



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.

Commented [NIT1]: 204 5.2.1

3.1.1.1. Failure to maintain university recognition may result in recall of remaining allocated funding for the given time they are unrecognized.

Commented [NIT2]: 204 5.2.2.

3.1.2. No club shall be awarded more than \$3,000 in one term.

Commented [NIT3]: 204 5.15 Note: need to reword so fits better. Be like the club hasn't been allocated \$3000 yet

3.1.2.1. Term parameters will be specified by the Cal State LA academic calendar.

Commented [NIT4]: 204 5.15.1

3.1.2.2. 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"

Commented [NIT5]: 204 5.11.



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.

Commented [NIT6]: 204 5.11.1.

3.1.2.2.1.1. Reimbursements will be issued to each individual club for no more than the approved amount.

Commented [NIT7]: 204 5.11.1.1.

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 with Disabilities Act (ADA) requirements.

Commented [NIT8]: Chief Justice: Minor change in wording

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.

Commented [NIT9]: 204 5.2.3

Commented [NIT10]: 204 5.4

3.3. Purchases Eligible 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>.

Commented [NIT11]: Chief Justice: Minor word change

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.

Commented [NIT12]: 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

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.

Commented [NIT13]: 204 5.7 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)

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.

Commented [NIT14]: 204 5.7.1. 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)

3.3.2.1. ASI will provide clubs and organizations with a list of at least five (5) currently known sweatshop free manufacturers.

Commented [NIT15]: 204 5.7.1.1.

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.

Commented [NIT16]: Funding 5.7.2.

Commented [NIT17]: 204 5.2.5. Note: This and subbullets should be simplified

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.

Commented [NIT18]: 204 5.2.5.1.

Commented [NIT19]: 204 5.2.5.1.1.

Commented [NIT20]: 204 5.2.5.1.2.



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
 - 3.3.3.4. An organization's or individual member's local, state, regional, or national membership fees
 - 3.3.3.5. An organization's or individual member's off-campus travel expenses except as provided in the ASI Travel Policy
 - 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.
- 3.3.4.1. 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.

Commented [NIT21]: Chief Justice: My understanding of travel reimbursement is minimal, but this part does not fit into the section, nor does convey any relevant information on how off-campus travel expenses will be deal with. This needs to be reworded.

Commented [NIT22]: 204 5.3 and Respective Sub-bullets

Commented [NIT23]: 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 [NIT24]: 204 5.6. Note: maybe remove or edit

3.4. Insurance and Liability



- 3.4.1. Student organization events are not covered for liability or other insurance by Cal State LA or ASI.
- 3.4.2. Applying clubs may be required to provide additional hold harmless provisions must be added to all contracts and agreements.
- 3.4.3. 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.

Commented [NIT25]: 204 5.1.7.

Commented [NIT26]: 204 5.1.7.1.

Commented [NIT27]: 204 5.1.7.2.

Commented [NIT28]: 204 5.1.1 Note: simplify more and split up. Multiple information in one bullet

Commented [NIT29]: 204 5.1.4 Note: (only half of the policy)

Commented [NIT30]: 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 [NIT31]: 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/EventReqForm.pdf>).

Commented [NIT32]: 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 [NIT33]: NEW ADDITION (new requirement)

Commented [NIT34]: 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 [NIT35]: 204 5.1.2 NOTE: Needs to clarify about the first funding meeting what the requirement is

Commented [NIT36]: 204 5.1.3 Note: changed from VCF to front desk

Commented [NIT37]: 204 5.1.4 Note: (only half)

Commented [NIT38]: 204 5.1.5

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 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 Subcommittee 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 Subcommittee to meet on a scheduled date.



ASSOCIATED STUDENTS, INC.
5154 STATE UNIVERSITY DRIVE, ROOM 203
LOS ANGELES, CA 90032

Policy History

Amended: 10/18/18
Amended: 05/26/16
Amended: 01/21/16
Amended: 02/05/15
Amended: 10/09/14
Amended: 07/17/14
Amended: 09/20/12
Amended: 06/07/12
Approved: 01/04/08
Amended: 05/10/07
Amended: 04/05/07
Amended: 04/04
Approved: 07/05/02

-5 of 5-

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

323.343.4780

FAX. 323.343.6420

WWW.CALSTATELA.EDU/ASI

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

FOR THE STUDENTS, BY THE STUDENTS.