CRFB Mission Statement

To excel as a leader in implementing funding philosophy in order to benefit undergraduate students residing in University Housing through the ethical and impartial distribution of funds for associated organizations and programs that will maximize the resident experience.

2012-2013 Meeting Dates

- **Fall 2012**
  - September 10th
  - September 24th
  - October 8th
  - October 22nd
  - November 5th
  - November 26th
  - December 3rd

- **Spring 2013**
  - January 21st
  - February 4th
  - February 18th
  - March 4th
  - March 25th
  - April 8th
  - April 22nd
1.0 General Requests

1. All proposed programs, services, and activities should be directed primarily toward the University Housing undergraduate student community because CRFB funds are derived from fees and fundraising efforts achieved primarily from University Housing undergraduate participation.

2. The CRFB will consider the number of residence hall students that will benefit from the program, and the proportion of funds requested to the number of students attending to determine if a request is an appropriate use of funds.

3. The program must benefit residence hall students in significant proportion to non-residence hall students.

4. Upon reviewing funding requests/proposals, CRFB will consider previous requests submitted by the individual and/or organization.

5. The CRFB may or may not fund the total cost for admission fees, tickets, performers, equipment purchases, and travel. The CRFB will fund up to 50% of individual travel expenses that include the following, but not limited to conferences, overnight trips, etc.

6. The CRFB may fund the total cost of food, but will take into consideration if food is integral to the program or success of the program. (Please provide a breakdown of food costs when not integral to the program)

7. The ethical implications in funding requests will be considered via the following questions:
   - Is the program an ethical expenditure of student funds?
   - Are the expenditures reasonable and a good use of student funds?
   - Have all resource options been explored? (e.g., does the hall have a supply of cups and plates already, or do they have games but need a few new ones, etc.)

8. The CRFB considers the funding from other sources, and the hall/area/group budget balance to determine if the request is a good use of student funds and a reflection of CRFB funding philosophy.
1. General Requests (Continued)

9. Please provide the CRFB a budget breakdown of expenses.
10. Requests must reflect the total cost/expenses and income for the program/event not just what is being requested from CRFB.
11. All programs/events that charge fees and/or raises funds will be required to reimburse CRFB for their (CRFB) contribution once expenses have been paid.
12. CRFB processes transfers at the end of each semester.
13. If CRFB determines that current supplies/equipment is available through Housing resources, funding for such items will not be approved.
14. Rules for groups requesting to come in and present their request. Individuals or groups requesting to come in must email CRFB by 5pm the Wednesday before a CRFB meeting. Each group/requester will be allowed up to 5 minutes for presentation and up to 5 minutes for CRFB Q&A.
15. CRFB reserves the right to request that a group/individual who is requesting funds come in and meet with CRFB.
16. Events taking place within the university residence halls and provide a direct benefit to residents will be given priority consideration.
17. Events taking place outside of the residence hall will be considered but the impact on the University Housing undergraduate residents will be taken into consideration.
18. Requests exceeding $1,000 must be submitted at least 4 weeks prior to an event, excluding holidays and breaks.
19. All electronic items purchased with CRFB funds must be stored within University Housing facilities.
20. Expenditures and/or purchases not consistent with University Housing, University of Illinois, and the state of Illinois policies and procedures will not be funded.
2.0 Trip Requests

1. CRFB will consider funding educational, performance, and service travel as defined below. Certain restrictions may be placed on items eligible for funding.
   - Educational – Event for which the primary purpose is for students to gain knowledge or insight that will enhance the out-of-class experience such as a conference, field trip, or other cultural experience.
   - Performance – Event for which the primary purpose is for students to demonstrate skills or abilities for an audience in an informative or entertaining manner.
   - Service – Event for which the primary purpose is for students to volunteer assistance where the primary beneficiary is a community in need and apply knowledge and skills obtained from the experience.
   - Strictly social events may not be funded.
   - Trips will be considered on a case by case basis. Factors to be considered include:
     - Type of transportation
     - Personal contribution
     - Distance
     - Purpose of the trip
     - Other trips from the same academic year

2. Funding for conferences, retreats must be submitted on an individual basis

3. Funding requests for a trip must include a list of previous trips attended by group during the academic year (including amount spent on each trip).

4. Each funding request is expected to demonstrate efforts to share expenses for funded programs, services and activities through its own resources and or collaboration

5. Requests that include travel off campus must complete the Travel Planner form.
3.0 Budget Requests

1. Groups that have been approved a budget, but fail to submit an end-of-year budget by the final submission deadline, are ineligible for funding in next academic year.

2. In reviewing budget requests, CRFB may utilize the groups previous budget request and reports in making their decision.

3. End-of-year budgets may contain programs scheduled to occur after the final submission deadline as long as they include itemized expected expenditures.

4. The CRFB will consider a student group’s current budget balance when reviewing new budget requests.

5. University Housing Sponsored organizations may request a budget to meet the groups organizational needs. The maximum amount that can be requested is as follows:
   - University Housing Central Groups: $5,000
   - University Housing Hall Based Groups: $1,000
   - University Housing Area Based Groups: $2,000

6. Only the primary Hall, Area, or Central groups may carry over an amount/balance not to exceed $1000 to the next academic year. This includes funds earmarked for programs taking place in the following academic year.

7. University housing groups that receive a budget from the CRFB must demonstrate they have been active by utilizing at least 25 percent of their budgets.

8. Groups that have not been active for six months straight may have their eligibility to receive the CRFB funding/budget revoked for the following year.

9. CRFB recognizes that it may not provide the full amount requested, therefore groups may utilize the funds towards any item submitted as part of their budget request unless specifically indicated by CRFB.
4.0 Post Audit

1. Post Audits must include the total cost/expenses and income for the program/event not just the amount being requested as a reimbursement.
2. Post Audit is complete when all receipts and when the online budget report have been submitted.
3. Post Audits are not complete until the electronic post audit is submitted and copies of the receipts are received by CRFB. Sending receipts to the Residential Life Account Tech is separate from sending receipts to CRFB.
4. Post-Audits must explain any discrepancies between the expenses listed in original funding request and the expenses listed in the final budget report.
5. All supporting documentation must be submitted together at the same time; CRFB will base their funding transfer off of the first supporting documents (receipts, vouchers, contracts, etc.) that are submitted.

5.0 Deadlines

1. Requests are due to CRFB by 5pm on the Wednesday preceding the scheduled CRFB Meeting.
2. CRFB may delay a request based on the need for further information regarding the request. It is suggested that requests be submitted 4-6 weeks in advance of an event to account for such delays.
3. Individuals/organizations are notified of the status of their requests on the Wednesday following the CRFB meeting in which it was reviewed.
4. Any group or individual that has a post audit outstanding for more than 14 days from the final date of the event will not be eligible for additional funding until the outstanding post audit and supporting documentation has been submitted.
5. Any one-time program post audit that is outstanding for more than 30 days may be denied funding.
6. The CRFB may delay requests received from individuals, halls and/or Areas that has an outstanding post audit that is not complete.
7. CRFB Processes transfers of funds at the end of each semester.
6.0 CRFB Will NOT

1. Consider requests for programs less than $100.
2. Fund programs that have already taken place.
3. Fund: Clothing, prizes or gifts, baby or wedding showers, bachelor or bachelorette parties, events involving alcohol, establishments that serve alcohol or the glorification of alcohol, events that are proselytizing or evangelical in nature, wages or salaries, anything that is not inclusive or is an act of bigotry or racism, and any violation of state law, university housing, or campus policy.
4. Fund more than 50 percent of total cost for programs designed to raise money for philanthropy.
5. Fund for food related utensils such as, but not limited to: forks, knives, spoons, plates, cups, napkins, etc.

7.0 CRFB Operations

1. CRFB Board is made up of 9-12 Student Members from the Undergraduate Halls
   - Board member must reside in the undergraduate halls at the time of appointment
   - No more than one board member may be a paraprofessional staff member
   - 1 board member from leadership coalition
   - 3 members from Champaign halls
   - 3 members from Urbana halls
   - 1-4 at large members
2. Quorum will be either 6 board members or 2/3 of current board members, whichever is greater.

Any questions regarding the CRFB guiding document can be emailed to: crfb@housing.illinois.edu