



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 is restricted to campus recognized clubs and 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 [NTT1]:** Add something to say that the club/org must be open to for any Cal State LA student?

- 3.1.2. No club or organization shall be awarded more than \$3,000 in one Fall/Spring term.

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



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

3.1.3. Clubs/Organizations must have their President and Treasurer complete a Funding Workshop every term in order to be eligible for ASI funding that term.

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### 3.2. Event Eligibility for ASI Funding

3.2.1. ASI funded events must be open to all Cal State LA students.

3.2.2. ASI funded events and programs must be accessible to students with disabilities in compliance with the American with Disabilities Act (ADA) requirements.

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3.2.3. 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 Request Packet if requesting funds for off campus events.

Commented [NTT2]: Chief Justice: Minor change in wording

Deleted: funding proposal

### 3.3. Purchases Eligible for Funding

3.3.1. ASI will distribute the ASI Direct Funding Allocation Guidelines every new term to Cal State LA campus clubs and organizations reflecting rates for hospitality, food, clothing, etc. at which ASI will fund club/organization events for the term.

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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 or organizations.

Commented [NTT4]: = 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)

3.3.1.1.1. 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.

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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.

Commented [NTT5]: Note: This and subullets should be simplified

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 with the Funding Request Packet submission.

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 Funding Sub-Committee, 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 Funding Sub-Committee, ASI Finance Committee, and/or the Board of Directors. Items can be purchased once they are approved by the ASI Funding Sub-Committee, ASI Finance Committee, and/or the Board of Directors. 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 [NTT6]:** 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 [NTT7]:** Note: Needs to be reworded to say like its only eligible for funding if it hasn't been approved by the Funding Committee

**Commented [NTT8]:** Note: Needs to be reworded to say like its only eligible for funding if it hasn't been approved by the Funding Committee

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**Commented [NTT9]:** Note: Needs to be reworded to say like its only eligible for funding if it hasn't been approved by the Funding Committee

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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 walk-in or appointment basis.

#### 3.4. Insurance and Liability

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

#### 3.5. Club Eligibility for Reimbursement

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

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#### 3.6. Event Eligibility for Reimbursement

- 3.6.1. A completed Request for Payment Processing (RPP) Packet must be provided to ASI with notice of event execution within 15 business days for reimbursement check processing to begin.
- 3.6.1.1. All approved expenses must be listed on the RPP Packet.
- 3.6.1.2. If the RPP Packet is not submitted within 15 business days, ASI has the right to revoke the previously approved funding requested sum and not pay the club or organization and/or vendor. At this time, the club or organization requesting funds would become solely responsible for any remaining balance from their event NOT ASI.
- 3.6.2. Flier samples serve as documentation that the ASI funded event was marketed to the entire campus and promotes ASI sponsorship.

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**Deleted:** and follow up with original receipts for event costs ...

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**Deleted:** with copies of fliers, etc., to ASI along with original receipts

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**Commented [NTT12]:** Note: maybe change to be like the event has to have been marketed to the whole campus in some way

#### 3.7. Expenditures Eligible for Reimbursement

- 3.7.1. Expenditures must have estimated prices or pre-invoicing by the vendor at least three (3) weeks in advance of the event for confirmed expenses
- 3.7.2. ASI only reimburses up to the pre-approved expenses/activities amount via direct reimbursement for real expenses.
- 3.7.3. When programs require a contract with ASI, the contract should be completed before the program date.

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**Commented [NTT13]:** 204 5.8.2 or what it means

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

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 five business days of the award.

3.8.2. The ASI Vice President for Finance signature on an Allocations and Stipulations Funding Award letter will serve as official authorization for payment of an approved UAS BEO.

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

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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.

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.

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. 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.

Commented [NTT16]: 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

Deleted: Other organizations and your organization as well,

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.

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

4.2. A request for an ASI Funded event is submitted in the form of a physical Funding Request Packet. Funding Request Packets 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 and approved CSI event registration form;

4.2.4. Cost estimates/invoices for any purchases necessary for the event;

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4.2.5. ~~Temporary food permits if the event is serving food~~

4.2.6. 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.

4.2.6.1. This form shall be signed only by the Presidents of participating clubs.

4.2.7. ~~Additional required supporting material or documents stipulated for certain purchases/events~~

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If the event is serving food, temporary food permits;

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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.~~

4.4. ~~Funding requests shall be submitted to the ASI front desk.~~

4.5. Approved club ~~or organization~~ members can present ~~Funding~~ requests at the ~~Funding and/or~~ Finance Committee meetings. 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 ~~a~~ committee to meet on a scheduled date.

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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 Allocations and Stipulations Funding Award letter, granted after approval at a Funding Sub-Committee or Finance Committee Meeting;~~

4.6.3. ~~Evidence of actual marketing and promotional items used to market the event;~~

4.6.4. ~~Original receipts;~~

4.6.5. ~~A completed event evaluation form;~~

**Commented [NTT21]:** 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

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**Commented [NTT22]:** Added Award Letter and Event Evaluation form because we need that

#### Coronavirus Exception

In March 2020, COVID-19 was declared a global pandemic by the World Health Organization. As a result, there has been a physical closure of the University's on-campus activities and travel beginning March 2020. Since typical ASI funded events can no longer occur due to the previously mentioned closures, ASI will be undermining the following policies.

- 3.2.3. Events on campus

Since there is considerable amount of uncertainty around the duration of this disruption, ASI will undermine the listed policies until the situation is resolved.

#### Policy History

Amended: 10/18/18



**ASSOCIATED STUDENTS, INC.**  
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LOS ANGELES, CA 90032

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

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FOR THE STUDENTS, BY THE STUDENTS.