

**UNIVERSITY OF HAWAII AT MĀNOA**  
**STUDENT ACTIVITY AND PROGRAM FEE BOARD**  
**GENERAL CRITERIA**

**Chapter I. Eligibility Criteria**

**Section 1. General**

Eligibility is open to all University Registered Independent Organizations (RIO) at Mānoa and all UHM Departments and programs. Organizations receiving Board allocated funds may not gross a profit off said funding from the Student Activity and Program Fee Board

**Section 2. University Registered Independent Organization at Mānoa Confirmation**

The University Registered Independent Organization must be registered with the Office of Student Life and Development (SLD), according to their procedure, thirty (30) working days prior to the proposal application deadline(s) as found in Chapter II or a date decided on by the board, in order to be eligible for funds for that funding period. Organizations must be an approved RIO by their application, exceptions to this rule may be accepted at the discretion of the board

**Section 3. Exceptions**

The Fee Board may deem applicants eligible for funds if:

1. They do not fulfill the SLD criteria for becoming a University Registered Organization but their proposal does meet the criteria established in Chapter III, Section 7: Award Criteria.
2. They are Chartered Organizations, which have not as yet received a dedicated Student Activity Fee.

**Chapter II. Award Period and Amounts**

**Section 1. Awards**

- A) The board commits to holding funding hearings in the fall and spring semester. The board shall also convene outside of the scheduled funding cycles for special requests.
- B) The board will convene for final deliberations to set an Award amount for requesting organizations.
- C) Final Award amounts will be announced no later than the beginning of the ensuing semester

## Chapter III. Award Procedure: Application

### Section 1. Purpose

The purpose of the application shall be to provide information to facilitate the decision-making process.

### Section 2. Application Form

- A. An application form that requests information pertinent to the purpose(s) and objective (s) of the applicant organization shall be required.
- B. The application form shall make clear the policy, intent, and purpose of the award, award guidelines, and selection criteria.
- C. The application form shall be subject to modification to accommodate the needs of the Board.

### Section 3. Information Required

The following will be required at the bare minimum from the applicant organizations:

1. A brief description of the organization, its purpose(s) and objective(s).
2. A minimum of two responsible persons, who are knowledgeable about the organization and its funds. These persons must be affiliated with the University and serve in an official capacity to the organization seeking funds.
3. Brief description of the event(s) and tentative date(s) of the event(s).
4. Potential benefit or impact to UHM students.
5. Budgets for this event and for the organization. This is to include other sources of funding and other sources from which funding is requested.
6. Statement of certification.

"I (we) hereby certify that the above information is complete, true, and accurate to the best of my (our) information."

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Organization Representative

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Date

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Organization Representative

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Date

### Section 4. Verification

All information submitted will be subject to verification by the Board.

### Section 5. Funding Hearings

- A. The purpose of the funding hearing is to allow groups to present their proposal to the Board and to allow response from other constituents.
- B. Groups submitting proposals will be notified by the Board in writing at least (2) weeks prior to the hearing date set.
- C. Each group requesting funds must send the Organization head or the principle investigator of the program to that scheduled Board hearing. Failure to do so will result in the forfeiture of consideration for an award.
- D. Hearing dates and the proposed agenda will be publicized via the SAPFB website a minimum of two (2) weeks prior to the hearing.

## **Section 6. Publicity**

- A. The Board will publicize award criteria, procedures and amounts, and the time and place or hearings relevant deadlines.
- B. Publicity will be conducted through University channels which may include, but is not limited to the Manoa campus newspaper, the University bulletin and the Manoa campus radio station, posters, bulletin boards, public service outlets in the community SAPFB website, SAPFB social media, and campus-wide emails.
- C. An amount not to exceed 2% of the total annual funds may be used by the Board to fulfill the requirements of this section.

## **Section 7. Criteria for Awards**

- A. Consideration for funding will be given only to those proposed activities or events which have objectives and purposes in agreement with those of the University in regards to co-curricular activities, policies of other student groups, and the laws of the State of Hawaii, and which are non-discriminatory with regards to race, sex, religion, or political orientation.
- B. In the evaluation of proposals, consideration will be given to the proportion of the UHM student body benefited, and to the degree of benefit in relation to cost. In addition, the Fee Board will encourage applicants to provide partial funding through sources other than the Fee Board.
- C. Awards will not be made for the purpose of compensating any member or the applicant organization (organization as defined in Ch. I section 2) or any paid staff member or UHM department or program, in order to carry out the proposed event.

## **Chapter IV. Annual Evaluation and Post-Audit**

### **Section 1. Purpose**

The purpose of this chapter is to detail the fiscal accounting and reporting procedures required of awardees and the Board.

### **Section 2. Disbursement**

All awarded funds will be made by the appropriate University administrative officer in accordance with UHM fiscal policy and procedures.

### **Section 3. Post-Activity Report**

A. A written narrative of the activity must be submitted within fifteen (15) working days upon completion of the activity.

B. The report must include but not be limited to the following:

1. Estimate of attendance at the event
2. A programmatic summary of the event
3. A detailed financial statement of revenues and expenditures
4. An evaluation of the event's success at fulfilling its stated purpose and objectives.

C. Failure to comply with this section will render the recipient ineligible for funding during the next academic year.

### **Section 4. Interim Report**

Any organization which is still engaged in a funded activity and applying for funds during a new award period must submit an interim report of its activities to date, covering the information required in Section 3.B.; this report may be used as the basis for the fulfillment of the final report requirement.

### **Section 5. The Board Annual Report Summary**

A. A written report of the activities of the Board will be made annually to the Vice Chancellor for Students and made available to the public upon request ideally on the SAPFB website.

B. This summary report will include but not be limited to:

1. A listing of each funding application considered which includes:
  - a. The purpose of the proposal

- b. The organization making the request
  - c. The amount requested and funded
  - d. The action taken on the proposal
  - e. The reason for the action taken
2. A statistical summary of applications funded and not funded.
  3. A statement of the adequacy of the non-dedicated Student Activity Fee Level.

## **Chapter V. Amending the General Criteria**

### **Section 1. Introduction**

Amendments to the Board's General Criteria may be introduced by the following:

1. Any member of the Board
2. Chief Executive Officers of ASUH and GSO
3. Vice Chancellor of Students at the University of Hawaii at Manoa
4. Any fee-paying student or group of students, provided that they petition the Board with no less than three (3) percent of the student body calling for the amendment.

### **Section 2. Procedure**

An amendment to the General Criteria will take effect when it receives:

1. Majority approval of the Board
2. One public hearing soliciting public feedback
3. Approval of the Vice Chancellor for Students