Associated Students, CSUF, Inc.
Annual Budget Policies

All programs and services receiving ASI funding are encouraged to become familiar with ASI Policies, Procedures, and Budget Language regulating the expenditures of ASI fees. Non-compliance with these policies may result in the withholding of ASI funds.

1. ASI shall reimburse for mileage. Drivers must complete necessary paperwork prior to departure in order to receive reimbursement. ASI shall not reimburse any group or individual for mileage traveled between home and campus.

2. ASI shall not fund t-shirts—including shirt set-up and production costs—at more than $10 per shirt. Such t-shirts are for the promotion of ASI, its councils, and programs. Money shall not be spent on t-shirts for individual clubs and organizations.

3. ASI shall not fund regular copy costs at more than $0.05 per copy.

4. Executive Senate organizations may spend a maximum of $250 of student fees for a banquet or year-end event for members of the particular council or program. This figure does not include awards for members. ASI shall not fund banquets or year-end events for individual clubs and organizations.

5. ASI shall not fund clubs for the following: flyers to promote club meetings, computers, network equipment, website design, website maintenance, outreach events, and anything related to a course requirement.

6. No organization may advertise in the Daily Titan other than in the classified section without prior approval from the ASI Vice of President of Finance.

7. All programs must order office supplies through the Administrative Offices, TSU-218. Organizations failing to do so will not be reimbursed. The ASI Vice President of Finance must approve exceptions prior to purchase.

8. The Director of Leader & Program Development, or the ASI Executive Director, must sign all contracts before making commitments for events.

9. ASI shall not fund University Programs and Departments in its annual budget, with the exception of University Athletics, the Irvine Campus, and the Arboretum.

10. Executive Senate organizations shall file a Budget Expense Report with the ASI Vice President of Finance at the first monthly meeting of the Executive Senate. The ASI Vice President of Finance may freeze the budget of an organization that fails to submit such a
11. All Councils and Programs must submit a written report to the Executive Vice President and Chair of the Board of Directors at the end of each semester detailing any approved allocations in either Contracts/Fees/Rentals or Travel. This report must contain a summary statement explaining how ASI funds were used for each proposal. The ASI Vice President of Finance may freeze the budget of a program or council that fails to submit such a report. Reinstatement of allocated funds shall occur with approval from the Finance Committee and the Board of Directors.

12. Funding for student travel shall abide by the following criteria:

   A. 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. Travel meals shall not be funded, unless travel occurs for official ASI business.

   D. Funds allocated by the Titan Student Centers Governing Board shall abide by this policy. Registration fees for the ACUI Regional and National conference shall not apply to the $500 limit.

   E. The Board of Directors may make exceptions to this policy through Budget Language or a majority vote of the Board.

13. Awards, plaques, and trophies shall be limited to $35 per award. This policy may be waived by the ASI Vice President of Finance.

14. The Titan Student Centers operating budget shall follow these policies. The Titan Student Union Director shall report to the Board of Directors quarterly on the activities and programs of the Titan Student Union and Student Recreation Center.

15. For Executive Senate:

   A. Member organizations may not receive ASI funding from more than one source per event.
B. The Finance Committee and the Board of Directors must approve any contract equal to or greater than $3,000.

C. All funded events must be open to all CSUF students.

D. All programmed events must be held on campus, unless approved by the Finance Committee and the Board of Directors.

E. ASI sponsorship shall be announced before and after every event.

16. Travel Funding Line-Item Regulation

A. Line-item transfers into Travel will not be considered by the Board of Directors before March 15 of the current fiscal year.

B. Transfers shall not exceed 15% of the current fiscal year’s allocated Travel budget.
Associated Students, CSUF, Inc.
Annual Budget Guidelines

The Associated Students, CSUF, Inc. strives to create and maintain high-quality programs that provide students with opportunities to participate in campus life and to enhance their educational experience. By providing these programs, Associated Students, CSUF, Inc. hopes to facilitate connections and partnerships within the campus community, draw students together to empower their voice, and create a sense of campus community.

To assist any person or program in making a budget request, the following funding criteria and procedures have been established. The Finance Committee will use these criteria as a framework for reviewing and evaluating budget requests.

1. The individual or groups requesting funds must present a reasonable case for representing CSUF student interests or concerns.
2. The amount of the funding request must be compatible with the objectives of the program.
3. Funding for the program must provide outcomes that are consistent with the objectives established by the ASI Board of Directors.
4. Funding of the program must be consistent with the legal and fiscal obligations of ASI.
5. Funding of the program must be consistent with policies established by CSUF.

To determine which proposals will receive funds and to what extent, the ASI Finance Committee will review each eligible proposal using the following criteria:

1. Is this an existing ASI program?
2. Does this program provide students with an educational/entertainment opportunity not available in the classroom? To what degree?
3. Does this proposal meet a need not currently met by any existing program?
4. Does this program complement any existing program?
5. Does this program meet an existing need in an innovative way?
6. Is this program student run?
7. How many students does this program involve (organizational leadership)?
8. How many students does this program reach (program effect)?
9. Does this program co-sponsor events with other programs, whether or not it receives funds from ASI?
10. Does this program have the potential to raise partial/full support on its own?

Each program will be granted a maximum of 10 minutes to present its request to the Finance Committee. Because the purpose of this portion in the budget process is to clarify and explain the written request, it is advisable that you use this time for that purpose. Please do not simply re-read your request, but expand upon your program’s needs for ASI funds. This time period will also be used for questions and answers.

The Finance Committee members will not debate your request during the budget hearings.
Associated Students, CSUF, Inc.  
Annual Budget Request Format

To allow better evaluation of your proposal, please include the following information in your budget request.

I. General Information
   A. Briefly describe your program, including its statement of purpose.
   B. Describe the history of your program and any on-campus events that your program hosts.
   C. List the specific and measurable goals that your program will achieve by the end of the 2012-2013 fiscal year.

II. Organizational Structure
   A. Who is involved with your program?
      1. List the names of the individuals holding leadership positions, their leadership title, and the on-campus phone numbers at which they may be reached. Place an asterisk by the names of those individuals who receive student leadership awards from ASI.
      2. What is the overall student participation in your program?
      3. What is the overall faculty, staff, and administration participation?
   B. Discuss the structure and function of your program this current fiscal year (2011-2012).
   C. List the advisor(s) to your program and the on-campus phone numbers at which they may be reached.

III. Activities
   A. List activities and events sponsored by your program this current fiscal year, and state how many students attended the activities. If the activity has not yet taken place, state how many students are expected to attend.
   B. Specify how students and other members of the campus community benefit from your program. Comment on the educational, cultural, recreational, and entertainment values. *It is extremely important to answer this question thoroughly.*
   C. Briefly describe your publicity, promotional, and recruitment techniques.
IV. Funding Alternatives
   A. Clearly indicate how your program would be affected if it received less funding.
   B. Has your program attempted to generate funding from any of the following sources (please explain): University or departmental funding, Instructionally Related Activities funding, fund-raisers, in-kind donations, or community support?

V. Funds Requested
   A. Clearly and precisely demonstrate a breakdown of the expenses related to your proposal. If you will be including revenue other than ASI fees in your program, you must consult with the ASI Vice President of Finance before submitting your budget request.

VI. Additional Information
   A. You may include other information vital to your request, such as letters of recommendation, media reporting on your activities or events, photographs, and the like.