



ASI Direct Funding Allocation Guidelines 2018-19

- I. **Purpose:** To serve as an official, albeit transient standard to assist the ASI Finance Committee in fairly allocating Direct Funding to Cal State LA clubs and organizations.
- II. **References:**
 - a. The use and application of these guidelines are to be governed and specified by [ASI Administrative Policy 204 ASI Funding Guidelines](#) or go to <http://asicalstatela.org/services/clubs-and-organizations-funding>
- III. **Definition:**
 - a. 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 ASI Finance Committee.
 - i. Official approval of (changes to) these guidelines by the ASI Finance Committee will be specified by ASI Policy 204.
 - b. 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:**
 - a. The following guidelines reflect the prices at which the ASI Finance Committee will fund Cal State LA clubs and organizations for items and goods in the categories of Hospitality, Honoraria, Marketing, and Other. All allocations must be associated with an event that is open to all Cal State LA.
 - i. Hospitality: (per Cal State LA student only)
 - a) For catered foods A.S.I. will fund meals, based on per student in attendance the dollar amount noted below:
 - i. Breakfast - 8 am-11 am: Up to \$15.00
 - ii. Lunch - 11 am – 4 pm: Up to \$16.00
 - iii. Dinner - 4 pm 11:59 pm: Up to \$24.00
 - iv. Appetizers, served at any time, up to \$15.00. Appetizers cannot be used in conjunction with Breakfast, Lunch, or Dinner.
 - b) Fundraisers for events with catered foods:
 - i. If a club or organization is planning an event with catered food in which funds will be raised, or if an attendance fee charged ASI will fund up to 50% of the total cost not to exceed the \$3,000.00 cap per term.

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- (i) Three quotes from different vender's must be provided for equipment purchases costing over \$300.
 - (ii) If ASI funds the purchasing of equipment, the equipment will be owned by ASI However, Policy 215 section 5.4 states "ASI may, at the discretion of the Executive 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 maintain custody, the organization shall be responsible for ensuring the proper storage, maintenance, inventory and damage control required."
- v. Other:
- a) Conference/Seminar Registration Fees:
ASI *will not* fund registration fees for conferences and seminars.

