



Academic Affairs Commission

Academic Success Referendum Fund Guidelines

I. About

A. Undergraduate Student Association Council

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

B. The Academic Affairs Commission

1. The Academic Affairs Commissioner is one of the 14 elected undergraduate student body officers. This officer is in charge of the Academic Affairs Commission (AAC), the liaison between the undergraduate body, USAC, the Academic Senate, and administration, in order to represent the Associated Students on all matters of educational policy and academic affairs. AAC is responsible for providing programs, initiatives, and activities that enhance the educational environment at UCLA.

C. Academic Affairs Commission Director of the Academic Success Referendum Fund

1. The Director of the Academic Success Referendum Fund is chosen by the Academic Affairs Commissioner each year. The Director of the Academic Success Referendum Fund is the governing body of the Academic Success Referendum Fund. The Director of the Academic Success Referendum Fund has 2 responsibilities: (1) deciding the allocations of applicants for both undergraduates and student groups and (2) overseeing the process of application for the Academic Success Referendum Fund.

D. Purpose

1. The purpose of the Academic Success Referendum Fund (ASRF) is to fund and strengthen efforts promoting "academic advocacy" and educational programming for such issues as: curricular reform; more student initiated courses; lowering the student/faculty ratio; improving the quality of undergraduate education; fund the creation of academic support resources, such as the Professor and Course Evaluation Handbook for undergraduate students and so on.
2. This would additionally support the efforts of the growing student movements for academic reform and improve the effectiveness of students serving on Academic Senate Committees.



II. Applicant Eligibility

1. All programs shall be initiated and implemented by currently registered and enrolled UCLA undergraduate students.
2. All groups applying for funding must be sponsored through the Center for Student Programming(SOLE).
3. All individuals must have the written support of a faculty advisor, departmental sponsor, or Office of Residential Life Resident Director or Assistant Resident Director.

III. Program Eligibility

1. Programs shall not be primarily for the personal benefit of the student applicant or organization.
2. No retroactive funds will be allocated.
3. ASRF does NOT fund any types of **food, travel expenses, or instruction of non-UCLA students**.
4. Please also note that ASRF does not fund trophies, charms, cameras, flowers & plants, candles, decorations, t-shirts; picture frames, personal gifts, compact discs (including DVDs), IM sports fees, plaques and engraving, parking citations, personal reimbursements of honorarium payments for UCLA faculties.
5. **Applicants should provide a copy with required signatures at the hearing on the following Tuesday.**
6. The maximum allocation is \$2000 per quarter and student organizations may only apply once per quarter.

IV. ASRF Considerations

1. Relevance: Does this program supplement and support the academic success of students at UCLA?
2. Practicality: Is the program feasible enough to be carried out? Will it be reasonable within the funding limits?
3. Thrift: Will the budget be cost-efficient? Are the items purchased from the least expensive sources?
4. Longevity: Does the program produce results that will benefit future students?
5. Necessity: Has a similar program ever been implemented in the past? If so, how will the current program be different? Will it attract students?
6. Accessibility: Can the program reach and impact a wide variety of students? DO Align your justifications/ qualifications with these elements. DO NOT Apply for funding for an academically-irrelevant program.



V. Deadlines

1. Applicants must submit a completed, typed application to the Academic Affairs Commission by email at least two weeks prior to the date of the proposed program.
2. Here are the suggested deadlines for the year.

Fall Quarter: Friday of Week 2

Friday of Week 4

Friday of Week 6

Friday of Week 8

Winter Quarter: Friday of Week 2

Friday of Week 4

Friday of Week 6

Friday of Week 8

Spring Quarter: Friday of Week 2

Friday of Week 4

Friday of Week 6

Friday of Week 8

3. In addition, an evaluation must be completed and returned to the Academic Affairs Commission by email no later than two weeks after the date of the proposed program.
<https://tinyurl.com/y9acsqly>
4. ASRF Allocations: The last day ASRF will accept applications for ASRF in the 2019-2020 academic year is May 22nd, 2020.

VI. Awarding and Payment

A. Awarding

1. Following the application review, the **Director** of the Academic Success Referendum Fund or the Assistant to the **Director** of the ASRF will email the allocated amount and further instructions on reimbursement.
2. In applying for this grant, the applicant agrees to hand over the necessary reimbursement paperwork to the **Director** of the Academic Success Referendum Fund.
4. 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.
5. **All allocations will be made without regard to viewpoint and shall solely be based upon viewpoint-neutral criteria.**

B. Payment

1. All proof of payment and receipts must be submitted to the **Director** of the Academic Success Referendum Fund of the Academic Affairs



Commission within **one week** of the applicant's return. Failure to do so may result in the forfeiture of funds.

Any additional questions or concerns should be directed to usaaac.asrf@gmail.com.

Application link: <https://forms.gle/UWuVHFQdnhvDSdLr9>