Financial Handbook for Student Leaders

A Guide to Understanding How to Fund and Pay for Programs

The intent of this handbook is to provide student leaders and advisors with access to the information necessary to request funding/payment for student-sponsored programming from the Associated Students, Inc. – the student government of California State University, Fullerton. The information contained herein is best seen as a guide for the novice and ought to be supplemented with direct advisement from ASI Leader & Program Development (Titan Student Union, Room 269) or the ASI Vice President of Finance (Titan Student Union, Room 207). It is important to remember that following the outlined processes does not guarantee funding. It only allows that the request for allocation be processed as efficiently as possible. Student leaders may obtain the forms discussed herein on the Executive Senate page at asi.fullerton.edu/government/executiveSenate.asp

Produced by: ASI Leader & Program Development, Titan Student Union Room 269, 657-278-7736

Corporate Policies, Practices and Interpretations

The following policies and practices represent the most commonly utilized and questioned policies, practices and financial customs of the ASI. Additionally, various sections provide interpretations and intent of said policies, practices and customs. Still other sections refer to standing practices not listed or detailed in writing otherwise. All are part of the standing ASI corporate policies, practices and interpretations meant to be followed by all ASI programs. Be wary, this list is not intended to be inclusive of all policies, practices, customs and interpretations. Therefore, it is necessary when utilizing ASB fees for an event, program or conference that you contact ASI Leader & Program Development (Titan Student Union, Room 269) well in advance to ensure proper planning and compliance.

1. ASI Events Must Be Free and Open – All ASI sponsored events must be free to California State University, Fullerton students (unless specifically stated in the ASI Budget Language). As well, all events must be open to all California State University, Fullerton students. For more information, see ASI Annual Fiscal Budget, *Associated Students Inc. Events Admission Fee Policy*.

2. ASI Funding Not For Classes – All ASI sponsored events must not be connected to any course or academic requirement, except for ASI Research Grants. This statement should be interpreted to mean that ASB fees may not be spent on speakers, lecturers, and/or materials related to the instruction of a course. Additionally, ASI does not fund any registration, fees, tuition, travel costs and/or other related charges for any course, seminar, instruction, and/or workshop which provides academic units (credit).

3. ASI Acknowledgment – All events funded through ASB fees need to acknowledge the funding of the event by the Associated Students, California State University, Fullerton, Incorporated. The ASI logo needs to be included on all printed materials at no less than 5% of the total size of the printed material. On banners, the ASI logo needs to be displayed conspicuously. In order to make compliance easy, the logo can be downloaded from the Executive Senate page of the ASI website. Executive Senate groups need to make mention of the ASI funding by announcement before and after an event. Failure to comply with this policy places the entire Council's or Program's budget in jeopardy. The ASI Board of Directors has implemented a four stage warning system that in the second step begins to freeze the entire Council's or Program's budget. See ASI Policy Statement #207.

4. Collaborative Programming – In some cases, councils and organization may decide to do collaborative programming, which is allowed as long as the partnership is announced and promoted and the funding allocations are transparent.

5. Agendas and Minutes – Groups receiving ASB fees must provide a copy of their agendas and minutes to the ASI Executive Office (Titan Student Union, Room 207) and ASI Leader & Program Development (Titan Student Union, Room 269). The posting of agendas must be in accordance with the Gloria Romero Act and ASI Policy Statement #502. Minutes must be turned in within 2 weeks of the meeting.

6. Secret Ballot Voting –Voting for any group dealing with ASB fees needs to be conspicuous: hand-raising, roll-call, standing, etc. Secret ballot voting is prohibited, including but not limited to voting for elections of officers and funding decisions.

7. Executive Senate – ASI Policy Statement #504 outlines requirements for Executive Senate groups.
   - **a.** Attendance at the biweekly Executive Senate meetings for presidents and chairs. Schedule is available from the ASI Executive Offices.
   - **b.** Attendance at the monthly Financial Officer Caucus meeting during the Executive Senate meeting. Financial Officers submit a monthly written report to the ASI Vice President of Finance at/before these meetings.
   - **c.** Reports
     - **i.** An end of the semester written report to the ASI Executive Vice President and the ASI Board of Directors Chair detailing each expense and/or allocation. See ASI Budget Policies, #11.
     - **ii.** An in person report, accompanied by a written update, to the ASI Board of Directors, twice a semester according to a schedule set by the ASI Executive Vice President. Schedule is available from the ASI Executive Office.

8. Purchasing and Expenditures (Most of the below are contained in full in the ASI Budget Policies and Procedures in the ASI Annual Fiscal Budget publication. Others refer to the applicable ASI Policy Statement. Still others are interpretations or practices and are only referenced herein.)

   - **a.** Purchases over $2500 – Purchases exceeding $2500 require three written bids and must be paid for with a purchase order.

   - **b.** Purchase Orders – There is a 5 business day turn around for purchase orders. So it is important to plan ahead.

   - **c.** Check Requests – Accounting Services processes check requests for ASB fees once a week. Requests need to be in by Tuesday at 12noon to receive a check by Friday at 3pm.

   - **d.** Original Receipts – ASI only reimburses original receipts. Credit card receipts submitted must include the itemized bill. Bank statements, credit card and other like statements are not acceptable. Photocopies or duplicate copies are not permitted. Receipts from “mom & pop” stores need to include a business card with contact information.

   - **e.** Invoices – If an invoice has a balance due, the ASI pays the business directly. An invoice can only be used for reimbursement if it indicates that no balance is due to the business. Invoices must be legitimate and contain the name, address, and phone number of the business.

   - **f.** Expenditures Over $5000 – The ASI Finance Committee and Board of Directors must approve any expenditure, including contracts and purchases, over $5000.

   - **g.** Reimbursing Agency/University Accounts – The ASI does not desire to reimburse payments made from club agency accounts or university accounts.

   - **h.** Office Supplies – Office supplies must be purchased through ASI Leader & Program Development (Titan Student Union, Room 269, 657-278-7736). Office supply purchases through other means are not allowed unless specifically approved by the ASI Vice President of Finance.

i. Catering – All on-campus catering orders (OC Choice or Aramark-Gastronome) must be coordinated through ASI Leader & Program Development (TSU 269, x7736).

j. Clothing and Apparel – Clothing and apparel funding is available only to Executive Senate groups that have the funding explicitly listed in their budgets. ASI funds promotional clothing and apparel at no more than $10.00 per unit, excluding set-up and production costs. ASI Marketing (Titan Student Union, Room 7, 657-278-5869) can assist student organizations in locating vendors. ASB fees cannot fund promotional clothing and apparel for clubs and organizations.

k. Awards, Plaques, and Trophies – The ASI funds awards, plaques, and trophies up to $50.00 per individual award, plaque, or trophy.

l. Gift Cards—In accordance with University Directive #11, the ASI cannot fund gift cards, gift certificates or the like.

m. Graduation Honors – The ASI does not fund the purchase of graduation related chords, sashes, ribbons, medals or any other type of honorific.

n. Printing/Photocopying – ASI does not fund printing/duplication costs at more than the stated rates from Digital Print Services, a university department.

o. Flyers – ASI does not fund flyers promoting club meetings and/or the recruitment of members. However, ASI may fund flyers promoting events.

p. Daily Titan – ASB fees cannot be used for advertisements in the Daily Titan unless specifically approved by the ASI Vice President of Finance.

q. Non-Consumable Items – Occasionally, clubs request to purchase non-consumable items with ASB fees from an Executive Senate group. Prior to entertaining such a request the Financial Officer of the Executive Senate group must meet with the ASI VP of Finance (TSU 207, 657-278-3295) to discuss the appropriateness of the allocation and the ultimate disposition of the property. Typically, the equipment remains the property of the ASI. See ASI Policy Statement #206.

r. Alcoholic Beverages – In accordance with ASI Policy Statement #209, ASB fees cannot be used for the purchase of alcoholic beverages.

s. Inflatables—Groups planning to fund/use inflatables must contact ASI Leader & Program Development to discuss the nature and appropriateness of the proposal and the risk management procedures that will apply.

t. Computer Equipment & Websites – The ASI does not purchase computers or networking equipment for clubs. Additionally, the ASI does not pay to maintain or to create any website other than its corporate one.

u. Retreats—ASI does not fund off-campus retreats for Executive Senate groups. However, ASI does provide funds for Executive Senate groups to hold retreats, training session and planning sessions on campus.

v. Banquets – Executive Senate groups may spend a maximum of $250 of student fees for a banquet or year-end event for their council/group members as long as it has been provided for in the approved budget. Any exceptions must be approved by the ASI Vice President of Finance. The ASI does not fund banquets or year-end events for individual clubs and organizations. Banquets or banquet-like events are not to be funded. For more information,

contact ASI Leader & Program Development (TSU 269, 657-278-7736).

w. Outreach – The ASI does not provide fees for clubs or organizations to sponsor outreach events with the purpose of recruiting potential students to elementary, middle, high school or community college students.

x. Fundraising/Donations -- Executive Senate groups are not permitted to use ASB fees for fundraising activities, and/or to provide ASB fees to clubs to donate and/or support any charity, charitable event, or philanthropy. The ASI Board of Directors reserves the right to make all decisions regarding donating student fees to charitable events and/or philanthropies, see ASI Policy Statement #208.

y. Professional Organization Membership –ASB fees cannot pay for any individual's personal membership or dues to professional organizations.

- **i.** If the cost of a conference includes an individual membership and the individual membership is not itemized, then the individual membership is allowed as it cannot be separated out. Proof is required that the cost of the individual membership is included and cannot be itemized.
- **ii.** If the cost of a conference includes an individual membership and the individual membership is itemized, then the individual membership is disallowed as it is listed as a separate charge.
- **iii.** If the cost of the conference is less expensive for members, then the Executive Senate group may fund the lesser amount and hold the student requestor responsible for the difference or the Executive Senate group may fund the higher registration cost.

9. Programming, Contracts, Risk Management

a. Contracting Services – In the implementation of programs and events, it is often necessary to contract with performers, speakers, and other businesses.

- **i.** Contracting incurs a financial and legal liability to the parties involved.
- **ii.** The ASI Board of Directors has delegated the authority to enter into contracts only to the ASI Executive Director.
- **iii.** Contracts for events and programs utilizing ASB fees must be presented to ASI Leader & Program Development (Titan Student Union, Room 269) and finalized (signed by both parties) ***at least two week prior*** to the event.
- **iv.** Failure to do so, results in the contract not being valid between ASI and the contractor. ***Thus the liability falls to the individual student who verbally agreed to the payment for services.***

b. Event Insurance/Risk Management – Most events funded by ASB fees are covered under the ASI corporate insurance. Oftentimes though, an insurance policy endorsement is needed from a service provider. In such situations, ASI Leader & Program Development (Titan Student Union, Room 269, 657-278-7736) needs to be in receipt of such a statement ***at least one week prior*** to the event. Student leaders should contact the office well in advance of a program to ascertain if such a statement is needed or if additional insurance needs to be purchased. The minimum required insurance is as follows:

- **i.** Proof of Vehicle Insurance
- **ii.** Proof of Worker's Compensation Coverage
- **iii.** $2 million per incidence
- **iv.** $2 million aggregate
- **v.** Endorsement with wording: "The Associated Students, California State University, Fullerton, Inc.; the State of California; the Trustees of the California State University; California State University, Fullerton; and all of their several officers, agents, volunteers and employees are named as additional insured. This insurance policy will not be modified,

changed or cancelled without thirty (30) days prior written notice to said Associated Students, California State University, Fullerton, Inc., to the State of California, and to the Board of Trustees of the California State University. The Associated Students, California State University, Fullerton, Inc., and the State of California are not liable for the payment of premiums or assessments on this policy. "

c. Off-Campus Events – In accordance with ASI Board of Directors policy, events funded by ASB fees are to be held on campus. In extraordinary situations, groups can request an exception from the ASI Finance Committee and Board of Directors. The process is as follows:

- **i.** First complete the ASI Off-Campus Approval Form, available on the Executive Senate webpage or from the ASI Vice President of Finance (Titan Student Union, Room 207, 657-278-3295).
- **ii.** Next, the event must be reviewed by ASI Leader & Program Development (Titan Student Union, Room 269, 657-278-7736). ASI Leader & Program Development may need to conduct a walk-through of the facility prior to the ASI Finance Committee meeting to ensure that the facility meets current risk management standards.
- **iii.** The group next meets with the ASI VP of Finance and requests to be scheduled at an ASI Finance Committee meeting. The ASI Finance Committee reviews the request to be forwarded to the ASI Board of Directors.
- **iv.** Finally, the group needs to obtain the approval of the ASI Board of Directors.
- **v.** Organizations should begin the process well in advance of the event. THERE IS A MINIMUM 4 WEEK ADVANCE REQUIRED.

10. Titan Student Union Policies – The Titan Student Union maintains a set of policies for use of the TSU. The policies are covered during the online Blue Prints training required for making on-campus reservations (contact Student Life & Leadership or the University Conference Center for more details about Blue Prints training).

a. Impacted Event Attendance Policy – The Titan Student Union utilizes the University's impacted attendance policy, which limits attendees to student organization parties to Cal State Fullerton students and their guests with appropriate school identification. Details of this policy are explained in Blue Prints training (contact Student Life & Leadership or the University Conference Center for more details about Blue Prints training).

11. Travel, Conferences and Driving (Budget Policies and Procedures in the ASI Annual Fiscal Budget publication, as well as the ASI Policy Statements outlined herein.)

a. Conference/Travel Funding Policy: ASI policy states that individuals may receive up to $500 for travel per fiscal year. The Finance Committee shall entertain requests for exceptions to this travel policy for any proposal approved by a funding council. All decisions made by the Finance Committee are final.

b. Clubs/Organizations may receive up to $500 total per organization per fiscal year for the student or students representing their organization when such representation is a requirement to maintain membership in their national organization. The amount allocated for this travel will not be included in the $500 for travel per fiscal year that any of these students may receive individually.

c. International Travel – ASI does not fund international travel.

d. Per Diem – ASI does not fund per diems (e.g., meals and other miscellaneous expenses) for student travel.

e. Travel Advance: For student travel funded with ASB fees through an Executive Senate group, the ASI only advances costs related to

conference registration and pays those costs directly to the conference organizer.

f. Travel Reimbursement – In order to be reimbursed for travel, the ASI requires that student meets all necessary requirements of travel, including, but not limited to:
- **i.** Executive Senate Travel Request
- **ii.** Delegate Contract Form
- **iii.** University Travel Requirements
- **iv.** Conference Attendance Report
- **v.** If applicable, Authorization to Use Privately Owned/Rental Vehicle Form
- **vi.** Original tickets and boarding passes
- **vii.** Original receipts for travel, lodging and registration

g. Executive Senate Travel Request – ASI requires that students requesting travel funding complete the Executive Senate Travel Request form and submit it with their proposal.

h. Delegate Contract – ASI requires that all students traveling complete the Delegate Contract form and submit it to the group's advisor. See ASI Policy Statement #212. The form is available on the ASI Executive Senate website.

i. University Travel Requirements – The University requires that students traveling to conferences complete certain paperwork. Students should work with their advisor or Assistant Dean for details.

j. Conference Attendance Report – In accordance with ASI Policy Statement #212, each student receiving funding for conference attendance must provide both a written and in person report on the conference.
- **i.** In Person – Students present a seminar to their academic unit/student organization which outlines information gathered at the conference that is pertinent to other students in their major/student organization, within 15 days of their return from the conference. The date, time, and place that this presentation takes place will be provided to the funding council in writing at the initial request for funding.
- **ii.** Written Report – Students submit a written report that is a minimum of 350 words summarizing:
  - (1) the topics/panels/speakers attended and what was learned from them;
  - (2) what will be brought back to the university by the student,
  - (3) how CSUF and ASI benefit from the student's attendance at the conference.
  - (4) The paper must be turned in to ASI Leader & Program Development (Titan Student Union, Room 269, 657-278-7736) by the presentation date.

k. Lodging - The ASI does not fund the rental of a private rental property

l. Travel by Personal or Rental Vehicle
- **i.** Use of Personal Vehicles – Students sometimes choose to utilize their personal vehicles in preparing for an event or to travel to a conference. As this use has the potential to create a liability for the ASI, a few guidelines must be observed.
  - (1) All students who are funded to drive must pass the university's defensive driving on-line class.
  - (2) All travel must originate and conclude on campus.
  - (3) Any student who uses his/her personal vehicle must complete the Authorization to use Privately Owned/Rented Vehicle Form and provide a photocopy of his/her driver's license and current automobile insurance to ASI Leader & Program Development (Titan Student Union, Room 269, 657-278-7736). This form is available on the ASI Executive Senate website.
  - (4) If funded, ASI reimburses mileage up to the rate set by the State of California.

(5) Student leaders from ASI Governance & Programming who choose to use their personal vehicles must pass a defensive driving program and enroll in the DMV pull program.

ii. Use of Rental Vehicles – When students are using ASB fees to rent a vehicle, a few guidelines need to be observed
(1) All students who are funded to drive must pass the university's defensive driving on-line class.
(2) All travel must originate and conclude on campus.
(3) Any student who uses a rental vehicle must complete the Authorization to use Privately Owned/Rented Vehicle Form and provide a photocopy of his/her driver's license and current automobile insurance to ASI Leader & Program Development (Titan Student Union, Room 269, 657-278-7736). This form is available on the ASI Executive Senate website.
(4) ASI requires that the insurance provided by the rental agency be purchased.
(5) Due to safety concerns, the ASI does not allow the rental of larger vehicles, e.g. passenger vans bigger than a minivan, large SUVs (Expedition, Escalade).
(6) If funded, ASI reimburses gas with original receipts. Mileage is not reimbursed for rental vehicles.

iii. Area Limitation for Driving – The ASI does not fund individuals to drive to outside of the following area: to the North, San Francisco Bay Area; to the East, Phoenix/Tucson; and to the South, San Diego.

m. Other Modes of Travel
i. Air Travel – ASI has requirements relating to reimbursement for air travel.
(1) Only coach class travel is reimbursed.
(2) Original boarding passes for each leg of the trip and tickets must be submitted with original purchase receipts for reimbursement.
ii. Train or Coach Bus Travel – ASI has requirements relating to reimbursement for train or bus travel.
(1) Only coach class travel is reimbursed.
(2) Original boarding passes for each leg of the trip and tickets must be submitted with original purchase receipts for reimbursement. Punched ticket stubs are also accepted.
iii. Public Transportation – Original receipts are required.
iv. Taxi – Original signed receipts are required.

n. Line Item Transfers Involving 8077 Line – In accordance with ASI Policy Statement #211 and Budget Policy #17,
i. Line-item transfers into Travel will not be considered by the Board of Directors before March 15 of the current fiscal year.
ii. Transfers shall not exceed 15% of the current fiscal year's allocated Travel budget.
iii. The ASI Finance Committee and the ASI Board of Directors must approve any line-item transfer into the travel line item. For transfers under $500, the request only needs to go to the ASI Finance Committee.

How to Pay for an Event

General Instructions – Once an event or program has been approved for funding, several steps need to be taken in order to process the spending of the funds. It is important to ensure that all steps and forms are followed carefully as it may delay the processing of payments. All forms need to be authorized by both the funding body's Financial Officer and the Director, ASI Leader & Program Development or designee.

1. ***Check Requisition Form*** – – For most transactions, a check requisition form is used. An electronic version of the check requisition can be found on the Executive Senate webpage. The Financial Officer of the

council fills out the form. Check requests need to be complete for the Accounting Office in order to process. **HANDWRITTEN FORMS ARE NOT ACCEPTED.** Here are a few requirements and guidelines:

a) It is important that the form contain the *Action Number*, the budget number and the amount approved by the ICC or the amount approved by the ASI Board of Directors for funded councils.
b) Name and telephone number of requestor.
c) Name of payee. For students, please include CWID.
d) Mailing address of payee.
e) Payee's phone number.
f) Account to be charged (should be an eight digit number ####-####) and related dollar amount(s).
g) **The amount paid out may be less than approved, but cannot be more.** If the amount is more than approved, a new request for funding needs to be made to the funding body.
h) Invoice number if applicable.
i) Description of disbursement - list, provide detail about expense, who, what, where & why.
j) Signatures
    1. The Chair or Financial Officer signs as the Program Director
    2. The Director, ASI Leader & Program Development (or appropriate L&PD Coordinator) signs as the advisor.
k) For multiple receipts/invoices, attach adding machine tape to support total check amount.
l) Supporting documentation needs to be originals.
    1. If a copy, fax or internet print-out is provided, certifications by ASI Leader & Program Development are done.
    2. Statements, packing slips, credit card and ATM slips are ***not valid*** supporting documentation and require certifications.
    3. Payment for services of an individual (i.e. performers, speakers, honorariums) requires a Standard Agreement Form and a W-9 Form to be attached to the check request. For non-resident payees, an IRS W-8 Form should be attached in lieu of the IRS W-9.
        i. For non-resident speakers, all international guest forms must be completed.
        ii. Both of these forms are available electronically on the Executive Senate webpage
m) All travel related expenses must be recorded on a Travel Expense Form for student travel over $500.
n) Payment for completed airline travel requires an applicable boarding pass or certification.
o) Funds must be available in order to process the check request. If in doubt contact ASI Accounting Services for current balances.
p) Indicate disbursement preference (i.e. mail/hold for pick-up/deposit). If not specified, check will be mailed.
q) Use tax will be added to the check request for purchases from an out-of-state vendor that did not charge applicable sales tax.
r) Complete check requests received in the Accounting Office by noon on Tuesday will be available for pick-up at 3:00pm on Friday.
s) Late submissions will not be processed until the following week.
t) Incomplete check requests will be returned to ASI Leader & Program Development and by extension the Executive Senate group for follow-up and correction.

2. ***Purchase Order Requisition Form*** – This form is used to create a purchase order. A purchase order is a contract between the ASI and a vendor which tells a vendor that ASI promises to make payment upon the receipt of an invoice. The form needs to be completed in detail along with the account number(s), the payee's information, and a detail of the items to be purchased with the prices listed. Prior to submitting the form to the ASI Accounting Office, it is authorized by the funding body's Financial Officer and ASI Leader & Program Development. Upon receipt, the ASI Accounting Office obtains authorization from the Vice President of Finance and the Executive Director. Then, the ASI Accounting Office issues a purchase order, which is a record of the purchase with a "purchase order number" listed on it. The purchase order is then sent to the vendor, who in turn

sends the merchandise ordered with a bill. The bill then is approved for payment by the requestor and the ASI Accounting Office issues a check for payment. Most businesses accept purchase orders. There is a five (5) day turn around for purchase orders.

3. ***Standard Agreement Form (Standard Contract)*** – The Standard Agreement Form, standard contract, is the only means for contracting a performer or lecturer that is funded by one of the ASI funding bodies. Therefore, the form must be completed well prior to the event. The Standard Agreement Form authorizes payment for a service. A service may be a lecture, a musical performance, a comedic performance, etc. **HANDWRITTEN FORMS ARE NOT ACCEPTED.** The steps to using the *Standard Agreement Form* are as follows:
   Fill in all appropriate information on the form:
   - Section 2 must list the name and contact phone number of the student who is coordinating the event. This name is used for any clarification of the information contained in the agreement.
   - The service title, date, time, location, and price. Any exceptions, save a lowering of the price, need to be addressed as a new proposal to the funding body.
   - The "load-in/load-out" time is the time the lecturer or performer should arrive to set up and the time the lecturer or performer should have all equipment off the premises.
   - "Number of sets" usually refers to artistic performances in which a performer may perform for a certain amount of time, take a rest, then perform again. "Set length" is simply how long the set is. For most events, there is one set. The set length then becomes the amount of time the performer or lecturer has agreed to perform.
   - Section 8 refers to performers or speakers from outside of California who are receiving more than $1,500.00 in compensation as the ASI is required to withhold state taxes.
   - Fill in the lecturer/performer's name and address at the bottom of the form.
   - The contractor should complete an IRS W-9 Form. For non-resident payees, an IRS W-8 Form needs to be submitted in lieu of the IRS W-9 Form.
   - *Signature of Contractor:* The completed form should be sent to the contractor (lecturer, performer) for his/her signature **FIRST**. Faxed signatures are acceptable. Remember that a W-9 Form needs to be completed.
   - *Authorization:* Once signed by the contractor, the Financial Officer of the council providing the funding should forward the contract to ASI Leader & Program Development (TSU-269) for approval and signature.
   - *Copy:* A copy of the dually-signed contract is forwarded to the contractor.
   - *Payment:* Once the form has been signed by the lecturer/performer, a *Check Requisition Form* must be processed so that a check is ready for the lecturer/performer at the time of the event. The *Standard Agreement Form* contractually obligates ASI and in turn the student organization to have payment for the lecturer/performer immediately after the event. It is therefore necessary for the entire process to be completed at least one week prior to the event.
   - ***Caveat:*** Standard Agreement Forms presented for signature after the event are not paid for by the ASI. The financial liability rests with the student arranging the event. The ASI assumes no liability for any event in which the contract is not properly executed prior to the event date. For a contract to be properly executed, it must have been signed by both parties prior to the event and with both parties having received a copy of the contract with both signatures.