



**ASSOCIATED STUDENTS
FUNDING GUIDE
2018-2019**

as.ucsd.edu

A.S. ONE

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INTRODUCTION

Welcome to the 2018-2019 Associated Students (AS) 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 AS Office of Finance and Resources has adopted funding principles to review requests for the academic year. Organizations requesting any type of funding from AS must have **AT LEAST** one of the following criteria in order to have their event considered for funding:

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

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

- **Principal membership must be completely composed of undergraduate students:**
Minimum of two Principal Members must complete Funding Seminar Quiz to request AS Funding. Only Principal Members who complete Funding Quiz can be budget preparers in any AS Funding Request. Funding Quiz can be found on finance.ucsd.edu.
- **The organization must be registered with the Center for Student Involvement (CSI)**
- **Events must relate to the student organization's Mission Statement**

For more information on how to become a CSI-Registered Student Organization, please visit the One Stop Desk (3rd Floor PC East) or onestop.ucsd.edu or contact your CSI Student Org Advisor. You can obtain their information on the Center For Student Involvement Website:

<https://students.ucsd.edu/student-life/involvement/about/contacts.html>

PLEASE NOTE

As you read through the AS Funding Guide, be sure to keep in mind the **"NO INTERPRETATION"** guideline. **No part of the Funding Guide is meant to be ambiguous, misleading, or interpreted.** If you believe clarification is needed for any part of this Guide, please contact asvpfinance@ucsd.edu or avpstudentorgs@ucsd.edu immediately to resolve. AS will make no exceptions to any policies laid out in this document.

In addition, please keep in mind the "Early is Key" principle. **AS 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, AS recommends submitting requests as soon as possible.

PROGRAMMING DEADLINES

FALL 2018

| FOR EVENTS BETWEEN: | APPLY FOR FUNDING NO LATER THAN: | IN ORDER TO BE REVIEWED BY: |
|--|----------------------------------|-----------------------------|
| Nov 5 - 11, 2018 (Week 6) | Fri, Sept 28, 2018 @ 11:59pm | Fri, Oct 5, 2018 |
| Nov 12 - 18, 2018 (Week 7) | Fri, Oct 5, 2018 @ 11:59pm | Fri, Oct 12, 2018 |
| Nov 19 - 25, 2018 (Week 8) | Fri, Oct 12, 2018 @ 11:59pm | Fri, Oct 19, 2018 |
| Nov 26 - Dec 2, 2018 (Week 9) | Fri, Oct 19, 2018 @ 11:59pm | Fri, Oct 26, 2018 |
| Dec 3 - 9, 2018 (Week 10) | Fri, Oct 26, 2018 @ 11:59pm | Fri, Nov 2, 2018 |
| Dec 10 - 15, 2018 (Finals Week) | Fri, Nov 2, 2018 @ 11:59pm | Fri, Nov 9, 2018 |
| No AS funding for events from Sun, Dec 16, 2018 to Friday, Jan 4, 2019 due to Winter Break | | |

WINTER 2019

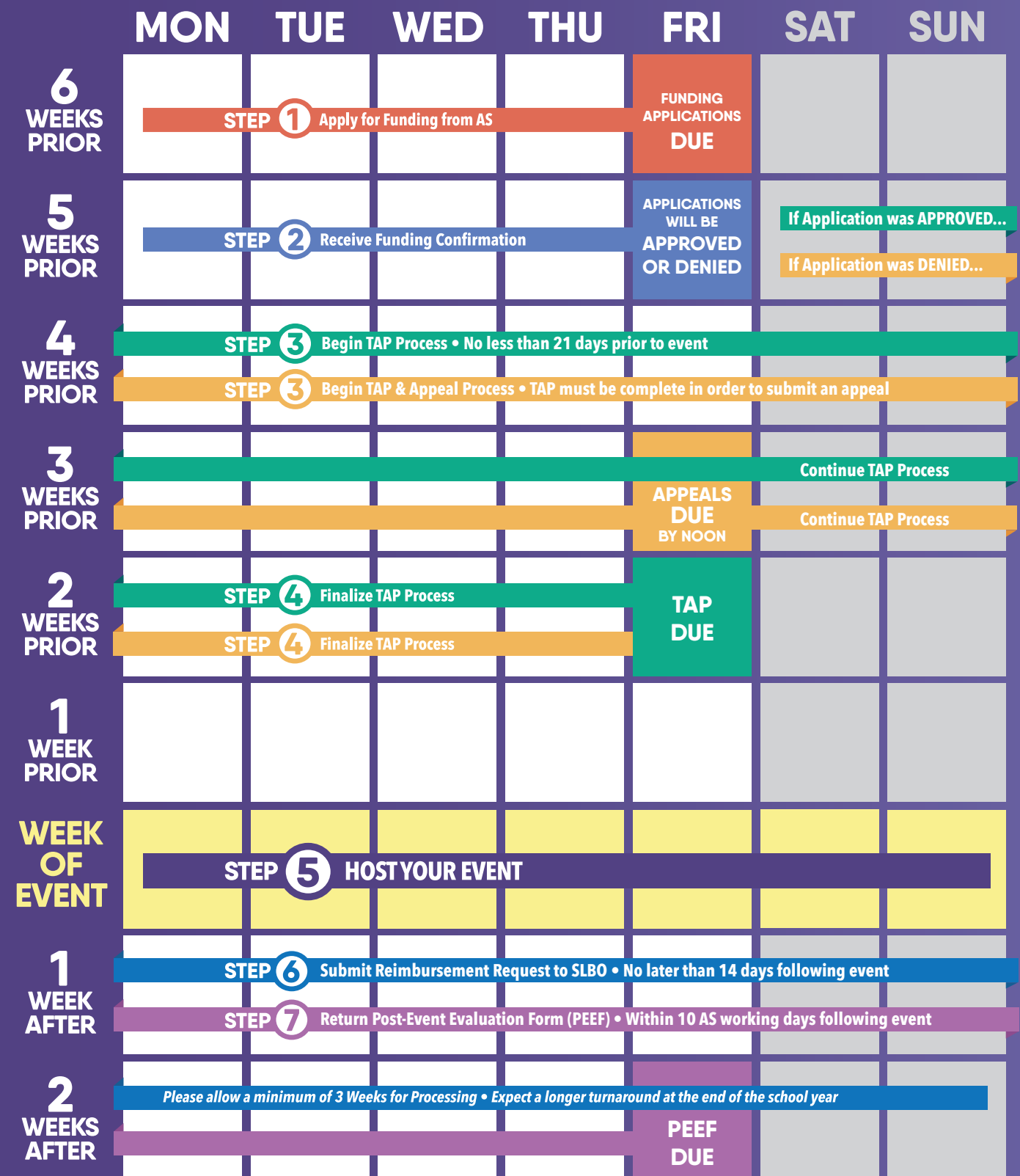
| | | |
|---|-----------------------------|-------------------|
| Jan 7 - 13, 2019 (Week 1) | Fri, Nov 9, 2018 @ 11:59pm | Fri, Nov 16, 2018 |
| Jan 14 - 20, 2019 (Week 2) | Fri, Nov 16, 2018 @ 11:59pm | Fri, Nov 23, 2018 |
| Jan 21 - 27, 2019 (Week 3) | Fri, Nov 23, 2018 @ 11:59pm | Fri, Nov 30, 2018 |
| Jan 28 - Feb 10, 2019 (Weeks 4-5) | Fri, Nov 30, 2018 @ 11:59pm | Fri, Dec 7, 2018 |
| Feb 11 - 17, 2019 (Week 6) | Fri, Jan 4, 2019 @ 11:59pm | Fri, Jan 11, 2019 |
| Feb 18 - 24, 2019 (Week 7) | Fri, Jan 11, 2019 @ 11:59pm | Fri, Jan 18, 2019 |
| Feb 25 - Mar 3, 2019 (Week 8) | Fri, Jan 18, 2019 @ 11:59pm | Fri, Jan 25, 2019 |
| Mar 4 - 10, 2019 (Week 9) | Fri, Jan 25, 2019 @ 11:59pm | Fri, Feb 1, 2019 |
| Mar 11 - 17, 2019 (Week 10) | Fri, Feb 1, 2019 @ 11:59pm | Fri, Feb 8, 2019 |
| Mar 18 - 23, 2019 (Finals Week) | Fri, Feb 8, 2019 @ 11:59pm | Fri, Feb 15, 2019 |
| No AS funding for events from Sun, Mar 24, 2019 to Sunday, Mar 31, 2019 due to Spring Break | | |

SPRING 2019

| | | |
|---|-----------------------------|-------------------|
| Apr 1 - 7, 2019 (Week 1) | Fri, Feb 22, 2019 @ 11:59pm | Fri, Mar 1, 2019 |
| Apr 8 - 14, 2019 (Week 2) | Fri, Mar 1, 2019 @ 11:59pm | Fri, Mar 8, 2019 |
| Apr 15 - May 5, 2019 (Week 3-5) | Fri, Mar 8, 2019 @ 11:59pm | Fri, Mar 15, 2019 |
| May 6 - 12, 2019 (Week 6) | Fri, Mar 29, 2019 @ 11:59pm | Fri, Apr 5, 2019 |
| May 13 - 19, 2019 (Week 7) | Fri, Apr 5, 2019 @ 11:59pm | Fri, Apr 12, 2019 |
| May 20 - 26, 2019 (Week 8) | Fri, Apr 12, 2019 @ 11:59pm | Fri, Apr 19, 2019 |
| May 27 - Jun 2, 2019 (Week 9) | Fri, Apr 19, 2019 @ 11:59pm | Fri, Apr 26, 2019 |
| Jun 3 - 9, 2019 (Week 10) | Fri, Apr 26, 2019 @ 11:59pm | Fri, May 3, 2019 |
| June 10 - 14, 2019 (Finals Week) | Fri, May 3, 2019 @ 11:59pm | Fri, May 10, 2019 |
| No AS funding for events from Sat, Jun 15, 2019 to Sun, Sep 23, 2019 due to Summer Vacation | | |
| Mon, Sep 23 - Sun, Nov 3, 2019 (Fall 2019 Week 0 to 5) | Fri, May 31, 2019 @ 11:59pm | Fri, Jun 7, 2019 |

- Funding request applications **must be submitted no later than 11:59pm** on the specified application date.
- Organizations will be able to view final allocations within one week after the review process takes place. You will receive an email confirmation detailing where you can see the status of your funding request.
- Events occurring on or after Fall 2019 Week 6 can apply for AS funding beginning Fall 2019 during Week 0.
- No appeals will be processed for Fall 2019 Week 0 to 5 events.

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 on the previous page for specific deadlines.

AS Working Days are defined as a weekday (Monday-Friday) that occurs during Fall, Winter, or Spring Quarter that is **not** a university holiday, **not** during finals week, and **not** during Winter Break, Spring Break, or Summer Vacation. Weekends (Saturday and Sunday) are **not** AS working days.





ITEMS AS WILL NOT FUND INCLUDE:

- Non-Approved Vendors or Services (<http://tap.ucsd.edu/vendor>)
- Any "rush" or expedited fees charged by vendors (rush printing, Priority Mail Express shipping, next-day delivery, etc.)
- Events that charge admission fees to any individual (all UCSD students, general public, university staff, etc.)
- Association/membership fees
- Alcohol, alcoholic beverage services, or controlled substances
- Parking permits and reserved spaces (Note: AS will fund parking lots used as an event space)
- Off-Campus Events
- Travel costs (except tournament and competition events)
- Travel and lodging fees (for event speakers, performers, etc.)
- Gas reimbursements or rental vehicles driven by students (see the Tournament and Competition Funding section for details)
- 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
- Birch Aquarium Admission fees or any events occurring at the Birch Aquarium
- Website hosting
- Payment of fines, violations, or late fees
- Scholarships or direct monetary donations
- Third party legal and financial services
- Flammable items (candles, propane, etc.)
- Items deemed hazardous by UCSD risk management
- Purchase or rental of firearms
- Raffle tickets, prizes, or other items perceived as items for students' personal gain or use
- Gifts and giveaways (including gift cards)
- Items that would allow a student organization to generate income (see Glossary for examples)
- Services or labor provided by any UCSD student (CSO services are excluded)
- Services or labor provided by any UCSD student organization at an event being hosted/co-hosted by the same organization
- UCSD Challenge Course fees or any events occurring at the UCSD Challenge Course
- The purchase of permanent items
- Non-reusable water bottles
- Chemicals
- Paint (specifically house paint or canned paint)
- Duct Tape
- Flowers
- Stamps and postage
- Apparel
- Styrofoam (plates, cups, etc.)
- Printing from Geisel or ACMS
- Certain non-essential services or items
- Any non-listed item that violates university policy

THERE ARE FIVE TYPES OF FUNDING THAT CAN BE REQUESTED FROM THE ASSOCIATED STUDENTS:

- PROGRAMMING FUNDS
- OPERATING FUNDS
- INTEREST-FREE PROGRAMMING LOANS (IFPLs)
- TOURNAMENT AND COMPETITION FUNDS
- AS GRANTS

Starting January 1, 2019, student organizations must utilize any remaining funds in their gift or on-campus student organization accounts before accessing any other funding for events. This includes AS funding. Please consult with your SLBO Fund Manager for more details.

The following guidelines will be used by Associated Students to determine funding.

TYPE 1: PROGRAMMING FUNDS



Programming funds are granted for events that are open to the entire undergraduate student body at UC San Diego. Some examples of events that have received programming funds include general body meetings, study jams, concerts, speaker events, and culture shows.

CHECKLIST – What is needed to file a Programming Funds request:

- Must be a registered principal member of an undergraduate organization
- Estimated undergraduate student attendance
- Room reservation/confirmation
 - Name of event and student organization
 - Date and time of event
 - **Confirmation** that the room is reserved for that date and time
 - Room capacity is equal to or greater than expected attendance
- Official price estimates/quotes for ALL items
 - Include all applicable taxes and fees (tip, delivery, etc)

MAXIMUM FUNDING ALLOCATIONS

To promote efficient allocation of student fees, AS 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)

| EXPECTED EVENT ATTENDANCE... | STUDENT ORGS CAN REQUEST UP TO... |
|---------------------------------|--|
| 1-25 undergraduate students* | \$150 |
| 26-50 undergraduate students* | \$450 |
| 51-150 undergraduate students* | \$900 |
| 151-350 undergraduate students* | \$3,000 |
| 351-500 undergraduate students* | \$5,000 |
| 501+ undergraduate students* | \$5,000 + \$8.00 per attendee* above 500 up to a maximum of \$9000 |

***Expected event attendance** number must be based on **Undergraduate UCSD Students ONLY**. AS only provides funding for undergraduate student attendees.

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. For example, with a room confirmation expected attendance of 50 undergraduate students and a funding request form of 40, AS will allocate funds for 40 students. **Be sure to keep all estimates consistent in order to receive all possible AS funding.**

Additional Information

- **IMPORTANT:** Student organizations with an event of an expected undergraduate attendance **OVER 100 are required** to include box office counters in their submitted budget request. **ORGANIZATIONS MUST INCLUDE THEIR BOX OFFICE NUMBERS WITH POST-EVENT EVALUATION FORMS (PEEFs).**
- Attendance will be monitored through the collection of Post-Event Evaluation Forms (See PEEFs) and visitations by the AS Office of Student Organizations and AS Office of Finance and Resources. Should a student organization intentionally misrepresent the projected attendance of their event, AS funding for the 2018-2019 school year may be jeopardized.
- AS encourages student organizations to collaborate on events. However, **AS 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.

FOOD AND BEVERAGE ALLOCATIONS

In order to ensure that food and beverage expenses remain in-line with budgeted allowances, AS has developed the following formula when allocating funds for such costs:

| EXPECTED EVENT ATTENDANCE... | STUDENT ORGS WILL BE FUNDED FOR FOOD UP TO: | WITH A MAXIMUM FOOD ALLOCATION OF: |
|---------------------------------|---|------------------------------------|
| 1-25 undergraduate students* | \$5.00 per person | \$85.00 per event |
| 26-50 undergraduate students* | \$5.00 per person | \$180.00 per event |
| 51-150 undergraduate students* | \$5.00 per person | \$500.00 per event |
| 151-350 undergraduate students* | \$5.00 per person | \$1,100 per event |
| 351-500 undergraduate students* | \$5.00 per person | \$1,650 per event |
| 501+ undergraduate students* | \$5.00 per person | \$2,750 per event |

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

Food and beverage allocations are a subset of (not an addition to) an event’s overall funding allocation.

For example:

- If your event has an expected attendance of 30, you may not request more than \$150 for food and beverage expenses (\$5 per person is less than max allocation of \$180).
- If your event has an expected attendance of 45, you may not request more than \$180 for food and beverage costs (\$5 per person exceeds max allocation of \$180 so funding for food is “capped” at \$180).

Price estimates/quotes must be submitted for ALL food and beverage costs (see page 11 for details).

You will not be reimbursed for any food and beverage costs (including gratuity and tax) that exceed the amount AS has allocated for your event. **AS will only allocate the amounts designated on the price estimate/quote, so BE SURE to include all tax, delivery, gratuity, etc costs that you wish to be funded.** We will NOT fund any costs that are not specifically listed on the price estimate/quote. You will also not be reimbursed for any costs that were not initially funded/allocated.

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 without chance of appeal.**

ROOM CONFIRMATIONS MUST STATE:

- Name of the event and student organization
- Date and time of the event
- Confirmation that the room is reserved
- The ability of 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 note that AS does not fund off campus venues or events.****

Submitting Google Calendar details of an event is not an acceptable room confirmation for AS funding purposes. **If a facility uses Google Calendar as confirmations for space reservations, the student organization must submit alternative documentation to AS** (ex: department letterhead, an e-mail containing the information of the facility contact person, etc.).

AS will cross-check the room set-up stated on the confirmation and the expected attendance listed on the funding request and fund at the lower attendance estimate. Organizations may be contacted should discrepancies arise.

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, AS will only fund the event up to the room's safe capacity.**

POST EVENT EVALUATION FORMS (PEEFS)

All student organizations are required to submit a PEEF **WITHIN 10 AS WORKING DAYS** of each event funded by Associated Students. The PEEF can be accessed on your original funding request form online. **If a PEEF is not submitted within 10 AS working days after the event, additional funding will not be allocated and future funding will be cancelled until outstanding PEEF is submitted.** A copy of all flyers, postcards, etc. must be attached to your post event evaluation form, and must clearly show the AS 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. *For more information on reimbursements, see page 33.*

PRICE ESTIMATES/QUOTES

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.

AS requires that individual pricing information and price estimates for ALL items and services be submitted within a Programming Funding request. Funding will not be allocated to any item or service lacking vendor documentation of price estimates.

AS 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").

ACCEPTABLE FORMS OF A PRICE ESTIMATES INCLUDE, BUT ARE NOT LIMITED TO:

- An email invoice from a vendor
- A formal document from a vendor
- Photos of item/service prices from in-store or online menus.

For example, a valid price estimate would state "2-Large pizzas from XYZ Pizzeria at \$5.99 each" AND include a screenshot of the vendor's website showing the price of large pizzas, including any sales tax, delivery fees, gratuity, etc. Simply stating "Food: \$100" or not including the screenshot of the itemized prices on the vendor's website is not a valid price estimate.

AS requires that price estimates include tax, gratuity, delivery fees, if applicable, if they wish to be funded. Price estimates must be expressed in U.S. currency.

Price estimates must be submitted as PDF or picture files. The system no longer accepts the attachment of Word documents or Excel sheets. See File Conversion Instructions on page 19 for a step-by-step to converting documents.

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

QUARTERLY FUNDING CAPS

In order to ensure equitable access to AS 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.

FUNDING REQUEST PROCESS

How to File a Programming Funds Request

- **Funding requests must be submitted to AS no later than five (5) weeks prior to the event.** AS does not review requests during finals week or campus breaks. See the *Programming Deadlines chart* for information pertaining to exact submission deadlines.
- The AS funding request system is automated and closes after 11:59pm on the respective deadlines (time is according to the AS server). **Please be aware that Submit must be clicked no later than 11:59pm.** Missing the funding deadline due to a clock discrepancy is not generally considered a system error and is not appealable.
- Visit as.ucsd.edu and hover over the Finance tab. In the drop-down menu that appears, click *Apply for Funding*. This brings you to the funding request website. Under the Finance tab, click *Login* and enter your Student SSO information. Click *Create New Application* to create a new Programming Funds 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 the document.
- Instructions for converting Word documents can be found further in the document on page 19.

IMPORTANT TO KNOW

- 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 5:00pm on Wednesday following your original submission, regardless of when you received the email. NO EXCEPTIONS will be made to this deadline.**
- **AS may contact a student organization with questions.** Failure to respond to an AS e-mail in a timely manner may adversely affect the funding allocation, if it can not be reviewed within the applicable time constraints. Funding requests cannot be processed if there are unresolved questions.
- **It is the responsibility of the student organization to properly submit a funding request. AS is not responsible for the submission of incomplete or incorrect funding requests.**
- 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.
- 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.

Electronic Funding Request Submission Notes

- **Please note that the AS 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 AS 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 AS 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 the e-mail.

TIMELINE OF SOFAB REVIEW PROCESS:

- **Friday of Funding Week:** Student organizations must submit their funding requests by 11:59pm for the Sr. AVP Student Organizations to review their application.
- **Monday of Following Week:** SOFAB will meet and review all of the funding requests and either approve the request, request the student org to make necessary changes, or deny the request.
- **Wednesday 5pm:** Student Orgs need to have submitted any documentation to address any questions the Sr. AVP of Student Organizations/Financial Controller have.
- **Friday of Following Week:** The Financial Controller will make the final approvals for the funding requests and results/allocation will be posted to the AS Funding Request Website.

Description of Electronic Funding Application Statuses

- **Submitted:** Application has been successfully submitted for review.
- **Under Review:** Under initial review by SOFAB.
- **Changes Needed:** Changes are needed to the application for approval. Details about what exact changes are needed will be stated.
- **Approval:** Initial approval by SOFAB. Still needs to be reviewed by the Financial Controller, after which the status will change.
- **Final Approval:** Final approved by Financial Controller. Funding application has been approved with stated funding amounts. An appeal may be filed (*see page 14 for more details*).
- **Denied:** Denied after review by SOFAB and Financial Controller. Reasoning will be noted. An appeal may be filed (*see page 14 for more details*).
- **Appeal Under-Review:** Appeal is under review by the AS Finance Committee.
- **Appeal Approved:** Appeal approved by AS Finance Committee. Updated allocated amounts will be stated.
- **Appeal Denied:** Appeal is denied by AS Finance Committee. Reasoning of the Committee will be noted.

PROGRAMMING FUNDING 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.



Appeals are reviewed by the AS Finance Committee, not the Office of Finance and Resources.

- **Completed appeal forms and any supporting documents must be filed no later than 15 AS working days before the event through the Funding Request website.** AS working days exclude weekends, university breaks (Winter and Spring), finals week, summer vacation, and all university holidays.
- **Appeals are due at 11:59pm by the aforementioned deadline.** AS will not accept any late appeals. Appeal forms and supporting documents cannot be modified after the submission deadline has passed. Only one appeal may be submitted for any one particular funding request
- The appeal application can be obtained through the original event funding request application under *File Appeal*.
- **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.**
- **If a TAP is required for your event, it must be started before submitting an appeal.**
- 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 Senior AVP of Student Organizations at avpstudentorgs@ucsd.edu.
- Appeals may not be submitted for events that have been postponed from the date stated in the AS 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 funding request submission deadline was missed.
- No appeals will be granted for student organization funding request for any items or services that are less than \$5.00 total.

IMPORTANT EVENT PLANNING INFORMATION

Admission Fees and Sale of Items/Services

Per UC policy, AS 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 AS.** For example, if AS funds an event's food, student organizations may not sell that food.

Multi-Day Events

We recognize that some events take over the place of several days or even an entire week. For these multi day events, **a separate funding request must be submitted for EACH day of the event.** All documents, such as room confirmations and price estimates, must have the correct dates for each day of the event. All other funding guidelines and requirements apply.

Library Walk Events

Events that occur on Library Walk, where the capacity of each spot is listed as two and the room capacity is not applicable, expected attendance of the event must be reasonably estimated. The expected attendance must estimate how many people actively engage with the event, rather than just how many people pass by. Events may be required to provide sign-in sheets showing the actual event attendance.

Rush Fees

AS 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. AS will not fund any rush fees incurred due to delayed payment processing.

Cash Handling Policy

We do not encourage student organizations to have a transfer of cash payments as this could jeopardize their AS Funding Requests. For more information, see the section on admissions charges.

IMPORTANT EVENT PLANNING INFORMATION (Continued)

Vendor Lists

For certain items and services, the university has a list of pre-approved vendors where the ordering/purchasing process can be facilitated via SLBO Fund Managers. Please note that the purchase process requires that the student be in previous contact with the vendor with appropriate invoice or quote. These can be found on onestop.ucsd.edu under the Event Planning: TAP page (tap.ucsd.edu/vendor). Please speak with your CSI Advisor or SLBO Fund Manager for more information.

Any catering orders OR food orders that exceed \$1,000 must be processed via purchase order.

This is to ensure that the vendor has the necessary liability insurance in place. For non-catering orders or food orders under \$1,000, students may opt for reimbursement or request that their fund manager make the purchase for them. In order to process a purchase order or have your fund manager pay with their university credit card, a quote or invoice must be provided from an approved vendor.

Hard Copy Documents

Due to specific deadlines, AS will not only accept hard copies of documents when submitting any funding requests. 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

AS recognizes that student organizations may not use the exact item submitted in an AS funding request. However, AS requires that the replacement item be comparable to the one submitted in the AS funding request. **If the new item is not comparable to the one initially reviewed and approved by AS, then the organization must submit vendor documentation of prices to AS and obtain AS approval prior to switching to the new item.** Documentation should be submitted to the Sr. AVP of Student Organizations at avpstudentorgs@ucsd.edu. Failure to obtain AS approval (when required) may result in withheld funding for any non-approved items. If the item is comparable to the one initially reviewed by AS, no approval for the change is required.

Examples:

- Changing food from hamburgers to hot dogs is considered a comparable item change and does not require AS approval.
- Using funding approved for hamburgers to rent a dunk tank is not considered a comparable item change and requires AS approval.

Performance Agreement Fees

Performance Agreements are funded as contracts rather than reimbursements or purchase orders. When student organizations violate a specific portion of AS Funding Policies, AS cannot rescind Performance Agreements as they are contracts from the University. Therefore, when a student organization has used AS funds for performance agreements and violated a specific portion of AS Funding Policies, that organization's funding will automatically be rescinded for the rest of the academic year and put on probation.

There is an Artist Agreement fee charged by UCSD when a student organization hires a paid performer for an event. AS 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 AS 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 AS programming funds deadline still applies). *AS 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 AS 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 AS funding for the offending event being rescinded. Multiple offenses may jeopardize AS funding for the remainder of the academic year. While AS 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 AS, CSI and 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 AS 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 AS 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 AS 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 AS is unable to verify that a good faith effort was made for advertising once final TAP approval for the event was received, AS funding for the event may be rescinded.

Events with Multiple Hosting Organizations

In the occasions where multiple student organizations co-host events funded by AS, the organization(s) granted AS funding for that particular event will be held accountable should deviations from AS funding policies arise. The same organization that requested the funding must also complete the TAP form for the event.

Although organizations can share the expenses for an event, only one organization can request AS funding for a specific event, as there can only be one TAP per event. The organization listed on TAP needs to be the primary point of contact for both TAP and Funding. Failure to abide by the principles above will result in punishment for all student organizations involved in the event.

Please consult with your Fund Manager for more details on sharing expenses for co-hosted events.

IMPORTANT EVENT PLANNING INFORMATION (Continued)

Philanthropic Events

At UCSD we stress the importance of having a positive impact on our community. Although AS 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.**

AS 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 AS does not have to be repaid.
- Per University Policy, no items purchased with AS funds may be sold. In addition, **the items purchased with AS funds must benefit UCSD students directly**. For example, you cannot purchase food with AS 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 AS 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 AS funds.** All loans must be repaid to AS.
- 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 AS loan funds may be utilized. For example, you can purchase prizes and giveaways with an IFPL.

AS must receive repayment before any funds are donated to the charity or philanthropic cause.

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

Usage of AS 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.

BBQ Grill Rentals

Officially registered student organizations are eligible to rent grills at no cost 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 funding requests.

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 ucab.ucsd.edu at least THREE (3) Tuesdays before the event during the academic weeks.

Probation

On the occasions in which student organizations have violated AS Funding requirements during the 2018-2019 academic year, student organizations will not have their funding withheld for consecutive years. Instead, student organizations will be held on probation in which principal members from that organization will be notified that all AS funded events regardless of size will now have an event inspector to check for compliance. If a student organization continues to violate AS Funding Policies for consecutive academic years, AS has the right to explore options to permanently terminate future AS Funding.

TRITON ACTIVITIES PLANNER (TAP)

Triton Activities Planner (TAP) is used by student organizations to plan events in collaboration with Center of Student Involvement (CSI) Advisors and Student Life Business Office (SLBO) Fund Managers. It centralizes all information and planning for events, including AS funding, as well as room confirmations, purchase orders, reimbursements, performance agreements, security costs, etc.

A Triton Activities Planner (TAP) must be submitted for any on-campus event utilizing AS Programming Funds.

A Triton Activities Planner (TAP) must be submitted for any on-campus event utilizing AS Programming Funds. If a TAP is not submitted, or if an event is cancelled on TAP, AS funding for the event may not be used and will be returned to AS. 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 where 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 Center for Student Involvement (CSI).

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 TAP'S WILL NOT BE ACCEPTED. TAP deadlines are counted in calendar days, not AS working days.

TYPE 2: OPERATING FUNDS

2

AS 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, posters, and banners
- Blue tape, yarn/string, and zip ties
- AS Graphic Studio services

All items funded through operating funds must be purchased from the **AS Graphic Studio** on the 3rd Floor of Price Center East or **Imprints** in Geisel Library or the Building A of the Campus Services Complex (CSC).



The AS Graphic Studio offers student discounts for graphic design services to include branding, posters, flyers, apparel and more. They recommend setting up a free consultation to receive an estimate for your project.

Upon estimate approval, their designer will deliver the first design proof within 2-3 weeks. Edits will continue until final product is approved. Acceptable forms of payment are check or recharge. Walk-ins are available Tuesday–Friday from 10am–4pm.



The Imprints Form is a recharge process that directly charges your student organization's account and involves no purchase orders. You must be a principal member of your student organization and have AS or student organization funds to use an Imprints Form.

Imprints Recharge Process:

1. Determine how much you will spend.

- a. If your total order will be under \$25, you will need to get an Imprints Form from the SLBO
- b. If your total order is between \$25-\$100, you can opt to either pick up an Imprints Form from the SLBO, or you may pay out-of-pocket and get reimbursed.
- c. If your order is to exceed \$100, OR you are purchasing a banner, you will be reimbursed for your out-of-pocket expense. No Imprints Forms are available for this option.

2. Take the form and place your order at Imprints located at either Geisel Library or CSC.

3. Return receipts and Recharge Form.

- a. If paying via Imprints Form, return your receipt and copy of the Imprints Form to your fund manager after making the purchase.
- b. If you are paying out-of-pocket and seeking reimbursement, retain all original receipts and turn into the SLBO for processing.

Any item cost exceeding the amount of your operating funds will be covered by your organization on-campus account.

Please note: Printing using Geisel Library print stations will not be funded.

The final day to request use of operating funds during the 2018-2019 academic year is Friday, April 26, 2019.

TYPE 3: INTEREST-FREE PROGRAMMING LOANS (IFPLs)

3

Although AS strives to meet the funding needs of UC San Diego student organizations, we are unable to fulfill all requests due to AS or university policy restrictions. When AS 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 AS Senate.

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 AS does not fund** (ex. permanent items, gifts and giveaways, prizes, etc.)
- **An event requires more funding than it is currently receiving from various sources** (ex. your event is only eligible for \$5,000 in programming funding, but \$15,000 is necessary in order to put on the event)

The entire principal of the loan must be repaid to AS 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 AS 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.

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 AS website (as.ucsd.edu). 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 an application has been reviewed, you will be notified of the loan decision. Subsequent documents will follow should your loan be approved.

TYPE 4: TOURNAMENT & COMPETITION FUNDS

4

To promote the expansion and outreach of UC San Diego student organizations, AS will fund groups wishing to participate in a tournament or competition event if the mission of the event falls within the funding principles of AS.

COSTS COVERED UNDER TOURNAMENT & COMPETITION FUNDING INCLUDE:

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

Please Note: Tournament and Competition funding may not be used for conference travel.

AS 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 AS to fund the Tournament and Competition Request, all travel must be completed by the last day of Fall, Winter, and Spring Quarter. See the academic and administrative calendar on UCSD blink for dates: <http://blink.ucsd.edu/instructors/resources/academic/calendars/2018.html>

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.

Lodging Restrictions

AS 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.).

Transportation Reimbursement Information

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

- Student organizations using AS funding for a chartered bus service must contact the SLBO in order to set up payment arrangements. All chartered bus payments must be made by SLBO.
- Bus expenses will never be processed via reimbursement.
- AS 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 drop-down menu that appears, click "Apply for Funding." This brings you to the funding request website. Under the Finance tab, click "Login" and enter your Student SSO information. Click "Create New Tournament" to create a new Tournament and Competition 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 funding for from AS.
- **Attach informational 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 AS working days prior to the start of the tournament or competition. Tournament and Competition are due by Friday at 11:59pm.** 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.
- **AS 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 AS will not render an application incomplete.

All organizations applying for AS 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 and Policies

- **AS will only provide funding to student organizations attending tournaments and competitions occurring in the contiguous United States, Alaska, and Hawaii.** AS will not provide funding to student organizations attending tournaments and competitions occurring in any foreign nation, US embassies and US consulates in any foreign nation, and US territories (including Puerto Rico and the Northern Mariana Islands).
- **AS 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 to their SLBO Fund Manager: **travel form, student or group travel waiver, insurance information, and original receipts for approved items or expenses.** A tax form is not required. Some of these forms can be found in the links contained within the Tournament and Competition Request Form. Please contact your Fund Manager if you have any questions about how to submit your travel forms.
- **Traveling principal 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.**
- Excluding chartered bus service, items covered under Tournament and Competition funding are not paid for upfront by AS **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.
- Organizations that receive funds for any tournament or competition will be required to complete a post-event evaluation form (PEEF) **within 10 AS 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.**
- The individual who signed (including an electronic signature) the Tournament and Competition request form may be personally subjected to AS 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.

TYPE 5: AS GRANTS

5

The AS 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. AS Grants selects students with outstanding research proposals from all disciplines at UCSD.

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

CRITERIA:

- Project has an emphasis on contributing to UCSD and its undergraduate students
- Project is academically focused and/or research intensive
- Project is sponsored by a faculty member
- Project has clearly defined outcomes, one of which regards and is informed by the experiences of various undergraduate student communities
- 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 \$1,000 per project
- Project must occur during Fall or Winter Quarter 2018-2019

ITEMS AS GRANTS CANNOT FUND:

- Travel
- Labor
- Competition
- Projects occurring in spring or summer

PLEASE
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 AS Grants funding application process.

HOW TO APPLY FOR AS GRANTS

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 AS 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 on-going 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.

AS Grants falls under the purview of the AS Office of Academic Affairs. All questions and inquiries should be directed to the Associate Vice President of Academic Affairs, Snehith Maddula, at asacademics@ucsd.edu.



GLOSSARY

Act of Nature: An event that directly and exclusively results from the occurrence of natural causes that could not 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, AS will not pay for a bartender. However, AS 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.

AS 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 AS 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 AS 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 AS, typically sent via e-mail to the principal member who completed a funding request, stating that errors exist within the submitted funding request. AS 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 is 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.

Items that would allow students to generate an income: An example of this would include using a canopy to display posters that advertise the selling of an item.

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 AS 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 AS is not aware of or by submitting a valid price estimate for the item or service that caused the majority criterion to be invoked. 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 AS, 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 AS 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 Spring Quarter begins (according to the Academic and Administrative Calendar posted on UCSD Blink). For example, Sunday, March 24, 2019, to Wednesday, March 27, 2019 is Spring Break for the 2018-19 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, Saturday, June 15, 2019, to Sunday, September 22, 2019 is the summer vacation between the 2018-19 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 AS 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 Winter Quarter begins (according to the Academic and Administrative Calendar posted on UCSD Blink). For example, Sunday, December 16, 2018, to Tuesday, January 1, 2019 is winter break for the 2018-19 academic year.

CONTACTS, RESOURCES, & 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 AS 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 AS to fund as many programs and events as fiscally possible. The following information outlines resources available to student organizations as well as certain AS 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.

CONTACT INFORMATION

CENTER FOR STUDENT INVOLVEMENT (CSI)

(858) 534-7666 | onestop.ucsd.edu

Located at 3rd Floor Price Center East

CSI oversees the Triton Activities Planner (TAP). Students can meet with an advisor for any questions about becoming a registered student organization, how to begin planning an event, university policies, etc. CSI Advisors are available for Drop-In Advising Monday, Wednesday, Thursday and Friday 10:00am–4:00pm and Tuesday 1:00pm–4:00pm.

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 organization opportunities.

CSI Student Organization Advisors:

Academic, Cooperative, Dance, Social, and Spiritual Organizations:

Kristen Berg, (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:

Casey Simon, (858) 822-3641, c1simon@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:

Chloe Leal, (858) 534-0496, cmleal@ucsd.edu

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

STUDENT LIFE BUSINESS OFFICE (SLBO)

slbo.ucsd.edu

Located at 3rd Floor Price Center East

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 Fund Managers are available for walk-ins or appointments Monday, Wednesday, Thursday, and Friday 10:00am–4:00pm and Tuesday 1:00–4:00pm.

SLBO fund managers can assist with:

- Reimbursements for out-of-pocket expenses (Payment Request Form)
- Payments to on-campus and off-campus pre-approved vendors
- Travel-related expenses
- Access to Operating Funds
- Recharge forms for making on-campus purchases at the Bookstore and Imprints
- Deposits to and withdrawals from student org on-campus accounts for event-related purposes
- Providing available balances in Gift and Student Organization on-campus accounts that can be used for on-campus events

SLBO Fund Managers:

Associated Students/SSC

Betsy Hollingsworth, (858) 534-0015, bhollingsworth@ucsd.edu

Student Organizations

Valerie Lane, (858) 534-4434, vlane@ucsd.edu

Susana Barajas, (858), 822-4468, psbarajas@ucsd.edu

Anna Dickson, (858) 534-7003, aldickson@ucsd.edu

SPACES/Graduate Student Association

Jamie Atkinson, (858) 534-6504, jatkinson@ucsd.edu

ONE STOP DESK

(858) 534-7666 | students.ucsd.edu/student-life/involvement/organizations/onestop

Located at 3rd Floor Price Center East | Office Hours: Monday-Friday 8am-5pm

The One Stop Desk can assist with room/space reservations for Price Center, Library Walk, Student Center, and the Student Services Centers. They also have the ability to schedule appointments for CSI Advisors and SLBO Fund Managers.

UNIVERSITY CENTERS (UCEN)

(858) 534-7666 (One Stop Desk) | universitycenters.ucsd.edu

UCEN is responsible for student organization office space allocation. They can also assist with technical services for on campus events (audio, visual, and lighting).

AS GRAPHIC STUDIO

(858) 246-0972 | asgraphicstudio.ucsd.edu

Located at 3rd Floor Price Center East

The AS Graphic Studio offers assistance with developing graphic designs for flyers, posters, logos, banners, etc.

OTHER ON-CAMPUS RESOURCES

Regrettably, AS 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**
- **College Councils** (RCC, MCC, TMCSC, WCSC, SCERC, SCSC): contact your college's Dean of Student Affairs
- **AS Grants:** asgrants.ucsd.edu
- **Student Promoted Access Center for Education & 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, & Inclusion:** 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. Office Hours: Monday-Friday 8am-5pm.

APPROVED VENDOR INFORMATION

AS will only fund UCSD-approved vendors. The complete list can be found at tap.ucsd.edu/vendor and blink.ucsd.edu/buy-pay/contract-svcs/catering-events/catering/index.html#All-Vendors.

Please keep in mind that if an organization requests an item or service that totals up to over \$1,000, the payment must be processed via a purchase order, not through reimbursements or university Express Card. This means that the vendor has to be available in BOTH Marketplace and TAP for the payment to be completed.

Please turn in the Vendor Request Form to your SLBO Fund Manager to add a vendor into the approved vendors list by August 31st for Fall and Winter Quarter Deadline and December 15th for Spring Quarter Deadline.

REIMBURSEMENT INFORMATION

Original receipts are required for reimbursements. Reimbursements may only be distributed to Principal Members. Reimbursements must be requested **NO LATER** than 14 days from date of purchase or within 14 days after the event date, whichever is earlier.

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 <https://students.ucsd.edu/student-life/involvement/organizations/onestop/financial-processes/index.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 AS 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.

To enroll in direct deposit, please go to blink.ucsd.edu/finance/payroll/processes/enroll.html

DEFINING INFORMATION

STUDENT ORGANIZATION FUNDING ADVISORY BOARD (SOFAB)

SOFAB is the first body that reviews funding requests submitted to AS. SOFAB reviews funding requests to ensure compliance with Funding Guide policies and recommends an allocation amount for each request submitted.

ASUCSD FINANCE COMMITTEE

The AS 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, AS Finance Committee, and/or the AS Office of Finance and Resources if an organization utilizes AS funds on items that do not match their request, or is found to have violated AS policy in any manner, a reimbursement will not be processed and future funding may be jeopardized for the 2018-2019 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 AS or the funding guidelines have been amended by the AS Senate.

Acts of Nature

Allocated AS funding can be used to pay for approved costs of events impacted by Acts of Nature. However, AS funds cannot be utilized to pay for approved costs of events impact by Acts of Nature if it is determined that the student organization acted negligently.

AS and College Council Elections

Events receiving AS 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 AS Elections Manager to discuss permissible actions. **Please note that Funding Guide and Election policies are administered by different bodies within AS.** Thus, it is possible to be in compliance with AS funding regulations but at the same time violate the AS Election Code.

Authority

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

Availability of AS 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 AS Executive Budget for Programming, Operating, Tournament and Competition, and AS Grants has been exhausted. Please note that requests are funded in the order they were submitted.

Campus Emergencies

Allocated AS funding can be used to pay for approved costs of events impacted by campus emergencies. However, AS 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.

Information Accuracy

While AS strives to have accurate information printed in the yearly AS Funding Guide, some policies and information out of AS 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 AS Standing Rules may supersede the AS Funding Guide, and we are obligated to abide by them regardless of what is printed in the AS Funding Guide.

Non Compliance

Should an AS 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 AS funding, meetings with principal members, freezing of student organization accounts, and suspension of future AS funding requests. Please note that unfamiliarity with an AS funding policy does not prevent penalties from being imposed.

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

Transfers of Allocated AS Funds

Only the student organization that applied for and was granted AS funding may utilize the AS allocated funds. Student organizations wishing to transfer the approved AS funding to another student organization must request permission from AS prior to making any changes.

FINAL WORDS

On behalf of Associated Students, thank you for learning the policies and procedures regarding AS 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, ASUCSD 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 AS 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 AS 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 2018-2019 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 2018-2019 year—we look forward to being a part of your contribution to UC San Diego's student experience!

Wishing all the best,

Nathan Park

Financial Controller

Angela Chen

Senior Associate Vice President of Student Organizations

CONTACTS

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