Associated Students, Incorporated.

FINANCE COMMITTEE STUDENT ORGANIZATION FUNDING POLICIES & PROCEDURES

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ASI VP of Finance/CFO 2015-16

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Mission Statement

The mission of the Finance Committee is to support student organizational activities that will directly enhance on-campus life, and allow students to develop leadership and other skills.

The Finance Committee is entrusted with the responsibility of ensuring that funds are allocated sensibly & as fairly as possible.

Why are events held by student organizations funded?

- ☐ The basic premise for which funds will be allocated is to promote on-campus programming and is based on the general contribution of a program to the on-campus cultural, educational, recreational or physical well-being of all CSUEB students.
- ☐ For this reason, any organization's activities that are sponsored by Associated Students, Inc. must be free and open to all CSUEB students. Advertisement or notification must be publicized in a way that all CSUEB Students are notified.
- ☐ It is important for student clubs & organizations to note that receiving Student Organization funds is a privilege and not a right.
- ☐ With the exception of conference registration fees, student funds will not be used to support off-campus programs, activities, events, and on/off-campus Faculty or Staff department expenditures as this reduces ASI's liability for off-campus activities.

Limit on availability of student funding

Funds will be considered for distribution on a first-come-first-served basis, with a limit on total funding available for each organization and a limit on total funding available each quarter. This maximum quarterly amount limit is to be set by the Finance Committee annually based on perceived volume of requests per quarter. Once a quarter's limit is reached, all funding will cease for the remainder of that funding period.

Permission granted to the Finance Committee

- ☐ The Finance Committee retains the right to evaluate how organizations use funds for programs & suggest changes or options.
- ☐ The Finance Committee reserves the right to define an "event" for the purposes of this document.
- ☐ The Finance Committee may elect to divide the total budget into amounts to be allocated each quarter to ensure that there are sufficient funds available throughout the year.
- ☐ **In the absence of a fully seated Finance Committee, the ASI Vice President of Finance/CFO will be responsible for handling all club funding requests.**

Penalty for non-observance of the Policies

Any organization, or the officer of the organization, that violates the Policy and Procedures may be subjected to penalties up to and including a moratorium on any request for ASI funds for a period of not more than one year.

Recognition of student organizations

☐ Officers of all student organizations receiving funds through the Finance Committee are required to 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,
- Organizations must be debt free,
- Organizations must be in good standing with the University (as determined by the Office of Student Life and Leadership, unless prior arrangements have been made.).

☐ Officers (President & Treasurer) of all organizations receiving funds are required to attend a mandatory ASI Finance workshop or Recognition & Renewal meeting each academic year, which explains funding procedures and policies. Those failing to comply with this guideline will not receive funding.

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).

ASI Business Office

☐ The Associated Students Incorporated Business office is the Headquarters of the student government. The Business office has the task of receiving all applications for student organization funding.

ASI Business Office hours of operation are from 9:00am to 5:00pm, Monday through Friday

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

Phone: (510) 885-4843
A S I Webpage: http://www20.csueastbay.edu/asi
ASI VP of Finance email address: asivpfinance@csueastbay.edu

FUNDING PROCESS

Deadline for Club Funding

Funding Requests:

As a rule of thumb Funding Requests MUST be submitted to the ASI Business office no later than 21 days before the funds are needed.

However,
The Finance Committee understands that all events are unique and require different amounts of attention . The following timeline has been drafted to help determine when an organizations request must be submitted before approval.

With that said, this timeline is provisional (beginning Fall 2015) and any and all changes to it will be under the discretion of the Finance Committee.

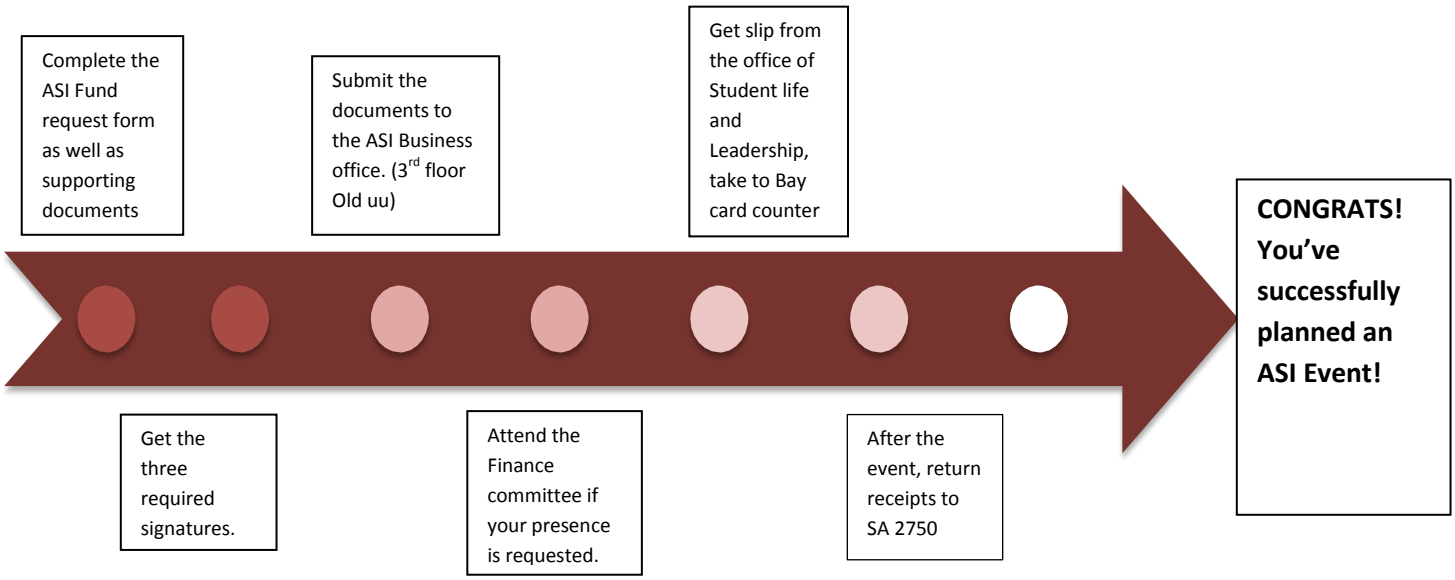
☐ MINOR EVENTS ☐ Equipment/Room rentals **ANY EVENT REQUESTING LESS THAN $400**	**MINIMUM OF 14 DAYS PRIOR TO EVENT**
☐ MAJOR EVENTS ☐ DJ requests ☐ Vendor requests **ANY EVENT REQUESTING MORE THAN $400**	**MINIMUM OF 21 DAYS PRIOR TO EVENT**

ANY COLLABORATIVE EVENT MUST BE PRESENTED TO THE FINANCE COMMITTEE	**MINIMUM OF 21 DAYS PRIOR TO EVENT**

Procedure for obtaining funding for your event

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

- ☐ Visit the ASI website & complete the Funding Request Form.
- ☐ Get signatures from the student club or organization's President, Faculty Advisor & Student Life Advisor.
- ☐ Turn in the **completed** Funding form & all supporting funding documents at the ASI Business Office.
- ☐ Wait for .
- ☐ If the organization's funding request is approved, Student Life & Leadership will provide documentation for the student officer to take to the first floor of the Student Service Building at the baycard/club funding counter. Organizations may purchase approved items after meeting with the Finance Coordinator at the Accounting Office.



Disbursal of funds

The next step of the process will depend on the nature of the funds being allocated to the student organization i.e., if the funds are disbursed in the form of a Cash Advance, Cash Reimbursement or a Check. Please read the sections on Cash Advances,& Check Requests under **Reimbursements**.

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

Funding for Prepaid Purchases

The ASI Board, Vice President of Finance and 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.

Appealing a decision

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

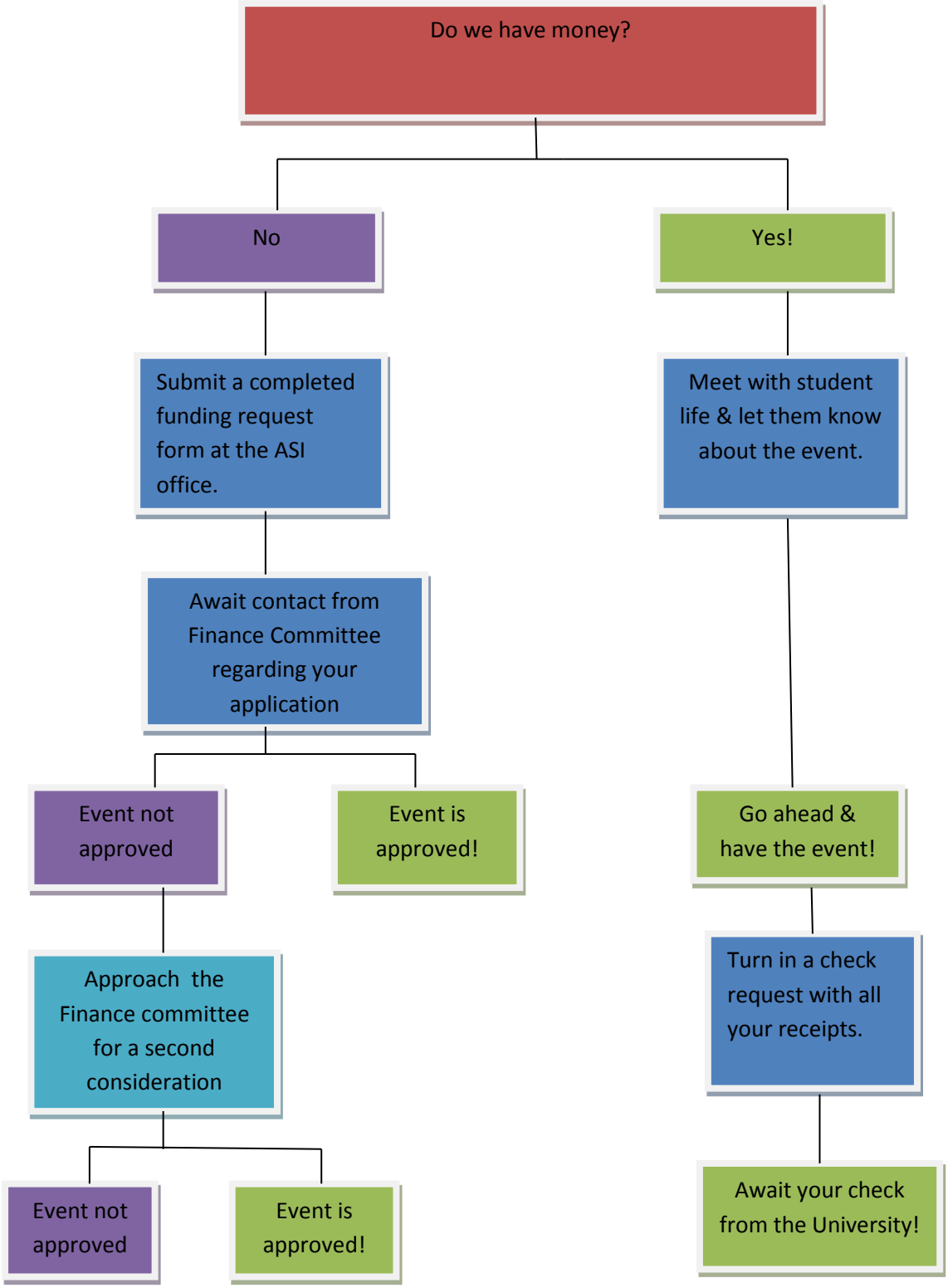
- ☐ Organizations may appeal the Finance Committee's decisions before the ASI Board of Directors. The decision of the Board of Directors is final.

Working with multiple student clubs or organizations

- ☐ Multiple organizations (2 to 4 student clubs or organizations) participating in a single event and wishing to receive funding for the 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.

- ☐ Any clubs requesting funding for a collaborative event MUST present to the Finance Committee to receive approval.

Flowchart of the Funding Process



Funding Documentation

Supporting Documents

- ☐ Supporting Documents supplements a club's funding request as it provides essential/need-to-know details about a clubs 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.

Brief Summary

- ☐ Student clubs and organizations **must attach a brief summary of the proposed events** to their Funding Request form. Varying in length from one paragraph to 1 page and a half, the organization must clearly state the purpose of the event and any added information necessary.

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 clubs 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.

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.

Please Note:

When a club/organization's funding application is received it is thoroughly reviewed by the ASI Vice President of Finance and/or the ASI Finance Committee. In the event that there are questions raised by either reviewing party, 3 attempts will be made to contact the club/organization for clarification before the application is denied

Contact Information

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

Covering Event Expenses

Reimbursement

ASI does not give money directly to an organization and instead has partnered with Student Life & Leadership Programs to facilitate the transfer of the approved funds to student organizations' University bank account. 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 (for amounts between $500 and $1000)

Cash Advance (up to $500)

- ☐ 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):

- ☐ 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.

Itemized Funding

Information on Items that are funded

Funding for item	Funding Limit
Advertising	$300 per quarter
Food	$500 per quarter
Clothing	$200 per quarter
Conference fees	No more than $700 per academic year
Artist/Speaker Fees	$600 per Quarter
Security	$400 per Quarter
Rentals/Sporting	$600 per Quarter
Miscellaneous Supply	$200 per quarter
Flex Fund	$200 per quarter

Funding Request Limits

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

The net total of the three (3) limits, equaling $4,000 per academic year, represents the maximum amount that a recognized student organization is eligible for. The exception to this amount will be events hosted by multiple student organizations (see corresponding policy for the dollar limit). **Note: Once the quarter limit is reached, no more funding will be allocated until the following quarter.**

Conference registration fees

What:

- ☐ Organizations may receive student funds for reimbursing conference registration fees.

How much:

- ☐ No more than $700 per academic year (or $175.00 per person)

Restrictions:

- ☐ The Finance Committee will not fund any inter-departmental related conferences.
- ☐ **Conference funding does not cover funding for travel, meals or lodging.**
- ☐ There is a 3 member limit.
- ☐ If the conference fees are $80 or less, then clubs are allowed to send up to 5 members

Conditions:

- ☐ The 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

What:

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

How much:

- ☐ Not more than $300 per quarter.

Restrictions:

- ☐ Business cards are not considered to be publicity for the purpose of receiving ASI funds.

Conditions:

- ☐ Distribution: Prior to distribution, organizations are required to submit final draft copies of the proposed advertising (e.g., flyers, posters, pamphlets, newsletters, etc.) to the ASI Business Office. The Finance Committee or the ASI Vice President of Finance must approve all drafts of advertisements. The Finance Committee reserves the right to withhold payment of advertisements/subsequent vendors for those groups/organizations that fail to submit samples of advertisements.

ASI Logo:

- ☐ All advertisements for ASI funded events must indicate in the flyer that the event is being "co-sponsored by Associated Students Inc." 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 Finance Committee webpage at

Disclaimers:

- ☐ Newsletters and digital media 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 advertisingshould the date, time, or on-campus venue change; however, any fundamental change in the advertising will require the 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.

Food

What:

- ☐ Organizations may receive funding for food/beverages to be used at an ASI funded organization 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:

- ☐ Alcoholic beverages will not be funded.

- ☐ Student clubs or organizations may not combine quarters for a larger funding request
- ☐ Events or banquets held in off campus sites will not be funded.
- ☐ ASI will not fund any food purchases not pre-approved by the Finance Committee.
- ☐ Food and beverages will not be funded for student club or organization meetings.

Conditions:

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

- ☐ Student clubs and organizations should verify that adequate funds exist in their account prior to contracting with on or off campus food vendors. The student club or organization will be held responsible for any fees spent beyond their club account balance.

Clothing

What:

- ☐ 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/ per quarter

Restrictions:

- ☐ Shirts designed for a specific student club or organization, person, Greek organization, or any individual organization will not be funded.

Conditions:

- ☐ Event info: The Clothing must contain the Approved ASI Logo, Event Title and Event Date.
- ☐ A final draft copy of the proposed shirt must be submitted with funding request form for the Finance Committee's approval.

Artist/Speaker/Coach Fees

What:

- ☐ Funding may be used for Artist/Speaker/Coach 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 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 Finance Committee may require the concerned student club or organization to co-sponsor the event with another student club or organization

Restrictions:

- ☐ Travel and related expenses, including but not limited to meals and lodging, will not be funded for the Artist/Speaker.
- ☐ If the speaker is a non-citizen from another country, They will not be funded by ASI due to the difficulty in tax codes.
- ☐ 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.
- ☐ ONLY Recognized Club Sports may also use these funds as payment for a Coach
- ☐ Coaches can not be any students or paid faculty

Note:

- ☐ 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

Conditions:

- ☐ A Speaker Performance Agreement (located in the ASI office) must be signed and returned by the artists and/or performer 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.

Security

What:

- ☐ 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 long, organization members will be responsible for additional charges and not ASI

Rentals

What:

- ☐ Funding may be used for procuring goods & services for rent at a student club or organization's event during the academic year.

Please approach ASI Reservations Desk (New University Union) for the following:

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

How much:

- ☐ Not more than $650/annually.

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

Restrictions:

- o ☐ Any and all possible equipment should be rented, as opposed to being purchased, so that ASI is not left with tangible assets. <u>Ownership of all clubs purchased equipment will ultimately become an asset of Student Life & Leadership, to track and ensure its proper use.</u>
- ☐ 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 ASI Reservation Desk before seeking other venues within the University.
- ☐ Equipment is defined as:
  - ☐ An item used solely for an event to benefit the students.
  - ☐ Items from ASI should be used first before considering purchase or rental.
- ☐ Lighting equipment includes:
  - ☐ Exterior or stage lighting for outdoor night event.
  - ☐ 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.

Miscellaneous Supplies

What:

- 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

What:

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

How much:

- Not more than $200/quarter

Funding Limitations

Funds will not be allocated for expenses concerning:

- ☐ Alcohol
- ☐ Clothing (hoodies, stoles, hats, socks, pants, etc.)
- ☐ Graduation parties
- ☐ 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 which solely benefit 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

- ☐ 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.

- ☐ 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

High Risk

- ☐ 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 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.

☐

Selling for profit

- ☐ **Items funded with Finance Committee funds will not be sold for profit**.

Requesting additional monies

- ☐ 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..

Proof of Insurance

- ☐ Some events will require proof of insurance to be submitted prior to funding approval. Please contact the ASI VP of Finance to confirm the need for this requirement.

- ☐ The Finance Committee may ask any organization to provide a certificate of insurance naming the Associated Students, Inc. and California State University, East Bay as additional insured for those events it deems necessary to ensure that ASI does not bear sole liability for claims resulting from the organization's activities or events.

Revised by the ASI Board of Directors, _____Date
Signed by ASI VP Finance/CFO _____ / _____Date