

## Campus Sustainability Council

### Agreements for All Funded Student Organizations

- Clear student organizations guidelines/constitutions:
  - ✓ Mission statement of student org.
  - ✓ Membership structure (Location and times)
  - ✓ Decision making process
  - ✓ Agendas and minutes
  - ✓ Fiscal accountability
  - ✓ Staff/Faculty support or advising structure
  - ✓ Follow all University Processes and Policies
  
- All funds received from CSC must be maintained in the original fund code as required by internal audit (**CSC funds are to be kept in a 20361 fund**)
  
- Your organization will accredit CSC as the funding source from which you acquired the awarded funds at all applicable events
  
- Be available for an evaluation during the Spring quarter upon the request of the current council during which your fiscal year occurs (i.e. Evaluation Presentation)
  
- All expenses must be under a single activity code (per your staff fiscal manager), for council. Purchase processes and timelines associated must be reviewed prior to spending. **Any requests or changes to your budget must be submitted to [csc@ucsc.edu](mailto:csc@ucsc.edu) for approval.**
  
- The staff fiscal manager will supply a copy of the business objects or INFOview ledgers along with an itemized budget sheet for council evaluation at the end of the grant.
  
- Rollback dates: All funds will roll back at the end of the grant. Please complete all expenditures by June 10<sup>th</sup> for clear accounting. (all expenditures should be completed prior to this date, so they show up on the end of year ledgers). If your grant continues into the next fiscal year, the remaining funds will be available after fiscal year close. Any questions, please contact [csc@ucsc.edu](mailto:csc@ucsc.edu).
  
- If student hires are approved for funding by the Campus Sustainability Council:
  - Payment of students must follow all HR policies, including posting of the position for a min. of 2 weeks and hiring through the UCSC Career Center system (ER)
  - Student must be hired through a fair hire process (posting, application, interview)
  - Clear outcomes for work documented through monthly reports and clear evaluations.
  - Students must not work prior to completing the hiring process at the Career Center (no retroactive pay)
  
- Expenses incurred prior to receiving the grant award letter may not be reimbursed