

ASI POLICY MANUAL

Revised May 27, 2026

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ASI Student Government New Projects and Initiatives Policy

NEW/REVISED POLICY: Revised February 19, 2025
Effective Date: July 1, 2026

BACKGROUND AND PURPOSE

The ASI Policy, “ASI Student Government New Projects and Initiatives Policy”, was created to ensure the responsible use of ASI resources in undertaking all projects and initiatives, and to provide oversight for any partnerships that the organization may enter into for a period extending beyond the academic year the partnership was established. This policy will apply to all members and branches of ASI Student Government.

DEFINITIONS

Partnership: Partnership shall be defined as any agreement in which ASI jointly commits any level of funds or services with an outside individual or entity, engages in a joint initiative, or any other arrangement requiring the use of the ASI brand or logo for marketing, branding, or as an indication of support.

Initiative: Committing to a partnership, project, or initiative shall be defined as the allocation of any form of funding or resources beyond basic expenses associated with determining initiative feasibility.

POLICY

All ASI Student Government partnerships and initiatives must be pre-approved by the ASI Student Government Officer Team and the ASI Executive Director prior to commencing.

Any ASI Student Government initiative or partnership containing any of the following criteria requires approval by the ASI Student Government Officer Team, the ASI Executive Director, and a majority vote of the ASI Board of Directors:

- Cost of the proposed initiative exceeds $5,000
- Commitment of ASI to any partnership which exceeds the academic year in which the partnership is created

The ASI Student Government Officer Team reserves the right to refer any proposed partnership or initiative to the ASI Board of Directors for approval.

The threshold cost of proposed initiatives will be reviewed and approved annually by the ASI Board of Directors following approval by the ASI Business and Finance Committee as part of the annual budget process.

Brand and Identity

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

A brand system represents the identity of an organization and the value it offers. Consistency in imagery and messaging establishes value, protects a brand, and helps build recognition and trust. Upholding the organization's voice and visual standards through active and intentional brand management ensures a unified and positive brand experience.

GUIDELINES

Logos and symbols are critical visual representations of a brand. A proliferation of identities creates confusion to viewers. Therefore, it is important that the ASI logo remains clear, consistent, and readily identifiable. To preserve the integrity and visual impact of the ASI identity, adhering to the organization's logo variation and usage standards in the ASI Brand Guide is imperative.

The ASI Executive Director or designee is responsible for the approval of all print or digital materials that include ASI branding, particularly those representing the organization's partnership or sponsorship with a business or event. For programs that have a mandate to be self-sustaining, a program logo or reference may be used in primary placement, with the ASI logo in a secondary position. This may include use of the ASI logo on the back of collateral statements so as not to impede the primary mark. Regardless of prominence, all program areas within the organization must ensure participants are clearly aware of ASI's role in providing the funding, service, or activity.

In general, the format for all ASI templates, business cards, and corporate stationery are standardized and may not be altered.

It is in the corporation's best interest to ensure ASI receives appropriate and consistent recognition at all venues, events, and outreach endeavors through approved promotional materials, including, but not limited to tents, banners, and giveaway items.

POLICY

Application of ASI branding shall adhere to established standards set forth in the ASI Brand Guide and the ASI Editorial Guide, available on the ASI Marketing SharePoint site. Review of proper representation of the ASI brand is the responsibility of the Public Relations, Communications, and Marketing department, with approval required by the ASI Executive Director or designee.

The ASI logo must appear on all materials produced by the corporation or worn by staff as part of official uniforms. ASI must be acknowledged by logo or text on the front of all brochures, handbooks, flyers, and posters, with the exception of t-shirts. The ASI logo does not have to be on the front of t-shirts, but should be incorporated somewhere into the design, including on the back or shoulder.

Any modification to approved logos or additional logo creations requires prior approval by the ASI Executive Director or designee.

For use of the Cal Poly name or marks, approval will be determined through brand review from Cal Poly University Communications and Marketing in compliance with the ASI/UU Operating Agreement. For use of Cal Poly Partners branding or any of its entities, approval must be secured from Cal Poly Partners. The

ASI Public Relations, Communications, and Marketing department can advise on campus brand standards and processes.

REFERENCES

Refer to "USE OF CAL POLY NAME, BRAND, LOGO, SEAL, MARKS AND COLORS" in the ASI/UU Operating Agreement.

ASI Club Funding: ASI Club Sponsorship Procedures

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

Maximum Allotment: Up to $500 per Recognized Student Organization (RSO) per fiscal year

Philosophy

In support of the “ultimate college experience,” ASI Club Funding is available for currently chartered Cal Poly Recognized Student Organizations (RSOs). 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 website 1 and by ASI Club Services through training and education distributed to RSO officers and advisors.

Eligibility

Applying RSOs must be currently registered Cal Poly RSOs. Instructionally Related Activities (IRAs), and Club Sports are not eligible to receive ASI Club Funding.

RSOs may apply for up to $500 of Club Sponsorship funds which can be requested in increments. One application may be submitted per term. For example, an RSO can receive $300 in ASI Club Sponsorship with one application and then submit another application for an additional $200 (for a maximum of $500 of ASI Club Sponsorship per year).

Terms of Funding

Eligible RSOs may apply for ASI Club Sponsorship to support the RSOs mission, programs/activities, and general operations that take place throughout the fiscal year. ASI Club Sponsorship Funding must be reconciled no later than 14 days prior to the end of finals week in spring term (the "reconciliation deadline").

a. Eligible RSOs may apply for ASI Club Sponsorship, ASI Club Seed Funding, and ASI Club Event Co-Sponsorship, with a maximum combined allotment of up to $1,700 per fiscal year. It is advised for RSOs to request funding only for the necessary amount. For example:

    i. If an RSO receives $300 through ASI Club Sponsorship, it may apply for up to $1,400 through ASI Club Event Co-Sponsorship.

    ii. If an RSO receives the maximum $500 through ASI Club Sponsorship, it would be eligible for up to $1,200 through ASI Club Event Co-Sponsorship.

    iii. If an RSO receives $500 through ASI Club Sponsorship and $200 through ASI Club Seed Funding, it would be eligible for up to $1,000 through ASI Club Event Co-Sponsorship.

b. ASI reserves the right to disqualify any RSO from applying for ASI Club Funding indefinitely for attempts to defraud or deceive.

c. All funding decisions will be made without regard to the viewpoint being expressed by an RSO. For more information regarding ASI's Viewpoint Neutrality Policy, please visit the ASI website.

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 RSO.

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 Information

a. ASI Club Services will begin accepting applications July 1.

b. ASI Club Funding applications are available on Cal Poly Now.

c. RSOs must submit the application through a budget request on Cal Poly Now. The request must be approved by a club officer and advisor to be considered.

d. ASI Club Funding will be allocated on a first-come, first served 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 RSOs and will no longer accept ASI Club Sponsorship applications. Additionally, all unfunded applications will be denied.

h. ASI Club Funding applications must be submitted to ASI Club Services 30 days prior to the end of finals week in spring term to be considered to receive ASI Club Sponsorship Funding (the "application deadline").

i. RSOs must submit a prospective budget for the academic year in which they are applying for ASI Club Funding. Budget must be reflective of how ASI Club Funding will be used by the RSO.

j. The submission of an application for ASI Club Sponsorship does not guarantee funding will be allocated.

Disbursement of Funds

a. A completed RSO payment request with appropriate back-up documentation must be submitted through Cal Poly Now to access funds.

b. RSOs must submit receipts for reconciliation within the term in which they were expensed. Extensions will be granted to RSOs in cases where there are pending campus entity billings.

c. Payment requests for spring term expenses must be submitted no later than the spring term reconciliation deadline. Late payment requests will **not** be processed utilizing ASI Club Funds.

d. Expenses incurred prior to the date of ASI Club Sponsorship approval may be eligible for reimbursement, provided the expenses were incurred within the same term as the application.

ASI Club Funding: ASI Club Event Co-Sponsorship Procedures

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

Maximum Allotment: Up to $1,700 per Recognized Student Organization (RSO) per fiscal year

Philosophy

In support of the "ultimate college experience," ASI Club Funding is available for currently chartered Cal Poly Recognized Student Organizations (RSOs). 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 website.[1] and by ASI Club Services through training and education distributed to RSO officers and advisors.

Eligibility

Applying RSOs must be currently registered Cal Poly RSOs with an on-campus bank account managed by ASI. Instructionally Related Activities (IRAs), College Club Councils and Club Sports are not eligible to receive ASI Club Funding.

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 $1,700 per fiscal year. This is a matching funds sponsorship, which means RSOs must have available general funds in their account to match the amount allocated in ASI Club Event Co-Sponsorship.

b. Eligible RSOs may apply for ASI Club Sponsorship, ASI Club Seed Funding, and ASI Club Event Co-Sponsorship, with a maximum combined allotment of up to $1,700 per fiscal year. It is advised for RSOs to request funding only for the necessary amount. For example:

    i. If an RSO receives $300 through ASI Club Sponsorship, it may apply for up to $1,400 through ASI Club Event Co-Sponsorship.

    ii. If an RSO receives the maximum $500 through ASI Club Sponsorship, it would be eligible for up to $1,200 through ASI Club Event Co-Sponsorship.

c. If an RSO receives $500 through ASI Club Sponsorship and $200 through ASI Club Seed Funding, it would be eligible for up to $1,000 through ASI Club Event Co-Sponsorship. ASI Club Sponsorship funds cannot be used to fund the remaining 50 percent.

d. If an RSO 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.

e. ASI reserves the right to disqualify any RSO from applying for ASI Club Event Co-Sponsorship indefinitely for attempts to defraud or deceive.

f. All funding decisions will be made without regard to the viewpoint being expressed by an RSO. For more information regarding ASI's Viewpoint Neutrality Policy, please visit the ASI website.[1]

Event Co-Sponsorship funding must not exceed 20% of the total ASI Club Funding allocation for the fiscal year.

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, not solely for performers/event staff.

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
    7. Sole use for an RSO banquet

Application Information

a. ASI Club Services will begin accepting applications July 1.

b. ASI Club Funding applications are available on Cal Poly Now.

c. RSOs must submit the application through a budget request on Cal Poly Now. The request must be approved by a club officer and advisor to be considered.

d. ASI Club Funding will be allocated on a first-come, first-served basis.

e. If an event is sponsored by multiple RSOs, 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 at least 14 days before the event date.

g. An E-Plan must be on file for the event prior to the application submission.

h. The RSO’s financial officer is required to attend a meeting with ASI Club Services. The meeting must be held at least seven days prior to the event. Failure to attend a financial conference will result in ASI Club Event Co-Sponsorship funds being revoked for the event and removed from the RSO’s account.

i. 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.

j. ASI Club Funding appropriation decisions will be made by the ASI Club Funding Liaisons in conjunction with ASI Club Services staff.

k. Once ASI Club Funding is exhausted, ASI Club Services will notify RSOs and will no longer accept ASI Club Event Co-Sponsorship Applications. Additionally, all unfunded applications will be denied.

l. ASI Club Event Co-Sponsorship applications must be submitted to ASI Club Services 30 days prior to the end of finals week in spring term to be considered to receive ASI Club Sponsorship Funding (the "application deadline").

m. The submission of an application for ASI Club Event Co-Sponsorship does not guarantee funding will be allocated.

n. If approved, an email will be sent to RSO officers and advisors regarding the timeline and process of reconciling their ASI Club Event Co-Sponsorship 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

a. A completed RSO Payment Request with appropriate back-up documentation must be submitted through Cal Poly Now to access funds.

b. RSO payment requests must be submitted no later than 14 days after the event. Extensions will be granted to RSOs in cases where there are pending campus entity billings.Unused funds will be returned to the ASI Club Funding allocation if RSO payment requests are not submitted by the due date.

c. Late RSO payment requests 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 RSO’s president, treasurer, and advisor.

    1. If approved, an email will be sent regarding the timeline and process of reconciling their ASI Club Event Co-Sponsorship Funding.

    2. If denied, a written request from the RSO to ASI Club Services may be submitted within 14 days of denial notification to appeal the decision.

    3. The ASI Club Funding Liaisons may provide an extension for an appeal at their discretion

    4. If appealed, a meeting may be scheduled between the RSO’s representatives, ASI Club Services staff, and the ASI Club Funding Liaisons to discuss the reasons for denial.

        i. All decisions after the meeting are final and are not subject to further appeal.

ASI Club Funding: ASI Seed Funding

NEW/REVISED POLICY: New May 28, 2025
Effective Date: May 28, 2025

ASI Club Seed Funding Procedures

Maximum Allotment: Up to $200 per Recognized Student Organization (RSO)

Philosophy

In support of the “ultimate college experience,” ASI Club Seed Funding is available for newly established Cal Poly Recognized Student Organizations (RSOs). ASI Club Seed Funding is intended to support initial club expenses such as marketing, event planning, supplies, or other operational costs, helping clubs build a strong foundation for future success.

Publicity

Availability of, and procedures for, ASI Club Seed Funding will be publicized through the ASI website [1] and by ASI Club Services through training and education distributed to RSO officers and advisors.

Eligibility

RSOs that have been officially recognized by the university are eligible to apply for a $200 start-up seed fund by the end of the academic year of their establishment or reinstatement. Applying RSOs must be currently registered Cal Poly RSOs. Instructionally Related Activities (IRAs), and Club Sports are not eligible to receive ASI Club Seed Funding. Seed funding is intended to support newly formed or reinstated clubs as they establish their presence on campus.

Terms of Funding

a. Eligible RSOs may apply for ASI Club Seed Funding to support initial club expenses such as marketing, event planning, supplies, or other operational costs.

b. Seed funds must be used by the end of the academic year following the academic year in which they were allocated.

c. RSOs are eligible to receive ASI Club Seed Funding one time per initial establishment or subsequent reinstatement.

d. ASI Club Seed Funding must be reconciled no later than 14 days prior to the end of finals week in spring term (the "reconciliation deadline").

e. Approved RSOs may receive up to $200 in one-time start-up seed funding, which is supplemental to the maximum $500 of Club Sponsorship funding. Seed funding will be spent first. RSOs should request only what is necessary; attempts to defraud or deceive may result in permanent disqualification from ASI Club Funding.

f. All funding decisions will be made without regard to the viewpoint being expressed by an RSO. For more information regarding ASI’s Viewpoint Neutrality Policy, please visit the ASI website.

Expenditure Guidelines

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

b. Funds cannot be transferred to another Cal Poly RSO.

c. The following expenditures of ASI Club Seed 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 Information

a. ASI Club Services will begin accepting applications July 1.

b. ASI Club Seed Funding applications are available on Cal Poly Now.

c. RSOs must submit the application through a budget request on Cal Poly Now. The request must be approved by a club officer and advisor to be considered.

d. ASI Club Funding will be allocated on a first-come, first served 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 RSOs and will no longer accept ASI Club Seed Funding applications. Additionally, all unfunded applications will be denied.

h. ASI Club Funding applications must be submitted to ASI Club Services 30 days prior to the end of finals week in spring term to be considered to receive ASI Club Seed Funding (the "application deadline").

i. RSOs must submit a prospective budget for the academic year in which they are applying for ASI Club Seed Funding. Budget must be reflective of how ASI Club Seed Funding will be used by the RSO.

j. The submission of an application for ASI Club Seed Funding does not guarantee funding will be allocated.

Disbursement of Funds

a. A completed RSO payment request with appropriate back-up documentation must be submitted through Cal Poly Now to access funds.

b. RSOs must submit receipts for reconciliation within the term in which they were expensed. Extensions will be granted to RSOs in cases where there are pending campus entity billings.

c. Payment requests for spring term expenses must be submitted no later than the spring term reconciliation deadline. Late payment requests will **not** be processed utilizing ASI Club Funding

d. Expenses incurred prior to ASI Club Seed Funding approval may be eligible for reimbursement, provided the expenses were incurred within the same term as the application.

Business Ethics and Conduct

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

ASI Policy on Business Ethics and Conduct is intended as a guide to acceptable and appropriate behavior at ASI. Any person or organization conducting business under the auspices of ASI is expected to comply with the contents of this policy. This applies to all directors, officers, employees, and volunteers of ASI and its subsidiaries, as well as agents of any program, activity, or function financially supported and administered by ASI (hereinafter known collectively as “representatives”).

It is the policy of ASI to maintain the highest standards of ethical conduct in the performance of its business affairs. Representatives must familiarize themselves with this policy so that they may readily distinguish any proposal or act that would constitute a violation. Each representative is responsible for their actions. Violations of this policy may result in disciplinary action, including dismissal and/or criminal prosecution.

POLICY

Representatives are responsible for exercising the highest ethical standards applicable to a circumstance even in the absence of a specific guideline, practice, or instruction covering that particular situation.

If a representative has doubts regarding a questionable situation or practice, that individual should immediately consult their supervisor, director, or the ASI Executive Director. This policy strictly prohibits any reprisal against a representative who in good faith reports a violation or suspected violation.

Conflict of Interest

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

In accordance with Section 89006 of the California Education Code and to uphold the highest ethical standards, this policy establishes guidance for identifying and managing conflicts of interest and conduct expectations for all representatives of Associated Students, Incorporated (ASI). This includes directors, officers, employees, volunteers, and others acting on ASI's behalf.

It is ASI's policy that representatives conduct themselves with honesty, integrity, and in the best interest of the organization. Employees, directors, and officers must avoid situations in which their private interests conflict — or appear to conflict — with their duties or responsibilities at ASI.

POLICY - GOVERNING BOARD

Except as otherwise provided by law, the following shall govern financial transactions between the Corporation and its officers or directors.

Prohibited Transactions:
ASI shall not enter into contracts or transactions in which an ASI director or officer has a financial interest, including the following circumstances:

- The contract is between ASI and the director/officer directly.
- The contract involves a partnership or unincorporated association in which the director/officer has an ownership interest.
- The contract involves a corporation in which the director/officer owns or holds 5% or more of the outstanding stock.
- The director/officer attempts to influence such a transaction without publicly disclosing the financial interest to the Board.

Permissible Transactions:
In other cases, ASI may enter into contracts with interested directors or officers **only if**:

- The financial interest is fully disclosed to the Board and documented in the minutes of a public meeting.
- The Board authorizes the transaction in good faith, with a two-thirds vote of the disinterested directors.
- The transaction is fair and reasonable to ASI at the time of approval.

Loans to Directors:
No loans of money or property shall be made to ASI directors or officers unless approved by the California Attorney General, except for reasonable advances related to ASI duties.

Conflict of Interest Statement:
At the start of each term of office, all ASI Board of Directors members, including ex-officio and officers, must sign a Conflict of Interest Statement to be retained by the UUAB Chair/Corporate Secretary.

Non-Financial Conflicts:
Directors and officers must not participate in discussions or decisions that would result in personal benefit or detriment. They are required to disclose such conflicts and recuse themselves from related matters.

POLICY — ASI STUDENT GOVERNMENT MEMBER AS STUDENT EMPLOYEE

It is a conflict of interest for ASI to employ members of ASI Student Government and require those individuals to have the responsibility of governing and making decisions regarding the organization by which they are employed. Because of this conflict, it is necessary to separate the roles by not allowing a student to simultaneously hold a position in ASI Student Government and be employed by ASI.

POLICY — EMPLOYEES

ASI expects all employees to act with impartiality, particularly in financial transactions and procurement. Employees are not to:

- Engage in any activity inconsistent with or in conflict with their ASI duties.
- Use ASI resources or influence for personal gain.
- Participate in any ASI transaction in which they or a close relation have a personal financial interest.
- Accept gifts or gratuities from vendors or suppliers that could reasonably be perceived as influencing their judgment.

Examples of Prohibited Gifts:

- Cash or cash equivalents
- Personal loans
- Lavish meals or entertainment
- Tickets to professional sporting events
- Expensive or frequent gifts

Examples of Permissible Items (when modest and customary):

- Promotional items (e.g., pens, keychains)
- Modest meals during business meetings
- Occasional gifts tied to personal events (e.g., holidays or weddings), not exceeding $100 in value

When in doubt, employees must consult their supervisor or the ASI Executive Director. Employees may not use their position to make, participate in, or influence decisions in which they have a disqualifying conflict of interest.

Annual disclosure statements are required upon appointment to certain designated positions and are updated annually.

REPORTING AND RESPONSIBILITY

Employees must consult their supervisor or the ASI Executive Director if there is any doubt about a potential conflict. No adverse action will be taken against an employee who, in good faith, reports a suspected violation.

Critical Incidents: Communications Protocol

NEW/REVISED: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

At a multifaceted and high-profile institution like Cal Poly, critical incidents—such as natural disasters, legal or ethical violations, financial mismanagement, discrimination, or major institutional disruptions—can arise without warning and may attract significant media, public, or campus attention.

In today's fast-paced, media-driven environment, timely, accurate, and coordinated communication is essential to maintaining public trust and institutional credibility. Delayed or inconsistent messaging—internally or externally—can damage Cal Poly's or an affiliated entity's reputation and erode confidence in its leadership and transparency.

During a critical incident, ASI will follow the direction of University Communications Office to ensure all messaging is timely, accurate, and aligned with campus-wide protocols. The goal is to maintain transparency, protect institutional integrity, and support the campus community through a unified and proactive communication strategy.

ASI staff will refrain from providing public comment or engaging with the media unless expressly authorized. Internal communication procedures will also be coordinated to ensure timely notification of ASI leadership, staff, and stakeholders in a manner that aligns with the university's broader crisis communication strategy.

Key Guidelines

- **Centralized Coordination**: All official communication related to critical incidents is coordinated through the University Communications Office. This office manages messaging strategy, timing, and delivery, and may appoint a designated spokesperson as appropriate.

- **Designated ASI Communication Representatives:** Communications for ASI will be coordinated through a designee from the Public Relations, Communications, and Marketing department, and/or the university Emergency Operations Center (EOC) communications representative, and/or the ASI Executive Director or designee.

- **Internal Communication**: ASI will promptly inform internal stakeholders (e.g., staff, leadership, relevant departments) to ensure unified understanding and preparedness before public messaging is released.

- **External Communication**: Public statements, press releases, and media responses are crafted and vetted through the University Communications Office to ensure accuracy and consistency. ASI staff should not engage with media directly unless authorized.

- **Alignment with Campus Policy**: ASI adheres to Cal Poly's campus-wide crisis communication protocols and defers to university leadership in the case of high-impact, sensitive, or evolving incidents.

CAMPUS GUIDELINES

Refer to CAP 740.3.4 Media and Crisis Response.

Delegated Authority

NEW/REVISED: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

Establishes a guideline for consistent supervision and efficient workflow for ASI in the absence of the ASI Executive Director.

GUIDELINES

Criteria

Delegated authority is executed when the ASI Executive Director plans to be absent for two or more consecutive days, or during any shorter absence to meet immediate business needs.

Office Support Expectations

- Notify all staff, delegated director, Vice President's Office, and Student Government Officers with the following information through email including:
    - Dates of departure and return
    - Who is named as delegated authority
- Attach a copy of the ASI Executive Director's delegated authority memo
- Route all mail, other than confidential, to person assigned as delegated authority
- Inform callers of ASI Executive Director's absence and offer the opportunity to speak with delegated authority or leave voice mail message for ASI Executive Director

Delegated Authority Expectations

- Daily review, approval, and response to time sensitive matters
- Assume full responsibilities of ASI Executive Director
- Delegate provides a report of occurrences upon ASI Executive Director's return
- Attend meeting with ASI Executive Director prior to their departure

Document Retention

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

The corporate records of Associated Students, Inc. (ASI) are important assets. Corporate records include all records produced, whether paper or electronic. Examples of records include, but are not limited to, memoranda, e-mail messages, contracts, computerized desk calendars and travel records.

The law requires ASI to maintain certain types of corporate records, generally for statutory periods of time. Failure to retain those records for the minimum required periods could subject staff and ASI to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place ASI in contempt of court or seriously disadvantage ASI in litigation.

POLICY

ASI will establish retention and destruction guidelines for specific categories of records in order to ensure legal compliance and to preserve documents related to corporate history. Retention periods for these documents will be determined by management in consultation with legal and audit guidelines and will be presented in a document retention schedule. This schedule will be reviewed by management every three years.

ASI shall utilize an off-site storage facility or electronic storage for those documents with an established destruction date. When appropriate, all new documents that require permanent storage after the effective date of this policy shall be electronically archived and such archive shall be maintained at an offsite location.

ASI requires all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following exception to any stated destruction schedule. If it is determined that any company records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then those records must be preserved until it is legally determined that the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

Electronic and Digital Signatures

NEW/REVISED POLICY: July 31, 2020
Effective Date: July 31, 2020

BACKGROUND AND PURPOSE

Establishes acceptable use guidelines and requirements for utilizing electronic and digital signatures to efficiently process documents and approvals.

DEFINITIONS

Electronic Signature: An electronic signature is an electronic sound (e.g., audio files of a person's voice), symbol (e.g., a graphic representation of a person in JPEG file), or process (e.g., a procedure that conveys assent), attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record. Electronic signatures may be used for bilateral contractual and legal documents, unilateral contracts and other University controlled documents, internal campus and Chancellor's Office forms and approvals, and external forms and approvals.

Digital Signatures: A digital signature is a specific type of electronic signature that uses cryptographic transformation of data to provide authenticity, message integrity, and non-repudiation. For a digital signature to be valid, it must be created by a technology accepted for use by the State of California and conform to technologies capable of creating digital signatures as set forth in California Government Code Section 16.5: It is unique to the person using it; and, it is capable of verification; it is under the sole control of the person using it; it is linked to data in such a manner that if the data are changed, the digital signature is invalidated; and it conforms to Title 2, Division 7, Chapter 10 of the California Code of Regulations.

POLICY

Associated Students, Incorporated (ASI) at California Polytechnic State University (Cal Poly) in San Luis Obispo adheres to the guidelines set forth by the CSU regarding acceptable use and security of electronic and digital signatures.

Cal Poly and ASI use Adobe Sign to route forms and facilitate electronic signatures on the following types of documents:

- Memos
- Contracts
- Agreements
- MOU’s
- Miscellaneous forms
- Transmittals
- Invoice approvals
- Payment requests
- Purchase orders
- Project approvals
- Personnel documents
- Proposals
- Timecards

This list is not exhaustive and the use of Adobe Sign may include other types of documents.

Adobe Sign is required to be used for all ASI internal use documents unless otherwise specified.

SECURITY PRECAUTIONS

To ensure the highest level of security, Adobe Sign is only accessible through the Cal Poly Portal which requires proper authentication from each individual user. The system is secure, trackable, legally binding, and approved for confidential information; including Level 1 data. Digital signatures must be used in lieu of a simple electronic signature when legally required.

Food Purchase

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

The purchase of food and beverages for student and staff functions is allowable to the extent they are appropriate to the occasion, reasonable in amount, and serve a purpose within the mission of the organization. This policy establishes the parameters for allowable expenses. In all circumstances purchases must comply with the standards set by CSU policy.

POLICY

Food, beverages and/or meals may be provided for student and staff functions such as workshops, seminars, training sessions, recognition programs, student and staff development workshops, volunteer student groups, or other purposes deemed business related. Allowable expenditures for meal purchases shall adhere to the current California State University meal allowances. Snacks provided for an informal meeting or gathering will adhere to a minimal amount as determined by the ASI Executive Director. Approval for other food purchases is defined below and will be approved within the following guidelines:

Hospitality for Special Guests and Special Events

When ASI hosts a special guest artist or speaker for educational or entertainment purposes it will be allowed for a meal to be purchased for that guest. If the guest is hosted by ASI, staff members may attend the meal and have their meal paid for by the organization. When an employee acts as an official host, the occasion must, in the best judgment of the approving authority, serve a clear CSU business purpose, with no personal benefit derived by the official host or other employees.

Recruiting

Often an important element of recruiting involves meeting and talking to candidates while sharing a meal. This promotes a more informal, relaxed setting in which information can be shared. Meals purchased for this activity (to include ASI recruiting personnel and candidates) will be purchased and recorded as recruiting expense and are not subject to this policy. However, it is expected that discretion will be exercised by ASI personnel to assure that all expenditures are reasonable and are comparable to the basic meal allowances established in this policy.

Hospitality Justification Form Requirement

All expenditures for food, beverages, and/or meals covered under this policy require a completed Cal Poly Hospitality Justification Form. This form, accompanied by supporting documentation (quotes, invoices, receipts), must clearly state the business purpose, attendees, type of hospitality, and date of event.

Fraud

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

ASI recognizes the importance of protecting the organization, its operations, its employees and its assets against financial risks, operations breaches and unethical activities. Therefore, it is incumbent upon ASI's Board of Directors and management to institute and clearly communicate a fraud prevention policy to both internal and external customers, vendors and partners.

This policy covers all ASI employees and officers. Additionally, this policy covers all ASI vendors, customers, and partners to the extent that any ASI resources are involved or impacted.

ASI recognizes a zero-tolerance policy regarding fraud and corruption. Fraud, defalcation, theft, irregularities, and fiscal improprieties include but are not limited to: forgery; misappropriation of funds or other CSU assets, including employee time; impropriety in the handling of money; or profiting as a result of insider knowledge of CSU information or activities.

The purpose of this policy is threefold:

- To initiate proactive practices to discourage fraud and abuse by employees and others,
- To assure a fair, structured, and consistent approach to investigations of suspected fraud or abuse, and
- To establish a policy to govern the process to be followed when responding to allegations of fraud and abuse in accordance with the CSU Policy on Campus Reporting of Fiscal Improprieties.

POLICY

It is the policy of ASI to strictly forbid the commission of any illegal activity by the directors, officers, employees, and volunteers of ASI and its subsidiaries, as well as agents of any program, activity, or function financially supported and administered by ASI. This prohibition extends to and includes activities that might be perpetrated for the benefit of ASI.

Management is responsible for knowing exposures to wrongdoing and for establishing controls and procedures to detect suspected wrongdoing. The ASI Executive Director is responsible for the administration, revision, interpretation, and application of this policy.

All matters raised by any source will be taken seriously and properly investigated and reported in accordance with the CSU Policy on Campus Reporting of Fiscal Improprieties.

Gift Acceptance

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

In accordance with California Education Code §89903 and Title 5, §42500, as well as the CSU Auxiliary Organizations policy, ASI is authorized to accept and administer gifts, grants, contracts, scholarships, loan funds, fellowships, bequests, and devises provided they are used only for purposes consistent with CSU and university policy.

POLICY

ASI may propose, solicit, or accept any grant, contract, bequest, trust, or gift, when such donations will support and enhance the educational mission of the campus or the CSU. . Acceptable gifts may include cash, materials or supplies, equipment, stocks, bonds, real property, and other personal propertyAnimals and livestock will not be accepted. Vehicles and trailers will be considered on a case-by-case basis and require approval of the ASI Executive Director and the designated vice president, based on available resources to maintain and manage the gift.

All nonexpendable personal property gifts must have an appraised value at the time of acceptance. It is the responsibility of the donor to obtain and/or assign this valuation and the use of a qualified appraiser is strongly encouraged.

Gift solicitations to prospective donors shall indicate use or anticipated uses for solicited gifts. Any trust relationship created by a donation shall be committed to or acknowledged by a written instrument which shall contain any restrictions under which the gift was accepted. ASI shall use designated gift assets for the purpose intended by the donor and shall follow state laws relating to trust investments.

- Acceptance of gifts which may require the use of state resources to maintain, operate or house, shall also be approved by University Development or designee and be consistent with the applicable criteria for gifts to the University.
- When considering the acceptance of equipment, vehicles, or real property as gifts, ASI shall ensure that sufficient funds are available to cover expenditures for future operating costs, repairs, and maintenance.
- ASI staff will work with University Development to ensure that ASI policies and procedures for accepting and recording gifts and donations comply with university and CSU policies and procedures.
- There may be instances when it is not in the best interest of ASI to accept a gift or donation. For this reason, the ASI Executive Director and the designated vice president must approve a gift or donation on behalf of ASI. Acceptance will be indicated by the signature of the ASI Executive Director and the designated vice president on an ASI Gift Information form.
- ASI may not accept a gift or donation if:
    - The cost of operating and maintaining the item is too high
    - The cost of insuring the item is too high or the item is uninsurable
    - Acceptance of the gift presents a risk to the wellbeing of ASI
    - ASI does not have systems in place to appropriately manage the use of the gift or donation
- Any other reason deemed appropriate by the ASI Executive Director or the designated vice president

- Any gift or donation accepted by ASI that is valued at $5,000 or greater will be recorded as an asset of the corporation and treated as such on financial statements.
- Gifts will generally be held for two years prior to resale to protect donor tax deductibility, unless earlier disposition is deemed necessary.An official receipt of the gift, authorizing tax deduction, will be the responsibility of ASI Business Services.
- The ASI Executive Director retains the authority to dispose of any gift that poses undue risk, creates excessive cost, or compromises the fiscal health of the Corporation.

Governing Documents for Associated Students, Inc.

NEW/REVISED: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

Guidelines state the definition of an auxiliary organization and list those governing documents which pertain to said auxiliary.

GUIDELINES

An “auxiliary organization” is an organization which is:

(a) included in the list of auxiliary organizations in good standing maintained by the Chancellor pursuant to Section 42406, infra, and/or

(b) is an organization specified in Education Code Section 89900, which is any organization using the name of the state or a campus, or representing an official relationship with a campus, or in which any campus official participates as a director as part of their official position.

The term “auxiliary organization” as used herein, includes student body organizations and other student groups which are subject to the provisions of Education Code Section 89900; provided that other than student body organizations, all student clubs, societies, sororities, fraternities, and similar student groups not operating any commercial activity at the campus, are not subject to the further provisions of this Article, and may represent an official relationship to the campus and may use its facilities, subject to such policies and conditions as the Board of Trustees and the University President may from time to time establish.

Other governing documents which pertain to an auxiliary organization:

- Articles of Incorporation
- CSU Auxiliary Organizations Policy
- California Corporate Law
- Title V
- Campus Administrative Policies
- ASI Bylaws
- ASI Policy Manual
- ASI Fiscal Policy Manual
- ASI Employee Handbook

POLICY

For all governing documents which pertain to an auxiliary organization, the strictest policies will apply.

Keys

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

This policy defines access to the Julian A. McPhee University Union, Cal Poly Doerr Family Field, Cal Poly Recreation Center, Cal Poly Sports Complex, and the Orfalea Family & ASI Children's Center in a manner that will protect the health, safety, and assets of occupants.

POLICY

All keys are issued by the director charged with the responsibility for the specific facility. A student or staff key authorization check-out card is filled out and signed by the director charged with the responsibility for the specific facility. Authorization for keys to be issued to ASI Officers or other ASI Student Government members must be submitted in writing from the ASI President to the ASI Executive Director. An individual issued a key will sign and date the checkout card. Keys are not to be loaned or transferred to others. Any unauthorized use of keys will result in the revocation of the key privilege by the ASI Executive Director or designee.

Student key authorization is valid only for a specified period of time, not to exceed the academic year in which the key is issued; unless employment or term of office continues beyond the academic year in which the key was issued. The key must be returned to the Cal Poly Facility Services Key Shop by the last day of finals for the period of issue. A staff key authorization is valid for the duration of employment.

Lost Keys

Lost keys must be reported immediately to the director charged with the responsibility for the specific facility or their designee. The signatory agrees to pay a $25 replacement fee for each lost key. All keys must be returned to the Cal Poly Facility Services Key Shop upon separation from ASI. Students who fail to return a key(s) or pay the replacement fee will have a hold placed on their academic records.

In the event a master key or exterior door key is lost, the person losing the key may be held liable for costs incurred in re-pinning all areas accessible with the lost key.

Duplication of Keys

Duplication of Julian A. McPhee University Union, Cal Poly Doerr Family Field, Cal Poly Recreation Center, Cal Poly Sports Complex, or Orfalea Family & ASI Children's Center keys by anyone other than Cal Poly Facility Services Key Shop is strictly prohibited.

Possession of Unauthorized Keys

Any person found to be in possession of an unauthorized key shall be liable for its use and subject to disciplinary action by the university or legal action by campus police. Unauthorized keys shall be confiscated and returned to the director charged with the responsibility for the specific facility.

Key Authorization

The Director charged with the responsibility for the specific facility or their designee will monitor and maintain a key authorization list for usage of the facility.

After-Hours Access

For special circumstances, after-hours access via an electronic keypad for ASI Student Government members is issued by the director or designee charged with the responsibility for the specific facility, upon written request of the ASI President. Keyless entry privileges are valid for a maximum of one year, not to exceed the academic year in which they are issued. When exiting the building after hours, the student must ensure the exit doors are locked.

ASI Officers, staff members, Student Diversity and Belonging, or Leadership and Service staff, may also request keyless entry access subject to the approval of the director or designee. A list of keys distributed and turned in is emailed to the Director-Facilities Management every month.

Policy Revision

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

The ASI Board of Directors establishes policy affecting the operations of ASI through written statements adopted by formal action of the board and are expressed and published in the ASI policy manuals in the prescribed form.

Adopted policy statements need to be revised from time to time in order to keep their provisions accurate, complete, current, and reflective of the board's intent.

POLICY

The ASI Executive Director, with the concurrence of the Chair of the Board, is authorized to make periodic revisions to ASI Policy Statements under the following circumstances:

- revised provisions do not alter the nature, scope, or intent of the board-adopted policy;
- amendment to the policy statement is in the prescribed form; and
- the board is informed of the revisions made by the ASI Executive Director.

In circumstances other than those stated above, the board retains exclusive authority to adopt new or revised policy statements.

Political Campaign Activities Participation

NEW/REVISED POLICY: Revised May 2017
Effective Date: February 25, 1998

BACKGROUND AND PURPOSE

Policy reiterates the prohibitions related to tax exempt nonprofit organizations and political campaign activities.

POLICY

Title 5 and Federal tax exempt status prohibits auxiliary organizations from expending funds:

- To support or oppose any candidate for public office, whether partisan or not;
- To support or oppose any issue before the voters of this state or any subdivision thereof or any city, municipality, or local governmental entity of any kind except as may be permitted by Cal. Ed. Code §89300 (authorizing student fees to be used to support governmental affairs representative);
- The above prohibitions do not apply to expressions published in the student press; or support of a position taken by the trustees on an issue, which the trustees determine will significantly affect the CSU or any campus.

Prohibited activities include, but are not limited to, use of ASI facilities or resources, the publication or distribution of written or printed material or the making of oral statements on behalf of or in opposition to any candidate. Members of the organization may not participate in any form of electioneering. The only political activities that ASI can sponsor are:

- Candidate forums that are fair, neutral, and provide equal time to all qualified candidates;
- Voter registration drives conducted in a non-partisan manner;
- "Get Out The Vote" efforts of distributing voting guides and incumbent voting records if done without editorial comment.

Any other activity by a charitable organization could result in the loss of tax-exempt status. Further, if any ASI funds are expended to support any other political activity, an excise tax will be imposed on funds spent for these purposes.

However, educational activities are distinguished from activities which attempt to influence legislation or campaigns. The IRS has determined that a university political science course requiring student participation in political campaigns of candidates of their choice is not a prohibited activity, nor is the university whose student newspaper, prepared by student editors and which takes editorial positions on pending or proposed legislation or candidates for political office.

Based on the foregoing, if individuals who are ASI Officers or Directors participate in political campaigns for candidates of their choice, they may do so provided:

- They are not influenced directly or indirectly by ASI, the Board of Directors, or any other subcommittee thereof, ASI faculty advisors or administrators, and
- The students provide a disclaimer as follows:
    - "The views expressed are those of (student's name) and not those of ASI. ASI endorses no candidate or viewpoint."

- The disclaimer should be made before and after each speech made on behalf of any candidate by a student that is identified as an Officer or Director of ASI, or in any printed material or any advertisement where the students are identified as being Officers or Directors of ASI.
- It is critical that the disclaimer appears in any printed material or in any advertisements where students are identified as ASI Officers or Directors.

In supporting the candidates and making public appearances or in advertisements where they are identified as Officers or Directors of ASI, students must be scrupulous in maintaining that their views are their personal views and not the views of ASI.

Further, if students wish to form political action groups and solicit the votes of other board members without using *any* ASI funds or facilities not available to the general student population, they should be free to do so, provided it is clear they are acting in their individual capacities and not for or on behalf of ASI.

Public Relations, Communications, and Marketing

NEW/REVISED: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

CSU Auxiliary Organizations Policy states that auxiliary organizations shall maintain a policy on the use of funds spent for public relations. The policy is to include:

- Purpose for which the funds will be used
- Allowable expenditures
- Procedures of control

An organization's public relations program is the sum of all impressions created by the organization itself and by the people with whom it is associated.

POLICY

All communications, marketing, media engagement, branding, social media, photography or videography, sponsorships, use of corporate stationary, signage, and email, shall adhere to current organization procedures.

All media communications between ASI and on- or off-campus media representatives should be channeled through ASI Public Relations, Communications, and Marketing. All plans for solicitation of advertising for publications, programs, giveaways, public address systems, and other media sponsored by or presented by student organizations operating within the general framework of the Associated Students, Inc., will be reviewed first by the ASI Coordinator — Public Relations, Communications, and Marketing, or the ASI Executive Director or designee. When appropriate, consultation with the University Communications and Marketing Office and/or Cal Poly Student Affairs or Public Affairs office will be sought.

The ASI Executive Director or designee is responsible for contract arrangements for all sponsored radio and/or television broadcasts, and any other media outlets regarding special events held under the auspices of ASI.

Global sponsorship coordination and solicitation is the responsibility of the Public Relations, Communications, and Marketing department. All plans for solicitation of sponsorships shall be approved by the ASI Executive Director or designee.

ASI follows established organization editorial guidelines, formats, and conventions created in alignment with Cal Poly University Communications and Marketing Editorial Guides and/or the AP stylebook. Established standards applicable to ASI are set forth in the ASI Brand Guide and the ASI Editorial Guide, available on the ASI Marketing SharePoint site. Review of proper representation or application of the ASI brand is the responsibility of the Public Relations, Communications, and Marketing department, with approval required by the ASI Executive Director or designee.

The university President is required to keep a current file of this policy on file in Auxiliary and Business Services in the Office of the Chancellor.

Student Leader Scholarships

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

Scholarships are awarded to specific ASI Student Government leaders to assist them with the cost of education. The purpose is to allow these leaders to focus on their studies and commitment to ASI Student Government.

The California Education Code Section 89302 stipulates:

“Student body funds used for scholarships, grants-in-aid, stipends, loans, and similar expenditures shall conform to the regulations of the trustees. The funds shall be approved by the Financial Aid Office before being expended and shall be reflected on the student’s record kept in that office. The student’s financial aid record shall include all funds received by the student.”

Additionally, the ASI Bylaws, in Section 7.8, state “The Officers and subordinates shall receive scholarships as established by the Board of Directors upon recommendation of the ASI Business & Finance Committee. Any increase or decrease in such scholarships recommended by the ASI Business & Finance Committee and approved by the Board of Directors, shall not become effective until the first day of the summer term following approval of the scholarship amounts.”

POLICY

The ASI Business & Finance Committee, with Board of Directors approval, shall establish procedures to provide for scholarships, grants-in-aid, stipends, loans and similar expenditures. These procedures will conform to regulations established by the Trustees.

ASI Student Leader Scholarships, San Luis Obispo Campus

Scholarships for ASI Student Government members on the San Luis Obispo campus will be determined by term using the following percentages applied to the estimated cost of education published by the Cal Poly Financial Aid office for each academic year:

Position and Percent of Cost of Education:

Corporate Officers

ASI President: 100%

Chair, Board of Directors: 75%

Chair, University Union Advisory Board 75%

Subordinates

Chief of Staff: 50%

Vice Chair, Board of Directors: 25%

Vice Chair, University Union Advisory Board: 25%

Each scholarship amount is rounded to the nearest dollar. The scholarship is based on the cost of education’s living expense components (room and board, transportation, and miscellaneous expenses) plus the academic component (fees, tuition, and books and supplies). Individual student status

(graduate/undergraduate, in-state/out-of-state, etc.) determines the tuition rates for the scholarship calculations.

Scholarship amounts for summer term are in addition to the regular academic year amounts and shall be limited to the ASI President, Chair of the Board of Directors, and Chair of the University Union Advisory Board and governed by separate rules. The same percentages as listed above shall be applied to the summer term amounts.

ASI Maritime Academy Council (AMAC) Scholarships

Scholarships for ASI Student Government members on the Solano campus will be based on applicable in-state tuition rates as determined by the University each academic year and may vary based on individual student enrollment status.

The following scholarships are established for student leaders serving on the ASI Maritime Academy Council at the Cal Poly Solano campus.

Position and Scholarship Amount:

Officer

- Chair, ASI Maritime Academy Council: Scholarship equivalent to 100% of in-state tuition

Subordinate

- Vice Chair, ASI Maritime Academy Council: Scholarship equivalent to 50% of in-state tuition

Eligibility

To be eligible for the Student Leader Scholarship, officers and subordinates must be regularly admitted and enrolled as a matriculated student.

Undergraduate Students

- Must be enrolled in a minimum of 12 units at Cal Poly (during each fall through spring terms)
- Must maintain a minimum 2.0 cumulative Cal Poly grade point average during term of office as required by the CSU Trustees and ASI policy

Graduate Students

- Must be enrolled in a minimum of 9 units at Cal Poly (during each fall through spring terms)
- Must maintain a minimum 3.0 cumulative grade point average during term of office as required by the CSU Trustees and ASI policy.

Continuing eligibility will be evaluated each term to ensure that all requirements have been met to maintain the scholarship for the upcoming term. The above-mentioned rules and restrictions are to follow both the California State University policy for student office holders and Cal Poly policies for student scholarships.

Eligibility requirements apply to all scholarship recipients under this policy.

Summer Scholarship

President

In accordance with the ASI Bylaws (Section 7.4.2.), the ASI President shall be available to fulfill the responsibilities of their office during summer term to include meeting attendance, in-office work, retreats,

and other affiliated responsibilities. If enrolled in summer classes at Cal Poly, the summer scholarship award shall be for the cost of education for the summer term, including both the living expense and actual cost of the Cal Poly academic component. If not enrolled in summer classes at Cal Poly, the scholarship award shall be limited to the amount of the living expense component of the cost of education for the summer term.

Chair of the Board of Directors and Chair of the University Union Advisory Board

In accordance with the ASI Bylaws (Section 7.4.3.), both the Chair of the Board of Directors and Chair of the University Union Advisory Board shall be available to fulfill the responsibilities of their office beginning August 1st to include meeting attendance, in-office work, retreats, and other affiliated responsibilities. Therefore, the scholarship amount awarded shall be limited to 40% of the living expense component of the cost of education for the summer term.

Partial Year

In the event that a student leader resigns, is removed from office, or assumes their position mid-term, the scholarship will be prorated based upon the number of days (including weekends and holidays) the student leader holds office during the term in which the scholarship is allocated.

Student leaders leaving their position mid-term will be required to reimburse ASI for any scholarship funds that were allocated that exceed the prorated amounts.

The ASI Business & Finance Committee will review the ASI Scholarship Policy every three years and seek Board of Directors approval if revisions are recommended.

Funding Sources

Scholarships awarded under this policy shall be funded through designated sources as outlined below.

Scholarships for ASI Student Government positions at the Cal Poly San Luis Obispo campus are funded through ASI student fee revenues and are subject to applicable California Education Code, CSU policy, and student referendum requirements.

Scholarships for ASI Student Government positions associated with the ASI Maritime Academy Council (AMAC) at the Cal Poly Solano campus are not funded by ASI student fees. These scholarships are funded by the University pursuant to a formal funding agreement.Funds provided by the University for AMAC scholarships shall be administered by ASI and processed through the Cal Poly Financial Aid Office in accordance with established procedures.

Awarding of AMAC scholarships is contingent upon the University providing sufficient funding. In the event that such funding is reduced, delayed, or discontinued, ASI reserves the right to modify, suspend, or eliminate these scholarships. ASI shall not be responsible for funding these scholarships through ASI-student fee revenues.

ASI Monarch Scholarship

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

ASI is committed to recognizing and honoring students who advocate for Immigrant communities or who find connection in their stories. The ASI Monarch Scholarship aims to celebrate those who find connection in the resilience and traditions of Cal Poly's Immigrant community.

POLICY

The ASI Business & Finance Committee, with ASI Board of Directors approval, shall establish procedures to provide for scholarships, grants-in-aid, stipends, loans and similar expenditures. These procedures will conform to regulations established by the CSU Board of Trustees.

$30,000 will be allocated annually for the ASI Monarch Scholarship. The minimum amount for an individual scholarship will be $1,000. If funding remains after the minimum amount of $1,000 is awarded to all eligible recipients, the reviewing committee will utilize a matrix-based approach and award additional scholarship funds to students who have high financial need.

ASI Monarch Scholarship procedures including eligibility information and timeline will be available on the ASI website. The application will be available on the Cal Poly Financial Aid website. Promotion of the scholarship will be completed via a comprehensive campus-wide outreach program.

ELIGIBILITY

The ASI Monarchscholarship is for students who have demonstrated a commitment to honoring and celebrating the experiences of the Immigrant community at Cal Poly. To be eligible for the ASI Monarch Scholarship, students must be regularly admitted and enrolled as a matriculated student. The scholarship is open to all majors and class levels. Campus or community leadership through extracurricular activities and achievements will be considered.

Undergraduate Students

- Must be enrolled in a minimum of 12 units at Cal Poly.
- Must have a minimum 2.5 Cal Poly Cumulative GPA at time of application.

Graduate Students

- Must be enrolled in a minimum of 8 units at Cal Poly.
- Must have a minimum 2.5 Cal Poly Cumulative GPA at time of application.

The ASI Monarch Scholarship must be used for the purpose of funding educational expenses such as tuition and fees, books, supplies, housing, transportation, personal/miscellaneous needs, etc.

The above-mentioned rules and restrictions are to maintain alignment with both the California State University and Cal Poly policies for student scholarships.

The ASI Business & Finance Committee will review the ASI Monarch Scholarship Policy every three years and seek ASI Board of Directors approval if revisions are recommended.

ASI Sage Scholarship

NEW/REVISED POLICY: Revised May, 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

ASI is committed to recognizing and honoring students who celebrate the traditions of Native American and Indigenous communities at Cal Poly. The ASI Sage Scholarship aims to honor those who find connection in the stories and strength of the Native American and Indigenous communities.

POLICY

The ASI Business & Finance Committee, with ASI Board of Directors approval, shall establish procedures to provide for scholarships, grants-in-aid, stipends, loans and similar expenditures. These procedures will conform to regulations established by the CSU Board of Trustees.

$30,000 will be allocated annually for the ASI Sage Scholarship. The minimum amount for an individual scholarship will be $1,000. If funding remains after the minimum amount of $1,000 is awarded to all eligible recipients, the reviewing committee will utilize a matrix-based approach and award additional scholarship funds to students who have high financial need.

ASI Sage Scholarship procedures including eligibility information and timeline will be available on the ASI website. Application will be available on the Cal Poly Financial Aid website. Promotion of the scholarship will be completed via a comprehensive campus-wide outreach program.

ELIGIBILITY

The ASI Sage scholarship is for students who have demonstrated contributions to Native American and Indigenous communities. To be eligible for the ASI Sage Scholarship, students must be regularly admitted and enrolled as a matriculated student. The scholarship is open to all majors and class levels. Campus or community leadership through extracurricular activities and achievements will be considered.

Undergraduate Students

- Must be enrolled in a minimum of 12 units at Cal Poly.
- Must have a minimum 2.5 Cal Poly Cumulative GPA at time of application.

Graduate Students

- Must be enrolled in a minimum of 8 units at Cal Poly.
- Must have a minimum 2.5 Cal Poly Cumulative GPA at time of application.

The above-mentioned rules and restrictions are to maintain alignment with both the California State University and Cal Poly policies for student scholarships.

The ASI Business & Finance Committee will review the ASI Sage Student Scholarship Policy every three years and seek ASI Board of Directors approval if revisions are recommended.

Student Privacy and Records

NEW/REVISED: Revised May 2017
Effective Date: February 25, 1998

BACKGROUND AND PURPOSE

This guideline was established to provide maximum protection from improper disclosure of a student's personal information to the public.

GUIDELINES

Right to Privacy and to Inspect Records

According to federal and state law, students have the right to protection against improper disclosure of personal information.

To minimize the risk of improper disclosure, the records of students' academic, counseling, disciplinary, financial, and medical contacts with the university are kept separate from one another. The conditions for access to these records are set forth in a policy statement entitled "The Federal Family Educational Rights and Privacy Act of 1974 (FERPA)", which is included in the Cal Poly catalog. Transcripts of academic records shall contain only information related to academic status and performance. Information from disciplinary, financial, counseling, medical, or academic records shall not be available to any person, on or off campus, without the expressed written consent of the student (if under eighteen, then parents) involved except in accordance with the law. No records shall be maintained on students which reflect their political or social views and activities. Provision shall be made for routine destruction of non-current disciplinary records in accordance with university policy.

Privacy Rights of Students

The Family Education Rights and Privacy Act of 1974 (The Buckley Amendment) was designed to protect the privacy of students. The statute governs (1) access to records maintained by the campus and (2) the release of such records.

In brief, the statute requires that the campus must provide students access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing does not include the right to challenge the appropriateness of a grade as determined by an instructor. The student may, however, use this process to verify that the grade given has been properly transmitted into the student record.

The Act generally requires that the written consent of the student be received before releasing personally identifiable data from the student's records to other than a specified list of exceptions. The campus is authorized under the Act to release directory information concerning students. Directory information at Cal Poly, San Luis Obispo consists of the student's name, local address, local telephone listing, e-mail address, place of birth, major, dates of attendance, degrees and awards received, photograph, weight and height of athletic team members, most recent previous educational institution attended, and participation in officially recognized activities and sports.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative, or service functions and who have reason for using student records connected with their campus or other related academic responsibilities.

This summary of the Act's provisions is being supplied as required by the Act. The following office has been established by the Department of Health, Education and Welfare to investigate, process and review complaints under the Act:

Family Education Rights and Privacy Act Office
Department of Health, Education and Welfare
330 Independence Avenue, S.W.
Washington, D.C. 20201
Telephone: (202) 245-7488

POLICY

ASI shall comply with all campus, CSU, federal, and state laws regarding student privacy.

Student Representative to CSU Advisory Committee

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

Responsibility for Appointment of Presidents: The California State University Trustees have established a policy for the selection of CSU campus presidents. As the system chief executive officer to whom campus presidents report, the Chancellor is responsible for designating staff to support the process. The CSU is committed to the principles of consultation with campus and community representatives and to diversity in the selection of campus presidents. As part of this process, the Chair of the Board of CSU Trustees establishes an advisory group to the Trustees Committee for the Selection of the President (TCSP). This advisory group, known as the Advisory Committee to the Trustees Committee for the Selection of the President (ACTCSP), consists of the chair of the academic senate of the campus, two faculty representatives elected by the campus faculty, one member of the campus support staff elected by the staff, one student elected by the duly constituted representatives of the campus student body, one member of the campus Advisory Board elected by that board, one alumnus/alumna of the campus elected by the campus Alumni Association, and one vice president or academic dean from the campus and the President of another CSU campus selected by the Chancellor. Each of the campus representatives to the advisory group shall be determined according to procedures established by the campus.

Duties and Responsibilities of the Advisory Committee of the Trustees Committee for the Selection of the President: The ACTCSP will participate in deliberations that lead to the determination of the list of final candidates. The consultative procedures should be conducted in a manner designed to generate confidence in the selection process and garner local support for the eventual appointee. The ACTCSP will provide advice regarding the position and campus descriptions and the advertisements.

Members of the ACTCSP will suggest potential candidates having the leadership qualities, administrative ability, academic qualities and other talents appropriate for that presidency. The ACTCSP will review and comment on candidate applications, participate in candidate interviews and offer comments as appropriate before the TCSP determines which candidates to advance to the next level of consideration.

Second Panel: In order to provide additional reaction to semi-final candidates, the chair of the TCSP and the Chancellor may appoint a second panel of campus constituents to meet candidates under the rule of confidentiality. The second panel would serve as a source of additional advice to the TCSP and the ACTCSP. If a second panel is to be named, the Chancellor will inform the constituencies of the number of nominations each should forward; it is understood that the number of nominations may exceed the number of seats each of the campus constituent groups (i.e. faculty, staff, students, advisory board and alumni association) will have on the second panel. (CSU Board of Trustees Policy for the Selection of Presidents, November 1998)

The purpose of this policy is to establish the process of the selection of the student representative who will sit on the ACTCSP and on a second panel if appointed.

POLICY

As the official elected representative of the general student body at Cal Poly, San Luis Obispo, the ASI President shall be the student representative to the Advisory Committee of the Trustees Committee for the Selection of the President. This appointment shall require ratification of the ASI Board of Directors.

Should the ASI President be unable to serve as the representative to the ACTCSP, the ASI corporate officers shall receive and review applications from interested ASI Board Members and nominate two of those applying for the board's final selection and ratification. Should the Chair of the Board of Directors apply to serve as the representative, they will not be a part of the application review process. Should less than two board members apply, that application shall be reviewed as above and forwarded to the Board for ratification.

Should a second panel be formed to assist the TCSP and the ACTCSP and nominations sought for a student representative(s), the selection of an elected director in good standing serving on the ASI Board of Directors shall follow the same procedure as stipulated for the selection of a member of the board above.

Travel

NEW/REVISED POLICY: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

Board of Trustees Executive Order 399, issued pursuant to Subchapter 6 of Chapter 5 of Title 5 of the California Administrative Code, established the requirement to formulate travel guidelines.

This policy has been established to provide reimbursement of travel expenses incurred by ASI employees, students and/or non-employee travelers conducting official ASI business or participating in ASI or University Union activities.

POLICY

All travel requires pre-approval from the Area Director. International travel is prohibited by ASI.

Reimbursement of travel expenses incurred by ASI employees, students, or non-employee travelers conducting ASI business or participating in ASI activities shall follow the guidelines and rate published in the CSU Policy on Travel and Business Expense Payments. The ASI Executive Director or designee will ensure that travel expense guidelines are consistent with university policy.

Exceptions to standard reimbursement rates may be permitted in the following circumstances, with prior approval from the ASI Executive Director:

- If a conference or event agreement specifies reimbursement at a different rate.
- If a higher level of reimbursement is proposed and demonstrates a clear benefit to ASI. Supporting documentation must be submitted with the request.

Business Expenses: Included are charges for business telephone calls, internet connections, emergency purchases and all other charges necessary for the completion of official business. Receipts will be included with the claim and any unusual business expenses shall be explained in writing.

ASI assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to policy.

Unauthorized Acts Reporting

NEW/REVISED: Revised May 28, 2025
Effective Date: May 28, 2025

BACKGROUND AND PURPOSE

CSU Campus Reporting of Fiscal Improprieties Policy.Policy establishes reporting requirements for unauthorized acts. This policy implements the process to be used by an auxiliary in reporting unauthorized acts as stated in CSU Executive Order 813 and CSU Executive Order 1104.

POLICY

If any ASI employee has reason to suspect material fraud, misuse of funds, or other unauthorized acts, the incident shall be immediately reported to the ASI Executive Director. The ASI Executive Director shall make an immediate report to the ASI Officer Team, ASI Business and Finance Committee, and the Vice President for Administration and Finance. If an employee suspects involvement by the ASI Executive Director, they will notify the ASI President.

ASI, in conjunction with campus administrators, must report all cases of actual or suspected fraud, defalcation, theft, or other irregularities involving state funds and/or state employees in accordance with CSU Executive Order 813 and CSU Executive Order 1104. https://www.calstate.edu/eo/EO-1104.html.

Notifications must be made in writing not later than the first business day following the actual or suspected theft or irregularity. The notifications should be signed by the University President or the Senior Vice President, Administration and Finance.

ASI Volunteer Employee Beneficiary Association Trust Policy

NEW/REVISED POLICY: New
Effective Date: May 1, 2020

BACKGROUND AND PURPOSE

This policy provides funding guidance for ASI's participation in the Auxiliaries Multiple Employer Volunteer Employee Beneficiary Association Trust (VEBA). The VEBA was created by participating members of the Auxiliary Organizations Association to support all auxiliaries across the CSU system in prefunding their postretirement medical benefits obligation. The VEBA's assets are managed by a board of trustees in conjunction with a qualified corporate trustee and an investment advisor selected by the corporate trustee. The trustees are responsible for all of the activities and financial performance of the VEBA.

POLICY

Target overall funding of assets in the VEBA shall be sufficient to cover the liability of retiree and actively employed and vested employee medical benefits. The minimum amount of annual funding of the VEBA shall be the annual service cost as calculated by a qualified actuary; except in the case when the VEBA liability is fully funded. Total funding will be reviewed at least annually, and liabilities will be calculated by a qualified actuary no less than every three years.

Vehicle Driver Authorization & Use

NEW/REVISED POLICY: Revised April 3, 2019
Effective Date: August 14, 2002

BACKGROUND AND PURPOSE

ASI owns and operates several different types of vehicles used in the day-to-day operations of the organization. These vehicles represent a significant financial investment in equipment and also represent a potential liability to the organization both in replacement and maintenance costs and for driver responsibility. To minimize the risk to the organization associated with multiple drivers of company owned vehicles, this policy sets the parameters under which driving privileges shall be permitted.

POLICY

Driver Authorization:

Employees may only drive ASI vehicles if they possess a valid current driver's license and have obtained the proper approval from ASI management. For each potential driver to be considered for the granting of ASI vehicle driving privileges a detailed background check will be conducted on each individual's driving history. The following criteria shall be used in determining a driving candidate's ability to safely operate an ASI vehicle:

No driving privileges shall be granted if the potential driver has the following violations documented in their driving history in the past two years:

- Driving with a suspended license
- Negligently operating a motor vehicle
- More than one accident
- More than one moving violation
- A combination of two incidents (moving violations or accidents)

Additionally, under no circumstances will a driver be permitted to operate an ASI vehicle if they have any major violation reported on their DMV record including:

- Alcohol or drug related offense
- Reckless driving
- More than three points for any moving violation within the past three years

The restrictions above should not be considered an exhaustive list but will be used in conjunction with the judgment of ASI's management in granting driving privileges to ASI employees.

The following drivers are required to be enrolled in the Department of Motor Vehicle's EPN program:

- Non-occasional drivers (anyone who drives more than once a week)
- Drivers who are transporting non-ASI staff for an ASI program
- Volunteers
- Student Government Officers
- Anyone whose primary duty is driving related
- Facility Supervisors responsible for the mail run

- Field Supervisors

Vehicle Use:

Vehicles may only be used by ASI staff members, ASI student employees, or ASI Student Government members for work related activities.

While driving a company vehicle, ALL traffic violations, moving or stationary, are the personal responsibility of the driver. Failure to pay any fine directly charged to ASI vehicles will result in loss of ASI driving privileges.

Vehicle Use (Privately Owned) on Official ASI Business

NEW/REVISED: Revised April 15, 2009
Effective Date: July 1, 2000

BACKGROUND AND PURPOSE

Provides for Officers, ASI Student Government members, Rose Float volunteers, and all ASI staff to drive their own personal vehicles when participating in official ASI business.

POLICY

Use of personal vehicles must be approved in advance by an ASI Director.

It is mandatory that all drivers have automobile liability insurance in force that meets California's minimum requirements. Proof of insurance must be on file with the ASI Business Office.

Officers, ASI Student Government members, Rose Float volunteers, and all ASI staff must first become ASI Authorized Drivers prior to using a privately owned vehicle for official ASI business.

ASI requires the *Use of Private Vehicle for Official ASI Travel* form be used by Officers, ASI Student Government members, Rose Float volunteers, and all ASI staff when traveling for official ASI business.

In the event of an accident, personal insurance will apply, including payment for damages to the vehicle.