

## UHHSA RISO Funding Guidelines

The purpose of this policy is to define the procedures and guidelines for funding RISOs.

\*\*\*In order to apply for UHHSA RISO funds, organizations **must initial and meet** the following criteria:

Eligibility criteria for funding:

1. \_\_\_\_\_ The organization must be a Registered Independent Student Organization (RISO) registered with Campus Center (211).  
<http://www.uhh.hawaii.edu/campuscenter/riso/index.php>
2. \_\_\_\_\_ The RISO must be open to the UH Hilo student body. If the RISO is selective, only events that are open to the entire student body are eligible for funding.  
  
The RISO's Executive chair and/or Treasurer must have completed the RISO FISCAL training.
3. \_\_\_\_\_ Sufficient lead-time is required to process requisitions, so funding proposals must be submitted with reasonable lead-time to complete processing. *Lead-time varies based upon the type of request (ex. entertainment, events, supplies) and can vary between 7-8 weeks in advance to expected time of funding completion. (Please refer to the deadline cheat sheet on page 2.)*

Types of Funding:

- The cumulative funding (not guaranteed) for a group is soft capped at \$1000 per fiscal year. Due to limited resources, groups may receive substantially less than the requested amount. *\*\* A soft cap is a practical but not absolute maximum.*
- Co-sponsorship by UHHSA is another possibility for an event. Questions about co-sponsorship can be directed to the RISO committee co-chairs.

Sub-codes RISOs are eligible to use when requesting UHHSAs funding.

Sub-Code	Description	Notes	Deadlines
3005	Janitorial		7 Weeks
3305	Food		7 Weeks
3400	Other Supplies	Anything that doesn't have a sub-code. Ex: Compostable products	7 Weeks
5705	Rent Motor-Vehicle	Auxillary, off-campus venues also	8 Weeks
7100	Services (non-emp)	Fee set by vendor, Honoraria, Campus Security, HPD	7 Weeks
7222	Protocol Items	Lei, ceremonial items	7 Weeks

**FUNDING POLICY:**

1. \_\_\_\_\_ Funding is only available to RISOs for programs, activities, or events that contribute to UHHSAs mission statement and goals.

**Mission Statement:**

The UHHSAs looks to accurately represent the views of the entire student body. The Senate acts as a liaison between the student body and the college administration through active collaboration with faculty and student organizations. We encourage participation in campus governance and the college community.

**Goal Statement:**

To be credible student leaders that supports a sustainable and educational community.

- Event and group must be open to entire student community.
- Events must comply with University of Hawai'i at Hilo policies and procedures listed on the UHHSAs website and in Registered Independent Student Organization Handbook.

2. \_\_\_\_\_ To encourage RISOs to organize joint events in collaboration, the annual cap for joint organized events may be relaxed on a case-by-case basis.

- Any event with multiple RISOs organizing/running the event must apply together during a single UHHSa meeting.

3. \_\_\_\_\_ Any series of events must be proposed during a single UHHSa meeting.

4. \_\_\_\_\_ Funding is provided via purchase order or p-card directly to a vendor and does not provide payments RISO's/organizations except in the form of honoraria as determined by the UHHSa Senate and FISCAL guidelines.

5. \_\_\_\_\_ Funds will **NOT** be allocated to:

- Activities that directly benefit RISO members and not the UHH community at large.
- Airfare

6. \_\_\_\_\_ If funds are allocated for the event, RISOs must:

- Keep in contact with your advocating senator to complete paperwork (if your bill is passed during an UHHSa voting meeting, it becomes your responsibility to help your advocating Senator).
- Keep in contact with UHHSa RISO committee chair regarding UHHSa volunteer hours for your RISO.
- Feature, on all advertisements, the UHHSa logo and "Sponsored by UHHSa" or "Co-sponsored by UHHSa" as appropriate and must be approved before any printing occurs. The flyer should also be emailed to the RISO Committee Chair so that it can be posted on the UHHSa bulletin board.
- Submit event information to the University's Calender of Events by 6PM the Sunday one week before the event. (Campus email goes out on Mondays).

7. \_\_\_\_\_ RISO/organization are required to help with UHHSA or Service-Corp projects and activities (ex. set-up, clean-up, hospitality or informational booths for an upcoming event such as:

Malama Kanaloa

Oh Hell study week

Ho‘olaule‘a

Join UHHSA \_\_\_\_\_ Committee

Graduation

Peace Day

Earth Fair

Service-Learning (campus center 316)

Ex: Read Across America, Good-Neighbor Day, Make a Difference Day, etc.

Other: \_\_\_\_\_

8. \_\_\_\_\_ RISO/organization agrees to submit a program/project completion report to UHHSA in a timely manner after conclusion of the program/project. The report shall be a brief statement of how funds were used, how many attended the program/project/event, and how UHHSA’s goals were met. This report will be used to present to the student body about the RISO’s/organization’s program/project in an end of semester UHHSA-RISO Funding Symposium.

\*Also, send digital data, photos, and other forms of the presentation to Records Committee Chair, Maleka Cook at [Maleka@hawaii.edu](mailto:Maleka@hawaii.edu)

9. \_\_\_\_\_ RISO understands all recipients of UHHSA funding may be subject to audit.

10. \_\_\_\_\_ RISO acknowledges that UHHSA will rescind funding approval, if the RISO deviates from the UHHSA approved use of funds.

11. \_\_\_\_\_ RISO agrees that if the RISO does not fulfill these requirements or misses the deadline, that the RISO forfeits the funding, if were rewarded.

#### FUNDING FOLLOW-UP:

- If an event is funded, at least one UHHSA representative will be in attendance at the event. The University of Hawaii at Hilo requests that all advertisements acknowledge UHHSA's support of the event. We would also appreciate receiving a copy of any advertising produced for the event, and also require that a follow-up form be submitted before the RISO requests any further funding.

This is to certify that the \_\_\_\_\_ (RISO) has completed the above checklist. Furthermore, we agree to provide additional information, if requested, other than that specified on the request form. We agree to have a representative present to answer any inquiries of the UHHSa senate. Upon senate approval, we understand that the University may require an 7-8 week period before our club can expect payments to be made.

\_\_\_\_\_  
Name of Registered Independent Student Organization

\_\_\_\_\_  
Signature of RISO Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of RISO Advisor

\_\_\_\_\_  
Date

If you have any further questions please contact the RISO Co-Chairs:

Maleka Cook

[Maleka@hawaii.edu](mailto:Maleka@hawaii.edu)

Phone: (808) 974-7500