



Paid for by the

**UNDERGRADUATE
STUDENTS
ASSOCIATION
COUNCIL**
usac.ucla.edu

USA/BOD Programming Fund Guideline Sheet 2019-2020

How to Apply for the Fund

- 1) Log onto your UCLA account on <http://my.ucla.edu/>
- 2) Click on the subheader "Campus Life > Student Organization > Fund Requests"
- 3) On Fund Requests: Track Funds → click "Search and Apply to Funds"
- 4) Find "Board of Directors (USA/BOD) Programming Fund Application"
- 5) Apply and fill out all pages
 - 1 Information Page > 2 Fund Specific Questions > 3 Budget Sheet > 4 Supporting Documents
- 6) You should receive an email from usabudgetreview@gmail.com no later than a week after deadline

Important Dates

Fall BOD 2019-2020

Fall Deadline -- Tuesday, October 8, 2019 (week 2)

Fall Hearings -- Tuesday, October 15 - Friday, October 18, 2019 (week 3)

Winter BOD 2019-2020

Winter Deadline -- Tuesday, November 5, 2019 (week 6)

Winter Hearings -- Monday, November 11- Friday, November 15, 2019 (week 9)

Spring BOD 2019-2020

Spring Deadline -- Tuesday, February 18, 2020 (week 7)

Spring Hearings -- Monday, February 24 - Friday, February 28, 2019 (week 8)

** Submit the application before the deadline date, due 5pm **

** All hearings are scheduled to be 6-11pm and be aware that the hearing dates MAY change **

ACCEPTED LINE ITEMS

Approved Items	Unapproved Items
<ul style="list-style-type: none">• Advertising or Graphics¹• Facilities or Equipment Rentals• Food²• Honoraria³• Props or Costumes⁴• Supplies• Transportation	<ul style="list-style-type: none">• Awards or Gifts⁵• Decorations⁶• Electronics• Parking or Traffic Citations• T-shirts or Clothes• Other⁷

PLEASE CAREFULLY NOTE:

¹Advertising/Graphics:

The BRC may approve requests for advertising/graphics **ONLY** if all publicity material contain the "Paid for by USAC" and/or the ASUCLA Logo (phrase). More info:

<https://usac.ucla.edu/funding/skausaclogos.php>

(A copy of any publicity materials must be attached to your requisition)

An approved license vendor from the following link must be used:

<https://asucla.ucla.edu/licensing/licensed-product-resources/>

²Food:

The BRC may approve requests for food **ONLY** if they are *intended for non-UCLA guests* (e.g. visiting K-12/transfer students, conference attendees, culture night audience, etc.)

³Honoraria:

- **For all honorarium payments less than \$2,000, attach:**
 - ASUCLA Performance Agreement, available on the USAC website o IRS W-9 (No substitutes)
- **For all honorarium payments \$2,000 and above, attach:**
 - ASUCLA Contract, available from Student Government Services, Ackerman Union A-Level. Speak to the contract's liaison manager at (310) 206-0701 or email fperez@asucla.ucla.edu
 - IRS W-9 (No substitutes)
- **For all payments made to foreign person(s), attach:**
 - IRS W-8BEN
- **Extra Notes:**
 - All honorarium payments above \$1,500 may be subject to a *Non-Resident State Tax Withholding* of 7% **AND/OR**, regardless of the amount, a *Non-Resident Federal Tax* withholding of 30%.
 - SGA cannot legally provide tax advice or make suggestions to employees or potential performers. Please visit <http://www.irs.gov> for tax information.

⁴Props & costumes:

The BRC may approve requests for props/costumes + t-shirts/clothes if they are NOT considered *promotional attire*. (Props and costumes cannot be used for promoting the event).

⁵Awards/Gifts:

The BRC may **NOT** approve requests for awards, including but not limited to: trophies, plaques, engraving, picture frames, etc.

⁶Decorations:

The BRC may not approve requests for decorations, including but not limited to: flowers, plants, candles, balloons, backdrops, confetti, etc.

⁷Other:

For all other funding requests, please directly contact the Budget Review Director: usabudgetreview@gmail.com.

Deadline for USA/BOD Programming Requisitions

All requisitions are due **Friday of 10th Week** in the quarter. Requisitions are now **ONLINE**. The link to the requisition form: <https://usac.ucla.edu/funding/sga/req/>. We encourage you to submit reqs immediately after incurring the expense to avoid delay in payment. Requisitions submitted after the deadline may not be considered for approval and will not have priority. For all questions about reqs, please visit SGA: **Mon-Fri 11am-5pm in Kerckhoff 332**.

**PLEASE PRINT YOUR COMPLETED REQUISITION FORMS
AND SUBMIT IT TO THE SGA OFFICE**