

ASI Spring 2022

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
7. Review Quiz

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



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

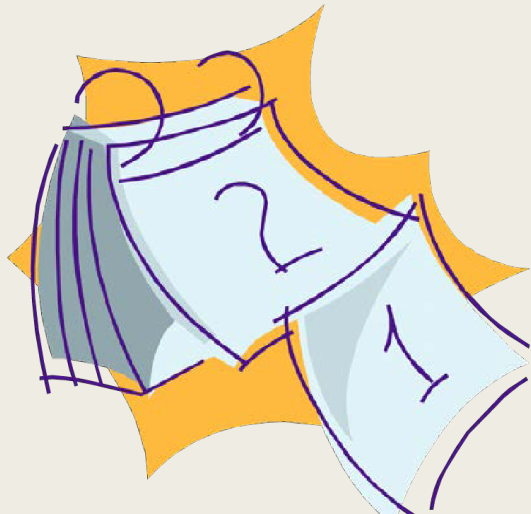
Club/Organizations Eligibility

- Recognized and in 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 based on the academic calendar



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	Off campus events without University supervision			

*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/approved 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
 - Food handling permit
- (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 Registration
MSHCM Comprehensive Exam Review Session 1
Submitted by [redacted] on 9/26/2019 9:40:38 AM - Version 2

Basic Information
Student Organization: [redacted]

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
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: [redacted]

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

Basic Information
Student Organization: [redacted]

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

Event Name
Baja SAE Frame Build Day

Host Organization Name
California State University - Long Beach

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

Specific Address/Location Information
Include on campus event information and off campus address. Note: Submitting this form registration form will not enter you into any event.

Student Organization Officer and Advisor Contact Information
Only current organization officers can submit the Event Registration Form. Submitting this form requires advisor approval. Please provide approval.

Contact Person
Contact Person: [redacted]
Officer Contact Phone Number: [redacted]
Contact Email: [redacted]

ASI Funding Request Form

ASSOCIATED STUDENTS, INC.

FUNDING REQUEST FORM

2021-2022

PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

☐ CSI EVENT REGISTRATION FORM

☐ EVENT ESTIMATES / INVOICES (NOT PAID)

☐ EVENT FLYER WITH ASI LOGO

☐ REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: <input style="width: 90%;" type="text"/> OFFICER TITLE: <input style="width: 90%;" type="text"/> ADDRESS: <input style="width: 90%;" type="text"/> CITY: <input style="width: 30%;" type="text"/> STATE: <input style="width: 20%;" type="text"/> ZIP: <input style="width: 30%;" type="text"/> PHONE: <input style="width: 30%;" type="text"/> EMAIL: <input style="width: 40%;" type="text"/> SIGNATURE: <input style="width: 90%;" type="text"/>	CLUB/ORG: <input style="width: 90%;" type="text"/> EVENT TITLE: <input style="width: 90%;" type="text"/> DATE(S) OF EVENT: <input style="width: 40%;" type="text"/> SEMESTER: <input style="width: 20%;" type="text"/> FALL EVENT LOCATION: <input style="width: 90%;" type="text"/> TOTAL ATTENDANCE: <input style="width: 40%;" type="text"/> EXPECTED CAL STATE LA STUDENTS ATTENDANCE: <input style="width: 40%;" type="text"/>
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PART 3 - EVENT 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

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>	HONORARIA / CONTRACTS	<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>
MARKETING	<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>	OTHER	<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>
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	<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 40%;" type="text"/>

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT <input style="width: 80%;" type="text"/> TOTAL REQUESTED FROM ASI <input style="width: 80%;" type="text"/> AMOUNT FROM OTHER SOURCES <input style="width: 80%;" type="text"/> WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT: <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>	<h4 style="margin: 0;">OFFICE USE ONLY</h4> STAFF INITIALS <input style="width: 80%;" type="text"/> TIME STAMP: <div style="border-top: 1px dotted black; height: 20px; margin-top: 5px;"></div>
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FOR THE STUDENTS, BY THE STUDENTS

REV 8/09/2021

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. Signature must be done via DocuSign, see next slide for instructions
- 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:	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:

Signature via DocuSign

Access DocuSign through your Cal State LA portal

The screenshot shows the MyCalStateLA portal. In the 'Quick Launch' section, under 'Admin & Finance', the 'DocuSign' link is circled. Other links include BlackBaud Academic Works, Canvas, EAB Navigate LA, GET, Cashnet, Purchase Parking, Enrollment Verification, and Not Anymore. The 'University Updates' section on the right features news items about student life and graduate studies.

Click on Start, Sign a Document

The screenshot shows the DocuSign eSignature 'Start' page. It displays a user profile for 'DocuSigned by: [Signature] 72268BDF723467...'. Below the profile, there are four status boxes: '0 Action Required', '0 Waiting for Others', '0 Expiring Soon', and '1 Completed'. A large dashed box prompts the user to 'Drop documents here to get started' or to click the 'START' button. Below this, there are three tiles: 'Automate Envelope Routing', 'Drawing', and 'Need help getting started?'. The bottom of the page features a footer with 'Powered by DocuSign' and links for 'Change Language - English (US)', 'Terms of Use & Privacy', and 'Copyright © 2021 DocuSign Inc. | V01'.

Upload the Funding Request Form and click sign

The screenshot shows the 'Sign a Document' dialog box in the DocuSign eSignature interface. It displays a document titled 'funding-request-form-8-2...' with '2 pages'. The 'SIGN' button is circled. The dialog also includes an 'UPLOAD' button and a 'GET FROM CLOUD' dropdown menu. The background shows the DocuSign eSignature interface with various tiles for 'Automate Envelope Routing', 'Drawing', and 'Need help getting started?'.

Press continue and then use the signature tool on the left toolbar to add in the signature in the field

The screenshot shows the DocuSign eSignature document signing process. The document is titled 'PART 2 - CONTACT & ORGANIZATION' and 'PART 3 - EVENT DESCRIPTION'. The 'SIGNATURE' field is highlighted, and the 'Signature' tool is selected from the left toolbar. The document contains various fields for 'OFFICER NAME', 'OFFICER TITLE', 'ADDRESS', 'STATE', 'ZIP', 'EMAIL', 'DATE SIGNED', 'NAME', 'FIRST NAME', 'LAST NAME', 'EMAIL ADDRESS', 'COMPANY', 'TITLE', 'TEXT', and 'CHECKBOX'. The document is divided into sections: 'PART 2 - CONTACT & ORGANIZATION', 'PART 3 - EVENT DESCRIPTION', 'PART 4 - COST BREAKDOWN', and 'PART 5 - EVENT SUMMARY'. The bottom of the page features a footer with 'Powered by DocuSign' and links for 'Change Language - English (US)', 'Terms of Use & Privacy', and 'Copyright © 2021 DocuSign Inc. | V01'.

Signature via DocuSign cont.

When prompted for a recipient, click no thanks

Sign and Return

Send your signed document to anyone you would like. Enter an optional email address below.

Full Name:

Email Address:

Full Name is required

+ ADD RECIPIENT

Subject:

Please DocuSign: funding-request-form-8-20-20.pdf

Message:

250 characters remaining

SEND AND CLOSE

NO THANKS

Download signed form as PDF and submit.

DocuSign eSignature

Home Manage Reports

NEW

1 Selected MOVE MORE

Filtered by: Date (Last 6 Months)

Subject

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Sent

Drafts

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Please DocuSign: fundi

To: Tu Nguyen

3/29/2021 05:02:02 pm

DOWNLOAD

DOWNLOAD

CANCEL

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:

Cost Breakdown - Hospitality

- Food and drinks bought for 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.

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

[illegible]

CERTIFICATE
OF COMPLETION

This is to certify that

[REDACTED]


has completed the course

Food Safety and Handling

eeh_eah_a05_sh_snua

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			
HOSPITALITY	DESCRIPTION:	AMOUNT:	
HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:	
MARKETING	DESCRIPTION:	AMOUNT:	
OTHER	DESCRIPTION:	AMOUNT:	

- 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*
- 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

Some examples:

- <https://asicalstatela.org/sites/default/files/content/attachments/2021/03/phi-alpha-theta-eta-xi-32321redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachments/2021/02/pihra-31221redacted.pdf>

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
 - Email send date/time will serve as the timestamp
- Deadline for submissions is the Friday 12pm before the intended Funding Meeting
- ASI staff will get back to the club/organization representative submissions no later than Monday morning to corrected any errors
- Any paperwork not finalized or completed before Monday 12pm will not be on the agenda for the upcoming Funding Meeting

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
January 21, 2022
February 4
February 18
March 4
March 18
April 8
April 22
May 6

Under \$2,000

Funding Meetings @ 12pm
January 28, 2022
February 11
February 25
March 11
March 25
April 15
April 29
May 13

\$2,000 and over

Finance Meetings @ 12pm
February 4, 2022
February 18
March 4
March 18
April 8
April 22
May 6
May 13

Deadline Examples

- Requesting \$1,500 for an event on March 5, funding request packet would need to be turned in by February 18.
- Requesting \$2,100 for an event on March 5, funding request packet would need to be turned in by February 4.

Preparation and Expectations for Meeting

- Funding Sub-Committee and Finance Committee meetings are 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. Agenda is posted Tuesday 12 pm the week of the meeting. 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

DocuSign Envelope ID: 5AAC9AEB-0C44-4F0A-8E62-C7920211774E



FINANCE COMMITTEE AWARD LETTER

2020 – 2021

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: Phi Alpha Theta, Eta Xi Date of Meeting: 4/30/21

Event Title: History Career Night - Public History

Event Date: 5/08/21 Amount Funded: \$450.00 Date RPP is Due: 5/28/21

Approved Items + Amounts:	
Items	Amounts
• Honorarium - Nicholas Beyelia	\$ 100.00
• Honorarium - Cassandra Hatton	\$ 100.00
• Honorarium - Gabriela Rojas	\$ 100.00
• Honorarium - Collete Salvatierra	\$ 100.00
• Amazon Gift Cards (\$25 x 2)	\$ 50.00
TOTAL:	\$ 450.00


Notes/Stipulations:

Stipulation: When RPP is submitted, the names and CINs of participants need to be included to verify Cal State LA student attendance.


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


DocuSigned by:


STUDENT OFFICER SIGNATURE

DocuSigned by:


TU NGUYEN

ASI VICE CHAIR FOR FINANCE


DocuSigned by:


JOSUE MONTENEGRO

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

ASSOCIATED STUDENTS, INC. AT CAL STATE LA
5154 STATE UNIVERSITY DRIVE, ROOM 203 • LOS ANGELES CA 90032




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

RPP Packet – Parts

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

RPP Form

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

 ASSOCIATED STUDENTS, INC. REQUEST FOR PAYMENT CALIFORNIA STATE UNIVERSITY, LOS ANGELES <small>5154 State University Drive • U-SU Rm 203 • Los Angeles, CA 90032 Voice: 323.343.4778 • Fax: 323.343.6420</small>		2021-22 Clubs & Organizations
Check Payable To: Cal State LA -		Requestor/Contact:
Club/Organization: _____ Event Title: _____ Date(s) of Event: _____ Contact Phone: _____ E-mail: _____ Signature: _____		Name: _____ CIN: _____ Address: _____ City/State/Zip: _____ Phone: _____
Give Description of Item, Event, Location, - Include an Original Invoice or receipt.		
Description	Quantity	Unit 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) Pick Up Checks at ASI Administrative Offices, U-SU Rm. 203		EVENT TOTAL: \$ 25.00 <small>(Office Use Only)</small> AMT. REQUESTED: _____ APPROVED AMT.: _____
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 Barnaby Peake, Executive Director Date
Additional Necessary Documents DID YOU TURN IN: <input type="checkbox"/> RPP Form <input type="checkbox"/> Event Evaluation Form <input type="checkbox"/> Original Award Letter <input type="checkbox"/> Clear, legible, original receipts attached and taped to a blank sheet of paper <input type="checkbox"/> Credit/Debit card receipt statement (if original receipt lost) <input type="checkbox"/> Copy of canceled check (if original receipt lost)		All forms must have a Time Stamp and staff initial: <div style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 150px; height: 80px; margin-top: 10px; text-align: center; color: lightgray;">DATE STAMP GOES HERE</div>
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 2021-22

Rev'd. 08/21

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

Actual cost to host event:

Advertisements _____
 Supplies _____
 Facility rentals _____
 Decorations _____
 Performance/Speakers _____
 Food/Refreshments _____
 Miscellaneous (Specify) _____

Total Cost \$0.00

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: _____

Marketing and advertising methods: _____

What was your actual marketing efforts such as posters, postings, sociale media etc.

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? Any suggestions on making the process overall better.

Receipts

- Original Receipts (Clearly Scanned in)
 - Taped on all four sides on a piece of paper. One receipt per page. Do not cover any ink or text.
 - Manual receipt has PAID stamp and is itemized
 - Receipts must show how items were paid (cash or show last 4 digits of cc)
 - 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.

Club Reconciliation

- After Request for Payment is received, a email will be sent to confirm how much your club will be reimbursed.

Association for Computing Machinery
ACM Last General Meeting
11/30/21

EXAMPLE

Total Approved Amount was: \$ 60.00

	Approved	Actual	Paid to Club
Gift Cards for Attendees (\$15 x 4)	\$ 60.00	\$ 60.00	\$ 60.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total:	\$ 60.00	\$ 60.00	\$ 60.00
Less UAS		\$ -	
Amount Paid to Club		\$ 60.00	

Club Representative:

Date:

Amanda Maldonado:
Administrative Coordinator

Date:

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

**Check can take 1-3 weeks

RPP Packet Submission

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

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/2021/08/21-22-funding-request-form.pdf>
- RPP and Event Evaluation Forms
 - <https://asicalstatela.org/sites/default/files/content/upload/2021/08/asi-2021-22-funding-request-payment.pdf>

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>

7: Review Quiz

Review Quiz

- Link: <https://forms.gle/co9CqSX8YjgWYHKj9>
- 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