See Price Estimates
- Food and beverage caps are a subset of (not an addition to) an event’s overall bracket cap.

**FOOD AND BEVERAGE ALLOCATIONS**

**QUARTERLY FUNDING CAPS**

In order to ensure equitable access to A.S. funding, the following distribution of programming funds has been developed:

**Fall and Winter Quarter: 58%**

**Spring Quarter: 42%**

- Once funds have been allocated up to the designated percentage, the Office of Finance and Resources reserves the right to deny any subsequent funding requests. Requests are funded in the order they are submitted.
- The Fall and Winter Quarter cap applies to all events on and after Fall Week 6 up to and including events during Winter Quarter Finals Week.
- Any unused funds from Fall and Winter quarter will be transferred to Spring Quarter.
PRICE ESTIMATES/QUOTES:

• A.S. requires that pricing information for all items and services be submitted within a Programming Funds request. Funding will not be allocated to any item or service lacking vendor documentation of price estimates.

• A “price estimate” is a written agreement, document, or a declaration of price from a vendor stating the cost of a good or service. Price estimates should be detailed as they outline the specific goods and services that are being obtained.

• Price estimates must be expressed in U.S. currency.

• For example, a valid price estimate would state “2-Large pizzas from XYZ Pizzeria @ 5.99 each” and include a screenshot of the vendor’s website showing the price of large pizzas. Simply stating “Food- $100” is not a valid price estimate.

• Acceptable forms of a price estimates include, but are not limited to: an email invoice from a vendor, a formal document from a vendor, or photos of item/service prices from in-store or online menus.

• Price estimates must be submitted as PDF or picture files. The online system no longer accepts the attachment of word documents or excel sheets. See File Conversion Instructions for a step-by-step process and converting documents.

• While A.S. requires price estimates to be attached to any applicable funding request, student organizations SHOULD NOT SIGN A CONTRACT UNDER ANY CIRCUMSTANCES

• Please remember to attach price estimates for every item and service in the event’s funding request.

• A.S. may deny the entire funding request if it is determined during SOFAB review that a majority of the event’s price estimates are missing (the “majority criterion”). Requests which fail to meet the majority criterion will not be able to submit any additional documentation during the review process. Orgs may reapply the following weeks by submitting a new funding request.

ADMISSION FEES AND SALE OF ITEMS/SERVICES

• Per UC policy, A.S. cannot fund events that charge admission fees to undergraduate students in any form. Examples of admission fees include, but are not limited to: tickets for presale, guaranteed entry, or priority entry.

• Student organizations may not collect a mandatory admission fee from any event attendees (including the general public). Further, attendees cannot feel obligated or pressured to donate funds in order to attend an event. Any requested donations cannot be placed near the entrance or other high traffic areas of the event.

• Student organizations are prohibited from charging any fees, even if the fees are to be refunded at a later point.

• Should your event require an admission charge (ex. certain philanthropic events), please see the Interest-Free Programming Loan (IFPL) section of this funding guide.

• Per UC system-wide policy, student organizations may not, under any circumstances, sell items or services that were funded by A.S. For example, if A.S. funds an event’s food, student organizations may not sell that food.
Rush Fees
A.S. will not fund any rush order fees charged by a vendor or any expedited shipping fees, even if the cost is included in a funding request. In order for an organization to ensure that it can utilize a standard processing and shipping method, student organizations may need to submit a funding request before the deadline stated on the programming deadlines chart. It is the responsibility of a student organization to determine if a funding request needs to be submitted early in order to avoid rush fees. If an SLBO Fund Manager is directly paying a vendor for items/services that will not ship (or where work will not begin) until the vendor receives payment, please discuss payment turnaround time with the Fund Manager. This may impact the funding request submission date. A.S. will not fund any rush fees incurred due to delayed payment processing.

Vendor Lists
For certain items and services, SLBO may have a list of vendors where the ordering/purchasing process can be facilitated. Please speak with a CSI Advisor or SLBO Fund Manager for specific information.

Hard Copy Documents
A.S. cannot retroactively verify the receipt of paper documents by specific deadlines. Please note that it is always best to accompany any hard copy documents with an email attachment. All attachments can be sent to the Sr. AVP of Student Organizations at avpstudentorgs@ucsd.edu.

Change of item/service
A.S. recognizes that student organizations may not use the exact item submitted in an A.S. funding request. If the new item is comparable to the one originally reviewed by A.S., no further approval for the change is required.

If the new item is not comparable to the one initially reviewed and approved by A.S., then the organization must submit vendor documentation of prices to A.S. and obtain A.S. approval prior to switching to the new item. Substantial justification is required in order for a change of item to be approved. No overall allocation will be increased due to a change of item. Documentation should be submitted to the Sr. AVP of Student Organizations at avpstudentorgs@ucsd.edu. Failure to obtain A.S. approval (when required) may result in withheld funding for any non-approved items.

Examples:

Changing food from hamburgers to hot dogs is considered a comparable item change and does not require A.S. approval.

Using funding approved for hamburgers to rent a dunk tank is not considered a comparable item change and requires A.S. approval.
Usage of A.S. Funded Items and Services:
All goods and services must be used at the event they were intended for, aside from flyers approved for promoting said event.

Philanthropic Events
At UCSD we stress the importance of having a positive impact on our community. Although A.S. cannot provide direct monetary donations to third party entities, we encourage partnerships amongst our student organizations that allow this objective to become a reality. Please note that these guidelines also apply to UCSD organizations fundraising for themselves.

A.S. classifies philanthropic events into two categories, “Awareness Events” and “Pure Philanthropic Events”: Please see which description most closely relates to your event. If you have any questions, contact the Office of Finance & Resources before requesting funding.

Awareness Events (can be funded through Programming Funding)
• There is no mandatory admission fee.
• The name of the event cannot convey or imply that it is philanthropic in nature. For example, the event cannot be named “Org XYZ’s Amazon Rainforest Charity Dance.”
• Donation boxes may be present at the event, but are to be placed away from the entrance and all other high-traffic areas. Students must not feel obligated or pressured to donate.
• All applicable restrictions on programming funds apply (ex. no purchase of gifts, prizes, permanent items, etc).
• The money from A.S. does not have to be repaid.
• Per University Policy, no items purchased with A.S. funds may be sold. In addition, the items purchased with A.S. funds must benefit UCSD students directly. For example, you cannot purchase food with A.S. funds and then donate it to a food bank.
• An example of an awareness event is as follows: An organization hires speakers to inform attendees about saving the rainforest. No admission fee is charged, and refreshments are provided to the students who attend. The organization does not use A.S. funds to plant trees in the rainforest.

Pure Philanthropic Events (can NOT be funded through Programming Funding)
• A mandatory admission fee will be donated to a specific charity or cause, or students feel obligated to donate to the charity or cause.
• Donation boxes are highly prevalent or located in high-traffic areas.
• Organizations may choose any name for the event. For example, “Org XYZ’s Amazon Rainforest Charity Dance” is acceptable.
• The organization must request an Interest-Free Programming Loan (IFPL) in order to receive A.S. funds. All loans must be repaid to A.S.
• The charity group must be a registered 501(c)(3) organization. The arrangement between the charity and the UCSD student organization must be e-mailed to the Sr. AVP of Student Organizations if an Interest-Free Programming Loan is sought.
• Excluding items that violate federal, state, or local laws and university policies, there are no restrictions on how A.S. loan funds may be utilized. For example, you can purchase prizes and giveaways with an IFPL.
• **A.S. must receive repayment before any funds are donated to the charity or philanthropic cause.
A Triton Activities Planner (TAP) must be submitted for any on-campus event utilizing A.S. Programming Funds. If a TAP is not submitted, or if an event is cancelled on TAP, A.S. funding for the event may not be used and will be returned to A.S. Further, the SLBO is unable to process reimbursements for events without a completed TAP.

All on-campus events require a TAP submission, with the exception of simple meetings and information tables. Simple meetings are meetings that include just you and your members in an informal setting and **DO NOT** include:

- The sale or value exchange of items or services
- Paid or unpaid speakers, performers or services
- Amplified sound
- A meeting taking place in programming spaces reserved via the University Centers (Ballrooms, Forum, Plaza, Theater, Loft, Matthews Quad, SSC Multipurpose Room (MPR))
- A meeting when reimbursement of food purchases will be requested
- Food provided and served to more than 25 guests
- When a reimbursement will be required

*If any of the above statements apply to your event, you MUST fill out a TAP. Please visit tap.ucsd.edu to complete your TAP. If you have any questions regarding the TAP process, please contact the One Stop Desk.*

**DON’T FORGET** - you must begin a TAP at least 21 days prior to your event date and complete it no later than 14 days prior to your event! **LATE TAPS WILL NOT BE ACCEPTED.** TAP deadlines are counted in calendar days, not A.S. working days.
File Conversion Instructions

All funding request estimates must now be attached as PDF or image/picture files. You may still combine all your estimates into a single Word Doc but you must convert the file to a PDF before attaching the file. The process for Microsoft Word and Excel is as follows:

File > Save as > Set “Save as type:” to PDF. Done.

Grill Rentals

Officially registered student organizations are eligible to rent grills for events on Library Walk. Please visit the One Stop Desk on the 3rd Floor of Price Center East for more information. You will be required to make a reservation at the One Stop Desk and complete a TAP in order to finish the booking process. Organizations do not need to include grill rentals in programming funds requests.

Performance Agreement Fees

There is an Artist Agreement fee charged by UCSD when a student organization hires a paid performer for an event. A.S. has made arrangements to pay for this fee in an effort to reduce the financial burden placed on student organizations. Organizations do not need to include this fee in programming funding requests. Please speak with an SLBO Fund Manager if there are questions pertaining to the payment of this fee.

Event Changes

If an event receives A.S. funding, the event cannot change. For example, if the requested event was a Medical School info night, it cannot be changed to a volunteer medical clinic day. If a student organization wishes to change the event, a new funding request will need to be submitted (the A.S. programming funds deadline still applies). A.S. funding will be rescinded for any events that are changed from the event listed in the funding request.

Event Rescheduling

Should it be realized that an event date needs to be altered after receiving A.S. funding, organizations must contact the Sr. AVP of Student Organizations before making any changes. Failure to obtain approval prior to making changes will result in A.S. funding for the offending event being rescinded. Multiple offenses may jeopardize A.S. funding for the remainder of the academic year. While A.S. strives to work with our student organizations, we are unable to accommodate all date changes. Events can only be moved to a day more than five weeks away from the date the original funding request was submitted (see programming deadlines if you are unsure).

No Show Organizations

Should an organization fail to host their event at the approved date, time and space without informing A.S., CSI and the SLBO, the Student Organization Funding Advisory Board will meet with a primary member of the organization to discuss the consequences, which may include the loss of funding for the organization for the rest of the academic year.
Event Advertising/ Promotion
Any event receiving A.S. programming funding must be advertised to the UCSD undergraduate population once final TAP approval is received. Student organizations must make a good faith-effort in promoting any events receiving A.S. funding. This can be achieved by social media posts, e-mail and newsletter blasts, posters, flyers, tabling on library walk, classroom chalkboards, etc. **Printed promotional materials must clearly include the A.S. logo in a visible position.** Please be sure to check the posting and advertising policies of any campus areas and facilities that will be utilized. If A.S. is unable to verify that a good faith effort was made for advertising once final TAP approval for the event was received, A.S. funding for the event may be rescinded.

Events with Multiple Hosting Organizations
In the occasions where multiple student organizations co-host events funded by A.S., the organization(s) granted A.S. funding for that particular event will be held accountable should deviations from A.S. funding policies arise.

University Centers Advisory Board (UCAB) Tech Fee Subsidy
UCAB offers a tech fee subsidy that is available to all CSI registered student organizations that host events in University Centers (PC Ballroom East/West, PC Theater, PC Plaza, Pub Stage Room) in order to encourage student programming in University Centers. UCAB will subsidize up to $500 per student organization per year for tech fee that is incurred while using the space. Applications must be submitted through [https://ucab.ucsd.edu](https://ucab.ucsd.edu) at least THREE (3) Tuesdays before the event during the academic weeks.

Post Event Evaluation Forms (PEEFs)
All student organizations are required to submit a PEEF **WITHIN 10 A.S. WORKING DAYS** of each event funded by Associated Students. The link to access a PEEF will be sent out with your final allocation e-mail notification, but can also be found linked to your original funding request form. **Additional funds will not be allocated if a student organization has an outstanding PEEF.** If a PEEF is not submitted within 10 A.S. working days after the event, additional penalties may ensue.

A copy of all flyers, postcards, etc. must be attached to your Post Event Evaluation Form, and must clearly show the A.S. logo in a visible position.

Purchase Orders and Reimbursements
In many cases, non-catering off-campus services being rendered and/or provided on campus require purchase orders to be submitted and are not eligible for reimbursements. This can include event/party services, amusement rentals, security services, photo booth rentals, balloon displays, and/or service that include risk liability insurance. Please check with your SLBO fund manager if your vendor has questions on how or when they are to be paid by the University.
A.S. understands that not all fiscal needs are met through Programming Funds. Therefore, registered student organizations are eligible to spend up to $100 annually on operating costs. Items purchased through operating funds must be used for official student organization business and are not permitted for personal use. Operating costs are limited to the following items:

- Flyers
- Banners
- Posters
- Blue tape, yarn/string, and zip ties
- A.S. Graphic Studio services

All items funded through operating funds must be purchased from the UCSD Bookstore, Imprints, or the A.S. Graphic Studio.

Procedures, Deadlines, and Additional Information
Before making any purchases, student organizations must meet with their Fund Manager in the Student Life Business Office (SLBO) for information on how to access Operating Funds. Student organizations must request a Recharge Form to make purchases at the Bookstore, Imprints, or the A.S. Graphic Studio. Reimbursements (Payment Request Forms) are not permitted for Operating Funds. Please see your SLBO Fund manager with any questions.

The final day to request use of operating funds during the 2016-2017 academic year is Friday, April 28, 2017.
To promote the expansion and outreach of UC San Diego student organizations, A.S. will fund groups wishing to participate in a tournament or competition event if the mission of the event falls within the funding principles of A.S. Costs covered under Tournament and Competition Funding include:

- **Competition/Registration fees**
- **Lodging (ex. motel, hotel)**
- **Transportation from a third-party vendor (ex. airfare, bus).**

Student organizations may apply for a maximum of $3,000 in Tournament and Competition funding for the first event.

For a second event, student organizations may apply for a maximum of $1,500 in Tournament and Competition funding.

**A.S. will not provide funding to student organizations attending tournament and competition events occurring in part or in whole during Winter Break, Spring Break, or summer vacation.**

In order for A.S. to fund the Tournament and Competition request, all travel must be completed by the last day of Fall, Winter, and Spring Quarter (this date can be found on the academic and administrative calendar on UCSD blink)

http://blink.ucsd.edu/instructors/resources/academic/calendars/2016.html

**Tournament and Competition funding may not be used for conference travel.**

**Organizations using Tournament and Competition Funds must use a third party vendor in order to receive reimbursement for transportation costs. A.S. will never pay for any vehicle rental fees, gas expenses, or mileage fees incurred by student-driven vehicles.**

**Student organizations using A.S. funding for a chartered bus service must contact the SLBO in order to set up payment arrangements. All charted bus payments must be made by SLBO. Bus expenses will never be processed via reimbursement.**

**A.S. funds may not be used for lodging expenses for stays in any single family homes, Bed and Breakfasts, condominiums, apartments, or any lodging booked through a home-sharing/peer-to-peer vendor (ex. airbnb, 9flats, VRBO, etc.).**

**A.S. will reimburse travel between the airport or bus station nearest the competition city and the competition lodging facility if a third party transportation vendor (ex. SuperShuttle) is used.**
HOW TO FILE A TOURNAMENT AND COMPETITION REQUEST FORM:

• Visit as.ucsd.edu and hover over the Finance tab. In the dropdown menu that appears, select the "Tournament and Competition Funding" link. From that option, click the link that reads "Tournament and Competition Funding Request"

• When filling out the form, ensure that all fields are accurate and complete.

• Attach vendor documentation (ex. Price estimates, website screen shots) for all items and costs (including travel, lodging, competition fees) that you are requesting from A.S.

• Attach documentation showing the tournament and/or competition your organization will be attending (ex. Invitation, screen shot of host website)

• Tournament and Competition funding requests must be submitted a minimum of 30 A.S. working days prior to the start of the tournament or competition. The request and all necessary documentation must be submitted by the aforementioned deadline even if it is not confirmed that the group will be attending the event. Requests are not reviewed during holidays, finals week, or campus breaks.

• You will receive an email if any comments are made to your funding request, and when your final allocation has been approved.

• Please note: A.S. will not accept any incomplete or late applications. A tournament and competition application is considered incomplete if any information or documentation required by the instructions on the application are not present or are missing when submitted. Any clarifying information requested by A.S. will not render an application incomplete.

• All organizations applying for A.S. Tournament and Competition funding must have all traveling members review the following website: https://students.ucsd.edu/student-life/involvement/organizations/onestop/events/travel.html

Additional Information:

• A.S. will only provide funding to student organizations attending tournaments and competitions occurring in the contiguous United States, Alaska, and Hawaii. A.S. will not provide funding to student organizations attending tournaments and competitions occurring in any foreign nation, U.S. embassies and U.S. consulates in any foreign nation, and U.S. territories (including Puerto Rico and the Northern Mariana Islands).

• A.S. will not fund any travel, lodging, or entrance fees for conferences. Any events attended by student organizations must have a primary focus on Tournament and Competition (i.e. the main purpose of the event is for groups to compete against each other). It is not sufficient for an event to simply have a tournament or competition aspect.

• If your Tournament and Competition request is approved, traveling members will need to submit the following documents: student travel waiver, a tax form, and insurance information. Some of these forms can be found in the links contained within the Tournament and Competition Request Form. For documents not included in the request form, please contact your SLBO Fund Manager.

• Traveling members must visit the SLBO no later than two weeks prior to departure in order to submit and ensure all necessary paperwork is properly completed.

• Organizations that receive funds for any tournament or competition will be required to complete a post-event evaluation form within 10 A.S. working days of the last day of the event. Additional funds will not be allocated if a student organization has an outstanding post-event evaluation report.

• Excluding chartered bus service, items covered under Tournament and Competition funding are not paid for upfront by A.S. Students must submit a reimbursement request with the SLBO in order to be compensated. University policy requires that travel receipts submitted to the SLBO for reimbursement be itemized per person and must show that a payment was made.

• As with any reimbursement requests, all receipts submitted for reimbursement must be turned in to the SLBO within 14 days of the end of the tournament/competition.

• The individual who signed (including an electronic signature) the Tournament and Competition request form may be personally subjected to A.S. funding penalties if it is determined that information provided on the request form was misrepresented.

• Appeals may not be submitted for Tournament and Competition Funding Requests.
The Office of Finance and Resources will not be accepting new Annual Event Funding applications this academic year. Only events that previously received Annual Event funding in the preceding year may reapply. If your event is eligible to apply for Annual Event funding, please contact the Financial Controller or the Sr. AVP of Student Organizations to obtain an application.

All events receiving Annual Event funding must abide by the regulations set forth in the A.S. funding guide for Programming Funding except for the bracket cap.

The deadline for eligible organizations to submit a completed Annual Event Funding request form is Friday, September 30, 2016, at 12pm via e-mail both to the Sr. AVP of Student Organizations and the Financial Controller. No late applications will be accepted.

Annual Event Funding will be discontinued indefinitely beginning with the 2017-2018 academic year. All student organizations receiving Annual Event Funding for 2016-2017 may apply for Programming Funds starting in 2017-2018.
Although A.S. strives to meet the funding needs of UC San Diego student organizations, we are unable to fulfill all requests due to A.S. or university policy restrictions. When A.S. Programming funds are not an option, we encourage organizations to consider an Interest-Free Programming Loan (IFPL). IFPLs must be approved by a majority vote of the A.S. Senate. The entire principal of the loan must be repaid to A.S. in full within sixty (60) days of its allocation or by the last day of June, whichever date is sooner. No individual IFPL distributed by A.S. shall exceed the sum of $12,000. Furthermore, no student organization may have more than one outstanding IFPL. In the event that a loan is not repaid by the aforementioned deadline, the Financial Controller may request a hold on the principal members’ academic registration until loan repayment is received. At the beginning of every academic quarter, the Office of Finance and Resources shall contact the principal members of organizations with an outstanding loan and establish a repayment plan.

Common instances where an IFPL is necessary:

• An event charges an admission fee to any attendee (ex. certain philanthropic events).
• You wish to purchase items for your event that A.S. does not fund (ex. permanent items, gifts and giveaways, prizes)
• An event requires more funding than it is currently receiving from various sources. For example, your event is only eligible for $5,000 in programming funding, but $15,000 is necessary in order to put on the event.

IFPL APPLICATION PROCESS:

Should you wish to apply for an IFPL, please follow these steps:

• IFPLs must be requested at least five (5) weeks prior to the event.
• Obtain an Interest-Free Programming Loan Request (IFPL) Form by e-mailing the Sr. AVP of Student Organizations or by going to the “Finance” tab on the A.S. website. Do not wait until the last minute to request an IFPL Form. All forms, no matter when the request for an IFPL form is received, are due no later than 5 weeks prior to the event.
• E-mail the Sr. AVP of Student Organizations (avpstudentorgs@ucsd.edu) the completed form no later than five weeks prior to the event.
• The Sr. AVP of Student Organizations will send a confirmation email acknowledging receipt of the document within 24 hours. If you do not receive a confirmation within 24 hours, you must re-send the completed documents to the Sr. AVP of Student Organizations.
• Once your application has been reviewed, you will be notified of the loan decision. Subsequent documents will follow should your loan be approved.
The A.S. Grants program aims to foster academic curiosity beyond the scope of the classroom via funding for student-initiated research projects that positively impact UCSD and its campus. A.S. Grants selects students with outstanding research proposals from all disciplines at UCSD.

In order to ensure the equitable distribution of funds, the A.S. Office of Academic Affairs has established the following guidelines and procedures for A.S. Grants:

**CRITERIA:**
- Project has an emphasis on contributing to UCSD and its campus
- Project is academically focuses and/or research intensive
- Project is sponsored by a faculty member
- Project has clearly defined outcomes
- Project has received all necessary written approval by appropriate campus officials prior to consideration
- Project has a specific, itemized budget
- Project has detailed timelines for successful completion
- Maximum funding cap of $1,200 per project
- Project must occur during Fall or Winter Quarter 2016-2017

**ITEMS A.S. GRANTS CANNOT FUND:**
- Travel
- Competition
- Labor
- Projects occurring in spring or summer

*Important Note: These guidelines DO NOT GUARANTEE FUNDING. Due to the limited grant budget, not every eligible request will be approved for grant funding. In order to review all requests fairly and thoroughly, the Office of Academic Affairs has established a specific and extensive A.S. Grants funding application process.*
HOW TO APPLY:

Applications can be accessed and submitted at asgrants.ucsd.edu. Be sure to email the AVP of Academic Affairs at asacademics@ucsd.edu with questions regarding project proposals and budgets, the funding process, or your application. It is highly recommended to submit requests as early as possible since funds are approved on a first-come first-serve basis. Once the budget for A.S. Grants has been exhausted, no further requests will be approved for the year.

- All projects must have a mechanism for evaluation and follow-up after funds have been disbursed. At minimum, a written report must be produced and submitted to the Office of Academic Affairs after completion of the research project regardless of the success level of the project. Details on the contents of this report will be provided by the Office of Academic Affairs.

- If you expect your project to produce ongoing benefits to the UCSD community, such as annual cost savings, your project plan must include an explanation of how you will track, record and report these benefits to the Office of Academic Affairs. Reports should be submitted on an annual (or more frequent) basis in paper form and in an email attachment to the Office of Academic Affairs.

NOTICE:

A.S. Grants falls under the purview of the A.S. Office of Academic Affairs. All questions and inquiries should be directed to the Associate Vice President of Academic Affairs, Rushil Patel at asacademics@ucsd.edu.

THE GREEN INITIATIVE FUND (TGIF)

The Green Initiative Fund (TGIF), sponsored by the Student Sustainability Collective (SSC), provides funding for projects that reduce UC San Diego’s negative impact on the environment and that make UC San Diego more sustainable in both the social and environmental sense. The SSC is an independent commission within the Associated Students (A.S.).

In order to ensure equitable distribution of TGIF, the SSC has established a series of principles and criteria which clarify the funding process. All projects to be considered for TGIF funding must meet the following criteria:

STUDENT-RUN, ON-CAMPUS PROJECTS
- TGIF funds are intended for use for on-campus projects, but exceptions may be made for off-campus projects that have a strong sustainable focus and a tangible impact on UCSD. Any such exceptions are at the discretion of the Grant-making committee.

- Projects must have a clearly-defined, measurable outcome to promote environmental and/or social sustainability on UCSD’s campus.

- Project proposals may ONLY be submitted by currently enrolled undergraduate UCSD students or on behalf of student organizations that have significant undergraduate involvement. Outside organizations, staff, and faculty may not apply. However, students are encouraged to apply in collaboration with faculty and/or staff advisors to help with project implementation.

- Projects must have significant undergraduate student involvement. Significant undergraduate involvement entails that no less than 75% of the team actively working on the project must be UCSD undergraduate students. It is preferred that the working team is comprised entirely of currently enrolled UCSD undergraduate students.
THE GREEN INITIATIVE FUND (TGIF) (cont.)

FACULTY/ADMINISTRATION SUPPORT & APPROVAL
• Projects must have received all necessary written approval by appropriate campus officials prior to consideration.
• TGIF will not support projects already mandated by law or UCSD policy directive (e.g., standards for new building construction), since UCSD is already obliged to allocate funds for such projects.
• TGIF will fund projects which go above and beyond minimum requirements.
• It is preferred that technical projects requiring the purchase and use of technical products and/or possible toxins have an experienced advisor. The advisor should be involved in the project from the time of application through the time of completion. The Grant-making committee may decide if an advisor is required for the project.

SSC COOPERATION & FOLLOW-UP
• All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. At minimum, a project plan must include a report made to the Grant-making Committee after successful (or unsuccessful) implementation. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Grant-making Committee on an annual (or more frequent) basis.
• Projects that are granted TGIF funding are required to present their work at the 2016-2017 TGIF Symposium and Banquet to be held in Spring Quarter. This presentation is mandatory. Failure to attend and present will negatively affect the organization’s and/or individual’s chances of receiving funding from TGIF in the future.

• The Green Initiative Fund CANNOT finance travel, labor, or events.
• The Green Initiative Fund CANNOT finance any purchases made over summer.
• The Green Initiative Fund CAN fund items used for projects that meet the above criteria. Please contact the TGIF Director of the SSC with questions regarding specific items that can/cannot be funded.

FAST TRACK APPLICATIONS
The Fast Track Funding TGIF application was created by the TGIF committee in order to fund projects that require less than $500. This funding option is ideally for projects that require less funding but also can be used for project maintenance throughout the year.
• Recipients are not required to present at the TGIF Symposium and Banquet at the end of the year, although they are encouraged to do so.
• Applicants do not have to fill out the “Education, Publicity, and Outreach” portion of the application.
• The rest of the criteria expressed in the Fall and Winter Funding Cycles are still upheld.
• Fast Track Applications are decided upon on a rolling basis.

NOTE: These guidelines only serve as minimum requirements, and DO NOT GUARANTEE FUNDING. However, the stronger the proposal and application the likelier the committee will approve funding.

DEADLINES FOR 2016-2017 ACADEMIC YEAR
You can access and submit your application and find more information on the TGIF at studentsustainability.ucsd.edu/green-fund.
• TGIF Fall Applications are open from Monday (Oct 3, 2016) to Friday (Oct 28, 2016)
• TGIF Winter Applications are open from Monday (Jan 23, 2017) to Friday (Feb 17, 2017)
• Fast Track Applications are open on a continuing basis from Monday (Oct 3, 2016) of Fall Quarter to Friday (May 12, 2017) of Spring Quarter
THE GREEN INITIATIVE FUND (TGIF) (cont.)

TGIF FUNDING PROCESS
After all applications are submitted by the respective deadlines noted above, the Grant-making committee will review them for approval. The Grant-making committee consists of Directors at the SSC, including the TGIF and Finance Directors. Applicants will be notified of the committee’s decision no later than four (4) weeks after the deadline.

Fast Track applications will be reviewed and applicants shall be notified no later than four (4) weeks after the date of submission.

APPEALS
Appeals may be submitted only for denied applications. Applications may be denied in full if they are incomplete, do not fulfill certain requirements where applicable, are nonviable, or if the project does not adhere to the SSC’s mission of environmental and social sustainability.

Appeals are not intended to amend the Grant-making Committee’s approved funding level to a higher amount. The Committee expects that all applications include a viable timeline and well-prepared budget at the time of original submission. Therefore, the Committee is likelier to fully fund projects when a specific timeline and budget are provided. While the TGIF Directors will remain in communication with applicants throughout the review process to determine an adequate funding level, the Committee may decide to partially fund the project below the requested amount.

ADDITIONAL FUNDING REQUESTS
The SSC understands that sometimes projects may require additional funding. In these cases, applicants may submit a request for additional funds up to the amount originally requested. For example, if a project originally requested $1,000 but only received $600, a maximum of $400 in additional funds may be requested. Additional documentation detailing the reasons and expected uses of new funds is required.

For additional funds under $500, applicants must submit a Fast Track Application which will be reviewed through the standard fast track process described above.

For additional funding requests over $500, the Committee will conduct a thorough review of the entire project to determine if the project plan is well-prepared and financially feasible. These criteria will help determine whether substantial new funds are warranted or if no further funds should be approved.

IMPORTANT NOTES
All TGIF funds fall under the purview of the Student Sustainability Collective (SSC). Should you have any questions or would like to schedule a meeting during the academic year, email the TGIF and Finance Directors (Bao Nguyen and Jason Mayeda) at tgifucsd@gmail.com. It is strongly recommended that potential applicants, especially those considering projects large in size or scope, meet with members of the SSC before applying to get a sound understanding of the amount of funds they might require for their project.

Finally, please note that all Green Initiative Funds are allocated on a first-come first-serve basis. Therefore, when the total amount of TGIF funds has been exhausted for the year, no further applications will be approved.

For more information on upcoming SSC events, you can visit our Facebook page at www.facebook.com/sscucsd or our website at studentsustainability.ucsd.edu.
CONTACTS AND ADDITIONAL INFORMATION

As Associated Students has a limited source of funding, the Office of Finance and Resources reserves the right to deny funding requests once the amount allocated in the A.S. Executive Budget for student organization programming, operating, and tournament and competitions has been exhausted. Please note that requests are funded in the order they were submitted. We expect student organizations to plan in advance and request funding in a timely manner. This allows A.S. to fund as many programs and events as fiscally possible. The following information outlines resources available to student organizations as well as certain A.S. administrative information pertaining to the funding process. Should any questions arise, please don’t hesitate to contact the Office of Finance and Resources and other members of Associated Students.

CENTER FOR STUDENT INVOLVEMENT (CSI)

- CSI is located in Price Center East on the 3rd Floor.
- Use onestop.ucsd.edu to find everything you need to start, join, promote, or fund a student organization, plan an event, or participate in our vast student org opportunities
- Meet with an advisor for any questions about becoming a registered student organization, how to begin planning an event, university policies, etc.
- Oversees the Triton Activities Planner (TAP).
-CSI Advisors are available for Drop-In Advising Monday, Wednesday, Thursday and Friday 10:00am – 4:00 pm and Tuesday 1:00-4:00pm.

**CSI Student Organization Advisors**

**Academic, Cooperative, Dance, Social, and Spiritual Organizations:**
*Kristen Disbro, (858) 534-1577, kdisbro@ucsd.edu*

**Cultural and Student Affirmative Action Committee Organizations:**
*Darlene Schlueter, (858) 534-1585, darlene@ucsd.edu*

**Educational, Media, Political, Health Professionals, and Pre-Professional Organizations:**
*Jenny Kressel, (858) 534-0789, jkressel@ucsd.edu*

**Service Organizations:**
*Cat Lettieri, (858) 822-3641, clettieri@ucsd.edu*

**Panhellenic (PHC) and Multicultural Greek Council (MGC) Fraternities:**
*Oscar Lara, (858) 534-5936, olara@ucsd.edu*

**Interfraternity Council (IFC) and Multicultural Greek Council (MGC) Sororities:**
*Katelin Rae, (858) 534-0496, karae@ucsd.edu*
CONTACTS AND ADDITIONAL INFORMATION (cont.)

While A.S. works closely with CSI to ensure a proper transmission of A.S. funding policies to our Student Organizations, please note that A.S. has final authority over A.S. funding allocations and policies.

ONE STOP DESK
• Located on the Third Floor of Price Center East
• Can assist with room/space reservations for Price Center, Library Walk, Original Student Center, and the Student Services Centers
• Ability to schedule appointments for CSI Advisors
• Telephone: (858) 534-7666

UNIVERSITY CENTERS (UCEN)
• Can assist with technical services for on campus events (audio, visual, and lighting)
• Visit universitycenters.ucsd.edu for a complete set of services
• Provides multiple sources for marketing and event advertising.

A.S. GRAPHIC STUDIO
• Can assist with developing graphic designs for flyers, posters, logos, banners, etc.
• Visit asgraphicstudio.ucsd.edu for more information.

STUDENT ORGANIZATION FUNDING ADVISORY BOARD (SOFAB)
• The first body that reviews funding requests submitted to A.S.
• SOFAB reviews funding requests to ensure compliance with Funding Guide policies and recommends an allocation amount for each request submitted.

ASUCSD FINANCE COMMITTEE
• The A.S. Finance Committee considers all appeals to programming fund requests and makes the final decision in all appeals cases.

AUDITS
• Receipts will be audited by the Student Life Business Office, A.S. Finance Committee, and/or the A.S. Office of Finance and Resources if an organization utilizes A.S. funds on items that do not match their request, or is found to have violated A.S. policy in any manner, a reimbursement will not be processed and future funding may be jeopardized for the 2016-2017 school year.

EXCEPTIONS:
• There shall be NO EXCEPTIONS of any kind made to the guidelines herein unless a clerical error has been made on the part of A.S. or the funding guidelines have been amended by the A.S. Senate.
STUDENT LIFE BUSINESS OFFICE (SLBO)

- SLBO is located in Price Center East on the 3rd Floor. Fund Managers can help with event purchases, expenses, and reimbursements.
- If a vendor has questions on how/when they will be paid by the University, please check with your Fund Manager before responding.
- The business office is open for walk-ins Monday-Friday from 9:30 a.m. to 4:00 p.m. You are also encouraged to make appointments directly with your Fund Manager to ensure their availability.
- SLBO fund managers can assist with:
  - Purchases directly from on-campus (Imprints, Bookstore) and off-campus vendors
  - Reimbursements (Payment Request Form)
  - Deposits to and withdrawals from student organization on-campus accounts

### SLBO Fund Managers info

- **A-H** - Anna Dickson  
  Phone: (858) 534-7003  
  Email: aldickson@ucsd.edu
- **I-O** - Susana Barajas  
  Phone: (858) 822-4468  
  Email: psbarajas@ucsd.edu
- **P-Z** - Rhonda Faye  
  Phone: (858) 534-4434  
  Email: rrfaye@ucsd.edu

REIMBURSEMENTS

- Original receipts are required for reimbursements.
- Reimbursements may only be distributed to Principal Members.
- Reimbursements must be requested NO LATER than 14 calendar days after the event date or receipt date, whichever is later.
- The Student Life Business Office will only process one reimbursement request per event. Therefore, all receipts for a single event must be presented TOGETHER to SLBO.
- Payment Request Form, Purchasing Request Form, and all other forms related to Business Office transactions can be found at http://students.ucsd.edu/student-life/involvement/organizations/quick-forms.html.
- If you fail to comply with the 14-day reimbursement deadline, SLBO will not be able to process your reimbursement request. Likewise, if you fail to secure A.S. funding for an event at least 14 days prior to your event date, your event will likely be cancelled due to lack of funding, even if it is on TAP.
- Please allow a minimum of 3 Weeks for Processing. Expect a longer turnaround at the end of the school year.
Acts of Nature
Allocated A.S. funding can be used to pay for approved costs of events impacted by Acts of Nature. However, A.S. funds cannot be utilized to pay for approved costs of events impacted by Acts of Nature if it is determined that the student organization acted negligently.

A.S. and College Council Elections
Events receiving A.S. funding may not be used to support any candidate or slate. It is advised to speak with the Office of Finance and Resources and the A.S. Election Manager to discuss permissible actions. Please note that Funding Guide and Election policies are administered by different bodies within A.S. Thus, it is possible to be in compliance with A.S. funding regulations but at the same time violate the A.S. Election Code.

Authority
Programming Funding, Tournament and Funding, Operating Funding, Annual Event Funding, and Interest-Free Programming Loans fall under the regulation of the A.S. Funding Guide version present at the time of request submission. A.S. has ultimate jurisdiction over the allocation of A.S. funding.

Availability of A.S. Funding
Please be aware that Associated Students has a limited source of funding. The Office of Finance and Resources reserves the right to deny funding requests once the amount allocated in the A.S. Executive Budget for Programming, Operating, Tournament and Competition, and A.S. Grants has been exhausted. Please note that requests are funded in the order they were submitted.

Campus Emergencies
Allocated A.S. funding can be used to pay for approved costs of events impacted by campus emergencies. However, A.S. funds cannot be utilized to pay for approved costs of events impacted by campus emergencies if it is determined that the student organization acted negligently.

Electronic Funding Request Submission Notices
- The A.S. funding request system is automated and closes at exactly 11:30am on the respective deadlines (time is according to the A.S. server). Please be aware that “submit” must be clicked no later than 11:30am. Missing the funding deadline due to a clock discrepancy is not generally considered a system error and is not appealable.
- Please note that the A.S. funding request system logs users out after a period of inactivity. However, individuals are not notified by the website that they have been logged out. Therefore, the funding application should be completed promptly after logging into the system. Except in cases of verified system error, late funding requests caused by website inactivity log-outs will not be accepted.
- No late funding requests will be accepted unless there is a verified system error. If A.S. cannot verify a system outage with the IT department, the student organization must provide sufficient appropriate evidence showing the system error. It is up to the student organization to provide satisfactory documentation in instances where A.S. cannot verify the system outage. Failure to do so will result in a denial of an organization's petition for a late funding request submission.
- If you believe you are encountering a system error, please contact the Sr. AVP Student Organizations at avpstudentorgs@ucsd.edu and the Financial Controller at asvpfinance@ucsd.edu ASAP explaining the error you are encountering. Attach evidence documenting the error to your email.
Information Accuracy
While A.S. strives to have accurate information printed in the yearly A.S. Funding Guide, some policies and information out of A.S. control may change subsequent to printing, publication, and distribution. It is our goal to keep these occurrences to a minimum, and we apologize in advance for any problems or inconveniences that may arise. Please note that university policies and the A.S. Standing Rules may supersede the A.S. Funding Guide, and we are obligated to abide by them regardless of what is printed in the A.S. Funding Guide.

Non Compliance
Should an A.S. funding policy be violated, the Office of Finance and Resources will take appropriate measures to address the situation. The course of action will reflect: the severity of the violation, any penalties outlined in the Funding Guide, and the total number of violations a student organization has for the year. Possible sanctions include, but are not limited to, warning letters, revocation of funding, oversight on future events receiving A.S. funding, meetings with principal members, freezing of student organization accounts, and suspension of future A.S. funding requests. Please note that unfamiliarity with an A.S. funding policy does not prevent penalties from being imposed.

**Failure to abide by any policy stated in the A.S. funding guide jeopardizes funding for the remainder of the academic year**

Transfers of Allocated A.S. Funds
Only the student organization that applied for and was granted A.S. funding may utilize the A.S. allocated funds. Student organizations wishing to transfer the approved A.S. funding to another student organization must request permission from A.S. prior to making any changes.
GLOSSARY

**Act of Nature:** An event that directly and exclusively results from the occurrence of natural causes that could not be have been prevented. For example, rain, hail, tsunami, etc.

**Alcoholic Beverage Service:** Any form of professional wait service or distribution service of alcoholic drinks to students where the majority of the items being served by the contracted group are alcoholic drinks. For example, A.S. will not pay for a bartender. However, A.S. may pay for a distribution service if the majority of the served items are food and not alcoholic beverages. Organizations must ensure that all Campus Police, University, and California Alcoholic Beverage Control policies are abided by.

**A.S. Working Days:** A weekday (Monday-Friday) that occurs during Fall, Winter, or Spring Quarter that is not a university holiday, not during finals week for any quarter, and not during Winter Break, Spring Break, or Summer Vacation. Weekends (Saturday and Sunday) are NOT A.S. working days.

**Bracket Cap:** The overall maximum amount of funding that can be requested and/or allocated for an event. There are six brackets of funding which can be found under the programming funds section of the Funding Guide.

**Campus Emergency:** The closure of an area or facility in campus due to health or safety concerns.

**Clarifying Information (Tournament/Competition requests):** A supplemental document or explanation required by A.S. in order to properly evaluate a Tournament and Competition request. No information or documentation required by the application’s instructions is considered clarifying information. However, clarifying information may pertain to the required information or documentation. The request for clarifying information will not render an application incomplete.

**Courtesy Notice:** A notification from A.S., typically sent via e-mail to the principal member who completed a funding request, stating that errors exist within the submitted funding request. A.S. is not obligated to send these notifications as it is the responsibility of student organizations to ensure funding requests are submitted properly.

**Food and beverages:** Any item that is intended for consumption by an individual. This includes, but it not limited to, any appetizers, main courses, and desserts.

**Gifts and giveaways:** Items intended for a student’s consumption or use upon the conclusion of the event. Examples include, but are not limited to, gift cards, sexual health items, coffee mugs, pins, lanyards.

**High traffic areas:** A location highly visible to or frequented by attendees in the event facility. For example, the event’s entrance, food areas, and seating areas would be considered high traffic areas.

**Incomplete Application (Tournament/Competition requests):** A submitted Tournament and Competition request where any information or documentation required by the instructions on the application are not present or are missing when turned in.

**Low traffic areas:** Areas within the event facility where attendees must make a conscious effort to be present there. For example, a back wall of the event facility where limited, if any activities, are occurring.

**Majority Criterion:** If the majority of an event’s price estimates are missing, or if it appears that an event cannot go on without the items that were denied A.S. funding, the entire funding request will be rejected. Organizations can appeal a denial caused by the majority criterion by showing that there are other aspects to the event that A.S. is not aware of. Organizations must submit the price estimates FOR ALL ITEMS with the completed appeal.

**No Show Organizations:** An organization which fails to hold an event on the date specified in the funding request. Failure to notify A.S., SLBO, and CSI constitutes a “no show.”

**Non-essential services or items:** Certain items or services provided by a vendor that are not necessary for the success of the event. They are often considered “extras.” Examples include, but are not limited to, valet service, car washes, massage chairs.

**Permanent items:** Something that is owned or stored, and is not used up during an organization’s event. Items intended for more than a single use. While A.S. will not fund the purchase of these items, it may fund the rental of these from an approved vendor. Examples include, but are not limited to, canopies, audio and computer equipment, machines, deck of playing cards, computer software licenses (of any time length).
Spring Break: The time between the day after the last day of Winter Quarter up through the day before instruction begins for Spring Quarter (according to the academic and administrative calendar posted on UCSD blink). For example, Sunday, March 26, 2017, to Wednesday, March 29, 2017 is spring break for the 2016-17 academic year.

Summer Vacation: Also referred to as summer break. The time between the day after the last day of Spring Quarter for one academic year up through the day before Fall Quarter begins the next academic year (according to the academic and administrative calendar posted on UCSD blink). For example, Sunday, June 17, 2017, to Sunday, September 24, 2017 is the summer vacation between the 2016-17 academic year.

Third party legal and financial services: Financial and legal fees billed by non-university businesses. Examples include, but are not limited to, attorney fees, collection agencies, bank services fees.

Triton Activities Planner (TAP): An online form administered by the Center for Student Involvement (CSI) that must be submitted in conjunction with any requests for A.S. funding. Please contact CSI with any questions regarding the TAP process.

Uninformed Foot Traffic: Undergraduate students who do not know about an event ahead of time through advertising or other methods. However, they have the ability to view an event and attend it because it is being held in a facility that is accessible and known by the average UCSD student traversing campus via walking.

Winter Break: The time between the day after the last day of Fall Quarter up through the day before instruction begins for Winter Quarter (according to the academic and administrative calendar posted on UCSD blink). For example, Sunday, December 11, 2016, to Tuesday, January 3, 2017 is winter break for the 2016-17 academic year.

OTHER ON-CAMPUS RESOURCES

Regrettably, A.S. is not always able to meet the growing needs of our student organizations. Included below is a list of some additional campus resources that may be able to extend fiscal assistance or help procure event materials.

- Academic Departments
- Administrative Offices
- College Provosts and Student Affairs Departments
- A.S. Grants (website: asgrants.ucsd.edu)
- College Councils (RCC, MCC, TMCSC, WCSC, SCERC, SCSC): contact your college’s Dean of Student Affairs
- A.S. Graphic Studio (multimedia graphic design services) (asgraphicstudio.ucsd.edu)
- Student Promoted Access Center for Education and Service (SPACES) (spaces.ucsd.edu)
- The Student Foundation (studentfoundation.ucsd.edu)
- Student Sustainability Collective (SSC) (studentsustainability.ucsd.edu)
- Triton Outfitters (apparel & silk-screening services) (to.ucsd.edu)
- UCSD Triton Community and Tournament Competition Fund (tritoncommunityfund.ucsd.edu)
- University Centers Advisory Board (UCAB) for tech fee subsidies (ucab.ucsd.edu/TechFeeWaiver.aspx)
- Vice Chancellor of Equity, Diversity, and Inclusion (website: diversity.ucsd.edu/sponsorships/index.html)
- For more funding resources visit onestop.ucsd.edu, or visit the One Stop Desk on the 3rd floor of Price Center East.
On behalf of Associated Students, thank you for learning the policies and procedures regarding A.S. funding. We have worked diligently to produce a document that both informs you of existing funding sources and demonstrates how you can access these funds. We recognize and appreciate all of the efforts you put into sustaining and growing your student organization. At the same time, A.S.UCSD is charged with managing the activity fee levied on all undergraduate students at UC San Diego. Accordingly, we must adhere to all deadlines and procedures outlined in this guide as well as the A.S. Constitution, Standing Rules, and other relevant university and system wide policies. Aside from being a means by which to support your events and organizations, the A.S. Office of Finance and Resources believes that the funding process is a chance for UCSD students to obtain knowledge and familiarity with budgeting and financial requests, following deadlines, and communicating between professional entities — we hope you’ll welcome this learning experience.

Throughout the 2016-2017 school year, the Office will be organizing a variety of funding seminars and workshops, publishing various helpful resources, and building a strong social media presence to further explain and distribute information from the Funding Guide. Additionally, our proverbial door is always open; whether through email, telephone, or in-person meetings (office hours and by appointment). We will always make an effort to work with you and explain the various aspects of the funding process. Best of luck with all of your upcoming endeavors in the 2016-2017 year—we look forward to being a part of your contribution to UC San Diego’s student experience!

Wishing all the best,

Justin Pennish
Financial Controller

Angie Aguilar
Senior Associate Vice President of Student Organizations
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Wishing all the best,

Justin Pennish
Financial Controller

Angie Aguilar
Senior Associate Vice President of Student Organizations
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