

**Howl Grant Policy**

Adopted per BD 53-20 | April 14, 2020

**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**
	1. 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.
2. **Funding Guidelines**
	1. Each currently enrolled CSUSB student whether at the San Bernardino or Palm Desert Campus will be allowed to allocate up to $3.00.
	2. 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.
	3. Funds must be used in accordance with both CSUSB and ASI policies.
	4. Funds will only be available to clubs and organizations through the Office of Student Engagement disbursements, in accordance with the OSE policy.
	5. 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.
	6. All disbursement requests are due no later than June 1st.
	7. Any not disbursed funds at the end of the fiscal year will be returned to the general Howl Grant account.
	8. Original receipts must be provided for fund disbursement
	9. All Clubs and Organizations that are currently chartered with the Office of Student Engagement and in good standing will be placed on the ASI general election ballot.
3. **Howl Grant Process**
	1. 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.
	2. 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.
	3. Failure to adhere to these regulations will result in an immediate removal from the ballot and ineligibility to receive funding.

***Approved and Revised Per BD 10-18, February 27th, 2018***

***Revised Per BD 52-19, April 30th, 2019***

***Revised Per BD 53-19, April 14th, 2020***