



ASSCU Registered Undergraduate Student Organization  
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 percent of the Santa Clara Fund directly benefits today's undergraduates and it is allocated accordingly; 60 percent goes toward Scholarships and Financial Aid, 20 percent goes to help promote Academic Programs, such as the solar decathlon, RLCs, and faculty-student research, 15 percent 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 AS
  - a. Must have completed registration and have AS account number
2. Funds may only be used only for the following purposes:
  - a. Attending conferences, competition, retreats, club immersion trips
  - b. Promotion of education, diversity, or awareness
3. Groups must follow guidelines and abide by funding restrictions listed below

STUDENT INITIATIVES FUND LIMITATIONS:

Santa Clara Fund monies are allocated in accordance with the Student Senate Discretionary Guidelines. 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 30 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. Upon completion of a fundraising project, the group representative that attended the workshop will be required to submit a feedback form.

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. No letter can be written more than 5 times verbatim (meaning that the letters must be altered significantly). Sample letters will be given after the group’s funding 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 Jimmy Shoven. An example can be seen at:

<http://givinggivingtostanford.stanford.edu/get/layout/g2s/TSF>

- look under the video “the Mendicants: ‘Hooked on the Funding’” on the right side.

*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?**

Your group can earn up to \$1,000 per year.

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

**HOW DO YOU APPLY STUDENT INITIATIVES FUNDS?**

The Santa Clara Fund distributes the funds according to and using the ASSCU “Petition for Discretionary Funding” and process timeline. Clubs must submit request forms at the end of the quarter before they would like to receive funds.

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 Associated Students</li> <li>• Project approval after review by AS committee</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 AS</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.

### B. Travel within the U.S.

- Performance tours and competitions are funded (e.g. a cappella trips, symphony tours, etc.). Competitions must be major, official regional or national tournaments or competitions. Allowable expenses include travel, lodging, and registration fees. 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 travel, lodging, and program costs. Food for community service trips is not allowable.
- 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.
- Local excursions to local cultural or educational institutions such as museums, the symphony or theater that have a clear educational component and are related to the group's mission are fundable. Allowable expenses include travel and entrance fees. Food is not included in the allowable expenses.

### C. 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)

- Past debts and events that have already occurred
- Salaries (for the student leaders, coaches, 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...)