



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 events. These policies aim to comply with state and CSU guidelines as well as follow ASI's mission statements and vision.

Deleted: 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.

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.

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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 [NTT2]: 204 5.2.2.

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

Commented [NTT3]: 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 [NTT4]: 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 [NTT5]: 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

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- event. _____
- 3.1.2.2.1.1. Reimbursements will be issued to each individual club for no more than the approved amount. _____
- 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.
- 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.
- 3.3. 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>.
- 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. When choosing a company not on the list, proof showing the company is sweatshop free must be provided.

Commented [NTT6]: 204 5.11.1.

Commented [NTT7]: 204 5.11.1.1.

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Commented [NTT9]: 204 5.2.3

Commented [NTT10]: 204 5.4

Commented [NTT11]: Chief Justice: Minor word change

Commented [NTT12]: 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 [NTT13]: 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)

Commented [NTT14]: 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)

Commented [NTT15]: 204 5.7.1.1.

Commented [NTT16]: Funding 5.7.2.

Commented [NTT17]: 204 5.2.5. Note: This and subullets should be simplified

Commented [NTT18]: 204 5.2.5.1.

Commented [NTT19]: 204 5.2.5.1.1.

Commented [NTT20]: 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.

3.3.5. 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

Commented [NTT21]: 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 [NTT22]: 204 5.3 and Respective Sub-bullets

Commented [NTT23]: 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 [NTT24]: 204 5.6. Note: maybe remove or edit

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walk-in or appointment basis.

Commented [NTT25]: 204 5.5.

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.

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3.4.2. Applying clubs may be required to provide additional hold harmless provisions must be added to all contracts and agreements.

Commented [NTT27]: 204 5.1.7.1.

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 [NTT28]: 204 5.1.7.2.

3.5. Club Eligibility for Reimbursement

3.5.1. Ensure that ASI has updated University paperwork regarding Recognition, Signatories, and Good Standing.

Commented [NTT29]: Chief Justice: Removed "your"

Commented [NTT30]: 204 5.8.1

3.6. Event Eligibility for Reimbursement

3.6.1. 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.

Commented [NTT31]: 204 5.8.5

3.6.1.1. All approved expenses must be listed on the requisition for payment.

Commented [NTT32]: 204 5.8.5.1.

3.6.1.2. 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.

Commented [NTT33]: 204 5.8.5.2.

3.6.2. Flier samples serve as documentation that program was marketed to the entire campus and promotes ASI sponsorship.

Commented [NTT34]: 204 5.8.5.3 Note: maybe change to be like the event has to have been marketed to the whole campus in some way

3.7. Expenditures Eligibility for Reimbursement

3.7.1. Request pre-invoicing by the vendor at least three (3) weeks in advance of the event for confirmed expenses.

Commented [NTT35]: 204 5.8.2 Note: Not really sure why this is here or what it means

3.7.2. Pay only for pre-approved expenses/activities via direct reimbursement for real expenses.

Commented [NTT36]: 204 5.8.4 Note: maybe only keep that the expense needs to be pre-approved by ASI through the funding committee

3.7.3. When programs require a contract with ASI, the contract should be completed before the program date.

Commented [NTT37]: 204 5.13.

3.8. Reservations/catering through the University Auxiliary Services (UAS) will be reimbursed prior to any other reimbursement.

Commented [NTT38]: 204 5.8.3 Note: could be reworded to make it a bit easier



3.8.1. 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.

Commented [NTT39]: 204 5.8.3.1.

3.8.2. The ASI Vice President for Finance signature on an award letter will serve as official authorization for payment of an approved UAS BEO.

Commented [NTT40]: 204 5.8.3.2.

3.8.3. ASI will coordinate payment with UAS via the policy 209 Hospitality, Payment, or Reimbursement of Expenses.

Commented [NTT41]: 204 5.8.3.3.

3.9. ASI Reimbursement Spending Tracking

3.9.1. 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.

Commented [NTT42]: Kind of just put things that didn't fit anywhere else in RPP process into here. Need to refine information and edit it if kept

3.9.2. 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.

Commented [NTT43]: 204 5.9

3.9.3. 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. Other organizations and your organization as well, can request an allocation or re-allocation of these funds. Deadlines are determined in accordance with ASI office and operating hours and University holidays.

Commented [NTT44]: 204 5.10

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>

Commented [NTT45]: 204 5.14

Commented [NTT46]: 204 5.1.1 Note: simplify more and split up. Multiple information in one bullet

Commented [NTT47]: 204 5.1.4 Note: (only half of the policy)

Commented [NTT48]: 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.

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:

Commented [NTT49]: 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>).

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;

Commented [NTT50]: 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.



- 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.

Commented [NTT51]: NEW ADDITION (new requirement)

- 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.

Commented [NTT52]: 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 [NTT53]: 204 5.1.2 NOTE: Needs to clarify about the first funding meeting what the requirement is

Commented [NTT54]: 204 5.1.3 Note: changed from VCF to front desk

Commented [NTT55]: 204 5.1.4 Note: (only half)

Commented [NTT56]: 204 5.1.5

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- 4.6. A Requests for Payment Processing (RPPs) Packet must be submitted to ASI within 15 business days of the completion of an event. An RPP packet includes:
- 4.6.1. A completed RPP Form;
- 4.6.2. An approved and signed Award Letter granted after approval at a Funding Sub-Committee Meeting;
- 4.6.3. Actual marketing and promotional items used to promote the event;
- 4.6.4. Original receipts or acceptable documentation as stipulated in 3.3.2 for all expenses incurred for the event;
- 4.6.5. A completed event evaluation form;

Commented [NTT57]: This also references 204 5.12 and 5.12.1, but maybe needs to make more clear? Those policies just say exactly what the fliers need to say with the ASI stuff. A little too specific I feel for what needs to be in policy

Commented [NTT58]: REWORDED/ADDED 204 5.8.5
5.8.5 OG: 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.
Added in award letter and event evaluation form because we need that

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

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Amended: 04/04

Approved: 07/05/02

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