

**Howl Grant Policy**

Adopted per BD 10-18 | February 27th, 2018

**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 main 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 reimbursement.
- e) The ASI Finance committee must approve all reimbursements prior to disbursements.
- f) Funds are available to the organization beginning July 1<sup>st</sup> of the following fiscal year and are available for expenses incurred through June 1<sup>st</sup> of the same fiscal year.
- g) All reimbursement requests are due no later than June 1<sup>st</sup>.
- h) Any unreimbursed funds at the end of the fiscal year will be returned to the general Howl Grant account.
- i) Original receipts must be provided for fund reimbursement

### **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 27<sup>th</sup>, 2018*