
ASI Student Life Funding Policy

PURPOSE

This policy is and will be in effect to describe the directions for the distribution of funds from Associated Students, Inc. (ASI) to Stanislaus State recognized student organizations for student programs, events, fundraisers, activities, and seed funding.

POLICY

It is the policy of ASI that the ASI Board of Directors appropriates funds to student organizations for programs, events, fundraisers, activities, and seed funding. The awarding of ASI Student Life Funds is the responsibility of the Funding Committee. Student Organizations that receive funding from an annual budget, student fees, and/or grant by a department on campus are excluded from this policy. In addition, all allocated funds not spent through the student organizations allocation process must be returned to the budget from which it was awarded per procedures established by ASI.

It is the Boards' intent that Student Life Funding be allotted to support student programs that benefit the entire student body.

This amended policy was voted on and approved by the ASI Board of Directors on September 27, 2022

The following signature by the ASI Vice President of Finance verifies the approval of the ASI Board of Directors:



Adela Gonzalez, Vice President of Finance

Sep 30, 2022

Date

PROCEDURE

10 Student Life Funding

- 11 Programs for which funds are requested should benefit and broaden the educational, social, political, and cultural experience of students at Stanislaus State.
- 12 Student organizations requesting funding must be a recognized student organization through the Office of Student Leadership and Development (SLD) prior to submitting a funding request.
- 13 Student organizations applying for funding may not be granted funds exceeding \$1,500.00 per academic year.
- 14 Student organizations requesting funding must be debt free with the university and ASI unless prior arrangements have been made.
- 15 Any student organization receiving funding must do its banking on campus.
- 16 All funding, subject to approval by the Funding Committee are not limited to but may be used for the following expenses:
 - 1.6.1 Events such as dances, tournaments, food sales, carnivals, etc.
 - 1.6.2 Printing and publicity (flyers, programs, postcards, announcements, invitations, and informational handouts)
 - 1.6.3 Performers or guest speakers (excluding requesting organization's members, Stanislaus State faculty and staff)
 - 1.6.4 Office supplies necessary to produce the event
 - 1.6.5 Postage
 - 1.6.6 Production supplies for event
 - 1.6.7 Equipment rental
 - 1.6.8 Food and refreshments for attendees (not solely for members, performers, or volunteers of the requesting organization)
 - 1.6.9 All other expenses are subject to Funding Committee approval
- 17 ASI funds may not be used for the following expenses:
 - 1.7.1 Alcoholic beverages
 - 1.7.2 Off-campus or virtual events
 - 1.7.3 Salaries, stipends, or wages to student organization officers, advisors, and Stanislaus State faculty and staff
 - 1.7.4 Scholarships
 - 1.7.5 To oppose or support any political candidates or issues subject to the ballot
 - 1.7.6 Equipment purchases
 - 1.7.7 Support for websites, list servers, newsletters, or newspapers
 - 1.7.8 Travel or hospitality
 - 1.7.9 Ceremonies and banquets
 - 1.7.10 Materials and/or apparel for student organization members
 - 1.7.11 Raffle items
 - 1.7.12 Incentives or prizes only attainable by members of the requesting organization

2.0 Programs and Events

- 2.1 All funded programs and events must be held on campus and be open to the entire Stanislaus State student body.
- 2.2 All funded programs and events must abide by all applicable campus policies and procedures.

3.0 Seed Funding

- 3.0.1 Student organizations requesting seed funding must be recognized organizations on campus who are newly founded or reactivated after being inactive for two years are able to obtain this startup funding.
- 3.0.2 This startup funding is awarded on first come-first served bases and provides \$100.00 per organization.
- 3.0.3 Funds may be used for establishing, organizing, and promoting recognized student organizations on campus.
- 3.0.4 Student organizations interested in applying to receive seed funding must have their treasurer or designee complete and submit the ASI Student Life Funding Request form online. See section 5.0 for requesting funds process.

3.1 Viewpoint Neutrality

- 3.2 Funding decisions will not be based on a student organization's point of view.
- 3.3 An organization must not be denied funding simply because it advocates a particular opinion, no matter how deplorable or unusual.
- 3.4 Viewpoint neutral criteria for evaluating funding proposals will only consider factors that are NOT tied to viewpoint such as fiscal responsibility, relevance to mission, and level of services provided.
- 3.5 Viewpoint neutrality does not mean that funding levels must be equal for all organizations.
 - 3.5.1 Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus
- 3.6 To ensure the funding process is viewpoint-neutral, the following set of basic criteria has been adopted to guide funding decisions:
 - 3.6.1 The student organization must present a detailed plan about the activities for which it is seeking support
 - 3.6.2 The organization's activity must be open to all students and contribute to student life
 - 3.6.3 The student organization must attend its scheduled hearing

4.0 Managing Funds

- 4.1 50% of Student Life Funding will be allocated for student organizations to request during the fall semester, and 50% will be allocated during the spring semester. Any funds not utilized or allocated in the fall semester can roll over to the spring semester allocation line item.
- 4.2 Presentations from student organizations will be held in three cycles each semester scheduled by the Funding Committee. Only recognized student organizations may present at the specified Funding Committee hearing.
- 4.3 The funding of events that are \$250.00 or under are not subject to present to the Funding Committee. See section 6.0 for alternate procedure.
- 4.4 Two student organizations **cannot** request funds for the same event.
- 4.5 After an event has been funded for three consecutive years, said event will no longer be eligible for funding.

5.0 Requesting Funds

- 5.1 Prior to Funding Committee consideration of a funding request, student organization's treasurer must complete and submit the ASI Student Life Funding Request Form online. The form must be turned in **at least** ten (10) calendar days prior to the scheduled Funding Committee hearing.
- 5.2 In addition, the treasurer of the student organization must meet with the ASI Student Government Assistant **at least** seven (7) calendar days prior to the scheduled Funding Committee meeting.
- 5.3 Before any ASI funds are approved, it is required that a sample of publicity be submitted to

the Funding Committee. Otherwise, funding may not be approved. Please note: If an organization is requesting funding for a food fundraiser, a sample flyer is recommended, but not required.

- 5.4 The Funding Committee will review the Student Life's funding requests for approval. The treasurer or a designee of the student organization must be present at the meeting to present their request.
- 5.5 Members serving on the Funding Committee may not present a proposal for funds or speak on behalf of their organization's proposal. Funding Committee members whose organization is presenting a proposal must abstain from voting on their organization's proposal.
- 5.6 All stipulations established by the Funding Committee must be met before the funds can be released. Funding will not be available for purposes not specified by the board.
- 5.7 All proper paperwork (i.e., invoices, receipts, etc.) for activities funded during the current fiscal year must be turned in by May 31st.

6.0 Funding Requests at or Below \$250

- 6.1 All Student Organizations requesting \$250.00 or less from ASI Student Organization Funding will not be subject to presenting their proposed event to the Funding Committee.
- 6.2 The ASI Vice President of Finance, SC Vice-Chair of Finance, and the ASI Student Government Assistant will sit on the decision committee for all allocations at or below \$250.
- 6.3 Proposals may be submitted for multiple events; however, all proposed events must be different. No one event will be funded twice per academic year.
- 6.4 Event funding proposals at or below \$250.00 will still need to be requested through the ASI & SC Student Life Funding Request Form online. The form must be submitted at least (10) calendar days prior to the Funding Committee meeting (though proposals will not need to be presented to the Funding Committee).
- 6.5 All proposed events must abide by guidelines and stipulations set in place by the ASI Student Life Funding Policy.

7.0 After Approval of Funds

- 7.1 Upon funding approval, the ASI Student Government Assistant will initiate transfer of funds from the ASI Student Organizations funding account into the respective Student Organization's on campus bank account.
- 7.2 All associated receipts, invoices, and check requests must be submitted within two weeks of the event taking place. (Note: The only exception to the two-week submission timeline is if specific on campus invoices have not been disbursed to the student organization. In this case the organization must notify the ASI Student Government Assistant but must submit the receipts, and invoices as soon as they are made available.
 - 7.2.1 If receipts from funded event are not provided, the amount unaccounted for will be withdrawn from the organization's account.
- 7.3 The ASI Student Government Assistant will follow-up after event has occurred to ensure funding was spent as stipulated by the Funding Committee.
- 7.4 If the event does not occur, the funds must be returned to ASI within 2 business days of the scheduled event. If unused funds are not returned, ASI is authorized to transfer funds back into the appropriate funding account.

8.0 Appeals

- 8.1 Student Organizations that are dissatisfied with the total amount allocated or were denied funding by the Funding Committee (or designated approving committee for funds \$250.00 & under) will have 5 calendar days, from the day of receiving the decision email, to file a formal appeal for review.
- 8.2 All appeals must be submitted in the form of a letter addressed to the Funding Committee and include detailed reasoning for why the organization believes their event should be reconsidered for ASI Student Life Funding. (Please Note: Through the appeals process, logistics of the event may not be altered, you are simply providing an explanation as to why the already presented event should be reconsidered for funding.)
- 8.3 All appeals must be emailed to the ASI Student Government Assistant to facilitate communication ~~between~~ the organization and the deciding committee.
- 8.4 Upon receiving the letter of appeal, the Funding Committee will reschedule a review of the proposal at the next available meeting and decide if a different allocation should be made. The ASI Student Government Assistant will then notify the organization of the decision.
- 8.5 Should the Student Organization wish to file a second appeal, it may appeal the Funding Committees' decision to the ASI Board of Directors. A formal letter must be addressed to the ASI Board of Directors and emailed to the ASI Student Government Assistant within 5 days of receiving the written decision to the first appeal. The ASI Board of Directors will then meet to discuss the appeal(s) at the next available board meeting. At this time, the ASI Board of Directors will make a FINAL decision based on a majority vote. Once the ASI Board of Directors has made their final decision, the student organization will be notified, and the appeals process will come to an end.

9.0 Revenues

- 9.1 All revenues received from ticket sales, fundraisers, drawings, donations, or other sources of funded student programs must be deposited directly into the organizations on campus or foundation account.