

GUIDELINES FOR THE ALLOCATION OF THE UASF COMMUNITY SERVICE MINI FUND

I. Definition

The Undergraduate Academic Success Fund (UASF) Community Service Mini Fund is funded from a designated portion of those mandatory membership fees which were approved in May 1993 when the members of the Undergraduate Students Association voted to approve the UASF Referendum. The UASF Referendum appeared on the undergraduate ballot for the Primary Election which was held on May 5 and May 6, 1993. Before the undergraduate approval of the 1993 UASF Referendum, funds were allocated from the ASUCLA Board of Directors Student Interaction Fund specifically for allocation to community service projects. These funds were allocated through the USA Community Service Mini Fund Committee. With the approval of the referendum, a separate fund was established to achieve the funding goals of the USA Community Service Mini Fund and was renamed the UASF Community Service Fund. The name Community Service Mini Fund has been preserved to prevent any confusion which may occur as a result of a name change. Subsequent to the May 1993 referendum approval, the members of the Undergraduate Students Association voted to approve the Community and Retention Empowerment (CARE) Referendum in May 1999. The CARE Referendum appeared on the undergraduate ballot for the Primary Election which was held on May 5 and May 6, 1999. The CARE Referendum was intended to provide funds to support the efforts of student-initiated community, retention, and outreach programs to increase access to the university and serve the surrounding community by increasing the Undergraduate Students Association membership fees. These guidelines have been established to reflect the goals and objectives of the UASF and CARE Referenda.

A student community service program is defined as a student program, activity, or service which contributes to the elimination of poverty and social problems; and/or provides direct services (such as educational and health related) to disadvantaged groups. Under these guidelines, community service includes, but is not limited to, outreach programs designed to both educate UCLA student volunteers, and expose students in underrepresented communities to UCLA opportunities otherwise inaccessible.

II. Determination of Budgetable Funds

- A. That portion of the Academic Success Fund which was “earmarked” in the Referendum for community service (i.e., \$0.50 per quarter per student) and that portion of the CARE Referendum which was “earmarked” for the Community Service Mini Fund (i.e., \$0.50 per quarter per student) for a total of \$1.00 per quarter per student will be disbursed through normal University and ASUCLA financial systems.
- B. The Committee shall, at the first meeting of the year, determine the distribution of the allocable funds. Each quarterly distribution shall be at least 15% of that year’s total amount budgetable.

III. The UASF Community Service Mini Fund Committee

A. Composition of Committee

The UASF Community Service Mini Fund Committee shall be composed of the following members:

- 1. The UASF Community Service Fund Committee Chair (an undergraduate student).
- 2. Two (2) undergraduate student members selected from the Community Service Commission (CSC).
- 3. Two (2) undergraduate student members selected from the Community Programs Office (CPO).
- 4. The ASUCLA Executive Director or his/her designate.

B. Method of Selection

1. The UASF Community Service Fund Chair shall be an undergraduate student who is selected by the USA President and approved by a majority vote of the Undergraduate Students Association Council (USAC).
2. The undergraduate student members from the Community Service Commission (CSC) shall be selected by the USA President from the CSC and shall be approved by a majority vote of USAC.
3. The undergraduate student members from the Community Programs Office (CPO) shall be selected by the USA President from the CPO and shall be approved by a majority vote of USAC.
4. The ASUCLA Executive Director shall serve by virtue of his/her title, and may designate a representative to serve in his/her place.

C. Role of the Committee Chair

The UASF Community Service Mini Fund Committee Chair will serve as budget director for the Mini Fund Committee.

D. Eligibility

All student members must meet the minimum eligibility requirements as defined for USAC appointees.

E. Voting Privilege

1. The following Committee members shall be voting members:
 - a. The Chair.
 - b. The Community Service Commission members.
 - c. The Community Programs Office members.
2. The following Committee members shall serve ex-officio, without a vote, and may vote only in the case of a tie.
 - a. The ASUCLA Executive Director or his/her designee.

F. Quorum Requirement

1. Three (3) members of the Committee, two (2) of whom must be student members, shall constitute a quorum.
2. Ex-Officio members count for quorum.
3. Action may be taken only when a quorum is present.

G. Term of Office

The Committee Chair shall be appointed no later than September 15 and shall be expected to serve until June 30 of the following year.

All other Committee members shall be appointed no later than October 1 of each year and shall be expected to serve until the end of the UCLA Academic Year.

IV. Responsibilities of the UASF Community Service Fund Committee

- A. The UASF Community Service Mini Fund Committee shall allocate that portion of fees from the Academic Success Referendum which are earmarked for community service (i.e., \$0.50 per student per quarter) and that portion of fees from the CARE Referendum which are earmarked for the Community Service Mini Fund (i.e., \$0.50 per student per quarter) for a total of \$1.00 per student per quarter.
- B. The UASF Community Service Mini Fund Committee shall allocate USA Community Service Funds in accordance with Article VI.C.2-6. of the USA Bylaws.
- C. It shall be the responsibility of the Committee to notify all officially recognized student organizations of the available mini-funds. Such notification will conform to those appropriate forms delineated in Article VI.C.3. of the USA Bylaws.
- D. The UASF Community Service Mini Fund Committee Chair shall be responsible for compiling and distributing agenda packets to Committee members at least three (3) days before each Committee meeting.
- E. The UASF Community Service Mini Fund Chair shall be responsible for ensuring that a record is kept of committee proceedings and decisions, in compliance with Article VI.C.5. of the USA Bylaws.
- F. All groups which have requested programming funds shall sign up for a hearing date and time when they turn in their funding proposals. This shall be their formal notification. This will ensure that all groups have the opportunity for equal representation before the Committee.
- G. The UASF Community Service Mini Fund Committee, in conjunction with Student Government Accounting, shall submit periodic reports to all members of the Undergraduate Students Association Council.
- H. In addition to the periodic reports, a year-end evaluation report shall be submitted for approval by USAC.

V. Eligible Organizations

- A. Any Officially Recognized student organization shall be eligible for Community Service Mini Funds.
- B. Registration status shall be determined by the Center for Student Programming (CSP) Office, which is a division of the UCLA Student Affairs Division.
- C. The student program, activity, or service should contribute to the elimination of poverty and social problems; and/or provide services such as the enhancement of education and health for disadvantaged groups. The Committee will consider factors that are important in achieving this goal, including but not limited to:
 - 1. Providing an orientation toward post-secondary education
 - 2. Innovation-as a response to the needs of the target population
 - 3. Uniqueness
 - 4. Professional services that address unmet needs
 - 5. Provide direct service
- D. Any organization seeking Community Service Mini Funds may not receive for funding from the USA Programming Fund for the same program or event.
- E. Any joint program or event may not receive funding from both the USA Programming Fund and Community Service Mini Fund.

VI. Allocation Procedures

- A. To receive UASF Community Service Mini Fund allocation(s), groups must submit a typed proposal. All proposals must contain the minimum requirements, listed below (1 through 13). Any proposal which does not contain this information will be automatically rejected by the Committee, and will be reconsidered upon the group's compliance.
1. Organization Name
 2. Organization Representatives (at least two, one of which must be an approved CSP signatory)
 3. Program Abstract (describing the program only)
 4. Statement of Purpose
 5. Goals and Objectives
 6. Projected Target Population (attendance)
 7. Proposed Program Schedule
 8. Itemized Program Budget with justifications and documentation (price quotes)
 9. Facility/Equipment Cost Estimate Sheet (if applicable)
 10. ASUCLA facility (or explanation of why not using ASUCLA)
 11. UASF Community Service Mini Funding Agreement must be signed by a representative of the requesting organization.
 12. Group's CSP Advisor Signature (signifying that proposal has been reviewed, the group has been advised on the event, and that the event complies with University rules and regulations).
 13. Chancellor's representative must review all proposals for compliance with UCLA's Policy on Student Governments. This review may be delegated as part of the CSP Advisor's review of compliance.
- B. Proposal shall be submitted at least four (4) school days prior to the scheduled Programming hearing to the UASF Community Service Mini Fund Chair.
- C. Sponsoring organization shall be required to meet with CSP advisor prior to proposal deadline submission date, and any additional meetings required by advisor.
1. In the case of Community Service Commission, projects may meet initially with the Community Service Commissioner.
 2. In this event, it will be the responsibility of the Community Service Commissioner to work with the CSP Advisor, to review in final, and to obtain signature approval of the CSP Advisor.
- D. Uniform, objective, content and viewpoint neutral criteria will be used in the allocation of the USA Community Service Mini Fund. These standardized criteria may be found in Article VI.C.4. (Criteria) of the USA Bylaws.
- E. The UASF Community Service Mini Fund Chair shall propose its calendar of meetings for the year at its first meeting (subject to Committee approval), which shall be held no later than October 7 of each year. The UASF Community Service Mini Fund Chair shall give a copy of the Committee's schedule of hearing dates and proposal deadlines to the Center for Student Programming (CSP) Office.

VII. Distribution of Allocated Funds

- A. There is a \$3,500.00 limit to the amount that the Committee may allocate per group/organization per hearing.

- B. Following each hearing it shall be the responsibility of the USA Community Service Mini Fund Committee to give notification of the allocation to each student organization in conformance with the forms delineated in Article VI.C.3. of the USA Bylaws.
- C. In accepting any UASF Community Service Mini Fund allocation, a group and/or organization accepts an agreement to spend the allocated money in good faith and in accordance with the USAC financial guidelines.
- D. Before any funds are committed or spent, the organization must present their request at their CS Mini Fund hearing and fill out an ASUCLA requisition. The requisition must contain the signatures of the following persons: the official representative of the organization, the UASF Community Service Mini Fund Chair or her/his designee, and the Student Government Accounting Manager.
- E. All travel shall be conducted in the least expensive manner possible and shall be in compliance with USAC financial guidelines. It must also include insurance for all non-UCLA students.
- F. Each funding proposal which fulfills the minimum requirements shall automatically be entitled to a hearing before the Committee except as provided for by these guidelines.
- G. Each organization which receives UASF Community Service Mini Fund allocation(s) shall be eligible to receive ASUCLA Facilities Waiver Pool for its event/program if that event occurs in an ASUCLA facility and complies with the Facilities Waiver Pool Guidelines.
- H. Each organization which receives UASF Community Service Mini Fund allocation(s) shall be eligible to receive the 20% ASUCLA discount on all eligible items purchased in the UCLA Store and funded by the UASF Community Service Mini Fund.
- I. Student Government Accounting shall be informed of any allocations by the Committee and will be responsible for all accounting for Committee allocations, according to the UASF Community Service Mini Fund Committee Chair. Student Government Accounting will also assist the UASF Community Service Mini Fund Committee Chair in preparing periodic and year-end financial reports.
- J. UASF Community Service Mini Fund allocation(s) may not fund for: refreshments (except when required by law), Conference Fees, Per Diem Expenses, or Overhead (such as supplies, or utilities for office operation).
- K. A funding request which includes food must include a statement detailing the reasons that the food is necessary to the program. The type of food should also be itemized in the budget. It will be the policy and practice of the UASF Community Service Mini Fund Committee to keep food expenses as low as possible and in accordance with USAC financial guidelines.

VIII. Evaluations

- A. The evaluation shall contain the following information:
 - 1. Name of the program
 - 2. Date and location program occurred
 - 3. Funds received
 - 4. Funds spent
 - 5. Name and title of evaluator
 - 6. Did the program achieve its goals?
 - 7. Cost per student
 - 8. Number of people served/volunteers
 - 9. Number of UCLA students

10. Ratings of the effectiveness of the program based on the community served.
11. Suggested changes, if any, for future programs.

- B. Evaluations may include a summary of audience questionnaires (or the appropriate data) the originals thereof, news clipping (post-event), copies of advertisements (including flyer), and any handouts and/or documentation passed out at the event as part of the evaluation package; as well as educational materials, if applicable.
- C. It shall be the responsibility of the UASF Community Service Mini Fund Committee to design a program evaluation form to be used throughout the fiscal year before the proposals are circulated.
- D. Each funded organization must submit an evaluation to the UASF Community Service Mini Fund Chair within two (2) weeks following the program or event. However, if the program is ongoing; an evaluation/update is sufficient.
- E. Failure by an organization to submit an evaluation within the two (2) weeks will result in penalties including but not limited to score reductions and/or rendering that organization ineligible, at most, for the next hearing date. Proper evaluation must be submitted before any further consideration will be given to that group.
- F. Reimbursement for expenditures may not be made until and unless an evaluation has been submitted to the UASF Community Service Mini Fund Committee.

IX. Appeals

- A. Organizations that feel they were not treated fairly or did not receive due-process for their funding proposal may appeal any funding decision to the Undergraduate Students Association Council. In hearing appeals, USAC will not consider the merit or quality of the program in question. USAC will, instead, investigate to ensure that the organization was treated fairly by the Committee and received its proper due-process.
- B. Grounds for appeal to USAC, procedures for appeal to USAC, and procedures for appeal to the USA Judicial Board may be found in Article VI.C.6. (Appeals) of the USA Bylaws.

X. Fund Misuse

The UASF Community Service Mini Fund Committee reserves the right to freeze allocated funds of any group if the Committee determines that the organization or program is not expending the funds in accordance with the group's original program proposal which was approved by the Committee. In the event of such a case, the UASF Community Service Mini Fund Committee Chair will contact the organization's or program's official representatives in writing and notify the representatives of the UASF Community Service Mini Fund Committee's decision to freeze funds. Any freezing of funds shall remain in effect until the Committee makes a decision regarding the status of the affected program(s). Any group representative shall have the opportunity to appear before the UASF Community Service Mini Fund Committee before a final decision is rendered regarding the frozen funds. Groups may appeal these proceedings to USAC, following the appropriate appeal procedure as outlined in IX. Depending upon the severity of the misuse of a UASF Community Service Mini Fund allocation, the Committee may consider further action it deems appropriate up to and including returning the allocation to the UASF Community Service Mini Fund, and barring the organization or program from appearing before the UASF Community Service Mini Fund Committee for the current fiscal year.

XI. Adoption and Amendment

Following the adoption of the document, this document will not be changed except at the end of each academic year so that each group is accorded the same privileges by the UASF Community Service Mini Fund Committee. Any such changes shall be approved by USAC and noticed to the appropriate University official as part of the Committee's year-end report.

Guidelines last amended and approved by USAC on June 16, 2009

Updates to Community Service Mini Fund under COVID-19

In addition to its regular guidelines, CS Mini Committee will consider the following items, in order of priority:

1. **We will fund virtual community service programming, including any fees needed to access online resources.**
 - Projects will need to present a plan on how they will conduct virtual programming.
 - This will take priority over points 2 and 3 in allocation of funds.
2. **We will allow projects to apply for funding to create care packages for their service recipients.**
 - Projects will have to justify why the items within the care packages are needed/will benefit their service recipients, and who they will send the packages to.
3. **We will allow projects to apply for funding to provide resources for community partners needing assistance during the pandemic.**
 - Partners' work must be community service and should align with the objectives of the projects, if possible.
 - Projects should explain why their support and collaboration will benefit the partner and community.
 - Projects must apply on behalf of the partners, and must give justification for why the items are needed.
 - Projects that are not community service-focused but wish to support an organization can apply.
 - Priority will be given towards assisting community partners with an established relationship with projects.
4. **We will fund projects to stock up on supplies needed when activities resume.**
 - We will only approve this request if projects are able to purchase the supplies before the end of the 2020-2021 year and store it securely.
 - Projects cannot send and store supplies to UCLA as there is no access to the UCLA loading dock or buildings.
 - SGA is not accepting Purchase Orders; projects must front the cost of the supplies and apply for reimbursement.