Funding Process Rework for Fall 2020 Semester

New Process for Online

1. Club/org attends modular, virtual ODC and attendance is marked by Presence.
   a. ASI Virtual workshop is not finalized yet
   b. CSI submits data to ASI
2. Club/org creates a Funding Request Packet with required supplementary paperwork
   a. All required forms are on the funding webpage
   b. Emails are still an opportunity to get in contact
3. Club/org emails Funding Request Packet to asivcf@calstatela.edu, asiom1@calstatela.edu, asivpf@calstatela.edu, dflor3@calstatela.edu before the Friday 12pm for their Funding Sub-Committee Date
   a. Emphasis on if its emailed incorrect it will have to be fixed by Monday 12pm to be accepted. Emails for fixing will be sent as soon as possible for each request
   b. Need to balance out fairness for when I can review and funding request and how fast I can respond back
4. ASI VCF creates agenda and emails it ASI office staff with list of club/org emails for Funding Sub-Committee reminders from Funding Request Packets.
   a. Finance Committee Attendance Reminders will be sent out with the Finance Committee Agenda
5. Club/org presents at required Funding Sub-committee or Finance Meeting about their Funding Request Packet.
   a. Adjustments and approvals are made based on policy by respective committees
6. ASI VCF emails ASI office staff and VPF a list of club amounts and respective breakdowns and cost change reasonings for the award letter.
   a. ASI office staff cross references award letter with original funding requests for any unnoted discrepancies
   b. Signatures are made using Docusign
7. ASI office staff emails respective clubs their award letter requesting a signature for approval.
   a. Signatures are made using Docusign?
   b. Physical copies have to made?
8. Club/org makes purchases and holds their virtual event
9. Club/org emails RPP to ASI VCF 10 (15?) days after their event and VCF emails to ASI office staff.
   a. Dealing with receipts
10. ASI Office Staff emails club/org to confirm RPP totals
11. ASI office staff emails club/org to get approval to submit check to the USU on the club/org's behalf or get mailed to the President if exempt
12. ASI office staff submit checks to the USU to be processed in their system

Direct Funding Guidelines Additions and Changes

Ideas for things to add/change/remove

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ODC Funding Workshop Ideas

Modular Based

1. Introduction to ASI Funding
   a. Purpose
2. Eligibility for ASI Funding in terms of the club, event, and purchases
   a. General limit of $3000
   b. Recognition
   c. Event type/focus group
   d. Purchases with policy
3. The parts of a Funding Request Packet and how and when to submit it
   a. Where to find and where to and who can submit
   b. Funding Request Form
   c. CSI Event Registration Form
   d. Invoices or estimates for purchases
4. Presenting at the Funding and Finance Committee Meetings
   a. Days and times
   b. When to submit paperwork for a meeting
   c. What to expect and who to send to present
   d. Award letters
5. The parts of a Request for Payment Packet and how and when to submit it
   a. Where to find and when to submit
   b. Request for Payment Form
   c. Original Receipts
   d. Submitting to USU or depositing into exempt account
6. Summary + Contact Information
   a. Exact policy for reference
   b. Email for any questions