AUCC Funding Principles Spring 2026

The CSI RSO Manual

All policies of AUCC are subordinate to and built off the policies laid out in the CSI RSO Manual. The CSI RSO Manual can be accessed here.

AUCC Funding Principles

The funding principles are authorized and required in accordance with the AUCC Constitution and Bylaws. Every Budget Request (BR) requires a review and a vote from the AUCC Team to determine the allocation decision. Ultimately, the AUCC Team is the steward of student activity fee money and will act in the best interest of the AU community regarding the spending of that money. These funding principles are created to aid in the assistance of that and ensure an equitable distribution of those funds. They are subject to change each semester, always consult the most up to date semesterly version.

1. Budget Request Requirements
    a. All Budget Requests
        i. Quotes are required with every BR; quotes refer to an itemized receipt or a breakdown of charges, including: the quantity, price of each item, taxes, fees, delivery if applicable, and the overall total from each business.
        ii. The regular, full price, without any discounts or promotions, must be the amount requested to account for the timeline and fluctuations in price.
        iii. Only one BR will be reviewed per associated event; all components of an event must be submitted together, further authorizations for charges are strictly prohibited and will not be covered.
        iv. Funds allocated to an organization can only be used for the specific BR that AUCC approved, any excess funds as a result of changes to prices from the original BR cannot be used without AUCC approval through a new BR;
            1. If funds are not utilized for the approved purchases, AUCC reserves the right to recall the funds or require their use in later BRs.
        v. Organizations must submit their BRs within the appropriate time frame in order to be reviewed; only BRs submitted through the finance portal on Engage will be reviewed.
        vi. Guaranteed review of a BR at an allocation meeting requires submission at least 24 hours in advance of the meeting; BRs submitted after this timeframe may be reviewed if time allows, otherwise the BR will be reviewed at the next allocation meeting and the timeline will have to be adjusted accordingly.
    b. All Events
        i. Events must already have a booked location through EMS and a submitted Event Request on Engage in order to be considered by AUCC.
        ii. If the event date has been moved, organizations must notify AUCC or another BR may need to be submitted.
    c. Complex Events
        i. Complex Events are those defined by the CSI RSO Manual.
        ii. Complex events require a meeting with the designated AUCC Club Consultant for the organization before the allocation meeting the BR would be reviewed at;
            1. If a meeting with the designated Club Consultant is not possible, the meeting can be conducted with any other AUCC member
        iii. Quotes must be official and created by the vendor; no students should be creating or signing contracts.
    d. Co-Sponsored Events
        i. There must only be one BR on behalf of all AUCC organizations engaged in a co-sponsored event, multiple BRs for the same event will not be reviewed

ii. Co-sponsoring organizations under AUCC shall designate one organization to serve as their Event Lead.
iii. The Event Lead will be responsible for submitting the BR, submitting Purchases Requests, and ensuring the completion of all other associated requirements for the co-sponsoring AUCC organizations

2. Budget Request Process
    a. Timeline
        i. The timeline is determined in relation to the AUCC allocation meeting the BR will be reviewed on.
        ii. The first date the event could be hosted on is determined from the appropriate amount of weeks out from the next allocation meeting.
        iii. The timeline length is dependent on how the event is classified by the CSI RSO Manual:
            1. Simple event dates must be a minimum of 2 weeks out from the next allocation meeting,
            2. Complex event dates must be a minimum of 4 weeks out from the next allocation meeting.
    b. Initial Review
        i. The Club Consultant will conduct an initial review of the BRs submitted by their assigned organizations, the initial review will be solely for compliance with all technical standards laid out in the AUCC Funding Principles and the CSI RSO Manual;
            1. The BR will be returned for revision if technical standards are not met, otherwise it will be forwarded to the allocation meeting review.
        ii. If a BR is resubmitted a third time, the Club Consultant will forward it to the allocation meeting, as is.
        iii. If a BR is not adjusted, against the advice provided by the Club Consultant in a return, the BR will be forwarded to allocation meeting as is.
    c. Meeting Review
        i. BRs will be reviewed in the order they were received.
        ii. The AUCC team will collectively review all BRs, on a case by case basis, based on fund availability, according to these Funding Principles and the CSI RSO Manual.
        iii. Allocation meeting review will result in either a vote to “Approve,” or “Deny” the BR; additionally, AUCC reserves the right to:
            1. Fund all or part of the purchases requested,
            2. “Return” the BR for more information or to provide alternatives,
            3. “Conditionally Approve” the BR upon an organization completing another requirement by the deadline provided.
        iv. Exceptions to these Funding Principles would only be considered in extreme circumstances and in consultation with the AUCC advisor; exceptions to funding caps or restricted purchase categories are prohibited.
    d. Appeals
        i. Denied BRs may be appealed to the AUCC Chair for review.
            1. Appeals must be initiated and submitted solely by Students.
                a. Advisors may join Student in Appeal Meetings with AUCC Chair.
        ii. Appeals must be initiated within two weeks of a BR denial email being sent.
        iii. Appeals require a meeting with the AUCC Chair, or if necessary, another AUCC Lead Team member as coordinated by the AUCC Chair.
        iv. The appeals process may impact the timeline of the event;
            1. If the AUCC Chair grants an appeal, the event date will be set in accordance with the appropriate timeline and the purchasing capabilities of CSI, as coordinated by the AUCC Chair.

3. Spending Guidelines
    a. The voting membership of AUCC will consider all BRs in accordance with the following guiding questions to determine if the Student Activity Fee is being used in the best interest of the AU community:
        i. Do the purchases requested promote and advance community building and engagement primarily for AU students?
        ii. Do the purchases requested support and align with the organization's mission and purpose?
        iii. Is the amount of funds spent per estimated attendee reasonable for the purchases requested based on expected attendance and requested budget?
        iv. If available, are the previous event attendance numbers, organizational membership levels, and completed event evaluations indicative that purchases requested will be purposely utilized to have a positive impact on the AU student experience?
        v.
4. Spending Restrictions and Caps
    a. Food
        i. Organizations may have at most two events a semester with a food budget of $500 or over, based on fund availability.
            1. Budget Requests with a food budget over $500 will be considered a “Complex Event”.
        ii. For events with a food budget of under $500, the total maximum food costs is $3,000 per year, based on fund availability.
    b. Tipping
        i. A minimum of 15% tip must be included for catered food deliveries. If the tip is not included in the budget request it will be returned for revision.
        ii. Tips shall not exceed 20% and must be included in the original BR
    c. Attendee Kept Items
        i. Program Materials
            1. Items which are utilized for participation in a program, which can be kept by an attendee, may be purchased when significantly related to an event’s or organization’s purpose (as evaluated by AUCC);
            2. The total value of attendee kept Program Materials, as determined by the total price of its components, may not exceed $25 per person.
        ii. Giveaways
            1. Giveaways are items that are provided to a program attendee that are not “Program Materials”:
                a. This includes items given away through a randomized giveaway or as a prize.
                    i. For example: prizes won in a trivia game or goodie bags given at the door
            2. AUCC will consider funding giveaway items up to a maximum of $250 per semester, based on funding availability.
            3. Giveaways can only be approved twice per semester.
        iii. The BR must specify if items are intended to be kept by attendees.
    d. Promotional Purchases
        i. All items with an organization's name, logo, or other representation of the group will be considered promotional purchases.
        ii. Promotional purchases may not include any information that would limit its use over multiple academic years:
            1. This includes dates, years, events, names, or member photos.
        iii. Promotional Apparel

1. All clothing items are considered promotional apparel.
2. Apparel can not exceed a $20 maximum unit price per person.
3. Apparel purchased by AUCC may only be distributed at official events.
4. These requests can be approved once an academic year.

iv. Promotional Items
1. All other Promotional Purchases that are not "Promotional Apparel" as defined in the RSO manual.
2. AUCC will consider funding for Promotional Items, up to a maximum of $200 per semester, based on funding availability.
3. These requests can only be approved once per semester.

e. Travel, Conferences, and Off-Campus Events
i. AUCC will consider funding expenses for lodging, transportation, conferences, registration, and other off-campus events (food is tracked separately regardless of where it is consumed), up to a maximum of $5,000 per year, based on funding availability.

f. Miscellaneous and General
i. AUCC will **NOT** fund:
1. Gifts for speakers, performers, presenters, or other guests
2. Graduation cords,
3. Student organizations from other schools,
4. AU student organizations performing services for other AU organizations,
5. Individual member dues,
6. Recurring events,
7. Items or events exclusive to Executive Boards,
8. Reimbursements, unless prior approval for the BR submission is granted in accordance with the CSI RSO Manual,
9. Items or services AUCC already owns, that AUCC maintains for organizations, or that are readily supplied by the university;
a. Items and services AUCC provide for free include:
i. Printed materials, with a limit of no more than 50 pages per event,
ii. Batteries,
iii. Dining materials:
1. Plates, Bowls, Cups, Utensils, and Napkins:
a. Exceptions will be considered for "Signature Events" when dining materials significantly contribute to the event (as evaluated by AUCC),
iv. Canva Pro (accessible through the AUCC office computers).

ii. An organization may not exceed the overall spending limit established by the AUCC Constitution, which is set at a semesterly maximum of 5% of the yearly allocation AUCC receives;
1. This is only an upper limit and is not a guarantee of funding, all allocations remain based on AUCC approval and funding availability;

5. <u>Organizational Requirements</u>
a. AUCC Services
i. AUCC is open from 10:00am-5:00pm Monday to Friday for office hour meetings.
ii. AUCC provides free printing services, dining materials and utensils, and some general craft supplies.
iii. AUCC offers RSOs access to the Club Closet

b. Post-Event
    i. Through Engage, organizations must submit all attendance data associated with an event funded by AUCC.
    ii. Any non-perishable items purchased by AUCC, that have not been authorized for distribution, must be returned to the AUCC storage closet.
c. Training
    i. AUCC will host BR Trainings on a semesterly basis.
    ii. All organizations must attend an AUCC BR Training to be eligible to request funding for the current academic year;
        1. AUCC will maintain an alternative assessment for organizations that were unable to attend the training.