Associated Students

Programming Fund Guidelines

The Programming Fund provides financial support to student organizations wishing to plan on or off-campus events, which are open to the entire student body; have broad campus appeal; and promote social, cultural and educational activities.

Programming Fund Request Guidelines

- The Programming Fund is available to all organizations that are chartered or have attended at least the second meeting of the New Organization Process and submitted all corresponding paperwork.
- An organization may not submit a Programming Fund proposal for events for which they have already received an allocation.
- In the event of funding, all money will be spent directly from the Programming Fund account. Funds will not be transferred nor can they be used for items not included in the proposal. Any unused funds will return to the Programming Fund for re-allocation.
- The Associated Students does not reimburse for expenses that have been spent prior to a proposal being approved.
- The Finance Committee is composed of the Vice President for Finance, Vice President for Student Organizations, four Class Senators, one representative from the Organization Professional Development (OPD) organizations, one representative from the Diversity Organization Council (DOC) organizations, two students at large, and Assistant Dean of Student Life.

How to request funding from the Programming Fund

1. **Brainstorm ideas and plan out the entire event.** Decide on what items/services you would like to request funding for and research how much the items/services will cost.

2. **Add the event onto SPOT,** even if the event will take place off-campus. The event does not need to be approved on SPOT before submitting a Programming Fund request; it just needs to be submitted onto SPOT by the appropriate event submission deadline.

3. **Fill out the Programming Fund Request Form and answer the questions with as much detail as possible.** The Finance Committee will want to know how funding will benefit the event. Be sure to have both the President and Treasurer of the organization sign the request form.

4. **Fill out the Programming Fund Expense Form and include all expected income and all expenses.** Attach documentation to support all expenses. The Finance Committee will not consider the proposal if there is not sufficient evidence to support the amounts requested.

5. **Submit the Programming Fund Request Form, Expense Form, and all documentation for all expenses to the Vice President for Finance’s box in Student Involvement and Leadership by Friday at 4:30PM.** Time stamp the proposal at the front desk in SIL before submitting it. The Finance Committee will look at the proposal the following week, unless stated otherwise.

6. **The organization is highly encouraged to send a representative to speak with the Finance Committee** about the proposal, to give more information about the event, and reasoning as to why the organization is requesting funding. The Vice President for Finance will notify the organization of the time and place of the meeting.

7. **The Vice President for Finance will email a letter with the outcome as well as place a copy of the letter in the organization’s box** after the Finance Committee has considered the proposal.

Questions? Contact the Vice President for Finance

Email: asvpfin@stmarys-ca.edu • Telephone: Ext. 8508
Stop by Student Involvement & Leadership during office hours
Associated Students
Programming Fund Request Form

Contact Person & Phone Number___________________________________
Organization___________________________________________________
Event Title_____________________________________________________
Date of event__________________________________________________

Please answer the following questions on a separate sheet of paper

1. Describe the event in detail and give an explanation of the request for funds.
2. Approximately how many people are expected to attend this event? Is this event open to all Saint Mary’s students?
3. Have you fundraised for this event? If so, how and when did you fundraise? Also if you have a fundraised account, are you planning to provide funding from this account? If so, how much?
4. Have you requested funding from other sources? If so, how much?
5. How does this program help fulfill your organization’s mission?
6. How will this event promote social, cultural and/or educational development?
7. What are the advantages to the student body?
8. Have you submitted a Programming Fund proposal in the past? If so, what was the outcome?

We, the undersigned, affirm the following:

- We have read and understand the Associated Students Programming Fund Guidelines;
- The information herein and any supporting documentation is accurate and complete;
- Any withholding, misrepresentation, or falsification of information for purpose of obtaining funds will affect future eligibility for funding as determined by the Finance Committee;
- Any misuse or abuse of funding may jeopardize future funding privileges.

___________________________         ___________________________
President’s Name                                  President’s Signature

___________________________        ___________________________
Treasurer’s Name                                 Treasurer’s Signature

___________________________
Advisor’s Name

To submit:
- Request form
- Appropriate signatures
- Detailed answers to questions
- Expense form
- Documentation to support all expenses
**Associated Students**

**Programming Fund Expenses**

- Indicate any income that you will or may be using to fund this event.
- **Attach documentation to support ALL expenses.** For example, if you are ordering pens, please attach a quote from the online site you are ordering from.
- When requesting funding for food at a restaurant setting, please abide by the Saint Mary’s policy of: Breakfast-$9/person, Lunch-$13/person, Dinner-$29/person, and for Tip-$5/person. You do not need to abide by this policy for food you are purchasing in bulk for a trip, for example.
- When requesting funding for mileage, please abide by the Saint Mary’s policy of $0.575/mile
- The Associated Students does not reimburse for expenses that have been spent prior to a proposal being approved.

### Income

<table>
<thead>
<tr>
<th>Source of income (for example: co-sponsorship from organizations, gift from department, fundraised account, students contributions, tickets sales, etc.)</th>
<th>Amount</th>
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### Expenses

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<th>Item</th>
<th>Company/Website</th>
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<tr>
<td><strong>Total Expenses:</strong></td>
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**Total Income:**

**Total Expenses:** 

**Amount Requesting** =

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The form is designed to help students manage their funds efficiently, ensuring that all expenses are documented and approved in advance. It encourages transparency and accountability in financial management within the Associated Students organization.