

**ASSOCIATED STUDENTS, INC.**  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407

**BOARD OF DIRECTORS  
AGENDA**

March 3, 2023  
9:00 a.m.

Santos Manuel Student Union North  
Student Chambers - 3305

Call to Order  
Roll Call  
Approval of Minutes  
Reports: Executive Officers, BOD Reps., ASI Committees, and Campus-wide Committees.  
Adoption of Agenda  
Open Forum (5 minutes/speaker)  
Guest Speaker

**OLD BUSINESS:**

**BD 05-23** Revision of the ASI Club Allocation Budget Policy. (Action) (Policy Committee)  
(Second Reading)

**NEW BUSINESS:**

*Time Certain: 9:30 a.m.*

**BD 08-23** Permission to use \$1,000.00 from Unallocated Reserves for the 10<sup>th</sup> Annual Pioneer Breakfast on February 24, 2023. The account to be charged will be Grant & Service Programs- ASI Donations (660723-RN001-A4700). (Action) (Orellana)

*Time Certain: 9:45 a.m.*

**BD 09-23** Consideration for ASI to support the implementation of Follet Exclusive ACCESS. (Action) (Galvez)

**BD 10-23** Permission to transfer \$200,000.00 from Unallocated Reserves to A.S. Productions – Programs & Publicity (660901-RN001-A6200) for Coyote Fest. (Action) (Orellana)

**BD 11-23** Permission to waive the ASI Bidding Policy for the use of \$40,000.00 from A.S. Productions - Programs and Publicity (660901-RN001-A6200) to procure the services of Carmen DeLeon for Coyote Fest (Sole Source Justification as stated in Section 4 of the ASI Bidding Policy). (Action) (Orellana)

**BD 12-23** Permission to use \$15,000.00 from ASI Activities Committee – Special Events (660900-RN001-A5100) for keynote speaker, Dr. Eric Thomas. (Action) (Orellana)

**BD 13-23** Appointment of Kudakwashe Magwenzi as a Board of Director representative to the ASI Elections Committee. (Action) (Galvez)


**BD 14-23** Appointment of Malee Vang as a student-at-large representative to the ASI Elections Committee. (Action) (Galvez)

**BD 15-23** Appointment of Reina Diaz as a student-at-large representative to the ASI Elections Committee. (Action) (Galvez)

**BD 16-23** Appointment of Sarah Lopez as a Board of Director representative to the ASI Elections Committee. (Action) (Galvez)

ANNOUNCEMENTS

ADJOURNMENT

<b>Policy:</b>	<b>Club Allocation Budget (CAB) Policy</b>	
<b>Last Updated:</b>	05/04/2021	
<b>Board Agenda ID:</b>	BD 44-21	
<b>Scope:</b>	CSUSB Chartered Clubs & Organizations, ASI Vice President of Finance, ASI Finance Committee	

**Purpose:** The mission of the Club Allocation Budget (CAB) is to provide a level of funding support to student organization programming for on-campus events and activities. The guiding philosophy of this policy is that student clubs and organizations actively engage in raising the funds necessary to support the program or activity they wish to put on and that Associated Students, Incorporated (ASI) may serve as a resource in augmenting the balance of the funds necessary to assist the clubs and organizations to achieve their goal(s). ASI affirms its commitment to being good stewards of funds entrusted to ASI and believes that clubs or organizations showing some financial commitment toward an activity/event will have an incentive to ensure the success of the activity/event.

It is important for clubs and organizations to note that applying for CAB funds is a privilege and not a right, and that funds will be considered for distribution based on the merit of their proposed activity or event, on a first-come-first-served basis and be scrutinized in a fair application process.

ASI supports student advocacy and is prohibited from creating any policy or practice that suppresses the freedom of speech so long as the aforementioned speech is enacted in accordance with local, state, and federal laws.

**A. Funding Request Procedures**

1. Funding Request Form Submission (FRF Application)
  - i. Recognized student clubs or organizations (those having up to date charters with the Office of Student Leadership [and](#) Engagement) applying for funding must submit a complete, accurate, and detailed application for the event or activity to show precisely where ASI funds will be spent. Funding Request Forms (FRF) are available on the ASI web site or by contacting the ASI Vice President of Finance. Forms must be typed, and filled out completely. Any student organization that knowingly misrepresents information on their FRF will have their CAB application and or funding privileges suspended for a period of one year.
  - ii. FRF's may only be submitted if a club or organization has attended a mandatory [CAB funding](#) workshop hosted by ASI and becomes knowledgeable of this policy.

- iii. Each FRF must be submitted at least two (2) [calendar](#) weeks prior to (or three (3) [calendar](#) weeks if requesting funding for a live artist or any other service provider) an event. An exception to this rule is if the event will be occurring within the first three (3) weeks of the school year.
- iv. FRF requests that require a live artist or a service provider must be accompanied with a Speaker Performance Agreement [Requisition](#) (SPA), [Vendor Data Form \(if vendor has not worked with CSUSB before\)](#), and [proof of certificate of insurance](#) provided by the ASI Vice President of Finance.
- v. FRF's that include marketing specifications must be accompanied with drafts. Failure to submit a draft advertising with the funding request form may result in the funding request being denied.
- vi. The president or the person listed in the OSLE office as the club official financially responsible for the club, and the advisor from the requesting organization must sign the FRF before their requests may be considered. Additionally, contact information for the [club](#) President or the person listed in the OSLE office as the club official financially responsible for the club and Advisor is necessary in case the ASI Vice President of Finance needs to contact a representative regarding the FRF. Their signatures will indicate that they have read the funding Policy and Procedures, understand them, and know of no activity in their organization contrary to the Policy and Procedures.
- vii. FRF's must be complete and accurate at the time they are submitted to be considered for funding. Requests that are missing the required documentation or are deemed incomplete may not be funded. -The Vice President of Finance has the authorization to deny requests that fail to adhere to the requirements set forth in this policy.
- viii. All funding sources for a club or organization's proposed event must be disclosed in the application form including but not limited to those requests from other departments and/or organizations and [CAB](#) funding requests coming from a co-sponsoring organization.
- ix. No funding will be awarded for events to be held in the last [74](#) weeks of the fiscal year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University.

## 2. CAB Operating Procedures

- i. The ASI Vice President of Finance will be the chief auditing officer of all FRF's submitted for funding and will be empowered to approve or deny all requests in accordance with this policy. The ASI Vice President of Finance is required to ~~make~~ [made](#) decisions based solely on this policy and is prohibited from making decisions to accept or deny funding requests based on personal beliefs. If an FRF is denied, the decision of the Vice President is not final and clubs or organizations may appeal a decision to the ASI Finance Committee. The decision of the Finance Committee may be appealed to the ASI Board of Directors at a regularly scheduled meeting that will require a 2/3 vote to overturn a decision previously made. ASI is committed to distributing funds in a way that is viewpoint neutral. The withholding of funds based on a difference in political beliefs is strictly prohibited.

- ii. FRF's that are approved. Once the student/group/organization has received approval of funding from the Vice President of Finance, issuance of checks and purchase orders will take approximately ~~three (3) calendar~~<sup>business?</sup> weeks from the day that all necessary paperwork is completed and turned in.
- iii. Funding Request Forms that are denied by the Vice President of Finance may be appealed for funding consideration to the ASI Finance Committee (see section ~~3.XX~~). FRF's that are denied will include a description detailing the reason for denial and the appeal process for club or organization consideration.
- iv. The ASI Vice President of Finance will estimate the overall CAB budget at the beginning of each fiscal year at approximately 50% for the fall and spring semester to be used as a target for each semester. The ASI Vice President of Finance will report the CAB balance to the Board of Directors at each regularly scheduled meeting.
- v. ASI retains the right to evaluate how organizations use funds for programs in a manner that coincides with the requirements in this policy and through a viewpoint neutral stance. Any organization, or the representative of that organization, which violates these policies or procedures may be subjected to penalties up to and including a moratorium on any request through CAB for a period of not more than one year. Suspension penalties can be contested to the ASI Board of Directors. Decisions made by the ASI Board of Directors will be considered final.
- vi. At least one student representative of each organization receiving funds through CAB is required to attend a mandatory workshop each academic year explaining CAB procedures. Only individuals who completed a CAB workshop can submit funding requests or appeal to the Finance committee or Board of Directors. Organizations submitting CAB FRF must read this policy completely prior to filing an FRF.
- vii. Members serving within ASI in any capacity may not present a proposal for funds or speak on behalf of their organization's proposal.
- viii. The ASI Vice President of Finance will be responsible for setting aside money for reasonable on-campus accommodation for disabled students. ASI will pay the Office of Services for Students with Disabilities (SSD) for services rendered to those students in need upon presentation of an invoice from the SSD office. The ASI funds used to pay SSD will not count against the cap per semester/year for events. -It will be up to the club to make the arrangements for accommodation with the SSD office. -Clubs will not contract with off-campus agencies/persons to provide accommodation that have not been approved by the SSD office in writing to the ASI ~~Vice President~~<sup>Vice President</sup> of Finance. -These funds are solely for CAB approved events held on campus.
- ix. All CAB supported events/activities must be open and publicized to all CSUSB students (with the exception of conference registration fees).
- x. Clubs or organizations requesting funds must show a financial investment of at least 25% that will be noted on the CAB Funding Request Form (FRF). However, clubs under the Office of Student Leadership and Engagement that have been established for less than a

year will have one year from their charter date- to establish financial stability before meeting the 25% requirement. After this time, clubs or organizations will not receive 100% of their event/activity funding from CAB. It will be left to the Vice President of Finance to determine the percentage of funding support that is adequate to meet the provisions of this policy.

- xi. Funds will be distributed until the annual budget is depleted. The Finance Committee is entrusted with the responsibility for ensuring that CAB funds are allocated in a fair and unbiased manner in accordance with this policy.

### 3. Appeal Process

- i. Clubs or organizations that have been denied funding based on their funding request by the ASI Vice President of Finance may appeal the decision to the ASI Finance Committee.
- ii. Appeals may only be considered no later than three (3) calendar weeks prior to the scheduled event.
- iii. Only a student representative of the club or organization who is authorized to submit an FRF and submits an appeal request may present on behalf of their club or organization to the ASI Finance Committee. If there is a communication barrier (speech or hearing) which is hindering the student from making themselves understood, then a faculty/staff member/advisor may assist the student during the presentation phase.
- iv. Appeal Hearing. Once a request for an appeal is submitted, the ASI Vice President of Finance will place the request on the next Finance Committee's meeting agenda for consideration. Finance Committee meeting dates will be scheduled on a regular basis based on the availability of its members. Student representatives will present their appeal and answer questions directed by the Finance Committee to determine whether the Vice President of Finance decision can be overturned. If there is no student representative available when the organization's agenda item is brought to the floor, the agenda item may be moved to the bottom of the agenda at the discretion of the Finance Committee in order to give a student representative time to arrive. Decisions by the Finance Committee may be appealed to the Board of Directors. In the case that the Finance Committee cannot convene, the club or organization can make an appeal to the Board of Directors at one of the regularly scheduled meetings. Club/organization advisors and members at large are welcome to attend the Finance Committee meetings as an audience, however they are not authorized to present the club or organization's appeal request unless authorized to do so.
- v. If the Finance Committee overturns the decision of the Vice President of Finance on the grounds that the policy was adhered to in the best possible manner, then the club or organization will receive funding in accordance with the procedures in this policy.
- vi. If the Finance Committee upholds the decision of the Vice President of Finance, the Board of Directors may take up the decision and may overturn it by a 2/3 vote at any regularly scheduled meeting.

### B. Funding Limitations

## 1. Organization and Account Information

- i. Organizations must have current charters with the Office of Student [Leadership and Engagement \(OSLE\)](#) and be in good standing with the University as determined by the Office of Student [Leadership and Engagement](#) and certified on the application form in order to be eligible to submit a funding request form.
- ii. Organizations requesting funds through CAB must be debt free with the University.

## 2. Program and Event Information

- i. The basic premise for which funds will be allocated is to promote on-campus programming and is based on the general contribution of a program to the on-campus CSUSB students. Student funds will not be used to support off-campus programs, activities, events, faculty or staff expenditures with the exception of conference registration fees for students.
- ii. Multiple organizations participating in a single event/conference/etc. and wishing to receive funding for the event may be funded provided that the total amount of CAB funding for the entire event divided amongst the organizations does not exceed \$5,100.
- iii. Conference Fees
  1. Clubs or organizations may receive a maximum of \$1,200 per fiscal year, to be used for conference registration fees only.
  2. Proof of attendance is required. -ASI will not fund late registration fees.
  3. ASI will not fund travel or lodging under any circumstances. Any request for conference fees containing lodging will be rejected unless the club or organization can break out the cost of lodging and subtract it from the conference fee request. Meals will not be funded.
  4. ASI will not fund registration fees for non-active club or organization members or individuals not currently enrolled.
  5. Students wishing to travel to a conference during the summer may request funding during the spring semester before they are scheduled to attend so long as they pay for the conference and submit their reimbursement and all required documents at least four weeks before the end of the fiscal year.
  6. ASI will not fund any requests that ~~did~~ do not include name, date, location, and registration costs.
- iv. Advertising
  1. Organizations may receive a maximum of \$300 per semester/\$500 per academic year for organization event advertisement (i.e., pens, flyers, newsletter etc.). -ASI reserves the right to define “advertising” for the purposes of this policy.
  2. All advertisements for CAB funded programs must have the following statements in at least 12-point font and must reach out to the Office of Student [Leadership and Engagement](#) for guidance: “Open to All Students” & “If you are in need of a reasonable accommodation in order to participate in this event, please call (include a contact name & number from an authorized accommodating service provider) to make arrangements prior to (then place a date at least 72 hours prior

to the engagement date).” & “Funded by the Associated Students, Inc. The views expressed herein are those of the club or organization and are not necessarily those of the Associated Students, Inc.”

3. Unauthorized use of the ASI logo will not be used in any advertising.
4. Prizes must be documented in the event flyer in order to be eligible for reimbursement. Individuals must submit documentation memorializing the name and student I.D. number of prize recipients in order to be eligible for reimbursement. Members of the requesting organization are not eligible to win prizes that are purchased through CAB funding. Only CSUSB students are eligible to win CAB reimbursed prizes.
5. Organizations requesting CAB funding are required to submit final draft copies of proposed advertising to be left with the [Vice President of Finance, CAB Committee](#) (e.g., flyers, posters, pamphlets, etc.) along with their proposal for funding, ~~prior to the CAB meeting when their request will be considered~~. ASI Graphic Artists may be available to help develop final draft copies before the ~~Funding Request Form~~ is submitted.

v. Food and Beverages

1. Organizations may receive a maximum of \$1,500 per semester/ \$3,000 per academic year for food/beverages, to be used at an ASI funded organization event. If funding is approved for food, the club is responsible for submitting original receipts for food/beverage expenditures.
2. ASI will not fund food or beverages (catering) for club or organization meetings.
3. ASI will not fund alcoholic beverages.
4. Funding requests for food and beverages must include a list of attendees for events that had 10 or less participants in order to be eligible for food and beverage reimbursement. Individuals must document the number of attendees on the requisition form for events that had more than 10 participants in attendance in order to be eligible for food and beverage reimbursement.

vi. [Artist and Speaker Fees](#)

1. ASI will not fund travel, meals, lodging, or rider expenses for artists or speakers.
2. [“A Speaker Performance Agreement \(SPA\) Requisition must be submitted with the Funding Request Form to obtain a SPA. Once a SPA Requisition has been submitted, ASI will draft a Speaker Performance Agreement.](#) A Speaker Performance Agreement (SPA) must be signed ~~and returned~~ by the artist(s) and/or performer(s) ~~and returned to ASI~~ ten (10) business days prior to the event. SPA forms are located in the ASI office. The ten (10) business days advance deadline must be adhered to by organizations contracting through ASI. Meeting the deadline is the organization's responsibility. Failure to meet the deadline will cause the ASI Vice President ~~of~~ Finance/ASI Executive Director to cancel the SPA and the funds will revert to CAB. Student organizations will then be liable for all costs which would have been covered by CAB funds had the organization met its obligations under this paragraph. Payment by check will be mailed to the designated speaker on the SPA within a ten (10) business day period following the performance. There will be a cap of \$1,500 per year for honorariums/speaker's fees.

**Commented [HG1]:** Include insurance information to documentation that club needs to provide



3. Funding requests will be denied if they do not include an SPA [Requisition](#) or if an SPA [Requisition](#) is incomplete.
4. [Artists or speakers under the SPA will have to provide a valid certificate of insurance, in which the artist/speaker will include Associated Students, Inc. as additionally insured. This documentation will have to be provided no later than ten \(10\) business days prior to the event. If the artist or speaker fee is under \\$1000.00, the artist/speaker can submit a Release of Liability waiver in lieu of a certificate of insurance.](#)
- ~~3-5.~~ [SPA Requisitions must be submitted with supporting documentation such as but not limited to: Vendor Data Form \(if vendor has not worked with CSUSB before\), and proof of certificate of insurance \(or Release of Liability waiver\).](#)
- ~~4-6.~~ Funding will be revoked if the terms of the SPA are not adhered to.

vii. Promotional Items

1. Organizations may receive up to \$400 per academic year for promotional items.
2. Promotion items are defined as items that are to be used to market the organization to CSUSB students. Examples of promotional items include, but are not limited to flyers, shirts, pens and canopies. Promotional items may only be distributed to CSUSB students.
3. Clubs or organization must present proposed item design to ensure accessibility requirements are met to the Vice President of Finance to be considered for funding.

viii. Decorations and Prizes

1. Up to \$225 may be used for decorations per semester. -With a cap of \$550 per academic year.
  2. Up to \$800.00 may be used for prizes per academic year.
- ix. All clubs and organizations are eligible for two (2) revenue generating ~~events~~ [event](#) other than charity events per academic year, but no more than one per semester.
- x. ASI will entertain only one request per club for recruitment for the academic year. A recruitment event under the scope of this policy shall be defined as an event whose sole purpose has been put on for the purpose of sign up, registration, or interest.

3. Amounts Request from ASI

- i. Clubs or organizations may receive a maximum of \$3,150.00 to be spent per semester. Clubs or organizations must spend the funds as approved through the CAB application process.
- ii. Funds must be encumbered or spent for the submitted event and will be deducted from the monetary cap of the semester in which the event took place. Any unspent funds will revert to the CAB account. It is the club or organization's responsibility to secure and turn in all receipts, invoices, and relevant paperwork in a timely manner. No invoice submitted outside the fiscal year in which the funds were approved will be paid without the approval of the ASI Board of Directors
  1. The Vice President of Finance may grant an exception to a deadline should the club or organization be able to demonstrate that a vendor failed to present an

invoice in a timely manner. Clubs/Organizations need to establish in writing that there has been a good faith attempt to procure the necessary invoices/receipts/paperwork in writing. A signed letter from the vendor or the club's president is an example of the type of required documentation.

#### 4. Unauthorized and Authorized Funds

- i. ASI will not donate, contribute to, sponsor, or financially support any event or activity in which the organization is planning to use their event driven revenue stream to fund the event. ASI will not be liable to financially "rescue" an event or activity after the fact should sales fall short of projected revenues.
- ii. Funding may not be authorized for an activity or event is determined to be "high risk" by the ASI Executive Director acting in their capacity as the ASI Risk Manager in consultation with the ASI Attorney, the CSU Risk Management Authority, and the appropriate authorities of the California State University, San Bernardino.
- iii. ASI will not fund any event in which alcohol is served by the requesting club or organization. Any club or organization found to have violated this provision will not be able to request funding from CAB or any other ASI funding source for one (1) calendar year.
- iv. Clubs or organizations may not use funds designated on their proposal and approved by ASI for any other expenditure without the approval of the Vice President of Finance.
- v. The ASI Vice President of Finance will not authorize reimbursement on a receipt for purchases not approved.
- vi. ASI will not consider funding for any debts incurred or financial obligations of a club or organization. In addition, organizations entering into any agreement, either oral or written, for products or service, with the expectation that CAB funds will be forthcoming are solely responsible for the funding service of that agreement. In short, no club or organization is authorized to obligate ASI in any matter.
- vii. The ASI Vice President of Finance may ask any club or organization to provide a certificate of single event insurance from a reputable insurance company naming the Associated Students, Inc.; California State University, San Bernardino; The California State University; The Chancellor, California State University; the Board of Trustees, California State University; and their volunteers as additional insured for those events it deems necessary to ensure that ASI does not bear sole liability for claims resulting from the organization's activities or events.
- viii. No funding will be awarded for events to be held in the last four weeks of the school year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University

#### C. Funding Disbursement

1. Distribution of funds is administered by the ASI office. ASI only distributes funds through the use of requisitions. ~~P~~Purchase orders will only be generated for clubs or organizations at the

Palm Desert Campus. Clubs are required to submit requisitions for purchase orders ([PDC only](#)) or checks once funding is approved. -Requisitions for purchase orders will only be used for food/beverage orders by clubs or organizations at the Palm Desert Campus and must be accompanied by a quote from the vendor together with a Vendor Data Record form. Requisitions for checks for vendors who will not accept purchase orders must be accompanied by original receipts or invoices as well as a Vendor Data Record form/[W-9](#). -The requisitions and the Vendor Data Record form/[W-9](#) may be ~~picked up at the front counter at the ASI office~~ [requested from the ASI Vice President of Finance or the ASI Front Desk](#). -Other documents may be required to process payment.

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2. ASI will not give money directly to an individual club or organization member. ASI will pay the vendor, club or organization, or speaker/performer up to the CAB approved amount. If an individual club member pays for the items approved on behalf of the club, then the club or organization will be reimbursed directly. -Should the receipts show expenditures which are in excess of those funds approved, then the reimbursement will only be for the approved amount. No personal expenses may be included on the receipts. -In filling out the ASI Requisition for reimbursement, whomever is to receive the check must fill in the club or organization name or the vendor's/speaker's/performer's name as the vendor and complete a Vendor Data Record form.
3. Clubs or organizations will have 7-10 business days from the date of the event/activity for which they were funded to turn in the proper paperwork with the original receipts for reimbursement.
4. To receive reimbursement, clubs or organizations must complete a [Post Event Survey Requisition Form](#).
5. Events that are primarily philanthropic in nature will not be counted towards an organization's semester or annual funding caps.

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Category	Semester Cap	Annual Cap
<b>Conference Fees</b>		<b>\$1,200</b>
<b>Advertising</b>	<b>\$300</b>	<b>\$500</b>
<b>Food/Beverages</b>	<b>\$1,500</b>	<b>\$3,000</b>
<b>Artist/Speaker Fees</b>		<b>\$1,500</b>
<b>Decorations</b>	<b>\$225</b>	<b>\$550</b>
<b>Prizes</b>		<b>\$800</b>
<b>Organizational Promotional Items</b>		<b>\$400</b>

## ASI Budget Request

Purpose: Coyote Fest  
Date of Event: April 28th, 2023  
Proposal Amount: \$200,000.00



### Summary

A request of **\$200,000.00** is being brought forward to cover the entertainment costs associated with the CoyoteFest on April 28th, 2023.

The request in accordance with the ASI Finance Policy proposes a transfer of funds from unallocated reserves to the ASI Productions account: 660839-RN001-A6200

Type	Cost
<b>Entertainment</b> <i>(1) One live artist from a designated genre</i>	\$40,000.00
<b>*Event Insurance</b> <i>Required for large scale events</i>	\$5,000.00
<b>*Structural Engineer</b> <i>Required for stage approval</i>	\$5,000.00
<b>*Staging, lighting, and Sound</b> <i>Required for live entertainment</i>	\$90,000.00
<b>Security and Fencing</b>	\$30,000.00
<b>Green Room Expenses</b>	\$2,000.00
<b>*Staff Equipment &amp; Marketing</b> <i>Printed Materials/Walkie Talkies ect.</i>	\$10,000.00
<b>Total Cost:</b>	<b>\$182,000.00</b>

*\*The above prices are approximate estimates based on fair market value from February 24th, 2023. The budget shall not exceed the requested funds unless otherwise approved by the ASI Board of Directors.*

Budget timeline if approved:

March 2023: Identify and work with booking agencies on confirming talent for event.  
Bring campus partners together with the permission of the Santos Manuel Student Union to begin the conversation on logistics such as layout, security and staffing.  
Identify and work with booking agencies on confirming talent for event.  
Identify and work with Staging companies for the event.

April 2023: Finalize all event permits and permissions with risk management, University Police, and Events Services.  
Return to the ASI Finance Committee for approval on purchases over \$5,000 and authorize approval for production.

Return to ASI Board of Directors for final approval of event costs and purchases which include the execution of contracts.

# Howl Squad Committee Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in being a volunteer in ASI through the Howl Squad program. Before proceeding, please take a moment to review our academic involvement requirements below.

[Academic \(GPA & Unit Load\) & Conduct Requirements \(Click to download\)](#)

It is important that you understand our eligibility requirements prior to applying, as failure to meet any of these can lead to a delay in your application or rejection. Eligibility may vary for each position.

All questions regarding involvement in ASI can be sent to *asi-hiring@csusb.edu*.

## Applicant Information

Please select the area in which you are interested in applying for.

Elections Committee (ASI)

Which campus-wide committee(s) are you interested in sitting on? Select all that apply

Name

Malee Vang

Coyote ID

[REDACTED]

Email

[REDACTED]@coyote.csusb.edu

Phone

[REDACTED]

Address

[REDACTED]

When is the best day and time to reach out to you?

Weekdays Morning and Weekends All Day

Date of Birth

[REDACTED]

Current Class Standing

Junior

Expected Graduation Date (Month/Year)

May 2024

## Supplemental Questions

**Question #1 (Required):** Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

Name: Malee Vang

Qualities: Teamwork, Dependability, Strong work ethic, Professional attitude, Detail oriented, Willingness to learn, Self-motivation

Experience: Volunteering at homeless shelters and elementary schools. Being a team leader at work, customer service and multi-tasking

**Question #2 (Required):** Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I am interested in being involved with ASI because it is something new to me and I've never been experienced in this field but am willing to. I feel this could be a great opportunity for me to get closer to the school, other students, and faculty. I am hoping to get more effective communicating skills, experience to my resume, and opening up my personality more from this opportunity.

**Are you currently serving in ASI at any capacity (employee, volunteer, committee member, etc.)?**

No

## Supplemental Documents

**Class Schedule (term applying for)**

class schedule Spring 2023.pdf

**Resume (Required)**

Malee Vang Official Resume 2023.pdf

**Cover Letter (Optional)**

cover letter ASI position.pdf

**Letter of Recommendation (Optional)**

L of Rec Malee Vang.docx.pdf

## Academic Consent Authorization

**ASI believes that the academic responsibility of a student should always remain a priority. Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.**

**Please acknowledge one of the following**

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

## Student Conduct Consent Authorization

**ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.**

**Please acknowledge one of the following**

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

**Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)**

CSUSB Website



# SAN JACINTO HIGH SCHOOL

500 Idyllwild Drive • San Jacinto, CA 92583-2615

(951) 654-7374 • Fax: (951) 487-7702

[www.sanjacinto.k12.ca.us/sjhs](http://www.sanjacinto.k12.ca.us/sjhs)

“OUR SCHOOL, OUR EDUCATION, OUR RESPONSIBILITY”

**Bethany H. Gibson**

500 Idyllwild Dr.

San Jacinto, CA 92583

October 8, 2019

To whom it may concern,

I am writing to you on behalf of *Malee Vang*. She is one of my most talented students for a number of reasons. She is focused, dedicated, thoughtful and thorough. She takes extra time with all aspects of her work to make certain the results are complete and well thought out; as evidenced by her success in our International Baccalaureate program. She is a strong writer with a powerful imagination and her attention to detail is second to none. She is easily in the top 5% of her class; with this kind of work ethic there is little she cannot do. If given free reign she will deliver creative results. Her results are well worth the wait.

*Malee* is also very warm and welcoming. She is quiet and can be reserved but she is trustworthy and committed. She is a great conversationalist when the topics coincided with her diverse interests and hobbies. She makes an effort to work well in a team and she is not afraid to take a leadership role if necessary. She enjoys helping others and providing support to help them succeed. She thinks quickly on her feet and offers dynamic solutions. She has discipline, and no small amount of determination.

*Malee* receives my *highest recommendation both personally and professionally*. She would do well in a collegiate setting, she only needs a little help getting there.

Respectfully,

Bethany H. Gibson

San Jacinto High School

English Literature

(951) 544-7135



Malee Vang

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[REDACTED]

12/13/2022

Hello,

I am writing to apply for the elections committee ASI position at California State University San Bernardino. As someone who has completed over 50 hours of community service from high school and has volunteered at numerous locations, I find myself fitting well into this committee position. I am eager to gain more knowledge and experience as I join as well as becoming someone many can rely on.

If you have questions, or if you want to schedule an interview, please contact me at [REDACTED]. I look forward to meeting with you to further discuss opportunities. Thank you for reading this.

Sincerely,

Malee V.

# Malee Vang

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Cell: [REDACTED]

Email: [REDACTED]

I strongly have a passion for working smart and with others in order to achieve dreams of traveling around the world to help children in struggle. Highly dedicated to developing new skills and assets in order to study in early child development with high performance and hard working academics.

## Experience:

Expert ABA Consulting, LLC (Aug 2022 - present)

- Study patient behavior and apply ABA principles
- Provide written documentation on each patient and maintaining confidentiality
- Effectively communicating and utilizing skills to provide effective feedback

Sittercity (May 2022 - July 2022)

- Provides care to children inside and outside the home
- Feeding/Cleaning/Changing/Pampering children
- Maintaining daily schedule

Dunkin'/Baskin Robbins (July 2021 - August 2022)

- Memorizing twenty plus drink recipes & operating food station
- Opening the store/preparing for customers
- Operate a large scale POS system along with taking orders

Brookdale Sunwest Senior Living (December 2020 - June 2021)

- Server
- Customer Service
- Set and serve food
- Stocking/Cleaning afterwards

## Education:

California State University of San Bernardino - Fall 2022 - Present

Mount San Jacinto College - Summer of 2021 - Spring 2022

San Jacinto High School Aug 2016 - March 2020

- Graduate of 2020 - top 40
- International Baccalaureate Student
- Honors Student

## Skills/Abilities:

- Self management
- Teamwork
- Strong work ethic
- Customer Service
- Willingness to learn

## References:

San Jacinto High School

Bethany Gibson, 951-544-7135

Chelsea Landin, 951-654-7374

Expert ABA Consulting, LLC

Nikole Hughes, 951-236-1601

# Howl Squad Committee Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in being a volunteer in ASI through the Howl Squad program. Before proceeding, please take a moment to review our academic involvement requirements below.

[Academic \(GPA & Unit Load\) & Conduct Requirements \(Click to download\)](#)

It is important that you understand our eligibility requirements prior to applying, as failure to meet any of these can lead to a delay in your application or rejection. Eligibility may vary for each position.

All questions regarding involvement in ASI can be sent to [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu).

## Applicant Information

Please select the area in which you are interested in applying for.

Elections Committee (ASI)

Which campus-wide committee(s) are you interested in sitting on? Select all that apply

Name

Reina Michelle Alvarado Diaz

Coyote ID

[REDACTED]

Email

[REDACTED]@coyote.csusb.edu

Phone

[REDACTED]

Address

[REDACTED]

When is the best day and time to reach out to you?

Friday

Date of Birth

[REDACTED]

Current Class Standing

Graduate Student

Expected Graduation Date (Month/Year)

December 2023

## Supplemental Questions

**Question #1 (Required):** Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

Creative, Marketing, Graphic Design, leadership through ambassador positions

**Question #2 (Required):** Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I hope to expand my network and get to know more campus resources that I could continue sharing with the campus community.

**Are you currently serving in ASI at any capacity (employee, volunteer, committee member, etc.)?**

No

## Supplemental Documents

### Class Schedule (term applying for)

Reina Spring 2023 Class Schedule.jpg

### Resume (Required)

Reina Alvarado Resume.pdf

### Cover Letter (Optional)

### Letter of Recommendation (Optional)

## Academic Consent Authorization

**ASI believes that the academic responsibility of a student should always remain a priority. Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.**

### Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

## Student Conduct Consent Authorization

**ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.**

### Please acknowledge one of the following

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

**Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)**

Social Media

# Reina Michelle

Alvarado Diaz

San Bernardino, CA, 92407 | El Salvador, 503

## Education

### Master of Science in Entrepreneurship and Innovation

California State University San Bernardino (CSUSB) - San Bernardino, CA

January 2022 – December 2023

### Bachelor of Integrated Marketing Communications / Planning Concentration

Escuela de Comunicacion Monica Herrera (ECMH) - Santa Tecla, El Salvador

January 2016 – May 2021

## Qualifications

### Project Leadership

- Over 4 years of experience leading efforts related to content creation, graphic design, professional photography and editing for more than 30 brands.
- Trained 15 vital representatives from a multinational company of banking products to rejuvenate more than 100 landing pages focusing on the company's new brand guidelines.

### Creative and Strategic Thinking

- Managed strategic low-cost and high-cost social media budgets for banking, contact center, restaurant, clinical laboratory, and beauty brands.
- Developed a rebranding plan for a high-education institution to promote professional development resources and career services to students and alumni.

### Innovation

- Successfully implemented ideation techniques in 3 digital marketing agencies to achieve positive digital KPIs, such as follower growth, reach, engagement, recruitment, and customer retention rates.
- Significantly improved organizational communication within 2 medium-sized companies that required improvement in their employee and team workflows.

### Proactive and detail oriented

- Excellently worked with diverse teams in the creation of complex solutions for companies in need of organization and innovation in the short-term basis.
- Created numerous graphic design layouts for companies focusing on delivering creative messages and compelling visual pieces to target segments.

## Software proficiency

### Microsoft Office Apps:

Word, PowerPoint, Excel, Publisher, and OneNote.

### Social media management platforms:

Hootsuite, Spryfast, AgoraPulse and Socialbakers.

### Adobe Creative Cloud Apps:

Illustrator, Photoshop, XD, and Premiere Pro.

## Languages

Bilingual.

Read, write, and speak Spanish and English fluently.

## Certifications and courses

TOEFL iBT®	2021
Duolingo English Test	2021
Basic French Language Course	2015
Intermediate Adobe Course	2015

## Completed Related Courses

Strategic Marketing – Qualitative & Quantitative Research – Psychology – Web Design – Project Management – Organizational Communication – Innovation Management – Sustainability – Entrepreneurship – International Trade

## Professional Experience

Career Center Marketing & Social Media Student Assistant, CSUSB, San Bernardino, CA	June 2022 - Present
Marketing Strategist, Quim-Lab Clinical Laboratory, El Salvador	September 2019 – January 2022
Digital Marketing Strategist, IdeaWorks International / Qudox, El Salvador	January 2020 - October 2021
Content Creator, La Fabrica DBM, El Salvador	February 2019 - August 2019
Website Content Curator Intern, BAC Credomatic Financial Group, El Salvador	April 2018 - October 2018

## Awarded Related Projects

Business model development for Salvadoran clothing bazaars, ECMH University	2018
Customer experience creation focused on innovation, Fun House Café, a coffee shop brand	2017
Strategy to prevent women harassment in public transport, FUSADES, a non-profit organization	2016

## Community and Campus Involvement

Global Ambassador, CSUSB Center for Global Innovation	August 2022
Volunteer / Member, CSUSB The American Marketing Association (AMA)	August 2022