

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 a club account a minimum of once each fiscal year. Awarded funds are on a first come, first served basis.
1. The club or organization must be in good standing with the Student Organizations and Leadership Office (SO & L).
 2. A new Club Agreement 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.
 3. Funded events & activities must be open to all Sacramento State students.
 4. Reimbursement is contingent upon meeting all requirements stated in the DOC rules on the ASI website and approval by the ASI Director of Finance and Administration.
 5. Allocations of DOC funding into a club account may not exceed \$1800.00. If exceeded, funding will cease until monies are used.
 6. Should a club account with ASI allocations become dormant longer than three (3) years, those monies will return to the DOC funding budget allocations for the fiscal year
- B. Guidelines to deny a reimbursement request for DOC funding may include:
1. Any campus events or activities that are not open to **all** Sacramento State students
 2. Items/events granted through DOC cannot be resold or charged admission fees.
 3. Funding is not available, and may not be used, for honorariums, and/or speaker fees.
 4. Funding for gifts, gift cards or random drawings are not allowed.
 5. Funding may not be used for any raffles or raffle prizes due to California State laws.
 6. If a request is not in compliance with DOC guidelines and/or generally accepted accounting principles
 7. Funding requests for scholarships
 8. Expenses for alcohol, tobacco products, recreational drugs, and firearms
 9. Funding requests for donations to other organizations, clubs, non-profits, etc.
10. Exceeding budgeted DOC funding allocations for the fiscal year.