



ASBSU

Associated Students of Boise State University
Code Change Document
FY26 #21

TITLE: Financial Modernization and SFB Rubric

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I. Code

CHAPTER 4: FINANCIAL CODE

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II. Chapter Overview

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B. Definitions

Account: Whenever the word Account appears with a capital “A”, it represents an internal accounting designation used for control purposes. ~~Each Account carries a different Funding source that is used in the Boise State University purchasing process.~~ Each Account is an individual budget line used in Boise State University’s financial processes. The term Account is used to simplify this Chapter and make it more readily understandable to its audience.

Direct Club Grants Funding Rubric: A rubric that is used to assess Direct Grant Requests. This rubric will be reviewed annually by the outgoing AVP of Student Grants, outgoing SFB Officers, and at least one (1) Student Involvement and Leadership Center staff member. This rubric will be posted publicly on the ASBSU website. The rubric will include factors such as how a grant furthers the club’s mission, university’s mission, academic prestige of Boise State University, fiscal responsibility, and other factors deemed necessary by the AVP of Student Grants, Executive Cabinet, and Student Involvement and Leadership Center staff.

Fee-Paying Student: A member of the Associated Students who pays the full Student Government Fee.

Financial Support Staff: Staff members of or designated by the Vice President of Student Affairs and Enrollment Management for the purpose of assisting in the planning, administration, and execution of the financial needs of ASBSU. These staff members also act as “compliance reviewers” for the area designated by the Vice President of SAEM. ~~This term encompasses the SAEM Shared Business Services team.~~

Funding Decision: A decision by the Student Funding Board regarding a request for funding allocation of ASBSU funds to a Student Organization or individual student through specifically budgeted funding sources referred to as ASBSU Grants.

Grant Applicant: This is the Student Organization or individual student that requests funding from ASBSU.

Grant Recipient: This is a Student Organization or individual student that successfully requests funding from ASBSU. This term applies to all Student Organizations and individual students after a Funding Decision allocates funds for their Grant Request, regardless of whether or not the allocated funds have been spent yet.

Grant Request: This is a formal application submitted to the Student Funding Board to request funding from ASBSU for a specific purpose. Grant requests can be submitted by Student Organizations or individual students.

Scarcity: A condition in which the relevant funding board account (direct or individual) is 10% or more ahead of the allocation of its annually budgeted amount. Scarcity is calculated based on what has been allocated, not merely actual expenditures relative to the percentage of the academic year completed.

SFB: ~~Initialism~~ Acronym for “Student Funding Board.” Occasionally, “FB” will also represent “Funding Board.”

SFB Chair: The student responsible for leading and directing the Student Funding Board. This term refers to whatever student is acting as the Chair, regardless of whether they formally hold the title or normally serve as the Chair.

SFB Officer: Students serving in an official capacity on the Student Funding Board. This term encompasses all appointed SFB Officer(s), the ASBSU Chief of Staff, the Associate Vice President of Ethics Affairs, and any other ASBSU Officers serving on the Student Funding Board on an interim basis. ~~This term does not include the SFB Chair, who has distinct and separate responsibilities. This term does not include the SFB Chair, however, as they have distinct responsibilities.~~

Officer Stipend: Compensation for ASBSU Officers as determined during the annual budget process.

III. Budget

A. Student Activity Fee Revenue

1. The funding for ASBSU is collected from the students of Boise State University as a designated Student Activity Fee. A large portion of this funding will be available to fund Student Organizations and individual students and the rest will be used to support the operations of ASBSU.

B. Annual Budget Procedure

1. The outgoing President, Vice President, Chief of Staff, and Associate Vice President of ~~Financial Affairs~~ Student Grants will collaborate with the ~~SAEM Shared Business Services team~~ Student Involvement and Leadership Center staff to create the draft annual budget. This process will include a review of the past fiscal year's utilization rates, and it will determine if and how much the funding eligibility limit for Student Organizations needs to be adjusted.

2. The draft budget proposal will be presented to the General Assembly and Academic Senate by the President, or their designee, and must be approved by a simple majority prior to the deadline established by the University for all departments.

3. A final budget proposal, created by the outgoing and incoming Executive teams, will be presented to the General Assembly and Academic Senate by the President, or their designee, and must be approved by a simple majority prior to the year-end officer transition.

4. Budget Revisions will be presented to the Executive Cabinet, as defined in Article II Section 2 of the ASBSU Constitution. Budget revisions must be approved by a two-thirds majority of the Executive Cabinet.

C. All funds collected by ASBSU that were not accounted for or assigned in the approved budget will be automatically added to the Direct Club Grants Account.

IV. Funding Model

A. Eligibility

1. Any Student Organization that meets the following requirements will be eligible to receive funding through the SFB.

a. The organization must be recognized as an official University Recognized Student Organization by the Student Involvement and Leadership Center and hold "active" status as defined by Student Involvement. The organization must have a positive balance, or a balance of zero, in their student organization account prior to having a hearing with the SFB.

2. Any student seeking grant funding from ASBSU on an individual basis will be considered funding eligible if they fulfill all of the following requirements:

a. The individual must be a Fee-Paying Student.

b. The individual must be in good standing with the University. They must not be on academic probation and must not have lost the privilege of being funding eligible from ASBSU or the Dean of Students Office.

c. The individual must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale. If a Boise State GPA is unavailable, then this requirement will be evaluated based on the cumulative GPA of the last college/university attended, as determined by the Boise State Registrar's office. If no college GPA is available, the individual's high school GPA will be used to fulfill this requirement.

B. Characteristics of Funding

1. Grant Funds Are Allocated: When a grant is awarded, the funds will appear in CampusGroups on a budget line labeled "ASBSU Direct Grant" or "ASBSU Startup Grant," which the student officers in the Student Organization can access directly from the CampusGroup's portal in the Accounting Book. The Student Involvement and Leadership Center Financial Support Staff moves funds internally for proper accounting in the University's General Ledger. The Individual Grant funds are disbursed directly from the ASBSU budget line for those funds, and the awardee meets with the Student Involvement and Leadership Center staff to review purchases and procedures.

~~be earmarked for the Grant Recipient but will not be transferred to the Grant Recipient. Purchases are reimbursed out of ASBSU's Account at the request of the Grant Recipient, in accordance with the Student Involvement purchasing processes.~~

2. If a Grant Recipient fails to use its full award by the time specified by the list below or by the end of the fiscal year's deadlines, whichever is earlier, the excess granted funds become available to other prospective Grant Applicants of the same variety.

a. Event or Travel Request: The specific date of event or travel will be listed on the request and will be the deadline.

b. Meetings/Recurring Events (No Specified Dates): The month of the meeting/meetings/events will need to be specified and will act as the deadline.

c. Promotions/Apparel/Supplies: Six weeks after funds are granted will be the deadline.

~~3. In order to keep track of events that student organizations plan that the SFB funds, the SFB Chair should assign one SFB Officer to keep track of the events on a calendar that can be shared and published by ASBSU to promote student organizations on campus.~~

4 3. If organizations or individuals need an extension for use of their funds, the SFB Chair may be contacted and they will take into consideration the organization or individuals circumstances on a case-by-case basis. The SFB Chair will also contact the Student Involvement and Leadership Center Financial Support Staff ~~SAEM Shared Business Services team~~ to see if the extension is feasible.

a. If their extension request is denied, they may resubmit with the corrections that will fix the reason for denial.

b. Alternatively, if the request is denied, and the organization or individual chooses to, an appeal can be filed with the Associate Vice President of Ethics Affairs if they feel the denial has no grounds.

~~5~~ 4. Spending Grant Funds: Prior to funds being spent, Student Organization Grant Recipients will request pre-approval to spend money by following the purchase or travel request process outlined by the Student Involvement and Leadership Center using its ASBSU Direct Grant or ASBSU Startup Grant budget line as the Funding Source in its CampusGroups portal. The Account allocation is finalized once the travel, event, or activity is complete. ~~using their own account as the Funding Source. Their Account will be reimbursed by the allocated ASBSU grant funds once the expenditure is completed, provided the money was used for the intended purpose. There will be no negative consequences for the Student Organization if their account balance temporarily goes negative as a result of this process.~~

~~6~~ 5. Individual Grant Recipients will request pre-approval to be reimbursed by completing the purchase or travel request process outlined by the Student Involvement and Leadership Center and using the applicable ASBSU Account as the Funding Source. Purchases will be reimbursed to the Grant Recipient only.

~~7~~ 6. Funding Limits: There is a limit to the amount of funding a Student Organization or individual may receive from ASBSU. These limits are reviewed on an annual basis during the budget process and approved by the Executive Cabinet. Funding eligibility is tracked cumulatively over the course of the fiscal year. Full funding eligibility is restored on July 1 each year.

a. Clarifying example: If the total funding limit is \$4,000 and a Student Organization receives and uses a Direct Club Grant in the amount \$600, the same Student Organization could only apply for \$3,400 in Direct Grant funds during that academic year.

~~8~~ 7. The ~~SAEM Shared Business Services team~~ Student Involvement and Leadership Center Financial Support Staff will not authorize expenditures ~~spending of funds~~ that do not fulfill the Grant's express purpose.

C. Direct Club Grants

1. Direct Club Grant: A grant that can be used by a single Student Organization to fund an event or activity that benefits the University community or travel for a group of students attending a recognized and appropriate academic forum or appropriate recreational/professional activity that is designated appropriate by the SFB. In evaluating whether an event or activity is appropriate, the SFB may weigh several factors, including: the number of students impacted, its importance to academic, social and/or professional development, its accessibility to all students, the frequency of the event or activity, its contribution to team building within the student organization, and economical use of funds.

2. Total funding eligibility from this source is capped at \$4,000 per Student Organization per academic year. Eligibility can be used in a single Approved Grant Request or through multiple Approved Grant Requests. For Direct Club Grant Requests exceeding \$2,000, the SFB shall apply the Direct Club Grants Funding Rubric to determine an appropriate award amount, subject to the limitations established in Section VI.
3. For any single event or activity, the amount of approved funding per student participant cannot exceed the Individual Grant limit. The SFB will take into consideration the use of funds and ensure efficiency.
4. The SFB, during the funding process, should encourage Student Organizations to work with their advisor to pursue fundraising opportunities. Direct Club Grants are awarded to Student Organizations so that they can focus on achieving their mission instead of operating solely through fundraising. However, these grants do not replace the need for fundraising, which remains essential for funding large group travel and major events. ~~However, Direct Club Grants are not intended to replace the impact of fundraising, as Student Organizations will almost always have to rely on fundraising for a large part of travel and large events.~~
5. Funds will be allocated and spent from the ASBSU Direct Club Grants Account.

D. Startup Grants:

1. Startup Grant: an optional grant of \$400 awarded to participating recognized Student Organizations upon their re-registration at the beginning of the academic year. The grant amount is counted against a student organization's annual Direct Club Grant limit, and is subject to the same guidelines.
2. Startup Grants are intended to provide flexibility for student organizations wanting to make smaller purchases at the beginning of an academic year. Student organizations are given the option to receive the startup funds after all officers have completed the Student Involvement financial training. The funds awarded in a Startup Grant are considered to be a part of the student organization's Direct Grant eligibility limit.
3. Student organizations may, via a payment request, choose to spend their Startup Grant funds within the timeline provided by the SFB, without needing to attend a SFB hearing for approval. Student organizations are not required to accept the Startup Grant, and any unspent funds from a Startup Grant will remain in the student organization's Direct Grant eligibility.
 - c. Clarifying example: If a Student Organization has re-registered and received its Startup Grant, making a \$300 purchase would leave them eligible for \$3,700 in Direct Grant funds for the remainder of the academic year. The Student Organization could still spend the remaining \$100 in Startup Grant funds using a payment request without requiring a grant hearing to receive approval.

4. Funds will be allocated and spent from the ASBSU Direct Club Grants Account.

E. Individual Student Grants:

1. Individual Student Grant: A grant that can be used by an individual student to provide for transportation, lodging, and other purchases associated with traveling and/or presenting an original scholarly work in a recognized and appropriate academic forum ~~or appropriate recreational/professional activity that is designated appropriate by the SFB~~. This grant is designed to help students enrich their educational experience and credentials while simultaneously building the prestige of the University and supporting its research mission. Total funding eligibility from this source is capped at \$800 per student per academic year. If multiple independent students are traveling for the same cause, the amount available to the full group of students shall not exceed the Direct Grant limit.

a. Clarifying example: If a group of 10 students who are independent of a student organization are seeking funding to travel to a conference, they are limited by the \$800 person cap and a cap of \$4,000 on the total for all 10 students. This means only the first 5 students who submit requests to attend this conference will be eligible to receive \$800 per student.

2. Individual Student Grants provide funding for events and activities that may not be directly related to any current Student Organization. These grants may also be used to finance unique opportunities for individual students, provided that the individual's experience is expected to bring a residual benefit to the University community.

a. Individuals who are members of a recognized student organization and traveling to an activity normally associated with that student organization must receive funding out of that organization's direct club account and not from the general individual fund.

3. Individual Student Grants cannot be used for events, projects, or experiences that count for academic credit.

~~3~~ 4. Funds will be allocated and spent from the ASBSU Individual Grants Fund Account.

V. Student Funding Board

A. Funding Process

1. A Student Organization or individual will submit a Grant Request to the SFB. Requests should be submitted as early as possible because the length of time consumed by the full award and expenditure process varies greatly depending on the complexity of the request. The order in which Grant Requests will be heard will be decided by the Chair. Grant Requests will be considered on a first come first serve basis.

2. If the Grant Applicant is a Student Organization(s), the Grant Request must be completed by a Club Officer(s) of said Organization(s). At a minimum, the Grant Request must contain a purpose for the funds being requested, a connection to the mission of the Student Organization, and a line-item budget.
3. If the Grant Applicant is applying for an Individual Grant, the Grant Request must be completed by the individual applying for the individual grant. At a minimum, the Grant Request must contain a purpose for the funds being requested, proof that the individual has been accepted to present their individual scholarly work at the proposed academic forum, and a line-item budget.
4. Once a Grant Request has been submitted, the SFB Chair will assign the Grant Request to an SFB Officer. The assigned SFB Officer will serve as an advisor to the Grant Applicant(s) and help them make the Grant Request as complete and clear as possible. **They will also ensure the request complies with rules and procedures outlined in this document and by the Student Involvement and Leadership Center.** The SFB Officer will also inform them of any additional steps they will need to take outside of the funding process and any resources that may be available to help make the activity or event successful.
5. The SFB Chair will schedule a grant review session with the Grant Applicant(s), once the Grant Request has been refined.
6. The Grant Applicant(s) must attend a grant review session to describes and gives details of their request to the SFB. The grant review gives the SFB the opportunity to ask questions of the Grant Applicant(s) and allows the Applicant(s) to defend the Grant Request in its entirety. If the Grant Applicant(s) misses its grant review date, a new grant review will be scheduled.
 - a. If the request is a direct request, any officer or representative of the student organization may attend the review session on behalf of the organization to answer questions.
 - b. If the Grant Applicant(s) is unable to attend the grant review session in person, accommodations must be made with the SFB Chair.
7. If two (2) grant reviews are missed without extenuating circumstances the SFB Chair may choose not to schedule another grant review for the same Grant Request.
8. Funding Decisions will not be made in the presence of the Grant Applicant(s) but will be discussed and decided immediately afterwards. The Funding Decision will be communicated to the Grant Applicant as soon as possible and no later than one (1) business day after the grant review. If the SFB reduces the award amount or denies the request, it will provide a thorough explanation to the Grant Applicant(s) when informing them of the Decision.

9. Individuals or Student Organizations whose grants have been denied or reduced may appeal the decision of the SFB within five (5) business days of receiving their funding decision. Appeals may be filed on either procedural grounds or violation of viewpoint neutrality, and will be reviewed by the Associate Vice President of Ethics Affairs and at least one (1) staff member from the Student Involvement and Leadership Center ~~or SAEM Shared Business Services Team.~~

B. Internal Policies and Procedures

1. During the fall and spring semesters, the SFB will have four (4) appointed officers. The Associate Vice President of ~~Financial Affairs~~ Student Grants will serve as the Student Funding Board Chair. The Chief of Staff and Associate Vice President of Ethics Affairs also serve as voting members of the SFB, and count as members for the purposes of quorum.

2. During the summer semester when the Executive Cabinet and Legislature are out of session, the Associate Vice President of ~~Financial Affairs~~ Student Grants will establish an Interim Student Funding Board to ensure Grant Requests can continue to be heard. This process will be outlined below.

3. There must be at least four (4) SFB members present for the SFB to hear Grant Requests or make Funding Decisions. The SFB Chair counts as a member for the purposes of this requirement. Quorum for the SFB is established in Article II, Section 6, of the ASBSU Constitution.

4. All SFB Officers present at a grant review are entitled to one (1) vote per round on the related Grant Request. SFB Officers retain the right to vote in favor of the motion, against the motion, or abstain from voting. The SFB Chair does not vote, but they will cast the deciding vote in the event of a tie. The pass rate is calculated as the yes votes divided by the sum of yes; ~~and no; and~~ ~~abstain~~ votes $[Y/(Y+N+A)]$.

5. The Chief of Staff will serve as Vice Chair. The SFB Vice Chair will assume the role of the SFB Chair strictly during grant reviews and deliberations in which the standing SFB Chair cannot participate. The regular SFB Chair is expected to continue serving as the liaison between Grant Applicants and the SFB regardless of whether they can join the grant reviews and deliberations. If the Chief of Staff and SFB Chair cannot participate, the Associate Vice President of Ethics Affairs will fill this role.

6. In normal circumstances where the regular SFB Chair is present, the SFB Vice Chair serves in the same capacity as the other SFB Officers and has no additional authority.

~~7. If the SFB Chair and the SFB Vice Chair are both absent from a meeting, the Associate Vice President of Ethics Affairs chairs that meeting.~~

7. 8. Meeting Time: The SFB will schedule meetings for a total of at least two (2) hours per week at a consistent time to be determined at the beginning of each semester. If there are no pending

Grant Requests that need to be heard or discussed, the SFB Chair may cancel a meeting. If there is a surplus of urgent and pending Grant Requests, the SFB Chair may schedule a special meeting or extend an existing meeting for the SFB.

8. ~~9~~: For regularly scheduled meetings, absence and tardiness will be excused if they are related to a death in the family, personal illness, University events, or other extenuating circumstances. Extenuating circumstances do not include work, classwork, or a regularly scheduled class period.

9. ~~10~~: For special meetings of the SFB, absence and tardiness will be excused for any pre-existing obligations as long as the SFB Chair is notified when or shortly after they schedule the meeting. Absences and tardiness will also be excused if they are related to a death in the family, personal illness, University events, or emergencies.

10. ~~11~~: The Associate Vice President of Ethics Affairs will determine what specific circumstances are acceptable reasons for absence and tardiness on a case-by-case basis.

11. ~~12~~: The SFB will not allocate more than 65% of money budgeted for Direct Club Grants and Individual Grants for activities and events that occur during the Fall Semester. This restriction applies to each fund separately. Funds that were allocated by the SFB in the Fall to be used in the Spring Semester would not count toward the 65% restriction. This 65% restriction should not be interpreted as an ideal allocation goal for the SFB, but rather an extreme upper limit to ensure Grant Applicants have equitable access to funding throughout the year. This restriction shall be overseen and enforced by the Associate Vice President of ~~Financial Affairs~~ Student Grants.

a. Clarifying example: The Direct Club Grants Account could not be fully allocated (100%) to Fall activities and events just because no money was allocated to Fall from the Individual Grants budget division.

12. ~~13~~: This restriction does not apply to other funds that are allocated to Grant Applicants by the SFB, nor does it apply to the individual eligibility of a club.

~~14. The SFB will consider the following characteristics of each Grant Request when making Funding Decisions:~~

~~a. The Funding Guidelines established in Section VI~~

~~b. Number of students that will benefit from the activity or event~~

~~c. Uniqueness of the activity or event~~

~~d. Economical use of funds~~

~~e. Amount of funding already received from ASBSU~~

~~f. Other sources of funding pursued and received~~

13. The SFB will make funding decisions in accordance with the Direct Club Grants Funding Rubric and Section IV of Financial Code.

14. ~~15.~~ Fundraising is not a requirement for receiving grant funding from ASBSU. To ensure limited resources are used as efficiently as possible, Grant Applicants are encouraged to pursue other sources of funding that may be readily available, especially for larger requests.

a. Clarifying example: Some conferences offer scholarships or subsidies to encourage attendance; in such a case, the SFB would look more favorably upon a Grant Applicant(s) who applied for the scholarship than one who did not. Conversely, Grant Applicants would not be expected to hold an arbitrary fundraising event like a t-shirt sale or car wash in order to provide snacks at their meetings.

15. ~~16.~~ Financial Need and Scarcity: The SFB will not consider a Student Organization's Account balance when making Funding Decisions unless funds in the relevant grant fund Account are deemed Scarce.

a. Clarifying example: If 75% or more of the total budget is projected to be allocated while in fall semester, (as 65% is the allocated amount for fall) with the inclusion of the return of unused Start-Up grants taken into consideration, then the Funding Board would be in scarcity as it is 10% ahead of its budgeted amount.

16. ~~17.~~ When resources in a specific grant fund Account are Scarce, the SFB is empowered and encouraged to consider the financial need of the relevant Grant Applicants when making Funding Decisions. The existence or nonexistence of Scarcity for each grant fund Account will be determined by the Chief of Staff on a weekly basis.

17. When an account balance is deemed Scarce, and student's funding may be impacted, the Associate Vice President of Student Grants and the Student Involvement and Leadership Center staff will collaborate to inform student organizations.

18. The SFB can decide to approve a Grant Request as is and award the full amount of funds; approve it with modifications; return the Grant Request to the Grant Applicant due to incomplete information and ask them to revise the request and reapply; or deny the Grant Request entirely. Formally, these actions are Approve, Approve with Revisions, Return for Revision, and Deny, respectively.

19. During a grant review session, the SFB may not award a Grant Applicant more funds than have been requested in their Grant Request. If a Grant Applicant wishes to amend the amount of funds requested in their Grant Request, they may do so prior to their grant review session, or they may submit a new request after the grant review session has concluded. If a new request is related

to the previous Grant Request and is submitted within 48 after a grant review session, that request is not subject to Event Timelines or required to undergo a grant review session.

20. The SFB will loosely follow Robert's Rules of Order when making Funding Decisions. An SFB Officer will move to take one of the actions described above on a particular Grant Request. The motion must be approved by a simple majority. If the motion is approved, then the action becomes the official Funding Decision on the Grant Request in question. If the motion is denied, the SFB will return to deliberations until a new motion is proposed.

21. During a hearing, the SFB Chair does not vote except to break a tie.

22. If the final Funding Decision is anything other than complete Approval, the SFB must provide a brief oral explanation to the Grant Applicant when informing the Applicant of the Decision and/or a written explanation within 24 hours.

23. Minutes will be taken for all SFB grant reviews by the Chief of Staff, or designee, unless these parties are unable, in such cases the SFB Chair shall determine who will take minutes at the start of the meeting. Minutes will be made available to the public on the ASBSU website within ~~one (1) week~~ 48 hours of being taken.

C. Viewpoint Neutrality

1. Grant applicants will not receive favorable or unfavorable treatment in the funding process because they advocate a particular opinion. Further, Grant Applicants will not be discriminated against on the basis of age, race, ethnicity, religion, sex, national origin, ancestry, disability, veteran status, political affiliation, sexual orientation, gender, or gender expression. All grant requests will be evaluated using the criteria in Financial Code ~~IV.B~~ VI and follow the procedural requirements outlined in IV.A. Funding Decisions that meet these requirements are considered viewpoint neutral.

a. Scarcity considerations must be applied consistently and uniformly to all Grant Applicants. Under no circumstances may Scarcity considerations take into account the viewpoint or opinions of the Student Organization.

2. All ASBSU Personnel responsible for making Funding Decisions will receive viewpoint neutrality training before reviewing or evaluating any Grant Request. This training is considered sufficient only until the end of the current fiscal year. If any ASBSU Personnel are reappointed or re-elected in a later year, they must receive viewpoint neutrality training again.

3. All Funding Decisions must be made in a viewpoint neutral manner as defined above. If a Grant Applicant believes that their Funding Decision violated viewpoint neutrality, they may file an appeal. If it is determined that the decision was not made in a viewpoint neutral manner, that decision and all actions taken to execute that decision are null and void.

4. If an SFB Officer or the SFB Chair is affiliated with a Student Organization Grant Applicant, they must remove themselves from the grant review and deliberations about the related Grant Request. The conflicted individual will continue to serve in their normal capacity for all other Grant Requests. If the recusal(s) deprives the SFB of quorum, the SFB Chair may appoint another viewpoint neutrality-trained ASBSU Officer to serve on the SFB solely to make this Funding Decision.
5. Serving as an advisor to a Grant Applicant during the application process does not create a conflict of interest. The advising SFB Officer is required to remain impartial throughout the process.
6. If the SFB Chair recognizes or is informed that an individual SFB Officer(s) may be violating viewpoint neutrality, they will make reasonable efforts to ensure that the decision of the full SFB is made in a viewpoint neutral manner. These efforts may include temporarily suspending the potentially offending Officer(s) from the SFB until the Funding Decision in question has been made. If the temporary suspension(s) deprives the SFB of quorum, the SFB Chair may appoint another viewpoint neutrality-trained ASBSU Officer(s) to serve on the SFB solely to make this Funding Decision.
7. Temporary suspensions are not an indication of wrongdoing, and there are no other immediate or automatic consequences for the suspended SFB Officer. Temporary suspensions serve as a precautionary measure to ensure Grant Applicants receive equitable treatment. At the option of the SFB Chair, the alleged violation may be referred to the Associate Vice President of Ethics Affairs for a judgment. The Associate Vice President of Ethics Affairs will not consider the temporary suspension in making this judgment.
8. If an SFB Officer or Chair believes the SFB as a whole or an individual SFB Officer(s) is violating viewpoint neutrality, it is their responsibility to express their concerns during the SFB deliberations so that all SFB Members are aware of the situation and proactive measures can be taken. If this action appears insufficient to prevent an unfair Funding Decision, or if an unfair decision has already been made, the SFB Officer or Chair must file a Complaint with the Associate Vice President of Ethics Affairs within three business days of the decision.
9. If it is determined that the SFB Officer or Chair did in fact violate viewpoint neutrality, the offending individual may be impeached and removed from any and all offices and positions held in ASBSU, including appointments on University committees. The offending SFB Officer or Chair may also lose the right to compensation due from ASBSU.

D. Duties and Responsibilities of the SFB Chair

1. Coordinate and conduct SFB meetings to hear and review Grant Requests. The SFB Chair may only have two (2) unexcused absences per semester. Excused absences are defined in Financial Code.

2. Serve as the initial point of contact and liaison between Grant Applicants and the SFB.
3. Appoint four (4) Officers to serve on the Student Funding Board.
4. Assign newly received Grant Requests to a specific SFB Officer to act as a liaison with the Applicant.
5. Receive appropriate viewpoint neutrality training and adhere to the policy.
6. Temporarily suspend SFB Officers who may be violating viewpoint neutrality and take other proactive steps as needed.
7. Oversee SFB Officers and ensure they are fulfilling their duties. If an SFB Officer misses more than ~~2~~ 3 meetings, it is the responsibility of the SFB Chair or another SFB Officer to file a Complaint with the Associate Vice President of Ethics Affairs.
8. Vote only when it is necessary to break a tie.
9. Approve all brief written explanations submitted in defense of all Funding Decisions other than complete Approvals.

E. Duties and Responsibilities of all SFB Officers

1. Attend all meetings of the SFB. Only ~~two (2)~~ three (3) unexcused absences are allowed per semester. Excused absences are defined in Financial Code.
2. If the SFB Chair has more than ~~two (2)~~ three (3) unexcused absences in a semester, the SFB Officers must communicate with each other and ensure that a Complaint is filed with the Associate Vice President of Ethics Affairs.
3. Receive appropriate viewpoint neutrality training and adhere to the policy.
4. Review and evaluate all Grant Requests where there is not a conflict of interest.
5. Serve as a liaison to individual Grant Applicants that are assigned to them by the SFB Chair. This advisory role has three (3) separate responsibilities:
 - a. Helping the Grant Applicant make the grant request as complete and code-compliant as possible
 - b. Informing the Grant Applicant of any additional steps they will need to take outside of the funding process and of any resources available to help make the activity or event successful

- c. Being consistently available as a resource to answer any funding questions the Grant Applicant may have.
- 6. Listen to all Grant Applicants explain their Grant Request in a grant review.
- 7. Deliberate and cast one (1) vote on SFB motions.
- 8. Create a brief written explanation for each Grant Applicant they advise if the ultimate Funding Decision is not complete Approval. The explanation will be approved by the Chair and sent to the applicant within 24 hours.

F. Establishing an Interim Student Funding Board

- 1. When the ASBSU Executive Cabinet and Legislature are out of session (during the summer), it is the duty of the Associate Vice President of ~~Financial Affairs~~ Student Grants to establish an Interim Student Funding Board. The Associate Vice President of ~~Financial Affairs~~ Student Grants may appoint four (4) SFB Officers on an interim basis, who, together with the Chief of Staff and Associate Vice President of Ethics Affairs, will act as the Interim Student Funding Board and will fund clubs and organizations recognized by the University. The interim SFB Officers will be subject to confirmation by the Academic Senate once the Legislature is back in session in the fall semester.
- 2. The Interim SFB ~~will accept Grant Requests for the next fiscal year during the preceeding Spring Semester, and~~ will begin hearing and deciding on Grant Requests at the beginning of the ~~next~~ fiscal year (July 1).
- 3. ~~The Interim SFB will only hear and decide on Grant Requests for activities or events that occur within or before the first four (4) weeks of the upcoming Fall Semester. Grant Requests for activities or events that occur later than this will be heard by the regular SFB. Exceptions can be made for activities or events only when expenditures must be made far in advance (i.e. travel).~~

VI. Funding Guidelines for SFB Decisions

A. Use of the Direct Club Grants Funding Rubric

- 1. The Direct Club Grants Funding Rubric shall only be taken into consideration for Direct Grants that exceed \$2,000. For requests of \$2,000 or less, the SFB shall evaluate the request using the Funding Guidelines in Section VI, without application of the Rubric.
- 2. The Rubric is an evaluative tool intended to assist the SFB in determining an appropriate award amount within the limits established by this Section.

3. Under no circumstances may a score or recommendation derived from the Rubric authorize funding that exceeds the caps, restrictions, or prohibitions outlined in Section VI.

~~A~~ B. Use of Official Processes

1. All student organizations ~~and individuals~~ applying for funding are required to submit a payment request through the CampusGroups platform. Individual grant recipients will be given instructions to meet with the appropriate Student Involvement and Leadership staff, where they will be walked through the required steps to receive funding and the documentation needed.

~~B~~-C. Food

1. The SFB may consider funding food for student organization events.
2. All requests for food at events must include details regarding the expected level of student participation, either through the grant application or grant hearing. The minimum level of student participation at events with food funded by ASBSU is 50%.
 - a. A lecture style event in which a speaker presents to an audience with minimal audience-presenter interaction will not be eligible for food covered by ASBSU funding under any circumstance.
 - b. Examples of acceptable events with at least 50% student participation include panels where students ask questions of panelists, club meetings, ceremonies in which students are receiving honors, networking events, etc.

~~C~~ D. T-Shirts and Apparel

1. The SFB may provide funding for T-Shirts and promotional Apparel under the following procedure: All members receiving T-Shirts or other promotional Apparel will be required to contribute a minimum of \$5 towards their shirt and/or apparel and the SFB will then consider funding a maximum of \$10 towards each T-Shirt or Apparel item after this member buy-in is accounted for. Under no circumstances will the SFB fund more than \$10 towards T-Shirts and Apparel.

~~D~~ E. Promotions

1. Promotional items are defined as items displaying an organization's name or logo with the purpose to increase awareness of an organization's mission, accomplishments, upcoming events, etc.
2. The SFB will consider funding a maximum of \$250 per student organization per year for promotional items. This restriction will not apply to materials and supplies that are reusable from year-to-year.

3. Out of this \$250 annual limit, the SFB will consider funding a maximum of \$75 in handouts (e.g. buttons, stickers, wrist-bands, etc.) per student organization per year.

E F. Trophies and Gifts

1. The SFB will not fund trophies and/or prizes/awards for ordinary on-campus competitions and/or events. The SFB may consider funding awards for larger conferences that reach a regional or national audience and promote Boise State.

2. Graduation regalia to recognize graduating students of a recognized student organization will be capped at \$10 per cord.

3. All other gifts will be considered on a case-by-case basis with a very conservative approach to funding them (i.e. there must be an exceptionally purposeful justification for utilizing SFB funding to provide a gift to any student). In making this determination, the SFB may consider factors such as the uniqueness of the event necessitating the gift, the impact of the gift, and the prestige/recognition it would bring to the University or student recipient. Any gifts funded must comply with University, state, and federal policy.

4. The SFB will not fund certificates of membership for organizations. This will be seen as a buy-in for members to be a part of the organization.

F G. Contracts

1. No verbal or written contracts to expend ASBSU funding may begin prior to receiving an ASBSU grant. The funding request process must take place before any payment requests are submitted, evaluated, and decided by the Student Involvement and Leadership Center.

2. Honorariums for special guests will be funded as consolidated amounts rather than line-item expenditures.

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II. Summarized Themes

1. Adds a Direct Club Grant Funding Rubric that helps guide decisions for Direct Club Grant Requests that are over \$2,000.
2. Removes outdated language such as Shared Business Services and Associate Vice President of Student Grants.
3. Encourages student organizations to work with their advisors to fundraise during the grant process to supplement funding received by ASBSU.
4. Clarifies what Individual Student Grants may be used for.
5. Codifies that grant requests will be considered on a first come first serve basis.

6. Changes the way abstain votes are calculated.
7. Requires a notification to student organizations when grant accounts are deemed scarce.

III. Rationale

WHEREAS, making funding decisions off a rubric will help the SFB to have more discretion in the grant funding decision process;

WHEREAS, the funding rubric will help guide consistent funding decisions, ensuring that viewpoint neutrality remains at the forefront of decision making;

WHEREAS, the funding rubric will provide student organizations with centralized information on how grant decisions are being made;

WHEREAS, Shared Business Services has been absorbed by the Student Involvement and Leadership Center;

WHEREAS, the Associate Vice President of Financial Affairs no longer exists in the ASBSU constitution and has been replaced with the Associate Vice President of Student Grants;

WHEREAS, student organizations fundraising instead of solely relying on grant funding will help alleviate financial stress on ASBSU and ensure funding remains available throughout the year;

WHEREAS, there have been several students who have tried to utilize Individual Student Grants to attend conferences for class credit;

WHEREAS, the grant applications are currently being considered on a first come first serve basis, so this aligns with that process;

WHEREAS, the current method of calculating abstaining votes keeps them in the total number of votes, counting them against the number of “yes” votes;

WHEREAS, notifying student organizations when the Direct Club Grant account is scarce will increase transparency in our funding process;

THEREFORE, be it resolved that these changes be made to Financial Code to further clarify, update, and strengthen our financial sustainability.

TO BE COMMUNICATED TO:

Interim University President & Vice President for Student Affairs, Dr. Jeremiah B. Shinn; Chief Executive Officer at the Boise State University Foundation, Argia Beristain; Assistant Vice President for Student Affairs and Dean of Students, Dr. Chris Wuthrich; Deputy Director, Government Relations, Nicole Fitzgerald; Senior Director of Student and Recent Graduate Programs, Sydney Montgomery; Professional Staff Association; Association of Classified Employees; President of Faculty Senate, Dr. Erik Hadley; The Arbiter; Albertsons Library Archives; Director for Student Involvement and Leadership Center, Erin Mahn; Financial Operations Coordinator Student Involvement and Leadership Center, Teri Rapp; Associate Dean of Students, Charlie Varland

APPROVAL:

1910 University Drive Boise, Idaho 83725-1335 Phone 208-426-4240 Fax 208-426-4649
www.boisestate.edu/asbsu

By the ASBSU General Assembly on **(4/20/2026)** by a vote of (in favor) 18 and (opposed) 0 and (abstaining) 0.

By the ASBSU Academic Senate on **(4/20/2026)** by a vote of (in favor) 12 and (opposed) 0 and (abstaining) 0.

By the ASBSU President

A handwritten signature in black ink, appearing to read "Isaac Celedon", written over a horizontal line.

Isaac Celedon

4/21/2026

Date

By the ASBSU Vice President

A handwritten signature in black ink, appearing to read "E Mariner", written over a horizontal line.

Ethan Mariner

4/20/2026

Date