



Club Funding



2023-2024

WWW.ASICALSTATELA.ORG

Upcoming Topics



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(RPP) - Parts and
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Vision for Club Funding

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



Club/Organizations Eligibility

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Recognized and in good standing with the University



President and/or Treasurer completed the Funding Workshop Course on Presence

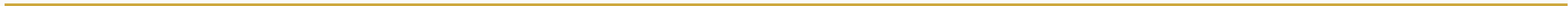
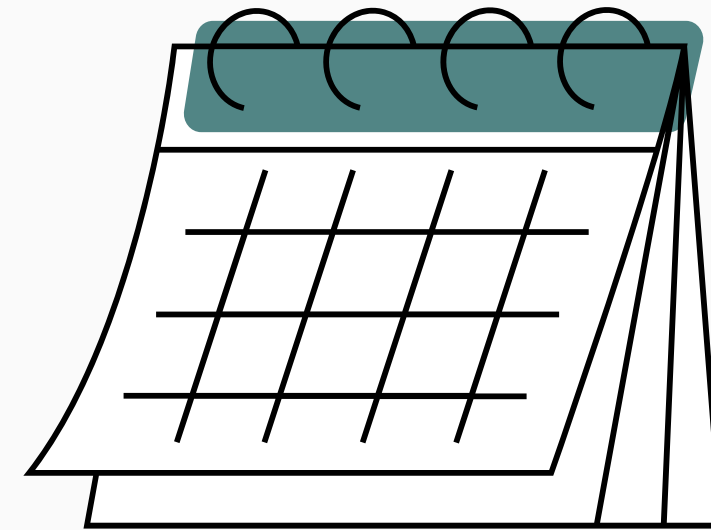


Eligible for up to \$3,000 per semester based on first come first serve basis of ASI available funds



Event Eligibility

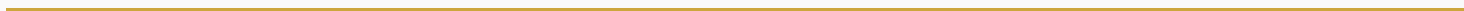
- Approved Event Registration Form from CSI on Presence
- Open to all Cal State LA students
- Only funds events based on the academic calendar





Purchase Eligibility

- ◆ Funding Price List -
list limits on hospitality, marketing, honorarium, equipment, and others
- ◆ Merchandise must be sweatshop free
determined by the sweatshop-free list or
confirmation from the company
- ◆ Purchases must be made prior to the event
- ◆ Not applicable to the “Prohibited Expenses”
List in ASI Policy 204
(next slide)



Purchase Eligibility cont.

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Prohibited Expenses - ASI Policy 204

Utilities costs

Alcohol, tobacco, marijuana, firearms, medications, or any controlled substances

Salaries, fees, honorariums for Cal State LA instructors, tutors, or faculty and staff

Office supplies - unless specifically used for an event

Organization's or individual member's local, state, regional, or national membership fees

Expenses associated with the membership recruitment of non-Cal State LA students

Scholarships or scholarship donations

Programs for the benefit of, or targeted to, non-Cal State LA Students

Programs exclusively benefiting or targeted to members of a specific group and is not open to all Cal State LA students



Funding Distrubtion

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Clubs/Organizations can submit a funding request packet prior to the event or after the event has occurred

Prior -

- Clubs and organizations should submit funding requests of no less than 10 business days prior to the date of the event to provide time for the event planning efforts.

After -

- ASI may consider allocating funds after an event has occurred.
- Post-event funding requests will only be considered in the semester when they occur.
- The last day to submit a funding request is by the deadline for the last Finance meeting of the semester - Friday, April 26





Funding Request Packet

- ASI Funding Request Form
 - All information must be typed and signed
- Approved CSI Event Registration Form
- Event Flier with ASI Logo
- Estimates and relevant invoices for the events
 - Screenshots of the items or provide links



ASI Funding Request Form

ASSOCIATED STUDENTS, INC.

FUNDING REQUEST FORM

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:

OFFICER TITLE:

ADDRESS:

CITY: STATE: ZIP:

PHONE: EMAIL:

SIGNATURE:

CLUB/ORG:

EVENT TITLE:

DATE(S) OF EVENT: SEMESTER: FALL

EVENT LOCATION:

TOTAL ATTENDANCE:

EXPECTED CAL STATE LA STUDENTS ATTENDANCE:

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

HOSPITALITY

DESCRIPTION:

AMOUNT:

HONORARIA / CONTRACTS

DESCRIPTION:

AMOUNT:

MARKETING

DESCRIPTION:

AMOUNT:

OTHER

DESCRIPTION:

AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

TOTAL REQUESTED FROM ASI

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

FOR THE STUDENTS, BY THE STUDENTS

REV 09/2022

ASI

Part 2 - Contact & Information

II

- Must be filled out and signed by a club officer
- Make sure the given contact information is regularly checked
- Event information must match with CSI Event Registration Form information
- For expected attendance, use whole number estimates (e.g. 15, 50, & not 30-50, 50+)

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

- 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? ☐ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Part 4 -

Cost Breakdown: Overview

- Fill in the table with all event 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:

I4

Original Envelope ID: A0C8D7A5

CAL STATE LA

REGISTRATION / ENVIRONMENTAL, HEALTH & SAFETY

Health Office Info

PERMIT # _____

Temporary Food Permit Request Application (Department and Other Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate that food or beverages given out at health or community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a minimum of 14 days prior to event date to allow adequate time for processing.

Note: This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

Event Information: ☒ Department ☐ Other Organization

Name of Department/Other Organization: Associated Students, Inc.

Event Name/Title: Lunar Night

Event Location: JLH Plaza

Event Start Date: 9/19/2009

Event End Date: 9/19/2009

Hours of Operation: 2:00 - 4:00 pm

Contact Name: Amanda Maldonado

Email: amaldon@astudents.edu

Phone: (323)343-4788

Food Handler(s) Information: Food Safety and Handling Training

Please attach a copy of all current Food Handler Certification(s) with this application. If you do not already have them, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

Note: At a minimum, ten (10) persons with a current food handler certification is required to be present at your event at all times. You are required to retain a physical copy of your food handler Certificate while operating your event.

Name of Certified Food Handler: Amanda Maldonado Email: amaldon@astudents.edu

Name of Certified Food Handler: Tyler Flores Email: tylflores@astudents.edu

Food Type/Source Information: ☒ Snack Sale ☐ Food Sale ☐ Catering ☐ Other _____

List exact food/beverage(s) that will be sold/distributed, including ingredients: Bottle Water, Chips, Cookies, Muffins, Sandwiches, Baked Goods, Snacks etc. All items are prepackaged!

We should be served? ☒ Yes ☐ No. Note: If answer being answered a permit must be on file and those upon request have all the food be protected or covered at proper temperature! Make sure all items are in a cool environment and not exposed

Provide the name(s) & address where food/beverage(s) will be purchased (e.g., Restaurant / Caterer / Store / Market).
Sweet E's Bakery, 12511 Daly St, Los Angeles, CA 90025

County: Norwalk & 2007 W Commercial Ave, Altadena, CA 91803

For more details, visit Permit on a page 4 of this form.

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Revised 03/2009



Address:
Payto:
Hospitality

Doc: EXHIB D 03/17/08
on: Friday, November 25, 2008

Client/organization: Accounting Society	Event Date: 11/25/2008 (Fri)	Billing Contact: [Redacted]	Event ID: 837758
Address: 1414 State University		City: Boffin Postal: Los Angeles, CA 90032	Country: USA (Auto)
Party Name: Accounting Society's Professionals' Dinner	Table Size: Seating: 120	Theme:	Category:

VIPs/Lit

Description	Type	Start	End	Total	Manager Percent	Setup Date	Manager %	
Food & Beverage								
Food/Service Item		Unit	Price	Total	Food/Service Item	Unit	Price	Total
(100) Buffet Style Dinner		(Standard)	24.00	3,480.00	*Distance through Redlines			
Standard w/ 10% Tips					(1) Parking Lot Rental		Each	175.00
Traditional Cheese Salad					(2) Temporary Digital Penalties			
Wheat Free w/ a Cabernet								
Roux								
Veggie/Vegetarian		(Standard)			(1) Check-in Table w/ 2 Chairs		Each	
Optical-Glass Vegetarian					(2) Distance through Redlines			
Turkey w/ Blue Pot w/ a					(1) Round Table w/ White		Each	
Salad w/ Citrus								
Alcoholic Beverages					Check-in guests (Diagonal for			
Alcoholic Vegetarian					amount of water per table			
Alcoholic Bread & Butter					(100) Alcoholic Food & Party		Each	
(1) Bread: Cheesecake w/					Supplies (PK 30.62)			
Vanilla Frosting					(1) Table Linen w/ Washers		Each	2.00
(1) Bread: Vanilla Cake w/					(1) do-Cat, Prepares and		Each	140.00
Chocolate Frosting					Breads			
Pink Lemonade, Leaf Tea and					(1) Brown: Strong/See		Each	11.00
Water Service								

Notes

Set up on 5:30pm
 Check-in at 6:00pm
 Seating Open: 7:00pm
 Food Service: 7:30pm
 Drink End: 8:00pm

Authorizer: [Signature] Date: _____
 (Please sign bottom left page)

Dinner 4 pm - 11:59 pm: Up to \$27.00

Cost Breakdown - Honoraria & Contracts

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Payments for speakers

- ASI will consider modest and reasonable speaker fees
- Gifts and gift cards may be funded in place of speaker fees/honoraria
- Cal State LA faculty and staff fees cannot be funded with ASI funding

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

Cost Breakdown - Marketing

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All designs for merchandise must be provided in the funding packet

- All clothing must be manufactured by sweatshop-free companies
 - A list of sweatshop-free companies is available on the ASI website
- May fund up to 100% of merchandise purchased to hand out to all Cal State LA students
- May fund up to 50% of merchandise purchased if given only to club members
- May fund up to 70% of merchandise if it is being sold and not given out for free to students

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

Printing Fliers

- The funding limit is determined by the paper size and color of B&W.

Cost Breakdown - Other

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- Costs that fall outside of the prior 3 categories - e.g.
 - Travel - may fund up to 70% of lodging, transportation, and registration fees
 - Decorations - may fund up to a maximum of \$300 for an event
 - Equipment - may fund the full cost of equipment rentals
 - Supplies - may fund programming supplies that are necessary for the success of the program
 - Gift Cards for Cal State LA Students - may fund if used as prizes for a competitive event or awards for individual achievement
- Supply as much supporting documentation and information

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

Event Flier with ASI Logo

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Acceptable

Not Acceptable



Finding & Using Examples

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Past Funding & Finance 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/2023/10/sociology-club-101923redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachments/2023/09/laas-921-101923redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachments/2023/09/shpe-cal-state-la-1011-101423redacted.pdf>



Funding Request Packet Submission

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- The deadline for submissions is Friday 12 pm before the intended meeting.
 - Email sent date/time will serve as the timestamp
- Email all relevant files to:
 - Shreyas Belur - asivcf@calstatela.edu
 - Andrew Klein - asivpf@calstatela.edu
 - Amanda Maldonado - amaldo95@calstatela.edu
 - Dena Florez - dflorez3@calstatela.edu
- The Vice Chair for Finance/ASI Staff will get back to the club/organization representative submissions no later than Monday morning to correct any errors or to submit additional documents
- Any paperwork not finalized or completed before Wednesday 12 pm will not be on the agenda for the upcoming Finance Meeting

Preparation & Expectations for Meeting

- Finance Committee meetings are held alternating Thursdays at 2 pm
- The earlier you submit the funding requests, the earlier on the agenda
- Review the meeting agenda posted on the ASI website to confirm your club's spot on the agenda. The agenda is posted on Monday at 2 pm the week of the meeting.
 - *Email as soon as possible if there is an error.*





Presenting at the Meeting


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- Attending the meeting during which the funding request is considered is highly encouraged but not required
- An allocation may not be approved if the Committee has unanswered questions about the proposed event request
- Finance Committee Dates and Deadlines can be found here:
ASI Website - Club Funding Tab - Club Funding Proposals
Deadline 2023-24: <https://asicalstatela.org/services/clubs-and-organizations-funding/club-funding-proposals-deadline>

After the Meeting - Award Letter

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- Summary of the approved expenditure for the event from the Finance Committee meeting
- Sent out within a week of the meeting presented at
- Needs signature from club/organization President or Treasurer
- Submitted with the Request for Payment (RPP) and use as a reference for what purchases ASI will be able to reimburse
- Will state any notes/stimulations mentioned in the meeting



FINANCE COMMITTEE AWARD LETTER

2023 - 2024

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: Los Angeles Economic Equity Accelerator & Fellowship Date of Meeting: 11/30/23

Event Title: LEEAF Posada

Event Date: December 5, 2023 Amount Funded: \$859.04 Date RPP is Due: 1/03/24

Approved Items + Amounts:	
Items	Amounts
• Giveaways Items	\$ 200.84
• Decorations	\$ 57.26
• Catering	\$ 600.94
•	
TOTAL: \$ 859.04	

Notes/Stipulations:

DON'T FORGET TO SUBMIT THIS AWARD LETTER & THE FOLLOWING ITEMS:

- EVENT FLYER WITH ASI LOGO
- ORIGINAL AWARD LETTER
- EVENT EVALUATION FORM
- PROOF OF PAYMENT (examples below):
 - Credit/Debit Card Receipt
 - Copy of cancelled check (front & back)
 - Original Receipts attached and taped to a blank sheet (do not place tape on ink)

PRINT STUDENT OFFICER NAME

Vanessa Lagunas
Vanessa Lagunas (Dec 4, 2023 21:08 PST)

STUDENT OFFICER SIGNATURE

Shreyas Belur
Shreyas Belur (Dec 4, 2023 15:36 PST)


SHREYAS BELUR
ASI VICE CHAIR FOR FINANCE

Andrew Klein
Andrew Klein (Dec 5, 2023 16:34 PST)

ANDREW KLEIN
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





Request for Payment (RPP)

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Overview - Parts



1. Request for Payment Form
2. Event Evaluation Form
3. Award Letter
4. Clear, Scanned-in Original itemized receipt(s)



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		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: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit/Debit Card		EVENT TOTAL:	\$ 25.00
		(Office Use Only)	
		AMT. REQUESTED:	
		APPROVED AMT.:	
(Please Check One of the Above Payment Methods)			
Pick Up Checks at ASI Administrative Offices, U-SU Rm. 203			
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: <input type="text"/> DATE STAMP GOES HERE Rev'd. 08/20	
Important: Deadline for Request for Payment is 15 business days after the event.			

Event Evaluation Form

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It must be filled in completely. Required answers for all questions

ASI		EVENT EVALUATION FORM			
Club/Organization: _____		Event Title: _____			
Contact Name: _____		Day/Date/Time of Event: _____			
Contact Phone: _____		Location: _____			
Actual cost to host event:		Attendance:			
Advertisements	_____	Students	_____		
Supplies	_____	Faculty/Staff	_____		
Facility rentals	_____	non-Cal State LA	_____		
Decorations	_____	Total	0		
Performance/Speakers	_____				
Food/Refreshments	_____				
Miscellaneous (Specify)	_____				

Total Cost		\$0.00			
Marketing and advertising methods: _____					
What was your <u>actual</u> 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 <u>specific</u> 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? <u>1</u>					
What would make your experience more positive? Any suggestions on making the process overall better.					

Receipts

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Original Receipts (Clearly Scanned in or Photo)

- Do not cover any ink or text
- Manual receipt(s) has a PAID stamp and is itemized
- Receipts must show how items were paid - cash or show the last 4 digits of the 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 Statment - 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
- Must write what items were purchased

Request for Payment Packet Submission 28

Email all relevant files to:

- Shreyas Belur - asivcf@calstatela.edu
- Andrew Klein - asivpf@calstatela.edu
- Amanda Maldonado - amaldo95@calstatela.edu
- Dena Florez - dflorez3@calstatela.edu



- Email send date/time will serve as a timestamp
- Deadline is 15 business days after the event date - indicated on the ASI Award Letter





Club Reconciliation

After the Request for Payment packet is received, an email will be sent via Adobe Sign to confirm how much your club will be reimbursed

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EXAMPLE

SHPE Cal State LA
GMIS Conference
10/11-10/14/23

Total Approved Amount was: \$ 2,100.00

	Approved	Actual	Paid to Club
Travel - Registration	\$ 2,100.00	\$ 2,125.00	\$ 2,100.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

Total: \$ 2,100.00 \$ 2,125.00 \$ 2,100.00

Amount Paid to Club \$ 2,100.00

Club Representative:

Date:

Amanda Maldonado:
Administrative Coordinator

Date:

Receiving Reimbursement Check

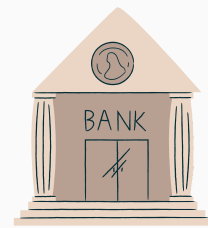
30



For clubs/organizations with a U-SU bank account



We will deposit the check into your U-SU bank account on your behalf with your approval



For clubs/organizations with an exempt account - off-campus banking



We will have it for you in the ASI Office, U-SU room #203 for pickup

The reimbursement check is made payable to the club

A check can take 2-3 weeks after club reconciliation is signed

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

