

A.S.I. Funding Request Workshop

Associated Students, Inc.
*Your Student Government,
"For the Students, by the Students!"*

Presented By

*Aaron Castaneda
Vice President for Finance*

*Barbara Hong
Vice Chair for Finance*



Important Requirements to Request Funds

- All clubs and organizations requesting funding from A.S.I. **must first be recognized by the Center for Student Involvement** (CSI) in order to receive funding from A.S.I.
- Club's/Organization's events **must be open to all Cal State LA students** in order to receive full funding. We will, however, consider – and do, in fact, encourage – fundraising for any of these events that are open to students in order to help you reach the financial goal necessary for your event.
- A.S.I. will not grant funding to those clubs/organizations that are requesting it after the event has occurred. You must request funding **before** your event and have it approved by the Funding Committee. All money granted is processed by reimbursement only to the club/organization after the event is complete with the proper forms filed.



Additional Information



- A.S.I. does not provide funding to clubs/organizations that do not use **sweatshop-free** companies when requesting funds for any form of clothing/attire/or material such as t-shirts and sweatshirts. The club/organization must use the sweatshop-free companies on the list provided.

<http://asicalstatela.org/sites/default/files/content/upload/2015/02/sweatshop-free-companies.pdf>

- A.S.I. does not use Performance Agreement Forms. Clubs and Organizations will be responsible for paying any performer that is contracted directly.

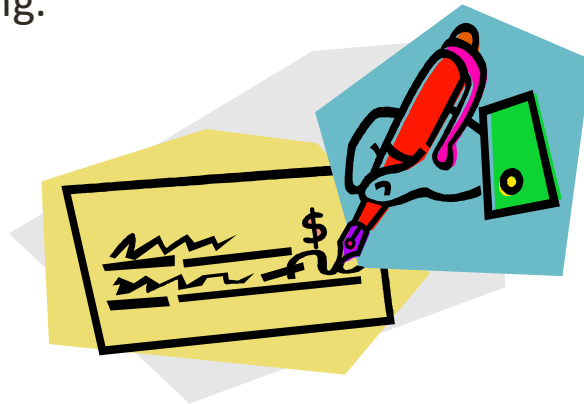
Additional Information

- A.S.I. funds are allocated on a **“first come, first serve”** basis and as long as funds are available.
- Funding is capped at **\$3,000 per club per semester**, and the funds do not roll over to the following semester.
- Any request for funding exceeding \$2,000.00 will be forwarded to the next Finance Committee meeting with a recommendation from the Funding Committee. It is in your best interest to attend the Finance Committee meeting as well to explain why you need this amount and in order to answer any questions the Finance Committee may have for you. **The Finance Committee, with the oversight of Board of Directors, will have final say on whether or not to fund the event.**
- All disbursement checks will need to be picked up at the A.S.I. Administrative Office (U-SU Room 203) once all paperwork is completed. The estimated time is two (2) weeks.



Additional Information

- You MUST SUBMIT your requests no less than 5 business days (1 week) prior to the date of the event or your request will not be forwarded to the Funding Committee. (Travel requests are due 3 weeks prior to the Funding Committee meeting)
- Any incomplete forms will not be considered by the Funding Committee. Be sure to give yourself enough time to complete these forms. If at any time you have questions or are confused on specific aspects of the forms as they pertain to your event, please come and see me during my scheduled office hours or e-mail me in order to schedule a meeting.





Spring 2018 Paperwork Due Dates & Funding Committee Meeting Dates



Paperwork Due Dates

Due:

Friday, January 19, 2018 by Noon

Due:

Friday, February 2, 2018 by Noon

Due:

Friday, February 16, 2018 by Noon

Due:

Friday, March 2, 2018 by Noon

Due:

Friday, March 16, 2018 by Noon

Due:

Friday, April 6, 2018 by Noon

Due:

Friday, April 6, 2018 by Noon

Finance Committee Meeting Dates

Funding Committee Meeting

Friday, January 26, 2018@12:00 -2 pm

Location: U-SU Los Angeles Room 308A

Funding Committee Meeting

Friday, February 9, 2018@12:00 -2 pm

Location: U-SU Alhambra Room 305

Funding Committee Meeting

Friday, February 23, 2018@12:00 -2 pm

Location: U-SU Los Angeles Room 308A

Funding Committee Meeting

Friday, March 9, 2018@12:00 -2 pm

Location: U-SU Los Angeles Room 308A

Funding Committee Meeting

Friday, March 23, 2018@12:00 -2 pm

Location: U-SU Alhambra Room 305

Finance Committee Meeting

Friday, April 13, 2018@12:00 -2 pm

Location: Administration Building Room 313

Finance Committee Meeting

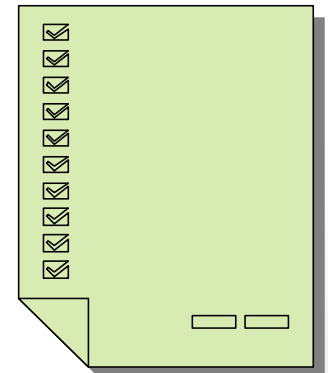
Friday, April 27, 2018@12:00 -2 pm

Location: U-SU Alhambra Room 305

How to Request Funding

- In order to request funding, you must attend the A.S.I. Mandatory Funding Workshop each semester. Failure to attend makes your organization ineligible for A.S.I. funding.

You are here!



How to Request Funding

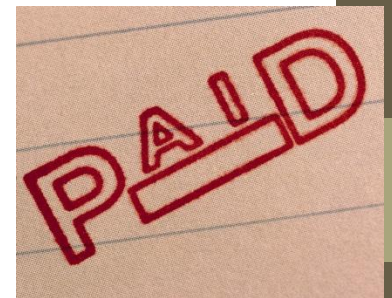
- **Fill out the Funding Request Form found via this link at the bottom of the page:** (<http://asicalstatela.org/services/clubs-and-organizations-funding>) (search “club funding” on asicalstatela.org)
- **Attach all necessary documents**
 - *Flyers with ASI Logo*
 - *Event Registration Forms (From CSI)*
 - *Food Permits (if applicable) (From CSI)*
 - *Union Reservation Confirmation (if applicable)*
 - *Invoices/Estimates/Quotes*
 - *UAS BEO (University Auxiliary Services - Banquet Event Order)*
 - *Proof of sweat free merchandise company and estimates (if applicable & the more estimates the better)*
- **Turn in the Funding Request Form with ALL documents to the A.S.I. Administrative Office (Room 203): located on the second floor of the U-SU building.**
- **Turn in your Funding Request form by Noon the Friday prior to the next Funding Committee Meeting. Requests turned in after this time will not be considered at the following Funding Committee Meeting.**

How to Request Funding (continued):

- All Completed Requests For Funding will be distributed to the Finance Committee and processed at the meeting on Friday
- You **MUST** attend the Funding Committee meeting. Please check the agenda Tuesday prior to the date of your proposal presentation to the Funding Committee. The agenda will specify what time you need to be there. The agendas will be posted outside of the A.S.I. Administrative Office, Room 203, on the *second* floor of the U-SU building and they will also be viewed on the A.S.I. website.
- During this meeting, please be clear and concise when presenting your proposal. Be prepared to answer any questions committee members may have. If you know you will be absent or have scheduling difficulties, please let the Vice President for Finance know via e-mail prior to the meeting, and he/she will try to table your proposal for the next meeting. Otherwise, your proposal will either be tabled or denied for funding at the committees' discretion.
- If you are requesting funding for use of the Golden Eagle Hospitality, please check with their reservations office to make sure that the date you are requesting is available.

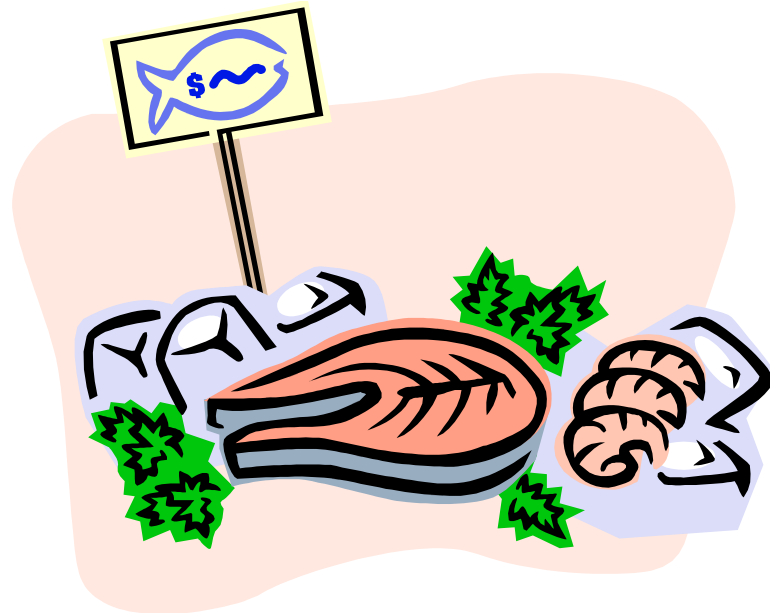
How to Submit a Request for Payment:

- ****Note****: This Form is to be filled out once the Finance Committee has approved an amount. Do not fill out this form if you have not gone through the Funding Request process or if your proposal has not been approved.
- Request for Payments (RPPs) **MUST** be time stamped by the ASI Administrative Office, U-SU 203.
- Payment Options:
 - Reimbursement **ONLY**



How to submit a Request for Payment

- Fill out a Request for Payment Form (RPP) ONLINE!!!
(<http://www.asicsula.org/services/clubs-and-organizations-funding>)
- Must be typed.

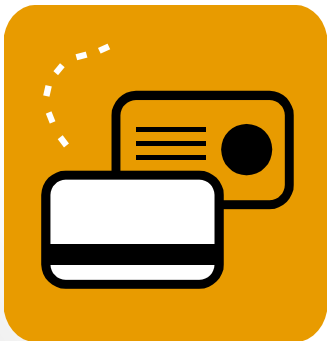


How to submit a Request for Payment

- Attach All Required documentation
 - **Original** Receipts (taped on all four sides to a sheet of paper & do not cover the text/ink.)
 - **Original** Award Letter (Yellow carbon copy provided to you by the VPF.)
 - Copy of the flyer used to advertise your event (if applicable) depicting the A.S.I. logo.

How to submit a Request for Payment

- If you did NOT pay CASH and you don't have your original receipts you MUST include the following with your receipts.
 - Credit Card → Credit Card Transaction detailed record or Receipt
 - Bank Card → (debit/ATM) → Bank Statement
 - Check → Copy of Cancelled Check(front/back)
- When paying by cash, make sure you obtain an itemized receipt marked "PAID"



How to submit a Request for Payment

- For both credit card and bank statements, you may cover other sensitive information not pertaining to the purchase.
- Attach Flyer of your event with the A.S.I. Logo.
- Turn in **Completed** Forms no later than **15 business days** after the date of your event to the A.S.I. Administrative Office, Room 203. After **15 business days** no payments will be granted.
- **Event Evaluation Form Requirement for payments:** An Event Evaluation Form must be filled out and submitted with your request for payment. No evaluation, no payment, so please make sure you fill it out completely.
- All forms can be found online at:
- <http://www.asicsula.org/services/clubs-and-organizations-funding>



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Thank you for your time.

A.S.I. strives to provide Cal State L.A. Clubs and Organizations
with funding throughout the year.

