CSU, Stanislaus Student Organization Funding Policy

I. Background and Purpose

This policy describes the guidelines for the distribution of funds from Associated Students, Inc. (ASI) to California State University, Stanislaus student organizations for student programs, events, fundraisers, and activities.

II. Policy

A. Programs for which funds are requested should benefit and broaden the educational, social, political, and cultural experience of students at CSU Stanislaus.

B. Student organizations requesting funding must be chartered prior to submitting the funding request.

C. Clubs and organizations applying for funds may not be granted funds exceeding the predetermined amount established by the Budget Committee for the fiscal year.

D. Any club or organizations receiving funding from ASI must do its banking on campus.

E. Appropriate use of funds, subject to Budget Committee approval.

F. Events must be held on campus.

1. ASI funds may not be limited to, but subject to approval of the Budget Committee, used for the following expenses:
   a. Printing and Publicity (flyers, programs, postcards, announcements, invitations, and informational handouts)
   b. Guest speakers (excluding CSUS students and CSUS faculty) (Include Musicians, DJ’s, Sound Technicians, Comedians)
   c. Dances
   d. Office supplies necessary for the production of the event and the event
   e. Postage
   f. Production supplies for events
   g. Equipment rental
   h. Refreshments (Water, soda, juice, food)
   i. Fundraising Events

2. ASI funds may not be used for the following expenses:
   a. Alcoholic Beverages
   b. Salaries for organization officers and staff
   c. To oppose or support any political candidates or issue subject to the ballot
   d. Equipment purchase
   e. Off campus events
f. Support for websites, listservs, newsletter, or newspapers

   g. Travel

   h. Ceremonies and banquets

G. Programs and events

1. All funded programs must be open to the entire CSUS student body

2. Before any ASI funds are approved, a sample of publicity may be submitted to the Budget Committee

III. Procedure

Prior to consideration of a funding request by ASI Budget Committee, student organizations must complete and submit to the ASI Vice President, Finance a typed or written out financial request form that includes all of the requested information, including an accurate and detailed budget (line item detail sheet) for the program which the funding is requested. The financial request form must be turned in one week prior to the scheduled Budget Committee meeting. In addition, one student organization member must also meet at least one week prior with the Vice President, Finance to the scheduled Budget Meeting.

CSUS student organization financial request and line item detailed sheet will be reviewed and approved by the ASI Budget Committee. One of the organizations members must be present at the meeting to present their request. If a student organization member is not present, the Budget Committee does not have the authority to approve the necessary funds.

Student Organizations that request a meeting with the Budget Committee and fail to appear at the agreed time and date, cannot request another meeting with the Budget Committee for two Budget Committee meetings after the first failure to appear.

All stipulations established by the Budget Committee must be met before the funds can be released. Funding will not be available for purposes not specified by the board. Proper paperwork for activities funded during the current fiscal year must be turned in by the end of the second week in June.

If the event does not comply with the appropriate usage of funding, then the Budget Committee must vote unanimously on a case-by-case scenario.

IV. After approval of funds

For a club to receive their money the Budget Committee allocated to them there is four options:

1) **Direct Payment:** To get direct payment, complete a purchase order, and attach with cost documentation, address for direct payment. Upon receipt of
goods/services an original receipt must be turned into the ASI office referencing the PO Number on the direct payment.

2) **Reimbursement**: To get reimbursed complete a purchase order and attach the original receipts to it. Turn in the completed form to ASI office.

3) **Cash Advance**: To get a cash advance complete a purchase order and indicate on the description that it is a cash advance. After purchases have been made the receipts must be turned into the Vice President, Finance.

4) **Contract for payment**: To hire an entertainer or request for service, complete a contract and request form and turn into ASI office.

V. **Seed Money**

Seed money is given to new student organizations that are chartered. In order for the club to receive seed money they need to fill out the financial request forms and turn them in at least one week prior to the Budget Committee meeting. At least one student organization representative must attend the meeting. Once Budget Committee approves the seed money, the money will be transferred to the student organization account.

Adopted at a regular meeting of Associated Students, Inc. Senate on **May 24, 2005**.

Amended at a regular meeting of the Associated Students, Inc. Senate on November 13, 2007.

Signed: _____________________________ ____________________________
Matt Ryan Date               Brittany Jibby Date
ASI Vice President, Finance       ASI Vice President, Internal