

**Student Life and Leadership Programs**  
**2011-12 Club Recognition & Renewal Packet**

*Division of Planning, Enrollment Management, and Student Affairs*

**Office:** New University Union, Room 2011

**Phone:** (510) 885-3657

**Email:** studentlife@csueastbay.edu

**Web:** <http://www.csueastbay.edu/slif>

**Facebook:** CSUEB Student Life & Leadership Programs

Each year, student organizations must renew their recognition in order to maintain the privileges associated with university recognition for the academic year. The instructions for renewing your organization are provided below. *If you are no longer an officer, please forward this packet to the appropriate individual in the organization.* If you have any questions regarding the attached, please feel free to call us or stop by the office. We look forward to working with your organization this year!

**RECOGNITION RENEWAL INSTRUCTIONS**

**Step 1: Complete the Recognition Packet**

◆ **Recognition Request/Officer Form**

Complete the entire form. Please make sure each officer has read and agreed to the conditions of recognition listed. Student organization officers must be matriculated, currently registered students at CSUEB. The officers are the only individuals who will be authorized to reserve University facilities for the organization. All organizations must have a campus advisor; he/she must sign this form.

◆ **On-Campus Banking Card**

Please note that you must have at least five (5) officers sign on this card who are matriculated, currently registered students at CSUEB.

◆ **Horizon email account**

Complete Horizon email account form. Please remember that any email address chosen will last for the life of your organization.

- ◆ **Return your completed Recognition Packet** to Student Life and Leadership Programs, **University Union 2011 by WEDNESDAY, OCTOBER 26, 2011.** *Incomplete forms/packets will not be accepted. Student organizations that have not submitted recognition packets by this deadline will not be able to reserve University facilities and will have any pending programs/reservations canceled.*

**Step 2: Attend a Recognition & Renewal Meeting**

Attendance at Recognition & Renewal Meeting by the organization President (or equivalent) and all other officers is **required** for renewal or recognition. Please select from the following dates and times:

| DATE  | TIME                      | LOCATION        |
|---|---------------------------|-----------------|
| Monday, October 17 (Greeks Only)            | 5:30 pm to 7:00 pm        | UU Bayview      |
| Tuesday, October 18                         | 1:00 pm to 2:30 pm        | UU Bayview      |
| Wednesday, October 19                       | 2:00 pm to 3:30 pm        | UU Bayview      |
| Thursday, October 20                        | 2:00 pm to 3:30 pm        | UU Bayview      |
| Friday, October 21 (Advisors Meeting)       | 12:00 pm to 1:00 pm       | UU Bayview Room |
| <b>Tuesday, October 25 (Concord Campus)</b> | <b>5:30 pm to 7:00 pm</b> | <b>AS 207</b>   |

Date Filed: \_\_\_\_\_

## 2011 – 2012 CLUB RECOGNITION & RENEWAL REQUEST

### PLEASE READ THE INFORMATION BELOW COMPLETELY BEFORE SIGNING:

Recognition is granted from Fall Quarter 2011 through the third week of the Fall Quarter 2012. As Officers of the organization, we agree individually and collectively to the following:

1. The rights to vote and hold office are restricted to matriculated, currently registered students of the University.
2. Membership in the organization will not be denied on the basis of race, religion, sex (except as permitted by law), age, physical disability or sexual orientation.
3. No member of the organization shall engage in any form of hazing (i.e., an act that causes or is likely to cause bodily danger, physical or mental harm or personal degradation to any member of the University community).
4. The stated purposes of the organization are consistent with the educational mission of the University and the organization is non-profit.
5. The organization will comply with all applicable federal and State laws and policies of the California State University and CSUEB.
6. The individuals on the attached banking card have been authorized by the organization to have access to the organization's on-campus bank account.
7. The officers have been elected/appointed as outlined in the organization's constitution.
8. All amendments to the constitution will be submitted to Student Life and Leadership Programs within (10) working days of the change.
9. All new Officer Registration Packets will be submitted to Student Life and Leadership Programs within (10) working days of all elections and/or changes.
10. If the organization is affiliated with a national, state or regional organization, the current campus officers affirm compliance with the constitutions and by-laws of the parent organization.
11. All activities will be carried out in accordance with the organization's constitution, which is on file with Student Life and Leadership Programs.
12. It is the policy of the CSU to use any and all information technologies in a manner consistent with the federal laws governing copyright protection – <http://www.copyright.gov/title17/>.

|                   |            |           |       |       |
|-------------------|------------|-----------|-------|-------|
| <b>OFFICER 1:</b> | _____      | _____     | _____ | _____ |
|                   | PRINT NAME | SIGNATURE | TITLE | DATE  |
| <b>OFFICER 2:</b> | _____      | _____     | _____ | _____ |
|                   | PRINT NAME | SIGNATURE | TITLE | DATE  |
| <b>OFFICER 3:</b> | _____      | _____     | _____ | _____ |
|                   | PRINT NAME | SIGNATURE | TITLE | DATE  |
| <b>OFFICER 4:</b> | _____      | _____     | _____ | _____ |
|                   | PRINT NAME | SIGNATURE | TITLE | DATE  |
| <b>OFFICER 5:</b> | _____      | _____     | _____ | _____ |
|                   | PRINT NAME | SIGNATURE | TITLE | DATE  |

**CLUB/ORGANIZATION NAME:** \_\_\_\_\_

Date Filed: \_\_\_\_\_

**POLICIES, STANDARDS & PROCEDURES FOR USE OF ALCOHOL:  
STUDENT CLUBS & ORGANIZATIONS**

*(CSUEB's complete Alcohol Policy can be found at <http://wwwsa.csueastbay.edu/PolicyAOD.shtml>)*

**PLEASE READ THE INFORMATION BELOW COMPLETELY BEFORE SIGNING:**

The following policies apply to all students, staff, faculty and guests of the University. As Officers of the organization, we agree individually and collectively to the following:

1. The possession and/or consumption of alcoholic beverages by anyone less than 21 years of age are prohibited.
2. The sale of alcoholic beverages is NOT permitted on campus.
3. The service of alcoholic beverages on campus is limited to beer and wine.
4. The faculty advisor or an appropriate university official must be the supervising individual for student organizations and must be present at the event.
5. Individuals who serve alcoholic beverages on campus must have received orientation on responsible beverage serving techniques through Student Health Services. Participants may not serve themselves.
6. Alcoholic beverages may not knowingly be served to any under-aged or obviously intoxicated individual.
7. Participants will not be allowed to bring alcoholic beverages to any event, and to exit an event in the possession of alcoholic beverages.
8. Alcoholic drinking contests are prohibited at events on campus.
9. Designated driver responses and safe ride type activities to prevent driving by intoxicated persons are recommended.
10. Organizations interested in serving alcohol on campus must complete an Alcohol Approval form, requiring both signatures of the Vice President of Planning, Enrollment Management and Student Affairs and the Vice President of Administration & Finance.

**OFFICER 1:** \_\_\_\_\_  
PRINT NAME SIGNATURE TITLE DATE

**OFFICER 2:** \_\_\_\_\_  
PRINT NAME SIGNATURE TITLE DATE

**OFFICER 3:** \_\_\_\_\_  
PRINT NAME SIGNATURE TITLE DATE

**OFFICER 4:** \_\_\_\_\_  
PRINT NAME SIGNATURE TITLE DATE

**OFFICER 5:** \_\_\_\_\_  
PRINT NAME SIGNATURE TITLE DATE

**CLUB/ORGANIZATION NAME:** \_\_\_\_\_

# OFFICER FORM

California State University, East Bay  
Student Life and Leadership Programs  
www.csueastbay.edu/slif  
(510) 885-3657 | studentlife@csueastbay.edu

Organization (please print the complete name): \_\_\_\_\_

Type of Organization (check only one):  Academic  Cultural  Greek  Honor Society  Recreational  Religious  Special Interest

Purpose of Organization: \_\_\_\_\_

Affiliations: This organization ( is /  is not) affiliated with a national, state or local organization.

Name of affiliate organization: \_\_\_\_\_ Address: \_\_\_\_\_

*If affiliated, a copy of the parent organization's constitution and bylaws must be on file with Student Life and Leadership Programs.*

Number of active members: \_\_\_\_\_ Additional qualifications for membership, if any (e.g., G.P.A.) are: \_\_\_\_\_

Organization's Horizon Email Address: \_\_\_\_\_

The term of office for the persons listed below is valid through \_\_\_\_\_ unless Student Life and Leadership Programs is informed in writing of any changes/elections. **Signatures indicate assumption of responsibilities for compliance with statements above and the conditions listed on the reverse. All officers who have signed below have read and understand those statements, including full liability for all actions of the organization. The persons listed below are empowered by the members of the organizations to reserve facilities and initiate program requests on behalf of the organization and to commit the organization and the organization's resources through the period of time indicated by the term of office above. The primary contact authorizes Student Life Programs to disclose the contact information listed below.**

### Primary Contact:

Name (print): \_\_\_\_\_ Office: \_\_\_\_\_ Signature: \_\_\_\_\_

Net ID#: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

*Note: ID number will not be released*

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_ Email Address: \_\_\_\_\_

Prefer to be contacted by email:  Yes  No

Other officers: (in addition to the primary contact – no need to list primary contact a second time). Please indicate in the space below whether Student Life and Leadership Programs can release your contact information. **Student Identification numbers will not be released.**

Office: \_\_\_\_\_ Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Net ID#: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_ Email: \_\_\_\_\_

Can contact info be released?  Yes  No

Office: \_\_\_\_\_ Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Net ID#: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_ Email: \_\_\_\_\_

Can contact info be released?  Yes  No

Office: \_\_\_\_\_ Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Net ID#: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_ Email: \_\_\_\_\_

Can contact info be released?  Yes  No

Office: \_\_\_\_\_ Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Net ID#: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_ Email: \_\_\_\_\_

Can contact info be released?  Yes  No

**Agreement to serve as Advisor (All organizations are required to have a campus advisor; a co-advisor from off-campus is optional.)**

**I hereby agree to serve as an advisor to the above named organization during the term indicated. I realize the responsibility of my role as advisor and will work with the organization officers in maintaining University policies and procedures.**

Campus Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Dept. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date logged: \_\_\_\_\_ Bank Card to ASI \_\_\_\_\_

**Student Organization - Campus Banking Card**  
California State University, East Bay  
2011 – 2012

**Name of Organization:** \_\_\_\_\_

Authorized Signatures (minimum of five are required per account)

| <b>SIGNATURE</b> | <b>NAME (PRINTED)</b> | <b>POSITION</b> | <b>TELEPHONE</b> | <b>EMAIL</b> |
|------------------|-----------------------|-----------------|------------------|--------------|
| _____            | _____                 | _____           | _____            | _____        |
| _____            | _____                 | _____           | _____            | _____        |
| _____            | _____                 | _____           | _____            | _____        |
| _____            | _____                 | _____           | _____            | _____        |
| _____            | _____                 | _____           | _____            | _____        |

No individual may sign a requisition for a check to be issued to himself/herself. Organizations will receive receipts for all deposits and requisition copies for all withdrawals. As a recognized CSUEB student organization, in compliance with regulations of the CSU system, this organization affirms that its funds will be banked with the Associated Students, Inc. and will be available for audit upon request.

SLLP Director's Approval \_\_\_\_\_ Date \_\_\_\_\_

# STUDENT ORGANIZATION EMAIL ACCOUNT REQUEST

## Student Communication and Internet Access, Horizon

California State University, East Bay  
Student Life and Leadership Programs  
www.csueastbay.edu/slife  
(510) 885-3657 | studentlife@csueastbay.edu

Recognized student organizations must originate and receive email through Horizon accounts upon approval by Student Life and Leadership Programs and Computing Services. Organizations must request that an alias be created which directs mail for the organization to an email account of the designated officer.

- The organization may designate one officer listed on the Officers List on file at Student Life and Leadership Programs to have his/her account linked to the organization via an alias. The name of the designated officer must be updated when a "Change of Officers Form" is filed with Student Life and Leadership Programs and/or during the annual Recognition period.
- Club aliases may "point to" multiple email accounts of the officer named below.
- All Horizon accounts, including those designated for student organization business, must be used in accordance with the guidelines for use established by Computing Services.
- Aliases will be created and maintained by Computing Services. The alias should reflect the organization's official name.

Organization: \_\_\_\_\_

Does this organization currently have an alias on Horizon?

\_\_\_\_\_ Yes      If yes, what is the alias? \_\_\_\_\_

\_\_\_\_\_ No      If no, an alias will be created for the organization by Computing Services.

Suggested alias: 1. \_\_\_\_\_ 2. \_\_\_\_\_

*Please note that Computing Services will determine and assign an alias. The above are suggestions only.*

We request that the above named organization's alias be linked to the email account(s) of the following officer:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Net ID: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (eve) \_\_\_\_\_ Email address(s): \_\_\_\_\_

\_\_\_\_\_

***I hereby request an alias on CSU East Bay's Student Communications and Internet Access computer, Horizon. The alias is to be used during my term as an officer of the above named organization for communications and Internet access only. I understand that use of this and all computing and information related technologies are governed by appropriate Federal and State laws and the rules and policies of California State University, East Bay and the California State University system. The alias and account is revocable at any time by the University.***

***I have read the above and shall assume responsibility for the use of the alias as described above.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### ***For Office Use Only***

Enrollment/Officer Verification: \_\_\_\_\_ Approval: Director, Student Life and Leadership Programs: \_\_\_\_\_

Request sent to CS: \_\_\_\_\_ Approval: Computing Services: \_\_\_\_\_ Alias: \_\_\_\_\_



# Fall 2011 Student Leadership Conference

## Student Leadership Conference: Reservation Form

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The Fall 2011 Student Leadership Conference is mandatory for all club officers and all members of your organization are welcome to attend. There will be workshops to improve leadership skills that are used in your student organization and beyond. The event will start at 8:00 am and end at 2:30 pm on Saturday, November 5, 2012. Please submit this form to Student Life and Leadership Programs along with your Recognition Renewal Packet. This activity is sponsored by Student Life and Leadership Programs.

Organization: \_\_\_\_\_

President: \_\_\_\_\_  
First Last

\_\_\_\_\_  
Mailing Address (Street, City, and Zip Code)

\_\_\_\_\_  
Net ID Phone Email

\_\_\_\_\_  
Signature Date

Officer: \_\_\_\_\_  
First Last

\_\_\_\_\_  
Mailing Address (Street, City, and Zip Code)

\_\_\_\_\_  
Net ID Phone Email

\_\_\_\_\_  
Signature Date

Officer: \_\_\_\_\_  
First Last

\_\_\_\_\_  
Mailing Address (Street, City, and Zip Code)

\_\_\_\_\_  
Net ID Phone Email

\_\_\_\_\_  
Signature Date

Officer: \_\_\_\_\_  
First Last

\_\_\_\_\_  
Mailing Address (Street, City, and Zip Code)

\_\_\_\_\_  
Net ID Phone Email

\_\_\_\_\_  
Signature Date

Officer: \_\_\_\_\_  
First Last

\_\_\_\_\_  
Mailing Address (Street, City, and Zip Code)

\_\_\_\_\_  
Net ID Phone Email

\_\_\_\_\_  
Signature Date

*Please add additional registrants on the back of this form*

**INSTRUCTIONS ON COMPLETING FACILITIES RESERVATIONS FOR ALL STUDENT CLUBS CAMPUS EVENTS**

**TO COMPLETE FACILITIES RESERVATIONS PAGE AND THE UNIVERSITY UNION PAGE  
PLEASE GO TO THE FOLLOWING SLLP WEBSITE LINK:**

**([HTTP://WWW20.CSUEASTBAY.EDU/SA/SLIFE/RESOURCES/INDEX.HTML](http://www20.csueastbay.edu/sa/slif/resources/index.html))**

Minimum planning timelines for student organization programs

| <b>Program Type</b>   | <b>Timeline</b>                                     | <b>Planning Process</b>  |
|---|---|--|
| General Meeting (no food, equipment or off-campus speaker)  | Minimum of <b>14 days</b> prior to program          | None, other than room reservation. Reservations are made on a first-come first-served basis. Advance planning is encouraged. |
| General Meeting w/food Bake Sale (non perishable foods) Information Table   | Minimum of <b>14 days</b> prior to program          | Complete appropriate program request. Obtain permit at Student Life.   |
| Events/Programs w/ASI Funding Requests  | Minimum of <b>21 days</b> prior to program          | Meet w/Student Life Advisor to complete ASI program funding request form.  |
| Fundraiser/Speaker  | Minimum of <b>45 working days</b> prior to program. | Meet with Student Life Advisor.  |
| Equipment/personnel (outside UU), Catered Event, Food Sale (perishable food), Athletic Event, Programs in UU with Personnel/extended hours, Programs involving off-campus vendors | Minimum of <b>45 working days</b> prior to program. | Meet with Student Life Advisor to make program arrangements and complete program request.                                    |
| Dances, Major Events, Alcohol Requests, Events involving DPS personnel  | Minimum of <b>45 working days</b> prior to program. | Meet with Student Life Advisor to make program arrangements and complete program request.                                    |

**What if our program must be cancelled?**

Call Student Life and Leadership IMMEDIATELY and cancel as far in advance as possible. Student Life and Leadership Programs can be contacted at (510) 885-2646. Depending upon the facility, some charges may still apply, particularly if any special equipment was delivered or if a setup was done. The programs described above represent the types most frequently sponsored by student organizations. If your organization is planning a special event, the Student Life and Leadership staff is available to assist you in identifying an appropriate timeline for the planning and approval of your program.



# ASSOCIATED STUDENTS, INC.

## California State University East Bay

25800 Carlos Bee Blvd. UU 314 Hayward, CA 94542-3011 Tel: (510) 885-4843 Fax: (510) 885-7415

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Policy Statement Title: ASI Club/Org Funding Policy

Policy #: 08/09-001

Board Approved:     ,     , 2009

Enacted:     ,     , 2009

Signed: Shiva Premmanisakul (                    )

VP of Finance, ASI

Signed: Udepto Maheshwari (                    )

President, ASI

## Finance Committee Policy and Procedures

The mission of the Finance Committee is to support student organizational activities that will directly enhance on-campus life, and allow students to develop leadership and other skills. It is important for clubs to note that receiving Student Organization funds is a privilege and not a right, funds will be considered for distribution on a first-come-first-served basis. The Finance Committee is entrusted with the responsibility for ensuring that funds are allocated wisely and as fairly as possible.

### I. Student Organization Operating Procedures

- A. *Request(s) must be turned in at least three (3) weeks prior to the date of the event, but not more than one quarter.* Exceptions may be made at the discretion of the Vice President of Finance. Once the student/group/organization has received approval of funding from Finance Committee, issuance of checks and purchase orders take approximately 2-3 weeks from the day that all necessary paperwork is completed and turned in.
- B. Finance Committee approval must be secured at least two weeks prior to the scheduled event. Exceptions to this guideline may be made by the Vice President of Finance.
- C. The Finance Committee retains the right to evaluate how organizations use funds for programs.
- D. Any organization, or the representative of that organization, which violates the Policy and Procedures may be subjected to penalties up to and including a moratorium on any request for ASI funds for a period of not more than one year.
- E. Representatives of all organizations receiving funds through The Finance Committee are required to be recognized by the Office of Student Life and Leadership. Representatives (President & Treasurer) of all organizations receiving funds are required to attend a mandatory ASI Finance workshop each academic year, which explains grant procedures and policies. Those failing to comply with this guideline will not receive funding.
- F. Organizations may appeal Finance Committee decisions through the ASI Board of Directors.
- G. Members serving on the Finance Committee or any other ASI committee or board, may not present a proposal for funds to the Committee, vote, or attempt to persuade the Finance Committee to vote on behalf of their organization's proposal.

### II. Procedure for Submitting Requests for Program Funding

- A. Recognized student organizations (those having charters with the Office of Student Life and Leadership) must submit a complete, accurate and detailed application (including draft publicity/graphics) for the event or activity to show precisely where the funds will be spent using a Funding Request Form. The forms are available at the Associated Students Incorporated (ASI) office and the website ([www.asi.csueastbay.edu](http://www.asi.csueastbay.edu)). *Forms must be typed, and filled out completely, failure to comply will result in request not being placed on the Finance Committee agenda.*
- B. *The Funding Request Form must be submitted at least three (3) weeks prior to the event.* If time sensitive payment is required (check, purchase order, speaker/music payment), please note that the ASI Business Office will need at least 1-2 weeks to process the paperwork once the event has been approved by the Finance Committee and all necessary paperwork has been turned in.

- C. *Finance Committee Funding Request Forms are due four (4) days prior to the Finance Committee meeting (Meeting day and time are subject to change, please check with the ASI office in UU-314 for current information.) Forms turned in later than 5:00 pm four days prior to the Finance Committee meeting will be held over to the following Finance Committee meeting.*
- D. Students submitting Finance Committee Funding Request Forms are expected to read these guidelines completely prior to filing a funding request form. Failure to do so may result in rejection of the funding request.
- E. Failure to turn in a draft of publicity/graphics as outlined herein will result in the request not being placed on the Finance Committee agenda.

### III. Funding Request Form Policies & Procedures - refer to this section when completing the Request Funding Form

#### A. Organization and Account Information

- 1. Organizations must have current charters with the Office of Student Life and Leadership, and be in good standing with the University as determined by the Office of Student Life and Leadership.
- 2. Organizations requesting funds through the Finance Committee must be debt free and in good standing with the University and ASI unless prior arrangements have been made.
- 3. The President and the Advisor from the requesting organization must sign the Funding Request Form before their requests may be considered. Additionally, contact information for the President, VP/Treasurer and Advisor is necessary in case the ASI Vice President of Finance needs to contact a representative regarding the Funds Request Form. *Their signatures will indicate that they have read the funding Policy and Procedures, understand them, and know of no activity in their organization contrary to this funding policy and/or procedure.* The officers' signatures on the Funds Request Form will carry the signing power for the organization.

#### B. Program Information

- 1. The basic premise for which funds will be allocated is to promote on-campus programming and is based on the general contribution of a program to the *on-campus* cultural, educational, recreational or physical well-being of all CSUEB students. Student funds will not be used to support off-campus programs, activities, events, faculty or staff expenditures with the exception of conference registration fees for students as stated in the event funding information section below.
- 2. Multiple organizations participating in a single event and wishing to receive funding for the event may be funded provided that the total amount of money for the entire event divided amongst the organizations does not exceed \$2,500.00.
- 3. An organization's activities that are sponsored by Associated Students, Inc. *must be open* to all CSUEB students.
- 4. The Student Organization Committee reserves the right to define an "event" for the purposes of this subsection.

#### C. Event Funding Information

##### 1. Registration:

###### a. Conference fees: (\$175x5 people / academic year)

- i. Organizations may receive a maximum of \$175.00 per academic year per person and only up to 5 people, to be used for conference registration fees only. *The Finance Committee will not fund any inter-departmental related conferences.*
- ii. Proof of conference attendance will be required by the Finance Committee. A receipt from the conference attendance registration must be submitted within 5 business days upon return to the University. *If no receipt is submitted, then the Associated Students, Inc. Business Office will debit the allocated amount from the Club account.*

##### 2. Advertising: (\$250/quarter)

- a. All advertisements for ASI funded events *must* indicate in the flyer that the event is being "*co-sponsored by Associated Students Inc.*" and have the *ASI logo* appear on the document.
- b. Organizations may receive funding for event/activity publicity (i.e. pens, flyers, etc.). Business cards are not considered to be publicity for the purpose of receiving ASI funds.
- c. All advertisements for Associated Students, Inc. funded programs must have the following statement in at least 12 point font comparable to Times New Roman:

“If you are in need of a reasonable accommodation in order to participate in this event, please call (then include a contact number) to make arrangements prior to (then place a date not later than two weeks prior to the engagement date).” This is in accordance with the Americans With Disabilities Act.

- d. Organizations requesting Student Organization Committee funding are required to submit final draft copies of proposed advertising to be left with the Associated Students, Inc. Business Office, e.g., flyers, posters, pamphlets, newsletters, etc. along with their proposal for funding prior to the Finance Committee meeting when their request will be considered. The Finance Committee reserves the right to withhold payment of advertisements/subsequent vendors to those groups/organizations who fail to submit samples of advertisements. For news letters 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.”
- e. *The ASI President, Executive Vice President, or the ASI Executive Director* 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 *Executive Director or Associate Executive Director* prior to the expenditure of funds. Sanctions may be imposed for failure to adhere to this regulation.

### 3. Food: (\$500/quarter)

- a. Organizations may receive funding for food/beverages, to be used at an ASI funded organization event. If funding is approved for food, the club is responsible for submitting *original* receipts for food expenditures.
- b. Food and beverages will not be authorized for organization or club meetings
- c. No alcoholic beverages will be funded
- d. Clubs or student organizations may *not* combine quarters for a larger funding request
- e. Events or banquets held in off campus will *not* be funded.

### 4. Clothing: (\$100/quarter, no more than \$300/academic year)

- a. Funding may *not* be used for clothing items during the academic year unless the clothing item is designed and based upon an event or activity in which the shirt is used for publicity. Shirts designed for a specific club, person, greek organization, or any individual organization will not be funded. Clothing must be related to an event or activity that serves the need of the entire campus community.
- b. A final draft copy of the proposed shirt *must* be submitted with funding request form to be left with the Finance Committee.

### 5. Artist/Speaker Fees: (\$900 and \$100 honorarium)

- a. Travel and related expenses including but not limited to meals and lodging will not be funded
- b. *A Speaker Performance Agreement must be signed and returned by the artists and/or performer ten (10) business days prior to the event.* Speaker Performance Agreement forms are located in the ASI office. The ten (10) business days advance deadline must be adhered to by organizations contracting through ASI. Meeting the deadline is the organization's responsibility. Failure to meet the deadline will cause the ASI President 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. Payment by check will be mailed to the designated speaker on the Speaker Performance Agreement within a ten (10) business day period following the performance. *There will be a cap of \$900 per quarter for speaker's fees excluding a \$100 honorarium.* The Finance Committee reserves the right to allocate funds based on the anticipated attendance at the event the speaker will be engaged. The Finance Committee may require that the club or organization requesting the funds co-sponsor with another club or organization should it determine that the attendance is insufficient to justify the cost.

### 6. Event Cost

- a. Information must be as true and accurate as possible and verified by the presenting organization's president and advisor.
- b. The Finance Committee reserves the right to check all price quotes for program expenses.

### 7. Amounts Requested from ASI

- a. ASI funds may not exceed \$1,000.00 per organization for any one event.

- b. Organizations may receive a maximum of \$1,000.00 per quarter, not to exceed \$4,000 for a full academic year (three out of four quarters).
  - c. Groups must spend the funds as approved by the Finance Committee. Special consideration may be made through a written request to the *Vice President of Finance* at least ten (10) business days prior to the event in question.
  - d. Funds must be encumbered or spent for the submitted event and will be deducted from the monetary cap of the quarter in which the event took place. Any unspent funds will revert to *ASI* unless otherwise specified by the Finance Committee.
  - e. The Finance Committee reserves the right to affix additional stipulations regarding the reception of funds. This includes but is not limited to requiring the dispersal of information to departments and other organizations following conference and presentation of materials in a public setting.
8. **Club/Other Funding Sources:** All funding sources for an organization's proposed event must be disclosed in the application form including but not limited to those requests from other departments and/or organizations and funding requests coming from a co-sponsoring organization.
9. ***Clubs must be prepared to match 10% of the total amount requested from Associated Students, Inc. The 10% must be designated on the ASI Request for Funding Form as Club match and the total amount***

#### IV. Funding Limitations

- A. Funds will be allocated for on-campus programs only with the exception of conferences as noted herein. The purpose of this provision is to develop student activity on campus and to reduce ASI's liability for off-campus activities. Each request will be considered on a case-by-case basis.
- B. With the exception of actual "co-sponsorship" by the ASI, under no circumstances is anticipated revenue received from any event or activity using funds contributed by ASI to be used to fund that event. ASI will not donate, contribute to, sponsor or financially support any event or activity in which the organization is planning to use revenue generated through ticket or concession sales or any other event driven revenue stream to fund the event. It is ASI's intent to avoid financial liability by having to financially "rescue" an event or activity after the fact should sales fall short of projected revenues.
- C. In the event that an activity or event is determined to be "high risk" by the ASI Executive Director acting in his/her capacity in consultation with the ASI Attorney, the CSU Risk Management Authority, and the appropriate authorities of the Cal State, East Bay campus, **and** the proposal is denied, then the student group or organization may appeal the decision to the Finance Committee and/or the ASI Board of Directors. The decision of the Board of Directors is final. Some examples of high-risk events include but are not limited to martial arts demonstrations, sporting events, pyrotechnical uses and firework shows, concerts.
- D. ASI will ***not*** fund alcohol or any event in which alcohol is served.
- E. Funds allocated for an event/activity must be used exclusively for the activity approved by the Finance Committee. Once the event/activity has taken place, unused funds will revert back into the Finance Committee budget for reallocation during Finance Committee hearings.
- F. Organizations may not use funds designated on their proposal and approved by the Finance Committee for any other expenditure without the approval of the Finance Committee.
- G. The ASI Board and Finance Committee will not authorize reimbursement for prepaid purchases made by any organization or entities that are external to the organization.
  - 1. An exception will be made for conference registration fees in which prepayment was necessary to secure attendance.
- H. Funds will not be allocated where the primary spending will be used:
  - 1. For personal benefit of certain individuals.
  - 2. To finance political campaigns or candidates.
  - 3. To violate CSUEB policies, or Local, State, or Federal Law.
  - 4. To support university departmental activities.
- I. The Finance Committee will not consider funding for any debts incurred or financial obligations of an organization prior to a Finance Committee hearing. In addition, organizations entering into any agreement, either oral or written, for products or service, with the expectation that ASI funds will be forthcoming are solely responsible for the funding service of that agreement. In short, no organization is authorized to obligate ASI in any matter.

- J. The Finance Committee may ask any organization to provide a certificate of insurance naming the Associated Students, Inc. and California State University, East Bay as additional insured for those events it deems necessary to ensure that ASI does not bear sole liability for claims resulting from the organization's activities or events.
- K. Items funded with Finance Committee funds will not be sold for profit.
- L. If the specified event is already being co-sponsored by ASI in any manner, student groups and organizations may not request additional monies through the Finance Committee to further fund the event.
- M. The ASI Finance Committee is authorized to reject any proposal whether or not the proposal meets all the criteria of these guidelines.
- N. The ASI Finance Committee will not authorize funds for speakers/performers who 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.
- O. The Finance Committee may elect to divide the total budget into amounts to be allocated each quarter to ensure that there are sufficient funds available throughout the year. However, the Finance Committee will not authorize funds for club activities/events once the funds in the Student Organization Committee account are exhausted.

#### **V. Procedure for presenting Student Organization Committee requests**

- A. A club representative must fill out the Request For Funding Form (See Attached) in its entirety with all appropriate and original, receipts, invoices, estimates and or quotes.
- B. Submit the Request for Funding Form to the ASI Business Services Office in UU 314. Your request will be date stamped and forwarded to the Vice President of Finance for review and agenda approval. The representative of the club listed on the Request for Funding Form will be notified when the club or organization request will be heard.
- C. A representative of the organization who is knowledgeable of the details of the request *is required* to attend the Finance Committee meeting at which the organization's request for funds is agenda'd. The representative will present the organization's proposal and answer questions directed to him/her from the Finance Committee members.
- D. Should there be no representative present; the item will be held over to the next Finance Committee meeting, unless it is the last Finance Committee meeting of the academic quarter.
- E. Should no representative be available for the meeting following the meeting the item was first proposed on the agenda, then the item will drop off the Finance Committee Agenda. To be placed back on the agenda the organization must resubmit its request to the ASI Finance Committee Chair, for the next regular meeting of the Finance Committee.
- F. The Finance Committee will evaluate funding requests based on club account balances. No more than 10% of the Student Organization budget can be allocated at any given time.

#### **VI. Receiving Funds**

- A. Distribution of funds is administered by the ASI Business office. ASI distributes funds through the use of Request for Funding Forms. Requests for Funding Forms must always accompany original receipts, invoices, quotes or any supporting documentation used for the specified transaction. The Associated Students, Inc. Board of Directors, Administrative Assistant will forward the Request for Funding Form and all supporting documentation for final approval to the Executive Director for Associated Students, Inc. Once final funding is approved, a check will be generated and mailed directly to the vendor. If the Request for funding Form is not accompanied by original receipts, original quotes or appropriate documentation then no funds will be disbursed.
- B. The officer indicated on the Funding Request form shall be charged with the responsibility of obtaining checks from the Associated Students Business Office. Checks must be picked up within ten (10) business days of notification of check disbursement.
- C. ASI does not give money directly to an organization, but rather pays the actual bill from the Finance Committee sponsored event up to the designated amount.
- D. Absolutely *no reimbursement*s of past expenditures are allowed as previously stated in Finance Committee Policy and Procedures.

#### **VII. Items Not Funded by the ASI**

1. Nothing related to alcohol
2. Clothing (hoodies, stoles, hats)
3. Graduation parties
4. Club Meetings
5. Meeting Food
6. No funding of an event after the fact
7. No funding of fund raisers which solely benefit a club or organization

Revised by the ASI Board of Directors, January 21, 2009

# Associated Students Request For Funding Form

## Section A: Club / Organization and Account Information

|  |        |
|--|--------|
| Organization Name:   | Phone: |
| President's Name   | Phone: |
| Advisor's Name   | Phone: |
| E-mail address of President/VP/Treasurer:                      |        |
| What is your national affiliation (parent organization group)? |        |

## Section B: Program Information

|   |   |                 |
|---|---|-----------------|
| Contact Person:   | Phone:                                  | E-mail:         |
| Activity/Event Title:   | Scheduled Date:                         | Scheduled Time: |
| Location:   | Backup location in case of bad weather: |                 |
| How many people are expected to attend?   |   |                 |
| Is the club receiving funding from any other organization/entity for this activity? Yes No<br>If "yes", please state the name of the organization/entity and amount:  |   |                 |
| Is another organization applying to the Student Organization Committee for funding of the same event? Yes No If "yes", please write the name of the organization  |   |                 |
| Will the organization charge admission for the event? Yes No If "yes", how much will be charged?<br>What will the proceeds be used for?   |   |                 |
| Has a speaker/performer been identified for the event? Yes No If "yes", what is the name of the speaker/performer/band?   |   |                 |
| Does the speaker/performer/band require security? Yes No If "yes", has University Police been consulted? <i>(Any event anticipating over 150 people in attendance must consult with University Police regarding security)? Yes No</i> |   |                 |

## Section C: Event Funding Information

| Column A                               |            |                            |                           | Column B                   |            |                            |                           |
|--|------------|----------------------------|---------------------------|----------------------------|------------|----------------------------|---------------------------|
| Line Item                              | Event Cost | Club/Other Funding Sources | Amount Requested from ASI | Line Item                  | Event Cost | Club/Other Funding Sources | Amount Requested from ASI |
| 1. Registration                        |            |                            |                           | 5. Speaker Fees            |            |                            |                           |
| Conference fees                        |            |                            |                           | Honorarium                 |            |                            |                           |
| <b>Total</b>                           |            |                            |                           | <b>Total</b>               |            |                            |                           |
| 2. Advertising/Printing                |            |                            |                           | 6. Security                |            |                            |                           |
|  |            |                            |                           | <b>Total</b>               |            |                            |                           |
|  |            |                            |                           |                            |            |                            |                           |
|  |            |                            |                           | 7. Rentals                 |            |                            |                           |
|  |            |                            |                           | Building                   |            |                            |                           |
|  |            |                            |                           | Equipment                  |            |                            |                           |
|  |            |                            |                           | Film & Video               |            |                            |                           |
|  |            |                            |                           | Sound                      |            |                            |                           |
|  |            |                            |                           | Lights                     |            |                            |                           |
|  |            |                            |                           | Other                      |            |                            |                           |
| <b>Total</b>                           |            |                            |                           | <b>Total</b>               |            |                            |                           |
| 3. Clothing                            |            |                            |                           | 8. Other Activities        |            |                            |                           |
| T-shirts                               |            |                            |                           |                            |            |                            |                           |
|  |            |                            |                           |                            |            |                            |                           |
| <b>Total</b>                           |            |                            |                           | <b>Total</b>               |            |                            |                           |
| 4. Food                                |            |                            |                           |                            |            |                            |                           |
| <b>Total from Column A</b>             |            |                            |                           | <b>Total from Column B</b> |            |                            |                           |
| <b>Total amount requested from ASI</b> |            |                            |                           |                            |            |                            |                           |

I certify that the information contained in this request for ASI funds are true and accurate to the best of my knowledge.

|                                     |                          |      |
|-------------------------------------|--------------------------|------|
| Student Life Advisor (Please print) | Student Life Signature   | Date |
| Advisor's Name (Please print)       | Advisor's Signature      | Date |
| Club President (Please print)       | Club President Signature | Date |



# ASSOCIATED STUDENTS, INC.

California State University East Bay

25800 Carlos Bee Blvd., Suite 314

Hayward, CA 94542

## Clubs & Orgs Check Request

*\*Please attach all appropriate documentation to this form. \*Two (2) club officer's signatures required!*

|                      |           |          |          |                          |  |  |
|----------------------|-----------|----------|----------|--------------------------|--|--|
| Payee's Name         |           |          |          | -PLEASE CHECK ONE-       | TODAY'S DATE:  |  |
| Address              |           |          |          | <input type="checkbox"/> | <b>CHECK ADVANCE</b><br>➤ Receipts are due three (3) days after the completion of your event<br>➤ VDR/W9 Form required |  |
| Address              |           |          |          | <input type="checkbox"/> | <b>INVOICE</b><br>➤ Original invoice required<br>➤ VDR/W9 Form required  |  |
| City                 | State     | Zip Code |          | <input type="checkbox"/> | <b>REIMBURSEMENT</b><br>➤ Original receipts required   |  |
| Social Security/EIN# | Invoice # | Vendor # | Due Date |                          |  |  |

### - C H A R T F I E L D I N F O R M A T I O N -

|                          |           |      |                |
|--------------------------|-----------|------|----------------|
| Club/Org Name            | Account # | Fund | <b>-CF004-</b> |
| Club Officer's Signature |           |      |                |
| Club Officer's Signature |           |      |                |

| Quantity | Description | Unit Price | Total |
|----------|-------------|------------|-------|
|          |             |            |       |
|          |             |            |       |
|          |             |            |       |
|          |             |            |       |
|          |             |            |       |
|          |             |            |       |
|          |             |            |       |
|          |             |            |       |
|          |             |            |       |
|          |             |            |       |
|          |             |            |       |

|                           |  |       |  |
|---------------------------|--|-------|--|
| Disposition of check      | <input type="checkbox"/> Mail <input type="checkbox"/> Pick Up | Total |  |
| Check Request Prepared By | Preparer's Signature   |       |  |

|                      |                       |                     |  |
|----------------------|-----------------------|---------------------|--|
| -Date Stamp-         | -FOR OFFICE USE ONLY- |                     |  |
|                      | Beginning Balance     |                     |  |
|                      | Check Amount          | Received By         |  |
|                      |                       | Check Number Issued |  |
|                      | Ending Balance        | Check Date          |  |
| Balance Verified By: |                       |                     |  |

## Accounts Payable Process for ASI Club Accounts

It is the intent of ASI Accounting to provide the best possible service to students and Staff of CSUEB. Such service, of necessity must comply with guidelines set out by generally accepted accounting principles, CSUEB, the CSU Chancellor's Office, IRS and other government agencies. While certain limitations are established by those organizations and are included herein, those guidelines are for the most part established to protect the Associated Students, Inc.

A current banking agreement form with updated authorized signatures must be on file in the ASI Business Office. The party signing the check must be one of the authorized signatures on file in the ASI Business Office. If your organization has recently elected new officers, the old banking card will be invalid. Prior to submitting your request please verify your banking cards are current.

The following indicates the process for obtaining club checks from the Accounting Office:

### Requests for Checks

A check can be issued by the Accounting Office under three possible categories

#### **CASH ADVANCE**

Clubs wishing to receive a cash advance must fill out the check request form. Please make check payable to the person who is responsible for purchasing items requested.

- Please attach to the club check request information about what your event is, and what it is you would like to purchase. Please be as specific as possible
- Cash advances cannot exceed \$500.00 dollars
- After depositing the check into your personal account, pay for any items requested on the original check request.
- You have 3 business days following your specified event to bring back any receipts and change used from the cash advance.
- Failure to bring back receipts and change will result in the immediate suspension of the club account.

#### **INVOICE**

Clubs requesting to pay received invoices must submit the following to the ASI Business Office for payment:

- A properly completed Check Request Form (including all required signatures)
- The original invoice received by the club requesting payment (payment will go directly to the vendor)
- IRS Form W-9 or Substitute W-9 for the person who will receive the funds

#### **REIMBURSEMENT**

Clubs requesting a reimbursement for a club member must submit the following to the ASI Business Office for payment:

- Original receipts for expenses already paid. A copy will not be accepted.
- If an invoice is addressed to a club and a club member has a receipt showing he or she paid the invoice in full, a check will be issued to the person who has paid the invoice.
- Estimates will not be accepted.

#### **RESTRICTIONS**

- No club funds can be used to purchase alcohol, or weapons of any kind.
- Incomplete documentation will be returned to the club to obtain missing information. The ASI Board administrative assistant will contact the club to inform of any missing information. Checks will be ready for pick up Thursday of every week. Completed check requests must be submitted Friday the week before to ensure adequate processing time.