

# UC SANTA BARBARA POLICY AND PROCEDURE

## Support Groups

Contact: Institutional Advancement, Community Relations

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## SUPPORT GROUPS

### I. DEFINITIONS

A UCSB support group is an organized group of 25 or more community members that, having been officially recognized by the chancellor, volunteers assistance in fundraising, public outreach and other activities in support of UCSB's mission, in accordance with University policies and guidelines.

Also see [UC Administrative Guidelines for Support Groups](#), Section I.

### II. POLICY

A support group must be officially recognized by the chancellor in order to conduct activities in support of the University's mission. The campus will recognize and administer each of its support groups consistently in accordance with the best interests of the University. Support groups will organize and govern themselves according to UC policy and guidelines and fulfill their missions on behalf of the University in an efficient and businesslike manner.

### III. IMPLEMENTING GUIDELINES

#### A. Official Recognition

##### 1. Authority

The chancellor approves official support group status. The chancellor has designated the vice chancellor, Institutional Advancement to act on his/her behalf for all subsequent actions pertaining to support groups. The vice chancellor, Institutional Advancement has designated the director, Office of Community Relations to act as campus liaison to support groups and their officers.

##### 2. Establishing and Sustaining Recognition

- a. Prospective support groups shall consult with the director, Office of Community Relations, prior to and during the preparation of a request for official recognition.
- b. Prospective support groups, as well as those making annual application for renewal of recognition, must submit the documentation specified in the [Administrative Guidelines for Support Groups](#), Section II. B. 1 - 9 to the vice chancellor, Institutional Advancement.
- c. Annual Renewal of Recognition shall be initiated each August with a letter and instructions from the vice chancellor, Institutional Advancement. The vice chancellor, Institutional Advancement, shall notify, in writing, the chief officer of each UCSB support group that compliance with the University of California Policy on University Support Groups and Administrative Guidelines for Support Groups, and these implementing guidelines is a continuing condition of recognition and shall require a written acceptance of

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that condition from an officer authorized by the support group to make commitments for the organization.

- d. The annual report is to contain the information specified in the [Administrative Guidelines for Support Groups](#), Section II.B. 1-9, as well as information on scholarships and other gifts to the campus, on-campus account numbers and balances, and a listing of the organization's activities in the prior year.
  - e. Annual reports from support groups shall be due no later than October 1 of each year. Failure to comply may cause an organization to lose its status as a recognized UCSB support group.
3. Withdrawal of Recognition
- a. A support group that does not comply with UC and campus policy and guidelines will receive notice that recognition will be withdrawn unless compliance is achieved.
    - 1) If an annual report is overdue, the director, Office of Community Relations, will contact the support group president to determine the reason for the delay and attempt to expedite compliance.
    - 2) Should the required documentation not be submitted within 30 days of this informal notification, the support group will receive formal written notice that its recognition will be withdrawn in fifteen days if it fails to achieve compliance.
  - b. In the event of failure to comply, an organization will be notified in writing, by the vice chancellor, Institutional Advancement that UCSB is withdrawing its recognition and the organization is no longer authorized to use the University's name or operate on the University's behalf.
  - c. Within 60 days of the withdrawal of recognition the support group must transfer its remaining net assets to UCSB for a purpose designated in the organization's governing documents. Failure to transfer assets will prompt legal action by the General Counsel of the Regents to compel transfer.

#### B. Organization

The organization of each support group is governed by University policy and the [Administrative Guidelines for Support Groups](#), Section III.

#### C. Support Group Activities

##### 1. Financial Activities

Support groups are to conduct their financial activities, such as dues, gifts, endowments, outside bank accounts and financial transactions of tax-exempt support groups, among others according to the [Administrative Guidelines for Support Groups](#), Section IV Support Group Activities and [Appendix I Cash Handling Procedure for Support Groups](#).

##### 2. Fund-Raising

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- a) A support group must be officially recognized in order to engage in any fund-raising activity on behalf of themselves or for the benefit of the University or any of its departments or administrative units.
- b) Fund-raising activities proposed by a UCSB support group must be approved in advance by the head of the academic or administrative unit served by the support group, the appropriate development officer, the Office of Community Relations and the vice chancellor, Institutional Advancement. Proposals are to be submitted for approval on a *Campus Support Group Request to Fund-Raise or Sponsor a Special Event form* available from the Office of Community Relations.
- c) Prior to any publicity, mailing of invitations or solicitation of donors, a fully executed and approved *Campus Support Group Request to Fund-Raise or Sponsor a Special Event form* must have been returned to the support group Fund-Raising Chair. This form is available from the Office of Community Relations. See [Administrative Guidelines for Support Groups](#), Section IV. B. for additional information on fund-raising activities and gift processing.

#### IV. RESPONSIBILITIES

##### A. Office of Community Relations

The director, Office of Community Relations shall:

1. Maintain a central file of enabling documents, annual statements, and all other required records related to recognized UCSB support groups.
2. Maintain and annually publish a current list of all officially recognized UCSB support groups, including identification of individuals authorized to act on behalf of each organization.
3. Maintain a list of all support groups with approved accounts with financial institutions and forward a copy of this list to the director of Financial Controls and Accountability in the Office of the President by February 15 each year. The information will include those elements contained in the [Administrative Guidelines for Support Groups](#), Section II. B.6.
4. Report, by February 15 of each year, a summary of support groups in accordance with the categories enumerated in [Administrative Guidelines for Support Groups](#), section VI. E. 1 - 12.
5. Recommend to and advise the vice chancellor, Institutional Advancement, on support group matters including recognition and withdrawal of recognition of UCSB support groups.

##### B. Sponsoring Departments

The head of the department or administrative unit served by a UCSB support group shall:

1. Coordinate the activities of their UCSB support group with the Office of Community Relations.

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2. Ensure, along with the Office of Community Relations, that their UCSB support group complies with all applicable University and campus policies and guidelines.
3. Provide administrative support for their support group, as necessary.
4. Ensure that annual financial and programmatic reports by their UCSB support group are filed with the director, Community Relations as required by this policy and the [Administrative Guidelines for Support Groups](#).
5. Review and ensure that all fund-raising activities proposed by their UCSB support group receive prior written approval from the appropriate development officer, the director, Office of Community Relations and the vice chancellor, Institutional Advancement.

#### V. EXCEPTIONS

Exceptions are governed by the [Administrative Guidelines for Support Groups](#), Section VII. For UCSB, requests are coordinated by the director, Community Relations.

#### VI. RELATED POLICIES

- A. [University of California Policy On Support Groups, Campus Foundations, And Alumni Associations, September 15, 1995](#)
- B. [University of California Administrative Guidelines For Support Groups, February 12, 2004](#)
- C. [University of California Policy on Fund-Raising Campaigns, July 16, 1993](#)
- D. [UCSB Policy on Fund-Raising, 3005](#)
- E. [University of California Business and Finance Bulletin BUS 49, Policy for Handling Cash and Cash Equivalents](#)
- F. [University of California Conflict of Interest Code](#)
- G. [University of California Policy on the Requirement to Submit Proposals and to Receive Awards for Grants and Contracts through the University, December 15, 1994](#)
- H. National Collegiate Athletic Association (NCAA) Division I and Division II rules