



## **Supplemental Fund for Service (SFS)**

### **2023-24 Guidelines**

#### **I. About**

##### **A. Undergraduate Student Association Council**

1. The Undergraduate Student Association Council (USAC) is composed of fifteen (15) elected undergraduate members. USAC serves as the governing body of the Undergraduate Student Association (USA) membership, which consists of all UCLA undergraduate students.

##### **B. Community Service Commission**

1. The Community Service Commission (CSC) is one of the fifteen offices of UCLA student government and serves as an umbrella organization for 40 student-run service projects. It engages in service efforts among the campus community, using large-scale service programming, and advocacy & awareness initiatives to engage UCLA students in service.

##### **C. Supplemental Fund for Service (SFS) Committee**

1. The SFS Committee is chosen by the Community Service Commissioner each year. The SFS Committee serves as the governing body of the fund through the process of deciding allocations of applicants for both undergraduate students and registered service organizations at UCLA. The committee shall be chaired by the Community Service Commission Finance Director and composed of one CSC Staff member, one representative from a CSC project, and at least one representative from a non-CSC affiliated service organization.

##### **D. SFS Overview**

1. The purpose of the SFS is to provide UCLA undergraduate students affiliated with a service project on-campus and UCLA student organizations that are categorized as community service the opportunity to pursue their service initiatives. The SFS provides funding for tickets, fees and food for volunteers, volunteer appreciation and retention, national organization dues, supplies, transportation, and conferences. Priority will be given to Tier I line items over Tier II Line Items.
2. The Community Service Commission Fund Committee reserves the right to alter the requirements of the application at any time, with notice to all recipients.
3. The Community Service Commission Fund Application is available online at: [www.uclacsc.org](http://www.uclacsc.org).

##### **E. #UCLAwellness Funding**

1. Per the passage of the #UCLAwellness Referendum in 2016, the measure provided that “the increased involvement of the UCLA student body in community service programs has created a strain on the current resources provided and must be increased in order to sustain the current level of service-based programming available.”
2. As a result, #UCLAwellness funding will be allocated quarterly, by the



Community Service Commissioner, to provide the funds that are then allocated and disbursed to undergraduate students and UCLA service-affiliated organizations that apply for this fund.

## **II. SFS Committee Responsibilities**

- A. In the effort to ensure full transparency on funded initiatives, the SFS Committee is responsible for compiling the following:
  - 1. Quarterly transparency reports shall be presented to USAC.
    - a) The reports shall contain a detailed breakdown of allocations, applicants, and activities for the quarter.
  - 2. In addition to quarterly reports, a year-end evaluation report shall be presented to USAC.
- B. The committee chair shall be responsible for keeping a detailed record of all committee proceedings and decisions.
- C. All committees must uphold the responsibility of disclosing their organizational affiliations.
  - 1. SFS Committee members are prohibited from evaluating initiatives they have direct involvement in.

## **III. Funding Eligibility**

- A. Applicant
  - 1. Individual
    - a. Individual must be a UCLA undergraduate enrolled in at least eight (8) quarter units at the time of application.
    - b. Individual must be in good academic standing with a 2.0 or greater GPA and not on academic probation.
    - c. Individuals can only apply for Conference funding.
  - 2. Student Organization
    - a. The student organization must be a UCLA registered campus organization (RCO) with three (3) signatories and an anti-discrimination form on file with the Student Organization, Leadership & Engagement (SOLE) office.
    - b. The student organization must have a component that serves the community. The recipients of our definition of service includes, but is not limited to:
      - i. UCLA students
      - ii. Non-UCLA students
      - iii. Non-human recipients, including but not limited to:
        - 1. Environment
        - 2. Animals
- B. Deadlines
  - 1. The Supplemental Service Fund will accept applications on a rolling basis.
    - a. For the 2023-2024 year, applications will be accepted beginning September 25th, 2023.



- b. Applications for conference funding must be submitted at least four (4) weeks before the date of the conference.
- c. All other applications must be submitted by Mondays at 5:00pm.
  - i. For programs, submitted at least 14 days before the program date on the application
  - ii. For all other funding needs, submitted at least 14 days before funds need to be accessed.

C. Funding Eligibility & Rules

- 1. Funds may not be used for extraneous expenditures.
- 2. Funding may be forfeited if application requirements are incomplete.
- 3. Funding cannot be used retroactively.
- 4. Funding can be refused if deadlines are not met.
- 5. Funding for conferences will be administered to the organizing delegation leader, limited to costs associated with registration, transportation, and lodging.
  - 1. Conferences are defined as large gatherings organized by a reputable group or movement for the purpose of discussing, training, networking and preparing for community service work.
  - 2. Conference funding cannot be used for non-UCLA students.
  - 3. The conference must relate to either:
    - a. The applicant's service work in the surrounding community.
    - AND/OR
    - b. The campus organization's mission statement and/or purpose.
- 6. All requisition forms must be submitted **by the last week of the quarter.**
  - a. All receipts and proof of payments must be turned in **no later than 1 week (7 days)** after the event date or date of conference.
- 7. 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.
- 8. Conference allocation funds account for airfare, ground transportation, subsidized meals, and lodging as follows:
  - a. Airfare expenditures are capped at \$400 per person.
  - b. Ground transportation expenditures are capped at \$100 total.
  - c. Lodging expenditures are capped at \$180 total per day and should accommodate all individuals traveling.
  - d. Each organization can apply for funding for a max of 4 conference attendees per quarter.
- 9. If receiving money from other sources, your total funding cannot exceed your total expenses.
- 10. The Community Service Commissioner AND the SFS Committee may modify these rules with the approval of the Undergraduate Student



Association Council.

11. Under extraneous circumstances, these rules may be changed with the permission of the Community Service Commissioner AND the SFS Committee.
  12. 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).
- a. Funding Line Items: Each application will be considered for the maximum funds, up to a **maximum of \$1,500 total** (including Tier I and Tier II line items).
    - i. Application Tiers
      1. The SFS is intended to be used for supplemental funding or for things not otherwise funded on campus. For this reason, the SFS Committee will prioritize funding Tier I line items first. Applicants can prioritize which line items the organization wishes the SFS Committee to prioritize with numbers (1-6).
        - a. Once all Tier I line items have been considered, the SFS Committee will then assess and choose to fund Tier II line items. Applicants can prioritize which line items the organization wishes the SFS Committee to prioritize with numbers (1-4).
    - ii. Tier I Line Items: Total requested from Tier I line items cannot exceed \$1,000.
      1. Conferences
        - a. Conference funds can cover registration fees, transportation, lodging, and subsidized meals.
          - i. Registration Fees
            1. Registration fees are eligible for funding in order for members of service organizations to attend conferences.
            2. Registration fees may not be funded if they include membership fees.
            3. Registration information required by the committee is as follows: conference agenda/itinerary, statement of purpose, registration prices per attendee/organization and contact information for who registration is paid to.
          - ii. Transportation
            1. Costs cover airfare, vehicle rental, bus, public transit fees, cab fee and personal vehicle gas fees on a per mile basis.
            2. Airfare is limited to standard economy (coach) class. All applicants must submit prices or quotes regarding airfare.
            3. For personal vehicle gas fees, the applicant must



submit documentation indicating mileage printouts to and from the intended travel location.

iii. Lodging

1. Lodging costs are to cover accommodations that are necessary for the organization to use during their travel.
2. Costs will cover hotels, motels, centers, suites or any other contracted overnight stay.
3. In order to be considered for lodging expenses, the organization at minimum is required to submit official documentation from the vendor or company, a list of rooms, the number of students per room, and the dates (start and end date). A quote or invoice will suffice.

iv. Subsidized Meals

1. Meals may be subsidized up to \$15 per person per day at the location of the event, for all meals that are NOT provided with the conference registration fee.

b. National Organization Dues

- i. Funds may also be expended in payment of applicable dues necessary to sustain membership by a student government or Registered Campus Organization in national and other regional non-University associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership.
- ii. Memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-University associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from the SFS allocation.
- iii. Official documentation of the dues requested from the national organization must be provided with the application, in the form of a notice or letter from the national organization.

c. Tickets/Fees for Volunteers

- i. Funds will cover entrance ticket costs for UCLA student volunteers for events where service recipients are present (i.e. field trips).



- ii. A statement of purpose, an agenda, a list of volunteers receiving tickets/fees will be suffice.
  - d. Supplemental Supplies
    - i. Supplemental supplies are defined as below:
      - 1. Supplemental supplies are defined as those that are not eligible for funding from other available UCLA funding sources (i.e. supplies that will be left at sites off campus, playground equipment, cameras).
      - 2. If applying for medical equipment, the organization needs to provide evidence that a licensed health professional will be present when the equipment will be used.
      - 3. The organization must provide documentation of where supplies will be left or stored.
  - e. Volunteer Appreciation
    - i. Volunteer Appreciation includes banquets and socials with the purpose of bonding and volunteer retention.
    - ii. This line item will fund costs associated with volunteer appreciation events, including venue costs, food, and supplies.
    - iii. Gifts, decorations, and honorariums for volunteer appreciation are not included in this line item.
    - iv. Programs that are not eligible for this fund include events without an explicit purpose of volunteer appreciation, and parties held at a private residence.
    - v. The purchase of alcoholic beverages or other illicit substances cannot be covered by this fund.
    - vi. The organization must submit a statement of purpose, agenda, and list of attendees for programs for which they are applying for funds.
  - f. Volunteer Development
    - i. Volunteer Development includes retreats, recruitment events, and trainings with the purpose of professional and group development. Retreats should have some service-related training, reflection, and development aspects for volunteers.
    - ii. This line item will cover costs associated with volunteer development including food, supplies, venue costs, registration fees, transportation etc.
    - iii. The organization must submit a statement of purpose, agenda, and list of attendees as documentation for programs for which they are applying for funds.
- 2. Tier II Line Items: Total requested from Tier I line items cannot exceed \$750.



- a. Transportation
  - i. This line item includes transportation to and from site or any volunteer event. Additionally it includes all necessary transportation that furthers the organization's mission including but not limited to getting supplies or food.
  - ii. This will fund buses, Bruin Cars, campus vans, Fleet vehicles, and personal vehicle gas fees on a per mile basis.
  - iii. The organization must submit a quote for the method of transportation they will use.
  - iv. For personal vehicle gas fees, the applicant must submit documentation indicating mileage printouts to and from the intended travel location.
- b. Volunteer Appreciation
  - i. This line item will fund items not included in the Tier I Volunteer Appreciation line item, including gifts, decorations, and honorariums.
  - ii. The organization must submit a statement of purpose, agenda, and list of attendees as documentation for programs for which they are applying for funds
- c. Supplemental Service Recipient Needs
  - i. Supplemental service recipient needs include additional funding for recipients, including but not limited to, tickets for field trips, food for site, etc.
  - ii. The organization must provide a list of recipients who will utilize the items bought with this line item.
- d. Supplemental Supplies
  - i. Supplemental supplies include all supplies that the organization was unable to receive sufficient funding for from other available funds.
  - ii. The organization must provide a list of recipients who will utilize the items bought with this line item.

#### **IV. Application Requirements**

##### **A. Basic Requirements**

1. It is required that the Supplemental Service Fund application is submitted by Monday at 5:00pm as delineated below:
  - a) No later than four (4) weeks prior to the date of the conference when applying for a conference.
  - b) For programs, submitted at least 14 days before the program date on the application.
  - c) For all other funding needs, submitted at least 14 days before funds need to be accessed.
2. All student groups and/or individuals must submit supporting documentation with their application where appropriate, including, but not





limited to:

- a) For conferences: hotel booking, travel quotes, itinerary, agenda, breakdown of co-sponsorships, list of attendees, statement of purpose etc.
- b) For programs: venue quotes, retreat agenda, statement of purpose.
3. Any necessary supporting documentation outlined by the SFS Committee in the SFS guidelines must be submitted with your application. If the Committee requests further documentation, the organization must submit the additional documentation within 72 hours of the SFS Committee request.
4. Applications that meet the defined prerequisites will be approved on a first-come, first-served basis, beginning when the application period opens until the quarterly budget allocation has been exhausted.
  - a) Review by the SFS Committee will take place on a **weekly-basis**, where valid applications submitted prior to the weekly deadline are evaluated
  - b) Allocations are to be sent to the Undergraduate Student Association Council for approval.
5. In order to provide grants to as many individuals and student groups as possible, each individual and/or campus organization can receive funding from the CSC Fund once per quarter.
6. Funds will only be appropriated and disbursed in the event of an application approved by the SFS Committee and the Undergraduate Student Association Council.
  - a) In the event that the USAC or SFS Committee is unable to meet quorum and approve allocations, the Community Service Commissioner reserves the discretionary right to approve up to \$500 in funding per organization for events that are happening before the following USAC meeting.

## V. Awarding, Accessing Funds & Post-Allocation Requirements

### A. Awarding

1. Following the application review, the SFS Committee will email the allocated amount and further instructions on reimbursement and requisition forms.
  - a) After their submission, requisition forms will be processed by SFS Committee, USAC Finance Committee, and Student Government Accounting (SGA), **respectively**.
2. In applying for this grant, the applicant agrees to hand over necessary reimbursement paperwork to the SFS Committee.
3. Total awards allocated by the Community Service Commission are capped quarter as follows:
  - a) Spring Quarter: Maximum Total Allocation of \$25,000
  - b) Fall Quarter: Maximum Total Allocation of \$25,000





c) Winter Quarter: Maximum Total Allocation of \$25,000

4. When considering funds available, CSC-affiliated service projects will take priority. All applications will be considered for the maximum funds.
5. 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.
6. All allocations will be made without regards to viewpoint and shall solely be based upon viewpoint-neutral criteria.

B. Accessing Funds

1. All receipts and proof of payments must be submitted within a week of the applicant's return in order to be reimbursed. In order to be reimbursed, we require that you provide original receipts for all expenses. Failure to do so may result in penalized funds, including, and up to full forfeiture of allocated funds.
2. The recipient is to submit a formal requisition form at least 14 days prior to accessing the awarded funds. Failure to do so may render the account subject to closure.

C. Post-Allocation Requirements

1. All applicants must fill out a post-allocation survey due two weeks after the event.
2. Failure to do so will result in a penalty against the applicant's future eligibility to receive fully requested funds.