



Finance Committee

Thu Nov 7, 2024 1:15 PM - 2:30 PM PST

1. Call to Order

Samantha Ngo, Chair, called the meeting to order at 1:18 pm

2. Roll Call

Members Present: Garibay, Her, Jain, Ngo, Quock

Members Absent: None


Liaisons Present: Hesgard, Syed, Walkley

Liaisons Absent: None

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.

 **(Her-m / Jain-s) The absence of member Quock due to a scheduling error was excused by unanimous consent.**

3. Approval of Agenda

 **(Her-m / Jain-s) The Agenda was approved by unanimous consent.**

4. Approval of Minutes

a. 10/24/2024 Finance Committee Meeting Minutes

Tapper noted that all fundraising activities must adhere to Cal State Fullerton Philanthropic Foundation's policies, which restrict accepting certain items like tobacco, alcohol, or

donated goods.

One of the changes was to the Gift Acceptance Policy, which now clearly defines how ASI will value and record in-kind donations, such as food items, by assigning a dollar value to

guidelines.

Aaron Tapper, the Assistant Director of Strategic Initiatives, explained that the ASI fundraising policy, last approved in 2018, had been updated to expand its scope and clarify

The Committee will receive information and discuss the Policy Concerning Fundraising.

a. Discussion: Policy Concerning Fundraising

8. New Business

a. None

7. Unfinished Business

- 3. DEI Justice Training by the HRDI division on November 13th, 10:10 to 12:00, at TSU.
 - 2. Implicit Bias Training hosted by ASI HR on November 13th from 12:00 to 1:00.
 - 1. ASI Community Chat on Tuesday, November 12th, to engage with ASI student leadership and campus leaders.
- Hesgard highlighted several upcoming ASI events:

b. Director of Student Government
Hesgard expressed support for attendees dealing with current challenges, including weather, fires, and political events. She reminded everyone of the ASI CAPS liaison as a dedicated support resource and encouraged reaching out if help is needed.

a. Chair
Ngo, Chair, reminded attendees that campus resources are available to support those feeling a range of emotions following the recent elections. She mentioned sharing these resources in the Board chat.

6. Reports

None

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

5. Public Speakers

(Her-m / Jain-s) The October 24, 2024, Meeting Minutes were approved by unanimous consent.

weapons.

Tapper then described how the policy clarifies fund allocation, with raised funds transferred from the University's Philanthropic account to ASI accounts at the fiscal year-end to support operational expenses, special projects, and specific needs, such as the Children's Center and ASI's Food Pantry. He added that the policy details how funds for specific projects, like shade structures, are earmarked and drawn down from the philanthropic account when needed.

Lastly, Tapper shared that ASI's fundraising focus now includes multiple programs, with efforts extending beyond Camp Titan to also support scholarships, the Food Pantry, and other services. He emphasized that Camp Titan remains a priority but is now part of a broader list of programs benefiting from ASI's fundraising activities.

Ngo, Chair, opened the floor to questions and points of discussion.

Syed inquired if alumni represented the primary donor group for the University's Philanthropic Foundation. Tapper confirmed that alumni indeed made up the majority of donations, although he noted that the Children's Center also received significant support from families and grandparents connected to past students.

9. Announcements/Member's Privilege

Jain announced a Diwali celebration at the TSU Pavilion the following evening at 7:00 PM, featuring vegan Indian food, and encouraged attendees to join to enjoy good food and improve their mood.

Garibay mentioned an Imposter Syndrome Workshop hosted by the Male Success Initiative at the GOP space at 2:30 PM.

Ngo shared a few resources, first mentioning the Titan Dreamers Resource Center's post-election CAPS drop-in support group for students, scheduled for 2:00 PM to 3:00 PM that day at the Pollak Library. Ngo also highlighted the CAPS drop-in group sessions, "Navigating Stressors During Challenging Times," available every Tuesday until December 17th (except during fall break) from 3:00 PM to 4:00 PM, offering techniques for managing stress, self-care, and discussions on handling differing beliefs. Sessions are held in Juniper 150 in the housing area or EC121, with flyers posted in the chat.

10. Adjournment

Samantha Ngo, Finance Committee Chair, adjourned the meeting at 1:31 pm



ASI Board Treasurer-Secretary (Dec 9, 2024 12:27 PST)

Samantha Ngo, Finance Committee Chair

Erika Perret-Martinez

Erika Perret-Martinez, Recording Secretary

Roll Call 2024-2025

11/07/2024 Finance Committee Meeting

Attendance	Board Members			
			Present	Absent
COMM	GARIBAY	JOEL	1	
ART	HER	BENJAMIN	1	
ECS	JAIN	KAVIL	1	
CHAIR/TRES	NGO	SAMANTHA	1	
CBE	QUOCK	SHAY		1
			Present	Absent
			4	1

Attendance	Liaisons			
			Present	Absent
DIR STU GOV.	HESGARD	REBECCA	1	
ASI PRES. *	SYED	HANEEFAH	1	
ASI CHAIR *	WALKLEY	BRIAN	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez

Pres Designee: Haneefah Syed

Chair Designee: Brian Walkley

QUORUM	4
Majority	3











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Final Audit Report

2024-12-09

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POLICY CONCERNING FUNDRAISING

PURPOSE

This policy clarifies all fundraising activities under the auspices of the Associated Students, Inc. (ASI), a 501(c) (3) corporation chartered by the State of California. The policy outlines the acceptance of gifts to programs of ASI. Additionally, the policy provides guidance on ~~Camp Titan~~ fundraising and public relations expenditures.

PURPOSE..... 1

WHO SHOULD KNOW THIS POLICY 1

DEFINITIONS 1

STANDARDS..... 2

 1. **FUND-RAISED DOLLARS**.....2

 2. **ASI DONATIONS**.....2

 3. **GIFTS ACCEPTANCE BY THE ~~CORPORATION~~CORPORATION**2

 4. **~~CAMP TITAN~~FUNDRAISING**.....4

 5. **PUBLIC RELATIONS EXPENDITURES**.....4

WHO SHOULD KNOW THIS POLICY

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

DEFINITIONS

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

Terms	Definitions
Fund Raised Dollars Fundraised Dollars	Monies fundraised by a program of ASI.
ASI Donations	Monies spend to support important charitable events, community service organizations, and other worthy social cause of CSUF clubs and organizations.
Gifts	A donation given by an individual, group, or corporation to a program or service of ASI.
Camp Titan	Summer camp program for children from disadvantaged and/or low income backgrounds from the Orange County and surrounding area operated

	by ASI. Camp Titan is the official philanthropy of ASI.
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STANDARDS

1. ASI DONATIONS

The primary purpose of ASI is to encourage and support on-campus programs and services, which enhance the University experience for students, faculty, staff and surrounding communities.

The ASI Board of Directors recognizes that from time to time student organizations in good standing will request ASI funding to support important charitable events, community service organizations, and other worthy social causes. To facilitate these requests in a fair and equitable manner, the following criteria will be utilized in evaluating such requests:

- This policy limits funding to registered California State University, Fullerton (CSUF) student clubs and organizations in good standing (as outlined in the CSUF "~~Club & Organization Policy~~ Recognized Student Organization Handbook" available ~~in through~~ the ~~Dean of Students~~ CSUF office of Student ~~Life & Leadership~~ office). Funding to individuals will not be considered.
- The sponsored charity or community service organization for which funding is being requested must be registered nationally as a 501 (c)(3) organization, as per United States federal tax code.
- In order that the ASI be properly recognized, the sponsoring student organization must observe all appropriate guidelines ~~detailed in the ASI Sponsorship Policy~~.
- A significant number of CSUF students must participate in the funded activity or service for which they are seeking ASI support.
- The ASI shall not fund requests in excess of \$100.
- All donations approved by the Finance Committee, regardless of the amount, must be presented to the ASI Board of Directors for final approval.
- If multiple CSUF student clubs and organizations are participating in the same charitable event(s) and/or asking a donation for the same cause, the ASI will only fund one collaborative CSUF team. Charitable events and organizations may not receive more than \$100 per year regardless of the number of sponsoring clubs and organizations.
- The Associated Students, Inc. limits its total funding of these charitable organizations and events to \$2000 per fiscal year.

2. GIFT ACCEPTANCE BY THE ~~CORPORATION~~ CORPORATION

A gift is a donation given by an individual, group, or corporation to a program or service of ASI. Gifts may be either solicited or unsolicited. On acceptance, gifts become the property of ASI and shall be used only for the benefit of ASI programs or services. Where appropriate, gifts must be utilized in compliance with donor restrictions.

Only gifts, bequests, devices, endowments, trusts, and similar funds which are designated for the use of ASI may be considered for acceptance. ASI will utilize the Cal State Fullerton Philanthropic Foundation for fundraising support, i.e. crowdfunding, student club fundraising requiring sponsorship, major gift donations, planned giving, etc. Refer to the CSFPF Fundraising Policy for additional guidelines. Gift(s) must comply with all ASI, ~~and~~ CSUF, and CSFPF policies.

The ASI Executive Director, or designee, is authorized to accept gifts or related funds and instruments designated by the donor or grantor for purposes and uses approved by the ASI Board of Directors ~~or Board of Trustees~~. The ASI Executive Director may make recommendations to the Board for its acceptance when there are custodial, maintenance, or other costs related to the receipt of a gift.

The ASI Executive Director or designee is required to present a written report to the ASI Board of Directors ~~or Board of Trustees~~ upon receipt of any gift. On behalf of the board, the Executive Director shall exercise its public trust in making final decisions for the acceptance of all gifts and grants and for any exception to its policies and guidelines. ASI shall accept only those gifts the transference and implementation of which shall be deemed consistent with the public laws and/or regulations of the United States and the State of California.

The ~~B~~board shall determine that gifts to the ASI are evidence of philanthropic intent and that the donor's philanthropy is in accord with the stated mission and goals of the ASI. The purpose is to prevent ASI from being an object of philanthropic intent for either designed or innocent avoidance of taxes, prejudiced purposes, or evaluation of gifts without objective and experienced evaluation.

ASI reserves the right to refuse any gift that is not consistent with its mission. In addition to and without limiting the generality of, the following gifts will not be accepted by the ASI:

- Gifts that violate any federal, state, or local statute or ordinance
- Gifts that involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws
- Gifts that contain unreasonable conditions (e.g., a lien or other encumbrance) or gifts of partial interest and property
- Gifts that are financially unsound
- Gifts that could expose the ASI to adverse publicity, litigation, or other liabilities

In order to avoid conflicts of interests or appearances thereof, officers, directors, and employees are prohibited from accepting gifts, gratuities, or prizes from vendors, suppliers, or others with whom they have contact as a course of business. This prohibition is consistent with Conflict of Interest certification and policies of the ASI. The Associated Students, Inc. Executive Director shall report to the ASI Board of Directors those gifts which have been accepted.

~~3. FUND-RAISED DOLLARS FUNDRAISED DOLLARS~~

~~Programs of ASI engaging in fundraising shall be permitted to transfer any fund raised monies remaining in their account at the end of the fiscal year to the programs General Revenue line item for use the following fiscal year.~~

~~Fundraised dollars are to offset the operating expenses of specific programs. At the end of the fiscal year, accounting draws down any needed fundraised dollars from the specific Philanthropic account. ASI fundraises for programs and services such as the Food Panty, Children's Center, Camp Titan.~~

This policy shall exclude programs that generate revenue through ticket sales to offset operational costs. Only monies which were explicitly fund-raised shall be transferable. Unspent student fee monies shall continue to revert to the ASI Reserve Account at the end of the fiscal year.

The unspent fund-raised monies shall be applied to the ~~General Revenue line item~~ ASI Reserve Account locally withheld by ASI (in LAIF) for the following fiscal year, ~~and will~~ and will exclude the amount ~~during budget deliberations, not be taken into account during budget deliberations.~~

4. ~~CAMP TITAN FUNDRAISING~~

All off-campus Camp Titan fundraising projects shall be conducted under the direct supervision of the ~~ASI Leader and Program Development~~ TBD Assistant Director of Student Programs and Engagement Director. All on-campus Camp Titan fundraising projects shall be subject to prior approval by the ~~ASI Leader and Program Development~~ TBD Director Assistant Director of Student Programs and Engagement. Camp Titan fundraising authorization shall only be granted to recognized student organizations. The organization shall complete the Report of Income and Expenses of Fundraising Activities by recognized student organizations and abide by fundraising procedures of ~~ASI Leader and Program Development~~ Student Programs and Engagement. If the fundraiser is advertised and intended to solely benefit Camp Titan, the organization shall donate a minimum of 100% of their project's net profits to Camp Titan as reported on the Report of Income and Expenses of Fundraising Activities by recognized student organizations.

If the fundraiser is to benefit more than one organization including Camp Titan, the organization will publicly state the percentage split as reported on the Report of Income and Expenses of Fundraising Activities by recognized student organizations. The minimum amount of net proceeds for Camp Titan shall be 50%.

5.4. PUBLIC RELATIONS EXPENDITURES

~~Fundraising e~~Expenditures may be made from the Corporation's funds for public relations or relationship development purposes when the activities have direct benefit upon the interest of the Corporation. While such expenditures may include meals for Corporate Members involved in the activity, the primary rationale must reflect the overall benefit to the Corporation.

Solicitation

Funds may be solicited from any entity provided that any funds received will be deposited fully with the Corporation. In accepting donations, potential costs incurred by the Corporation in future maintenance of the donations must be addressed prior to acceptance of the donation.

Allowable Expenditures

Expenditures may be incurred for materials and supplies, meals, overnight lodging, and travel cooperating with guidelines established for the same purposes by staff and members. An amount up to 150% of the established guidelines except for travel may be authorized when approved in advance by the President of the Associated Students, Inc., the ~~Vice President of Finance~~ Board Treasurer, the Associated Students, Inc. Executive Director and the Chief Financial Officer of the University.

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Accounting Control

All expenditures should be documented with receipts, invoices, and other materials as evidence of expenditures. The name of individuals participating in the public relations activity and receiving or benefiting from these expenditures shall be listed on check requests. The Associated Students, Inc. Executive Director will report to the Finance Committee at the last meeting of each semester any public relations expenditures made during the semester.

ASSOCIATED STUDENTS, ~~CSUF~~, INC.
CALIFORNIA STATE UNIVERSITY, FULLERTON

POLICY STATEMENT

DATE APPROVED: 05/08/2018
REVIEWED: 11/XX/2024



Policy Concerning Fundraising

AARON TAPPER

ASSISTANT DIRECTOR, STRATEGIC INITIATIVES

NOVEMBER 2024

Policy Concerning Fundraising

Approved 2018

Clarifies all fundraising activities. This policy outlines acceptance of gifts to programs of ASI. Provides guidance on fundraising and public relations expenditures.

UPDATES

Grammatical, departments, and titles

Gift Acceptance

Fundraised Dollars

Camp Titan

GIFT ACCEPTANCE

- Added in reference to Cal State Fullerton Philanthropic Foundation
- Added in reference to CSFPF Policies

FUNDRAISED DOLLARS

- Fundraised dollars offset operational expenses
- End of fiscal year, accounting draws down funds
- Examples of programs
ASI fundraises for:
Children's Center, Food Pantry, Camp Titan

CAMP TITAN

- Camp Titan was the only fundraising in the past
- Added this as a program under fundraised dollars- still fundraising for Camp Titan



Questions?
