



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), Cal Poly departments, and Instructionally Related Activities (IRAs) to co-sponsor events intended to form community and educate a broad range of Cal Poly students regarding issues facing underrepresented minority students.

Publicity

ASI Social Justice Program Funding procedures and applications will be available on the ASI website. Promotion of the funding will be completed via a campus-wide outreach program including but not limited to the ASI website, Cal Poly Portal, social media, and email newsletters.

Eligibility

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

ASI Social Justice Program Funding 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 intended to form community and educate a broad range of Cal Poly students regarding issues facing underrepresented minority students and 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. If an organization is requesting ASI Social Justice Program funding for more than one event, an application for each event must be completed.
- c. If an RSO has applied for and received ASI Club Event Co-Sponsorship Funding, ASI Social Justice Program funding cannot be used as the RSO's required 50% matching funds.
- d. ASI Social Justice Program Funding may be used as the sole source of funding.
- e. 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. ASI Student Government will begin accepting applications beginning July 1.
- b. ASI Social Justice Program Funding applications are available on the ASI website.
- c. The requesting organization must complete the application and obtain the original, scanned signatures, or approved digital signature of a club officer and advisor indicated on the current Charter (RSO), department chair (Department), or IRA advisor (IRA).
- d. ASI Social Justice Program Funding will be allocated on a first come, first serve basis.
- e. If an event is sponsored by multiple organizations, only one can receive funds to pay for the event expenses.
- f. ASI Social Justice Program Funding Applications must be submitted a minimum of 14 days prior to the event date.
- g. For RSOs, an E-Plan must be on file for the event prior to the application submission.
- h. 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.
- i. Submittal of an application for ASI Social Justice Program Funding does not guarantee funding will be allocated.
- j. If approved, an email will be sent to the requesting organization regarding the timeline and process of reconciling their ASI Social Justice Program Funding.

Decision Process

- a. ASI Social Justice Program Funding appropriation recommendations will be made by a committee with representatives from the Cross Cultural Centers (one staff member and two students), the Chair of the ASI Diversity and Inclusion Committee, and an ASI Student Government representative as appointed by the Chair of the ASI Board of Directors.
 1. 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.
- b. ASI Social Justice Program funding appropriation decisions will be made by the ASI Officers, in consultation with a Cross Cultural Center staff representative, until the recommending committee is established.
- c. Final review and approval will be made by the ASI Officers in consultation with the Chair of the ASI Diversity and Inclusion Committee. The ASI Officers will consider the committee's recommendation when making final budget allocation decisions.
- d. An email indicating approval or denial of the ASI Social Justice Program Funding request will be sent to the requesting entity.

1. If approved, an email will be sent 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 reason why funding was not allocated.
 - i. A written request from the requesting organization may be submitted to ASI Student Government within two weeks of the denial notification to appeal the decision.
 - ii. If appealed, a meeting may be scheduled between the requesting organizations representatives, and the ASI Officers to discuss the reasons for denial.
 - iii. All decisions after the meeting are final and are not subject to further appeal.

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. ASI Social Justice Program 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 ASI if PRFs are not submitted by the due date.
- d. Late ASI Social Justice Program Funding PRFs will not be reimbursed utilizing ASI Social Justice Program Funding.

Reconciliation Procedures for Departments and IRAs

- a. A Memorandum of Understanding (MOU) between ASI and the requesting department or IRA outlining the terms of the funding support will be initiated by ASI following approval by the ASI Officers.
- b. No later than 2 weeks after the event, the authorized signer on behalf of the requesting department or IRA is required to provide verification of the terms of the agreement, along with an invoice to ASI for the approved amount.
- c. Upon receipt of the invoice, ASI will provide payment to the requesting department or IRA.

Approved by the ASI Board of Directors - May 29, 2019