**Rules and Regulations for Service Club Additional Funding from the Center for Social Concern**

\*Note that when additional funding is given to a service club, funding does not mean co-sponsorship. Thus, the service club assumes risk and responsibility for liabilities and insurance.

**The following are stipulations for requesting mini grant from CSC:**

* The service club must be registered with the office of Kennedy Union and Student Life and have at least ten **(10)** active members.
* The president or an assigned representative must be in attendance at ALL monthly service club presidents’ meetings (exceptions: cases of emergency or contacting coordinator of community outreach *in advance* about an acceptable reason for absence).
* A service club will not receive more than **$600.00** in mini grants from CSC in a single fiscal year (July 1st to June 30th).
* The service club agrees to submit, by the end of the semester for a funded one-time activity or by the end of the academic year for an on-going activity, an activity expense report and an activity evaluation.. You will need to submit an expense report and activity evaluation for EACH activity funded.
* No money will be given for an event before final approval.

**The following criteria shall be considered in determining funding:**

* The thoroughness of your responses in the application
* Number of students and other people benefited by program/activity (both club members and non-members)
* Previous use of CSC funds (both usual $100.00 stipends and migrant funds)
* Meeting all of the eligibility requirements and the above stipulations
* Funding from other sources
* Efforts by the service club to generate some of their own funds and to ask for funds from other entities (academic departments, national chapters, etc.)
* Efforts by service club to provide services for UD students (workshops, campus speakers, awareness events)
* Regular service/advocacy activities and events
* How well the requested funds will advance the mission of the club and of UD

**The following expenses are not eligible for mini grant from CSC:**

* Activities that discriminate on the basis of race, religion, gender, and/or sexual orientation
* Activities supporting one particular political party
* Club meetings and club social activities
* Philanthropic donations; salaries or wages; scholarships or cash awards; gifts; communication services
* Activities that involve alcohol
* Activities that pose a substantial risk of death or serious injury
* Any item deemed excessive, not fully justified, and/or in conflict with the mission and traditions of UD or the goals of the service club
* Capital goods (goods used to produce other goods to be sold)
* T-shirts or other such consumer items to be sold
* Funds to cover fundraising expenses for operating/social expenses of club (OK if fundraising for a specific cause)
* Programs/events/speakers that have been funded in the past and have not been improved upon

**The following criteria shall be considered if the mini grant is requested for traveling to a conference:**

* The service club demonstrates a clear need for funds.
* The conference will provide information that will benefit the service club *and* the University of Dayton.
* The service club members attending the conference agree to use some aspect of the conference for programs of the club.
* There is a detailed and clear budget of expenses.
* Not all funding being provided by club funds.