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: <u>asivcf@calstatela.edu</u>
- 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: <u>https://asicalstatela.org/</u>
- Funding Page: <u>https://asicalstatela.org/services/clubs-and-organizations-funding</u>



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

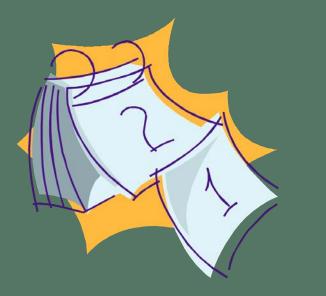
- Recognized and good standing with the University
- President and Treasurer completed the Funding Workshop Course
- Eligible for up to \$3,000 per semester based on a first come first serve basis of ASI available funds





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: <u>https://asicalstatela.org/sites/default/files/content/upload/2019/08/d</u> <u>irect-funding-guidelines-10.18.18.pdf</u>
- Policy 204 can be found at: <u>https://asicalstatela.org/sites/default/files/content/upload/2019/01/p</u> <u>olicy-204-finance-funding-guidelines-amended-10.18.18.pdf</u>
- 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

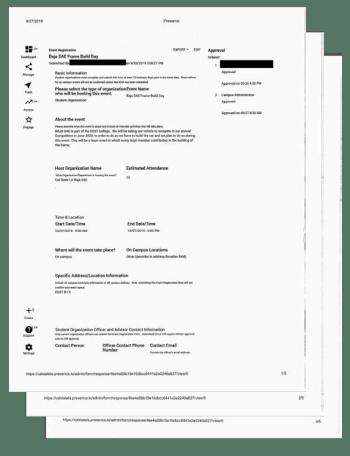
- A completed CSI Event Registration Form from Presence
- Funding Request Form
 - All information must be typed (no handwritten submissions)
- Event flier sample containing ASI logo and disclosure
- Cost estimates and relevant invoices (not paid) for the event
- (extra) Food Permit for clubs/organizations 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.

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| | | | |
| Please select the type of organization who will be hosting this | s event. | | |
| Student Organization | | | |
| | | | |
| Event Name | | | |
| ISHCM Comprehensive Exam Review Session 1 | | | |
| | | | |
| lost Organization Name | | | |
| vha Digarcatov/Cepatriant ii hoting the even? Baithcare Leadership Association | | | |
| Restricting Leadership Association | | | |
| About the event | | | |
| Notice and even in Nasa describe what the event is about and include all intended activities that will take place. | | | |
| The MSHCM Comprehensive Deam Session is a semester activity conducted by College of Business and Economics. This event aims to prepare Master of Scien beit Comprehensive Economicshic Activities include lectures/ reviews of the 5 co case analysis and Q&A on relevant topics. | nce in Healthcare Management students t | to take | |
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| Estimated Attendance | | | |
| 10 | | | |
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| e & Location | | | |
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| | | | |
| Start Date/Time 10/19/2019 - 2:15 PM | | | |
| 10102010-2.1014 | | | |
| End Date/Time | | | |
| End Daley Hitle | | 6100 | |
| | | | |





ASI Funding Request Form

| FUN | PART 1 - NOTI | | | M 2019-202 |
|--|--|--|---|------------------------------|
| 2. Funding re | | tted by 12 PM no less than 10 | Friday, the week before the Fu) business days (2 weeks) prior | |
| EVENT FLYER WITH ASI LOGO | T REGISTRATION FORM | ESTI | MATES/FOOD PERMITS | EVENT ESTIMATES / INVOICES |
| PA | RT 2 - CONTAC | T & OR | GANIZATION | |
| OFFICER NAME: | | CLUB/OR | G: | |
| TITLE: | | EVENT TIT | LE: | |
| NDDRESS: | | DATE(S) O | F EVENT: | SEMESTER: FALL |
| CITY: STATE: | ZIP: | EVENT LO | | |
| PHONE: EMAIL: | | 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1 | ATTENDANCE: | |
| SIGNATURE: | | EXPECTED | CAL STATE LA STUDENTS A | ATTENDANCE: |
| | PART 3 - EVEN | T DES | CRIPTION | |
| S THE EVENT OPEN TO ALL CAL STATE LA ST BRIEFLY DESCRIBE THE EVENT: | | HOW WIL | L THIS PROGRAM ENHANCE | THE CAL STATE LA EXPERIENCE? |
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Part 1 – Notice and Checklist

- General Information.
- Can be used when completed.

| IVII UIII AIN 3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event. | MPORTANT | All Funding Request Forms must be subm Funding request forms must be turned in | nitted by 12 PM Friday, the week before the n no less than 10 business days (2 weeks) pr | |
|---|----------|---|---|-----|
| | | 3. Deadline for Request for Payment or Pu | rchase Order (RPP) is 15 days after the eve | nt. |



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+).

| | PAR | T 2 - CON | TACT & 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 STUDE | NTS ATTENDANCE: |

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 - EVEN | T DESCRIPTION |
|---|--|
| IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO BRIEFLY DESCRIBE THE EVENT: | HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? |
| | |

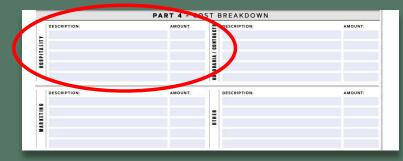


Part 4 – Cost Breakdown

- 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.

| | DESCRIPTION: | AMOUNT: | A CTS | DESCRIPTION: | AMOUNT |
|---------|--------------|---------|--------------|--------------|---------|
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Cost Breakdown - Hospitality



- Food and drinks bought for Fundraisers and Events
 - Requires a <u>Food Permit</u> to be filled out through Health and Safety with Health Course certificates

(<u>http://www.calstatela.edu/sites/default/files/groups/Envi</u> ronmental%20Health%20and%20Safety/temporaryfood permit.pdf).

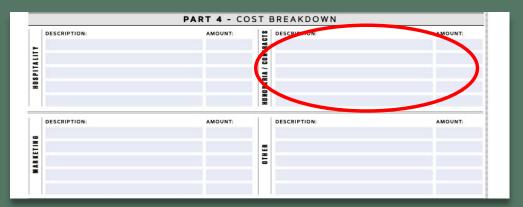
- Events Catered by Golden Eagle Hospitality
 - Requires a <u>Banquet Event Order</u> (BEO) Form instead of a food permit (<u>http://www.calstatela.edu/dining-on-campus</u>)
- For events where funds are collected, only 50% of the requested amount can be funded.







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 <u>must have an ASI Logo</u> and be provided in the funding packet.







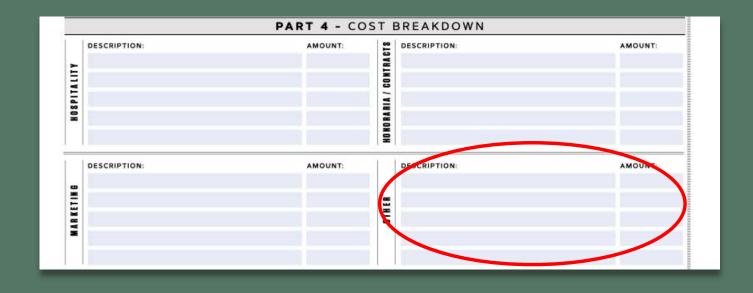


- Club must prove that clothing was produced by sweatshop free companies or select from a predetermined sweatshop free list.
- Max \$7.85 per t-shirt/polo, \$14.30 per sweater, and 50% of embroidery cost.
- Printing Fliers
 - Funding limit is determined by paper size and color or B&W.
- Other
 - ASI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



26

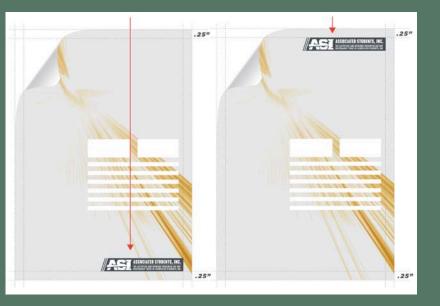
Event Flier with Visible ASI Logo



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: <u>asivcf@calstatela.edu</u>, <u>asivpf@calstatela.edu</u>, <u>asiomaa@calstatela.edu</u>, and <u>dflorez3@calstatela.edu</u>
- 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 <u>and</u> <u>then</u> 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 <u>and then</u> 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 <u>asivcf@calstatela.edu</u> 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

CONGRATULATIONSI 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 Meetin | ng: 10/04/19 |
|--|---|-----------|---|-----------------|
| Event Title: LA MuSci Fundraiser | | | | |
| Event Date: 10/16/19 | Amount Funded: \$2 | 13.12 | Date RPP i | s Due: 11/06/19 |
| Approved Items + Amounts | Amounts | Items | | Amounts |
| Boba Milk Tea | 95.81 | • | | |
| Tablecloth with printed logo | 117.31 | • | | |
| | | • • | | |
| | | • | | |
| | | | TOTAL: | \$ 213.12 |
| Notes/Stipulations: | | | | |
| Notes/Stipulations: DON'T FORGET TO SUBMI AWARD LETTER & THE FO • EVENT FAVER WITH ASI LOGO • ORIGINAL AWARD LETTER • EVENT VALUATION FORM • PROOF OF PAYMENT (example • Credit/Debit Card Receipt • Copy of cancelled check (fro • Original Receipts attached ar | LLOWING ITEMS: • below): • nt & back) | TU NOUVEN | JUJEN ENTOFFICER NAME CUYUN FFCR SIGNATURE Uguyen | |



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, I Request for P California State University, Los A 5154 State University Drive - U-SUR m 203- 323.343.4778 Voice - 323.343.6420 Fax | aymer | nt | 2019-2 Clubs & Organia | <u>R</u> | |
|--|---|----------------------------|------------------------------|------------------------|--|
| Check Payable To: | Requesto | r/Contac | :t: | | |
| Cal State LA - | | | | | |
| Club/Organization: | Name | : | | | |
| Event Title: | CIN | : | | | |
| Date(s) of Event: | Address | : | | | |
| Contact Phone: | | | | | |
| Contact E-mail: | City/State/Zip | | | | |
| Signature: | Phone | | | <u></u> | |
| Give Description of Item, Event, Location, - Include an O educational miss. | | | lso include how it | furthers the | |
| Description | ion or car state | 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/Debi | it Card | EVENT TOTAL: | \$ 25.00 Use Only) | |
| (Please Check One of the Above Payment Methods) | | | AMT. REQUESTED: | | |
| Pick Up Checks at ASI Administrative Off | fices, U-SU R | m. 203 | APPROVED AMT. | | |
| Accounting (Office Use Only) Account: 660967-00001-784000 | ASI VPF Appr | | ce Use Only) Da | te | |
| Dr. Jennifer Miller Date Dean of Students | ASI Executive | ASI Executive Officer Date | | | |
| | Intef W. Weser, Executive Director Date | | | | |
| Additional Necessary Documents DID YOU TURN IN: | | | e a Time Stam | p and | |
| Event flyer w/ ASI logo | staff initia | u: | | | |
| | | | | | |
| | | | | | |
| Credit/Debit Card Receipt or Statement (If original receipts lost) Copy of Canceled Check (front & back or Bank Statement) | | | | | |
| Credit/Debit Card Receipt or Statement (If original receipts lost) | DAT | | MP GOES | HERE | |
| Credit/Debit Card Receipt or Statement (If original receipts lost) Copy of Canceled Check (front & back or Bank Statement) | DAT | E STAI | MP GOES | HERE Revid. 8/20/19 | |

- - - - -



Event Evaluation Form

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

| Club/Organization: Contact Name: | | | | Event Title: | | | | | |
|---|--|-----------------------|--|--|---|----------------------------------|----------------------|--------|--|
| | | | | Day/Date/Time of Event: | | | | | |
| Contact Phone: | Location: | | | | | | | | |
| Actual Budget: | | T | | ed Attendance | 1 | Actual Atte | endance: | | |
| Advertisements | | | | Students Student Faculty/Staff Faculty/ | | | | - | |
| Supplies | | | Faculty/Staff Faculty/Staff non-Cal State LA non-Cal State LA | | | | | | |
| Decorations | | | non ou | Total 0 | | | otal 0 | | |
| Performance/Speakers | | | | | | | - | | |
| Food/Refreshments | | | Co-spo | nsorship contr | ibutions (I | f applicable | <u>):</u> | | |
| Miscellaneous (Specify) | | | Co-spor | sorship contrib | utions: | | | | |
| | | 1 | Income: | | | | | | |
| | | | | | | | | | |
| | 00.00 | | | | | | | | |
| Total Cost | \$0.00 | : | | | | | | | |
| Overall effectiveness | great | boop | | fair | below a | verage | poor | | |
| Quality of Presenters | great great | good good | | fair | below a | iverage | poor poor | | |
| Quality of Presenters Audience Reaction | great great | good good | | fair fair | below a below a | iverage iverage | poor poor | | |
| Quality of Presenters Audience Reaction Logistical Functionality (set up, technical, facilities etc. | great great great | good good good | had during | fair | below a below a below a below a | iverage iverage iverage | poor poor poor | ogram. | |
| Overall effectiveness Quality of Presenters Audience Reaction Logistical Functionality (set up, technical, facilities etc. List any specific problems, c Would you repeat this progra | great great great omments or co | good good good | had during | fair [fair] fair] the planning o | below a below a below a below a | iverage iverage iverage | poor poor poor | ogram. | |
| Quality of Presenters Audience Reaction Logistical Functionality (set up, technical, facilities etc. List any specific problems, c | great great great omments or co um? Yes No ment (Please b | e <u>specific</u> wit | xplain why | fair [fair [fair] the planning o below? | below a below | verage verage ntation stag | e this even by | | |



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 \rightarrow Credit card transaction detailing exact charges
 - Bank Card \rightarrow Debit/ATM statement \rightarrow Bank Statement
 - Check \rightarrow 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: <u>asivcf@calstatela.edu</u>, <u>asivpf@calstatela.edu</u>, <u>asiomaa@calstatela.edu</u>, and <u>dflorez3@calstatela.edu</u>
- 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
 - <u>https://asicalstatela.org/services/clubs-and-organizations-funding</u>
- 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
 - <u>https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos</u>
- Funding Sub-Committee Page
 - <u>https://asicalstatela.org/committee/asi-funding-sub-committee</u>
- 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: <u>https://asicalstatela.org/get-involved</u>



Important Contact Information











7: Review Quiz



Review Quiz

- Link: <u>https://forms.gle/uwNamy969ma33Pkm7</u>
- President/Treasurer must get ≥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

