



University of California, Los Angeles  
Undergraduate Students Association

## FINANCE COMMITTEE

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To: Undergraduate Students Association Council  
From: Jenny Wang, USA Finance Committee Chair  
Re: 2021-2022 USA Finance Committee Guidelines  
Contact: [usaficom@asucla.ucla.edu](mailto:usaficom@asucla.ucla.edu)

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The following caps, maxes, and guidelines are the USA Finance Committee Guidelines for the 2021-2022 year.

All allocations will be made without regard to viewpoint and will be based solely upon viewpoint-neutral criteria. Only registered undergraduate student organizations with a signed statement of non-discrimination on file can qualify for USA Contingency Funds. Contact a student organization advisor for more information.

**\*\*Due to the ever-changing nature of the COVID-19 pandemic as well as local and University guidelines, the Finance Committee Chair has the ability to make reasonable changes to Contingency Programming guidelines throughout the year.**

**At this time, all off-campus in-person events require approval from the organization's SOLE advisor prior to submitting an application, which must be forwarded to [usaficom@asucla.ucla.edu](mailto:usaficom@asucla.ucla.edu)\*\***

### 1. Daily Bruin Advertising, Newsmagazines

Allocation of contingency funding to the Advertising line item shall not exceed the cost of a third of a page Daily Bruin advertisement. The cost of a fourth of a colored page ad in the Daily Bruin for 2021-2022 is **\$500.00 per program**. The Daily Bruin advertising cost shall serve as the cap for all other types of advertising (i.e. newsmagazines).

### 2. Graphics

Allocation of contingency funding to the Graphics line item shall be limited to **\$500.00 per program**. All graphic designs must include a "Paid for by USAC" logo, and must be

submitted with the corresponding application and requisitions. Logos may be found on the following website: <https://usac.ucla.edu/funding/sga/usac-logos/>.

### 3. T-Shirts

Allocation of the contingency funding to T-Shirts, tank tops, long sleeves or polo shirts must promote the organization, not a specific event and shall be limited to **\$500.00**. **Only one design is permitted per group per academic year**. An approved license vendor from the following link must be used: <https://asucla.ucla.edu/ucla-licensee-list/>

All T-Shirt designs must include a “Paid for by USAC” logo found on the following website: <https://usac.ucla.edu/funding/sga/usac-logos/>, and design documentation must be submitted with the corresponding application and requisitions.

### 4. Facilities

Allocation to the Facilities line item shall include, but not be limited to, venue, rental equipment, and hired staff. The Finance Committee shall deem the appropriateness of any additional Facilities line items. Allocation of contingency funding to the Facilities line item shall be limited to **\$750.00 per program**.

### 5. Honorarium

Allocation of contingency funding to the Honorarium line item shall be limited to **\$600.00 per program**. This cap includes the cost of the honoraria’s travel and hotel stay. A performer may receive an honorarium a maximum of *twice per quarter*. The Finance Committee shall record the number of times an honoraria receives a payment from Student Government Accounting. In addition, the Finance Committee will notify Student Government Accounting regarding the ineligibility of the performer at least 5 days prior to the event.

### 6. Hospitality

Allocation of funding to the Hospitality line item shall be limited to the Punch and Cookie rule except under unique circumstances, such as the attendance of high school or elementary school students at the program. If high school or elementary school students will be attending a program sponsored by the USAC Contingency Programming, then the group that receives consideration for contingency funding shall be eligible for hospitality funding as required by California State Law.

No items funded by Contingency can be used in fundraisers. Allocation of Contingency funding to the Hospitality line item shall be limited to **\$500.00 per program**.

## 7. Supplies

Items essential for the success of an event including but not limited to: utensils, napkins, plates, certain office supplies, and other event-specific needs which shall be allocated for at the discretion of the Finance Committee per our bylaws/guidelines.

Per UCLA's new Sustainability Policy around phasing out [Single-Use Plastics](#), the Finance Committee highly encourages the use of and shall prioritize funding for paper, bamboo, or other reusable/compostable alternatives to single use plastics whenever appropriate. Please consult with the Zero Waste Task Force via the Office of Sustainability ([sustainability@ucla.edu](mailto:sustainability@ucla.edu)) for alternative solutions or exceptions for specific events.

### I. Supplies that are not funded

- A. Items included but not limited to charms, pens, trophies, stickers, or other charms and memorabilia do not qualify for supplies funding under the USAC Bylaws.

### II. Shipping Costs

- A. Allocation of shipping costs under the supplies category shall be limited to **\$200.00 per event per organization** for **virtual events** only.
- B. Items that are not funded under the supplies category by the contingency fund (i.e. goodie bags, charms, etc.) may be considered for shipping costs
- C. The only exception will be the shipping of individual food items which will be considered in the cost of the Food category.

### III. E-Supplies

- A. Subscriptions to websites for yearly plans shall be limited to a total of **\$250.00 per organization**.
- B. All other online subscriptions or services will be considered on a case-by-case basis.

## 8. Parking

Parking costs shall be limited to **five (5) spots per group per event**.

## 9. Retreats

Allocation of contingency funding for the Retreats line item shall be limited to **\$500.00 for a retreat with less than 15 students in attendance, \$650 for a retreat with 15-25 students in attendance, and \$750 for a retreat with 25+ students in attendance**. Each group or office shall be allowed to receive funding for up to two (2) retreats per quarter.

## 10. Travel **\*\*requires SOLE advisor approval\*\***

- a. **Ground Travel:** Ground travel is defined as the usage of an individual's personal vehicle for transportation. Allocations for ground travel shall not exceed the mileage costs calculated at the 'charitable organizations' rate, as suggested by the [Internal Revenue Service \(IRS\)](#). Multiple vehicles shall be calculated at five (5) persons per one (1) vehicle.
- b. **Registration:** Allocations for registration fees shall not exceed **\$750.00 per group per event**.
- c. **Accommodations:** Allocations for accommodations shall not exceed **\$150.00 per room for up to four (4) rooms** for a maximum total allocation of \$600.00.
- d. **Van and Air Travel:** Van rental travel and air travel shall be determined and allocated based on demonstrated need as evaluated by the USAC Finance Committee.
  - i. The Finance Committee shall use online resources in determining the actual amount allocated to each organization.
  - ii. If the applicant's travel is local travel (within 250 miles of the UCLA campus) then the travel must be made with University vehicles or as deemed appropriate by the Finance Committee and the Student Government Accounting (SGA) office.
  - iii. Allocation of contingency funding for air travel shall be limited to *twice per year* for each office or group.

## 11. Discretionary

The discretionary powers of the USAC Finance Committee Chairperson, in determining funding for an undergraduate registered student organization or student government office/commission, shall be set at a cap of **\$800.00 per program**. The Finance Committee Chairperson shall determine the appropriate times to use his/her discretionary powers. In addition, the Finance Committee Chairperson must submit a paragraph of explanation to the USAC President and Internal Vice President at least one day prior to the following USAC meeting to be kept on file. The paragraph must explain the inherent need to use his/her discretionary powers.

## 12. Summer Contingency Funds

The maximum total allocation that an undergraduate registered student organization or student government office/commission may receive during the Summer Contingency period shall be **\$1000.00 per event**.

## 13. Exceptions

Exceptions may be given to the above line items that are inherent and essential to the program, except the Discretionary Powers of the USAC Finance Committee Chairperson.

#### **14. Event Date Changes**

Changes to an event's date must get prior approval from the USAC Finance Committee Chair in order for allocated funding to apply, and the inherent nature of the event must remain the same.

#### **15. Audits**

Any application submitted to Contingency Programming Fund may be subject to an audit to determine whether funds have been used properly. Student groups will be given at least **2 days** notice prior to their event, and will have **5 days** after their event date to respond with the necessary materials. Failing an audit will result in the withdrawal of allocated funds for that specific event.

#### **16. Questions/Concerns**

Email [usaficom@asucla.ucla.edu](mailto:usaficom@asucla.ucla.edu) for any questions or concerns regarding Contingency Funding. If you are unsure if your event or intended purchases would qualify for funding please do not hesitate to reach out and inquire!

