

STUDENT ACTIVITY AND PROGRAM FEE BOARD

GENERAL CRITERIA

Chapter 1. Eligibility Criteria

Section 1. General

Eligibility is limited to all University Registered Organizations (Manoa) and all UHM Departments and programs. Any University Registered Organization receiving funds from a Chartered Organization is ineligible for funds, with the exception of funds appropriated specifically to match fee board allocated dollars.

Section 2. University Registered Organization (Manoa) Confirmation

The University Registered Organization must be registered with the Bureau of Student Activities (BSA), according to their procedure, thirty (30) working days prior to the proposal application deadline(s) as found in Chapter II, in order to be eligible for funds for that funding period.

Section 3. Exceptions

The Fee Board may deem applicants eligible for funds if:

1. They do not fulfill the BSA 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. Annual Awards

- A. An amount of funding not to exceed seventy (70) percent of non-committed funds will be allocated on an

annual basis; this period will take place prior to the 2nd week in March.

- B. Unexpended funds may be left in the Annual Award fund or transferred to the Semi-Annual Award fund by majority vote of the Board.
- C. These allocations will not be expended until the following academic year.

Section 2. Semi-Annual Award

- A. An amount of funding not to exceed twenty-five (25) percent of non-committed funds per period of total amount collected for each semester will be set aside for Semi-Annual Awards. No single award shall exceed four (4) percent of the total dollars available for Semi-Annual Awards. These awards will be given according to the Semi-Annual Awards guidelines.
- B. Unexpended funds may be left in the Semi-Annual Award fund or transferred to the Annual Award fund by a majority vote of the Board.
- C. There shall be one Semi-Annual Awards period no earlier than October 1 and no later than November 1. The second Semi-Annual Award period will coincide with the Annual Award period.

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. Form

- A. A form that requests information pertinent to the purpose(s) and objective (s) of the applicant organization shall be required.

Section 4. Verification

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

Section 5. Hearings

- A. The purpose of the 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 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 to include, the Manoa campus newspaper, the University bulletin and the Manoa campus radio station, posters, bulletin boards, and public service outlets in the community.
- 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 HUM 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 for Semi-Annual and by May 30 for Annual Awards.
- 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 or 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

A. A written report of the activities of the Board will be made annually to the Chancellor and will also be made available to the public upon request.

B. This 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 person and organization making the request
 - c. The amount requested
 - 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. Chancellor of 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. Two public hearings
3. Approval of the Manoa Chancellor