


Associated Students, Incorporated  
California State University, Los Angeles



# Addendum – Policy 204 Funding Policy ASI Direct Funding Allocation Guidelines 2018–19 Club Funding Price List

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- I. **Purpose:**
  - i. To serve as an official, albeit transient, The Funding Price List shall provide standards 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:**
  - a. The use and application of these guidelines are to be governed and specified by ASI Administrative ASI Policy 204 ASI Funding Policy Guidelines or go to:- <http://asicalstatela.org/services/clubs-and-organizations-funding>
  - b. Cal State LA Hospitality, Payment or Reimbursement of Expenses Policy - 209
  - a.c. CSU Hospitality Policy
  
- III. **Definition:s**
  - i. 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:
  
- IV. **Authority:**
  - a. These guidelines will both receive their official authority from and be for the use of the shall be reviewed and established annually by the ASI Finance Committee and shared with the ASI Board of Directors as an information item.
  - b. 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 Directors the allocation of funding to clubs and organizations.
  
- V. **Guidelines:**
  - i. 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 students:
      - a. **Maximum Funding Allocation:**
        - i. The Finance Committee shall establish a maximum amount to be funded per club 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.





~~Any type of merchandise used for marketing purposes must include a visible ASI logo.~~

4. ~~A design of the marketing merchandise item must be submitted with the funding proposal.~~

- 1. ~~ASI will provide up to \$7.85 per t-shirt/polo shirt.~~
- 2. ~~ASI will provide up to \$14.30 per sweatshirt.~~
- 3. ~~ASI will provide up to 50% of the printing/embroidery cost.~~
- 4. ~~Must have a visible ASI logo.~~

6.5. ~~As detailed in ASI Policy 204, 4.7.4, ASI will only fund clothing manufactured by sweatshop-free companies. Confirmation that the company is sweatshop-free must be provided or the club can use one of the pre-approved companies identified by ASI.~~

0. ~~A design of the shirt must be provided.~~

3.2. Flyers:

- 1. ASI will provide up to \$0.10 per flyer for all 8.5 x 11-inch size or smaller black and white flyers.
- 2. ASI will provide up to \$0.75 per flyer for all 8.5 x 11-inch size or smaller color flyers.
- 3. ASI will provide up to \$1.20 per flyer for all 11 x 17-inch or larger size flyers (black and white or color).

0. Merchandise:

0. ~~Any other types of merchandise used for marketing purposes must include a visible ASI logo.~~

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 requested cost not to exceed the \$3,000.00 cap per term.~~

xiv.iv. Equipment:

4. ~~In the event that ASI owns similar equipment to what is being requested, Finance Policy 215 - Equipment Policy will be utilized to loan the equipment to the club/organization.~~

2.1. Rentals:

- 1. ~~ASI will may fund the full cost of equipment rentals.~~
- 2. ~~The club must provide a name and contact of a University faculty or staff member who will oversee the rental of the equipment and the safe use of the equipment when on campus.~~
- 3. ~~Rental equipment agreements must be verified and approved by the University. -Clubs must work with CSI to obtain University approval.~~

2. ~~If ASI owns similar equipment to what is being requested, the club or organization can loan the equipment from ASI. Clubs may borrow ASI-owned equipment upon request, if ASI has the items in inventory and available for use at the time of the event.~~

4. Purchases:

4. ~~Three quotes from different vendors must be provided for equipment purchases costing over \$300.~~

v. ~~If ASI funds the purchasing of equipment, the equipment will be owned by ASI~~

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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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