

Line of text	Original Location	New Location	Changed?	New Text	Notes
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 by the Cal State LA academic calendar http://www.calstatela.edu/academicresources/academic-calendar	5.1.1.	F 4.1.			
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.	5.1.10.	F 4,2,7.	Y	If multiple clubs cosponsor an event, Cosponsor Agreement Form detailing the percentage of the event's cost to be paid by each club,	
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.	5.1.10.	F 4,2,7.1.	Y	This form shall be signed only by the Presidents of participating clubs.	
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.	5.1.2.	F 4.3.			
Funding requests shall be submitted to the Vice President for Finance.	5.1.3.	F 4.4.	Y	Funding requests shall be submitted to the ASI front desk.	
Funding requests shall only be completed and signed by the officers designated on the Officer Information Form. 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.	5.1.4.	F 4.2.			
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.	5.1.5.	F 4.5.1.			
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).	5.1.6.	F 4.2.3.	Y	A completed CSI event registration form;	
Insurance Requirement - Student organization events are not covered for liability or other insurance by Cal State LA or ASI.	5.1.7.	F 3.5.1.			
Applying clubs may be required to provide additional hold harmless provisions must be added to all contracts and agreements.	5.1.7.1.	F 3.5.2.			
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.	5.1.7.2.	F 3.5.3.			
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.	5.1.8.	F 4.2.4.	Y	Cost estimates for the event;	
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.	5.1.8.	F 4.2.5.	Y	Invoices for any purchases necessary for the event;	
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.	5.1.9.	F 4.2.2.	Y	An event flyer containing the ASI logo and disclosure;	

To avoid deficit spending, the ASI Executive Director may stop all expenditures in any budget line item upon depletion of budget allocation and bring it to the attention of the ASI President and ASI Vice President for Finance.	5.10.	R 3.5.2.			
Any ASI funded group considering cosponsoring an event must follow the established ASI Co-sponsorship expectations outlined by the ASI 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 ASI"	5.11.	F 3.1.2.2.1.			
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.	5.11.1.	F 3.1.2.2			
Reimbursements will be issued to each individual club for no more than the approved amount.	5.11.1.1.	----	Y	missing	
Fliers need to have "Funded by the Associated Students, Inc.," and/or a copy of the ASI Logo included in all publicity, publications, advertisements, press releases, clothing and other promotional items. Unfortunately, ASI cannot fund events for which the "Funded by the Associated Students, Inc.," or a copy of the ASI 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 ASI business office upon request for payment. The ASI Vice President for Finance or Executive Director may indicate whether the following disclaimer is necessary on all flyers:	5.12.	R 4.1.3.	Y	Actual marketing and promotional items used to promote the event;	
"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."	5.12.1.	R 4.1.3.	Y	Actual marketing and promotional items used to promote the event;	
No club shall be awarded more than \$3,000 in one term.	5.15.	F 3.1.2.			
Term parameters will be specified by the Cal State LA academic calendar.	5.15.1.	F 3.1.2.1.			
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.	5.2.1.	F 3.1.1.			
All ASI funded events and programs must be accessible to disabled students in compliance with the American Disabilities Act (ADA) requirements.	5.2.3.	F 3.2.1.			
Allocations are to be expended only for such items and programs approved by the ASI Finance Committee and/or the Board of Directors.	5.2.4.	F 3.3.4.			
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.	5.2.5.	F 3.3.2.			
ASI will provide clubs and organizations with a list of at least five (5) currently known sweatshop free manufacturers.	5.2.5.1.	F 3.3.2.1.			
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.	5.2.5.1.1.	F 3.3.2.1.1.			

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.	5.2.5.1.2.	F 3.3.2.1.2.			
ASI shall not fund:	5.3.	F 3.3.3.			subbullet points not listed on spreadsheet.
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.	5.4.	F 3.3.2.			
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 ASI Executive Director. Consultations can be accessed on a walk-in or appointment basis.	5.5.	----	Y	missing	
Payments are not guaranteed for expenditures not associated with programs previously approved by the ASI Finance Committee/Board of Directors. Items can be purchased once they are approved by the Funding Sub-Committee. An Allocations and Stipulations Funding Award letter will provide official documentation of allocations from the meeting. This notice is an indication that an allocation has been included in the ASI Budget.	5.6.	----	Y	missing	
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 .	5.7.	F 3.3.1.			
The specific content of these guidelines will be, unlike common ASI Administrative Policy, subject to suspension in regard to certain requests from clubs/organizations.	5.7.1.	F 3.3.1.1.			
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.	5.7.1.1.	F 3.3.1.1.1.			
It will be the responsibility of the ASI Vice Chair for Finance, under the direction of the ASI Vice President for Finance, to update the specific content of these guidelines according to current prices and the current state of the economy.	5.7.2.	F 3.3.1.2.			
Ensure that ASI has updated University paperwork of your Recognition, Signatories, and Good Standing	5.8.1.	R 3.1.1.			
Request pre-invoicing by the vendor at least three (3) weeks in advance of the event for confirmed expenses	5.8.2.	R 3.3.1.			
Reservations/catering through the University Auxiliary Services (UAS) will be reimbursed prior to any other reimbursement.	5.8.3.	R 3.4.			
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 ASI within seven business days of the award.	5.8.3.1.	R 3.4.1.			
The ASI Vice President for Finance signature on an award letter will serve as official authorization for payment of an approved UAS BEO.	5.8.3.2.	R 3.4.2.			
ASI will coordinate payment with UAS via the policy 209 Hospitality, Payment, or Reimbursement of Expenses.	5.8.3.3.	R 3.4.3.			

Pay only for pre-approved expenses/activities via direct reimbursement for real expenses.	5.8.4.	R 3.3.2.			
Requisition for Payment should be provided to ASI 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 ASI along with original receipts.	5.8.5.	R 3.2.1.			
All approved expenses must be listed on the requisition for payment.	5.8.5.1.	----	Y	missing	Think we don't really need since the form doesn't reflect this column
If the Request for Payment is not submitted within 15 business days, ASI 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 ASI.	5.8.5.2.	R 3.2.1.1.			
Flier samples serve as documentation that program was marketed to the entire campus and promotes ASI sponsorship.	5.8.5.3.	R 3.2.2.			
The ASI Vice President for Finance and ASI 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.	5.9.	R 3,5.1.			