



ASSOCIATED STUDENTS, INC.

Financial Policies

**ASI Funding Price List 2023-2024**

I. **Purpose**

The Funding Price List shall provide standards and guidelines for the use of allocated student body fees to recognized Cal State LA clubs and organizations.

II. **References**

- a. The use and application of these guidelines are to be governed and specified by [ASI Policy 204 Funding Policy](http://asicalstatela.org/services/clubs-and-organizations-funding) -- <http://asicalstatela.org/services/clubs-and-organizations-funding>
- b. [Cal State LA Hospitality, Payment or Reimbursement of Expenses Policy - 209](#)
- c. [CSU Hospitality Policy](#)

III. **Definitions**

IV. **Authority**

These guidelines shall be reviewed and established annually by the ASI Finance Committee and shared with the ASI Board of Directors as an information item, as articulated in ASI Policy 204 - Funding Policy.

V. **Guidelines**

a. Maximum Funding Allocation:

- i. The Finance Committee shall establish a maximum amount to be funded per club each semester and within the approved annual budget for ASI (Policy 204, 4.4.6)
- ii. The maximum amount allowable for 2023-24 shall be \$3,000 per semester per club.

b. Hospitality:

- i. Funding for snacks will be allocated at a reasonable amount and based on the attendance at the event.
- ii. For catered foods/meals, ASI will fund meals, based on actual student attendance:
  1. Breakfast 8 am-11 am: Up to \$15.00
  2. Lunch 11 am - 4 pm: Up to \$20.00
  3. Dinner 4 pm - 11:59 pm: Up to \$27.00
- iii. ASI requires verification of student attendance, such as a sign in sheet with names, campus emails, and CIN, for reimbursement of the allocated funds to be completed.

c. Speaker Fees and Honoraria:

- i. ASI will consider modest and reasonable speaker fees and honoraria based on the anticipated or actual event attendance and the program's service to the student body.
- ii. Performance contracts may be required for performers and speakers and the club must work with CSI to receive assistance and authorization on contractual

agreements. Contracts or invoices will be required for reimbursement of speaker fees and honoraria.

- iii. ASI may fund clubs' gifts and gift cards in place of fees and honoraria with a written acknowledgement from the speaker/presenter confirming their participation in the event.

d. Marketing:

i. Merchandise:

- ~~1. Merchandise is defined as: Any goods used for the promotion of an event or entity – not limited to clothing, graduation sashes/stoles, stickers, bags, etc.~~
- ~~2. ASI may fund up to 100% of merchandise purchased to hand out at an event or activity and made available to all students.~~
- ~~3. ASI shall only fund up to 50% of merchandise that is given only to club members.~~
- ~~4. A design of the merchandise must be submitted with the funding proposal:~~
  - 1. As detailed in ASI Policy 204, 4.7.4., ASI will only fund clothing manufactured by sweatshop-free companies. Confirmation that the company is sweatshop-free must be provided or the club can use one of the pre-approved companies identified by ASI.
  - 2. Funding for merchandise shall be allocated at a reasonable price and consistent with market trends for similar products. ASI can provide estimated costs for budgeting purposes.
  - 3. Funding requests should be submitted with a quote for the merchandise from the vendor.

ii. Flyers:

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

e. Equipment:

i. Rentals:

- 1. ASI may fund the full cost of equipment rentals.
- 2. The club must provide a name and contact of a university faculty or staff member who will oversee the rental of the equipment and the safe use of the equipment when on campus.
- 3. Rental equipment agreements must be verified and approved by the University. Clubs must work with CSI to obtain University approval.

- ii. Clubs may borrow ASI-owned equipment upon request, if ASI has the items in inventory and available for use at the time of the event.

f. Fundraisers:

- i. ASI shall fund 70% of expenses when an event is a fundraiser or if the club is charging for attendance/participation (Policy 204, 4.7.2.).
- ii. A report of the total cost of supplies and the total revenue received for the event must be provided to receive reimbursement from ASI.
- iii. Appropriate cash handling and digital sales must be followed. Clubs may receive training and protocol on university accepted procedures through CSI

or Procurement.

g. Travel:

- i. ASI will fund up to 70% of lodging, transportation, and registration fees (Policy 204, 6.4).
  1. Lodging is limited to \$275 per night based on CSU rates and ASI will reimburse 70% of that per night per room.
  2. When the traveler uses their own vehicle, \$0.655 per mile will be used, of which ASI may reimburse 70% of the total mileage.
  3. Airfare reimbursement will be based on coach seating rates.

h. Decorations:

- i. ASI will fund up to a maximum of \$300 for decorations for an event, and in consideration of the overall budget for the event and the estimated student attendance.

i. Admission Tickets:

- i. ASI funds tickets for admission to events at the current discounted rates through ASI's online vendor (e.g., movie tickets, amusement park tickets, etc.) Please refer to the ASI website for a complete list.

- ii. ~~Actual attendance must be documented and provided when submitting receipts for the event and shall include name, Cal State LA email, and CIN. Only tickets used by and purchased for Cal State LA students will be reimbursed.~~

**Commented [PB1]:** This has been removed and incorporated in Funding Policy.