

ASI - RSO Event Funding Policy

Background

To help improve campus life, ASI provides funding to support the Recognized Student Organizations (RSO) at Cal State East Bay (CSUEB). This funding helps cover events and programs that promote cultural, educational, recreational, and physical well-being for all students.

PURPOSE

The ASI Finance Committee created this policy to ensure club funding is used wisely and shared fairly. It outlines the rules, guidelines, and steps student organizations need to follow to request funding for their events and programs.

POLICY

ASI Vice President of Finance/CFO

As stated in the ASI Code of Conduct, the Vice President of Finance/CFO is required to hold office hours each semester in the ASI Office (North University Union, Room 314). Office hours may change every semester. Students can also reach out by email.

ASI Finance Committee

The ASI Finance Committee is a standing committee chaired by the ASI Vice President of Finance/CFO. It is responsible for reviewing and fairly distributing funds to the RSOs.

**The ASI Finance Committee reserves the right to:*

California State University, East Bay Associated Students, Incorporated. Code of Conduct. Retrieved from:

<https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/code-of-conduct.pdf>

- Review funding requests from student organizations and verify all quotes and event details.
- Contact RSO officers if any changes are needed.
- Approve or deny funding based on ASI funding policy.



- Request more information if necessary to make informed decisions.
- Adjust the maximum funding amount per semester or year depending on the number of requests and funding available.
- Audit and evaluate ASI-funded events and suggest improvements.
- Host an informational table at all ASI-sponsored events.

If the Finance Committee Is Not Fully Seated:

- The ASI Vice President of Finance/CFO (or a delegated person) will manage all funding requests.
- They must present **eligible** requests to the ASI Executive or Personnel Committee.
- **Ineligible** requests being denied do not need to be presented.

If there is **no Vice President of Finance**, a **delegated person** must present all **eligible** funding requests to the Executive or Personnel Committee.

Ineligible requests that are being denied do **not** need to be presented.

Eligibility

To request funding from the ASI Finance Committee, all CSUEB student organizations must meet the following:

RSO Requirements:

- Be officially recognized by **Student Leadership and Involvement Center (SLIC)** (Located at South University Union, Room 2011 | Email: slic@csueastbay.edu | Phone: 510-885-3657)
- Have an **AS# account** through SLIC
- Be in **good standing** with ASI, SLIC, and the University

Officer Requirements:

Only the **President or Treasurer** of the student organization may submit funding requests. They must:

- Complete annual **Recognition and Renewal Registration through SLIC**
- Complete the **Officer Training** (information found on the CSUEB SLIC website for



RSOs)

ASI-RSO Event Funding Does *Not* Cover:

- Off-campus events or activities
- Events that charge any kind of fee (entry, admission, tickets, fundraising, etc.)
- Events not open to all CSUEB students (e.g., award ceremonies, graduations)
- Political campaigns or candidates
- University department-sponsored events
- Payment of salaries, stipends, or wages to advisors, members, or CSUEB faculty/staff
- Events held **before** ASI funding approval
- Alcohol (not allowed at on-campus events)
- Food for general club meetings or officer/member-only meetings

Limits of the Funding Budget

Receiving ASI funding is a **privilege**, not a right. RSOs that do not follow this policy may be **denied funding**.

The budget for club funding is **limited**, so funds are given on a **first-come, first-served basis**, pending ASI Finance Committee approval.

If the budget runs out, no more funding will be given for the rest of the year **unless** the ASI Board of Directors allocates additional funding.

If funding runs out, the **ASI Vice President of Finance/CFO** will notify all student clubs and organizations.

**California State University, East Bay. Student Life and Involvement Center. Retrieved from:
<https://www.csueastbay.edu/slic/>*

Conflict of Interest

ASI student leaders, committee members, or staff cannot vote on or promote funding requests for their own club or organization. Also, current ASI employees cannot receive ASI funds or be hired as performers (such as speakers, DJs, or musicians) for events.

Overview of Distribution of Funds and Categories

All information in this section may be updated at the discretion of the ASI Finance



Committee.

- Each student organization can receive up to **\$2,500 per academic year**.
 - This can be split between **Fall and Spring semesters**.
- Once the yearly limit is reached, no more funding will be given until the next academic year.
- There are also **limits for each funding category** within the academic year.

The next section outlines the funding categories and their individual limits:

Category Name	Virtual Club Funding	Event Funding Limit
Merch/Advertising	\$1000 per academic year	\$1000 per academic year
Food/Beverage	\$0 per academic year	\$1000 per academic year
Performer/Speaker/Artist	\$1500 per academic year	\$1000 per academic year
Licensing/Rental/Subscription/Security	\$1700 per academic year	\$1800 per academic year
Flex Fund	\$500 per academic year	\$500 per academic year
Supplies/Decor	\$1000 per academic year	\$1000 per academic year

- Funding requests must be submitted **at least 30 days** before the event.
- No funding will be approved after the event has taken place.
- Applications close 30 days before the end of the spring semester.
- The maximum funding per event for one club is \$1,000.
- If 2 to 4 RSOs collaborate on one event, they can request up to \$1,500 total for the event.
- Requests missing required documents will be denied.
- If the campus goes fully virtual, Virtual Club Funding will be used.
- All events funded by ASI must follow the CSU Viewpoint Neutrality Policy.
- RSOs must notify the ASI VP of Finance or delegate about any event changes or cancellations and explain why.



Funding Categories

Merch and Advertising : RSOs can request funding to promote their **events or activities** through items like pens, flyers, banners, clothing, lanyards, and posters.

Note: This funding is for **promoting a specific event or activity**, **not** for general club promotion.

**The California State University Office of the Chancellor. Viewpoint Neutrality Policy. Retrieved from:
https://drive.google.com/file/d/1qx_cHziRtX3TAhQCnUUUBowTUvEM8nSje/view*

Restrictions:

- ASI will **not fund** business cards or clothing that **do not promote a specific event or activity**.
- Gift cards are not allowed.

ASI Logo Guidelines:

- All advertisements and clothing for ASI-funded events **must include:**
 - The **ASI logo**
 - The **full name of the event**
- The correct ASI logo can be found on the **ASI website** under **ASI RSO Funding :**



- **Materials without the ASI logo will not be approved for funding.**

ADA Compliance (Required on Flyers/Posters, Not Clothing):

- All ASI-funded flyers and posters must include this statement in **at least 12-point font** (Times New Roman or another ADA-compliant font):

“If you are in need of a reasonable accommodation in order to participate in this event, please call (include a contact number) to make arrangements prior to (insert a date at least one week before the event).”

- This is required by the **Americans with Disabilities Act (ADA)**.

**California State University, East Bay Associated Students, Incorporated. Branding & Logos. Retrieved from: [Funding for Recognized Student Organizations \(RSO's\)](#)*

- **Distribution:**

Required Disclaimer: All **newsletters and digital media** must include this disclaimer next to the ASI logo

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

Advertising Changes:

- The **ASI VP of Finance** can approve **minor changes** (like date, time, or on-campus location).
- **Major changes** must be re-approved by the **ASI Finance Committee** or **Executive Director** before any money is spent.
- Failure to follow these rules may lead to **penalties** set by the ASI Finance Committee.

Food/Beverage : RSOs can request ASI funding for food, snacks, and beverages to be served at ASI-funded events.

Food can be purchased from on- or off-campus vendors as long as it follows SLIC guidelines.



Restrictions:

- **Alcohol** is not allowed and will not be funded.
- **Off-campus events or banquets** will not be funded.
- **RSO officer/member meetings** are not eligible for food funding.

Requirements & Guidelines:

- RSOs must submit **proof of food costs including tax** with their funding request.
 - For online orders, a **screenshot of the final total with tax** must be submitted.
- If approved, RSOs must submit **original food receipts** to the Cashier's **Office, following the SLIC/RSO Funding Policy Guidelines**, after the event.
- Before ordering, RSOs must **confirm they have enough funds** in their AS account.
 - If the total cost is more than the available balance, the **RSO is responsible** for paying the difference.
- **Missing documents** will result in **denial** of the request.

Supplies/Decor: RSO's can request ASI funding to order decor and supplies. Examples may include office supplies, balloons, ribbons, flowers, and paints. Examples: cups, plates, utensils.

Restrictions:

- Gift cards are not allowed.
- Tobacco products, medicines, and medicinal supplies are not allowed.

Performers/Speaker/Artist: RSOs can request ASI funding to pay **Artists, DJs, Speakers, or Coaches** during the academic year.

- Payment at Cal State East Bay is processed on a Net30 system (payment through Purchase Order within 30 days of performance).
- **No advance payments are allowed.** ASI will only pay **after the performance is complete.**
- RSOs **must not pay** the performer in advance—doing so will result in **denied funding** and the RSO will be **responsible for all costs.**



- Funds can cover:
 - Performance/speaking/coaching fee
 - Transportation
 - Lodging
 - Meals

Restrictions:

- ASI may **approve or deny** funding based on expected **event attendance**. If the audience doesn't justify the cost, the request will be denied.
- **Only recognized Athletic Clubs (sport student orgs)** can use these funds to pay a coach.
- **Coaches cannot be students or paid CSU East Bay faculty/staff.**
- ASI will **not fund speakers or performers who are:**
 - **Not set up in CSUBuy as a vendor (including verified SS# or EIN).**
 - **Residing outside the U.S.**
- *This avoids tax issues with the IRS and California Franchise Tax Board for foreign nationals.*

Requirements & Guidelines:

- A **Speaker Performance Agreement** (available in the ASI Office) must be:
 - **Signed by the performer**
 - **Submitted at least 10 business days before the event**
- **If the deadline is missed, ASI will cancel the agreement** and reclaim the funds.
 - The student organization will then be **responsible for all related costs.**
- If requesting travel or lodging, the student organizations must:
 - Send the **ASI Liability Form** to the performer
 - Get it signed and submit it with the funding request
- Student organization must also submit a **billing or invoice** from the speaker/performer to ASI as part of their request.
- **All documents must be submitted on time**—missing paperwork will result in **denial** of the funding request.



Licensing/ Dental/ Subscription/ Security : RSOs can request ASI funding under this combined category for event-related needs such as films, equipment, services, , and security.

What Can Be Funded:

- **Security Services**

- Must be from UPD or a UPD-approved company.
- Required if 50+ attendees; consult UPD.
- Extra costs due to events running late are RSO's responsibility.

- **Film Licensing**

- Only films with a valid public screening license may be shown.
- Regular rentals (e.g., Redbox, Amazon) cannot be shown without licensing.

- **Sporting Equipment & Rentals**

- Rentals preferred over purchases.
- Purchases require SLIC approval and become property of SLIC and/ or ASI.
- Must support student programming (e.g., lighting, inflatables, obstacle courses).

- **Subscriptions**

- Must be event-related.
- Can be funded for up to 6 months per semester.
- Requires SLIC pre-approval.

Requirements:

- Submit all required documents, including:
 - Pre-paid invoice or quote showing final cost with tax.
 - Online orders must include a screenshot with total price and tax.
- SLIC must approve all equipment and subscription transactions before ASI Finance review.
- Equipment or services must clearly support student-focused events.
- Use ASI-owned items first before requesting to rent or purchase new ones.
- For security:
 - Students, faculty, or staff cannot act as paid security.



- The number of attendees must align with the security request.

Restrictions:

- Missing documents = automatic denial.
- Only UPD or UPD-approved vendors may be used for security.
- RSOs cannot retain ownership of purchased equipment.
- Improperly licensed media may not be funded or shown. All items/services must be directly tied to student events.

Flex Fund: RSOs can request Flex Funds for any funding category.

Restrictions: Flex Funds can only be used if a student organization has already used up its limit in that category.

Requirements: Follow the same rules and guidelines as the category you're applying Flex Funds for. Missing documents will result in your request being denied.

Post Event Summary Report

All RSOs that receive ASI funding are required to:

- Submit an **Event Summary Report** to the ASI Vice President of Finance within **10 days** of the event. This report must include an overview of the event outcomes, strengths, challenges faced, budget utilized, and any recommendations for future improvement.
 - RSOs are encouraged to give a small report during the ASI Board of Directors meeting by contacting the Vice President of Finance.
 - The report will be summarized and presented during the Board of Directors meeting and also posted on the RSO Funding webpage.

Failure to complete any of these requirements within the 10-day window will result in the RSO being ineligible for ASI funding for future events.

Penalty of Violation of this Policy

Any **RSO (Recognized Student Organization)** or their **officers** who violate this policy may face penalties decided by the ASI Finance Committee. This can include losing eligibility for



future funding for a set period. The severity of the penalty will match the seriousness of the violation.

Violation level	Consequence
1	Written warning from the ASI Finance Committee.
2	Partial funding reduction on future funding requests.
3	No more funding will be distributed for the remainder of the semester or academic year at the discretion of the committee.

Appeal Process

If a student club or organization disagrees with a decision made by any ASI committee (including the Finance Committee), they can appeal to the ASI Board of Directors. The Board's decision is final.

Authored by:

Revised/Approved by the ASI Board of Directors 8/31/2016
 Revised/Approved by the ASI Executive Committee 7/26/2017
 Revised/Approved by the ASI Finance Committee 1/4/2018
 Revised/Approved by the ASI Finance Committee on 5/23/2018
 Revised/Approved by the ASI Board of Directors on 5/03/2023
 Revised/Approved by the ASI Executive Committee on 07/23/2025
 Revised/Approved by the ASI Personnel Committee on 08/05/2026

Approved On: Wednesday, August 5, 2026

ASI President/CEO does hereby [] *approves* / [] *refuses to approve* this resolution.




Matthias Dempsey (Sep 1, 2026 11:22:41 PDT)

Matthias Dempsey
ASI President/CEO


Harshvardhan Patel (Sep 2, 2026 19:49:37 PDT)

Harshvardhan
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*ASI Vice President of
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Casey Pangilian (Sep 2, 2026 18:55:12 PDT)

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*ASI Executive Vice
President/Chief of
Staff*

Approved by: ASI Personnel Committee Meeting 2026-2027

