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ASSOCIATED STUDENTS, INC.

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Financial Policies

**ASI Funding Price List 2024-2025**

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I. **Purpose**

The Funding Price List provides standards and guidelines for the use of allocated student body fees to recognized Cal State LA student organizations.

II. **References**

- a. The use and application of these guidelines are to be governed and specified by [ASI Policy 204 Funding Policy](http://asicalstatela.org/services/clubs-and-organizations-funding) -- <http://asicalstatela.org/services/clubs-and-organizations-funding>
- b. [Cal State LA Hospitality Policy \(1/26/24\)](#)
- c. [CSU Hospitality Policy](#)
- d. [CSU Student Travel Policy](#)

III. **Definitions**

IV. **Authority**

These guidelines shall be reviewed and established annually by the ASI Finance Committee and shared with the ASI Board of Directors as an information item, as articulated in ASI Policy 204 - Funding Policy.

V. **Guidelines**

- a. Maximum Funding Allocation:
  - i. The Finance Committee shall establish a maximum amount to be funded per-recognized student organization each semester and within the approved annual budget for ASI. This year Student Org. Direct Funding & Co-Sponsorship has an allocation of \$85,331 (Policy 204, 4.4.6).
  - ii. The maximum amount allowable for 2024-2025 shall be \$3,500 per semester per recognized student organization on a first come, first served basis.
- b. Hospitality:
  - i. Funding for snacks will be allocated at a reasonable amount and based on attendance and duration of the event.
  - ii. For catered meals, ASI will provide funding based on actual student attendance:
    1. Breakfast 8 am-11 am: Up to \$15.00
    2. Lunch 11 am - 4 pm: Up to \$20.00
    3. Dinner 4 pm - 11:59 pm: Up to \$27.00
  - iii. ASI requires verification of student attendance, such as a sign in sheet with names, campus emails, and CIN, for reimbursement of the allocated funds.
- c. Speaker Fees and Honoraria:
  - i. Contracts or invoices will be required for reimbursement of speaker/performance fees and honoraria. In situations where a contract is required (at the discretion of ASI), the recognized student organization must work with ASI Staff at least 30 days prior to the event to receive assistance and

- authorization on contractual agreements.
  - ii. ASI will consider modest and reasonable speaker fees and honoraria based on the anticipated or actual event attendance and duration of the event.
  - iii. ASI may fund recognized student organizations' noncash equivalents, such as merchandise, flowers, etc., in place of fees and honoraria up to \$50.00 per event.
- d. Marketing:
- i. Merchandise:
    - 1. As detailed in ASI Policy 204, 4.7.4., ASI will only fund clothing manufactured by sweatshop-free companies. Confirmation that the company is sweatshop-free must be provided or the recognized student organization can use one of the pre-approved companies identified by ASI.
    - 2. Funding for merchandise shall be allocated at a reasonable price and consistent with market trends for similar products. ASI can provide estimated costs for budgeting purposes.
    - 3. Funding requests should be submitted with a quote for the merchandise from the vendor.
  - ii. Flyers:
    - 1. ASI will provide up to \$0.10 per flyer for all 8.5 x 11-inch size or smaller black and white flyers.
    - 2. ASI will provide up to \$0.75 per flyer for all 8.5 x 11-inch size or smaller color flyers.
    - 3. ASI will provide up to \$1.20 per flyer for all 11 x 17-inch or larger size flyers (black and white or color).
- e. Equipment:
- i. Rentals:
    - 1. ASI may fund the full cost of equipment rentals.
    - 2. The recognized student organization must provide a name and contact of a university faculty or staff member who will oversee the rental of the equipment and the safe use of the equipment when on campus.
    - 3. Rental equipment agreements must be verified and approved by the University. Recognized student organizations must work with ASI to obtain University approval.
  - ii. Student organizations may borrow ASI-owned equipment upon request, if ASI has the items in inventory and available for use at the time of the event.
- f. Fundraisers:
- i. ASI shall fund 70% of expenses when an event is a fundraiser or if the recognized student organization is charging for attendance/participation (Policy 204, 4.7.2.).
  - ii. A report of the total cost of supplies and the total revenue received for the event must be provided to receive reimbursement from ASI.
  - iii. Appropriate cash handling and digital sales must be followed. Recognized student organizations may receive training and protocol on university accepted procedures through CSI or Procurement.
- g. Travel:
- i. ASI may fund lodging, transportation, and registration fees (Policy 204, 6.4) up to the maximum amount allowable.

1. Lodging is limited to \$333 per night, based on CSU rates.
  2. When the traveler uses their own vehicle, \$0.67 per mile will be used for reimbursement.
  3. Airfare reimbursement will be based on coach seating rates.
- h. Decorations:
- i. ASI will fund up to a maximum of \$300 for decorations for an event, and in consideration of the overall budget for the event and the estimated student attendance.
- i. Admission Tickets:
- i. ASI funds tickets for admission to events at the current discounted rates through ASI's online vendor (e.g., movie tickets, amusement park tickets, etc.) Please refer to the [ASI website](#) for a complete list.

*Approved by ASI Finance Committee – August 29, 2024*