

## **STUDENT ORGANIZATION EVENT ALLOCATION FUND PROTOCOL**

### **BACKGROUND AND PURPOSE**

The Associated Students (AS) provides a wide variety of programs and services to enhance the educational experience of its members, the students of CSUC. The AS is committed to the development and preservation of a vibrant student community and believes firmly that student clubs and organizations play a vital role in that effort. Therefore, the AS and Student Life and Leadership (SLL) have agreed to partner to improve the efficiency of the distribution of student activity fee funds allocated to recognized student organizations by establishing a new operational partnership. SLL will manage the approval and event funding allocation determination process and the AS will oversee the revenue reimbursement and distribution of funds.

The AS policy on Student Organization Event Allocation Fund is intended to provide guidance for the allocation of funds to recognized student organizations for events and activities.

### **VIEWPOINT NEUTRALITY**

Funding decisions will not be based on a student organization's point of view. An organization's event cannot be denied funding simply because it advocates a particular opinion or philosophy that may not be popular thought or practice. Viewpoint neutral criteria for evaluating funding proposals will only consider factors that are NOT tied to viewpoint such as fiscal responsibility, relevance to mission, and level of services provided. Nonetheless, viewpoint neutrality does not mean that funding is guaranteed or that allocation amounts must be equal for all organizations. Different groups may be funded at different levels because different organizations require different amounts of money to program effectively on campus.

### **VIEWPOINT NEUTRALITY FUNDING PROCESS**

To ensure the funding process is viewpoint-neutral, the following set of basic criteria has been adopted to guide funding decisions:

- ☐ Requests must come from a currently recognized CSU, Chico student organization.
- ☐ The primary audience of the program, event or activity benefits CSU, Chico students.
- ☐ The student organization must submit a detailed plan and budget outline about the areas for which they are seeking financial support to SLL
- ☐ From the date of approval, there must be at least 14 days to advertise and promote the program, event or activity.
- ☐ The program, event or activity must be free and open to all CSU, Chico students.

### **ADDITIONAL RESTRICTIONS TO ACCESS THE STUDENT ORGANIZATION EVENT ALLOCATION FUND**

- ☐ Funding is capped at \$4,000 per event.
- ☐ Each program, event or activity is eligible for funding from only one AS source at a time.
- ☐ Funds are not allocated for the purpose of fundraising for your club or outside organizations.
- ☐ Any requested food must show that it is integral to the cultural and programmatic aspect of the program, event or activity and necessary for the it's success.
- ☐ Conference fees, retreats and expenses for travel outside of Chico are not eligible for funding.
- ☐ No compensation in the form of wages or honoraria may be paid to CSU faculty, staff or students.

- ☐ Funding for gift cards, alcohol, tobacco products, lottery tickets are strictly prohibited.
- ☐ Funding will not be provided for graduation celebration ceremonies.
- ☐ Funding will not be provided for water bottles or Styrofoam.
- ☐ A group or organization with an outstanding debt due to the AS (room reservations, catering, etc.) is not eligible to submit a proposal until the debt is cleared.

### SUBMISSION GUIDELINES

Your completed funding proposal packet includes:

- ☐ Student Organization Event Allocation Fund Proposal Form
- ☐ Detailed budget worksheet

Submission Steps:

1. Submit completed Student Organization Event Allocation Fund proposal to the Front Desk of the Wildcat Leadership Center located in BMU 220
2. Set up a 30 min. appointment with a Student Organizations and Leadership Education professional staff.
3. At the time of the meeting, if partial or full funding is allocated, students will be provided information regarding next steps in working with the AS in receiving funds.

### ADDITIONAL INFORMATION

- ☐ Requests can be approved for programs, events or activities taking place the following semester, including the fall semester of the upcoming academic year.
- ☐ For direct payment to performers, additional paperwork is required and may require meetings with AS career staff.
- ☐ Funding is primarily provided through reimbursement of expenses by valid receipt. We cannot advance money to the organizers.
- ☐ All reimbursement requests must be received by the Wildcat Leadership Center Front Desk on Friday of the spring semester finals week by 5PM in BMU 220.
- ☐ Approved programs, events or activities must include the 'partially funded by the AS' logo on all promotional materials.
- ☐ Approved programs must include 2 recognized sustainable practices within your event. (*Refer to [as.csuchico.edu/sustainability](http://as.csuchico.edu/sustainability)*)

### EVENT DESCRIPTION

Each proposal must include a typed response (on a separate sheet of paper) to the five (5) questions below. **Hand written responses to these questions cannot be accepted.** Be as detailed as possible supporting your proposal with factual information including budget estimates or costs.

1. Describe the program, event or activity you are proposing. This should include:
  - Target audience
  - Anticipated number of attendees
  - If there is a cultural or multicultural component to your event please describe.
  - Describe at least **2** ways you are incorporating sustainable programming practices in your effort.

2. When and where is the program, event or activity planned to occur (date/time/location/building)?
3. How do you plan to advertise?
4. Please provide budget outline and cost analysis. Example is provided.
5. What other funding sponsorships/resources have you sought or received? Please include any fundraisers your organization may be planning. If funding has been obtained from another source, please explain what expenses that funding will be used for.

### PROPOSAL COVER SHEET

Event Name:		
Event Date, Time & Location:		Total Amount Requested: \$  Verified By:
Student Organization:		
Event Organizer:		
Phone:	Email:	
Organization Advisor:		
Phone:	Email:	

### SAMPLE BUDGET WORKSHEET

**Use your budget worksheet to detail the expenses for your event, activity, or program. Please include written estimates where possible for the expense items you are requesting funding.**

Expense Description	Requested from AS	Paid by Other Sources
Event Supplies (Pens, Table Clothes)	500.00	
AS Catering	1200.00	
DJ Fees		300.00
Decorations		250.00
Advertising/Marketing	178.75	
Comedian	1,145.48	

Tech charges	175.77	
<b>TOTAL REQUESTED FROM AS</b>	<b>3,200</b>	
TOTAL FUNDED BY OTHER SOURCES		550.00
TOTAL EXPENSE OF EVENT	\$3,750.00	