Funding Criteria and procedures

General principles:

The USFC primarily seeks to promote student life and student activism on campus. This essentially means events that have a cultural, education and social element that enriches student life at AUB. The USFC budget is derived from a student activity fee and thus the responsibility of the USFC must be to remain faithful to the purpose and to ensure that the money is spent wisely and fairly. The below funding criteria aim to meet this objective by clarifying what may or may not be covered by the USFC. Recognizing that some events are held off-campus, such as conferences and competitions, a section in the criteria pertaining to this aspect has been included.

Some general rules apply:

- All proposals submitted must be AUB approved events before submission can be made.
- All events should be relevant to the AUB student community.
- The USFC does not cover on-going expenses or supplies. Examples: maintenance costs, utilities bills, ink, batteries etc.
- USFC does not cover salaries or remuneration for work including work study or RA stipends.
- The USFC can only approve funding for events that begin and end within the term of each elected body. Approvals must not result in commitments of payments to future USFC bodies.
- The existing Funding Guidelines, approved summer 2011 (see appendix below) placing a ceiling of costs on broad areas of expenses continues to apply.
- No retroactive payments for events will be made if a proposal is a late submission.
- Any unused funds allocated by the USFC shall return to the USFC account.
- USFC members will exercise the highest ethical standards by ensuring no personal gain is made from any funding proposal.
- The USFC will not accept any proposal that does not state the specific amount required from the USFC.
For Individuals:

Travel for individuals:
- USFC will fund individuals who are accepted to an internationally renowned conference/competition, as confirmed by the appropriate AUB department. The student must have an official invitation from the organizers as well as a clear reason why he/she has been chosen (This includes selection process in details).
- The USFC will not fund individuals participating in training/internship programs.
- The USFC will not fund any activity from which the individual will gain financial profit.
- The student should seek a financial contribution from his/her faculty/department.
- The maximum amount granted per individual is 50% of the expenses without exceeding 1000$ per year.
- Aside from funding travel for conferences/competitions as above the USFC will not sponsor any other type of individual funding request.

For Clubs/Societies:

- Any Club/Society applying for funding must provide proof of money obtained from sponsors.
- Regarding events the USFC may fund logistics (Posters, printing costs, tickets, transportations…) if the event is relevant to the AUB student community.
- Regarding competitions the USFC may fund Prizes and rewards. The criteria for the selection of winners must be transparent.
- USFC may fund travelling individuals from a club (same criteria as individuals) if they are going to represent AUB. The same limits apply for individual funding criteria.
- The USFC will not fund food and drinks (catering) except in special cases.
- The USFC may fund up to 10000$ per event of the eligible funds and up to 60% above this cap if deemed necessary.

E.g: If a club or society is asking for 20000$ for a particular event, the USFC may grant 10000$ of the requested amount. But it can decide to give up to 60% of the remaining costs (10000$), in special cases, i.e. 6000$. This will add to a total of 16000$ maximum.
Process of funding:

The USFC Finance Committee shall review the initial application and coordinate with the student/organization to ensure its completeness. Once an application is complete and thoroughly evaluated by the Financial Committee the item of the funding request can be added to the agenda of a regular USFC meeting.

The student/organization shall briefly present the funding request proposal to the USFC in its regular meeting, and provide any clarifications as needed (without exceeding 10 minutes). After the presentation is over and the meeting is back to a closed session, the USFC shall deliberate on the proposal.

Students/organizations who have received funding from the USFC shall make this fact explicit in all advertising/publicity related to the funded activity in a way that will be agreed upon with the USFC.

Appendix

USFC Spending Guidelines - August 2011

Since 1999 USFC income has been derived from student activity fees which AUB students pay along with their tuition fees and other expenses. This student activity fee was intended to cover running expenses for Outlook student newspaper, Campus Yearbook/Outdoors, activities by clubs and societies and activities by SRCs. At the time the student body number barely exceeded 5,000 and income just about covered expenses particularly as Outlook and Yearbook budgets were encumbered (to avoid political control or manipulation) and club seed money was established at the beginning of each new USFC term.

AUB’s student body has grown substantially since then, thus increasing revenues by well over 50 percent. The spending of additional funds over the years become open to interpretation in terms of amounts and nature of activities as well as who is actually entitled.

Currently, there is no ceiling for amounts requested and approved per proposal. Thus to divert accusations that decisions are politicized according to the USFC composition in light of elections, or that there are personal factors involved in decision making the following applies in order to promote fairness and equity as well as to protect the USFC budget from potential neglect or abuse.

Proposal Evaluation and Eligibility

1. The USFC funding request form must be completed for a proposal to be considered. Each request for funding must be accompanied with an accurate financial summary specifying how the funds will be spent and a written justification for the requested amount.

2. To guarantee fair prioritization of funding proposals, a proposal must be sent in hard copy format to the Student Activities unit and stamped with the date received by the Coordinator. Once it has been received and acknowledged, a soft copy version is then sent to the USFC budget committee for distribution to be placed as an agenda item for the following meeting.
3. Proposals submitted by Clubs, Societies and SRCs that impact the University normally would take priority as an agenda item over individual requests.
4. Individual requests for conferences require a letter of endorsement by the departmental chair.

Budget Allocation and Categorization

Of the total annual revenues the USFC budget has set annual commitments, a fixed amount (2010 figures: roughly $120,000 was set aside for Campus Yearbook, Outlook and seed money for clubs - $750 per club was approved X 60 clubs). There are also other expenditures and commitments by the USFC body including USFC office expenses, elections and other related events.

For a more effective reflection of the proposal the remaining amount, over and above the committed expenses shall equal 100 percent.

1. Faculty proposals: Typically each year there are requests that are specifically intended to improve student areas within faculties such as upgrading common rooms or purchasing computers and printers. A. No more of 10 percent of the total annual revenue is spent on such proposals each year for such requests. B. There are also Faculty proposals of a departmental/academic nature or is a social event taking place within AUB. These must not exceed 20 percent of the total annual revenue. Within each category the spending should be roughly proportionate with the size of the faculty. Thus 60 percent in each category of the two above should be reserved for the three larger faculties and the remaining 40 percent for the smaller faculties – FAFS, FHS, FM/School of Nursing.

2. Student Activities: Roughly 60 percent of the annual USFC revenue must be reserved for University student activities introduced by clubs and societies. These vary from proposals for cultural endeavors – Music Club, Art – to community service partnerships and other awareness events by groups such as the Red Cross Club. Under this category support can also be extended to sports activities and events in student housing that are open to all students.

3. Travel requests: The remaining 10 percent is reserved to requests by individuals or groups to attend conferences or workshops. While specific allocations per faculty should not be necessary it would be advisable to ensure that the sum is evenly spread throughout the year.

Allocation of Funds for USFC budget

<table>
<thead>
<tr>
<th>Category</th>
<th>100 percent (of non-committed funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Proposals (SRCs – Events specifically associated with a faculty)</td>
<td>30 percent – (10 percent furnishings/equipments + 20 percent Academic/social events)</td>
</tr>
<tr>
<td>Student Activities – General University events</td>
<td>60 percent</td>
</tr>
<tr>
<td>Travel requests – Individual or groups including clubs, societies and other organizations such as Lemsic.</td>
<td>10 percent</td>
</tr>
</tbody>
</table>

Concluding remarks: The USFC can be flexible enough to agree upon a 5 percent range leeway if a particular cap is seen as too rigid for particular proposals. The aim whoever is to established pre-approved ceilings that help guide members before voting takes place.