

**Registered Independent Student Organization Funding Meeting**  
**University of Hawaii at Hilo**  
2016-2017

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**Requirements to get Funding**

1. Must be a registered RISO
  - a. Attend Orientation Meeting
  - b. Complete this Funding Meeting
  - c. Must have Employer Identification Number (EIN) number

**Board of Regents Policies 7.203 Registered Independent Organizations (*including RISOs*)**

1. **III.A.2** - *“The RIO is not directly supported financially through mandatory student activity fees. However, they may request financial assistance from a CSO’s funding assistance program developed by the CSO.”*
  - a. **Student fees** are collected and expended directly in line with the CSO’s mission and philosophy. Funding other RISOs or programs **is not** stated in any CSOs mission or philosophy.
  - b. However, some CSOs do see the importance of what RISOs provide for its constituents and may allocate funds IF funds are available outside of their normal programming.
  - c. Funding can be sought from CSOs if,
    - i. the funding request is in line with the CSOs mission and philosophy
    - ii. the CSO has allocated funds for funding
2. **III.B.1** - *“An RIO, like a CSO, is not an agency of the university. RIO, unlike the CSO, is not involved in the governance process and does not represent or serve the entire student body on their campus.”*

**What kinds of purchases can CSOs make for RISOs?**

1. Supplies (*i.e. food, decorations, paper, writing utensils, etc.*)
2. Auxiliary Services (*i.e. janitors and campus security for event*)
3. Group/Individual Services (*i.e. guest speakers and presenters*)
4. Graphics Services (*i.e. flyers, etc.*)

**What kind of purchases can you NOT make?**

1. Prizes/Giveaways
2. Stipends
3. Reimbursements

**What CSOs may do funding for...**

1. UHSA (CC 203A) - \$1,000.00 soft-cap.
  - a. Tin Le – RISO Committee Chair  
([tle@hawaii.edu](mailto:tle@hawaii.edu))
  - b. You should also contact the RISO chair
2. BOSP (CC 214) - Printed Advertising.

- a. Veronica White - Business Manager  
([vwhite6@hawaii.edu](mailto:vwhite6@hawaii.edu))
- b. Ciarra-Lynn Parinas - Chairperson  
([sdossett@hawaii.edu](mailto:sdossett@hawaii.edu))
- 3. SAC ( CC 301B) - Event Funding
  - a. Juvette Kahawaii - Business Manager  
([juvettek@hawaii.edu](mailto:juvettek@hawaii.edu))

### **CSO Funding Packet**

- 1. [CSO Funding Packet](#) - Packet to request funding from a CSO  
(<http://hilo.hawaii.edu/campuscenter/fiscalpolicies/documents/CSOUniversalFundingPacketNEW.pdf>)

### **Deadlines for Requests**

- 1. See [CSO Fiscal Deadline Website](#) for more information.  
(<http://hilo.hawaii.edu/campuscenter/fiscalpolicies/Deadlines.php>)  
Reminder: Deadlines listed on website are the CSOs deadlines. In other words, you need to account for the CSOs processing time and the process of approval. Be sure you meet with the person indicated for each CSO.

### **Process for Funding**

- 1. Meet with Business Manager/Treasurer/RISO Senator (*see list above*)
- 2. Complete the Universal Funding Packet (*form-fillable*)
- 3. **Keep in communication with the CSOs representative**
  - a. Get on a meeting agenda
  - b. Attend meeting
    - i. Have student representation - Students must represent THEMSELVES, conduct a presentation, and answer any questions asked.
    - ii. It's highly recommended that the Advisor be present
  - c. If approved, sign approval letter provided by CSO representative
  - d. Work with Business Manager/Treasurer of CSO for fiscal paperwork

### **Alternative Plans**

- 1. REMINDER: Funding is NOT guaranteed.
  - a. Your funding request may exceed a CSOs budget
  - b. Fiscal Deadlines may have passed
  - c. Requests that exceed \$2,499.00 will need to enter a bidding process (+1 week to deadline)
- 2. Your group NEEDS an alternative plan.

### **Resources**

- 1. Maile A. Boggeln, CCS Coordinator, [boggeln@hawaii.edu](mailto:boggeln@hawaii.edu)

MAHALO!