

ASI 2020 – 2021 Funding Workshop Course

Upcoming Topics

1. Introduction to ASI Funding
2. Eligibility for Clubs/Organizations, Events, and Purchasable items
3. Funding Request Packet – Parts and Procedure
4. Deadlines and presenting at the Funding and Finance Meetings
5. Request for Payment and Processing Packet – Parts and Procedure
6. Final information and helpful resources

1: Introduction to ODC ASI Funding Workshop

Presentation Agenda

1. Introduction to ASI Funding
2. Eligibility for Clubs/Organizations, Events, and Purchasable items
3. Funding Request Packet – Parts and Procedure
4. Deadlines and presenting at the Funding and Finance Meetings
5. Request for Payment and Processing Packet – Parts and Procedure
6. Final information and helpful resources
7. Review Quiz



Contact Methods Throughout Course

- Email: asivcf@calstatela.edu
- Virtual Zoom Office hours: M-F, August 10-24, 12pm-1pm
- Code: 573 414 3603



General Information about ASI

- Associated Students Incorporated, Cal State LA Student Government

- Vision Statement:

Ignite Potential & Empower Student Voices For the students, by the students.

- Programming, Advocacy, and University Support
- Website: <https://asicalstatela.org/>
- Funding Page: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Vision for Club and Organization Funding:

ASI funds events hosted by recognized campus clubs and organizations in order to plan and host diverse and engaging events to increase Cal State LA campus involvement and community.

2: Eligibility for Clubs/Organizations, Events, and Purchasable items

Club/Organizations Eligibility

- Recognized and good standing with the University
- President and Treasurer completed the Funding Workshop Course
- Eligible for up to \$3,000 per semester based on a first come first serve basis of ASI available funds



Event Eligibility

- Approved Event Registration Form from CSI on Presence
- Open to all Cal State LA Students
- Compliant with American with Disabilities Act (ADA)
- Only funds Fall and Spring events



Purchase Eligibility

- Dictated by Direct Funding Guidelines
- Clothing must be sweatshop free determined by a sweatshop free list or email confirmation from company
- Must be approved prior to purchase by ASI at the Finance/Funding Meetings
- Not applicable to “Do Not Fund” List in ASI Policy 204



Direct Funding Guidelines and Policy 204

- Lists what ASI can or can not fund
- Direct Funding Guidelines can be found at:
<https://asicalstatela.org/sites/default/files/content/upload/2019/08/direct-funding-guidelines-10.18.18.pdf>
- Policy 204 can be found at:
<https://asicalstatela.org/sites/default/files/content/upload/2019/01/policy-204-finance-funding-guidelines-amended-10.18.18.pdf>
- Limits on hospitality, marketing, honorarium, equipment, and others

Purchases Eligibility

Summarized ASI will not Fund policy:				
Office supplies	Conference/Seminar fees*	Scholarships or scholarship donations	Non-advertised programming during general meetings	Off campus events for recreation/leisure
Telephone expenses	Recruitment of Cal State LA students	Programs non-ADA compliant	Salaries, fees, honorariums for Cal State LA faculty	Race or gender specific award ceremonies or programs
Athletic equipment	Programs that target/benefit Cal State LA students	Events not open to all Cal State LA students	Program equipment over \$300 without 3 other estimates	High risk/liability events considered by ASI
Membership fees				

*subject to Finance/Funding committee approval

Insurance and liability

- Clubs may also need to show evidence of adequate insurance coverage furnished by a certificate of insurance that includes the organization, the University, and ASI as additional insured
- ASI is not liable for any insurance for the event

3: Funding Request Packet – Parts and Procedure

Funding Request Packet – Parts

- A completed CSI Event Registration Form from Presence
- Funding Request Form
 - All information must be typed (no handwritten submissions)
- Event flier sample containing ASI logo and disclosure
- Cost estimates and relevant invoices (not paid) for the event
- (extra) Food Permit for clubs/organizations serving food
- (extra) Banquet Event Order (BEO) Form for clubs/organizations requesting UAS Catering
- (extra) Designs for purchases with ASI logo
- (extra) Cosponsor Agreement Form for multiple clubs/organizations hosting a single event

Approved CSI Presence Event Registration Form

- All pages of the CSI Presence Event Registration form
- Event details will be checked against information supplied in ASI paperwork.

Event Update
MSHCM Comprehensive Exam Review Session 1
Revised By [redacted] on 9/26/2019 9:40:38 AM - Version 2

[APPROVED]

Basic Information
Student organizations must complete and submit this form at least 10 business days prior to the event date. Please note that on-campus events will not be considered unless this form has been completed.

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 intended 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 aims to prepare Master of Science in Healthcare Management students to take their Comprehensive Examination. Activities include lectures/ reviews of the 5 core classes in the program, test taking strategy, case analysis and Q&A on relevant topics.

Estimated Attendance
30

Time & Location

Start Date/Time
10/19/2019 - 2:15 PM

End Date/Time

How do you plan on marketing this event?

Event Registration
Baja SAE Frame Build Day
Submitted by [redacted] on 9/26/2019 3:08:27 PM

Approval

Order	Approval
1	Approved
2	Campus Administrator Approved

Basic Information
Student organizations must complete and submit this form at least 10 business days prior to the event date. Please note that on-campus events will not be considered unless this form has been completed.

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

About the event
Please describe what this event is about and include all intended activities that will take place.
Baja SAE is part of the SAE Competition. 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
What Organization/Department is hosting the event?
Cal State LA Baja SAE

Estimated Attendance
15

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

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

Specific Address/Location Information
Include on-campus room/suite information or off-campus address. Note: Submitting this form registration does not warrant your event space.
ESST B 115

Student Organization Officer and Advisor Contact Information
Only current organization officers can submit the event registration form. Submitted forms will require advisor approval prior to final approval.

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

<https://calstatela.presence.ku/admin/form/response/4e4d39e15e16dbcc5441a2e2245a6271/view/0>

<https://calstatela.presence.ku/admin/form/response/4e4d39e15e16dbcc5441a2e2245a6271/view/0>

<https://calstatela.presence.ku/admin/form/response/4e4d39e15e16dbcc5441a2e2245a6271/view/0>

ASI Funding Request Form

ASSOCIATED STUDENTS, INC.																							
FUNDING REQUEST FORM			2019-2020																				
PART 1 - NOTICE & CHECKLIST																							
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <h2 style="font-size: 2em; margin: 0;">IMPORTANT</h2> </div> <div style="width: 65%;"> <ol style="list-style-type: none"> 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. </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> EVENT FLYER WITH ASI LOGO</div> <div><input type="checkbox"/> CSI EVENT REGISTRATION FORM</div> <div><input type="checkbox"/> ESTIMATES/FOOD PERMITS</div> <div><input type="checkbox"/> EVENT ESTIMATES / INVOICES</div> </div> </div>																							
PART 2 - CONTACT & ORGANIZATION																							
OFFICER NAME: _____ TITLE: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ EMAIL: _____ SIGNATURE: _____		CLUB/ORG: _____ EVENT TITLE: _____ DATE(S) OF EVENT: _____ SEMESTER: FALL EVENT LOCATION: _____ EXPECTED ATTENDANCE: _____ 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: <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>		HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>																					
PART 4 - COST BREAKDOWN																							
<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; padding: 5px;">HOSPITALITY</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">DESCRIPTION:</th> <th style="width: 40%;">AMOUNT:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> </div>		DESCRIPTION:	AMOUNT:									<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; padding: 5px;">HONORARIA / CONTRACTS</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">DESCRIPTION:</th> <th style="width: 40%;">AMOUNT:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> </div>		DESCRIPTION:	AMOUNT:								
DESCRIPTION:	AMOUNT:																						
DESCRIPTION:	AMOUNT:																						
<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; padding: 5px;">MARKETING</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">DESCRIPTION:</th> <th style="width: 40%;">AMOUNT:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> </div>		DESCRIPTION:	AMOUNT:									<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; padding: 5px;">OTHER</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">DESCRIPTION:</th> <th style="width: 40%;">AMOUNT:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> </div>		DESCRIPTION:	AMOUNT:								
DESCRIPTION:	AMOUNT:																						
DESCRIPTION:	AMOUNT:																						
PART 5 - EVENT SUMMARY																							
TOTAL COST OF THE EVENT 0.00		<div style="text-align: center; font-weight: bold; padding: 5px;">OFFICE USE ONLY</div> STAFF INITIALS: _____ TIME STAMP: _____ <div style="border-top: 1px dashed #ccc; height: 40px; margin-top: 10px;"></div>																					
TOTAL REQUESTED FROM ASI																							
AMOUNT FROM OTHER SOURCES																							
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT: <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>																							
<div style="display: flex; justify-content: space-between;"> <div>FOR THE STUDENTS, BY THE STUDENTS</div> <div>REV 9/18/19</div> <div style="text-align: right;"> </div> </div>																							

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 (Cal State LA emails only).
- Event information must match with CSI Presence Event Registration Form 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 qualify for ASI Funding.
- Fill in the information as 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:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 4 - COST BREAKDOWN			
HOSPITALITY	DESCRIPTION:	AMOUNT:	
MARKETING	DESCRIPTION:	AMOUNT:	
MEALS / DRINKS / CONTRACTS	DESCRIPTION:	AMOUNT:	
OTHER	DESCRIPTION:	AMOUNT:	

- [illegible]

CERTIFICATE
OF COMPLETION

This is to certify that

[REDACTED]


has completed the course

Food Safety and Handling

eah_nah_055_sh_01015

on

Aug 28, 2019



skillsoft[®]

Scanned by CamScanner

[illegible]

Cost Breakdown – Honoraria and Contracts

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

- 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

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

- 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 sweatshop free 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 4 - COST BREAKDOWN					
HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

Event Flier with Visible ASI Logo

Acceptable:



How Prevent Cutoff:



Not acceptable:



Finding and Using Examples

- Past Funding Sub-committee meetings on the ASI website
- Ideas of events that could be funded and submitted paperwork for said event

4: Deadlines and presenting at the Funding and Finance Meetings

Funding Request Packet Submission

- Email all relevant files to: asivcf@calstatela.edu, asivpf@calstatela.edu, asiomaa@calstatela.edu, and dflorez3@calstatela.edu
- Deadline for submissions is the Friday 12pm noon before the intended Funding Meeting
- ASI staff will get back to club/organization representative submissions before Friday 6pm for any errors
- Any paperwork not finalized or completed before Monday 12pm noon will not be on the agenda for the upcoming Funding Meeting
- Email send date will serve as the timestamp

Deadlines for Presenting at a Meeting

- Events must be after the date of approval
- For Requests under \$2,000
 - Must present Funding Request Packet at a Funding Sub-committee meeting before the event date
 - Submit Funding Request Packets by the Friday 12pm before the Funding meeting
 - Present at Funding Meeting the following week
- For Requests \$2,000 and over
 - Must present Funding Request Packet at a Funding Sub-Committee meeting and then a Finance Committee Meeting that is before the event date
 - Submit Funding Request Packets by the Friday 12pm before the Funding meeting.
 - Present at Funding Meeting the following week and then the Finance meeting the next following week

Funding Sub-Committee Meeting Dates and Deadlines

Deadline for Meeting

Packet Deadlines @ 12pm
August 21
September 4
September 18
October 2
October 16
October 30
November 13

Under \$2,000

Funding Meetings @ 12pm
August 28
September 11
September 25
October 9
October 23
November 6
November 20

\$2,000 and over

Finance Meetings @ 12pm
September 4
September 18
October 2
October 16
October 30
November 13
December 4

Deadline Examples/Practice

- Requesting \$1,500 for an event on November 8

Preparation and Expectations for Meeting

- Funding and Finance held Friday 12pm weekly, alternating
- The earlier you submit forms means earlier on agenda
- Review meeting agenda posted on the ASI website to confirm your club's spot on the agenda. Email as soon as possible if there is an error.

Preparation and Expectations for Meeting

- Representative must be knowledgeable about event and be prepared to answer questions about event for planning and logistics
- Representative may be required to supply any missing material as a stipulation for approval after or during the meeting.
- Email asivcf@calstatela.edu if there are any scheduling conflicts.

After the Meeting – Award Letter

- Summary of approved expenditures for the event from the Finance/Funding meeting.
- Sent out within a week of the Finance/Funding meeting presented at
- Needs signature from club/organization President or Treasurer
- Submitted with Request for Payment Processing (RPP) and used as a reference for what purchases ASI will be able to reimburse



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
• 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)

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

Tu Nguyen
PRINT STUDENT OFFICER NAME

Tu Nguyen
STUDENT OFFICER SIGNATURE

Tu Nguyen
TU NGUYEN
ASI VICE CHAIR FOR FINANCE

Christopher Koo
CHRISTOPHER KOO
ASI VICE PRESIDENT FOR FINANCE


5: Request for Payment and Processing (RPP) Packet – Parts and Procedure

RPP Packet – Parts

- RPP Form
- Event Evaluation Form
- Award Letter
- Sample Flier
- Clear, Scanned-in Original itemized receipt

RPP Form

- Make sure contact information is regularly checked. Must be a Cal State LA email
- If more room is required, attach an additional spreadsheet.

 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: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit/Debit Card (Please Check One of the Above Payment Methods)		EVENT TOTAL: \$ 25.00 (Office Use Only) AMT. REQUESTED: _____ APPROVED AMT.: _____	
Pick Up Checks at ASI Administrative Offices, U-SU Rm. 203			
Accounting (Office Use Only) Account: 660967-00001-784000 Dr. Jennifer Miller Date Dean of Students		Commitments (Office Use Only) ASI VPF Approval Date ASI Executive Officer Date Intef W. Weser, Executive Director Date	
Additional Necessary Documents DID YOU TURN IN: <input type="checkbox"/> Event flyer w/ ASI logo <input type="checkbox"/> Credit/Debit Card Receipt or Statement (If original receipts lost) <input type="checkbox"/> Copy of Canceled Check (front & back or Bank Statement) <input type="checkbox"/> Original Receipts Attached and Taped to a Blank Sheet <input type="checkbox"/> Original Award Letter & <input type="checkbox"/> Event Evaluation Form		All forms must have a Time Stamp and staff initial: <input type="text"/> DATE STAMP GOES HERE Rev'd. 8/20/19	
Important: Deadline for Request for Payment is 15 business days after the event.			

Event Evaluation Form

- Must be completely filled in. Requires detailed answers for all questions.



Event Evaluation Form

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

Actual Budget:		Projected Attendance:		Actual Attendance:	
Advertisements		Students		Students	
Supplies		Faculty/Staff		Faculty/Staff	
Facility rentals		non-Cal State LA		non-Cal State LA	
Decorations		Total	0	Total	0
Performance/Speakers					
Food/Refreshments					
Miscellaneous (Specify)					
Total Cost		\$0.00			

Co-sponsorship contributions (if applicable):
 Co-sponsorship contributions: _____
 Income: _____

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?

Receipts

- Original Receipts (Clearly Scanned in)
 - Taped on all four sides on a piece of paper. One paper per receipt. Do not cover any ink or text.
 - Manual receipt has PAID stamp and is itemized out.
 - Online orders must have an email confirmation of purchase summary
- If you don't have original receipts, you must do one of the following:
 - Credit Card → Credit card transaction detailing exact charges
 - 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.

Receiving Reimbursement/Check

- For clubs/organizations with a USU bank account
 - We will deposit the check into your USU bank account on your behalf with your approval
- For clubs/organizations with an exempt account
 - We will mail it to the representative requesting approval.

RPP Packet Submission

- Email all relevant files to: asivcf@calstatela.edu, asivpf@calstatela.edu, asiomaa@calstatela.edu, and dflorez3@calstatela.edu
- Deadline is 15 business days after the event date
- Email send date will serve as the timestamp

6: Final information and helpful resources

Links to More Information

- General Club Funding Information
 - <https://asicalstatela.org/services/clubs-and-organizations-funding>
- In-depth Policy Information
 - <https://asicalstatela.org/student-government/bylaws-operating-procedures/administrative-manual-governing-documents/finance>
 - Policy 204 – Funding Policy
 - Direct Funding Guidelines
- ASI Logos for Fliers and Designs
 - <https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos>
- Funding Sub-Committee Page
 - <https://asicalstatela.org/committee/asi-funding-sub-committee>
- Funding Request Form
 - <https://asicalstatela.org/sites/default/files/content/upload/2019/09/funding-request-form-9-18-19.pdf>
- RPP and Event Evaluation Forms
 - https://asicalstatela.org/sites/default/files/content/upload/2019/08/asi-2019-20-funding-request-payment_0.pdf
- Example Funding Packets (keep in mind changes in policy/submission requirements could have changed)
 - <https://asicalstatela.org/meeting/2019063067>

Joining Finance Committee/Funding Sub-Committees

- Finance: Learn where student fees are allocated and provide input on allocations
- Funding: Learn about the Funding process for your club/organization and provide input on how to better serve students
- \$25 incentive per meeting attended
- Policy writing, Resume, and Networking opportunities
- Apply: <https://asicalstatela.org/get-involved>

Important Contact Information

1:

Tu Tyler Nguyen

Vice Chair for Finance

asivcf@calstatela.edu

Zoom OH: MW 12-1pm

Code: 573 414 3603



2:

Kayla Misa

Vice President for Finance

asivpf@calstatela.edu

Zoom OH: TBA

Code: TBA



7: Review Quiz

Review Quiz

- Link: <https://forms.gle/uwNamy969ma33Pkm7>
- President/Treasurer must get $\geq 70\%$ to pass and receive credit for attending
- Maximum of 3 attempts
- If can not pass after 3 attempts, ASI Vice Chair for Finance will request to meet to review confusing information