UNLV Student Life Funding Committee
Policies and Procedures

Background Information
In March 2010, CSUN Senate amended its Constitution; and in April 2010 the UNLV undergraduate student body approved the amendment in the CSUN general elections to authorize a $2.47 per credit fee to be charged to all UNLV undergraduate students enrolled, effective Fall Semester, 2010. These votes were subsequently ratified by the Nevada System of Higher Education (NSHE) Board of Regents. Based on the approval of the CSUN fee, $2.00 of the previous CSUN per credit allocation of $2.47 will return to the general university budget; and $.47 will be allocated to UNLV Vice President of Student Affairs Undergraduate Student Services fund, distributed by the Student Life Funding Committee, concurrent with the effective date of the new CSUN Fee. The $.47 allocated to the UNLV Vice President of Student Affairs Undergraduate Student Services fund will be used to support activities, programs, and initiatives that directly benefit the undergraduate student body.

Purpose Statement
This committee exists to provide funding to established programs and services at UNLV in order to allow for new programs and initiatives to be funded through the CSUN Student Senate. The CSUN Senate is a better representation of the UNLV student body, and should be the deciding factor in funding new programs that are coming to the University. This committee will fund existing and established programs in order to take that financial burden off the CSUN Student Government General Account.

Funding Eligibility Requirements
The committee will accept applications from existing and proven successful programs and departments. Success will be defined by student attendance and participation, proven benchmarks, years the program has existed, and how it has benefited the UNLV community. Each program will only be eligible for funding once per academic year from this committee.

Application procedures
To be considered for any funding from the committee, the following must be submitted:

- Completed application page
- Two letters of support. One from within the department and one from a participant of the program requesting funding
- A letter describing the program including history, student attendance records, past budgets and funding sources (including sponsorships)
  - Please also include how not receiving this funding will negatively affect student life and this program at UNLV
  - Please also include a detailed explanation of the future direction for the program including targets and benchmarks
- Please include any media exposure (news stories, blogs, articles, etc.) if applicable
Timeline/Approval process

- Once an application is submitted, the committee will meet within 2-3 weeks of receiving application.
- The committee will invite the applicant to give a 5 minute presentation about the program.
- The committee will then have 5 minutes to ask any questions to the applicant.
- After the question and answer portion is over, the applicant will be dismissed from the committee.
- At this point in time, the committee will discuss and vote on funding request and notify the applicant via email. The CSUN Business Manager will email the applicant with the committee decision.
- If the application is approved, the CSUN Business Manager will process the funding transfer within 2 weeks of committee’s decision.
- The applicant is responsible for sending the committee an event/program recap including student attendance, other sources of funding, program targets and benchmarks met, and survey data, if applicable, within 6 weeks of the completion of the program or event.

Fiscal Requirements

- Must be a UNLV Department to receive funds.
- Funding is based on enrollment numbers.
- Amount disbursed is based on the number of applications received.
- The committee reserves the right to change requested funding amounts.
- The committee can set percentage increase amounts for future year funding limits.
- If a group that is sponsored with these funds neglects to turn in the follow up report within 6 weeks of the completed program or event, they will not be eligible for funding the following academic year.

Deadlines

Spring semester deadlines are for programs taking place in late summer, fall and winter
Fall semester deadlines are for programs taking place in spring and early summer

Committee Revisions

The committee reserves the right to alter and adjust these policies and procedures as deemed necessary by a majority vote at any time.

Student At-large Position Description

One undergraduate student affiliated with the Office of Civic Engagement & Diversity (OCED) will be appointed to serve as a full voting member of the committee. The OCED at large student member must be familiar with multiple areas of the office and demonstrate a commitment to the four core values: Diversity, Involvement, Leadership
and Service. This position is appointed as a one year commitment. The appoint authority shall be the Director of the Office of Civic Engagement & Diversity.

**One Senator-At-Large Position Description**
One CSUN Senator will be appointed from the CSUN Senate to serve as a full voting member of the committee. This position is appointed as a one year commitment. The appointing authority shall be the President of CSUN.

**One Director-At-Large Position Description**
One CSUN Director will be appointed from a Director level position in CSUN to serve as a full voting member of the committee. This position is appointed as a one year commitment. The appointing authority shall be the President of CSUN.