

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino

**FINANCE COMMITTEE
AGENDA**

May 19, 2020

10:00 a.m.

Location (Virtual Conferencing): <https://csusb.zoom.us/j/92043876858>
Virtual Conferencing in compliance with [CA Executive Order N-25-20 issued on March 12, 2020](#)

Call to Order
Roll Call
Approval of Minutes
Reports: Chair and Finance Committee Members
Adoption of Agenda
Open Forum (5 minutes/speaker)

OLD BUSINESS:

FC 12-20 Revision of the ASI Club Allocation Budget Policy. (Action) (Robles) (Third Reading)

NEW BUSINESS:

FC 14-20 Permission to transfer \$15,000.00 from Club Allocation Budget – Special Events (660900-RN001-A5000) to Grant & Service Programs – ASI Donations (660723-RN001-A4700) to fund chartered clubs and organizations that were allocated Spring 2020 CAB Funds which are unusable due to COVID-19. (Action) (Robles)

ANNOUNCEMENTS

ADJOURNMENT

Club Allocation Budget Policy
Approved by the ASI Board of Directors
Per BD 31-18 | September 25, 2018

The mission of the Club Allocation Budget (CAB) is to support student organization programming for on-campus events/activities. The guiding philosophy of this policy is that student clubs/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) will augment the balance of the funds necessary to assist the clubs/organizations in order for clubs/organizations to achieve their goal(s). Student clubs/organizations, with the exception of those chartered within one year (see paragraph 1J), must be prepared to provide at least 25% of the financial support for any proposed activity or event. It is important for clubs to note that receiving 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/event and on a first-come-first-served basis. Funds will be distributed until the annual budget is depleted. The CAB Committee is entrusted with the responsibility for ensuring that CAB funds are allocated In a fair and unbiased manner. The ASI CAB Committee strongly 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.

1. CAB Operating Procedure

- A. The Finance Committee will reconvene to meet as the CAB Committee as necessary to review CAB budget request(s). *Funding Request Forms (FRF), together with the draft event/activity, advertising and/or newsletter must be turned in at least three (3) weeks prior to the date of the event.* Once the student/group/organization has received approval of funding from the CAB Committee, issuance of checks and purchase orders take approximately 3 weeks from the day that all necessary paperwork is completed and turned in.
- B. (Consider verbiage that memorializes that the CAB committee can only approve funds for the fiscal year that they are serving except for conferences. The CAB committee should be able to pay for summer conferences as long as the reimbursement is processed prior to the close of the fiscal year.)
- C. The ASI Vice President of Finance will estimate the overall CAB budget at the beginning of the fiscal year at approximately 33 1/3% for the fall, winter and spring quarters to be used as a target for each quarter. The ASI Vice President of Finance will advise the CAB Committee of the balance of the funds at each meeting.
- D. Committee approval must be secured at least three weeks prior to the scheduled event. One exception per academic year per club/organization may be made by the ASI Vice President of Finance.
- E. CAB retains the right to evaluate how organizations use funds for programs. Any organization, or the representative of that organization, which violates the Policy and Procedures may be subjected to penalties up to and including a moratorium on any request through CAB for a period of not more

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Commented [JF1]: When considering what happened this year at San Marcos I think that we need to add verbiage that addresses bias. Non-partisan, quantifiable manner. I need to think about the verbiage but think that this would be a great place to enter it.

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Commented [MZ2]: Awareness item: You may want to review/revise "but not more than one quarter in advance" because soon we will no longer be on a quarter system. We're moving to a semester system.

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Commented [MZ4]: What will the CAB budgets be based on a semester system? Worth thinking about now, rather than later.

Commented [k5]: ADD "And Executive Director will estimate the overall CAB budget based on historical usage and demand of CAB funds" We don't calculate funds like that.

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Commented [MZ6]: I don't know what this sentence means, and what it has to do with committee approval. One exception of what? What am I missing here?

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than one year. Penalties can be contested to the ASI Board of Directors. Decisions made by the ASI Board of Directors will be considered final.

- F. Two student representatives of all organizations receiving funds through CAB are required to attend a mandatory workshop each academic year explaining CAB procedures and prior to submitting a request. Clubs will be ineligible for CAB funding until this requirement is met. Organizations submitting CAB **FRF** must read this policy completely prior to filing a **(FRF)**.
- G. Organizations may appeal CAB Committee decisions through the ASI Board of Directors (ASI BoD).
- H. Members serving on the CAB Committee or any other ASI committee or board, may not present a proposal for funds or speak on behalf of their organization's proposal. CAB Committee members whose club is presenting a proposal will abstain from commenting and voting on their club's proposal.
- I. The Finance Committee and BoD will set aside a set amount predetermined of 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 quarter/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 VP of Finance. This amount does not need to be reflected on the FRF. These funds are solely for CAB approved events held on campus.
- J. All CAB supported events/activities must be open and publicized to all CSUSB students (with the exception of conference registration fees).
- J. Clubs requesting funds must show a financial investment of at least 25% on the CAB Funding Request Form (FRF) in the event for which they are requesting CAB funding. Clubs will have (3) quarters after the quarter they were originally chartered with the Office of Student Engagement to establish financial stability before meeting this requirement. For example a club/ organization chartered in the fall of 2011 will have winter 2011, spring 2011 and fall 2012 to establish financial stability. After that time clubs/ organizations will not receive 100% of their event/activity funding from CAB. It will be left to the CAB Committee to determine the percentage of funding support that is adequate to meet the provisions of this paragraph.
- K. ASI reserves the right to prohibit an individual or organization from any CAB related process. The Executive Director or designee will inform the individual or organization, the Board of Directors and relevant campus officials of the nature and duration of the prohibition. This decision can be appealed to the ASI Board of Directors.

2. Procedure for Submitting Funding Request Forms (FRF)

- A. The ASI Vice President for Finance will establish and forward deadlines for clubs to submit

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Commented [JF9]: At least one student representative of all organizations receiving funds through CAB are required to attend a mandatory CAB workshop each academic year explaining CAB procedures. Only individuals that attend a CAB workshop can submit a CAB funding request, present to the CAB committee and file an FRF. These individuals may bring other members of their organization with them to present to the CAB Committee.

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Commented [MZ12]: Here we are talking about Quarters again, and that's going to change soon enough.

Commented [k13]: 2 semesters

Commented [MZ14]: All this stuff about Fall, Spring, Winter and 2011, 2012 needs to be evaluated and rewritten.

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funding request forms to the Office of Student Engagement (OSE). OSE will then disseminate these dates to the clubs. This deadline shall be no less than five business days prior to the CAB Committee Meeting at which the club/organization would like to present. The CAB Committee will not vote on funding approval 72 hours prior to the event.

- B. Recognized student organizations (those having charters with the Office of Student Engagement) must submit a complete, accurate and detailed application for the event or activity to show precisely where the funds will be spent using an FRF. The forms are available on the ASI web site <http://asi.csusb.edu>. **Forms must be typed, and filled out completely.** Any student organization that knowingly misrepresents information on their FRF will have their CAB privileges suspended for a period of one year. The commencement of such a suspension to be determined by the CAB Committee.
- C. **The FRF must be submitted at least three (3) weeks prior or five (5) weeks prior if requesting funding for artist, , or any other service provider to the event, unless the event will be occurring in the first three (3) weeks of the school year.**
- D. FRF's and all required paperwork are to be submitted no less than five business days prior to the CAB Committee Meeting at which the club/organization would like to present. (Ex. If you want your item to be placed on the meeting on Tuesday May 29, 20XX all documents are due Tuesday May 22, 20XX.) Forms **submitted later** than 12:00 pm on that day will be held over to the following CAB Committee meeting. Submitting incomplete forms will result in the item not being placed on the agenda. Please note that meeting days and times are subject to change, please check with the ASI office in SMSU Room-108 for current information.
- E. **Failure to submit a draft advertising with the funding request form as stated in paragraph 1A will result in the funding request not being placed on the CAB agenda.**
- F. In addition to at least (2) members attending a mandatory workshop, organizations submitting CAB funding request forms are expected to read this policy completely prior to filing an FRF.
- G. **The information on the FRF must be complete and accurate at the time it is submitted to be placed on the CAB Committee agenda. Failure to have a completed FRF and supporting documentation will cause the item not to be placed on the agenda. The Vice President of Finance is authorized to deny the placement of the item on the agenda until the FRF and its associated documents are completed and submitted.**
- H. No funding will be awarded for events to be held in the last 4 weeks of the school year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University.
- I. **Reimbursement for club events/activities held during the summer months will be taken from the budget dated July 1st of the fiscal year the event/activity is held. The caps for the funds awarded will apply for the quarterly/yearly caps as appropriate.**

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Commented [JF18]: Are we going to hold them to this standard. We should remove this if we are not going to enforce it.

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Commented [k19]: Confusing- it has two due dates, the 3 weeks before and 5 business days. I would reword it – FRF's and all required paperwork are to be submitted at least 3 weeks prior to the event and Tuesday before 12pm in order to be placed on the next CAB committee meeting.

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Commented [JF21]: This is redundant see "2G"

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Commented [JF24]: Need rewording.

Commented [MZ25]: More stuff about quarterly business.

Commented [k26]: Add Semester

Commented [JF27]: I think that this is a slippery slope. If the CAB Committee does not meet in the summer students will not be able to travel to summer conferences. I think that students should be able to plan to go to a summer conference and in doing so can pay for it during the spring and get reimbursed before the end of the fiscal year. Example: Spring of 2020 I want to go to a conference in the summer of 2020. I should be able to apply in the Spring, pay my registration in the Spring and get reimbursed in the spring all while traveling in the summer.

Commented [JF28]: As written, we will need to have CAB meeting in the summers. To accommodate summer events and activities.

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3. Funding Request Form Policies & Procedures

Please refer to this section of policies when completing the Funding Request Form (FRF)

A. Organization and Account Information

1. Organizations must have current charters with the Office of Student Engagement (OSE) and be in good standing with the University as determined by the Office of Student Engagement and certified on the application form in order to be eligible to submit a budget request and to receive funds.
2. Organizations requesting funds through CAB must be debt free with the University and ASI unless prior arrangements have been made.
3. The president or the person listed in the OSE 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 President or the person listed in the OSE 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. The officers' signatures on the FRF will carry the signing power for the organization.
4. Clubs must submit a completed FRF, all required paperwork, and have attended a CAB training workshop to be eligible to be placed on the CAB Committee Agenda.

B. Program Information

1. 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* cultural, educational, recreational or physical well-being of all 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 as stated in the event funding information section below. See also section titled "Funding Limitations".
2. 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 \$3,400.

Commented [MZ29]: Just a curiosity – Why \$3,400? Has this number changed over the years?

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3. An organization's activities that are sponsored by CAB must be open to all CSUSB students.
4. The CAB Committee reserves the right to define an "event" for the purposes of this policy.

C. Event Funding Information

1. Registration

a. Conference fees

- b. Organizations may receive a maximum of \$1,200 per fiscal year, to be used for conference registration fees only.

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- 1 Proof of attendance may be required at the discretion of the CAB Committee.
- 2 The ASI CAB Committee will not fund late registration fees. The CAB Committee will fund "early bird" or normal registration fees. If a club is too late to secure the "early bird" or normal registration fee, then the ASI CAB Committee may fund the normal registration fee with the organization being responsible for the difference between the "normal" rate and the late registration rate.
- 3 The ASI CAB Committee will not fund travel or lodging under any circumstances. Any request for conference fees containing lodging will be rejected unless the club can break out the cost of lodging and subtract it from the conference fee request. The CAB Committee will require the club to produce documentation showing the cost of lodging being deducted from the request. Should meals be included in the registration fee, the CAB Committee may, at its discretion, fund the registration fee.
- 4 The CAB Committee will only authorize conference registration fee funding for active members of a club/organization. Conference registration fees for members other than active members will be funded by the club/organization.
- 5 All students must be currently enrolled CSUSB students.
- 6 There will be no repeat attendees of conferences through CAB funding.
- 7 There must be a post action report of conference activities submitted to the ASI CABC within 10 business days of the conference. The CABC reserves the right to require a post conference presentation.
- 8 To be reimbursed for conferences fees, the following must be provided with the requisition form: Conference announcement (stating the name, date, and location), and registration costs.

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2. Advertising

a. Organizations may receive a maximum of \$200 per quarter/ \$400 per academic year for organization event advertisement (i.e. pens, flyers, newsletter etc.). Business cards are not considered to be advertising for the purpose of receiving CAB funds. The CAB Committee reserves the right to define “advertising” for the purposes of this policy.

- Commented [MZ31]: Quarters and \$ amounts are all worth revisiting and evaluating.
- Commented [k32]: 300/500

b. All advertisements for CAB funded programs must have the following statements in at least 12 point:

_____ “Open to all students.”

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“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 engagement date).”

This is in accordance with the Americans with Disabilities Act. If reasonable accommodation is needed, then additional funding to cover the reasonable accommodations above and beyond the original funding request is allowed. Evaluation of request for additional funding will be done in cooperation with the Office of Services to Students with Disabilities.

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c. Unauthorized use of the ASI logo will **not** be used in any advertising.

d. Flyers funded through CAB must have “*Funded by the Associated Students, Inc. The views expressed herein are those of the club/organization and are not necessarily those of the Associated Students Inc.*”

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e. If requesting CAB funds for prizes, the prize must be stated on the flyer in order to be reimbursed.

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d. CAB requires that any advertising be inclusive and respectful of the university community.

- Commented [JF33]: This is subjective and should be reconsidered.

e. Organizations requesting CAB funding are required to submit final draft copies of proposed advertising to be left with the 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.

f. CAB reserves the right to stipulate additional requirements as it sees fit or may refuse funding.

g. The ASI Vice President, Finance or in his/her absence the ASI Executive Director may

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authorize minor changes in advertising should the date, time, or on-campus venue change; however, any fundamental change in the advertising will require the sample material to be submitted to the CAB Committee prior to the expenditure of funds. Sanctions may be imposed for failure to comply with the provisions of this policy.

- h. CAB funds will not be approved for advertising in any ASI publications.

3. Newsletter

Funds approved for a newsletter under paragraph 2a (Advertising) are subject to the following criteria:

- a. The club must sign an indemnification and hold harmless agreement before the club may receive any funding.
- b. A club found to have violated the indemnification and hold harmless agreement will be ineligible for all CAB funding for a period of up to one year from the date of the offense.
- c. The club must make a good faith effort to have their newsletter printed by campus duplicating before going to a commercial outlet (e.g., Kinkos, etc).
- d. Organizations requesting CAB funding are required to submit final draft copies of the proposed newsletter(s) to be left with the CAB Committee along with their proposal for funding prior to the CAB meeting when their request will be considered.

4. Food/Beverages

- a. Organizations may receive a maximum of \$1,000 per quarter/ \$2,000 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.
- b. Food and beverages will not be authorized for organization meetings.
- c. No alcoholic beverages will be funded.
- d. To be reimbursed for food/beverages, the following must be attached to the requisition form: Flyer stating "open to all students", Number of attendees written on requisition (if over 10), List of all attendees (if under 10).

5. Artist/Speaker Fees

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- a. Travel, meals, lodging and related expenses for artists will not be funded.
- b. ***A Speaker Performance Agreement (SPA) must be signed and returned by the artist(s) and/or performer(s) 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, 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. The CAB Committee reserves the right to allocate funds based on the anticipated attendance at the event the speaker will be engaged. The CAB Committee may require that the club or organization requesting the funds cosponsor with another club or organization should it determine that the attendance is insufficient to justify the cost.
- c. No CAB funding can be utilized for any speaker/performer without a SPA.
- d. Failure to complete a SPA on time will result in forfeiture of all event funds from CAB.

6. Event Cost

Information must be as true and accurate as possible and verified by the presenting organization's president and advisor. CAB reserves the right to check all price quotes for program expenses.

7. Amounts Requested from ASI

- a. CAB funds may not exceed per organization caps for any one event.
- b. Organizations may receive a maximum of \$2,100.00 to be spent per quarter.
- c. Groups must spend the funds as approved by CAB. Special consideration may be made through a written request to the ASI Vice President, Finance at least ten (10) business days prior to the event in question.
- d. **Funds must be encumbered or spent for the submitted event and will be deducted from the monetary cap of the quarter in which the event took place.** Any unspent funds will revert to the CAB account, unless otherwise specified by the CAB Committee. It is the club's/organization's responsibility to secure and turn in all receipts, invoices, and relevant paperwork in a timely manner. Should the club/organization be able to convincingly demonstrate that a vendor failed to present an invoice in a timely manner, the Vice President of Finance may grant a waiver. Clubs/Organizations need to establish in writing that there has been a good faith attempt to procure the necessary

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 $2,100 \times 3 = 6,300 / 2 = 3,150$

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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. 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.

- e. As stated in paragraph 1J above, clubs/organizations requesting funds must show financial investment on the CAB Funding Request Form (FRF) in the event for which they are requesting CAB funding. The ASI Board of Directors affirms its commitment to being good stewards of funds entrusted to ASI and believes that clubs/organizations showing some financial commitment toward an activity/event will have an incentive to ensure the success of the activity/event.
- f. The CAB Committee reserves the right to affix additional stipulations regarding the reception of funds. This includes but is not limited to requiring the dispersal of information to departments and other organizations following conference and presentation of materials in a public setting.

8. Up to \$150 may be used for decorations per quarter. With a cap of \$300 per academic year.

9. Up to \$800.00 may be used for prizes per academic year.

10. All clubs/ organizations are eligible for (2) revenue generating event other than charity events per academic year, but no more than one per quarter/semester.

11. Club/Other Funding Sources:

All funding sources for an 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 funding requests coming from a co-sponsoring organization.

12. ASI will entertain only one request per club for recruitment for the academic year.

4. Funding Limitations

- A. Funds will be allocated for on-campus programs only with the exception of conferences as noted in Section 3; C: 1 of this policy. The purpose of this provision is to develop student activity on campus and to reduce ASI's liability for off-campus activities. No student club or organization shall assume that because the CAB Committee supported their activity/event in the past that they are entitled to continuing support. Each request will be considered on a case-by-case basis.
- B. ASI will not donate, contribute to, sponsor or financially support any event or activity in which the organization is planning to use any event driven revenue stream to fund the event. The CAB Committee may request proof from the club that reservation monies have been received. ASI will not be liable to financially "rescue" an event or activity after the fact should sales fall short of projected revenues. (See subparagraph 10 above.)
- C. In the event that an activity or event is determined to be "high risk" by the ASI Executive Director

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acting in his/her 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 campus, **and** the proposal is denied, then the student group or organization may appeal the decision of the CAB Committee to the ASI Board of Directors for further deliberation. The decision of the BoD is final. Some examples of high-risk events include but are not limited to martial arts demonstrations, sporting events, pyrotechnical uses and firework shows, concerts, etc.

- D. ASI will not fund any event in which alcohol is served by the requesting club/organization. Any club/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 from the date set by the CAB Committee.
- E. Funds allocated for an event/activity must be used exclusively for the activity approved by the CAB Committee. Once the event/activity has taken place, unused funds will revert back into the CAB budget for reallocation during CAB hearings.
- F. Organizations may not use funds designated on their proposal and approved by the CAB Committee for any other expenditure without the approval of the CAB Committee.
- G. The ASI Vice President of Finance will not authorize reimbursement on a receipt for purchases not approved by the ASI CAB Committee.
- H. Funds will not be allocated where the money will be used:
 - 1. For personal benefit of individuals.
 - 2. To finance political campaigns or candidates.
 - 3. To violate CSUSB policies, Title 5, Local, State, or Federal Law.
 - 4. To support university departmental/interdepartmental activities/events which the CAB Committee determines to be a departmental/interdepartmental activity/event and which the club is being asked to support through CAB funding. Should the CAB committee determine that the event/activity is mainly a department event/activity, the committee is authorized to reject the request for funding under paragraph 4N of this policy. In addition, if the CAB committee determines that the club distorted information to qualify the event/activity for funding, the CAB committee is authorized to deny funding for the club for up to one calendar year from the date of the FRF request.
 - 5. To fund transportation including but not limited to, mileage reimbursement, train, bus, car rental.
 - 6. To provide lodging, meals or incidentals. (Unless included in conference registration fees and if approved by CABC.)
 - 7. To support athletic events/activities.
 - 8. To advertise in the ASI planner or other ASI publications.
 - 9. To support internal operations/club meetings, etc.
 - 10. To support graduation ceremonies or functions, end-of-year functions, banquets, recognition ceremonies, award ceremonies or graduation accoutrements (e.g. sashes, cords, awards, plaques).
 - 12. For advertisements on the 4-Winds Digital Display System
 - 13. For events to be held in the last four weeks of the academic school year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University.
 - 14. For club events that are deemed too high a risk for ASI to fund.
 - 15. To provide for clothing items or any clothing related services.
 - 16. To fund conference fees for alumni, club affiliates, advisers, or any other non-CSUSB student

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<#> ¶
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<#>-H. Funds will not be allocated where the money will be used: (cont.) ¶
<#>

Commented [JF46]: Redundant; we already stated that they must be a current CSUSB Student.

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- I. CAB will not consider funding for any debts incurred or financial obligations of an organization prior to a CAB hearing. 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 organization is authorized to obligate ASI in any matter.
- J. The club/organization shall provide a copy of their operating budget at the request of the CAB Committee.
- K. The CAB Committee may ask any 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; and, the Board of Trustees, California State University 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.
- L. Events/Activities/Programs funded in whole or in part by CAB funds may not be used to sell items for profit even if the items to be sold are purchased with club funds or another source's funds. As stated in Paragraph 3, subparagraph 10, all clubs and organizations are eligible for two revenue generating event other than charity events per academic year
- M. If the specified event is already being co-sponsored by ASI in any manner, student groups and organizations may not request additional monies through the CAB Committee to further fund the event.
- N. The ASI CAB Committee is authorized to reject any proposal whether or not the proposal meets all the criteria of the policy if in the opinion of its members to approve the request would be poor judgment.
- O. The ASI CAB Committee will not authorize funds for speakers/performers who reside outside of the United States of America. This provision will prevent entanglements with the Internal Revenue Service and the Franchise Tax Board over taxes to be levied from the fees earned by a foreign national whose home country tax laws may differ from those of the U.S. and the State of California.
- P. The CAB Committee may elect to divide the total CAB budget into amounts to be allocated each quarter to ensure that there are sufficient funds available throughout the year. However, the CAB Committee will not authorize funds for club activities/events once the funds in the CAB account are exhausted.
- Q. No item rejected by the CAB Committee for funding may be placed on the Finance Committee/Board of Directors agenda for funding, nor will the club/organization be authorized to approach any other ASI source for funding. The club/organization will not modify the item in any way and attempt to resubmit the item to the CAB Committee, the ASI Finance Committee/Board of Directors or any ASI funding source in order to fund the item.

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5. Procedure for presenting CAB requests

- A. A student representative of the organization **who is knowledgeable** of the details of the request is

required to attend and present the club's/organization's request for funding at the CAB meeting at which the club's/organization's request for funds appears on the CAB agenda. If there is a cultural or language barrier (speech or hearing) which is hindering the student from making himself/herself understood, then a faculty/staff member/advisor may assist the student during the presentation phase. The student representative will present the club's/organization's proposal and answer questions directed to him/her from the CAB Committee members. The meeting will not be delayed to give the club/organization's student representative time to arrive. 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 CAB Committee in order to give a student representative time to arrive. Should a student representative arrive after the meeting is over, the CAB Committee will not be called back into session to consider the dropped item. To be reconsidered, the club must follow the procedure in paragraph 5C below. While club/organization advisors are welcome to attend the CAB Committee meetings, they are not authorized to present the club's/organizations funding requests.

- B. Should there be no representative present; the item will be dropped from the CAB Committee Agenda.
- C. If an organization's representative fails to make a presentation on an item on the agenda for the last meeting of an academic quarter, then that item will have to be resubmitted by the organization to the ASI Vice President, Finance for the next regular meeting of the CAB Committee.

6. Receiving Funds

- A. Distribution of funds is administered by the ASI office. ASI only distributes funds through the use of *requisitions*, purchase orders will only be generated for clubs/organizations at the Palm Desert Campus. Clubs are required to submit requisitions for purchase orders or checks once funding is approved. Requisitions for purchase orders will only be used for food/beverage orders by clubs/organizations at the Palm Desert Campus and must be accompanied by a quote from the vendor together with a Payee Data Record form/W-9. Requisitions for checks for vendors who will not accept purchase orders must be accompanied by **original receipts or invoices** as well as a Payee Data Record form/W-9. The requisitions and the Payee Data Record form/W-9 may be picked up at the front counter at the ASI office. Other documents may be required to process payment.
- B. ASI does not give money directly to an individual club/organization member. ASI will pay the vendor, club/organization or speaker/performer up to the CAB approved amount. If an individual club member pays for the items approved by the CAB Committee on behalf of the club, then the club/organization will be reimbursed directly. Should the receipts show expenditures which are in excess of those funds approved by the CAB Committee, then the reimbursement will only be for the CAB 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/organization name or the vendor's/speaker's/performer's name as the vendor and complete a Payee Data Record form.
- C. Absolutely no reimbursement of past expenditures is allowed, as previously stated in CAB Policy and Procedures, under Funding Limitations Section 4 B.

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- D. Clubs will have 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. The VP, Finance shall have the authority to waive the deadline for an individual club **under extraordinary demonstrable circumstances once per academic year**. The VP, Finance may establish a different deadline as necessary to meet operational needs for the clubs at large.
- E. 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.

F. To receive reimbursement Clubs/Organizations must complete a Post Event Survey

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G. Events that are primarily philanthropic in nature will not be counted towards an organization's quarterly or annual funding caps.

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Commented [MZ49]: Quarterly funding caps. Quarters are gone soon.

H. It is strongly encouraged that clubs/organizations use a form of payment other than cash.

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Category	Quarterly Cap	Annual Cap	Policy Navigation
Conference Fees		\$1,200	Section 3 Sub-section C: Paragraph 1
Advertising	\$200	\$400	Paragraph 2
Food/Beverages	\$1,000	\$2,000	Paragraph 4
Artist/Speaker Fees		\$1,500	Paragraph 5
Decorations	\$150	\$300	Paragraph 7
Prizes		\$800	Paragraph 7

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Total quarter sum is \$600/2=\$300

Commented [k51]: Change to 500

Commented [k52]: 1,500
3000/2=1,500

Commented [k53]: Change to \$2,500 to allow clubs/orgs to take more advantage of it

Commented [k54]: 225
450/2=225

Revised Per BD 31-18, September 25, 218

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Conference fees: Quarter sum: 0 Annual Sum: 1,200
Advertising: Quarter sum: \$600 Annual Sum: 400
Food/beverages: Quarter sum: \$3000 Annual Sum: \$2,000
Artisit/speaker: Quarter sum: 0 Annual Sum: \$1,500
Decorations: Quarter sum: \$450 Annual Sum:\$300
Prizes Quarter Sum: 0 Annual sum: \$800

Quarter Total:4,050
Annual Total:\$6,200

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