

ASI Student Clubs & Organizations Funding Policy

Background

In an effort to enhance campus life, the Associated Students, Incorporated (ASI) of CSU East Bay (CSUEB) allocates a budget to support student clubs and organizations by subsidizing funding for their events and programs that contribute to the cultural, educational, recreational, and physical well-being of all CSUEB students.

Purpose

The ASI Student Clubs & Organizations Funding Policy has been made by ASI Finance Committee in accordance with the ASI Code of Conduct. The purpose of this policy is to ensure that the club funding budget is allocated sensibly and distributed fairly. This policy articulates the 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.

Policy

ASI Vice President of Finance/CFO

Per the ASI Code of Conduct, Section 1.6, the ASI Vice President of Finance/CFO is expected to be available to their constituents by hosting office hours in the ASI Office in the Old University Union Room 314. The office hours of the ASI Vice President of Finance change each academic semester. The ASI Vice President of Finance can also be reached via email at MMcePresidRo.

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 ASI Finance Committee regarding the events or activities of student clubs and organizations.

Vote to modify the maximum amount of club funding for a semester or year based on perceived volume of requests per semester.

Audit ASI funded events and activities, evaluate them, and suggest changes or options.

Host an informational table at all ASI sponsored events.

In the absence of a fully seated ASI Finance Committee, the ASI Vice President of Finance/CFO will be tasked with handling all club funding requests.

Eligibility

All CSUEB student clubs and organizations must meet the following criteria in order to be eligible to v. 1

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 meetings organized by Student Life and Leadership.

- Have filled out the officer recognition form located on the Student Life and Leadership website under Clubs and Organizations page.

The following event/activities/items are not eligible for ASI student club funding:

- Off-campus activities and events

- 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 CSUEB, including award ceremonies and graduation related expenses.

- Financing political campaigns or candidates

- Supporting 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

Limits of the Funding Budget

It is important to realize that obtaining funds for student clubs and organizations is 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 a 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 the ASI Vice President of Finance/CFO will send a notification

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.

Conflict of Interest

Members of the ASI Student Government (i.e. Board of Directors and Senate), ASI departments, 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).

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 denial of further funding requests for a period of time no less than an academic term, and no more than one year. The penalty period must be during a period of time in which ASI distributes funds for Student Clubs and Organizations. The penalty will be determined by the ASI Finance Committee.

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. The decision of the Board of Directors is final.

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 'semesterly' maximum amounts:

\$2,250 for the Fall semester

\$2,250 for the Spring semester

Once the academic term limit is reached, no more funding will be granted to the requesting club until next semester.

In addition to semesterly 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	Virtual Club Funding
Advertising/Clothing	\$1000 per academic year	\$1000 per academic year
Food	\$1000 per academic year	\$0 per academic year
Artist-DJ/Speaker/Coach Fees	\$1000 per academic year	\$1500 per academic year
Security	\$300 per academic year	\$0 per academic year
Film Licensing/Sporting Equipment/Rentals/Subscriptions	\$1000 per academic year	\$1500 per academic year
Miscellaneous Supplies	\$500 per academic year	\$200 per academic year

In the circumstance that CSUEB campuses close and a virtual semester be held, Virtual Club Funding will be implemented.

All ASI funded events must comply with the *CSU Chancellor's Office Viewpoint Neutrality Policy*².

Funding Categories

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 the ASI website under the ASI Communications' *Branding & Logos*³:

² The California State University Office of the Chancellor. *Viewpoint Neutrality Policy*. Retrieved from: https://drive.google.com/file/d/1qx_cHziRtX3TAhQCnUUBowTUvEM8nSje/view

³ California State University, East Bay Associated Students, Incorporated. *Branding & Logos*. Retrieved from: <https://www.csueastbay.edu/asi/asi-communications/branding-logos.html>



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 ASI Finance Committee or the ASI Vice President of Finance/CFO must approve all drafts of advertisements. The ASI 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 ASI Vice President of Finance/CFO may authorize minor changes in advertising should 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 ASI Finance Committee or Associate Director prior to the expenditure of funds. Sanctions may be imposed for failure to adhere to this regulation.

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:

AlcoholRes\$ b\$ b

Failure to submit the correct format of supporting documents stated above will delay the funding request and/or 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.

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 organizations 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.-

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 hi~must send

Requirements and Guidelines:

Student Life and Leadership **MUST** approve each transaction prior to ASI Finance Committee approval.

Restrictions:

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

Requirement and Guidelines:

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

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

Approved On: Wednesday, October 14, 2020

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



Euridice Pamela Sanchez-Martinez (Oct 19, 2020 15:40 PDT)
Euridice Sanchez-Martinez
ASI President/CEO



Omer Shakoor (Oct 22, 2020 18:44 PDT)
Omer Shakoor
ASI Vice President of Finance/CFO

Approved by: ASI Board of Directors 2020-21

