

ASI FALL 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 ODCASI Funding Workshop

# 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

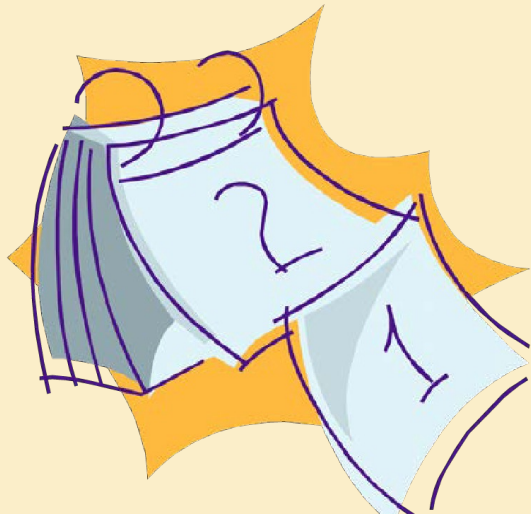
# Club / Organizations Eligibility

- 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
- List limits on hospitality, marketing, honorarium, equipment, and others
- 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>

# 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

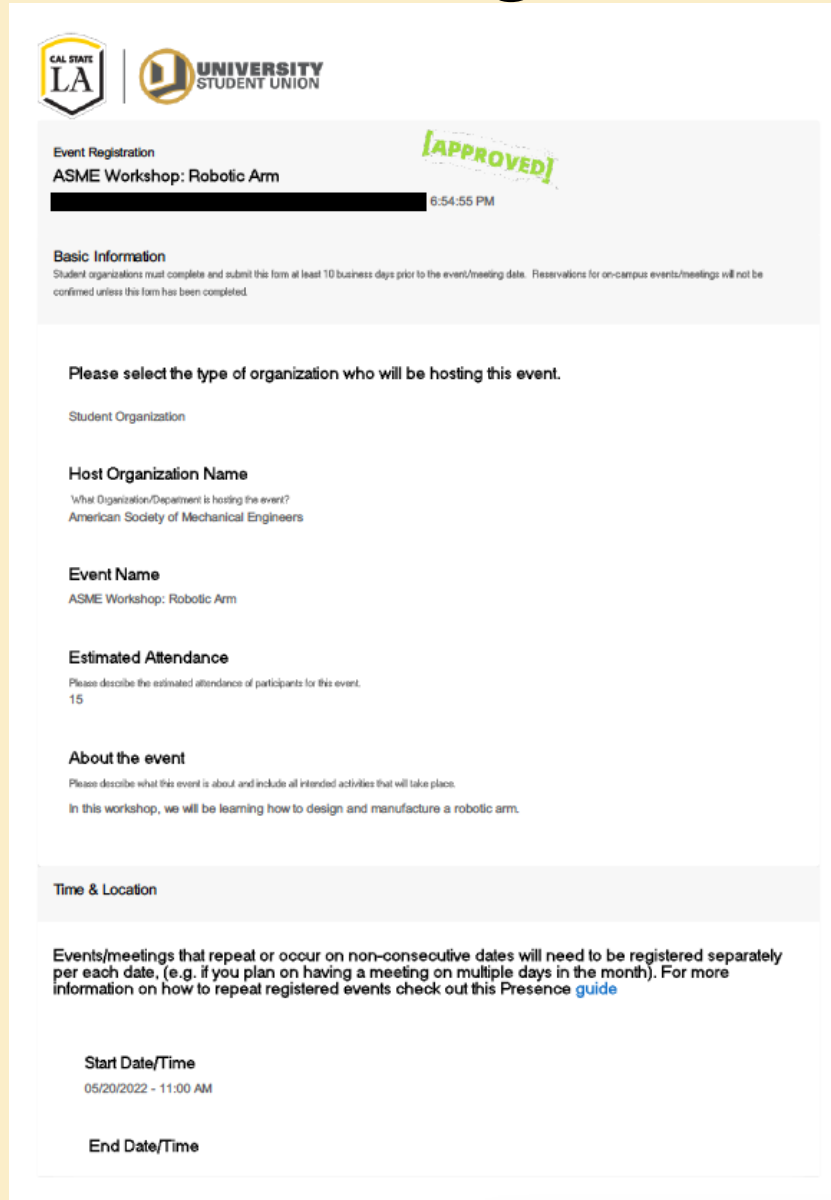
# Funding Request Packet – Parts



- **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 paper work.



The screenshot shows a digital registration form for the ASME Workshop: Robotic Arm. At the top, logos for Cal State LA and the University Student Union are displayed. A green stamp with the word "[APPROVED]" is placed over the top right section. Below the logos, the event title "ASME Workshop: Robotic Arm" is followed by a redacted area and the time "6:54:55 PM". A "Basic Information" section contains a disclaimer: "Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings will not be confirmed unless this form has been completed." The form then asks for the type of organization hosting the event, with "Student Organization" selected. It prompts for the "Host Organization Name" (American Society of Mechanical Engineers) and the "Event Name" (ASME Workshop: Robotic Arm). The "Estimated Attendance" is listed as 15. The "About the event" section describes the workshop's goal to learn how to design and manufacture a robotic arm. A "Time & Location" section at the bottom provides the "Start Date/Time" (05/20/2022 - 11:00 AM) and the "End Date/Time". A note at the bottom states that repeating events must be registered separately per date and provides a link to a "Presence guide".

**Event Registration**  
ASME Workshop: Robotic Arm  
[REDACTED] 6:54:55 PM

**[APPROVED]**

**Basic Information**  
Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings will not be confirmed unless this form has been completed.

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

Student Organization

**Host Organization Name**  
What Organization/Department is hosting the event?  
American Society of Mechanical Engineers

**Event Name**  
ASME Workshop: Robotic Arm

**Estimated Attendance**  
Please describe the estimated attendance of participants for this event.  
15

**About the event**  
Please describe what this event is about and include all intended activities that will take place.  
In this workshop, we will be learning how to design and manufacture a robotic arm.

**Time & Location**

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)

**Start Date/Time**  
05/20/2022 - 11:00 AM

**End Date/Time**

# ASI Funding Request Form

ASSOCIATED STUDENTS, INC.					
FUNDING REQUEST FORM			2021-2022		
<b>PART 1 - NOTICE &amp; CHECKLIST</b>					
<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"> <li>1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.</li> <li>2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.</li> <li>3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.</li> </ol> </div> </div>					
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> CSI EVENT REGISTRATION FORM           <input type="checkbox"/> EVENT ESTIMATES / INVOICES (NOT PAID)           <input type="checkbox"/> EVENT FLYER WITH ASI LOGO           <input type="checkbox"/> REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT         </div>					
<b>PART 2 - CONTACT &amp; ORGANIZATION</b>					
OFFICER NAME: <input style="width: 90%;" type="text"/>		CLUB/ORG: <input style="width: 90%;" type="text"/>			
OFFICER TITLE: <input style="width: 90%;" type="text"/>		EVENT TITLE: <input style="width: 90%;" type="text"/>			
ADDRESS: <input style="width: 90%;" type="text"/>		DATE(S) OF EVENT: <input style="width: 40%;" type="text"/> SEMESTER: <input style="width: 50%;" type="text" value="FALL"/>			
CITY: <input style="width: 40%;" type="text"/>	STATE: <input style="width: 10%;" type="text"/>	ZIP: <input style="width: 40%;" type="text"/>	EVENT LOCATION: <input style="width: 90%;" type="text"/>		
PHONE: <input style="width: 40%;" type="text"/>		TOTAL ATTENDANCE: <input style="width: 90%;" type="text"/>			
EMAIL: <input style="width: 90%;" type="text"/>		EXPECTED CAL STATE LA STUDENTS ATTENDANCE: <input style="width: 90%;" type="text"/>			
SIGNATURE: <input style="width: 90%;" type="text"/>					
<b>PART 3 - EVENT DESCRIPTION</b>					
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?			
<b>PART 4 - COST BREAKDOWN</b>					
HOSPITALITY	DESCRIPTION: <input style="width: 80%;" type="text"/>	AMOUNT: <input style="width: 15%;" type="text"/>	HONORARIA / CONTRACTS	DESCRIPTION: <input style="width: 80%;" type="text"/>	AMOUNT: <input style="width: 15%;" type="text"/>
MARKETING	DESCRIPTION: <input style="width: 80%;" type="text"/>	AMOUNT: <input style="width: 15%;" type="text"/>	OTHER	DESCRIPTION: <input style="width: 80%;" type="text"/>	AMOUNT: <input style="width: 15%;" type="text"/>
<b>PART 5 - EVENT SUMMARY</b>					
TOTAL COST OF THE EVENT <input style="width: 100%;" type="text"/>			<b>OFFICE USE ONLY</b>  STAFF INITIALS <input style="width: 100%;" type="text"/>  TIME STAMP: <div style="border-top: 1px dotted black; height: 40px; width: 100%;"></div>		
TOTAL REQUESTED FROM ASI <input style="width: 100%;" type="text"/>					
AMOUNT FROM OTHER SOURCES <input style="width: 100%;" type="text"/>					
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:					
<div style="display: flex; justify-content: space-between;"> <span>FOR THE STUDENTS, BY THE STUDENTS</span> <span>REV 8/09/2021</span> <div style="text-align: right;"> </div> </div>					

# Part 1 – Notice and Checklist

- General Information

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

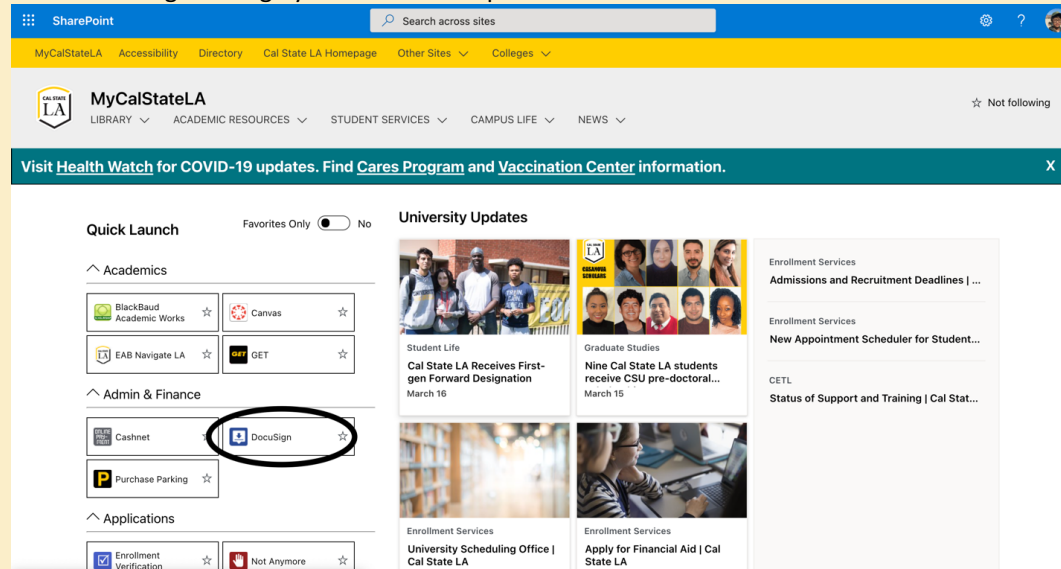
## Part 2 – Contact and Organization

- 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+).

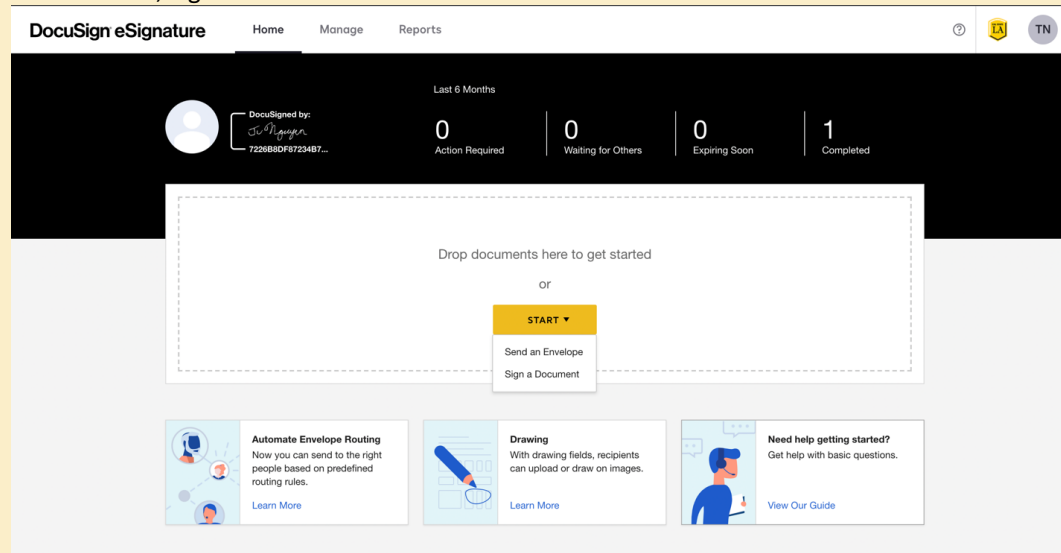
PART 2 - CONTACT & ORGANIZATION	
OFFICER NAME: <input type="text"/>	CLUB/ORG: <input type="text"/>
TITLE: <input type="text"/>	EVENT TITLE: <input type="text"/>
ADDRESS: <input type="text"/>	DATE(S) OF EVENT: <input type="text"/> SEMESTER: FALL
CITY: <input type="text"/> STATE: <input type="text"/> ZIP: <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"/>

# Signature via DocuSign

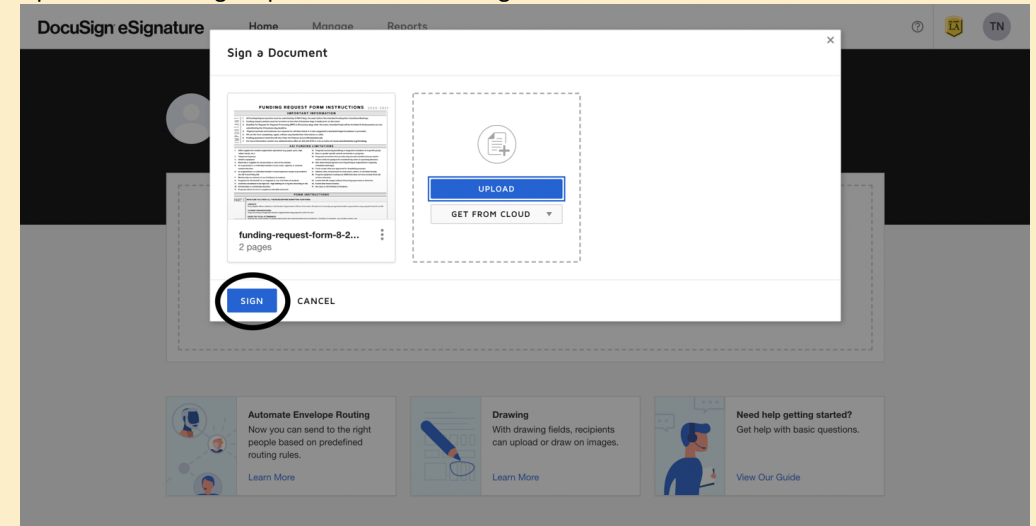
Access DocuSign through your Cal State LA portal



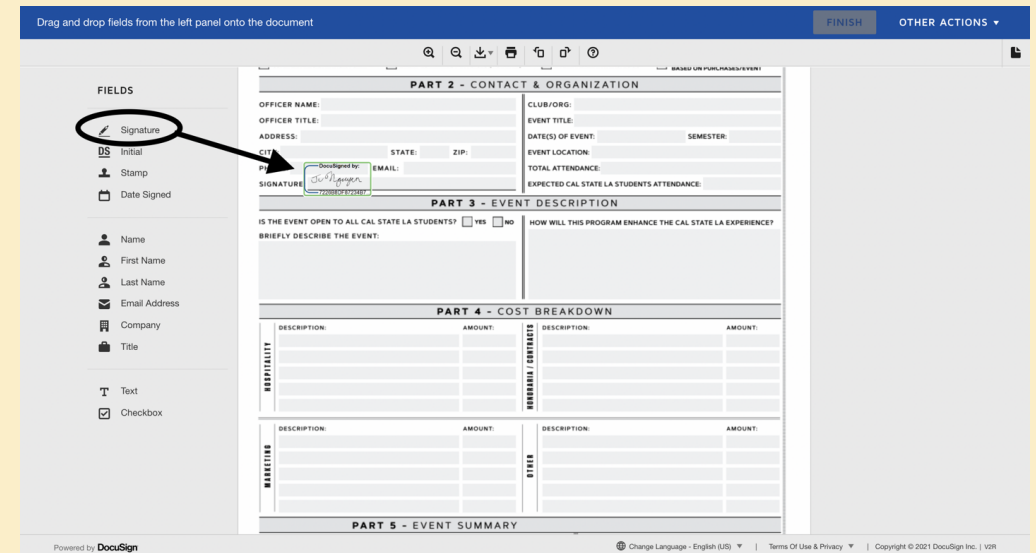
Click on Start, Sign a Document



Upload the Funding Request Form and click sign



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



# 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

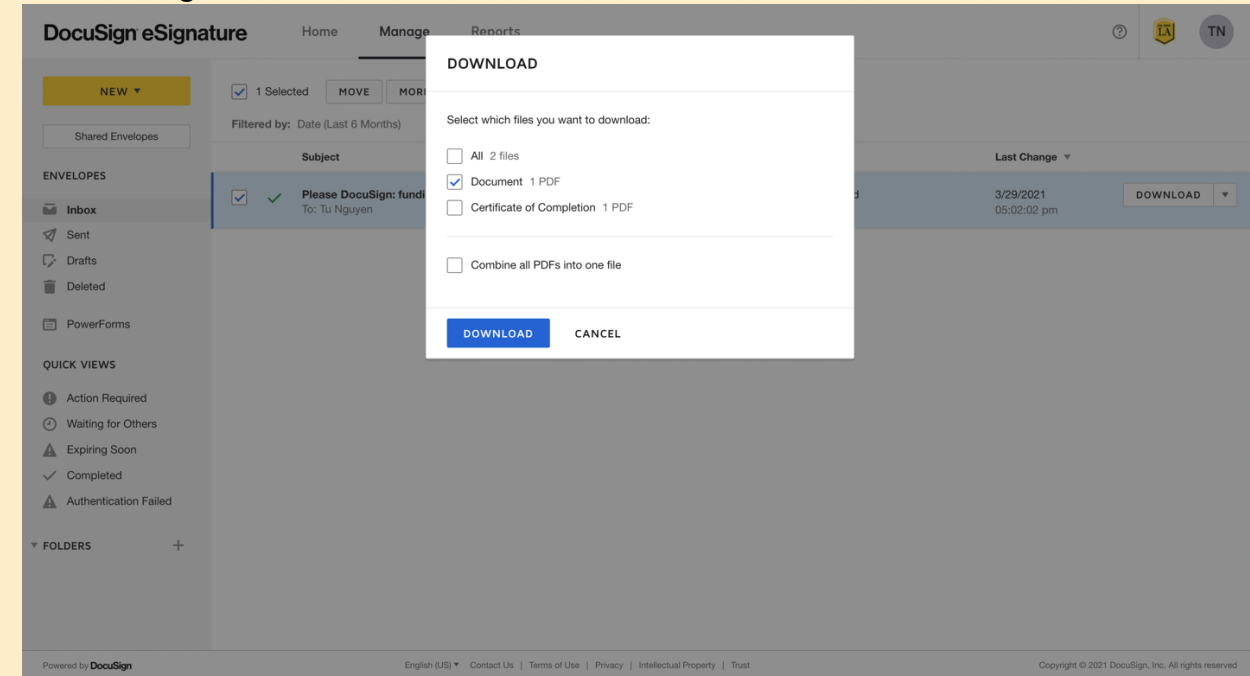
**Message:**

250 characters remaining

SEND AND CLOSE

NO THANKS

Download signed form as PDF and submit.



## 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 ([https://www.calstatela.edu/sites/default/files/users/u169706/2020\\_food\\_permit.pdf](https://www.calstatela.edu/sites/default/files/users/u169706/2020_food_permit.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:	DESCRIPTION:
MARKETING	DESCRIPTION:	AMOUNT:	DESCRIPTION:

[illegible]

**CERTIFICATE**  
OF COMPLETION

This is to certify that

[REDACTED]


has completed the course

**Food Safety and Handling**

eah\_sah\_p06\_sah\_snucc

on

Aug 28, 2019



skillsoft<sup>®</sup>

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:



Not acceptable:



How Prevent Cutoff:



# 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](mailto:asivcf@calstatela.edu), [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu), [amaldo95@calstatela.edu](mailto:amaldo95@calstatela.edu), and [dflorez3@calstatela.edu](mailto: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 end of day Monday will not be on the agenda for the upcoming Finance/Funding Meeting

# Deadlines for Presenting at a Meeting

- **Events must be after the date of approval, at least 5 business days**
- 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 19, 2022
September 2
September 16
September 30
October 14
October 28
November 25

## Under \$2,000 Funding Meetings @ 12pm

August 26, 2022
September 9
September 23
October 7
October 21
November 4
December 2

## \$2,000 and over Finance Meetings @ 12pm

September 2, 2022
September 16
September 30
October 14
October 28
November 18
December 9

# Deadline Examples

- Requesting \$1,500 for an event on October 28, funding request packet would need to be turned in by October 14, to attend Funding meeting on October 21.
- Requesting \$2,300 for an event on October 28, funding request packet would need to be turned in by September 30, to attend Funding meeting on October 7 and Finance meeting on October 14 .


# 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.
- **Representative must be knowledgeable about event and be prepared to answer questions about event for planning and logistics**
- Email [asivcf@calstatela.edu](mailto: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	Items	Amounts
• Honorarium - Nicholas Beyelia	\$ 100.00	• Amazon Gift Cards (\$25 x 2)	\$ 50.00
• Honorarium - Cassandra Hatton	\$ 100.00	•	
• Honorarium - Gabriela Rojas	\$ 100.00	•	
• Honorarium - Collete Salvatierra	\$ 100.00	•	
			<b>TOTAL:</b> \$ 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: asvpf@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

1. RPP Form
2. Event Evaluation Form
3. Award Letter
4. Sample Flier w/ ASI Logo
5. Clear, Scanned-in Original itemized receipt

# RPP Form

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

<b>ASI</b> ASSOCIATED STUDENTS, INC. <b>REQUEST FOR PAYMENT</b> CALIFORNIA STATE UNIVERSITY, LOS ANGELES 5154 State University Drive • U-SU Rm 203 • Los Angeles, CA 90032 Voice: 323.343.4778 • Fax: 323.343.6420		2021-22 Clubs & Organizations	
<b>Check Payable To:</b> Cal State LA - Club/Organization: _____ Event Title: _____ Date(s) of Event: _____ Contact Phone: _____ E-mail: _____ Signature: _____		<b>Requestor/Contact:</b> Name: _____ CIN: _____ Address: _____ City/State/Zip: _____ Phone: _____	
<b>Give Description of Item, Event, Location, - Include an Original Invoice or receipt.</b>			
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		EVENT TOTAL: \$ 25.00	
(Please Check One of the Above Payment Methods)		(Office Use Only)	
Pick Up Checks at ASI Administrative Offices, U-SU Rm. 203		AMT. REQUESTED: _____	
<b>Accounting (Office Use Only)</b>		APPROVED AMT.: _____	
Account: 660967-00001-784000		<b>Commitments (Office Use Only)</b>	
Dr. Jennifer Miller Date Dean of Students		ASI VPF Approval Date ASI Executive Officer Date Barnaby Peake, Executive Director Date	
<b>Additional Necessary Documents</b>		All forms must have a Time Stamp and staff initial: _____	
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)		DATE STAMP GOES HERE	
Important: Deadline for Request for Payment is 15 business days after the event.		Rev'd. 08/20	

# 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 via DocuSign 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 have it for you in the ASI Office for pickup

\*\*Check can take 1-3 weeks after club reconciliation is signed

# RPP Packet Submission

- Email all relevant files to: asivcf@calstatela.edu, asivpf@calstatela.edu, amaldo95@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-Committee

- 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/nFj8Xx2GVuz6KYf88>
- 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