Student Organizations
Funding Guidelines

SECTION 1. Introduction

Clause 1.1 The Finance Committee is committed to revising its current Student Organizations Funding Guidelines on a continuous basis.

Clause 1.2 The funding guidelines set forth below, which outline the funding request process per event, are designed to provide an efficient and effective way to allow student clubs/organizations to provide events, activities, benefits, and services directly to California State University, Bakersfield (CSUB) students.

Clause 1.3 Student Clubs/Organizations must comply with these guidelines in order to receive funding.

Clause 1.4 In order to qualify for funding, the Before Approval Process must be followed; if approved for funding, the Payment Process must be followed in order to obtain the funds.

SECTION 2. Before Approval Process

Clause 2.1 Student clubs/organizations applying for funding must be officially recognized and chartered by the Office of Student Involvement and Leadership (OSIL). Student clubs/organizations must have attended a mandatory Finance Workshop by the VP of Finance. The workshops will be announced by the VP of Finance every quarter. If the student club/organization is not able to attend, the club/organization must arrange a meeting with the VP of Finance. If available, the club/organization may complete an on-line workshop.

Clause 2.2 Funding will be allocated to student clubs/organizations for individual events that will directly benefit current CSUB students. The club/organization may submit an Application for Funding (AF) that outlines the specific costs.

Clause 2.3 All CSUB students must have the opportunity to attend the event for free at all times during the event.

Clause 2.4 ASI funds are allocated on a “first come, first serve” basis and as long as funds are available. No more than $3,000 shall be allocated to any student organization in any one academic year. The Board may make exceptions to this rule on a case-by-case basis.
Exceptions for funding over $3000:

1. The ASI co-sponsored event must be an annual event.
2. The ASI co-sponsored event must have other co-sponsors funding the event.
3. The ASI co-sponsored event must have a student sign-in sheet from the previous year.
4. The ASI co-sponsored event must be primarily a student event.

**Clause 2.5** Student clubs/organizations may use ASI funds to organize approved fundraisers on campus. ASI will pay half of the club/organization’s expenses that a fundraiser incurs. No more than $200 shall be allocated to any organization’s fundraiser. The Finance Committee may make exceptions to this rule on a case-by-case basis.

**Clause 2.6** Events must be held on campus, open to all students, and free-of-charge. The Finance Committee must approve any admission charges prior to the event.

**Clause 2.7** Late AFs will automatically receive a 10 percent deduction fee from the total amount approved; the Finance Committee will not review any late AF submissions after the event.

**Clause 2.8** AFs must be submitted to the ASI Office no less than four (4) weeks if requesting less than $1,000.00 or five (5) weeks if the request is greater than $1,000.00, prior to an event. AF proposals may be submitted up to three (3) months in advance of the event.

**Clause 2.9** AF’s must be submitted to the VP of Finance on Fridays before 5:00pm. Once submitted, the application will then be reviewed at the next Finance Committee meeting (contact the VP of Finance for meeting location and time).

**Clause 2.10** After submitting the AF, a student officer is required to attend the Finance Committee Meeting(s), if more than $1,000.00 the student officer is also required to attend the Board of Directors Meeting. The club/organization advisor is welcome to attend the meeting(s); however, the committee would like to hear from the student’s perspective. The student officer must be prepared to present their club/organization’s application and answer any question that the Finance Committee and Board of Directors may have.

**Clause 2.11** If the approved amount is less than $1,000.00, it must be approved by the Finance Committee and the ASI President; if the approved amount is more than $1,000, it must be approved by the Finance Committee, the General Board, and the ASI President.
Clause 2.12 Funding will be allocated in six (6) categories: Performance/Honorarium, Rental Charges, Promotion and Publicity, Food/Catering, Supplies/Services, and University Services.

1. *Performance/Honorarium:* These funds may be used to pay an honorarium to any speaker, performer and/or performance group.

2. *Rental Charges:* These funds may be used for Facilities Management charges: (tables, chairs, trash cans, etc.) and/or Rental fees: (Student Union Facilities, Stockdale Room, Albertson Room and other similar facilities where a rental fee is required).

3. *Promotion and Publicity:* These funds may be used for the printing of material and/or the publicity of an event funded by ASI.

4. *Food/Catering:* These funds may be used to pay for food provided at the event.

5. *Supplies/services:* These funds may be used for materials/services in conjunction with a specific event. General supplies for the club will not be funded.

6. *University Services:* University Police security, and/or custodial and technician needs.

Clause 2.13 ASI does not fund travel, prizes, personal gifts, awards, banners, clothing, and basic operational costs (i.e. club office supplies, general printing (not event related), etc.) of the club.

Clause 2.14 Celebrations/ceremonies: Celebrations, ceremonies and receptions will not be funded unless the event is an educational or cultural event. Graduation ceremonies/reception will not be funded.

Clause 2.15 ASI will not fund more than the amount requested.

SECTION 3. After Approval

Clause 3.1 Payment Process

**Pre-Event Procedures**

Step 1. The Monday following the Finance Committee’s decision, the student officer is required to pick-up the Letter of Approval or Disapproval from the ASI office after 12:00pm.

Step 2. Student clubs/organizations that are dissatisfied with the total amount allocated to the event should file a written appeal within 30 days after the Finance Committee’s decision and before the end of the fiscal year. The
Finance Committee will evaluate the appeal and decide if a different allocation should be made. Furthermore, a second appeal can be filed; it may appeal the Finance Committee’s decision to the Board of Directors. The Board may approve the appeal with a 2/3 majority vote.

Step 3. If approved, the ASI Office will make an expenditure transfer and the funds will be transferred from ASI’s administrative fund (MR001) into the club account (under MR007); this process may take up to one week.

Step 4. In addition, student groups must have the Co-Sponsored banner at their event (banner must be visual). An electronic flyer must be sent to the VP of Finance after the confirmation of funding approval (this flyer will be used to assist the student organizations with the publicity of the event. The flyer will be posted to ASI’s social media and website). Failure to meet these requirements will affect the allocated amount of the AF and/or future requests.

Step 5. Student Organizations that are satisfied with the total amount allocated, but would like to divide the amounts differently amongst the categories approved can do so, without exceeding the total amount approved.

Step 6. The student club/organizations will be responsible for payment of any expenses for their event. Clubs must follow payment processes approved for clubs/organizations through the Chartering Process and the Office of Student Involvement and Leadership.

**Post-Event Procedures**

Step 1. Ten (10) days after the event or ten (10) business days before the end of the fiscal year, whichever comes first, the student club/organization must submit an Expense (with copies of all receipts), Assessment Form, and student sign in sheets (with CSUB student ID numbers and names) to the VP of Finance. Failure to turn in the required forms will result in the loss of future funding and the return of funds to ASI.

Step 2. The Office of Student Involvement and Leadership is required to sign-off on all student organization expenditures for the event approved.

Step 3. Student Organizations will only be reimbursed for actual expenses regardless of allocation, not exceeding the amount approved.

Step 4. If the student club/organization does not use all allocated funds for the approved event, ASI and the Office of Student Involvement and Leadership will retrieve the unspent funds from the club/organization’s account.
**Clause 3.2** Violations of this policy shall be determined by the Finance Committee, in consultation with the Executive Officers, and the Executive Director. If it is determined that a violation of the Student Organization Funding Guidelines has occurred, the violator(s) shall be informed by the ASI Office. The Finance Committee may place sanctions on the current and/or future allocations. A student club/organization may appeal the Finance Committee’s decision to the Board of Directors.

Proposed 7/17/2012 Rev 9/2/2014