

ASI Student Engagement 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 fundraisers and events.

POLICY

It is the policy of ASI that the ASI Board of Directors appropriates funds to student organizations for events and fundraisers. The awarding of ASI Student Life Funds is the responsibilities of the Funding Committee. Student Organizations that receive funding from an annual budget, student fees, and/or grant by department on campus are excluded from this policy. Only students involved in a recognized student organization are able to apply for this funding. 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 Engagement Funding be allotted to support student organizations that benefit the entire student body.

This policy was voted on and approved by the ASI Board of Directors on December 5th, 2023

The following signatures by the ASI Vice President of Finance verify the approval of the ASI Board of Directors:

Miranda Gonzalez
Miranda Gonzalez (Dec 7, 2023 15:30 PST)

Miranda Gonzalez - ASI Vice President of Finance

Dec 7, 2023

Date

** This policy may be amended by a two-thirds vote of the ASI Board of Directors.*

PROCEDURE

1. Student Engagement Funding

- 1.1. Events and fundraisers for which funds are requested should benefit and broaden the educational, social, political, and cultural experience of students at Stanislaus State.
- 1.2. 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.
- 1.3. Student organizations applying for funding may not be granted funds exceeding \$1,500.00 per academic year.
- 1.4. Student organizations requesting funding must be debt free with the university and ASI unless prior arrangements have been made.
- 1.5. Any student organization receiving funding must do its banking on campus.
- 1.6. 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, fundraiser, tournaments, food sales, carnivals, etc.
 - 1.6.2. Printing and publicity (flyers, programs, postcards, announcements, invitation, and informational handouts)
 - 1.6.3. Performers or guest speakers (excluding requesting organization's members, Stanislaus faculty and staff)
 - 1.6.4. Items necessary to conduct a fundraiser
 - 1.6.5. Tabling items (used to inform students about organization's purpose)
 - 1.6.6. Office supplies necessary to produce the event
 - 1.6.7. Production supplies for event
 - 1.6.8. Equipment rental
 - 1.6.9. Food and refreshments for attendees (not solely for members, performers, or volunteers of the requesting organization)
 - 1.6.10. All other expenses are subject to Funding Committee approval
- 1.7. 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 organizations 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.Subscripton purchases

1.7.8.Support for websites, list servers, newsletters, or newspapers

1.7.9.Travel or hospitality

1.7.10. Ceremonies and banquets

1.7.11. Affinity Graduation Ceremonies

1.7.12. Materials and/or apparel for student organizations members

1.7.13. Raffle items

1.7.14. Incentives or prizes only attainable by members of the requesting organizations

2. Events and Fundraisers

2.1. All funded events and fundraisers must be held on campus and be open to the entire Stanislaus State student body.

2.2. All funded events and fundraisers must abide by all applicable campus policies and procedures.

3. Viewpoint Neutrality

3.1. Funding decisions will not be based on a student organization's point of view.

3.2. An organization must not be denied funding simply because it advocates a particular opinion, no matter how deplorable or unusual.

3.3. 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.

3.4. Viewpoint neutrality does not mean that funding levels must be equal for all organizations.

3.4.1.Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus.

3.5. To ensure the funding process is viewpoint-neutral, the following set of basic criteria has been adopted to guide funding decisions:

3.5.1.The student organization must present a detailed plan about the event or fundraiser for which it is seeking support.

3.5.2.The student organization's event or fundraiser must be open to all students and contribute to student life.

3.5.3. The student organization must attend its scheduled hearing.

4. Managing Funds

- 4.1. 50% of Student Engagement 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 or fundraiser.
- 4.5. After an event has been funded for three consecutive years, said event will no longer be eligible for funding.

5. Requesting Funds

- 5.1. Prior to Funding Committee consideration of a funding request, student organization's treasurer or student organization member designee must complete and submit the ASI Student Engagement Funding Request Form. 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 or student organization member designee must meet with the ASI Student Government Coordinator **at least** seven (7) calendar days prior to the scheduled Funding Committee meeting.
 - 5.2.1. Failure to schedule a meeting with the ASI Student Government Coordinator within this timeframe will result the funding request to be denied.
- 5.3. Before any ASI funds are approved, it is required that a sample of publicity be submitted to the Funding Committee stating that the event or fundraiser is open to the entire student body. Otherwise, funding may not be approved.
- 5.4. The Funding Committee will review the Student Engagement Funding Requests for approval. The treasurer or student organization member designee must set a time to present their presentation to the Funding Committee at least one business day before the Funding Committee hearing starts. The treasurer or student organization member must be present at the Funding Committee meeting to present their request.

5.4.1. Failure to schedule a time to present Funding Request presentation will result the funding request to be denied.

5.4.2. Failure to attend the Funding Committee meeting will result the funding request to be denied.

5.4.3. All funding committee members need to be present at the Funding Committee hearing. In the scenario that not all members can attend the Funding Committee hearing meeting must be rescheduled.

5.5. Members serving on the Funding Committee whose organizations 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 events or fundraisers funded during the current fiscal year must be turned in by May 31st.

6. Funding Requests at or Below \$250.00

6.1. All student organizations requesting \$250.00 or less from ASI Student Engagement Funding will not be subject to presenting their proposed event or fundraiser to the Funding Committee.

6.2. The ASI Vice President of Finance, SC Vice Chair of Finance, and the ASI Student Government Coordinator will sit on the decision committee for all allocations at or below \$250.00.

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 Student Engagement Funding Request Form online. The form must be submitted at least ten (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 Engagement Funding Policy.

7. After Approval of Funds

7.1. Upon funding approval, the ASI Student Government Coordinator will initiate transfer of funds from the ASI Student Engagement 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 (2) 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 Coordinator but must submit the receipts, and invoices as soon as they are made available.)
 - 7.2.1. If receipts from funded event or fundraiser are not provided, the amount unaccounted for will be withdrawn from the organization's account.
- 7.3. The ASI Student Government Coordinator will follow-up after event or fundraiser 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 two (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. 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 five (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 or fundraiser should be reconsidered for ASI Student Engagement Funding. (Note: Through the appeals process, logistics of the event or fundraiser may not be altered, you are simply providing an explanation as to why the already presented event or fundraiser should be reconsidered for funding.)
- 8.3. All appeals must be emailed to the ASI Student Government Coordinator 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 Coordinator 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 Coordinator within five (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 have made their final decision, the student organization will be notified, and the appeals process will come to an end.

9. Revenues

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