FINANCIAL GUIDELINES

ASCSM will fund items, or events, which contribute to the functioning of an organization within the framework of the organization's mission, unless otherwise prohibited by the ASCSM bylaws or other applicable law or policy. Funding shall be rendered in the amounts deemed appropriate and necessary by the ASCSM Budget Committee. The following outlines the Budget Committee operating rules relative to funding specific items:

A. Funding Guidelines:

The following guidelines shall be used for all funded organizations, and to consider if an organization is eligible for funding.

1. Only organizations officially recognized by ASCSM shall be considered for funding.
2. The organization's reported membership must consist solely of students, professors, and alumni of the Colorado School of Mines.
    i. The number of members in the organization shall be determined by dues paying members. Should dues not be collected the membership will be based on actively participating members.
3. The organization must conform to all school policies and procedures as stated in the Student Organization Handbook and the Student Handbook.
4. Organizations which have not previously been eligible for funding, whether newly formed or newly recognized, may apply for a maximum budget request of $100.
5. Any organization, including newly recognized organizations, may apply for further funding as per the following guidelines.
6. All funded organizations must submit brief written reports to the Committee at least ten (10) days prior to the final ASCSM meetings of the Fall and Spring semesters. This report must contain all of the organization's accounting records up to the submission date.
7. For any organization to access their designated funds they must provide a detailed balanced budget for the year before the first month of school has commenced. Any additional funding granted throughout the year will require an additional budget turned into ASCSM.

B. Expenditure Guidelines:

The committee may make recommendations limiting the areas and specific purpose in which funds may be spent. The report from the committee shall be a recommendation and is considered binding after the approval of the Student Council.

1. Any uniforms and/or apparel purchased with ASCSM funds must remain within the organization unless specifically approved by the Committee.
2. Gasoline reimbursements for trips may total no less than $10.
3. Reimbursements will only be given for amounts totaling over $5.
4. Funding will not be given for food at regularly scheduled meetings unless otherwise approved by the Committee.
5. Funding for food may be provided for conferences, tournaments, and multi-day organization activities for no more than $10 per person per day. Exceptions to this rule may be made at the Committee's discretion.
6. No funding for long-distance phone calls shall be provided as such calls may be made from the phones in either the ASCSM office or the Affiliated Groups Office.
7. Any over-expenditures must be immediately reported to the ASCSM Treasurer and resolved before any other purchases may be made.

C. Funding Process

1. All organizations wishing to receive funds must submit a properly completed budget worksheet by the given deadline and no grace period will be granted.
2. The Committee shall review all budgets and make a recommendation to the Student Council.
3. The Student council may then vote either to approve the recommendation or to send it back to the Committee for revision.
4. Should the Student Council pass the proposed budget, the organization shall be funded for the fiscal year as defined by the School and the Committee.
5. The fiscal year for all funded organizations, the period in which they may spend ASCSM funds, shall begin one week prior to the first day of classes and end the Wednesday before finals each semester. (look at with ASCSM bylaws)

6. Requests for out-of-fiscal-year or off-period spending must be submitted in writing to the ASCSM Treasurer at whose discretion exceptions may be made.
    i. Should the request be denied, the organization may appeal the decision to the Student Council or the ASCSM Executive Council.
7. Any additional funding requests may be considered by the Committee and then approved by the Student Council. One half of all additional funds granted must be matched by fundraising on their own. Organizations that are exempt from this policy are: ASCSM,MAC, class offices, GSA.
8. The Committee reserves the right to revoke funding upon suspicion of violating Funding Policies as per Article IV, ASCSM financial rules or procedures, Committee School regulations, or State regulations.