

**Associated Students Board of Finance**  
**Humboldt State University**  
**Meeting on Monday, October 11<sup>th</sup>, 2010**  
**University Center, South Lounge Conference Room**  
**2:00 p.m.**  
**Agenda #3**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #3 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #2 dated September 27<sup>th</sup>, 2010 – Action Item
- VI. Old Business
  - A. Request from the California State Student Association (CSSA) from Unallocated in an amount not to exceed \$272.00 for the costs associated with a Pizza Party event for Voter Registration Efforts – Action Item  
CSSA is seeking funding to provide pizza to students who live in the residence hall that has the higher percentage of students who register to vote.
  - B. Request from Associated Students General Operation from Facilities Reserves in an amount not to exceed \$2,889.46 for costs associated with the replacement and programming of the Buck House Fire Alarm Control Panel – Action Item  
On August 6, 2010 the alarm system in the Buck House, which houses the Campus Center for Appropriate Technology, failed. It is required by the fire marshal that the alarm system in the Buck House is operating for the Co-Directors to live on the premises.
  - C. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 203, Reserve Policy, Fund Designation and Procedure for Expenditure – Action Item  
The Board of Finance will review and approve the current policy regarding Reserves, Reserve Fund Designation and the Procedure for Reserve Expenditures. This policy was adopted by the Council in December, 2000 and no revisions are proposed.
  - D. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 204, General Investment Policy – Action Item  
The Board of Finance will review and approve the current policy regarding investment of Associated Students Funds. This policy was adopted by Council in December, 2000 and no revisions are proposed.

- E. Review and approval of Associated Students Policy Statement – Fiscal, Section No. 200, Document No. 208, Purchasing Policy – Action Item  
The Board of Finance will review and approve the current policy regarding purchasing with Associated Students Funds. This policy was adopted by Council in December, 2000. Proposed revisions are indicated with strikethroughs and italics.

VII. Announcements

VIII. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Monday, September 27<sup>th</sup>, 2010  
University Center, South Lounge Conference Room  
Minutes #2

**DRAFT**

**Call to Order**

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday, September 27, 2010 in the University Center, South Lounge Conference Room.

**Roll Call**

Members Present: Stephanie Partlow, Iban Rodriguez, Scott Meyers, Pam Ward, Tristan Caswell

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: MEYERS/RODRIGUEZ move to approve Agenda #2 APPROVED

**Chair's Report**

Partlow had no report.

**Approval of the Minutes**

MOTION: CASWELL/MEYERS move to approve the Board of Finance Minutes #1 dated September 15<sup>th</sup>, 2010 APPROVED

**Old Business**

- A. Board of Finance Orientation – Information Item  
The Board of Finance will receive an orientation that will cover procedures, the 2010-11 Budget, Fiscal Code and Reserve Policies.

Tyson reviewed the 2010-11 budget including fee revenue and the \$35,000 allocation from the General Operating reserve. Tyson went over the types of requests the Board of Finance would be reviewing which will include requests for funding and requests for line-item changes within the programs. Requests for funding approved by the Board of Finance must also be approved by the Council. Tyson also went over the fiscal code, 2010-11 budget, and budget language. Tyson went briefly into the 2011-12 budget process and what that process will involve and when it will begin for 2011-12—which is early November 2010. Tyson also explained the unallocated request process and line-item transfer process. The Board of Finance received a handout detailing the balances in each of the unallocated and reserve accounts as of July 1, 2010 as follows: Unallocated account (\$8,463), Operating Reserve (\$353,229) Special Projects-Facilities Reserve (\$54,964), and the Capital Purchases Reserve (\$91,240). These are the same amounts shown in the June 30, 2010 audit on page 8. Tyson reviewed the purpose of each reserve as outlined in the reserve policy. In response to a question by the Board, Tyson confirmed that

funds in the reserve account can be transferred to the Unallocated account or they can be spent directly out of. This action will also take approval by the University President or his designee as it is outside of the approved 2010-11 AS budget. Also, unspent monies at year end go back into the AS reserves per the reserve policy.

- B. A. S. Board of Finance 2010-11 Standing Rules and Meeting Dates – Action Item  
These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2010-11 meeting schedule.

MOTION: CASWELL/MEYERS move to approve the A.S. Board of Finance 2010-11 Standing Rules and Meeting Dates APPROVED

Tyson went through the Meeting Schedule and Standing Rules with the Board of Finance. Tyson stressed that the Board should review the meeting schedule carefully and pay special attention to the February 26<sup>th</sup> and February 27<sup>th</sup> weekend commitment for the AS budget hearings. Those week-end dates will be revisited before the budget application materials are sent out as once those dates are published it is very difficult to change them.

### Announcements

There were no announcements.

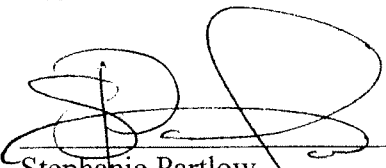
### Adjournment

Partlow adjourned the meeting at 2:33 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Secretary

Approved by:



Stephanie Partlow  
A.S. Administrative Vice President  
Chair Board of Finance

# Memo

**To:** Associated Students Board of Finance

**From:** Aaron Guerrero

**Date:** October 6, 2010

**Re:** AS Unallocated Request

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Dear Board of Finance,

My name is Aaron Guerrero and I am the CSSA Sr. Representative. As you all know, I am currently working on a voter registration project. The CSSA has set a goal to register 30,000 students in time to vote in the upcoming midterm election. Humboldt is expected to register 10% of its student population (800 students). I am working with housing to reach this goal. The residence halls will all be competing against each other to register the highest proportion of voters. The winner will be awarded a free pizza party with games. Therefore, I am requesting \$272 from A.S. Unallocated Funds. As you can see on the following budget draft, I have also received \$200 from the Residence Hall Association for this event; however, this can only be used through HSU Dining Services.

If you have any questions, you may contact me at [amg18@humboldt.edu](mailto:amg18@humboldt.edu) or at (707) 845-7761.

Thank you for your consideration.



# REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: California State Student Association

CONTACT PERSON: Aaron Guerrero

Phone: (707) 845-7761

Email: amg11@humboldt.edu

**I. Income.** List A.S. Subsidy requested and other potential sources of income.

1	<u>CSSA</u>	<u>\$138.00</u>
2	<u>A.S. Subsidy Request</u>	<u>\$272.00</u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b>Total Income:</b>		<b><u>\$410.00</u></b>

**II. Expenditures.** List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>35 Boxes of Pizza</u>	<u>\$410.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b>Total Expenditures:</b>		<b><u>\$410.00</u></b>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Joan Tyson  
CLUB/PROGRAM ADVISOR NAME

Kaci Poore  
BUDGET ADMINISTRATOR NAME

[Signature]  
SIGNATURE

[Signature]  
SIGNATURE



## REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

**Important:**

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

**Line Item:** 35 boxes of Pizza from CostCo \$410.00

**Explanation:** Each box of pizza will cost \$10.80. We will be needing 35 pizzas for a total of \$372.00.  
At twelve slices per pizza we will be able to feed 350 students.  
An added 10% has been included to cover any contingencies.

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

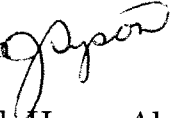
# ASSOCIATED STUDENTS

## MEMORANDUM

826-3771

October 4, 2010

TO: Board of Finance

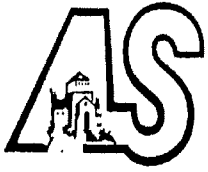
FROM: Joan Tyson 

RE: CCAT/Buck House Alarm System

The alarm system is the CCAT/Buck House failed on August 6, 2010. The CCAT Co-directors cannot be residents of the Buck House without an operating alarm system. The campus contacted the security system company to come to the Buck House and fix it immediately. The company, Advanced Security Systems, replaced the AFP-200 Fire Alarm Control Panel, reprogrammed the panel, and tested it. The total cost was \$2,889.46.

Since the Buck House is an AS leased facility, this would be an appropriate expenditure to come out of our facilities reserve.





# REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: General Operations for CCAT/Buck House

CONTACT PERSON: Joan Tyson

Phone: x5410

Email: jt1@humboldt.edu

**I. Income.** List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Facilities Reserve</u>	<u>\$2,889.46</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b>Total Income:</b>		<b><u>\$2,889.46</u></b>

**II. Expenditures.** List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Replace Fire Alarm Control Panel.</u>	<u>\$2,889.46</u>
2	<u>Reprogrammed and tested</u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b>Total Expenditures:</b>		<b><u>\$2,889.46</u></b>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Joan Tyson  
CLUB/PROGRAM ADVISOR NAME

Joan Tyson  
SIGNATURE

Joan Tyson  
BUDGET ADMINISTRATOR NAME

Joan Tyson  
SIGNATURE

SEP. 3. 2010 8:40AM 7078265781 HSU A. P.

NO. 537 P. 1

Advanto:PLANT OPS y Systems-EK

3302 T Street

Eureka, CA 95503-5550

Tel : 1(707)443-6366 Fax : 1(707)443-6377

Invoice Number

144603

Sale Date

8/6/2010

Due Date

9/5/2010

(M)

HSU - BUCK BUILDING  
HUMBOLDT STATE UNIVERSITY  
ARCATA, CA 95521

Description	Qty	Price	Net	Tax	Total
Purchase of Fire Alarm	1	\$2,394.00	\$2,394.00	\$215.46	\$2,609.46
Installation Labor	1	\$280.00	\$280.00	\$0.00	\$280.00
Replaced AFP-200 Fire Alarm Control Panel. Reprogrammed and tested.					
<b>TOTALS</b>			<b>\$2,674.00</b>	<b>\$215.46</b>	<b>\$2,889.46</b>

PO?

Please approve & return

**RECEIVED**  
AUG 10 2010

Indicate one: Sign; Fax to A/P - JoAnn 5781

\_\_\_\_ MDSE/SVS - Satisfactory

\_\_\_\_ Do not pay

Signature \_\_\_\_\_

Date \_\_\_\_\_

Return Stub Below

Please return this portion of your invoice with your payment. Thank you!

Customer : HSU - BUCK BUILDING



Invoice Number 144603

Bill Payer ID: 6156

Acct. Bal. \$2,889.46 Amount Remitted

Payment Method Check  Check Number

Date Remitted

Charge\*  Card Number

Billing Zipcode

Name On Card

Exp Date

Signature

Card ID

\*Please Note : If paying by charge card, we can only accept payment by : Discover, Mastercard, Visa  
Please remit to : Advanced Security Systems-EK, 3302 T Street, Eureka, CA 95503-5550

**Section: Policy Statement - Fiscal**

**Subject: Reserve Policy, Fund Designation and Procedure for Expenditure**

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**Purpose:** The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A. S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A. S. Council may have that falls within the Mission of the Associated Students.

**New/Revised:**

**Council Adoption Date:** December 11, 2000

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### **I. Fund Designation**

Appropriations to Reserves - Excess revenues will be allocated annually to the following reserve areas unless specifically exempted by A. S. Council. Operating Reserve, Capital Purchase Reserve, and Special Projects & Facilities Reserve.

Background - The establishment of adequate reserve policies for CSU auxiliaries is required to meet the California State University financial standards established by the Education Code, Section 89904(b). Section 89904(b) states that auxiliaries shall implement financial standards by the establishment of reserve funds for current operation, capital replacement, and new ventures so as to assure fiscal viability.

Operating Reserve is the "savings account" of the Associated Students used to address contingencies, emergencies, budgetary impacts such as an unanticipated shortfall in projected enrollment, and other non-routine expenditures.

Sources of Funds for Operating Reserve - Two sources of funds are earmarked for the operating reserve fund. (1) An annual allocation from the operating budget not to be less than 1% of the budgeted annual fee revenue, (2) 50% of the current year excess revenue.

Capital Purchases Reserve. This reserve is established to replace capital inventory as needed. It may also be used to make new acquisitions when deemed appropriate.

Source of Funds for Capital Purchases Reserve - 25% of the current year excess revenue will be placed annually in the capital purchase reserve.

Special Projects & Facilities Reserve. This reserve shall be used for the maintenance and improvement of existing facilities or the construction of new facilities.

Source of Funds for Special Project and Facilities Reserve - 25% of the prior year's fund balance will be placed annually in the special projects and facilities reserve.

## **II. Procedure for the Expenditure of A.S. Reserves**

Requests for funds shall be made in writing and shall at a minimum include the following information:

1. Program requesting funds;
2. Complete description of project of item(s) to be purchased;
3. Justification for Associated Students funding (how will students benefit from this expenditure); and
4. Other sources of funding explored and outcome of inquiry.

Each request must be provided to the Administrative Vice President so that the request may be introduced at the next meeting of the Board of Finance.

As the following meeting of the Board of Finance, the request will be considered under old business. A simple majority of committee members may approve the proposal for recommendation to the A.S. Council.

The Board of Finance shall review all requests for expenditures.

Approval by a two-thirds (2/3) majority of Council shall be required for final approval.

Allocations from any of the reserves also require the approval of the University President.

The Associated Students of Humboldt State University also seeks to invest reserve funds and any excess funds with the objective of 100% preservation of capital at as high a yield as possible.

Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to \$1000 from the appropriate reserve. Should an emergency exist and a sum greater than \$1000 be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve

the problem. In all cases, A.S. Council shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.

Section: **Policy Statement - Fiscal**

Subject: **General Investment Policy**

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**Purpose:** To provide general guidance relative to the delegation of authority and responsibility and the policies needed.

**New/Revised:**

**Council Adoption Date:** December 11, 2000

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Policy - It is the policy of the Associated Students that the primary objective of the investment manager shall be to safeguard the principal. The secondary objective shall meet the liquidity need of the Associated Students. The third objective shall be to return an acceptable yield.

Aside from the A. S. fee monies that are on account with the State in the CSU Trust fund and funds needed to maintain current obligations which are kept in commercial banks; management is authorized to establish an account with the Local Agency Investment Fund (LAIF) which is managed by the Treasurer of the State of California. The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A. S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A. S. Council may have that falls within the Mission of the Associated Students.

**Section:** Policy Statement – Fiscal

**Subject:** Purchasing Policy

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**Purpose:** To provide program directors with policy and regulations governing Associated Students purchases. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.

**New/Revised:**

**Council Adoption Date:** April 8, 2002

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## A. Policy Provisions

Due to the diversity of Associated Students programs and services and the accompanying demands of receiving supplies and services on a timely basis, the purchasing responsibility rests primarily with the program directors in accordance with their budgetary guidelines. The General Manager is ultimately responsible for all purchases via the approval procedures established through the cash disbursement system.

Purchases must be made in accordance with Associated Students (AS) budget language as approved during the annual budget process.

All AS funded programs are responsible for reading and following the budget language. See attached Budget Language.

- ~~1. Purchases shall be made in accordance with Associated Students (AS) budget language~~
2. All AS funded programs are responsible for reading and following the budget and budget language.
3. ~~Purchases shall be made in a manner that supports and facilitates the services and product to be at the lowest cost consistent with quality, specifications, service, and product availability. The General Manager may~~

~~grant special consideration to local businesses when price and service are competitive.~~

4. ~~Purchases shall follow what is customary in the marketplace and be executed in such a manner to constitute a reasonably prudent documented business transaction.~~
5. ~~Environmentally Responsible Purchases – Program Budget Administrators will explore environmentally responsible purchase options, and when feasible, choose the environmentally responsible option.~~
6. ~~When feasible, all A. S. program printed publications, flyers, and/or newsletters supported by A. S funds shall use 100% post consumer recycled or reused paper.~~
7. ~~A. S. funded shirts/sweatshirts shall be made from organic cotton. The A. S. will help clubs and A.S. programs afford organically grown cotton shirts by considering proposals to the Board of Finance to assist with costs.~~
8. ~~The General Manager shall verify the competitive value of items purchased from Associated Students employees, CSU staff, or faculty.~~

## **B. Policy Regulations**

Consistent with the policy provisions set forth in Section A. above, the following regulations apply to Associated Students purchases:

1. Approval of A. S. Expenditures must be made in accordance with the Fiscal Code.
2. Purchases made from AS Unallocated Funds must be made according to Procedures for Proposed Expenditures. When feasible, the environmentally responsible purchase option shall be approved.
3. Purchases made from AS Reserve Funds must be made according to the Reserve Policy, Fund Designation and Procedure for Expenditure. When feasible, the environmentally responsible purchase option shall be approved.

## **C. Authority to Purchase**

1. Council and/or Board of Finance approval is required if a contemplated purchase is not within an approved operating budget guideline. Requests for expenditures of unallocated funds less than amount designated by



Council in current year budget (currently ~~\$200~~\$300) may be approved by the Board of Finance. These requests will not require ASC approval.

2. Program Directors failing to follow the budget language or procedures may be assuming a personal liability for payment to the vendor and may be subject to appropriate disciplinary action.
3. Should an emergency arise or an unscheduled need to make a routine maintenance repair exist, standard expenditure procedures shall be waived and the General Manager shall be authorized to commit up to \$1,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$1,000 be required, the consent from either the A. S. President, or A. S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, the A. S. Council shall be notified of the expenditure as soon as possible but no later than their next regularly scheduled meeting.

**ASSOCIATED STUDENTS  
HUMBOLDT STATE UNIVERSITY**

**2010-11 BUDGET LANGUAGE**  
*(Applies to all programs receiving A.S. funds)*

1. Approved Uses of Student Body Organization Funds. The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students that wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.
2. All A.S. funded programs are responsible for reading and following the budget and budget language.
3. Failure to comply with budget language stipulations may result in funds being frozen, or other disciplinary action, pending Board of Finance action.
4. If the Board of Finance encounters a program that chooses not to comply with the policy enumerated in this document, the Administrative Vice President will request that the program's budget administrator attend a meeting to discuss how the program can come into compliance. If the program continues to not comply with the policy, the Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program's annual budget.
5. A.S. funds cannot be used to purchase alcohol.
6. As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a "Release, Hold-Harmless and Informed Consent" statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Anyone traveling by air and/or ground transportation on behalf of an Associated Students program must have a completed RELEASE AND HOLD-HARMLESS STATEMENT on file with the Program Director.
7. AUTHORIZATION TO USE PRIVATE VEHICLES FOR ASSOCIATED STUDENTS APPROVED TRAVEL. Anyone traveling on behalf of an Associated Students program must have a completed authorization form on file with the Program Director.
8. Any promotional materials, print, email, listserv—printed or sent out, needs the **AS logo to be clearly represented and prominently displayed**. This includes programs and events funded by the ACB/MCC Allocation Board. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the Board of Finance.

9. Any budgeted media area must include **without alterations** the following disclaimer:

*The [Name of Publication] is the official newsletter of the [Name of Program] which is funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by the Associated Students. All correspondence regarding this publication should be addressed to:*

*[Name of Program]  
[Name of Publication] Editor  
Humboldt State University  
Arcata, CA 95521  
or call  
826-[Phone number of Program]*

*All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:*

*Associated Students  
Humboldt State University  
Arcata, CA 95521*

10. To assure that A.S. program publications are effective in reaching the student population in a timely manner, publication guidelines have been developed.

A.S. publications must be available and distributed by the following deadlines or A.S. funds cannot be utilized for payment.

Fall Semester publication(s): No later than December 6, 2010  
Spring Semester publications(s): No later than April 25, 2011

(A possible five day grace period is available with **advance** approval from the A.S. Administrative Vice President and General Manager.)

**Please note:** Program publications funds have been allocated on a per issue basis as requested in the 2010-11 budget request. If a program is not successful in producing fall semester publication(s), the funds do not roll forward to the spring semester.

11. Expenditures of Associated Students funds within line-items of programs as allocated by the A.S. Council will be strictly adhered to. All transfers of funds between line-items must be requested in writing and approved by the A.S. Administrative Vice President and General Manager. The Board of Finance must approve transfers of over \$199 between line-items. YES, Multicultural Center are examples of programs. Hourly, Work study, Special Projects, Supplies and Services, Publicity are examples of line-items.
12. STIPENDS—paid hourly: Stipends are intended to reward students serving in leadership roles within A.S. Programs. For **stipend** positions, annual amounts are as follow:

1. Program Director \$1,750 (\$875 per semester)  
A program director is generally the student that has overall administrative responsibility for a program. A program director usually works 7-8 hours a week during the academic year.
2. Co-Director \$1,250 (\$625 per semester)  
Co-Directors generally share the oversight of a program based on a description of duties. A co-director generally works 5-6 hours a week during the academic year.
3. Assistant Director \$875 (\$437.50 per semester)  
Assistant director's support the director and/or the co-director with the program's administration. An assistant director generally works 3-4 hours a week during the academic year.

The amount paid is split between Fall and Spring semester (unless otherwise noted). If the stipend portion is not rewarded Fall semester, it does not roll forward to the Spring semester. The same person cannot receive more than one stipend within each program without prior approval of the Board of Finance.

### 13. SPECIAL PROJECTS FUNDS:

**FREE ADMISSION:** Admission to programs receiving ACB, Multicultural Center, and Women's Center grants shall be free. This includes programs sponsored with Special project-In house funds

**FOOD** Programs that include a line-item for Grants, Special Projects/Special Projects - In House (groups listed above) can use funds for the purchase of food items as per the following guidelines.

ACB and Women's Center: Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner), For food purchases over \$50 per event, written prior approval must be obtained from the Administrative Vice President in consultation with the A.S. General Manager.

Multicultural Center: Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner), For food purchases over \$200 per event, written prior approval must be obtained from the Administrative Vice President in consultation with the A.S. General Manager.

14. Retreat funds may be used for lodging, transportation, room rental, group activity, and/or food expenditures.
15. Environmentally Responsible Purchases – The Associated Students is committed to making environmentally responsible purchases with Associated Students funds. Program Budget Administrators will explore environmentally responsible purchase options, and when feasible, choose the environmentally responsible option.
16. When feasible, all A.S. program printed publications, flyers, and/or newsletters supported by A.S. funds shall use 100% post consumer recycled or reused paper.
17. A.S. funded shirts/sweatshirts shall be made from organic cotton or other environmentally friendly material (e.g. bamboo, hemp). The A.S. will help clubs and programs afford

organically grown cotton shirts by considering proposals to the Board of Finance to assist with costs.

18. Anticipated Revenue - Programs whose budgets are in part or whole, dependent upon revenue in addition to Associated Students fees, may not expend more than that amount of Associated Students fees allocated and the revenue realized. "Revenue Realized" is defined as safe, predictable, and realizable in the judgment of the Associated Students General Manager.

19. Associated Students funded programs may not expend A.S. funds to endorse an A.S. elections candidate (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate. Use of Associated Students funds for these purposes is prohibited.

Associated Students funds shall not be used to endorse referenda, initiatives, or recalls during the elections.

Associated Students funded organizations are prohibited from endorsing candidates, coalitions, or recalls during the elections.

20. Associated Students funds shall not be used to support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.

21. Unallocated Funds: Requests for expenditures of unallocated funds less than \$300 may be approved by the Board of Finance. These requests will not require A.S. Council approval.

22. Requests for expenditures of less than \$300 for A.S. equipment maintenance and (computer) support may be approved by the Administrative Vice President and General Manager. These requests will not require Board of Finance approval.

23. Food purchased by A.S. Government shall be certified organic when feasible. The A.S. will help clubs and programs afford organically grown food by considering proposals to the Board of Finance to assist with costs. Preference will be given to locally grown organic when there is an option between local and non-local organic food.

24. Each A.S. Program shall be appointed a liaison from an Associated Students General Council or Executive position for advising through the budget process in consultation with the A.S. Administrative Vice President.

25. Paper purchased by A.S. Government shall be 100% post-consumer content. The A.S. will help clubs and programs afford 100% post-consumer content paper by considering proposals to the Board of Finance to assist with costs.

26. A.S. programs are encouraged to print materials double sided when feasible.

27. A.S. programs are encouraged not to use A.S. funds to purchase bottled water when feasible.