



2018-2019 SPACES Funding Manual

Last Updated: 9/18/2017 by Co-Directors 18'-19'

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SPACES

OURSTORY

The story of SPACES dates back generations of student activists who have dedicated their time, effort, and love to the student movement. These activists had the vision to dream of a recruitment and retention center at UCSD – so that ALL students would have access to higher education, as well as the resources to help them succeed once they got here.

In the spring of 2003, the \$39/per student per quarter University Centers Expansion Referendum was proposed by the Associated Students. Through protest and struggle, student activists ensured there was a home for the student-run recruitment and retention center (now called SPACES), as well as a new SAAC Lounge and a permanent space for the Cross-Cultural Center.

In the spring of 2005, student activists banded together to obtain funding for the impending student recruitment and retention center. The DOORS referendum received well over the 50% minimum of voting students in support of the action, but due to an insufficient amount of total student votes, the referendum did not pass.

In the spring of 2007, student activists once again banded together to demand that the university prioritize student retention and access to higher education. The result of these efforts culminated in the \$7/per student per quarter Promoting Understanding and Learning through Service and Education (PULSE) Referendum.

With 22% of the campus voting, 56% of the students said YES to PULSE and established guaranteed funding for ASP and SIAPS as well as mandated the creation of a new center – SPACES – that would serve as a support organization for student-initiated access and retention programs and services.

The PULSE Referendum guaranteed permanent funding and space for ASP, SIAPS, and SPACES.

MISSION

The mission of the Student Promoted Access Center for Education and Service (SPACES) is to act as an empowering dynamic on campus where UCSD students collaborate to achieve greater educational equity. This encompasses equal access to higher education, undergraduate retention and graduation, and matriculation to graduate and professional schools.

SPACES values the power of student initiated action and organizing by providing an environment for student growth and development and thus is a foundation to create leadership and unity through community engagement.

SPACES shall serve as the center for student-initiated access and retention projects at the university. Student Initiated Access Programs and Services (SIAPS) shall exist as the “access” component to SPACES. Student-Initiated Programs for Holistic Retention (SIPHR) shall exist as the “retention” component to SPACES. Student Program Ignited for Community Engagement and Education (SPICEE) shall exist as the “community” component to SPACES.

SIPHR

OURSTORY

1997: Alex T. Tom stumbled upon some notes from the 1980's about a joint task force between the Associated Students and the Chancellor's concerning the outstanding number of low student satisfaction at UC San Diego. The recommendation from that committee suggested creating some type of student group to tackle this growing issue. Alex, the Associated Students Vice President of External Affairs at the time, then sparked from these notes the idea of the Academic Success Program.

1998: ASP became officially established. Throughout the years, the members of the Academic Success Program continued to tackle these issues as they noticed common links connecting the low student satisfaction rates to UC San Diego's annual dropout rate of 25%. The four pioneering first year students of AASU (now known as BSU), APSA, MEChA, and KP, helped initiate and implement services that shaped the mission statement of ASP to help students stay in school. Although initially supported, a lack of attention and funding towards the cause resulted in the program nearly failing. Due largely to the efforts of a few pioneering student leaders, and at times just one individual, ASP stayed alive and was able to make itself known to the campus community

2001: The leaders at ASP pressed on and managed to re-introduce the referendum on the 2001 Associated Students ballot. Receiving overwhelming support and a sufficient amount of total student votes, the referendum passed and ASP started receiving sufficient funding to help UCSD students.

2016: The Academic Success Program was renamed the Student Initiated Programs for Holistic Retention (SIPHR) to promote student retention through several means. Along with academic support, SIPHR develops programs that aim to retain students through career preparation, mentorship, wellness/self-care, leadership development, and sociopolitical empowerment.

MISSION

Student-Initiated Programs for Holistic Retention (SIPHR) is a student-initiated and student-run service that functions to increase the retention rates of University of California, San Diego undergraduates. SIPHR will be proactive at preventing academic probation, disqualification, and drop-out within underserved and underresourced communities including students from low income, first generation, nontraditional, undocumented, disabled communities of color. SIPHR's goals are to:

- Bridge educational disparities and challenges by providing programming and resources that promote the academic success of students from underresourced and underserved backgrounds.
- Enrich underresourced and underrepresented students' sense of belonging and undergraduate experiences by building emotionally supportive relationships between undergraduates, staff, faculty, and alumni.
- Connect underresourced students to culturally effective resources and programs that support their academic, personal, and professional growth.
- Strengthen preparedness for graduating students in constructing their post-graduation objectives and developing their career pathways.

Through this, SIPHR will address educational inequity within the university system by providing academic assistance, facilitating student enrichment, and countering financial and food insecurity. SIPHR is committed to serving and fostering a sense of belonging to historically underrepresented and marginalized student populations.

SIAPS

OURSTORY

2002: First Summer Summit; First Overnight Program

2003: First SAAC All People's High School Conference

2004: UCOP cuts funds for SIO stipends for any students; SAPEP Report was used as measurements for state funds ; First QPOC High School Conference

2005: DOORS Referendum failed by 2% margin; UCOP cuts all SIO funds; each high school conference receives a max of \$5000 for their event; UC-wide SIO Directors attend UCOP meeting & CA Senate hearing to address Prop 209 and Native American identity; SIO directors are threatened by Gov. Schz to be sued

2006: AS referendum policy changes from 20% minimum vote, to majority vote; PULSE Referendum passes; Steering Committee for SPACES established ; Women's Center coordinates first high school conference for teenage female students; MSA hosts first high school conference ; KP high school conference reaches over 1000 participants and was threatened by the university to be closed because of capacity

2007: SIORC changes to SIAPS due to UCOP policy against the term "outreach"; SPACES officially is created; Agreement for center is reached by steering committee and University Centers; Cycle 1 Job Cards are created

2011: First Black Overnight Program with SIAPS Overnight Program; MSA becomes SAAC organization

2012: Jacobs School of Engineering joins Overnight Program

2015: First College Tour Program to Southern California universities

2016: UCSD Overnight Program becomes official title to encompass all three yield programs;; MSA officially hires one access and one retention coordinators;; SPACES Advisors are hired to oversee the three components of SPACES - Access, Retention, & Community

2017: SPACES expands to add 14 new student coordinator positions ; Creation of Pacific Islander Access Coordinator ; 15th Annual Summer Summit expands to 1 week and invites over 70 high school students that is recognized by both CA Assembly and CA Senate;; Creation of pipeline coordinator for Summer Summit high school student participants;; Creation of Parent Program & Transfer Outreach Coordinator; Creation of Matriculation & Data Analyst

MISSION

The Student Initiated Access Programs and Services (SIAPS) is a component of SPACES that promotes access and outreach projects and services to higher education and graduate school serving communities in the San Diego region, the state of California, and current undergraduates of the University of California San Diego.

Through student initiated and student run programs, the Student Initiated Access Programs and Services (SIAPS) of SPACES seeks to:

- Empower students to engage in critical pedagogies around structures of education
- Promote a pathway for traditionally marginalized communities to access higher education and post-baccalaureate programs
- Work with community members to provide resources to students to engage in critical knowledge production.

SPICEE

OURSTORY

First comprised of communications project group: directors, collective voice coordinators, web and marketing coordinator, and practicum coordinators. The component's basic mission was to improved marketing effort within SPACES. It soon became a community component group with the addition of Alternative Groups. This component served to meet the needs of under-resourced students that are not addressed in retention and access.

In 2017, SPICEE was created 2017 to combine education and engagement

MISSION

The Student Programs Ignited for Community Engagement and Education (SPICEE) is a student-initiated and student-run component of SPACES that functions to empower our community through the acquisition of political knowledge, personal identity exploration and formation, and engagement in social justice and activism.

As a result of participating in SPACES Community Programs:

- Students will cultivate their understanding of social justice and analyze how their background and perspectives shape their understanding of the world.
- Students will experience personal development and formulate an understanding of their individual and collective responsibility to create equitable and inclusive communities.
- Students will develop the capacity to express themselves and recognize methods of advocating on behalf of their communities through art, culture, and media.
- Students will be able to identify and describe 3-5 available campus resources that facilitates their academic and personal growth

FUNDING TIMELINE

PROGRAM TASK LIST

6 WEEKS PRIOR

CONCEPTUALIZE PROGRAM: PURPOSE, DEVELOPMENTAL OUTCOMES AND ACTIVITIES
CHOOSE A DATE AND LOCATION FOR PROGRAM
CREATE AN AGENDA/SCHEDULE, DETAILED BUDGET FOLLOWING SPACES FUNDING GUIDELINES AND A DRAFT OF PARTICIPANT PROGRAM EVALUATION
OBTAIN QUOTES FOR LINE ITEMS (IE: TRANSPORTATION, CATERING, AV/TECH)

&TIMELINE

5 WEEKS PRIOR

SUBMIT YOUR PROGRAM PROPOSAL PACKET
PROPOSE YOUR PROGRAM AT THE APPROPRIATE STEERING COMMITTEE (TUESDAY OF ODD WEEK)
CONDUCT FUNDING PRESENTATION AT LEAST 28 DAYS BEFORE THE EVENT (TUESDAY OF EVEN WEEK)
ALSO SUBMIT FUNDING REQUESTS TO OTHER DEPARTMENTS IF NEEDED

3 WEEKS PRIOR

COORDINATE WITH SPACES ADVISOR TO FURTHER DEVELOP PROGRAM AND GET FEEDBACK (USE TRELLO)
MEET WITH GRAPHIC DESIGN COORDINATOR AND WEB&MARKETING COORDINATOR FOR DESIGN/MARKETING NEEDS
ARRANGE LOGISTICS INCLUDING ROOM SET UP, A/V TECH
** IF APPLICABLE, T-SHIRT PROPOSALS MUST BE SUBMITTED AND PAID FOR**

2 WEEKS PRIOR

COMPLETE TAP 14 DAYS BEFORE EVENT
COORDINATE ALL PURCHASES WITH ADVISOR (USE TRELLO)
HOLD FINAL PROGRAM DEVELOPMENT MEETING
GATHER STAFF AND VOLUNTEERS FOR DAY-OF TASKS
RESERVE ANY SPACES MATERIALS (IE: CAMERA)
PUBLICIZE!!

DAY OF EVENT

IF APPLICABLE: AVAILABILITY FOR FOOD DELIVERIES
SET UP FOR THE EVENT
GATHER PARTICIPANT DATE AND SIGN INS
TAKE PICTURES FOR POST PROGRAM REPORT
CLEAN UP AFTER THE EVENT

2 WEEKS AFTER

SUBMIT POST-PROGRAM PROPOSAL
EMAIL AT LEAST 4 PROGRAM PHOTOS
(UCSDSPACESINTERNAL@GMAIL.COM)
**IF APPLICABLE, SUBMIT STUDENT LIFE BUSINESS OPERATIONS PAYMENT REQUEST FORM FOR REIMBURSEMENTS (ONLY THREE PRINCIPAL MEMBERS)

**...YOU'RE
DONE!**

2018-2019 SPACES Program Proposal Deadlines

Fall Quarter 2018		
Deadline to Submit*	Event/Program Dates	Funding Status Notification
Wednesday, September 19, 2018	October 25-December 7, 2018	Monday, September 24, 2018
Wednesday, September 26, 2018	November 1-December 7, 2018	Monday, October 1, 2018
Wednesday, October 10, 2018	November 15-December 7, 2018	Monday, October 15, 2018
Wednesday, October 24, 2018	November 29-January 10, 2019	Monday, October 29, 2018
Wednesday, November 7, 2018	January 10-March 15, 2019	Monday, November 12, 2018
Wednesday, November 21, 2017	January 24-March 15, 2019	Monday, November 26, 2018

Winter Quarter 2019		
Deadline to Submit*	Event/Program Dates	Funding Status Notification
Wednesday, January 16, 2019	February 19- March 15, 2019	Monday, January 21, 2019
Wednesday, January 23, 2018	March 5-March 15, 2019	Monday, January 28, 2019
Wednesday, February 6, 2018	March 14-June 7, 2019	Monday, February 19, 2019
Wednesday, February 20, 2018	April 11-June 7, 2019	Monday, February 25, 2019
Wednesday, March 6, 2018	April 25-June 7, 2019	Monday, March 11, 2019
** No events for Winter Break **		

Spring Quarter 2018

Deadline to Submit*	Event/Program Dates	Funding Status Notification
Wednesday, April 3, 2019	May 9-June 7, 2019	Monday, April 8, 2019
Wednesday, April 17, 2019	May 16-June 7, 2019	Monday, April 22, 2019
Wednesday, May 1, 2019	June 6-Fall 2019	Monday, May 6, 2019
Wednesday, May 15, 2019	Fall 2019	Monday, May 20, 2019
Wednesday, May 29, 2019	Fall 2019	Monday, June 3, 2019
** No events for Spring Break **		

*** Deadlines on Wednesdays are 11:59PM ***

Programs are due 5 full weeks before the event/program. Only events/programs that fall with the date ranges for each respective deadline will be accepted. Late submissions or early submission of program proposals will not be accepted.

Subject to change. Please check the website: <http://spaces.ucsd.edu/funding.html> for the most current schedule.

WHAT WE FUND

SPACES provides support for a number of programs that support the larger mission of achieving education equity. SPACES funding is subdivided into our three components: SIAPS (Access), SIPHR (Retention), and SPICEE (Community Engagement). For any program, event, or co-sponsorship to be considered for SPACES funding, the event must reflect, align, and/or pertain to the overall SPACES Mission and Learning Outcomes.

Altogether, SPACES funds a broad range of program and services. However, all events should consist of one or more of the required **10 program aspects**:

1. Create awareness about social justice and educational equality.
2. Promote community engagement and practice principles of community.
3. Reflect student and community empowerment.
4. Promote a positive impact on student life.
5. Integrate affirmative values.
6. Explore the meaning and impact of self-identities
7. Develop leadership skills.
8. Cross-collaboration with other student organizations, centers, and departments.
9. Provide information and referral support system and services.
10. Encourages long-term participation for future services and events.

The following are different types of co-sponsorships or sponsorships SPACES funds through different entities:

SPACES Internal Student Staff Programs

SPACES student staff members have the ability to develop and coordinate programs that fall within their specific job responsibilities. They also have the ability to create programs that support the overall mission statement. Programs of interns who are associated with a core organization and correspond with the goals of their position are funded through SIPHR, SIAPS, or SPICEE. Self-initiated programs that address overall education equity issues and are not associated with a core organization are funded through the respective component that the student staff is under. .

Funding for Registered UCSD Student Organizations Programs (Non-Core Orgs)

Registered UCSD student organizations have the ability to request funding for programs as a co-sponsorship through SIPHR SIAPS, or SPICEE as long as they are aligned with the mission of SPACES and the respective component mission. Generally, programs that target K-12 students including community college students receive funds through SIAPS, while programs that target undergraduates receive funds through SIPHR. Community engagement or education programs are funded through SPICEE. Based on the objectives, goals, and target participants of the program, the funding source is to be determined by the SPACES Finance Committee. There is a funding limit of 75% of the program up to \$1,000 per program or event for Co-sponsorships.

Core Organization Programs

SPACES core organizations have the ability to request funding (co sponsorship or sponsorship) programs or events through SIAPS, SIPHR, or SPICEE if the program or event aligns with the overall mission of SPACES and the respective component. Generally, programs that target K-12 students including community college students receive funds through SIAPS, while programs that target undergraduates receive funds through SIPHR. Community engagement or education programs are funded through SPICEE. Based on the objectives, goals, and target participants of the program, the funding source is to be determined by the SPACES Finance Committee. Currently, SPACES has 8 core organizations which include:

- Asian Pacific Islander Student Alliance (APSA)
- Black Student Union (BSU)
- Kaibigang Pilipin@ (KP)
- Movimiento Estudiantil Chicano de Aztlán (MEChA)
- Muslim Student Association (MSA)
- Native American Student Alliance (NASA)
- Student with Disabilities Collective (SDC) *currently inactive*
- Queer Trans* People of Color (QT*POC)

Departmental Co-sponsorship Programs with SPACES

Departments, Resource Centers, and Collectives have the ability to request funding for programs or events through SPACES if the program or event aligns with the overall mission of SPACES. Based on the objectives, goals, and target participants of the program, the funding source is to be determined by the SPACES Finance Committee. There is a funding limit of 75% of the program up to \$1,000 per program or event for Co-sponsorships.

The following are the different types of programs that each component funds:

SIPHR Proposed Program Types:

- Academic support
 - Booklending, study jams, study & exam supplies, academic conferences
- Career & post-grad preparation
 - Career/post-grad workshops, alumni panels, life skills programs
- Mentorship & networking
 - Mentorship programs from SPACES CORE organizations, student/staff/faculty mixers, peer counseling programs, mentor/mentee trainings
- Wellness/self-care
 - De-stressing events, mindfulness resources, community breakfasts
- Socio-political empowerment
 - Awareness weeks, identity-based conferences, book talks, leadership training
- Alumni engagement
 - Alumni panels, alumni conference, mentorship, job shadowing

SPICEE Proposed Program Types:

- Student Initiated Research Project (SIRP)
- Community Empowerment Programs
- Community Education Programs
- Community Engagement Programs
 - welcome week events
- Cultural Shows / Celebrations

SIAPS Proposed Program Types:

- Educational support and success
 - Tutoring, test prep (SAT,ACT,AP,GRE/LSAT,etc.), workshops for college applications/personal statements/financial aid
- Socio-political empowerment
 - Workshops and/or guest speakers at high school conferences, on-sites, identity workshops etc.
- Community Engagement
 - Panels, guest speakers and
- Matriculation
 - SAT, ACT, GRE, or AP test prep (seminars, classes, or sessions), college tours, on-sites, shadow days and/or overnights
- Student Support
 - Mentorship programs
- Leadership and Professional Development
 - Undergraduate students serving as hosts or volunteers for high school conferences, shadow days, or overnights
- Onsite, shadow day, overnights, testing support, college tours,

In particular, the program, activity, or service should be student-initiated, student-run, and focused on improving access to higher education and/or retention within higher education for educationally disadvantaged students. For funding purposes, an **educationally disadvantaged student** shall be defined as having one or more of the following characteristics:

- Lacks materials
- Lacks college preparedness
- Lacks cultural resources to provide multicultural curriculums
- Attended a school with low per pupil expenditure
- Attended a school which historically discriminated through tracking
- Attended a 4th or 5th quintile performance school in the state
- Is socio-economically disadvantaged
- Is a first-generation college student
- Is a non-traditional student (Veteran, returning...)
- Is disabled

SPACES Funding Disclaimer: Restricted Funding Guidelines

SPACES does not fund any programs, events, student organizations that do not pertain or align with the Mission and Learning Outcomes of SPACES. In addition, we do not fund any programs or events that promote the marginalization of underserved communities as well as any type of xenophobia, or rhetoric that might imply and/or continue the institutional oppression of underserved communities. In addition, SPACES does not fund any research, projects, events, or programs that are not student-initiated or student-run.

WHAT WE DO NOT FUND

Restricted Line Items

SPACES will not provide funding for the items listed below. Exceptions to these rules may apply to SPACES Internal Programs with the approval of the SPACES Advisor.

1. Any guest speaker/performer that has not made an initial commitment to the requested event
2. Any non-verified price quote
3. Awards and honors
4. Banners
5. Decorations
6. Film, video, and film/video processing/purchase
7. Instructors, referees or umpire fees
8. Insurance/Damage Waiver
9. Membership fees
10. Newspaper advertising
11. Permanent equipment or maintenance of equipment
12. Postage/Shipping Costs
13. Uniforms or club apparel

Restricted Events/Programs

- Any event at which any revenue is collected
- Student Organizations' Off-Campus events
- Any overnight Off-Campus event
- Closed events - all events must be open to all students

RATE GUIDELINES

As you prepare your budget, please keep the rate guidelines in mind. Events/Programs that exceed these rate guidelines may only be partially funded. SPACES may fund up to the cap rates as indicated below. These rates are inclusive of tax.

Line Item Requested	Cap Rate
Contracts	
Speaker, DJ, and/or Entertainer, etc.	up to \$5000 total/quarter
Food	
Events less than 2 hours in length may request funding for light snacks/meals:	
Light Snacks	up to \$3/participant
Breakfast	up to \$4/participant
Events over 2 hours in length may request funding for the following meals	
Lunch	up to \$8/participant
Dinner	up to \$8/participant
Printing	
Imprints	\$250/program
Supplies	
Butcher paper, posters, name tags, etc.	up to the discretion of the respective funding committee
T-shirts SPACES Logo must be imprinted on t-shirt. (Suggested printing companies: CollegeWear, Ethix Merch. See "How to Purchase T-shirts Using SPACES Funds" handout.)	up to the discretion of the respective funding committee
Transportation	
Mileage Reimbursement For SPACES Internal High School Volunteer Tutors Only	up to 55.5 cents/mile
Bus e.g. Conference Delegations travelling by bus To be used for local San Diego and UCSD students only. In-state only. Transportation for events sponsored by SIAPS shall be limited to San Diego County. (Suggested Vendors: SunDiego, Never Tardy, SureRide)	up to the discretion of the respective funding committee
Airline Tickets Conference Delegations travelling by plane	up to \$250/person one way or 400 up to 15 persons/conference

Program Types:

all of the following must abide by rate guidelines above

More information at <https://tinyurl.com/SPACESFundingPDF>

Co-Sponsorship/Departmental Programs (Non-Core Org)

75% of program up to \$1000: if program is under \$1000, we're funding 75% with respect to the other rate guidelines. If a program is over \$1000, only a maximum of \$1000 will be funded.

Performance Agreements

All inclusive contract (including travel, lodging, performance fee, etc.) up to \$5,000 per program. See "[2018-2019 SPACES Funding](#)" for more details.

Conferences/Large Events/Large Programs

Student Organizations requesting funding from SPACES for conferences, large events, and large programs must request funding from AS and/or other entities, when the purpose and goals of the program align with the funding policies of other entities. We encourage coordinators for events to look into multiple sources of funding on-campus and off-campus to gather support for your efforts from the larger community. For events off campus, a travel request form must be submitted. This needs to be started seven weeks in advance and submitted with your program proposal.

Travel To-Do List

- Starting the process and program proposal 8 weeks in advance is recommended, six weeks in advance minimum. (Forms have to go to several departments before it can be approved).
- Submit proposed number of participants at least 5 weeks in advance to a SPACES Advisor (Regine).
 - Note: A list of participants' names and information is not required at this time.
 - Mode of transportation needs to be solidified at this time
- Submit all quotes (food, lodging, transportation, etc.) at least four weeks in advance.
- Fill out and submit a Field Operation Planner for Environmental Health & Safety (EH&S) at least three weeks in advance.
- Submit a finalized list of delegation travelers at least two weeks before the conference/event/program.
 - Include delegation group name, first and last names of travelers, PID's, contact information, emergency contact information, dietary restrictions, allergies, and accommodations.
- Sign group and individual waiver, and submit at least two weeks before the conference to a SPACES Advisor (Regine Reyes).
 - You may want to do this at your delegation meeting as well as go over delegation rules.

- If travelers do not participate in delegation meeting and sign waivers, they will be dropped from the delegation. Additional travelers will be chosen from the overflow list.

Note: When locating quotes for flights/travel, make sure to include the flight number or any other detailing information that would be necessary. When picking lodging, the conference host site is preferred; If for any reason that is unattainable, we may approve a hotel that is in walking distance of the conference site. **If travel logistics change, email a SPACES Advisor (Regine) and Christian Walker immediately.**

UTILIZING SPACES FUNDS

If you have been granted full or partial funding from SPACES, the funding that is being provided to you has been approved under the purpose, goals, and conditions that were outlined in your Program Proposal and meeting with the respective funding body. In order to have access to the funding that was provided by SPACES, Program Coordinators have been entrusted by the respective funding body to utilize the funds in an appropriate manner as detailed in the budget and in the description of the program.

Appeal/Request for Additional Funds

If you were granted partial funding, no funding, and/or need additional funding for your event/program, you may submit an appeal and/or request for additional funds in compliance with the funding deadlines. For appeals, a revised program proposal must be submitted. To request for additional funds, please submit a new detailed budget requesting the additional funds along with a narrative explaining the request to the [SPACES Advisor/SPACES Director of Financial Affairs at](#).

Rescheduled Events/Programs



In the case that a Program Coordinator needs to reschedule their event/program, they may do so as long as the event/program is rescheduled at least 3 weeks (21 days) in advance and remains within the same academic quarter that the funds were originally requested for. If the event needs to be rescheduled to a different quarter, the Program Coordinator must resubmit their program proposal for review. Program Coordinators are responsible for notifying the SPACES Program Assistant Director of Financial Affairs

when an event/program has been rescheduled and changing the date within TAP, if it is an on-campus event.

Cancelled Events/Programs

Program Coordinators should plan ahead and allow at least 5 weeks to sufficiently plan their program. Event must be cancelled at least 72 hours of the projected event/program date. Program Coordinators are responsible for notifying the SPACES Program Assistant Director of Financial Affairs immediately, when an



event/program has been cancelled. They must also cancel the event on TAP, if it is an on-campus event.

Program Coordinators must contact their vendor(s) to cancel any orders that have been placed. If possible, Program Coordinators must request for a refund to be issued. If a refund cannot be issued, then the next preferred method is credit from the vendor. If any funds that SPACES provided was spent for a cancelled event, the Program Coordinator and/or student organization of the respective event is responsible for ensuring these funds are returned to SPACES.

ADDITIONAL RESOURCES

Director of Financial Affairs:

- Ronald Huang | spacesdfa@ucsd.edu

Co-Director of Internal Affairs:

- Daniella Tajimaroa and Dellanira Alcauter | ucsdspacesinternal@gmail.com

Director of External Affairs:

- Alexis Eubank | alexisprestige18@gmail.com

Co-Director of SIPHR:

- Megan Visaya and Salma Shaikh | spacessiphr@gmail.com

Co-Director of SIAPS:

- Alexis Eubank and Ashley Carbonell | spacessiaps@gmail.com

Graphic Design Coordinators:

- Andrea Berreondo and Demi Kelly | graphicdesign.spaces@gmail.com

SPICEE Advisor:

- Ben Mendoza | calendly.com/bmendoza | bmendoza@ucsd.edu

SIPHR Advisor:

- Regine Reyes | calendly.com/rdreyes | rdreyes@ucsd.edu

SIAPS Advisor:

- Joseph Ruanto-Ramirez | calendly.com/jarr | jaruantoramirez@ucsd.edu

SLBO Fund Managers:

Anna Dickson → Student Orgs A-H Fund Manager → aldickson@ucsd.edu

Susana Barajas → Student Orgs I-O Fund Manager → psbarajas@ucsd.edu

Rhonda Faye → Student Orgs P-Z Fund Manager → rrfaye@ucsd.edu

Center of Student Involvement:

One Stop | onestop@ucsd.edu

Darlene Schlueter | darlene@ucsd.edu

