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USA/BOD Programming Fund Guideline Sheet 2026-2027

GENERAL POLICIES

Viewpoint Neutrality for USA Funds:
All allocations will be made without regard to viewpoint and will be based solely upon viewpoint-neutral criteria. (PACAOS 86.30)

Retroactive Funding:
No retroactive funding shall be provided (i.e., applying for or requesting a funding allocation after an event has taken place) per UC Policy PACAOS-80.

Prohibited Items:
1. Funds allocated from USA fees or from "other income" may not be used for the following:
    a. Purchase of alcohol or illegal substances.
    b. Purchase of tobacco or other related items.
    c. Purchase of hazardous items.
    d. Purchase of items that may be considered a weapon.
    e. Medical equipment such as sharps, scalpels, etc.

Electronic Payments, Wire Transfers, and Cash:
1. Electronic cash app payments to individuals (i.e.; Venmo, Zelle, Paypal) are not allowed and transactions via these methods will not be accepted by SGA for Reimbursement or Cash Advance reconciliation.
2. Cash payments to individuals are not allowed and will not be accepted by SGA for Reimbursement or Cash Advance reconciliation. Individuals who need to be paid directly should submit an Honorarium Requisition Form and shall be paid by check.
3. For vendor payments by electronic cash app, submit the vendor W9 and contact information to SGA for pre-approval before completing your purchase. An itemized invoice/receipt showing proof of payment is required to submit with the REQ form.
4. SGA facilitates check payment for all activity. Wire transfers require pre-approval from SGA and ASUCLA Finance, and are made by special exception only.

Gift Card:
1. For gift cards used for giveaways and incentives, the issuer must maintain a list of recipients containing:
    a. First Name, Last Name
    b. UID if UCLA Student
    c. Email.

Any individual receiving over $600 in gift cards shall be issued a 1099 form by the end of the calendar year by SGA (including gift cards received from multiple issuers totaling over $600).

Appeals Process:
Organizations that feel they were not treated fairly or did not receive due-process for their funding proposal may appeal any funding decision to the Undergraduate Students Association Council. In hearing appeals, USAC will not consider the merit or quality of the program in question. USAC will, instead, investigate to ensure that the organization was treated fairly by the Committee and received its proper due-process.

Grounds for appeal to USAC, procedures for appeal to USAC, and procedures for appeal to the USA Judicial Board may be found in Article VI.C.6. (Appeals) of the USA Bylaws.

GENERAL GUIDELINES

1. The USA/BOD Programming fund is for the purpose of programming costs of events organized and hosted by officially registered student organizations.
2. There are three USA/BOD Fund cycles during the academic year, one per academic quarter. Eligible organizations are allowed to apply a maximum of 2 times per quarter if they are hosting multiple events. Please submit one separate application per event. The maximum allocation per application is $5000.
3. Fund guidelines and application are available at https://usac.ucla.edu/funding/programming/.
4. **Application is linked down below in yellow highlight**
5. **Groups can apply for advertising or graphics, facilities or equipment rentals, honoraria, props or costumes. Events which are free of charge to UCLA students, to the benefit of UCLA students, and cultural/educational in nature are strongly prioritized.**
6. The USA/BOD Funding Director and USA/BOD Funding Committee may modify these rules with the consent approval of the Undergraduate Student Association Council (USAC).

IMPORTANT DATES

All Deadlines are at 5PM

FALL BOD
Eligible Events: Occurring between October 22, 2026 and December 5, 2026
Fall BOD App Deadline: Monday, October 12, 2026, 5pm (Fall Quarter Week 3)
Deadline for Sole Advisor to approve application: Friday, October 16, 2026, 5pm (FQ Week 3)
Fall Allocations: Wednesday, October 21, 2026 (FQ Week 4)
All Fall allocations must have Requisition Forms submitted by January 8, 11:59pm.

WINTER BOD
Eligible Events: Occurring between January 20, 2027 and March 13, 2027
Winter BOD App Deadlines: Friday, January 8, 2027, 5pm (Winter Quarter Week 1)
Deadline for Sole Advisor to approve application: Friday, January 15, 2027, 5pm (WQ Week 2)
Winter Allocations: Wednesday, January 20, 2026 (WQ Week 3)
All Winter allocations must have Requisition Forms submitted by April 2, 11:59pm.

SPRING BOD
Eligible Events: Occurring between April 21, 2027 and June 5, 2027
Spring BOD App Deadline: Friday, April 9, 2027, 5pm (Spring Quarter Week 2)
Deadline for Sole Advisor to approve application: Friday April 16, 2027, 5pm (SQ Week 3)
Spring Allocations: Wednesday, April 21, 2027 (SQ Week 4)
All Spring allocations must have Requisition Forms submitted by June 4, 11:59pm (Spring Quarter)

**** Student Orgs must submit their applications through the my.ucla portal by the listed deadline at 5PM. SOLE Advisors then must approve of these applications by the date listed at 5PM. Any applications not approved by SOLE by the deadline will not be considered for funding.***

FUNDING COMMITTEE

The USA/BOD Funding Committee shall be composed of the following members for the 2025-2026 year:

1. USA/BOD Funding Chair
2. USA/BOD Funding Chair Assistant
3. Financial Supports Commissioner
4. External Vice President
5. General Representative

FUNDING ELIGIBILITY AND RULES

1. Only student organizations that officially registered through Student Organizations, Leadership & Engagement (SOLE) for the year and have signed the Statement of Non-Discrimination can apply.
2. Funds may not be used for extraneous expenditures.
3. Funding may be forfeited if application requirements are incomplete.
4. Use of electronic payment sources (Venmo, Zelle, Cash App, etc) is not allowed and will not be accepted as documentation by Student Government Accounting. Students that use these forms of payment will not be reimbursed.
5. Applications will be reviewed on a viewpoint neutral basis and allocations are to be made such that no organization is discriminated against based on its views, nor is any related programmatic activity discriminated against based on the views of its sponsors or participants, per USA Bylaws Article VII(C)(7)(a) and (b)(i).
6. Events must fall between the dates noted.

STEPS FOR APPLYING

1. **To apply, complete this application on MyUCLA: https://sa.ucla.edu/funding/fund/client#/**

AVERAGE ALLOCATION AMOUNTS

To help applicants plan event financing:

- Applications to the USA/BOD 2025-26 fund received $900 on average. Maximum funded amount: $2,500.
- Subject to variation depending on demonstrated needs of the event, impact of the program, and funding availability.
- Applicants should provide a justified and accurate account of program needs.
- Requests may be partially funded.

ACCEPTED LINE ITEMS

Approved Items	Unapproved Items
• Advertising or Graphics [1] • Facilities or Equipment Rentals • Honoraria [2] • Props or Costumes [3] • Supplies • Decorations [5]	• Transportation • Awards or Gifts [4] • Electronics • Parking • Traffic Citations • T-shirts or Clothes • Food • Other [6]

INFORMATION ON LINE ITEMS

[1]**Advertising/Graphics:**

- The Committee may approve requests for advertising/graphics **ONLY** if all publicity material contains the *"Paid for by USAC" and/or the ASUCLA Logo (phrase).* More info: *https://usac.ucla.edu/funding/sgausaclogos.php*
- (A copy of any publicity materials must be attached to your requisition)
  An approved license vendor from the following link must be used
  (BruinPrint): *https://asucla.ucla.edu/licensing/licensed-product-resources/*

[2]**Honoraria:**

- **For all honorarium payments less than $1,500, attach:**
  - RCO Agreement or ASUCLA Performance Agreement, available on the USAC website or IRS W-9 (No substitutes)
- **For all honorarium payments $1,500 and above, attach:**
  - RCO Agreement or ASUCLA Contract, available from Student Government Services, Kerckhoff 334. Speak to the contract's liaison manager at (310) 206-0701 or email lclaxton@asucla.ucla.edu
  - IRS W-9 (No substitutes)
- **For all payments made to foreign person(s), attach:**
  - IRS W-8BEN
- **Extra Notes:**
  - All honorarium payments above $1,500 may be subject to a *Non-Resident State Tax Withholding* of 7% **AND/OR,** regardless of the amount, a *Non-Resident Federal Tax* withholding of 30%.
  - SGA cannot legally provide tax advice or make suggestions to employees or potential performers. Please visit http://www.irs.gov for tax information.

[3]**Props & costumes:**

- The Committee may approve requests for props/costumes + t-shirts/clothes if they are NOT considered *promotional attire* and if they function as a prop/costume.
- Props and costumes cannot be used for promoting the event.

[4]**Awards/Gifts:**

- The Committee may **NOT** approve requests for awards, including but not limited to: trophies, plaques, engraving, picture frames, etc.

[5]**Decorations:**

- The Committee may approve requests for decorations
  - Decorations must be culturally significant or serve an educational purpose
- Decorations must follow UCLA's sustainability regulations and funds may **NOT** be used for things including but not limited to: low quality plastic flowers, plants, candles, balloons, backdrops, confetti, etc.

[6]**Other:**

- For all other funding requests, please directly contact the USA/BOD Funding Director: **usa.bod@usac.ucla.edu**

HOW TO ACCESS FUNDS AFTER ALLOCATION

Step 1 – Verify funds in your organization's account.	**APPLICATION STATUS UPDATES** Please monitor the email listed in your USA/BOD application as all communications about application status will be sent there. For general fund updates, follow @usacusa.bod on Instagram. **BUDGET REPORT** To verify the funds in your account, you can view the weekly updated budget report by following the link below: https://usac.ucla.edu/funding/sga/budget/ Once you have access to the report, press "Ctrl + F" or "Command + F" to bring up the search tool. Type in your organization's name or four-digit account number.

Step 2 – Complete and sign a requisition form.	**REQUISITION FORM** In order to access your funds, you must fully complete and sign a requisition (REQ) form. To access an online requisition form: https://usac.ucla.edu/funding/sga/req/ For more details on how to fill out a requisition form: https://usac.ucla.edu/docs/req-howto.pdf Resources and forms for supporting documentation: https://www.usac.ucla.edu/sga-resources

	ALL requisitions require 2 signatures: 1) Student representative from your organization 2) USAC USA/BOD Funding Director Please submit your signed requisition and all supporting documentation to the site listed. The USA/BOD Funding Director will review, sign your requisition, then turn it in to SGA for processing.
Step 3 – Pick up your check or fix mistakes in your requisition.	**CHECK REGISTER** When your requisition form has been processed and your check is ready for pickup or has been mailed, it will be listed on the USA Check Register. Find a link to the check register at https://www.usac.ucla.edu/funding/sga/budget. **PROBLEM REQS** If there is a problem with your requisition, it will not be processed until the issue is resolved.

Deadline for USA/BOD Programming Requisitions

All requisitions are due Friday of Week 1 in the quarter following your program (excluding Spring programs).

Requisitions are now ONLINE. Please see the link to the requisition form: https://usac.ucla.edu/funding/sga/req/.

We encourage you to submit reqs immediately after incurring the expense to avoid delay in payment. Requisitions submitted after the deadline may not be considered for approval and will not have priority.

CONTACT INFO

For questions about REQs, please email SGA: **saccount@asucla.ucla.edu**	For questions about the USA/BOD Fund, please email: usa.bod@usac.ucla.edu For updates, follow: @usacusa.bod on Instagram