

GUIDELINES FOR ALLOCATION OF THE ACADEMIC SUCCESS REFERENDUM FUND (ASRF)

1. Definition and Statement of Purpose

- a. The Undergraduate Academic Success Fund Referendum (UASF Referendum) appeared on the undergraduates' ballot for the Primary Election held on May 5 - 6, 1993. The UASF Referendum intends the use of these additional funds toward programming and advocacy to support the academic success of UCLA students.

2. Determination of Academic Success Referendum Fund (ASRF) Funds

- a. The UASF Referendum earmarked 50¢ per quarter per student to the Academic Affairs Commission.
- b. The ASRF shall be allocated a minimum of 20% of the Academic Affairs Commission portion of the UASF Referendum Fee each fiscal year.
- c. The Academic Affairs Funding Board shall, at the first meeting of the year, determine the quarterly distribution of the allocable programming funds.

3. Composition of the Academic Affairs Funding Board (AAFB)

- a. The Academic Affairs Funding Board (AAFB) shall be composed of the following members:
 - i. The AAFB Chair (an undergraduate student).
 - ii. Two (2) undergraduate student members selected from the Academic Affairs Commission.
 - iii. A member of the Undergraduate Students Association Council who is not the Academic Affairs Commissioner.
 - iv. The Budget Review Director or Assistant Budget Review Director.
 - v. The ASUCLA Executive Director or his/her designee (ex-officio).
- b. Method of Selection
 - i. The Academic Affairs Funding Board 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).
 - ii. The undergraduate student members from the Academic Affairs Commission (AAC) shall be selected by the Academic Affairs Commissioner from the AAC and approved by a majority vote of USAC.
 - iii. One member of the Undergraduate Students Association Council is selected by the USA President during a USAC meeting and approved by a majority vote of USAC.
 - iv. The Budget Review Director shall serve by virtue of his/her title, and may designate the Assistant Budget Review Director to serve in his/her place.
 - v. The ASUCLA Executive Director shall serve by virtue of his/her title, and may designate a representative to serve in his/her place.
- c. The following Committee members shall be voting members:
 - i. The AAFB Chair.
 - ii. The two Academic Affairs Commission members.

- iii. The member of the Undergraduate Students Association Council.
 - iv. The Budget Review Director or Assistant Budget Review Director.
- d. The following Committee member shall serve ex-officio, without a vote, and may vote only in the case of a tie.
 - i. The ASUCLA Executive Director or his/her designee.
- e. Quorum Requirement
 - i. Three (3) members of the Committee shall constitute a quorum.
 - ii. Ex-Officio members count for quorum.
 - iii. Action may be taken only when a quorum is present.
- f. Term of Office
 - i. The AAFB Chair shall be appointed no later than September 15 and shall be expected to serve until June 30 of the following year.
 - ii. 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.
- g. Role of the Academic Affairs Funding Board Chair
 - i. The AAFB Chair will serve as budget director for the Mini Fund Committee.
 - ii. The AAFB 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.

4. Responsibilities of the Academic Affairs Funding Board (AAFB)

- a. The Academic Affairs Funding Board (AAFB) shall allocate ASRF Funds to programs that support the academic success of UCLA students in accordance with the UASF Referendum.
- b. It shall be the responsibility of the AAFB to notify academic student organizations of the available programming funds. Advertising in the Daily Bruin, submitting sufficient flyers to the Center for Student Programming office, and notifying the Assistant Resident Directors in the Office of Residential Life shall be considered adequate publicity.
- c. The AAFB Chair shall propose a calendar of meetings for the year at the first meeting of the AAFB. The calendar shall then be advertised in the Daily Bruin and sufficient copies of the calendar should be given to the Center for Student Programming Office for posting around campus. The AAFB Chair shall also give a copy of the Board's schedule of hearing dates and proposal deadlines to the Center for Student Programming Office and to the Office of Residential Life's Resident Directors and Assistant Resident Directors. In addition, this information should be posted on the USAC website.
- d. The AAFB Chair shall be responsible for compiling and distributing agenda packets to AAFB members at least three days before each AAFB hearing.

- e. All those requesting programming funds shall sign up for a hearing date and time when they turn in their funding proposals.
- f. The AAFB shall submit a year-end evaluation report by September 10th for approval by USAC at a regularly schedule September meeting.

5. Eligibility for ASRF Funding

- a. Any student organization registered with the Center for Student Programming (CSP) shall be eligible for ASRF funds.
- b. Any individual with the support of a faculty advisor or departmental sponsor shall be eligible for ASRF Funds.
- c. Any individual with the support of a Resident Director or Assistant Resident Director from the Office of Residential Life shall be eligible for ASRF Funds.
- d. Any individual or organization seeking ASRF funds may be denied funding for failure to comply with these guidelines.
- e. Programs/projects shall not be primarily for the personal benefit of the student applicant or organization.
- f. ASRF does not fund any types of food or travel expenses.

6. Allocation Procedures

- a. To receive ASRF funds, groups must submit a typed proposal. All proposals must contain the minimum requirements listed below (1 through 11). Any proposal which does not contain this information will be automatically rejected by the Board, and will only be reconsidered upon the group's compliance.
 - i. Registered Organization, Residence Hall Floor/House name, or Faculty Advisor Name
 - ii. Undergraduate Student Representative
 - iii. Statement of Purpose
 - iv. Goals and Objectives
 - v. Projected Target Population and Expected Attendance
 - vi. Proposed Program Schedule
 - vii. Itemized Program Budget and Budget Justifications
 - viii. Facility/Equipment Cost Estimate Sheet
 - ix. UCLA Facility (or an explanation of why not using UCLA)
 - x. Representative Signature
 - xi. Signature of Center for Student Programming (CSP) Advisor, Faculty Advisor, or Office of Residential Life Resident Director or Assistant Resident Director
- b. Proposals shall be submitted at least four (4) school days prior to the scheduled programming hearing to the AAFB Chair.
- c. The sponsoring organization shall be required to meet with a CSP or Faculty Advisor two days prior to the proposal submission deadline or with an Office of Residential Life Resident Director or Assistant Resident Director prior to submitting the proposal.

7. Distribution of Allocated Funds

- a. In accepting any ASRF funds, an individual, group, or organization accepts an agreement to spend the allocated money in accordance with the USAC Bylaws.

- b. An ASUCLA requisition must be completed before any funds are committed or spent. The requisition must contain the signatures of the following persons: the official representative of the organization or program, the AAFB Chair or Academic Affairs Commissioner, and the Student Government Accounting Manager or his/her designee.
- c. Transfer of funds between line items are permitted so long as they do not exceed 10% of the group's total allocation, subject to the approval of the AAFB Chair. Amounts larger than this will need to be approved by quorum of the AAFB.
- d. Student Government Accounting (SGA) shall be informed of any allocations by the AAFB and will be responsible for accounting for ASRF allocations, according to specific line items as submitted by the AAFB Chair. SGA will also assist the AAFB Chair in preparing periodic and year-end financial reports.
- e. Individuals and/or Organizations shall be notified of ASRF allocations by email.
- f. Reimbursement for expenditures may **not** be made retroactively.

8. Evaluations

- a. The AAFB Chair shall design and maintain a program evaluation form to be used throughout the fiscal year.
- b. The evaluation form shall include the following information:
 - i. Name of the Program
 - ii. Date and Location of Program
 - iii. Evaluation Data
 - iv. Programming Funds Received
 - v. Programming Funds Spent
 - vi. Whether the program achieved its goals
 - vii. Number of UCLA students in attendance
 - viii. Cost per UCLA student
 - ix. Ratings of the effectiveness of the program, the quality of speakers, effectiveness of entertainment, and publicity impact
 - x. Suggested changes, if any, for future programs
 - xi. Signature of Program Organizer
- c. Evaluations must include copies of advertisements and flyers, and any handouts passed out at the event. Evaluations should also include a summary of audience questionnaires, the originals thereof, and any news clippings about the event.
- d. Each funded organization must submit an evaluation to the AAFB Chair within two (2) weeks following the program or event. Failure by an organization to submit an evaluation within two (2) weeks may make that organization ineligible for ASRF funds in the future. An appropriately completed evaluation form must be submitted before any consideration will be given to future ASRF applications from this student organization or individual.

9. Appeals

- a. Student 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.

10. Fund Misuse

- a. The Academic Affairs Funding Board (AAFB) reserves the right to freeze allocated funds of any group if the AAFB determines that the group is not expending the funds in accordance with the group's approved program proposal. In the event of such a case, the AAFB will contact the group's official representatives in writing and notify the representatives of the AAFB's decision to freeze funds. Any freezing of funds shall remain in effect until the AAFB makes a decision regarding the status of the affected program(s). A group representative shall have the opportunity to appear before the AAFB before a final decision is rendered regarding the frozen funds. Groups may appeal these proceedings to USAC, following the appropriate appeal procedures outlined in VI.C.6. Depending upon the severity of the misuse of ASRF Funds, the AAFB may consider further action it deems appropriate, including having the allocation returned to the AAFB, and barring the group/organization from appearing before the AAFB for the current fiscal year.

11. Implementation

- a. Following the adoption of the document, changes to this document cannot take effect until the following academic year so that each group is accorded the same privileges by the Academic Affairs Funding Board. Any such changes shall be approved by USAC and noticed to the appropriate University official as part of the Academic Affairs Funding Board's year-end report.

Last amended and approved by USAC on January 9, 2007