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Funding Code (2019 Version)

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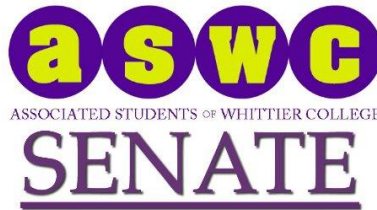
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FUNDING POLICIES

ARTICLE I: DEFINITIONS

- A. "Organization" shall refer to all clubs, social and honor societies, and student associations, as recognized by the Leadership Experience and Programs Office.
- B. "Request" shall refer to any request for funding from the Senate by eligible Organizations and shall consist of a proposal, or Funding Request Form, describing the Event and how it benefits the needs, interests, and concerns of the ASWC, including an itemized costs list, to be turned in to the ASWC Treasurer.
- C. "Funding" shall refer to funds allocated by the Senate.
- D. "Treasurer" shall refer to the ASWC Treasurer
- E. "Committee" shall refer to the Budget Committee.
- F. "Event" shall refer to any program or event being held by an Organization and for which a Request is being made.
- G. "Series" shall refer to a group of up to three closely related Events taking place within one semester.
- H. "LEAP" shall refer to the Leadership Experience and Programs Office.
- I. "ICC" shall refer to the Inter-Club Council.
- J. "ISC" shall refer to the Inter-Society Council.
- K. "DC" shall refer to the Diversity Council.
- L. "SAAC" shall refer to the Student Athlete Advisory Committee.
- M. "Senate" shall refer to the ASWC Senate.
- N. "College" shall refer to Whittier College.
- O. "EMS" shall refer to the Event Management System.
- P. "SJC" shall refer to Social Justice Coalition.
- Q. "AAC" shall refer to Academic Affairs Council

ARTICLE II: ELIGIBILITY

- A. Organizations must be officially recognized and registered by LEAP and in good standing with the ICC, ISC, DC, SJC, AAC, and/or SAAC.
- B. Organizations with negative account balances that submit Requests will not be taken into consideration until they regain full rights through LEAP to hold events or programs, or reserve campus facilities.

- C. Funding will only be considered for Organizations and Events open to all ASWC, excluding Honor Society initiations, unless decided upon by the Senate based on benefit to the College and the ASWC.

ARTICLE III: GENERAL RULES

- A. All Requests for Events must be made at least 14 days prior to the Event date, and in accordance with Article V, Section A.
- B. Requests made after the date of an Event will not be considered.
- C. Requests for events not registered with LEAP on the Campus Events Calendar (Events Management System) (events.whittier.edu) will not be considered.
- D. Funding will be in accordance with all ASWC Funding Policies.
- E. Organizations must post publicity in public areas as designated in the Poet Guide and the Whittier College Student Handbook.
- F. It is the responsibility of the Organization submitting the request to inform LEAP and the Treasurer of a change in date or location from the original request; failure to notify may result in loss of funding, at the discretion of the Senate.
- G. Any Organization or representative thereof that willfully submits fraudulent documentation may be denied ASWC funds, at the discretion of the Senate, and will be referred to the Dean of Students for alleged violation of the College Code of Student Rights and Responsibilities.
- H. Depending on the funds available, the Senate will attempt to allocate enough money to eliminate the need for an entrance fee. Any funds raised from an entrance fee must be returned to the Senate general account or the sponsoring organization risks its eligibility for future funding. Ticket prices must be stipulated in advance of the event.
- I. Funding is not allocated towards costs of costumes or equipment that cannot or will not be reused or available for re-use by future ASWC (see Article VI, Section C).
- J. Funding is not allocated to benefit guests of the ASWC; entrance fees must be charged or guests must pay amount according to expenses incurred and Funding Policies allocation.
- K. Organizations are encouraged to fundraise and find other sources of funding.
- L. Events which are part of a Series shall be considered individually for Funding.
- M. Committee recommendations are not binding; Funding is allocated based on approval by the Senate.
- N. A list of the amounts allocated will be made available to students, staff, and faculty of Whittier College upon request.
- O. All decisions for approval of Funding by the Senate are final, unless reconsidered by a two-thirds (2/3) vote of the Senate.

- P. Legislation may be fast-tracked, or first read and considered for funding on a single night, by a two-thirds (2/3) vote of the Senate.

ARTICLE IV: ACCOUNT DESIGNATION

- A. At the beginning of each semester, Program Board and the Constituent Bodies are allocated budgets according to the policies outlined in Article VIII Section B. of the Bylaws.
- B. On the first day of the third month of the semester, any remaining funds of the Low Budget Events Fund will be released back into the ASWC General Fund.
- C. Following the allocation of Program Board's budget, Constituent Body budgets, and the Low Budget Events fund, the ASWC General Fund shall be divided as follows:
 - a. Ninety percent (90%) of the ASWC General fund shall be reserved for general funding requests submitted by Organizations.
 - b. Ten Percent (10%) of the ASWC General Fund shall be allocated to the Operations Budget.

ARTICLE V: FUNDING PROCEDURE

- A. Submission of Requests before submitting a Funding Request Organizations must receive approval for the date(s) and location(s) of events on EMS / Campus Events Calendar for which Funding is being requested. The Funding Request and approval of the event on EMS / Campus Events Calendar must be completed by the stated deadline to be considered for Funding. Incomplete Requests will be considered with greater scrutiny.
- B. The Committee will not be responsible for Requests that are lost and/or late due to improper submission.
- C. With the advance approval of the ASWC Treasurer, the Committee will attempt to accommodate any organizations that are unable to have their Funding Request Forms ready by the stated deadline due to reasons deemed legitimate. The Committee will not consider requests if adequate information is not supplied in the submitted Request.
- D. Requests are treated on a first-come, first-serve basis within the deadlines designated below; it is to an Organization's advantage to submit any Requests as soon as possible and by the designated deadline
- E. Deadlines
 - a. Any event registered as a "Dance", regardless of amount and/or attendance must be submitted to be first read **before the second (2nd) Senate meeting** of the semester. If the request is submitted after the second Senate meeting of the Semester, it will need a two thirds (2/3) vote by Senators to be considered.

- b. All events requesting \$10,000 (ten thousand dollars) and above must be submitted to be first read before the **fourth (4th) Senate meeting** of the semester.
- c. All events requesting \$2500 (two thousand five hundred dollars) to \$9,999.99 (nine thousand nine hundred ninety-nine and ninety-nine cents) must be submitted to be first read **before the sixth (6th) Senate meeting** of the semester.
- d. All events requesting \$500.01 (five hundred dollars and one cent) to \$2499.99 (two thousand four hundred ninety nine dollars and ninety nine cents) must be submitted to be first read **before the tenth (10th) Senate meeting** of the semester.
- e. Any event requesting less than \$500.01 (five hundred dollars and one cent) may be submitted and first read at any time in the semester prior to, but not later, than two weeks before the event. Once the request is submitted, it will be first read when submitted and will have its second reading at the following meeting.
- f. JanTerm Event Deadlines
 - i. Any Events requesting \$500.01 (five hundred dollars and one cent) and above occurring during January Interim are subject to the same deadlines as their Fall Semester counterparts.
 - ii. Any Events requesting less than \$500.01 (five hundred dollars and one cent) occurring during January Interim may be submitted at any time in the Fall semester, and will not be voted on until after the second meeting in November.
- g. Any registered event must abide by the following definitions”
 - i. Any event historically having less than 300 (three hundred) students in attendance will be considered as a “Low Budget Event”;
 - ii. Any event historically having between 301 (three hundred and one) and 499 (four hundred and ninety-nine) students in attendance will be considered as a “Medium Budget Event”;
 - iii. Any event historically having more than 500 (Five hundred) students in attendance will be considered as a “Large Budget Event”.

F. The Approval Process

- a. After a Request has been received by the Treasurer, it will be submitted as a bill to the Senate and receive its first reading at the next available Senate session. 2. A member of the Committee may contact the Organization requesting Funding in order to discuss its Request.
- b. After Committee members have reviewed a Request, the Committee will make recommendation(s), based on the ASWC Funding Policies, to the Senate for approval.
- c. Any Request requires that a representative of the Organization present the details to the Senate at both the Event's First Reading and its Daily Calendar Consideration.
- d. A sample advertisement may be requested by the Senate. By bringing a representative advertisement or submitting one to the Committee, the Senate may increase the amount allocated to advertising for the event.
- e. The Committee shall provide a written response to the Organizations requesting Funding within two weeks of the Senate's approval; the Senate reserves the right to table requests for further research or discussion.
- f. Only Organizations officially registered through Whittier's LEAP Office can make funding Requests.
- g. Any Request requires that an Organization's Event be posted online through Whittier Event Management System (EMS).
- h. No retreats, conferences/ conventions, airfare, or related event fees will be considered for funding.

G. The Disbursement Process

- a. Funds will remain in the Senate's General Account until they are needed to pay for an Event.
- b. Organizations should plan well ahead and contact the Treasurer at least two weeks before an advance check is needed to ensure that the Business Office will have the check ready in time for an Event.
- c. A Student Account Financial Transaction Form is to be completed and signed by the Treasurer and/or the LEAP Director upon presentation of the original and itemized receipt(s), signed contract, signed W9, and/or invoice of expenditure. The aforementioned documents must be attached to the Student Account Financial Transaction Form for processing by the Business Office. Copies of all the aforementioned documents shall be kept for records of the Treasurer and the LEAP Director.
- d. If within three weeks after an Event's scheduled date, no action has been taken by members of an Organization to present documentation for the Event's

expenses, the Committee will assume that the Event either did not occur or occurred without need of Funding and, accordingly, the funds allocated for that Event shall return to the General Body Fund for reallocated.

- e. Organizations must follow the itemization approved and cannot redistribute funding for an Event without returning to the ASWC Senate for reconsideration (i.e. if you are allocated \$50 (fifty dollars) for decorations you are not authorized to spend it on food instead).
- f. Organizations that spend over the amount allocated will be responsible for the overage costs.
- g. It is the responsibility of the Organization to turn in the necessary documentation for reimbursement on time and according to itemization.

ARTICLE VI: FUNDING POLICIES

A. Events

- a. The Senate will fund a maximum of \$10 (ten dollars) per student for bowling excursions, miniature golf, and other related participatory activities.
- b. The Senate will fund a maximum of \$20 (twenty dollars) per student for concert, theme park, theatre tickets, and other entertainment events.
- c. ASWC funds allocated for speakers or live musical entertainment (Comedian, Professional Musicians signed with a musical company and has his/her own original works of art) will not exceed \$1,500 (one thousand five hundred dollars) per event, not including traveling or lodging expenses, unless decided upon by the Senate based on background and benefit to the College.
- d. The maximum amount to be funded for a professional DJ (as defined by DJ Application Form) is \$500 (five hundred dollars). A maximum amount of \$250 (one hundred dollars) will be allocated to a non-professional student DJ (as defined by the DJ Application Form).
- e. For any event historically having more than 500 (five hundred) students the maximum amount to be funded for DJ Equipment (turntable, mixers, etc.), Lighting Equipment, and Audio Equipment (speakers, subwoofers, etc.) is \$1,000 (one-thousand dollars) for each type of equipment.
- f. For any event historically having between 301 (three hundred and one) and 499 (four hundred and ninety nine) students the maximum amount to be funded for DJ Equipment (turntable, mixers, etc.), Lighting Equipment, and Audio Equipment (speakers, subwoofers etc.) is \$700 (seven-hundred dollars) for each type of equipment.
- g. Any event historically having less than 300 (three hundred) students the maximum amount to be funded for DJ Equipment (turntable, mixers, etc.),

Lighting Equipment, and Audio Equipment (speakers, subwoofers etc.) is \$500 (five-hundred dollars) for each type of equipment.

B. Venues

- i. The Senate will allocate a maximum of \$4000 (dollars) for an off-campus venue. The Organization must list what is included in the venue cost (i.e. security, bartender, etc.) in the funding request.
- ii. For any Large event, the maximum amount to be funded for a stage and/or trust system is \$2,000 (two thousand dollars). For any Medium and Small event the maximum amount to be funded for a stage and/or trust system is \$500 (five hundred dollars).

C. Catering

- i. The Senate will allocate a maximum of \$10 (ten dollars) per expected person for meals.
- ii. The Senate will allocate a maximum of \$4 (four dollars) per expected person for snacks and desserts.
- iii. For all events during which food will be provided, Organizations shall be required to request food from Bon Appétit. Outside food will only be allowed at events with the explicit permission of the Bon Appétit General Manager.

D. Marketing/Publicity

- i. The Senate will allocate a maximum of \$50 (fifty dollars) per low budget event for decorations, \$75 (seventy-five dollars) per medium event for decorations, and should allocate \$200 (two hundred dollars) per large event for decorations.
- ii. The Senate will fund publicity for Events organized by Organizations such as printed flyers, banners, etc., at a rate of \$20 (twenty dollars) per low budget event, \$30 (thirty dollars) per medium event, and \$50 (fifty dollars) per large event.

E. Transportation

- i. The Senate will allocate an amount per mile in accordance with College policy to reimburse ground transportation; mileage must be calculated.
- ii. The Senate will fund a maximum of \$650 (Six hundred fifty dollars) per event for transportation used for the purpose of shuttling students with high capacity vehicles, where high capacity vehicles are defined as those which carry 12 or more persons.

F. Social Societies/Honor Societies

- i. Social Societies may be allotted up to \$150 (one hundred fifty dollars) to each society for their open houses (or rushes) in the fall semester.

- ii. Honor Societies may be allotted up to \$150 (one hundred fifty dollars) per academic year to go toward their initiation dinners.

G. Campus Safety

- i. The Senate will fund the amount requested for Campus Safety within the means to run the event regardless of the category of the event.

H. Misc.

- i. The Senate will be open to volunteerism projects.
- ii. Equipment, costumes, and uniforms: Equipment purchased with ASWC Funds becomes the property of the ASWC and must be returned to the Senate after the event for which it is used. All equipment will be stored and managed under the supervision of LEAP, and all student Organizations may request to use it. Students are to sign out equipment and be held accountable for returning them to LEAP. Failure to return the equipment in a timely manner is a violation of ASWC Funding Policies and will be dealt with according to the rules below:

1. The item will be charged to the given organization's account and the violation will be filed with the organization's account balance history and taken into consideration in the future fund allocation processes.
2. Exceptions will be made for personal items that cannot be returned, such as athletics t-shirts, make-up, et cetera.

- iii. Any newly recognized club/organization having gone through the procedures determined by the LEAP Office and having been approved through Inter-Club Council may be given a maximum one-time 'start-up' allocation of \$150 (one hundred and fifty dollars) to be transferred to the budget account of the newly recognized club/organization.

1. Reinstated organizations would not be eligible for start-up allocation unless they have been unregistered/dormant 1 or more consecutive academic years.

I. ASWC funds will **not** be used for any of the following purposes:

- i. The hiring of legal counsel for any purpose.
- ii. Student airfare, competition fees, conference fees and/or meeting fees and similar event fees.
- iii. Events used as fundraisers for student groups.
- iv. Community service or charitable organization donations.
- v. Organization retreats, defined as overnight planning meetings, with the exception to the bi-annual Senate retreat, which will draw funds from the Executive Budget.

- vi. Conference, convention, or similar event fees.
- b. Gifts or giveaways (excluding honorariums)

Revision dates:

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April 2013
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May 2014
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