

Associated Students, Incorporated California State University, Los Angeles Addendum – Policy 204 Funding Policy ASI Direct Funding Allocation Guidelines

2018 - 19Club Funding Price List

### Purpose:

I. <u>To serve as an official, albeit transient, The Funding Price List shall provide standards</u> and guidelines for the use of allocated student body fees to recognized to assist the ASI Finance Committee in fairly allocating Direct Funding to CSULA-Cal State LA recognized clubs and organizations.

## II. References:

- <u>a.</u> The use and application of these guidelines are to be governed and specified by <u>ASI</u>
   <u>Administrative ASI Policy 204 ASI Funding Policy Guidelines or go to--</u> <u>http://asicalstatela.org/services/clubs-and-organizations-funding</u>
- b. <u>Cal State LA Hospitality, Payment or Reimbursement of Expenses Policy 209</u> a.c. CSU Hospitality Policy

# Definition:s

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-These guidelines will serve as a transient policy in that they will be subject to constant revision and change as per changes in prices in the economy.

### ₩<u>IV.</u> Authority:

- a. These guidelines will both receive their official authority from and be for the use of theshall be reviewed and established annually by the ASI Finance Committee and shared with the ASI Board of Directors as an information item, Official approval of (changes to) these guidelines by the ASI Finance Committee will as articulated in be specified by ASI Policy 204 Funding Policy.
- c. The ASI Finance Committee has the final say to approve or recommend to the Board of <u>Directors the</u> allocation of funding to clubs and organizations.

### VI.V. Guidelines:

The following guidelines reflect the prices at which the ASI Finance Committee and Club Funding Committee will fund Cal State LA clubs and organizations for items and goods. in the categories of Hospitality, Honoraria, Marketing, and Other. a. All allocations must be associated with an event that is open to all Cal State LA

<u>students.</u>

a. Maximum Funding Allocation:

i. The Finance Committee shall establish a maximum amount to be funded perclub each semester and within the approved annual budget for ASI (Policy 204, 4.4.6)

ii. The maximum amount allowable for 2023-24 shall be \$3,000 per semester.





Associated Students, Inc. ASI Direct Funding Allocation Guidelines 2018-19 Funding Price List

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-b. Hospitality: (per estimated Cal State LA students in attendance only)	Formatted
1. For catered foods ASI will fund meals, based on per actual student in	Formatted Table
attendance the dollar amount noted below per estimated number of Cal	
State LA students in attendance:	Formatted
1. Breakfast 8 am-11 am: Up to \$15.00	Formatted
<ol> <li>Lunch 11 am - 4 pm: Up to \$1620.00</li> <li>Dinner 4 pm - 11:59 pm: Up to \$2427.00</li> </ol>	Formatted
3.2.ASI reserves the right to request requires verification of student attendance.	
such as a verification (sign in sheet, for reimbursement of the allocated	Formatted
funds to be completed). Student attendance verification will be used for	Formatted
the purpose of verifying the allocated amount.	Formatted
<u>Speaker Fees and Fundraisers for events with catered foods:</u>	Formatted
0. If a club or organization is planning an event with catered food in	Formatted
which funds will be raised, or if an attendance fee charged ASI will	Formatted
fund up to 50% of the total requested cost of hospitality items not	Formatted
to exceed the \$3,000.00 cap per term.	Formatted
0.— <u>Clubs will need to provide a projected budget showing total</u>	
expenses and revenue with the request for funding. Upon the end of the event, a final budget summary showing total expenses and	Formatted
revenue earned must be attached to Request for Payment.	Formatted
0. ASI reserves the right to request student attendance verification	Formatted
(sign in sheet). Student attendance verification will be used for the	
purpose of evaluating the event and will not change the allocated	Formatted
amount already received.	Formatted
0.— <u>ASI will have no restrictions or dictated maximum on the amount to</u>	Commente d
<u>be funded to clubs and organizations for hospitality items sold in</u> f <del>undraisers.</del>	Formatted
vii.ii. Honoraria:	Formatted
1. ASI will will consider modest and reasonable speaker fees and honoraria	Formatted
based on the anticipated or actual event attendance and the program's	Formatted
service to the student body.	
1.2. Performance contracts may be required for performers and speakers and	Formatted
the club must work with CSI to receive assistance and authorization on	Formatted
<u>contractual agreements. Contracts or invoices will be required for</u> reimbursement of speaker fees and honoraria. <del>provide up to \$710 for</del>	Formatted
honoraria items intended for speaker(s) and guest(s) for an event	Formatted
(including costs for services, gifts, trophies, and awards).	Formatted
<del>2.<u>3.</u>ASI <u>will may fund provide up to \$560 for c</u>lubs' gifts<u>, trophies, awards, and</u></del>	
prizes, and gift cards for in place of intended Cal State LA studentsfees and	Formatted
honoraria.	Commented [PB1]: This is consistent wit
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1. Merchandise is defined as: Any goods used for the promotion	Formatted
of an event or entity - not limited to clothing, graduation	
sashes/stoles, stickers, bags, etc.	Formatted
2. ASI <del>will</del> may fund up to 70100% of merchandise items being	Formatted
requestedpurchased to hand out at an event or activity and made available to all students,	Commented [PB2]: This was not clear in
3. ASI shall only fund up to 50% of merchandise that is given only to	Formatted
3. ASI shall only fund up to put of merchandise that is given only to	Formatted

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include a visible ASI logo.	Formatted Table
<ol> <li>A design of the marketingmerchandise item must be submitted with the funding proposal.</li> </ol>	Formatted: Header
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<ol> <li>ASI will provide up to \$7.85 per t-shirt/polo shirt.</li> <li>ASI will provide up to \$14.30 per sweatshirt.</li> </ol>	Formatted: Font: Avenir Next LT Pro, 10 pt
4.—ASI will provide up to 50% of the printing/embroidery cost.	Formatted: Font: Avenir Next LT Pro, 10 pt
5. <u>Must have a visible ASHogo.</u> 6-5. As detailed in ASI Policy 204 <u>.4.7.4</u> ASI will only fund clothing	Formatted: Indent: Left: 2"
manufactured by sweatshop-free companies. Confirmation that the	Formatted: Indent: Left: 2"
company is sweatshop-free must be provided <u>or the club can use</u>	Formatted: Font: Avenir Next LT Pro, 10 pt
one of the pre-approved companies identified by ASI. 0. A design of the shirt must be provided.	Formatted: Font: Avenir Next LT Pro, 10 pt
3.2. Flyers: ▲	Formatted: Indent: Left: 1.5"
1. ASI will provide up to \$0.10 per flyer for all 8.5 x <del>11 inch<u>11-inch</u></del>	Formatted: Indent: Left: 2"
size or smaller black and white flyers. 2. ASI will provide up to \$0.75 per flyer for all 8.5 x <del>11 inch11-inch</del>	Formatted: Indent. Leit. 2
size or smaller color flyers.	
<ol> <li>ASI will provide up to \$1.20 per flyer for all 11 x 17-inch or larger size flyers (black and white or color).</li> </ol>	
0	Formatted: Indent: Left: 1.5"
<ol> <li>Any other types of merchandise used for marketing purposes must</li> </ol>	Formatted: Indent: Left: 2"
include a visible ASH logo. 0. A design of the marketing item must be submitted.	Formatted. Indent. Leit. 2
0.—A design of the marketing item must be submitted. 0.—ASI will fund up to 70% of merchandise items being requested.	
——If a club or organization is planning to sell the merchandise to raise funds, ASI will fund up to 50% of the total	Formatted: Indent: Left: 2.63"
requested cost not to exceed the \$3,000.00 cap per term.	<b>Commented [PB3]:</b> Edited this section for alignment with P204 and University protocol
<ol> <li>In the event that ASI owns similar equipment to what is being requested, Finance Policy 215 - Equipment Policy will be utilized to loan the</li> </ol>	Formatted: Font: Avenir Next LT Pro, 10 pt
equipment to the club/organization.	Formatted: Indent: Left: 1.13"
2.1. Rentals:	Formatted: Indent: Left: 1.5"
<ol> <li>ASI will may fund the full cost of equipment rentals,</li> <li>The club must provide a name and contact of a University faculty or</li> </ol>	Formatted: Font: Avenir Next LT Pro, 10 pt
staff member who will oversee the rental of the equipment and the	Formatted: Font:
safe use of the equipment when on campus.  3. Rental equipment agreements must be verified and approved by	Formatted: Indent: Left: 2"
the UniversityClubs must work with CSI to obtain University	Formatted: Font: Avenir Next LT Pro, 10 pt
approval.	Formatted: Indent: Left: 1.5"
<ol> <li>If ASI owns similar equipment to what is being requested, the club or organization can loan the equipment from ASI.Clubs may borrow ASI-</li> </ol>	
owned equipment upon request, if ASI has the items in inventory and	Formatted: Font: (Default) Avenir Next LT Pro, 10 pt
available for use at the time of the event,	Formatted: Normal, No bullets or numbering
3. 4. <u>Purchases:</u>	Formatted: Font: Avenir Next LT Pro, 10 pt
<ol> <li>Three quotes from different vendors must be provided for</li> </ol>	Formatted: Indent: Left: 1.5"
equipment purchases costing over \$300.	Formatted: Indent: Left: 2"
v. If ASI funds the purchasing of equipment, the equipment will be owned by ASI	Formatted: Indent: Left: 1.13"
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However, Policy 215 section 5.4 states "ASI may, at the discretion of the Executive	Formatted	
Director, allow an organization to maintain custody of the equipment for ease of		
access through a written agreement. In cases where an organization is allowed to	Formatted	
maintain custody, the organization shall be responsible for ensuring the proper storage, maintenance, inventory and damage control required." <u>Fundraisers:</u>	Formatted	(.
<u>1. If a club or organization is planning an event for which funds will be</u>	Formatted	
raised, or if an attendance fee is charged ASI will fund up to 50% of	Formatted	[.
the total requested cost. <u>ASI shall fund 70% of expenses when an</u> event is a fundraiser or if the club is charging for	Commented [PB4]: This goes again	nst our other 🤶
attendance/participation (Policy 204, 4.7.2.).	Formatted	[.
2. A report of the total cost of supplies and the total revenue received	Formatted	
for the event must be provided to receive reimbursement from ASI.	Formatted	(.
3. Appropriate cash handling and digital sales must be followed. Clubs may receive training and protocol on University accepted	Formatted	
procedures through CSI or Procurement,		
ASI will have no restrictions or dictated maximum on the amount to	Formatted	
be funded to clubs and organizations for hospitality items sold in	Formatted	
vi. Travel:	Formatted	
1. ASI will fund up to 70% of lodging, transportation, and registration fees	Formatted	
(Policy 204, 6.4)	Formatted	[.
<ol> <li>Lodging is limited to \$275 per night based on CSU rate.</li> <li>Transportation Transportation costs willshall be limited to:.</li> </ol>	Formatted	
i. Airfare will be reimbursed at cost	Formatted	
ii. If a rental vehicle is used, ASIRental vehicles will be		
reimbursed at cost. ASI does not approve funding for	Formatted	[
vehicles with maximum seating of 12 passengers or more, iii. If a personal vehicle is used, CSU mileage rate will be used	Formatted	
for reimbursement.	Formatted	
1. 2023-2024: \$0.655 per mile	Formatted	
ASI will not fund travel utilizing 15 passenger van	Formatted	[.
3. Registration fees will be reimbursed at cost	Formatted	
vii. Decorations:	Formatted	
1. ASI will fund up to a maximum of \$300 for decorations for an event	Formatted	
<u>1. ASI funds tickets for admission to events any services up toat the current</u>	Formatted	
provided discounted rates through ASI's online vendor (e.g., movie tickets,	Formatted	
amusement park tickets, etc.) Please refer to the ASI website for a		
<ul> <li><u>complete list.</u></li> <li>2. Actual attendance must be documented and provided when submitting</li> </ul>	Formatted	(.
receipts for the event and shall include name, Cal State LA email, and CIN.	Formatted	(
Only tickets used by and purchased for Cal State LA students will be	Formatted	
reimbursed,	Formatted	
<del>5.</del> –	Formatted	
<del>VII. <u>Other:</u> ▲</del>	Formatted	
a. Conference/Seminar Registration Fees: ASI will not fund	Formatted	
registration fees for conferences and seminars.	Formatted	(
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i.Please refer to ASI Policy 213 for funding requests for travel and lodging.

b.-ASI will fund up to \$150 for decorations for an event. c. ASI funds any services up to the current provided discounted rates through ASI (e.g. movie tickets, amusement park tickets, etc.) Please refer to the ASI website for a complete list.

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