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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. FMB refers to the Financial Management Board 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 at the discretion of their Division Representatives, if all of the event expenses appealed for are considered new and unforeseen at the time of Winter Allocations.
- D. For all clubs denied a Spring Allocation due to a negative balance during the Spring Allocation meeting who later have a positive balance will be evaluated without penalty, considering all events as new or unforeseen events. These clubs will be placed on a special list for this consideration during the Spring Allocation meeting.

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. In order to guarantee Contingency Fund appeals are heard by the CCC, appeals must be submitted at least two weeks (10 business days) 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 Appeal and Financial Management Board Appeal are available for such appeals.
 - a. To be eligible for CCC Collaboration Appeals, two or more clubs must work together to fund and host an event.
 - b. To be eligible for FMB Collaboration Appeals, one or more clubs must work together with one or more other branches of Student Government (Dorms, Class Councils, etc.) to
 - i. 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. Dues

- A. All clubs (except those in the Social Service division), are required to collect a minimum of \$5 per person per semester in dues from all active club members.
- B. Dues must be deposited into the club's account by the specified deadlines:
 - a. For clubs collecting dues both semesters, fall dues must be deposited by November 1st.
 - b. Spring dues, and once a year dues, must be deposited by March 1st.
- C. Dues paid to a national organization must be paid from fundraising or members out of pocket.
 - a. They should first be deposited into a club's account.
- D. Athletic Clubs paying team dues to a national organization are permitted to use CCC funding.

VI. 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.

VII. Food

- A. The CCC can allocate up to \$5 per dues paying member per academic year to food that is not integral to an event.
 - a. A club event is defined as an event open to at least the entire club.
 - b. The CCC can allocate up to \$5 per active member per academic year to Social service clubs not requiring dues.
- 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.
 - a. The CCC can fund up to 75% of food considered integral to the event.

VIII. 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.

IX. 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.

X. Travel, Lodging, Conference, and Competition Fees

- A. CCC funds may be used to fund up to 100% of entrance fees for conferences and competitions. This excludes the costs of travel, food, and lodging.
- B. CCC funds may be used to fund up to 100% of travel and lodging costs. Travel and lodging costs must adhere to standard University rates.
- C. 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.
- D. 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.

XI. Administrative Costs

- A. CCC funds may be used to fund advertising costs (Observer ads, table tents), photocopying expenses, and office supplies.

XII. 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 75% 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 budgeted for in Spring Allocation and Winter Reallocation (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 up to 100% of hosted competitions. The club must charge entry fees to supplement the cost to the club.
- C. Coaching Fees: CCC allocation may be used to fund coaching fees.

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.

XIII. Penalties

- A. Clubs will be penalized for failing to follow these guidelines in accordance with the CCC Bylaws.
- B. Any club that does not turn in the Post-Event Evaluation form 30 days following an event funded with CCC Appeal funding will automatically receive a 10% deduction in the Spring Allocation.
- C. Any club that misses a scheduled allocation interview will automatically receive a 10% deduction in the Spring Allocation (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 10% penalty in the club's allocation.
- D. Any club that does not attend a Club Information Meeting will receive a 20% deduction in the Spring Allocation.

XIV. CCC Discretion

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