



ASSOCIATED STUDENTS, INC.

Financial Policies

ASI Funding Price List 2025-2026

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.
 - ii. The maximum amount allowable for 2025-2026 shall be \$1,500 per academic year per recognized student organization on a first come, first served basis.
- b. **Hospitality:**
 - i. Funding for snacks , ASI may allocate a maximum of \$7 per Cal State LA student.
 - ii. For catered meals, ASI may allocate funding based on actual student attendance with a maximum of \$15 per Cal State LA student. Non-students will not be funded or reimbursed.
 - 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 given to all students for free may be allocated at a reasonable price not to exceed \$ 20 per item. ASI can provide estimated costs for budgeting purposes.
3. Funding requests should be submitted with a quote for the merchandise from the vendor.
4. ASI shall not fund merchandise that is given only to members of an organization. The merchandise must be made available to all students.
5. For merchandise that is being sold and not given out for free to students - ASI will fund up to 50% of the cost and no more than \$20 per item.

ii. Printing Costs:

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).
4. ASI will evaluate other marketing material costs against current rates and based on the size of the event and estimated attendance.

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 50% 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.
 - ii. For RSO travel to conferences, meetings, or events, ASI may fund a maximum allowance of \$500 per person for all combined travel costs, not to exceed the maximum amount allowable per RSO per year.
 - 1. Lodging is limited to \$333 per night, based on CSU rates.
 - iii. When the traveler uses their own vehicle, \$0.70 per mile will be used for reimbursement.
 - iv. Airfare reimbursement will be based on coach seating rates.
- h. Supplies:
 - i. Supplies include items that are designed for single use, such as decorations, utensils, or trash bags, and are typically used only for the program and discarded.
 - ii. ASI may fund up to a maximum of \$100 for an event for supplies and will take into consideration the overall budget for the event and the estimated student attendance.
 - iii. ASI may consider funding supplies with a longer useful life, if the cost of the supply is under \$50 and does not require a large space for storage.
- i. Admission Tickets:
 - i. ASI may fund tickets for admission to events only for Cal State LA students, with a maximum of \$10 per person.
 - ii. Events will be limited to movie tickets, museums, galleries, sporting events, and performances (no major concerts, festivals, or theme parks), per ASI Funding Policy- 204.
- j. Prizes and Gift Cards:
 - i. Gift cards, cash cards, and other cash-equivalents shall only be allowed when given as a prize for a competitive event or awards for individual achievement (ASI Funding Policy- 204).
 - ii. Awards must be documented with a Lucky Prize Form submitted at time of reimbursement.
 - iii. Prizes to individuals shall be set at \$25 per person, and no more than \$100 per event.

Approved by ASI Finance Committee – May 1, 2025