



CAB Quick Tips

Steps to receive Funding:

1. Must be a chartered club/organization for the 2016-2017 school year and good standing with the University
2. Meet with VP of Finance 5-6 weeks prior to event for guided help. (schedule meeting with the front desk first)
3. Submit a Funding Request Form (FRF).
Can be found at http://asi.csusb.edu/documents/CAB_funding_request_form_fill.pdf (details below)
Make sure to read CAB Policy before submitting FRF to ensure form is correctly filled out
4. Grant presentation to CAB Committee (Tuesday at 10am in SMSU Boardroom- 219)
5. Fill out **requisition form** and turn in **10 days after event!**
(Pick up at the ASI Office after Approved funding, **all original receipts** must be turned in; appear to be

valid, and itemized!)

Funding Request Form (FRF):

1. The FRF must be submitted **at least three weeks prior** to the event (**Five weeks** prior if requesting funds for a speaker/artist)
2. All supporting documents for the FRF must be submitted to the ASI Office no less than **five business days prior** to the CAB Committee Meeting
3. The FRF must be completely and accurately filled out to be considered for CAB Funding

Reimbursement/Requisition Form

1. ASI distribute funds through requisitions
2. Clubs must submit completely filled out requisition forms once funding is approved
(Must include original receipts and invoices)
3. Vendor section: Include name and address of vendor
4. Justification section: Include purpose and date of event
5. ASI does not give funds to clubs/organizations directly
6. Clubs must turn in all requisition forms for reimbursement **within 10 business days** of their event
7. **If not turned in within 10 days, you can potentially lose the privilege to receive funding for the rest of the year!**

Funding Cap Expenditures:

1. Clubs may receive up to \$1,700 per quarter
2. Multiple organizations can use up to \$3400 for a collaborative event divided amongst themselves.
 - a. Conference/Registration: Clubs may receive a maximum of \$1200 per year
 - b. Advertising: \$200 per quarter/ \$400 per year
 - c. Food: \$1000 a quarter/ \$2000 per year
 - d. Artist/ Speaker Fees: \$1,500 per year
 - e. Decorations: \$150 per quarter/ \$300 per year
 - f. Prizes: \$500 per year

Student clubs/organizations, with the exception of those chartered within one year must be prepared to provide at least 25% of the financial support for any proposed activity or event.



CAB Quicks Tips

1. Conference/Registration

- a. ASI will only fund "early bird" or normal registration costs. Clubs are responsible for picking up the difference between the "early bird" rate and the late registration rate
- b. ASI will not fund travel or lodging
- c. No more than **50%** of attendees shall be graduating seniors
- d. Supporting documents: Conference flyer including location, dates, and purpose of conference

2. Advertising

- a. Business cards are not considered to be advertising All advertisements must have the two following statements in 12 point font:
 - i. "Open to all students"
 - ii. If you are in need of a reasonable accommodation in order to participate in this event, please call (then include a contact name & number) to make arrangements prior to (then place a date at least 72 hours prior to the engagementdate)

3. Food

- a. Food and beverages will not be authorized for organization meetings
- b. No alcoholic beverages will be funded
- c. Sodexo must approve any off campus food vendor
- d. **Important** ASI requires invoices for Sodexo orders. Only departments on campus can receive invoices. So, bill to advisors department rather than ASI.
(Members of organizations cannot receive invoices)

4. Artist/Speaker Fees

- a. ASI does **not** fund travel, meals, lodging, and related expenses for artists/speakers
- b. A *Speaker Performance Agreement* (SPA) must be completed and signed then returned to the ASI Office **ten** business days prior to the event
- c. Check will be mailed to artist within a **ten** (business day period) following their performance
- d. Speaker cannot reside outside of the United States.

5. Prizes

- a. Supporting documents: All giveaways must be clearly advertised before the event (i.e. social media posts, flyer). Evidence of advertising of prizes must be submitted for reimbursements
- b. W-9 forms must be filled out for any gift card recipients

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