Club Support Funding Policy Manual

ASSOCIATED STUDENTS OF THE UNIVERSITY OF NEVADA
DEPARTMENT OF CLUBS AND ORGANIZATIONS
http://www.nevadaasun.com/club-funding/

Ratified: November 6, 2024

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 Directors, 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 $100, 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

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. Social Justice Event

A "social justice event" is an event that promotes the uniqueness, backgrounds, and diversity of students. This event shall encourage and motivate students to celebrate differences and encourage individuality within our campus and community. The club or organization hosting the event shall make no profit from said “social justice event”. All monies, if earned, shall be woefully donated to or used to purchase items that will be donated to the service recipients.

Section 9. Club Support Funding

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

Section 10. Club Support Funding Request

"Club Support Funding Request" is the name of an agenda item at a funding hearing under which approval of Club Support Funding takes place.

Section 11. Club Support Funding Hearing

"Club Support Funding Hearing" is the name of the scheduled meeting at which approval of Club Support Funding takes place.

Section 12. Funding Periods

"Funding periods" are blocks of time during which Club Support Funding may be used. A funding period shall be exactly forty-five (45) days after the approval of a club support funding application.

Section 13. 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 14. 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 15. 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 16. Type of Funding Requests

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 Budget and SEAB for the Department of Clubs and Organizations and will be sent out through Pack Life and posted on the ASUN Website.

Section 17 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 18. Accounting Office

The ASUN Accounting Office 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 19. 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 20 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 21. 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 22. Swag Items

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

Section 23. Retroactive Funding

Retroactive funding is defined as funding for an item or event that is in effect to a prior time or to conditions that existed in the past.

TITLE II. STRUCTURE OF FUNDING

Chapter A. ESTABLISHMENT OF TIERS

Section 1. Overview of Club Funding Tiers

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<h3>Operations Tier</h3>

Funding Cap: $1,000
Funding Rate: 100%

Purpose:
Provides financial assistance for day-to-day operational needs of clubs and organizations.

Examples of Eligible Expenses:
1) Shirts and apparel (following ASUN logo guidelines)
2) Banners and signage
3) Club equipment or materials necessary for regular operations
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<h3>Community Service & Social Justice Tier</h3>

Funding Cap: $500
Funding Rate: 100%

Purpose:
Supports events and projects that meet the criteria for “community service” or “social justice” as outlined in Title I, Chapter F.

Examples of Eligible Expenses:
1) Garbage bags, gloves, and water for service events
2) Event materials for awareness campaigns or service activities.
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<h3>Travel Tier</h3>

Funding Cap: $5,000
Funding Rate: 100% (Competitive Sports Clubs), 50% (All Other Club Collisions)

Purpose:
Provides funding for direct travel expenses that enrich leadership, academic, professional, or athletic development
aligned with the club’s mission.

Examples of Eligible Expenses:
1) Flights, gas, and registration fees for conferences or competitions
2) Transportation costs to and from events(excluding lodging)
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<h3>On-Campus Event Tier</h3>

Funding Cap: $1,000
Funding Rate: 50%

Purpose:
Supports on-campus events hosted by recognized clubs and organizations that are open to UNR undergraduate students.

Examples of Eligible Expenses:
1) Food and beverages
2) Decorations, supplies, and facilities costs
3) Promotional materials (e.g., event-specific shirts, flyers, posters)
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Note: “Funded at 100%” means the Associated Students of the University of Nevada(ASUN) will cover the full approved cost of the expense. “Funded at 50%” means ASUN will cover half of the approved cost, and the remaining 50% must be paid by the club
through its own funds within a given club's ASUN account.
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Section 2. Funding Tier Classifications

There shall be five (5) tiers under which funds shall be classified: Operations Tier, On-Campus Event Tier, Travel Tier, Community Service & Social Justice, and Specialty Funding 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 3. Operations Tier

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

Items funded shall include but are not limited to swag items, equipment, gear, or any other item that is deemed necessary for a club to operate.

Section 4. On-Campus Event

On-Campus Event 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. 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. 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.

Section 7. Community Service and Social Justice Tier

Community Service & Social Justice 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 7 or a "social justice event" outlined in Title I, Chapter F, Section 8. Approved requests shall be allowed to use Inkblot to market the event if on campus.

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

Section 6. Specialty Funding Tier

The Specialty Funding Tier is intended to provide supplemental financial assistance to clubs and organizations that have exceeded the funding limits of their primary tier and are undertaking initiatives that go above and beyond standard programming expectations.

This funding serves as an addition to the maximum allocation permitted within a corresponding tier and may only be accessed once a club or organization has fully exhausted the funding cap for that tier.

Specialty Funding may only be granted when all of the following conditions are met:

1) The request falls within one of the qualifying categories outlined below;
2) The organization has reached the funding cap or has been fully allocated funding within the corresponding tier; and
3) The organization has not previously exhausted the entirety of the Specialty Funding for the current academic year.

Qualifying categories include:

1) A club or organization that qualifies for a regional and/or national competition after fully exhausting or exceeding the funding limits of its Travel Tier funding.
2) A club or organization planning a large-scale community service event after fully exhausting or exceeding the funding limits of the Community Service & Social Justice Tier.
3) A club or organization seeking to purchase specialized equipment necessary for its operations after fully exhausting or exceeding the funding limits of its Operations Tier funding.

The Director of Clubs and Organizations retains the authority to temporarily suspend access to the Specialty Funding Tier at any point during the fiscal year if the Club Support Funding account balance is insufficient to sustain continued base allocations to the Operations Tier, On-Campus Event Tier, Travel Tier, and Community Service & Social Justice Tier.

If a suspension is enacted, the Director must remove the affected tier(s) from the funding request form and provide timely notice to all clubs and organizations regarding the change in availability to access this additional funding.

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, clubs must reach out to the Accounting Office and the Assistant Director of Budget and SEAB to illustrate what was actually spent; see section on Title IV, Chapter A, Section 1.

Section 2. Operations Tier Funding Cap

No club or organization shall be allocated more than one thousand (1,000) 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

No club or organization shall be allocated more than one thousand (1000) dollars under the On-Campus Event Tier during the course of a full fiscal year. This tier should be funded at 50%.

Section 4. Travel Tier

No general or non-competitive sports club or organization shall be allocated more than five thousand (5000) dollars under the Travel Tier during the course of a full fiscal year. This tier should be funded at 50%. Under this tier, competitive sports clubs or organizations should be funded at 100%

Section 5. Community Service and Social Justice Funding Cap

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

Section 6. Specialty Funding Tier Funding Cap

No club or organization shall be allocated more than one thousand (1,000) dollars under the Specialty Funding Tier during a single fiscal year. Requests under this tier shall be funded at one hundred percent (100%) of the approved amount.

Specialty Funding may only be accessed once a club or organization exhausts all of its funding for the respective corresponding tier. These requests must also comply with eligibility requirements outlined in Title II, Chapter A, Section 6.

Section 7. 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 8. 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 9. 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 10. 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 an unlimited rate per semester.
2) Food and beverage will be funded for workshops, lecture series, or similar events at a rate of five (5) per semester.
3) Food and beverage will be funded for closed dinners/catering for club members at a rate of one (1) per semester.

Section 11. First Right of Refusal to the Nevada Wolf Shop through Club Colors for Swag Items

In the event that Clubs and Organizations request club support funding for the purchase of swag items including T-shirts, hats, and sweatshirts, they must go through the Nevada Wolf Shop, using Club Colors first with the sale. Club Colors is the exclusive provider of departmental branded merchandise for Barnes & Noble College which operates the Nevada Wolf Shop. When ordering apparel, the club or organization shall allow the Nevada Wolf Shop through Club Colors a suggested three (3) to four (4) week lead time from the club funding hearing prior to the club's needed date for the receipt of items.

ASUN club support funding may be used when purchasing swag items from the ASUN Wolf Shop through Club Colors. 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.

Clubs may use a third-party vendor if Club Colors has not made contact with them within 5 business days.

Apparel such as shirts, sweaters, sweats, shorts, hats, and more, must include the approved ASUN logo if club support funding is being utilized. Accessories such as stoles, pens and lanyards do not need to include the ASUN approved logo.

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

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

Section 12. 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 and scholarships
8) Transportation costs for an individual or group engaged in class work requirements or job hunting
9) Enrollment in university courses, academic requirements, or required academic activities
10) Legal services or bail bond funds
11) Duplication of services which the University provides for free or at a discounted rate

12) 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)
13) Gift cards, gift certificates, pre-paid cards, and similar items
14) Sales Tax (outlined in Title II, Chapter B, Section 16)
15) Monthly Subscriptions
16) Sales Price (outlined in Title II, Chapter B, Section 17)

Section 13. 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 Assistant Director of Accounting in the Accounting Office.

Section 14. 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 15. Expended Funds during a Funding Period

Funds allocated to clubs may only be expended during the Funding Period for which they have been granted. 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 Budget and SEAB for the Department of Clubs and Organizations.

Section 16. Membership Requirement

All recognized clubs and organizations requesting funding from ASUN must have 100% of their total membership made up of University of Nevada students enrolled in at least 1 credit

Clubs and organizations requesting funding from ASUN must have 100% of their executive board as undergraduate students and 51% of their total membership as undergraduate students. 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.

Section 17. Funding of Websites

Clubs and organizations are prohibited from paying for monthly website subscriptions. Funding requests for the purchase of a website will only be approved if the website can be purchased with an annual payment that takes place once per fiscal year.

Section 18. Tax Exemption

All ASUN recognized clubs and organizations are exempt from paying sales tax on items funded by the commission. The University of Nevada, Reno is a tax-exempt institution.

Section 19. Funding of Sales Price

The commission will not fund the sales price of an item unless the vendor provides a statement that grants the club the sales price. Clubs and organizations must request the originally listed price that the vendor provided in case the sale is removed.

Section 20. Giveaways

The commission will fund promotional items, event supplies, or giveaway items for a giveaway that does not require a payment from students to gain entrance. Giveaway items shall be funded at a rate not to exceed a total monetary value of three hundred (300) dollars.

Section 21. Awards

Clubs and organizations can provide awards that do not exceed a total monetary value of two hundred and fifty (250) dollars. An example of an award is a plaque. The commission will also fund stoles for graduating members of a club or organization.

Chapter C. FORMULAS AND FUNDING CAPS FOR COMMON ITEMS

Section 1. Matching Fund Formula

With the On-Campus Event and Travel Tier, 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 Event and Travel Tier, the following matching formula shall apply:
   a) A club or organization must deposit 50% of the related event or travel 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.
   c) A club or organization is responsible for covering 50% of the posted expenditure, regardless of how much funding they received at the funding hearing. For example, if a club is funded $1,000 out of the On- Campus and Travel Tier but only spends $500, they will receive $250 from ASUN and are responsible for the remaining $250.
2) 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.

3) 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, 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. 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 ten (10) dollars per item
2) T-shirts that will be screen printed shall be funded at a rate of fifteen (15) per item
3) Polos that will be embroidered, shall be funded at a rate of twenty (20) dollars per item
4) Plain sweatshirts, long sleeve garments, sweatpants, or any similar outer garment that will not be screen printed or embroidered shall be funded at a rate of twenty (20) dollars per item
5) Sweatshirts, long sleeve garments, sweatpants, or any similar outer garment that will be screen printed or embroidered shall be funded at a rate of twenty- five (25) 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 thirty (30) dollars per item.
7) Jerseys or similar athletic outer garment that will be screen printed or embroidered shall be funded at a rate of forty (40) 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. Clubs may add a 10% cost increase when submitting a funding application involving airline tickets, as the cost of flights are constantly changing.

Section 8. Catering Funding Cap

1) Catering including gratuity shall be funded at a rate not to exceed forty (40) 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. 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 11. 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.

Section 12. Shipping and Handling

Funding for shipping and handling shall be funded at a rate not to exceed fifty (50) dollars per order.

TITLE III. REQUESTING OF FUNDS

Chapter A. SUBMISSION OF REQUESTS

Section 1. Eligibility

Those recognized/active clubs and organizations wishing to request funds from 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.

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.

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 Club leadership. Funding applications will not be accepted by the Commission from the club until a written letter is submitted by the club leadership ensuring their member has been held accountable.

Section 4. Application Deadline

1) The dates for the application deadlines shall be set by the Assistant Director of Budget and SEAB and placed online on the ASUN website.
2) The Assistant Director of Budget and SEAB 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 Club leadership. Funding applications will not be accepted by the Commission from the club until a written letter is submitted by the club leadership ensuring their member has been held accountable.

Section 6. Student Conduct

Any violation of University policies will be referred to the Office of Student Conduct.

Section 7. 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) 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.
2) 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. 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 an Assistant Director.

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 of Budget and SEAB, 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

The organizations President or Treasurer must submit an electronically written notification for remittance to the Assistant Director of Budget and SEAB for the Department of Clubs and Organizations.

Section 2. Time Frame to Remit Funds

The petition to remit Club Support Funding must occur within forty-five (45) days after the date of approval unless extenuating circumstances bode a delay.

Section 3. How Remitted Funds Are Counted

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

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 Directors

The Director of Clubs and Organizations and the Assistant Directors 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

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