HOW TO GET ASI CLUB FUNDING

Janeesha Jones, ASI VP of Finance/CFO
OVERVIEW

- About ASI
- Funding Limits
- Funding Overview
- Q & A
ASI’s main objective is to advocate on behalf of students, provide stimulating activities and support, and bring forward initiatives that will better the CSUEB community.

Board of Directors: 15 Members- 5 Executives, 5 Directors, 4 Senators, 1 president’s designee.

Meetings from 12pm-2pm in Old Union 307ABC

Open to the public
**QUESTION**

- When are ASI Board meetings?
CLUB FUNDING LIMITS
WHY ASI FUNDS STUDENT EVENTS

- To enhance campus life, by supporting on-campus activities that contribute to the social, cultural, educational, recreational, and physical well being of all CSUEB students.

- Receiving Student Organization funds is a *privilege* and not a right. Thus, all funding requests are not guaranteed.

- Joint effort w/ Student Life & Leadership and Accounting Office
## 2014-15 ASI Club Funding: Club

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Spending Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>$1,500</td>
</tr>
<tr>
<td>Winter</td>
<td>$1,000</td>
</tr>
<tr>
<td>Spring</td>
<td>$1,500</td>
</tr>
<tr>
<td>Summer</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$4,000</td>
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<tr>
<td>Seed</td>
<td>$100</td>
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<tr>
<td>Funded Items</td>
<td>Funding Limit (Maximums)</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Advertising</td>
<td>$300/quarter</td>
</tr>
<tr>
<td>Food</td>
<td>$500/quarter</td>
</tr>
<tr>
<td>Clothing</td>
<td>No more than $200/quarter</td>
</tr>
<tr>
<td>Conference fees</td>
<td>No more than $700/academic year</td>
</tr>
<tr>
<td>Artist/Speaker Fees</td>
<td>$500/quarter</td>
</tr>
<tr>
<td>Security</td>
<td>$400/quarter</td>
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<tr>
<td>Rentals</td>
<td>$600/quarter</td>
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<tr>
<td>Miscellaneous Supply</td>
<td>$200/quarter</td>
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<tr>
<td>Flex Fund</td>
<td>$200/quarter</td>
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</table>
What is the maximum you can request in a year?
III

CLUB FUNDING OVERVIEW
ASI Club Funding Policy

Request Form + Supporting Docs + 3 Signature = SUBMIT

- New Timeline: “First come, first served”
  - 21 Days- If requesting more than $400
  - 14 Days- If requesting less than $400
  - ALWAYS AIM TO TURN IN 21 DAYS PRIOR!

- Supporting Documents
  - Advertisement
  - Brief Summary
  - Invoices
ASI FUNDED EVENT

- Must be **ON** campus
  - Exceptions, Sporting Clubs

- Must be **FREE** and **OPEN** for **ALL** students

- Collaborative events
  - Submit separate requests, but indicate it’s a joint event
  - Max funding is $2,500, all together
  - Must present to the Finance Committee

- Conference Fees
  - $700 academic year ($80 or less: can send 5 members max)
  - Does NOT cover travel, lodging, or meals
  - Attendance must somehow benefit the campus
  - Report your experience!
It is always recommended to turn in your funding request how many days prior?
10% Rule

Must have ASI Logo on funded event marketing material

  + Flyers, T-shirts, etc.
  + Found on website

No selling funded items for profit

  + Equipment is property of SLLP

No Reimbursements

No merging or rolling over quarterly funds

High-risk events must be planned out with your Student Life Advisor and your club/organization must follow University guidelines.

Include ADA compliance statement

  + “If you are in need of a reasonable accommodation in order to participate in this event, please call (###) to make arrangements prior to (Feb/31\textsuperscript{st}/2015).” This is in accordance with the Americans with Disabilities Act.”
SUPPORTING DOCUMENTS

- Invoice/Quotes
- Shopping Cart

Please note: Online Purchases can be made by your Advisor using the SLLP P-Card
Society of the Mind Psychology Club
FALL 2015 Social

Society of the Mind is the psychology club at California State University, East Bay. We are dedicated to providing support and guidance to anyone interested in the field of Psychology. Through collaboration with faculty and staff in the psychology department, we hope to create an interactive community that fosters learning, growth, and interest in all areas within psychology. Whilst holding various meetings throughout the year for students, the social aims to directly connect students to the faculty of the department in a nonacademic setting. This will provide students the opportunity to converse and network not just with faculty but fellow students as well.
TRUE OR FALSE

- You can utilize ASI funding for Philanthropic purposes?
FUNDING CHECKLIST

✓ Have all 3 required signatures

✓ Provide all supporting documents

✓ Verify all requested funds are within the limits provided

Then....
Submit Request!!!
To the ASI Office

3rd Floor of the Old Union
AFTER YOU’RE REQUEST HAS BEEN APPROVED

- Get a slip from The office of Student Life and Leadership. You will then go to the 1st floor of the student service building.

- Turn in receipts 2 DAYS AFTER the event is held.
ASI FUNDING OUTLINE

1. Complete all ASI funding paperwork

2. Submit documents to the ASI Business Office

3. Attend the ASI Finance committee meeting if you are required to attend**

4. If you are approved, Go to the office of SLL to get the proper forms to take to the 1st floor of the Student Administration Building

5. Purchase materials, then return receipts to 1st Floor Student Admin Building within 48hr of event
VIOLA! HAVE YOUR EVENT
SPECIAL THANKS TO...

Student Life and Leadership
ASI Staff
ASI BOD (Board of Directors)
ASI Finance Committee
YOU! The Students!

“Act as if what you do makes a difference. It does.”
- William James
QUESTIONS?

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Documents found at: 
http://csueastbay.edu/asi