

# I LEAD

## University Funding Board AIC Handbook

2022 – 2023

Student Activities & Leadership Development

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\*All organization funding amounts and limits are subject to change based on UFB’s yearly allocation. Any changes in totals will be announced at the beginning of the academic year once UFB receives their yearly allocation. 1

## *Letter from the External Vice President*

Dear Student Organization Leaders,

As bearcats, we are given many resources and opportunities that shape our collegiate experiences and, ultimately, our lives. The Office of Student Activities & Leadership Development continuously facilitates the framework for this outstanding Bearcat experience consisting of student involvement, passion, and pride.

I would like to congratulate and thank you for stepping up and becoming a student leader at the University of Cincinnati. I am excited to see what you can do for yourself, your organization, and the university as a whole during your time here.

As a branch of the Undergraduate Student Government, the University Funding Board is made up of a representative group of UC students who work alongside SALD staff to ensure that your organization is able to accomplish its goals. The board itself provides several resources to student organizations, such as office hours, RESET education, and advice to organization leaders.

UFB exists to work with your organization and assist you in your successes. We take immense pride in being able to be part of your experience with our ability to foster, fund, and promote your initiatives on campus and around the country.

We model ourselves after SALD and share their core values of:

Inclusive Community  
Leadership  
Engagement  
Advocacy  
Discovery

With these pillars in mind, I would like to personally wish you the best of luck in the upcoming year. Please do not hesitate to contact me with any questions, concerns, or comments you may have this year. I look forward to working with you to help this university grow and succeed.

UFBest,

Rohan Desarapu

[ufb@mail.uc.edu](mailto:ufb@mail.uc.edu) | [desararn@mail.uc.edu](mailto:desararn@mail.uc.edu)

## *About University Funding Board*

The University Funding Board (UFB) is a group of diverse students responsible for ensuring that student organizations are able to get the funding they need to further their purpose and enhance the Bearcat experience in various ways. The purpose of UFB is to allocate the portion of the general fee money that it is granted by the Board of Trustees, who receive suggestions from the SACUB to the undergraduate and university student organizations that promote interaction and awareness through programs that serve to directly benefit the entire student body. UFB is a branch of Student Government.

UFB has several responsibilities, including working with other branches of Student Government, such as the Student Activities Board and Student Senate. UFB shall consider all budgets and funding requests of approved student organizations registered with SAB. UFB ensures that organizations granted funding are holding and attending events that promote interaction and increase awareness among the student body and evaluates the allocated funds according to the UFB rules and procedures as established in the Criteria Governing the Allotment of Funds (Criteria). The Criteria are submitted to the Student Senate for approval yearly.

UFB shall develop rules and procedures governing the:

1. Submission of budgets and funding requests;
2. Accounting and auditing procedures; and
3. Purposes for which money may be allocated.

UFB is one of the main components of the Office of Student Activities & Leadership Development (SALD). The mission of SALD is to promote and guide purposeful student engagement, foster a sense of community, and provide opportunities for student growth and leadership development. We aspire to create an inclusive environment that celebrates diversity and enhances our students' ability to become global citizens.

Values: Growth, Community, Learning, Diversity, Integrity  
Motto: Develop as a Leader, Grow as a Person.

## *Contact Information*

### UFB CampusLINK Page

Student organizations should refer to the [UFB CampusLINK page](#) for information, office hours, forms, etc. Most forms can be downloaded from the website.

### Office Hours

Office Location: Student Government Office – Steger Student Life Center, Room 655.

UFB offers office hours as a service to address questions you may have about the budget request process. We love to help you! We can check your budget and advise you on how it adheres to our criteria. We will recommend any changes that we feel will help the budget get approved, including securing additional documentation.

Consulting a UFB member prior to submitting a budget is highly encouraged; however, any consultation provided by members of UFB, their advisor, or any person associated with UFB is only advice. In no way should consultative advice be taken as a binding agreement on the board's behalf, as final decisions on funding allotment are always a board decision.

Office hours are posted on the [UFB CampusLINK page](#) and in the Student Government Office. If you cannot make one of the scheduled hours, you are encouraged to contact any UFB member to schedule an appointment. AIC organizations can contact the external vice president directly to schedule an appointment.

### 2022-2023 University Funding Board Executive Board Members

Yusuf Alam, [alamyf@mail.uc.edu](mailto:alamyf@mail.uc.edu) President

Pukhraj Vangani, [vanganpj@mail.uc.edu](mailto:vanganpj@mail.uc.edu) Internal VP

Rohan Desarapu, [desararn@mail.uc.edu](mailto:desararn@mail.uc.edu) External VP

Nandia Kulkarni, [kulkarnn@mail.uc.edu](mailto:kulkarnn@mail.uc.edu) Treasurer

Abhishay Subramanian, [subramay@mail.uc.edu](mailto:subramay@mail.uc.edu) Secretary

Abraar Huq, [huqaa@mail.uc.edu](mailto:huqaa@mail.uc.edu) Senate Representative

### The AIC/UFB Student Liaison

The student liaison is the External Vice President of UFB. This student is responsible for communicating with AIC organizations and UFB members about policy and procedures. AIC members are encouraged to contact the liaison with any questions and concerns.

Contact: Rohan Desarapu ([desararn@mail.uc.edu](mailto:desararn@mail.uc.edu))

### UFB Advisor, SALD Program Manager

Rachel Boote, [booter1@ucmail.uc.edu](mailto:booter1@ucmail.uc.edu)

## Financial Administrators

The financial administrators review and approve purchase requests and make payments for approved funds. The financial administrators cannot advise on how to fill out budgets – please see UFB members for assistance.

The financial administrator who supports AIC finance is Patty Speed, [speedp@ucmail.uc.edu](mailto:speedp@ucmail.uc.edu)

## *Important Dates for AIC Organizations*

- 9<sup>th</sup> Friday of the Spring semester is the deadline to submit budget proposals for the next academic year.
- 11<sup>th</sup> – 13<sup>th</sup> Thursday of the Spring semester will be held for AIC budget presentations.

The following dates are important for your organization to keep track of:

**March 10, 2023:** AIC budget requests for 2023-2024 are due by 5:00pm

**March 30 & April 6:** AIC budget presentations

**May 15, 2023:** Spending Deadline. All purchase requests must be approved by the organization treasurer and advisor by this date to be processed.

## *Helpful Tips*

1. ***Be prepared.*** It will take a lot more time to build a budget from scratch during an office hour than to bring your information and documentation with you.
2. ***Be proactive.*** You should begin building your budget as early as possible, and organizations have the most ease and success when they work with UFB from the beginning of the process. Budgets must be heard at least 14 days before the event occurs but can be heard months in advance if prepared early.
3. ***Be educated.*** As a leader, you are responsible for completing any required trainings and all the material in this document (deadlines, rules, etc.).

Notice of liability: UFB is not liable for any missing documentation after the organization has been notified or the denial of a budget. We offer our best advice to organizations but are subject to and defer to the funding criteria to approve or deny budgets.

## *Student Organization Responsibilities*

The responsibilities listed below should be considered guidelines and not a complete listing of organization duties. Anything pertaining to the relationship between UFB and the individual organization is the responsibility of the organization's treasurer and president. Each organization must elect, appoint, or designate a treasurer and president to perform the following duties:

- A. Complete the RESET process each academic year.
  - a. If you have officer elections in the middle of an academic year, **the new president and treasurer are required to complete the RESET process** as well.
  - b. All treasurers are required to complete mandatory treasurer training as part of RESET.
- B. Manage all funding available to your organization in partnership with your advisor.
  - a. You are accountable for any overspending and will owe the university money if this occurs.
- C. Request funding using the CampusLINK online budget submission system
  - a. Only officers who have completed RESET may submit budget requests. RESET prepares you to know how to complete and submit a budget, but please do not hesitate to ask UFB members to help you during their office hours (see [Office Hours](#))
- D. Make sure your organization **submits all documentation and funding requests by the required deadline**, these are hard deadlines and exceptions will not be made.
- E. Once a budget is approved, it is your responsibility to follow through on the purchase request process and work with a financial administrator to spend approved funds.
- F. **All Purchase Requests must be approved by your organization's treasurer and advisor** to be processed. This is done online through CampusLINK.
- G. Inform other members in your organization about UFB policies, procedures, expectations, and other regulations and ensure all organization events follow these requirements.

## *Important Information Regarding Changes in Policy*

Please note: Policies and procedures are subject to change based on changes with UC policy and/or policies within SALD. Please consult [UFB's CampusLINK Documents](#) for the most recent UFB Funding Handbook.

# *University Funding Board Criteria for AIC Funding 2022-2023*

**Purpose:** The University Funding Board (UFB) serves as the financial backbone for the undergraduate student body by enhancing the Bearcat experience through educational value and positive community engagement. We function to equitably allocate the general fee to approved organizations to foster a diverse and inclusive environment through events and essential investments.

## Eligibility for Funding

An Academic Intercollegiate Competition (AIC) organization is defined as an organization that participates in valid academic (non-athletic) intercollegiate competitive events. To become recognized as an AIC organization, officers should reach out to the External VP of UFB.

### Organizations eligible for AIC funding:

- A. Must be a registered organization with the Student Activities Board (SAB) via CampusLINK and remain in good standing with SAB and the university.
  - a. An AIC organization is defined as an organization that participates in valid academic (non-athletic) intercollegiate competitive events.
- B. Newly formed RSOs and AIC groups must wait two (2) weeks after SAB approval before receiving any funding.
- C. Any registered organization planning an event open to all students is eligible to request UFB budget funds.

### Organizations not eligible for AIC funding:

- A. Any organization that does not have an elected president and treasurer
- B. Any organization that receives a consistent allocation from other areas of the general fee
- C. Any organization that has outstanding bills with the university and/or one of its offices/partners.

## Membership

Students participating in an AIC organization must be registered UC students currently enrolled in more than six credit hours and in good standing with their colleges. All students must be given the opportunity each semester to try out for or join an AIC organization.

## General Funding Guidelines

- A. All budget requests must align with the organization's primary purpose/mission as registered with SAB.
- B. Organizations must use the online CampusLINK system to submit the budget request.
  - a. Budget and purchase requests can be found in the Finance tab of the organization's CampusLINK page.
  - b. Budget and purchase requests must be submitted by a student officer of the organization that has completed RESET.

## Description of Funds Available to AIC Organizations

Every Spring semester, AIC organizations are eligible to request funds for the upcoming academic year. The academic year is defined as Fall through Summer semesters. The maximum allocated amount for each AIC organization in an academic year will be \$10,000. Allocations are based on a tier system and rubric found on the [UFB CampusLINK page](#).

Please review the [University Funding Board Criteria](#), [Items Not Funded Per University Policy](#), and [Items Generally Not Funded by UFB](#) when preparing annual budgets and submitting purchase requests for allocated funds.

### Items Not Funded Per University Financial Policy

- A. Anything in violation of university policies (alcohol, weapons, controlled substances, etc.)
- B. Items for personal use and items for non-university purposes
- C. Honoraria for current University of Cincinnati students, faculty, staff, administrators and alumni that have graduated within the past 2 years
- D. Honoraria for family of members of the student organization requesting funding
- E. Goods and services including software or hardware requiring an agreement to be signed
- F. Fundraising or seed money; this includes any item that will be sold in a fundraising event (e.g., loans, bake sale supplies, etc.)
- G. Donations to charitable organizations
- H. No rewards cards (e.g., Kroger Plus, Amazon Prime, hotel rewards programs, etc.) can be used with any purchases made using university money either directly or through reimbursement
- I. Purchases and reimbursements through mobile payment systems (e.g., Venmo, PayPal)
- J. Gift cards and/or
- K. Any purchase not made in US dollars

### Items Generally Not Funded by UFB

- A. Per Diem costs for competitions. This includes any kind of food costs that students might incur. Students are not permitted to use university funds on per diem food costs
- B. Any item deemed excessive by UFB and/or not fully justified by the organization to be essential to the primary purpose, operations or programming of the organization
- C. Any student participating in an on or off-campus program for monetary prizes (with the exception of AIC organizations)
- D. The cost of shipping cannot exceed half the cost of all items being purchased
- E. Programming events centered on social entertainment that lack sufficient educational value and are not accessible to the student body
- F. Web conferencing subscriptions (e.g., Zoom)

***All purchases must also align with the regulations set forth by the University of Cincinnati. This list is not exhaustive and is subject to change.***

## Preparing an AIC Budget Request

### General Information for AIC Budget Requests

- A. Requests for the upcoming academic year must be submitted via CampusLINK by 5pm on the 9<sup>th</sup> Friday of the spring semester.
- B. Your CampusLINK submission will serve as your proposal and consist of your organization's presentation and budget breakdown.
- C. If an organization does not submit an electronic budget submission via CampusLINK they will not be allotted funds for the next academic year.

### Important Resources

All AIC documents can be found on UFB's CampusLINK page under the Documents tab.

[How to Submit an AIC Budget Request](#)

[AIC Budget Spreadsheet](#)

[Model Presentation](#)

[AIC Funding Rubric](#)

### Budget Spreadsheet

The budget spreadsheet should be submitted through CampusLINK and describes the organization and the organization's needs in the upcoming year. The budget spreadsheet template and what to include can be found on UFB's CampusLINK page. Additionally, it should summarize the listed information below:

- A. Competition and/or registration fees
- B. Transportation
- C. Hotels/Lodging
- D. Equipment/Supplies
- E. Co-Sponsorships
- F. Donations
- G. Other

### AIC Presentations

- A. All AIC budget submissions must be presented to UFB between the 11<sup>th</sup> and 13<sup>th</sup> Thursday of the Spring semester.
  - a. Presentations will be dedicated to these two weeks with additional time during the third week allotted on an as-needed basis.
  - b. Organizations will be notified of their presentation date and time at least one week in advance.
- B. Each organization will be given 10 minutes to present and five minutes to answer questions from UFB.
  - a. Any time not used during the presentation will go toward the time for questions.
  - b. The External Vice President or designated board member will notify presenting organizations of the time they have remaining throughout their presentation.
- C. Organizations must be present five minutes prior to their slated time slot.
- D. After each organization has presented, UFB will go into a closed meeting. AIC organizations and non-UFB members will be asked to leave.

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- a. During this time, UFB members will discuss proposals and presentations to produce a final slate to be voted on that night.
- E. Organizations are welcome to use pictures and videos, bring devices displaying progress, demonstrate performances, etc. within their presentation. These tools serve to increase the board's understanding of the group as well as its' goals and purpose. A better understanding of the group leads to a more educated allocation from the board.

### Presentation Criteria

All presentations should be submitted through CampusLINK and summarize the following:

- A. Past competitions, performance at competitions including any awards received, and expenditures from the current academic year and any data from previous years.
- B. Areas of the rubric include membership growth, involvement opportunities, presence on campus, leadership development, previous allocation, past success, and external funding.
  - a. The rubric is located on the UFB CampusLINK page under AIC Documents.
- C. New competitions/events, additional costs, and reasons for attending additional competitions/events
- D. Justification for increased funds for materials or events.
  - a. Organizations that have shown clear improvement rubric changes may receive an increase in fiscal allocation.
  - b. Organizations that are requesting funds for the first time may not receive the full amount until competition performance or holistic development is showcased throughout a complete academic year.
- E. Any external fundraising efforts including corporate sponsorships.

### Allotment of Funds

- A. If available, a variable amount of AIC funds will be held by the board and not allocated at AIC hearings.
  - a. These funds will be held as an appeal line for unexpected expenses throughout the academic year (e.g. a new AIC organization, an organization that advances to another round of competition, etc.)
  - b. A group that does not receive funding during the spring hearing will still be eligible for appeal funding.
  - c. In the case that an organization unexpectedly exhausts their annual funds, they will be allowed to apply for additional funding.
  - d. This amount may change at the discretion of the board and based on the total amount UFB receives from the University for AIC funds.
- B. Organizations will be notified of their allocation by the start of the next academic year.
- C. Organizations may start spending their allocated funds on the first day of the Fall semester and once they have completed annual organization re-registration.
  - a. Early spending exceptions should go through the Program Manager for SALD.

### Appeal Process – Additional Funding

- A. In the case that an organization unexpectedly exhausts their annual funds, they will be allowed to apply for these funds on an as-needed, first-come, first-served basis.

- B. Proposals for additional funding will be constructed similarly to an annual proposal including their previous budget to justify further funding.
- C. Organizations will be required to give a presentation to the board explaining why they are requesting additional funding.
  - a. Organizations will be given 10 minutes to present and five minutes to answer questions from UFB.
- D. Requests for additional funding will be arranged by contacting the External Vice President who will send relevant information and schedule the presentation.

## Accessing Funds/Purchase Request Process

To access approved funds, organizations must create a purchase request through the Finance tab of the organization's CampusLINK page. All purchase requests should be submitted and approved by your treasurer and advisor at least 10 days prior to your event.

### [How to Submit a Purchase Request](#)

Once a purchase request has been submitted, organizations will work with a financial administrator to make the purchase in one of two ways:

### University Purchasing Card

- A. Student organizations have the option of using a Financial Administrator's University-issued purchasing card to make necessary purchases and book travel on behalf of their organization.
  - a. Depending on the purchase, organizations may be required to be present (in-person, phone, video call) at the time the purchase is made.
- B. The University Purchasing Card cannot be used to make purchases with sales tax. It is the responsibility of the student organization to provide their vendor with the UC Tax Exempt Form to have tax removed on items prior to purchase.
  - a. Any purchase made from Dominos, Kroger, Walmart and Target will need to go through the reimbursement process. No tax will be reimbursed.

### Reimbursement

- A. Student organizations can make purchases using an individual's credit or debit card and receive reimbursement by completing the following steps:
  - a. Submit a purchase request with the category set to Reimbursement
  - b. **Purchase requests must be approved by the organization treasurer and advisor BEFORE any purchases are made with personal funds.** Failure to submit a purchase request and get approval for purchase may result in not getting reimbursed.
  - c. Once the purchase is made, complete the [Organization Reimbursement Request](#) on CampusLINK including the following information:
    - i. Itemized, paid receipts and a screenshot of the transaction including the vendor/item name, date of purchase and transaction total
- B. **All reimbursement requests must be submitted within 15 days** following the purchase to receive reimbursement.
  - a. Per University of Cincinnati policy, any receipts older than 30 days will not be accepted for reimbursement.

## Funding Criteria

### Documentation

- A. All expenses included within the budget request must be justified by supporting documentation that is submitted via CampusLINK.
  - a. If the documentation provided shows a higher price than that of the line item, then the line item can be adjusted during the meeting only if approved by a member of the organization.
  - b. Text messages will not be accepted as documentation.

### Advertising

- A. If requesting funds for advertisements, a copy of the advertisement must be included.
- B. For food and beverage events, a flyer indicating food is available or a list of attendees is required documentation.

### Food and Beverages

- A. Generally, funds for food and beverages should go towards UC students. However, funding for non-UC students will be left to the board's discretion. This decision will be determined based on how closely the event aligns with the organization's mission and/or purpose.
- B. All service, delivery, and wait staff charges are to be included in the "Other" line item.
- C. If food will be provided at the event, organizations must provide an advertisement for the event indicating the availability of food.
- D. If you are hosting your event in an exclusive catering location (TUC, Stratford Heights, CRC, or Steger) you will need to work with Conference and Event Services to ensure you are following their guidelines.
  - a. If you are hosting an event in one of these buildings and Classic Fare does not offer the menu you're looking for, you can submit a Food Waiver Request Form.
  - b. The food waiver does not include beverages. Organizations will need to place a water bottle order in the amount of people attending with Classic Fare Catering.
  - c. Please contact Classic Fare Catering (513-556-3135) to receive your 50% student organization discount and invoice. You may include beverage cost in your event budget request at no impact to your organization's \$5,500 budget cap.
- E. See [Conference Registration Article B](#) for food at conferences.
- F. See On-Campus Events, Off-Campus Events, and Essential Investment Funds Article A for food at off-campus events.
- G. See [Performer & Performer-Related Expenses Article E](#) for food for performers.

### Hosting Competitions

- A. Competitions must align with the mission of the AIC organization.
- B. AIC organizations that wish to host competitions may request up to \$5,500\* within their annual request.
- C. Organizations are permitted to charge non-UC students/teams registration fees as a means to cover the cost of hosting only. This should be done with the assistance of SALD.

\*All organization funding amounts and limits are subject to change based on UFB's yearly allocation. Any changes in totals will be announced at the beginning of the academic year once UFB receives their yearly allocation.

## Transportation

- A. All student group travel requires a [Travel Authorization and Roster](#). This document should also be uploaded in a budget request including travel costs.
  - a. At least 51% of students traveling must be undergraduates as verified by the travel roster and organization roster on CampusLINK.
  - b. In the event the travel roster changes, organizations must provide the Program Manager and financial administrator with an up-to-date copy prior to departure.
- B. For funded student travel more than 100 miles from UC's Uptown West Campus, organizations must utilize UC Transportation.
  - a. To rent a vehicle, organizations must:
    - i. Contact the University's AAA agent at 513-762-3200
    - ii. Let the agent know that they are renting vehicles as a student organization through SALD.
    - iii. Receive a confirmation and itinerary to be uploaded as documentation in their budget request submitted at least 14 days prior to travel.
    - iv. Budget and purchase requests must be approved prior to travel or the rental will be cancelled.
  - b. For more information on student organization travel and vehicle rental, refer to the [Student Organizations website](#).
  - c. Exceptions to travel radius are determined by Student Activities and Leadership Development (SALD).
- C. If an organization requests gas reimbursement, a cost of \$0.25 per mile traveled will be assigned for UC vehicles.
- D. For transportation services such as Uber and Lyft, UFB will honor the highest estimate provided by the service per documentation.
- E. Citations and other violations are the responsibility of the funded organization.
- F. UFB will fund airline tickets on a case-by-case basis when it is safer and more cost-effective for organization members. A meeting with the UFB advisor is required to be considered for air travel funding. Selected flight information is up to the discretion and approval of the UFB advisor and SALD financial administrators.
- G. Any request involving international travel must be approved by UC International before funds can be allocated.

## Conference Registration

- A. All conference funding requests (in-person and virtual) must include:
  - a. An agenda to support the educational value of the event.
    - i. If the current year's agenda has not been published, a previous year's version will be accepted.
  - b. A [Travel Authorization Form & Roster](#)
    - i. A minimum of two-thirds (2/3) of members attending must be undergraduate students.
    - ii. Funding for conferences cannot be used for individuals not currently enrolled at UC at the time of the conference (ex. If graduating in Dec. 2022, you cannot attend a conference in Feb. 2023)

- B. UFB will not fund food for students at conferences. However, if an organization cannot opt out of a cost for meals included in the conference registration, no deduction from the registration line item will be made.

#### Hotel/Lodging

- A. Incidental charges are the responsibility of the funded organization.
- B. Lodging may not be purchased through third-party sites (e.g., Expedia, Travelocity, etc.).
- C. Organizations are responsible for all follow-ups on hotel payment authorizations and will be provided with steps regarding follow-up when making payments with the financial administrator.
  - a. Organizations are responsible for making sure their bill is tax-exempt when checking out of the hotel and can find all related tax-exempt forms on the Office of the Treasurer website. Any tax charged to the organization is the responsibility of the organization to cover.
  - b. If an organization is having rooms held before coming to see the financial administrator, they must include the financial administrator in the email to ensure receipts are received in a timely manner.

#### Co-Sponsorships

- A. Co-sponsorship requests should be submitted as follows:
  - a. Each organization involved must submit a separate funding request with the same event name and indicate in the title that the budget is a co-sponsorship.
  - b. Each organization will request specifically for the funds they intend to cover for the event in their individual budget.
- B. If the co-sponsoring organization is not UFB-funded, documentation of commitment to co-sponsor must be provided.
- C. The purpose of the event must align with the purpose of each co-sponsoring UFB funded organization.
- D. More than one (1) organization may apply for funding for organizations attending the same conference.

#### Performer & Performer-Related Expenses

- A. Funding requests for events based around a performer/speaker, that is not a member or advisor of the organization must include the following:
  - a. Written documentation of the performer's intent to attend.
  - b. Credentials for how the performer fits with the event and the purpose of the organization (e.g. resume, CV, biography, etc.).
  - c. For career fairs and similar events, in place of intent and credentials of the specific company representative that will be attending, credentials of the company and any sort of confirmation of attendance from the company are acceptable.
  - d. Request for honorarium by speaker and official invoice from speaker.
  - e. These requirements still apply if the performer is a UC student.
  - f. These requirements apply for all speaker-related events, regardless of honorarium requests.

- B. Funding requests for events based around performances or speeches given by organization members and/or advisor(s) must include the following:
  - a. Names of the members and/or advisor(s).
  - b. Credentials for how the members and/or advisors(s) fit with the performance and event.
- C. For performer transportation, organizations may assign \$0.55 per mile for gas expenses.
- D. Airline tickets for speakers or performers may not be purchased through third-party sites (e.g.: Expedia, Travelocity, etc.).
  - a. Vehicle rentals for non-UC students cannot be funded.
- E. Per-diem costs and honorarium for performers will be funded only if requested by the performer in the form of an official invoice.
- F. Anything not explicitly stated as honorarium in documentation will be included in “Other Performer Related Expenses.” This includes hotel/lodging costs.
- G. See “Items Not Funded” for honoraria for UC-affiliated performers and family members.

#### Facility & Equipment Rentals

- A. All costs associated with security must be requested under the Facility/Equipment Rental budget line item.

#### Automatic Deductions

- A. Organizations that fail to do the following tasks will not receive funding:
  - a. Failure to submit requests via CampusLINK for the upcoming academic year by 5:00pm on the 9<sup>th</sup> Friday of the Spring semester.
    - i. Budgets received after the deadline will not be accepted.
  - b. Failure to complete the annual RESET process and be approved by SAB.
- B. If an organization is allotted funds and does not participate in competitions or use their funds, their allocation for the following year may be revoked.
  - a. Extenuating circumstances will be taken into consideration and will be dealt with on a case-by-case basis.
- C. In the case that an organization does not use all their allocated funds by the end of the fiscal year, the organization must notify the External Vice President and SALD Program Manager with an explanation of why funds were not used. Such cases may result in the deduction of the following year’s allocation.

#### Audits and Sanctions

- A. Any organization found to have exceeded their budget, forged documents or signatures, or to have purchased any item with AIC or UFB funds without explicit approval could have their funds frozen for a determined amount of time, be suspended, and/or will be ordered to repay the funds. Any of the above infractions may lead to proceedings with Judicial Affairs which can be outlined in the Student Code of Conduct
- B. UFB reserves the right to audit any organization for any reason. Organizations found to have infractions will be reported to Student Activities & Leadership Development for further review.