Just in Case...

you have big ideas for a new campus tradition.

-Associated Students Finance

as.ucsd.edu
**Types of Funds and How To Apply**

The Associated Students provides funding to registered student organizations in support of their individual endeavors.

**Mandatory Finance Seminar**

Before a registered student organization can apply for A.S. funding, at least one principal member is required to participate in an online workshop via the A.S. website:

[as.ucsd.edu](http://as.ucsd.edu)

**Funding Types**

There are FOUR types of A.S. funding:

- Programming
- Operating
- Tradition
- Media

### Type 1: Programming

All registered student organizations are eligible to apply for A.S. Programming Funds, which are intended to support student organization events open to the entire student body.

**IMPORTANT**

Before applying for funding, A.S. strongly recommends that you seek assistance from your Student Org Advisor or your University Centers Event Coordinator, in planning your event so that you better understand the potential costs involved.

After meeting with your Advisor or Event Coordinator, apply for A.S. funding via the A.S. website:

[as.ucsd.edu > Finance > Guides and Forms > Programming Funding Request](http://as.ucsd.edu)

### Type 2: Operating

All registered student organizations are eligible to apply for up to (not guaranteed) $500 annually of Operating Funds, which are intended to support the day-to-day operations of student organizations, including but not limited to, office supplies, copying costs, and travel expenses.

Apply for Operating Funds via the A.S. website:

[as.ucsd.edu > Finance > Guides and Forms > Operating Funding Request](http://as.ucsd.edu)

### IMPORTANT

In order to spend A.S. Programming Funds, events MUST be started on the Triton Activities Planner (TAP) AND fully funded, including the completed A.S. Review and voting process, no less than 21 days prior to the event date. Please note that application deadlines for events in the first few weeks of each quarter are in the previous quarter. *Please plan ahead.*

### Application Deadlines for A.S. Programming Funds

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<tr>
<th>FALL DEADLINES</th>
<th>Apply for Funding Before 11:30 a.m. on:</th>
<th>For Events On or After:</th>
<th>You Will Be Notified of Request Status Before:</th>
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Type 3: Tradition

All registered student organizations who intended to apply for tradition event funding must have had received substantial AS Programming allocations for a minimum of 10 consecutive years and thus have had the event ongoing for 10 consecutive years. Such events must have campus-wide appeal. Tradition Event funding is administered by the AS VP Finance and Resources who is responsible for reviewing requests on an individual basis.

Applications are due for 2011-2012 Tradition Events on MONDAY OF 7TH WEEK SPRING QUARTER at 12pm.

Type 4: Media

All registered student media organizations are eligible to apply for Media Funds. Funds are intended to support media that serves as an informational resource for the UCSD community and as an educational resource for those students wishing to gain media experience as members or participants in one or more registered student media organizations. Apply for Media Funds via the A.S. website:

as.ucsd.edu > Finance > Guides and Forms > Media Organization Funding Request

Media Funds have specific restrictions outlined in the A.S. Media Handbook, which can be found on the A.S. website:

as.ucsd.edu > Finance > AS Media Handbook

Student Organization Funding Advisory Board

The Student Organization Funding Advisory Board (SOFAB) will review requests for funds weekly in conjunction with the Associate Vice President of Student Organizations. After reviewing the requests, the board will make recommendations to the A.S. Finance Committee, which will in turn make recommendations to the full A.S. Council. The A.S. Council will make final determination on funding amount, if any, and the requesting organization will be notified of the decision. This process must be completed no less than 21 days prior to event.

You may schedule a board hearing with the A.S. Information Desk on the 4th Floor of Price Center East. However doing so is optional unless the SOFAB requests your attendance. When meeting with the board, detailed budgets, quotes from vendors, and other supporting documentation generally strengthens most requests.

Notifications

Student organizations will generally be notified of request approvals/denials within 10 days of first A.S. Council meeting following an application deadline.

Appeals

If you are unsatisfied with your allocation amount, you may file an appeal via the A.S. website:

as.ucsd.edu > Finance > Guides and Forms > Appeals

How to Spend allocated A.S. Funds

Coordinate all expenditures associated with A.S. funds through the Student Life Business Office (SLBO) and with the assistance of your Student Organization Fund Manager.

The Student Life Business Office

Located in Price Center East, Level 3, adjacent to One Stop. Open for walk-in: 9:30 am - 4:00 pm, Monday - Friday.

Student Organization Fund Managers

The following Student Organization Fund Managers can assist you with:

- Large and small purchases directly from on-campus and off-campus vendors.
- Reimbursements.
- Deposits.
- Withdrawals.
- Conference registration fees.

Student Organization Fund Managers can assist you with:

- In order to spend A.S. Programming Fund allocations for on-campus events, events must be started on the Triton Activities Planner (TAP) AND fully funded no less than 21 days prior to the event date.
- 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.
- Checks for deposits, donations, or sponsorships must be made out to “UC Regents”. Please note that all donations are subject to a 6% gift processing fee.

Student Life Business Office Requirements and Restrictions

- In order to spend A.S. Programming Fund allocations for on-campus events, events must be started on the Triton Activities Planner (TAP) AND fully funded no less than 21 days prior to the event date.
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IMPORTANT

In the past, the deadline for reimbursements was 14 days; however, the deadline was loosely enforced. While the deadline has been extended to 21 days in 2010/11, it is the Business Office’s intention to strictly enforce the new standard. If you fail to comply with the 21 day reimbursement deadline, A.S. will be powerless to accommodate your request otherwise. 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.
What You Can Spend Our A.S. Funds On - And What You Can’t

Generally speaking, the Associated Students would like to see its funds spent on endeavors that have the greatest positive effect on the largest number of students. As a result, the A.S. has zero tolerance for expenditures that can be perceived as personal gain for individuals. Please keep these values in mind when spending A.S. funds.

Spending Restrictions
Additionally, the A.S. will not fund or reimburse for the following expenditures:

- Alcohol
- Stamps and postage
- Food and refreshments
- Any permanent equipment or equipment maintenance
- Clothing (i.e. T-shirts)
- Permanent parking permits
- Scholarships
- Association or membership fees
- Fines
- Services provided by any member(s) from their student organization.

Audits
The A.S. will perform random audits of student org expenditures of A.S. funds to ensure compliance. Failure to comply with A.S. values and stated restrictions may result in punitive actions against the offending student organization and/or individual student organization members.

Other Sources of Funding

UCAB
The University Centers Advisory Board (UCAB) offers fee waivers for tech services for student organizations that hold events in the University Centers. Waivers are not guaranteed and generally will not exceed $500 per student organization per year. For more information about UCAB, visit: universitycenters.ucsd.edu > UCAB

SPACES
The Student Promoted Access Center for Education and Services (SPACES) provides funding for registered student organizations that advance SPACES mission of promoting access to higher education and retention for all students. For more information about SPACES, visit: spaces.ucsd.edu > reports & funding > SPACES Funding Guide

Triton Community Fund
The Triton Community Fund supports events that directly promote the enrichment of the UCSD community by promoting diversity, facilitating retention, strengthening interpersonal skills, enhancing academic performance, or developing leadership and communication skills. Please contact the Center for Student Involvement (CSI) for more information.

Your College Council
Every college council has funding guidelines for student organizations. Visit their websites for more information.
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-Associated Students Finance

A.S. FUNDING GUIDE 2010-2011

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