

ALL CAMPUSES

III. Money Management, Grants, and  
Incentives

## 1. Budgeting, Management, and Closing Books

Insofar as fees are collected from members, groups are first and foremost accountable to these members for how the fees have been spent. In addition, they also must report monetary matters to the University/Student Union.

- Annual budget
- Annual closing of books
- Budget for individual projects (concerts, presentations, trips, overnight activities, etc.)
- Closing books for individual projects (concerts, presentations, trips, overnight activities etc.)
- Cash account books for each activity
- Storage of receipts as evidence of expenditures
- Daily or monthly ledgers, as needed

→ As an organization, it is essential to have the persons in charge report to group members how the money collected has been spent, as well as to plan group activities.

### **Student Union Official Organizations**

Groups using Student Union fees are required to submit a financial report to the Student for each month or event in which their fees are used. The fees are only disbursed based on reports regarding expenses already incurred, so please make sure that your group manages finances and evidence of expenditures on a day-to-day basis.

\*Receipts are important vouchers for managing group expenses. Please make it a habit to obtain receipts and get them addressed to “XX (name of groups), Ritsumeikan University”.

## 2. Grants and Recognition

Extracurricular activity groups wishing to receive a grant should note the following:

- Check the Ritsumeikan University's scholarship and grant programs website (see below).
- Please read the grant's application guidelines carefully, attend the application information session, and prepare and submit the necessary materials for the grant by the deadline.

After being selected as a recipient group, follow the instructions and complete the procedures on time.

- When obtaining receipts, they should be made out to the name of the group.
- Prepare the financial documents and complete the book closing procedures before the grant's due date.
- Comply with the obligations of grant recipient groups.
- If you need a copy of the accounting documents your group has submitted to the university, please contact the Office of Student Affairs or the Office for Athletes and Sports Services.

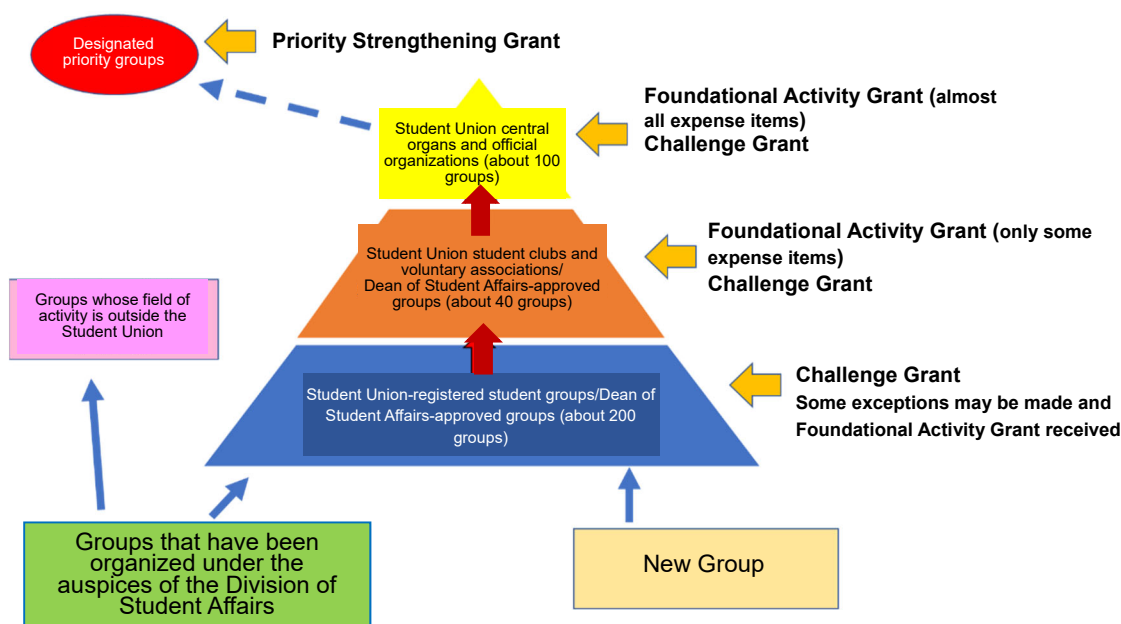
Ritsumeikan University Scholarship and Grant Programs Website  
(<https://www.ritsumei.ac.jp/scholarship/grow.html/>)



## Grant Programs for Extracurricular Activity Groups at Ritsumeikan University

The purpose of this grant system is to financially support the university's extracurricular activity groups and to advance and promote their activities. Grant programs differ depending on a group's classification. For more information, please refer to the webpage on scholarship and grant programs at the end of this section.

### The Grant Programs' Role and Scope of Support



### 2.1. Challenge Grant

#### (1) Overview:

The Challenge Grant supports groups that actively take on the challenge of activities that advance and promote extracurricular activities. Recipient groups set clear goals, indicators, and plans, and have opportunities for verification, reflection, and information sharing. Generally, for a single academic year, but depending on the nature of the activity, support can be provided over multiple years.

#### (2) Eligible Groups:

- Central Standing Committee and Athletic/Academic/Cultural Divisions' Headquarters under the Student Union
- College Student Councils under the Student Union
- Central operations groups under the Student Union (Athletic Division [official organizations, student clubs], Academic Division [official organizations, student clubs, voluntary associations], Cultural Division [official organizations, student clubs, voluntary associations], Broadcasting Club, University Press)

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- Student groups registered with the Student Union
- Other Dean of student Affairs-approved groups (undergraduate project groups, etc.)
  - In the case of an eligible group that is required to notify the university of its officers, the relevant form must have already been submitted.
  - Groups that have had their activities suspended in accordance with the Ritsumeikan University Student Group Disciplinary Regulations cannot apply for academic years during which this disciplinary action is in effect.
  - Groups eligible for the Ritsumeikan University Extracurricular Activity Group “Priority Strengthening Grant” are not eligible to apply.
  - For details, please check the application guidelines on the Scholarship and Grant Program website below.

#### (3) Eligible Expenses

Guidance honorariums, travelling expenses, accommodation, supplies, materials, insurance premiums, transportation, facility usage fees, and other expenses deemed necessary by the Dean of Student Affairs (food and beverage expenses are not covered)

#### (4) Application Period

Scheduled for late April (spring semester only)

#### (5) Grant Amount

The amount will be determined following a document screening and interview on the theme chosen in the application.

Grants for selected groups range from ¥200,000 to ¥1,000,000. For more information, please check the scholarship and grant programs website.

## **2.2. Foundational Activity Grant**

#### (1) Overview

This grant will cover a portion of the cost of activities that are constantly required to sustain extracurricular activities.

In addition, it provides foundational support for extracurricular activities by creating opportunities to reflect on the activities and verify activity effectiveness.

#### (2) Eligible Groups

- Central Standing Committee and Athletic/Academic/Cultural Divisions’ Headquarters under the Student Union
- College Student Councils under the Student Union or the various committees within these councils
- Central operations groups under the Student Union (Athletic Division [official organizations, student clubs], Academic Division [official organizations, student clubs, voluntary associations], Cultural Division [official organizations, student clubs, voluntary associations], Broadcasting Club, University Press)
- Other Dean of Student Affairs-approved groups (undergraduate project groups, etc.)

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- Groups that have had their activities suspended in accordance with the Ritsumeikan University Student Group Disciplinary Regulations cannot apply for academic years during which this disciplinary action is in effect.
- Groups eligible for the Ritsumeikan University Extracurricular Activity Group “Priority Strengthening Grant” are not eligible to apply.
- Activities receiving the Ritsumeikan University Extracurricular Activity Group “Challenge Grant” are not eligible.

#### (3) Application Period

Scheduled for late April (spring semester) and late September (fall semester)

#### (4) Eligible Expenses

Equipment purchase, travelling expenses (tournaments, competitions, etc., fieldwork, trips/overnight activities), bringing in instructors, safety measures, facility usage, large equipment transportation, insurance premiums, printing, undergraduate project activities, designated support club activities

#### (5) Grant Amount

Eligible expenses differ depending on a group’s classification. For more information, please refer to the application guidelines.

In addition, the maximum amount varies depending on the expense item.

#### For Both Grants 1. and 2. Above

- 1) Please attend the application information session before applying. (This is a prerequisite for receiving the Challenge Grant.)
- 2) It is not possible to apply for both the Foundational Activity Grant and the Challenge Grant using the same application content.
- 3) Selected groups are required to submit a report, complete a questionnaire, and, if requested by the university, give a presentation in a poster session or other format.  
(For the Challenge Grant, a presentation is given every year and participation is mandatory.)
- 4) If there is any remaining balance in the grant, it should be returned to the University.

Ritsumeikan University Scholarship and Grant Programs

<http://www.ritsumei.ac.jp/scholarship/>



### Recognition Program

Extracurricular activities may be recognized with awards such as a group award, individual award, and Dean of Student Affairs award (for groups and individuals). These awards are given to groups and individuals who have made outstanding achievements in student activities that contribute to the development of Ritsumeikan student culture or of

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community/society, and who are expected to play an active role both in Japan and/or overseas. For more information, please check the following webpage.

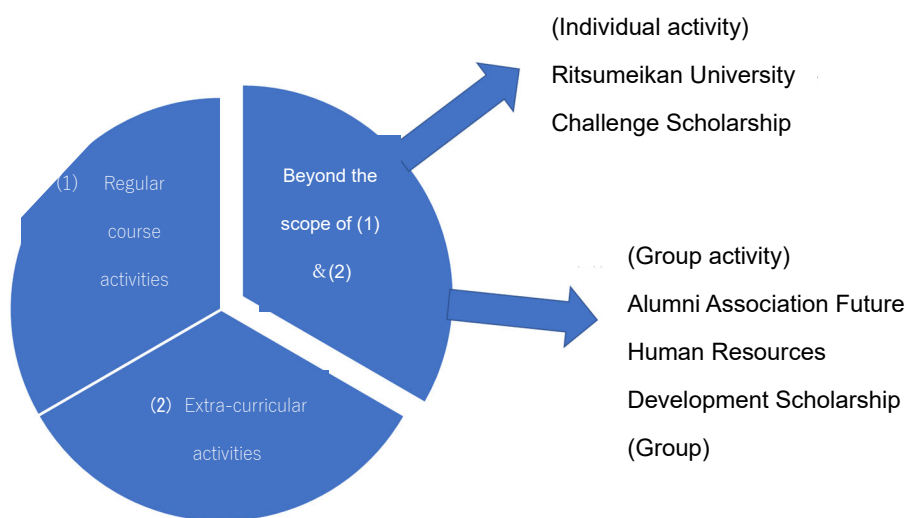
Ritsumeikan University Recognition Program

<https://www.ritsumei.ac.jp/scholarship/extracurricular/list01.html/#extra10>



#### About the Development Assistance Scholarship and Incentive Program

Ritsumeikan University offers a full range of scholarships to help you try to realize your dreams. This scholarship is one of the unique scholarship programs available only at Ritsumeikan University. There are several types of scholarships, but they are all designed to support students who wish to realize their dreams while making the most of their studies at the university.



#### **2.3. Ritsumeikan University Challenge Scholarship**

##### (1) Objectives

This scholarship supports the process of individual students who take the challenge of initiating activities with an awareness of problem solving that goes beyond the scope of individual curricular and extra-curricular activities. Through the challenges supported by this scholarship, we aim to encourage students to contribute to solving social problems, expand their potential, and create new value.

##### (2) Eligible Activities

Individual voluntary activities that contribute to solving various social problems based on the university's teaching philosophy.

##### (3) Qualifications

Regular students enrolled in an undergraduate college (excluding those on leave of absence)

\*Other application requirement qualifications exist.



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#### (4) Scholarship Amount

First Step Support ¥50,000, ¥100,000 per academic year

Advancement Support ¥50,000, ¥100,000, ¥200,000, ¥300,000 per academic year

#### (5) Application Period

Scheduled for April to May. \*Additional applications may be accepted depending on the status of applications and other factors.

Please check the following website for further details.

Ritsumeikan University Challenge Scholarship

<https://www.ritsumei.ac.jp/scholarship/grow02.html/#grow-personal-support-01>



### **2.4. Ritsumeikan University Alumni Association Future Human Resources Development Scholarship (Group)**

#### (1) Objectives:

The purpose of this program is to support the revitalization of independent learning activities by subsidizing a portion of the expenses for students and graduate students of the University who are expected to achieve high results in various learning activities in groups led by students and graduate students of the University in extra-curricular activities.

#### (2) Eligible Activities

Extra-curricular activities that meet the following two conditions.

- 1) Community activities of undergraduate and graduate students
- 2) Activities that contribute to the 17 goals of the SDGs (Sustainable Development Goals) by our undergraduate and graduate students

#### (3) Qualifications

- 1) The group must be composed of at least three regular students enrolled in an undergraduate or graduate school (master's program, first-year doctoral program, first-year or second-year doctoral program in an integrated system, or professional degree program) of the University.  
(Those whose eligibility at the time of benefit is enrolled in school or studying

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abroad)

- 2) Groups must have a recommendation from a permanent faculty/staff member (with no fixed term of appointment) from the university

#### (4) Scholarship Amount

New Group: ¥150,000, ¥300,000, ¥500,000 per academic year

Continuing Group: ¥150,000 per academic year

#### (5) Application Period

Scheduled for April to May. \*Additional applications may be accepted depending on the status of applications and other factors.

Please check the following website for further details.

Ritsumeikan University Alumni Association Future Human Resources Development  
Scholarship (Support for Groups)

<https://www.ritsumei.ac.jp/scholarship/grow02.html/#grow-personal-support-03>

