

CONTACTS

Kevin Hoang

Vice President of Finance and Resources
asvpfinance@ucsd.edu

Lynne Swerhone

Associate Vice President of Student Organizations
avpstudentorgs@ucsd.edu

Alexandra DeLaney

Media Organization Liaison
asmedialiaison@gmail.com

Heather Belk

AS Executive Administration
hbelk@ucsd.edu

One Stop Desk

(858) 534-7666
onestop@ucsd.edu



as.ucsd.edu

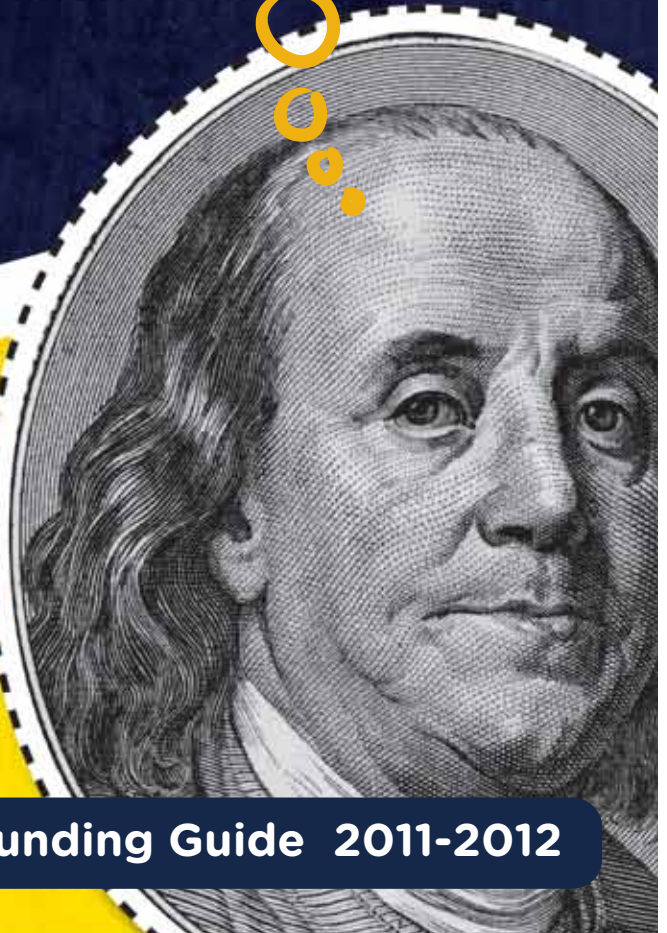
Just in Case...

you have big ideas for a
new campus tradition.

-Associated Students Finance



as.ucsd.edu



A.S. Funding Guide 2011-2012

Hello!

Welcome to the A.S. Funding Guide, your source for everything and anything A.S. Fund-related. If you are an individual or organization that is looking to hold an event but need a little money to make it all happen, you have come to the right place.

This guide pertains to funding specifically for **CSI-registered student organizations**. In order to receive A.S. funds, organizations (1) must be composed of undergraduate students and (2) must be registered with the Center for Student Involvement.

For funding for individual projects through the Student Initiative Fund, refer to the Student Initiative Fund guide.



To find funding request forms, as well as these guides online, go to as.ucsd.edu and visit the Finance section.



IMPORTANT EVENT PLANNING INFORMATION

If your event is more than a simple meeting, you will need to fill out a TAP form after you apply for funding. You must begin filling out your **TAP AT LEAST 21 DAYS** prior to your event date! For more information, contact your CSI advisor 858-534-7666 or visit the One Stop Desk!

Your CSI advisor is there to assist you with all your TAP needs. CSI is located in the Price Center East on the 3rd floor. Schedule an appointment with your CSI advisor if you need one-on-one event planning assistance.

Drop-in advising hours are also available Monday - Friday 8:30 am - 4:00pm and Wednesdays until 7:00pm.

To hold a successful event, you must complete three steps.

1. Apply for funding a minimum of six weeks in advance. Remember that you must submit your request before 11:30 a.m. on the date of the deadline. Do not miss your deadline! If your request is late, you will need to request again at the next deadline.
2. You **MUST TAP** your event at least 21 days prior to the event date.
3. You must **COMPLETE** all financial TAP transactions (invoices, contracts, payments, etc.) 14 days prior to your event date.

Application deadlines are designed to keep student organizations on track with planning their event. If your request is late, you will need to request again at the next deadline and you may have to move your event date. This would be best to avoid. Get your requests in on time! Deadlines for each type of funding will be listed under their respective sections.

Types of Funding

The four types of funding are Programming, Operating, Tradition, and Media.

Type 1: PROGRAMMING FUNDS

Programming funds are intended for events that are open to the entire student body at UCSD. Some examples of events that have been granted programming funds before are concerts, fundraisers, and movie screenings.

PROGRAMMING RULES

There are a few rules that A.S. uses when funding programming events.

- The event must be open to all UCSD students (A.S. does not fund GBMs or members-only events.)
- The event must not charge admission to UCSD students unless it is a philanthropic event (see *Philanthropic events below*).
- The event must be on campus unless there are absolutely no suitable on-campus locations in which to hold the event. In the instance that the event must be held off campus, the hosting organization must fill out an Event Location Exemption Form, available on the A.S. website in the Finance Section. This form should be filled out when the original funding request is submitted.
- A.S. will not fund permanent items through Programming. Permanent items include items that could be reused after the event. For permanent item funding, please see Operating (*page 4*).

PRINTING COSTS

A.S. uses several formulas to determine the amounts allocated for printing costs:

- Flyers: \$0.10/flyer
- Posters: Up to \$1.00/poster. The cap for posters is \$30.00.
- Programs: Up to \$1.00/program. The cap for programs is \$100.00.
- All other printed items will be funded the amount determined by the Student Organization Funding Advisory Board (*page 5*)

WEEKLY EVENTS

Provided that it meets the above Programming Rules and requirements, funding for weekly events shall be capped at \$250.00.

PHILANTHROPIC EVENTS

Organizations whose events' proceeds are donated to charities may be granted funds even if they charge admission.

100% of the proceeds from the event must be donated to a registered 501(3)(c) charitable organization. The arranged transaction must be shown to the Student Organization Funding Advisory Board PRIOR TO the event. (This can be in the form of a Contract with the charitable organization).

If this stipulation is met, each organization may be allocated 100% of the funds they request for their event once every academic year. This will not include requests for items that A.S. does not fund. After their first philanthropic event, if the organization decides to hold another they will be granted 50% of the funds requested. This will not include requests for items that A.S. does not fund.

Type 1: PROGRAMMING FUNDS cont.

CONTRACTS

A "contract" or "price agreement" is a written agreement, and can range from an email confirming services to a lengthy, paper contract.

! WHILE A.S. REQUIRES CONTRACTS TO BE ATTACHED TO FUNDING REQUESTS, YOU SHOULD NOT, UNDER ANY CIRCUMSTANCES, SIGN A CONTRACT.

Attaching a contract to a funding request simply allows A.S. to allocate the correct amount of funding. You can work with your fund manager to sign these contracts through the university. This means that you will not be personally liable for the funds, which is a good thing! **DO NOT SIGN CONTRACTS!** If you do, you will be personally liable for those funds. Remember to attach your price agreements to your funding request! For example, if an organization is hiring a DJ for their party, they must have either an email or an invoice from that person regarding the amount to be paid. Other examples of situations where contracts would be needed are for guest speakers or any outside equipment rentals. Contracts for any particular event, in total, will be funded fully up to \$2,000. If the event's contracts total amount exceeds \$2,000, they will be funded at 50% of the total contracts' amount. However, if 50% of the event's contract amount is less than \$2000, the event will be funded up to \$2000. Organizations are strongly encouraged to keep their contract amounts small, as we do not want you to be burdening yourselves with large amounts of debt.

PROGRAMMING DEADLINES

IF YOU'RE HOSTING AN EVENT IN FALL 2012:	APPLY FOR FUNDING BY:	FOR EVENTS ON OR AFTER:	YOU WILL BE NOTIFIED OF REQUEST STATUS BEFORE:
	9/23/11	10/31/11	10/8/11
	9/30/11	11/7/11	10/15/11
	10/7/11	11/14/11	10/22/11
	10/14/11	11/21/11	10/29/11
	10/21/11	11/28/11	11/5/11
	10/28/11	12/5/11	11/12/11

IF YOU'RE HOSTING AN EVENT IN WINTER 2012:	APPLY FOR FUNDING BY:	FOR EVENTS ON OR AFTER:	YOU WILL BE NOTIFIED OF REQUEST STATUS BEFORE:
	11/18/11	1/3/12	12/10/11
	1/6/12	2/13/12	1/21/12
	1/13/12	2/20/12	1/28/12
	1/20/12	2/27/12	2/4/12
	1/27/12	3/5/12	2/11/12
	2/3/12	3/12/12	2/18/12
	2/10/12	3/19/12	2/25/12

IF YOU'RE HOSTING AN EVENT IN SPRING 2012:	APPLY FOR FUNDING BY:	FOR EVENTS ON OR AFTER:	YOU WILL BE NOTIFIED OF REQUEST STATUS BEFORE:
	2/24/12	4/2/12	3/10/12
	3/2/12	4/9/12	3/17/12
	3/9/12	4/16/12	3/24/12
	3/30/12	5/7/12	4/14/12
	4/6/12	5/14/12	4/21/12
	4/13/12	5/21/12	4/28/12
	4/20/12	5/28/12	5/5/12
	4/27/12	6/4/12	5/12/12
	5/4/12	6/11/12	5/19/12

IF YOU'RE HOSTING AN EVENT DURING THE FIRST FIVE WEEKS OF FALL 2012:	APPLY FOR FUNDING BY:	FOR EVENTS ON OR AFTER:	YOU WILL BE NOTIFIED OF REQUEST STATUS BEFORE:
	6/1/12	9/24/12	6/16/12

Type 2: OPERATING FUNDS

Operating Funds are meant to account for everything else that is not accounted for under Programming, Tradition, or Media. This includes, but is not limited to:

- **Permanent items**
- **Materials for GBMs**
- **Travel costs (mileage, airline & hotel)**
- **Office supplies**
- **Food**
- **T-shirts (up to \$100)**

Organizations have up to **\$500 per academic year** to request from Operating.

OPERATING DEADLINES

Operating deadlines are at 11:30 am every FRIDAY on a weekly basis. The final day to apply for operating during the 2011-2012 school year is Friday April 27th, 2012.

FOOD

The Associated Students will fund food under the condition that students obtain the proper Environmental Health & Safety (EH&S) permits. This is in order to guarantee the safety of UCSD students and ensure that food handling standards are upheld. If your organization is using AS funds to purchase food, you may not be reimbursed by the Student Life Business Office unless you can prove that you obtained EH&S permits. AS will not be held responsible for any food-borne illness carried by food that is purchased with AS funds. In order to ensure that your organization or its members are not held responsible for illness that is caused by your food, you **MUST** apply for event insurance. For more details, see the One Stop Desk or your CSI advisor.

Type 3: TRADITION EVENTS

All tradition events are funded as line items in the A.S. budget that is passed in the fall of every academic year. Organizations must meet with the Vice President of Finance and Resources every summer in order to include their event in the budget.

Tradition events must have been held for ten (10) consecutive years and funded by A.S. for ten (10) consecutive years.

If your event meets these requirements and you would like to make your event a tradition event next year, please email asvpfinance@ucsd.edu.

Did you know...

that you could be held financially responsible if someone gets injured at your event?

Don't get caught without event insurance. Contact your CSI advisor or visit ucsd.marshcampusconnexions.com

Type 4: MEDIA FUNDING GUIDE

This is a resource for all Center for Student Involvement (CSI) registered media organizations advising you on how to acquire funding from AS in order to print your publication. If you have not already registered with CSI, you can do so at the following website:

<http://students.ucsd.edu/student-life/involvement/organizations/register/index.html>

The Associated Students follows a non-discretionary funding model. Funding is distributed on a content neutral basis as per the legal requirements for distribution of student fees to organizations. Neither the Associated Students nor UC San Diego is responsible for the content of student media publications. For information on how to start a new media organization, as well as information on your legal rights as a media organization, please see the AS Media Handbook.

MEDIA

DEFINITIONS

- **Print media:** media that is printed on a physical material and distributed by hand (i.e. newspapers, magazines, pamphlets, etc.)
- **Digital media:** media that utilizes digital sources to communicate its message. (i.e. videos, web-based organizations, photography, game development, etc.)
- **Mobile app:** a software application that runs on a portable digital device such as a smartphone or tablet PC.
- **Printer:** a commercial business that contracts printing services to a media organization.
- **Advertisements:** a section of a publication, which produces outside revenue for the Student Media organization.
- **Programming event:** an event, as defined in the AS Funding Guide, open to all UCSD students that does not charge admission.

MEDIA FUNDING GUIDELINES

The Process

- Requests are collected before noon on Friday of 7th week. Students **MUST** register their media organization and submit their funding request **BEFORE** this deadline.
- The Associate Vice President of Student Organizations (AVP Student Orgs) shall review media funding requests and submit recommendations for student media funding allocations to the Student Organization Funding Advisory Board (SOFAB) for its review.
- Media organizations must submit itemized budgets with their funding requests. The funding recommendations shall be submitted to the A.S. Council for final approval upon completion of the Finance Committee's review of the recommendations of SOFAB.
- The A.S. annual media budget shall reflect both the individual budget allocations of currently funded Student Media and anticipated allocations to newly registered and funded media organizations.
- Any media organization has the right to appeal the SOFAB's or Finance Committee's funding recommendations. Appeals must be submitted by 12:00 (noon) Friday of 8th week. Organizations can also appeal funding by contacting the AVP Student Orgs before that date.
- Final media allocations shall be published Friday of 9th week.

Qualifications

There are several qualifications that media organizations must meet in order to request A.S. media funds.

- In order to receive funding, you **MUST** apply on the AS website before 12:00 pm (noon) on Wednesday of 7th week of the quarter that precedes the quarter in which you intend to publish.
- Your organization **MUST** be registered with the Center for Student Involvement in order to access and submit a funding request.
- Students may only be principal members of a maximum of one (1) media organization.

MEDIA FUNDING

Qualifications cont.

- **If you are starting a new media organization, you are required to meet with the AS Media Organization Liaison or the AVP Student Orgs (see Contacts section).**
- **Media organizations must submit itemized budgets of their costs. These budgets must be submitted in their entirety to the AVP Student Orgs. The organization can choose to schedule a meeting with the AVP Student Orgs, or to submit budgets electronically by email. If budgets are not submitted in their entirety, the organization may be called in to meet with the AVP Student Orgs. If the organization is non-responsive, the Student Organization Funding Advisory Board will make allocations based on the documents they are given.**
- **For example, if an organization requests \$1,000.00 but only submits supporting documents that amount to \$700.00, they will only be funded the amount for which supporting documents exist.**
- **Media organizations must include a line item listing for printing, graphics, and copier services.**
- **For mail services, photographic supplies, office supplies, web hosting costs, web design costs, and other related costs, media organizations can apply for Operating Funds.**
- **All media organizations that receive funding from the Associated Students MUST visibly include a disclaimer in at least 10-point font in their publication. The text of the disclaimer must read as follows:**

“The publication may have been funded in part or in whole by funds allocated by the ASUCSD. However, the views expressed in this publication are solely those of (publication’s name here), its principal members and the authors of the content of this publication. While the publisher of this publication is a registered student organization at UC San Diego, the content, opinions, statements and views expressed in this or any other publication published and/or distributed by (publication’s name here) are not endorsed by and do not represent the views, opinions, policies, or positions of the ASUCSD, GSAUCSD, UC San Diego, the University of California and the Regents or their officers, employees, or agents. The publisher of this publication bears and assumes the full responsibility and liability for the content of this publication.”

- **If the disclaimer is not included, the publication will be penalized. Funding for the next quarter shall be reduced by 5%, based on the organization’s previous AS funding allocation.**

Funding

Provided that they meet the above qualifications, each media organization will be allocated a maximum of \$1,000.00 per quarter for printing. In order to account for changes in the media publishing industry, the move towards increased use of technology, and the desire for a more sustainable publishing methodology, the Associated Students will provide incentives for the development of UCSD’s media organizations. In order to prepare students involved for real-world changes in media, these incentives are designed to give students motivation to engage these facets of technological development and to improve recruitment.

- **For developing and updating a website, media organizations will be granted an extra \$100.00 per quarter. The website must contain a substantial update of at least 500 words or more per quarter of original content. For media organizations that work in media that is not substantially textual, websites must be updated quarterly with at least one piece of original content (i.e. a series of photos, videos, game/software development updates, poems, etc.) Organizations must upload their print issues to their website at least once per printing cycle in a commonly viewable format (i.e. a PDF document).**
- **For developing and updating a mobile app, media organizations will be granted an extra \$150.00 per quarter. The same guidelines for website updates shall apply to mobile apps.**

ALTERNATIVE SOURCES OF FUNDING

All Student Media are urged to obtain funding from sources other than the AS, such as but not limited to advertising or fundraising, if they desire to expand the publication (i.e. by adding color, printing more copies, or printing more pages). All income generated by media organizations must be used for printing costs, technological development, or on campus events, and cannot be used for personal financial gain.

Student Media organizations are strongly encouraged to apply for AS Programming funds in order to hold events geared towards recruitment.

EXCEPTIONS

Exceptions to the AS journal publication standards may be made for yearly publications, at the discretion of the AS AVP Student Orgs, and contingent on the availability of funds.

NO OTHER EXCEPTIONS will be granted unless a clerical error is made on the part of the Associated Students or if the AS Council amends the Media Guidelines (in this instance, all exceptions will adhere to the amendments made by the AS Council).

SUSPENSIONS

Future printing allocations may be suspended if the organization in question is found to be in violation of a state or federal statute or law. Knowing your legal rights as a media organization is extremely important. The A.S. Media Handbook contains important resources on federal and state law with regards to media organizations.

Further Info...

For information on legal rights, how to print, and business and printing transactions, please see the AS Media Handbook. For information on funding for events or permanent items, see the AS Funding Guide.

RULES CHART

THINGS A.S. WILL FUND THROUGH OPERATING

- GBM materials
- Office supplies
- Permanent items
- Blue tape
- T-shirts (up to \$100)
- Travel costs
- Food

THINGS A.S. WILL FUND THROUGH PROGRAMMING

- Facility rental
- AV/Tech
- Contracts (up to \$2000 or 50% thereafter)
- Flyers (\$0.10 per flyer)
- Posters (\$1.00 per poster up to \$30.00)
- Programs (\$1.00 per program up to \$100.00)

THINGS A.S. WILL NEVER FUND

- Alcohol
- The purchase or rental of firearms
- Stamps and Postage
- Raffle tickets and prizes
- Parking spaces
- Anything for students' personal gain
- Scholarships
- Association/membership fees
- Payment of fines
- Services provided by any member of student organization
- Flammable items

STUDENT ORGANIZATION FUNDING ADVISORY BOARD

The Student Organization Funding Advisory Board, or SOFAB, is a group of students that reviews funding requests every week on Mondays to make preliminary recommendations on requests, ensure that all contracts are included in requests, and to allow time to ask any questions before A.S. Council convenes to approve requests. SOFAB is made up of 7 AS Senators. Recommendations by SOFAB are reviewed on Wednesdays by the A.S. Finance Committee, which meets at 4:30 pm in the Forum. Requests are approved during A.S. meetings, which begin at 6pm in the Forum.

Should you be dissatisfied with your allocated amount, please email avpstudentorgs@ucsd.edu and an appeal will be arranged. You have the right to appeal your request once. The decision of the Associated Students Council after an appeal will be the final decision made regarding your request.

STUDENT LIFE BUSINESS OFFICE

The Student Life Business Office is located in Price Center East on the 3rd Floor. Your fund manager will be a very important part of making your student organization's events a success. Once your funding is approved, your fund manager can help with event purchases, expenses and reimbursements.

Open for walk-ins Monday-Friday from 9:30 a.m. to 4:00 p.m.

FUND MANAGERS

STUDENT ORGS BEGINNING WITH:	FUND MANAGER NAME:	PHONE NUMBER:	E MAIL ADDRESS:
A-G	Suzy Valenzuela	(858) 534-7003	svalenzuela@ucsd.edu
H-O	Cyndi Ager	(858) 822-4468	cmager@ucsd.edu
P-Z	Evelyn Rose	(858) 534-4434	erose@ucsd.edu

Student Organization Fund Managers can assist you with:

- Purchases directly from on-campus and off-campus vendors
- Reimbursements
- Deposits to and withdrawals from student organization on-campus accounts

Did you Know...

your Student Organization can deposit money with your Fund Manager to facilitate payment to on-campus vendors? Please see your fund manager for more information.

REIMBURSEMENTS

- Original receipts are required for reimbursements
- Reimbursements can only be distributed to Principal Members
- Reimbursements must be requested no later than 21 days after the event date or receipt date, whichever is later.

If you fail to comply with the 21-day reimbursement deadline, A.S. will be powerless to accommodate your request. Likewise, if you fail to secure A.S. funding for an event at least 21 days prior to your event date, your event will likely be cancelled due to lack of funding, even if it is on TAP. TAP cannot be completed unless you have already secured funding for your event.

AUDITS

Receipts will be audited by the Student Life Business Office and by the Associated Students. **If an organization spends A.S. funds on items that do not match their request, they will not get reimbursed for that purchase.**

EXCEPTIONS

There will be **NO EXCEPTIONS** made to the rules herein unless a clerical error has been made on the part of the Associated Students, or the funding guidelines have been amended by the A.S. Council. The Associated Students does, however, want organizations to succeed at holding their events and making them a success. If you need help finding other sources of funding, do not hesitate to email avpstudentorgs@ucsd.edu. We are here to help you!

Still stuck?

Just in case you need to brush up on your A.S. funding knowledge, the AVP Student Orgs will be holding finance workshops all year to help you. For workshop dates, times, and locations, as well as office hour times for the AVP Student Orgs and VP Finance, check the Finance section of the A.S. website.

as.ucsd.edu