

## Club Allocation Budget (CAB) Policy

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**Last Updated:** 05/19/2026

**Board Agenda ID:** BD 38-26

**Scope:** CSUSB Chartered Clubs & Organizations and Office of Student Leadership & Engagement (OSLE)

**Purpose:** The mission of the Club Allocation Budget (CAB) is to provide a level of financial support to student clubs and organizations for on-campus events and activities. CAB funds are awarded through a fair, viewpoint-neutral process based on the merit of the proposed activity/event, policy compliance, and available funding. Applying for CAB funds is a privilege and not a right.

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### 1. Background

- a. The ASI Board of Directors has set aside funds in its annual budget to support student club and organization programming through the Club Allocation Budget (CAB). Under this structure, CAB funds are administered by OSLE, with award decisions supported by a CAB Review Committee that evaluates requests using the guidelines and limitations in this policy. CAB exists to support programming that broadly benefits CSUSB students and strengthens campus life.

### 2. Administration

#### a. Program Administration and Fiscal Oversight

- i. **OSLE Administration:** The Director of OSLE and/or designee(s) administer CAB funds for CSUSB chartered clubs and organizations, including intake, eligibility verification, documentation review, and coordination of approved payments/reimbursements.
- ii. **Semester Budget Targeting:** CAB funds are managed across the fiscal year with a target allocation of approximately 50% for fall and 50% for spring, subject to demand and available funds.
- iii. **Reporting:** OSLE provides ASI leadership a monthly report summarizing CAB distributions (organization, event/activity, amount awarded, and other transparency fields as requested).
- iv. **Misuse and Recovery:** If CAB funds are used for purposes other than approved, OSLE (in coordination with ASI as needed) may require repayment and/or impose sanctions consistent with this policy.

- b. **Forms and Accessibility:** OSLE, in conjunction with ASI, will create and maintain CAB forms (electronic where feasible), including the Funding Request Form (FRF), required vendor

documentation, after-event reporting forms, and requisition/payment processing forms required for disbursement.

**c. CAB Review Committee**

- i. Purpose: The committee reviews and decides CAB funding requests based on eligibility, completeness, merit, and available funds; it may fund, partially fund, or deny requests.
  - ii. Composition/Membership:
    1. OSLE Director (Chair)
    2. ASI Vice President of Finance
    3. ASI Executive Director
    4. ASI BoD Faculty Senate representative
    5. Three (3) Student at Large representatives (no involvement in ASI or OSLE) appointed by the ASI Board of Directors.
  - iii. Review Timeline: OSLE distributes complete applications to committee members with a defined review window (recommended up to two weeks) prior to meeting and final decisions.
  - iv. Recusal/Conflict of Interest: Members with conflicts (e.g., officer/advisor status in the requesting organization) must disclose and recuse from review/discussion/vote.
- d. Training Requirement:** The CAB training would be facilitated by OSLE. At least one of the financially responsible officers of each organization requesting CAB funds must attend a mandatory CAB workshop each academic year explaining CAB procedures and requirements. Only students who complete the workshop may submit requests, submit appeals, and communicate on behalf of the organization regarding CAB matters.
- e. General CAB Operating Requirements**
- i. On-campus focus: CAB supports on-campus programming benefiting CSUSB students. Off-campus activities are not funded except conference/tournament registration fees (see Category rules).
  - ii. Open to students: CAB-supported events must be open and publicized to all CSUSB students (exception: conference/tournament registration fees).
  - iii. Accessibility accommodations: OSLE coordinates reasonable accommodations funding with SSD for approved on-campus events. SSD accommodation costs do not count against organization CAB caps.
  - iv. ASI participation restriction: Members serving within ASI in any capacity may not present a proposal for CAB funds or speak on behalf of their organization's proposal.

**3. Criteria and Eligibility**

**a. Organization Eligibility**

- i. Organizations must be chartered with OSLE and be in good standing with the University at the time of request.
- ii. Organizations requesting CAB funds must be debt free with the University.

- iii. Knowingly misrepresenting information may result in CAB privileges being suspended for one (1) year.
- b. **Event/Activity Eligibility:** CAB supports events/activities that provide a general contribution to on-campus CSUSB students. CAB will not fund faculty/staff expenditures and will not fund off-campus activities except as explicitly allowed for conference/tournament registration fees.
- c. **Timing and Submission Requirements**
  - i. Requests not requiring a live artist/service provider must be submitted at least three (3) calendar weeks prior to the event (reasonable flexibility may be applied for events occurring within the first three weeks of the academic year).
  - ii. Requests requiring a live artist/service provider must be submitted at least six (6) calendar weeks prior to the event.
  - iii. Requests must be complete and include required supporting documentation (e.g., draft flyer, quotes, vendor documentation as applicable). Incomplete requests may be returned unreviewed.
- d. **Flyer/Promotion Requirements for CAB-Funded Events:** All advertisements for CAB-funded programs must include the following statements (minimum 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 (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).”
  - iii. “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.”
  - iv. Unauthorized use of the ASI logo is not permitted. If prizes are requested, prizes must be documented on the event flyer to be eligible for reimbursement, and prize recipient documentation must be provided after the event.
- e. **Fiscal Year Closeout Requirement:** All after-event forms must be submitted prior to the last seven (7) weeks of the fiscal year to meet ASI and OSLE accounting year-end closeout obligations.

#### 4. Committee Guidelines

- a. The guidelines set forth in this policy will be used by the CAB Review Committee and OSLE when determining eligibility and awarding funds.
- b. CAB decisions must be viewpoint neutral and may not be made based on personal beliefs or political viewpoints.
- c. Funds will be distributed until the annual CAB budget is depleted, subject to semester targeting and timing requirements.

- d. OSLE and ASI retain the right to evaluate how organizations use funds to ensure compliance. Policy violations may result in penalties up to and including a temporary suspension on CAB requests for up to one year.

## 5. Categories of Funding

The categories below outline eligible funding areas and annual caps per organization per academic year.

Category	Annual Cap
Conference and Tournament Registration Fees	\$1,200
Advertising/Promotional Items	\$900
Food/Beverages	\$3,000
Artist/Speaker Fees	\$1,500
Decorations	\$550
Prizes	\$800
Rentals	\$1,500

- a. **Conference & Tournament Registration Fees (Cap: \$1,200)**
  - i. Registration fees only (no travel, lodging, meals). Requests must include event name/date/location and registration cost breakdown.
  - ii. Proof of attendance is required. Late registration fees are not funded. Registration fees for non-active members or non-enrolled individuals are not funded.
  - iii. Summer registration may be requested during spring if reimbursement and required documents are submitted at least seven weeks before fiscal year end.
- b. **Advertising & Promotional Items (Cap: \$900)**
  - i. Supports event advertising and/or promotional items distributed to CSUSB students. Proposed designs should be submitted with the FRF.
  - ii. Advertisement includes printing/design of flyers, posters, brochures, stickers, etc. Promotional items include shirts, pens, lanyards, and similar items.
- c. **Food and Beverages (Cap: \$3,000)**
  - i. Food/beverages must be for an event (not meetings). Alcohol is not funded. Original receipts required.
  - ii. A list of attendees must be submitted after the event with reimbursement documentation.
- d. **Artist and Speaker Fees (Cap: \$1,500)**
  - i. Supports artist/speaker fees only. Travel, meals, lodging, and rider expenses are not funded.
  - ii. Requests must be submitted at least three weeks prior to the event and must follow vendor/contract processing requirements.
- e. **Decorations (Cap: \$550)**
  - i. Supports decorations that make the event more attractive/festive (e.g., tablecloths, balloons, signage, lighting, flowers).
- f. **Prizes (Cap: \$800)**
  - i. Gift cards or cash prizes cannot be given out. Prizes must be listed on the flyer submitted with the FRF to be eligible for reimbursement.

- ii. Prize documentation (name, student ID, prize) must be submitted after the event. Prizes may only be given to currently enrolled CSUSB students; club officers are not eligible to receive CAB-funded prizes.
- g. **Rentals (Cap: \$1,500)**
  - i. Supports rentals for on-campus events (locations, equipment, materials, party supplies, etc.). Clubs are responsible for care during the rental period; CAB will not cover damages.
  - ii. Location rentals apply only to on-campus locations (San Bernardino and Palm Desert), and may include labor, cleanup, tables/chairs, and AV fees.

## 6. Funding Limitations

- a. Combined CAB support for a single event involving multiple organizations may not exceed \$5,100 total.
- b. CAB will not support events where the organization plans to use event-driven revenue to financially support the event; CAB will not “rescue” events if sales fall short.
- c. CAB may not authorize funding for activities/events determined “high risk” by the ASI Executive Director acting as ASI Risk Manager (in consultation with appropriate authorities).
- d. CAB will not fund events in which alcohol is served by the requesting organization. Violations may result in one-year ineligibility for CAB/other ASI funding.
- e. Approved funds may not be used for other purposes without written approval through CAB administration.
- f. Reimbursement will not be authorized for purchases not approved. CAB will not fund debts or existing financial obligations; clubs may not obligate ASI.
- g. After-event forms must be submitted prior to the last seven weeks of the fiscal year.
- h. Additional activity limitations retained: two (2) revenue-generating events (other than charity) per academic year, no more than one per semester; only one recruitment request per academic year.

## 7. Reimbursement and Payment Procedures

### a. After-Event Documentation

- i. Organizations have ten (10) business days from the event date to submit after-event forms and original receipts/invoices.
- ii. After-event documentation includes receipts/invoices and required supporting forms (e.g., Hospitality Expense Form and attendee list for food; prize recipient list for prizes).
- iii. Unspent funds revert to CAB. No invoice submitted outside the fiscal year in which funds were approved will be paid, except when a vendor delay is documented and an exception is granted.

## **b. Disbursement Method**

- i. Distribution of CAB funds is administered by OSLE, in coordination with ASI payment processing requirements.
- ii. CAB will not provide money directly to an individual club member; CAB will pay the vendor, the club/organization, or the contracted speaker/performer up to the approved amount.
- iii. No personal expenses may be included on receipts.

## **8. Appeals Process**

- a. Organizations denied funding (or disputing an award decision) may appeal.
- b. Appeals for requests without a speaker/artist must be submitted no later than one (1) calendar week prior to the event.
- c. Appeals for requests with a speaker/artist must be submitted no later than three (3) calendar weeks prior to the event.
- d. Appeals will be heard by the ASI Finance Committee. The Finance Committee decision may be appealed to the ASI Board of Directors at a regularly scheduled meeting and requires a 2/3 vote to overturn.
- e. Only an authorized student representative (CAB workshop completed) may present an appeal on behalf of the organization.

### ***Past Revisions:***

*BD 38-26, May 19, 2026*

*BD 08-26, February 13, 2026*

*BD 31-24, May 3, 2024*

*BD 05-23, March 17, 2023*

*BD 34-23, June 14, 2023*