Associated Students, Incorporated.
CSU East Bay

ASI FINANCE COMMITTEE

STUDENT ORGANIZATION
FUNDING POLICIES & PROCEDURES

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ASI VP of Finance 2014-15
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**Date of Adoption:**                                                                                                 18
Associated Students, Inc.

Mission Statement

Associated Students Incorporated (ASI) puts students’ needs first, and advocates for them on a federal, state, system, and campus level while ensuring students’ opinions are heard and taken into consideration in every major decision affecting them. Associated Students Incorporated also provides needed services, funding, and diverse programs that enhance the overall educational experience making students successful.

Why ASI Funds Student Club Events

In a effort to enhance campus life at CSU East Bay, ASI funds student clubs and organizations’ on-campus events and activities that contribute to the cultural, educational, recreational, and physical well being of all CSUEB students.

It is important for student clubs & organizations to note that receiving Student Organization funds is a privilege and not a right. Thus, all funding requests are not guaranteed.

ASI Finance Committee

The ASI Finance Committee chaired by the ASI Vice President of Finance, supports student organizational activities that will directly enhance on-campus life, and allow students to develop leadership and other skills. The ASI Finance Committee:

- When it convenes in the Fall Quarter annually, may vote to divide the maximum quarterly and annual amount of club funding based on perceived volume of requests per quarter to ensure that there are sufficient funds available throughout the year.
- Is entrusted to approve and deny funding from a student organization.
- Reserves the right to define an “event” as an on-campus activity that is open to all CSUEB students free of charge that ultimately enhances the social, cultural, physical, and educational well being of CSU East Bay’s campus life.
- Is entrusted with the responsibility of ensuring that funds are allocated sensibly & as fairly as possible.
- Retains the right to evaluate how organizations use funds for programs & suggest changes or options.
- Reserves the right to verify all quotes/estimates for program expenses and suggest changes as needed.
- Reserves the right to have an informational table at all ASI sponsored events. This applies if both ASI and the Club/Org agree it is appropriate.
- May make exceptions to any of the above may be made at the discretion of the Vice President of Finance.

Presenting to the ASI Finance Committee

When an organization’s request is questioned or challenged it is placed on the ASI Finance Committee’s meeting Agenda. An officer of the organization who is knowledgeable of the details of the Funding Request may attend the ASI Finance Committee meeting. The officer may answer questions directed to him/her from the ASI Finance Committee members.

The ASI Finance Committee reserves the right to affix additional stipulations regarding funding. This includes, but is not limited to, the required dispersal of information to departments and other organizations following conferences and presentation of materials in a public setting.
Conflict of Interest

Members serving on the ASI Board, ASI Finance Committee or any other ASI committee, shall not present, vote or attempt to persuade the ASI Finance Committee to vote on a proposal for Funding on behalf of their organization’s proposal.

Current ASI employees are not able to receive funds and may not be used as performers (i.e. Speaker, Musician, DJ services).

Contact Information

Office Address:
Associated Students Inc. CSU East Bay
25800 Carlos Bee Blvd, UU314
Hayward, CA 94542-3011

Office Phone: (510) 885-4843

ASI VP of Finance email address: asivpfinance@csueastbay.edu

ASI Webpage: http://www20.csueastbay.edu/asi/

CSUEB Student Organizations

Funding Eligibility

To receive ASI funding for a club event all student organizations must be recognized by the Office of Student Life and Leadership. This means that organizations:

- Must have current charters with the Office of Student Life and Leadership
- Must be debt free
- Must be in good standing with the University (as determined by the Office of Student Life and Leadership, unless prior arrangements have been made.).

Club Officers

The only individuals entrusted to submit and handle Funding Request matters for their organization are the officers stated on the submitted Funding Request Form. These individuals will be contacted for all matters pertaining to their clubs funding request.

The President & Treasurer of each organization that wish to receive funds are **required to attend a mandatory Recognition & Renewal meeting** each academic year. These meetings are organized by Student Life and Leadership and explain the funding procedures and policies.

Non-Observance of Policies

Students submitting ASI Finance Committee Funding Request Forms are expected to read these guidelines completely prior to filing a Funding Request Form. Failure to do so may result in rejection of the funding request.

Any organization that fails to comply or violates the Policy and Procedures of this document may be subjected to penalties including, but not limited to, rejection of funding request, a moratorium on any ASI funding request for a period of not more than one year, and a hold on the clubs account.
Essential Funding Documents

All forms must be legible and typed. Be sure that your request is complete and accurate in order to ensure it is handled in a timely manner.

All documents are available on the ASI website: www.csueastbay.edu/asi

Club Funding Request Form

Any student organization that wishes to obtain ASI funding must complete the ASI Funding Request Form. The Funding Request Form and a video tutorial on the funding process are available on the ASI Club Funding webpage (Click Here).

The Club Funding Request Form must be submitted 14 days before the proposed event.

The President, Club Advisor and the Student Life Advisor for the student club or organization requesting funding must sign the Funding Request Form before their request is considered by the ASI Finance Committee. The student officers’ signatures on the Funding Request form will carry the signing power for the organization. Their signatures will indicate that they have read & understood the Funding Policy & Procedures document, and know of no activity in their organization that conflict with the literature in this document.

The student officer of the student club or organization listed on the Request for Funding Form will be notified of a Funding Requests approval, denial, or request to attend an ASI Finance Committee’s meeting.

Contact information for the President, VP/Treasurer and Advisor has to be provided on the Funding Request form in case the ASI Finance Committee or the Vice President of Finance needs to contact the student club or organization’s officer regarding the Funding Request Form.

A complete and accurate Funding Request form must show precisely how and where the requested funds will be spent. It must also include the required Supporting Documents (look below) and a brief summary of the event.

All funding sources for an organization’s proposed event must be disclosed in the application form including but not limited to those requests from other departments and/or organizations and funding requests coming from a co-sponsoring organization.

All clubs must spend the funds as approved by the ASI Finance Committee. Special consideration may be made through a written request to the Vice President of Finance at least ten (10) business days prior to the event in question. All unspent funds will transfer back to ASI’s account.

Seed Allocation

Seed Allocation is a separate source of funding than ASI’s general club event funding.

This application is for a one-time funding of newly recognized clubs; the office of Student Life and Leadership must approve any exception. This start-up money in the amount of $100 may be used for printing, publicity, newsletters, postage and production supplies for events (i.e. pens, poster, boards, banners, etc.) except any item not approved by the Associated Students, Inc.

Once your request has been processed and approved, you will receive notice from the ASI Office with additional details.

In addition, any club or organization receiving seed money is still eligible to request funds from ASI throughout the year for events, conferences, etc. Receiving Seed money does not lower a clubs quarterly and annual club event funding limits.

For additional funding request information, please contact the ASI business office.
**Supporting Documents (Funding Request Form Attachments)**

Supporting Documents supplements a club’s funding request as it provides essential/need-to-know details about a club’s proposed event. These documents must be attached to a Funding Request form for adequate review and approval.

Information provided on all forms must be as true and accurate as possible and verified by the organization’s president, advisor and student life advisor.

**Quotes/Estimates**

Student clubs and organizations **must attach** accurate quotes/estimates/invoices of their requested items to their Funding Request form. Acceptable quotes should come from vendors (menus) or Shopping carts on the web.

Please attempt to summarize and group items by their respective categories (listed below).

**Marketing/Publicity Material**

Student clubs and organizations **must attach** a draft of their proposed events marketing plan and materials (posters, flyers, banners, graphics, marketing locations, etc.) to their Funding Request form.

**Additional Documents**

**CSUEB Student Club & Organization Funding Request Form**

This is a Student Life and Leadership Document. This form details multiple types of transactions a student club or organization can use to retrieve funds that are currently in its account.

This form must be submitted with all supporting documents attached, then approved by the Student Life and Leadership Director.

**Cash Advance Approval Form**

This is an Accounting Office document.

**Check Request Form**

Check Requests are used to retrieve funds currently in a club’s account, or to draw upon ASI funds that have been transferred to your club’s account.

A Check Request Form is required for purchases/items/services from $500 up to $1,000.00.

Check requests are commonly used to pay for supplies and services, such as guest speakers, catering, comedians, DJs, set-up crews, rental equipment, special event insurance, etc.

**Itemized receipts** must accompany the Check Request Form and the vendor must also complete a **Vendor Data Record (VDR)** form, with an original signature from the payee. An Independent Contractor invoice (from servicer) may also be required.

Checks are not released until after the event is over and the service is completed.
Vendor Data Record Form

Student clubs that wish to purchase an item or service from an off campus vendor through a check request must have the vendor complete a Vendor Data Record Form to receive payment.

Prompt return of this fully completed form will prevent delays when processing payments.

A vendor only has to turn this in once. After submission that record will be on file for future references.
Funding Overview

Funding Limits

The ASI Finance Committee determines the total amount of funds allocated in the budget for the academic year when it convenes in the Fall Quarter.

The annual budgeted funds are to be divided among the three quarters (Fall, Winter, Spring). The net total of the three (3) quarterly limits, $4,000 per academic year, is the maximum amount that a recognized student organization is eligible for. The exception to this amount will be events hosted by multiple student organizations in collaboration (see corresponding policy for the dollar limit).

ASI funds requested for events held by a student organization may not exceed the following amounts:

- $1,500 for the Fall quarter
- $1,000 for the Winter quarter
- $1,500 for the Spring quarter

Once a quarter’s limit is reached, all funding will cease for the remainder of that funding period until the following quarter.

Below are the itemized funding limits for each quarter/year:

<table>
<thead>
<tr>
<th>Funding for item</th>
<th>Funding Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>$200 per quarter</td>
</tr>
<tr>
<td>Food</td>
<td>$500 per quarter</td>
</tr>
<tr>
<td>Clothing</td>
<td>$200 per academic year</td>
</tr>
<tr>
<td>Conference fees</td>
<td>$700 per academic year/3 members max</td>
</tr>
<tr>
<td>Artist/Speaker/Coach Fees</td>
<td>$600 per quarter</td>
</tr>
<tr>
<td>Security</td>
<td>$400 per quarter</td>
</tr>
<tr>
<td>Rentals/Sporting Equipment</td>
<td>$650 per quarter</td>
</tr>
<tr>
<td>Miscellaneous Supply</td>
<td>$200 per quarter</td>
</tr>
<tr>
<td>Flex Fund</td>
<td>$200 Per quarter</td>
</tr>
</tbody>
</table>

Collaborative Events

Multiple organizations (2 or more student clubs or organizations) collaborating for a single event and wishing to receive funding for that event may be funded provided that the total amount of money for the entire event divided amongst the organizations does not exceed $2,500.00.

Each individual club must submit it’s own Request Form and signify that it is a combined event.

Conditions

The 10% Rule

Student clubs or organizations must be prepared to match 10% of the total amount requested from Associated Students, Inc. on the Funding Request form. Clubs must document and detail their contribution.
Open to CSUEB Students
Any ASI sponsored club event or activity must be open to all CSUEB Students without charge.

Advertisement
Any ASI sponsored club event or activity must be publicized in a way that all CSUEB Students are notified.

ASI Logo: All advertisements for ASI funded events must indicate in the poster and flyer that the event is being “Associated Students Inc. Funded This Event” and have the approved ASI logo appear on the document.

ADA Compliance: All advertisements for Associated Students, Inc. funded programs must have the following statement in at least 12-point font comparable to Times New Roman:

“If you are in need of a reasonable accommodation in order to participate in this event, please call (then include a contact number) to make arrangements prior to (then place a date not later than two weeks prior to the engagement date).” This is in accordance with the Americans with Disabilities Act.

Note: The ASI Logo & ADA Compliance text can be downloaded together from the ASI Finance Committee webpage (Click Here).

Disclaimers: Newsletters and social media messages must have the following disclaimer next to the ASI logo:

“The views expressed in this document are not necessarily the views of Associated Students, Inc.”

Changes in advertising: The ASI President, Executive Vice President, or the Vice President of Finance may authorize minor changes in advertising should the date, time, or on-campus venue change; however, any fundamental change in the advertising will require sample material to be submitted to the Executive Director or Associate Executive Director prior to the expenditure of funds. Sanctions may be imposed for failure to adhere to this regulation.

The student group or organization may appeal the decision to the ASI Finance Committee and/or the ASI Board of Directors. The decision of the Board of Directors is final.

It is ASI’s intent to avoid financial liability by having to financially “rescue” an event or activity after the fact should sales fall short of projected revenues.

Restrictions

Reimbursements/Prepaid Purchases
The ASI Board, Vice President of Finance and the ASI Finance Committee will not authorize reimbursement for prepaid purchases made by any organization or entities that are external to the organization prior to the expenditure being approved for funding.

Requesting Additional Funding
If the specified event is already being co-sponsored by ASI in any manner, student groups and organizations may not request additional monies through the ASI Finance Committee to further fund the event.

Merging Quarter Funds
Student clubs or organizations may not roll over unspent funds nor combine quarter funds for a larger funding request.

Selling Items for Profit
ASI funded items must not be sold for profit.

With the exception of actual “co-sponsorship” by the ASI, under no circumstances is anticipated revenue received from an ASI-funded event or activity to be used to fund that event.

ASI will not donate, contribute to, sponsor or financially support any event or activity in which the organization is planning to use revenue generated through ticket or concession sales or any other event driven revenue stream to fund the event.
High Risk Events
In the event that an activity or event is determined to be “high risk” (examples include but are not limited to martial arts demonstrations, sporting events, pyrotechnical uses and firework shows, concerts, etc.) by the ASI Executive Director acting in his/her capacity in consultation with Student Life and Leadership, the ASI Attorney, the CSU Risk Management Authority, and the appropriate authorities of the California State University East Bay campus, the event proposal may be denied.

Limitations
Funds will not be allocated for expenses concerning:

- Alcohol
- Clothing (hoodies, stoles, hats, socks, pants, etc.)
- Graduation parties
- Graduation Ceremonies
- University Departmental Activities/Events
- Award Ceremonies
- Event Solely to Publicize a student club or organization or group
- Student club or organization meetings
- Meeting Food
- No funding of fundraisers that solely benefits a student club or organization.

Funds will also not be allocated where the primary spending will be used:

- For personal benefit of certain individuals.
- To finance political campaigns or candidates.
- To violate CSUEB policies, or Local, State, or Federal Law.
- To support university departmental activities.

Making use of anticipated revenue from an event
Funding Process

Funding Procedure

Funds will be considered for distribution on a first-come-first-served basis.

Please refer back to “Club Funding Request Form” (Refer to Page 7).

Student organizations must complete and submit a Fund Request Form to the ASI Business office 14 business days or greater prior to the day of the proposed event. With that said, it is still important to get your paperwork in as early as possible to ensure that you are able to receive funds. The ASI Finance Committee takes rolling submissions at the beginning of the academic year, Summer Quarter. Clubs are encouraged to submit requests a month in advance from the projected event date.

If the Finance Committee faces questions regarding a club funding request the committee will attempt to contact the clubs listed officer a maximum of three times: first by phone call (voice message is left), followed by an email, and finally by phone, once more. If a club fails to communicate after the committees third attempt the clubs funding request is rejected.

The ASI VP of Finance and the ASI Finance Committee are responsible to review, approve and deny all funding requests received by the ASI Office.

Funds must be encumbered or spent for the submitted event and will be deducted from the funding cap of the quarter in which the event took place.

Any unspent funds will be transferred from the University to ASI unless otherwise specified by the ASI Finance Committee.

General Funding Process

Please see the following steps on setting up event funding from ASI.

1. Visit the ASI website & complete the Funding Request Form.
2. Get signatures from the student club or organization’s President, Faculty Advisor & Student Life Advisor.
3. Attach all necessary Supporting Documents (brief summary, quotes/invoices, budget, marketing plan, etc.)
4. Take to the ASI Business Office 14 days or sooner prior to the event.
5. The funding request will be date stamped and forwarded to the Vice President of Finance and the Finance Committee for review.
6. If any questions or concerns arise, the ASI Finance Committee will contact the student officer for clarification. If needed their organization’s request has to be placed on the next Finance Committee meeting agenda. (If all documents and details are present and policies are followed, this is unlikely)
7. If the organization’s funding request is denied, the ASI Office will notify the student officer of the current status and state reasons for denial.
8. If the organization’s funding request is approved, the ASI Office will notify the student officer that the requested fund are successfully transferred into their account. Transfer of funds take a full day.
9. The student officer is then directed to the Student Life & Leadership office to obtain and complete the "CSUEB Student Club & Organization Funding Request” form, which determines the transaction method the club will use to retrieve approved funds.
10. The student will then send the completed “CSUEB Student Club & Organization Funding Request” form, along with all Supporting Documents to the Finance Coordinator at University Accounting Office (SA 2750, 2nd floor)
11. The organization may purchase approved items after meeting with the University Finance Coordinator at the Accounting Office.
12. The Accounting Office will prepare a “Cash Advance Approval form” for the student officer to sign & hand over to the Cashier’s Office (SA building, 1st floor).
13. The student officer must turn in all itemized receipts/invoices from the event (and a VDR form completed by the vendor) to the Cashier's Office no more than 2 days after the funded event.
14. Failure to turn in all itemized receipts/invoices past 2 days of the event may result in a hold being placed on the student’s record or a charge being placed on the student’s account.

**Appealing a Decision**

Organizations may appeal the ASI Finance Committee’s decisions before the ASI Board of Directors. The decision of the Board of Directors is final.

**Forms of Funding**

Club/organization must have funds available in their account to receive and cover the cash advance and cash. Student Life and Leadership is entrusted with the authority of deciding one of the following forms of transaction for a student club and organization to retrieve its approved funds:

- Cash Advance (up to $500)
- Check Request (from $500 to $1000)

**Cash Advance (up to $500)**

**Process:**

After the ASI Finance Committee has approved the student organization’s event, Student Life & Leadership will provide a Funding Request Form. The student officer shall complete this form with all supporting documentation attached and get it approved by the Director of Student Life & Leadership.

The Funding Request Form is then turned in with all the original receipts, invoices, quotes and any other supporting documentation to the Finance Coordinator at the University’s Accounting Office (SA 2750, 2nd floor) for processing.

The University Finance Coordinator (Not within ASI) will prepare a Cash Advance Approval form for the student officer to sign & hand over to the Cashier’s Office (SA building, 1st floor). By signing the aforementioned form, the student officer acknowledges that a Check Request Form attached with all itemized receipts/invoices from their funded event must be returned to the Cashier’s office within two (2) business days of the event. Failure to do so could result in a hold being placed on the student’s record or a charge being placed on the student’s account.

The Cashier’s Office will advance the student officer cash for the approved expense and the student officer will sign to acknowledge the receipt of funds. The student officer will also receive a copy of the Cash Advance Approval form.

**Check Requests (from $500 to $1000)**

**Process:**

After the ASI Finance Committee has approved the student organization’s event, Student Life & Leadership will provide a Funding Request Form. The student officer shall complete this form with all supporting documentation attached and get it approved by the Director of Student Life & Leadership.

The Funding Request Form is then turned in with all the original receipts, invoices, quotes and any other supporting documentation to the Finance Coordinator at the University’s Accounting Office (SA 2750, 2nd floor) for processing.

A student officer of the student club or organization (preferably the Treasurer or VP of Finance) will turn in a Check Request Form along with all supporting documentation and a VDR form completed by the vendor to the Finance Coordinator at the University’s Accounting Office (SA 2750, 2nd floor) within two (2) business days after the student organization’s event has occurred.

The Finance Coordinator will prepare a document (University Student Club Cash form) for the student officer to hand over to the
Cashier’s Office (SA building, 1st floor). The Cashier’s Office will reimburse the student officer for the expense with a check.

If the check is to be picked up, the Student club or organization Officer indicated on the Check Request form shall be charged with the responsibility of obtaining checks from the office of Student Life & Leadership programs within two (2) business days of notification of check disbursement. In the event that the check is not picked up in the aforementioned time, the checks will be mailed to the address of the recipient of the check request.
Funded Items

Conference Registration Fees

Individual students may receive student funds for conference registration fees.

A student’s attendance at a conference must some how benefit the CSU East Bay campus.

**How much:** No more than $700 per academic year (or $175.00 per person)

**Restrictions:**

- The ASI Finance Committee will not fund any inter-departmental related conferences. Conference funding does **not** cover funding for travel, meals, lodging, **nor registrations fees** that cover **travel, meals and lodging**.
- There is a 3-member limit.
- If the conference fees is $50 or less, then clubs are allowed to have up to 5 members.

**Conditions:** The ASI Finance Committee requires proof of conference attendance. A receipt from the conference attendance registration must be submitted within 5 business days upon return to the University.

If no receipt is submitted, then the Associated Students, Inc. Business Office will debit the allocated amount from the student organization account.

After attending the conference the student must report their experience and what they took away from the conference to the ASI Board of Directors.

Advertising

Organizations may receive funding for their event/activity publicity (e.g.: pens, flyers, banners, lanyards, posters, etc.).

**How much:** Not more than $200 per quarter.

**Restrictions:** Business cards are not considered to be publicity for the purpose of receiving ASI funds.

**Distribution:** Prior to distribution, organizations are required to submit a **marketing plan and** final draft copies of the proposed advertising (e.g., flyers, posters, pamphlets, newsletters, etc.) with their Funding Request Form. The ASI Finance Committee or the ASI Vice President of Finance must approve all drafts of advertisements. The ASI Finance Committee or the ASI VP of Finance reserves the right to withhold payment of advertisements/subsequent vendors for those groups/organizations that fail to submit samples of advertisements.

**Conditions:** Refer back to “Advertisement” under “Funding Overview” and “Conditions.”

Food

Organizations may receive funding for food/beverages to be used at an ASI funded event. Food can be purchased from any vendor on or off campus in compliance with Student Life and Leadership guidelines.

**How Much:** Not more than $500/quarter.
Restrictions:

- Food and beverages will not be funded for student club or organization meetings.
- Alcoholic beverages will not be funded.
- Events or banquets held in off campus sites will not be funded.
- ASI will not fund any food purchases not pre-approved by the ASI Finance Committee.

Conditions: If funding is approved for food, the student organization is responsible for submitting the original receipts for food expenditures.

Restrictions: Food and beverages will not be funded for student club or organization meetings. Alcoholic beverages will not be funded. Events or banquets held in off campus sites will not be funded. ASI will not fund any food purchases not pre-approved by the ASI Finance Committee.

Conditions: If funding is approved for food, the student organization is responsible for submitting the original receipts for food expenditures.

Clothing

Funding may be used for clothing items during the academic year if the clothing item (shirt) is intended for publicity and the event/activity in question serves the need of the entire campus community.

How much: Not more than $200/academic year.

Restrictions: Shirts designed solely for the promotion of a specific student club or organization, person, Greek organization, or any individual organization will not be funded.

Conditions: The Clothing must contain the Approved ASI Logo and Event Title.

A final draft copy of the proposed shirt must be submitted with Funding Request Form for the ASI Finance Committee’s approval.

Artist/Speaker/Coach Fees

Funding may be used for Artist/Speaker fees during the academic year.

Payment by check will be mailed to the designated speaker on the Speaker Performance Agreement within ten (10) business days following the performance.

How Much: Not more than $600/quarter.

The ASI Finance Committee reserves the right to allocate funds based on the anticipated attendance at the event the speaker will be engaged. If attendance for the event cannot justify the Funding requested, then the ASI Finance Committee may require the concerned student club or organization to co-sponsor the event with another student club or organization.

Conditions: A Speaker Performance Agreement (located in the ASI office) must be signed and completed by the artists and/or performer and turned in ten (10) business days prior to the event. The ten (10)-business days advance deadline must be adhered to by organizations contracting the Artist/Speaker through ASI. Meeting the deadline is the organization's responsibility. Failure to meet the ten (10)-business days deadline will cause the ASI President or ASI Executive Director to cancel the Speaker Performance Agreement and the funds will revert back to ASI. Student organizations will then be liable for all costs, which would have been covered by ASI funds, had the organization met its obligations under this paragraph.

Restrictions: Travel and related expenses, including but not limited to meals and lodging, will not be funded for the Artist/Speaker.

The ASI Finance Committee will not authorize funds for speakers/performers who reside outside of the United States of America. This provision will prevent entanglements with the Internal Revenue Service and the Franchise Tax Board over taxes to be levied from the fees earned by a foreign national whose home country tax laws may differ from those of the U.S. and the State of California.
Security

Funding may be used for providing Security at a student club or organization’s event during the academic year.

**How much:** Not more than $400 per Quarter.

**Restrictions:** Security has to be a real company or use of UPD. Security cannot be any students or paid faculty.

**Conditions:** If event time runs longer than projected, organization members will be responsible for additional charges and not ASI

Rentals/Sporting Equipment

Funding may be used to rent procuring goods & services at a student club or organization’s event and to purchase necessary sporting equipment during the academic year.

**How much:** Not more than $650/quarter (Rentals) and $650/annually (Sporting Equipment).

**Equipment:** Sports clubs are allowed to purchase equipment with the approval of student life and leadership.

**Restrictions:** Any and all-possible equipment should be rented, as opposed to being purchased, so that ASI and Student Life and Leadership are not left with tangible assets. Regular movie rentals cannot be legally shown in public venues to large audiences.

**Conditions:** Student Life and Leadership must approve each purchase. To rent room space please approach the Reservation Desk before seeking other venues within the University. Ownership of all clubs purchased equipment will ultimately become an asset of Student Life & Leadership, to track and ensure its proper use.

**Rental Examples:**

- **Lighting equipment includes:** Exterior or stage lighting for outdoor night events. General interior stage lighting to enhance event.
- **Film & Video Licensing:** Only movies with proper licenses can be shown.
- **Services include:** Inflatable game rentals like big slides, or obstacle courses, carnival game vendors, etc.

Items from the university should be used first before considering purchase or rental. Please approach University Union Reservations Desk (New University Union) for the following:

- Room space
- Equipment
- Film & Video Licensing
- Sound equipment
- Lighting equipment
- Services

Miscellaneous Supplies

Funding may be used for procuring miscellaneous supplies for a student club or organization's event during the academic year.

Miscellaneous Supply includes items such as utensils, art supplies, etc.

**How much:** Not more than $200/quarter.
Flex Fund

Flex funding may be used for any of the itemized funding item.

How much: Not more than $200/quarter.

Date of Adoption:

Revised by the ASI Board of Directors of Directors on:

Vice President of Finance Signature: ____________________________ Date: __________