

## **ASI Student Cultural Graduation Funding Policy**

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### **PURPOSE**

California State University East Bay is one of the most diverse campuses in the United States, hence Associated Students Inc. ASI is dedicated in Recognizing and celebrating the diversity of campus and maintaining an inclusive environment. Consecutively, ASI has developed this policy in order to secure funds for maintaining annual Cultural Graduations. This policy also Ensures a fair and transparent distribution of funds among the Cultural graduations. Note that these events might not be fully funded due to availability of funds. Funds will be granted at the discretion of the ASI Finance Committee.

### **POLICY**

#### **Eligibility**

1. The requesting student club must be recognized as a cultural graduation celebration; (ie, Black Graduate Celebration Club, Chicanx/Latinx Graduation Celebration Committee)
2. Clubs that are not recognized by the CSUEB Commencement can apply through ASI Club Funding Policy for their end of the year celebration events. These requests will be considered based on the availability of funds. (Please refer to ASI Student Club Funding Policy)
3. Student Clubs must be a recognized student club by the office of Student Life and Leadership.

#### **Guidelines and Requirements**

1. The Student Club must provide a number of graduating seniors participating in the cultural graduation event to the ASI Finance Committee.
2. The attendance capacity must be within the fire marshal code of the room being utilized.
3. Student organizations cannot request through this policy **AND** the Club Funding Policy for their graduation celebration. (Only one can be utilized)
4. The event must be open to all CSUEB students free of charge to the capacity permitted by the fire marshal code.
5. The student clubs must comply with Student Life program policies. Student Life approval is important for ASI approval.
6. Timeline: The funding proposal must be submitted at least 2 months (8 weeks) before the graduation event.

Revised by Executive Committee on February 10 2021

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7. The student organization must attend the ASI Finance Committee to present their request.
8. The V.P of Finance/CFO will report the final approvals to the ASI Board of Directors.
9. The President or the Treasurer of the student club must submit the ASI Cultural Graduation Funding Request Application on BaySync at the following link:

<https://mybaysync.csueastbay.edu/organization/associated-students-inc>

### **Distribution and Limitation of Funds**

Student Cultural Graduation funds shall be awarded for facilities, reservations, equipment, food, decorations, speakers, entertainment, services, marketing, printing, and general supplies. Please note, medallions, stoles, cords, or gifts for graduates are not included.

1. Student clubs/orgs can only charge the graduating seniors attending these celebrations for their graduation accessories (stoles, cords, medallions, etc.)
2. In the circumstance that CSUEB campuses close and a virtual semester be held, Virtual Commencement will be implemented.

Category Name:	In-person Commencement	Virtual Commencement
Medallions, Stoles, Cords, or Gifts for graduates/ mailing costs	\$0 per academic year	\$3000 out of maximum funding amount
Facilities, Reservations, Equipment, Food, Decorations, Speakers, Entertainment, Services, Marketing, Software, Printing, and General Supplies,	\$5000 per academic year	\$5000 per academic year
Total Amount	\$5000 per academic year	\$5000 per academic year

3. Funds granted by ASI must be used in accordance with the ASI Club Funding Policy<sup>1</sup>.
4. The ASI Finance Committee reserves the right to approve/deny any Student Cultural Graduation Requests.
5. The funds will be distributed on a first come first served basis. Furthermore, each club/org can apply for funding once every spring semester.
6. The maximum amount of funding received per ceremony will be \$5000.

<sup>1</sup> <https://csueastbay.edu/asi/files/docs/asi-government/policies/student-fund-club-policy-proposed-2020-2021.pdf>

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