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Subject: Operating Rule Change 400.3 Dollars for Organization and Clubs (DOC) Funding Guidelines

Legislation No.: 2025/26-10-40

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I. PURPOSE/HISTORY

The Dollars for Organizations and Clubs (DOC) Funding Guidelines were established to promote fiscal responsibility and equitable distribution of student funds to recognized campus clubs and organizations. These guidelines provide a structured framework for eligibility, allocation, and reimbursement, ensuring that awarded funds support events and activities that are inclusive and open to the entire Sacramento State student body. By requiring compliance with established accounting procedures, maintaining current Club Accounting Forms (CAFs), and adhering to funding limits, the policy safeguards accountability, promotes fair access to resources, and preserves the long-term sustainability of DOC funding for future student engagement opportunities.

II. RECOMMENDATION

400.3.1 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.

1. The club or organization must be in good standing with the Student Organizations and Leadership Office (SO & L).
2. 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.
3. Funded events & activities must be open to all Sacramento State students.
4. Reimbursement is contingent upon meeting all requirements stated in the Check Request Requirements on the ASI website and the guidelines below.

5. 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:

1. Any campus events or activities that are not open to **all** Sacramento State students
2. Items/events utilizing DOC funds 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 awarded DOC funding allocations.
11. Any off-campus events.

III. IMPACT OF LEGISLATION

This revision to the Operating Rule 400.3 Dollars For Organizations And Clubs (DOC) Funding and Guidelines will allow an to increase club money limit and revise wording to make it easier for student club to gain Dollar for Organization and club.

IV. DISCUSSION/SUPPORT

This recommendation was created with support from the ASI Finance & Budget Committee and the Elections Planning Group.

V. FINANCIAL IMPACT

None.

The DOC Funding Guidelines establish a maximum cumulative allocation of \$2,000 per club account within an academic year, with additional funding contingent upon the expenditure of at least \$800 in previously awarded DOC monies. This structure ensures responsible use of student funds, prevents excessive accumulation of unspent allocations, and promotes equitable access to



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financial resources across all recognized clubs and organizations. By capping allocations and reinforcing spending requirements, ASI maintains fiscal accountability while supporting a broad range of student-led events and activities.