

2024-2025 ASSP Funding Guideline for RCOs and Fraternities:

(Group Portal Version)

Contents

Introduction

Funding Guidelines

Steps to obtain funding for qualified events through ASSP

How to submit a Funding Proposal

How to submit an Expense Reimbursement Request

How to obtain reimbursement if attendance expectations are not met

Funded Items

Introduction

The purpose of this document is to set a standard for RCO and Fraternity event funding, by ASSP, and to provide steps for properly submitting Funding Proposals and Expense Reimbursement Requests. Hyperlinks are provided for ease of navigation, but forms can also be found on the [ASSP GroupPortal page](#). **Revision note:** Due to global pandemic and UCSF directed limitation on in-person events, reimbursement of unlisted items will be considered on a case-by-case approach and any questions and/or funding idea inquiries can be sent to ASSP President Wendy Rivera (Wendy.Rivera@ucsf.edu) and ASSP Treasurer Pooja Vedam (Pooja.Vedam@ucsf.edu) for discussion.

Funding Guidelines

- ASSP intends to fund events in a manner that is fair to all Registered Campus Organizations (RCOs) and the entire student body of the UCSF School of Pharmacy.
- All events that receive funding through ASSP **must be open to the entire UCSF School of Pharmacy**. Events that are exclusive to members of an RCO are subject to rejection of funding.
 - Funding for interprofessional events (those that are open to other schools at UCSF) should begin by applying for funding through the Office of Student Life (OSL) or the Graduate & Professional Student Association (GPSA). ASSP can only consider funding

an interprofessional event after subsequent rejection from OSL based on predominant pharmacy presence.

- Funded items can only be applied to **UCSF School of Pharmacy students**.
- Funding Proposals must be submitted **14 days prior** to the actual event date. Funding proposals may be edited by contacting the ASSP Treasurer up to **7 days prior** to the actual event date.
- ASSP will fully fund a **maximum of \$300 per event**. If the event costs >\$300, ASSP will fund 75% of the event. ASSP recommends seeking funding from GPSA or using internal funding for the remainder of the event cost.
 - ASSP requires that every RCO hosts 1 fundraiser a year to qualify for funding.
- ASSP reserves the right to request additional documentation for further evaluation and to approve or deny an application request for funds after thorough evaluation on a case-by-case basis.
 - In-person events: If attendance expectations are not met for a given event, then ASSP will help the RCO formulate an action plan to ensure that this does not occur for future events. ASSP will allow each RCO to request the originally intended reimbursement in the Funding Proposal once per Academic School Year if the action plan is developed.
 - The steps to receiving a reimbursement for an event whose attendance expectations were not met is outlined in the section titled “How to obtain reimbursement if attendance expectations are not met.”
- Approval of an Expense Reimbursement Request is a one-time grant only. Any requests for additional funding will require submission of a new Funding Proposal and Reimbursement Request per event.
- Virtual events are eligible for funding through ASSP under the normal guidelines.
- Submission and approval of a Funding Proposal does not guarantee reimbursement of the requested amount. The reimbursement for the event depends on the **sign in sheet** and a **receipt with the date and itemized purchase(s)**.
 - Reimbursement requests must be submitted **within 14 days** of the actual event.
- Any questions or concerns regarding ASSP’s Funding Guideline can be directed to the current ASSP Treasurer Pooja Vedam (Pooja.Vedam@ucsf.edu).

Steps to obtain funding for qualified events through ASSP

1. Submit a Funding Proposal for approval at least **14 days** prior to the anticipated event date.
2. Retain all necessary items: receipts and attendance sheet (Group Portal list of

RSVPs/attendees).

3. Submit a Reimbursement Request through Group Portal within **14 days** after the event has occurred.

How to submit a Funding Proposal

1. Join [ASSP's Group Portal](#) – can also search for ASSP by going to “Groups”
2. The ASSP Funding Proposal 2024-2025 can be found under the “More Tools” and then “Useful Links” tab in the navigation section on the left of the page.
3. This page will contain a brief description of the Funding Proposal, please read through before beginning the form.
4. Fill out all **Required** information in the form.
5. Click “Submit Form” on the bottom right once you have verified that all information is correct, and each question is answered.
 - a. Note that the approved amount stated in the Funding Proposal is tentative and serves as an estimated amount that the RCO can receive. **The granted reimbursement is based on the provided documentation.**

How to submit an Expense Reimbursement Request

1. Go to [ASSP's Group Portal Page](#).
2. The “ASSP Reimbursement Request 2024-2025” form can be found under “More Tools” and then “Useful Links” in the navigation section on the left of the page.
3. Ensure that you have the requested documents: Attendance sheet along with the dated and itemized receipt(s) combined in one document. ****Without the sign-in sheet and itemized receipts, requests cannot be processed****
4. Fill out all **Required** information and upload the requested documents. ○ Be sure to fill out the form with accuracy as the reimbursement check will be mailed to the payee’s address with their name on it.
5. Click “Submit Form” on the bottom right once you have verified that all information is correct, and each question is answered.
6. The Expense Reimbursement Request must be submitted **within 14 days** after the actual date of the event to be considered for funding.

How to obtain reimbursement if attendance expectations are not met

1. Inform ASSP Treasurer that attendance expectations were not met for the event but that your RCO has already spent money for a specific amount of UCSF students.
2. Develop an action plan that demonstrates how the RCO plans to avoid this for future events.
3. Once the action plan is completed, submit it to the current ASSP Treasurer for review

and the full amount requested in the Funding Proposal may be reimbursed. ○ This is allowed **one time** per RCO per academic school year. The goal of this policy is to help RCOs develop for future events.

Example of an acceptable receipt:



Date of purchase

Itemized purchases

Payment method

Funded Items

Items	Maximum Budget
Food & drinks (need to attach an itemized receipt and an attendance sheet)	\$7.50/person
Food-related items (utensils, etc.)	\$100/event if the attendance is fewer than 100 UCSF pharmacy students. \$200/event if the attendance is fewer than 300 UCSF pharmacy students
Durable goods & installation (photobooth rentals,	The greater of \$200 or two-thirds of the total cost of

etc.)	each item
Speaker fees & honoraria	\$100/event if the attendance is fewer than 100 UCSF pharmacy students \$200/event if the attendance is fewer than 200 UCSF pharmacy students \$300/event if the attendance is fewer than 300 UCSF pharmacy students
Clothing	The greater of \$10 or two-thirds of each item
Giveaways (gift cards okay)	\$25/guest speaker if <5 speakers \$20/guest speaker if 5-9 speakers \$15/guest speaker if >9 speakers \$10/volunteer at a maximum of \$200 \$15/student attendee for a maximum of 15% of the entire attendance*
Decorations	\$150/event if the attendance is fewer than 100 UCSF pharmacy students \$300/event if the attendance is fewer than 300 UCSF pharmacy students
Off-campus venue rentals	\$10 multiplied by the number of UCSF pharmacy students expected to attend
Publicity	Copies, programs & flyers will be funded at \$0.50/page. Banners, posters & flyers will not be funded in excess of \$100/event. Social media advertisements will not be funded in excess of \$25/event.

*ASSP will only fund gift cards for student attendees if food for the event is not funded.

Examples of items that are **ineligible** for reimbursement include but are not limited to: alcohol and items for non-UCSF School of Pharmacy students, etc.

Revised 27 March 2024

Pooja Vedam

ASSP Treasurer 2024-2025

Wendy Rivera

ASSP President 2024-2025