



# **Associated Students, Inc. Leadership Funding Board Guidelines 2009-2010**

## **Associated Students, Inc. Mission Statement**

The mission of Associated Students, Inc. is to serve, engage, and empower students by providing an official voice to express student opinions, to foster awareness of student issues, to protect the rights and interests of the students, and to create programs and encourage a campus climate that meets the educational, social, and cultural well being of the students.

## **Leadership Funding Board**

Funding for individual student development and student organizations programming is one capacity of ASI. The ASI Leadership Funding Board (ALFB) will review eligible applications once a month and each meeting the board will review all application materials and will give each organization and individual a chance to present materials and defend funding request. If the organization or individual does not show during the meeting, then the decision to grant funds will be based solely on the application materials turned in. Each recognized student organization has at least one opportunity to have a representative be a part of the selection committee during the school year (board members who are closely affiliated with current applicants [group & individual] will be asked to step out during that portion of the voting process). Each funding board shall be comprised of up to 3 student organization representatives, ASI VP of Finance, designated Student Life and Leadership (SLL) staff representative, and a designated professional staff member from ASI. Members of the ASI Board of Directors, including the Executive Board are not eligible to sit on the Leadership Funding Board. The votes determine the amount of funds granted for Program and Student Leadership Development applications submitted. Once the ASI Leadership Funding Board (ALFB) has made a decision about the amount of funding granted, the event student org contact person or individual will be notified of the amount granted by the ASI VP of Finance following the board meeting. In the case of a tie vote, the ASI President shall make a final decision within 2 business days of the Leadership Funding Board meeting.

## **Student Organization Leadership Workshops**

Student Organization Leadership Workshops are a series of seminars that will take place throughout each semester designed to educate student organization members on a variety of issues. Topics may include; event planning, advertising, fundraising, effective leadership, etc. As part of the eligibility for Student Organizations to receive funding, they must attend a minimum of three Student Organization Leadership Workshops per semester. Each organization must have one representative present at the workshops but it is strongly suggested that an officer attend. Any other organization members are welcome to attend the workshops. Attendance will be taken for funding eligibility.

Funding Committee meetings will be held on Fridays from 11:30pm – 1:00pm in Markstein Hall 322

- Fall dates: **Sept. 11, Oct 9, Nov 13, Dec 4**
- Spring dates: **Feb 12, Mar 5, Apr 9, Apr 30**

# Funding Board Procedures/ Guidelines

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# Program/Event Procedures/Guidelines

## **1.0 Program/Event Application Procedures**

### 1.1 Application Procedures

- A. All Funding Requests must be received in the ASI Business Center, Foundation Classroom Building (FBC 5103) by 4:30pm the Monday prior to the Funding Board meeting. (Ex: *For programs held throughout: 9/14/09-9/30/08 Applications must be submitted by: 9/7/09*)  
***Funding Applications submitted after the Monday deadline will not be considered.***
- B. Funding Applications are available at the ASI Business Center, Student Life & Leadership, and the ASI website (click on the paw).
- C. Applicants are required to provide back-up documentation for all projected costs.
- D. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
- E. Requests for Funding will be considered by the ASI Leadership Funding Board (ALFB) until designated funds have been depleted.
- F. The applicant (group/individual) has the **option** to attend the designated ASI Leadership Funding Board (ALFB) meeting in person in order to increase chance of funding. The designated Leadership Funding Board meeting must be prior to applicant's event or conference, funds will not be granted for a past event or conference. Applicants may apply far in advance if necessary.
- G. Once an application is turned in and has been reviewed by the Leadership Funding Board, there can be no amendments made by the individual or student organization requesting funds. Only the ASI Leadership Funding Board (ALFB) members can make amendments.
- H. Funding is only available on a reimbursement basis.
- I. When Leadership Funding Board is not in session, the applicants must meet with the ASI Executive Committee to have their funding approved; i.e. in August for September funding. Contact the V.P. of Finance for the schedule of Executive Committee meetings.

### 1.2 Program/Event funding guidelines

*Programs that meet the following criteria will be considered for Funding:*

- A. On-campus events that foster community building.
- B. Events must be held on-campus.
- C. Programs must be open to all CSUSM students. Organizations may not discriminate against any student on the basis of race, color, religion, sex, gender, age, national origin, ancestry, pregnancy, physical or mental disability, sexual orientation, marital status, veteran's status, military status, political affiliation, or medical condition.
- D. Student Organizations must be officially recognized by CSUSM through Student Life & Leadership to be eligible for funding.

- E. Student Organizations must have a representative attend a minimum of three Student Organization Leadership Workshop meetings provided by the Student Life and Leadership (SLL). Special circumstances (Ex: newly recognized mid-semester...) and situations deemed acceptable for funding not fitting the attendance requirements must be approved by VP of Finance.
  - F. **Student Organizations may have one representative who can describe the proposed event at the designated ASI Leadership Funding Board (ALFB) meeting in order to receive funding.** Attendance is optional but STRONGLY suggested.
  - G. If you are granted funding and subsequently have not met the required attendance to the Student Organization Leadership Workshops prior to your event, your event will not be funded.
  - H. Programs must **not** be designed to make a profit. Any profit received would come back to ASI.
  - I. **ASI must be listed on all sponsorship publicity. The ASI VP of Finance must approve all uses of the ASI name and/or logo. A sample flyer must be submitted with the funding application. Failure to do this will be loss of funding for the program.**
  - J. Individual Student Organizations **cannot exceed \$500 for an event and no more than \$1000 per semester.** Student Organizations that wish to Co-Sponsor may do so, (including co-sponsorship with any other university or ASI entity) but will be held accountable for the ASI Leadership Funding Board (ALFB) monies that your organization is willing to Co-Sponsor up to \$500 for that event.
- \* Funds have not been allocated for each student organization. The funds are on a first come first serve basis.**

### 1.3 Items NOT eligible for Program Funding

- A. Funding is **not** available for individual student organization members or group travel expenditures.
- B. Program/Event funding is **not** available for student organization members to attend off-campus conferences or workshops. See the Individual leadership development application for conferences/ workshops.
- C. Funding is **not** available for programs that are designed to make a profit.
- D. Funding is **not** available to fund door prizes. NO RAFFLES/OPPORTUNITY DRAWINGS.
- E. Funding is **not** available to pay honorariums and/or donations (gifts).
- F. Funding is **not** available to fund non-consumable items (*i.e. t-shirts, banners, etc.*) If you can keep it, it belongs to ASI.

## **2.0 Student Leadership Development Funding Procedures**

### 2.1 Funding Criteria

- A. There is a set limit of Student Leadership Development Funding available for each semester determined by ASI Board of Directors.
- B. Funding will only be granted for conference/workshop registration fees. These conferences/workshops must fit the mission of the University and will be reviewed by the Leadership Funding Board.
- C. The maximum amount of funding per student shall **not exceed \$500 annually.**
- D. Funding shall not exceed **\$250 per conference.** The amount granted to multiple students applying for the same conference/workshop is **not** guaranteed to be split evenly as it will be up to the discretion of the Leadership Funding Board (**\$500 max per conference** with multiple students attending).

E. Students requesting funding must apply by determined deadlines and have the option of appearing in person to further explain their request and answer questions by the Leadership Funding Board. (Funding can be obtained without appearing in person but it attendance is STRONGLY suggested.)

**\* Funds for individuals are limited. The funds are on a first come first serve basis.**

## 2.2 Items NOT eligible for Student Leadership Development Funding

A. Funding is **not** available for travel expenditures (gas, car rental, lodging...).

B. Funding is **not** available for individuals that have already attended a conference/workshop during that semester

C. Funding is **not** available for non-CSUSM students.

## 3.0 Appeal Process

### 3.1 Incorrect and/or Incomplete Applications

Incorrect and/or incomplete Leadership Funding Board Applications will not be reviewed for funding nor will they be eligible for appeal. (Ex. Missing statement, not date stamped by ASI...)

### 3.2 Dispute Resolution

If the student organization's leadership or individual has a genuine disagreement regarding the Leadership Funding Board's decision or interpretation of the established criteria, the decision can be appealed to the ASI Executive Committee. In order to be considered for appeal, a formal and signed letter must be submitted to the ASI president stating the grounds for appeal. The appeal will be placed on the following ASI Executive Committee agenda. The student organization representative or individual will have 3 minutes to present and discuss their appeal in person. If the representative or individual is **not** present at the meeting, then the appeal will **not** be considered.

## 4.0 Program/Event and Individual Report

### 4.1 Invoices and Contracts

The appropriate event coordinator(s) should work with the ASI VP of Finance to insure that all invoices and contracts are complete at least 10 business days prior to the event. Responsibility lies on the event coordinator(s) to contact the VP of Finance.

## 4.2 Receipts

All original, itemized receipts for events must be submitted to the ASI VP of Finance within 10 business days after event completion. Any receipts submitted after that time frame will not be reimbursed.

(Note: a written estimate must be provided from departments on campus that cannot give you a receipt/invoice within 10 business days after event completion, i.e. facilities, The Clarke.)

## 4.3 Reimbursements

A. Reimbursements will not be provided for expenses not specifically identified in the Funding Application.

B. Reimbursements can only be made for the amount approved on the Funding Application.

C. Expenses that are not substantiated by back-up documentation (i.e. a receipt, invoice, etc) will not be reimbursed. **ALL RECEIPTS MUST BE ORIGINAL & ITEMIZED!!!**

D. In order to be reimbursed you must submit the **ALFB Reimbursement Form**, to the ASI Business Center. Responsibility lies on the event coordinator to contact the VP of Finance in order to be reimbursed.

E. The reimbursement process takes at least two weeks (sometimes longer if paperwork issues occur).

F. All reimbursement checks must be picked up by the event coordinator(s) at the ASI Business Center. It is the coordinator(s) responsibility to disburse payment accordingly to campus departments if necessary and also mail any payments to vendors/performers.

G. For conference/workshop registration fees, you must provide proof of payment and attendance in order to complete paperwork. (Ex: copy of posted check, official bank statement, nametag, conference packet including agenda...)

## 4.5 Cancelled Events

If funding is approved for the event, and the event is cancelled for any reason, ASI is not responsible for the funding and/or reimbursing any expenses incurred prior to or after the event cancellation.

**If you have questions, comments, or concerns please feel free to contact:**

**David Ricardo, ASI VP of Finance**  
**dricardo@csusm.edu (760) 750-4992**

*The ASI Board of Directors reserves the right to modify this policy at any time.*