

SUPPORT GROUP OPERATIONS Application Checklist

Please use this checklist to assist you in organizing the necessary documentation for submission with your New Application for support group recognition or submission for Abridged/Renewal Applications.

Section numbers at end of each statement refer to the University of California's *Administrative Guidelines for Support Groups* dated February 12, 2004.

Please submit these General Requirements for Official Recognition (may be submitted electronically or hardcopy).

1. A current list of officers, members of the Board of Directors (if any), and the principal contact person for the organization. (II.B.1.)
2. Current bylaws or other governing documents such as constitution or articles of incorporation, (If you are a renewing group, only include if there have been changes or amendments).
3. A signed statement by the officers/administrators of the organization that the board of directors has read and formally voted to comply with the Policy and Guidelines. (II.B.4.)
Please include Meeting Minutes indicating this vote was taken.
4. A statement that the Dean or Department Chair whose unit benefits from the organization's support endorses the application. (*In recognition of their continuing contributions to the "Department". I endorse the "Name of Support Group" application for official support group status*)
5. A list of planned activities for the application/renewal year, including fundraising and membership drives, and an explanation of how the organization will financially support these activities. (II.B.5.)
6. Does the Organization charge membership dues? If yes, please submit a sample of the membership solicitation.
7. Does the Organization solicit for an annual gift/donation? If yes, please submit a sample of the gift/donation solicitation.

Requirements for Governing Documents

☐ *For new groups, the following statements should appear in the bylaws or governing documents:
(For renewal groups please amend your governing documents to include:)*

8. A statement of the organization's purpose and goals and/or enabling documents (i.e. bylaws, constitution, articles of incorporation, or other governing documents).
9. The Chancellor (or designee) and the head of the sponsoring department(s) shall be ex-officio voting members of the organization's board and any committee empowered to act on behalf of the governing body.. (III.A.1.)
10. In the event of dissolution, or if the group becomes a non-recognized organization, any external assets shall be transferred within three months to the Regents or to the Campus Foundation, as designated by the Chancellor. (III.A.2.)

11. The UC President (or designee, including the University Auditor and the Director of Financial Controls and Accountability) and the UCSD Chancellor (or designee and/or campus Internal Audit) are authorized to receive information, records, and photocopies of transactions relating to the account(s) as may be necessary from any financial institution with which the organization maintains accounts. (III.A.3.)
12. In compliance with the policy of the University of California, the organization does not discriminate on the basis of race, color, national origin, religion, sex, sexual preference, handicap, age, or marital status. This nondiscrimination policy covers membership selection, activities, policies and practices of the organization.
13. A Conflict of Interest Statement. "In compliance with the University's Conflict of Interest Code, trustees, directors, officers, staff members and volunteers of the (*name of organization*) shall disqualify themselves from making, participating in making, or in any way attempting to use their official positions to influence a decision in which they have or would have a financial interest. Business transactions involving (*name of organization*) and the personal or business affairs of any trustee, director, officer, staff member or volunteer shall be approved in advance by formal action of the (*name of governing body*)". (IV.A.11.)
14. Any financial commitments or disbursement expenditures of \$1000 or over must bear the signatures of two (2) persons designated by the governing board.

Financial Requirements for Groups with External Assets Only:

15. Written Authorization from Chancellor for external bank accounts(s). (II.B.6.)
16. List of all accounts with name and address of financial institution, account name(s) and number(s), and associated taxpayer identification number(s). (II.B.6.)
17. Copies of monthly bank statements for previous fiscal year from all bank accounts. (II.B.9.)
18. Liability insurance in an amount appropriate to the organization's activities. (III.C.2.) Include copy of current insurance.
19. A copy of the organization's most recent IRS Form 990 and annual financial statements. (II.B.6.)
20. If Support Group revenues are between \$200,000 and \$1,000,000, group must contract with an independent accounting firm to conduct an annual review of their financial statements within 180 days of the end of the fiscal year?(V.B.) Please provide a copy of the independent review.
21. If Support Group revenues are over \$1,000,000, group must contract with an independent accounting firm to conduct independent audit. Please provide a copy of the independent audit.