

ASI Club Funding

ASI Club Sponsorship Procedures

Maximum Allotment: \$500 per club per fiscal year

Philosophy

In support of the “ultimate college experience,” ASI Club Funding is available for currently chartered Cal Poly clubs. ASI Club Funding is available to enhance the cultural, educational, social and recreational opportunities for all Cal Poly students.

Publicity

Availability of, and procedures for, ASI Club Sponsorship will be publicized through the [ASI Club Funding web site](#)¹ and by ASI Club Services through training and educations distributed to club officers and advisors.

Eligibility

Applying clubs must be currently chartered Cal Poly clubs. Independent Student Organizations (ISOs), Instructionally Related Activities (IRAs), College Club Councils, and Club Sports are not eligible to receive ASI Club Funding.

Clubs may apply for both ASI Club Sponsorship and ASI Club Event Co-Sponsorship with a maximum combined allotment of \$1,650 per club per fiscal year. For example, if your club receives \$500 through ASI Club Sponsorship, your club can apply for an additional \$1,150 through ASI Club Event Co-Sponsorship (for a maximum allotment of \$1,650).

Terms of Funding

- a. Eligible clubs may apply for ASI Club Sponsorship to support the clubs mission, programs/activities, and general operations that take place throughout the fiscal year. ASI Club Sponsorship Funding must be reconciled by the last day of the academic year (i.e. the Friday of spring quarter Dead Week).
- b. Approved clubs will receive \$500 per fiscal year.
- c. ASI reserves the right to disqualify any club from applying for ASI Club Funding indefinitely for attempts to defraud or deceive.

Expenditure Guidelines

- a. ASI Club Funding must be used for purposes consistent with the California State University Board of Trustees and Campus Administrative Policies.
- b. ASI Club Sponsorship funds cannot be transferred to another Cal Poly club.
- c. 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)

Application Procedures

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

¹ ASI Club Funding website – http://www.asi.calpoly.edu/clubs_funding/

- c. Clubs must complete the application, and obtain the original or scanned signatures of the president and advisor indicated on the current club Charter.
- d. ASI Club Funding will be allocated on a first come, first serve basis.
- e. ASI Club Funding appropriation decisions will be made by the ASI Chair of the Board until the Liaison positions are appointed. Liaisons are members of the ASI Board of Directors, appointed by the Chair of the Board.
- f. ASI Club Funding appropriation decisions will be made by the ASI Club Funding Liaisons in conjunction with ASI Club Services staff.
- g. Once ASI Club Funding is exhausted, ASI Club Services will notify clubs and will no longer accept ASI Club Sponsorship Applications. Additionally, all unfunded applications will be returned.
- h. Submittal of an application for ASI Club Sponsorship does not guarantee funding will be allocated.

Disbursement of Funds

- a. A completed Club 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 no later than the last day of the academic year (i.e. the Friday of spring quarter Dead Week). Late PRFs will not be processed utilizing ASI Club Funding.
- c. Expenses incurred prior to the date of ASI Club Sponsorship approval may be reimbursed using ASI Club Sponsorship funding, if the expenses occurred during the same fiscal year.



ASI Club Sponsorship Application

Maximum Allotment: \$500 per club per fiscal year

In support of the “ultimate college experience,” ASI Club Funding is available for currently chartered Cal Poly clubs. ASI Club Funding is available to enhance the cultural, educational, social and recreational opportunities for all Cal Poly students.

Club Name:

Club Account Number:

Club Contact Information:

Advisor Contact Information:

Name:

Name:

Phone:

Phone:

Email:

Email:

How does your club intend on using the ASI Club Sponsorship funding? Please select all that apply.

Host an Event

Pay for a Speaker

Pay National Dues

Attend an Event

Pay for Club T-shirts

Pay for Club Travel

Pay General Club Expenses

Provide Food at Meetings

Create Marketing Materials

My signature below indicates that I have reviewed the ASI Club Sponsorship Procedures, and that I take responsibility to ensure that my club will abide by all university and ASI policies and procedures.

Note: ASI Club Funding must be used for purposes consistent with the California State University Board of Trustees and Cal Poly campus policies. [View Campus Administrative Policies online!](#)

Please print and have the president and advisor sign and date below.

President Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Office Use Only

ASI Club Funding Liaison: _____ **Date:** _____