AS Club Grant Process
Statement of Policy

1. Background:
Funded by the Associated Students of Sonoma State University, the club grant system is developed to make grant funding easier and more accessible to all chartered student organizations of Sonoma State University. The process is broken into three tiers of funding across the academic year. The available tiers are below with a different definition and funding amount allowed for each tier.

2. Club Grant Approval Process:
Club grant request submission dates and funding terms will be set for the coming year by the AS Vice President of Finance no later than two weeks before the first day of instruction in the fall semester.

The AS Vice President of Finance and the AS Student Government Coordinator will review all grant submissions. A grant will require the signature of both the AS Vice President of Finance and the AS Student Government Coordinator (or designee) before it is approved. All grants and their outcomes will be presented to the AS Senate on a regular basis.

3. Availability of Funds:
Funds are available on a first come, first serve basis, beginning the first day of the academic year. Funds being requested for use during summer must be applied for prior to the last day of instruction in the spring semester. These requests will be considered based on current fund availability, as well as criteria established by this policy, the AS Vice President of Finance and/or the AS Senate. Clubs who applied for funds prior to the beginning of the academic year will be considered two weeks prior to the first day of instruction in the fall semester. If approved, clubs will have 30 days after the date of the event to submit the appropriate fund expense paperwork (receipts, invoices, etc.) to the business office. After the 30 day period, unused funds will be reclaimed by the Associated Students and will be made available for other clubs to utilize.
4. Grant Tiers:

**Tier 1: On-Campus Programming**. To qualify for this tier, clubs and organizations must host events open to all students of the University and host the event without the purpose of fundraising. All events must be actively marketed to students outside the organization's standard demographic with flyers or signs containing the AS logo. When submitting final expenditure paperwork marketing materials containing the AS Logo must be included, if materials with AS Logo are not submitted then the funds will be withheld. Should a cover fee be charged to attendants, the AS reserves the right to implement a stipulation on the request related to the fee charged of students and may require that such fees be discounted by a minimum of one (1) dollar, up to 20 percent (20%) of the base fee, or contingent by a fixed dollar amount per ticket based on the number of tickets sold to students per each event.

(Limit $2,000 per grant, per club)
(Limit $3,500 per club, per year)

**Tier 2: Off-Campus Travel** – The travel must in some way enrich leadership, academic, professional or athletic development. Items qualifying may include, but are not limited to: physical travel costs to and from and registration for conferences, competitions and seminars including flights, vehicle rentals, conference fees, fuel reimbursement and lodging.

(Limit $1,000 per club, per year).

**Tier 3: Supplies and Club Development**: This tier funds the purchase of items that will assist in building club infrastructure, or to recruit and retain members. Split into two separate categories.

3a. Items funded may include, but are not limited to, materials for event or meeting promotion, banner and signs, club officer business cards, binders for club members, and general office supplies.

3b. Items specifically oriented towards club development, including entry fees of sports clubs, professional membership or association dues.

(Limit $500 per club, per year)

5. Items NOT eligible for funding:

1. Alcohol
2. Food
3. Weapons or Firearm Ammunition
4. Direct donations or contributions (A service or product must be rendered for all monies disseminated)
5. Retroactive funding
6. Illegal drugs, activities or supplies
7. Grants, compensation, or wages
8. Cost of promotional items that honor, thank or congratulate an individual or group
9. Transportation costs for an individual or group engaged in class work requirements or job hunting
10. Clothing and items that can be perceived as personal property
11. Enrollment in university courses, academic requirements, or required academic activities
12. Legal services or bail bond funds
13. Duplication of services which the University provides for free or at a discounted rate
14. Emergency Requests made due to lack of recognized status at time of most recent hearing
15. Equipment purchases

6. Submitting Requests & Forms
Forms will be completed entirely online through OrgSync, where detailed instructions, funding tiers, limits and deadlines will be explained.

ADOPTED AT A REGULAR MEETING OF AS SENATE BY MAJORITY VOTE ON AUGUST 24, 2012.


STANLEY WEIR, CHAIR OF THE SENATE


EXECUTIVE VICE PRESIDENT ANTHONY GALLINO