

Funding Allocation Process

Revelle College Council

Financial Goal of Revelle College Council:

Revelle College Council shall allocate its funds to Revelle College organizations and to projects that benefit the Revelle College Community in a fair and unbiased manner.

Weekly Funding Process Guidelines:

1. Follow the Google Sheets spreadsheet instructions to create a new tab for your budget on the master spreadsheet. Label it according to your organization and the term. For Revelle organizations, use the Revelle Groups template. For any other funding requests, use the Outside Groups Allocation request form found here:
[+ Outside Groups 2022-23 // Funding Allocation Requests](#)
2. Once you've created your budget on the proper Google Sheets tab, email the Vice President- Finance at rccfinance@ucsd.edu by noon the day before Finance Committee meetings to let them know you'll be attending the meeting.
3. A representative from your organization must be present at the Finance Committee meeting. Be prepared to answer any questions Finance Committee has. Finance Committee will review the budgets and vote on budget progression to RCC.
4. Once your budget passes through Finance Committee, RCC will vote the same week to approve your budget. It is encouraged, but not required that a representative from your organization attends the RCC meeting.
5. The Vice President- Finance will inform you about the budget decision within 24 hours of RCC meeting.
6. The event must take place within 7 days of the proposed event date unless approval from Finance Committee is granted.
7. The post-event report must be submitted electronically within 7 days after the event to the Vice President- Finance at rccfinance@ucsd.edu. Leftover money cannot be used for another event.

Finance Committee meeting times vary each quarter depending on the Committee's availability. Current meeting times can be found on the RCC website or by emailing the Vice President- Finance at rccfinance@ucsd.edu

Questions to consider when making a budget

- Does attendance match the food/items purchased?
- Are any of the items available in the Leadership Space?
- Are the items being purchased from the most cost-effective place?
- How do you plan to advertise and reach out to Revelle students?
- What is the goal of your event? What are you hoping to accomplish?

Line Items:

The following line items are specifically allocated to certain events or organizations. Use of these funds, with the exception of the President's Discretionary Fund, must be reviewed by Finance Committee and passed by RCC with a majority vote.

- President's Discretionary Fund: \$2,500
- RCC Operating Budget: \$100
- 10th Week Event: \$3000/quarter
- RCC Retreat: \$1,500
- Revelle Spirit Week: \$7,000
- Revelle Welcome Week Committee: \$12,500
- ELP: \$7,500
- Revellution: \$30,000
- Watermelon Drop: \$4,000
- RCC Involvement Fairs: \$5,000
- J-Board: \$1,000
- Graduation Committee: \$15,000
- Muir Musical: \$500

