

Associated Students, Inc.
California State University, Long Beach

BUSINESS AND FINANCE COMMITTEE (BFC) AGENDA
Meeting #7

Date, time: October 5, 2021, 3:30 p.m.

Location: Link to join meeting: <https://csulb.zoom.us/j/86543325747>

This meeting is being facilitated through an electronic Zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions

Chair: John Barcelona, ASI Vice President of Finance

Members of the public will be given an opportunity to address the board during public comment. Fifteen minutes will be equally divided amongst those who sign-up in the Zoom chat field with "Public Comment: your name".

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENTS

- A. Comments from the Gallery
- B. Comments from the Board

5. APPROVAL OF MINUTES

The board will review for approval the following meeting minutes.

- A. Action Item: Business and Finance Committee Minutes, Meeting #5, September 21, 2021

6. STATUS OF FUNDS SUMMARY

7. GRANT APPLICATION HEARINGS

The committee will review the following grants for funding consideration.

- A. Student Travel Fund (STF)
 - 1) Action Item: Javier Fernandez – Virtually attend the 2021 Conference of the American Academy of Religion.

8. UNFINISHED BUSINESS

- A. Discussion Item: Policy on Student Organization Grants (4th reading)
The committee will consider an amendment to the policy.

9. NEW BUSINESS

9. REPORTS

- A. ASI Vice President of Finance
- B. ASI Senate Representatives
- C. ASI Executive Director

10. CLOSING COMMENTS

11. ADJOURNMENT

BUSINESS AND FINANCE COMMITTEE (BFC) MINUTES
Meeting #5
September 21, 2021

1. CALL TO ORDER

Chair John Barcelona called the meeting to order at 3:34 p.m.

2. ROLL CALL

Voting Members Present

Jose Raya Perez, ASI Senate Representative

Anthony Regina, ASI Senate Representative

Lindsay Apaza, ASI Executive Vice President

Jesus Gonzalez, ASI President

John Barcelona, ASI Vice President of Finance

Maricela Correa, CSULB Faculty Representative

Kristina Randig, CSULB President's Designee

Non-voting Members Present

Anna Nazarian-Peters, CSULB Student Affairs Representative's Designee

Dr. Miles Nevin, ASI Executive Director (Arrive 3:37 p.m.)

3. APPROVAL OF AGENDA

Raya Perez (MOVE) Regina (SECOND) to approve Business and Finance Committee Agenda, Meeting #5, September 21, 2021

VOTE ON THE MOTION

PASSES 7-0-0
Approve-Oppose-Abstain

4. PUBLIC COMMENTS

There were none.

5. APPROVAL OF MINUTES

A. Action Item: Business and Finance Committee, Meeting #4, September 14, 2021

Raya Perez (MOVE) Apaza (SECOND) to approve Business and Finance Committee Minutes, Meeting #4, September 14, 2021

VOTE ON THE MOTION

PASSES 7-0-0
Approve-Oppose-Abstain

6. STATUS OF FUNDS SUMMARY

Current Year Unallocated Fund (CYUF): \$29978

Student Research Fund (SRF): \$11100

Student Travel Fund (STF) \$15000

7. UNFINISHED BUSINESS

A. Action Item: Policy on Travel (2nd Reading)

Barcelona reviewed the following policy revisions

- 3.0 – Incidentals: changed from \$5 to \$7

- 4.0 – Business Expenses: Removed "Personal communications such as long distance calls allowing

employees to stay in reasonable contact with their immediate family are also reimbursable business expenses. For cost-effectiveness, employees are encouraged to subscribe to a long distance discount service.”

- 7.0– Transportation: added “rail”
- 8.1 – Commercial Automobile Rental: replaced “American Express Card (requested from the ASI Business Office)” with “Credit Card of Procurement Card”
- 9.0 – Bicycle: Removed entire section
- 9.0 – Transportation by Aircraft: replaced “coupon” with “confirmation”
- 10.1 – Incidental Use of Personal Automobile: removed “Employees can either submit a form each time they drive, or they can submit a "blanket" form at the start of each semester. Employees who file a blanket form must then notify their immediate supervisor each time they leave campus using their personal vehicle for company business. Failure to follow these precautions will result in the employee not being covered by Worker's Compensation insurance for personal injuries sustained in an accident.”
- 10.2 – Specialized Vehicles: changed “44 cents” to “57 cents”
- 13.0 - Railroad Transportation: removed entire section
- 12.0 – Return of Deceased Employees: removed “Actual costs of the following will be considered necessary travel expenses for which reimbursement will be made.
 - In all cases, regardless of mode of transportation:
 - Telephone or telegraph charges for shipment arrangements.
 - Transportation of the remains to the funeral home preparing the remains for shipment, not in excess of \$1.00 per mile one way.
 - When a portion of the shipment is by common carrier:
 - Transportation by common carrier to the receiving point nearest the official workplace or place of burial within California.
 - Transportation not in excess of 50 cents per mile one way from a funeral home to the workplace location or place of burial within California.
 - Outside transportation case and casket or rental of metal transfer case not to exceed \$100.00 plus taxes.
 - When shipment is made by funeral coach alone, transportation costs not to exceed 50 cents per mile one way, from the pickup point to the official workplace or to the place of burial within California.”

Regina (MOVE) Raya Perez (SECOND) to approve Policy on Travel (2nd Reading)

VOTE ON THE MOTION

PASSES 6-0-0

Approve-Oppose-Abstain

B. Action Item: Policy on Student Organization Grants (2nd reading)

Policy will return to board after student organization input has been garnered, and rollbacks have been discussed.

No action was taken on this item.

8. NEW BUSINESS

There was none.

9. REPORTS

A. ASI Vice President of Finance

- Working on Financial Literacy Workshop with Beach Pride Events and the College of Business
- Working with Nevin on policies

B. Senate Representatives

Last meeting

- Elected: Senate Vice Chair
- Reports: ASI President; College Senators; ASI Interim Assistant Director; ASI Executive Director; CSULB Dean of Students

C. ASI Executive Director

There was no report.

10. CLOSING COMMENTS

There were none.

11. ADJOURNMENT

Without objection, Chair John Barcelona adjourned the meeting at 4:32p.m.

RECORDED BY:

Laura M. Butt, ASI Government Affairs Administrative Coordinator

Date: _____

APPROVED BY:

John Barcelona, ASI Vice President of Finance

Date: _____

THIS FORM MUST BE SUBMITTED NO LESS THAN
3 WEEKS PRIOR TO PROPOSED DATE OF DEPARTURE

Name of Student Submitting Request (Please print) Javier Fernandez		Date Prepared 09/27/2021
Proposed Destination Virtual	Proposed Date of Departure 11/19/2021	Proposed Date of Return 11/21/2021
Amount Requested (request cannot exceed \$400 for Continental US, \$500 for all other destinations. Refer to policy for limits) \$ <u>400</u>		Have you received Student Travel Funds before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate when _____
<p>Please indicate mode(s) of transportation to be used and the amount requested for each: <i>Funding is only provided for conference fees and/or transportation to and from the destination. All other ground transportation is the responsibility of the applicant. For other sources of funding, consult with the Office of Student Life and Development for information about their Student Academic Travel Grants.</i></p> <p>Conference Fees \$ <u>400</u></p> <p><input type="checkbox"/> Air Carrier/<input type="checkbox"/> Train/<input type="checkbox"/> Bus/<input type="checkbox"/> Ship \$ <u>0</u> OR</p> <p>Personal Automobile* \$ <u>0</u> = _____ miles @ \$0. _____ per mile</p> <p>Total \$ <u>400</u> (must equal or exceed amount requested above)</p> <p><small>*Travel by automobile is only permitted when the intended destination is within 300 miles of the University. Use the current IRS mileage rate: https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates</small></p>		
<p>What is the purpose of your trip?</p> <p>The purpose of the trip is to virtually attend the 2021 Conference of the American Academy of Religion.</p>		
<p>What benefits will you and the university derive as a result of your travel?</p> <p>The American Academy of Religion Conference is the largest conference in the field of religious studies in North America, and as such offers the most reliable, diverse, and current scholarship in the field necessary for a successful graduate student of religion. Because of the pandemic, there is a unique opportunity to study the relation between historical context and religious dynamics. Much of this year's conference will be devoted to the subject which I believe will allow humans to better understand how global changes affect personal ethical practice – research that is pertinent to my graduate thesis. Attendance at this conference not only provides me with invaluable research for my thesis but ensures the university's presence at the nation's most prestigious conference in the field of religious studies.</p>		
<p>In what ways will you convey and apply the knowledge gained by the use of the Student Travel Fund to the rest of the campus community? (e.g. workshops, slide presentations, etc.)</p> <p>The knowledge gained by attending the conference will be formally conveyed in a five page conference report to be submitted to Dr. Sophia Pandya for the graduate course R/ST 503: Research Practicum. The conference report will include an explanation of the conference theme, a description of workshops attended, detailed summaries and analysis of three conference talks, and a conclusion on the significance or relevance of the three talks.</p>		
<p>The following documentation must be attached to this application before submitting to the AS Government Office, USU-311: (STAFF: Please confirm receipt by checking each box)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel Requirement Notice <input type="checkbox"/> EO 1051 Waiver of Liability form <input type="checkbox"/> A copy of the "call for papers" or other invitation for submissions issued by the conference organizer(s). <input type="checkbox"/> A letter of acceptance, invitation, or other documentation which confirms that the student's attendance has been requested at the conference or convention <input type="checkbox"/> A copy of the actual research paper (including an abstract) or other formal representation of the student's work (e.g., a video or audiotape recording of the performance, a photograph of the artwork, etc.) <input type="checkbox"/> A receipt for transportation costs or conference fees OR a printed estimate of costs to be incurred (e.g. travel itinerary, Expedia print-out, etc.) 		
<p>Prepared by</p> <p><u>Javier Fernandez</u> _____ Signature Phone No. _____</p> <p><u>Javier.Fernandez03@student.csulb.edu</u> E-mail Address</p>	<p>Faculty Sponsor</p> <p><u>Sophia Pandya</u> _____ Signature Phone No. _____</p> <p><u>Sophia.Pandya@csulb.edu</u> E-mail Address</p>	



Associated Students, Incorporated

California State University, Long Beach

1212 Bellflower Boulevard

Long Beach, California 90815-4199

September 28, 2021

RE: TRAVEL REQUIREMENT NOTICE

Dear **Javier Fernandez** ,
(Student's Name)

You are currently participating in a California State University-affiliated program which requires air travel and/or ground transportation.

Air and ground travel involves risks and could result in damage to property, injury to persons, and death. Please be informed that the California State University, CSULB, and the Associated Students, Incorporated assume no liability for damage, injury, and death which may occur during air and/or ground travel required by the California State University-affiliated programs. Your participation in the program is voluntary, and you participate at your own risk.

Prior to undertaking CSU-affiliated air travel, you will be required to sign a "Release of Liability, Promise Not to Sue, Assumption of Risk, and Agreement to Pay Claims" statement. Please review the statement carefully before signing it.

Sophia Pandya

Faculty Advisor's Name (Please Print)

Sophia Pandya

Faculty Advisor's Signature

Activity: Conference Attendance

Activity Date(s) and Time(s): November 19-21, 2021

Activity Location(s): Virtual

In consideration for being allowed to participate in this Activity, including air and/or ground transportation, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, Long Beach, CSULB Associated Students, and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.


I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. **No other representations concerning the legal effect of this document have been made to me.**


Participant's Signature

09/27/2021
Date

Javier Fernandez
Participant's Name (print)

If Participant is under 18 years of age

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity. I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document. I have read this document, and I am signing it freely. **No other representations concerning the legal effect of this document have been made to me.**

Signature of Minor Participant's Parent/Guardian

Minor Participant's Name

Name of Minor Participant's Parent/Guardian (print)

Date

Confirmation & Reference Number for Annual Meetings 2021 Virtual-Only Sessions

Dear Javier Fernandez,

Congratulations! You have successfully registered for the **Annual Meetings 2021 Virtual-only Sessions**. **Please keep a copy of this email as it has important information you will need to access the Virtual-only Sessions platform.**

To review the details of your registration record, or to print a receipt, please click on the following link. If you are unable to click on the link, please copy and paste it into your browser. If you need to make changes after you review this record, please select the Modify Registration Record found on the page once you click on the link and make the changes needed.

Your registration record link is: <https://na.eventscloud.com/ereg/record.php?id=e932e8c8d3c7edc8f3a27dc1003db6d8-MjAyMS0xMCM2MTUyMjAxMTJmNTE3>

Your Reference Number is XXXXXXXXXX. **You will need this Reference Number to log into the Virtual-sessions Only Annual Meetings platform so please keep this email.**

As we get closer to the Annual Meeting Virtual-only Sessions dates, you will be sent an email with instructions on how to log into the Virtual-only Sessions platform.

For more updated information about the **Annual Meetings 2021**, including frequently asked questions, please [click here](#).

If you need additional help, you may email information@annual-meetings.org.

Thank you,

**Annual Meetings 2021,
hosted by AAR & SBL**

Registration Phone: 877-336-6798 (U.S.)

Registration Phone: 404-727-2315 (outside U.S.)

Registration Fax: 470-745-0504

Registration Email: information@annual-meetings.org



Annual Meetings 2021



San Antonio, TX 🇺🇸 November 20–23

Attendee Information

Options

Registration Record

Print Record

Receipt/Invoice

Attendee Information

Reference Number 57400202

Email Javier.Fernandez03@student.csulb.edu

First Name
(for badge) Javier

Last Name
(for badge) Fernandez

Email Address Javier.Fernandez03@student.csulb.edu

Phone Number

Address Line 1

City

Country

Zip (Postal Code)

Selection

Cost

Attendee Category Non-Member Virtual-Only Sessions

\$475.00

Religion and Media Workshop, 1
Friday, November 19, 11:00 am
- 6:00 pm (Virtual)

Total

\$475.00

Date	Transaction Type	Amount
Monday 09/27/2021	Transaction Amount	\$475.00
Monday 09/27/2021	Online Credit Card Payment	\$-475.00
	Balance	\$0.00

STUDENT ORGANIZATION GRANTS

BACKGROUND AND PURPOSE	2
POLICY STATEMENT	2
WHO SHOULD KNOW THIS POLICY	ERROR! BOOKMARK NOT DEFINED.
DEFINITIONS	2
STANDARDS AND PROCEDURES	3
1.0 ELIGIBLE ORGANIZATIONS	3
2.0 VIEWPOINT NEUTRALITY	3
2.1 <i>Viewpoint Neutral Process</i>	3
2.2 <i>Funding Process and Limits</i>	4
2.3 <i>External Funding Requirement</i>	4
3.0 APPLICATIONS FOR FUNDING	4
3.1 <i>College Council Allocation Process</i>	4
3.2 <i>Club Sports Allocation Process</i>	5
3.3 <i>Current Year Unallocated Fund</i>	6
4.0 GRANT EVALUATION CRITERIA	6
5.0 USE OF GRANT FUNDS	7
5.1 <i>Authority for Purchasing</i>	7
5.2 <i>Permissible Purchases</i>	7
5.3 <i>Prohibited Purchases</i>	8
6.0 EVENT REQUIREMENTS	9
6.1 <i>Location</i>	9
6.2 <i>Nondiscrimination</i>	9
6.3 <i>Accessibility</i>	9
6.4 <i>Non-Harassment</i>	10
7.0 FUNDING TERMS AND CONDITIONS	10
7.1 <i>Signature Authorization Card</i>	10
7.2 <i>Acknowledgment of ASI Support</i>	10
7.3 <i>Allotment Schedules</i>	11
8.0 AMENDING TERMS AND CONDITIONS	12
8.1 <i>Allotment Schedule Amendments</i>	12
8.2 <i>Program Change Amendments</i>	12
8.3 <i>Request for Grant Augmentation</i>	12
8.4 <i>Grant Notification</i>	12

9.0 EXCEPTIONS TO POLICY 12

10.0 EXPIRATION OF FUNDS 13

ADMINISTRATION 13

FORMS..... 13

BACKGROUND AND PURPOSE

The Associated Students, Incorporated (ASI) provides a wide variety of programs and services to enhance the educational experiences of its members, the students of CSULB. ASI is committed to the development and preservation of a vibrant student community and believes firmly that student clubs and organization play a vital role in that effort. ASI's Policy on Student Organization Grants is intended to provide guidance for the allocation of funds to student organizations for the production of events and activities that benefit the student body.

POLICY STATEMENT

It is the policy of the ASI to award grants to student organizations for the production of events and activities that meet the needs and interests of the student body. Funding for these grants is provided in part by the mandatory Associated Students fee paid by all students at the time of registration.

DEFINITIONS

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Abeyance	A state of temporary inactivity. A grant award held in "abeyance" means that related accounts are frozen and no further transactions may be conducted until a specific condition is met.
Allotment	The portion of a budgetary appropriation that is to be encumbered or expended during a specific period
Community Relations Activity	Programs conducted primarily for promoting an organization or its individual members to parties outside of the campus community.
Grant	An award of financial assistance provided to a student organization for use with a specific activity in which substantial involvement between the ASI and the grant recipient is not anticipated.
Viewpoint neutral funding	A process whereby funding decisions cannot be based on a student organization's point of view
Intercollegiate academic competition	A formal competition between representatives of two or more institutions of higher education in which a student organization or members thereof serve as official representatives of CSULB and compete on its behalf

STANDARDS AND PROCEDURES

1.0 ELIGIBLE ORGANIZATIONS

All university recognized student organizations that are currently registered and not on probation are eligible for grants. Persons completing and submitting grant applications must be currently enrolled students and must be registered with the Office of Student Life and Development as officers of the organizations they represent. Persons must have attended the appropriate workshops or training prior to submitting grant applications. All applicants must meet the university's academic eligibility qualifications for student office holders (refer to Campus Regulation s-4).

2.0 VIEWPOINT NEUTRALITY

At times student organizations may seek funding for programs and events that involve expressive activities, including but not limited to speeches, expression of ideas, or viewpoints on issues of public concern. ASI funding decisions will not be based on a student organization's point of view. An organization must not be denied funding simply because its program or event involves expressive speech, or because it advocates a particular opinion, no matter how deplorable or unusual. Rather, a viewpoint neutral process will be used -for evaluating funding proposals and will only consider factors that are NOT tied to viewpoint such as fiscal responsibility and level of services provided.

Nonetheless, viewpoint neutrality does not mean that funding levels must be equal for all organizations. Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus.

2.1 VIEWPOINT NEUTRAL PROCESS

To ensure the funding process is viewpoint neutral, the following set of basic criteria has been adopted to guide funding decisions:

- The student organization must present a detailed plan about the activity for which it is seeking support
- The student organization must provide a coherent and complete budget plan for the activity for which it is seeking support
- The student organization's activity must be open to all students
- The student organization must attend its grant hearing

2.1.1 EXAMPLES OF QUALIFYING PROGRAMS

Events and activities that seek to accomplish the following objectives have been deemed to contribute to ASI's mission and are examples of the types of programs ASI seeks to fund:

- Programs that promote an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures
- Programs that aid in the retention and graduation of currently enrolled CSULB students
- Programs that provide students with opportunities for on-campus social interaction
- Programs that promote discussion or debate of public issues

- Programs that promote academic performance and excellence
- Programs that supplement or enhance academic preparation or development
- Programs that promote students' health and welfare
- Programs that promote or sponsor public service to the surrounding community
- Programs that develop professional, or career-related skills, including those that develop social and business etiquette

2.2 FUNDING PROCESS ~~AND LIMITS~~

To ensure a viewpoint neutral process, the ~~Board of Control~~Business and Finance Committee shall adopt the following practices:

- All hearings regarding a group's request for funding will be documented in the minutes of the ~~Board of Control~~Business and Finance Committee
- The ~~Board of Control's~~Business and Finance Committee's funding decisions shall be based on how well the student organization met the above criteria and not on the group and/or activity's viewpoint or opinions
- All student organizations have the right to appeal the funding decisions of the Business and Finance Committee ~~Board of Control~~ to the ASI Senate at the meeting during which the ~~Board of Control~~Business and Finance Committee minutes are approved
- ~~ASI will not award more than \$10,000 for any single grant, and will also not award more than \$20,000 to any single student organization per each academic year (July 1 through June 30).~~
- All grant requests of \$5,000 or more are required to go through two readings by the ~~Board of Control~~Business and Finance Committee before final approval

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2.3 EXTERNAL FUNDING REQUIREMENT

ASI asserts that the intent of awarding these grants is to assist student organizations in their programming efforts and not to be the sole source of financial support for student organization activities. In order for a program to be eligible for funding, the student organization shall be required to demonstrate that it is generating funds from other sources to support **at least 30%** of the total cost for the event or activity. Organizations are expected to fundraise as much as possible.

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3.0 APPLICATIONS FOR FUNDING

Applications for the funding of Student Organization Grants will be made available and accepted during the spring semester preceding the fiscal year in which the programs will take place. Student organizations must submit one application for each program for which funding is requested. The ASI ~~Treasurer~~Vice President of Finance shall establish the schedule for submitting, reviewing, and awarding Student Organization Grants no later than the third week of the spring semester. All applications must be received in the ASI Government Office (USU-311) by the date specified by the ~~Treasurer~~Vice President of Finance. Applications submitted after this deadline will not be eligible for funding consideration until the first ~~Board of Control~~Business and Finance Committee meeting of the new fiscal year.

3.1 COLLEGE COUNCIL ALLOCATION PROCESS

College Councils have been delegated authority by the ~~Board of Control~~Business and Finance Committee to review and evaluate the grant applications submitted by their respective member organizations and to determine the amount of funds to allocate to each of them. As a condition for being delegated this authority, each College Council must meet the following requirements:

- Councils must have constitutions or bylaws that provide voting rights in which each member organization receives one and only one vote.
- Councils must make persistent efforts to notify each departmental association and other member organizations of the commencement of this grant application process.
- Councils can provide a written request to the ASI ~~Treasurer~~Vice President of Finance to withhold funding from a particular organization because that organization has failed to comply with the Council's good standing requirements. All such decisions will be made by the ~~Board of Control~~Business and Finance Committee.
- Councils can deny the participation of an organization in the allocation process because the organization failed to meet the good standing requirements set forth under the constitution of the Council.
Notification of such denial must be provided to the ASI ~~Treasurer~~Vice President of Finance no later than the date specified by that officer.
- Any organization that has been denied participation or had its funding withheld may appeal the Council's decision to the ~~Board of Control~~Business and Finance Committee before a final decision is made.
- Councils must establish and diligently observe deadlines by which grant applications from member organizations must be submitted.
- Each Council's deliberation process must provide an opportunity for member organizations to present and defend their grant applications to the Council.
- Councils must maintain records of their budget deliberations and record their allocations using the "College Council Allocation Summary" form.
- Councils must make special efforts to ensure that the needs and interests of graduate students are addressed by at least some of the programs funded through this process.
- Councils must submit the completed College Council Allocation Summary and all grant applications for their respective colleges to the ASI Government Office by the date and time annually specified by the ASI ~~Treasurer~~Vice President of Finance.
- College Council Allocations are subject to the approval of the ~~Board of Control~~Business and Finance Committee.

3.2 CLUB SPORTS ALLOCATION PROCESS

The Director of Student Life and Development has been delegated authority by the ~~Board of Control~~Business and Finance Committee to review and evaluate the funding requests submitted by the respective clubs and to determine the amount of funds to allocate to each of them. This determination will be forwarded to the ASI Government Office by the date and time annually specified by the ASI ~~Treasurer~~Vice President of Finance. Allocation summaries must be forwarded to the ~~Board of Control~~Business and Finance Committee where they are subject to final approval. The total amount of funds allocated to Club Sports is determined by the ASI Senate in its annual spring budget approval process.

3.2.1 CLUB SPORTS USE OF FUNDS

Unlike program-specific grants, Club Sports are funded on an annual basis for activity, practice, competition, and some general operating costs. However, the Club Sports teams must follow the purchasing guidelines outlined in Section 5 of the Policy on Student Organization Grants.

3.3 GRADUATION CELEBRATIONS

The Director of Student Life and Development has been delegated authority by the Business and Finance Committee to review and evaluate the funding requests submitted by the respective clubs and to determine the amount of funds to allocate to each of them. This determination will be forwarded to the ASI Government Office by the date and time annually specified by the ASI Vice President of Finance. Allocation summaries must be forwarded to the Business and Finance Committee where they are subject to final approval. The total amount of funds allocated to Graduation Celebrations is determined by the ASI Senate in its annual spring budget approval process.

3.4 CURRENT YEAR UNALLOCATED FUND

During the course of its annual budget preparation, ASI sets aside a sum of money referred to as the Current Year Unallocated Fund (CYUF) that can be used for funding grant requests submitted during the current budget year. Priority for funding will be given to grant requests for **new** programs.

Applications for funding from the CYUF must be submitted no later than three weeks before the date of the program or event for which funding is being requested. Furthermore, the ~~Board of Control~~Business and Finance Committee will not accept requests for programs that have already taken place. Funding requests must be submitted using the Grant Application form.

Applications for funding from the CYUF will be capped at \$3,000.

4.0 GRANT EVALUATION CRITERIA

All grant applications will be evaluated against a set of criteria developed by the ASI ~~Treasurer~~Vice President of Finance in consultation with the ~~Board of Control~~Business and Finance Committee. Each application is evaluated against these criteria to create a baseline funding amount for the ~~Board of Control~~Business and Finance Committee's reference.

Although the particular evaluation rubric may change from year to year, the following criteria shall be included in this annual review process.

- Organizations must submit a program or event budget, and where applicable, cost estimates or proposals for specific services, speakers, or supplies.
- Organizations must demonstrate how their program or event will be carried out using sustainable practices.
- Programs or events must be accessible to all students regardless of ability status.
- Program or event applications must include external revenue sources of at least 30% of the overall budget.

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- Programs or events may not be required to meet an academic or instructional requirement.
- The primary beneficiary of any program or event must be CSULB students.
- The program or event budget must not include the purchase of gifts, awards, or supplies for organization members of participants.

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5.0 USE OF GRANT FUNDS

ASI funded organizations may receive money from their ASI grants only with the approval of the ASI Business Office. Purchases will only be allowed if they are clearly related to an approved grant.

5.1 AUTHORITY FOR PURCHASING

Purchases of goods or services are authorized only when written on a purchase order or contract form issued by the Business Office and signed by the ASI Executive Director or designee. A student organization representative is not authorized to act as an agent of ASI in any way that would commit the assets or funds of ASI. Businesses or individuals who accept verbal or other unauthorized orders for purchases do so at their own risk and will be instructed to pursue the student organization representative personally for payment of goods or services received.

5.2 PERMISSIBLE PURCHASES

Student organization grants shall only be used for the following types of purchases. Limitations on purchases shall be enforced pursuant to the Maximum Allowable Subsidy limits in effect at the time of purchase. ASI strongly encourages student organizations to utilize electronic marketing and advertising methods, and may particularly scrutinize applications that request funding for printed marketing and advertising.

1. **Advertising:** The design and production of flyers/e-flyers, newspaper ads, web ads, posters, handbills, etc. that are produced for the purpose of publicizing the date, time, and location of an upcoming event.
2. **Printed Materials:** Handouts, outlines, programs, brochures, etc. that are provided to participants or attendees as part of an event. Whenever possible and in order to promote sustainability and the support of CSULB students, organizations should use on-campus printing options.

ASI grants cannot be used to pay for the reproduction of any printed material that would constitute copyright infringement.

3. **Program Supplies:** Miscellaneous materials that are instrumental to producing the program provided ASI considers it essential and necessary to the program's success.
4. **Refreshments:** Food, non-alcoholic beverages, and disposable serving supplies provided to participants of an ASI-funded event or activity. Refreshment expenses may not constitute more than 15% of the total program expense. Student organizations shall follow the Policy on Hospitality, Section 7.0 "Payment or Reimbursement Procedures" to use their grant award for refreshments.
5. **Equipment Rental:** Amounts paid for the rental of equipment used in connection with a funded event or activity.
6. **Facility Rental:** Fees paid for the use of campus facilities. With the exception of venues for Recreational Sport activities, off-campus facility rentals are not allowable.

7. **Contracts:** Formal agreements made with individuals or organizations to compensate them for performing services connected with a funded event or activity including agreements with guest speakers, performing artists, facilitators, trainers, coaches, and masters of ceremonies.

All materials and supplies purchased with ASI grants must remain the property of the student organization for future use. ASI grants cannot be used to purchase items that will become the personal property of individuals.

5.3 PROHIBITED PURCHASES

Purchases that cannot be made with ASI grants include but are not limited to the following:

1. **Scholarships/Awards:** ASI grants cannot be used to pay for awards or scholarships.
2. **Copyright Infringement:** ASI grants cannot be used to pay for the reproduction of any material, printed or otherwise, that would constitute copyright infringement.
3. **Office Maintenance:** ASI grants cannot be used for the purchase of office supplies or for maintaining an office space, including payment of phone bills, postage, or any other operating expense of a student organization.
4. **Transportation:** ASI grants cannot be used to pay for transportation expenses, unless awarded as a grant for an intercollegiate academic or Club Sport athletic competition. In such cases, funding for transportation expenses will be limited to the cost of travel from Long Beach to the destination site and back. Funding for travel by motor vehicles will be limited to the standard IRS mileage rates for the use of a personal automobile. Daily ground transportation will not be funded by ASI. All students engaged in ASI-funded travel must complete and submit to the A.S. Business Office an EO-1051 Waiver of Liability form PRIOR to engaging in travel. Failure to submit the completed form will result in the disqualification of a student from receiving any payment or reimbursement of their travel expenses.
5. **Lodging:** ASI grants cannot be used to pay for lodging expenses unless awarded as a grant for intercollegiate academic or Club Sport athletic competition. In such cases funding for lodging expenses will be limited to \$150 per room per night.
6. **Conference Registration Fees:** ASI grants cannot be used to pay for conference registration fees in excess of \$75 per person up to a maximum of ten people.
7. **Tips/Gratuities:** ASI grants cannot be used to pay for tips or gratuities.
8. **Banquets/Luncheons:** ASI grants cannot be used for any expense related to a student organization's banquet or luncheon.
9. **Community Relations Activities:** ASI grants cannot be used to pay for Community Relations Activities and/or materials, including donations to charitable causes. Community Relations Activities are programs conducted primarily for promoting an organization or its individual members to parties outside of the campus community. Examples include corporate mixers, alumni socials, and meetings with local Chambers of Commerce. An exception to this prohibition is the hosting of an activity with the sole purpose of raising funds by a student organization for the benefit of a charitable cause.
10. **Faculty/Staff Compensation:** ASI grants cannot be used to compensate CSULB faculty or staff for services rendered to a student organization, including through individual contractual agreements.
11. **Ex Post Facto Contracts:** ASI grants cannot be used to make payment on a contract entered into after services have been rendered.
12. **Gift Cards:** ASI grants cannot be used for the purchase of gift cards, even if provided in lieu of an honorarium or contract payment.

13. **Raffle Items:** ASI grants cannot be used for the purchase of items to be given away at a raffle.
14. **Personal Property:** ASI grants cannot be used to purchase items that will become the personal property of individuals, unless provided in lieu of an honorarium. Program supplies purchased with ASI grants must remain the property of the student organization for future use. This excludes promotional items that are intended to publicize an ASI-funded event or activity.

In addition, ASI's Procurement Policy prohibits the purchase of the following items, regardless of funding source: live animals; radioactive materials; hazardous substances; ethyl alcohol, narcotics and dangerous drugs; tobacco and tobacco products; firearms and other weapons; precious metals; explosives; travel to any state that falls under the provisions of California Assembly Bill 1887, including conference registration fees, lodging and transportation; and any product produced through the use of sweatshop labor.

6.0 EVENT REQUIREMENTS

Regardless of the type of grant awarded, all programs sponsored with Associated Students funds are required to observe the following.

6.1 LOCATION

Student organization programs funded by ASI grants must be conducted under the supervision of campus personnel who have been delegated authority for overseeing student activities by the campus President. This authority is most effectively exercised when programs and events take place on campus grounds. Therefore, ASI shall not award funds for student organization events or activities taking place off-campus.

Exceptions to this policy may be made on a case-by-case basis. A principal factor in making these decisions is the availability of appropriate on-campus facilities and the degree to which the proposed activity contributes to the educational and leadership development objectives of the university.

6.2 NONDISCRIMINATION

Grants shall only be awarded to programs that are open to any student wishing to participate. ASI shall not award grants to any program that restricts or limits participation based on sex, disability, race, color, national origin, age, marital status, religion, or sexual orientation. Organizations that apply for and receive grants from ASI shall do so with the expressed understanding that such discrimination is explicitly prohibited and that any violation of this policy will result in the forfeiture of ASI support.

6.3 ACCESSIBILITY

ASI mandates that no program or activity funded by student organization grants may exclude from participation, deny benefits to, or subject to discrimination any individual based on disability. Therefore, ASI requires that organizations receiving grants act to provide reasonable accommodations in all facilities and services immediately upon notification that accommodations are required. Further, organizations must provide clear communication regarding the process by which such accommodations may be requested.

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~~For ASI-funded events with anticipated attendance of 200 or more individuals, student organizers should arrange to have qualified interpreters and/or real-time captioners available to provide access for Deaf or Hard of Hearing attendees. The grant award may cover some costs for this service. This requirement shall apply to programs such as concerts, lectures, seminars, workshops, and guest speakers.~~

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~~ASI requires that no program or activity funded by a student organization grant exclude from participation, deny benefits to, or subject to discrimination any individual solely because of his or her disability. To this end, ASI requires that organizations receiving grants take affirmative steps to provide reasonable accommodations in all facilities and services to the known physical or mental limitations of any individuals wishing to participate.~~

~~For ASI-funded events that have an anticipated attendance of 200 or more students, student organizers must arrange to have a qualified interpreter or translator provide access for hearing impaired attendees. The grant award may cover costs for this service. This requirement shall apply to programs such as lectures, seminars, workshops, and guest speakers. It shall not apply to concerts or other musical events unless there are significant speaking parts included as part of the event.~~

6.4 NON-HARASSMENT

ASI affirms that students have a right to work and learn in an environment free of harassment. ASI prohibits harassment at all levels of the organization, including sexually harassing conduct committed by agents or representatives of student groups receiving grants. Harassing conduct, whether verbal or physical, is strictly prohibited. Student organizations that engage in, promote, or foster harassing conduct will forfeit all rights and privileges conferred upon them by ASI, including recognition and funding.

7.0 FUNDING TERMS AND CONDITIONS

All purchases made from ASI grant accounts must conform to the program descriptions provided in the original grant applications. Student organizations may only spend grants on purchases related to the specific events for which they requested and received ASI funds.

7.1 ~~SIGNATURE AUTHORIZATION CARD~~ AGENCY ACCOUNT ACTIVATION

All ASI-funded student organizations must have an ~~an Agency Account Activation Signature Authorization Card~~ on file in the ASI Business Office before initiating any transactions. Each ~~card-activation~~ must bear the names and signatures of at least one student representative and the organization's Student Life and Development advisor. Only those persons listed on the ~~Signature Authorization Card~~ Agency Activation form can request withdrawal of funds, request account information, or pick up checks or purchase orders. There shall be a maximum of two student representatives authorized to sign on the account and only currently enrolled students may serve as authorized student signatories for student organization grants.

In order to become an authorized signatory, a student must pass a Student Fiscal Officer Certification Test or undergo equivalent fiscal training as determined by the ASI ~~Treasurer~~ Vice President of Finance.

7.2 ACKNOWLEDGMENT OF ASI SUPPORT

All advertising for a program funded by an ASI grant must include the ASI logo with the phrase “funded in part by the Associated Students, Incorporated.” In cases of broadcast advertisements, all such announcements must state, “this program is funded in part by the Associated Students, Incorporated.”

7.3 ALLOTMENT SCHEDULES

Each grant awarded to an organization shall be scheduled for expenditure during the semester in which the program(s) takes place. These allotments are based on the information provided in the Grant Application. These grant allotments shall be spent by the following deadlines:

- Paperwork to spend grants allocated for the fall semester (July 1 through December 31) shall be submitted no later than December 31.
- Paperwork to spend grants allotted for the spring semester (January 1 through May 31) shall be submitted by May 31.

~~The ASI Treasurer will provide the Office of Student Life and Development with a listing of all unexpended grants no later than the 15th of the month in which the grants are set to expire. Any budget allocations not moved or expended by these deadlines shall revert to ASI's Current Year Unallocated Fund for redistribution to other organizations.~~

8.0 AMENDING TERMS AND CONDITIONS

Within certain limitations, student organizations may change various terms and conditions associated with the organization's grants. All proposed amendments must go through the ASI ~~Treasurer~~Vice President of Finance for approval before presented to the ~~Board of Control~~Business and Finance Committee. The ASI ~~Treasurer~~Vice President of Finance needs to ensure that proposed amendments are for unforeseen circumstances.

8.1 ALLOTMENT SCHEDULE AMENDMENTS

If an organization anticipates a need to change the allotment of a grant from one semester to another, the authorized student representative shall complete an Allotment Schedule Adjustment form. Forms must be approved by the SLD advisor and submitted to the ASI ~~Treasurer~~Vice President of Finance no later than the last day of the semester in which the grant was originally allotted (see above). The request will be placed on the next available ~~Board of Control~~Business and Finance Committee agenda. If approved, the ~~Treasurer~~Vice President of Finance will inform the Business Office of the allotment change. The Business Office will then update the grant(s) accordingly.

8.2 PROGRAM CHANGE AMENDMENTS

If an organization wishes to use grants for programs other than those for which it received funding, the authorized student representative shall complete a Program Change Amendment and submit it to the ASI ~~Treasurer~~Vice President of Finance. The request will be placed on the next available ~~Board of Control~~Business and Finance Committee agenda. If approved, the ~~Treasurer~~Vice President of Finance will inform the Business Office of the program changes. The Business Office will then update the grant(s) accordingly.

8.3 REQUEST FOR GRANT AUGMENTATION

Requests for additional funds from the Current Year Unallocated Fund may be made for increasing support for previously funded programs in which the organization is facing unanticipated additional expense. **Funds will not be awarded for the purpose of restoring funds previously cut from a grant request.** Furthermore, the ~~Board of Control~~Business and Finance Committee will not accept requests for programs that have already taken place. There is a limit of \$3,000 for any grant augmentation.

Requests for augmenting (increasing) existing grants shall be made by completing the Grant Augmentation Request. All requests for additional funds must be submitted to the ASI ~~Treasurer~~Vice President of Finance, presented to the ~~Board of Control~~Business and Finance Committee, ~~and~~ forwarded to the Senate for approval, and will be subject to applicable limitations as noted in Section 2.2.

8.4 GRANT NOTIFICATION

After the Senate approves the decision of the ~~Board of Control~~Business and Finance Committee, the ASI ~~Treasurer~~Vice President of Finance shall notify the applicant of the outcome within three working days. The Business Office will provide the applicant with their account number(s), grant amount(s), and date(s) by which funds must be spent.

9.0 EXCEPTIONS TO POLICY

Exceptions to policy may only be made by the approval of the ASI ~~Treasurer~~Vice President of Finance. These exceptions shall only be made in unique circumstances and require that a Request for Exception to Policy be submitted. The ASI ~~Treasurer~~Vice President of Finance shall only accept such requests if the organization has no control over the situation and that the purpose of the event can only be achieved if the exception is made. Such requests must be submitted at least one week prior to the event taking place.

10.0 EXPIRATION OF FUNDS

Student organization grants expire on June 30th of the fiscal year in which they are awarded. Check and cash reimbursement requests submitted after this date will not be honored. Any grants not expended by this deadline will revert to ASI's Retained Earnings account.

ADMINISTRATION

The ASI ~~Treasurer~~Vice President of Finance is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed, unless earlier revisions are necessitated by changes in regulations of CSULB or the California State University Office of the Chancellor.

FORMS

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
College Council Allocation Summary	To record the proposed allocation of funds from a College Council to its member organizations	ASI Government Office	Student Life and Development Advisor and Board of Control <u>Business and Finance Committee</u>	By the deadline established annually by the ASI Treasurer <u>Vice President of Finance</u> .
Grant Application	To request funds for support of a program sponsored by a CSULB student organization	ASI Government Office	Student Life and Development Advisor and Board of Control <u>Business and Finance Committee</u>	Submit to ASI Treasurer <u>Vice President of Finance</u> no later than three (3) weeks prior to the date of the proposed program
Grant Augmentation Form	To request additional funds for a grant to which funds have already been allocated	ASI Government Office	Student Life and Development Advisor, ASI Treasurer <u>Vice President of Finance</u> , and Board of Control <u>Business and Finance Committee</u>	Submit to ASI Treasurer <u>Vice President of Finance</u> no later than three (3) weeks prior to the date of the proposed program
Allotment Schedule Adjustment Form	To change the fiscal deadline to which a grant was initially allocated	ASI Government Office	Student Life and Development Advisor and ASI Treasurer <u>Vice President of Finance</u>	Submit to ASI Treasurer <u>Vice President of Finance</u> no later than the last business day of the fiscal period to which the funds were initially allocated
Program Change Amendment	To request the use of a grant for a program other than the one for which funding was initially allocated	ASI Government Office	Student Life and Development Advisor, ASI Treasurer <u>Vice President of Finance</u> , and Board of Control <u>Business and Finance Committee</u>	Submit to ASI Treasurer <u>Vice President of Finance</u> no later than three (3) weeks prior to the date of the affected program
Request for Exception to Policy	To request an exception to the policy due to a unique circumstance for an event to take place	ASI Government Office	ASI Treasurer <u>Vice President of Finance</u>	Submit to ASI Treasurer <u>Vice President of Finance</u> no later than one (1) week prior to the date of the proposed program

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Signature Authorization Card	To identify and provide specimen signatures of those students authorized to initiate transactions on an ASI grant account	ASI Business Office	Student Life and Development Advisor	Completed form must be fully executed and on-file with the ASI Business Office before access to funds will be permitted.

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