ASI Social Justice Program Funding Procedures

Maximum allotment of 3 events per organization per year not exceeding $2,500 in total

Philosophy

ASI Social Justice Program Funding is available for currently chartered Cal Poly Recognized Student Organizations (RSOs) and Cal Poly departments to co-sponsor events that are intended to serve or educate a broad range of Cal Poly students regarding issues facing underrepresented minority students.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, disabilities, or religious beliefs. Diversity is the existence and recognition of disparate and unequal communities in terms of social, economic, and academic success, with an understanding of the social and academic institutions that lead to the formation of these communities. It is also, the acceptance and respect of these communities beyond acknowledging/tolerating differences and respecting their place within the greater campus community.

This definition manifests by:

- Recognizing that personal, cultural and institutionalized discrimination creates and sustains privileges for some while creating and sustaining disadvantages for others.
- Building alliances across differences so that we can work together to eradicate all forms of discrimination.

Publicity

Availability of, and procedures for, ASI Social Justice Program Funding will be publicized on the ASI website and through different means of outreach (i.e. social media, emails, etc.)

Eligibility

Applying organizations must be currently chartered Cal Poly RSOs with on-campus bank account managed by ASI or Cal Poly departments.

Co-sponsorship is limited to a maximum allotment of 3 events per year/per group not exceeding $2,500 in total.

Terms of Funding

a. ASI Social Justice Program Funding must be used for the purpose of supporting events that are intended to serve a broad range of current Cal Poly students.

1. Events seeking to be co-sponsored with ASI Social Justice Program Funding must meet the following criteria:

   i. Aim to enrich the overall campus community through events that champion social justice, diversity, and inclusion for a broad range of Cal Poly students.

   ii. Educate Cal Poly students about issues facing underrepresented minority students.

b. ASI Social Justice Program Funding is intended to supplement student focused events. Funding is not intended to be the sole funding source.

c. ASI reserves the right to disqualify any organization from applying for ASI Social Justice Program Funding indefinitely for attempts to defraud or deceive.

Expenditure Guidelines

a. ASI Social Justice Program Funding must be used for purposes consistent with the California State University Board of Trustees, Campus Administrative Policies and ASI Policies.

b. The following expenditures of ASI Social Justice Program Funding 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. An application for each event must be completed and submitted to the ASI Student Government office, University Union, Building 65 Room 202.

b. ASI Student Government will begin accepting applications beginning September 1.

c. ASI Social Justice Program Funding applications are on the ASI Student Government website.

d. RSOs or Cal Poly departments must complete the application, and obtain the original or scanned signatures of the president and advisor indicated on the current Charter (RSO) or department chair.

e. ASI Social Justice Program Funding will be allocated on a first come, first serve basis.

f. If an event is sponsored by multiple organizations, only one can receive funds to pay for the event expenses.

g. ASI Social Justice Program Funding Applications must be submitted to ASI Student Government a minimum of 14 days prior to the event date.

h. For RSO events, an E-Plan must be on file for the event prior to the application submission.

i. Once ASI Social Justice Program Funding is exhausted, applications will no longer be accepted. Additionally, all unfunded applications will be returned to the requesting organization.

j. Submittal of an application for ASI Social Justice Program Funding does not guarantee funding will be allocated.

k. If approved, an email will be sent to the requesting organization regarding the timeline and process of reconciling their ASI Social Justice Program Funding.

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, by stating "Co-Sponsored by ASI Student Government"

Reconciliation Procedures for RSOs

a. A completed ASI Social Justice Program 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 to ASI if PRFs are not submitted by the due date.

    d.   Late PRFs will not be reimbursed utilizing ASI Social Justice Program Funding.

Reconciliation Procedures for Departments

    a.   A Memo of Understanding between ASI and the requesting department outlining the terms of the funding support will be initiated by ASI following approval by the ASI Officers.

    b.   Following the event, the authorized signer on behalf of the requesting department is required to provide verification of the terms of the agreement, along with an invoice to ASI for the requested amount.

    c.   Upon receipt of the invoice, ASI will provide payment to the requesting department.

Decision Process

    a.   ASI Social Justice Program Funding appropriation recommendations will be made by a committee with representatives from the MultiCultural Center (one staff member and two students), Office of University Diversity & Inclusion Intern, and one ASI Student Government representative. Final review and approval will be made by the ASI Officer Team.

    b.   The committee will be responsible for reviewing all applications to determine if they meet the terms of funding to receive ASI Social Justice Program Funding. The ASI Officers will consider the committee's recommendation when making final budget allocation decisions.

    c.   An email indicating approval or denial of the ASI Social Justice Program Funding request will be sent to the requesting entity by an ASI Student Government representative.

        1.   If approved, an email will be sent to the requesting entity regarding the timeline and process of reconciling their ASI Social Justice Program Funding,

        2.   If denied, an email will be sent to the requesting entity explaining the reasoning as to why funding was not allocated.

        3.   All decisions are final and are not subject to appeal.