



ASSOCIATED STUDENTS
SAN FRANCISCO STATE

POLICY STATEMENT #304
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AS FUNDING POLICY

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BACKGROUND AND PURPOSE

Associated Student (AS) Organization funding is to support San Francisco State students in their efforts to enhance campus life and learning. AS allocates a budget of \$100,000 each fiscal year (July 1st - June 30th) for events and activities that enhance the student experience as well as \$25,000 to cultural graduation celebration events that recognize the achievements and special traditions of historically underrepresented cultural groups.

AS funds are allocated on a first-come, first-served basis to all official Student Organizations recognized by Student Activities and Events (SAE) at San Francisco State University until the funds are exhausted.

AS strongly believes that student organizations are vital to our university's development and understanding of its diverse population. Thus, the funding policies are designed to:

- I. Ensure fairness and impartiality regarding funding allocation for all participating student organizations.
- II. Ensure that funds will be allocated to student organizations for events that will directly benefit current SF State students.
- III. Ensure that the funds will be used to educate and empower the campus community

FUNDING GROUPS

Group A: Organizations hosting cultural historical events for 10+ **consecutive** years and recognized by the AS Board of Directors.

Group B: Organizations **awarded** AS Funding for more than two **consecutive** years.

Group C: Organizations **awarded** AS Funding for one or two **consecutive** years.

Group D: Cultural Historical Graduation Celebration recognized by AS.

FUNDING TYPE

1. CULTURAL HISTORICAL EVENT FUNDING

Cultural Historical Events strive to educate and empower the campus community, regarding the diverse, cultural, political, social, and economic history of movements, and actions of social justice, with a special focus on historically underrepresented cultural groups.

For an event hosted by a Student Organization to be classified as a Cultural Historical Event, it must have been funded by AS for 10 or more **consecutive** years, been recognized by the AS Board of Directors, and be available at no charge to all SFSU students.

1. Cultural Historical Event status must be maintained by requesting funding from AS every year
2. In the event a gap year occurs the org may request funding the following year however only half of the maximum will be awarded. Funding will be restored to maximum the following year if funds are requested.
3. In the event of two (2) consecutive gap years, the organization may request funding under special events until they host their event ten (10) consecutive years to regain their Cultural Historical Status.

FUNDING maximum for Recognized Cultural Historical Events is \$4,000, which can be used for publicity, honorariums*, venue, insurance, security, hospitality, and supplies.

*Proposals for non-US performers must be pre-approved by the SFSU tax specialist prior to presenting to the Finance Committee due to the tax implications.

IMPORTANT: Associated Students will not be approving any new Cultural Historical Events until further notice.

2. SPECIAL EVENT FUNDING:

Recognized Student Organizations who host events on campus for all SFSU students to attend free of charge. Funds can be used for publicity, honorariums*, venue, insurance, security, hospitality, and supplies.

Special Event funding is awarded as follows:

- Group A: Max \$650
- Group B: Max \$2,500
- Group C: Max \$1,500
- Group D: N/A

3. OPERATIONAL FUNDING:

Operational Funds for operational use only (office supplies, business cards, club letterhead, and, printing).

- Group A: Max \$400
- Group B: Max \$400
- Group C: Max \$400
- Group D: Max \$200

4. Cultural Historical Graduation Celebrations:

Events funded to celebrate higher education accomplishments for underrepresented students. The Cultural Historical Graduation Celebration Fund is created to celebrate higher education accomplishments for underrepresented students. The following criteria must be fulfilled to qualify for Cultural Historical Graduation Celebrations:

- A. The event must be hosted by the organization that has Cultural Historical recognition by AS
- B. The event must be held during the Spring Semester from March to May for the fiscal Year.
- C. If there are 20 or more graduating students for the academic year then the maximum cap will be funded for the Cultural Historical Graduation Celebration. If there are less than 20 graduating students for the academic year then 50% of the cap will be funded.

FUNDING maximum for Recognized Cultural Historical Graduation Celebrations is \$5,000, which can be used for publicity, honorariums*, venue, insurance, security, hospitality and supplies.

*Proposals for non-US performers must be pre-approved by the SFSU tax specialist prior to presenting to the Finance Committee due to the tax implications.

WHAT IS FUNDED

1. **Performance/Speakers' Fees.** Funds may be used to pay an honorarium to a speaker, performer, or performance group.
2. **Facility Charges.** Funds may be used for room rental within the SFSU campus with the exception of Historical Events and Cultural Graduation Celebrations, which may be held off campus. Facility management charges for items such as tables, chairs, trash cans, etc; university police or security; and technician needs.
3. **Publicity.** Funds may be used for the printing of materials and the publicity of an event or activity funded by AS.
4. **Food/Catering.** Funds may be used to pay for food provided for the event/activity.
5. **Supplies.** Funds may be used for materials in conjunction with a specific activity/event, or for general office supplies for the operation of the club such as brochures, business cards, club letterhead, etc.
6. **Gift Cards.** Gift cards are funded as giveaways and must be awarded to SFSU students only. Organizations are allowed a max value of \$100 each fiscal year for gift cards. Each card must not exceed a 3max value of \$25.
7. **Equipment for Student Org's Regular Activities.** Equipment may be purchased to fulfill a student org's regular activities. This includes the purchase of electronic equipment used explicitly for the purpose of applied learning (we do not fund the purchase of laptops, iPads, etc.). Any equipment must be purchased using operational budget funding only.

WHAT IS NOT FUNDED

1. Purchase of alcoholic beverages.
2. Salary, stipends, or wages to organization officers, members, or SFSU students of staff.
3. Travel or travel related expenses for organization officers, members, or staff.
4. Office furniture, electronic equipment not explicitly used for the purposes of applied learning, or clothing items (such as club t-shirts, etc).
5. Direct donations to another entity or individual outside of the SF State campus.
6. Advertising or operation of events that take place outside of the SF State campus or Downtown SF State Campus.
7. Departments, lecturers, and/or materials related to the instruction of a course.

8. Department based graduation celebration events, since it is an event that is not open to all SF State students.
9. Registration, fees, tuition, travel costs, and/or other related charges for any course, seminar, instruction, and/or workshop that provides academic units.
10. Retroactive funding for an event that took place prior to funding being awarded.
11. Projects or equipment for national competitions, since organizations should seek funding from SFSU departments.

FUNDING GUIDELINES

Prior to Funds being approved:

1. Student Organizations must be officially recognized by SFSU Student Activities & Events.
2. Student Organizations must submit a funding request application via GatorXperience.
3. Submit an itemized budget plan identifying the total estimated cost and the amount requested AS Fund.
4. Be prepared to present your budget to the Finance committee:

- Requests up to \$650: The Finance Committee reviews the funding request proposal and has the authority to either approve or deny the request. The student organization is not required to present their event and budget unless clarification is required. If approved by the Finance Committee the request does not have to go to the Board of Directors for approval and the student organization will be contacted by the AS Student Org Coordinator to provide further guidance.
- Requests that are \$651 - \$1500: The student organization is required to present their event and budget to the Finance Committee. The committee has the authority to either approve or deny the request and does not have to go to the Board of Directors for approval and the student organization will be contacted by the AS Student Org Coordinator to provide further guidance.
- Requests that are \$1501 or more: The student organization is required to present their event and budget to the Finance Committee. The committee will then provide a recommendation to the Board of Directors for either approval or denial of the funding request proposal.

Once funds are approved by the Finance Committee, organizations must:

1. Meet with the AS Student Org Coordinator to review and/or complete:
 - a. SIGNATURE AUTHORIZATION FORM
 - b. The use of AS Logo on all printed material for any AS-funded event
 - c. How to utilize the Funded Dollars
 - i. Cash or checks will not be given to the Student Organization
 - ii. AS will pay vendors directly
 - iii. Reimbursements to student org representative must be pre-approved

VIEWPOINT NEUTRALITY

Associated Students of San Francisco State University does not fund student orgs or deny funding based upon viewpoints or ideologies expressed, communicated or associated with a student organization.

San Francisco State University Time, Place and Manner guidelines will be followed when AS funding is allocated to student organizations.

APPEAL PROCESS

Student organizations can appeal a decision which violates or does not comply with the viewpoint neutrality requirements by filing an appeal. The student organization has 15 days after receiving notification email about their funding decision. Such appeals must be in writing and state the reason the Student Organization believes the application was wrongfully denied or reduced. The appeal shall be limited to a question of whether the application was properly denied pursuant the policy or whether viewpoint or opinion played an impermissible role in the denial or reductions.

The AS Associate Executive Director or a designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than ten (10) business days of receipt of the appeal.