

## **ASI Student Clubs & Organizations Funding Policy**

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### **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 order 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<sup>1</sup>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 contacted via email ([asivpfinance@csueastbay.edu](mailto:asivpfinance@csueastbay.edu)).

#### **ASI Finance Committee**

The ASI Finance Committee is one of the ASI standing committees, 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:

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<sup>1</sup> 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 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 or delegated party (in the absence of a Vice President of Finance) will be tasked with handling all club funding requests.

The ASI Vice President of Finance/CFO or delegated party (in the absence of a Vice President of Finance) should at least present all that are eligible funding requests to the Executive or Personnel Committees meetings in the absence of a fully seated committee. The ASI Vice President of Finance/CFO or delegated party will not have to present any requests being denied if they are ineligible for funding.

### **Eligibility**

All CSUEB 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 the Office of Student Life and Leadership<sup>2</sup> located at New University Union room 2011 (email: [studentlife@csueastbay.edu](mailto: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 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

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<sup>2</sup> California State University, East Bay. *Student Life and Leadership*. Retrieved from: <https://www.csueastbay.edu/studentlife/>



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 violate this policy, will be subjected to penalty at the discretion of the ASI Finance Committee. The ASI Finance Committee has the capacity to impose the level of penalties, and can deny further funding of any club or organization for a set period of time determined by the committee. Penalties shall be leveled in relation to the violation.

<b>Violation level</b>	<b>Consequence</b>
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**

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
Flex Fund	\$500 per academic year	\$500 per academic year



- All ASI funding requests must be submitted 30 calendar days in advance of the event. Applications for any ASI funding will close 30 days prior to the end of the spring semester.
- ASI will not approve funding after the event has occurred.
- The maximum amount that any one Club or Organization can be granted for one event is \$1000
- Multiple Student Clubs and Organizations (2 to 4 student organizations) can collaborate together towards the same event and file their funding request together.
  - Student Clubs and Organizations collaborating towards the same event, can request for up to a maximum of \$1500 in total requests divided among all participating Student Clubs and Organizations.
- **Organizations that fail to submit the required supporting documents will result in denial of their club funding requests.**
- 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*<sup>3</sup>.
- Student Organizations must let the ASI VP of Finance, or delegated party know of any changes in event date, or cancellation in date and the reason why.

## **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.**

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<sup>3</sup> The California State University Office of the Chancellor. *Viewpoint Neutrality Policy*. Retrieved from: [https://drive.google.com/file/d/1qx\\_cHziRtX3TAhQCnUUBowTUvEM8nSje/view](https://drive.google.com/file/d/1qx_cHziRtX3TAhQCnUUBowTUvEM8nSje/view)



*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:*

- **Failure to submit the required supporting documents will result in denial of club funding requests.**
- ASI Logo:
  - All advertisements and clothing for ASI funded events must have the appropriate ASI logo appear on them. Must include full title of the event name.
  - The appropriate ASI logo is the following image also found on the ASI website under the ASI Communications' *Branding & Logos* <sup>4</sup>:



- 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 12-point Times New Roman font or any other ADA compliant fonts:

“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.

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<sup>4</sup> California State University, East Bay Associated Students, Incorporated. *Branding & Logos*. Retrieved from: <https://www.csueastbay.edu/asi/asi-communications/branding-logos.html>



*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 defined by ASI Finance Committee.

**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 contain 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 required supporting documents will result in denial of club funding requests.** 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.

*Restrictions:*

- The ASI 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 of America.
  - 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.

**Failure to submit required supporting documents will result in denial of club funding requests.**



## **Security**

### *Definition:*

- The security provider must be the University Police Department (UPD) or a real security company vetted and/or approved by or the University Police Department (UPD).
- NOTE: Events that have more than 50 in attendance, will require a consultation with the University Police Department (UPD) and might require security present.

### *Restrictions:*

- The security provider must be the University Police Department (UPD) or a security company vetted and/or approved by 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 funding for this category.
- The ASI Finance Committee reserves the right to deny the funding for this category if the amount of students attending the event does not correlate with requested security.
- **Failure to submit required supporting documents will result in denial of club funding requests.**

## **Film Licensing/Sports Equipment/Subscriptions**

### *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.
- Equipment purchased with ASI funding 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 laws unless the rental company covers that expense.
  - Include items such as software, service subscription, etc. Up to 6 months per semester.

*Requirements and Guidelines:*

- Student Life and Leadership **MUST** approve each transaction prior to ASI 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 events.
    - General interior stage lighting to enhance the event.
- Film & Video Licensing
  - Only movies with proper licenses can be shown.
- Services include:
  - Inflatable game rentals like big slides, obstacle courses, carnival game vendors, etc.
- **Failure to submit required supporting documents will result in denial of club funding requests.**

### **Miscellaneous Supplies**

*Definition:*

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

*Requirements and guidelines:*

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



**Failure to submit required supporting documents will result in denial of club funding requests.**

**Flex Fund**

*Definition:*

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

*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. **Failure to submit required supporting documents will result in denial of club funding requests.**

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

Approved On: Wednesday, March 15, 2023

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

  
Euridice Pamela Sanchez-Martinez (May 4, 2023 16:36 PDT)

Ashmita Ahluwalia  
ASI President/CEO

  
-- ASIExecVP (May 4, 2023 16:08 PDT)

Arazeli Barragan  
ASI Executive Vice President/Chief  
of Staff

Approved by: ASI Board of Directors 2022-2023











# ASI Student Clubs & Organizations Funding Policy.

Final Audit Report

2023-05-04

Created:	2023-05-04 (Pacific Daylight Time)
By:	Sneh Sharma (sneh.sharma@csueastbay.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvBzM9AT0KGN9m0PblmhTprcYGwgW4M-z

## "ASI Student Clubs & Organizations Funding Policy." History

-  Document created by Sneh Sharma (sneh.sharma@csueastbay.edu)  
2023-05-04 - 4:04:16 PM PDT- IP address: 134.154.131.138
-  Document emailed to Euridice Pamela Sanchez-Martinez (asipresident@csueastbay.edu) for signature  
2023-05-04 - 4:05:13 PM PDT
-  Document emailed to -- ASIExecVP (asiexecvp@csueastbay.edu) for signature  
2023-05-04 - 4:05:14 PM PDT
-  Email viewed by -- ASIExecVP (asiexecvp@csueastbay.edu)  
2023-05-04 - 4:05:20 PM PDT- IP address: 74.125.209.1
-  Document e-signed by -- ASIExecVP (asiexecvp@csueastbay.edu)  
Signature Date: 2023-05-04 - 4:08:23 PM PDT - Time Source: server- IP address: 134.154.73.54
-  Email viewed by Euridice Pamela Sanchez-Martinez (asipresident@csueastbay.edu)  
2023-05-04 - 4:36:41 PM PDT- IP address: 74.125.209.6
-  Document e-signed by Euridice Pamela Sanchez-Martinez (asipresident@csueastbay.edu)  
Signature Date: 2023-05-04 - 4:36:49 PM PDT - Time Source: server- IP address: 134.154.53.242
-  Agreement completed.  
2023-05-04 - 4:36:49 PM PDT