



Associated Students, Incorporated
California State University, Los Angeles

Administrative Manual

Club and Organization Funding: **Funding Allocation**

Policy #

1. Purpose:

ASI support campus clubs and organizations in order to plan and host diverse and engaging events to increase Cal State LA campus involvement and community. This document serves to act as a comprehensive list of strict requirements clubs and organizations to be eligible for funding from ASI for events. In addition, it outlines the required procedure clubs and organizations follow to be approved for stated funding. These policies aim to comply with state and CSU guidelines as well as follow ASI's mission statements and vision.

2. References:

- 2.1. Club and Organization Funding: Disbursement Requirements and Procedure
- 2.2. Club and Organization Funding: Event Funding Guidelines
- 2.3. California State University Academic Calendar

3. Policy:

3.1. Club and Organization Eligibility for ASI Funding

- 3.1.1. Budget eligibility for the upcoming fiscal year must be restricted to recognized organizations in good standing with the University and the activities must be open to all Cal State LA students.
- 3.1.2. No club shall be awarded more than \$3,000 in one term.
 - 3.1.2.1. Term parameters will be specified by the Cal State LA academic calendar.
 - 3.1.2.2. 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.

Commented [NTT1]: Missing workshop

Commented [NTT2]: 204 5.2.1 Note: Remove the part about the fiscal year

Commented [NTT3]: 204 5.15 Note: need to reword so fits better. Be like the club hasn't been allocated \$3000 yet

Commented [NTT4]: 204 5.11.1

3.2. Event Eligibility for ASI Funding

- 3.2.1. All ASI funded events and programs must be accessible to disabled students in compliance with the American Disabilities Act (ADA) requirements.

Commented [NTT5]: 204 5.2.3

-1 of 4-

Associated Students, Inc. Club and Organization Funding: Allocation Requirements and Procedure – Policy ###



- 3.2.2. ASI 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.
- 3.2.3. An organization's or individual member's off-campus travel expenses except as provided in the ASI Travel Policy.
- 3.3. Purchases Eligibility for Funding
 - 3.3.1. ASI will distribute ASI Direct Funding Allocation Guidelines to Cal State LA campus clubs and organizations reflecting rates for hospitality, food, clothing, etc. at which ASI will fund club/organization events <http://www.asicsula.org/orgs/funding>.
 - 3.3.1.1. The specific content of these guidelines will be, unlike common ASI Administrative Policy, subject to suspension in regard to certain requests from clubs/organizations.
 - 3.3.1.1.1. The specific content of these guidelines may be suspended in certain cases upon a 2/3 vote to do so by the ASI Funding Sub-Committee.
 - 3.3.1.2. It will be the responsibility of the ASI Vice Chair for Finance, under the direction of the ASI Vice President for Finance, to update the specific content of these guidelines according to current prices and the current state of the economy.
 - 3.3.2. ASI requires all Clubs and Organizations requesting funds for purchase of clothing and garments of any kind, to buy such items from a sweatshopfree manufacturer and provide proof the business is sweatshop free.
 - 3.3.2.1. ASI will provide clubs and organizations with a list of at least five (5) currently known sweatshop free manufacturers.
 - 3.3.2.1.1. It will be the responsibility of the ASI Vice Chair for Finance, under the direction of the ASI 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.
 - 3.3.2.1.2. Clubs and organizations, when requesting ASI funding for clothing, will not be required to purchase only from the companies on this list however, it is strongly recommended.
 - 3.3.3. ASI Will not Fund:
 - 3.3.3.1. 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.
 - 3.3.3.2. Telephone expenses
 - 3.3.3.3. Athletic equipment used during competitive game or competitive sport of an event

Commented [NTT6]: 204 5.4

Commented [NTT7]: 204 5.3.5 Note: needs to be reworded to fit in the section. Moved because it's a fund but with stipulation in a 100% no fund list

Commented [NTT8]: Mainly for what types of items/ideas we don't fund. Direct Funding Guidelines are more of the exact \$ amount we would fund while this is a general go or no go. Big part in splitting these documents into two is that the Guidelines can be altered by Sub-Committee for Funding while this document can only be altered by Board. Do not funds should all be in here

Commented [NTT9]: 204 5.7

Commented [NTT10]: 204 5.7.1, 5.7.1.1, and 5.7.2 Note: maybe simplify a bit. Reason why its placed here and not in the actual document is because it be weird to be able to change who can edit the document in the same document (except for BOD)

Commented [NTT11]: 204 5.2.5 and sub bullets. Sub bullets can be simplified



- 3.3.3.4. An organization's or individual member's local, state, regional, or national membership fees
- 3.3.3.5. Conference/Seminar Registration Fees: ASI will not fund registration fees for conferences and seminars.
- 3.3.3.6. Membership recruitment of non-Cal State LA students
- 3.3.3.7. Programs for the benefit of, or targeted to, non-Cal State LA students
- 3.3.3.8. Activities considered high risk/liability by the ASI.
- 3.3.3.9. Scholarships or scholarship donations
- 3.3.3.10. Programs which are not in compliance with ADA standards
- 3.3.3.11. Programs exclusively benefiting or targeted to members of a specific group and is not open to all Cal State LA students
- 3.3.3.12. Race or gender specific awards ceremonies or programs
- 3.3.3.13. Non-advertised programs occurring during an organization's regularly scheduled meeting(s)
- 3.3.3.14. Salaries, fees, honorariums for Cal State LA instructors, tutors, or faculty;
- 3.3.3.15. Program equipment costing over \$300.00 that does not have at least three (3) written estimates
- 3.3.3.16. Events held off-campus without University supervision or direction
- 3.3.3.17. Off-campus events solely for recreational and/or leisure events
- 3.3.4. Allocations are to be expended only for such items and programs approved by the ASI Finance Committee and/or the Board of Directors.
- 3.4. ASI funds any services up to the current provided discounted rates through ASI (e.g. movie tickets, amusement park tickets, etc.) Please refer to the ASI website for a complete list.
- 3.5. Insurance and Liability
 - 3.5.1. Student organization events are not covered for liability or other insurance by Cal State LA or ASI.
 - 3.5.2. Applying clubs may be required to provide additional hold harmless provisions must be added to all contracts and agreements.
 - 3.5.3. 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 ASI as additional insured.
- 4. Procedure:
 - 4.1. ASI will accept proposals starting July 1st of each fiscal year. ASI will fund one-semester term before the initial date of an event in the same academic year. Term parameters will be specified

Commented [NTT12]: DFG VI Other A Note: Put here because DFG should only have the exact amounts we would fund for stuff

Commented [NTT13]: 204 5.3 and sub bullets

Commented [NTT14]: 204 5.2.4 Note: Needs to be reworded to say like its only eligible for funding if it hasn't been approved by the Funding Committee

Commented [NTT15]: DFG VI Other C Note: thought it would be better here. Needs to be refined though

Commented [NTT16]: 204 5.1.7.1 and 5.1.7.2



by the Cal State LA academic calendar
<http://www.calstatela.edu/academicresources/academic-calendar>

- 4.2. A request for event funding is submitted in the form of a physical Funding Request Packet. Funding requests shall only be completed and signed by the officers designated on the Officer Information Form. Funding Request Packets include:
- 4.2.1. A completed ASI funding request form;
 - 4.2.2. An event flyer containing the ASI logo and disclosure;
 - 4.2.3. A completed CSI event registration form;
 - 4.2.4. Cost estimates for the event;
 - 4.2.5. Invoices for any purchases necessary for the event;
 - 4.2.6. If the event is serving food, temporary food permits;
 - 4.2.7. If multiple clubs are hosting an event, a Cosponsor Agreement Form detailing the percentage of the event's cost to be paid by each club.
 - 4.2.7.1. This form shall be signed only by the Presidents of participating clubs.
- 4.3. Clubs and organizations must submit time-stamped funding requests no less than 5 business days prior to the date of the event to receive funding, with the exception of the first Funding Sub-Committee meeting of every semester.
- 4.4. Funding requests shall be submitted to the ASI front desk.
- 4.5. Approved club members can present club requests at the Finance Committee meetings established by the Vice President for Finance. Exceptions can be made by the chair.
- 4.5.1. ASI will only fund retroactively in the event of an error by ASI or failure of the Funding Sub-Committee to meet on a scheduled date.

Commented [NTT17]: 204 5.1.1 Note: simplify more and split up. Multiple information in one bullet

Commented [NTT18]: 204 5.1.4 (only half of the policy)

Commented [NTT19]: REWORDED 204 5.1.9 5.1.9. OG: A flyer with an ASI approved logo must be submitted in addition to the other documents for the funding proposal to be complete and forwarded to the committee.

Commented [NTT20]: REWORDED 204 5.1.6 5.1.6 Og: A completed Student Organization Event Registration and Reservation Confirmation Form must be attached to each funding request. These forms are available in the Center for Student Involvement, U-SU Room 204 (<http://www.calstatelaus.edu/usuforms/csi/Forms/EventRegForm.pdf>).

Commented [NTT21]: REWORDED 204 5.1.8 5.1.8. OG: 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.

Commented [NTT22]: NEW ADDITION (new requirement)

Commented [NTT23]: REWORDED 204 5.1.10 5.1.10 OG: If multiple clubs cosponsor an event, Cosponsor Agreement Form detailing the percentage of the event's cost to be paid by each club, signed by all the club presidents, must be submitted.

Commented [NTT24]: 204 5.1.2 NOTE: Needs to clarify about the first funding meeting what the requirement is

Commented [NTT25]: 204 5.1.3 changed from VCF to front desk

Commented [NTT26]: 204 5.1.4 (only half)

Commented [NTT27]: 204 5.1.5

Policy History