

2020 Spring ODC ASI Club & Organization Funding Presentation

Presented by Tyler Nguyen

What will be Covered

- An overview of ASI Club & Organization Funding Process.
- Four Club Funding Steps:
 - Submitting an ASI Funding Request Form.
 - Presenting at a Sub-Funding Committee Meeting.
 - For requests of \$2,000, or more, you will need to present to at the Finance meeting as well held a week after.
 - Conducting the Event.
 - Submitting an ASI Request for Payments.

What is ASI Club Funding?

- Each year ASI allocates a certain amount of money towards supporting clubs and organizations through the ASI Club funding process.
- ASI Club and Organization funding is allocated on a first come, first served basis. A set amount of money is allocated towards all clubs on campus from ASI, and once this money is fully utilized, clubs can no longer request for funding.
- Funding is capped at \$3,000 per club per semester and the funds do not roll over to the following semesters.
- Amounts ASI can fund are based off of our policy.

Club Requirements for Funding Eligibility

A club must...

- Be in good standing with the University.
- Be formally recognized through the Center for Student Involvement (CSI)/University.
- Have a President or Treasurer attend the ASI Funding Workshop each semester. Make sure to sign in!

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.

Step 1: Submitting an ASI Funding Packet

- Contains:
 - ASI Funding Request Form.
 - Approved CSI Event Registration form from Presence.
 - Event Flier with a visible, approved ASI logo.
 - Estimates for items that will be purchased.
 - Any additional supporting material.
- Filled out before the event and before any purchases have been made.
- Submitted 5 business days (the Friday noon the week before) before a Funding Sub-Committee Meeting to the ASI front desk.

ASI Funding Request Form

| ASSOCIATED STUDENTS, INC. | |
|---|--|
| FUNDING REQUEST FORM | |
| 2019 - 2020 | |
| PART 1 - NOTICE & CHECKLIST | |
| IMPORTANT | |
| 1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings. | |
| 2. Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event. | |
| 3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event. | |
| <input type="checkbox"/> EVENT FLYER WITH ASI LOGO <input type="checkbox"/> CSI EVENT REGISTRATION FORM <input type="checkbox"/> ESTIMATES/FOOD PERMITS <input type="checkbox"/> EVENT ESTIMATES / INVOICES | |
| PART 2 - CONTACT & ORGANIZATION | |
| OFFICER NAME: | CLUB/ORG: |
| TITLE: | EVENT TITLE: |
| ADDRESS: | DATE(S) OF EVENT: SEMESTER: FALL |
| CITY: STATE: ZIP: | EVENT LOCATION: |
| PHONE: EMAIL: | EXPECTED ATTENDANCE: |
| SIGNATURE: | EXPECTED CAL STATE LA STUDENTS ATTENDANCE: |
| PART 3 - EVENT DESCRIPTION | |
| IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| BRIEFLY DESCRIBE THE EVENT: | HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? |
| PART 4 - COST BREAKDOWN | |
| HOSPITALITY | HONORARIA / CONTRACTS |
| DESCRIPTION: AMOUNT: | DESCRIPTION: AMOUNT: |
| | |
| | |
| | |
| | |
| | |
| MARKETING | OTHER |
| DESCRIPTION: AMOUNT: | DESCRIPTION: AMOUNT: |
| | |
| | |
| | |
| | |
| | |
| PART 5 - EVENT SUMMARY | |
| TOTAL COST OF THE EVENT | 0.00 |
| TOTAL REQUESTED FROM ASI | |
| AMOUNT FROM OTHER SOURCES | |
| WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT: | OFFICE USE ONLY |
| | STAFF INITIALS |
| | TIME STAMP: |
| | |
| FOR THE STUDENTS, BY THE STUDENTS | |
| REV 9/18/19 | |
| ASI | |

Part 1 - Notice and Checklist

- General Information.
- Can be used when completed.

| PART 1 - NOTICE & CHECKLIST | | | |
|--|---|---|---|
| IMPORTANT | 1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings. | | |
| | 2. Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event. | | |
| | 3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event. | | |
| <input type="checkbox"/> EVENT FLYER WITH ASI LOGO | <input type="checkbox"/> CSI EVENT REGISTRATION FORM | <input type="checkbox"/> ESTIMATES/FOOD PERMITS | <input type="checkbox"/> EVENT ESTIMATES / INVOICES |

Part 2 - Contact and Organization

- Must be filled out and signed by a club officer.
- Make sure the given contact information is regularly checked.
- Event information must match with CSI Event Reg. information.
- For expected attendance, use whole number estimates (not 30-50, 50+).

| PART 2 - CONTACT & ORGANIZATION | |
|--|---|
| OFFICER NAME: <input type="text"/> | CLUB/ORG: <input type="text"/> |
| TITLE: <input type="text"/> | EVENT TITLE: <input type="text"/> |
| ADDRESS: <input type="text"/> | DATE(S) OF EVENT: <input type="text"/> SEMESTER: FALL |
| CITY: <input type="text"/> STATE: <input type="text"/> ZIP: <input type="text"/> | EVENT LOCATION: <input type="text"/> |
| PHONE: <input type="text"/> EMAIL: <input type="text"/> | EXPECTED ATTENDANCE: <input type="text"/> |
| SIGNATURE: <input type="text"/> | EXPECTED CAL STATE LA STUDENTS ATTENDANCE: <input type="text"/> |

Part 3 - Event Description

- ALL events must be open to all Cal State LA Students to be qualified for ASI funding.
- Fill in the information requested.

| PART 3 - EVENT DESCRIPTION | |
|--|--|
| IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO | HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? |
| BRIEFLY DESCRIBE THE EVENT: <div></div> | <div></div> |

Part 4 - Cost Breakdown

- Fill in the table with all events expenses with their cost and a description.
- Better to have a general description than a specific one.
- If more space is needed, attach an additional spreadsheet detailing costs.

| PART 4 - COST BREAKDOWN | | | |
|-------------------------|--------------|---------|--|
| HOSPITALITY | DESCRIPTION: | AMOUNT: | |
| | | | |
| | | | |
| | | | |
| | | | |
| MARKETING | DESCRIPTION: | AMOUNT: | |
| | | | |
| | | | |
| | | | |
| | | | |
| HONORARIA / CONTRACTS | DESCRIPTION: | AMOUNT: | |
| | | | |
| | | | |
| | | | |
| | | | |
| OTHER | DESCRIPTION: | AMOUNT: | |
| | | | |
| | | | |
| | | | |
| | | | |

Cost Breakdown - Hospitality

- Food and drinks bought for Club Fundraisers and Events
 - Requires a Food Permit to be filled out through Health and Safety with Health Course certificates
(<http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/temporaryfoodpermit.pdf>).
- Events Catered by Golden Eagle Hospitality
 - Requires a Banquet Event Order (BEO) Form instead of a food permit
(<http://www.calstatela.edu/dining-on-campus>)
- For events where funds are collected, only 50% of the requested amount can be funded.

[illegible]

CERTIFICATE
OF COMPLETION

This is to certify that

[REDACTED]

has completed the course

Food Safety and Handling

eah_eah_055_eah_01115

on

Aug 28, 2019



skillsoft[®]

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Cost Breakdown - Honoraria and Contracts

- Payments or Gifts for Guests attending an event. Limits Depended on who it is intended for.
 - Speaker(s)/Guest(s) outside of Cal State LA (for services, gifts, awards), up to \$710. Emails regarding costs will serve as an invoice.
 - Cal State LA students (for gifts, trophies, prizes that comply with CSI policy) up to \$560.
 - Cal State LA faculty fees can not be funded by ASI.
- Designs (for awards, trophies, gifts) must have the ASI logo, and a sample design must be in the funding packet.



Cost Breakdown - Marketing

- All designs for Marketing items must have an ASI Logo and be provided in the funding packet.



- Club Shirts
 - Club must prove that clothing was produced by sweatshop free companies or select from a predetermined list.
 - Max \$7.85 per t-shirt/polo, \$14.30 per sweater, and 50% of embroidery cost.
- Printing Fliers
 - Funding limit is determined by paper size and color or B&W.
- Other
 - ASI will fund a max of 70% of the total cost, 50% if marketing material is being sold.

Cost Breakdown - Other


- Costs that fall outside of the prior three categories.
- Supply as much supporting documentation and information so that ASI can adequately sort expenses.

Part 5 - Event Summary

- The total cost of the event should add up to the values inputted in Part 4 - Cost Breakdown.
- Total request from ASI will be referenced when calculating maxes using percentages.
- When turned in, make sure the paper gets initialed and time stamped.


| PART 5 - EVENT SUMMARY | |
|--|------|
| TOTAL COST OF THE EVENT | 0.00 |
| TOTAL REQUESTED FROM ASI | |
| AMOUNT FROM OTHER SOURCES | |
| WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT: | |
| | |
| FOR THE STUDENTS, BY THE STUDENTS | |

| OFFICE USE ONLY | |
|-----------------|--|
| STAFF INITIALS | |
| TIME STAMP: | |
| | |
| REV 9/18/19 | |



Approved CSI Presence Event Reg. Form

- Whole packet
- Information will be checked against information supplied in ASI paperwork.



Event Update: **[APPROVED]**
MSHCM Comprehensive Exam Review Session 1
Revised By: [REDACTED] on 9/26/2019 9:30:38 AM - Version 2

Basic Information
Teacher supervision not complete and school has not yet posted this event to the event list. Please select the type of organization who will be hosting this event. The form has been submitted.

Please select the type of organization who will be hosting this event.

Student Organization

Event Name
MSHCM Comprehensive Exam Review Session 1

Host Organization Name
What Organization/Department is hosting the event?
Healthcare Leadership Association

About the event
Please describe what this event is about and include all extended activities that will take place.
The MSHCM Comprehensive Exam Session is a semester activity conducted by the Healthcare Leadership Association of the College of Business and Economics. This event allows to prepare Master of Science in Healthcare Management students to take their Comprehensive Examination. Activities include lectures/ reviews of the 6 core classes in the program, test taking strategy, case analysis and Q&A on relevant topics.

Estimated Attendance
30

Time & Location

Start Date/Time
10/18/2019 - 2:15 PM

End Date/Time

How do you plan on marketing this event?

9/27/2019 Presence

Event Registration **EXPORT** **EDIT** **Approval**

Defined **Submitted** **Approved**

Basic Information
Event Registration: Baja SAE Frame Build Day
Submitted by: [REDACTED] on 9/26/2019 3:03:27 PM
1 Approved
Approved on 9/26/2019 4:55 PM

Please select the type of organization/Event Name who will be hosting this event.
Student Organization: Baja SAE Frame Build Day
2 Campus Administrator Approved
Approved on 9/27/2019 8:35 AM

About the event
Please describe what this event is about and include all extended activities that will take place.
Baja SAE is part of the ECST College. We will be taking our vehicle to compete in our annual Competition in June 2020. In order to do so we have to build the car and we plan to do so during this event. This will be a team event in which every team member contributes in the building of the frame.

Host Organization Name **Estimated Attendance**
Student Organization: Baja SAE
Cal State LA Baja SAE
15

Time & Location
Start Date/Time **End Date/Time**
10/27/2019 - 9:00 AM 10/27/2019 - 4:00 PM

Where will the event take place? **On Campus Locations**
On campus: Other (describe in address/location field)

Specific Address/Location Information
Include an address/location information or off-campus address. Your submitting the event registration form will not authorize your event space.
ECST 8-15

Student Organization Officer and Advisor Contact Information
Only event registration officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to registration.

Contact Person **Officer Contact Phone Number** **Contact Email**
Provide the officer's cell address.

<https://calstatela.presence.io/dms/form/responses/4a6d3615e18dccc441a2e2246a2271/view/0> 1/5

<https://calstatela.presence.io/dms/form/responses/4a6d3615e18dccc441a2e2246a2271/view/0> 2/5

<https://calstatela.presence.io/dms/form/responses/4a6d3615e18dccc441a2e2246a2271/view/0> 3/5

Event Flier with Visible ASI Logo

Acceptable:



How Prevent Cutoff:



Not acceptable:



Packet Submission to ASI

- Must be at least 5 Business days before a Funding Sub-Committee Meeting to be considered at that meeting. The funding request must be approved before the event.
- Make sure to keep in mind how long other forms will take to be completed. Plan, plan, plan ahead. Don't wait until the Friday noon.
- Any questions, concerns, or confusions, contact me at asivcf@calstatela.edu or come to my scheduled office hours and I can work with you to solve the issue.

ASI FUNDING IN 4 EASY STEPS



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.

Step 2: Funding Sub-Committee Presentation

- Held biweekly at noon on Friday. Usually held in one of the USU rooms (see ASI website for room location).
- Review meeting agenda posted on the ASI website or in front of the ASI office on the Tuesday the week of the meeting to confirm your club's spot on the agenda. Email me as soon as possible if there is an error.
- Order determined by the Funding Packet submission order. Earlier submissions will present first.

Step 2: Funding Sub-Committee Presentation

- Club representatives should be concise when presenting and knowledgeable enough about the event to answer any questions from the committee.
- Clubs may be informed to supply any missing material as a stipulation for approval.
- Email me if there are any scheduling difficulties. If you can not show up on time, your proposal will be tabled until you show up or the meeting ends
- After the meeting, make sure to pick up your Award Letter which will be utilized for the reimbursement process.

Step 2: Finance Meeting Presentation

- Additional presentation for funding request over \$2,000.
- Held on Fridays noon the week after a Funding Meeting.
- Club representatives should be concise when presenting and knowledgeable enough about the event to answer any questions from the committee.
- Clubs may be informed to supply any missing material as a stipulation for approval.
- If you can not show up on time, your proposal will be tabled until you show up or the meeting ends
- After the meeting, make sure to pick up your Award Letter which will be utilized for the reimbursement process.

Funding Sub-Committee Meeting Dates and Deadlines

Funding Meetings @ 12pm

| | |
|-------------|--------------------|
| January 24 | Alhambra Room |
| February 7 | Alhambra Room |
| February 21 | San Gabriel Room |
| March 6 | Admin Room 313 |
| March 20 | Admin Room 313 |
| April 10 | Admin Room 313 |
| April 24 | Los Angeles Room A |

Finance Meetings @ 12pm

| | |
|-------------|---------------------|
| January 31 | Montebello Room |
| February 14 | Alhambra Room |
| February 28 | Student Affairs 110 |
| March 13 | Alhambra Room |
| March 27 | Alhambra Room |
| April 17 | Student Affairs 110 |
| May 1 | Pasadena Room |

Packet Deadlines @ 12pm

| | |
|-------------|----------------|
| January 17 | ASI Front Desk |
| January 31 | ASI Front Desk |
| February 14 | ASI Front Desk |
| February 28 | ASI Front Desk |
| March 13 | ASI Front Desk |
| March 27 | ASI Front Desk |
| April 17 | ASI Front Desk |

ASI FUNDING IN 4 EASY STEPS



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.

Step 3: Buy the Approved Items for your Event

- Make sure to retain all original paper receipts.
- For digital receipts, make sure to save emails.
- Only items listed on the funding request will be reimbursed.
- Keep a record and storage of everything because it will need to be submitted in the reimbursement step.

ASI FUNDING IN 4 EASY STEPS



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

Step 4: Request for Payment Packet

- Includes:
 - RPP Form
 - Event Evaluation Form
 - Award Letter
 - Sample Flier
 - Original Receipts
- Filled out after the past 3 Steps have been completed.
- Deadline is 10 business days after the completion of the event.

RPP Form

- Similar to Funding Request Form.
- Make sure contact information is regularly checked.
- If more room is required, attach an additional spreadsheet.
- Make sure office staff initials and time stamps when form is submitted.



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

Associated Students, Inc.
Request for Payment
 California State University, Los Angeles
 5154 State University Drive • U-SU Rm 203 • Los Angeles, CA 90032
 323.343.4778 Voice • 323.343.6420 Fax

2019-20
Clubs & Organizations

Check Payable To:

Cal State LA -

Club/Organization: _____

Event Title: _____

Date(s) of Event: _____

Contact Phone: _____

Contact E-mail: _____

Signature: _____

Requestor/Contact:

Name: _____

CIN: _____

Address: _____

City/State/Zip: _____

Phone: _____

Give Description of Item, Event, Location, - Include an Original Invoice or receipt. Also include how it furthers the educational mission of Cal State LA.

| Description | Quantity | Unit Cost | Extended Cost |
|-------------|----------|-----------|---------------|
| | 5 | \$ 5.00 | \$ 25.00 |
| | | | \$ 0.00 |
| | | | \$ 0.00 |
| | | | \$ 0.00 |
| | | | \$ 0.00 |
| | | | \$ 0.00 |
| | | | \$ 0.00 |
| | | | \$ 0.00 |

Event Payment Method: ☐ Cash ☐ Check ☐ Credit/Debit Card

(Please Check One of the Above Payment Methods)

Pick Up Checks at ASI Administrative Offices, U-SU Rm. 203

EVENT TOTAL: \$ 25.00

(Office Use Only)

AMT. REQUESTED: _____

APPROVED AMT.: _____

Accounting (Office Use Only)

Account: 660967-00001-784000

Dr. Jennifer Miller
Dean of Students

Date: _____

Commitments (Office Use Only)

ASI VPF Approval: _____ Date: _____

ASI Executive Officer: _____ Date: _____

Interf W. Weser, Executive Director: _____ Date: _____

Additional Necessary Documents

DID YOU TURN IN:

- ☐ Event flyer w/ ASI logo
- ☐ Credit/Debit Card Receipt or Statement (If original receipts lost)
- ☐ Copy of Canceled Check (front & back or Bank Statement)
- ☐ Original Receipts Attached and Taped to a Blank Sheet
- ☐ Original Award Letter & ☐ Event Evaluation Form

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

DATE STAMP GOES HERE

Important: Deadline for Request for Payment is 15 business days after the event.

Rev'd. 8/20/19

Event Evaluation Form

- Fill in requested information.
- Will not affect reimbursement totals, used for record keeping purposes.



Event Evaluation Form

Club/Organization: _____ Event Title: _____
Contact Name: _____ Day/Date/Time of Event: _____
Contact Phone: _____ Location: _____

Actual Budget:

Advertisements _____

Supplies _____

Facility rentals _____

Decorations _____

Performance/Speakers _____

Food/Refreshments _____

Miscellaneous (Specify) _____

Projected Attendance:

Students _____

Faculty/Staff _____

non-Cal State LA _____

Total 0

Actual Attendance:

Students _____

Faculty/Staff _____

non-Cal State LA _____

Total 0

Co-sponsorship contributions (if applicable):

Co-sponsorship contributions: _____

Income: _____

Total Cost \$0.00

Type of publicity used: _____

What was your actual marketing for this event?

| | | | | | |
|--|--------------------------------|-------------------------------|-------------------------------|--|-------------------------------|
| Overall effectiveness | <input type="checkbox"/> great | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> below average | <input type="checkbox"/> poor |
| Quality of Presenters | <input type="checkbox"/> great | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> below average | <input type="checkbox"/> poor |
| Audience Reaction | <input type="checkbox"/> great | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> below average | <input type="checkbox"/> poor |
| Logistical Functionality (set up, technical, facilities etc.) | <input type="checkbox"/> great | <input type="checkbox"/> good | <input type="checkbox"/> fair | <input type="checkbox"/> below average | <input type="checkbox"/> poor |

List any specific problems, comments or concerns you had during the planning or implementation stages of the program.

Would you repeat this program? Yes No Please explain why below?

List suggestions for improvement (Please be specific with your recommendations as to how would you make this even better)

On a scale of 1 to 10, with 10 being the best/highest, how was your experience with applying for ASI funding? 1

What would make your experience more positive?

Award Letter

- Received after a getting approved at a Funding Sub-Committee Meeting.
- Will be notified by email when it is ready.
- Reimbursement amount is the lower amount between the amount spent and the amount originally awarded.



FINANCE COMMITTEE AWARD LETTER 2019 - 2020

CONGRATULATIONS! Your Club/Organization's event has been approved for ASI Funding. The Club/Organization is responsible for turning in a **completed** Request for Payment form within **15 business days** after the event (see "Request for Payment Form (RPP)" for details). If your paperwork is not completed and turned in on time, the Club/Organization will forfeit all appropriated funds (unless arrangements have been made before the 15 days). Please note that all funding requests must follow the Finance Committee's Policy 204 and stipulations noted above, in order to receive full funding.

Club/Organization: LA MuSci Date of Meeting: 10/04/19

Event Title: LA MuSci Fundraiser

Event Date: 10/16/19 Amount Funded: \$213.12 Date RPP is Due: 11/06/19

Approved Items + Amounts:

| Items | Amounts | Items | Amounts |
|--------------------------------|---------|-------|---------|
| • Boba Milk Tea | 95.81 | • | |
| • Tablecloth with printed logo | 117.31 | • | |
| • | | • | |
| • | | • | |

TOTAL: \$ 213.12

Notes/Stipulations:

**DON'T FORGET TO SUBMIT THIS
AWARD LETTER & THE FOLLOWING ITEMS:**

- EVENT FLYER WITH ASI LOGO
- ORIGINAL AWARD LETTER
- EVENT EVALUATION FORM
- PROOF OF PAYMENT (examples below):
 - Credit/Debit Card Receipt
 - Copy of cancelled check (front & back)
 - Original Receipts attached and taped to a blank sheet (do not place tape on ink)

PRINT STUDENT/OFFICER NAME

STUDENT/OFFICER SIGNATURE

TU NGUYEN
ASI VICE CHAIR FOR FINANCE

CHRISTOPHER KOO
ASI VICE PRESIDENT FOR FINANCE

If you have any questions, please feel free to contact me at:
323-343-4778 or by email at: asivpf@calstatela.edu

Sample Flier

- Flier used for marketing.

Receipts

- Original Receipts
 - Taped on all four sides on a piece of paper. One paper per receipt. Do not cover any ink or text.
 - Receipt has PAID stamp and is itemized out.

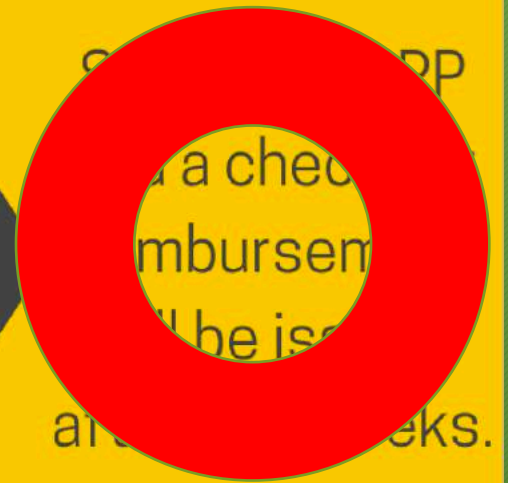
Receipts

- If you did not pay with cash and don't have original receipts, you must do one of the following:
 - Credit Card → Credit card transaction detailed record or receipt
 - Bank Card → Debit/ATM statement → Bank Statement
 - Check → Copy of canceled check (front/back)
- For credit card or bank purchases, you may cover other sensitive information not pertaining to the reimbursement.

Turning in the RPP Packet

- Deadline is 10 business days after the completion of the event. No reimbursement will be granted after this deadline.
- The club must sign the amount that will be dispersed before the paperwork can be finalized. An email will be issued when the it is ready to be signed.
- Reimbursement checks will be issued once paperwork is completed. Estimated time is 2 weeks.
- Once you have obtained the check, it can be deposited into the club's bank account in the USU. They have a separate process for depositing checks.

ASI FUNDING IN 4 EASY STEPS





Congratulations! You have finally
Completed the ASI Club Funding
Process

Links to More Information

- [General Club Funding Information](#)
- [In depth Policy Information](#)
- [ASI Logos for Fliers and Designs](#)
- [Funding Sub-Committee Page](#)
- [Funding Request Form](#)
- [RPP and Event Evaluation Forms](#)
- [Example Funding Packets](#)

Important Contact Information

Christopher Koo

Vice President for Finance

asivpf@calstatela.edu

(323) 343-4778

<https://asicalstatela.org>

Tu Tyler Nguyen

Vice Chair for Finance

asivcf@calstatela.edu

(323) 343-4778

<https://asicalstatela.org>

If you have any final questions or unique situations, feel free to talk to meet with me afterwards.