
OPERATING RULES

The Sacramento State University President or the University President's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than five (5) business days following receipt of the appeal.

K. Standard of Review

The Sacramento State University President or the University President's designee shall determine "de novo" (i.e., without any deference to the decisions below whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

L. Authority and Jurisdiction

Decisions, once reviewed and approved by the Sacramento State University President are final and binding.

400.3 DOLLARS FOR ORGANIZATIONS AND CLUBS (DOC) FUNDING GUIDELINES

A. The following shall be considered the guidelines for DOC funds to be transferred to maximum of once each academic year between September through May. Awarded funds are on a first come, first served basis. DOC will not be awarded to CAFs submitted after June 1st.

- i. The club or organization must be in good standing with the Student Organizations and Leadership Office (SO&L).
- ii. A new Club Accounting Form (CAF) must be on file with ASI Accounting Services for the current fiscal year. A club must resubmit a new CAF anytime changes occur in authorized signers, club name, etc.
- iii. Funded events & activities must be open to all Sacramento State students.
- iv. Reimbursement is contingent upon meeting all requirements stated in the Check Requests Requirements on the ASI website and the guidelines below.
- v. Allocations of DOC funding into a club account may not exceed cumulative \$2,000. Once the limit is reached, funding will cease until a minimum of \$800 in DOC monies are used.

B. Guidelines to deny a reimbursement request for DOC funding may include:

- i. Any campus events or activities that are not open to all Sacramento State students.
- ii. Items/events utilizing DOC funds cannot be resold or charged admission fees.
- iii. Funding is not available, and may not be used, for honorariums, and/or speaker fees.
- iv. Funding for gifts, gift cards or random drawings are not allowed.
- v. Funding may not be used for any raffles or raffle prizes due to California State laws.
- vi. If a request is not in compliance with DOC guidelines and/or generally accepted accounting principles
- vii. Funding requests for scholarships.
- viii. Expenses for alcohol, tobacco products, recreational drugs, and firearms.
- ix. Funding requests for donations to other organizations, clubs, non-profits, etc.
- x. Exceeding awarded DOC funding allocations.
- xi. Any off-campus events.