

Associated Students Inc.



Finance Committee

Thu Apr 6, 2023 1:15 PM - 2:30 PM PDT

1. Call to Order

Jenna Wong, called the meeting to order at 1:17 pm.

2. Roll Call

Members Present: Arellano, Fox, Wong

Members Absent: Austin


Liaisons Present: Diaz, Nettles

Liaisons Absent: Kelley (E)


According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.


** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

 **(Fox-m/Arellano-s) A motion was approved by unanimous consent to excuse the absence of Member Kelley due to university business.**

3. Approval of Agenda

 **(Arellano-m/Fox-s) The amended agenda was approved by unanimous consent. Item 8b - amount changed to \$2,182**

4. Approval of Minutes

 **(Arellano-m/Fox-s) The March 23, 2023 Finance Committee Meeting Minutes have been approved by unanimous consent.**

a. 03/23/2023 Meeting Minutes

5. Public Speakers
Members of the public may address Finance Committee members on any item appearing on this posted agenda.

None.

6. Reports

a. Chair

Wong, Finance Committee Chair, did not have a report.

b. Director of Student Government

Nettes, Director of Student Government, did not provide a report.

7. Unfinished Business

a. None.

8. New Business

a. Action: Line Item Transfer - Natural Sciences & Mathematics ICC

FIN 010 22/23 (Fox-m/Arellano-s) A motion was made and seconded to approve a Line Item Transfer request for Natural Sciences and Mathematics InterClub Council in the amount of \$6,000 from 037B-8077 Travel, to 037B-8047 Hospitality.

Wong yielded the floor to Nettes to discuss. Nettes shared that per ASI Policy, any line-item transfers over \$1,000 and in or out of travel requires approval by the ASI Finance Committee.

Wong opened the floor to questions. There were no questions.

Wong opened the floor to discussion. There were no points of discussion.

Wong asked if there were any objections to going to a roll call vote. There were no objections.

FIN 010 22/23 (Fox-m/Arellano-s) Roll Call Vote: 3-0-0 The motion approving the Resolution to approve the Line Item Transfer from Natural Sciences & Mathematics ICC for \$6,000 has been adopted.

b. Action: Contingency Request - Nigerian Student Association

FIN 011 22/23 (Arellano-m/Fox-s) A motion was made and seconded to approve a contingency request from Nigerian Student Association for \$2,182 for hospitality and professional services.

Wong yielded the floor to Nettes to discuss.

Wong invited Seyi Alli to present their funding request for Taste of Naija, which was for hospitality and professional services as outlined in the documentation.

Wong opened the floor to questions.

Diaz asked about the length of the event. Alli shared that the event is from 6-8pm.

Wong opened the floor to discussion.

Diaz shared that the event seemed like a good idea and that they were planning

events/opportunities well for their first year on campus.

Wong noted that the club is on a good trajectory to providing events and programs for their community.

Wong asked if there were any objections to moving to a roll call vote. There were no objections.

FIN 011 22/23 (Arellano-m/Fox-s) Roll Call Vote: 3-0-0 The motion approving the Resolution to approve the Contingency Request from Nigerian Student Association for \$1,732 has been adopted.

c. Action: Contingency Request - CSUF Fullertones

FIN 012 22/23 (Arellano-m/Fox-s) A motion was made and seconded to approve a contingency request from CSUF Fullertones for \$4,040 for rentals for special events and supplies.

Wong yielded the floor to Nettles to discuss.

The student leaders from CSUF Fullertones shared the details of their request as outlined in the documentation.

Wong opened the floor to questions.

Nettles asked about the date of the event. Manuel shared that the event was April 29th.

Diaz asked about the number of members in the group as well as the members performing. Manuel shared that all 16 members are performing.

Wong opened the floor to discussion.

Diaz shared the expensive nature of the equipment being requested for this performance.

Wong asked if there were any objections to going to a roll call vote. There were no objections.

FIN 012 22/23 (Arellano-m/Fox-s) Roll Call Vote: 3-0-0 The motion approving the Resolution to approve the Contingency Request from CSUF Fullertones for \$4,040 has been adopted.

d. Action: Contingency Request - Sports Club Inter-Club Council

FIN 013 22/23 (Arellano-m/Fox-s) A motion was made and seconded to approve a contingency request from Sports Club Inter-Club Council for \$1,200 for rentals for funding rentals for special events.

Wong yielded the floor to SCICC Chair to present the item. The SCICC Chair shared the details of their request as outlined in the documentation and noted the need for rental of off-campus facilities for teams like ice hockey and roller hockey. Without funding support, teams will have to increase dues for their practices and meets. Three new clubs (Esports, Badminton and Women's Baseball) were added to the council this year and the chair highlighted the growth and success of all of the teams for this year.

Wong opened the floor to questions. Diaz asked about the line-items.

Wong opened the floor to discussion.

Nettes thanked the work of the SCICC chair for the last two years with rebuilding the Sports Club community since returning to campus. Arellano shared her experience with supporting the teams and seeing their commitment. Diaz noted the amount of support the teams give back to the community in service, the growing demand across the teams like esports and the entire council's continued success. Fox noted the philanthropic aspect of the IC to receive funding.

Wong asked if there were any objections to moving to a roll call vote. There were no objections.

FIN 013 22/23 (Arellano-m/Fox-s) Roll Call Vote: 3-0-0 The motion approving the Resolution to approve the Contingency Request from Sports Club Inter-Club Council for \$1,200 has been adopted.

e. Discussion: Policy Concerning Funding Provided to Students and Student Organizations

The Committee will review and discuss the policy concerning funding provided to students and student organizations.

Wong yielded the floor to Nettes to discuss.

Nettles provided an overview of the policy and recommended revisions to consider in the future.

Wong opened the floor to questions and discussion.

9. Announcements/Member's Privilege

None.

10. Adjournment

Jenna Wong, Chair, adjourned the meeting at 2:14 pm.

Jenna Maree Wong

Jenna Wong, Chair

Susan Collins

Susan Collins, Recording Secretary



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION APPROVING A LINE ITEM TRANSFER – NATURAL SCIENCES AND MATHEMATICS INTERCLUB COUNCIL

Sponsors: Jenna Maree Wong

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

WHEREAS, per policy, any line-item transfer to or from a funded or funding organization's travel line item in excess of \$1,000 must be approved by the Finance Committee; and

WHEREAS, Natural Sciences and Mathematics Interclub Council has requested a line-item transfer of \$6,000 from 037B-8077 Travel to 037B to 8047: Hospitality; and

WHEREAS, Natural Sciences and Mathematics Interclub Council have more requests for events to increase member engagement and opportunities would like to ensure adequate funds to cover club programming for the remainder of the academic year; therefore let it be

RESOLVED, ASI approves the line-item transfer request for Natural Sciences and Mathematics Interclub Council has requested a line-item transfer of \$6,000 from 037B-8077 Travel to 037B to 8047: Hospitality; and let it be finally

RESOLVED, that this Resolution be distributed to applicable ASI departments and staff.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the eighteenth day of April in the year two thousand and twenty-three.



Isabella Galvan
Chair, Board of Directors

Ramón Aquino
Secretary, Board of Directors

Nettles, Asha

From: Wufoo <no-reply@wufoo.com>
Sent: Monday, March 20, 2023 3:41 PM
To: Nettles, Asha
Subject: [External] ASI Contingency Funding Request 2022-2023 [#5]

External Email Use Caution and Confirm Sender

Name *	Seyi Alli
Group/Organization you represent: *	Nigerian Student Association
Email *	
Phone Number *	
Total Amount of Contingency Request *	\$1,731.14
What is your contingency request for? *	For a specific program or event
Describe your program/event. *	Taste of Naija is an event that centers around bringing Nigerian culture to Fullerton and we will be having a variety of Nigerian dishes as well as music and games. Essentially, we will give everyone a taste of what Nigerian culture is. We plan to hold the event at the SRC Lawn on April 24th.
Specify the purpose/objective of your program/event. *	To have a safe space that allows everyone to enjoy themselves and indulge in Nigerian culture. Also, allow people ability to socialize and network with fellow students and professionals. Additionally, enjoy wonderful afrobeats and Nigerian music. Most importantly, enjoy Nigerian dishes.
Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance and marketing costs) and the total event budget. *	Food provided by Mama Wales: \$1481.14 Music provided by DJ Nice: \$250 Total cost of event: \$1731.14
If applicable, list other organizations' contributions to this event, including your own. *	We will be possibly buying additional supplies for the food such as plates and utensils. We will also be receiving additional help from BSU, as we are under their umbrella organization.

Estimate the expected attendance and identify your target audience for the event.
– If reoccurring, state the attendance and success of recent events. *

Our target audience is Nigerian students and also anyone who is interested in learning about Nigerian culture. We expect to have around 100 people in attendance as we have our members and members from neighboring NSAs expected to be in attendance.

For ASI Executive Senate groups, ASI Programs or ASI Departments, specify the budget line item number(s), corresponding name(s) and amount(s) where this funding will go, if approved.
– e.g., 0001–8074, Contracts/Fees/Rentals, \$2,500 *

\$1481.14 will go under 8047: Hospitality
\$250 will go under Speakers (Events, Retreats, Conferences)

Attach your PowerPoint presentation. *



Nigerian Student Association Contingency Request

Taste of Naija, April 24, 2023

What is Taste of Naija?

Taste of Naija is an event that centers around bringing Nigerian culture to Fullerton and we will be having a variety of Nigerian dishes as well as music and games. Essentially, we will give everyone a taste of what Nigerian culture is. We plan to hold the event at the SRC Lawn on April 24th.



Objective of Taste of Naija

- To have a safe space that allows everyone to enjoy themselves and indulge in Nigerian culture
 - Allow people ability to socialize and network with fellow students and professionals
 - Enjoy wonderful afrobeats and Nigerian music
 - Most importantly enjoy Nigerian dishes
- 

Outcomes of Taste of Naija

- This will be our club's biggest event of the year and this will bring more exposure to our club
- Gives people on our campus the opportunity to explore outside of their own culture
- Gives Nigerians on campus a place to enjoy themselves and also give our friends a chance to indulge in our culture



Target Audience & Expected Attendance

Our target audience is Nigerian students and also anyone who is interested in learning about Nigerian culture. We expect to have around 100 people in attendance as we have our members and members from neighboring NSAs expected to be in attendance.



Finance Explanation

Funds requested: \$1731.14

Food provided by Mama Wales: \$1481.14

Music provided by DJ Nice: \$250

Total cost of event: \$1731.14

Allocation of Funds:

\$1481.14 will go under 8047: Hospitality

\$250 will go under Speakers (Events, Retreats, Conferences)



Thank you for your time !

Please contact nsacsuf@gmail.com for any questions regarding this request.



Nigerian Student Association Contingency Request


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- Gives people on our campus the opportunity to explore outside of their own culture
- Gives Nigerians on campus a place to enjoy themselves and also give our friends a chance to indulge in our culture



Target Audience & Expected Attendance

Our target audience is Nigerian students and also anyone who is interested in learning about Nigerian culture. We expect to have around 100 people in attendance as we have our members and members from neighboring NSAs expected to be in attendance.



Finance Explanation

Funds requested: \$2,181.14

Food and packaging provided by Mama Wales: \$1,931.14

Music provided by DJ Nice: \$250

Total cost of event: \$2,181.14

Allocation of Funds:

\$1,931.14 will go under 8047: Hospitality

\$250 will go under Speakers (Events, Retreats, Conferences)



Thank you for your time !



Please contact nsacsuf@gmail.com for any questions regarding this request.



Nettles, Asha

From: Wufoo <no-reply@wufoo.com>
Sent: Wednesday, March 29, 2023 2:12 PM
To: Nettles, Asha
Subject: [External] ASI Contingency Funding Request 2022-2023 [#6]

External Email Use Caution and Confirm Sender

Name *	Manuel Sanchez
Group/Organization you represent: *	CSUF FullerTones
Email *	
Phone Number *	
Total Amount of Contingency Request *	\$4,040.00
What is your contingency request for? *	For a specific program or event
Describe your program/event. *	Our concert is an event that is held every semester. Our group prepares a set list of a cappella songs during the semester to be able to perform in front of an audience. We invite CSUF students, family, and friends to watch us perform multiple songs.
Specify the purpose/objective of your program/event. *	Music is a gateway to the soul; it allows us to connect with our emotions, memories, hopes, and others. We strive to perform as a means to connect with the community at CSUF and foster the strengths and resilience of community members. Representation matters, and our group consists of many diverse and marginalized identities. For example, more than half of our members are a part of the LGBTQ+ community, and most of our members are part of ethnic minorities.
Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance and marketing costs) and the total event budget. *	Wireless Microphone kit (Price: \$1,440.00 Includes: 16 Microphones, Wireless Transmitter, and Receiver Kit.), sound system (Price: \$1,800.00 Includes: 2 mains w/subs, 2 side-fills, 6 personal monitors, and 1 cable kit.), and transportation (Price: \$800 Includes: Drop off and Pick up of gear).

If applicable, list other organizations' contributions to this event, including your own. *

FullerTones Alumni have left us multiple types of decorations that was use every semester for our concert. we also collect a semesterly due of \$10 from every member. We have 16 members this semester and raised \$160 from dues. This goes towards an additional things we may need for our concert.

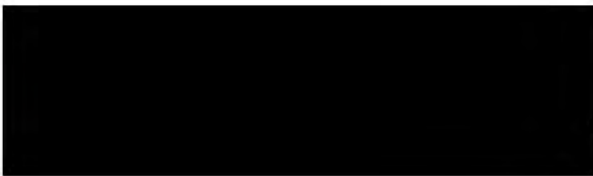
**Estimate the expected attendance and identify your target audience for the event.
– If reoccurring, state the attendance and success of recent events. ***

Our target audience for this event will be CSUF students/faculty, FullerTones alumni, family and friends.
Using data from our previous concert turnout we expect 200 amount of people to attend our concert.

**For ASI Executive Senate groups, ASI Programs or ASI Departments, specify the budget line item number(s), corresponding name(s) and amount(s) where this funding will go, if approved.
– e.g., 0001–8074, Contracts/Fees/Rentals, \$2,500 ***

Rentals/transportation, \$4,040

Attach your PowerPoint presentation. *



KB · PDF

FULLERTONES SPRING '23 CONCERT

Presentation by FullerTones's Officer

About Our Event

Our concert is an event that is held every semester. Our group prepares a set list of a cappella songs during the semester to be able to perform in front of an audience. We invite CSUF students, family, and friends to watch us perform multiple songs.

Purpose

Music is a gateway to the soul; it allows us to connect with our emotions, memories, hopes, and others. We strive to perform as a means to connect with the community at CSUF and foster the strengths and resilience of community members. Representation matters, and our group consists of many diverse and marginalized identities. For example, more than half of our members are a part of the LGBTQ+ community, and most of our members are part of ethnic minorities.

Itemized list

03

Total cost: \$4,040

Wireless Microphone Kit

Price: \$1,440.00

Includes:

16 Microphones,
Wireless Transmitter,
and Receiver Kit.

Sound System

Price: \$1,800.00

Includes:

2 mains w/subs, 2
side-fills, 6 personal
monitors, and 1 cable
kit.

Transportation

Price: \$800

Includes: Drop off
and Pick up of gear.

Contributions Towards

04

This Event

FullerTones Alumni donations

They have left us multiple types of decorations that was use every semester for our concert.

Dues from members

We collect a semesterly due of \$10 from every member. We have 16 members this semester and raised \$160 from dues. This goes towards an additional things we may need for our concert.

Audience Attendance

Target Audience:

Our target audience for this event will be CSUF students/faculty, FullerTones alumni, family and friends.


Expected attendance:

Using data from our previous concert turnout we expect 200 amount of people to attend our concert.

Nettles, Asha

From: Wufoo <no-reply@wufoo.com>
Sent: Thursday, March 30, 2023 3:35 PM
To: Nettles, Asha
Subject: [External] ASI Contingency Funding Request 2022-2023 [#7]

External Email Use Caution and Confirm Sender

Name *	William Feider
Group/Organization you represent: *	SCICC
Email *	willfeider27@csu.fullerton.edu
Phone Number *	
Total Amount of Contingency Request *	\$1,200.00
What is your contingency request for? *	For additional B-Side Program Funding (ICC's)
Describe your program/event. *	The SCICC is a collection of 20 different sports clubs on campus. We hold weekly meetings that cover topics ranging from general information, special events and our budget. It provides a community to all members of the sports clubs as well as a place to advertise their own club's events and achievements.
Specify the purpose/objective of your program/event. *	The goal of our program is to provide a place for students to continue to play the sports they love at a competitive level while at University. We also aim to provide support and help to alleviate some of the financial burden that club sports can put on students.
Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance and marketing costs) and the total event budget. *	\$1200.00 – Rentals for Special Events
If applicable, list other organizations' contributions to this event, including your own. *	n/a

Estimate the expected attendance and identify your target audience for the event.
– If reoccurring, state the attendance and success of recent events. *

This number changes depending on the club that is hosting an event.

For ASI Executive Senate groups, ASI Programs or ASI Departments, specify the budget line item number(s), corresponding name(s) and amount(s) where this funding will go, if approved.
– e.g., 0001–8074, Contracts/Fees/Rentals, \$2,500 *

035B–8072, Rentals for Special Events, \$1200

Attach your PowerPoint presentation. *



SC-/CC

ALBERT GODINEZ
WILL FEIDER

Team

Albert Godinez

Chair

Bryce

Special Events
Chair

Vice Chair

Will Feider

Of

Finance

**Mila
Valentine**

Historian

Michael Snipes

Director of
Administration

**Riley Van
Patten**

Community
service chair

Drew Paulus

Marketing
Chair


**Johnathan
Ayala**

Fundraising
Chair

A large, irregular pink brushstroke graphic with a textured, hand-painted appearance, serving as a background for the text.

Proposing for

\$1200 for Rentals for Special Events
(035b-8072)

A large, irregular pink brushstroke graphic that serves as a background for the text.

These funds will be used to assist our sports clubs pay for off-campus practice spaces

Tier system

We require our clubs to be socially involved within our club organizations and within our community.

Depending on the amount of contribution each team is able to propose for funding within their respected tier.

If we are not granted these allocations our clubs will have to increase their team dues and pay more out of pocket. This can be difficult for clubs and some might miss an opportunity to attend a tournament or receive assistance for equipment.

Our sports clubs!

Archery

Bowling

M Baseball

Gaming

Ice Hockey

M Lacrosse

W Lacrosse

Softball

Titan Strong

Tennis

Ultimate Frisbee

W Volleyball

M Volleyball

W Soccer

M Soccer

Rugby

W Baseball

Badminton

Esports

A large, irregular pink brushstroke graphic that serves as a background for the text. The stroke is thick and has a textured, hand-painted appearance, with the color fading slightly towards the edges.

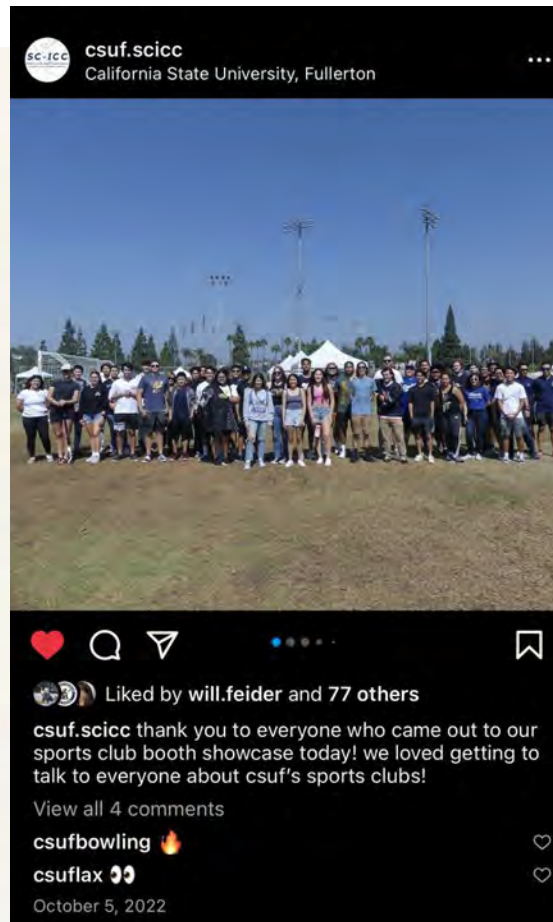
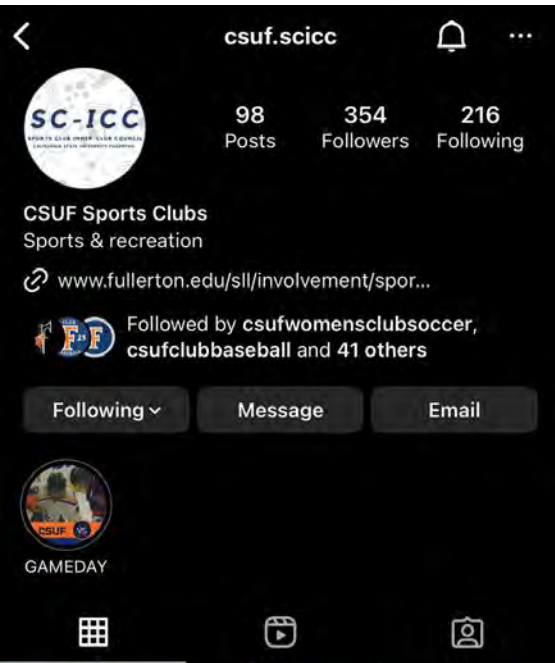
*Our clubs members
increased substantially
this academic year!*

We had 3 new clubs join our
organization this semester!

1. Esports
2. Badminton
3. W Baseball

What we offer our clubs!

Social media support



Booth Showcase in Fall & Spring

Club Socials



SC-ICC Tailgate



NEWSLETTER

What's Covered?

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• Contact Information	• Properly Registering & Being an Active Member	• Spring Semester CAPS Workshops and Groups
• Features		
• List of Sports		

Contact Information:

Sports Club Coordinator:
Christopher Estrella-Ramirez
cestrella-ramirez@fullerton.edu
Titan Student Union - 234

February Features



Women's Lacrosse

Santa Barbara Shootout
Women's Lacrosse participated in the Santa Barbara Shootout Tournament February 3rd-5th. They played 4 games and went 3-1 for the weekend. Their next home game is against Fullerton Community College on 2/23 at 7pm on the West Intramural Field.



Women's Soccer v. USC

Women's Soccer beat USC 1-0 on 2/5, winning their first home game of their season. Their next home game is on 2/19 at 4pm on the West Intramural Field versus University of San Diego.



2023's Sports Clubs

- Archery
- Badminton
- Baseball
- Women's Club Baseball
- Bowling
- E-Sports
- Gaming
- Ice Hockey
- Men's Lacrosse
- Women's Lacrosse
- Roller Hockey
- Rugby
- Men's Soccer
- Women's Soccer
- Softball
- Tennis
- Ultimate Frisbee
- Men's Volleyball
- Women's Volleyball
- Weightlifting

Instagram: @csuf_scicc

NEWSLETTER

	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
UPCOMING EVENTS							wlax, ice hockey
wlax, wsocc			no training				wlax, ice hockey
ice hockey, woscc				no training			wlax, men's softball
risocc, wsocc					wlax		wlax, ice hockey
wlax							

Event Dates:

- President's Meetings**
First Friday of Month
- February 3rd at 11am
 - March 3rd at 11am
- New Member Training Dates**
- February 7th
 - Pine 140 at 3pm
 - February 15th
 - Pine 111 at 2pm
 - March 6th
 - Pine 111 at 3pm
- Dates, times, and locations will be posted via Titanlink as well

Joining & Properly

Registering for a Sports Club

CONGRATULATIONS! You have discovered Sports Clubs at CSUF. Sports Clubs are student-led organizations that compete on an intercollegiate level throughout the academic year, both



Ways we give back!

Beach clean ups



High School
Open skate
With the Ice Hockey team!



Tennis Club:

We made greeting, holiday, and birthday cards for kids in hospitals to be distributed at different hospitals around the United States, we made about 200 cards!!



Ice Hockey Team:

hosted a Teddy Bear toss On Dec 3rd!
Collected about 300 bears and donated to Orange County Fire Authority Sparks of Love Toy Drive!



Supporting our Sports Clubs!!



Accomplishments from our clubs!



**Roller
Hockey
Division II
Champs!!**



- Reached the Playoffs!!
- Won against CSULB for the first time in the last 5 meetings!!



**Women's Volleyball
Club Divion II
Champs and West
Regional Champs!!**



THANK

YOU



POLICY CONCERNING FUNDING PROVIDED TO STUDENTS AND STUDENT ORGANIZATIONS

PURPOSE

The following policy has been established with the intention of providing clear guidelines regarding funding provided to students and recognized student organizations for events, activities, and travel through a funded or funding organization or contingency. Students and recognized student organizations receiving funding should be aware of their requirements and guidelines throughout the proposal, planning, implementation and reimbursement processes.

POLICY CONCERNING FUNDING PROVIDED TO STUDENTS AND STUDENT ORGANIZATIONS1

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WHO SHOULD KNOW THIS POLICY

- Budget Area Administrators
- Management Personnel
- Supervisors
- Elected/Appointed Officers
- Volunteers
- Grant Recipients
- Staff
- Students

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Agency Account	A financial services account used by a recognized student organization to manage funds
Contingency	A funding source intended to support unexpected or supplemental needs, including new and innovative proposals.
Expressive Conduct and/or Speech	Expressive conduct and/or speech includes actions that do not involve written or spoken words, but do contain a message, such as displaying posters and circulating newsletters, hosting debates and guest speakers, and political lobbying, as well as written and spoken words protected by the First Amendment to the United States Constitution.

Funded Organization	A recognized student organization that has been granted a budget allocation to use, but not allocate to other member organizations.
Funding Organization	A recognized student organization that has been granted a budget allocation to both use and allocate to other member student organizations.
Line Item	A sub-section of a budget allocation designated for a specific use or type of expense.
Non-consumable Items	Items with a useful life of over one year.
Retroactive Funding	Funding that is requested for an event/travel after the event/travel has taken place
Travel Funding Contract	Contract detailing trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements.
University Account	A fund account external from ASI Financial Services used by a university or other auxiliary department or program.
Viewpoint Neutrality	In funding decision-making for events and activities involving expressive conduct or speech, the use of narrow, objective, and definite standards that do not involve the exercise of judgment or formation of an opinion concerning the content of an event or activity, or the viewpoint or ideology of the student organization making the request.

STANDARDS/REGULATIONS/PROCEDURES

1. OVERSIGHT

In order to ensure and maintain adherence with the philosophy and regulatory requirements connected to the use of student fees for this type of funding, a variety of oversight policies have been established. These policies have been established in accordance with standard accounting practices to ensure compliance with all ASI policy and appropriate use and disbursement of ASI funding. The receipt of funds by a funding organization and/or a funded organization shall constitute acceptance of these policies where applicable.

a. Check Request and Original Receipts/Invoices

Any reimbursement or payment requires a completed check request and original receipts or invoices. The receipts or invoices must be itemized, show either payment made or balance due, and show the vendor's contact information. Electronic receipts or similar may be accepted when appropriate. If an invoice has a balance due to the vendor, ASI pays the business directly. An invoice can only be used for the reimbursement if it indicates that payment has been made and no balance is due. Invoices must be legitimate and contain the name, address, and phone numbers of the business.

Check requests and documentation for reimbursements or payments are due 45 days after the date of the event or the last date of travel.

b. Funding In Excess Of \$5,000

Any funding provided to students or student organizations in excess of \$5,000 for a single expense must be approved by the Finance Committee.

c. Contingency Funding

Contingency funding is available to all students and student organizations and is intended to be available for unexpected or supplemental needs, as well as new or innovative programs. Students and student

organizations connected to a funding organization or academic college will first be referred to that source of funding, but may receive contingency funding when other funding sources are unable to be used. Requests for contingency funding must be approved by the Finance Committee.

d. Line-Item Transfers To or From Travel

Any line-item transfer to or from a funded or funding organization's travel line item must be approved by the Treasurer. Any line-item transfer of this nature in excess of \$1000 must be approved by the Finance Committee. Line-item transfers of this nature will not be considered until after January 1 of the fiscal year.

e. Club Agency/University Accounts

Events and travel funded under this policy are not processed through club agency or university accounts without advance notice and arrangements. Club agency and university accounts cannot be reimbursed unless this advance notice and arrangements have been made.

f. Academic Related Expenses

Events and travel funded under this policy must not be connected to any course or academic requirement. Funding may not be used for speakers, lecturers, and/or materials related to the instruction of a course. Travel funded under this policy may not be used for any registration, fees, tuition, travel costs and/or other related expenses for any course, seminar, instruction, and/or workshop that provides academic units/credit or continuing education units (CEUs).

g. Agendas and Minutes

Funded and funding organizations managing allocated budgets must prepare, distribute, post, and approve agendas and minutes in accordance with applicable law and regulations. Further, these organizations must provide copies of all agendas and minutes to ASI.

h. Secret Ballot Voting

Funded and funding organizations must use some form of conspicuous voting for any action involving the use or allocation of funding under this policy and the election of leadership. Forms of voting such as this include hand-raising, roll call, standing, etc. Secret ballot voting is not allowed.

i. Fundraising and Donations

Funding under this policy is not available for fundraising activities or financial donations/contributions to charitable organizations, events, or philanthropies.

j. Retroactive Funding

Retroactive funding may be requested for eligible travel that has occurred before the first funding council meeting of the fall semester. The travel cannot have taken place before the start of the fiscal year. The funding request must include all receipts and documents required for a travel proposal and reimbursement and must be made to the respective council by the third official council meeting of the fall semester.

Retroactive funding for events and activities may not be requested after that event and/or activity has taken place.

2. EVENTS AND ACTIVITIES

Events and activities funding provided under this policy are intended to support and enhance the curricular, co-curricular, and/or student life experience of California State University, Fullerton students. Events and activities funded under this policy must be free and open to and must not be designed to exclude or hinder the attendance of any or all interested CSUF students.

Events and activities funded under this policy must take place within the fall and spring semesters of the fiscal year.

a. ASI Acknowledgement

All events funded under this policy must to acknowledge ASI as a funding source. The ASI logo needs to be include on all designed and printed materials, such as posters, flyers, handbills, and digital advertisements used on social media, at a clear and conspicuous size and location. In addition, the funding provided by ASI under this policy must be acknowledged during the event or activity program or announcements and with signage at the event or activity, when possible.

b. Collaborative Programming

Events and activities funded under this policy may receive funding from more than one source so long as the collaboration and funding requests are clear and transparent throughout the proposal and allocation processes.

c. Speakers and Performers

Event and activity funding provided under this policy is available for speakers, performers, and the like. If funding is used for this purpose, the individual, organization, or entity providing the performance must be paid directly and will be required to provide an invoice and appropriate tax documentation. A student or student organization may not be reimbursed for this type of funding expense.

d. Retreats

Retreat events and activities funded under this policy may only be for funded or funding organizations managing allocated budgets. Retreat events and activities for other student organizations are not fundable under this policy.

e. Banquets

Banquet events and activities funded under this policy may only be for funded or funding organizations managing allocated budgets. Banquet events and activities for other student organizations are not fundable under this policy.

3. TRAVEL

Travel funding provided under this policy is intended to support, but not entirely subsidize, travel by students and student organizations to conferences, conventions, competitions, workshops, or other professionally or officially organized events.

a. Individual Student Travel Funding

Travel funding under this policy may be provided to individual students for attendance and participation in professionally or officially organized events. With the exception of direct registration fee and other pre-arranged and authorized expense payments, all funding provided under this policy shall be disbursed on a post-travel reimbursement basis. An individual student may be provided up to \$500 of travel funding per fiscal year, regardless of the funding source, under this policy when the student is not determined to be an Active Participant in at least one event they travel to. An individual student may be provided up to \$750 of travel funding per fiscal year, regardless of the funding source, under this policy when the student is determined to be an Active Participant in at least one event they travel to. An Active Participant is defined as an individual that is planning, presenting, performing, competing, and/or volunteering in or at the event. Whether determined an Active Participant or not, a student may only be provided a maximum of \$750 of travel funding per fiscal year, regardless of funding source, under this policy.

b. Club/Organization Travel Funding

When required in order to maintain membership or chartering from a regional, state, or national organization, travel funding may be provided to a student organization to support attendance at a required conference, convention, or similar event. A student organization may receive up to \$500 per fiscal year for this type of funding in addition to the cost of the required registration fee(s). This type of funding shall be limited to supporting the student(s) required to represent the student organization and shall be considered separately from any travel funding allowable under this policy for individual students.

c. Destination Restrictions for Travel Funding

Travel funding provided under this policy cannot be used for or in connection with travel to international destinations outside of the United States or its territories or for travel to states, regions, territories, and/or other destinations prohibited by ASI, CSUF, CSU, State of California, or Federal regulations.

d. Travel Funding Contract

Each student being provided funding under this policy must complete and sign a Travel Funding Contract, which details trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements, prior to departing on any trip. The Travel Funding Contract shall be submitted to the funding source to be maintained by the advisor and ASI.

e. Travel Request Form

A Travel Request Form must be submitted as part of the proposal process for any funding being provided under this policy. The form may be submitted per individual student or for a group of students so long as a roster of students and breakdown of funding accompanies the form.

f. University Travel Requirements

The University requires that each student traveling to conferences complete certain paperwork. Students should work with their advisor or Assistant Dean for details.

g. Travel Reimbursement Requirements

In order to be reimbursed for travel, ASI requires that student meets all necessary requirements of travel, including, but not limited to:

- Executive Senate Travel Request Form
- Delegate Contract Form
- University Travel Requirements
- Written Post Travel Statement
- Original Receipts for Travel, Lodging and Registration
- Original Tickets and Boarding Passes or Proof of Travel

h. Travel Reimbursement Details

The following types of expenses are fundable under this policy:

Registration – Receipts provided for reimbursement must show the conference or event details, payment transaction details, and the name of the registrant being reimbursed.

Lodging – Receipts provided for reimbursement must show the vendor and location details, payment transaction details, and the name of the registrant being reimbursed.

Modes of Transportation – Receipts and boarding passes, when required, must show payment transaction details and the name of the registrant being reimbursed.

- Airline – Funding is available only for coach or economy class travel. Original boarding passes must be submitted for each flight in order for reimbursement to be processed.
- Train or Bus – Funding is available only for coach or economy class travel. Original boarding passes or tickets must be submitted in order for reimbursement to be processed. Punched ticket stubs are also accepted.
- Public Transportation – Funding is available only for coach or economy class travel. Original receipts are required.
- Taxi or Ride Share Service – Funding is available only for coach or economy class travel. Original receipts are required.

Travel by Personal or Rental Automobile – Funding under this policy is available for a student using a personal or rental automobile as their means of transportation.

- All students who are funded to drive must submit the proper authorization request form, a copy of their currently valid driver's license and automobile insurance, and pass the university's online defensive driver training and provide the certificate of completion.
- Personal Automobiles – Funding is available for personal automobile mileage up to the rate set by the State of California.
- Rental Automobiles – Funding is available for rental automobile costs and fuel with original receipts. Mileage is not reimbursed for rental vehicles. It is required that the insurance provided by the rental agency be purchased in order to be eligible for reimbursement. Funding is not available for the rental of vehicles larger than a minivan or small SUV.
- Area Limitation for Driving – funding is not available for driving to outside of the following area: to the North, San Francisco Bay Area; to the East, Phoenix/Tucson; and to the South, San Diego

i. Travel Reports

Each student receiving funding for travel under this policy must complete both a written and in person report on their experience. The written report must be submitted to the funding source for processing with the student's reimbursement. The written report should be a minimum of 350 words summarizing the topics, panels, and speakers the student attended sessions for and what the student learned from the sessions and how the information will be brought back to CSUF and benefit the student's organization and campus as a whole. The in person report must be given to either the student's organization or funding source covering the content of the event and how it will benefit the organization and campus as a whole.

j. Use of Private Lodging

Funding under this policy is not available for rental of private rental properties.

k. Per Diem

Funding under this policy is not available for meals or per diems.

4. VIEWPOINT NEUTRALITY IN FUNDING DECISIONS

Events and activities funding provided under this policy is intended to be available for all interested student organizations. Funding decisions made by funding organizations or the ASI Finance Committee for events and activities funding provided under this policy must be made in a viewpoint neutral manner and adhere to the policies described herein.

a. Applicability

This viewpoint neutrality requirement shall be applicable to all events and activities funding provided under this policy and made available for request by student organizations through a funding organization or contingency funding through the ASI Finance Committee. This viewpoint neutrality requirement only applies to the funding decision-making process. Individual events and activities funded under this policy may maintain, advocate, or promote a particular view or ideology.

b. Scope of Viewpoint Neutrality Requirement

This viewpoint neutrality requirement pertains only to funding requests for events and activities that will be engaged or involved in expressive conduct or speech.

c. Funding Decision-Making Process

Requests for funding for events and activities funded under this policy must be considered in a viewpoint neutral manner. Funding decisions cannot be based upon or awarded on any consideration of the viewpoints or ideology expressed, communicated by, or associated with the requesting student or student organization or the event or activity for which funds are being requested.

d. Objective Criteria Used by Funding Organization

Consideration of a funding request for an event or activity involving expressive conduct and/or speech shall use and adhere to the viewpoint neutrality requirement that mandates an objective criteria based upon, but is not limited to, whether the requesting student organization is registered and in good standing with the University; the event or activity will be free and open to all interested CSUF students; and, whether the funding requested will be used for an authorized purpose under this policy.

e. Funding Limitations

Funding to a student organization can be used in support of an event or activity that maintains, advocates, or promotes a particular view or ideology. However, funding under this policy shall remain subject to all other applicable ASI policies and procedures, including ASI Policy Concerning Corporate Budget, which prohibits funds being used to support or oppose any candidate for political office or ballot measure proposed to the people of California or the United States as mandated by Education Code section 89300 and California Code of Regulations Title 5 section 42659.

f. Written Decision for Denial or Lesser Amount

Individualized funding decisions by a funding organization that deny a funding request or approve less than the requested amount require the funding organization to issue a written explanation describing the reasons for its decision within three (3) business days after the decision is made.

g. Appeal Process

A student or student organization whose funding request was denied by and/or received less than the requested amount from a funding organization shall have the right to seek a review of the decision by submitting a written request to the ASI Finance Committee within three (3) business days after the student or student organization receives the written explanation describing the reasons for the decision. The ASI Finance Committee shall conduct a public hearing within ten (10) business days after receiving the request. In advance of the public hearing, the ASI Finance Committee shall submit the request to the Vice President for Student Affairs or designee for review and will accept an administrative recommendation, if one is offered. The ASI Finance Committee shall review the request, any administrative recommendation provided, allow the student or a representative from the student organization to offer any further information for the ASI Finance Committee to consider, and make a decision within ten (10) business days after the hearing by issuing a written decision. The decision by ASI Finance Committee shall be final. If the funding decision was made by the ASI Finance Committee, then the request for a review shall be to the ASI Board of Directors who will follow the same procedures as stated herein. If applicable, the decision by the ASI Board of Directors shall be final.

5. ADDITIONAL FUNDING GUIDELINES

a. Awards, Gifts, Plaques and Trophies

ASI funds awards, gifts, plaques and trophies up to \$50 per individual award.

b. Clothing, Apparel, and Promotional Items

Clothing, apparel, and promotional items are fundable under this policy only if they are for a specific event or activity. Funding for clothing, apparel, and promotional items not promoting a specific event or activity is only available to funded or funding organizations managing allocated budgets. All clothing, apparel, and promotional items funded under this policy must include the ASI logo/mark or other acknowledgement when possible. The cost for these items may not exceed \$11 per unit, not include any set-up, imprint, shipping, handling, or tax charges.

Clothing, apparel, and promotional items for funded or funding organizations managing allocated budgets are to be finalized and ordered by the last week of classes of the spring semester and items to be received by June 15th. Items ordered at the end of the semester are to be for general funded or funding organization promotion and cannot be perceived as gifts to individuals.

c. Websites and Online Services

Funding under this policy is not available for the creation or maintenance of websites or other online webhosting services.

d. Equipment and Non-Consumable Items

Funding under this policy is not available for equipment, including computer or network equipment, or non-consumable items with a useful life of over one year.

e. Gift Cards

Funding under this policy is not available for gift cards, gift certificates or other cash value items, such as these.

f. Graduation Honors

Funding under this policy is not available for graduation related chords, sashes, ribbons, medals or any others type of honorific.

g. Newspaper and Off-Campus Advertising

Funding under this policy is not available for newspaper, including the Daily Titan, or off-campus advertising.

h. Off-Campus Outreach

Funding under this policy is not available to sponsor outreach events with the purpose of recruiting potential students from elementary, middle, high school or community college students.

i. Professional Organization Memberships

Funding under this policy is not available for individual or personal membership or dues to professional organizations. This type of expense can only be funded if the membership fees or dues are included in the cost of attendance to a conference or event and cannot be separately itemized.

DATE APPROVED: 11/17/2020

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