

## Campus Life Support for Student Programming (SSP) Fund

### Introduction

The Campus Life Support for Student Programming (SSP) fund, administered by the Office of the Assistant Vice Chancellor for Campus Life, is a supplemental funding source for all registered campus organizations and official student governments. Through multiple funds, SSP funding aims to support all student activities and programs that benefit the campus community.

The Campus Life funding application process provides student groups' access to additional resources to meet program/event needs that are supplemental to funds awarded by student committees. To best assess the outstanding need and allocate funding accordingly, Campus Life requires information on total event cost, confirmed funding and pending funding.

All Campus Life funding applications are now managed through the RCO funding system. Organizations complete the application online, and submissions go to your SOLE advisor for approval. If you have any questions, please ask your SOLE advisor. All funding allocations will be made on a viewpoint-neutral basis.

Due to budget reductions, Campus Life SSP funding is very limited for 2021-22. Expenses related to purchase/repair of equipment, retreats, conference travel, performance fees, decorations, flowers, or gifts to participants may not be funded. Honoraria will only be funded for organizations that meet the intent of the Cultural & Spiritual Student Programming and the LGBT Student Programming funds described below.

### Deadlines

Applications should be submitted at least 2 weeks before the event in order to ensure consideration. Funding is allocated as applications are received, and all applications will be reviewed for funding eligibility. Applications received after the program/event may not be funded. Student Organizations should make every effort to seek funding from all funding opportunities available to them for programs and events. Campus Life SSP funding is meant to supplement existing funding sources and may not be able to support funding applications where no other funding has been pursued.

### Eligibility for All Funds

Only registered campus organizations or official student governments (USAC/GSA) may receive allocations from any Campus Life SSP funds. Student Organizations must demonstrate that they have applied to other Campus funding sources prior to submitting a Campus Life SSP application.

All programs must meet the following criteria in order to be eligible for SSP funding:

- Present a balanced educational perspective
- Provides a direct benefit to UCLA students
- Demonstrate clear goals and thorough planning
- Adhere to University policies, campus regulations, and established procedures
- A significant number of UCLA students must be involved in the planning and/or participation of the program
- At least 70% of total participation should be UCLA community members (students, faculty/staff, or other active BruinCard holders)
- Participation must be open to any interested UCLA student, without an admission fee
- No alcohol may be served at the program
- Program/event must be held on campus (may not apply to all funds)

### Student Programming Supplemental Funds

The Student Programming Supplemental Funds provides gap funding for student organizations that experience a shortfall in funding awarded from other sources. This funding source funds primarily food, transportation, advertising and supplies.

### Campus Facilities Fund

The Campus Facilities Fund specifically offsets facilities costs of an on-campus program/event not covered by other funding sources. This fund does not fund any additional line items. The maximum award from the Campus Facilities Fund is up to \$1,500 per program/event for costs explicitly related to facility rental, with up to an additional \$1,000 available for programs held in Royce Hall. For programs/events in Recreation Venues, please apply to the Recreation Venues Event Fund (REF) described below.

### Lesbian, Gay, Bisexual, Transgender (LGBT) Student Programming Fund

The Lesbian, Gay, Bisexual, Transgender (LGBT) Student Programming Fund supports the LGBT community's programming at UCLA. This fund advocates for the equity and safe spaces of all UCLA students by supporting programs that highlight LGBT student issues and campus inclusion. The LGBT Student Programming Fund may fund all aspects of student programming including, but not limited to, honoraria, facilities, cultural food, parking, advertising, and graphics. Eligible organizations must be co-sponsored by the LGBT Campus Resource Center or by an LGBTQI registered

## Cultural & Spiritual Student Programming Fund

The Cultural and Spiritual Student Programming Fund supports the efforts of registered campus organizations by providing financial resources to programs that strengthen social ties within communities and provide avenues for cultural and spiritual expression. These cultural and spiritual programs promote mutual respect between students, cross-cultural collaboration and the sharing of each student's cultural and spiritual identity and traditions. The Cultural and Spiritual Student Programming Fund may fund all aspects of student programming including, but not limited to, honoraria, facilities, cultural food, parking, advertising, and graphics.

## Social Justice Camps Programming Fund

The Social Justice Camps Programming Fund supports registered campus organizations that organize camps and their summer youth programs that address social issues face by underserved youth communities and allow UCLA student volunteers to give back to their community: UCLA UniCamp, CampMed at UCLA, and Camp Kesem are examples of registered undergraduate student organizations that do such work. These programs challenge UCLA student volunteers to deliver unique outdoor experiences for children from marginalized communities that foster personal growth, build relationships, and teach leadership. This allows both student volunteers and campers to learn that they can reach their full potential, often beyond what they thought possible, and make a positive impact in their community. The funds would be used to support the costs of these student programs, as well as collaborations between the camps and UCLA Recreation.

## Recreation Event Fund (REF)

The Campus Life Office of the Assistant Vice Chancellor administers the allocation of Recreation Venues Event Funding (REF) in support student activities in Recreation spaces. Open to all registered campus organizations and official student governments, REF offsets the direct labor and custodial costs related to the use of Recreation venues by student activities/organizations for practices, performances, programs, meetings and events. Any student organization with an outstanding balance with the Recreation Events Office will not be eligible for REF funding. All funding allocations will be made on a viewpoint-neutral basis.

Recreation spaces include:

- John Wooden Center
- Pauley Pavilion
- Sunset Canyon Recreation Center
- Los Angeles Tennis Center
- Drake Stadium
- Student Activities Center
- Wallis Annenberg Stadium (North Athletic Field)
- Intramural Field
- Marina Aquatic Center

The following additional specific criteria must be met to receive funding from the Recreation Event Fund:

- Provides a direct benefit to UCLA students
- At least 70% of total participation should be UCLA community members (students, faculty/staff, or other active BruinCard holders)
- Participation must be open to any interested UCLA student, without an admission fee
- Must have UCLA Green Event Seal for events/meetings with over 125 attendees or any event with food. Learn more with the [UCLA GREEN EVENTS GUIDE](#). The certification program page is undergoing construction, please refer to the guide and follow the guidelines in the meantime. To display the green event seal on your event communications once you have completed the guidelines contact [sustainability@ucla.edu](mailto:sustainability@ucla.edu).

**Please note:** REF will not cover cancellation fees or other expenses incurred if a student organization fails to cancel their program/event in a Recreation venue within stated timelines (see policy below). Cancellation fees and any incurred expenses are the responsibility of the student organization that reserved the space. Neither REF nor SSP will fund costs associated with the failure to provide timely cancellation notification.

### UCLA Recreation Events Office - Facility Cancellation Policy:

All meetings, small scale banquets, and practices must be cancelled no later than 3 business days prior to the event date. If this deadline is not met, the student organization runs the risk of being responsible for all costs associated with the event and may forfeit any campus funding for these costs.

All larger scale events must be cancelled no later than 10 business days prior to the event date. If this deadline is not met, the student organization will be responsible for all costs associated with orders the venue manager is unable to cancel.

### No Shows:

If a student group does not show up for their program/event and does not cancel per the policy, any expenses incurred by UCLA Recreation Events Office will be the responsibility of the student organization.