



Academic Affairs Commission

Academic Success Referendum Fund (ASRF) Guidelines

I. About

1. Undergraduate Student Association Council
 - a. The Undergraduate Student Association Council (USAC) is comprised of 15 elected undergraduate members. USAC is the governing body of the Undergraduate Student Association (USA), which consists of all UCLA undergraduate students.
2. The Academic Affairs Commission
 - a. The Academic Affairs Commissioner is one of the 15 elected undergraduate student body officers. This officer is in charge of the Academic Affairs Commission (AAC) and the liaison between the undergraduate body, USAC, the Academic Senate, and administration. In order to represent the Associated Students on all matters of educational policy and academic affairs, AAC is responsible for providing programs, initiatives, and activities that enhance the educational environment at UCLA.
3. Academic Affairs Commission Director of the Academic Success Referendum Fund
 - a. The Director of the Academic Success Referendum Fund is chosen by the Academic Affairs Commissioner each year. The Director of the Academic Success Referendum Fund **and the Academic Affairs Commissioner make up** the governing body of the Academic Success Referendum Fund. The Director of the Academic Success Referendum Fund has two responsibilities:
 - i. Deciding allocations of applicants for undergraduates and student groups
 - ii. Overseeing the application process for the ASRF
4. Purpose
 - a. The purpose of the Academic Success Referendum Fund is to fund and strengthen efforts promoting academic advocacy and educational success for such issues as: improving the quality of undergraduate education; funding the creation of academic support resources (i.e., Professor and Course Evaluation Handbook for undergraduate students), promoting extracurricular academic development (**i.e., club headshots**) and so on.
 - b. Additionally, ASRF supports the efforts of the growing student movements for academic reform to improve the effectiveness of students serving on Academic Senate Committees.
 - c. In the case of a global pandemic or natural disaster, funds can be allocated towards initiatives that support students' access to education.



II. Applicant Eligibility

1. All programs must be initiated and implemented by currently registered and enrolled UCLA undergraduate students.
2. All groups applying for funding must be sponsored through the Center for Student Programming (SOLE).

III. Program Eligibility

1. Programs shall use funds to promote academic equity for students, including financial support for technological accessibility.
2. Technological accessibility does NOT include the purchasing of equipment such as iPads, computers, mobile devices, and laptops.
3. ASRF does NOT fund any types of food, travel expenses, or instruction of non-UCLA students.
4. Please also note that ASRF does not fund: trophies, charms, cameras, flowers/plants, candles, decorations, t-shirts, picture frames, personal gifts, compact discs (including DVDs), IM sports fees, plaques and engraving, parking citations, or personal reimbursements of honorarium payments for UCLA faculties.
5. The maximum allocation is \$2000 per quarter and student organizations may only apply once per quarter.

IV. ASRF Considerations

1. Relevance: Does this program supplement and support the academic success of students at UCLA?
2. Practicality: Is the program feasible enough to be carried out? Will it be reasonable within the funding limits?
3. Thrift: Will the budget be cost-efficient? Are the items purchased from the least expensive sources?
4. Longevity: Does the program produce results that will benefit future students?
5. Necessity: Has a similar program ever been implemented in the past? If so, how will the current program be different? Will it attract students?
6. Accessibility: Can the program reach and impact a wide variety of students?
 - a. DO Align your justifications and qualifications with these elements.
 - b. DO NOT Apply for funding for an academically-irrelevant program.
7. All applications will be reviewed without regard to viewpoint and shall solely be based upon viewpoint-neutral criteria.



V. Deadlines

1. Applicants must submit a completed, typed application to the Academic Affairs Commission **via our application on the USAC Funding website**, at least two weeks prior to the date of the proposed program.
2. Applications will be processed as soon as they can in the order they are received.
3. In addition, an evaluation must be completed and returned to the Academic Affairs Commissioner by email no later than two weeks after the date of the proposed program. Evaluation forms can be accessed at bit.ly/ASRF-eval
4. The last day ASRF will accept applications for ASRF in the 2023-2024 academic year is the Friday of Week 5 of Spring Quarter.
5. All other quarters, ASRF will accept applications each quarter until a third of our total funding pot for the Academic Year has been allocated. Given this, ASRF will open up to receive applications 3 times during an academic year: Monday of week 1 in Fall, Winter and Spring. ASRF will continue to accept applications each quarter until either (1) a third of our total fund has been allocated, or (2) Friday of Week 10 of the quarter, whichever comes first.
6. To facilitate campus-wide transparency and knowledge about the status of this fund, the finance directors must offer weekly updates about ASRF's status of fund availability via an accessible medium (social media, council meetings, etc).

VI. Awarding and Payment

1. Awarding
 - a. Following the application review, the Director or Assistant to the Director of the Academic Success Referendum Fund will email the allocated amount and further instructions on reimbursement (from financeaac@usac.ucla.edu).
 - b. In applying for this grant, the applicant agrees to procure the reimbursement paperwork to the Director of the Academic Success Referendum Fund.
 - c. If there are excess funds at the end of a quarter, they will be rolled over to the Maximum Total Allocation of the following quarter.
 - d. **Funds will not be allocated retroactively.**
 - e. **ASRF will have \$18,567.20 to allocate in 2023 - 2024, with**
2. Payment
 - a. All proof of payment and receipts must be submitted to the Director of the Academic Success Referendum Fund by email within one week of the applicant's return. **Failure to do so may result in the forfeiture of funds.**

Any additional questions or concerns should be directed to financeaac@usac.ucla.edu

Application Link: bit.ly/AACASRF



* Electronic forms of payment (ie. Venmo, Zelle) and cash transfers will not be reimbursed.



ACADEMIC AFFAIRS
COMMISSION