

Howl Grant Policy

Adopted per BD 52-19 | May 7, 2019

Purpose: The purpose of this policy is to establish rules and regulations for the Howl Grant.

Scope: This policy applies to all student clubs and organizations at the CSUSB San Bernardino campus and at the Palm Desert Campus.

1) Eligibility

- a) Only Clubs and Organizations that are currently chartered through the Office of Student Engagement and are recognized by the University to be good standing are eligible for funding.
- b) Clubs and Organizations must file a Howl Grant application (2) weeks prior to the Spring ASI general election. Failure to submit the required application by the given deadline will result in ineligibility to receive funding.
- c) All applications must be submitted by a financially responsible representative of the club or Organization.

2) Funding Guidelines

- a) Each currently enrolled CSUSB student whether at the San Bernardino or Palm Desert Campus will be allowed to allocate up to \$3.00.
- b) Funds are from student fees and as such must be in compliance with all local, state and federal laws; including, but not limited to Title 5 of the California Education Code.
- c) Funds must be used in accordance with both CSUSB and ASI policies.
- d) Funds will only be available to clubs and organizations through the Office of Student Engagement disbursements, in accordance with the OSE policy.
- e) Funds are available to the organization beginning July 1st of the following fiscal year and are available for expenses incurred through June 1st of the same fiscal year.
- f) All disbursement requests are due no later than June 1st.
- g) Any not disbursed funds at the end of the fiscal year will be returned to the general Howl Grant account.
- h) Original receipts must be provided for fund disbursement

3) Howl Grant Process

- a) Clubs and Organizations who successfully file an application for the Howl Grant will be placed on the ASI general election ballot.
- b) Each currently enrolled student who is eligible to participate in the ASI general election in accordance with Article 1 of the ASI By-Laws will be allowed to allocate up to \$3.00 to eligible clubs and organizations listed on the ballot.
- c) All clubs and organizations placed on the ballot for funding must adhere to the ASI campaign regulations as stated in section C of the ASI Policy and Procedures.
- d) Failure to adhere to these regulations will result in an immediate removal from the ballot and ineligibility to receive funding.

Revised Per BD 10-18, February 27th, 2018

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