I. Purpose of Student Media
The purpose of ASUCSD (AS) funded media is to serve as an informational resource for the UCSD community and to serve as an educational resource for those students wishing to gain media experience as members or participants of in one or more UCSD registered student organizations in the media category.

II. Definitions
A. Student Print Media: The term “Student Print Media” is any publication produced and distributed by UCSD students in printed form and includes but is not limited to newspaper, journals, magazines, and other types of periodicals regardless of their frequency of publication. To qualify as Student Print Media, at least 70% of the content of the publication must come from registered UCSD students.

B. Student Media: The term “Student Media” means a registered Center for Student Involvement organization at UCSD that is a Media Organization.

C. Advertisements aka “ads”: section(s) in a publication or text of a specific ad which produces revenue or other benefit for the Media Organization.

D. Media Organization: The term “Media Organization” means any group or entity that disseminates information to the general public whether in print, radio, internet or television.

III. Student Media Responsibilities
A. Recognition:
1. All Student Media that want to obtain UCSD registered student organizations status and want to receive AS funding must register with the Center for Student Involvement.
2. The principal members of each Student Media are individually and jointly responsible for the content of the publications of their Student Media. UCSD is not responsible for the contents of the publications of Student Media.
3. Student Media are required to include the following disclaimer in every one of their publications, regardless of funding source(s) for the publications. The disclaimer must be published in the same size font used for the text content of the publication and must be located on the title page of the publication or on the reverse side of the title page and be separate from any other content in the publication. If the publication has no printed text the disclaimer must be printed in at least 12 point font size. The disclaimer must state 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."

4. If a Student Media publication fails to publish the disclaimer provided in Section A.3 of these Guidelines, the Student Media may be disciplined by the AS Finance Committee. In addition to any consequences imposed by the AS Finance Committee, the Student Media publication shall be required to publish the following corrected disclaimer in the next issue of that Student Media.

“In the <insert date and issue number of the publication in question> of the <insert the publication name> incorrectly omitted the following disclaimer <insert text of the disclaimer as described in item #3, above>. This disclaimer also applies to this publication.”

B. Funding
1. Each academic quarter the AS AVP Student Orgs shall prepare and submit recommendations for student media funding allocations to the Student Funding Advisory Board (SOFAB) for its review. The funding recommendations shall be submitted to the AS Council for final approval upon completion of the Finance Committee’s review of the recommendations of SOFAB.
2. The AS annual media budget shall reflect both the individual budget allocations of currently funded Student Media and anticipated allocations to newly funded Student Media.
3. Any Student Media may appeal the SOFAB’s or Finance Committee’s funding recommendations funding to the AS Council. [The AS Council decision on funding will be final]
4. AS funded Student Media are required to adhere to these Guidelines, the AS Constitution and By-laws, and all UCSD policies and regulations, including but not limited to PPM 510-1 Section XII: “The Distribution, Posting and Exhibition of Non-Commercial Literature on University Property.”
5. Funding from the AS media budget is contingent upon signing of the quarterly Media Production Contract by all of the principal members of the Student Media receiving the AS funds.

IV. New Funding Allocations for Student Media Organizations
A. Each new Student Media that receives funding from the AS will receive a temporary funding allocation to be determined by the AS AVP Student Orgs based on the AS media budget.
B. Upon the completion of the first publication by the newly funded Student Media, the AS AVP Student Orgs shall review all aspects of the new Student Media and forward recommendations regarding funding for the next academic quarter to the SOFAB for their review, approval by the AS Finance Committee, and thereafter to the AS Council for final approval.

V. Financial Restrictions

A. Student Media may receive funding based on the criteria listed in Article V.B.9. of these Guidelines and in accordance with the procedures in the AS Media Charter for tabloid, newsprint or literary journals that meet the AS journal publication standards approved by AS AVP Student Orgs. The decision may be appealed to the AS Finance Committee for final disposition.

1. Publications wishing to publish in different formats, utilize color and/or upgrade to a higher quality paper must contribute at least 20% of the printing costs of such publication.

2. 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.

B. Funding

1. Each quarter, by no later than Wednesday at noon of the seventh week, all Student Media funding requests must be submitted to the AS AVP Student Orgs on a Media Organization Quarterly Funding Request form, dated and signed by a principal member of the Student Media and the Center for Student Involvement Media Advisor.

2. Budget requests shall include a line item listing for expected expenditures such as but not limited to printing, graphics/copier services, mail services, telecommunications, photographic supplies, office supplies and related costs. Receipts and revenue sheets must also be turned into SOFAB at the scheduled meeting.

3. If a Student Media has previously requested funding, the current funding request form must include an itemized receipt from the printer of all publications published by that Student Media since the most recently approved request. If Student Media is printing for the first time, an itemized estimate from the printer shall be submitted with the request.

4. In the event that a Student Media is accused of violating these Guidelines, AS rules, or University Policy written notice from the AS AVP Student Orgs shall be provided to the principal members of the Student Media by delivery of the written notice via campus mail to the campus mail code address assigned to the Student Media and transmittal via email of such notice to the UCSD email address of the principal members of such Student Media. The Accused Student Media shall be provided an opportunity to be heard by the A.S. Finance Committee. The A.S. Finance Committee shall determine whether there is clear and convincing evidence to conclude that the Student Media committed the alleged violation.

5. In the event that the AS Finance Committee determines that a Student Media has violated these Guidelines, AS Rules, or University Policy, the Committee shall determine an appropriate penalty.
6. No more than 10% of publications may be distributed off-campus. The Media Org is fiscally responsible for off-campus distribution that exceeds 10%.
7. AS funded Student Media are ineligible to receive funding from the Annual Operating Funds.
8. When making quarterly funding allocations, the AS AVP Student Orgs shall use the following criteria:
   i. Current budget
   ii. Publishing consistency during the previously funded years
   iii. Number and type of violations, if any, of applicable University policies, including the AS Media Charter or the AS Constitution of By-laws.
   iv. Number and type of defaults or breaches, if any, of the signed Production Contract.

C. Production Contracts
   1. Each academic quarter, Student Media must sign a production contract in order to be eligible for funding and be turned in to SOFAB during the scheduled meeting with the Board.
   2. Each production contract shall at minimum include:
      i. The number of issues to be printed and distributed by the Student Media along with the printing and distribution deadlines.
      ii. Procedures for filing by the Student Media of a purchase order request with the AS business office.
      iii. A written acknowledgement signed by all the principal members that they have read and will comply with the AS Financial Bylaws, AS Constitution and By-laws, and all applicable UCSD policies, including but not limited to the prohibition of using resources or revenues of a UCSD registered student organization for personal financial gain.
   3. Breach of the production contract and/or violation of these Guidelines, ASUCSD Constitution or By-laws, or applicable UCSD campus policies shall result in the revocation of the AS Media funding and immediate forfeiture of any unencumbered funds. All forfeited funds shall be deposited in the Media Unallocated account and thereafter may be reallocated to other Student Media in accordance with the reallocation schedule specified in the AS Financial Bylaws.
   4. If a Student Media anticipates a breach of its Production Contract, it shall submit to the AS AVP Student Orgs a written request for relief from the revocation and forfeiture provision of Articles V.C.3., above, at least ten (10) business days in advance of the breach. The AS AVP Student Orgs shall determine, based on, the reason(s) described in the request, whether or not to grant a waiver of Article V.C.3 above.

D. Income
   1. Any income generated by the Student Media through advertising or other means shall be used first to fund student Media’s publication costs. Student Media are responsible for keeping orderly books and records and accounting for the expenditure of all funds received.

E. Advertising
1. All Student Media are urged to obtain funding from sources other than the AS, such as but not limited to advertising, if they desire to expand the publication (ie. Such as by adding color, printing more copies, or printing more pages).

2. Student Media are encouraged to conduct solicitation of advertising directly to current and potential advertisers whether it be to an on or off campus company/organization.

3. If Student Media desires to go through a bulk advertising agency, such Student Media must comply with the following by the time of the quarterly Student Media hearing:
   i. Obtain the Tax ID number of the business
   ii. Provide an itemized accounting on the AS Media Ad Report specifically detailing how much money was received from each ad including but not limited to, size, company contact name, title and phone number.
   iii. Provide receipts detailing printing costs.

4. If Student Media obtains funding through sources other than advertising, such as but not limited to grants, donations, fundraising, or sponsorships such funding must be reported in the quarterly AS Media Ad Report. The funds acquired from these other sources must be used for printing costs and/or other line items in that Student Media’s funding request.

5. All ads must be reported in the AS Media Ad Report to be submitted each quarter even if the Student Media did not benefit financially from the ad (ie: if it was gratis).

F. Production Deadlines
   1. Student Media funded for one issue per academic quarter must distribute the publication by no later than 4:00 p.m. on the Friday of the eighth week the academic quarter.
   2. Student Media funded for two issues per academic quarter must distribute their first issue by no later than 4:00 p.m. on the Friday of the fourth week and the second issue by no later than 4:00 p.m. on the Friday of ninth week academic quarter.
   3. Student Media funded for three or more issues per academic quarter must distribute their first issue by no later than 4:00 p.m. on the Friday of the third week, their second issue by no later than 4:00 p.m. on the Friday of sixth week and their final issue by 4:00 p.m. on the Monday of tenth week of the academic quarter.

VI. Eligibility
   A. Student Media that do not wish to comply with the AS Media Guidelines will be ineligible for AS funding.

VII. Equipment
   A. All AS owned equipment used for the purpose of producing print media whether located in the Student Center or the Price Center or any other location shall be under the authority and control of the AS Council.
   B. Student Media may use AS equipment, only with the approval of the AS Council.
C. Student Media are required to use the AS provided racks or; with prior approval of the facility manager, use boxes or other reasonable containers to hold their publications. Each Student Media is responsible for the removal of expired issues from the campus locations designated for the distribution of publications. Boxes or containers, in lieu of AS provided racks may be placed only at the same locations as the racks provided by the AS. All Student Media must take reasonable steps to ensure that their publications do not result in litter.

VIII. Amendments
The AS Media Guidelines may be amended or suspended by a two-thirds (2/3) vote of the AS Council.