



## ASSOCIATED STUDENTS OF STANFORD UNIVERSITY

# ASSU Undergraduate Funding Guidelines: Academic Year 2025 - 2026

**Last Updated: 11/23/25**

**ASSU DISCLAIMER:** Funding by the ASSU for programming of any kind does not constitute ASSU support nor is it representative of the ASSU as a whole. Funding will be allocated by the designated funding committee members in accordance with fiduciary responsibility. Decisions will be made in consideration of the funding guidelines only, and are not representative of the committee members' personal viewpoints.

**UNDERGRADUATE VSO:** See chart below with the ASSU Undergraduate Funding Guidelines

**GRADUATE VSO:** Refer to the [GSC Funding Policies](#)

**JOINT VSO:** Joint applications will be reviewed and negotiated by both the graduate and undergraduate funding bodies to their discretion. Funding will be allocated based on the 70/30 rule. If your group composition is 70% or more of a student population, seek 100% funding from the respective funding body. Example: Joint VSO is made up of 75% Graduate students, the GSC will consider your full application.

### [Summary of GSC/UGS Funding Divergences](#)

**Recommended Application Timelines:** ASSU does *NOT* approve retroactive applications. Funding approval must happen before expense/purchase is made.

### **Undergraduate Funding Guidelines**

Most line items will be considered for full funding if the request is necessary to the VSO's function. Decisions will be based on complete itemization/quotes at the discretion of the funding body provided that there is no free option available. These line items will be marked by "Full Funding at Discretion of Funding Body" (FF).

**The Funding Expense Chart is below, we recommend searching the document using a keyword.**

<b>Account Name &amp; Included Expenses</b>	<b>Account Description &amp; Included Expenses</b>	<b>Policy</b>
<b><u>Honoraria: 2900</u></b>	<b>Payment for services rendered by a vendor.</b>	<b>Payment must be for one-time or multiple limited duration services that are outsourced to non-VSO member vendors. VSO leadership may not be paid for normal VSO activities.</b>
Speaker's Fee	Hire someone for a speech or performance. May not be paid to university faculty or staff, but may be given a gift.	Target of \$10 per student attendee, the event must be open to all Stanford students. Cannot be combined with Gift line items. If the amount is above \$10 a person, VSOs should provide a quote
Service Payment	Payment for services provided like coaching, photography, etc.	FF, EXCEPTION: Athletic coaching must be managed through the Athletics Department.
Gift	Gift for speaker at event.	Cap of \$50 per speaker for University affiliates that are unpaid for their engagements. University affiliates must follow the University's administrative guide policy on gifts. If paying a Speaker's Fee, gifts cannot be funded.
Travel & Accommodations	Travel related expenses for VSO guests (e.g. event speakers).	FF. Use this line item rather than the travel line item to pay for VSO invited guests. Accommodations are capped at per diem rates for Palo Alto/Santa Clara County as determined by the General Service Administration ( <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> ). Target cap at \$500 per person total for travel & accommodations. A quote for lodging and airfare is required for funding consideration.

Account Name & Included Expenses	Account Description & Included Expenses	Policy
<b><u>Event Food: 2920</u></b>	<b>Meals, snacks, food-related supplies, etc. for VSO sponsored events.</b>	<b>Event must be open to all Stanford students. Invite or member only events will not receive any funding. Look for options that minimize cost. Try to follow the Cardinal Green Events checklist when planning an event.</b>
Food	Food for any VSO sponsored event.	Meals including non-alcoholic beverages: up to \$20 per student per meal. Snacks: up to \$8 per student per event. For (multi-) day long events, two meals will be subsidized per day, a maximum of \$40 per day per person. If there is no indication in the GrantEd application, the default calculation will use snacks. VSOs should include an estimated number of attendees. If the cost of food is expected to be over \$500, must include a quote.
Food related expense	Paper plates and plastic utensils, etc.	Cost of supplies included in per person food cost via attendee estimation.
Alcohol	Beverages with any alcoholic content.	No undergraduate VSOs or events may receive alcohol funding from UGS. Only graduate students may use ASSU funds for alcohol. Graduate VSOs may request funding to be included within the event food per person allocation.
<b><u>Marketing &amp; Printing: 2930</u></b>	<b>Print and advertising costs for VSO activities. Cannot go towards any website maintenance costs.</b>	<b>FF: Funded based on itemization and discretion of the funding body.</b>
Marketing	Flyers, Facebook ads, newspaper ads, etc.	UGS: Up to \$40 for general advertising per quarter and up to \$40 per event; if printing flyers, the ASSU will use Stanford Library rates for allocation calculation. Unless otherwise stated, calculations will use black & white rates. Online ads require quotes (ex: Instagram ads). Large events as designated by the Office of Student Engagement may request further funding.

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Banner	Reusable banners to advertise VSO.	Reusable banners funded up to \$100.
Printing (Non-marketing)	Printing costs of paper materials, forms, etc. that will be distributed at events, as well as items such as sheet music.	FF: Funded based on itemization and discretion of the funding body.  To print sheet music, a VSO must demonstrate that they have received written permission from copyright owners to do so.
<b><u>Storage: 2945</u></b>	<b>Costs related to storage of VSO property and equipment.</b>	<b>VSOs must demonstrate an effort to find free on-campus storage before ASSU will recommend an allocation for off-campus storage fees. Documentation must include competitive quotes for number of months * storage fee.</b>
<b><u>Office and Event Supplies: 2950</u></b>	<b>General office and event supplies such as tape, decorations, and art supplies.</b>	<b>No large capital expenditures (such as computers) may be made through this line item</b>
General Office Supplies	Staplers, tape, etc.	FF: Funded based on itemization and discretion of the funding body.
Event Supplies	Supplies, such as decorations and tableware, needed for an event.	FF: Funded based on itemization and discretion of the funding body. Prizes given at VSO events have a \$50 per person cap, at the discretion of the funding body.
Postage	Cost of sending letters or parcels by mail	\$50 target per parcel or piece of mail with provided quote/screenshot.
<b><u>Meeting Food: 2960</u></b>	<b>Food for regular group meetings on campus throughout the quarter.</b>	<b>Target of \$15 per weekly meeting</b>
<b><u>Royalties: 2970</u></b>	<b>Expenses related to securing licenses, especially for music.</b>	<b>FF: Funded based on itemization and discretion of the funding body provided that there is no free option.</b>

Account Name & Included Expenses	Account Description & Included Expenses	Policy
Software	Licensing for computer software	FF: Funded based on itemization and discretion of the funding body.
Music	Licensing for either sheet music and/or performance tracks	FF: Funded based on itemization and discretion of the funding body.
Scripts	Purchasing a script for plays and/or film rights	FF: Funded based on itemization and discretion of the funding body.
<b><u>Registration &amp; Tickets: 2980</u></b>	<b>Registration expenses requests include mandatory fingerprinting and TB testing for community service volunteers or events/tournaments that are within the group's defined scope.</b>	<b>UGS FF: Funded based on itemization and discretion of the UGS provided that there is no free option. Partisan political activity (e.g. attending political party conferences or rallies) will not be funded.</b>
Conferences	Events, especially academic in nature, that gather students on specific topics.	FF: Funded based on itemization and discretion of the UGS. National organizations may not require conference attendance as a condition of VSO recognition as per OSE's guidelines.
Competition	Events, such as a tournament or game, in which students compete.	FF: Funded based on itemization and discretion of the funding body provided that there is no free option. Only organizations that have received prior approval from OSE may be eligible to receive subsidies for competitions. Competition must be against other accredited University teams.
Community Events	Including but not limited to: cultural events, arts performances, and community service, etc.	FF: Funded based on itemization and discretion of the funding body provided that there is no free option.
<b><u>Event Services:</u></b>	<b>Costs to put on an event, (e.g. facility</b>	<b>FF: Funded based on itemization/quote and discretion of the funding</b>

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<b><u>2910</u></b>	<b>rental, technical services, janitorial, public safety, etc.). May be purchased from both on and off campus vendors in accordance with University requirements.</b>	<b>body provided that there is no free option.</b>
Facilities	Non-security-related expenses (e.g. facilities rental, janitorial, table and chair set-up, staging, technical services, etc.)	Please try to find options that minimize cost (ie: facilities that don't charge rental or janitorial fees). Check with the Lending Library for technical equipment. Provide current quote requested within a year or last year's invoice.
Security	Costs for providing security at VSO sponsored event.	FF if required by hosting facilities.
<b><u>Costumes &amp; Uniforms: 2940</u></b>	<b>Clothing primarily used for performances (e.g. theater or dance) or for event uniforms.</b>	<b>Please check with TAPS or other sources.</b>
Costumes	Clothing and/or props required for VSO performances.	FF: Funded based on itemization and discretion of the funding body provided that there is no free option.
Uniforms	Clothing to denote membership or affiliation with a VSO.	FF: Funded based on itemization and discretion of the funding body provided that there is no free option. Expenses like VSO Patagonias may not be covered by this expense as all uniforms and costumes must be usable across multiple years by different people.
Giveaways & Swag	Swag bags, membership Patagonias, etc.	No fee money shall go towards giveaways or swag for membership.
<b><u>Equipment: 2955</u></b>	<b>Any costs related to the maintenance, purchasing, or rental</b>	<b>FF: Funded based on itemization and discretion of the funding body provided that there is no free option. Must have storage secured other</b>

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	<b>of equipment.</b>	<b>than student dorm or housing. For documentation, if building an item with multiple parts, VSOs should also include a spreadsheet that itemizes each item and provides their cost.</b>
Purchase	Equipment purchases for group use.	Only specialized equipment (e.g. lab goggles, circuit boards, etc.) will be funded. Event related equipment that can be found in the Equipment Lending Library will not be funded.
Rental	Equipment rentals for group use.	Borrow from other groups or refer to the <a href="#">Equipment Lending Library</a> /other free sources before requesting funds from the ASSU.
Maintenance	Repairing and maintaining equipment.	FF: Funded based on itemization and discretion of the funding body provided that there is no free option.
<b><u>Travel: 2990</u></b>	<b>Travel expenses can only be for Stanford students who are members of the group.</b>	<b>FF: Fully funded based on itemization and discretion of the funding body. Use the Honorarium line item for VSO guests' Travel + Accommodations.</b>
Gas	For events off campus necessary for the purpose of group or when picking up equipment is cheaper than delivery.	\$0.70/mile based on IRS mileage rate and is subject to change by IRS. Miles driven * mileage rate.
Car/Van rental	For off campus events that serve the group's mission (as listed on CardinalSync) or community service. Uhauls may only be used to transport equipment.	FF: Funded based on itemization and discretion of the funding body provided that there is no free option. Provide quote and number of students traveling.
Public Transportation	Tickets for public transport, such as CalTrain, buses, and rideshares	FF: Funded based on itemization and discretion of the funding body provided that there is no free option.

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	(Ubers/Lyfts).	
Accommodations	For lodging expenses to events that are essential to the group's function. Retreats will not be funded. NOTE: If your VSO will pay for guest speaker's lodging, use the honoraria line item.	Documentation must include competitive quotes showing good faith effort to find the most affordable fare option. Funded based on per diem rates for destination as determined by the General Service Administration ( <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> )
Air Fare	For groups that need to travel to attend games, conferences, or tournaments that are essential to the group function; and other extraordinary circumstances at the discretion of the committee. Regarding international travel, we reserve the right to be the funding source of last resort (please look to other resources first and bring proof that such a search was conducted).	MUST BE BOOKED VIA STANFORD TRAVEL PROGRAM. Documentation must include competitive quotes showing good faith effort to find the most affordable fare option. Funded based on itemization and discretion of the funding body. Graduate VSOs are ineligible for airfare funding.