COMMUNITY EDUCATION
FUNDING GUIDELINES

USING FUNDS IN FIVE EASY STEPS:

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>DES reviews the CUE’s detailed and itemized budget in the NOBSDAMIT and approves funding request at least two weeks prior to program.</th>
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<td>STEP 2</td>
<td>CUE and DES (consulting with Barry as needed) determine where the money will be spent and how it will be accessed (i.e. SOA card, Procurement card, direct billing, RPS pay roll, or SOA check request).</td>
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<td>STEP 3</td>
<td>Complete necessary forms: Hospitality Form – needed for anything coming from the RPS account Food Vendor Approval Form – need to check to see if the business is approved then complete appropriate form MAXI Order Form – needed for printing and direct billing Employment Tax Forms – if paying someone for services</td>
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<td>STEP 4</td>
<td>Pick up/sign-out Procurement Card or SOA from 801 N. Jordan (DES, Justin, or Barry can assist you). The card must be returned that same day unless you’ve arranged for another return time.</td>
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<td>STEP 5</td>
<td>Procurement or SOA card and itemized receipts should be turned in immediately. Nothing will be paid or reimbursements given without receipts. Make sure that they are not charging taxes.</td>
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IMPORTANT DETAILS ABOUT FUNDING:

- **Budget** - Each small staff is allotted approximately $1,500 each for the academic year. Money is allotted at the discretion of the DES; Each CUE will likely not receive an equal amount.

- **Timeline** - Funding of a program will only be considered if the nobsdamit is submitted and the budget requested is approved and reviewed two or more weeks in advance (10 business days).

- **Philosophy** - Money from the CUE program is used to supplement programming goals, not as an incentive for attendance.

- **Criteria** - The amount of funding allotted is based on availability, quality of the program, the needs the program is trying to address, and how the funds will enhance the overall program.

- **Food** - When using restaurants, CUEs must acquire permission from Food Services (contact Graham Shepfer). The restaurant must also be on the University’s approved vendor list. Depending on what is needed we can frequently get food through Ambrosia Catering at cost and without a great deal of hassle.

FREQUENTLY ASKED QUESTIONS:

Where does money for CUE programs come from?
The CUE program has funding for programs that comes from the general RPS fund into the Student Programs and Services Budget. It is money that is generated by room rates. It does not come from student fees or a foundation account. All money spent requires a Hospitality Form be completed and approved by the university’s budget office.
Are there other sources for funding?
Yes, CUEs frequently get money for programs or for expenses not covered by the CUE program through alternate sources. Thematic Units, Board of Governors- BoGs & RHA (transfer monies into SOA account), RAs/Centers, Culture Centers, other campus offices, local businesses, etc. Also, consider Office of Diversity Education (Eric Love) mini-grants ($500 max. and must include other groups). Funding from other source can off-set costs or can pay for things that the CUE program does not cover (i.e. some food items).

Is the CUE program considered to be a Student Organization?
No. This is important because it limits where you can solicit funds (for example IUSA AID office) and it means that we don’t get discounts on things like ads in the ids. The IUSA AID office does have a website that gives you more info about other grants that might be available. Of course if we partner with a student organization these limitations are eliminated.

So why does the CUE program have an SOA (Student Organization Account)?
The CUE program has been approved to have an SOA Account as a way to collect and spend money on specific programs. We receive money from other organizations, deposit into our SOA, and it goes back out to pay for the program for which it was solicited. Money from the CUE’s RPS budget does not go into the SOA account (this makes it very different from RHA, floor funds, and other student organizations).

Can funding be used for transportation or to purchase event tickets?
Yes. There are limitations regarding transportation including finding a qualified driver who must be registered with Motor Pool. When purchasing tickets generally you should charge/collect some amount from the participants before hand as a incentive to show up for the program.