

# 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, ethical, and sustainable manner.

### Weekly Funding Process Guideline

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:  
[+ Revelle Groups 2024-25 // Funding Allocation Requests](#)  
For groups outside of Revelle, use the Outside Groups Allocation template:  
[+ Outside Groups 2024-25 // Funding Allocation Requests](#)
2. Once you've completed the sheet to the best of your ability, email the Vice President Finance at [rccfinance@ucsd.edu](mailto:rccfinance@ucsd.edu) with your name, group name, budget title, and what funds you are looking to access (this is if your group has a line item from which you are requesting from) by noon Tuesday to be added to that week's agenda. The Vice President Finance will then email you back with the next steps.
3. A representative from your organization must be present at the Finance Committee meeting (Tuesday on zoom at 8pm), please notify the Vice President of Finance of this representative's name. The representative will receive a few minutes to speak on the budget and Committee will have the opportunity to ask questions. They will be asked to leave before the budget is put into a vote. The Vice President of Finance will email you before the end of the day as to whether or not the budget will proceed to Council.
4. If your budget passes to council, be ready to send a representative from your organization to that week's council meeting. Council meets Thursdays at 5pm in the Formal Lounge. The representative will receive a few minutes to speak on the budget. Council will then have the opportunity to ask any questions and then go into a vote.
5. After Council, the Vice President Finance will formally reach out to you via email with Council's decision which will include whether or not the request was approved and for how much.
6. Upon using the funds, you must go back into your budget sheet on the Funding Allocation Request google form and update the TOTAL ACTUAL EXPENSES section.
7. The event must then take place within 7 days of the proposed event date unless approval from Finance Committee is granted.
8. The [post-event form](#) summarizing your event must be submitted within 7 days after the event. Failure to do so may deter the committee from seeing any of your future budgets. It is important that you can track attendance at your event to be able to complete this form.

### **Questions to consider when putting together 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?

Did you consider sustainable options?

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: \$2,000
- RCC Operating Budget: \$100
- 10th Week Event: \$2,500/quarter
- RCC Retreat: \$800
- Revelle Spirit Week: \$4,000
- Revelle Welcome Week Committee: \$10,000
- ELP: \$1,500
- Revellution: \$40,000
- Watermelon Drop: \$1,500
- RCC Involvement Fairs: \$5,000
- J-Board: \$500
- Graduation Committee: \$11,000
- Muir Musical: \$200

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**For any questions or concerns, email [rccfinance@ucsd.edu](mailto:rccfinance@ucsd.edu)**

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