HOW TO GET ASI CLUB FUNDING

ASSOCIATED STUDENTS
CAL STATE EAST BAY

VP Finance
Erik Pinlac
PRESENTATION OVERVIEW

- Short Video
- Club Funding guide
- Club Funding Game
- Closing
What’s new?

ASI Funding from beginning to end
WHAT’S NEW?

- **21 Day rule**
  - Your funding packet needs to be turned in at least 21 days prior to your event

- **New funding limits**
  - Fall: $1500 max
  - Winter: $1000 max
  - Spring: $1500 max
  - Summer: $0

- **No longer required to attend Finance committee meeting, for all request**
  - You will only be invited to attend if there are questions or issues that could not be resolved prior.

- **Quarterly Funding Limits**
  - The finance committee will set the quarterly funding limits.
  - Once these limits are hit for the quarter, funding will cease until the following quarter.
Complete all ASI funding paperwork

Submit documents to the ASI Business Office

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

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

Return receipts to 1st Floor Student Service Building within 48hr of event
The form is found at www.asicsueb.com
HOW TO FILL OUT CLUB FUNDING FORMS
SUPPORTING DOCUMENTS

Examples
<table>
<thead>
<tr>
<th>Funding for item</th>
<th>Funding Limit (Maximums)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>$250 per quarter</td>
</tr>
<tr>
<td>Food</td>
<td>$600 per quarter</td>
</tr>
<tr>
<td>Clothing</td>
<td>No more than $300 per academic year</td>
</tr>
<tr>
<td>Conference fees</td>
<td>No more than $875 per academic year/5 members max</td>
</tr>
<tr>
<td>Artist/Speaker Fees</td>
<td>$900/quarter &amp; $100 honorarium per quarter</td>
</tr>
<tr>
<td>Security</td>
<td>$500 per Quarter</td>
</tr>
<tr>
<td>Rentals</td>
<td>$900 per Quarter</td>
</tr>
<tr>
<td>Miscellaneous Supply</td>
<td>$200 per quarter</td>
</tr>
</tbody>
</table>
CHECKLIST BEFORE SUBMITTING CLUB FUNDING PAPERWORK TO ASI

- Have all 3 required signatures
- Provide all supporting documents
- Verify all requested funds are within the limits provided
THE FINANCE COMMITTEE PROCESS

- Request screenings will be done behind the scenes.
  1. Notify you that your request was received
  2. Ask you questions regarding your requests
  3. Verify all requests are within preset limits
  4. Request will be approved and signed off by VP Finance

- You may be required to attend the finance committee meeting if there were some questions or issues that could not be resolved prior to the meeting.
WHAT TO DO AFTER YOU’RE REQUEST HAS BEEN APPROVED

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

- Don’t forget to turn in your receipts afterwards.
ASI FUNDING OUTLINE

Complete all ASI funding paperwork

Submit documents to the ASI Business Office

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

If you are approved, Go to the office of SLL to get the proper forms to take to the Student Service Building

Return receipts to 1st Floor Student Service Building
CLUB FUNDING GAME
You can request funding as many times as you want.
True. As long as you do not exceed your quarterly limits.
HOW MANY DAYS DO YOU HAVE TO SUBMIT PAPERWORK PRIOR TO YOUR PROGRAM?
HOW MANY DAYS DO YOU HAVE TO SUBMIT PAPERWORK PRIOR TO YOUR PROGRAM?

- 21 Days
HOW MUCH CAN YOU SPEND ON FOOD EVERY QUARTER?
HOW MUCH CAN YOU SPEND ON FOOD EVERY QUARTER?

$600
WHAT IS YOUR FUNDING LIMIT FOR SUMMER?
• ASI Does not fund in the summer
You have to attend finance meetings to get club funding
You have to attend finance meetings to get club funding

False
WHAT IS THE MOST YOU CAN REQUEST IF YOU COLLABORATE WITH ANOTHER RECOGNIZED CLUB?
WHAT IS THE MOST YOU CAN REQUEST IF YOU COLLABORATE WITH ANOTHER RECOGNIZED CLUB?

-$2,500
ASI will fund programs held off campus.
ASI will fund programs held off campus.

False
CLOSING
How late into the quarter is too late to request funding
 Doesn't fill out forms correctly

gets invited to finance meeting
Turn in
All The Receipts
If you don't check the funding limits
You're going to have a bad time
Abides by the 10% rule

Gets funding!
Get all the signatures

NO MATTER WHAT!
Doesn't abide 21 day rule

Program fails
QUESTIONS??

Contact Information:
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Documents found at:
http://asicsueb.com/Finance_committee.php
SPECIAL THANKS TO...

- Student Life and Leadership
- ASI Staff
  - Sneh Sharma
- ASI BOD
- ASI Finance Committee
- Eric Velasquez

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