

Be recognized by the Office of Student Life and Leadership² located at New University Union room 2011 (email: studentlife@csueastbay.edu) (Phone: (510) 885-3657)

Must maintain an AS# account with the office of Student Life and Leadership
Must be in good standing with the university deemed by Student Life and Leadership

The only officers eligible to submit a funding request are the President or the Treasurer of the requesting student club who:

Have attended recognition and renewal 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.

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

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:

All ASI funding requests

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

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:

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.**



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



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

ASI Student Clubs & Organizations Funding Policy.

Final Audit Report

2023-05-04

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