



# CS Transpo Fund

## 2024-2025 Guidelines

### I. About

#### A. Undergraduate Student Association Council

1. The Undergraduate Student Association Council (USAC) is composed of fifteen (15) elected undergraduate members. USAC serves as the governing body of the Undergraduate Student Association (USA) membership, which consists of all UCLA undergraduate students.

#### B. Community Service Commission

1. The Community Service Commission (CSC) is one of the fifteen offices of UCLA student government and serves as an umbrella organization for 40 student-run service projects. It engages in service efforts among the campus community, using large-scale service programming, and advocacy & awareness initiatives to engage UCLA students in service.

#### C. CS Transpo Fund Overview

1. The Community Service Transportation Fund (CS Transpo Fund) is a supplemental source of funding for transportation-related costs. This fund can only be used for student-run community service purposes. The CS Transpo Fund aids programs that assist underserved populations with a range of concerns, such as education, poverty, food scarcity, health, education, and beyond. This fund's mission is to help UCLA's service organizations travel to their recipients with less financial strain on transportation.
2. The CS Transpo Committee consists of five undergraduate students in the Community Service Commission (CSC).
  - a) Of the five undergraduate students, one committee member, at minimum, should also be a transfer student. In the event that a transfer student is not available within the CSC, a transfer student from outside of the commission may be consulted on matters related to inclusivity of the transfer student population as it relates to funding community service-related transportation.

### II. CS Transpo Committee Responsibilities

- A. In an effort to ensure full transparency on funded initiatives, the CS Transpo Committee is responsible for compiling the following:
  1. Quarterly transparency reports shall be presented to USAC.
    - a) The reports shall contain a detailed breakdown of allocations, applicants,



- and activities for the quarter.
- 2. In addition to quarterly reports, a year-end evaluation report shall be presented to USAC.
- B. The committee chair shall be responsible for keeping a detailed record of all committee proceedings and decisions.
- C. All committees must uphold the responsibility of disclosing their organizational Affiliations.
  - 1. CS Transpo Committee members are prohibited from evaluating initiatives they have direct involvement in.

### III. Funding Eligibility

#### A. Applicant

##### 1. Individual

- a. Individuals must be a UCLA undergraduate enrolled in at least eight (8) quarter units at the time of application.
- b. Individuals must be in good academic standing with a 2.0 or greater GPA and not on academic probation.
  - i. Exempt from this GPA and academic probation requirement shall be transfer students who have not yet established a UCLA GPA.

##### 2. Student Organization

- a. The student organization must be a UCLA registered campus organization (RCO) with three (3) signatories and an anti-discrimination form on file with the Student Organization, Leadership & Engagement (SOLE) office.
- b. The student organization must have a component that serves the community. The recipients of our definition of service includes, but is not limited to:
  - i. UCLA students
  - ii. Non-UCLA students
  - iii. Community College students considering transferring to UCLA
  - iv. Non-human recipients, including but not limited to:
    - 1. Environment
    - 2. Animals

#### B. Deadlines

- 1. The CS Transpo Application will open twice quarterly. The below deadlines shall correspond to the quarters within the 2024 to 2025 academic year.

| Quarter   | Funding Period | Application Open | Application Close |
|-----------|----------------|------------------|-------------------|
| Fall 2024 | Week 1-5       | Monday, Week 1   | Friday, Week 3    |
|           | Week 6-10      | Monday, Week 4   | Friday, Week 6    |



| Quarter     | Funding Period | Application Open                | Application Close |
|-------------|----------------|---------------------------------|-------------------|
| Winter 2025 | Week 1-5       | Monday, Fall 2024 Finals Week   | Friday of Week 3  |
|             | Week 6-10      | Monday, Week 4                  | Friday of Week 6  |
| Spring 2025 | Week 1-5       | Monday, Winter 2025 Finals Week | Friday of Week 3  |
|             | Week 6-10      | Monday, Week 4                  | Friday of Week 6  |

C. Funding Eligibility & Rules

1. Funds may not be used for extraneous expenditures.
2. Funding may be forfeited if application requirements are incomplete.
3. If you receive money from other sources, your total funding cannot exceed your expenses.
4. The Community Service Commissioner AND the CS Transpo Committee may modify these rules with the consent approval of the Undergraduate Student Association Council (USAC).
5. Use of electronic payment sources (Venmo, Zelle, Cash App, etc.) is not allowed and will not be accepted as documentation by Student Government Accounting. Students that use these forms of payment will not be reimbursed.

D. Funding Line Items: Each application will be considered for the maximum funds, up to a maximum of \$4,250 per quarter (including Tier I and Tier II line items).

i. Application Tiers

1. The CS Transpo Fund has six line items separated into two tiers. Priority will be given to Tier I Line Items over Tier II Line Items. Within each tier, please rank line items by order of preferred funding, 1 being the most preferred and 6 being the least. Supplemental documentation is required for all line items, including but not limited to date of event, agenda, quotes, and estimates.
  - a. Applicants can prioritize which line items the organization wishes the CS Transpo committee to prioritize with numbers (1-6).
  - b. Once all Tier I line items have been considered, the CS Transpo committee will then assess and choose to fund Tier II line items. Applicants can prioritize which line items the organization wishes the CS Transpo committee to prioritize with numbers (1-6).

ii. Tier I Line Items:

1. CPO Vans
2. Bruin Car

iii. Tier II Line Items:

1. Uber (rideshare)
2. Gas (for Student Drivers)
3. Public transportation



4. Rental Cars (only if Bruin Car is not available)
5. Flights (for community service abroad, domestically/internationally)
6. Other

#### **IV. Application Requirements**

##### **A. Basic Requirements**

1. All student groups and/or individuals must submit supporting documentation with their application where appropriate, including, but not limited to:
  - a) The necessary budget breakdown & estimates/costs that you are requesting only from the CSC Transportation Fund.
  - b) A detailed breakdown of all funds you have received/applied for/expecting from all other sources of funding (if the program has occurred before, please provide past final cost)
2. Any necessary supporting documentation outlined by the CS Transpo committee in the CS Transpo guidelines must be submitted with your application. If the committee requests further documentation, the organization must submit the additional documentation within 72 hours of the CS Transpo committee request.
3. Applications that meet the defined prerequisites will be approved on a first-come, first-served basis, beginning when the application period opens until the quarterly budget allocation has been exhausted.
4. Each application will be considered for the maximum funds.
5. Funds will only be appropriated and disbursed if an application is approved by the CS Transpo Committee.

#### **V. Awarding, Accessing Funds, & Post-Allocation Requirements**

##### **A. Awarding**

1. Following the application review, the CS Transpo committee will email the allocated amount and further instructions on reimbursement.
2. In applying for this grant, the applicant agrees to hand over necessary reimbursement paperwork to the CS Transpo committee.
3. If there are excess funds at the end of year, they will be rolled back into CS Transpo funds.
4. All allocations will be made without regards to viewpoint and shall solely be based upon viewpoint-neutral criteria.

##### **B. Accessing Funds**

1. After funds are awarded, projects must submit requisition forms to the CS Transpo Chair to be signed.
2. For cash advances, original receipts must be turned into Student Government Accounting (SGA) within two weeks of picking up checks.



3. In order to be reimbursed, we require that you provide original receipts for all expenses. Failure to do so may result in penalized funds, including, and up to full forfeiture of allocated funds.

C. Post-Allocation Requirements

1. All applicants must fill out a post-allocation survey due the last day of the quarter.
2. Failure to do so will result in a penalty against the applicant's future eligibility to receive fully requested funds. Determination of this penalty is entirely within the discretion of the CSC Finance Directors.