

87th Session of the Senate of the Associated Students

Agenda for Wednesday, June 12th, 2019 at 5:00 P.M.

The Great Room, Fourth Floor of the Joe Crowley Student Union

1. **CALL MEETING TO ORDER***
2. **PLEDGE OF ALLEGIANCE***
3. **ROLL CALL***
4. **ADOPTION OF MINUTES**

- a. The Senate will consider the approval of the minutes from April 17th, 2019. The Senate will discuss the minutes of April 17th, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Senate may choose to approve the minutes.
- b. The Senate will consider the approval of the minutes from April 24th, 2019. The Senate will discuss the minutes of April 24th, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Senate may choose to approve the minutes.
- c. Senate will consider the approval of the minutes from May 1st, 2019. The Senate will discuss the minutes of May 1st, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Senate may choose to approve the minutes.
- d. Senate will consider the approval of the minutes from May 8th, 2019. The Senate will discuss the minutes of May 8th, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Senate may choose to approve the minutes.
- e. Senate will consider the approval of the minutes from May 15th, 2019. The Senate will discuss the minutes of May 15th, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Senate may choose to approve the minutes.
- f. Senate will consider the approval of the minutes from May 29th, 2019. The Senate will discuss the minutes of May 29th, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion, the Senate may choose to approve the minutes.

5. **PUBLIC COMMENT***

Items heard under public comment may be for items either on or off the agenda. Action may not be taken on items raised under public comment. The Speaker may elect to take public comment on action items on this agenda. The Speaker may impose reasonable limits on the length members of the public may speak.

6. **REPORTS OF ASUN OFFICERS**

The Speaker shall recognize any senior officer of the Association, including the Secretary, to offer a report on his or her official activities since the previous meeting and make any summary announcements he or she deems necessary for no longer than five minutes.

- a. President of the Associated Students, Anthony Martinez
- b. Vice President of the Associated Students, Nicole Flangas

POSTED ON OR BEFORE 9:00 a.m.

ON THE THIRD WORKING DAY BEFORE THE MEETING

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, The Pennington Student Achievement Center, The Mathewson IGT Knowledge Center and online at www.nevadaasun.com

If you would like a copy of any of the agenda items listed, please contact Savannah Hughes at 775-784-6589 or Speaker@asun.unr.edu.



Senate of the Associated Students Agenda

Wednesday, June 12th, 2019

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- c. Chief Justice, Payton Hart
- d. Chief of Staff, Austin Brown
- e. Director of Clubs and Organizations, Davis Florence
- f. Director of Event Programming, Gabrielle Lew
- g. Director of Legislative Affairs, Joko Callies
- h. Director of Diversity and Inclusion, Ayanna Releford
- i. Director of Sustainability, Zachary Green
- j. Director of Campus and Public Relations, Kristen de Guzman
- k. Director of Campus Wellness, Claudia Feil
- l. Attorney General, Omar Moore
- m. Speaker of the Senate, Savannah Hughes

7. REPORT OF THE SENATE COMMITTEES*

The Speaker shall recognize the chairperson of each standing committee, in alphabetical order, and then each special committee, in alphabetical order, to report for no longer than five minutes on the committee's activities since the previous meeting

- a. Chair, Committee on Academics- Senator Harvey
- b. Chair, Committee on Budget and Finance- Senator Prempeh
- c. Chair, Committee on Civic Engagement- Senator Doyle
- d. Chair, Committee on Government Operations- Senator Supple
- e. Chair, Committee on Public Affairs- Senator Westerman
- f. Chair, Committee on Safety, Sustainability, and Wellness- Senator Komanduri
- g. Chair, Committee on University Affairs- Senator Rogers
- h. Speaker Pro-Tempore- Senator Murphy
- i. Chair, Committee on Oversight- Speaker Hughes

8. COMMENTS AND ANNOUNCEMENTS*

The Speaker shall recognize in turn senators requesting the floor for a period not to exceed two minutes. The total time for Comments and Announcements before the first reading of legislation shall not exceed fifteen minutes.

9. FIRST READING OF LEGISLATION

The following bills and resolutions will receive their first reading and may be considered under item 16 of this agenda:

- a. S.B. 87- An Act to Amend the Club Support Funding Policy Manual
- b. S.B. 87- An Act to Rename the Biggest Little Festival Account and Move Funds from the Programming Account

10. MOTIONS TO FAST-TRACK LEGISLATION

- a. S.B. 87- An Act to Amend the Club Support Funding Policy Manual
- b. S.B. 87- An Act to Rename the Biggest Little Festival Account and Move Funds from the Programming Account

A senator may move that legislation under item 16 of this agenda be considered at this meeting. Such a motion shall only be in order provided that a one-day notice has been given to the speaker. The motion shall be decided without debate and shall require the consent of a two-thirds majority of the senate.

11. REFERRALS TO COMMITTEE

The Speaker shall refer all legislation read the first time and not fast tracked to committee.

There is no legislation to be considered for referral at this time.

12. SECOND READING OF LEGISLATION

The following bills and resolutions will receive their second reading and may be considered:

- a. S.B. 87- An Act to Amend the Club Support Funding Policy Manual
- b. S.B. 87- An Act to Rename the Biggest Little Festival Account and Move Funds from the Programming Account

13. MISCELLANEOUS BUSINESS

a. Senator Reports

The Senate will share progress they have made in ASUN-related activities that they have been working on.

b. Senate Committee Changes

The Senate may make changes to committee assignments by resolution

14. COMMENTS AND ANNOUNCEMENTS*

The Speaker shall recognize in turn Senators requesting the floor for a period not to exceed two minutes.

15. PUBLIC COMMENT*

The Speaker may elect to take public comment on items on or off this agenda. The Speaker may impose reasonable limits on the length members of the public may speak.

16. ADJOURNMENT

Notes:

Unless otherwise marked by an asterisk, all agenda items are action items upon which the Senate may take action.

Action items may be taken out of the order to be presented at the discretion of the Chair.

ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to provide accommodations to people with disabilities attending the meeting. Please call ASUN at (775) 784-6589 as soon as possible to arrange for appropriate accommodation.



From: Victoria Supple, College of Liberal Arts
TO: Speaker Hughes, Speaker of the 87th Senate Session
Date: June 3rd, 2019
RE: June 12th, 2019 Senate Meeting

Dear Speaker Hughes,

I ask to fast track this bill amending the Club Support Funding Policy Manual in order to allow the Department of Clubs and Organizations ample time to reach out to club leaders about the updates to club support funding. It is important that these changes are advertised to club leaders as soon as possible so ASUN can provide equitable funding to all clubs and organizations on campus.

Respectfully,

Victoria Supple

Senator for the College of Liberal Arts

Senate of the Associated Students

Associated Students of the University of Nevada

[DISCUSSION DRAFT]

87th SESSION
2019-2020

S. B. 87-

AN ACT TO AMEND THE CLUB SUPPORT FUNDING POLICY MANUAL

IN THE SENATE OF THE ASSOCIATED STUDENTS

JUNE 3RD, 2019

SUBMITTED BY SENATOR SUPPLE ON BEHALF OF DIRECTOR FLORENCE TO THE SENATE OF THE
ASSOCIATED STUDENTS

A BILL

AN ACT TO AMEND THE CLUB SUPPORT FUNDING POLICY MANUAL

- 1 *Whereas*, The Club Support Funding Policy Manual is a document under an Executive department¹;
- 2 *Whereas*, The Club Support Funding Policy Manual is a document that creates a transparent system to approve
- 3 Club Support Funding for ASUN recognized clubs and organizations;
- 4 *Whereas*, the number of clubs and organizations requesting funds is expanding and funding needs to be
- 5 allocated more equitably;
- 6 *Whereas*, lines were added in Title I, Chapter F, Section 1 to improve transparency of the purpose of club
- 7 support funding;
- 8 *Whereas*, lines were added in Title I, Chapter F, Section 6 to add an **On Campus Event Tier** in the place of
- 9 On Campus: For All Students Tier and On Campus: Group Specific Tier;

¹ <http://de5u0yfu98nbk.cloudfront.net/wp-content/uploads/2019/04/30183434/87SAS.pdf>

1 *Whereas*, lines were added in Title I, Chapter F, Section 11 to change funding periods to be 30 days after an
2 approval of funds by the Club Commission to increase accessibility of funds for ASUN recognized clubs and
3 organizations;

4 *Whereas*, lines were removed in Title I, Chapter F, Section 15 due to not needing the Emergency and Early
5 Funding Requests because the funding periods have been adjusted;

6 *Whereas*, lines were added in Title I, Chapter F, Section 21 to include the definition of “Swag Items” to be
7 more transparent for the club commission and the ASUN recognized clubs and organizations;

8 *Whereas*, lines were added in Title II, Chapter A, Section 1 to correct the number of Funding Tier
9 classifications utilized by the Department of Clubs and Organizations – these tiers include Operations, On Campus
10 Event, Travel, and Community Service;

11 *Whereas*, lines were added in Title II, Chapter A, Section 3 to clarify the purpose of the **On Campus Event**
12 **Tier** so that it encompasses the previous On Campus: For All and On Campus Group Specific tiers;

13 *Whereas*, lines were adjusted in Title II, Chapter B, Section 3 to change the funding cap for the On Campus
14 Event Tier from four-thousand five hundred (4500) dollars to two thousand (2000) dollars so that club support
15 funding is more equitable for all clubs and organizations;

16 *Whereas*, lines were added in Title II, Chapter B, Section 10 to include “Swag Items” in the Wolf Shop First
17 Right of Refusal policy;

18 *Whereas*, lines were added in Title II, Chapter B Section 14 to state that all funds not spent during the funding
19 period must be requested for remittance by the President Treasurer of the organizations;

20 *Whereas*, liens were added in Title II, Chapter C, Section 1, to change the Matching Fund Formula from forty
21 percent to fifty percent;

22 *Whereas*, these amendments are necessary to the Policy Manual to allow club support funding to be more
23 equitable and accessible to clubs and organizations on campus;

24 *Be it enacted that by the Senate of the Associated Students*, that the Club Support Funding Policy Manual be amended
25 to reflect the changes in Addendum A.

Club Support Funding Policy Manual



ASSOCIATED STUDENTS OF THE UNIVERSITY OF NEVADA
DEPARTMENT OF CLUBS AND ORGANIZATIONS

<http://www.nevadaasun.com/club-funding/>

Ratified:

ADDENDUM TO CLUB SUPPORT FUNDING POLICY MANUAL

TITLE I. STATEMENTS

Chapter A. ASUN DEPARTMENT OF CLUBS AND ORGANIZATIONS

The purpose of the Associated Students of the University of Nevada (ASUN) Department of Clubs and Organizations (the Department) is to execute the laws and functions related to the affairs of Clubs and Organizations, and those of the Department while managing the affairs and serving as a resource of all ASUN recognized clubs and organizations. The authority is granted by the Statutes of the Associated Students (SAS Title IV Chapter 202).

Chapter B. THE CLUBS AND ORGANIZATIONS COMMISSION

The Clubs and Organizations Commission (the Commission) is composed of all Club Commissioners and headed by the Director of the Department. The Commission facilitates club recognition and may recommend to the Director that petitions be accepted. The Commission hears and approves requests for funding from ASUN recognized clubs and organizations.

Chapter C. POLICY MANUAL

The purpose of this Policy Manual is to create a transparent system to approve Club Support Funding for ASUN recognized clubs and organizations. This Policy Manual maintains the flexibility and adaptability of the ASUN Department of Clubs and Organizations to meet the needs of student clubs while maintaining effective financial practices.

Chapter D. POLICY APPLICATION AND AUTHORITY

All policies stated in this manual shall apply to all matters regarding the hearing of requests for club support funding, approval of funds by the ASUN Clubs and Organizations Commission, orders issued by the Director of Clubs and Organizations and/or the Assistant Director, implementation of allocated funds by clubs and organizations, and all other issues related to the funding of ASUN recognized clubs and organizations by ASUN.

Chapter E. PURPOSE OF CLUB SUPPORT FUNDING

The purpose of Club Support Funding is to support the funds required by ASUN recognized student organizations to support their events, leadership development, learning opportunities, organizational infrastructure, and civic engagement projects.

Chapter F. GENERAL DEFINITIONS AND TERMS

Section 1. Group, Club, and Organization

The words “group,” “club,” and “organization” are interchangeable terms used within this document which refer to those assemblies of undergraduate students at the University of Nevada, Reno (the University) recognized by the Associated Students of the University of Nevada. These terms may also, at times, refer to such assemblies which are in the process of applying for recognition or which have not been recognized,

but which are in some way affiliated with the University and its campus. Should clarification of these references be required, the Director of Clubs and Organizations (“the Director”) shall make such clarification or may seek an opinion from the Commission on Clubs and Organizations. Club Support Funding is not guaranteed; therefore, clubs are responsible for being able to fund their requests prior to receiving Club Support Funding.

Section 2. Tier

The word “Tier” refers to a categorization of costs or expenses expected to be incurred for an event, activity, or investment in resources by a club or organization that are to be funded, in whole or in part, by ASUN.

Section 3 Capital Expenditure

A “capital expenditure” is a cost or expense for an item which has a sale value of greater than one hundred (100) dollars, and which has an expected useful life of three (3) or more years at the discretion of the Commission.

Section 4. Capital Item

A “capital item” is an item which requires a capital expenditure.

Section 5. Event

An “event” shall be defined as an activity, or a repeated activity, hosted by an ASUN recognized organization.

~~**Section 6. On-Campus Event: For All Students**~~

~~An “on-campus event for all students” is an event or activity which is held on the grounds of the University of Nevada, Reno Main Campus. This event must be open to and for all students.~~

~~**Section 7. On-Campus Event: Group Specific**~~

~~A “group specific on-campus event” is an event or activity which is held on the grounds of the University of Nevada, Reno Main Campus, any of its satellite campuses, facilities, or University-owned property. This event is for on-campus events which do not actively involve the greater student population.~~

~~**Section 8. Off-Campus Event**~~

~~An “off-campus event” is an event or activity which is held within a sixty (60) mile radius to the University Main Campus and within Nevada state borders.~~

Section 6. On Campus Event

An “on-campus event” is an event or activity which is held on the grounds of the University of Nevada, Reno Main Campus, any of its satellite campuses, facilities, or University-owned property and will be open to University of Nevada, Reno undergraduate students.

Section 7. Community Service Event

A “community service event” is a volunteer activity, which is done without pay, to help give back to the community. Students receive some benefit by learning more about how

their service makes a difference in the lives of the service recipients and its impact in the community. The club or organization hosting the event shall make no profit from said “Community service event”. All monies, if earned, shall be woefully donated to or used to purchase items that will be donated to the service recipients.

Section 8. Club Support Funding

“Club Support Funding” is any ASUN funding requested by a club and approved by the Commission for a specified use.

Section 9. Club Support Funding Request

“Club Support Funding Request” is the name of an agenda item at a department meeting under which approval of Club Support Funding takes place.

Section 10. Club Support Funding Hearing

“Club Support Funding Hearing” is the name of the scheduled meeting at which approval of Club Support Funding takes place ~~for a specific funding period.~~

Section 11. Funding Periods

“Funding periods” are blocks of time during which Club Support Funding may be used. ~~The dates of funding periods are determined by the Director of Clubs and Organizations for the fiscal year by the first Friday of June.~~ A funding period shall be exactly thirty (30) days after the approval of a club support funding application.

Section 12. Fiscal Year

A “fiscal year” is the financial time period that the Department of Clubs and Organizations follows in order to disperse Club Support Funding. The Department follows the fiscal year as set forth by the University of Nevada. The start date for each fiscal year is July 1st.

Section 13. Remitted Funds

“Remitted funds” refers to the Club Support Funding that was approved by the Commission but was not spent and later requested to not count towards the tier cap for that organization within the funding period for which it was approved.

Section 14. Funding Request, Funding Application

The words “funding request” and “funding application” are interchangeable terms used within this document that refer to the petition of Club Support Funding.

Section 15. Type of Funding Requests

~~There shall be four types of funding requests: Operations requests, Funding Period Requests, Emergency requests, and Early Funding requests.~~

- ~~1. Operations requests are those requests that fall under the Operations tier and are not confined to a funding period.~~
2. Funding Period requests are those requests submitted prior to the submission date and time for inclusion during one of the Club Support Funding Hearings. The submission due date shall be set forth by the Assistant Director of Clubs and Organizations and will be sent out over the Club Listserv and posted on the ASUN Website.
- ~~3. Emergency requests are those requests heard at any time outside of the Funding Hearings as set by the Department. Emergency Requests shall be placed on the Department’s agenda for the next eligible meeting of the Commission. Those clubs making requests under the Emergency request assume the responsibility of providing sufficient evidence to the Commission that the situation was an unforeseen occurrence. Poor or~~

~~improper planning shall not be acceptable justification for requesting Emergency funding.~~

- ~~4. Early funding requests are requests that are heard during a Club Support Funding Hearing in which allocated funds will be spent prior to the funding period in which the event will be held.~~

Section 16. Event Budget

An organization's "event budget" refers to the total amount of all products and services needed to produce and run a predetermined program.

Section 17. Central Station

The ASUN Central Station provides services for clubs and organizations year around. Services include: deposits, donations, timesheets, contracts, payment request, grants, university credit cards, copy machine codes, club accounting, and free notary services.

Section 18. Gift In Kind

"Gift In Kind" donations are charitable contributions to a club where the value of donation is recorded and confirmed through the Central Station office located on the third floor of the Joe Crowley Student Union.

Section 19. Lodging

Lodging is to be defined as any established structure that one purchases or rents for the use of sleeping for any length of time. Such established structures include but are not limited to: hotels, motels, cabins, Airbnbs, timeshares, etc.

Section 20. Mobile Card Reader

A mobile card reader is a small hardware device that connects to a tablet or smartphone to accept payment from debit or credit cards, essentially turning the device into a mobile point of sale.

Section 21. Swag Items

Swag items include but are not limited to apparel, table banners, coffee mugs, notebooks, key chains, stickers, bags, etc.

TITLE II.

STRUCTURE OF FUNDING

Chapter A. ESTABLISHMENT OF TIERS

Section 1. Funding Tier Classifications

There shall be four (4) tiers under which funds shall be classified: Operations Tier, On-Campus Event Tier, ~~Tier: For All Students, On-Campus Tier: Group Specific, Off-Campus Tier~~, Travel Tier, and Community Service Tier Funds shall be classified based upon factors including, but not limited to:

- 1) The audience served by the use of funds
- 2) The location of the event being funded or at which items purchased shall predominantly be utilized
- 3) The nature of the items to be purchased with funds
- 4) The purpose of the event

Requests submitted to the Commission shall provide a proposed classification, but the Commission reserves the right to reassign requests to the tier deemed most appropriate during Club Support Funding hearings.

Section 2. Operations Tier

Operations Funding is to provide financial assistance to clubs with their day-to-day

operational needs. ~~Operations Funding is not bound to a funding period and can be applied for at any time. Funding approved under this tier must be spent within one month of the approval date or funds shall be automatically remitted under Title IV,~~

Chapter B, Section 4.

Section 3. On-Campus Tier: ~~For All Students~~

On-Campus: ~~For All Students~~ Funding is for requests to fund on campus events to be put on by clubs and organizations and will be open to University of Nevada, Reno undergraduate students. ~~and must be for all students.~~ Approved requests shall be allowed to use Inkblot to market the event.

Items funded shall include but are not limited to food, facilities, and materials that are directly related to the success of the event such as promotional items (e.g. event specific T-shirts, flyers, posters, etc.).

~~Section 4. On-Campus Tier: Group Specific~~

~~On Campus: Group Specific Funding is for requests to fund on campus events to be put on by clubs and organizations and may be restricted to club members or students of a specific college. Approved requests shall be allowed to use Inkblot to market the event. Items funded shall include but are not limited to food, facilities, and materials that are directly related to the success of the event such as promotional items (e.g. event specific T-shirts, flyers, posters, etc.).~~

~~Section 5. Off-Campus Tier~~

~~Off-Campus Funding is for requests related to off-campus events held at locations that may include but are not limited to: event venues, parks, government institutions, and private businesses. Such applications shall only be approved if the event could not be reasonably held in on-campus accommodations due to a large number of guests in relation maximum capacity of such accommodations or if such accommodations are unavailable.~~

~~Items funded shall include but are not limited to food, facilities, and materials that are directly related to the success of the event such as promotional items (e.g. event specific T-shirts, flyers, posters, etc.).~~

Section 4. Travel Tier

Travel Funding is for requests to fund direct expenses related to travel. Travel paid for under this tier must in some way enrich leadership, academic, professional, or athletic development towards the club's mission statement.

Items qualifying should be consumable in nature and may include, but are not limited to: registration fees, or, travel to and from competitions, conferences, and seminars. Lodging will not be funded partially or in whole. ~~Memberships to organizations shall not be funded under the Travel Tier. (i.e. League Dues)~~

Section 5. Community Service Tier

Community Service Funding is for requests to fund events to be put on by clubs and organizations that meet the criteria for a "community service event" outlined in Title I, Chapter F, Section 9. Approved requests shall be allowed to use Inkblot to market the event.

Items funded shall include but are not limited to food, facilities, and materials that are directly related to the success of the event.

Chapter B. ANNUAL TIER CAPS AND RESTRICTIONS ON FUNDING

Section 1. Keeping Track of Club Support Funding

If an organization is allocated funding, those funds shall count towards the yearly cap placed on that tier. In the event that the funds are not used, in part or in whole, the total amount allocated, will be applied to the yearly tier cap.

Section 2. Operations Tier Funding Cap ~~for Standard Requests~~

No club or organization shall be allocated more than one thousand (1000) dollars under the Operations Tier during the course of a full fiscal year. **This tier shall be funded at 100%.**

Section 3. On-Campus **Event** Tier: ~~For All Students Funding Cap for Standard and Emergency Requests~~

No club or organization shall be allocated more than **two** thousand ~~five hundred (4500)~~ **(2000)** dollars under the On-Campus ~~For All Students~~ Tier during the course of a full fiscal year.

~~Section 4. On-Campus: Group Specific Tier Funding Cap for Standard and Emergency Requests~~

~~No club or organization shall be allocated more than one thousand five hundred (1500) dollars under On-Campus: Group Specific Tier during the course of a full fiscal year.~~

~~Section 5. Off-Campus Tier Funding Cap for Standard and Emergency Requests~~

~~No club or organization shall be allocated more than one thousand (1000) dollars under the Off-Campus Tier during the course of a full fiscal year.~~

Section **4**. Travel Tier Funding Cap ~~for Standard and Emergency Requests~~

No club or organization shall be allocated more than two thousand ~~and~~ five hundred (2500) dollars under the Travel Tier during the course of a full fiscal year.

Section **5**. Community Service Funding Cap ~~for Standard and Emergency Requests~~

No club or organization shall be allocated more than five hundred (500) dollars under the Community Service Tier during the course of a full fiscal year. This tier shall be funded at 100%.

Section **6**. Non-Perishable Items or Goods

The Commission reserves the right to mandate clubs and organizations to securely store items or goods purchased with club support funding in Commission-approved location(s).

Section **7**. Charging for Attendance

Should a cover fee be charged to attendants, the Commission reserves the right to implement a stipulation on the request related to the fee charged of students.

Section 8. Events Co-Sponsored by Two or More ASUN Recognized Organizations

Clubs and organizations that collaborate together to produce an event or a series of events are allowed to request for club support funding for the same event. Club support funding shall be limited to six thousand (6,000) dollars per event, regardless of the number of ASUN recognized organizations.

Section 9. Food and Beverage Requests

Food and beverage may be funded under all Tiers and Events except for the following situations:

- 1) Food and beverage at open recruitment events under may be funded at a rate of three (3) events per semester.
- 2) Food and beverage will not be funded for club meetings.
- 3) Food and beverage will be funded for workshops, lecture series, or similar events at a rate of five (5) per semester.
- 4) Food and beverage will be funded for closed dinners/catering for club members at a rate of one (1) per semester.

Section 10. First Right of Refusal to the Nevada Wolf Shop For Apparel Swag Items

In the event that Clubs and Organizations request club support funding for the purchase of apparel swag items including but not limited to, T-shirts, hats, and sweatshirts, they must go through the Nevada Wolf Shop first with the sale. When ordering apparel, the club or organization shall allow the Nevada Wolf Shop around a suggested three (3) to four (4) week lead time for orders. ~~In the event that the Nevada Wolf Shop denies the request, the club or organization may outsource to a third party provider. Should the Nevada Wolf Shop not price match if the club or organization is able to find lower prices from a reputable company, then the organization shall be allowed to order through a third party provider.~~

ASUN club support funding may only be used when purchasing swag items from the ASUN Wolf Shop. If the ASUN Wolf Shop is unable to produce the specific swag item being requested, the organization must show, in writing, that the ASUN Wolf Shop cannot produce such item. In this case, a third-party vendor may be utilized.

Swag items must include the approved ASUN logo if club support funding is being utilized.

Required Supporting Documentation: Prior to funding approval, organizations must present an approved Print Request Number Notification

Note: Failure to provide antequite notice for a swag request to the ASUN Wolf Shop is not a legitimate reason as to why the ASUN Wolf Shop cannot produce such items.

Section 11. Items Not Funded

The following are items or uses for which funding shall not be granted:

- 1) Alcohol
- 2) Lodging
- 3) Weapons or Firearm Ammunition

- 4) Direct donations or contributions (A service or product must be rendered for all monies disseminated)
- 5) Retroactive funding
- 6) Illegal activities or supplies
- 7) Grants, compensation, or wages
- 8) Cost of promotional items that honor, thank or congratulate an individual or group
- 9) Transportation costs for an individual or group engaged in class work requirements or job hunting
- 10) Enrollment in university courses, academic requirements, or required academic activities
- 11) Legal services or bail bond funds
- 12) Duplication of services which the University provides for free or at a discounted rate
- 13) Items deemed cash or petty-cash by the ASUN Accounting Office or the University Controller's Office which are outside of the Nevada System of Higher Education (NSHE)

14) Gift cards, gift certificates, pre-paid cards, and similar items

Section 12. Electronic Payment

Clubs and organizations are prohibited from using electronic payment forms. Such forms include but are not limited to mobile card readers, credit card apps (e.g. Square, ROAMpay, PayAnywhere, Intuit GoPayment, PayPal Here, Flint Mobile Reader, and Venmo), and donation websites (e.g. Kickstarter.com, gofundme.com, indiegogo.com, youcaring.com, fundanything.com, pozible.com, and tilt.com) unless the club or organization is tied to a national organization and permission is granted from the Coordinator of Clubs and Organizations.

Section 13. Event Date within Funding Hearings

The date of the event for which funded items or services are purchased shall determine the Funding Hearing at which a request for such funds must be made and the Funding Period in which they must be utilized, unless otherwise stated in these policies. Should an event's date overlap two Funding Periods, the request related to the event must be made at the earliest Funding Hearing.

Section 14. Expended Funds during a Funding Period

Funds allocated to clubs may only be expended during the Funding Period for which they have been granted. ~~The exception is the Operations Tier in which funds are not bound to funding periods.~~ Unused operations funds are automatically remitted one month after approval. All other unused funds from other tiers must be requested to be remitted through an email from the organization President or Treasurer to the Assistant Director of Clubs and Organizations.

~~**Section 17. Early Approval for the On-Campus Funding Tier**~~

~~A request made under the On-Campus Funding Tier for an event whose date falls within the first thirty (30) days of a Funding Period may be approved at the Club Support Funding Hearing prior to the one in which the event's date would normally be placed. These requests must be made through the standard submission process as outlined in Title III. Requests made under this exception assume the additional responsibility of providing evidence to the Commission that early approval is warranted.~~

~~**Section 18. Early Approval for the Off-Campus Funding Tier**~~

~~A request made under the Off-Campus Funding Tier for an event whose date falls within the first thirty (30) days of a Funding Period may be approved at the Club Support Funding Hearing prior to the one in which the event's date would normally be placed. These requests must be made through the standard submission process as outlined in Title III. Requests made under this exception assume the additional responsibility of providing evidence to the Commission that early approval is warranted.~~

~~**Section 19. Early Approval for the Travel Funding Tier**~~

~~A request made under the Travel Funding Tier for the purpose of purchasing travel vouchers or paying fees associated with participation in an event may be approved at the Club Support Funding Hearing for the Funding Period prior to the one in which the event's date would normally be placed in. These requests must be made through the standard submission process as outlined in Chapter III. Requests made under this exception assume the additional responsibility of providing evidence to the Commission~~

~~that early approval is warranted.~~

Section 15. Membership Requirement

All recognized clubs and organizations requesting funding from ASUN must have a membership that is primarily of University of Nevada students. The membership must be at the minimum of 80% of the total student organization membership must follow the membership requirements listed in the Department Procedures Manual. Failure to adhere to the requirement will result in denial of a funding request.

Chapter C. FORMULAS AND FUNDING CAPS FOR COMMON ITEMS

Section 1. Matching Fund Formula

With On-Campus **Event Tier**, ~~Off-Campus~~, and Travel Tiers, there shall be a matching fund formula that clubs must adhere to in order to receive funding. Requested funding through the Department shall serve as supplemental funding for the club's event.

- 1) Under the On-Campus: ~~For All Students~~ Tier, the following matching formula shall apply:
 - a) A club or organization must deposit **50%** of the related event budget into their ASUN club account or show sponsorship with proof of at least **50%** of the related event budget from an entity outside of the University account system.
 - b) i.e. For an On-Campus event with a total event budget of \$1000 the club shall be responsible for no more than **\$500** of the total event budget.
- ~~2) Under the On-Campus: Group Specific Tier, the following matching formula shall apply:~~
 - ~~a) A club or organization must deposit 40% of the related event budget into their ASUN club account or show with proof of at least 40% of the related event budget from an entity outside of the University account system.~~
- ~~3) Under the Off-Campus Tier, the following matching formula shall apply:~~
 - ~~a) A club or organization must deposit 40% of the related event budget into their ASUN club account or show with proof of at least 40% of the related event budget from an entity outside of the University account system.~~
- 4) Under the Travel Tier, the following matching formula shall apply:
 - a) A club or organization must deposit **50%** of the related event budget into their ASUN club account or show with proof of at least **50%** of the related event budget from an entity outside of the University account system.
- 5) Clubs may use Gift In Kind contributions to supplement the club's share of the related event budget under all Tiers. Each Gift In Kind donation may be used for one funding application per funding period. Each Gift In Kind donation monies cannot be split to accommodate for more than one funding application. The Gift In Kind forms must be completed by the same date as when the club's share of the related event budget monies are due to the Central Station each funding period.
- 6) If the requesting club or organization cannot provide proof through supporting documentation or has not deposited the appropriate amount

of funds prior to the hearing of the funding request ~~by the set deadline of the funding period~~, then the amount of Club Support Funding approved shall reflect the balance in the club account.

Section 2. Vehicle Fuel Rates Funding Cap

Requests for vehicle fuel shall be funded at the current state per diem mileage reimbursement rate as advised by the Central Station.

Section 3. ~~Apparel~~ Swag Rate Funding Cap

The Commission shall use the following standard rates for items of apparel:

- 1) Plain t-shirts or polos that will not be screen printed or embroidered shall be funded at a rate of four (4) dollars per item
- 2) T-shirts that will screen printed shall be funded at a rate of ~~six~~ eight (8) dollars per item
- 3) Polos that will be embroidered, shall be funded at a rate of ten (10) dollars per item
- 4) Plain sweatshirts, sweatpants, or any similar outer garment that will not be screen printed or embroidered shall be funded at a rate of ten (10) dollars per item
- 5) Sweatshirts, sweatpants, or any similar outer garment that will be screen printed or embroidered shall be funded at a rate of fifteen (15) dollars per item
- 6) Jerseys or similar athletic outer garment that will not be screen printed or embroidered shall be funded at a rate of ten (10) dollars per item.
- 7) Jerseys or similar athletic outer garment that will be screen printed or embroidered shall be funded at a rate of twenty (20) dollars per item.

Section 4. Use of the University of Nevada Name

If ASUN recognized clubs will be advertising any recruitment, program, meeting, or event(s), the organization is encouraged to use the terms “Nevada” or “The University of Nevada, Reno” when referring to the university.

Section 5. Apparel and Banner Design Approval

If Club Support Funding is used to purchase apparel or a table banner, a design must be submitted prior to use of Club Support Funding. Until approval is received, funds may not be used. The ASUN logo must be visibly placed, be no smaller than two (2) inches by two (2) inches in size for apparel and no smaller than four (4) inches by four (4) inches in size for table banners, and comply with the Press Kit on use of the ASUN logo. Any plain material items in which will not have a design, logo, or other promotional item screen printed or embroidered onto the material are exempt from the ASUN logo requirement. The Commission reserves the right to alter designs and logo requirements.

Section 6. Copy Funding Cap

The Commission shall use the following standard rates for copies:

- 1) Color copies, set on all stocks, shall be funded at a rate of \$0.20 per side.
- 2) Black-and-white copies shall be funded at a rate of \$0.10 per side.

Section 7. Airline Ticket Rates Funding Cap

Airline tickets shall be funded at a rate not to exceed seven hundred and fifty (750) dollars per ticket per person.

Section 8. Catering Funding Cap

- 1) Catering including gratuity shall be funded at a rate not to exceed twenty (20) dollars per person.
- 2) Gratuity shall not exceed twenty (20) percent of the catering invoice.

Section 9. Conference Registration Funding Cap

Individual conference registration shall be funded at a rate not to exceed two hundred fifty (250) dollars per person.

Section 10. Pizza Funding Cap

Pizza shall be funded at a rate not to exceed ten (10) dollars per item.

Section 11. Table Banner Cap

Table banners for the use of promoting club recruitment shall be funded at a rate not to exceed one hundred and fifty (150) dollars per item.

Section 12. Capital Items Cap

Capital items shall be funded at a rate not to exceed one hundred (100) dollars, with the exception of table banners referred to in Title II, Chapter C, Section 11.

TITLE III. REQUESTING OF FUNDS

Chapter A. SUBMISSION OF REQUESTS

Section 1. Eligibility

Those recognized/active clubs and organizations wishing to request funds from the ASUN shall complete the most recent edition of the Club Support Funding Application, as published by the Department. Only those groups recognized/active by the ASUN and considered to be “in good standing” as defined by the Procedures Manual may complete and file this application. ~~Clubs whose ASUN recognition was established after a funding hearing deadline may apply for emergency funding.~~

Section 2. Application Requirements

All Applications shall contain, at a minimum, contain the following:

- 1) The recognized and common name(s) of the requesting club
- 2) The name and contact information of the officer filing the Application and the name and contact information of the organization’s President or Treasurer.
 - a) If either of these officers are the primary requestor, the information of the other officer must be supplied in the subsequent section.
- 3) The date of the event or intended purchase
- 4) A listing of requested items, or approved item groupings, and the amounts requested for each
- 5) Appropriate and supporting documentation of costs for requested items
- 6) A detailed budget of club expenditures for the event
- 7) Other information as deemed appropriate by the Director or the Commission

Section 3. Number of Applications

One application form must be completed for each event. If the event is part of a series,

each event date must have its own application (i.e. if there is a workshop once a week for five weeks, five applications should be submitted). A single application may be

submitted if the recurring event is the same exact purchase.

Section 4. Application Deadline

- 1) The dates for the application deadlines shall be set by the Commission and placed online on the ASUN website.
- ~~1) The dates set by the Commission shall not be less than four (4) days, nor more than fourteen (14) days, prior to the date of the next scheduled hearing for funding requests.~~
- 2) The Commission shall assign the time and place at which funding requests must be made for each of these dates.

Section 5. Application Fraud

All submissions must be approved by the organization's President and Treasurer. Submission of a funding request by a member without such approval shall constitute fraud and shall warrant appropriate action by the Commission and the University. Such action may include, but is not limited to: a conduct hearing by the Commission with subsequent conviction and sentencing or referral to the ASUN Judicial Council; referral of the matter to the University's Office of Student Conduct; reportage of the event to other appropriate University officials.

Section 6. Mandatory WebCampus Club Recognition Training

Before a request is heard both the current organization president and current organization treasurer must have completed a mandatory WebCampus Club Recognition Training.

Chapter B. FUNDING HEARINGS REQUEST

Section 1. Establishing Funding Hearing Requests Dates

- ~~1) Before the beginning of the Academic year, the Commission shall determine and set dates for the Funding Hearing Requests of Standard requests, as well as dates for which funds granted during each hearing may be expended by clubs (Funding Periods).~~
- 2) The Commission reserves the right to amend these dates as deemed appropriate. Such amendments must be made before the submission closing date for the respective period.
- 3) The Director or the Commission may, at any time, move or extend the date for a hearing should extenuating circumstances- including emergencies or failure to meet or maintain quorum- warrant such action.

~~**Section 2. Number of Funding Request Hearings of Standard Requests**~~

~~There shall be no fewer than three (3) Standard hearings during an academic year.~~

Section 2. Meeting Procedure

All hearings shall follow Nevada Open Meeting Law (NRS 241), shall be chaired by the Director, and shall be governed by Robert's Rule of Order and those pertinent items contained within the Department Procedures Manual. In the case the Director cannot chair the meeting due to conflict of interest or absence, this role may be passed to the

Assistant Director.

~~**Section 4. Statement to Commission for Standard and Emergency Requests**~~

~~Each organization requesting funds shall be granted time to make a statement to the Commission for each request filed, with the total time allotted to be set by the Director or Commission, but being not less than two (2) minutes.~~

Section 3. Attendance at the Funding Request Hearings

The President and Treasurer of an organization must be present during the Funding Request Hearings in which their organization is requesting funds.

Section 4. Proxy at a Club Support Funding Hearing

Should the President and Treasurer not have the ability to attend the Club Support Funding Hearing, they must submit to a member of the commission, including Director or Assistant Director, an electronically written notification, including the name for the officer or member who will be acting in their stead at any point before the end of the meeting or hearing at which the request is to be heard. The club may not be heard and approved of funds until the proxy notification is received. Any ASUN appointed or elected officers may not represent their organization's interest before this body or serve as proxy. Only undergraduate members will be allowed.

Section 5. Funding Request Criteria

The Commission shall evaluate requests upon criteria including, but not limited to:

- 1) Thoroughness of planning
- 2) Detail of budget and Application
- 3) Benefit to the student body and organization members
- 4) Alternative sources of funding and actions taken to support self-funding
- 5) Success/Impact of previous events
- 6) Overall benefits of previously allocated funds
- 7) Amount, frequency and nature of prior requests
- 8) The duplication of an ASUN or other organization's program or service

Section 6. Fail to meet Stipulations or Requirements

Club Support Funding shall not be distributed if organizations fail to meet any stipulations or requirements made by the Commission.

TITLE IV. REMITTANCE OF FUNDS

Chapter A. PURPOSE

Section 1. Ability to Remit Unused Funds

Should clubs not spend all of their requested Club Support Funding, they have the option to remit the unused amount.

Chapter B. PROCEDURE

Section 1. Petitioning for Remitted Funds

~~At least one club leader~~ The organization President or Treasurer must submit an electronically written notification for remittance to the Assistant Director of Clubs and Organizations.

Section 2. Time Frame to Remit Funds

The petition to remit Club Support Funding must occur **sixty (60) days after the date of approval** ~~before the next funding hearing for the next funding period.~~

Section 3. How Remitted Funds Are Counted

- 1) The remitted amount of funding shall not count towards the yearly tier cap.

~~Section 4. Automatically Remitted Funds~~

~~Funds approved under the Operations Tier and not spent within 30 days of the approval date will be automatically remitted. Club leaders are not required to attend a Commission meeting for this.~~

TITLE V. DUTIES AND POWERS

Chapter A. THE DEPARTMENT AND ITS OFFICERS

Section 1. Amending Funding Policies

The Department reserves the right to amend at any time these policies. Such amendments shall be ratified upon approval by the Senate of the ASUN.

Section 2. Duty of the Department

It is the duty of the Department to allocate funds in a manner which strives for efficient and equitable financial management practices.

Section 3. Duty of the Commission

- 1) The Commission has the duty to interpret and implement these policies in a manner that is in the best interests of the ASUN, its recognized student groups, and the students of the University.
- 2) The Commission reserves the freedom to implement these policies on a case- by- case basis so as to ensure fairness and provide student organizations with the resources required to produce quality programs that enrich student experiences and development.
- 3) The Commission reserves the right to reallocate funds within the Club Support Funding account.
- 4) The Commission reserves the right to amend requests made during Club Support Funding Hearings in its effort to meet its duties and the goals and objectives of the Department, and to place stipulations and conditions upon the use and access of allocated funds for said purpose.

Section 4. Duty of the Director

- 1) The Director reserves the right to deny access to allocated funds should a club or organization violate those general policies and laws established by the Department and the ASUN or those of the University or the Nevada System of Higher Education.
- 2) The Director shall determine the eligibility of a club or organization to make request for funding from the Club Support account.

Section 5. Powers of the Director and Assistant Director

The Director of Clubs and Organizations and the Assistant Director of Clubs and Organizations reserve the right to make exceptions for Club Support Funding policies after funding has been granted based on extenuating circumstances. These extenuating circumstances may include but are not limited to late Joe Crowley Student Union invoices, internal Department errors, and item change requests for replacement with similar items.

Chapter B. LEADERS OF CLUBS AND ORGANIZATIONS

Section 1. Responsibilities of Club Leaders

- 1) Each leader of a recognized club or organization assumes the responsibility of submitting detailed and accurate applications when making requests for Club Support Funding. It is highly recommended that the club leader meet with their commissioner to review both the Club Support Funding Policies and a draft of each funding request to be submitted before the next Club Support Funding Hearing.
- 2) It is the duty of student organization leaders to be familiar with those policies that relate to the use of ASUN distributed funds, including those of the University and the Nevada System of Higher Education.
- 3) Student leaders assume the responsibility for ensuring that expenditures of allocated support funding remain at or below the amount approved for each item. Purchases of services of goods may not exceed the total amount which the organization has earned and deposited into its account. At no time will an organization be allowed to engage in deficit spending practices. Such actions will have a negative impact on subsequent funding allocations.
- 4) Student leaders assume the responsibility for ensuring that expenditures of allocated support funding are accessed as prescribed in the Club Funding Hearing. If funds are not spent in accordance with the funding hearing the Director may deny access to allocated funds.

Section 2. Overall Percentage Cuts of Requests

In the event that overall percentage cuts are made by the Commission, student groups shall reserve the right to utilize the amount allocated to a request on items in the order of precedence stated on the Application. Such action requires the Approval of the Director, or, if so designated by the Director, the Commissioner under which a club or organization falls.

Section 3. Deficit Club Account

1 Any organization that is found to have a deficit in their club account will
2 be placed on the Accounting Office's negative list and will not be allowed
3 to make any transactions until the deficit is paid in full or use any ASUN
4 club resources including but not limited to reserving classrooms/meeting
5 rooms, using ASUN equipment such as Sound and Lights, ice chests, and
6 popcorn machines. If clubs are found in deficit at the time that funding
7 requests are due, then the club will not be eligible to request funds at that
8 hearing.



FROM: Hayden Grant, Assistant Director of Budget and Assessment
TO: ASUN Senate
DATE: June 3rd, 2019
RE: Concert Account and Money Transfers

In planning the Welcome Week Concert 2019 the Department of Programming has devised revisions to help improve events and maintain the transparency of the Association. In the attached addendum you will find the requested changes. Below, is an overview to the outlined modifications to the ASUN fiscal year 2020 budget.

- The “Biggest Little Festival” will be renamed and rebranded as the “Welcome Week Concert.” Because of this, we would like to rename the BLF account to “Welcome Week Concert” to uphold the transparency of ASUN accounts.
- We request that funds be moved within the Programming Account, to the Welcome Week Concert account. This transfer of funds will open the Programming Board to better booking options for the Welcome Week Concert.
- Previously, the amount allocated toward BLF has been \$200,000+, however this year we have \$125,000, leaving us with limited booking options.
- In previous years, there has been a positive correlation between the amount spent on booking and the generated revenue for the Biggest Little Festival.
- The planning of the Spring Concert will be contingent on the success of the Welcome Week Concert.

The Department of Programming believes these changes will enable the board to better plan events, uphold the transparency of ASUN funds, and create a more seamless concert planning process in the future. Please see attached documents for details on the exact proposed changes.

Hayden Grant

Assistant Director of Budget and Assessment

Associated Students of the University of Nevada

[DISCUSSION DRAFT]

87th SESSION
2019-2020

S. Bill. 87-

An Act to rename the Biggest Little Festival Account and move funds from the Programming Account

IN THE SENATE OF THE ASSOCIATED STUDENTS

JUNE, 4TH, 2019

SUBMITTED BY SENATOR PREMPEH ON BEHALF OF THE PROGRAMMING DEPARTMENT TO THE
ASUN SENATE

A Bill

**An Act to rename the Biggest Little Festival Account and move funds
from the Programming Account**

- 1 *Whereas*, the Biggest Little Festival will be renamed and rebranded as the Welcome Week
2 Concert;
3 *Whereas*, to uphold the transparency of ASUN, it is necessary to rename the BLF account;
4 *Whereas*, it is necessary to move funds into the Welcome Week Concert account in order to host
5 a successful Welcome Week Concert:
6 *Whereas*, the transfer of funds into the Welcome Week Concert account will not affect the Total
7 Allocated or the Total Actual Dollars for the ASUN operating budget;
8 *Whereas*, in previous years, there has been about \$200,000 allocated towards the Biggest Little
9 Festival;
10 *Whereas*, this year there is \$125,000 allocated towards planning the Welcome Week Concert;

1 *Whereas*, in Fiscal Year 2020, there is currently \$60,000 allocated towards booking talent for the
2 Welcome Week Concert;

3 *Whereas*, the Biggest Little Festival in 2017 spent \$108,150 on talent and generated over
4 \$115,000 in revenue;

5 *Whereas*, the Biggest Little Festival in 2016, spent \$94,250 on talent and generated over \$145,000
6 in revenue;

7 *Whereas*, the Biggest Little Festival in 2018, spent \$57,000 on talent and generated \$16,435 in
8 revenue;

9 *Whereas*, based off previous years, there is a direct correlation between the amount spent on
10 talent and the total revenue generated;

11 *Be it enacted*, the Biggest Little Festival account (PG03506) be renamed to Welcome Week
12 Concert (PG03506);

13 *Be it further enacted*,

14 a) The operating line of the Programming Board Account (PG05175) be decreased by
15 \$30,000;

16 b) The revenue line in the Programming Board Account (PG05175) be decreased by
17 \$30,000;

18 c) The operating line item of the Welcome Week Concert Account be increased by
19 \$30,000;

20 d) The revenue line in the Welcome Week Concert Account (PG03506) be increased by
21 \$30,000;

Budget Changes:

- We request that the Biggest Little Festival Account (PG03085) be renamed to “Welcome Week Concert” (PG03085).
- We request that the revenue line in the Programming Board account be reduced by \$30,000.
- We request that the operating line in the Programming Board account be reduced by \$30,000.
- We request that the revenue line in the Welcome Week Concert account be increased by \$30,000.
- We request that the operating line in the Welcome Week Concert account be increased by \$30,000.
- This transfer will not affect the total ASUN allocated amount of \$2,822,168.63 nor will it affect the total ASUN actual amount of \$2,507,464.82.
- This is what these changes will look like in the budget:

	Welcome Week Concert				
20	Host			\$ 10,000.00	
30	Operating			145,000.00	
79	Revenue		\$60,000.00		
97	Balance Forward	\$ -			
	Total Welcome Week Concert			\$ 155,000.00	\$ 95,000.00
				T. Allocated	T. Actual Dollars

	Programming Board				
15	Student Wages:				
	Director of Programming			\$ 7,000.00	
	Assistant Directors (2)			\$ 10,000.00	
	Programmers (8)			24,000.00	
16	Fringe			615.00	
20	Travel				
25	Host			10,000.00	
30	Operating			156,000.00	
	Ted X				
79	Revenue		\$0.00		
97	Balance Forward	\$ 10,000.00			
	Total Programming			\$ 207,615.00	\$ 197,615.00
				T. Allocated	T. Actual Dollars

Below is the breakdown of total revenues and amount spent on talent from the previous 3 years. As you will notice in 2018, \$57,000 was spent on talent and \$16,430 in revenue was generated. In 2017, \$108,150 was spent on talent and \$115,175 in revenue was generated. In 2016, \$94,000 was spent on talent and \$145,000 in revenue was generated. In FY 2020, we currently have \$60,000 allocated toward talent (not accounting for the proposed changes) which is not sufficient to book an artist that will bring in at least \$30,000 in revenue (based off of previous data). Without these changes we could potentially see another budget deficit that could lead to budget cuts to maintain the solvency of the current BLF account.

			Biggest Little Festival 2018			
EVENT:		BLF				
DATE:		9/8/2018				
Co-Sponsors		TBD				
Ticket Sales				Amount	100%	TOTAL
	Alumni			0	\$40.00	\$0.00
	Alumni Guest Tickets			0	\$50.00	\$0.00
	Students (Wolf Shop)			112	\$25.00	\$2,800.00
	Students (Central Station/Box office)		Goal: 3250 (to break even)	580	\$23.50	\$13,630.00
	Ticket Sales Total			692		\$16,430.00
	Ticket Giveaways					
	Food truck Revenue			0	100	\$0.00
	Cash Sponsorships			0		\$ -
TOTAL REVENUE						\$16,430.00
Reno Events Center ticket fee						\$2,030.00
Wolf Shop Commission (10% ticket Sales)						\$280.00
TOTAL ASUN REVENUE INCOME						\$14,120.00
	Talent/Bands					\$57,000.00

			Biggest Little Festival 2017			
EVENT:		BLF				
DATE:		9/2/17				
Ticket Sales				Amount	Cost	TOTAL A
1A	Alumni Ticket Sales			10	\$40.00	\$400.00
1B	Student Ticket Sales			4355	\$25.00	\$108,875.00
1C	Day of Ticket Sales			108	\$50.00	\$5,400.00
	Ticket Sales Total			4473		\$114,675.00
	Food Truck Revenue			5	100	\$500.00
	2 Cash Sponsorships			0		\$ -
TOTAL REVENUE						\$115,175.00
Box Office Commission (5% ticket Sales)						-\$5,733.75
TOTAL INCOME						\$109,441.25
	Talent/Bands					\$108,150.00

			Biggest Little Festival 2016			
EVENT:		BLF				
DATE:		6/2016				
Co-Sponsors		TBD				
Ticket Sales				Amount	100%	TOTAL A
1A	Off campus Ticket Sales			486	\$50.00	\$24,300.00
1B	Wolf Shop Ticket Sales			4843	\$25.00	\$121,075.00
	Ticket Sales Total					\$145,375.00
	Ticket Giveaways			69		\$ -

	Food truck Revenue		3		\$275.00
2	Cash Sponsorships		0		\$ -
TOTAL REVENUE					\$145,650.00
	Box Office Commission (5% ticket Sales)				-\$7,270.00
TOTAL INCOME					\$138,380.00
	Talent/Bands				\$94,250.00

Below is a financial analysis of Welcome Week Concert 2019 that breaks down our planned expenses based off of previous years. As you will notice, there is \$60,000 allocated toward talent after all other expenses reported.

			Welcome Week Concert 2019			
EVENT:		Welcome Week Concert				
DATE:		8/31/2019				
Co-Sponsors		TBD				
Ticket Sales				Amount	Cost	TOTAL A
	Alumni			0	\$35.00	\$0.00
	Alumni Guest Tickets			0	\$40.00	\$0.00
	Students			1500	\$20.00	\$30,000.00
	Students (Box office)		Break-Even: 1500	0	\$20.00	\$0.00
	Ticket Sales Total			1500		\$30,000.00
	Ticket Giveaways					
	Cash Sponsorships			0		\$ -
TOTAL REVENUE						\$30,000.00
Reno Events Center ticket fee						\$0.00
Wolf Shop Commission (10% ticket Sales)						
TOTAL ASUN REVENUE INCOME						\$30,000.00

EXPENSES - Final						
	Talent/Bands					\$60,000.00
	Sound and Lights					\$36,000.00
	Inflateable Letters - BLF					\$0.00
	Labor - UNR facilities, grounds, etc.					\$0.00
	Light Towers					\$0.00
	University Police					\$0.00
	REMSA					\$0.00
*	University Parking Services					\$0.00
	Micellaneous					\$0.00
	ESI Security					\$4,700.00
	Venue					\$20,000.00
	Fencing & Portapotties					\$0.00
	Concessions vouchers					\$1,000.00
	Electrician & stage hands					\$0.00
	Activities/Games					\$0.00
	Tents					\$0.00
	Meals for staff					\$0.00
	Tshirts - Staff					\$1,000.00
	Wristbands					\$1,000.00
	Fuel swag Cinch bags/Hats					\$0.00
	Event Insurance					\$0.00
	Artist Buyouts for Merchandise sales					\$300.00
	Food & Hospitality Riders					\$1,000.00
*						
Total Expenses						\$125,000.00
Actual Balance (amount allocated by ASUN President)						\$125,000.00
NET INCOME or (LOSS)						\$30,000.00
Cost per attendee						\$83.33

Below is a breakdown of where we plan on allocating our funds for the remainder of the year. As you will notice, the decrease of \$30,000 in the programming operating account will not affect our other planned events. If more than \$60,000 in revenue is generated from the Welcome Week Concert, those funds will transfer back into the programming account and likely be allocated toward other entertainment.

Layout	FY2020
Welcome Week	\$20,000.00
Homecoming	\$20,000.00
Beat UNLV	\$4,000.00
Athletics	\$3,000.00
Welcome Back Week	\$8,000.00
Family Weekend	\$20,000.00
Fail Forward Week	\$5,000.00
Holocaust Survivor Speaker	\$1,000.00
Mackay	\$5,000.00
Inclusive Events	\$25,000.00
Other Entertainment	\$40,000.00
Reserves	\$5,000.00
Budget Changes	\$0.00
Total	\$156,000.00
	T. Allocated