



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

Funding Policy

Policy 204

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1.0 PURPOSE:

To provide policy regarding the disbursement of A.S.I. funds that meets the needs of the corporation and the students it serves

2.0 REFERENCES:

[HTTP://WWW.COOPAMERICA.ORG/PROGRAMS/SWEATSHOPS/WHATOKNOW.CFM](http://www.coopamerica.org/programs/sweatshops/whattoknow.cfm)

3.0 POLICY:

The Associated Students, Incorporated (A.S.I.) will provide funding in a manner consistent with the state guidelines for the distribution of student body funds. In addition, A.S.I. at Cal State L.A. has placed additional general stipulations on all funding as a means of leveraging A.S.I. dollars to the best use of the students served.

4.0 DEFINITIONS:

- Internal Funding Requests – Requests made by Associated Students, Inc. as part of the administrative function of the corporation
- External Funding Requests – Requests made by university-recognized organizations, academic departments, and university administrative units to provide supplemental financial assistance

5.0 PROCEDURE:

a) Requesting Funding

- i) A.S.I. will accept proposals one full quarter before the initial date of an event.
- ii) Clubs and organizations must submit time-stamped funding requests no less than 10 business days prior to the date of the event to receive funding, with the exception of the first Finance Committee meeting of every quarter.
- iii) Funding requests shall be submitted to the Vice President for Finance.
- iv) Funding requests shall only be completed and signed by the officers designated on the Officer Information Form. Only members listed on the Officer Information Form can present their request at the Finance Committee meetings established by the Vice President for Finance.
- v) A.S.I. will only fund retroactively in the event of an error by A.S.I. or failure of the Finance Committee to meet on a scheduled date.
- vi) A completed Student Organization Event Registration and Reservation Form must be attached to each funding request. These forms are available in the



Center for Student Involvement, U-SU Room 204 and A.S.I. Administrative Office, U-SU Room 203.

- vii) Insurance Requirement - Student organization hosted events are not covered for liability or other insurance by Cal State L.A. or A.S.I. (excluding approved travel via Policy 213.)
 - a) Applying clubs may be required to provide additional hold harmless provisions to all contracts and agreements.
 - b) Applying clubs may also need to show evidence of adequate insurance coverage furnished by a certificate of insurance that includes the organization, the University, and A.S.I. as additional insured.

If the student organization would like to purchase Special Event Insurance for a particular event, please contact the Center for Student Involvement.
- vii) A list of estimates must be submitted in order for the funding proposal to be complete and forwarded to the committee. The estimate must include a specified merchant and price of item/s.
- viii) A flyer with an A.S.I. approved logo must be submitted in addition to the other documents for the funding proposal to be complete and forwarded to the committee.
- ix) If multiple clubs cosponsor an event, a Cosponsor Agreement Form, detailing the percentage of the event's cost to be paid by each club, must be signed by all the club presidents.
- x) A.S.I. funding allocated to student organizations shall be distributed using the following formula, where "TF" represents the total funding amount allocated for student organizations for the current fiscal year. The actual amount will be recommended by the Executive Director and approved by the Finance Committee.
 - (TF * .25) = Fall quarter funding
 - (TF * .33) = Winter quarter funding
 - (TF * .33) = Spring quarter funding
 - (TF * .09) = Summer quarter funding

b) Budget Eligibility Guidelines

- i) Budget eligibility for the upcoming fiscal year must be restricted to recognized organizations in good standing with the University and the activities must be of benefit to all [Cal State L.A./CSULA](#) students.
- ii) Failure to maintain university recognition may result in recall of remaining allocated funding.
- iii) All A.S.I. funded events and programs must be accessible to disabled students in compliance with the American Disabilities Act (ADA) requirements.
- iv) Allocations are to be expended only for such items and programs approved by the A.S.I. Finance Committee and/or the Board of Directors.
- v) A.S.I. requires all Clubs and Organizations requesting funds for purchase of clothing and garments of any kind, to buy such items from a sweatshop-free manufacturer and provide proof the business is sweatshop free.



- a) A.S.I. will provide clubs and organizations with a list of at least five (5) currently known sweatshop free manufacturers.
 - (1) It will be the responsibility of the A.S.I. Vice Chair for Finance, under the direction of the A.S.I. Vice President for Finance, to create and update the specific content of this list according to published or documented research on these sweatshop-free manufacturers and their prices.
 - (2) Clubs and organizations, when requesting A.S.I. funding for clothing, will not be required to purchase only from the companies on this list however, it is strongly recommended.
- c) A.S.I. shall not fund:
 - i) Office supplies for student organization operations (e.g. paper, pens, clips, rubber bands, etc.) unless specified the items will be used for marketing purposes or as a fundraiser
 - ii) Telephone expenses
 - iii) Athletic equipment unless specified the items will be used for marketing or as a fundraiser.
 - iv) An organization's or individual member's local, state, regional, or national membership fees
 - v) An organization's or individual member's off-campus travel expenses except as provided in the A.S.I. Travel Policy 213
 - vi) Membership recruitment of non- Cal State L.A. CSULA students
 - vii) Programs for the benefit of, or targeted to, non- Cal State L.A. CSULA students
 - viii) Activities considered high risk/liability by the A.S.I.
 - ix) External Scholarships or scholarship donation requests
 - x) Programs exclusively benefiting or targeted to members of a specific group and is not open to all Cal State L.A. CSULA students
 - xi) Race or gender specific awards ceremonies or programs
 - xii) Programs and events that provide only one side of political issues or matters that are going to be considered by voters in upcoming elections
 - xiii) Non-advertised programs occurring during an organization's regularly scheduled meeting(s)
 - xiv) Salaries, fees, honorariums for Cal State L.A. CSULA instructors, tutors, or faculty;
 - xv) Program equipment costing over \$300.00 that does not have at least three (3) written estimates
 - xvi) Events held off-campus without University supervision or direction
- d) A.S.I. funded events shall be held on campus unless a compelling reason can be made as to why the University is not a proper venue for the event. A written reason must be provided with the funding proposal if requesting funds for off campus events.
- e) To access and expend allocated money, certain documents are required for accounting and auditing purposes. Pre-arrangements for expenditures or questionable expenditures should be processed with the A.S.I. Executive Director. Consultations can be accessed on a walk-in or appointment basis.



- f) Payments are not guaranteed for expenditures not associated with programs previously approved by the A.S.I. Finance Committee/Board of Directors. Allocations and approved payments are tentative until the student organization receives official A.S.I. notification in the form of the Allocation and Stipulations Funding Award Letter. This notice is an indication that an allocation has been included in the A.S.I. Budget.
- g) A.S.I. will distribute [A.S.I. Direct Funding Allocation Guidelines](#) to [Cal State L.A. CSULA](#) campus clubs and organizations reflecting rates for hospitality, food, clothing, etc. at which A.S.I. will fund club/organization events <http://www.asicsula.org/orgs/funding>.
 - i) The specific content of these guidelines will be, unlike common A.S.I. Administrative Policy, subject to suspension in regard to certain requests from clubs/organizations.
 - a) The specific content of these guidelines may be suspended in certain cases upon a 2/3 vote to do so by the A.S.I. Finance Committee.
 - ii) It will be the responsibility of the A.S.I. Vice Chair for Finance, under the direction of the A.S.I. Vice President for Finance, to update the specific content of these guidelines according to current prices and the current state of the economy.
- h) For PAYMENT or REIMBURSEMENT of an approved expenditure, do the following:
 - i) Ensure that A.S.I. has updated University paperwork of your Recognition, Signatories, and Good Standing.
 - ii) Request pre-invoicing by the vendor at least three (3) weeks in advance of the event for confirmed expenses.
 - iii) Reservations/catering through the University Auxiliary Services (UAS) will be reimbursed prior to any other reimbursement.
 - a) If approved for food from UAS the club is responsible for finalizing with UAS a final Banquet Event Order (BEO) provide a copy of the event flyer, and award letter to UAS and to A.S.I. within seven business days of the award.
 - b) The A.S.I. Vice President for Finance signature on an award letter will serve as official authorization for payment of an approved UAS BEO.
 - c) A.S.I. will coordinate payment with UAS via [the CSU Policy 209 - Hospitality, Payment, or Reimbursement of Expenses](#) (<http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/Procedure/ap209.pdf>).
 - iv) Pay only for pre-approved expenses/activities via direct reimbursement for real expenses.
 - v) Requisition for Payment should be provided to A.S.I. with notice of event execution and follow up with original receipts for event costs within 15 business days for check processing with copies of fliers, etc., to A.S.I. along with original receipts.
 - a) All approved expenses must be listed on the requisition for payment.
 - b) If the Request for Payment is not submitted within 15 business days, A.S.I. has the right to revoke the previously approved funding requested sum



and not pay the organization and/or vendor. At this time, the organization requesting funds would become solely responsible for any remaining balance from their event NOT A.S.I.

- c) Flier samples serve as documentation that the program was marketed to the entire campus and promotes A.S.I. sponsorship.
- i) The A.S.I. Vice President for Finance and A.S.I. Administrative Office will oversee and track all allocations and disbursements providing the Finance Committee and Board of Directors with regular updates. See Policy 210 for details on the Request for Payment (RPP) process.
- j) To avoid deficit spending, the A.S.I. Executive Director may stop all expenditures in any budget line item upon depletion of budget allocation and bring it to the attention of the A.S.I. President and A.S.I. Vice President for Finance.
- k) Any A.S.I. funded group considering cosponsoring an event must follow the established A.S.I. Co-sponsorship expectations outlined by the A.S.I. Administrative Office and put in writing; Co-sponsorships are defined as "events that are planned and executed by two or more campus-recognized student organizations or with the A.S.I."
 - i) If multiple clubs sponsor an event, the maximum award for that event shall be \$3,000 for the first club plus an additional \$1,000 for each club co-sponsoring that event.
 - a) Reimbursements will be issued to each individual club for no more than the approved amount.
- l) Fliers need to have "Funded by the Associated Students, Inc.," and/or a copy of the A.S.I. Logo included in all publicity, publications, advertisements, press releases, clothing and other promotional items. Unfortunately, A.S.I. cannot fund events for which the "Funded by the Associated Students, Inc.," or a copy of the A.S.I. Logo is omitted, even when this occurs unintentionally. A sample of the above item(s) needs to be attached to your original receipts and submitted to the A.S.I. business office upon request for payment. The A.S.I. Vice President for Finance or Executive Director may indicate whether the following disclaimer is necessary on all flyers:
 - i) "Funded by the Associated Students, Inc. The views expressed herein are those of the campus organization and are not necessarily those of the Associated Students, Inc."
- m) When programs require a contract with A.S.I., the contract should be completed before the program date.
- n) Approved allocations are assigned appropriate expiration dates determined by the A.S.I. Finance Committee and/or A.S.I. Vice President for Finance. Fund expenditures must be documented before the expiration date, or those specific event funds may revert back to A.S.I. for additional allocations from the "Unallocated Funds" line item. Other organizations and your organization as well, can request an allocation or re-allocation of these funds. Deadlines are determined in accordance with A.S.I. office and operating hours and University holidays.



- o) No club shall be awarded more than \$3,000 in one quarter based on the academic calendar (<http://www.calstatela.edu/univ/ppa/acadcal.htm>).

