



## Governance Committee

Thu Nov 7, 2024 2:30 PM - 3:45 PM PST

### 1. Call to Order

Brian Rubio, Chair, called the meeting to order at 2:31 pm

### 2. Roll Call

Members Present: Daga, Nebedum, Neeki, Rubio, Walkley

Members Absent: None

Liaisons Present: Hesgard, Hannoun, Brown

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

### 3. Approval of Agenda

 **(Neeki-m / Daga-s) The Agenda was approved by unanimous consent.**

### 4. Approval of Minutes

a. 10/24/2024 Governance Committee Meeting Minutes

 **(Walkley-m / Nebedum-s) The October 24, 2024, Governance Committee Meeting Minutes were approved by unanimous consent.**

### 5. Public Speakers

Members of the public may address Governance Committee members on any item appearing on this posted agenda or matters impacting students.

## 6. Reports

### a. Chair

Rubio, Chair, acknowledged that it had been a challenging few days and encouraged everyone to support one another and reach out if they needed assistance. Rubio emphasized the importance of looking after each other.

### b. Director, Student Government

Hesgard expressed empathy, acknowledging the challenging nature of the week, and encouraged everyone to take care of themselves. For those needing a fresh perspective or deeper support, she highlighted that ASI offers dedicated counseling resources through CAPS, along with additional civil dialogue training options available on campus.

Hesgard announced that ASI's Community Chat was scheduled for the following Tuesday from 12:00 to 1:00 PM, an event where student leaders and campus leaders would engage with students' questions and share campus experiences.

Hesgard also shared two upcoming training sessions. The first, an Implicit Bias training organized by ASI's HR team, was planned for student leaders and employees the next day during lunch, from 12:00 to 1:00 PM. The second session was a Restorative Justice training set for the following Wednesday, led by HRDI staff and the Conflict Resolution Team, from 10:00 AM to 12:00 PM in TSU Ontiveros, with light refreshments provided.

Hesgard reminded everyone about the approaching deadline for ASI scholarship assignments, due on November 17th, encouraging timely completion and offering staff support if needed.

## 7. Unfinished Business

### a. None

## 8. New Business

### a. Action: Resolution to Amend ASI Policy Concerning Interaction with Minors

*The Committee will consider approving a resolution to amend ASI Policy Concerning Interaction with Minors.*

**GOV 003 24/25 (Walkley-m / Neeki-s) A motion was made and seconded to approve the resolution to amend ASI Policy Concerning Interaction with Minors.**

Susan Collins, Assistant Director of Corporate Affairs, addressed the Committee, referring to the last meeting in which Jeff Fehr, Chief of Organizational Operations, presented updates to the Policy Concerning Interaction with Minors.

Fehr provided background information on the changes, and reminding everyone that the Board approved an initial version of the policy last spring. After completing that work, Dr. Edwards, ASI Executive Director, suggested seeking an external review from a third-party, Praesidium, a professional risk management service to ensure a thorough review of the policy to ensure alignment with regulatory requirements, and to expand risk-mitigation protocols. ASI takes the safety of the children in our care very seriously.

Collins reminded the Committee of ASI's collaboration with Praesidium, a firm specializing in risk management, which reviewed the policy. Collins shared that the recommendations were considered appropriate and valuable and are recommended to be included in the policy.

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

There were none.

**GOV 002 24/25 (Walkley-m / Daga-s) Roll Call Vote: 5-0-0. The resolution to amend ASI Policy Concerning Interaction with Minors has been adopted.**

b. Discussion: Policy Concerning Student Leader Travel

*The Committee will discuss striking ASI Policy Concerning Student Leader Travel.*

Hesgard, Director of Student Government, presented on policy related to student leadership travel.

Hesgard explained that she would cover both the Student Leader Travel Policy and the Student Organization Funding Policy due to overlaps in their language and intent, recommending they be consolidated for better alignment with current practices.

She gave a brief history, noting the Student Leader Travel Policy was established in 2018 and minimally updated, whereas the Funding Policy, set up in 2019, had been regularly revised to stay current with student needs and rising costs.

Hesgard pointed out differences in funding limits, with the travel policy capping individual travel funding at \$500 annually and the funding policy raising it to \$750. She also highlighted changes in travel restrictions, noting that recent legislative updates now permit travel to states with discriminatory laws, which aligns with the funding policy but requires updates in the travel policy.

She outlined improvements to the reimbursement process, which had shifted from in-person submissions to an electronic system, as well as updated guidelines for covered expenses like registration and transportation. Hesgard recommended policy revisions to reflect the current, more flexible budgeting practices and remove outdated references to office locations and department codes following an accounting system update in 2023.

In conclusion, Hesgard emphasized the necessity of merging and updating these policies to improve clarity, relevance, and alignment with student needs and organizational practices.

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

Neeki asked Hesgard to clarify the inclusion of incidental expenses in the student leader travel policy. Noticing the policy included meals, lodging, and incidental expenses, Neeki pointed out that incidental expenses seemed omitted from the secondary policy and asked if it was covered elsewhere. Hesgard replied that in the policy, incidentals are defined to cover parking, official business calls, and ground transportation. She confirmed that these items are still reimbursable under the recent policy, noting official calls are rare but covered if needed.

Brown sought clarification on whether the outdated student leader travel policy would be merged into the student funding policy. Hesgard explained that the goal was to remove the outdated policy to prevent students from encountering incorrect information online, while ensuring the updated policy includes all necessary details without altering current funding practices.

Walkley asked about the procedure following the policy's removal, wondering if it would involve a future vote. Hesgard responded that the current discussion was meant to address any concerns prior to making a formal recommendation. If committee members were in favor, a resolution to strike the outdated policy would be proposed at the next meeting on the 21st, followed by Board consideration.

Brown asked if the Student Leader Travel Policy covers Board members as well as ICC chairs and others. Hesgard explained that the older policy specifically distinguished between members-at-large (such as Executive Senate members) and other student leaders, whereas the current policy encompasses all these groups without explicitly naming them, though this could be revised if needed.

#### **9. Announcements/Member's Privilege**

Walkley encouraged everyone to prioritize self-care, reminding them that support was available. He also mentioned an upcoming Amazon TV show, *The College Tour*, which filmed on the CSUF campus, featuring segments with himself and the Ong. Although the show would officially premiere in February, a watch party was scheduled for Thursday, November 14th, with refreshments and giveaways for the first 100 guests.

Brown shared words of encouragement for the Committee, reminding them to welcome all student interactions, whether positive or negative, at the upcoming Community Chat. Although he would be in Seattle next week, he urged everyone else to attend and support each other, highlighting that it presented a strong image of unity for ASI. He also acknowledged the recent achievements of the men's soccer team and encouraged support for CSUF Athletics.

Rubio mentioned that a message would be sent regarding a lunch after the Community Chat to discuss ongoing updates and emphasized the importance of participation.

**10. Adjournment**

Rubio, Chair, adjourned the meeting at 3:03 pm

  
ASI Board Vice Chair (Dec 10, 2024 00:46 PST)  
\_\_\_\_\_  
Brian Rubio, Governance Committee Chair

  
\_\_\_\_\_  
Erika Perret-Martinez, Recording Secretary

# Roll Call 2024-2025

11/07/2024 Governance Committee Roll Call

Attendance		Board Members		
		Present	Absent	
CHAIR/NSM	RUBIO	BRIAN	1	
ECS	DAGA	KESHAV	1	
HSS	NEBEDUM	SOMI	1	
NSM	NEEKI	ARIANNA	1	
EDU	WALKLEY	BRIAN	1	
		Present	Absent	
		5	0	

Attendance		Liaisons		
			Present	Absent
DIR STU GOVT	HESGARD	REBECCA	1	
ASI PRES. *	HANNOUN	MEGAN	1	
ASI CHAIR *	BROWN	JARED	1	
			Present	Absent
			3	0

\*Recording Secretary: Erika Perret-Martinez

Pres Designee: Megan Hannoun

Chair Designee: Jared Brown

<b>QUORUM</b>	<b>4</b>
Majority	3

Roll Call Votes		03 Resolution to Amend ASI Policy Concerning Interaction with Minors			
		Yes	No	Abstain	
ECS	DAGA	KESHAV	1		
HSS	NEBEDUM	SOMI	1		
NSM	NEEKI	ARIANNA	1		
EDU	WALKLEY	BRIAN	1		
CHAIR/NSM	RUBIO	BRIAN	1		
		Yes	No	Abstain	
		5	0	0	











# gov\_2024\_11\_07\_min

Final Audit Report

2024-12-10

Created:	2024-12-09
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4LNlwUoW5TFtuFs40pVLrsbjsPvhCSKe

## "gov\_2024\_11\_07\_min" History

-  Document created by Susan Collins (sucollins@fullerton.edu)  
2024-12-09 - 6:30:39 PM GMT- IP address: 137.151.113.4
-  Document emailed to ASI Board Vice Chair (asboardvicechair@fullerton.edu) for signature  
2024-12-09 - 6:31:24 PM GMT
-  Document emailed to Erika Perret-Martinez (eriperret-martinez@fullerton.edu) for signature  
2024-12-09 - 6:31:24 PM GMT
-  Email viewed by Erika Perret-Martinez (eriperret-martinez@fullerton.edu)  
2024-12-09 - 7:49:12 PM GMT- IP address: 104.47.70.126
-  Erika Perret-Martinez (eriperret-martinez@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton  
2024-12-09 - 7:49:21 PM GMT- IP address: 137.151.176.51
-  Document e-signed by Erika Perret-Martinez (eriperret-martinez@fullerton.edu)  
Signature Date: 2024-12-09 - 7:49:21 PM GMT - Time Source: server- IP address: 137.151.176.51
-  Email viewed by ASI Board Vice Chair (asboardvicechair@fullerton.edu)  
2024-12-10 - 3:52:15 AM GMT- IP address: 137.151.175.115
-  ASI Board Vice Chair (asboardvicechair@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton  
2024-12-10 - 8:46:28 AM GMT- IP address: 137.151.175.115
-  Document e-signed by ASI Board Vice Chair (asboardvicechair@fullerton.edu)  
Signature Date: 2024-12-10 - 8:46:28 AM GMT - Time Source: server- IP address: 137.151.175.115
-  Agreement completed.  
2024-12-10 - 8:46:28 AM GMT



**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**A RESOLUTION TO AMEND ASI POLICY CONCERNING INTERACTION WITH MINORS**

**Sponsor:** Brian Rubio

**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 corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

**WHEREAS**, ASI provides a number of programs and services that include interactions with minors. This includes, but is not limited to, the Children's Center, Titan Recreation summer camp, and Camp Titan; and

**WHEREAS**, the policy was approved in 2017 and was amended by the Board of Directors in spring 2024; and

**WHEREAS**, ASI elected to extend the review through a third-party risk management firm, Praesidium; and

**WHEREAS**, a review of the policy identified the need to further expand Section 1 of the policy to include descriptions of the four types of abuse (neglect, physical, emotional, and sexual); and

**WHEREAS**, in Section 4 to include details on how to obtain approval for one-on-one interactions with minors, including language to limit and/or prohibit one-on-one interactions; and

**WHEREAS**, added Section 5 prohibiting the abuse or mistreatment of one minor by another; and

**WHEREAS**, added Section 6 regarding ASI employees accepting gifts from minors and their family members; and

**WHEREAS**, in Section 7 a link was added to access the State of California's Child Abuse Policy as reference; and

**WHEREAS**, added Section 10 outlining screening requirements for employees and volunteers before interacting with minors; and

**WHEREAS**, added Section 11 to include training requirements for staff and volunteers interacting with minors; and

**WHEREAS**, added Section 12 to include language regarding the requirement to report red flags, inappropriate behavior and policy violations; and



**WHEREAS**, added Section 13 to include language regarding the appropriate response to allegations or incidents of abuse required as mandated reporters; therefore let it be

**RESOLVED**, ASI approves the amendments to the Policy Concerning Interaction with Minors; and let it be finally

**RESOLVED**, that this resolution be distributed to the ASI Executive Director, Director of Human Resources, and applicable ASI departments for appropriate action.

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

---

Gavin Ong  
Chair, Board of Directors

Noah Alvarez  
Secretary, Board of Directors

## POLICY CONCERNING INTERACTION WITH MINORS

---

### PURPOSE

Associated Students, Inc., California State University, Fullerton provides a number of programs and services that include interactions with minors. This includes, but is not limited to, the Children’s Center, which provides on-campus childcare services for California State University Fullerton (CSUF) students, faculty and local community families, Titan Recreation, which provides on-campus summer camp programs for the local community, and Camp Titan which provides off-campus summer youth camp programs. The purpose of this policy is to establish standards within programs, guide staff and volunteer conduct, and facilitate the identification of high-risk interactions and program characteristics.

### TABLE OF CONTENTS

---

POLICY STATEMENT .....	1
DEFINITIONS .....	2
STANDARDS .....	2
1. POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF MINORS.....	2
2. PHYSICAL INTERACTIONS BETWEEN ADULTS AND MINORS.....	3
3. VERBAL INTERACTIONS BETWEEN ADULTS AND MINORS.....	4
4. ONE-ON-ONE INTERACTIONS WITH MINORS.....	4
5. GIFT GIVING.....	5
6. MANDATED REPORTERS .....	5
7. NON-FRATERNIZATION BETWEEN STAFF AND MINORS.....	5
8. SOCIAL MEDIA AND MINORS.....	5

### POLICY STATEMENT

---

It is the policy of the Associated Students Inc., California State University, Fullerton (ASI) to establish accountability and security for on-campus and off-campus services and programs for minors. All operations will be conducted in accordance with these established guidelines. Training will be conducted by management personnel for all staff and volunteers during their introduction to the program. All staff, interns, and volunteers must act in accordance with all local, state, and federal laws while interacting with Associated Students Inc., California State University, Fullerton.

#### WHO SHOULD KNOW THIS POLICY

**Commented [P1]:** This is a great visualization of responsibility. It's very clear who needs to be familiar with the content as a way of having institutional memory.

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

**DEFINITIONS**

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

Terms	Definitions
<b>Staff</b>	Personnel that includes professional staff, student employees, and temporary staff.
<b>Volunteers</b>	Personnel that includes students, parents, and interns who volunteer their Time.
<b>Appropriate</b>	Suitable by standards set by Associated Students Inc.
<del>Inappropriate</del>	<del>Unsuitable by standards set by Associated Students Inc.</del>
<b>Child/Minor</b>	Any person under the age of 18 years.
<b>CANRA</b>	California Child Abuse and Neglect Reporting Act; Penal Code Article 2.5, 11165.7 – 11174.3
<del>Inappropriate</del>	<del>Unsuitable by standards set by Associated Students Inc.</del>
<b>Mandated Reporter</b>	Mandated reporters are individuals who are legally bound to make reports of known or suspected child abuse or neglect. They include numerous categories of persons who, because of the nature of their position, are more likely to become aware of child abuse or neglect. A full list of mandated reporters is contained in California Penal Code section 11165.7

**STANDARDS**

**1) POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF MINORS**

Associated Students, Inc., California State University, Fullerton (ASI) will not tolerate the mistreatment or abuse, including neglect, physical abuse, emotional abuse, or sexual abuse, of minors in any programs. Any mistreatment or abuse by an adult will result in disciplinary action, up to and including termination of employment or volunteer service.

- Neglect includes failure, refusal, or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, water, clothing, medical or dental care or shelter to seriously endanger the physical health of the consumer.
- Physical abuse includes physical injury inflicted on a consumer by other than accidental means. Conduct qualifying as Physical Abuse may include, but is not limited to, hitting, spanking, shaking, slapping, unnecessary restraints, pushing, or other forceful physical contact.
- Emotional abuse conduct that reasonably causes harm to a consumer’s psychological or intellectual functioning and includes language that is degrading or threatening, and includes verbal interactions such as name calling, insults, cursing, derogatory remarks, belittling, and shaming.
- Sexual abuse includes a wide spectrum of interactions with consumers including rape, certain physical assault, sexual battery, physical sexual contact, sexually explicit or offensive verbal communication, verbal sexual harassment, voyeurism, sexually oriented conversations, sexual intercourse or sexual touching of a consumer, sexual exploitation, exposing of genitalia, viewing of sexual activity, or permitting, allowing, or encouraging a consumer to engage in prostitution.

**Commented [P2]:** This could include definitions or at least mention of the 4 different types of abuse. It could also include minor to minor PSB.

[For specific definitions of what conduct meets the definition of abuse or neglect under CANRA see California Penal Code §11165.1-11165.6.](#)

**2) PHYSICAL INTERACTIONS BETWEEN ADULTS AND MINORS**

ASI wishes to promote a positive, nurturing environment while protecting minors and adults. The organization encourages appropriate physical contact with minors and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by adults toward minors involved in ASI programs will result in disciplinary action, up to and including termination of employment. The policies for appropriate and inappropriate physical interactions are:

Appropriate Physical Interactions	Inappropriate Physical Interactions
Side hugs Shoulder-to-shoulder or – temple hugs Pats on the shoulder or back Handshakes High-fives and hand slapping Verbal praise Pats on the head when culturally appropriate Touching hands, shoulders, and arms Arms around shoulders Holding hands (with young minors in escorting situations)	<input type="checkbox"/> Full-frontal hugs <input type="checkbox"/> Kissing <input type="checkbox"/> Showing affection in unsupervised isolated area <input type="checkbox"/> Lap sitting (except when rading or comforting injured child) <input type="checkbox"/> Wrestling <input type="checkbox"/> Piggyback rides <input type="checkbox"/> Tickling <input type="checkbox"/> Anytipt of massage given by or to a child <input type="checkbox"/> Any form of affection that is unwanted by the child or the adults, including those listed in “Appropriate Physical Interactions” <input type="checkbox"/> Sexual compliments relating to physique or body development <input type="checkbox"/> Fondling of bottom, chest, or genitals

**3) VERBAL INTERACTIONS BETWEEN ADULTS AND MINORS**

Adults are prohibited from speaking to minors in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Adults must not initiate sexually-oriented conversations with minors. Adults are not permitted to discuss their own sexual activities with minors.

Organizational policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<input type="checkbox"/> Positive reinforcement <input type="checkbox"/> Appropriate jokes <input type="checkbox"/> Encouragement <input type="checkbox"/> Praise	<input type="checkbox"/> Name-calling <input type="checkbox"/> Discussing sexual encounters or in any way involving minors in the personal problems or issues of staff and volunteers <input type="checkbox"/> Secrets <input type="checkbox"/> Cursing <input type="checkbox"/> Derogatory, discriminatory, or sexual jokes <input type="checkbox"/> Shaming <input type="checkbox"/> Belittling <input type="checkbox"/> Derogatory remarks <input type="checkbox"/> Harsh language that may frighten, threaten, or humiliate minors

**4) ONE-ON-ONE INTERACTIONS WITH MINORS**

In those situations where one-on-one interactions are approved in writing by the minor's parent/guardian, or according to program handbook/policy rules adults should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

**Commented [P3]:** Consider adding the procedure to obtain approval.

Additional Guidelines for One-on-One Interactions

- a) When meeting one-on-one with a child, always do so in a public place where and in full view of others.
- b) Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, fist-bumps, and handshakes.
- c) If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- d) Inform other adults that you are alone with a child and ask them to randomly drop in.
- e) Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

**Commented [P4]:** This could modified to no physical affection when one-on-one to further reduce risk or misinterpretation.

**5) POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF ONE MINOR BY ANOTHER MINOR**

e) Associated Students, Inc. ASI will not tolerate mistreatment, abuse, or sexual activity among consumers as part of our commitment to providing all consumers with a safe environment. Conduct by consumers that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the organization will take the necessary steps to eliminate such behavior.

### 5)6) GIFT GIVING

Adults should only give gifts to groups of minors and only under the following circumstances:

1. Administration must be made aware of and approve the gift.
2. Parents must be notified.

**Commented [P5]:** Consider additional language of how and when employees can receive gifts from consumers or a consumer's parent/guardian. A suggestion would be to include: Employees are able to accept gifts on behalf of the organization or gift of less than X amount can be accepted by an employee. Employees must disclose gifts received to a supervisor.

2- Employees should not accept gifts from minors/families of minors without confirming approval from management. If approved, gifts must be reported in accordance with ASI Policy.

### 6)7) MANDATED REPORTERS

Staff members of Associated Students Inc., California State University, Fullerton are required to abide by the [State of California's child abuse policy](#). ASI employees fall within the law's definition of "child-care custodians" and are therefore mandated by California State Law to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation. Employees must sign a statement confirming that they have been informed of their responsibility. Employees should not hesitate to report to their supervisor any suspicion of child abuse or neglect. Employees should know that their identity will be protected as ASI cannot by law require employees to disclose their identity to anyone.

**Commented [P6]:** Could attach the policy here for someone who needs to review it for easy access. I have attached a resource but a different one may be preferred.

### 7)8) NON-FRATERNIZATION BETWEEN STAFF AND MINORS

Staff members of Associated Students Inc., California State University, Fullerton may not spend time alone with minors met in ASI programs, including but not limited to babysitting, sleepovers, and inviting minors to their homes. The only exception to this prohibition is an established prior relationship between the employee and the minor's parents, which must be disclosed to ASI. In addition, staff may not transport minors in their private vehicles.

**Commented [P7]:** Consider adding prior relationships must be disclosed to ASI.

### 8)9) SOCIAL MEDIA AND MINORS

Staff and volunteers of Associated Students Inc., California State University, Fullerton are encouraged to have private social media accounts so that minors do not have access to private information. In addition, staff and volunteers are encouraged to keep online communication with minors at a minimum and communication must always be in an indirect capacity (e.g. group messaging, event invitations, etc.). Staff and volunteers are prohibited from directly messaging minors. Staff and volunteers are prohibited from posting photos or comments that are, or could be perceived as, harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, humiliating, sexually-oriented, or inappropriate.

### 10) SCREENING OF EMPLOYEES AND VOLUNTEERS

ASI's Children's Center will screen all employees and volunteers prior to contact with our minors in our program(s)/Center consumers. This process will include an in-person interview with behaviorally based questions to assess the risk of abuse by an applicant. Applicants will submit three references including one personal reference, who can speak to the applicant's character and previous experience with consumers. \*Child Abuse Index Check/Live Scan are required for individuals approved to work in the Children's Center. An applicant considered for hire must complete a background check prior to contacting consumers with minors and annually after. Any adverse action on a background check will be reviewed by administration for further consideration.

**Commented [P8]:** Consider adding a section on the screening and selection process for your employees and volunteers. This ensures that all are being properly screened before interacting with minors.

\*All employees/volunteers for Associated Students Inc., California State University, Fullerton camp and hosted events for minor students are required to complete a live scan, reference check, and mandatory training.

### 11) TRAINING REQUIREMENTS:

a) Associated Students Inc., California State University, Fullerton requires all employees and high-access volunteers to be trained on the following foundational abuse prevention topics prior to having access to consumers/minors within our programs:

- The organization's policies related to preventing and responding to abuse;
- How to maintain appropriate boundaries with consumers/minors;
- Definitions of abuse;
- Facts about sexual abuse;
- How abuse happens in organizations;
- Information about sexual grooming;
- How to manage high-risk activities (i.e., bathroom and locker room activities, diapering and toileting, transportation, camps, etc.);
- How to prevent false allegations;
- How to recognize and respond to suspicious or inappropriate behaviors and policy violations; and
- How to recognize and respond to suspicions or allegations of abuse.

All employees and high-access volunteers will receive this training upon hire and prior to having access to consumers/minor students/clients.

The organization keeps documentation of training records for all employees and high-access volunteers.

b) Annual abuse prevention training serves as a refresher for previously learned concepts and provides additional knowledge and skills to enhance the ability of employees and volunteers to protect consumers/minors. All employees and high-access volunteers are responsible for annually completing training on the following concepts:

- The organization's up-to-date policies related to preventing and responding to abuse;
- How to maintain appropriate boundaries with consumers/minors; and
- Additional topics that contribute to employee and volunteers' skills and knowledge related to abuse prevention. These may vary according to an employee's role within the organization [front line employees, supervisors, hiring managers, board of directors].

c) Additional trainings will be offered on the following topics:

- Responding to suspicious or inappropriate behaviors
- Responding to allegations or incidents of abuse
- Monitoring and supervision of high-risk activities such as bathrooms, one-on-one interactions, transition and free times, electronic communication, and isolated or unmonitored areas like stairwells and classrooms.

### 12) POLICY REQUIRING REPORTING OF RED FLAGS, INAPPROPRIATE BEHAVIOR, OR POLICY VIOLATIONS

Associated Students Inc., California State University, Fullerton has zero tolerance for abuse. It is imperative that every employee or volunteer actively participates in the protection of consumers/minors within our programs.

If employees or volunteers observe red-flag or inappropriate behaviors and/or policy violations by other employees or volunteers, or consumers, it is their professional and personal responsibility to immediately report their observations in accordance with the organization's reporting procedures.

Remember, at our organization, the policies apply to everyone.

The following are examples of red-flag or inappropriate behaviors that all employees and volunteers are required to report:

- Any violation of the organization's abuse prevention policies
- Seeking unauthorized private time or one-on-one time with consumers
- Seeing or visiting with a consumer outside of scheduled programming
- Buying gifts for individual consumers
- Sending unauthorized electronic communications through text messaging, social media, online gaming, etc. in violation of the organization's electronic communication policy
- Making suggestive comments to consumers
- Showing favoritism towards a consumer or type of consumer
- Consumers disclosing that an employee or volunteer makes them feel uncomfortable

All reports of suspicious or inappropriate behavior with consumers will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

If employees or volunteers witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the individual is instructed to do the following:

- Interrupt the behavior.
- Immediately report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a supervisor or administrator, contact the next level of management.
- Complete an internal report, but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

### 13) PROCEDURES FOR EMPLOYEE AND VOLUNTEER RESPONSE TO ALLEGATIONS OR INCIDENTS OF ABUSE

As required by mandated reporting laws, employees and volunteers must report any suspected abuse or neglect of a consumer—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Non-mandated reporters ~~Reports may be made~~ make reports confidentially or anonymously. A person who reports suspected abuse is immune from civil or criminal liability if the report was made in good faith and without malice.

For more information about child abuse reporting please visit:

<https://www.childwelfare.gov/resources/mandatory-reporting-child-abuse-and-neglect-california/>

<https://www.cdss.ca.gov/reporting/report-abuse/child-protective-services/report-child-abuse>

In addition to reporting to state authorities, employees and volunteers are required to report any suspected or known abuse of a consumer that was perpetrated by an employee or volunteer directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged survivors and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

1. Immediate supervisor
2. Directors
3. Administrators

Additional guidelines for employee and volunteer response to incidents or allegations of abuse:

- If you witness abuse, safely interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.

Commented [P9]: Check with California law on this.

Commented [P10]: Recommend the organization look at how they want a report to roll up the chain of command.



- Protect the alleged survivor from intimidation, retribution, or further abuse to the extent possible.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting and documentation requirements. State only the facts.
- Immediately report the allegation or incident to the appropriate local authorities (based on mandatory reporting requirements). Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
- It is not your job to investigate the incident, but it is your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

---

**DATE APPROVED:** 03/07/2017  
**REVISED:** 02/20/2024

# **POLICY CONCERNING STUDENT LEADER TRAVEL**

Rebecca Hesgard, ASI Student Government Director

**November 2024**

# Overview

- Introduction of Policies
- Policy Purpose Comparison
- Policy Language Comparison
- Recommendation

# Policy Concerning Student Leader Travel

Established in May 2018 to *consolidate* language from ASI policies titled:

- **Funding of Students to Attend Conferences**
- **Line Item Transfers and Travel**

Last revised in April 2021 as part of a larger Board action to restructure the Committees of the Board, which required language updates to multiple ASI policy statements.

# Policy Concerning Funding Provided to Students and Student Organizations

Established in May 2019 to help centralize all rules and guidelines related to funding provided to students for **events, activities, and *travel***.

Revised in November 2020 to include viewpoint neutrality language, and September 2021 and May 2023 to revise and update best practices to meet adapting student needs.

# Policy Purpose Comparison

## Policy Concerning Student Leader Travel

The purpose of the policy is to ***provide guidance on travel*** including the funding of students to attend conferences and the administration of travel funds of Associated Students, Inc. (ASI). This policy applies to students-at-large and members of the ASI Executive Officers and ASI Board of Directors when using student fees to travel to and/or attend conferences, conventions, or professional meetings.

## Policy Concerning Funding Provided to Students and Student Organizations

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 LANGUAGE COMPARISON**

## **Policy Concerning Student Leader Travel**

- \$500 annual travel funding limit for active participants
- \$250 annual travel funding limit for inactive participants

## **Policy Concerning Funding Provided to Students and Student Organizations**

- \$750 annual travel funding limit for active participants
- \$500 annual travel funding limit for inactive participants

# **Individual Student Travel Funding**



## **Policy Concerning Student Leader Travel**

- \$500 annual travel funding limit for organizations which must travel due to requirements for maintaining membership to a national organization. Registration fees not included in the \$500 limit.

## **Policy Concerning Funding Provided to Students and Student Organizations**

- Duplicated language.

# **Club/Organization Travel Funding**

## **Policy Concerning Student Leader Travel**

“In accordance with State of California guidelines and CSU directives, ASI does not fund travel to state with discriminatory laws. A current list of prohibited states is available from ASI Financial Services.”

- Repealed by signing of SB 447 in September 2023

## **Policy Concerning Funding Provided to Students and Student Organizations**

- Travel funding not applicable for international travel or those prohibited by ASI, CSUF, CSU, State of California, or any Federal regulations.

# **Destination Restrictions for Travel Funding**

## **Policy Concerning Student Leader Travel**

- Students receiving funds must sign the Delegate Contract and provide all travel details when requesting to a Funding Council or ASI BOD

## **Policy Concerning Funding Provided to Students and Student Organizations**

- Students receiving funds must sign a Travel Funding Contract (includes Delegate Contract, COVID19 Acknowledgement, CSUF Release of Liability) and submit a Travel Request Form (including roster) when proposing a funding request.

# **Travel Funding Process**

## **Policy Concerning Student Leader Travel**

- Does not outline reimbursement process information.
- States ASI will reimburse meals, lodging, and incidental expenses.

## **Policy Concerning Funding Provided to Students and Student Organizations**

- Outlines requirements for travel funding reimbursements.
- Fundable travel expenses include registration, lodging, meals, and modes of transportation (airline, bus, train, public transit, ride share service, personal or rental vehicle).

# **Travel Reimbursements**

## **Policy Concerning Student Leader Travel**

- Report of 350 words must be submitted to the Funding Council to receive a travel reimbursement.
- Outdated submission process. Refers to previous ASI department name and location.

## **Policy Concerning Funding Provided to Students and Student Organizations**

- Duplicated requirement language.
- Submitted electronically to Funding Council, then ASI.

# **Travel Reports**

### **Policy Concerning Student Leader Travel**

- Outdated language regarding previous travel line item code (8077).
- Transfers shall not exceed 15% of current fiscal year's allocated Travel budget.
- Any line-item below \$1,000 shall be approved by Finance Committee.
- Requests above \$1,000 shall be approved by the Finance Committee and BOD.
- Requests considered after March 15 of the fiscal year.

### **Policy Concerning Funding Provided to Students and Student Organizations**

- Any transfer request must be approved by BOD Treasurer.
- Requests larger than \$1,000 must be approved by Finance Committee.
- Requests considered after January 1 of the fiscal year.

## **Line Item Transfers To or From Travel**

# **RECOMMENDATION:**

**Strike Policy Concerning  
Student Leader Travel**

**THANK YOU**

**QUESTIONS?**



## POLICY CONCERNING STUDENT LEADER TRAVEL

### PURPOSE

The purpose of the policy is to provide guidance on travel including the funding of students to attend conferences and the administration of travel funds of Associated Students, Inc. (ASI). This policy applies to students-at-large and members of the ASI Executive Officers and ASI Board of Directors when using student fees to travel to and/or attend conferences, conventions, or professional meetings.

**PURPOSE**..... 1  
**WHO SHOULD KNOW THIS POLICY**..... 1  
**DEFINITIONS**..... 1  
**STANDARDS**..... 1  
    1. **FUNDING OF STUDENTS TO ATTEND CONFERENCES** ..... 1  
    2. **LINE ITEM TRANSFERS AND TRAVEL**..... 3

### 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
<b>Delegate Contract</b>	Contract detailing trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements.

### STANDARDS

#### 1. FUNDING OF STUDENTS TO ATTEND CONFERENCES

Individuals may receive up to \$500 for travel per fiscal year if they are actively participating in the conference or event they are attending. Individuals who are not actively participating in the conference or event may only be reimbursed up to \$250. Active participation is defined as an individual that is planning, presenting, performing, competing, and volunteering in or at the conference, convention, or event. 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.

**Commented [RH1]:** Outdated annual travel funding limits for individuals. Current limits are \$750 and \$500.  
 Located in Section 3.a. of PC Funding Provided...

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.

**Commented [RH2]:** Located in Section 3.b. of PC Funding Provided...

Registration fees for Regional and National conferences shall not apply to the \$500 limit.

Each delegate to the conference must complete and sign a Delegate Contract which details trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements. The Delegate Contract must be kept on file by the funding council and/or ASI Leader and Program Development. Each delegation must complete an Academic Field Trip Participant List form (obtained from the Dean of Students Office or Assistant Dean's Office) and submit a copy of this form, no later than 24 hours prior to the trip, to ASI Leader and Program Development.

**Commented [RH3]:** Revised language located in Section 3.d. of PC Funding Provided...

Students-at-large (including members of the ASI Executive Officers and ASI Board of Directors when involved in travel not directly related to their leadership roles) who receive ASI fees from a Funding Council or through the ASI Contingency line-item to travel are required to:

- Provide an informational presentation to their academic unit and/or student organization no later than fifteen (15) school days after returning from the conference (the presentation should share information learned at the conference and how the information supports the goals of the academic unit and/or student organization);
- Determine the date, time, and location of the above-mentioned presentation, and provide this information to the Funding Council or ASI Board of Directors during their request for funding;
- Provide a written report to ASI Leader and Program Development (TSU-269) prior to the presentation. The report shall be at least 350 words long and shall summarize the topics/panels/speakers attended and what was learned from them, summarize what will be brought back to the University from the student, and state how CSUF and the Associated Students benefit from the student's attendance to the conference.

**Commented [RH4]:** Post-event or travel funding presentation requirements vary by Executive Senate council.

**Commented [RH5]:** Outdated reference to ASI department name and location.

**Commented [RH6]:** Located within Section 3.i. in PC Funding Provided...

ASI Leader and Program Development shall attach the report to the financial paperwork located in the ASI Accounting Office. Each Funding Council shall adopt the above portion of this policy statement as a part of its bylaws concerning the use of ASI fees.

Members of the ASI Executive Officers and ASI Board of Directors when using student fees to travel to a conference as part of their leadership role, are required to do the following within fifteen (15) working days of their return:

- Provide a presentation to their respective board that includes information learned at the conference and how the information supports the missions of the University and the Associated Students, CSUF, Inc.;
- Provide a written summary of the presentation to ASI Leader and Program Development (TSU-269) prior to the presentation. The summary shall be at least 350 words and shall include the information stated previously in this policy statement. ASI Leader and Program Development shall attach the summary to the financial paperwork and submit it to the ASI Accounting Office.

Travel on behalf of ASI is to be undertaken in the most cost-effective manner. ASI will neither pay for nor reimburse travel expenditures for spouses, dependents, or others who are

accompanying individuals conducting business for the organization unless they too are conducting business for the organization.

**Commented [RH7]:** PC Funding Provided... is applicable to ASI student leaders, however, this language can be incorporated into PC BOD/Executive Officer Ops if desired.

ASI will reimburse for meals when traveling on ASI business. Actual meal expenses are reimbursable up to \$55 per day. The traveler must submit a spreadsheet itemizing by day each meal that is subject to reimbursement. Supporting original receipts are required. Meals may be claimed only if the travel includes an overnight stay. This is subject to revision when guidelines are revised per Chancellor's office and the University.

**Commented [RH8]:** Outdated amount. Updates to system-wide travel policy on January 1, 2024 increased meals and incidentals rates for CSU travel.

Requests for lodging expenses will be administratively reviewed and approved if the costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program, conference, etc. Lodging receipts are required and must be submitted with the travel expense report. Room rates to be reimbursed will be reviewed in the ASI Accounting Office and must be in accordance with Chancellor's office and University guidelines. Out of State lodging will also be reimbursed for reasonable, actual expenses.

**Commented [RH9]:** Revised language located in Section 3.h. of PC Funding Provided...

In accordance with State of California guidelines and CSU directives, ASI does not fund travel to state with discriminatory laws. A current list of prohibited states is available from ASI Financial Services.

**Commented [RH10]:** Repealed on September 13, 2023 by Governor Newsom signing SB 447, which repealed AB 1887.

Incidentals shall include the actual rates for parking with required receipts, official business calls over the telephone, and actual cost of ground transportation with required receipts.

**Commented [RH11]:** Additions to the items listed here in the PC Funding Provided... include modes of transportation and registration.

## 2. LINE ITEM TRANSFERS AND TRAVEL

The ASI Finance Committee and/or the ASI Board of Directors must approve all line-item transfers being made into travel (8077). Any line item transfer involving travel below \$500 shall be approved by the Finance committee. All other line item transfers involving travel \$500 or above shall be approved by the Finance Committee and the Board of Directors. After the final Finance Committee and Board of Directors' meetings of the fiscal year, the ASI Vice Chair/Treasurer and the Chair of the Board may approve any line item transfers into travel.

Line-item transfers into Travel will not be considered by the Board of Directors before March 15 of the current fiscal year. Transfers shall not exceed 15% of the current fiscal year's allocated Travel budget. Any line-item transfer made into Travel below \$1,000 shall be approved by the Finance Committee. Line-item transfers made into Travel \$1,000 or above shall be approved by the Finance Committee and the Board of Directors.

**Commented [RH12]:** Revised language located in Section 1.d. of PC Funding Provided...

---

DATE APPROVED: 05/08/2018  
DATE REVISED: 04/20/2021

## 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 ORGANIZATIONS.....	1
PURPOSE .....	1
WHO SHOULD KNOW THIS POLICY .....	2
DEFINITIONS .....	2
STANDARDS/REGULATIONS/PROCEDURES .....	3
1.    OVERSIGHT .....	3
a.    Check Request and Original Receipts/Invoices .....	3
b.    Funding In Excess Of \$5,000 .....	3
c.    Contingency Funding .....	3
d.    Line-Item Transfers To or From Travel .....	4
e.    Club Agency/University Accounts .....	4
f.    Academic Related Expenses .....	4
g.    Agendas and Minutes .....	4
h.    Secret Ballot Voting .....	4
i.    Fundraising and Donations .....	4
j.    Retroactive Funding .....	4
2.    EVENTS AND ACTIVITIES.....	4
a.    ASI Acknowledgement.....	5
b.    Collaborative Programming .....	5
c.    Speakers and Performers .....	5
d.    Retreats .....	5
e.    Banquets .....	5
3.    TRAVEL.....	5
a.    Individual Student Travel Funding .....	5
b.    Club/Organization Travel Funding .....	5
c.    Destination Restrictions for Travel Funding .....	6
d.    Travel Funding Contract .....	6

e. Travel Request Form ..... 6

f. University Travel Requirements ..... 6

g. Travel Reimbursement Requirements ..... 6

h. Travel Reimbursement Details ..... 6

i. Travel Reports ..... 7

j. Use of Private Lodging ..... 7

a. Awards, Gifts, Plaques and Trophies ..... 8

b. Clothing, Apparel, and Promotional Items ..... 8

c. Club/Organization Support ..... 9

d. Websites and Online Services ..... 9

e. Equipment and Non-Consumable Items ..... 9

f. Gift Cards ..... 9

g. Graduation Honors ..... 9

h. Newspaper and Off-Campus Advertising ..... 9

i. Off-Campus Outreach ..... 9

j. Professional Organization Memberships ..... 9

**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:

<b>Terms</b>	<b>Definitions</b>
<b>Agency Account</b>	A financial services account used by a recognized student organization to manage funds
<b>Contingency</b>	A funding source intended to support unexpected or supplemental needs, including new and innovative proposals.
<b>Expressive Conduct and/or Speech</b>	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.

<b>Funded Organization</b>	A recognized student organization that has been granted a budget allocation to use, but not allocate to other member organizations.
<b>Funding Organization</b>	A recognized student organization that has been granted a budget allocation to both use and allocate to other member student organizations.
<b>Line Item</b>	A sub-section of a budget allocation designated for a specific use or type of expense.
<b>Non-consumable Items</b>	Items with a useful life of over one year.
<b>Retroactive Funding</b>	Funding that is requested for an event/travel after the event/travel has taken place
<b>Travel Funding Contract</b>	Contract detailing trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements.
<b>University Account</b>	A fund account external from ASI Financial Services used by a university or other auxiliary department or program.
<b>Viewpoint Neutrality</b>	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.

Commented [RH1]: Updated language from PC Student Leader Travel Section 2.

*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. That travel cannot not 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.

Meals – Receipts provided for reimbursement must show the vendor, location details, payment transaction details and itemization of the food purchased. Alcoholic beverages are not reimbursable. The maximum allowance for meals is \$55 per day.

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.

Commented [RH2]: Updated language and information from PC Student Leader Travel Section 1.

#### 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 \$20 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 15<sup>th</sup>. 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. Club/Organization Support*

*Clubs and organizations can request supplies for items needed for the promotion and recruitment of students to engage in the organization including tablecloths, banners and signage. Clubs and organizations are limited to \$500 annually for organization supplies.*

*d. Websites and Online Services*

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

*e. 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.

*f. StGift Cards*

Funding under this policy is available for gift cards, gift certificates or other cash value items up to \$25 per individual award as a thank you to a speaker/presenter that is not charging for their provided service.

*g. Graduation Honors*

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

*h. Newspaper and Off-Campus Advertising*

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

*i. 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.

*j. 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

DATE REVISED: 09/21/2021

05/02/2023