

**Associated Students Board of Finance
Humboldt State University
Meeting on Monday, September 30, 2013
Nelson Hall East, Room 120
3:00 p.m.
Agenda #1**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #1 -- Action Item
- IV. Chair's Report
- V. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VI. Approval of Minutes #10 dated April 22, 2013—Action Item
- VII. Old Business
 - A. Board of Finance Orientation – Information Item

The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2013-14 Budget and the Unallocated process. These items are included in the Board of Finance binder.
 - B. Reserve Policy, Fund Designation and Procedure for Expenditure – Information Item

The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A.S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A.S. Council may have that falls within the Mission of the Associated Students.

- C. A. S. Board of Finance 2013-14 Standing Rules and Meeting Dates – Action Item
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2013-14 meeting schedule.
- D. TIME CERTAIN 3:30 P.M. – Request from the HSU Club Humboldt Student Food Collective from Unallocated in an amount not to exceed \$2,500 for costs associated with the Fall 2013 California Student Sustainability Coalition (CSSC) Fall Convergence hosted at Humboldt State University November 9-10, 2013 – Action Item
The Board of Finance will consider a request to fund a portion of the CSSC Fall Convergence, a two day event which students from across California gather to build community, share resources and best practices, plan action, attend workshops, celebrate, and actively collaborate on campus policies, research projects, and curriculum.

VIII. Announcements

IX. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, April 22, 2013
Nelson Hall East, 116
Minutes #10

Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 6:01 p.m. on Monday, April 22, 2013 in the Nelson Hall East 116.

Roll Call

Members Present: Paul Yzaguirre, Ellyn Henderson, Jesse Carpentier, Stefan Kreid

Members Absent: Tony Lapiz (unexcused)

Advisor Absent: Joan Tyson

Approval of the Agenda

MOTION: KREID/CARPENTIER move to approve Agenda #10

APPROVED

Chair's Report

Yzaguirre reviewed the agenda with the Board of Finance.

Public Comment

There was no Public Comment.

Approval of the Minutes

A. Approval of Minutes #9 dated April 10, 2013 – Action Item

MOTION: KREID/HENDERSON move to approve the Board of Finance Minutes #9 dated April 10, 2013

APPROVED

Old Business

A. Request from the MultiCultural Center (MCC) for approval to spend an amount not to exceed \$715 from the MCC's Special Projects: In-House line item and \$174 from the MCC's Publicity line item for costs associated with the 2013 HSU California Big Time – Action Item
MCC Budget Language #12 requires that no in-house project shall result in a cumulative cost of more than \$500 without prior approval of the Board of Finance. The MCC received unanticipated expenses for this year's Big Time including insurance and hospitality.

MOTION: HENDERSON/CARPENTIER move to approve the request from the MCC for approval to spend an amount not to exceed \$715 from the MCC's Special Projects: In-House line item and \$174 from the MCC's Publicity line item for costs associated with the 2013 HSU California Big Time

APPROVED

Marylyn Paik Nicely, Director of the MCC, was present on behalf of the request. Paik Nicely stated that the MCC experienced multiple unplanned expenses this year. This year HSU has begun to require insurance for non-HSU attendees at the event. Paik Nicely also noted that the MCC is also no longer able to prepare food and increases in hospitality were incurred. Henderson asked how many HSU students participate as dancers in the event. Paik Nicely stated that Danza-Azteca (10 students), Karuk Dancer (5-7 students) and the Hula Dance (3-4 students) group all have student performers. Paik Nicely also noted that approximately 200 students volunteered at the event. Paik Nicely will plan additional fundraising for the HSU California Big Time in the future.

- B. Request from the Waste Reduction and Resource Awareness Program (WRRAP) for a line item transfer of \$400 from line item *Work Study* to line item *Hourly Wages* for costs associated with hourly wages for the Compost Site Operator (2) position – Action Item WRRAP has only employed one work study student for the 2012-13 fiscal year and would like to transfer funds allocated for work study wages to hourly wages so that it may be utilized.

MOTION: KREID/CARPENTIER move to approve the request from WRRAP for a line item transfer of \$400 from line item *Work Study* to line item *Hourly Wages* for costs associated with hourly wages for the Compost Site Operator (2) position

APPROVED

Kaitlin Carney, Office Manager for WRRAP, was present on behalf of the request. Carney explained that the budget has been written with assumptions that three work-study employees would be retained or hired this year. WRRAP has only one work-study student and would like to use the allocated funds to employ the Compost Site Operators for Green Graduation.

- C. Request from WRRAP to reallocate \$1,500 in funds allocated for the ROSE Assistant Director to the following positions: Office Manager, \$200; Zero Waste Director, \$200; Take Back the Tap Co-Director, \$200; Education Assistant Director (2), \$200; Compost Assistant Director, \$200; Multi Media Editor, \$300 – Action Item
The students employed as the ROSE Assistant Director has received work study wages and WRRAP would like to reallocate the hourly wages to other positions.

MOTION: KREID/HENDERSON move to approve the request from WRRAP to reallocate \$1,500 in funds allocated for the ROSE Assistant Director to the following positions: Office Manager, \$200; Zero Waste Director, \$200; Take Back the Tap Co-Director, \$200; Education Assistant Director (2), \$200; Compost Assistant Director, \$200; Multi Media Editor, \$300

APPROVED

Carney stated that the funds allocated for the ROSE Assistant Director has not been utilized as the student employed in the position had a work study award. WRRAP is requesting that the hourly wages allocated for the ROSE Assistant Director be reallocated to the other positions to assist with end of the year activities.

- D. Request from the Associated Students Government for a line item transfer of \$1,080 from line item *Supplies and Services* and \$2,000 from line item *Publicity* to line item *Elections* for costs associated with BigPulse managed online election services for the Spring 2014 General Election – Action Item
BigPulse would provide fully managed online election services to the Associated Students

BigPulse would provide fully managed online election services to the Associated Students for the Spring 2014 General Election. Testing of the new service will begin in May 2013.

MOTION: KREID/HENDERSON move to approve the request from Associated Students Government for a line item transfer of \$1,080 from line item *Supplies and Services* and \$2,000 from line item *Publicity* to line item *Elections* for costs associated with BigPulse managed online election services for the Spring 2014 General Election
APPROVED

Tyson stated that the Associated Students have used the campus Account Center/Web Registration system since 2001 but the system is being phased out. The new web service would be in place for the Spring 2014 election and testing would begin in May 2013. BigPulse provides fully managed election services on nine other CSU campuses.

- E. Request from the Associated Students Government from General Operations Reserve in an amount not to exceed \$1,980 for costs associated with the creation of a classified website—
Action Item
A goal of the 2012-13 Associated Students Council has been the development of a classifieds site accessible only to enrolled HSU students.

MOTION: HENDERSON/CARPENTIER move to approve the request from the Associated Students Government from General Operations Reserve in an amount not to exceed \$1,980 for costs associated with the creation of a classified website

APPROVED

Henderson stated that the Associated Students Government has received a quote from Marketing and Communications for costs associated with the first phase of an online classified website accessible only to HSU students. The first phase will create a book trading services and future development would allow for additional classifieds to be posted. The site is similar to one hosted by Associated Students San Luis Obispo.

Announcements

- A. Next Board of Finance Meeting: 6:00 p.m. Wednesday, May 1, 2013, Nelson Hall East 116

Adjournment

Yzaguirre adjourned the meeting at 6:36 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:


Approve Via E-mail on 4/25/13 at 2:25 p.m.

Paul Yzaguirre
A.S. Administrative Vice President
Chair Board of Finance

Section: **Policy Statement - Fiscal**

Subject: **Reserve Policy, Fund Designation and Procedure for
Expenditure**

Purpose: The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A. S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A. S. Council may have that falls within the Mission of the Associated Students.

New/Revised: November 28, 2011

Council Adoption Date: December 11, 2000

I. Fund Designation

Appropriations to Reserves - Excess revenues will be allocated annually to the following reserve areas unless specifically exempted by A. S. Council. Operating Reserve, Capital Purchase Reserve, and Special Projects & Facilities Reserve.

Background - The establishment of adequate reserve policies for CSU auxiliaries is required to meet the California State University financial standards established by the Education Code, Section 89904(b). Section 89904(b) states that auxiliaries shall implement financial standards by the establishment of reserve funds for current operation, capital replacement, and new ventures so as to assure fiscal viability.

Operating Reserve is the "savings account" of the Associated Students used to address contingencies, emergencies, budgetary impacts such as an unanticipated shortfall in projected enrollment, and other non-routine expenditures.

Sources of Funds for Operating Reserve - Two sources of funds are earmarked for the operating reserve fund. (1) An annual allocation from the operating budget not to be less than 1% of the budgeted annual fee revenue, (2) 50% of the current year excess revenue.

Sources of Funds for Operating Reserve - 80% of the current year excess revenue will be placed annually in the operating reserve.

Capital Purchases Reserve. This reserve is established to replace capital inventory as needed. It may also be used to make new acquisitions when deemed appropriate.

Source of Funds for Capital Purchases Reserve - 10% of the current year excess revenue will be placed annually in the capital purchase reserve.

Special Projects & Facilities Reserve. This reserve shall be used for the maintenance and improvement of existing facilities or the construction of new facilities.

Source of Funds for Special Project and Facilities Reserve - 10% of the prior year's fund balance will be placed annually in the special projects and facilities reserve.

II. Procedure for the Expenditure of A.S. Reserves

Requests for funds shall be made in writing and shall at a minimum include the following information:

1. Program requesting funds;
2. Complete description of project of item(s) to be purchased;
3. Justification for Associated Students funding (how will students benefit from this expenditure); and
4. Other sources of funding explored and outcome of inquiry.

Each request must be provided to the Administrative Vice President so that the request may be introduced at the next meeting of the Board of Finance.

At the following meeting of the Board of Finance, the request will be considered under old business. A simple majority of committee members may approve the proposal for recommendation to the A.S. Council.

The Board of Finance shall review all requests for expenditures.

A majority vote of the A.S. Council shall be required for approval of all allocations of Associated Students funds.

Allocations from any of the reserves also require the approval of the University President (or designee).

Manager shall be authorized to commit up to \$1,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$1,000 be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, A.S. Council shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.

**ASSOCIATED STUDENTS BOARD OF FINANCE 2013-14
STANDING RULES**

PROPOSED: September 30, 2013

I. MEETINGS

- A. The Associated Students of Humboldt State University Board of Finance shall conduct its business in public meetings in accordance with the Gloria Romero Open Meeting Act of 2000.
- B. All regular meetings will convene at ~~6:00 p.m.~~ 3:00 p.m. as per the attached schedule unless otherwise noted.
- C. A quorum shall consist of a simple majority of the filled voting seats.
- D. A Special Meeting may occur as needed by the Board of Finance with appropriate written notice.
- E. A majority vote of the Board of Finance shall be required for approval of all allocations of Associated Students funds.
- F. Meetings will adjourn by ~~8:00 p.m.~~ 5:00 p.m. regardless of the completeness of the agenda, unless extended by a majority vote of the Board of Finance.
- G. All meetings of the Board of Finance shall be open and public, and all persons shall be permitted to attend any meeting, except as provided in the Gloria Romero Open Meeting Act of 2000.
- H. *Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)*

Every A. S. Council agenda for regular meetings shall provide an opportunity for members of the public to directly address the A. S. Council on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, Council may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A. S. Council may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.

- ~~H.~~ All members and visitors are expected to comport themselves in accordance with the respectful attitude necessary to conduct business meetings.

II. BUSINESS

- A. All parliamentary authority for the Board of Finance shall be from Sturgis Standard Code of Parliamentary Procedure.

1. For purposes of computing a majority or two-thirds approval, only yes and no vote shall be taken into account.
- B. All New Business (funding proposals, line-item changes, etc.) shall be submitted in writing to the A. S. Council Assistant by 5:00 p.m. on the Monday *of the academic workweek* preceding the meeting it is on the agenda. The A. S. Council Assistant will distribute the proposed items to each member of the Board of Finance and the General Manager.
- C. No action may be taken on any proposal until that issue has been publicly posted for at least 72 hours before a regular meeting.
- D. *When considering an action item listed under Old Business the Board of Finance will:*
 1. *Receive a presentation by the author.*
 2. *Receive comment from members of the public.*
 3. *Make a motion for action.*

III. ADOPTION

- A. These standing rules shall be adopted by a majority vote of the Board of Finance and will be on-going year-to-year. They may only be amended or modified by a 2/3 vote of the Board of Finance.

**Associated Students Board of Finance
2013-14
Meeting Schedule**

*Meetings of the AS Board of Finance are held at **3:00 p.m.**
Meetings are held in Nelson Hall East, 120 unless otherwise noted.*

FALL SEMESTER 2013

Monday, September 30, 2013

Monday, October 14, 2013

Monday, October 28, 2013

Wednesday, November 6, 2013

Wednesday, November 20, 2013

Monday, December 9, 2013

SPRING SEMESTER 2014

Monday, February 3, 2014

Monday, February 17, 2014

Saturday March 1, 2014*

Wednesday, March 5, 2014

Wednesday, March 26, 2014

Wednesday, April 9, 2014

Monday, April 21, 2014

* The Board of Finance will be meeting for full day sessions on March 1 for AS Budget Hearings and will be held in Nelson Hall East, Room 106.

Associated Students Board of Finance Meetings are conducted in accordance to the Gloria Romero Open Meeting Act of 2000 and are open to all students, faculty, staff, administrators, community members and other interested parties.



Dear members of HSU Associated Students,

We are a team of students from various campus organizations, including WRRAP, the Humboldt Student Food Collective, Natural Resources club, Power Save, Society of Women Engineers, CCAT, and more. We want to let you know that **HSU** has been selected by the California Student Sustainability Coalition as the host school for the 17th biannual Fall 2013 CSSC Convergence! We would like for you to join us as a sponsor of this incredible event.

If you are unfamiliar with the CSSC, it is a statewide coalition of student organizations from public and private colleges, including UCs, CSUs, and Community Colleges. The CSSC's mission is to *unite, connect, support, and empower* students from across California to *transform* our educational institutions and communities into models of ecological, economic, and social sustainability. A few key members of our planning team have participated in CSSC for the last two years and are elected leaders of the organization.

The CSSC helped found the Real Food Challenge and pass the UC Sustainable Practices Policy, helped defeat Proposition 23, and pioneered the development of the Education for Sustainable Living Program and The Green Initiative Fund. We are currently working closely with 350.org and the Responsible Endowments Coalition to spearhead fossil fuel divestment of the UC and CSU systems, and the state pension funds CalPERS and CalSTRS. We are also currently working to launch a Campus Organizer Training Program to train and empower new student organizers across California, and with Californians Against Fracking to launch a student-driven campaign to ban fracking in our state.

Every fall and spring, one campus in California is selected to host a convergence, a gathering of coalition chapters and other students. The event attracts *300 to 500 students* who travel across the state to attend keynotes and speaker panels, participate in workshops and trainings, and network with other student activists.

The HSU convergence focuses on **Building Sustainable Communities**. By demonstrating successful sustainable communities and providing necessary skills and resources, we will strive to empower students to create their own sustainable communities. We will include aspects of social justice, prioritizing action, powering and feeding communities. The program starts on **Saturday, November 9th** at noon and will go to **Sunday evening, November 10th**. Registered attendees get access to all convergence content, including four meals, housing, and Saturday evening entertainment. Community members are also invited and encouraged to attend.

We are **excited** to host the first ever Humboldt convergence but *we need your help* to make it happen. The CSSC is providing some funding for the event, but in order to keep registration costs low and make the event accessible to HSU students, we are seeking additional funding from Associated Students and several HSU departments. We are asking that AS contributes \$3500 in funding for the Convergence. We know that Associated Students strives to be a model for sustainability in our community, so we hope that you will join us!

By supporting this event, HSU promotes and demonstrates sustainability within our own communities and campus. There will be many prospective HSU students attending from community colleges across California. As a sponsor of this event, we will highlight the various initiatives and programs of AS that promote sustainability and also highlight your sponsorship in the program for the event.

We would be excited to meet with you to further discuss your involvement.

Thank you for your time,

Julia Clark and Eric Recchia
Fall 2013 Convergence Coordinators
jic74@humboldt.edu | emr82@humboldt.edu

Narrative Memo for Request for Unallocated Funds, for Fall 2013 CSSC
Convergence, hosted by HSU

• **Name of program, contact person, telephone number & email address**

Organization Requesting Funds:

Humboldt Student Food Collective

Host Organization:

HSU Student Sustainability Coalition

Contact Person:

Julia Clark, President HSFC

jic74@humboldt.edu

818-268-8355

• **Complete description of project or item(s) to be purchases**

This funding request is to support HSU hosting the CSSC Fall 2013 Convergence. Please see our attached funding request letter for a complete description on the event and background information on the CSSC.

Here is a breakdown of the projected expenditures for the event:

Farm or community space rental for housing - As part of the event, we provide housing for all out of town attendees. We will rent out a farm or community space for our attendees to stay at either indoors or camping. This amount is to compensate the hosts of the space. Insurance for the space will be covered through the CSSC's insurance policy.

Custodial, tech, and safety service(s) - As a campus event, we plan on keeping the event as low-impact as possible, which includes having facilitators and a volunteer clean up crew on the last day, we understand the campus may still send out custodial and police/safety service.

Performer compensation - We'd like to highlight the diverse range of musical talent that exists at HSU. Community organizing needs to also be fun, and there's always a Saturday night event celebration to help energize and excite attendees. It's also a great draw for HSU students, to bring them to the event to see some of their favorite local artists play. We are looking to bring in a diverse range of music that will appeal to our diverse crowd, including funk, world music, bluegrass, and live DJ'ed soul music.

Entertainment venue and sound equipment - This is to cover additional costs associated with using the music venue (which may be on or off campus, the KBR is booked for that night, but we haven't confirmed that as the venue location). This will also be to cover possibly tech costs for

the location space, and sound costs.

Food: local businesses and farmers/kitchen rental - We are looking to sustainably source local food to feed our hundreds of participants. We have already secured in-kind donations from a number of local businesses to help cover food costs. We are also looking to support local business and farmers by buying from them in bulk at discount rates. Additionally, since we will be preparing food for the event, we are working with the North Coast Coop to rent commercial kitchen space from them to prepare food according to county and HSU health guidelines. Insurance for this will be covered through the CSSC.

Keynote speakers: travel, accommodations, honorariums - We are planning to bring in three diverse and exciting keynote speakers that will be presenting on various aspects of our theme. Following are details on the three speakers:

Doria Robinson - Doria is a third generation Richmond resident and the Executive Director of Urban Tilth, a Richmond based organization working to build a more sustainable, healthy, and just food system. They work with schools, community-based organizations, government agencies, businesses, and individuals to develop the capacity to produce 5% of their communities own food supply. She is also a mother of two, a practicing Buddhist, and a woman of color.

Mark Lakeman - Mark is a national leader in the development of sustainable public places. In the last decade he has directed, facilitated, or inspired designs for more than three hundred new community-generated public places in Portland, Oregon alone. Through his leadership in Communitecture, Inc., and it's various affiliates such as the The City Repair Project (501(c)3), The Village Building Convergence, and the Planet Repair Institute, he has also been instrumental in the development of dozens of participatory organizations and urban permaculture design projects across the United States and Canada. Mark works with governmental leaders, community organizations, and educational institutions in many diverse communities.

Speaker from the Center on Race, Poverty, and the Environment (CRPE) - the CRPE is an environmental justice litigation organization dedicated to helping grassroots groups across the United States with problems related to the disproportionate burden of pollution borne by poor people and people of color. Their primary offices are located in San Francisco and Delano, CA. They provide organizing, technical and legal assistance to help community groups stop immediate environmental threats. In the last 20 years CRPE has successfully litigated or assisted in litigation to stop toxic waste incinerators, force oil refineries to use cleaner technology, stopped a number of tire burning proposals, helped bring safe drinking water to various rural communities, and stopped a garbage dump on the Los Coyotes reservation in southern California.

We are working with the CRPE to bring an immigrant community organizer from spanish speaking communities in California's Central Valley to discuss the impacts that fracking is having on their communities, and the efforts they are taking to fight fracking. There may be

additional costs needed for a translator, as the speaker may not be fluent in English.

Programs: funds for special workshops - In order to ensure a diverse range of speakers and workshop presenters, we are seeking funding to cover travel costs for speakers and presenters that may come from low income communities or organizations serving these communities that are short on resources to support travel. Some potential workshops and speakers we are looking to bring include anti-oppression workshop facilitators from the Bay area, and members of local indigenous communities to discuss their efforts to re-establish sacred dance grounds, bring healthy food to their communities, and to advocate for the advancement of indigenous Earth-based knowledge systems.

Supplies: Printing, supplies, coffee/tea percolators - This is to cover the cost of printing some workshop materials and other misc supplies (markers, chalk, poster paper, etc) for the convergence. Additionally, we may need to rent percolators to provide hot beverages for attendees to make sure that they are awake and ready to take in all of our awesome programming!

Publicity and Outreach: Programs and fliers - This is to cover the cost of printing programs for the convergence and also fliers to post around school and the community. This is projected based on quotes received from HSU MarCom.

We also have \$500 budgeted for potential unforeseen costs and overruns.

- **Justification for Associated Students funding**
(how will students benefit from this expenditure)

Students who attend the event will learn valuable information about sustainability and will come away with new skills for leadership and collaboration. Students will learn how to build strong communities with each other, throughout campus, and the city of Arcata. Students not only learn about sustainable communities, but also get a chance to network with hundreds of other student leaders from across the state of California. Students from UCs, CSUs, and Community Colleges are all invited to attend this event, and we project attendance to exceed 500 students.

- **Other sources of funding explored and outcome of inquiry**

As an event under the CSSC, they provide us with \$2,000 to fund the convergence. We are also applying for an Event grant through the clubs, and due to the content of our program, are also looking into the Cultural Diversity grant. We will also be contacting campus departments, such as the Sociology, Political Science, and Environmental Management departments to request funding from them. We are working to secure in-kind donations and discounts from local businesses, and funding from potential community sponsors and partners. We have already secured some of these.

- **Explanation of how program has explored environmentally/socially responsible**

purchase options (see note below)

We are inviting local keynote speakers and panelists to present at the convergence. We are also purchasing food from local businesses and farmers, many of which are providing in-kind donations or giving us discounts on wholesale prices. We are seeking to make the event zero waste, in conjunction with WRRAP, and will print event materials on recycled paper.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Humboldt Student Food Collective
CONTACT PERSON: Julia Clark
Phone: 818-268-8355
Email: jic74@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 2,500.00</u>
2	<u>CSSC</u>	<u>\$ 2,000.00</u>
3	<u>AS Events Grant</u>	<u>\$ 1000.00</u>
4	<u>Cultural Programming Grant</u>	<u>\$ 1,500.00</u>
5	<u>Campus Departments</u>	<u>\$ 1,150.00</u>
6	<u>Community Groups</u>	<u>\$ 350.00</u>
7	<u></u>	<u></u>
<u>Total Income:</u>		<u>\$ 8,500.00</u>

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Keynote Speakers</u>	<u>\$ 2,500.00</u>
2	<u>Housing</u>	<u>\$ 500.00</u>
3	<u>Space and Tech Services</u>	<u>\$ 500.00</u>
4	<u>Programming</u>	<u>\$ 250.00</u>
5	<u>Entertainment</u>	<u>\$ 1,000.00</u>
6	<u>Food</u>	<u>\$ 1,500.00</u>
7	<u>Publicity, Supplies, and Cost Overruns</u>	<u>\$ 1,500.00</u>
<u>Total Expenditures:</u>		<u>\$ 7,750.00</u>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Corey Lewis

CLUB/PROGRAM ADVISOR NAME

CON Lee Lewis
SIGNATURE

Gier Hernandez

BUDGET ADMINISTRATOR NAME

[Signature]
SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Keynote Speakers \$ 2,500.00

Explanation: Please see attached narrative for line item explanation.

Line Item: Housing \$ 500.00

Explanation: Please see attached narrative for line item explanation.

Line Item: Space and Tech Services \$ 500.00

Explanation: Please see attached narrative for line item explanation.

Line Item: Programming \$ 250.00

Explanation: Please see attached narrative for line item explanation.

Line Item: Entertainment \$ 1,000.00

Explanation: Please see attached narrative for line item explanation.

Line Item: Food \$ 1,500.00

Explanation: Please see attached narrative for line item explanation.

				CSSC	\$2,000.00	\$2,000.00	
Farm rental or community space rental	\$500.00		\$500.00	AS Events Grant	\$1,000.00		
				Cultural Programming Grant	\$1,500.00		
Custodial, tech, and safety service(s)	\$500.00		\$500.00	AS Unallocated Funds	\$1,750.00		
				Dept. Donations	\$1,150.00		
Special workshops	\$250.00		\$250.00	Community Groups	\$350		
Compensation for performances	\$750.00		\$750.00		\$7750	\$2000	\$0
Venue and sound equipment	\$250.00		\$250.00				
Local Food Businesses	\$500.00		\$500.00				
Farmers	\$500.00		\$500.00				
Kitchen Rental	\$500.00		\$500.00				
Travel	\$1,000.00		\$1,000.00				
Accommodations	\$500.00		\$500.00				
Honorariums	\$1,000.00		\$1,000.00				
Printing, supplies, coffee percolators	\$500.00		\$500.00				
Programs and fliers[1]	\$500.00		\$500.00				
Unknown	\$500.00		\$500.00				