



ASI Club Funding

ASI Club Event Co-Sponsorship Procedures

Maximum Allotment: \$1,650 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 Event Co-Sponsorship will be publicized through the [ASI Club Funding website¹](#) 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. ASI Club Event Co-Sponsorship can fund up to 50 percent of the total eligible event(s) expenses not to exceed \$1,650 per fiscal year.
- b. ASI Club Sponsorship funds cannot be used to fund the remaining 50 percent. Clubs must have available funds in their General Club Funds to match the amount being allocated in ASI Club Event Co-Sponsorship.
- c. If a club is using ASI Club Event Co-Sponsorship funds for more than one event, an application for each event must be completed and submitted to ASI Club Services.
- d. ASI reserves the right to disqualify any club from applying for ASI Club Event Co-Sponsorship 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 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 Club Event Co-Sponsorship will fund up to \$500 toward food and beverage expenses. Food must be available to all event participants and not solely performers/event staff.

¹ View ASI Club Funding website - www.asi.calpoly.edu/clubs_funding/

- d. The following expenditures of ASI Club 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

Application Procedures

- a. ASI Club Services will begin accepting applications July 1.
- b. ASI Club Funding Applications are available on the ASI website.
- 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. If an event is sponsored by multiple clubs, only one can receive funds to pay for the event expenses.
- f. ASI Club Event Co-Sponsorship 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. ASI Club Funding appropriation decisions will be made by the ASI Chair of the Board until the ASI Club Funding Liaison positions are appointed. Liaisons are members of the ASI Board of Directors, appointed by the Chair of the Board.
- i. ASI Club Funding appropriation decisions will be made by the ASI Club Funding Liaisons in conjunction with ASI Club Services staff.
- j. Once ASI Club Funding is exhausted, ASI Club Services will notify clubs and will no longer accept ASI Club Event Co-Sponsorship Applications. Additionally, all unfunded applications will be returned.
- k. Submittal of an application for ASI Club Event Co-Sponsorship does not guarantee funding will be allocated.
- l. If approved, an email will be sent to club officers and advisors regarding the timeline and process of reconciling their ASI Club Event Co-Sponsorship funding.

Recognition of ASI Financial Support

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

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. Club Funding 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 to the ASI Club Funding Reserve if Club Funding PRFs are not submitted by the due date.

- d. Late Club Funding PRFs will **not** be reimbursed utilizing ASI Club Event Co-Sponsorship funds.

Decision Process

- a. An email indicating approval or denial of the ASI Club Event Co-Sponsorship request will be sent to the club's officer and advisor.
 - 1. If approved, an email will be sent to club officers and advisors regarding the timeline and process of reconciling their ASI Club Event Co-Sponsorship Funding.
 - 2. If denied, a written request from the club to ASI Club Services may be submitted within two weeks of denial notification to appeal the decision.
 - 3. If appealed, a meeting may be scheduled between the club'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.



ASI Club Event Co-Sponsorship Application

Maximum Allotment: \$1,650 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:

Event Details:

Name:

E-Plan Reference Number:

Location:

Venue Capacity:

Date(s):

Anticipated Attendance:

Cost to Attend:

If over \$20 per student, explain the benefits students will receive:

If funds are being requested for food, who will be served? Please select all that apply.

Speaker/Performer:

All Attendees:

Event Staff:

Other:

Who is the target audience of your event? Please select all that apply.

Community Members

Faculty/Staff

Undergraduate Students

Alumni

Greek Life

Other:

Grad Students

Non-Cal Poly Students

College Specific

Club Members Only

What is your event type? Please select all that apply.

Banquet

Comedy

Concert

Cultural

Dance

Educational

Film

Fundraiser

Informational

Novelty Act

Recreational

Speaker

Sponsored Event

Sports

Other:

What means of advertisement will your club use to promote the event? Please select all that apply.

Cal Poly Portal

Cal Poly Report

Club Ad Board

Club Mailboxes

Community Calendar

Email

Facebook

Flyers On Campus

Information Table

Mustang Daily Ad

Press Release

Other:

Event Budget: ASI Club Event Co-Sponsorship Maximum: \$1,650

Please list the total estimated event expenses below.

Event Expense	Description	Total Expense	X\$0.50	Potential ASI Club Funding
Venue Rental			X\$0.50	
Food (\$500 Max)			X\$0.50	
Food Service Fees			X\$0.50	
Bar/Alcohol			\$0.00	Not Eligible
DJ/Music			X\$0.50	
Speaker			X\$0.50	
Lodging for Performer			X\$0.50	
Hospitality for Performer			X\$0.50	
Honorarium/Gifts			\$0.00	Not Eligible
Audio Visual Rental			X\$0.50	
Other Rentals			X\$0.50	
Flowers			X\$0.50	
Favors/Souvenirs			\$0.00	Not Eligible
Balloons			X\$0.50	
Marketing Material			X\$0.50	
Other			X\$0.50	
Other			X\$0.50	
Total				

Please answer the following questions regarding your event thoroughly. Information provided is considered when reviewing funding request.

What is the purpose of the event?

What activities will take place at the event?

Why should student fees be used to support this event?

Additional information to support your request (photos, press release, etc.)

My signature below indicates that I have reviewed the ASI Club Event Co-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 online¹](#).

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:** _____

¹ - View Campus Administrative Policies online - <http://policy.calpoly.edu>