**ASUH-KCC Student Government**

**REGISTRATION AND GRANT FUNDING DIRECTIONS**

*3-1901 Kaumuali`i Hwy. Lihue, HI 96766-9500 (808) 245-0112 kauai.hawaii.edu*

To comply with Kauai CC Student Services Policy 5-1, all Registered Independent Student Organizations (RISO) groups must register at the beginning of each academic year with the Student Life Office. Clubs seeking grant funding from ASUH-KCC SG must complete guidelines in numbers 7-12.

**To register your RISO group for the current year, complete 1-6.**

1. Sign this form - ASUH-KCC SG Registration and Grant Funding Guidelines.
2. Complete and return Annual Statement of Registration Form.
3. Complete and return Club Advisor’s Commitment Form.
4. Complete and return RISO Club Meeting Request Form.
5. Sign and return Page 1 of the RISO Club Handbook.
6. For new clubs, please apply for an Employer Identification Number (EIN) with the Internal Revenue Service at irs.gov and complete a WH-1 form and return copies to the Student Life Office.

**To register your RISO group & apply for grant funding, complete and comply with 1-15.**

1. Complete the RISO Funding Proposal Form with detailed explanation of the intended use of the funds requested.
2. Include with your grant proposal a list of current members that directly benefit from the activity.
3. Grant funds will no longer be awarded to clubs in the form of a check. Distribution of funds will follow standard University of Hawaii procurement processes.
4. Reimbursements, requisitions and PCards require prior approval by Student Life Coordinator and the Vice Chancellor of Student Affairs or designated authority before any goods/services are received and/or rendered by vendors.
	1. **To apply for reimbursement of club funds used for the purchase of items, the following must be submitted:**
		1. Recorded minutes under new business that state the following: *“The Name of Club has unanimously agreed to seek reimbursement of funds from ASUH-KCC Student Government for items purchased from the club in the amount of \_\_\_\_\_\_\_\_\_\_\_ ($400 maximum) to support the following Name of club activity.” Attached is the itemized purchases from the vendor with applicable shipping and taxes. The motion was made by \_\_\_\_ and seconded by \_\_\_\_. The group voted with \_\_\_\_\_Ayes \_\_\_\_Nays \_\_\_\_\_\_Abstentions”*
		2. Vendor estimate/quote with official name and address, including shipping and applicable taxes.
		3. Flyer or advertisement for activity, event or function.
		4. Sign-in sheet of student attendance.
		5. FMIS Form 136 (For food, leis, gift cards, prizes and honorariums).
		6. FMIS Form 56 (For food only).
		7. Prize giveaway sheet.
		8. Vendor invoice.
		9. Original vendor receipt of purchased item.
	2. **To purchase items through a requisition or PCard, please provide the following:**
		1. Recorded minutes under new business that state the following *“The Name of Club has unanimously agreed to purchase items through a University of Hawaii PCard or requisition from ASUH-KCC Student Government in the amount of \_\_\_\_\_\_\_\_\_\_\_ ($400 maximum) to support the following Name of club activity.” Attached is the vendor quotation with applicable shipping and taxes. The motion was made by \_\_\_\_ and seconded by \_\_\_\_ . The group voted with \_\_\_\_\_Ayes \_\_\_\_Nays \_\_\_\_\_\_Abstentions”*
		2. Vendor estimate/quote with official name and address, including shipping and applicable taxes.
		3. Flyer or advertisement for activity, event or function.
		4. Sign-in sheet of student attendance.
		5. FMIS Form 136 (For food, leis, gift cards, prizes and honorariums).
		6. FMIS Form 56 (For food only).
		7. Prize giveaway sheet.
5. Failure to submit necessary information from 10a or 10b will void grant request.
6. Please turn in all requested forms to Room 210 at the Campus Center.
7. A notice will be sent within 10 business days by email to inform club if grant was accepted and routed to the UH Procurement Office or if application requires additions or changes.
8. Allow **4-6 weeks** for the processing of reimbursements, requisitions and pcards through the University of Hawaii Procurement Office.
9. RICO grant funding amounts are limited per semester and shall be awarded on a first applied, first qualified basis.
	1. Fall grant submittal deadline: **Friday of the last week of November**
	2. Spring grant submittal deadline: **Friday of the last week of April**

**PLEASE ADHERE TO THE FOLLOWING:**

🞎 Grant monies cannot be used for fundraising purposes.

* Grant monies cannot be used to supplement course curriculum-based projects or activities.
* Grant proposals must be reviewed and approved by the club advisor and officers with recorded minutes on file.
* Incomplete grant proposals will not be accepted.
* All RICO advertisements must include “Co-Sponsored by ASUH-KCC Student Government.”
* **All Flyers shall include the following statement:** *“Kaua’i Community College is committed to providing all students with equitable access to its programs and services. For disability accommodations, contact our Disabilities Services at (808) 245-8314 to provide ample time to review and verify requests.”*

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RICO Student President (Please Print and Sign) Date

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RICO Advisor (Please Print and Sign) Date

***Please make a copy for your file and submit original to Campus Center, Rm 210.***

***Revised September 2020***