



## ASSOCIATED STUDENT GOVERNMENT SCF - STUDENT INITIATIVES INFORMATION

### WHAT IS THE SANTA CLARA FUND?

The Santa Clara Fund (SCF) is proud to offer funding for undergraduate student initiatives that meet certain criteria and enhance the educational experiences of today's students. The Santa Clara Fund is supported by gifts from alumni and friends of the University. 100 % of the Santa Clara Fund directly benefits today's undergraduates and it is allocated accordingly; 60 % goes toward Scholarships and Financial Aid, 20 % goes to help promote Academic Programs, such as the solar decathlon, RLCs, and faculty-student research, 15 % supports Student Immersion trips and funding study abroad opportunities, and 5 percent directly funds Student Initiatives that benefit ASSCU registered undergraduate student organizations (clubs).

### WHO IS ELIGIBLE TO RECEIVE FUNDS?

- Groups must meet the following requirements
1. Must be a registered student organization through ASG
    - a. *Must have completed registration*
  2. Funds may only be used for the following purposes:
    - a. *Attending conferences, competition, retreats, club immersion trips*
    - b. *Promotion of education, diversity, or awareness*
    - c. *Purchase of capital equipment, officials, or facility rentals*
  3. Groups must follow guidelines and abide by funding restrictions listed below

### STUDENT INITIATIVES FUND LIMITATIONS:

An organization can apply for the funds once per quarter. In order to qualify for Santa Clara Fund monies, a group must complete a fundraising project. Failure to complete the fundraising project, or misuse of funds may lower a group's chances of future funding opportunities.

### FUNDRAISING PROJECTS:

There are three different fundraising project options to earn Santa Clara Fund monies. A group representative must attend a 10 minute workshop before being allowed to begin working on the project. An organization must complete at least one of the three in order to receive financial support from the Santa Clara Fund within a set timeline that will be reviewed at the project workshop.

Three fundraising project options are:

- 1) Write thank-you letters to donors
- 2) Create a video about how you will benefit from the SCF funding
- 3) Propose your own idea

**Thank-you letters** are handwritten by the student group over a two week period. The time period for writing the letters is chosen by the student group after the application is approved by the oversight committee. Appearance and quality standards must be met and checked by the development office before the letters will be accepted. Sample letters will be given after the group's fundraising project is approved.

**You can also create a video:** A video produced by the student group applying for the funds highlighting how they will benefit from the extra funding will be accepted in lieu of the thank you letters. The video must highlight the Santa Clara Fund and demonstrate creativity and originality. Before beginning a video project, you must discuss your project with Katherine Nicholson. An example can be seen at: <http://vimeo.com/6524699>

**If you have another idea,** you can create a proposal for the Santa Clara Fund team. The group's proposal must outline the idea and must be submitted in a manner that shows, from beginning to end, their proposal and purpose behind their funding project.

HOW MUCH CAN YOU EARN?

- Each letter accepted is valued at \$10
- Videos will be evaluated and allotted funding

HOW DO YOU APPLY STUDENT INITIATIVES FUNDS?

Clubs must fill out the Petition for Santa Clara Fund form and turn it into the Student Affairs Committee

Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none"> <li>• Plan details and select fundraising leader</li> <li>• Complete and submit discretionary funding request to the Center for Student Leadership</li> <li>• Project approval after review by SAC</li> <li>• Apply for fundraising project at Development Office</li> </ul>	<ul style="list-style-type: none"> <li>• Plan fundraising project</li> <li>• Fundraising leader attends a project seminar</li> <li>• Project completion</li> <li>• Proofing of project</li> <li>• Project funding approved and transferred to club</li> </ul>	<ul style="list-style-type: none"> <li>• Funding is used</li> <li>• Submit receipts for funding reimbursement</li> <li>• Complete debrief and evaluation forms</li> </ul>

WHAT CAN SANTA CLARA FUND MONEY BE USED FOR?

A. Programs and Events

- **Community Service Events** can be either on or off campus. The events must be free for all participants. Funding is available for travel, supplies, or food for large events (such as an event showcasing food from different cultures). *Food for routine meetings is not funded. All university food service guidelines must be followed.*
- **Major and minor events and meetings** should be held on campus, have a broad appeal, and must be open and publicized to the Santa Clara Community at large. Allowable expenses include guest speakers, meeting room charges, and custodial expenses. *Food for meetings is not allowable.*
- **Speakers, choreographers, and instructors** must come to campus and be available to the entire campus community. Allowable expenses include: travel expenses (plane tickets, bus fares, gas), accommodations at reasonable rates, and honorarium.
- **Conferences** that provide leadership training directly supporting your group or cause are eligible for SCF funding. Allowable expenses include travel, lodging, and registration fees. Food per diem is allowable for multi-day conferences.

B. Competition and Practices

- **Performance tours and competitions** are funded (e.g. national/regional competitions, tournaments). Allowable expenses include travel, lodging, and registration fees. Officials for competitions can be funded as well as rental facilities needed for the competition. *Max 1 per academic school year. Food is not included in the allowable expenses.*
- **Community service trips** that demonstrate a well considered endeavor, and are related to the group’s mission are eligible. Allowable expenses include travel, lodging, and program costs. Food for community service trips is not allowable.
- **Practices** that have a facility cost are funded (e.g. ice rink time, basketball court rental, field permits).

C. Equipment

- **Capital Equipment** is equipment that can be used for a minimum of four years and is used by all members in the club or organization (e.g. field hockey goals, kickboards for the pool, etc.) Capital equipment is considered property of the club and under no circumstance is capital equipment allowed to be taken home for personal use.

D. **Other**

- If your club feels they have another need for the monies/fund that doesn't match the selections above, you may submit the request for approval by the Student Affairs Committee and the Development Office.

E. **Unallowable expenses**

- Alcohol (events with any alcohol may not use SCF funding)
- T-shirts
- Food (unless the event is annual, large, and/or community service event in which food is a central theme)
- Salaries (for the student leaders or any other person)
- Funding cannot be requested on behalf of off-campus or third-party organizations (examples include: non-profits or parent organizations)
- Cash awards (includes actual cash, giveaways, prizes and non-community service oriented gifts)
- Using leftover funding for non-allocated costs
- Events that violate University policy (consult Student Handbook or contact the Office of Student Life with questions)
- Faculty/Staff related expenses
- Consumable goods (office supplies, paper, copies, etc...)



## ASG

### Santa Clara Fund – Funding Petition

---

All registered clubs are eligible to request monies from the Santa Clara Fund. Please complete this petition in its entirety – incomplete forms may not be considered.

#### Instructions

Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none"> <li>• Plan details and select fundraising leader</li> <li>• Complete and submit discretionary funding request to the Center for Student Leadership</li> <li>• Project approval after review by SAC</li> <li>• Apply for fundraising project at Development Office</li> </ul>	<ul style="list-style-type: none"> <li>• Plan fundraising project</li> <li>• Fundraising leader attends a project seminar</li> <li>• Project completion</li> <li>• Proofing of project</li> <li>• Project funding approved and transferred to club</li> </ul>	<ul style="list-style-type: none"> <li>• Funding is used</li> <li>• Submit receipts for funding reimbursement</li> <li>• Complete debrief and evaluation forms</li> </ul>

Date: \_\_\_\_\_  
\_\_\_\_\_

Club Name: \_\_\_\_\_

Submitting Officer: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

**Funding Request Information – What will the funding be used to support?**

Programs and Events     Competition and Practices     Equipment     Other (upon approval only)

Event/Expense Name: \_\_\_\_\_

Event/Expense Date: \_\_\_\_\_

Amount Requesting: \_\_\_\_\_

**Please fill out the following only if this funding will be used for an event:**

Event Location: \_\_\_\_\_ Date of event: \_\_\_\_\_

On Campus                       Off Campus

Admission Charged:  yes     no            If yes, how much: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_      Number of Club Members Participating: \_\_\_\_\_

Please provide a description of the event/expense (purpose, history, past attendance & cost, etc.):

---

---

**Event/Expense Budget**

Please provide as much detail as possible and appropriate for your request. Incomplete or ambiguous budgets may cause the petition to be dismissed by the SAC.

**Advertising:**

Flyers                       Posters               Other                      Sub Total: \$ \_\_\_\_\_  
Details:

**Entertainment:**

Speakers       DJ/Band       Movie                      Sub Total: \$ \_\_\_\_\_  
Details:

**Lodging/Travel:**

Hotel               Air Travel       Other                      Sub Total: \$ \_\_\_\_\_  
Details:

**Supplies/Equipment/Other**

Equipment       Uniforms       Other                      Sub Total: \$ \_\_\_\_\_  
Details:

**Registration/Fees:**

Referees/Officials       Facility Rentals       Other                      Sub Total: \$ \_\_\_\_\_  
Details:

**TOTAL COST OF EVENT: \$ \_\_\_\_\_**

Is your organization receiving any other funds for this expense/event?       Yes                       No

If yes, please describe the nature and amount of co-sponsorship:

\_\_\_\_\_

TOTAL COST OF EVENT/EXPENSE(S)      \$ \_\_\_\_\_  
Less ADDITIONAL FUNDING                      - \$ \_\_\_\_\_  
Less TICKET SALES / INCOME                      - \$ \_\_\_\_\_  
**TOTAL AMOUNT REQUESTED                      = \$ \_\_\_\_\_**

**Funding allocated by the Santa Clara Fund is only available for use in the quarter in which it is designated. Any unspent allocations will be redistributed in the following quarters.**

Any Questions? Comments? Please Email Frankie Bastone, Assistant Director, Student & Young Alumni Giving at fbastone@scu.edu or call him at 408-554-6852