



UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

Funding and Resources

Resources.

Registered student organizations may have access to various resources of the University, including the ability to use campus space based on availability, and the ability to use the University name and images within the University guidelines.

Funding.

All students are automatically enrolled members of their professional student organizations (which are affiliated with national professional organizations) (Currently: APTA, SOTA, and SSLPA) upon registration. As such, a fee to support these organizations is included in new student tuition and fees. These funds are distributed to each organization at the beginning of each term and managed by the organization's student leaders with guidance from their faculty advisor and Program Director.

Student clubs that successfully apply and are recognized by USAHS do not receive funding in the same manner as professional student organizations. Rather, USAHS allocates funds to the Student Organization Programming Fund to assist these organizations upon request. Funds for these organizations are managed and administered by the Director of Student Life.

Purpose.

The purpose of providing funds to student clubs and organizations is to assist these groups in their efforts to contribute to the USAHS community, the USAHS mission, and/or their profession. These funds are intended to be used to assist, in part, recognized student clubs and organizations with activities, events, conferences, competitions, and special projects.

Process for Requesting Funds.

Recognized student clubs and organizations follow the same process; however, organizations (Currently: APTA, SOTA, and SSLPA) submit requests to their faculty advisor and PD while student clubs submit requests to the Director of Student Life. Clubs and organizations that are requesting funding through the Student Organization Programming Fund will follow the steps listed below to request funding. Recognized student organizations are eligible to receive up to \$200 per semester (fall, summer, and spring) through this fund. USAHS will allocate a maximum of \$250, out of the potential \$600, your organization could receive for promotional items.

Step 1:

- Read over the approved vendors list and restricted items list (see attached) before submitting your application.

Step 2:

- The Student Organization President or Treasurer must complete the Student Club/Organization Funds Request Form, which is located on MyUSA. The completed form is due two weeks prior to the date funds are needed.
Please Note: Requests for reimbursement will not be met. Please do not make purchases without approval.

Step 3:

- You will receive a confirmation of your form submission and may be invited to attend a meeting to discuss your request.
 - Attend meetings and provide additional information (as needed) to justify the need for the amount requested.
 - Expenses that are vital to the success of an event will be given priority.
 - USAHS may be able to fund all or partial monies for your event. The number of students who will benefit from the allocation will be taken into consideration as well as the nature of the event.
- If you are approved, you will receive instructions on how purchases will be made. Generally, USAHS employees will be ordering and paying for the items approved.

Misuse of Funds or Goods.

If a student or student organization/club is found to have misused university funds or goods, they will be subject to disciplinary action under the PMC. Sanctions may be applied to individual students and or to clubs/organizations. University clubs who violate policies may be disbanded or put on probation for a defined period.

Restricted Purchases

Alcoholic Beverages	Hazardous materials (biohazards, radioactive materials, controlled substances, including helium, drugs, alcohol and tobacco) ⁴
Animals (live)	Insurance of any type (does not apply to equipment warranties)
Automotive Fuel	Laptop computers, iPads, or other tablets or PC's
Beauty shops, spas, massage businesses	Leases and/or rentals of storage spaces ²
Car, bus, vehicle, etc. (rentals)	Medical services (doctors, clinics, etc.) ²
Cash advances	Memberships such as those to Costco, Sam's Club, or Amazon Prime
Cellular telephone equipment & services (e.g., iPhone) ²	Parking permits
Charitable donations/contributions/pledges	Payment to a USAHS employee or student for any reason
Computer monitors ³	
Computer office equipment (e.g., printers, fax, copiers, scanner) ³	Personal items (for yourself or others)
Contractual/individual services (or signing the agreement to any terms and conditions)	Professional services (e.g., accounting, architect, engineering, etc.)
Controlled substances-prescription drugs	Postage (excluding shipping e.g., UPS, FedEx)
Decorative items (personal)	Software ³
Desktop computers	Transportation (rental cars, charter buses, taxi, rideshare, etc.)
Fines/late fees/penalties/parking citations	Travel (hotel, food, airfare, car rental, parking, charter buses, etc.)
Furniture (e.g., file cabinets, chairs, desks, etc.) ¹	Utilities (phone, electric, water, gas, cable, etc.)
Gift cards/gift certificates ²	Weapons, ammunition, explosives, fireworks

¹ except with an email of compliance from the Facilities Department

² exceptions may apply

³ except with an email of compliance from IT

⁴ Hazardous chemicals are defined as any chemical with the following information on the label: Explosive, Flammable, Oxidizer, Corrosive, or Poison, and with either a flammability, health, or reactivity designation factor above level one.