

## **STUDENT ORGANIZATION FUNDING GUIDELINES**

### **SECTION 1. Club Funding Guidelines**

**§1.1** Organizations receiving funding must be officially recognized by the Office of Student Activities & Leadership Development.

**§1.2** Funding will be allocated to student organizations for individual events/programs that will most directly benefit current Fresno State students.

**§1.3** Events/programs must be on campus, open and free of charge for to all Fresno State students.

**1.3.1** Only in special circumstances, which may include an event where a student club/organization cannot realistically or reasonably provide a valuable service to students without charging a fee, will the Finance Committee consider allowing an admission charge.

**1.3.2** The Finance Committee must approve any admission charges prior to the event.

**§1.4** Applications must be submitted to the Associated Students Inc. Office not less than five (5) weeks prior to an event/program exceeding \$1,000. A review of the application is guaranteed up to at least two weeks before the event date.

**1.4.1** Applications must be submitted to the Associated Students Inc. Office not less than three (3) weeks prior to an event/program not exceeding \$1,000. A review of the application is guaranteed up to at least one week before the event date.

**1.4.2** Applications may be submitted up to one year in advance of the event/program.

**1.4.3** A review of an application is guaranteed within ten weeks of reception.

**§1.5** The Senate can override **§1.4** and **1.4.1** with a  $\frac{3}{4}$  vote of the membership of the Senate then in office and the approval of the Vice President of Finance.

**§1.6** A single event/program for funding purposes includes any related activities, such as auditions and rehearsals held on campus.

**§1.7** No more than \$2,000 shall be given to any organization in any one academic year.

**1.7.1** No club shall receive funding during the summer semester.

**1.7.2** No more than \$6,000 is to be allocated for a single event, regardless of the number of clubs applying for funds.

**§1.8** The Finance Committee shall review all funding allocations.

**1.8.1** The Finance Committee has the power to approve all applications not exceeding \$1,000

**1.8.2** The Finance Committee shall review all applications exceeding \$1000 and make recommendations to the Senate. Any allocation exceeding \$1000 must be approved by a majority vote in the entirety of the allocation.

**§1.9** Funding will be allocated in five (5) categories: Entertainment, Facility Charges, Publicity, Supplies, and a miscellaneous Other category

**1.9.1** Entertainment/Speakers' Fees. Funds may be used to pay an honorarium to any performer, event official, or performance group, and may include travel expenses, one night's lodging, and the state regulated meal per day cost (meal per diem)

**1.9.2** Facility Charges. Funds may be used for rental, security, and technician needs. Rental fees for the Residence Dining Facility, Renaissance Room, University Restaurant and other similar facilities where a rental fee is required or permitted in lieu of the purchase of food is prohibited.

**1.9.3** Publicity. Funds may be used for the printing of material and the publicity of an event or program sponsored by the organization. A copy of any publicity, including flyers or brochures, shall be submitted with an expense form. All publicity for the funded event must give credit to the Associated Students Inc., using the approved, official logo of Associated Students Inc. as seen below:



**1.9.4** Supplies. Funds may be used only for materials in conjunction with a specific program/event.

**1.9.5** Other. Additional funds may be granted for items not otherwise mentioned in the above categories. The allocation of funds through this category shall be at the discretion of the Finance Committee and must be consistent with the funding guidelines and fiscal policy of Associated Students Inc.

**§1.10** The Associated Students Inc. specifically shall not fund the following: basic operational costs (i.e., office supplies, booth supplies, general printing), food, clothing, personal gifts, insurance, postage, and travel. Exemptions are specified under §1.9.

## **SECTION 2. Club Sports**

**§2.1** Club sports, officially recognized by the University as such, may apply for the funding of their insurance from the Associated Students, Inc. budget line item "Club Sports Insurance."

**§2.2** Club sports may apply for funding for non-event specific costs at any time during the year

**§2.3** All funding for club sports must meet the Student Organization Funding Guidelines, with the exception that Club Sports might hold some of their events/practices off campus.

**§2.4** Appropriate funding for Club Sports may include the cost of providing event officials (referees) and equipment.

**§2.5** Associated Students does not cover travel or uniforms, and all other restrictions listed in the Funding Guidelines apply.

## **SECTION 3. Appeals, Amendments and Disbursement of Funds**

**§3.1** Organizations that are dissatisfied with the total amount allocated to the event by Associated Students should file an appeal.

**3.1.1** The Finance Committee will evaluate the appeal and decide if a different allocation should be made.

**3.1.2** Should the organization wish to file a second appeal, it may appeal the Finance Committee's decision to the Senate.

**3.1.3** The Senate may overturn the Finance Committee's decision with a majority vote.

**§3.2** Organizations that are satisfied with the total amount allocated, but would like to divide the amounts differently amongst the categories of one event and/or between events should file an amendment. The Vice President of Finance will

evaluate the amendment and decide if it should be approved in whole, in part, or if the original allocations still stand.

**§3.3** The organization receiving the funding shall submit completed Expense Forms to the Associated Students' Office within forty-five (45) days after the event occurs or by June 15, which ever comes first. Exceptions may be made if the Vice President of Finance receives and approves a formal request made by the organization.

**§3.3** Any monies unspent by the student organization after the forty-five (45) day period (unless extended by the Vice President of Finance) shall be transferred to the general account for student organizations. At the end of the fiscal year, all unspent funds shall be transferred to the reserves, as outlined in the Fiscal Policy.

**§3.4** Violations of this policy shall be determined by the Finance Committee, in consultation with the Executive Officers and the Business Accountant. If it is determined that a violation of the Student Organization Funding Guidelines has occurred, the violator(s) shall be informed of this by the Associated Students, Inc. Office. The Finance Committee may place sanctions on the current and/or future allocations. A student organization may appeal the Finance Committee's decision to the Senate.

*Approved by the Student Senate on March 21, 2002*

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*Approved by President John D. Welty on November 7, 2006*