**UHHSA RISO Funding Guidelines 2013-2014**

*The purpose of this policy is to define the procedures and guidelines for funding RISOs.*

**Eligibility criteria for funding:**

1.____ The organization must be a Registered Independent Student Organization (RISO) registered with Campus Center (211).
   

2.____ The RISO must be open to the UH Hilo student body. If the RISO is selective, only events that are open to the entire student body are eligible for funding.

3. ____ The RISO's Executive chair and/or Treasurer must have completed the RISO FISCAL training as well as members of the RISO must go through the Fiscal Training before asking for funds from CSOs.

4.____ Sufficient lead-time is required to process requisitions, so funding proposals must be submitted with reasonable lead-time to complete processing. *Lead-time varies based upon the type of request (ex. entertainment, events, supplies) and can vary between 7-8 weeks in advance to expected time of funding completion. (Please refer to the deadline cheat sheet on page 2.)*

**Types of Funding:**

- The cumulative funding (not guaranteed) for a group is soft capped at $1000 per fiscal year. Due to limited resources, groups may receive substantially less than the requested amount. **A soft cap is a practical but not absolute maximum.**

- Co-sponsorship by UHHSA is another possibility for an event. Questions about co-sponsorship can be directed to the RISO committee Chairperson.

**FUNDING POLICY:**

1.____ Funding is only available to RISOs for programs, activities, or events that contribute to UHHSA’s mission statement and goals.

   **Mission Statement:**

   The UHHSA looks to accurately represent the views of the entire student body. The Senate acts as a liaison between the student body and the college administration through active collaboration with faculty and student organizations. We encourage participation in campus governance and the college community.

   **Goal Statement:**

   To be credible student leaders that supports a sustainable and educational community.
   
   • Event and group must be open to entire student community.
   • Events must comply with University of Hawai‘i at Hilo policies and procedures listed on the UHHSA website and in Registered Independent Student Organization Handbook.

2.____ To encourage RISOs to organize joint events in collaboration, *the annual cap for joint organized events may be relaxed on a case-by-case basis.*
• Any event with multiple RISOs organizing/running the event must apply together during a single UHHSAs meeting.

3.______ Any series of events must be proposed RISO Committee for approval to present in the UHHSAs Senate.

4.______ Funding is provided via purchase order or p-card directly to a vendor and does not provide payments RISOs/organizations except in the form of honoraria as determined by the UHHSAs Senate and FISCAL guidelines.

5. ____ Funds will NOT be allocated to:

  • Activities that directly benefit RISO members and not the UHH community at large.
  
  • Airfare

6.______ If funds are allocated for the event, RISOs must:

• Keep in contact with your advocating senator to complete paperwork (if your bill is passed during an UHHSAs voting meeting, it becomes your responsibility to help your advocating Senator).
• Keep in contact with UHHSAs RISO committee chair regarding UHHSAs volunteer hours for your RISO.
• Feature, on all advertisements, the UHHSAs logo and "Sponsored by UHHSAs" or "Cosponsored by UHHSAs" as appropriate and must be approved before any printing occurs. The flyer should also be emailed to the RISO Committee Chairperson so that it can be posted on the UHHSAs bulletin boards.

7.______ RISO/organization are required to help with UHHSAs or Service-Corp projects and activities (ex. set-up, clean-up, hospitality or informational booths for an upcoming event such as:

Malama Kanaloa
Oh Hell study week
Ho’olaule’a
Join UHHSAs ________ Committee
Graduation
Peace Day
Earth Fair
Service-Learning (campus center 316)
Ex: Read Across America, Good-Neighbor Day, Make a Difference Day, etc.
Other:__________________________________________

8.______ RISO/organization agrees to submit a program/project completion report to UHHSAs in a timely manner after conclusion of the program/project. The report shall be a brief statement of how funds were used, how many attended the program/project/event, and how UHHSAs goals were met. This report will be used to present to the student body about the RISOs/organization’s program/project in an end of semester UHHSAs-RISO Funding Symposium.

*Also, send digital data, photos, and other forms of the presentation to Records Committee Chair, Melequini Gaisoa at mgaisoa@hawaii.edu
9.______ RISO understands all recipients of UHHSA funding may be subject to audit.

10.______ RISO acknowledges that UHHSA will rescind funding approval, if the RISO deviates from the UHHSA approved use of funds.

11.______ RISO agrees that if the RISO does not fulfill these requirements or misses the deadline, that the RISO forfeits the funding, if were rewarded.

This is to certify that the________________________ (RISO) has completed the above checklist. Furthermore, we agree to provide additional information, if requested, other than that specified on the request form. We agree to have a representative present to answer any inquiries of the UHHSA senate. Upon senate approval, we understand that the University may require an 7-8 week period before our club can expect payments to be made.

__________________________
Name of Registered Independent Student Organization

__________________________
Signature of RISO Representative

__________________________
Signature of RISO Advisor

If you have any further questions please contact the RISO Chairperson:
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