



# All-Branch ASOC Funding Guidelines

Please read the following information before applying for funding from any branch. Receiving funding is contingent upon adhering to the criteria listed below and voted by the relevant branch. Please reach out to [vpf@oxy.edu](mailto:vpf@oxy.edu) and [asoc@oxy.edu](mailto:asoc@oxy.edu) with any questions on the funding process.

## Article 1. General Information

- I. All funding applicants must use the ASOC Funding Form for *all* requests delineated in these guidelines.
  - A. Those requesting funds must fill out the [ASOC Funding Form](#).
    1. This form inquires about the specifics of the request, estimated cost, and other information
    2. Please itemize costs when submitting a request to ensure ASOC can vote on each specific item requested
    3. In the event there are unused funds, please return the funds to ASOC
      - a) Please contact [asoc@oxy.edu](mailto:asoc@oxy.edu), [vpf@oxy.edu](mailto:vpf@oxy.edu), or specific branches if you have any questions or concerns. ([asocsenate@oxy.edu](mailto:asocsenate@oxy.edu), [oxydeb@oxy.edu](mailto:oxydeb@oxy.edu), [asocsustainability@oxy.edu](mailto:asocsustainability@oxy.edu), [honorboard@oxy.edu](mailto:honorboard@oxy.edu)).
    4. To apply for the ASOC Final Mile and Graduate School Fund, contact the ASOC VPF.
    5. If you are applying for [Capital Improvement](#), please see the linked guidelines and application here.
    6. For information on [Textbook Reserve](#), please see the linked document.
    7. A branch may approve a funding request conditionally, as long as those conditions given by a Branch to the requesting body are not in conflict with the governing ASOC documents, including;
      - a) [ASOC Constitution](#)
      - b) [Executive Committee Bylaws](#)
  - B. Unused Funds
    1. Any unused funds must be returned to ASOC
  - C. The use of the ASOC credit card is only acceptable for purchases above \$300. If below \$300, cash advances, reimbursements, and payments to vendors are still an option.
  - D. All receipts and/or invoices must be kept for reimbursements, cash advances, and payments to vendors.
    1. Paypal is an acceptable form of payment.
    2. Payments via mobile payment services such as Venmo, Cash App, Zelle are



not considered acceptable forms of receipt.

- E. Reimbursement requests over \$50 must include a copy of the credit card statement (screenshots are acceptable).
  - F. Treasurers of each branch must send the Associate Director & Finance Manager for ASOC the approved funding requests and allocated funds sheet immediately after each meeting.
- II. The Executive Committee reserves the right to reallocate monies from line items in the ASOC budget that are not spent or are not anticipated to be spent.
- A. This can include but is not limited to reallocating towards:
    - 1. Respective branch budgets, in the event that branches have reached 15% or less of the funds that they were allocated at the start of the fiscal year.
      - a) This is subject to discussion and approval in the Executive Committee.
    - 2. Specific Requests
      - a) In the event, there is a line item that will not be spent in the current fiscal year and the Executive Committee agrees with a  $\frac{3}{4}$  vote to reallocate towards the request.
    - 3. Other line items, in the event, that they are low on funds (e.g., the Student Memorial Emergency Fund)
- III. In the event that the original funding request changes, please reach out to the respective branch treasurer to alert them of the change.
- A. If that happens before the request is voted on, the respective treasurer is responsible for alerting the branch and updating the request.
  - B. If this happens after a request is already voted on, the individual with the request should submit an additional request with the difference to be voted on by the branch as a subsequent request.
    - 1. This is only if additional funds are requested and not if all funds are not used.
- IV. Branch Guidelines
- A. Any eligibility requirement that is not delineated in this Article of the ASOC All-Branch Funding Guidelines shall be specified in each of the ASOC Branches' own individual funding guidelines.
  - B. If there is a scenario where both an All-Branch Funding Guideline and an individual branch funding guideline apply to a funding request, the former supersedes the latter.
    - 1. In the event of a conflict that cannot be resolved by the Finance Committee, the funding request will go to the Executive Committee for discussion and a vote on whether or not the request is fundable and can be voted on by a given branch.
  - C. All unspent disbursed monies will be returned to the respective branch's savings account at the end of the fiscal year.
  - D. ASOC will not subsidize nor offer funding to any non-registered Occidental College student.



- V. Department Funding
  - A. ASOC does not fund requests that would allocate student fees towards Department Events or Administrative Offices unless they are co-sponsoring an event with the respective parties.
- VI. ASOC Operations Events
  - A. Upon consultation with the ASOC President or ASOC Vice President of Finance, operational expenses may be billed to the ASOC branch or Executive Committee operations without a vote.

## Article 2. Club Funding

- I. If your event is on campus, you must have a master calendar confirmation before any ASOC branch votes on your request
  - A. Please see a SLICE Program Coordinator in the SLICE office located on the lower level of the JSC.
- II. ASOC will fund requests for club fundraisers
  - A. All money raised by fundraisers will be put into the club's account.
  - B. When considering a fundraiser, please adhere to college policy
  - C. When requesting money for a fundraiser, please specify what the funds will be used for, which can include, but are not limited to;
    - 1. Funds used to grow a club account
  - D. Donations to a cause or organization Funds may be collected through Give Campus or a student account (\$5 is the minimum amount that can be charged on a student account).
    - 1. All proceeds raised must go to the cause or foundation with the exception of any operational costs.
- III. ASOC does not fund:
  - A. Anything prohibited by college policy
  - B. Prizes, give-away or items for raffles
  - C. Gift cards that may be used to purchase alcohol
    - 1. (I.e. a Target gift card would not be fundable, but a Starbucks gift card would be a fundable request)
- IV. Events receiving ASOC funding must acknowledge ASOC sponsorship on all promotional material —posters, Facebook, Instagram, Digest, etc.
  - A. Please see [this folder](#) for respective branch logos
- V. While ASOC events and fundraisers are open to all students, events centered upon and marketed to affinity groups are permissible. Exceptions can be made for thank you events for volunteers on a case-by-case basis.
  - A. Charging admission for events is permissible.
- VI. ASOC funds may not be used to pay any member of a club for programming an event.
- VII. ASOC funding should prioritize students — other funding sources should be sought first if an



event is primarily catered to subsidize staff, faculty, and community members.

VIII. ASOC should prioritize the utilization of existing Student Services.

IX. Club Sports:

A. Club sports and registered Greek Life organizations may submit funding requests for seed money fundraisers and capital improvement.

X. Any physical items purchased with ASOC funds are the property of the club

A. In the event that a club is inactive or dissolved, ASOC becomes the de-facto owner, and items should be returned to the current President of ASOC or the SLICE office.

### Article 3. Individual Funding

#### I. Eligibility

A. Any individual who is currently enrolled at Occidental College in a given semester is eligible for individual funding.

B. ASOC officials who are compensated through ASOC are unable to apply for regular individual funding. They are not restricted from applying for the Student Memorial Emergency Fund and ASOC Final Mile Fund.

C. Individuals requesting funding must relay how the resources would be used for curricular or co-curricular activities.

#### II. Process

A. Funding request applicants must follow the process outlined in Article 1. Section I of these guidelines.

B. Branches will vote on individual funding requests during regular meetings.

1. Voting members may motion to table an individual funding request.

C. Branches should be in communication with either the ASOC Vice President of Finance or the respective branch treasurer throughout the request process.

1. This is to ensure no delays, in case a branch, or respective member has a specific question regarding the request.

#### III. Funding Specifications:

A. Each branch will be applying their specific mission statement and goals to the requests, so please keep respective branch missions in mind when applying for specific branch funding.

1. ASOC Branches reserve the right to not approve a funding request if it deems the request as not in line with its mission statement

2. Each branch reserves the right to aid students in finding additional funding outside of ASOC.

3. Students should apply for other funding sources before applying to ASOC for funding.

B. Funding for individuals seeking personal, scholarly, and/or professional development must demonstrate how that acquisition serves to the benefit of College stakeholders.



1. This includes, but is not limited to, research funds, comprehensive project support, trainings, or other events.
  - a) If a student does not have treasurer training, an ASOC Branch Treasurer can assist with managing funds for the project.
- C. If there is a physical item being purchased for an individual, there must be a plan for storage and future uses included in the request
  1. Please contact [asoc@oxy.edu](mailto:asoc@oxy.edu) if you have any questions or need help making a plan
- D. Specific restrictions on individual funding include:
  1. Personal Use
    - a) Medications or health care expenses
    - b) Day-to-day food and drink expenses

#### Article 4. Additional Guidelines

- IV. Reimbursement
  - A. Individual, club, and co-sponsored department requests will be reimbursed for all expenses that were approved through an ASOC vote prior to the event.
- V. Retroactive Funding
  - A. ASOC will fund funding requests retroactively as long as the event took place prior to one month after the last treasurer training of the semester.
  - B. Retroactive funding requests must be noted in the ASOC funding form.
  - C. See Club and Individual Requests Sections for specific information on funding processes.
- VI. ASOC – Student Memorial Emergency Fund
  - A. Please see [Emergency Fund Guidelines](#) for more information.
- VII. Disclaimers:
  - A. Misuse of funding
    1. Individual funding for personal requests can sometimes affect Financial Aid and the end of the year taxes. When we report how we use our funds, individual recipients will be listed. Please feel free to contact ([asoc@oxy.edu](mailto:asoc@oxy.edu), [vpf@oxy.edu](mailto:vpf@oxy.edu), or the ASOC Finance Manager, if you have questions or concerns.
    2. Misuse of funding includes but is not limited to submitting fraudulent receipts to the ASOC Finance Office, utilizing monies for purposes other than requested, any action that violates ASOC or Occidental College policy, and forgery of ASOC Finance Office forms. If misuse of funding comes to the attention of ASOC, the Associate Director & Finance Manager for ASOC and the ASOC Vice President of Finance will take action to ensure that the monies will be returned, any outstanding costs will be recovered, and will discuss preventative measures for the future.

#### Article 5. Final Mile Fund



## VIII. General Information

- A. Final Mile will be allotted \$5,000
  - 1. As with other line items that reach 15% of the original allotment, funds may be reallocated to the Final Mile fund.
- B. The Executive Committee will subsidize travel for up to \$350 per student once per year for academic-related conferences through the Final Mile Fund. Any monies not spent on travel are returned back to the Final Mile Fund
  - 1. Travel is defined as from a Los Angeles area port (train, bus, airplane) to the conference and returning to Occidental College. ASOC The Executive Committee will not pay for gas mileage.
- C. The applications for the Final Mile Fund will be made available to the student body by email during the academic year only. Once this period is over, students must wait until the next year to apply.
- D. Final Mile Fund will be voted on by the Executive Committee during their meetings.
- E. Students may only apply to each Fund once per academic year. For conference travel, applicants must travel within the academic year.
- F. Disbursement of funds is contingent upon receipt of conference attendance.

## Article 6. Graduate School Fund

### IX. General Information

- A. Up to \$350 per student for registration fees for standardized tests, graduate school applications, and registration fees/costs for standardized tests (such as the MCAT, LSAT, GRE, etc.) through the Graduate School Application Fund.
- B. The applications for the Graduate School Fund will be made available to the student body by email during the academic year only. Once this period is over, students must wait until the next year to apply.
- C. Graduate School Fund requests will be voted on by the Executive Committee during their meetings.
- D. Students may only apply to each Fund once per academic year.
- E. Disbursement of funds is contingent upon receipt of payment of graduate school application or testing fees.

### X. Amendments

- A. These funding guidelines are effective immediately upon a vote of approval. Funding requests submitted before this time are exempt.
- B. Any amendment to these guidelines (omitting *Article, 7, 8, and 9*) requires a  $\frac{2}{3}$  majority vote of the ASOC Executive Committee.



- a. The Executive Committee does not have the power to change *Articles 7,8, or 9*.
- b. Changes to branch-specific guidelines (*Article 7,8,9*) would need a simple majority vote from the respective branch .
  - i. Executive Committee representatives from the branches are responsible for making updates to ASOC Funding Guidelines.



# Branch Specifications

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## Article 7. ASOC Diversity & Equity Board Funding Guidelines

### I. Guidelines

- A. All requests must incorporate DEB's [mission statement](#) into their request. How close the request aligns with DEB's mission will be the main factor in the branch's decision to approve or deny.
- B. Club Funding
  - a. DEB will fund clubs on a case-by-case basis that are requesting funding for internal/closed club events.
  - b. Cultural clubs and events focused on serving marginalized groups on campus will be prioritized.
- C. Individual Requests
  - a. Individual research projects are costly, and often only serve one or two students. We must seek to fund only those that are still in line with DEB's mission statement thus assisting structurally marginalized communities because oftentimes one project requests as much as 25% of a semester's budget.
  - b. Comprehensive projects are fundable requests, as long as the request does not include things against college policy, or are used for compensating the student who the comprehensive project belongs to.
  - c. Requests which are not fundable by ASOC branches but able to be funded by other sources will be redirected to those sources. (ie. Graduate school application costs will be directed to Final Mile and Graduate School Fund, plane tickets directed to Student Memorial Emergency Fund).
    - i. In the event that a student is denied funding from an alternative source, DEB may act as a resource to advocate for their case.
- D. All requests will be discussed during weekly meetings.
  - a. If an individual or club funding request exceeds \$500 a representative must attend a DEB meeting to present their request and answer questions in order for the board to vote. Individuals and club members requesting less than \$500 may be asked to attend on a case by case basis if the DEB Treasurer deems necessary.
  - b. If you'd like to meet with DEB members in private, please reach out to [deb@oxy.edu](mailto:deb@oxy.edu) to set up a time, or a [specific member](#) on the branch.

## Article 8. ASOC Sustainability Fund Funding Guidelines

- I. In preparing your funding request, we ask that you consider:
  - A. Purchasing items from local and sustainable companies with equitable treatment of their employees





1. We do not fund purchases from Amazon or similar companies
  2. Previously we have funded purchases from:
    - a) Echo Park Garden
    - b) Tritch Hardware
- II. We do not fund the purchase of clothing or new materials unless you are purchasing used or reusable items
- A. Exceptions can be made only if the purchasing of clothing or new materials assists in a greater goal of sustainability in accordance with our mission and other avenues have been exhausted, namely the use of recycled materials
    1. Ex: FEAST purchased t-shirts as part of a compost tie-dye project
- III. We do not fund transportation unless:
- A. Public transportation is used
  - B. The location is inaccessible through public transportation, which the group requesting funding must demonstrate, and the program supports a greater goal of sustainability in accordance with our mission
  - C. We are funding mass transportation that will reduce the net emissions
    1. Ex: Bengal Bus, Bikes, carpooling, Micro Metro (use your tap cards!)
- IV. If you are planning an event or requesting funding for food/drinks, please consult our event funding guidelines and food/drink funding guidelines below
- V. Event funding guidelines and food/drink funding guidelines
- A. In planning your event, we suggest that you:
    1. Use reusable or compostable materials and decorations when possible and provide a way for these materials to be reused or composted (i.e. providing composting bins at your event)
    2. Prioritize electronic forms for advertising your event rather than using paper flyers
    3. Consider the accessibility of the space you plan to host your event in

#### Article 9. ASOC Senate Funding Guidelines

- A. Funding Specifications:
  - B. Senate will fund:
    1. Food for club meetings up to twice a semester.
    2. Attendance to off-campus retreats and conferences once a year per club/organization in addition to Final Mile Fund
    3. Fundraisers for clubs on a case-by-case basis.
  - C. Caps on Funding Requests:
- II. Individual Funding
  - A. Senate will fund individuals that are Oxy students and/or faculty on a case-by-case-basis
- III. Additional Policies
  - A. Speakers
    1. Senate will pay honorariums of up to \$500 per club/organization per semester.



B. Budgetary Guidelines

1. 20% of our budget will be strictly reserved for the use of funding cultural clubs
  - a) In the event that the reserved funds are not spent a month before the end of the semester, the funding can be accessed for general distribution at the discretion of the Senate.