

The logo for ASI (American Society of Interior Design) is displayed in a bold, white, stylized font. The letters are thick and blocky, with a horizontal line passing through the middle of the 'A' and 'S'. The logo is centered within a dark teal circle, which is itself set against a light blue rectangular background on the left side of the slide.

ASI

Fall 2023
Funding Workshop Course

Upcoming Topics



Introduction to ASI
Funding



Eligibility for
Clubs/Organizations,
Events, and Purchasable
items



Funding Request
Parts and
Procedure



Deadlines and
presenting at the
Funding and
Finance Meetings



Request for Payment and
Processing - Parts and
Procedure Final
information and helpful
resources

1: Introduction to ASI 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/or 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 the Direct Funding Guidelines
- Clothing must be sweatshop free determined by the sweatshop free list or email confirmation from company
- **Must be approved prior to purchase by ASI Finance or Club Funding Committee**
- **Purchases must be made prior to the event**
- Not applicable to “Do Not Fund” List in ASI Policy 204

Direct Funding Guidelines and Policy 204*

List what ASI can or can not fund

**List limits on hospitality, marketing, honorarium,
equipment, and others**

*subject to change, for the most up to date policies please refer to the ASI website

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

3: Funding Request Packet - Parts & Procedure

Funding Request Packet – Parts

[APPROVED]

- **A completed/approved CSI Event Registration Form from Presence**
- Funding Request Form
 - All information must be typed
- Event flier sample containing ASI logo and disclosure
- Cost estimated and relevant invoices (not paid) for the event
- (extra) Food permit for clubs/organizations serving food
 - Food handling permit
- (extra) Banquet Event Order (BEO) 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
 - Found on ASI Website – Club Funding tab

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.

The screenshot shows a registration form for the ASME Workshop: Robotic Arm. At the top, there are logos for Cal State LA and the University Student Union. A green stamp with the word "APPROVED" is visible. The form includes sections for Event Registration, Basic Information, Host Organization Name, Event Name, Estimated Attendance, About the event, Time & Location, and Start/End Date/Time.

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

Basic Information
Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for concurrent 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 to the 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	
PART 1 - NOTICE & CHECKLIST				
<div> <div>IMPORTANT</div> <div> 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. </div> </div>				
<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				
PART 2 - CONTACT & ORGANIZATION				
OFFICER NAME:		CLUB/ORG:		
OFFICER TITLE:		EVENT TITLE:		
ADDRESS:		DATE(S) OF EVENT: SEMESTER: FALL		
CITY:	STATE:	ZIP:	EVENT LOCATION:	
PHONE:	EMAIL:	TOTAL ATTENDANCE:		
SIGNATURE:		EXPECTED CAL STATE LA STUDENTS ATTENDANCE:		
PART 3 - EVENT DESCRIPTION				
IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO		HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?		
BRIEFLY DESCRIBE THE EVENT:				
PART 4 - COST BREAKDOWN				
HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	
PART 5 - EVENT SUMMARY				
TOTAL COST OF THE EVENT		OFFICE USE ONLY STAFF INITIALS TIME STAMP:		
TOTAL REQUESTED FROM ASI				
AMOUNT FROM OTHER SOURCES				
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:				
FOR THE STUDENTS, BY THE STUDENTS REV. 8/09/2021 ASI				

Contact and Organization

- Must be filled out and signed by a club officer. **Signature must be done via DocuSign or Adobe Sign**
- Make sure the given contact information is regularly checked.
- **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:

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:	

Cost Breakdown - General

- 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

- Events Catered by Golden Eagle Hospitality (UAS)
 - Requires a Banquet Event Order (BEO) form instead of a food permit
- Food and drinks bought through an off-campus vendor
 - Requires Food Permit & Food Handler Certificates

(<https://powerforms.docuSign.net/5d3218e7-f550-4d3a-bf4b-8537bf931f19?env=na2&acct=7891c003-1b6a-4447-a52d-e722502ecfaa&accountId=7891c003-1b6a-4447-a52d-e722502ecfaa>)

Cost Breakdown – Honoraria & Contracts

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

Payment or gifts for guests attending an event. Limits depended on who it is intended for:

- **Speaker(s)/Guest(s) outside of Cal State LA**
- **Cal State LA students**
- **Cal State LA faculty fees can not be funded by ASI.**
- Designs (for awards, trophies, gifts) must have the ASI logo, and a sample design must be in the funding packet.

Cost Breakdown - Marketing



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

- Clothing:
 - **Club must prove that clothing was produced by sweatshop free companies or select from a predetermined sweatshop free list.**
- Printing Fliers
 - Funding limit is determined by paper size and color or B&W.

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

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

Event Flier with Visible ASI Logo

Acceptable:



Not acceptable:



Finding and Using Examples



Past Club 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/attachm ents/2023/02/msa-30923redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachm ents/2023/04/formula-sae-512-52423redacted.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

amaldo95@calstatela.edu dflorez3@calstatela.edu

- Email send date/time will serve as the timestamp

Deadline for submissions is the Friday 12 pm 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 Club Funding Committee meeting before the event date
- Submit Funding Request Packet by the Friday 12 pm before the intended Funding meeting
- Present at Club Funding meeting the following week

For Requests \$2,000 and over

- Must present Funding Request Packet at a Club Funding Committee and then a Finance Committee meeting before the event date
- Submit Funding Request Packet by the Friday 12 pm before the intended Funding meeting
- Present at Club Funding meeting the following week and at a Finance meeting the next following week

Funding Sub-Committee Meeting Dates and Deadlines

Deadline for Meeting

Packet Deadlines @ 12pm
August 18
September 1
September 15
September 29
October 13
October 27
November 10
December 1

Under \$2,000

Funding Meetings @ 12pm
August 25
September 8
September 22
October 6
October 20
November 3
November 17
December 8

\$2,000 and over

Finance Meetings @ 12pm
September 1
September 15
September 29
October 13
October 27
December 1

Deadline Examples

- Requesting \$1,500 for an event on October 16, funding request packet would need to be turned in the latest by September 29 to attend the Funding meeting on October 6.
- Requesting \$2,600 for an event on November 3, funding request packet would need to be turned in the latest by October 13, to attend the Funding meeting on October 20 and the Finance meeting on October 27.

Preparation and Expectations for Meeting



- Club Funding Committee and Finance Committee meetings are held Friday 12pm weekly, alternating
- The earlier you submit funding request means earlier on the 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 Vice Chair for Finance, asivcf@calstatela.edu if there are any scheduling conflicts.

After the Meeting – Award Letter

- Summary of approved expenditures for the event from the Finance/Club 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 (RPP) and use as a reference for what purchases ASI will be able to reimburse



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	•	
		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)

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

PRINT STUDENT OFFICER NAME

DocuSigned by:

Tu Nguyen

10/10/2021 10:10 AM

STUDENT OFFICER SIGNATURE

DocuSigned by:

Tu Nguyen

10/10/2021 10:10 AM

TU NGUYEN

ASI VICE CHAIR FOR FINANCE

DocuSigned by:

Josue Montenegro

10/10/2021 10:10 AM

JOSUE MONTENEGRO

ASI VICE PRESIDENT FOR FINANCE



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. 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.

ASI ASSOCIATED STUDENTS, INC.
REQUEST FOR PAYMENT
 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

2022-23
Clubs & Organizations

Check Payable To:
 Cal State LA -
 Club/Organization: _____
 Event Title: _____
 Date(s) of Event: _____
 Contact Phone: _____
 E-mail: _____
 Signature: _____

Requestor/Contact:
 Name: _____
 CIN: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____

Give Description of Item, Event, Location, - Include an Original Invoice or receipt.

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

Event Payment Method: ☐ Cash ☐ Check ☐ Credit/Debit Card
 (Please Check One of the Above Payment Methods)
Pick Up Checks at ASI Administrative Offices, U-SU Rm. 203

EVENT TOTAL: \$ 25.00
(Office Use Only)
AMT. REQUESTED: _____
APPROVED AMT.: _____

Accounting (Office Use Only)
 Account: 660967-00001-784000
 Dr. Jennifer Miller 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:
☐ RPP Form
☐ Event Evaluation Form
☐ Original Award Letter
☐ Clear, legible, original receipts attached and taped to a blank sheet of paper
☐ Credit/Debit card receipt statement (if original receipt lost)
☐ Copy of canceled check (if original receipt lost)

All forms must have a Time Stamp and staff initial:

DATE STAMP GOES HERE

Rev'd. 08/20

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



EVENT EVALUATION FORM 2022-23

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.

Event Evaluation Form

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

Receipts



Original Receipts (Clearly Scanned in)

Tape 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:

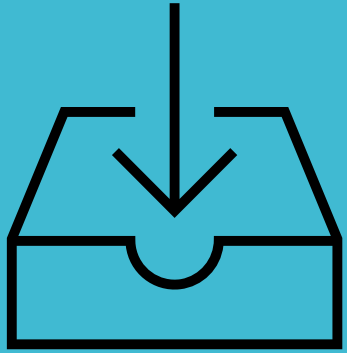
Credit Card → Credit card transaction detailing exact charges

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.

RPP Packet Submission



Email all relevant files to:

asivcf@calstatela.edu

asivpf@calstatela.edu

amaldo95@calstatela.edu

dflorez3@calstatela.edu

- Email send date/time will serve as a time stamp

Deadline is 15 business days after the event date - indicate on Award Letter

Club Reconciliation

- After Request for Payment is received, an email will be sent via DocuSign or Adobe Sign 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:



For clubs/organizations
with a U-SU 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 - USU rm
#203 for pickup



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

Receiving Reimbursement Check

General Club Funding Information:

ASI Website – Club Funding Tab

<https://asicalstatela.org/services/clubs-and-organizations-funding>

Have questions? Reach out to:

ASI Vice Chair for Finance – asivcf@calstatela.edu

ASI Vice President for Finance – asivpf@calstatela.edu



Finance: Learn where students fees are allocated and provide input on allocations



Club 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>

Joining Finance Committee/Club Funding Committee