



CSUEB Associated Students Incorporated

ASI Student Clubs & Organizations Funding Policy

Revised by ASI Finance Committee 17-18
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A. Student Clubs & Organizations Funding Policy

1. Purpose of This Policy

- ❖ In an effort to enhance campus life, Associated Students Incorporated of CSU East Bay allocated a budget to support student clubs and organizations by funding their events and programs that contribute to the cultural, educational, recreational, and physical well-being of all CSUEB students.
- ❖ This Policy is made by ASI Finance Committee in order to ensure that this budget which constitutes CSU East Bay student money is allocated sensibly and distributed fairly. This Policy contains rules and regulations with guidelines that will help student clubs and organizations to understand the funding process and how to obtain funding for their club events and programs.

2. ASI Finance Committee

- ❖ The ASI Finance Committee is one of the standing committees of ASI and is chaired by the ASI Vice President of Finance /CFO. This committee is entrusted with the task to oversee and ensure the proper distribution of funds to the student clubs and organizations.
- ❖ The ASI Finance Committee reserves the right to:

- Review the funding requests of student clubs and organizations, verify all quotes/estimates for the event/activity and contact the appropriate officers of the requesting club if changes need to be made.
 - Approve or deny funding requests based on the rules and regulations set forth by this policy.
 - Request further information to be provided to the Finance committee regarding the events or activities of student clubs and organizations.
 - Vote to modify the maximum amount of club funding for a quarter/semester or the year based on perceived volume of requests per quarter/semester.
 - Audit ASI funded events and activities, evaluate them, and suggest changes or options.
 - Reserves the right to have an informational table at all ASI sponsored events.
- ❖ 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.

3. Eligibility ❖ All CSU East Bay student clubs and organizations must meet the following criteria in order to be eligible to

request funding from the ASI Finance committee

- ❖ The Student Clubs and Organizations must:
- Be recognized by office of Student life and leadership located at New University Union room 2011 (email: studentlife@csueastbay.edu) (Phone: (510) 885-3657)
 - Must maintain an AS# account with the office of Student Life and Leadership
 - Must be in good standing with the university Deemed by Student Life and Leadership
- ❖ The only officers eligible to submit a funding request are the President or the Treasurer of the requesting student club who:
- Have attended recognition and renewal meeting organized by Student Life and Leadership.

- Have filled out the [officer recognition form](#) located on Student Life and Leadership website under Clubs and Organizations page.
- ❖ The following event/activities are NOT ELIGIBLE for ASI student club funding:
 - Off-campus activities and events (with the exception of conference fees)
 - Events which are not completely free of charge. This includes but not limited to admission fees, entrance fees, fundraisers, selling food, selling tickets, etc.
 - Events which are not open to all students of CSU East Bay including award ceremonies and graduation related expenses.
 - Finance political campaigns or candidates
 - Support University departmental events/activities
 - Salary, stipends or wages to club advisors, club members, CSUEB faculty or staff
 - An event which took place PRIOR to the approval of funding from ASI Finance Committee
 - Alcohol Beverages (prohibited for on-campus events)
- Food for club officers/members meetings

4. Limit of the Funding Budget

- ❖ It is important to realize that obtaining funds for student clubs and Organizations are a privilege and not a right. Thus, a club can be denied funding if they do not follow the guidelines established by this policy
- ❖ Student Clubs and Organizations must also recognize that the budget for funding such events/activities is limited. Therefore, the funds will be distributed on first-come-first served basis pending approval of the ASI Finance Committee.
- ❖ If the budget for Student clubs and Organization funding reaches its limit, all funding will cease for the remainder of the year and a notification will be sent to all student Clubs and Organizations, unless the ASI Board of Directors allocate more money to the budget for funding more Student Clubs and Organizations.

5. 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).

6. Penalty of Violation of this Policy

- ❖ Any Student Club and Organization, or any of their respective officers that violates this policy, will be subjected to denied further funding requests for a period of time no less than a quarter, and no more than one year. The penalty will be determined by the ASI Finance Committee.

7. Appeal Process

- ❖ In order to appeal the decision of any of the committees of ASI (including the ASI Finance Committee), student clubs and organizations should bring up their appeal of the decision made before the ASI board of Directors (which meets Wednesdays from 12 p.m. to 2 p.m.).
- ❖ The decision of the Board of Directors is final.

8. ASI VP of Finance/CFO – Office Hours

- ❖ ASI V.P of Finance/CFO for 2017 - 2018

✓ Ryan Finazzo

- ✓ Cell: (951) 897-0517
- ✓ Office: (510) 885-4843
- ✓ Fax: (510) 885-7415
- ✓ E-mail: asivpfinance@csueastbay.edu
- ✓ Website: <http://www.csueastbay.edu/asi/asi-government/student-club-funding.html>

❖ Please visit the ASI office to determine the offices hours of the VP of Finance/CFO or send an email to the one stated above

➤ NOTE: The office hours of the VP Finance/CFO change every quarter

✓ The office of the ASI V.P of Finance/CFO and all Finance committee members is located at the main ASI business office at the following address:

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



B. Student Clubs & Organizations Funding Policy

1. Overview of Distribution of Funds and Categories

- ❖ Note that all of the information in this section of the policy is subject to change at the discretion of the ASI Finance Committee.
- ❖ Student Clubs and Organizations are limited to the following quarterly maximum amounts:
 - \$1,500 for the fall quarter
 - \$1,500 for the winter quarter
 - \$1,500 for the spring quarter
- ❖ Once the quarter limit is reached, no more funding will be granted to the requesting club until next quarter.
- ❖ In addition to quarterly and annual limits, there are limits on funding categories that a student club can request funding for in one academic year.
- ❖ The following is the overview of the Funding categories and their limit:

Category Name	Funding Limit
Advertising/Clothing	\$1000 per academic year
Food	\$1500 per academic year
Artist-DJ/Speaker/Coach Fees	\$1000 per academic year
Security	\$600 per academic year
Film Licensing/Sporting Equipment/Rentals	\$1000 per academic year
Miscellaneous Supplies	\$600 per academic year
Flex Fund	\$200 per academic year

- ❖ Multiple student organizations (2 to 4 student organizations) can collaborate together towards the same event and file their funding request together.
- ❖ Student organizations collaborating towards the same event, can request for up to maximum of \$3,000 in total requests divided among all participating organizations.
- ❖ Such collaborative events require a representative from each of the participating organizations to attend

a Finance Committee meeting together and present about their collaborative event.

2. Breakdown of Funding Categories

a. Advertising and Clothing

❖ *Definition:*

- Student clubs can request funding for promoting and publicizing their events/activities (e.g.: pens, clothing, flyers, banners, lanyards, posters, etc.). It is important for student clubs to realize that the advertising and clothing fund is not meant for student club promotion rather it is for publicizing their planned event/activity.

❖ *Restrictions:*

- Advertising materials (such as business cards) and clothing that are not promoting a specific event/activity will not be considered for funding.

❖ *Requirements and Guidelines:*

➤ *ASI Logo:*

- All advertisements and clothing for ASI funded events must have the appropriate ASI logo appear on them.

The appropriate ASI logo is the following image also found on ASI website:



- Materials not containing the above logo will not be considered for funding.

➤ *ADA Compliance Sentence:* (not required for clothing)

- All advertisement Flyers/Posters for ASI funded programs must have the following statement in at least 10-point Times New Roman 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 (place a date not later than one week prior to the engagement date).”

- This is in accordance with the Americans with Disabilities Act.

➤ *Distribution:*

- Prior to distribution, organizations are required to submit final draft copies of the proposed advertising (e.g., flyers, clothes, posters, pamphlets, newsletters, etc.) to the ASI Business Office along with the quote from the printing services demonstrating the cost of printing the flyers. 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.

➤ *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 V.P of Finance/CFO may authorize minor changes in advertising should the date, time, or oncampus venue change; however, any fundamental change in the advertising will require the sample material to be submitted to the ASI Finance Committee or Associate Executive Director prior to the expenditure of funds. Sanctions may be imposed for failure to adhere to this regulation.

b. Food

❖ *Definition:*

- Student clubs can request funding for providing food, snacks, and 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.

❖ *Restrictions:*

- Alcoholic beverages will not be funded.
- Events or banquets held at off campus sites will not be funded. Student club officer/members meetings will not be funded

❖ *Requirements and Guidelines:*

- Student organizations are required to submit supporting documents that contains the price of the food/beverages after taxes along with their funding request form to the ASI office. In case food is being ordered online, a screenshot of the final prices after taxation must be submitted.
- Failure to submit the correct format of supporting documents stated above will delay the funding request and may be denied. After food funding approval, the student organization is responsible for submitting the original receipts for food expenditures to the office of Student life and Leadership.
- 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.

c. Artist-DJ/Speaker/Coach Fees

❖ *Definition:*

- Student clubs can request funding for Artist-DJ, Speaker, or 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.
- It is extremely important that the student organization realizes that no check will be issued until AFTER the Artist, Speaker, or Coach has completed the speech/performance. Therefore, it is very important for student organization not to pay the Artist-DJ, Speaker, or Coach in advance.

- Student organizations found in violation of this rule will be denied funding and will be responsible for all costs.
- This funding can be used to pay the Artist-DJ/Speaker/Coach fee, transportation, lodging, and meals.

❖ *Restrictions:*

- The Finance Committee reserves the right to grant or deny funds based on the anticipated attendance at the event that the speaker will be engaged. The funding will be denied if attendance for the event cannot justify the Funding requested.
- ONLY Recognized Athletic Clubs may also use these funds as payment for a Coach
- Coaches cannot be any students or paid faculty of CSU East Bay.
- The ASI Finance Committee will not authorize funds for speakers/performers who are:
 - Not a citizen or permanent resident of the United States.
 - From another country or 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.

❖ *Requirements and Guidelines:*

- 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.
- Failure to meet the ten (10)-business days deadline will cause the ASI VP of Finance/CFO 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.
- If the student club is requesting travel, and lodging funding for the Artist/Speaker/Coach, the student organization must send the ASI Liability form to the Performer and obtain his or her signature and submit this form along with their funding request.
- The Funding request process for this category must start prior to this 10-business day and a supporting document that bills the student organization by the speaker/performers, must be submitted to the ASI office.

d. Security

❖ *Definition:*

- Student clubs can request funding for providing Security at a student club or organization's event during the academic year.
- Events that have more than 50 attendance, will require a consultation with the University Police Department (UPD) and might require security present.

❖ *Restrictions:*

- The security provider must be a real security company or the University Police Department (UPD).
- Security cannot be any students or paid faculty of CSU East Bay.
- In case the event time runs long, the student organization will be responsible for additional charges not ASI.

❖ *Requirements and Guidelines:*

- The student organization must provide a pre-paid bill from the security provider company as a supporting document when requesting for fund for this category.
- The Finance Committee reserves the right to deny the funding for this category if the number of students attending the event does not correlate with requested security.

e. Film Licensing/Sporting Equipment/Rentals

❖ *Definition:*

- Student clubs can request funding for procuring goods & services for rent at a student organization's event during the academic year.
- Athletic 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 is not left with tangible assets.

- Ownership of all clubs purchased equipment will ultimately become an asset of Student Life & Leadership, to track and ensure its proper use.
- Note that regular movie rentals cannot be legally shown in public venues to large audiences due to copyright.

❖ *Requirements and Guidelines*

:

- *Student Life and Leadership MUST approve each transaction prior to Finance Committee approval.*
- Items from ASI should be used first before considering purchase or rental.
- Equipment is defined as:
 - An item used solely for an event for the students.
- 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.

f. MISC. Supplies

❖ *Definition:*

- Student clubs can request funding for purchasing miscellaneous supplies for a student club or organization's event during the academic year.
- Miscellaneous Supply includes items such as utensils, plates, cups, art supplies, etc.

❖ *Requirements and guidelines:*

- Student organizations are required to submit supporting documents that contains the price of the miscellaneous items after taxes along with their funding request form to the ASI office. In case order is being made online, a screenshot of the final prices after taxation must be submitted.

g. Flex Fund

❖ *Definition:*

- Student clubs can request Flex funding for any of the funding categories item.

❖ *Restrictions:*

- Flex fund can be only applied to categories of funds that have been depleted for an organization.

❖ *Requirement and Guidelines:*

- Refer to the requirement and guidelines of the category the flex fund is being used for.