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# USA/BOD Programming Fund Guideline Sheet 2023-2024

## GENERAL GUIDELINES

1. The Undergraduate Students Association / Board of Directors (USA/BOD) Programming fund is for the purpose of programming costs of events organized and hosted by officially registered student organizations.
2. There are three USA/BOD Fund cycles during the academic year, one per academic quarter. Eligible organizations are allowed to apply a maximum of 2 times per quarter if they are hosting multiple events. Please submit one separate application per event. The maximum allocation per application is \$5000.
3. Fund guidelines and application are available at <https://usac.ucla.edu/funding/programming/>.
4. Groups can apply for advertising or graphics, facilities or equipment rentals, food, honoraria, props or costumes. Events which are free of charge to UCLA students and cultural/educational in nature are strongly prioritized.
5. The Budget Review Director and Budget Review Committee may modify these rules with the consent approval of the Undergraduate Student Association Council (USAC).

## IMPORTANT DATES

### Fall BOD 2023-2024

Fall BOD App Deadline: 5pm, Monday, October 23, 2023 (FQ Week 4)  
 Fall Hearings: Thursday, October 26, 2023 - Tuesday, October 31, 2023 (FQ Week 4-5)  
 Fall Allocations: Monday, November 6, 2023 (FQ Week 6)

### Winter BOD 2023-2024

Winter BOD App Deadline: 5pm, Friday, January 12, 2024 (WQ Week 1)  
 Winter Hearings: Tuesday, January 16 - Thursday, January 18, 2024 (WQ Week 2)  
 Winter Allocations: Tuesday, January 23, 2024 (WQ Week 3)

### Spring BOD 2023-2024

Spring BOD App Deadline: 5pm, Monday, February 19, 2024 (WQ Week 7)  
 Spring BOD Hearings: Thursday, February 22 - Tuesday, February 27, 2024 (WQ Week 7-8 TBD)  
 Winter Allocations: Tuesday, March 5, 2024 (WQ Week 9)

*\* All hearings are scheduled to be between 6-11pm and be aware that the hearing dates MAY change\**

## FUNDING COMMITTEE

The Budget Review Committee shall be composed of the following members for the 2023-2024 year:

1. Budget Review Director
2. Finance Committee Chair or any member of the Finance Committee
3. General Representative 1
4. Financial Supports Commissioner
5. Community Service Commissioner
6. ASUCLA BOD Undergraduate Representatives
7. ASUCLA Executive Director's Designee

## FUNDING ELIGIBILITY AND RULES

1. Only student organizations that officially registered through Student Organizations, Leadership & Engagement (SOLE) for the year and have signed the Statement of Non-Discrimination can apply.
2. Funds may not be used for extraneous expenditures.
3. Funding may be forfeited if application requirements are incomplete.
4. Use of electronic payment sources (venmo, zelle, cash app, etc) is not allowed and will not be accepted as documentation by Student Government Accounting. Students that use these forms of payment will not be reimbursed.
5. Applications will be reviewed on a viewpoint neutral basis and allocations are to be made such that no organization is discriminated against based on its views, nor is any related programmatic activity discriminated against based on the views of its sponsors or participants, per USA Bylaws Article VII(C)(7)(a) and (b)(i).

### Steps for Applying to the Fund

1. Make a copy of the "[\(USA/BOD\) Programming Fund Application](#)"
2. Apply and fill out all pages
  - a. Information Page > 2. Program Information > 3. Budget Worksheet > 4. Attach Supporting Documents
  - b. Supporting documentation should include budget breakdown & estimates/costs that you are requesting only from the USA/BOD Programming Fund.
  - c. A detailed breakdown of all funds you have received/applied for/expecting from all other sources of funding
  - d. If the committee requests further documentation, the organization must submit the additional documentation within 72 hours of the Budget Review Committee's request.
3. Submitted completed application here <https://forms.gle/sZGtPhUba3RfGwhVA>
4. After the application deadline, the Budget Review Committee will send out email invitations to hearings based on the Committee's discretion. If shortlisted, student organizations must sign up for a brief hearing in the week by the listed deadline. Invited student organizations that fail to sign up for and attend a hearing will surrender their USA/BOD funding application. Please note that not all applicants will be invited for a hearing.
5. The outcome of the application will be made known no later than 2 weeks after the application deadline. Groups with allocations will be given further instructions on how to access their funds.
6. Further updates will come from [budgetreview@usac.ucla.edu](mailto:budgetreview@usac.ucla.edu)

### ACCEPTED LINE ITEMS

| Approved Items   | Unapproved Items  |
|--|---|
| <ul style="list-style-type: none"> <li>• Advertising or Graphics<sup>1</sup></li> <li>• Facilities or Equipment Rentals</li> <li>• Food<sup>2</sup></li> <li>• Honoraria<sup>3</sup></li> <li>• Props or Costumes<sup>4</sup></li> <li>• Supplies</li> <li>• Transportation</li> </ul> | <ul style="list-style-type: none"> <li>• Awards or Gifts<sup>5</sup></li> <li>• Decorations<sup>6</sup></li> <li>• Electronics</li> <li>• Parking or Traffic Citations</li> <li>• T-shirts or Clothes</li> <li>• Other<sup>7</sup></li> </ul> |

### INFORMATION ON LINE ITEMS

**<sup>1</sup>Advertising/Graphics:**

- The BRC may approve requests for advertising/graphics **ONLY** if all publicity material contains the "*Paid for by USAC*" and/or the *ASUCLA Logo (phrase)*. More info: <https://usac.ucla.edu/funding/sgausaclogos.php>
- (A copy of any publicity materials must be attached to your requisition)  
An approved license vendor from the following link must be used: <https://asucla.ucla.edu/licensing/licensed-product-resources/>

## **<sup>2</sup>Food:**

The BRC may approve requests for food **ONLY** if they are *intended for non-UCLA guests* (e.g. visiting K-12/transfer students, conference attendees, culture night audience, etc).

## **<sup>3</sup>Honoraria:**

- **For all honorarium payments less than \$2,000, attach:**
  - o ASUCLA Performance Agreement, available on the USAC website
  - o IRS W-9 (No substitutes)
- **For all honorarium payments \$2,000 and above, attach:**
  - o ASUCLA Contract, available from Student Government Services, Ackerman Union A-Level. Speak to the contract's liaison manager at (310) 206-0701 or email [fperez@asucla.ucla.edu](mailto:fperez@asucla.ucla.edu)
  - o IRS W-9 (No substitutes)
- **For all payments made to foreign person(s), attach:**
  - o IRS W-8BEN
- **Extra Notes:**
  - o All honorarium payments above \$1,500 may be subject to a *Non-Resident State Tax Withholding* of 7% **AND/OR**, regardless of the amount, a *Non-Resident Federal Tax* withholding of 30%.
  - o SGA cannot legally provide tax advice or make suggestions to employees or potential performers. Please visit <http://www.irs.gov> for tax information.

## **<sup>4</sup>Props & costumes:**

- The BRC may approve requests for props/costumes + t-shirts/clothes if they are NOT considered *promotional attire*. (Props and costumes cannot be used for promoting the event).

## **<sup>5</sup>Awards/Gifts:**

- The BRC may **NOT** approve requests for awards, including but not limited to: trophies, plaques, engraving, picture frames, etc.

## **<sup>6</sup>Decorations:**

- The BRC may not approve requests for decorations, including but not limited to: flowers, plants, candles, balloons, backdrops, confetti, etc.

## **<sup>7</sup>Hearings:**

- Clubs are not guaranteed to receive a hearing following the submission of their application. The Budget Review Committee will go over all applications and send out invitations to hearings based on the Committee's discretion.

## **<sup>8</sup>Other:**

- For all other funding requests, please directly contact the Budget Review Director: [budgetreview@usac.ucla.edu](mailto:budgetreview@usac.ucla.edu)

## **Hearings**

1. After the initial application review, shortlisted student organizations will be invited to sign up for a brief hearing. Invited student organizations that fail to sign up for and attend a hearing will surrender their USA/BOD funding application.
2. Hearing sign ups are strictly on an invited-only, and first-come, first-serve basis
3. During the hearing, a representative will present a 2 minute opening statement introduction about your project, program and need for funding, a 5 minute Q&A session, and a 2 minute closing statement from your group
4. Minimum representatives required to attend your hearing: 1 (no maximum)

## **How to Access Funds after Allocation**

|   |   |
|---|---|
| <p><b>Step 1</b> – Verify funds in your organization’s account.</p> | <p><b>BUDGET REPORT</b></p> <p>To verify the funds in your account, you can view the weekly updated budget report by following the link below:</p> <p><a href="https://usac.ucla.edu/funding/sqa/budget/">https://usac.ucla.edu/funding/sqa/budget/</a></p> <p>Once you have access to the report, press “Ctrl + F” or “Command + F” to bring up the search tool. Type in your organization’s name or four-digit account number.</p>  |
| <p><b>Step 2</b> – Complete and sign a requisition form.</p>        | <p><b>REQUISITION FORM</b></p> <p>In order to access your funds, you must fully complete and sign a requisition form. To access an online requisition form:</p> <p><a href="https://usac.ucla.edu/funding/sqa/req/">https://usac.ucla.edu/funding/sqa/req/</a></p> <p>For more details on how to fill out a requisition form:<br/><a href="https://usac.ucla.edu/docs/req-howto.pdf">https://usac.ucla.edu/docs/req-howto.pdf</a> Resources<br/>and forms for supporting documentation:<br/><a href="https://usac.ucla.edu/funding/sqa/forms/">https://usac.ucla.edu/funding/sqa/forms/</a></p> |

|   |   |
|---|---|
|   | <p>ALL requisitions require 2 signatures:</p> <ol style="list-style-type: none"> <li>1) Student representative from your organization</li> <li>2) USAC Budget Review Director</li> </ol> <p>Please submit your signed requisition and all supporting documentation to the Budget Review Director at <a href="mailto:budgetreview@usac.ucla.edu">budgetreview@usac.ucla.edu</a>. The Budget Review Director will review, sign your requisition, then turn it in to SGA for processing.</p> |
| <p><b>Step 3</b> – Pick up your check or fix mistakes in your requisition.</p>  | <p><b>CHECK REGISTER</b><br/>When your requisition form has been processed and your check is ready for pickup or has been mailed, it will be listed on the USA Check Register. Find a link to the check register at <a href="https://usac.ucla.edu/funding/sga/forms/">https://usac.ucla.edu/funding/sga/forms/</a>.</p> <p><b>PROBLEM REQS</b><br/>If there is a problem with your requisition, it will not be processed until the issue is resolved.</p>                                |
| <p><b>Deadline for USA/BOD Programming Requisitions</b></p>   |   |
| <p>All requisitions are due Friday of Week 10 in the quarter that your program occurred. Requisitions are now ONLINE. Please see the link to the requisition form: <a href="https://usac.ucla.edu/funding/sga/req/">https://usac.ucla.edu/funding/sga/req/</a>. We encourage you to submit reqs immediately after incurring the expense to avoid delay in payment. Requisitions submitted after the deadline may not be considered for approval and will not have priority.</p> <p style="text-align: center;"><b>PLEASE PRINT YOUR COMPLETED REQUISITION FORMS<br/>AND SUBMIT IT TO THE SGA OFFICE</b></p> |   |
| <p>For all questions about reqs, please email SGA:<br/><a href="mailto:saccount@asucla.ucla.edu">saccount@asucla.ucla.edu</a></p>   | <p>For questions about the USA/BOD Fund, please email:<br/><a href="mailto:budgetreview@usac.ucla.edu">budgetreview@usac.ucla.edu</a></p>   |