I. Definition of Terms
   A. CCC refers to the Club Coordination Council.
   B. SAO refers to the Student Activities Office.
   C. CCC funds refer to any funds received from the CCC, specifically: Spring and Winter Allocations, Concession Stand profits, CCC Contingency and Collaboration Appeals, and Loans granted by the CCC.
   D. DICE funding refers to Dollars for Innovative and Creative Entertainment, a program offered through SAO.
   E. CoR refers to the Council of Representatives, a branch of the Student Union.

II. Allocations
   A. To be eligible for CCC funding, a club must be officially recognized by the SAO and comply with all University policies. Priority funding will be given to clubs who follow CCC guidelines and adhere to registration and allocation deadlines set by the CCC and SAO.
   B. In order to receive a CCC spring allocation, a club must not have had a budget deficit at the end of the previous fiscal year (June 1st) and must have both turned in a budget and interviewed with their division during the Allocation season the previous year.
   C. Clubs failing to adhere to these policies may still be eligible for a Winter Allocation in accordance with CCC Bylaws and at the discretion of their Division Representatives.

III. Appeals / Additional Funding
   A. Clubs with a budget deficit are not eligible for CCC Contingency or Collaboration appeals; however, they may appeal to the CCC for a loan with strict terms.
B. Contingency Fund appeals must be made at least two weeks before an event is scheduled to take place.
   a. To be eligible for CCC Contingency appeals, an individual club must need extra funding for an unforeseen event or unforeseen costs in hosting a planned event.
   b. A club may not appeal to the CCC Contingency Fund more than twice within one academic year.
C. Collaboration with other clubs and student organizations is strongly encouraged.
D. The CCC Collaboration Fund and CoR Collaboration Fund are available for such appeals.
   1. To be eligible for CCC Collaboration Appeals, two or more clubs must work together to fund and host an event.
   2. To be eligible for CoR Collaboration Appeals, one or more clubs must work together with one or more other branches of Student Government (Dorms, Class Councils, etc.) to fund and host an event.
E. Clubs planning events open to the entire university on weekend evenings (Thursday - Saturday after 9 PM) may be eligible for DICE Funding through SAO.

IV. Club Accounts
A. All club funds must pass through the club’s account.
B. Clubs may not use an off-campus or personal bank account for club funds.

V. Club Reports
A. Clubs must submit three reports during the year outlining past and future activities, expenses, and fundraising efforts.
B. The first report is due by 5 pm on November 1st.
C. The second report is due during club registration when requesting an allocation interview. An interview spot will not be granted until the report is received.
F. Failure to submit an on-time, complete report will result in the club’s allocation being docked by 2.5%.

VI. Dues
A. All clubs (except those in the Social Service division), are required to collect a minimum of $5 per person in dues from all active club members.
B. Dues must be deposited into the club’s account by the specified deadlines:
C. For clubs collecting dues both semesters, fall dues must be collected by Fall Break.
D. Spring dues, and once a year dues, must be collected by March 1st.
E. Dues paid to a national organization must be paid from fundraising or members out of pocket. They should first be deposited into a club’s account.
F. Athletic Clubs paying team dues to a national organization are permitted to use CCC funding.
VII. Fundraising
A. All clubs must fundraise 20% of the total monetary allocation they receive from the CCC.
   a. A club’s total monetary allocation consists of the sum of their Spring and Winter
      Reallocations for a given academic year, along with any CCC Contingency or
      Collaboration Fund appeals they receive.
   b. Concession Stand profits are not part of a club’s total monetary allocation. Concession
      stand profits do not count towards the fundraising requirement.
B. Dues will count towards this fundraising requirement.
C. Only money deposited into a club’s account will count towards the fundraising requirement.

VIII. Food
A. The CCC allocation may not be used to fund more than $75 of food per semester at club
   meetings (meetings open to the entire club).
   a. This money should be used to aid in recruitment of new members to the club.
   b. This money should not be used to provide small amounts of food at every club meeting.
B. The CCC allocation may not be spent on food for officers’ meetings.
C. Food for hosted events will be considered as part of event costs only if the food is integral to the
   event (for example, “cultural food” at a cultural event, a “simple meal” at a poverty awareness
   event). Food provided simply to attract people to the events will be considered separately from
   event costs.

IX. Gifts and Donations
A. The CCC allocation may not be directly donated to any charitable organization or political party.
B. Only the net profits from fundraising activities may be donated.

X. Apparel
A. The CCC allocation may only be used to fund apparel (such as uniforms, equipment, or
   costumes) which will stay with the club.
B. CCC funds may not be used to purchase any personal apparel (apparel that will not stay with the
   club). Club members are expected to buy their own t-shirts and personal club apparel. Dues may
   not be used to purchase personal apparel.

XI. Travel, Lodging, Conference, and Competition Fees
A. CCC funds may be used to fund up to 75% of conference fees and competition fees. This
   excludes the costs of travel, food, and lodging.
B. CCC funds may be used to fund up to 25% of travel and lodging costs associated with
   conferences or competitions that a club attends.
C. CCC funds may be used to fund the entirety of travel and lodging costs of Athletic Clubs.
D. SAO must approve all travel before travel costs may be reimbursed. If a club uses CCC funds for
   travel without the appropriate approval, the club’s allocation will be docked the following year
   for the cost of the travel and additional penalties may be imposed by either the CCC or SAO.
E. For Athletic Clubs, Rec Sports must approve all travel. If a club travels without the appropriate
   approval, funding for such activities will be penalized the following year.

XII. Administrative Costs
A. CCC funds may be used to fund advertising costs (Observer ads, table tents).
B. CCC funds may be used to fund up to 50% of a club’s photocopying expenses.
C. CCC funds may be used to fund up to 50% of a club’s office supplies.

XIII. Approved Spending

All Clubs
A. Equipment: CCC funds may be used to fund up to 50% of the total cost of general equipment or supplies that will remain with the club.
B. Retreats: CCC funds may be used to fund up to 50% of retreat costs.
C. End of the Year Banquets: CCC funds may be used to fund up to 50% of banquet expenses for one club banquet per academic year.
D. Activities and Events: CCC funds may be used to fund up to 75% of hosted activities and events (events open to the entire campus community).

Athletic Clubs
A. CCC funds may be used for the upkeep and repair of equipment.
B. Competitions: CCC funds may be used to fund the entirety of hosted competitions. The club must charge entry fees to supplement the cost to the club.

Performing Arts Clubs
A. Instruments/Equipment: CCC allocation may be used to fund up to 75% of instruments and equipment that will stay with the club.
B. Facility Rental: CCC allocation may be used to fund facility rental fees for performances.
C. Recording Costs/Licensing Fees: CCC allocation may be used to fund up to 50% of recording costs and licensing fees.
D. Instructor Fees: CCC allocation may be used to fund instructor fees for professional instructors.

XIV. Penalties
A. Clubs will be penalized for failing to follow these guidelines in accordance with the CCC Bylaws.
B. Club allocations will be penalized 2.5% for every missed or incomplete club report.
C. Any club that misses a scheduled allocation interview will automatically receive 10% less than the amount which would have been allocated (5% for each subsequent meeting missed). All other required forms must be filled out in their entirety, including signatures, and submitted in the proper manner prior to their stated deadline. Any violation will result in a 5% penalty in the club’s allocation.

XV. CCC Discretion
A. All guidelines are subject to change based upon individual club circumstances at the sole discretion of the CCC.

CCC Contact Information
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