



Club Registration Timeline

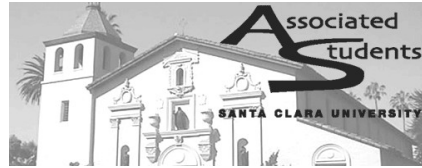
Fall Quarter	
Week 1	
Week 2	New club reg. due by Wed. @ 5pm. New clubs presented @ Senate mtg. on Thurs.
Week 3	New clubs voted in @ Senate mtg. on Thurs.
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Winter Quarter	
Week 1	
Week 2	New Club reg. due by Wed. 5pm. New clubs presented @ Senate mtg. on Thurs.
Week 3	New clubs voted in @ Senate mtg. on Thurs.
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Spring Quarter	
Week 1	
Week 2	New Club reg. due by Wed. 5pm. New clubs presented @ Senate mtg. on Thurs.
Week 3	New clubs voted in @ Senate mtg.
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	Fall 2009 club registration due by Wed. @ 5pm. New clubs presented @ Senate mtg. on Thurs.
Week 9	New clubs voted in @ Senate mtg. on Thurs.



Club Funding Timeline

Fall Quarter	
Week 1	
Week 2	Fall Quarter petitions for greater than \$400 due by Wed. @ 5pm. Petitions will be presented by clubs to Senate on Thurs. of same week.
Week 3	Fall Quarter funding will be allocated @ Senate mtg. on Thurs. Clubs will be notified by SAC club liaison within one week of mtg. via University email.
Week 4	
Week 5	
Week 6	
Week 7	Winter Quarter petitions for greater than \$400 due by Wed. @ 5pm. Petitions will be presented by clubs to Senate on Thurs. of same week.
Week 8	Winter Quarter funding will be allocated @ Senate mtg. on Thurs. Clubs will be notified by SAC club liaison within one week of mtg. via University email.
Week 9	Winter Quarter budget decided @ Senate mtg. on Thurs.
Winter Quarter	
Week 1	
Week 2	Fall Quarter receipts due with quarterly budget report for returning clubs by Wed. @ 5pm.
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	Spring Quarter petitions for greater than \$400 due by Wed. @ 5pm. Petitions will be presented by clubs to Senate on Thurs. of same week.
Week 8	Spring Quarter funding will be allocated @ Senate mtg. on Thurs. Clubs will be notified by SAC club liaison within one week of mtg. via University email.
Week 9	Spring Quarter budget decided @ Senate mtg. on Thurs.
Spring Quarter	
Week 1	
Week 2	Winter Quarter receipts due with quarterly budget report for returning clubs by Wed. @ 5pm.
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	

!!!Club Funding Timeline applies only to over \$400 funding requests!!!



Student Senate Funding Rubric Guidelines

These requirements must be met before considering discretionary fund requests:

1. All funds must benefit SCU students
2. Event must be open to all SCU undergraduate students
3. There can be no unresolved risk management issues associated with the event/purchase
4. Event/Purchase must fall within guidelines of ASSCU bylaws and Community Handbook
5. Discretionary funding requests must be submitted according to the Club Funding Timeline.

Guidelines

1. Clubs should plan the event/purchase in a fiscally responsible manner (i.e. comparable to market prices)
2. The current amount in club funds and future fundraising will be considered
3. Senate will consider the number of active members
4. Overall benefit to student body (# attending, cost to attend, value of overall program)
5. Quality and detail of presentation (Senate expects professional reports with accurate, understandable information from all clubs requesting AS funding)
6. Senate will consider the amount of funding the club has already received from AS
7. Senate will strive to promote diversity among events (social, diversity, sustainability, moral, educational, etc.)
8. Senate will strive for consistency within each quarter when funding petition requests

Limitations

1. Senate will consider subsidizing sweatshop free apparel
2. Uniforms/Equipment
 - a. Equipment is defined as any tangible item or group of items with a life expectancy of more than one year
 - b. Uniform is defined as apparel used for club specific activity
 - c. No more than 50% of per person cost, or \$25 maximum per person
 - i. If multiple items, each item will be considered separately
 - d. Equipment purchases may be subject to an inventory once a quarter
3. Senate will strive to be consistent for funding of transportation and travel, up to 40%, as per SCU regulations
4. Senate will not fund anything that is prohibited for students under University Policy
 - a. Alcohol
 - b. Tobacco-Hookah (i.e. hookah, cigarettes, chew, etc.)

Recommendations

1. Clubs may submit an event evaluation to their respective club liaison via email within 10 business days after the event occurs