

Associated Students, Inc.
Recognized Student
Organization Funding



FOR THE STUDENTS, BY THE STUDENTS

ASI

Overview



Funding Overview

Eligibility, Events, and
Purchasable Items

Funding Request



Deadlines and Presentation
at the Finance Meeting

Receiving Reimbursement

Funding Overview

- ASI funds events hosted by recognized student organizations in order to plan and host diverse and engaging events to increase Cal State LA campus involvement and community
- ASI funding is on a first-come, first-served basis based on available funds
- ASI funding is on a reimbursement basis



Eligibility



**Recognized and in
good** standing with
the University



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



Eligible for up to \$1,500
per academic year based
on first come first serve
basis of ASI available funds

Event Eligibility

- Approved Event Registration Form from CSI on The Nest (Presence)
- All events must be open to all Cal State LA students
- Only funds events based on the academic calendar: Fall Semester & Spring Semester



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.

Prohibited Expenses - ASI Policy 204

Utilities costs & Office supplies -
unless specifically used for an event

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

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

Tickets and travel to concerts, festivals, or
theme parks are prohibited because of the
inherent risks and liability

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 Distribution

Recognized Student Organizations can submit a funding request prior to the event, or after the event has occurred

Prior -

- Funding requests should be submitted 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 the deadline for the last Finance meeting of the semester.



ASI Funding Request Form

On The Nest (Presence)



Organization Events Forms Opportunities + Resources +

2

ASI Management Student Organization Funding Request Form

Management Student Organization can submit funding request prior to the event to allow the committee approval.

When:

- Funding request should be submitted at least 10 business days prior to the ASI Management Student Organization for the event, planning meeting.

After:

- ASI Management Student Organization will be notified after approval has been received.
- Post event funding requests will only be considered under special circumstances after the event.
- Financial Report to submit a funding request for the deadline for the next ASI Management Student Organization meeting.

Funding Submission Deadline & Finance Committee Dates

The deadline for submission is Friday, 12 pm, before the in-person meeting. Any submission after that time will be reviewed at the following Finance Committee Meeting. Finance Committee Meeting: on hold or alternating Thursday from 4-6 pm.

The Finance Committee Dates and Submission Deadline can be found here: <https://calstatela.edu/asi/funding-requests-deadline>

Student Organization & Officer Information

Organization:


Officer Name:

Officer Address:

Officer Email:

Student Organization and Officer Information Form must be submitted to the ASI Management Student Organization for the event.

Funding Request Sections

- 
- Student Organization & Officer Information
 - Event Information
 - Cost Breakdown
 - Event Flier with ASI Logo
 - Estimates and relevant invoices for the event(s)
 - Screenshots of the items or provide links



Officer Information & Event Information

- Make sure the given contact information is regularly checked
- **The event must be approved prior to requesting ASI funding**
- **All event information must match with the Event Registration Form**
- For expected attendance, use whole number estimates (e.g., 15, 50, & not 30-50, 50+)
- Fill in the information as requested -
 - Briefly describe the event
 - How will this program enhance the Cal State LA experience?

Cost Breakdown: Overview

- Select the section(s) that best describe what your student organization is requesting funds for:
 - Hospitality: food
 - Honoraria/Contracts: speaker
 - Marketing: merchandise & flyers
 - Travel
 - Other: supplies, decorations, rental equipment, etc.

ASI shall fund 50% of expenses when an event is a fundraiser or if the student organization is charging for attendance/participation

Cost Breakdown – Hospitality

Event catered by Golden Eagle Hospitality (UAS)

Requires a Banquet Event Order (BEO) form instead of a food permit

A detailed Banquet Event Order (BEO) form from Golden Eagle Hospitality. It includes sections for event information, menu selection, and pricing. The form is filled out with specific details for an event, including dates, times, and a list of menu items with associated costs.

Based on actual student attendance, ASI will fund up to:

Snacks: \$7.00

Catered Meals: \$15.00

Food and drinks bought by the student organization

Requires signed food permit & food handler certificates

A Food Handler Certificate from Cal State LA. It is a form that must be signed by a food handler and includes fields for the handler's name, signature, and date. The certificate is used to ensure that food handlers are properly trained and certified.A Food Safety Certificate from ASI. It is a form that must be signed by a food handler and includes fields for the handler's name, signature, and date. The certificate is used to ensure that food handlers are properly trained and certified.

Non-students & faculty, staff will not be funded or reimbursed

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Cost Breakdown - Honoraria & Contracts

Payments for speakers

- ASI will consider modest and reasonable speaker fees
- A contract or invoice will be required for reimbursement of speaker fees and honoraria.
- ASI may fund noncash equivalents, such as merchandise, flowers, etc., in place of fees and honoraria up to \$50.00 per event.

Cal State LA faculty and staff fees cannot be funded with ASI funding



Cost Breakdown - Marketing

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 \$20.00 per item/merchandise
- May fund up to 100% of merchandise purchased to hand out to all Cal State LA students
- May fund up to 50% of merchandise if it is being sold and not given out for free to students

Printing Fliers

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



Cost Breakdown - Travel



Travel - may fund the lodging, transportation, and registration fees up to the maximum amount allowable

May fund a maximum allowance of \$500 per person for all combined travel costs.

- Lodging: based on CSU rates - \$333 per night per room
- Mileage: When the traveler uses their own vehicle, \$0.70 per mile will be used.
- Airfare reimbursement will be based on coach seating rates.

Cost Breakdown - Other

Equipment - May fund the full cost of equipment rentals with a university faculty or staff member's oversight

Supplies - May fund up to a maximum of \$100 for event supplies that are necessary for the success of the program. 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

Admission Tickets - May fund up to \$10 per Cal State LA student (i.e., movie tickets, museums, galleries, sporting events)

Prizes and Gift Cards - May fund up to \$25 per person and no more than \$100 per event

Supply as much supporting documentation and information



Event Flier with ASI Logo

Acceptable



Not Acceptable



<https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos>

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Finding & Using Examples

Past Finance Committee Meetings on the ASI Website

Ideas of events that could be funded, and submitted paperwork for said events

Some Examples:

- <https://asicalstatela.org/sites/default/files/content/attachments/2024/02/rehabilitation-counseling-association-31524redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachments/2024/03/leeaf-32624redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachments/2024/03/latin-american-studies-society-32124redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachments/2024/10/american-indian-indigenous-student-aillance-101424redacted.pdf>



Funding Request Submission

- The deadline for submissions is Friday, 12 pm, before the intended meeting.
 - The Nest (Presence) Submission Form will serve as the timestamp
- ASI Staff will get back to the student 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**



ASI

Preparation & Expectations for Meeting

- Finance Committee meetings are held on alternating Thursdays at 2 pm
- The earlier you submit the funding request(s), the earlier your student organization will be on the agenda
- Review the meeting agenda posted on the ASI website to confirm your student organization'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



- 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 - Student Orgs Tab - Funding Proposals Deadline - <https://asicalstatela.org/club-funding-proposals-deadline>

After the Meeting - Award Letter

- Summary of the approved expenditure for the event from the Finance Committee meeting
- Sent out within a week of the meeting presented at
- Needs a signature from the student organization officer
(will be sent to the email on the funding request form)
- Submitted with the Check Requisition or Request for Payment (RPP) and used 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

FINANCE COMMITTEE AWARD LETTER: Your Recognized Student Organization (RSO) meets the same approval for all funding. The RSO is responsible for meeting its compliance duties across a year-round basis. If compliance steps occur this season, if your paperwork is not completed satisfactorily, we reserve the right to withhold all appropriate funds unless arrangements have been made before the 15th day. Please note that all funding requests must follow the Finance Committee's Funding Policy and Guidelines, noted above, in order to receive full funding.

Recognized Student Organization: _____ Date of Meeting: _____

Event Title: _____

Event Date: _____ Estimated Budget: _____ Budget Approved (Yes/No): _____

Approved Items & Amounts:

Item	Amount	Item	Amount
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
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132		132	
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134		134	
135		135	
136		136	
137		137	

Pre-Payment for Goods & Services

ASI can help in purchasing items prior to their event by using the Purchase Agreement Form - the EVENT and ITEMS must have been APPROVED by the Finance Committee

Please give at least 2 weeks or more to ensure items can arrive on time (check companies' shipping time)

ASSOCIATED STUDENTS, INC.

RECOGNIZED STUDENT ORGANIZATION PURCHASE AGREEMENT

Recognized Student Organization:

I, the recognized student organization listed above hereby acknowledge and warrant that I am a duly authorized representative of the Associated Students of the University of Maryland, Inc. (ASU) in connection with and on behalf of the organization to execute this Purchase Agreement and to bind the organization thereto.

Order of Items:

The Recognized Student Organization requests the University to purchase the items in the quantities listed below:

Quantity	Unit	Item Description	Item Link
1			
2			
3			
4			
5			

I did not use, misrepresent, falsify, or alter any of the above information.

(Only add a line or two more additional space, attach an additional agreement with all required information above)

Recognizing Authority:

Recognized Student, Inc. is authorized to:

- Participate in the sale, lease, distribution or sale of this recognized student organization
- Pay for the items using the provided funds from a 501(c)(3) non-profit agreement and meeting the University's policies and procedures for the sale of goods and services
- Make necessary representations regarding shipping or delivery. All third-party policies and rules for the recognized student organization that have been followed or waived.
- Acknowledge that the University Student Government of Maryland, Inc. (USG) and ASU are parties to the sale of all student organization items, except for the sale of non-student organization.

[illegible]

Prepayment shall only apply to goods and services and not travel or ticketed events.

FOR THE STUDENTS, BY THE STUDENTS



Receiving Reimbursement Overview

1. Complete the Check Requisition or Request for Payment Form*
2. ASI Award Letter
3. Clear, Scanned, or Digital Itemized Receipt(s)

**Depending on how your RSO bank determines what form to complete*

- *Check Requisition Form (on-campus bank account)*
- *Request for Payment Form (off-campus banking - EXEMPT STATUS)*



Check Requisition Form

On-Campus Banking

Submit the check requisition form(s) for the individual(s) who paid for the event out-of-pocket

- One per individual who needs to get reimbursed/paid

If there are multiple check requisition forms, please indicate on each form what each individual purchased to receive reimbursement

ASSOCIATED STUDENTS, INC.

CHECK REQUISITION FORM - ASI FUNDING

Student Organization Name: _____ Date: _____

Check to be made payable to: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Type of Expense:
☐ Payment with Invoice
☐ Reimbursement with Receipt
☐ Other

Check Order: ☐ Mail Check ☐ Pickup Check ☐ ACQUIRE (associated with form used by First Street)

Total Amount Requisitioned: \$ _____

Event Title: _____ Event Date: _____ SEC # _____

Purpose of Requisition (reimbursement, travel, honoraria, etc.):

Student Organization Authorization

President: _____ Signature: _____ Date: _____

Treasurer: _____ Signature: _____ Date: _____

Advisor: _____ Signature: _____ Date: _____

ASI Office Use Only

Account	Fund	Dept	Program	Amount
660905		354208		

Prepared By: Amanda Maldonado, Administrative Coordinator _____ Signature: _____ Date: _____

Reviewed By: Denise Pichay, Associate Executive Director _____ Signature: _____ Date: _____

ASI Vice President for Finance: _____ Signature: _____ Date: _____

FOR THE STUDENTS, BY THE STUDENTS

4810-04-1228

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Payee Data Record Form

On-Campus Banking

- For any first-time reimbursement, vendor, or company, a payee data vendor form (in lieu of a W-9) is required to be completed.
- Please provide Amanda Maldonado (amaldo95@calstatela.edu) with the vendor/payee's full name and email address to initiate the Payee Vendor Data Form
- A check can not be issued without the completion of this form

*Let the individual know they will be receiving this form, which comes from One-Stop Financial Services - Adobe Sign

LA <small>LABORATORY</small>	PAYEE DATA RECORD		Report To: _____ Requested By: _____ Date: _____
	(Please print name and address of payee on this form. Do not include company, business, or other ID # or EIN.) No information required if: 1) Not an individual; 2) Not a legal entity; 3) Not a U.S. citizen; 4) Not a U.S. resident		(If you are a U.S. citizen, please print your Social Security Number.) SSN: _____
1	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____
2	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____
3	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____
4	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____
5	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____
6	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____
7	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____
8	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____
9	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____
10	Are you an individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your name and address. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Country: _____		Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If Yes, please print your date of birth. Date of Birth: _____

Request for Payment Form

Off-Campus Banking • EXEMPT STATUS

*Include an additional spreadsheet if you need more space than what is provided

ASSOCIATED STUDENTS, INC.

REQUEST FOR PAYMENT - ASI FUNDING

Student Organization Name: _____ Date: _____

Contact Information:

Name: _____

Email: _____

Phone Number: _____

Signature: _____

Type of Expense:

☐ Non-educational expenses

☐ Other: _____

Expense Title: _____ Expense Date: _____ BUDGET: _____

Item	Amount

Provide an additional spreadsheet if you need more space than what is provided above

Total Amount Requested: \$ **0.00**

FOR THE STUDENTS, BY THE STUDENTS

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Receipts



Original Receipts (Clearly Scanned in or Photo)

- Do not cover any ink or text
- **Receipt(s) need to be itemized**
- **Receipts must show how items were paid - cash (PAID STAMP) 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, submit the RSO Lost Receipt Form signed by the RSO Representative and Advisor

- If you indicated debit/credit card as the form of payment, provide a copy of the relevant line from the bank statement
 - You may cover other sensitive information not pertaining to the reimbursement

Only if needed

[illegible]

Reimbursement Packet Submission

Email all relevant files to:

- Erick Anzu, ASI Vice President for Finance - asivpf@calstatela.edu
- Amanda Maldonado - amaldo95@calstatela.edu
- Dena Florez - dflorez3@calstatela.edu

- The deadline is 15 business days after the event date - indicated on the ASI Award Letter



FINANCE COMMITTEE AWARD LETTER

CONGRATULATIONS! Your Recognized Student Organization (RSO) event has been approved for ASI Funding. The RSO is responsible for turning in completed reimbursement paperwork within 15 business days after the event. If your paperwork is not completed and turned in on time, the RSO 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.

Recognized Student Organization:	<input type="text"/>	Date of Meeting:	<input type="text"/>
Event Title:	<input type="text"/>		
Event Date:	<input type="text"/>	Amount Funded:	<input type="text"/>
		Reim. Paperwork Due:	<input type="text"/>

Funding Reconciliation

After the Check Requisition(s)/Request for Payment is received, an email will be sent via Adobe Sign to confirm the total cost of the event and check requisition(s) amounts

- This needs to be signed to continue with the reimbursement process

American Indian & Indigenous Student Alliance
Indigenous People's Day
10/14/2024

EXAMPLE

Total Approved Amount was: \$ 3,287.50

	Approved	Actual
UKS Catering	\$ 900.00	\$ 884.38
Pyrrri	\$ 87.50	-
Opening Blessing by Dennis	\$ 150.00	\$ 150.00
Mexico Dancers	\$ 750.00	\$ 750.00
Pow Wow Dancers	\$ 750.00	\$ 750.00
Keynote Speaker: Shannon Kinnis	\$ 250.00	\$ 250.00
Parting Presents	\$ 300.00	\$ 60.00
Decorations	\$ 300.00	\$ 18.87
Total:	\$ 3,787.50	\$ 3,863.25
Total cost of the event:	\$ 3,863.25	

Check Requisitions:	Amount
Shannon Kinnis	\$ 250.00
Wildhorse Dancers: Jugal Lockappa	\$ 750.00
Dennis Kinnis	\$ 150.00
Jacquel Moline	\$ 826.87
UKS Catering	\$ 884.38 (submitted payment already)
Total of Check Requisitions:	\$ 3,863.25

By signing below, you are confirming the amount of the total cost of the event and total of check requisitions

RDO Representative: Jacquel Moline
(Signature: Jacquel Moline, 11/01/2024)

Date: 11/01/2024

Amanda Maldonado: Amanda Maldonado
(Signature: Amanda Maldonado, 11/01/2024)

Date: 11/01/2024

Receiving Reimbursement Check



For student organizations who bank on campus



The individual(s) who paid out of pocket for the event will receive their individual reimbursement check



For student organizations with an exempt account: off-campus banking



Check made payable to your organization - pick up in the ASI Office, U-SU room #203

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

General ASI Funding Information

ASI Website - RSO Hub Tab

<https://asicalstatela.org/rsofunding>

Have questions? Reach out to:

Erick Anzu, VP for Finance - asivpf@calstatela.edu

Amanda Maldonado - amaldo95@calstatela.edu

