

## Affinity Group Graduation Fund Policy

### PURPOSE

This policy is, and will be in effect to describe guidelines and procedures for the distribution of funds from the University Student Center (SC) for Affinity group graduations and graduation ceremonies related events.

### POLICY

It is the policy of the University Student Center to allocate appropriate funds to Affinity Groups for special graduation ceremonies and graduation related events. The awarding of the Affinity Group Graduation Fund is the responsibility of the SC Executives and the ASI Leadership Manager, referred to as the Funding Committee. All funds not spent by affinity groups must be returned to the University Student Center.

This policy was voted on and approved by the SC Board of Directors on: **April 21, 2022**

The following signature by the Chair of the SC Board of Directors, verifies the approval of the SC Board of Directors:

*Gianna Nunes*

[Gianna Nunes \(Dec 14, 2022 11:53 PST\)](#)

Gianna Nunes, SC Vice Chair - Finance

Dec 14, 2022

Date

*Mariah Burciaga*

[Mariah Burciaga \(Dec 14, 2022 12:12 PST\)](#)

Mariah Burciaga, SC Chair

Dec 14, 2022

Date

## **PROCEDURE**

### **1.0 Funding**

- 1.1 Affinity Group: A group formed around a shared identity or common goal to build community among members of minoritized groups and foster inclusion and awareness within the campus community.
- 1.2 Any formed cultural & affinity groups at Stanislaus State are able request funding for their graduation ceremony/event.
- 1.3 Affinity groups applying for funding may not be granted funds exceeding \$1,500.00 per academic year.
- 1.4 All funding, are not limited to but may be used for the following expenses:
  - 1.4.1 Venue fees \*on-campus only
  - 1.4.2 Equipment rentals
  - 1.4.3 Performers and/or Speaker fees
  - 1.4.4 Marketing/Promotional material
  - 1.4.5 Food & refreshments
  - 1.4.6 Plaque/Award
  - 1.4.7 Misc. graduation ceremony supplies
  - 1.4.8 All other expenses are subject to committee approval
- 1.5 Funds may not be used for the following expense:
  - 1.5.1 Alcoholic beverages
  - 1.5.2 Off-campus venue fees
  - 1.5.3 Salaries, stipends or wages to student organization officers, advisors, faculty and staff
  - 1.5.4 Scholarships/Philanthropic donation
  - 1.5.5 Equipment purchases
  - 1.5.6 Travel

### **2.0 Graduation Ceremony/Event**

- 2.1 All funded ceremonies must be held on-campus at the Turlock or Stockton campus.
- 2.2 All funded ceremonies must abide by all applicable campus policies and procedures.

### **3.0 Viewpoint Neutrality**

- 3.1 Funding decisions will not be influenced by the affinity group's beliefs, opinions, identities, or associations.

3.2 To ensure the funding process is viewpoint-neutral, the following set of criteria has been set to guide funding decisions:

3.2.1 Group must present a detailed plan about the Graduation ceremony/event and explain where funds will be going towards.

3.2.2 Group must attend and present the detailed plan at a scheduled fund hearing.

#### **4.0 Requesting Funds**

4.1 Affinity group member must complete and submit a University Student Center Affinity Group Graduation Funding request online before the selected deadline.

4.2 Funding committee will review request for funding. Group will be contacted to arrange a time to present details to committee.

4.3 Members serving on the Funding Committee may not present a proposal for funds or speak on behalf of any presenting group. If a member has a conflict of interest, they must reveal this to the committee and must abstain from voting.

4.4 All proper paperwork (i.e., invoices, receipts, etc.) for funded graduations during the fiscal year, must be submitted by June 15<sup>th</sup>.

4.5 Funding Committee will not accept funding requests for a graduation ceremony/event that has already occurred or for items already purchased.

#### **5.0 Post-Graduation/Event**

5.1 All check requests, receipts and invoices must be submitted within two weeks post event.

5.2 Affinity group will be contacted to follow-up and ensure that funding was spent as stipulated by the Funding Committee.

5.3 Any unused funds must be returned to the SC within 5 business days of the scheduled graduation ceremony/event.

5.4 In the event that the graduation ceremony/event does not occur, the funds must be returned to the SC within 5 business days of the scheduled graduation/event.

#### **6.0 Appeals**

- 6.1 Affinity groups that were denied funding by the Funding Committee, will have 5 business days, from the day of receiving the decision email, to file a formal appeal for review.
- 6.2 All appeals must be submitted in the form of a letter addressed to the University Student Center Board of Directors. Letter must include detailed reasoning for why the funding should be reconsidered.
- 6.3 The University Student Center Board of Directors will review all appeals and decide if funds will be allocated.

*\* This policy may be amended by a two-thirds vote of the SC Board of Directors.*