

**Associated Students of the University of Utah**

**General Funding Guidelines**

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Effective Immediately

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## Section I. Purpose

This policy defines standards and requirements relating to the expenditure of the Associated Students of the University of Utah (ASUU) student activity fee for the purpose of student organization funding allocations. These standards will be enforced in order to create a more inclusive, safe, and enjoyable environment amongst student-led organizations at the University of Utah.

## Section II. Scope

This policy is binding for all student organizations requesting funding from ASUU and applies to all recognized student organizations (RSOs) including registered, affiliated, sponsored organizations, and individuals acting on behalf of these RSOs. This policy does not govern expenditures or personal reimbursements related to travel. For travel guidelines, refer to the ASUU Travel Guidelines.

## Section III. Definitions

- Business Expense Reimbursement – Payment to an individual as reimbursement for business related expenses incurred on behalf of the University. Individuals include faculty, staff, students, volunteers, or others. Payroll transactions or payments for services are not considered to be “business expense reimbursements.” Reimbursements are subject to all requirements as set forth by this document and include University of Utah rules and policies, State of Utah laws, and ASUU Constitution and Bylaws, and may be subject to additional requirements. (University Policy 3-010)
- Expenditure – Payments or other disbursement transactions for goods and services using University funds. (University Policy 3-010)
- University Funds - Funds administered or held by the University, including monies allocated by legislative appropriation, departmental operating funds, clinical income, gifts and any other funds for which the University is accountable, including monies from federal contracts and grants. (University Policy 3-010)
- Recognized Student Organization (RSO) Classifications ([University Rule 6-401A](#))
  - Sponsored
    - This category of RSO operates under the direct and constant guidance of a sponsoring department or office which must be committed to supporting the student organization’s mission and activities. Sponsored Student Organizations are inherently linked to the University because of their role in representing the University of Utah or in presenting events that are considered an integral part of the institution. Sponsored organizations may use the University’s tax exemption for club activity.
  - Affiliated
    - This category of RSO has an affiliation with a University department or unit, but the University does not have direct oversight of the day-to-day activities of the organization. Affiliated Student Organizations are often housed within or connected to a larger sponsored organization or a University department.
  - Registered
    - This category of RSO will typically focus on a specific issue or activity and function with minimal support from or interaction with the University. The

structure and activities Registered Student Organizations are consistent with the mission and culture of the University and student affairs and primarily presents events limited to its membership.

- Eligible RSOs
  - Recognized Student Organizations (RSOs) must be in good standing with the Department of Student Leadership & Involvement—including a completed and approved re-registration request.
  - Re-registration begins during the Spring semester. RSOs need to complete the re-registration process annually to maintain recognition status. Please contact the Organization Resources Group (ORG) at [studentorgs@utah.edu](mailto:studentorgs@utah.edu) if you have questions about your organization’s recognition status.
  - Any RSO with a creation date less than one (1) calendar year must include a growth plan with any ASUU Budget Requests. The ASUU Governance Bodies (Assembly, Senate, Travel Committee, President), through their respective Budget Request Processes, maintain sole discretion to determine allocation of funds from ASUU. ~~If you are a newly Recognized Student Organization, there is a 16-week waiting period before you can apply for more than \$100 of ASUU funding (ex: if the organization is officially recognized on September 1, you cannot submit an ASUU application for greater than \$100 in ASUU funding until 16 weeks after that date of recognition).~~
    - An exemption to this rule may be granted if the newly recognized group is collaborating with another RSO.
- Tax Exemption
  - An exemption from compulsory contribution to state revenue, levied by the government on individuals' income and business profits, or added to the cost of some goods, services, and transactions.
- Supplies
  - Property that has an acquisition cost or donated value of greater than or equal to \$1, but less than the \$5,000 threshold, and with a useful life one year or less.
- Equipment
  - Equipment having an acquisition cost or donated value of greater than or equal to \$1, but less than the \$5,000 capital threshold, and with a useful life in excess of one year. (see University Policy 3-041)
- Property
  - For the purposes of this policy, “property” and “equipment” may be used interchangeably. Property is tangible and moveable. Items that are not capitalized (not recorded as assets) still need to be tracked and inventoried for insurance purposes and as part of a systematic plan to follow good business practices. The term may also include decorative items, but does not include items of art or artifacts - collected or displayed by a Museums. (see University Policy 3-041)
- Hazardous Materials
  - Property containing substances that are identified as hazardous by the Environmental Health and Safety Department. (see University Policy 3-041)
- Fair Market Value

- The price that property would sell for on the open market. For equipment donated to the University, this value may need to be determined by an independent party to the transaction. (see University Policy 3-041)
- Types of Funding: There are three types of funding available to RSOs.
  - Senate
    - Senate funding is only accessible to College Student Councils (CSCs). Recognized Student Organizations (which are defined as “all sponsored, affiliated, and registered student organizations, which are not a part of the ASUU Government” can co-sponsor events through a CSC but cannot directly apply for Senate funding themselves. (Redbook Article IV Section 5 Policy 1.1 and 2.3; Redbook Article IV Section 8 Policy 1 and 2)
    - Student Advisory Committees (SACs) and Graduate Student Advisory Committees (GSACs), which are considered integral parts of individual departments at the U, may apply for Senate funding through their CSC. (Redbook Article IV Section 5 Policy 2.3; Redbook Article IV Section 8 Policy 1 and 2)s
  - Assembly
    - Assembly Funding can be used exclusively for registered student organizations and may not be transferred to other University Departments. (Article IV, Section 1 Policy 11). “Student organizations” shall refer to all sponsored, affiliated, and registered student organizations, which are not a part of the ASUU Government. Members of student organizations may not be paid, and student organization leaders must be selected by the organization’s membership. (Article V, Section 1, Policy 1)
- Travel (Redbook Article IV Section 7)
  - Travel is defined as meeting one of the following three conditions:
    - An event that is at least 100- mile radius away from the University of Utah. (Policy 1.1)
    - An event that involves an overnight stay. (Policy 1.4)
    - An event with airfare involved. (Policy 1.4 & Section 6 Policy 9)
  - Any event that meets one of these three conditions cannot be funded through Assembly and must apply through the Travel Committee Process. (Policy 1.8.1)
- ASUU Executive Branch (ECab) and Campus Events Board (CEB)
  - The Executive Branch consists of the elected student body president and vice presidents, and their appointed officers. The ASUU Finance Board is a part of ECab and is tasked with creating and governing these Funding Guidelines. Students and organizations can reach out to ECab members to request collaboration on ASUU-funded events. It is up to the discretion of Executive Cabinet members on whether their boards will pursue the process for collaboration or not. (Redbook Article IV Section 5 Policy 2.1)

#### **Section IV. Policy**

- COVID-19 Notice

- These funding guidelines are subject to federal, state, and University of Utah laws, policies, and guidance surrounding the COVID-19 pandemic. Refer to [coronavirus.utah.edu](https://coronavirus.utah.edu) for more information on campus-wide statements and policies.
- Even after getting ASUU and Assembly approval, we recommend making refundable reservations in the case that no in-person events or associated expenses are allowed.
- All RSO campus events funded by ASUU must post/advertise the event on Campus Connect. Refer to the Organization Resource Group (ORG) [Campus Connect profile](#) for resources on using Campus Connect or contact ORG at [studentorgs@utah.edu](mailto:studentorgs@utah.edu) for assistance.
- Events, activities, workshops, etc. may only receive funding through one ASUU funding body (Assembly, Senate, Travel, or Executive Cabinet/Campus Events Board).
- All expenditure requests must be turned in within 30-days from the date on the receipt, invoice, payment, or date of the event. Last day for any reimbursement request for the year is May 13, 2022.
- Any communication between students and University staff will be done through Campus Connect, and/or your official University “utah.edu” email.
- All reimbursement requests and receipts must be dated within the fiscal year, July 1, 2021 through June 30, 2022.
- All reimbursement requests and supporting documentation must be submitted by:
  - 30 days after the ASUU budget request has been approved, or
  - 30 days after the date on the receipt, or
  - 30 days after the event, whichever comes latest
- The final day for reimbursement request and supporting documentation submission is May 13, 2022. Any exceptions must be petitioned through Student Leadership & Involvement, and will be reviewed on a case-by-case basis.
- Any requests and supporting documentation submitted that were not approved in the original ASUU budget request will need to be approved by the ASUU Finance Board.
- Affiliated and Registered groups must pay for any approved expenses out of pocket and submit a request for reimbursement. Departments and/or ASUU cannot make purchases on behalf of Affiliated or Registered Organizations. ASUU will not do a journal transfer to departments on behalf of groups with Affiliated and Registered classifications.
- Sponsored organizations must work through their sponsoring department to complete purchases. Sponsored organizations will complete the same reimbursement request procedures, but the sponsoring department will receive the reimbursement.
- Taxes will NOT be reimbursed.
  - The University of Utah is tax exempt. ASUU is prohibited from reimbursing and using student fees for taxes.
  - Please refer to University policy for more information.
- Leftover money from previous bills cannot be used for purposes not specified in the bill. Each event must a separate request. RSOs may not do multiple events in one piece of legislation. (Redbook Article IV Section 6 Policy 11)
- Guidelines not regulated by Redbook or the General Funding Guidelines may be determined on a case-by-case basis by Assembly, Senate, and the Travel Committee. (Redbook Article IV Section 6 Policies 1 & 2)

- RSO's that fail to comply with these guidelines may be subject to Student Leadership & Involvement and University sanctions including, but not limited to loss of RSO recognition status and / or referral to the Office of the Dean of Students.
- Recognized Student Organizations (RSOs) are eligible for the following funding amounts for the 2021-2022 from Assembly and Travel:
  - Registered: \$3,500
  - Affiliated: \$3,500
  - Sponsored: \$3,500
- Description of eligible funding items and associated policies:
  - Advertising
    - Examples: banners, posters, fliers, printing, shipment of advertising materials, etc.
  - Food
    - Food requests should be an integral part of the club event.
    - Cultural events, food for a demonstration, ingredients for club demo, food related to the club activity. Cupcake Club holding a cupcake making demonstration, an international student organization hosting an event where the food helps to demonstrate a concept or idea regarding a culture.
    - Not OK – regular dinner time, or food for a regularly scheduled club meeting solely for the purpose of eating food.
  - Organizational Apparel
    - Apparel must prominently display the organization name and/or logo and must be done through University approved vendors. Find University Approved Vendors with this [webpage](#). Apparel must be solely for the student membership of the organization and may NOT be sold as a fundraising activity. Any artwork with the University of Utah trademark must be reviewed and approved by the Trademarks & Licensing Office. You will be required to submit a design proof (mockup or photograph, or image of the apparel).
  - Professional Support
    - Registered and Affiliated Organizations: Refer to the student organization handbook
    - Sponsored Organizations: All negotiated contracts must be authorized, approved, and signed by the appropriate University official in accordance with University policies before such contract will be binding to the University.
    - Any entity receiving ASUU Government funding may not use these funds to pay for personal compensation. (Redbook Article IV Section 4 Policies 3-3.1)
    - Examples of who may be paid for professional support include artists, performers, industry experts, professors outside University of Utah, scientists, researchers. RSO members may not be paid professional support.
  - Registration
    - Cost for registering organization members for local workshops, conferences, summits that do not meet the conditions for travel, including virtual conferences.

- Membership dues for national organizations, conferences, summits etc can be reimbursed through ASUU funds up to \$40 per active member in the club. Any amount exceeding \$40 will be put under Finance Board consideration.
  - Room and Equipment Rental
    - Rentals must be for entire student organization and not for individual use.
    - Equipment rental is allowed as long as the rental is relevant to the purpose of the organization
    - Examples: Venue rental, technical support, sound system, lights, tents, goal net, tools, etc.
    - Rentals are the preferred method of accessing equipment.
  - Supplies
    - Supplies purchased must be for the entire student organization, not for individual use, and should be pertinent to the mission and operations of the organization.
    - Letterhead, envelopes, or business cards can be funded, but may not contain individuals' names. These items must contain the organizational name. The graphics and design proofs will be requested during reimbursement.
    - All other supplies, whether reusable or one-time use, should be intended to be consumed or used up within this fiscal year.
  - Equipment
    - Equipment should be rented and not purchased. (University Policy 3-041)
    - Equipment purchases should be avoided. Ownership of equipment incurs long-term additional costs not accounted for in the purchase price.
    - Equipment that is expensed over more than one fiscal year, and as such is generally not eligible for funding (see IRS and GAAP rules on depreciation and Redbook Article IV, Section 4 (1)).
    - Equipment will only be funded if it is not available at the University of Utah.
      - Check the [Marriot Library Student Checkout Equipment](#) List for available equipment before making a funding request.
      - [Campus Recreation Services](#) also provides low cost outdoor equipment for rent.
    - Property that can be easily transported and has a fair market value over \$50 must have a secured location on campus and be inventoried with the University.
      - Before making a funding request for equipment, contact ASUU to ensure you are able to meet this criteria.
      - Reimbursement for your funding request will be contingent on meeting these terms. Any equipment purchases successfully passed by ASUU will require delivery of the equipment to the ASUU office, as well as the original purchase receipt, before a reimbursement will be allowed.
- Non-Eligible expenses
  - Entertainment expenses at conferences/workshops/events (Redbook Article IV, Section 6 (8))
  - Per diem/food (Redbook Article IV, Section 6 (8))

- Any trips in which students receive course credit (such as a study abroad, service-learning course, etc.) (Redbook Article IV, Section 4 (7))
- Internships, residencies, and rotations (Redbook Article IV, Section 4 (7))
- Computer Software (ASUU Funding Guidelines)
- Academic, Editorial, or Literary Publications (Redbook Article IV, Section 6 (4))
- Intramural Sports Teams or NCAA Teams (Redbook Article IV, Section 6 (5))
- Tuition/Scholarships (Redbook Article IV, Section 6 (5))
- Alcoholic Beverages, alcohol, or bartending services (Redbook Article IV, Section 6 (3); University Policy 3-031)
- Weapons (Redbook Article IV, Section 6 (10); University Policy 1-003)
- 12-15 Passenger Vans (Redbook Article IV, Section 6 (7.3); University Policy 3-030; University Policy 3-215)
- Building Repairs, Operations, or Maintenance (University Policy 3-040)
- Individual Letterhead or Business Cards (Redbook Article IV, Section 6 (6))
- Cash Awards, Gifts, or Gift Cards (Redbook Article IV, Section 4 (4); University Policy 3-031)
- Gambling (including raffles)/casino nights (Utah Code Section 76-10-1102)
- Medical equipment or supplies, including but not limited to; new or previous used medical, dental or surgical supplies or appliances that could be used to provide patient care
- Fundraisers of any kind (Redbook Article IV, Section 1 (1) & (2))
- Any items that you intend to directly sell from ASUU Funding Purchase (ASUU Funding Guidelines)
- No funds from ASUU shall be allocated or apportioned to any corporation, organization or group to directly raise funds for another corporation, organization, or group (Redbook Article IV, Section 6 (13))
- Costs associated with website creation or maintenance (ASUU Funding Guidelines)
- ASUU will not pay for duplicate services, which are defined as services that the university and ASUU have already contracted for and are readily available and free to use. Ex: website costs, ASUU elections photography or videography services, etc. (ASUU Funding Guidelines)
- No funds from student fees shall be allocated or apportioned to any student group to maintain an affiliation with any corporation, organization, or group (Redbook Article IV, Section 6 (13))
- Funds cannot be used to pay for personal compensation of any RSO member (Redbook Article IV Section 4 (3.1)).
- Travel and lodging expenses for professional support will not be funded.
- Anything regarded as Hazardous by the Environmental Health and Safety Department will not be funded by ASUU.
- Conflict of Interest
  - ASUU will not pay for services for which there is an unmanaged conflict of interest. See University Rule 1-006E about Individual Conflict of Interest for Financial Transactions: <https://regulations.utah.edu/general/rules/R1-006E.php>.



- Conflicts of interest include any time in which a member of the organization is directly or indirectly receiving financial benefits or compensation. When contracting for a professional service, student groups may be asked to sign a conflict of interest disclosure prior to final approval for funding.
- Medical Supplies
  - Patient/medical equipment or supplies is defined as equipment or supplies for the purpose or potential of rendering medical, surgical, dental or nursing treatment, including the furnishing of food or beverages in connection therewith, or in furnishing or dispensing drugs or medical, dental or surgical supplies or appliances.
  - Groups who provide patient or medical care must be classified as a Sponsored student organization and must have approval from the Dean of their college before applying for ASUU funding. Appropriate approval forms are available from the Office of Student Leadership and Involvement.
  - Groups in this category, who are sponsored and receive Dean's approval, may be recognized as a sponsored student organization but are not eligible for ASUU funding for any purchases relating to patient care or patient/medical supplies.
- Events with Alcohol
  - No alcoholic beverages or bartending services will be funded or reimbursed.
    - For Registered and Affiliated student organizations: ASUU can reimburse for the venue or food only if this is clearly itemized out on invoices and receipts.
    - For Sponsored student organizations: ASUU will only reimburse for the venue or food.
  - ASUU must receive verification/documentation from the appropriate approving authority that alcohol was allowed at the event. Approving authorities are at the Vice-Presidential level at the University of Utah. ASUU and Student Leadership and Involvement will not facilitate obtaining this approved for a Sponsored student organization.
  - The RSO's sponsoring department must provide ASUU with documentation approving the event with alcohol prior to the funding request can be approved by ASUU Assembly or Senate.

#### **Section V. Rules, Procedures, Guidelines, Forms and other related Resources**

- The ASUU Funding Guidelines are subject State of Utah and University of Utah rules and policies.
- Code of Student Rights and Responsibilities: <https://regulations.utah.edu/academics/6-400.php>
- ASUU Redbook: <https://www.asuu.utah.edu/wp-content/uploads/sites/7/2020/04/Redbook-July-26-2019-Version-2.pdf>
- University Rule 3-010A: Expenditure and Reimbursement Requirements: <https://campusrec.utah.edu/outdoor-adventures/>
- Policy 3-031: Recruitment and Entertainment Expense Reimbursement Policy: <https://regulations.utah.edu/administration/3-031.php>
- Marriot Library Student Checklist Equipment List: <https://lib.utah.edu/services/knowledge-commons/checkout-equipment.php>

- Campus Recreation Services: <https://campusrec.utah.edu/outdoor-adventures/>
- Contact
  - For questions about this policy, contact the FY2021-2022 ASUU Finance Board.

### **History**

Version 1.0: September 1<sup>st</sup>, 2021

Version 1.1: October 6<sup>th</sup>, 2021