



The Associated Students Fiscal Policy

Proposals submitted to the Associated Students (A.S.) for consideration should note the following principles used by the Associated Students in its decision making process. Projects that seek the Associated Students funding should be designed to aid the Santa Monica College campus with its mission of education and student development in a manner that is of direct benefit to the student body at-large.

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1. Who can submit a proposal?

1. Current SMC students who are current **A.S. members** may submit a funding proposal.
2. SMC **staff**(classified, faculty, administrators) **who seek funding from the A.S. must be accompanied by a current A.S. member or an appropriate A.S. director liaison** who is in support of their proposal. The student must be present at the A.S. Finance committee meeting to introduce the proposal.
3. No distinction must be made between state, out-of-state, and international students in any of the eligibility criteria of a proposal.
4. Any individual or group with an **outstanding violation** of the Fiscal Policy in the past academic year is **not eligible** for funding until the violation is cleared(see Section 7).

2. When to submit a proposal?

1. Proposals must be submitted by **Thursday, 5pm of any week** to be reviewed at the A.S. Finance Committee meeting the following week. **Late proposals** submitted after the weekly deadline will not be accepted or reviewed at the soonest Finance committee meeting.
2. All proposals for more than \$10,000 must be submitted at least **four class weeks** in advance of the date when the funding needs to be approved at the A.S. Board of Directors meeting. Such proposals may require 2-3 readings at the A.S. Board of Directors meetings for the approval.
3. The A.S. will not fund projects retroactively.

3. What proposals get funding?

A. Club Fieldtrips

1. The fieldtrip must be **in-state**, unless the club is competing nationally to represent SMC.
2. There must be **contribution from the students** attending the fieldtrip that is directed towards the cost of the fieldtrip.
3. The proposed contribution from the A.S. will not exceed 50% of the total cost of the fieldtrip.
4. The funds from the club's **special account**, if available, must be used in financing the fieldtrip.
5. At least 50% of the remaining balance of the club's **ICC allotment** must be used in financing the fieldtrip.
6. The cost of **food and drinks** will be funded at a maximum of \$10 per person per meal. Exceptions may be made for clubs that have created events, programs or services for the students at large.
7. The fieldtrip must be **open to any current SMC/current A.S. student** willing to participate, when appropriate.
8. The purpose of the trip must be **educational or to represent SMC**. The club must show that information obtained in the trip is essentially different from the information available from sources such as Internet, books, movies etc.
9. The students planning to attend the fieldtrip must be **current A.S. members**. If the funds are approved, a **list of students** with their SMC ID and current A.S. sticker numbers must be submitted with the requisition for the funds.
10. If the club has organized a similar fieldtrip in the past, the students planning to attend the trip for the first time must be given priority.
11. Funding will be provided for no more than 1 advisor per every 10 students attending the trip.

B. Campus Events

1. The event must be **Zero-waste compliant** and use recycled/recyclable products. The event planners are encouraged to contact the A.S. Director of Sustainability for assistance.
2. **Performer's and speaker's fees** will be funded only if the speaker is essential to the event and is beneficial to the student. Lodging and transportation fees for a performer or a speaker will not be funded.
3. **DJ fees** for all events during the Activity Hour will not be funded in excess of \$250.
4. **No wages or honoraria** will be funded for a SMC student or staff.
5. The **cost of food** or any other items, if intended to be sold at the event, will not be funded.
6. The event must be conducted in a **handicap accessible** facility.
7. The **planning process** of the event, other than a club event, must be open to the A.S. directors or any A.S. members willing to participate, and the student participants must be given votes on the planning committee.

C. Grants for innovative projects

1. The **A.S. Innovative Grant Application** must be completed and submitted along with the proposal.
2. The A.S. encourages the implementation of innovative projects that would benefit the student body in the **long-term**, promote social and environmental **sustainability** on campus.
3. If the project will need **ongoing funding** in the future, the project proponents must acknowledge this fact in the proposal and explain how such need for funding will be met.
4. The A.S. is limited in its funds and gives priority to support the projects that have **secured partial funding** via other means.
5. Projects must have received **all necessary written approval** by appropriate campus officials prior to consideration.
6. Projects must address the issues that are not met by existing campus programs or departments.

7. Projects must clearly communicate the positive impact that is created, i.e. use plaques or signage.
8. The project must **adhere to the A.S. Constitution, district policies and the California Education Code**. The project proponents must verify and be ready to show the A.S. Finance Committee, the A.S. Board of Directors that the project complies with all college rules and regulations, the A.S. constitution, and with the California Education Code.
9. No **fees or wages** for the individuals or groups creating or operating the project will be funded.

D. Equipment

1. Any equipment purchased by a club must be secured with the club's advisor. The **advisor** becomes **responsible** for the **storage** of the equipment. The advisor must submit with the proposal a signed agreement to store the equipment.
2. The **club** will be held **financially responsible** for any damages or loss.

E. ICC Allotment

1. The A.S. encourages the students' involvement in campus life and student clubs and provides every installed club with an ICC allotment. The purpose of the allotment is to improve the students' experience in the club **throughout the semester** on activities related to the **mission of the club**.
2. **BANQUETS**: Additional dollar amounts over the ICC allotment will not be funded. Clubs may not use more than one semester's ICC allotment for a banquet.
3. **Donations** of the ICC allotment, in whole or in part, to any organizations or causes, including volunteer organizations and relief funds, are not allowed. For such purposes the clubs are encouraged to conduct **fundraisers**. If the fundraiser's revenues would be donated in full to such causes, then items to be resold at the fundraiser may be purchased with the ICC allotment.
4. The allotment can be used to **purchase food or drinks** for the club's meetings no more than two times per semester.

4. How to submit a proposal?

1. The proposal must be submitted **on time**(see Section 2.1).
2. The proposal must be **filled out completely**, listing the specific expenses with the actual costs, the total budget, the sources of funding (personal contributions, ICC and Special accounts), and the additional amount requested from the A.S.
3. All information regarding the program or project must be **documented** with verifiable data.
4. Proposal packet must be submitted in a **clear and organized manner**.
5. Official **price quotes** for every expense budgeted must be submitted at the time the proposal is submitted. Price quotes may not be submitted at the Finance committee or at the Board of Directors meeting. Expenses that are not supported by the official price quotes will not be considered part of the total budget and will not be funded.
6. Proposals that will benefit a small number of students, such as fieldtrips or scholarships, must include a **list of students** with their SMC ID and current A.S. sticker numbers when submitting a requisition for the funds, if approved, for the A.S. membership verification.
7. **Any changes** to the budgeted expenses or amounts requested from ICC allotment or A.S. funds must be submitted to the Director of Budget Management **before the Finance or A.S. Board meeting**. Last minute increases in the requested funds will not be considered if submitted at the A.S. Board meeting.

5. AFTER?

A. After submitting the proposal

1. **A representative of the project proponents must be present** during the A.S. Finance Committee meeting to present the proposal.
2. If the A.S. Finance Committee approves the proposal, a representative must attend the A.S. Board meeting unless the proposal is put in the consent agenda. (The dates and times can be obtained online and at the Associated Students office)

B. After completing the project

1. After an **off-campus project** is completed, the project proponents must provide the Associated Students with a short **verbal report** during the A.S. Board and ICC meetings. Also, **photos or videos** should be submitted to the Director of Publicity for the use on the A.S. website. All reports must show the benefits of the A.S. funding for the student body.
2. All the report materials **must be presented within three weeks** after the completion of the project. The A.S. Secretary must be notified first of when the presentation is to be made.
3. If the project is not planned to be completed in the semester it is funded, a **progress check report** must be made at the A.S. Board meeting during one of the last four meetings in the semester. The progress check report must be made every semester until the completion of the project.

6. Promotional requirements

1. Any person, club or organization, which conducts an event, activity, or program funded with monies originating in whole or in part with the Associated Students, must provide on any advertisement or promotional material a **credit referring to the partial or total funding by the Associated Students.**
2. If a proposal is funded by the Associated Students, the project proponents are encouraged to **promote the project and increase student involvement** through a presentation at the ICC meeting and various advertisements on campus, including “Corsair” and the Associated Students website. Contact A.S. Director of Publicity for assistance.

7. Violations, appeals, and amendments policies

1. The A.S. Finance Committee will determine **violations** of this Fiscal Policy by the project proponents. If it is determined that a violation has occurred, the violator(s) will be contacted by the A.S. office. Sanctions may be placed on current and/or future allocations.
2. If the **proposal was rejected**, and the project proponents can demonstrate that the **Fiscal Policy has not been followed** by either A.S. Finance Committee or A.S. Board of Directors, the project proponents may **appeal** back to the A.S. Finance Committee no later than two weeks after the first meeting.
3. If the project proponents are dissatisfied with the A.S. Finance Committee's decision after the first appeal, the **second appeal** may be filed to the A.S. Board of Directors. The project proponents are allowed neither to file a third appeal, nor to resubmit the original proposal.
4. The A.S. Finance Committee may recommend amending the Fiscal Policy twice per semester. Recommended amendment must be approved by the A.S. Board of Directors with 2/3 vote.
5. The A.S. Finance Committee upon its discretion may make exceptions to the Fiscal Policy with adequate reasons and a unanimous vote which must include the vote of the Chair of the A.S. Finance Committee. If an exception is made, the Chair of the A.S. Finance Committee must explain the reasons to the Board of Directors at the Board meeting.

8. Disclaimer

1. The Associated Students Board of Directors is a separate entity, and proposals submitted by the A.S. directors that are necessary or inherent to the operations of the Board or Student Life Office, i.e. conferences, retreats, office equipment, are not required to follow the Fiscal Policy.
2. Any funding approved by the A.S., i.e. a campaign contribution or a scholarship, does not set a **precedent** for future A.S. Boards.
3. The conduct of the project must be **within the capability** of the proposing group and available resources.
4. The project must **adhere to the A.S. constitution, district policies and the California Education Code**. The project proponents must verify and be ready to show the A.S. Finance Committee, the A.S. Board of Directors that the project complies with all College rules and regulations, the A.S. constitution, and with the California Education Code.
5. The project should be consistent with the Associated Students Prioritized Goals and Objectives (**ASPGO**) and the Associated Students **Mission Statement** as stated in the A.S. constitution.