



ASI Club Funding

ASI Club Event Insurance Assistance Procedures

Maximum Allotment: \$250 per event and 2 events per academic quarter

Philosophy

In support of the “ultimate college experience,” Event Insurance Assistance is available for currently chartered Cal Poly clubs. Event Insurance Assistance is available to assist in the cost of special event insurance for events held on and off-campus by Cal Poly Clubs.

Publicity

Availability of, and procedures for, ASI Club Event Insurance Assistance will be publicized online at [ASI Club Services](#)¹ and 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 Event Insurance Assistance.

Clubs may apply for ASI Club Sponsorship, ASI Club Event Co-Sponsorship, and ASI Club Event Insurance Assistance with a maximum combined allotment of \$3,150 per club per fiscal year. The breakdown of this amount is as follows:

- \$500 through initial ASI Club Sponsorship
- \$1,150 through ASI Club Event Co-Sponsorship hosted by one’s club
- ASI Club Event Insurance Assistance up to 6 times per fiscal year (2 times per quarter) at \$250 each for a total of \$1,500

Terms of Funding

- a. ASI Club Event Insurance Assistance can fund up to 100 percent of the total eligible event insurance not to exceed \$250 per event and \$1,500 per fiscal year.
 - Insurance premiums exceeding \$250 per event will be the financial responsibility of the club.
- b. Clubs are eligible for ASI Club Event Insurance Assistance for no more than two events in an academic quarter.
- c. If a club is using ASI Club Event Insurance Assistance 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 Insurance Assistance indefinitely for attempts to defraud or deceive.

¹ ASI Club Services - www.asi.calpoly.edu/university_union/club_services

Application Procedures

- a. ASI Club Services will begin accepting applications July 1.
- b. ASI Club Event Insurance Assistance Applications are available on the ASI Club Services 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. Clubs must attach a copy of the insurance quote with their ASI Club Event Insurance Application.
- e. ASI Club Event Insurance Assistance will be allocated on a first come, first serve basis.
- f. If an event is sponsored by multiple clubs, only one can receive funds to pay for the event insurance.
- g. ASI Club Event Insurance Assistance Applications must be submitted to ASI Club Services a minimum of 14 days prior to the date of insurance payment.
- h. An E-Plan must be on file for the event prior to the application submission.
- i. ASI Club Event Insurance Assistance 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.
- j. Once ASI Club Event Insurance Assistance funds are exhausted, ASI Club Services will notify clubs and will no longer accept ASI Club Event Insurance Assistance Applications. Additionally, all unfunded applications will be returned.
- k. Submittal of an application for ASI Club Event Insurance Assistance 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 Insurance Assistance funding.

Reconciliation Procedures

- a. A completed Payment Request form (PRF) used specifically for event insurance payments with appropriate back-up documentation must be submitted to ASI Club Services in order to access funds.
- b. The Club Event Insurance Assistance PRF must be submitted within two weeks of end of the event.
- 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 Insurance Assistance funds.

Decision Process

- a. An email indicating approval or denial of the ASI Club Event Insurance Assistance 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 Insurance Assistance 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 Insurance Assistance Application

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Club Details:

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:

Quote Attached:

Note: My signature below indicates that I have reviewed the ASI Club Event Insurance Assistance Procedures, and that I take responsibility to ensure that my club will abide by all university and ASI policies and procedures [View Campus Administrative Policies](#). I understand that my club is only eligible to receive Club Event Insurance Assistance twice per quarter.

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

ⁱ View Campus Administrative Policies – <http://policy.calpoly.edu>