



CRFB GUIDING DOCUMENT

LAST UPDATED JANUARY 2021

MISSION STATEMENT

To develop student leaders prepared to offer impartial review in determining the ethical distribution of funding resources for any student, or associated organization, within University Housing that requests additional funding support for activities and programs that align with Illinois Residential Experience outcomes of academic success, personal growth, community engagement, and social justice exploration efforts in order to maximize the residential experience.

VISION STATEMENT

Provide resources and learning in support of community.

FUNDING CRITERIA

General Requests

1. The program must benefit residence hall students in a significant proportion to non-residence hall students. The CRFB will consider the benefits for residence hall students, the promotion of campus activities and the proportion of funds requested to the participation of students to determine if a request is an appropriate use of funds.
2. Current University Housing staff, residents or individuals representing an affiliated University Housing sponsored student organization are eligible to request funding from CRFB.
3. Upon reviewing funding requests/proposals, CRFB will consider previous requests submitted by the individual and/or organization to determine that funds are being distributed appropriately and effectively amongst all active organizations.
4. The CRFB may fund the total cost of food based off if the expense promotes engagement or incentivizes attendance from residence hall students.
5. The ethical implications in funding requests will be considered via the following questions:
 - a. Does the expenditure support an inclusive and just event/program for all students?
 - b. Are the expenditures reasonable and a good use of funds based off of the CRFB's mission and Illinois Residential Experience outcomes?
6. When reviewing funding, the CRFB will consider available funding from other sources, including hall/area/group budget, to ensure organizations are accessing and utilizing all available resources for the execution of events/programs.
7. Requests must reflect the total cost/expenses and income for the entire program/event, not solely the amount being requested from the CRFB.

8. Any program/event that charges fees and/or raises funds not approved by CRFB will be required to reimburse the total amount of the CRFB contribution to CRFB once expenses have been paid.
9. Request exceeding \$1,000 are recommended to be submitted at least 4 weeks prior to event date to ensure timely distribution of funding.
10. All equipment purchases with CRFB funds must be stored within a University Housing facility.
11. Expenditures and/or purchases not consistent with University Housing, University of Illinois, and the State of Illinois policies and procedures will not be funded.
12. The CRFB may provide funding for programs occurring over the summer. Requests are determined on a case-by-case basis.
13. Each funding request is expected to demonstrate efforts to share expenses for funded programs, services and activities through its own resources and/or collaboration.

Trip Requests

1. CRFB will consider funding for educational, performance and service travel as defined below. Certain restrictions may be placed on items eligible for funding.
 - a. 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.
 - b. Performance – Event for which the primary purpose is for students to demonstrate skills or abilities for an audience in an informative or entertaining manner
 - c. Service – Event for which the primary purpose is for student to volunteer assistance where the primary beneficiary is a community in need and apply knowledge and skills obtained from experience.
 - d. Strictly social travel events will be evaluated according to their capacity for promoting community building outside the residence halls.
 - e. Trips will be considered on a case-by case basis. Factors to be considered include but not limited to:
 - i. Purpose or learning outcome of trip
 - ii. Type of transportation required to reach destination
 - iii. Selection of the most economical method of travel
 - iv. Personal contribution of each student(s) or group(s)
 - v. Distance of trip
 - vi. Other trips within the same academic year

- vii. Possibility of multiple halls, organizations, students combining trips to the same location
2. Funding request for a trip must include a list of any previous trips attended by group during the academic year and amount spent on each to ensure that CRFB funds are distributed evenly and appropriately for all requests.
3. The CRFB may only fund up to 50% of transportation expenses (e.g., busses, flights,) for travel requests. Other travel expenses (e.g., conference fees, overnight trips) may be funded up to the total funding request amount.
4. Student(s) must be chaperoned by a University Housing staff member or designee. Finding a chaperone(s) is the planning responsibility of the hall/organization. The total cost of travel to accommodate chaperone(s) should be factored into the funding request by the respective hall/organization.

Presenting Funding Requests

1. Rules for group(s) or individual(s) requesting to present their proposal at CRFB meeting.
 - a. Individual(s) or group(s) wanting to present a request must email CRFB by 5pm the Thursday before the meeting dates listed on the CRFB website.
 - b. Each group(s)/individual(s) will be allowed up to 5 minutes for presentations and followed by up to 5 minutes of Q&A from CRFB members.
2. CRFB reserves the right to request that any group/individual requesting funds meet with CRFB and present request to members.

PROCEDURES

1. Groups that have been approved a budget but fail to submit an End-of-Year Budget by the final submission deadline can face consequences.
2. In reviewing budget requests, CRFB may utilize the group's current balance as well as previous budget requests, reports and audits presented in their EOY while making their decisions.
3. End-of-year budgets may contain events scheduled to occur after the final submission deadline as long as they include itemized expected expenditures
 - a. Purchases made after an organization/group has submitted their end of year expense/budget report will be taken out of the group's carry-over amount in the next fiscal year.
4. University Housing sponsored organizations may request an initial budget at the start of the year to meet the group's organizational needs. The maximum amount that can be requested is as follows:

- a. *University Housing Central Groups:* \$5,000
 - b. *University Housing Hall-Based Groups:* \$1,000
 - c. *University Housing Area-Based Groups:* \$2,000
5. Only the primary Central, Hall or Area 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.
 6. University hall groups that receive budget from the CRFB must demonstrate they have been active by utilizing at least 25 percent of their budget by the submission deadline at the end of May.
 7. Groups that have not been active for more than a year may have their eligibility to receive the CRFB funding/budget reduced for the following year.
 8. 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.
 9. Groups may only request a budget after they have been in existence for 1-full year.
 10. The CRFB may request any organization to attend any one of the CRFB training sessions throughout the academic year. Three training sessions are offered during the fall semester and two sessions during the spring semester.
 11. Must provide the CRFB an itemized budget breakdown of expenses.
 12. CRFB logo must be included on all advertisements and social media posts for any event/programs provided with funding.

POST AUDITS

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 Audits are not complete until the electronic post audit is submitted, and copies of all receipts are received by CRFB.
3. Post Audits must explain any discrepancies between the expenses listed in original funding request and the expenses listed in the final budget report.
4. 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.

DEADLINES

1. Requests are due to CRFB by 5pm on the Thursday 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. Individual(s)/organization(s) are notified of the status of their requests on the Thursday 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. If a one-time post-audit isn't received within 30 days, CRFB funding may be denied and organization may be responsible for costs.
6. CRFB processes transfers of funds at the end of each month.

CRFB WILL NOT

1. Consider funding request for programs less than \$100 as student groups/halls are granted an annual group budget that can accommodate such costs.
2. Consider funding requests submitted after an event or program has already taken place.
3. Fund: prizes or gifts, events involving alcohol, any event that is not inclusive/open to all or that is an act of bigotry or hate which is counter to the values of the University of Illinois.
4. Provide funding for requests where individuals will receive academic credit (e.g., Study Abroad).

CRFB OPERATIONS

1. CRFB Board is made up of 8-12 Student Members from the University Housing Residence Halls.
 - a. Board member must reside in the residence halls at the time of appointment
 - b. No more than two board member may be a paraprofessional staff member
 - c. Recommended 3 members from Champaign halls
 - d. Recommended 3 members from Urbana halls
2. Quorum will be either 6 board members or 2/3 of current board members, whichever is greater.
3. CRFB will hold a meeting as long as there are one or more requests.
4. Membership Expectations:
 - a. Attendance: A member can miss up to two meetings, excused or unexcused. After a member misses two meetings, their membership will be subject to review by the board, potentially resulting in probationary terms or removal from the board.