

ASI Club Funding  
Club Sponsorship Procedures  
Maximum Allotment: \$350 per organization per fiscal year

1. Philosophy

In support of the “Ultimate College Experience,” ASI Club Funding is available for currently chartered student organizations operating under contract with the University. Funding is available to enhance the cultural, educational, social and recreational opportunities for all Cal Poly students.

2. Publicity

Availability of, and procedures for, ASI Club Sponsorship will be publicized through the ASI website ([asi.calpoly.edu](http://asi.calpoly.edu)) and by ASI Club Services through training and educations distributed to the organizations officers and advisors.

3. Eligibility

Applying organizations must be currently chartered student organizations. Independent Student organizations and student run organizations that receive other funds supported through mandatory student fees (i.e. Instructionally Related Activities (IRAs) or College Councils) are not eligible for ASI Club Funding

Each organization may apply for both ASI Club Funding and Event Co-Sponsorship funding with a maximum combined allotment of \$1500 per club per fiscal year. For example, if your organization requests \$350 through club funding you are still eligible to apply for Event Co-Sponsorship for up to \$1150 for a maximum allotment of \$1500.

4. Terms of Funding

- a. Eligible organizations may apply for ASI Club Sponsorship to support the organization’s mission, programs/activities, and general operations that take place throughout the fiscal year (July 1 - June 30).
- b. Approved organizations will receive up to \$350 per fiscal year
- c. ASI reserves the right to disqualify any organization from applying for ASI Club Funding indefinitely for attempts to defraud or deceive.

5. Expenditure Guidelines

- a. Funding must be used for purposes consistent with the California State University Board of Trustees and Campus Administrative Policies.
- b. The following expenditures of ASI Club Sponsorship are **NOT PERMITTED**:
  - 1) Expenditures to directly support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters as required by California Education Code Title V, Section 42403.
  - 2) Charitable donations
  - 3) Alcohol
  - 4) Door prizes, awards, gifts (including gift cards/certificates).

6. Application Procedures

- a. ASI Club Services will begin accepting applications July 1 in the Epicenter.
- b. Applications are available on the ASI website. .

- c. Student organizations must complete the application, and obtain the signatures of the President and Advisor indicated on the current club charter or roster.
- d. Funding will be allocated on a first come, first serve basis.
- e. Funding appropriation decisions will be made by ASI Club Services staff and the ASI Co-Sponsorship Liaisons.
- f. Funding appropriation decisions will be made by the ASI Chair of the Board until the Liaison positions are appointed.
- g. Once ASI Club Funding is exhausted, funds will be available to organizations as unused Club Event Co-Sponsorship funds are returned. Funds will be allocated once the requested amount is available.
- h. Submittal of an application for ASI Club Sponsorship does not guarantee funding will be allocated.

#### 7. Disbursement of Funds

- a. A completed Payment Request Form (PRF) with appropriate back-up documentation must be submitted to ASI Club Services in order to access funds.
- b. PRF's must be submitted no later than the last academic day of Spring Quarter. Late PRF's will not be processed utilizing ASI Club Funding.
- c. Expenses incurred prior to the date of Club Sponsorship approval may be reimbursed using Club Sponsorship funding if the expenses occurred during the same fiscal year