

Club Programming Committee (CPC)

Guidelines and Application for On-Campus Program Funding

Club Programming monies are intended to afford recognized student organizations the opportunity to contribute to the quality of campus life by sponsoring special events and programs as well as travel opportunities that may not be possible without this financial assistance. All Club Programming Committee funding is considered a one-time allocation for a single and limited purpose and is distributed on a first-come, first-served basis. Club Programming Committee monies are not available for a club or organization's daily operating expenses. The Club Programming Committee (CPC) considers each application for funding independently, evaluating each on its own merit. Applicants must send a knowledgeable representative to the CPC meeting at which their application will be reviewed.

CPC is a subcommittee of the Student Finance Committee (SFC).

The Club Programming Committee does not guarantee funding. When making its decision to allocate funding, the committee will consider the following factors:

- The number of Radford students that can participate in the program.
- The benefit that both Radford University students and the entire Radford University community will receive from the program.
- The variety of ideas that the committee receives.
- How reasonable the program expenses are.
- Other sources of funding available to the organization.
- Fundraising efforts and evidence of such.
- The demonstrated success of the organization's previous programming attempts.
- The purpose of the program. Programs created for educational purpose will be given consideration before entertainment or social related programs.
- Whether the program duplicates another organization's administrative program or service.

All Club Programming Committee forms are available
in the Student Leader Resource Center (Bonnie 235) and
on the Department of Student Activities website www.radford.edu/~stuact

Applicant Eligibility

1. Recognized Radford University student organizations currently not funded by student activities fees may apply for funding from Club Programming.
2. Continuing organizations must be registered with the Office of Student Leader Resources by October 12th in order to be eligible to receive funding for the current academic year. Exceptions may be made for newly forming or reactivating groups.
3. Recognized organizations are eligible to receive up to \$4,000.00 per academic year based on applications.
4. In order to encourage collaborative programs, funding is limited to \$2,000 per organization, per event. Multiple organizations can apply for up to \$2,000 per event, not to exceed \$4,000.00 per academic year.
5. Monies that have been awarded that are not spent will automatically return to the CPC budget.

Application Procedures

1. Applications can be picked up in the Bonnie Hurlburt Student Center Room 235 (Student Leader Resource Center). Before any applications are turned in, please check with Sally Cox (Information Desk and Event Planning Manager) at the Hurlburt Information Desk to see if a venue (area) is available for the event.
2. **At minimum, applications must be turned in four (4) weeks prior to an on-campus event (and five weeks if a speaker is traveling from outside the United States) so that the Club Programming Committee has sufficient time to review and process the application if funding is allocated.**
3. All materials must be properly and completely filled out and all materials that provide information about the event such as flyers, event agenda, proposed (not signed) contracts, riders, or other material with information about the event must be included with the application. This will ensure a faster review of the application. If materials or information are missing, the application will be returned and the organization will be asked to re-submit it with the proper requested information. Please note that the revised application and re-submitted materials must still be turned in a minimum of four weeks prior to the proposed event. For programs with international presenters, please note that the paperwork process may take longer than the three required weeks.
4. If groups are co-sponsoring an event, applications from all sponsoring organizations must be submitted to the Bonnie Hurlburt Student Center Room 235 (Student Leader Resource Center) at the same time. Additionally, each organization should list the co-sponsoring organizations as such.
5. Submit completed applications to the Bonnie Hurlburt Student Center Room 235 by 4:00 pm on Wednesdays in order for it to be reviewed at the following Tuesday's meeting.
6. Organizations will be notified via email from the Graduate Assistant for Programming no later than 5:00 pm on Fridays to confirm that your application will be reviewed at the following Tuesday's meeting.
7. Applications will not be reviewed unless a member of your organization is present at Tuesday's 2:00 pm CPC meeting.
8. If your application is for a co-sponsored program, all sponsoring organizations must be present at the same CPC meeting in order for your application to be reviewed. Each sponsoring organization should have a separate representative. If all sponsoring organizations do not have representatives at the CPC meeting in which a co-sponsored application will be reviewed, the application will not be reviewed.
9. Following review by the Club Programming Committee, the organization will be notified regarding its decision on the application via email from the Graduate Assistant for Programming within two (2) days.
10. If the organization is awarded monies, they must meet with the Student Activities Account Manager (Liz Koch, Bonnie 216) within two (2) business days to receive funding or the monies will be retracted and the organization will have to re-apply for the funding.
11. The Club Programming Committee must be listed as a co-sponsor on publicity items if the event is fully or partially funded with Club Programming Committee money. This includes all printed materials such as but not limited to newspaper ads, posters, banners, brochures, flyers, newsletters, etc. Failure to list CPC as a co-sponsor on publicity items will disqualify your organization from receiving future funding.
12. All receipts must be turned in to the Student Activities Accounts Manager (Liz Koch, Hurlburt 216) within three days of the sponsored program or event. Failure to turn in receipts within the required timeline will disqualify your organization from receiving future funding.

Allocation Process

1. The Committee typically reviews applications weekly (except Thanksgiving, Winter Break, and Spring Break).
2. The Committee reserves the right to partially or fully award the amount of funding requested for the event.
3. The Committee reserves the right to not fund events at all.

Funding (What CPC Will Fund)

1. On-campus programs, services, and activities that are educational in nature and directed primarily to the student community since Club Programming Committee is funded by student activities fees. Examples include, but are not limited to: open forums, debates, guest lectures, movie nights, and tournaments.
2. Programs that provide a safe and entertaining alternative activity in which students can participate.
3. Payment of honoraria and contractual services from Club Programming Committee funds may be subject to hiring and payroll regulations of the University and SFC guidelines. You must see the Department of Student Activities before agreeing to or requesting any contracts. If the organization enters into a verbal or written contract without the approval of the Department of Student Activities, the organization will be responsible for the payment of monies. The RU contract should be used – not the performer's contract. Liz Koch (Hurlburt 216) has copies of the RU contract.
4. Costs for food.
 - Funds for food costs are limited to \$200.00 for events that are considered to be "Late Night/Weekend Programming." All "Late Night/Weekend Programming" food must be ordered through Chartwells/RU Catering. These events must be held on campus between Thursday-Sunday and last until at least 12:00 am (midnight).
 - Funding for food for all other on-campus events will be limited to \$99.00.
 - See the Student Activities Accounts Manager (Liz Koch, Bonnie 216) for procedures regarding food.

Restrictions (What CPC Will Not Fund)

1. Events not open to the entire University community.
2. Costs for ads that promote an event or honor, thank, or congratulate an individual or group.
3. Costs for design work for logos, letterheads, program covers, etc.
4. Publicity for events. Organizations are encouraged to use the Office of Student Leader Resources (Hurlburt 235) to create posters, banners, and fliers to advertise for all events.
5. Projects or activities in violation of State law and University rules and regulation, or procedures.
6. Reimbursements for activities or expenses that were not included in the approved Club Programming application.
7. On-campus events where admission or registration is charged.
8. Fundraising projects, events, activities or ads for charities, fundraising, or philanthropic activities.
9. Events designed to primarily advocate the election or defeat of any candidate for public office.
10. Events designed specifically for membership recruitment/intake purposes.
11. Alcohol and any activities that include the service of alcoholic beverages.
12. National or regional organizational dues or subscriptions.
13. Liability insurance for clubs and organizations, including sports clubs.
14. Purchase of equipment including sports equipment, uniforms, shirts, construction equipment and/or supplies, conference supplies, office supplies, or library materials.
15. Payments made to a member or members of a campus organization for services rendered to that organization.
16. Gifts, prizes, or donations including, but not limited to: cash awards and charitable contributions.
17. Payments to invest or provide capital for any business or commercial enterprise intended to generate profit.
18. Telephone charges.
19. Programs where an individual or organization was sanctioned to hold an event or speaker as a result of university Honor Code/Student Code of Conduct violations.
20. Events that are held anywhere off of RU's main campus. This includes events held at Virginia Tech for organizations that have joint membership with that institution.
21. Costs of litigation against the University or its employees in fulfillment of their duties or against its students.
22. Requests for cash to purchase event needs. All transactions must be completed through the Student Activities Accounts Manager (Liz Koch, Hurlburt 216) via university credit cards, contracts, or purchase orders.
23. On-campus facility reservation fees (i.e. Hurlburt Game Room reservation fees).
24. **THIS IS NOT A COMPREHENSIVE LIST; CPC RESERVES THE RIGHT TO RESTRICT FUNDING.**

Processing Expenditures and Receiving Reimbursements

1. Payments or reimbursements may not exceed the amounts requested on the approved application.
2. There will be no payment or reimbursements for specific items or events that were not originally listed or requested in the approved allocation. Additionally, reimbursements cannot be made for any items purchased prior to the approval of the application.
3. All expenditures must include an original receipt, canceled check, or billing statement (invoice that details quantity and unit cost).
4. A request to pay fees for speakers or performers must be given to the Department of Student Activities. All requests must include the following:
 - RU Contract or letter of agreement.
 - Name, address, and social security number or federal tax ID number of individual agent to be paid.
 - Date, time, place of the event and listing of service rendered.
 - Record of the Club Programming Committee's approval.
 - Signed contracts must be received by the Department of Student Activities at least three weeks prior to the event in order to guarantee payment. Contracts that are received later will result in delayed payment.
 - For programs with international presenters, please note that the paperwork process may take longer than the three required weeks.
 - If an organization does not return a signed contract to the Department of Student Activities prior to the event, the organization will be responsible for payment of the contract.

Appeals

1. Organizations may appeal funding decisions of the Club Programming Committee for one of the following reasons:
 - Evidence that the Club Programming Committee relied upon inaccurate facts or information to reach their decision.
 - Evidence that a procedural error on the part of the Club Programming Committee affected the funding decision.
2. Only organization members or advisors representing the interests and desires of the requesting organization may appeal funding decisions of the Club Programming Committee.
3. Appeals must be submitted within 10 working days of the Club Programming Committee's funding decision.
4. Such appeal requests must be submitted in writing to the Department of Student Activities.
5. The organization will be invited to the next scheduled SFC meeting to present its appeal. SFC will review all applications submitted on appeal for funding.
6. SFC may uphold the decision of the Club Programming Committee. It may also choose to increase the amount awarded to the request or fully fund the request. Under no circumstances will SFC award less than what was allocated by the Club Programming Committee or more than what was originally requested.