



*Associated Students, Incorporated  
California State University, Los Angeles*

## Administrative Manual

# **Club and Organization Funding: Funding Allocation**

**Policy #204**

1. Purpose:

ASI supports 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 is a list of policies and procedures for clubs and organizations to receive ASI Funding for their events. These policies aim to comply with state and CSU guidelines as well as follow ASI's mission statements and vision.

2. References:

- 2.1. California State University Academic Calendar
- 2.2. Environmental Health and Safety Food Permit
- 2.3. University Auxiliary Services Banquet Order Event Form

3. Policy:

3.1. Club and Organization – Eligibility for ASI Funding

- 3.1.1. Must be recognized and in good standing with the University
  - 3.1.1.1. If the club or organization fails to maintain university recognition, ASI will recall remaining allocated funding for the given time the club or organization is unrecognized.
- 3.1.2. Must have a membership open to all Cal State LA Students.
- 3.1.3. Must have been awarded funding for under \$3,000 in the requested term.
- 3.1.4. Must have both the President and Treasurer complete a Funding Workshop every term to be eligible for ASI funding for that term.

3.2. Event – Eligibility for ASI Funding

- 3.2.1. Must be open to all Cal State LA students.
- 3.2.2. Must be accessible to students with disabilities in compliance with the American with Disabilities Act (ADA) requirements.
- 3.2.3. Must take place in either the Fall or Spring term of the current academic year.



- 3.2.4. Must be held on campus.
  - 3.2.4.1. If the event is not held on campus, a written and compelling reason must be added to the Funding Request Packet as to why the University is not a proper venue for the event.
- 3.2.5. Must take place after the date of the required committee meeting where the request can be approved.
  - 3.2.5.1. ASI will approve requests based on the authority granted to the respective committees in Policy 201: Finance Committee Code of Procedures and Policy 226: Funding Sub-Committee Code of Procedures.
  - 3.2.5.2. ASI will only fund retroactively in the event of an error by ASI or failure of the required committee to meet on a scheduled date.

### 3.3. Purchases and Amounts – Eligibility for Funding

- 3.3.1. ASI Will not Fund:
  - 3.3.1.1. 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;
  - 3.3.1.2. Telephone expenses;
  - 3.3.1.3. Athletic equipment used during competitive game or competitive sport of an event;
  - 3.3.1.4. An organization's or individual member's local, state, regional, or national membership fees;
  - 3.3.1.5. An organization's or individual member's off-campus travel expenses except as provided in the ASI Travel Policy;
  - 3.3.1.6. Membership recruitment of non-Cal State LA students;
  - 3.3.1.7. Programs for the benefit of, or targeted to, non-Cal State LA students;
  - 3.3.1.8. Activities considered high risk/liability by the ASI;
  - 3.3.1.9. Scholarships or scholarship donations;
  - 3.3.1.10. Programs which are not in compliance with ADA standards;
  - 3.3.1.11. Programs exclusively benefiting or targeted to members of a specific group and is not open to all Cal State LA students;
  - 3.3.1.12. Race or gender specific awards ceremonies or programs;
  - 3.3.1.13. Non-advertised programs occurring during an organization's regularly scheduled meeting(s);
  - 3.3.1.14. Salaries, fees, honorariums for Cal State LA instructors, tutors, or faculty;
  - 3.3.1.15. Program equipment costing over \$300.00 that does not have at least three (3) written estimates;
  - 3.3.1.16. Events held off-campus without University supervision or direction;



- 3.3.1.17. or off-campus events solely for recreational and/or leisure events;
- 3.3.2. Amounts must be within the rates reflected in the ASI Direct Funding Allocation Guidelines for hospitality, marketing, honorarium, and other.
  - 3.3.2.1. ASI will distribute an updated ASI Direct Funding Allocation Guidelines at the beginning of every new term to Cal State LA campus clubs and organizations.
    - 3.3.2.1.1. The specific content of these guidelines may be edited or suspended in certain cases upon a 2/3 vote to do so by the ASI Funding Sub-Committee or ASI Finance Committee regarding certain requests from clubs or organizations.
  - 3.3.2.2. If the club or organization requests for more than the rates in the ASI Direct Funding Guidelines, ASI will decrease the amount requested to the rate in the guidelines.
- 3.3.3. Purchases of clothing and garments of any kind must be made from a sweatshop free manufacturer.
  - 3.3.3.1. ASI will provide clubs and organizations with a list of at least five (5) currently known sweatshop free manufacturers.
    - 3.3.3.1.1. If a club or organization chooses a company not on the list, additional proof proving the company is sweatshop free must be added to the Funding Request Packet submission.
- 3.3.4. Purchases of food and drink items of any kind must comply with the campus' Environmental Health and Safety (EHS) Requirements where the following must be provided for proof of compliance.
  - 3.3.4.1. The club or organization must obtain two food safety handling certificates outlined by EHS and they must be added to the Funding Request Packet submission.
  - 3.3.4.2. The club or organization must receive a Temporary Food Permit outlined by EHS and it must be added to the Funding Request Packet submission.
- 3.4. Club and Organization – Eligibility for Reimbursement
  - 3.4.1. Must be a recognized club and organization in good standing with the University
    - 3.4.1.1. If the club or organization fails to maintain university recognition, ASI will recall remaining allocated funding for the given time the club or organization is unrecognized.
- 3.5. Event – Eligibility for Reimbursement
  - 3.5.1. Must submit a completed and time stamped Request for Payment Processing (RPP) Packet submitted within fifteen (15) business days of event execution.
    - 3.5.1.1. If the RPP Packet is not submitted within the deadline, ASI will revoke the previously approved ASI Funding and not reimburse the club or organization and/or vendor. At this time, the club or organization requesting funds is solely responsible for any



remaining balance from their event, not ASI.

- 3.5.2. Must have been marketed through fliers or social media detailing ASI sponsorship and that the event is open to all Cal State LA students to the entire campus.

### 3.6. Purchases and Amounts – Eligibility for Reimbursement

- 3.6.1. Purchases and Amounts for events must be preapproved by the ASI Funding Sub-Committee, ASI Finance Committee, or the Board of Directors. An Allocations and Stipulations Funding Award Letter will provide official documentation of allocations included in the ASI budget from the respective meeting.

- 3.6.1.1. ASI will not reimburse payments not associated with the Allocations and Stipulations Funding Award Letter.

- 3.6.1.2. ASI will only reimburse up to the preapproved purchases and amount via direct reimbursement for real expenses.

- 3.6.1.3. ASI will complete any contracts for the program before the program date.

### 3.7. Insurance and Liability

- 3.7.1. Applying student clubs or organization events are not covered for liability or other insurance by Cal State LA or ASI.

- 3.7.2. Applying student clubs or organizations may be required to provide additional hold harmless provisions must be added to all contracts and agreements.

- 3.7.3. Applying student clubs or organizations may need to show evidence of adequate insurance coverage furnished by a certificate of insurance that includes the organization, Cal State LA, and ASI as additional insured.

### 3.8. Clubs or Organizations Co-sponsorship

- 3.8.1. Must be defined as “events that are planned and executed by two or more campus recognized student organizations or with the ASI”.

- 3.8.2. Must follow the established ASI Co-sponsorship expectations outlined by the ASI Administrative Office.

- 3.8.3. Must add a Co-sponsorship Agreement Form to the Funding Request Packet detailing the percentage of the event's cost to be paid by each club with the signatures of each of the respective clubs or organizations Presidents.

- 3.8.3.1. If multiple clubs or organizations sponsor an event, the maximum award for that event shall be \$3,000 for the first club or organization plus an additional \$1,000 for each club or organization co-sponsoring that event.

- 3.8.3.2. ASI will issue reimbursements to each individual club or organization for no more than the approved amount.



3.9. Requesting ASI Funding through the University Auxiliary Services (UAS)

- 3.9.1. ASI will reimburse reservations or catering through the UAS prior to any reimbursement.
- 3.9.2. The club or organization is responsible for providing a finalized Banquet Event Order (BEO), a copy of the event flyer, and the Allocations and Stipulations Funding Award Letter to UAS and to ASI within five (5) business days of the award.
- 3.9.3. The signed and completed Allocations and Stipulations Funding Award Letter will serve as official authorization for payment of an approved UAS BEO.
- 3.9.4. ASI will coordinate payment with UAS via the Policy 209 Hospitality, Payment, or Reimbursement of Expenses.

3.10. ASI Reimbursement Spending Tracking

- 3.10.1. 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.
- 3.10.2. 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.
- 3.10.3. Approved allocations are assigned appropriate expiration dates determined by the ASI Finance Committee and/or ASI Vice President for Finance. Fund expenditures must be documented before the expiration date, or those specific event funds may revert back to ASI for additional allocations from the "Unallocated Funds" line item. Organizations can request an allocation or re-allocation of these funds. Deadlines are determined in accordance with ASI office and operating hours and University holidays.
- 3.10.4. 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.

4. Procedure:

- 4.1. Submitting a Funding Request Packet to be added to an agenda to receive approval for ASI Funding.
  - 4.1.1. Shall be submitted to ASI and time stamped five (5) business days before the intended Funding Sub-Committee to be considered on the Funding Sub-Committee meeting's agenda.
  - 4.1.2. A Funding Request Packet shall include:
    - 4.1.2.1. A completed and approved CSI event registration form;



- 4.1.2.2. A completed ASI funding request form;
- 4.1.2.3. An event flyer containing the ASI logo and disclosure;
- 4.1.2.4. Cost estimates/invoices for any purchases necessary for the event;
- 4.1.2.5. and additional required, supporting material or documentation stipulated for certain purchases or events.
- 4.1.3. Shall only be completed and signed by the officers designated on the updated club and organization roster.
- 4.1.4. Shall be submitted to the ASI Front Desk and time stamped.
- 4.2. Presenting a Funding Request Packet to the committee for approval
  - 4.2.1. Shall send an approved club or organization representatives to present about their club or organization, the event, and what they are requesting ASI Funding for.
  - 4.2.2. Shall be able to answer any questions asked by the committee regarding the event details like purchases and logistics.
  - 4.2.3. Shall inform their club or organization of any changes to the original request or stipulations by ASI that need to be fulfilled by a deadline.
  - 4.2.4. Shall record the amount approved at the meeting and verify if the Allocations and Stipulations Funding Award Letter is received a three (3) business days after the meeting and is correct.
- 4.3. Submitting a Request for Payment Process (RPP) Packet to request for reimbursement after the event.
  - 4.3.1. Shall be submitted to ASI and time stamped within fifteen (15) business days of the completion of an event.
  - 4.3.2. An RPP packet includes:
    - 4.3.2.1. A completed RPP Form;
    - 4.3.2.2. An approved and signed Allocations and Stipulations Funding Award Letter;
    - 4.3.2.3. Evidence of actual marketing and promotional items used to market the event;
    - 4.3.2.4. Original receipts;
    - 4.3.2.5. and a completed event evaluation form;
  - 4.3.3. Shall only be completed and signed by the officers designated on the updated club and organization roster.
  - 4.3.4. Shall be submitted to the ASI Front Desk and time stamped .

### **Coronavirus Exception**

In March 2020, COVID-19 was declared a global pandemic by the World Health Organization. As a result, there has been a cancellation of all University on-campus activities and travel beginning March 2020. Since



typical ASI funded events can no longer occur due to the previously mentioned cancelations, ASI will overrule the following policy lines and make general amendments in this document.

- 3.2.4. Must be held on campus.
  - 3.2.4.1. If the event is not held on campus, a written and compelling reason must be added to the Funding Request Packet as to why the University is not a proper venue for the event.
- ASI will accept submissions of documents via email to [asivcf@calstatela.edu](mailto:asivcf@calstatela.edu), [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu), [asiomaa@calstatela.edu](mailto:asiomaa@calstatela.edu), and [dflorez3@calstatela.edu](mailto:dflorez3@calstatela.edu). Timestamps will be the time the email is sent.
- Signatures by designated officers must be made through DocuSign.

Since there is considerable amount of uncertainty around the duration of this disruption, ASI will continue to overrule the listed policy lines until the situation is resolved.

### **Policy History**

Amended: 10/18/18  
Amended: 05/26/16  
Amended: 01/21/16  
Amended: 02/05/15  
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