

AUCC Funding Principles

Fall 2021

With the return to campus, we have altered our funding principles to adjust to hybrid operations.

1. Recognized AUCC clubs and organizations must submit their budget requests within the allocated timeframe in order to be reviewed. Only requests submitted on Engage will be reviewed. The event formats that can be funded are as follows:
 - a. **Non-event requests** (*Ex. Club Merchandise, Website Subscriptions, Conferences*)
 - i. **Minimum of 3 weeks prior to receiving**
 - ii. **Technology purchases must be able to be paid yearly**
 - b. **Complex event requests** (*Ex. Speaker, Food, Event Supplies*)
 - i. **Minimum of 5 weeks prior to the event**
 - ii. Complex events are defined by meeting one or more of the following criteria:
 1. Events that require contracted services
 2. Events that include external vendors
 3. Events that may be considered controversial
 4. Events with food
 5. Events that are held off-campus
 - iii. **Complex events require a meeting with a Club Consultant**
2. **AUCC will only review an allocation request once per event.** Events that are co-sponsored should only submit one budget request.
3. AUCC is enforcing limits to control refreshments and promotional material funding:
 - a. \$50 maximum for food per event per club unless it is a large event using AU student catering. (Waiting on specific food guidelines)
 - b. A maximum of \$10 per person for large events using AU student catering.
 - c. AUCC does not cover tax, but will cover the cost of delivery and tip if requested.
 - d. **\$15 maximum per person for apparel items.** The apparel item must be purchased for the entire club.
 - e. **AUCC reviews requests for promotional items on a case by case basis.** All promotional requests must not have a printed year or be member specific. (ex. you may not have a picture of the current e-board on the requested materials). Please provide reasoning for why the materials are needed.
4. Travel and Conference attendance
 - a. \$5,000 travel cap per year
 - b. **AUCC will consider up to 100% funding for all lodging and registration expenses.**
 - c. AUCC will not fund any airfare.
 - d. Travel must be domestic. AUCC will not fund international travel.
5. AUCC will fund events requiring speakers or performers. We will not fund speaker or performer gifts.
6. All events funded by AUCC must be open to the entire AU community. **All events must be open to all undergraduate students free of charge.**
7. Quotes are required with every budget request.
8. **All events require the completion of an event evaluation.** If this form is not completed, you will no longer be eligible to receive funding from AUCC.
9. AUCC will reclaim any unused funds 30 days after the allocated event date. If the program has been moved, you are responsible for notifying AUCC or you will need to submit another budget request.
10. Clubs may appeal their allocation. This must be done within two weeks of the allocation decision.