

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY

2019- 2020 BUDGET LANGUAGE

APPROVED USES OF STUDENT BODY ORGANIZATION FUNDS. The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students who wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.

ALL A.S. FUNDING

All A.S. funded areas are responsible for reading and following items #1-9 in addition to their respective section (Program or Grants).

1. **Food** purchases must be an integral part of the event - **not the sole purpose** of the event. Only University approved vendors may cater or deliver food on campus.
2. A.S. is committed to making **environmentally and socially responsible purchases** with A.S. funds. Program Budget Administrators will explore environmentally and socially responsible purchase options, and when feasible, choose the environmentally and socially responsible option. Avoiding purchasing balloons, glitter, glowsticks, and other decorations that can have a negative impact on the environment once disposed.
3. A.S. funds **shall not** be used:
 - a. **to endorse an A.S. elections candidate** (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate.
 - b. **to endorse candidates**, coalitions, or recalls during a non-A.S. election.
 - c. **to support or oppose any candidate for public office**, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.
4. A.S. funds **cannot be used to purchase alcohol or tobacco**.
5. **TRAVEL:** As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a "Release of Liability" statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
6. **PRIVATE VEHICLES:** Anyone traveling on behalf of A.S. and/or using A.S. funds, must have a completed "Request for Authorization to Travel (Domestic travel)". Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
7. Any promotional materials, print, email, listserv—printed or sent out, needs **the A.S. funded logo to be clearly represented and prominently displayed**. This includes

programs and events funded by A.S. Grants. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

The funded logo can be found here:

https://associatedstudents.humboldt.edu/sites/default/files/fundedbyaslogo_black_v4.pdf

Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the A.S. Board of Finance.

8. As a Hispanic-Serving Institution (HSI), when feasible, promotional materials should be in both English and Spanish.
9. CSU policy requires all state and non-state funded departments to **use HSU Marketing & Communications** services for printing, unless an exemption is granted.

A.S. PROGRAM FUNDING STIPULATIONS

(in addition to the guidelines #1-9 above)

10. **Failure to comply with budget language stipulations shall result in funds being frozen**, or other disciplinary action, pending A.S. Board of Finance recommendation.
11. If the A.S. Board of Finance encounters **a program that chooses not to comply with the policy** outlined in this document, the A.S. Administrative Vice President will request that the program's budget administrator attend an A.S. Board of Finance meeting to discuss how the program can come into compliance. **If the program continues not to comply with the policy, the A.S. Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program's annual budget.**
12. **Retreat funds** may be used for lodging, transportation, room rental, group activity, and/or food expenditures.
13. **Requests for spending excess revenue must occur in the same fiscal year** in which the excess revenue is generated, unless the A.S. Board of Directors establishes a trust account for the purpose of retaining said funds for future use.
 - a. Requests for expenditures of the funds in the **trust account greater than \$200** must be evaluated and **approved by the Board of Finance** to assure the continued financial solvency of the program.
 - b. Requests for **less than \$200** must be **approved by the A.S. Administrative Vice President and the Executive Director**. (A.S. Fiscal Code 10.01)
14. **Any budgeted media area** must include, without alterations, the following disclaimer:

The [Name of Publication] is the official newsletter of the [Name of Program] which is funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by

the Associated Students. All correspondence regarding this publication should be addressed to:

***[Name of Program], [Name of Publication], Editor
Humboldt State University
Arcata, CA 95521***

and/or call (707) 826-[Phone number of Program]

All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:

***Associated Students of HSU
Humboldt State University
Arcata, CA 95521***

15. To assure that A.S. program publications are effective in reaching the student population in a timely manner, publication guidelines have been developed:
 - a. **A.S. publications must be available and distributed by the following deadlines** or A.S. funds cannot be utilized for payment:
 - **Fall 2019** Semester publication(s): No later than Monday, **December 2, 2019**
 - **Spring 2020** Semester publications(s): No later than Monday, **April 27, 2020**
 - b. A possible five day grace period is available with advance approval from the A.S. Administrative Vice President and A.S. Public Relations Officer with advice from the A.S. Executive Director.

16. **Expenditure of A.S. funds within line-items** of programs as allocated by the A.S. Board of Directors **will be strictly adhered to**. If necessary, a transfer of funds between line-items may be requested using the "Line-Item Transfer Request Form". A transfer request over **\$200 between line-items** must be approved by the A.S. Administrative Vice President and A.S. Executive Director.

17. **DIRECTORS** — paid hourly: For director positions, semesterly amounts are as follows. The same person cannot receive payment for more than one director position within each program without prior approval from the A.S. Board of Finance. Please use the following information to guide you while filling out the requested information on the next page.
 - a. **Program Director** — \$1,632 for fall semester, \$1,768 for spring semester; A Program Director is not to exceed the student who has overall administrative responsibility for a program. A Program Director is not to exceed 20 hours a week during the academic year.
 - b. **Co-Director** — \$1,248 for fall semester, \$1,352 for spring semester Co-Directors generally share the oversight of a program based on a description of

duties. A Co-Director's work is not to exceed 20 hours a week during the academic year.

- c. **Specialist/Coordinator** — \$768 for fall semester, \$832 for spring semester
Specialists/Coordinators are all other positions within your program (i.e. Fiscal Coordinator, Project Manager, Groundskeeper, Compost Laborer, Gardener, Gym Supervisor, Lifeguard, and/or Clerical Assistants). Depending on their duties, a Specialist's work is not to exceed 20 hours a week during the academic year.

18. NON-COMPENSATORY STIPEND CRITERIA. Stipends shall be awarded as per Government Code, Section 6.

A.S. GRANTS (EVENT, CULTURAL & TRAVEL)

(in addition to the guidelines #1-9 above)

19. Grant types, details and stipulations

- **Club Event Grants up to \$500** are available for on-campus events (1 Harpst Street) that will benefit the entire campus community.
- **Cultural Programming Grants up to \$800** are available for on-campus events (1 Harpst Street) that will benefit the entire campus community. Cultural Programming Grants provides funding for on-campus events that promote social justice, educate and raise awareness of cultural diversity, equity, cultural celebrations and traditions.
- **Club Travel Grants** are for clubs to attend conferences and education-centered events. Travel funds may be used for conference/activity fees; lodging; and transportation costs. There is a total of **\$18,000** to be allocated for club travel for the 2019-20 school year.

20. Funding Limitations For A.S. Grants

The follow **CAN** be funded:

- Publicity (flyers, posters, newspaper ads, etc.)
- Lodging for speaker/performer
- Supplies & Equipment rental for proposed events
- Nonprofit/nondiscriminatory events
- Fees for speaker/performer (including lodging and rental car expenses)
*(NOTE: HSU faculty/staff/administrators/students **may not** receive speaker fees)*
- Travel costs for speaker/performer
- Refreshments

The following **CANNOT** be funded:

- Equipment purchases
- Classroom activities
- Alcohol or drugs
- Non-event specific publications/pamphlets/booklets
- Tournaments/games/fundraising events
- Clothing or costumes
- Awards, wages, or specialty items for club members
- Presenters or performers who are HSU faculty/staff/administrators/students
- Fundraisers

- a. Applications must be submitted through **A.S. Grants Google Form** and reviewed/approved by the club advisor before each deadline cycle.
- b. Grant applications must be **submitted prior** to the event/travel. Grants will not be allocated retroactively. Exceptions can be requested from the A.S. Board of Finance only for the **first** grant cycle.
- c. No more than **\$500** may be allocated to any one club in any one semester for **Club Event Grants** and no more than **\$800** for **Cultural Programming Grants** or events that are combined.
- d. All events receiving a grant must display the **A.S. logo, accessibility statement** (see below), and the **name of the sponsoring club** on **all promotional materials**.

Accessibility Statement: *This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact: [club contact email] or call [club contact phone number]. Please request accommodations at least two weeks prior to the event.*

- e. **All publicity** for events shall be **reviewed** and approved by the A.S. Public Relations Officer in advance of posting.
- f. **Club members must meet** with the Clubs & Activities Coordinator (regarding programming logistics) and A.S. Business Office Coordinator (regarding travel and expenditures) within two weeks of being notified of grant.
- g. The A.S. Board of Finance may impose **additional stipulations** when awarding funds and failure to follow stipulations may result in loss of grant.
- h. If the **event or travel is canceled or postponed**, it is the club's responsibility to contact the A.S. Office at 707-826-3771 as soon as possible. Clubs who fail to notify the A.S. Office may jeopardize future grant request approval.
- i. **Return unused and/or reusable products** to the A.S. Office. We also encourage clubs to **use/reuse products** found in the Clubs and A.S. Office storages. Contact the each office for more information.

- j. **Club Travel Grant Specifics** (work with the A.S. Business Office Coordinator to ensure everything is fully completed and in a timely manner)
- The funding application must be requested at least three (3) weeks before the dates of travel via online applications through the A.S. Grant Application Google Form.
 - The Authorization to Travel request form must be completed before the funding application can be reviewed.
 - All necessary forms, for travel to be sanctioned by HSU, must be completed and turned in to the A.S. Business Office Coordinator five (5) business days before travel occurs.
 - Travel funds are only available for travel within the continental United States (excluding the current banned states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Iowa).
 - Reimbursement occurs after the travel takes place and requires submitting a Travel Expense Form, travel roster and proper receipts.
 - Failure to follow HSU travel procedures, can result in loss of grant funding and inability to reimburse from A.S. and/or your club account.
 - Clubs that travel without submitting required travel paperwork may be subject to sanctions and/or disciplinary action.
 - Club Travel Grant applications are accepted until funding is exhausted; balance of funding is updated weekly through the A.S. webpage.
 - Non-Student travelers cannot receive grant funds but may still be required to complete the pre-travel paperwork.