ASULV Funding Policy

The ASULV Finance Committee exists to allocate funds for programs, activities and events which enhance the educational mission of the University of La Verne and support student life on campus. The Committee takes seriously the role they play in this process and works hard to be impartial keeping in mind the needs and interests of the ULV student community. Due to limited funds, all requests may not be fully funded each year. However, all recognized organizations, groups and ULV campus departments are encouraged to seek support for activities and programs which they feel benefit our campus community.

ASULV-Internal Program Funding

The ASULV Finance Committee allocates funds annually to ASULV-initiated and coordinated programs such as but not limited to: Campus Activities Board (CAB), Greek Life, and Multicultural Club Council (MCC). These programs, affiliated with ASULV, request funding at the end of the academic year for the upcoming year and are allocated funds in advance over all other funded programs. This process includes a detailed budget proposal and previous year/previous funding evaluation submitted to the ASULV Finance Committee and formal presentation to the ASULV Senate. Funds allocated to these groups support the educational mission of the institution and fund activities and programs which enhance student life at ULV.

Internal Program Funding Process Details:
Below is a list of guidelines for ASULV-initiated and coordinated programs to keep in mind when requesting funding.

1. Only the following ASULV-initiated and coordinated programs can request funding once a year:
   a. Campus Activities Board (CAB)
   b. Greek Life- Inter-Fraternity Council and the College Panhellenic Association
   c. Multicultural Club Council (MCC)

2. Paperwork including a detailed budget request must be completed by the deadline and submitted to the Vice President of Finance. Information about funding and the deadline can be obtained from the ASULV website at http://sites.laverne.edu/student-life/asulv/documents-and-forms/, or from the Office of Student Life, located on the first floor of the ULV Campus Center.
3. After the paperwork has been received and reviewed, groups will be contacted for a presentation to the ASULV Senate.

4. All presentations by groups requesting funding are limited to 10 minutes, with a question and answer period to follow.

5. All budget requests will be evaluated on the following criteria:
   a. Presentation (appropriate dress, handouts, power point/visual aids, clear communication of information)
   b. Success of previous events funded by ASULV (documentation appreciated)
   c. Impact to the general student body. How many traditional-age students will benefit from the program? How will it enhance student life at ULV?
   d. Does the proposed program support one or more of the four major components that affirm a positive and rewarding life for students: A Values Orientation, Community and Diversity, Lifelong Learning, and Community Service.
   e. Has the group done any fundraising in the past to help defray the costs of their program? What other ways has the group thought ahead in minimizing their programs cost?
   f. Detailed timeline of proposed events and activities for the upcoming year. Have they demonstrated that they understand all of the challenges with coordinating events and are on pace with ensuring that they will be completed in the appropriate time frame?

Groups which positively address these criteria through their applications and presentations have, based on previous years, been shown consideration for funding. However, all funding allocations remain up to the ASULV Funding Committee members and the ASULV Senate.

**Internal Program Funding Program Evaluations:**

When money is transferred from ASULV to an internally funded group, that group automatically enters into a contract with ASULV which will require them to report back on the success of any and all ASULV-funded programs. The following outlines the process of how groups are required to communicate with ASULV.

1. Due to the size and scope of ASULV internally funded programs, groups are expected to create appropriate feedback and evaluation components which enable them to critically evaluate the success of their programs on their own. The creation, distribution and collection of this information are the responsibility of the funded group.

2. During the annual funding process, internally funded programs are required to share examples of evaluations they conducted over the past year in their funding presentation along with a written detailed description of all evaluations conducted over the past year, submitted to the ASULV Vice President of Finance. These written evaluations should include how the goals of the program were or were not met, any challenges or issues encountered, as well as ideas for improving the overall program for the future.
The ASULV program evaluation form and the one page detail description of the event are due to the ASULV Vice President of Finance **no later than 10 business days** after the funded event.

## ASULV-External Program Funding

The ASULV Finance committee coordinates the funding process for ULV recognized clubs and organizations as well as for student programs coordinated by ULV departments each semester. This process takes place within the first 30 days of each semester and includes a detailed budget proposal and formal presentation to the ASULV Finance Committee. Funds allocated to these groups and departments support the educational mission of the institution and fund activities and programs which enhance student life at ULV.

### External Program Funding Process Details:
Below is a list of guidelines for ULV recognized clubs and organizations and ULV campus departments to keep in mind when requesting funding.

1. All clubs or organizations requesting funding must be recognized clubs and organizations of the University of La Verne. The University recognition process can be found at [http://sites.laverne.edu/student-life/clubs/club-recognition-info-and-important-resources/](http://sites.laverne.edu/student-life/clubs/club-recognition-info-and-important-resources/). All academic and non-academic departments of the University of La Verne are also eligible for funding through this process.

2. It is **MANDATORY** for all clubs requesting ASULV Funding to attend Club Fair and Club Roundtable.

3. Paperwork including a detailed budget request and a marketing flyer for each event that money is being requested for must be completed by the deadline. Information about funding and the deadline can be found on the ASULV website at [http://sites.laverne.edu/student-life/asulv/documents-and-forms/](http://sites.laverne.edu/student-life/asulv/documents-and-forms/), or from the Office of Student Life.

4. All Clubs in their first stages of start-up will be given a one-time $200 start-up stipend contingent upon completion of recognition paperwork, signature of funding paperwork, and evidence showing the clubs mission, vision, and purpose for the University of La Verne students. Club must not be in existence for at least 4 years to receive start-up stipend.

5. Whether or not the New Club is requesting funding, or just needs the start-up fund the club is required to submit budget paperwork with a valid club account number.

6. All Clubs requesting $1800 or less per semester are required to ONLY turn in a detailed budget request. No presentation is necessary. However, like all other funding procedures this does not guarantee full funding. More details on the event may be requested by the Finance Committee to ensure funding eligibility.

7. If for some reason clubs requesting $1800 or less are not granted the full amount they may submit an appeal to the Finance Committee by emailing [asulvfinance@laverne.edu](mailto:asulvfinance@laverne.edu) requesting the possibility of completing a Finance Presentation.

8. After the paperwork has been received and reviewed, clubs and organizations will be contacted for a possible presentation to the ASULV Finance Committee. It is
important to note that due to the large number of budget requests each semester, all
groups may not be asked to present to the ASULV Finance Committee.

9. Clubs submitting budgets exceeding $1800 must submit a detailed budget and ALSO
have a signature of approval from a club adviser in addition to preparing a club
funding presentation.

10. All presentations by groups requesting funding are limited to 5 minutes, with a
question and answer period to follow.

11. All budget requests will be evaluated on the following criteria:

a. Application (clearly written/typed, detailed expense reports, etc.)

b. Presentation (appropriate dress, handouts, power point/visual aids, clear
communication of information)

c. Success of previous events funded by ASULV (documentation appreciated) or
if the organization is a new group requesting funding, the intent of the event
or program

d. Impact to the general student body. How many traditional-age students will
benefit from the program? How will it enhance student life at ULV?

e. Does the proposed event or program support one or more of the four major
components that affirm a positive and rewarding life for students: A Values
Orientation, Community and Diversity, Lifelong Learning, and Community
Service.

f. Has the group done any fundraising to help defray the costs of the event?
What other ways has the group thought ahead in minimizing the cost of the event?

   i. All clubs are required to contribute to funding for each event that is
requesting and accumulate at least 15% of the total amount requested
through fundraising with valid evidence presented to the Finance
Committee.

   ii. If no club contribution is evident in the paperwork of presentation, the
club’s event will not be funded.

   iii. ASULV’s goal is to help clubs and organization be engaged in the
campus community.

   iv. Has the group provided sufficient material to demonstrate marketing
and promotion of their event?

g. Has the group dedicated enough time in planning and preparing for the event?
Have they demonstrated that they understand all of the challenges with
coordinating the event and are on pace with ensuring that the event will be
completed in the appropriate time frame? Is the event realistic or possible at
this time?

h. Has the group, if given funding in the past, completed their program
evaluation form and turned it into ASULV on time? If not, why not.

i. If any one of these components are not completed (i.e. program evaluation
forms not turned in after events), this will be taken into consideration for all
future funding.

j. All clubs are now offered the option of submitting budgets for Early Spring
(January and February months) events during Fall Club Funding days, and
Early Fall (August and September months) events may be submitted during the Spring Club Funding days.

Groups which positively address these criteria through their applications and presentations have, based on previous years, been shown consideration for funding. However, all funding allocations remain up to the ASULV Funding Committee members and the ASULV Senate.

**External Program Funding Program Evaluations:**
When money is transferred from ASULV to an externally funded group, that group automatically enters into a contract with ASULV which will require them to report back on the success of any and all ASULV-funded programs. The following outlines the process of how groups are required to communicate with ASULV.

1. Answer all questions within the ASULV Program Evaluation form located on the ASULV website at [http://sites.laverne.edu/student-life/asulv/documents-and-forms/](http://sites.laverne.edu/student-life/asulv/documents-and-forms/) and submit it to the Vice President of Finance no later than 10 business days (here in defined as dates the institution is open for regularly scheduled classes) after the funded event.
2. Program evaluations form is electronic on the ASULV website and will be tracked by the Vice President of Finance.

The ASULV program evaluation form for the event funded is due to the ASULV Vice President of Finance no later than 10 business days after the funded event.

**Using your ASULV Allocation:**
1. Groups who are given funding by ASULV are required to use that funding ONLY for the event, program or activity it was initially requested for, and **MAY NOT** charge an admittance fee of any kind.
2. If a group wishes to use funding in a different time period (i.e. canceling the program this year and using for next year’s program) or for a different event they must fill out a Deviation of Usage form, which can be found on the ASULV website at [http://sites.laverne.edu/student-life/asulv/documents-and-forms/](http://sites.laverne.edu/student-life/asulv/documents-and-forms/). This form must be completed PRIOR to the initially funded event.
3. At the discretion of the ASULV Finance Committee, the group may be required to present again for this deviation in funding.
4. If a group fails to comply with this process or is found to have misused or misallocated the funding given by ASULV, this will be taken into consideration for all future funding.
5. If a group does not use all of the funds allocated by ASULV for the program, this information should be included in the final program evaluation for future funding consideration.