ASI Funding Request Workshop

Associated Students, Inc.

Your Student Government,
"For the Students, by the Students!"

Presented By

Aaron Castaneda
Vice President for Finance

Lily Nguyen
Vice Chair for Finance

What is ASI Club Funding?

- Each year, ASI allocates a certain amount of money towards supporting clubs and organizations through ASI Club Funding
- ASI Club Funding is allocated on a **first come, first served** basis
  - i.e. there is a finite amount of money available for ASI Club Funding and funds are disbursed until that amount reaches $0.00
- Funding is capped at **$3,000 per club per semester**, and the funds do not roll over to the following semester

Basic Requirements

- Clubs and organizations requesting funding must be recognized by the **Center for Student Involvement (CSI)**
- An event must be **open to all Cal State LA students** to be eligible for ASI funding
- Funding requests must be approved at a Funding Sub-Committee meeting **before the actual date of the event** to be eligible for ASI funding
  - A completed funding request must be submitted to the ASI office **at least one week prior** to the date of the Funding Sub-Committee meeting –*non-negotiable deadline*
- You must attend the ASI Mandatory Funding Workshop each semester. Failure to attend makes your organization ineligible for A.S.I. funding. –*congrats!*

ASI FUNDING IN 4 EASY STEPS

Submit an ASI Funding Request packet to the ASI Office.

Present at the Funding Sub-Committee meeting before your event.

Buy the approved items and have fun at your event!

Submit an RPP and a check for reimbursement will be issued after 2-3 weeks.

ASI Funding Request Packet

- ASI Funding Request form

Associated Students, Inc.
Funding Request Form
"...For the Students, by the Students!"
2018-19

Contact
Officer Name: _____
Officer Title: _____
Address: _____
City/State/Zip: _____
Phone & Email: _____
Officer Signature: _____

Organization
Club/Organization: _____
Event Title: _____
Date(s) of Event: _____ Semester Fall
Location of Event: _____
Expected Total Attendance: _____
Expected Attendance of Cal State LAStudents: _____

Necessary Documents:
- ❑ Event Flyer w/ ASI Logo
- ❑ CSI Event Reg. Form
- ❑ Estimates / Food Permits
- ❑ Event Estimates / Invoices

- CSI Event Registration form (approved)

signed!

STUDENT ORGANIZATION
EVENT REGISTRATION FORM

This form must be completed 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted online until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: _____ PHONE: _____ DATE: _____
EVENT CONTACT NAME: _____ EMAIL: _____
NAME OF EVENT: _____ LOCATION: _____
EVENT DATE: _____ BEGIN TIME: _____ END TIME: _____ ESTIMATED ATTENDANCE: _____

ACKNOWLEDGMENT – FOR OFFICE USE ONLY

	SIGNATURE:	DATE:
CENTER FOR STUDENT INVOLVEMENT (U-SU 204)		
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY		
ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT		

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? ☐ NO ☐ YES DATE REQUIRED: _____

NOTIFICATIONS:

☐ PUBLIC AFFAIRS	DATE:	☐ ATHLETICS	DATE:
☐ DEPT. OF PUBLIC SAFETY	DATE:	☐ FACILITIES USE COORDINATOR	DATE:
☐ OTHER: _____	DATE:	☐ U-SU BUSINESS OFFICE	DATE:

NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

- Event flyer with the ASI logo
- Estimates including the specified merchant and price of item(s)
- Any additional supporting materials

Flyers

- Must included the ASI logo.
- **Acceptable logos: (Found on Club Funding page)**

- **NOT acceptable logos on flyers: (Any color variance)**

ASI Funding Request Form

Found on the Club Funding page of the ASI website: (http://www.asicsula.org/services/clubs-and-organizations-funding)

ASI "...For the Students, by the Students!"

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2018-19

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Event Description and Total Cost Breakdown

Briefly describe the event:

Is the event open to all Cal State LA students?: Select One...

How will this program enhance the Cal State LA experience?:

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: _____

Amount Requested from ASI: _____

Amount from other sources: _____

What other resources are you employing for this event?

For Office Use Only • Do Not Write Below

Important:

(1) *All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.*

(2) *Additionally, funding request forms must be turned in no less than10 business days (2 weeks) prior to the event.*

(3) *Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.*

All forms must have a Time Stamp and staff initial: ☐

ASI Funding Request Form

Contact

- Must be filled out by officers designated on the CSI Officer Information form
- PLEASE include the **full, correct email** so that we can contact you if need be
  - If it does not fit in one line, include an additional sheet or sticky note
- Remember to include the Office Signature

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2018-19

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ASI Funding Request Form

Organization

- Ensure that the information matches with the CSI Event Registration form
- Please give reasonable estimates for attendance
  - Use whole numbers (NOT 100+, 10-50, etc.)

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Funding Request Form
2018-19
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ASI Funding Request Form

Event Description

- Answer to the best of your ability
- If your answer does not fit in the space provided, please attach additional sheets

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Funding Request Form
2018-19
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All forms must have a Time Stamp and staff initial:

ASI Funding Request Form

Total Cost Breakdown

- Include all the expenses required for your event
- Item description + total cost
- If there is not enough space, please include **<u>an additional spreadsheet</u>** with the specific items in the funding request packet

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Funding Request Form
2018-19
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ASI Funding Request Form

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Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Hospitality

- Includes all food and drink items being purchased for an event
- An approved **food permit** must be included in the funding request packet
  - Unless the event if being catered by UAS, in which a **Banquet Event Order (BEO)** must be included in the funding request packet

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Print Form | Clear Form

Date of Event: _____ Estimated Attendance: _____
Name of Event: _____
Type of Event: _____ Location: _____
Sponsoring Organization: _____
Authorized Representative: _____ Phone: _____ Fax: _____
Time:
Access Time: _____ a.m./p.m. to _____ a.m./p.m.
Event Time: _____ a.m./p.m. to _____ a.m./p.m.
Type of Food Service:
☐ Bake Sale ☐ Snacks ☐ Food Sale ☐ Catering
☐ Barbecue ☐ Potluck ☐ Other (describe below)

(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: _____
List all food and potentially hazardous food (*see* Temporary Food Facility Guidelines *for definition*) items to be sold/served (include ingredients), use back of page if necessary

Golden Eagle Hospitality

for: Event # E34154
on: Friday, October 26, 2018

Client/Organization	Event Date	Booking Contact		Event #
[redacted]	[redacted]	[redacted]		E34154
Address		**City, St/Prov Postal**	**Booking Tel**	**Guests**
5154 State University Drive		Los Angeles, CA 90032	[redacted]	60 (Act)
Party Name	**Sales Rep**	**Theme**	**Category**	
[redacted]	Amy Miers			

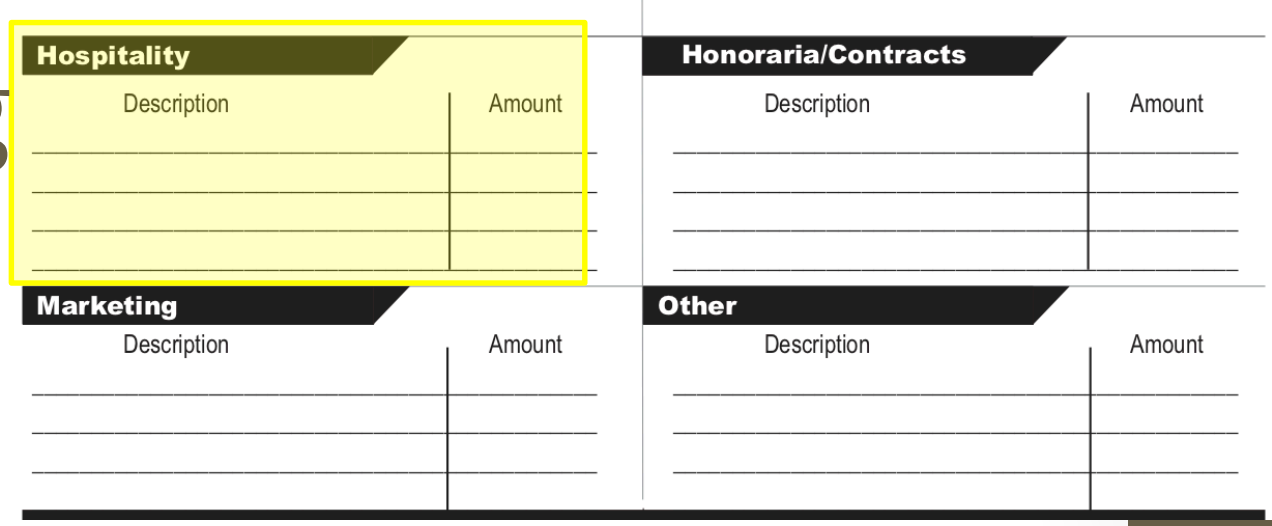
Venue

Description	Type	Start	End	Banquet Room	Setup Style
		6:00 pm	9:00 pm	Ballrm 1	Banquet 10

Food & Beverage

Food/Service Items	Unit	Price	Total
**Deliver USU Los Angeles			

ASI Funding Request Form



Hospitality	
Description	Amount

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount

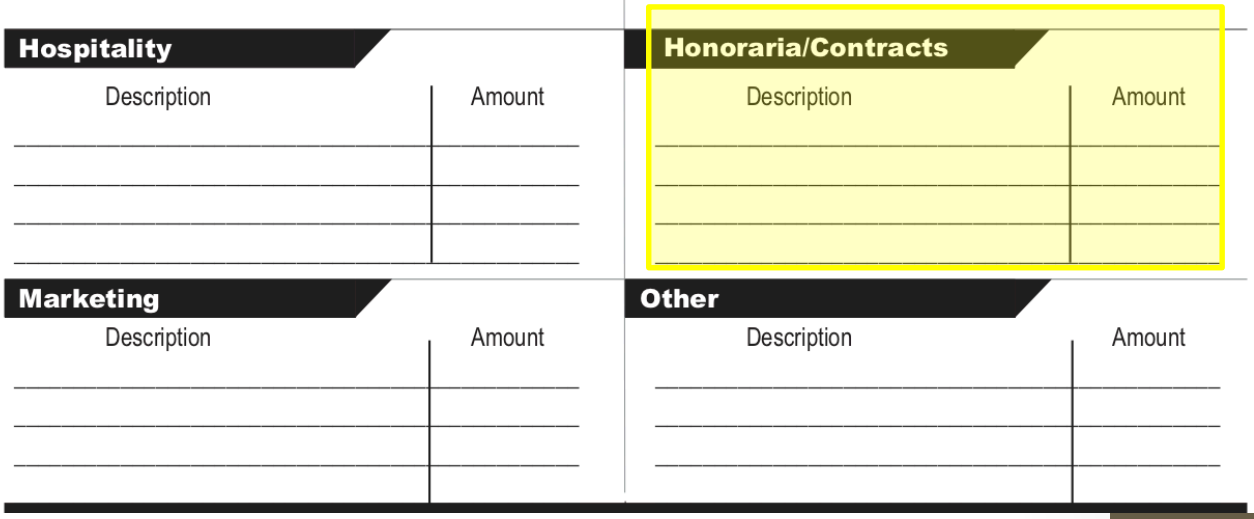
Other	
Description	Amount

Hospitality

- For fundraisers
  - No price restrictions or dictated maximums on food and drink sold in fundraisers
- For an event with no fundraising
  - Funding is determined based on the time of event and estimated Cal State LA student attendance
- For an event in which funds are collected (e.g. through admission fees)
  - ASI will only fund up to 50% of the total requested hospitality costs (not to exceed the $3,000 cap per term)

More information about restrictions can be found in the ASI Direct Funding Allocations Guidelines on the Club Funding page of the ASI website.

ASI Funding Request Form



Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Honoraria/Contracts

- Includes payments/gifts for guests of an event
- <u>For items intended for speaker(s)/guest(s) of an event (including costs for services, gifts, trophies, and awards)</u>
  - Up to $710
- <u>For items intended for Cal State LA students (including gifts, trophies, awards, and prizes)</u>
  - Up to $560
  - Activities with prizes must comply with CSI policy

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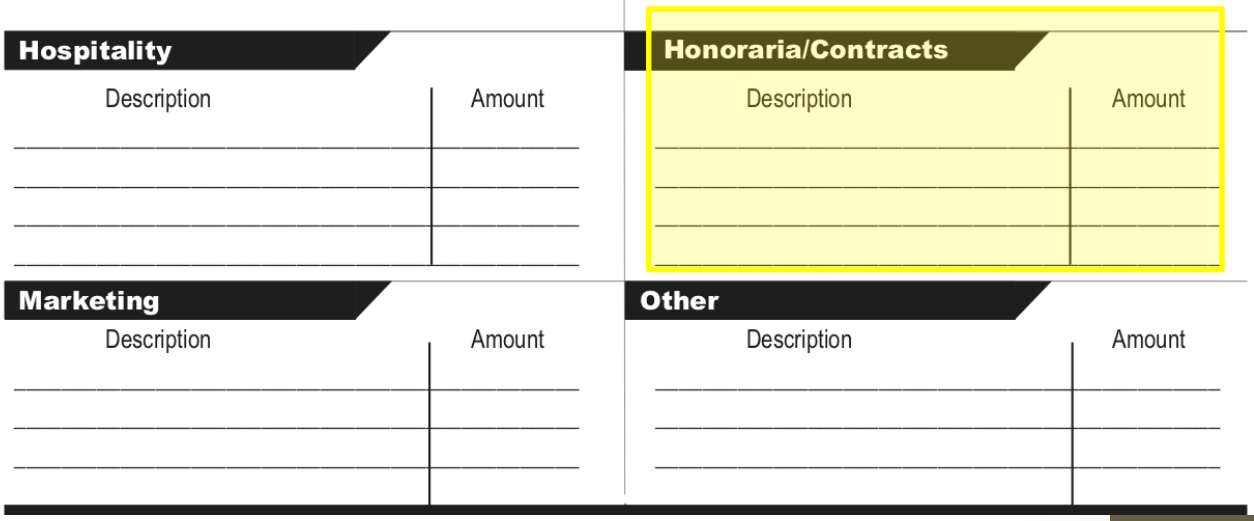

Hospitality

Description	Amount

Honoraria/Contracts

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Marketing

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Other

Description	Amount

Honoraria/Contracts

- A **contract or email** from the speaker certifying an amount for cost of service must be included in the funding request packet
  - ASI does not use Performance Agreement Forms. Clubs and Organizations will be responsible for paying any performer that is contracted directly.
- **Designs** for any awards or trophies must be included in the funding request packet
  - Designs must include the **ASI logo**

ASI ASSOCIATED STUDENTS, INC. ASI ASI ASI

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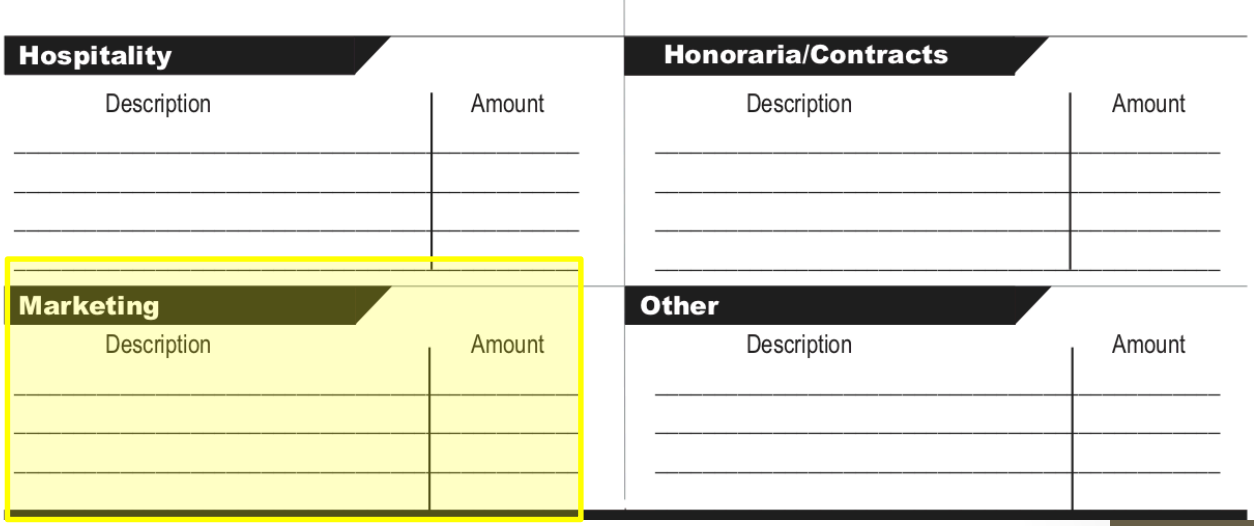

Marketing

- Includes costs for printing and merchandise related to the event
- <u>For clothing</u>
  - $7.85 per t-shirt/polo shirt & $14.30 per sweatshirt
  - 50% of printing/embroidery cost
  - ASI only provides funding to clubs/organizations that use ***sweatshop-free*** companies for any form of clothing/attire/or material such as t-shirts and sweatshirts. A list of sweatshop-free companies for merchandise is provided on the ASI website
    - If using a different company, **<u>proof that a clothing/merchandise company is sweatshop-free</u>** must be included in the funding request packet

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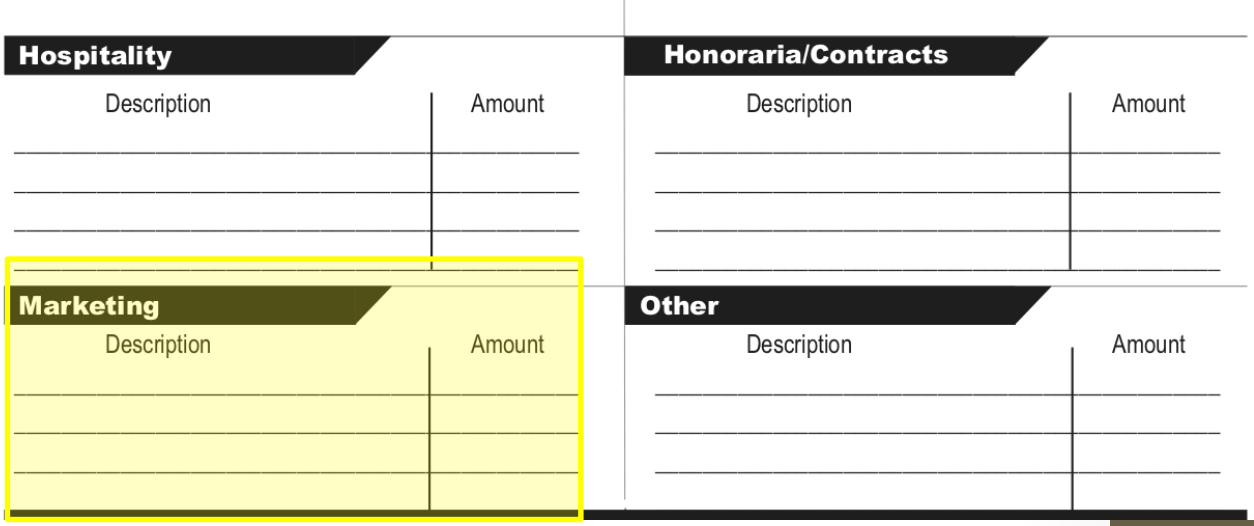
ASI Funding Request Form



Hospitality

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Marketing

- <u>For printing/flyers</u>
  - Funding depends on size of paper and ink type
- <u>For any other types of merchandise</u>
  - Up to 70%
  - If merchandise is being sold, up to 50%
- **<u>Designs for all marketing items</u>** must be included in the funding request packet
  - Apparel and merchandise must have a visible ASI logo:

ASI ASSOCIATED STUDENTS, INC. ASI ASI ASI

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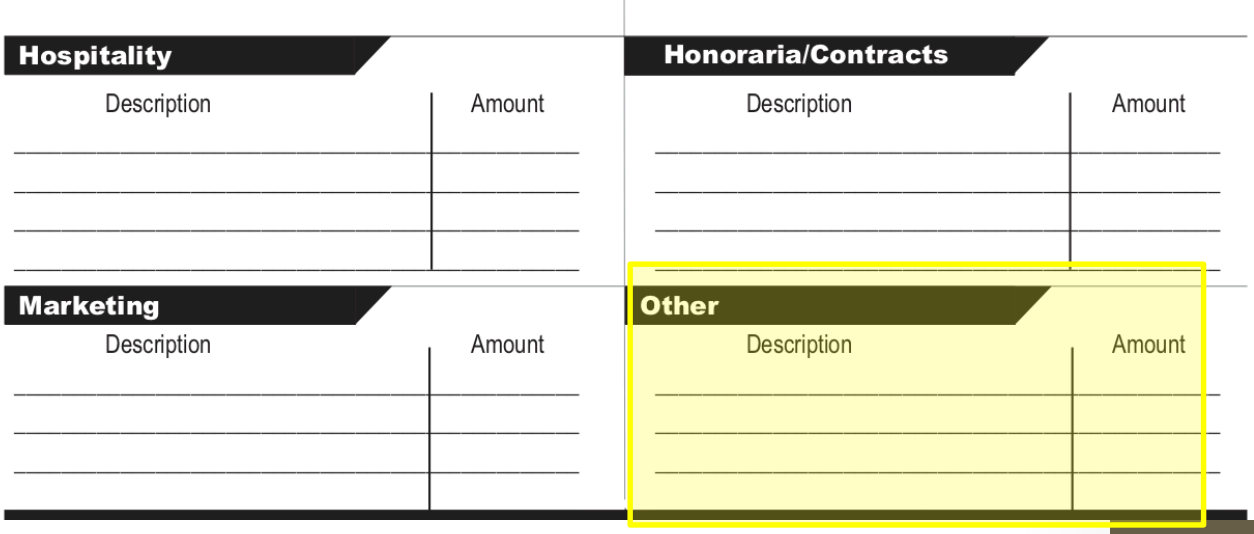

Hospitality

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Other

- Costs falling outside of the existing categories will be evaluated on a case-by-case basis unless there are stated regulations
- Please include as much supporting documentation so that we can fully evaluate any items

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ASI Funding Request Form

Event Summary

- Form should automatically total the amounts entered
- "Amount requested from ASI" will differ from "Total Cost of Event" if there are restrictions on items
- Any funding requests exceeding $2,000 will be forwarded to the Finance Committee for further review
  - **<u>The Finance Committee, with the oversight of Board of Directors, will have final say on whether or not to fund the event.</u>**

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2018-19

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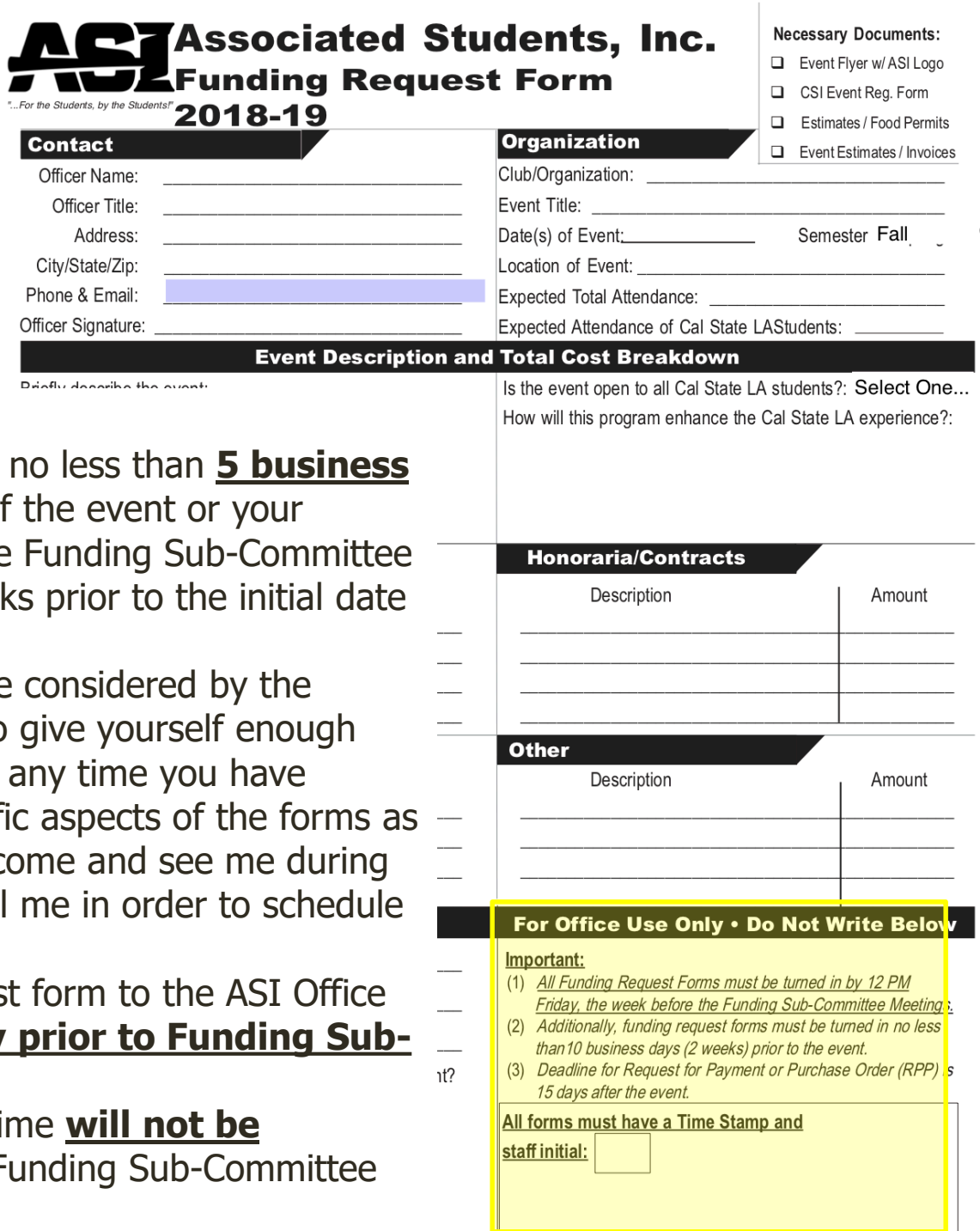

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Submitting to ASI

- 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 Sub-Committee
  - Travel requests are due 3 weeks prior to the initial date of travel.
- Any incomplete packets **will not** be considered by the Funding Sub-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.
- Submit a **complete** funding request form to the ASI Office (U-SU 203) by **noon** on the **Friday prior to Funding Sub-Committee meeting**
  - Requests turned in after this time **will not be considered** at the following Funding Sub-Committee Meeting.

Spring 2019
Paperwork Due Dates &
Funding Committee Meeting Dates

Paperwork Due Dates	Funding Committee Meeting Dates
Due: Friday, January 18, 2019 by Noon	**Funding Committee Meeting** ***Friday, January 25, 2019*** @ 12:00 -2 pm **Location:** U-SU Los Angeles Room
Due: Friday, February 1, 2019 by Noon	**Funding Committee Meeting** ***Friday, February 8, 2019*** @ 12:00 -2 pm **Location:** U-SU San Gabriel Room 313
Due: Friday, February 15, 2019 by Noon	**Funding Committee Meeting** ***Friday, February 22, 2019*** @ 12:00 -2 pm **Location:** U-SU Los Angeles Room
Due: Friday, March 1, 2019 by Noon	**Funding Committee Meeting** ***Friday, March 8, 2019*** @ 12:00 -2 pm **Location:** U-SU Board Room 303 AB
Due: Friday, March 15, 2019 by Noon	**Funding Committee Meeting** ***Friday, March 22, 2019*** @ 12:00 -2 pm **Location:** U-SU Los Angeles Room
Due: Friday, March 29, 2019 by Noon	**Funding Committee Meeting** ***Friday, April 12, 2019*** @ 12:00 -2 pm **Location:** Administration Building Room 313
Due: Friday, April 19, 2019 by Noon	**Funding Committee Meeting** ***Friday, April 26, 2019*** @ 12:00 -2 pm **Location:** Administration Building Room 313

All times and dates are subject to change. If changes occur the Funding Committee will maintain contact with all clubs and organizations that have turned in requests. To receive funding someone from the requesting club **must** be present at the meetings. All others who plan on attending the meetings and have **not** turned in any documentation should check with the A.S.I. Administrative Office (U-SU Room 203) for Updated Times.

ASI FUNDING IN 4 EASY STEPS

Sub ASI
Fu st
pa ASI

Present at the Funding Sub-Committee meeting before your event.

Buy the approved items and have fun at your event!

Submit an RPP and a check for reimbursement will be issued after 2-3 weeks.

Funding Sub-Committee Meeting

- You **MUST** attend the Funding Sub-Committee meeting
  - Please check the agenda Tuesday prior to the date of your proposal presentation to the Funding Sub-Committee to ensure that you are scheduled to present
  - Agendas are posted outside of the ASI Office (U-SU 203) and on the ASI 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.

ASI FUNDING IN 4 EASY STEPS

Sub ASI
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Present at the
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your event.

Buy the approved items and have fun at your event!

Submit an RPP and a check for reimbursement will be issued after 2-3 weeks.

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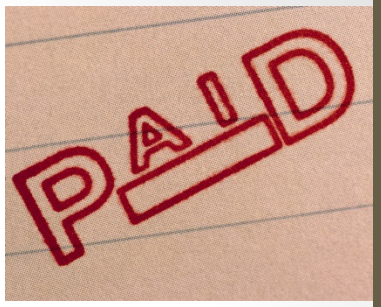
Request for Payment



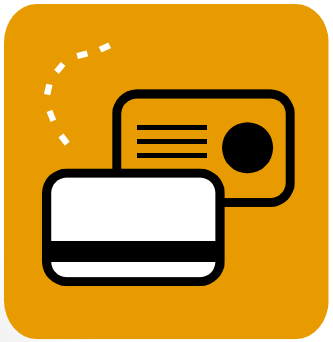
- This Form is to be filled out **<u>after</u>** the Funding Sub-Committee has approved an amount and your event has occurred.
  - Do not fill out this form if you have not gone through the Funding Request process or if your proposal has not been approved.
- Request for Payments (RPPs) MUST be time stamped by the ASI Administrative Office, U-SU 203.
- Payment is only made through **<u>reimbursements</u>**
- Fill out a Request for Payment Form (RPP) ONLINE!!! (Club Funding page on ASI website)
- Must be typed.

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.
    - **Make a copy of all receipts to deposit your check to the U-SU after you receive it from ASI.**
  - **Original** Award Letter
    - Yellow carbon copy provided to you by the VPF.
  - Copy of the flyer used to advertise your event (if applicable) with the ASI logo.

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"
- **For both credit card and bank statements, you may cover other sensitive information not pertaining to the purchase.**



Request for Payment

- Turn in **Completed** Forms no later than **15** business days after the date of your event to the ASI Administrative Office (U-SU 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
- All disbursement checks will need to be picked up at the ASI Administrative Office (U-SU 203) once all paperwork is completed. The estimated time is two (2) weeks.

Request for Payment

- You will receive a email from our Office Administrative Assistant asking you to come in to sign the amount that will be disbursed to your club.

***We cannot process your check until you come in the office to sign.**

- All disbursement checks will need to be picked up at the ASI Administrative Office (U-SU 203) once all paperwork is completed. The estimated time is two (2) weeks.

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Congrats!

Case Study #1

- Q: You are requesting $100 from ASI, $70 for pizza and $30 for soda. You turn in the request on Friday, purchase the sodas the next Tuesday, then are approved for funds the following Friday at the Funding Sub-Committee. You buy your pizzas on the day of the event and have a successful fundraiser. Once you submit an RPP and are called in to sign off the amount, you realize that you will only receive $70 back from ASI. Why?

Case Study #1

- A: You purchased the sodas before you were approved for funding, regardless that you submitted the Funding Request Packet. You must be approved by the Funding Committee before to make *any* purchases for items you wish ASI to reimburse. If you purchase ASI requested items before the Funding Committee approves, the student organization is forfeiting the opportunity to be reimbursed by ASI.

Case Study #2

- Q: You have successfully completed an Request for Payment (RPP) packet, your check has been processed, and you receive a call from ASI to come collect your check on Monday. On Tuesday you were notified by CSI that your organization lost recognition status. On Wednesday you come to ASI to collect your check. What will happen?

Case Study #2

- Q: You have successfully completed an Request for Payment (RPP) packet, your check has been processed, and you receive a call from ASI to come collect your check on Monday. On Tuesday you were notified by CSI that your organization lost recognition status. On Wednesday you come to ASI to collect your check. What will happen?

- A. ASI will not disburse the check to you until you regain your recognition status.

Case Study #3

- Q: Today is July 17. A student officer collected a check with an issue date of January 1. You find the check in your backpack and want to deposit it. What should you do?

Case Study #3

- Q: Today is July 17. A student officer collected a check with a check date of January 1. You find the check in your backpack and want to deposit it. What should you do?

- A: The check is valid 6 months after the check date, meaning that the last day to deposit the check was July 1. Since the check was stale-dated, you need to notify ASI that the check is no longer valid and would like ASI to reissue the check. It will take 2-3 weeks to process.

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Thank you for your time.
ASI strives to provide Cal State LA Clubs and Organizations
with funding throughout the year.