

ASI Club Funding
ASI Event Co-Sponsorship Funding Procedures
Maximum Allotment: \$1,500 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 Event Co-Sponsorship will be published on the ASI website (asi.calpoly.edu) and by ASI Club Services through training and education 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. Club Event Co-Sponsorship can fund 50 percent of the total eligible event(s) expenses not to exceed \$1500 per fiscal year.
- b. If an organization is using ASI Event Co-Sponsorship funds for more than one event, an application for each event must be completed and submitted to ASI Club Services.
- c. ASI reserves the right to disqualify any organization from applying for ASI Club Event Co-Sponsorship 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. ASI Event Co-Sponsorship must be used solely for the purpose of supporting events that are intended to serve a broad range of current Cal Poly students.
- c. ASI Event Co-Sponsorship funds up to \$500 toward food and beverage expenses. Food must be available to all event participants and not solely performers/event staff.
- d. The following expenditures of ASI Event Co-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)
- 5) Sole use for transportation
- 6) Sole use for lodging

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.
- d. Funding will be allocated on a first come, first served basis.
- e. If an event is sponsored by multiple organizations, only one can receive funds to pay for the event expenses.
- f. Applications must be submitted to ASI Club Services a minimum of 14 days prior to the event date.
- g. An E-Plan must be on file for the event prior to the application submission.
- h. Funding appropriation decisions will be made by the ASI Chair of the Board until the Liaison positions are filled.
- i. After the Liaison positions are filled, funding appropriation decisions will be made by ASI Club Services staff and the ASI Club Funding Liaisons.
- j. Once ASI Club Funding is exhausted, funds will be available to organizations as unused Event Co-Sponsorship funds are returned. Funds will be allocated once the requested amount is available, or a minimum of \$500 is available.
- k. Submittal of an application for ASI Event Co-Sponsoring does not guarantee funding will be allocated.
- l. An organization's representative is required to meet with ASI Club Services staff prior to the event in order to receive funds.

7. Recognition of ASI Financial Support

Organizations are encouraged to recognize ASI as a sponsor for the event in public announcements and promotional materials whenever practical, using the ASI Event Co-Sponsorship logo provided at the mandatory meeting with ASI Club Services staff prior to the event.

8. Reconciliation Procedures

- a. A completed Club Funding Payment Request Form (PRF) with appropriate back-up documentation must be submitted to ASI Club Services in order to access funds.
- b. PRFs must be submitted to ASI Club Services no later than 2 weeks after the event. A one week extension may be granted upon written request to ASI Club Services.
- c. Unused funds will be returned if PRFs are not submitted by the due date; late PRFs will **not** be reimbursed with funding from Event Co-Sponsorship.

- d. Organizations are encouraged to complete an ASI Club Funding assessment after their event.

9. Decision Process

- a. An email indicating approval or denial of request will be sent to the organization's officer and advisor.
 - 1) If approved, the organization's representative is required to meet with ASI Club Services staff prior to the event to receive further information.
 - 2) If denied, a written request from the organization to ASI Club Services must be submitted within two weeks of denial notification to appeal the decision.
 - 3) A meeting will be scheduled between the organization's representatives, ASI Club Services staff, and the ASI Club Funding Liaisons to discuss the reasons for denial.
 - 4) All decisions after the meeting are final and are not subject to further appeal.