

## **Campus Support Vending Funds Procedures**

Funds generated by the vending commission shall be overseen by the Campus Support Vending Committee (CSVC). The purpose of these funds shall be to support campus events, activities, and programs that directly benefit the CSM student body.

The CSVC shall be comprised of the Vice President, Student Services, the Coordinator of Student Activities (Chair), the Center for Student Life Student Activities Assistant, the District Chief Financial Officer (CFO), the President of the Associated Students, and an additional student appointed by the Coordinator of Student Activities.

The CSVC shall meet at least once per semester to review vending commission income and make allocations to general budget categories. The Center for Student Life and Leadership Development, as the representative of the CSVC, in coordination with the Vice President, Student Services, shall be responsible for approving and distributing individual grants within the budget approved by the CSVC.

Departments or programs requesting a grant shall be subject to the following guidelines:

1. Request for grants must be submitted to the Center for Student Life at least one (1) month in advance of the event, activity, or program date.
2. A request form must be submitted to the Center for Student Life.
3. The Coordinator of Student Activities shall be responsible for reviewing and approving grants up to \$1,500.00. Requests for more than \$1,500.00 shall be reviewed and approved by the Vice President of Student Services in consultation with the Coordinator of Student Activities.
4. All funding requests shall be for one-time events, activities, or programs unless otherwise approved by the CSVC.
5. One-time grants shall not be used to pay for salaries unless approved by the CSVC. This shall not include honorariums.
6. Permanent or ongoing funding requests must be approved by the CSVC.
7. Events and activities funded completely or in part by vending funds must submit a participant event evaluation within one (1) month after the event date or by the end of the semester in which the event takes place, whichever comes first.
8. All advertisements and publicity for events and activities funded completely or in part by vending funds shall include the CSVC as a co-sponsor.
9. Any and all unused funds shall be returned to the CSVC.
10. Approved funds shall be subject to the Center for Student Life Requisition and Reimbursement Policies and Procedures.