



A.S.I. Direct Funding Allocation Guidelines 2017-18

- I. **Purpose:** To serve as an official, albeit transient standard to assist the A.S.I. Finance Committee in fairly allocating Direct Funding to CSULA clubs and organizations.
- II. **References:**
 - a. The use and application of these guidelines are to be governed and specified by [A.S.I. Administrative Policy 204 A.S.I. Funding Guidelines](#) or go to <http://asicalstatela.org/services/clubs-and-organizations-funding>
- III. **Definition:**
 - a. These guidelines will serve as a transient policy in that they will be subject to constant revision and change as per changes in prices in the economy.
- IV. **Authority:**
 - a. These guidelines will both receive their official authority from and be for the use of the A.S.I. Finance Committee.
 - i. Official approval of (changes to) these guidelines by the A.S.I. Finance Committee will be specified by A.S.I. Policy 204.
 - b. The A.S.I. Finance Committee has the final say to approve or recommend to the Board of Directors, the allocation of funding to clubs and organizations.
- V. **Guidelines:**
 - a. The following guidelines reflect the prices at which the A.S.I. Finance Committee will fund Cal State LA clubs and organizations for items and goods in the categories of Hospitality, Honoraria, Marketing, and Other. All allocations must be associated with an event that is open to all Cal State L.A.
 - i. Hospitality: (per Cal State LA student only)
 - a) For catered foods A.S.I. will fund meals, based on per student in attendance the dollar amount noted below:
 - i. Breakfast 8 am-11 am: Up to \$15.00
 - ii. Lunch 11 am – 4 pm: Up to \$16.00
 - iii. Dinner 4 pm 11:59 pm: Up to \$24.00
 - iv. Appetizers, served at any time, up to \$15.00. Appetizers cannot be used in conjunction with Breakfast, Lunch, or Dinner.
 - b) Fundraisers for events with catered foods:
 - i. If a club or organization is planning an event with catered food in which funds will be raised, or if an attendance fee charged A.S.I. will fund up to 50% of the total cost not to exceed the \$3,000.00 cap per term.

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- ii. Clubs will need to provide a projected budget showing total expenses and revenue with the request for funding. Upon the end of the event, a final budget summary showing total expenses and revenue earned must be attached to Request for Payment.
- c) A.S.I. reserves the right to request student attendance verification (sign in sheet). Student attendance verification will be used for the purpose of evaluating the event and will not change the allocated amount already received.
- d) A.S.I. will have no restrictions or dictated maximum on the amount to be funded to clubs and organizations for foods sold in fundraisers.
- ii. Honoraria:
 - a) A.S.I. will provide up to \$560 for honoraria speaker/guest for an event (including costs for services, gifts, and awards).
- iii. Marketing:
 - a) Clothing:
 - (i) A.S.I. will provide up to \$7.25 per t-shirt/polo shirt.
 - (ii) A.S.I. will provide up to \$13.25 per sweatshirt.
 - (iii) A.S.I. will provide up to 50% of the printing/embroidery cost.
 - (iv) Must have a visible A.S.I. logo.
 - (v) As detailed in A.S.I. Funding Policy (Administrative Policy 204), ASI will only fund clothing manufactured by sweatshop-free companies. Confirmation that the company is sweatshop-free must be provided.
 - (vi) A design of the shirt must be provided.
 - b) Flyers:
 - (i) A.S.I. will provide up to \$0.05 per flyer for all 8.5 x 11 inch size black and white flyers.
 - (ii) A.S.I. will provide up to \$0.15 per flyer for all 8.5 x 11 inch size color flyers.
 - (iii) A.S.I. will provide up to \$1.20 per flyer for all 11 x 17 inch size flyers (black and white or color).
- iv. Equipment:
 - a) In the event that A.S.I. owns similar equipment to what is being requested, Finance Policy 215 – Equipment Policy will be utilized to loan the equipment to the club/organization.
 - b) Rentals:
 - (i) A.S.I. will fund the full cost of equipment rentals.
 - c) Purchases:

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- (i) Three quotes from different vendors must be provided for equipment purchases costing over \$300.
- (ii) If A.S.I funds the purchasing of equipment, the equipment will be owned by A.S.I. However, Policy 215 section 5.4 states "A.S.I. may, at the discretion of the Executive Director, allow an organization to maintain custody of the equipment for ease of access through a written agreement. In cases where an organization is allowed to maintain custody, the organization shall be responsible for ensuring the proper storage, maintenance, inventory and damage control required."

V. Other:

a) Conference/Seminar Registration Fees:

A.S.I. *will not* fund registration fees for conferences and seminars.



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