

ARTICLE VII: FUNDING

Section 1. To receive funding, any proposal sponsored by a HHD-ICC member organization must be approved by the organization and must exhibit significant correlation to the academic mission of the requesting organization and must be significantly and primarily organized and implemented by students.

Clause 1. To receive funding, any proposal sponsored by a member organization must, in all announcements and literature, acknowledge the financial support of HHD-ICC and ASI in accordance with ASI policies on all announcements and literature. Failure to adhere to ASI policies will jeopardize future funding from HHD-ICC.

Clause 2. For all items related to any cost for which multiple vendors are available (i.e. airfare, hotel costs, printing and advertising expenses) at least three (3) competitive bids shall be included in the proposal. HHD-ICC or Finance Committee may waive this requirement if, and only if, alternate vendors do not exist or it would impose an unrealistic burden on the proposal. (i.e. speaker honorarium, products distributed or services provided by only one or two vendors in the local region.)

Clause 3. Students unaffiliated with a college based student organization may request representation from a student organization representative.

Clause 4. Spending will be authorized by a majority vote of those HHD-ICC representatives voting on behalf of College of Health and Human Development clubs that are in good standing and are present at the meeting.

Clause 5. An individual shall receive no more than \$500.00 for travel funding per fiscal year.

Section 2 Travel and Conferences (ASI Travel Account #8077)

Clause 1. These monies are used for students wishing to attend and/or participate in conferences that are directly related to their field of study. There are two types of proposals that can be submitted under this line item:

1. Active Participation
2. Non-Participation

Clause 2. Travel expenses include but are not limited to:

1. Lodging for events
2. Personal vehicle reimbursement at the current University rate.
3. Meals that are in direct association with the intended conference, festival, or event shall be included with the travel fees. All meals not directly associated with such said conference shall not be included in the travel fees and should be provided by the travelers themselves.

Clause 3. The College of Health and Human Development InterClub Council Travel Receipt Envelope and its guidelines are to be used by all grantees of 8077 funds.

Section 2.1 Active Participation

Clause 1. Active participation shall be defined as one of the following:

Subclause 1. Presentation by the student of academic research or creative work evaluated in the context of his/her major or minor.

Subclause 2. Organization of a conference related to the student's major or minor. To receive funding as an organizer, the student must present a letter from the President or Chair of the conference describing the student's role as an organizer.

Subclause 3. Funding will be made available for travel expenses only for a student's active participation in a conference.

Subclause 4. The student(s) presenting the research must be fully or significantly responsible for the research.

Clause 2. Proposals requesting funding for active participants shall include:

Subclause 1. Written outline of the research.

Subclause 2. An agenda showing the name and the time slot of the participant(s) presentation or verification from conference officials that the student(s) have accepted to do presentations.

Subclause 3. A letter of confirmation of the research project from the conference attendee's Department Chair and the Faculty Research advisor.

Subclause 4. Proposals for airline travel must be accompanied by quotes from three (3) different service providers.

Subclause 5. Proposals for accommodation expenses must include quotes from three different hotels. If there is an official conference hotel, then only one quote is required, unless that hotel quote exceeds \$100 per night single occupancy.

Subclause 6. Students may provide a letter of recommendation from a CSUF faculty member or HHD-ICC club or organization advisor describing the student's qualifications in order to receive HHD-ICC funding for active participant event expenses.

Subclause 7. Delegate Contract Form

Each delegate attending a conference whether active or non-participation must complete and sign a Delegate Contract which details:

1. Trip itinerary
2. Emergency contact information
3. Compliance with this policy statement
4. Comportment guidelines

Source: HHDICC constitution September 2011

#### 5. Academic standing requirements

The Delegate Contract must be filed no later than 24 hours before the trip at HHD's Assistant Dean's mailbox (EC 606) and kept by school year (must be completed even for retroactive funding proposals)

Clause 3. Partial to full travel expenses and registration fees can be funded up to established ASI limits.

Subclause 1 Funding for groups of active participants shall normally be limited to four (4) individuals, unless the entire group is requesting funding solely for registration fees. In this event, funding shall not exceed \$1000.00 for the entire group.

#### Section 2.2 Non-Participation

Clause 1. A non-participant is defined as a student attending a conference, but is not directly invited to participate in the presentation of academic research or material.

Subclause 1. Only registration fees shall be funded for students attending a conference as a non-participant. Any student who is attending a conference related to his/her academic mission can qualify for registration fee funding.

Subclause 2. The maximum amount of non-participant conference funding per event shall not exceed \$800 for all non-participants attending as a group.

Clause 2 Proposals requesting funding for non-participants shall include:

Subclause 1. Proof of the registration fee and an agenda of the event must be presented to the HHD-ICC General Council when making funding requests.

~~Subclause 2 — Delegate Contract Form~~

~~Each delegate attending a conference must complete and sign a Delegate Contract which details:~~

- ~~1. — Trip itinerary~~
- ~~2. — Emergency contact information~~
- ~~3. — Compliance with this policy statement~~
- ~~4. — Comportment guidelines~~
- ~~5. — Academic standing requirements~~

~~The Delegate Contract be filed no later than 24 hours before the trip at HHD's Assistant Dean's mailbox (EC 606) and kept by school year (must be completed even for retroactive funding proposals).~~

#### Section 3. Presentations

Clause 1 Students ~~at large~~ who receive ASI fees from HHD-ICC are required to:

Subclause 1. Provide an informational presentation to their academic unit and/or student organization no later than fifteen (15) school days after returning from the event. The presentation should share information learned at the event and how the information supports the goals of the academic unit and/or student organization.

## Source: HHDICC constitution September 2011

Subclause 2. Determine the date, time, and location of the above-mentioned presentation, and provide this information to the Funding Council or ASI Board of Directors during their request for funding.

Subclause 3. Provide an oral presentation and a written report to HHD-ICC within two meetings immediately following the trip. Provide a written report to the ASI/TSU Office of Program Support (TSU 269) prior to the presentation. The report shall be at least one page long, typed, double-spaced with one-inch margins, and a font size no larger than twelve (12) points, and shall:

- a. Summarize the information given in the presentation and
- b. State how the travel supports the missions of the University and the Associated Students, CSUF, Inc.

### Section 4. Retroactive Funding

Clause 1. A retroactive funding proposal indicating that an event for which funds are being requested occurred before the council meeting at which the proposal is being presented.

Subclause 1. A proposal pertaining to an event or other encumbrance of funds, which occurs during the semester, must be presented to the council by the third meeting following the date of the event to be eligible for funding.

Subclause 2. To be eligible for funding, proposals for events must occur during the proper CSUF fiscal calendar.

Summer events (those occurring after June 30th) shall be considered part of the Fall Semester.

A proposal pertaining to an event or other encumbrance of funds which occurs between semesters (in inter-session between fall and spring semesters) must be presented before the Assembly by the third General Council meeting of the semester following the break to be eligible for funding.

Subclause 3. Retroactive funding proposals must have acknowledged HHD-ICC and ASI in accordance with HHD-ICC Constitution: Article VII, Section 1, Clause 1; otherwise, the proposal is considered ineligible.

Subclause 4. The member organization requesting retroactive funding must provide evidence validating the event including, but not limited to program agenda, fee receipts, and applicable expenses.

### Section 5. International Travel –ASI does not fund International Travel at this time.