



Associated Students, Incorporated  
California State University, Los Angeles

**Administrative Manual**

ASI Direct Funding Allocation Guidelines  
Fall ~~2021~~ – Spring ~~2022~~

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- I. **Purpose:** To serve as an official, albeit transient standard to assist the ASI Finance Committee in fairly allocating Direct Funding to Cal State LA clubs and organizations.
- II. **References:**
  - a. The use and application of these guidelines are to be governed and specified by [ASI Administrative Policy 204 ASI Funding Guidelines](#) or go to <http://asicalstatela.org/services/clubs-and-organizations-funding>
- III. **Definition:**
  - a. These guidelines will serve as a transient policy in that they will be subject to constant revision and change as per changes in prices in the economy.
- IV. **Authority:**
  - a. These guidelines will both receive their official authority from and be for the use of the ASI Finance Committee.
    - i. Official approval of (changes to) these guidelines by the ASI Finance Committee will be specified by ASI Policy 204.
  - b. The ASI Finance Committee has the final say to approve or recommend to the Board of Directors, the allocation of funding to clubs and organizations.
- V. **Guidelines:**
  - a. The following guidelines reflect the prices at which the ASI Finance Committee will fund Cal State LA clubs and organizations for items and goods in the categories of Hospitality, Honoraria, Marketing, and Other. All allocations must be associated with an event that is open to all Cal State LA students.
    - i. Hospitality: (per estimated Cal State LA students in attendance only)
      1. For catered foods ASI will fund meals, based on per student in attendance the dollar amount noted below per estimated number of Cal State LA students in attendance:
        - a. Breakfast 8 am-11 am: Up to \$15.00
        - b. Lunch 11 am – 4 pm: Up to \$16.00
        - c. Dinner 4 pm - 11:59 pm: Up to \$24.00
      2. Fundraisers for events with catered foods:
        - a. If a club or organization is planning an event with catered food in which funds will be raised, or if an attendance fee

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charged ASI will fund up to 50% of the total requested cost of hospitality items not to exceed the \$3,000.00 cap per term.

- b. Clubs will need to provide a projected budget showing total expenses and revenue with the request for funding. Upon the end of the event, a final budget summary showing total expenses and revenue earned must be attached to Request for Payment.
- c. ASI reserves the right to request student attendance verification (sign in sheet). Student attendance verification will be used for the purpose of evaluating the event and will not change the allocated amount already received.
- d. ASI will have no restrictions or dictated maximum on the amount to be funded to clubs and organizations for hospitality items sold in fundraisers.

ii. Honoraria:

- 1. ASI will provide up to \$710 for honoraria items intended for speaker(s) and guest(s) for an event (including costs for services, gifts, trophies, and awards).
- 2. ASI will provide up to \$560 for clubs' gifts, trophies, awards, and prizes for intended Cal State LA students.

iii. Marketing:

1. Clothing:

a. ASI will provide up to 80% of the total requested cost for clothing. The requested cost must not exceed \$1,000.00.

- i. If a club or organization is planning to sell the merchandise to raise funds, ASI will fund up to 50% of the total request cost. The requested cost must not to exceed the \$1,000.00 cap.

b. Clothing must have a visible ASI logo.

c. As detailed in ASI Policy 204, ASI will only fund clothing manufactured by sweatshop-free companies. Companies must either be approved on ASI's sweatshop free list or confirmation that the company is sweatshop-free must be provided.

d. A design of the clothing item must be provided.

2. Flyers:

- a. ASI will provide up to \$0.10 per flyer for all 8.5 x 11 inch size or smaller black and white flyers.
- b. ASI will provide up to \$0.75 per flyer for all 8.5 x 11 inch size or smaller color flyers.
- c. ASI will provide up to \$1.20 per flyer for all 11 x 17 inch or larger size flyers (black and white or color).

3. Merchandise:

- a. Any other types of merchandise used for marketing purposes must include a visible ASI logo.

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- b. A design of the marketing item must be submitted.
- c. ASI will fund up to 70% of merchandise items being requested.
  - i. If a club or organization is planning to sell the merchandise to raise funds, ASI will fund up to 50% of the total requested cost not to exceed the \$3,000.00 cap per term.

iv. Equipment:

- 1. In the event that ASI owns similar equipment to what is being requested, Finance Policy 215 – Equipment Policy will be utilized to loan the equipment to the club/organization.
- 2. Rentals:
  - a. ASI will fund the full cost of equipment rentals.
- 3. Purchases:
  - a. Equipment is defined as individual items with a purchase price exceeding \$100 based on at least three estimates.
  - b. If ASI funds the purchasing of equipment, the equipment will be owned by ASI However, Policy 215 section 5.4 states “ASI may, at the discretion of the Executive Director, allow an organization to maintain custody of the equipment for ease of access through a written agreement. In cases where an organization is allowed to maintain custody, the organization shall be responsible for ensuring the proper storage, maintenance, inventory and damage control required.”

**Deleted:** <#>Three quotes from different vendors must be provided for equipment purchases costing over \$300.¶

VI. Other:

- a. Conference/Seminar Registration Fees: ASI will not fund registration fees for conferences and seminars.
  - i. Please refer to ASI Policy 213 for funding requests for travel and lodging.
- b. ASI will fund up to \$150 for decorations for an event.
- c. ASI funds any services up to the current provided discounted rates through ASI (e.g. movie tickets, amusement park tickets, etc.) Please refer to the ASI website for a complete list.