POLICY ON STUDENT ORGANIZATION GRANTS

CONTENTS

BACKGROUND AND PURPOSE

The Associated Students, Incorporated (ASI) provides a wide variety of programs and services intended to enhance the educational experiences of its members, the students of California State University, Long Beach (CSULB). ASI is committed to the development and preservation of a vibrant student community and believes firmly that student clubs and organizations play a vital role in that effort.

Each fiscal year, ASI sets aside a portion of its budget for Student Organization Program Grants and Travel Grants. To ensure a fair and impartial basis for awarding grants from this fund, the ASI Policy on Student Organization Grants has been developed. This policy is intended to articulate who is eligible for these awards, what types of programs and travel qualify, and how much can be awarded.

POLICY STATEMENT

It is the policy of ASI to award grants to student organizations for the production of programs that meet the needs and interests of the student body and travel that supports professional, academic, and athletic development. Funding for these grants is provided in part by the mandatory Associated Students fee paid by all students at the time of registration.

Grants awarded from this fund are not intended to cover the entire cost of a program or travel; they are intended to assist student organizations' endeavors, along with their additional source(s) of funding. There are no guarantees that requests presented to the Business and Finance Committee (BFC) will be funded.

Upon receiving a Program/Travel Grant application that meets all grant eligibility criteria, the Vice President of Finance will place the grant application on the next available BFC agenda and will notify the applicant of the meeting date and time and that they are required to attend the meeting to present their request in order to be eligible for the grant award.

All ASI grant funding is reimbursement-based. Applicants will be responsible for submitting required reimbursement request documents prior to the reimbursement deadline.

STANDARDS AND PROCEDURES

1.0   DISTRIBUTION OF FUNDS

Fifty percent (50%) of the annual budget for Student Organization Grants will be awarded during the fall semester and fifty percent (50%) during the spring semester. For purposes of this policy, Summer Sessions II and III will be considered part of fall semester; Winter Break and Summer Session I will be considered part of spring semester.

2.0   ELIGIBLE ORGANIZATIONS

To be eligible for a Student Organization Program Grant or a Travel Grant award:

- Student Organization: must be currently registered with Student Life and Development (SLD) and not on probation.

- Grant Applicant: must be a currently enrolled student and must be registered and approved with the Office of Student Life and Development as an officer(s) of the organization(s) they represent prior to submitting the application.

- Student Organizations may apply for and receive up to three Program Grants and three Travel Grant awards from the Current Year Unallocated Fund per semester.

3.0   VIEWPOINT NEUTRALITY

At times student organizations may seek funding for programs that involve expressive activities, including but not limited to speeches, expression of ideas, or viewpoints on issues of public concern. ASI funding decisions will not be based on a student organization's point of view. An organization must not be denied funding simply because its program involves expressive speech, or because it advocates a particular opinion, no matter how deplorable or unusual.

NOTE: Review the University's commitment to creating a community in which a diverse population can learn, live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views or other personal characteristics or beliefs https://www.csulb.edu/student-affairs/free-speech.

A viewpoint neutral process will be used for evaluating funding proposals and will only consider factors that are NOT tied to viewpoint such as fiscal responsibility and level of services provided.

Nonetheless, viewpoint neutrality does not mean that funding levels must be equal for all organizations. Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus.

PROGRAM GRANTS

4.0   EXAMPLES OF QUALIFYING PROGRAMS

The program must accomplish at least one of the following educational objectives that contribute to ASI's mission:

- Promote an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures

- Aid in the retention and graduation of currently enrolled CSULB students

- Promote discussion or debate of public issues

- Promote academic performance and excellence

- Supplement or enhance academic preparation or development

- Promote students' health and wellness

- Develop professional or career-related skills

5.0   FUNDING PROCESS

To ensure a viewpoint neutral process, the BFC has set the following funding request process:

- The student organization must first submit the following required documents to their SLD advisor for review and approval no less than three weeks prior to the program date:

    ➢ Program Grant application

    ➢ Revenue Expense sheet

    ➢ Receipts or screenshot of expenses from vendor webpage(s)

- Once approved, the SLD advisor will forward the application to the Vice President of Finance.

- The application will be placed on the next available BFC agenda.

- The applicant must attend a grant hearing to present their request, the date and time of which they will be notified via email. The Vice President of Finance is authorized to accept a written or video presentation if the applicant is unable to attend the meeting in person due to a class or work conflict.

- All hearings regarding requests for funding will be documented in the minutes of the BFC.

- Recurring Program Grant requests of $5,000 or more are required to go through two readings by the BFC before final approval.

- The BFC's funding decisions will be based on how well the student organization met the above criteria and not on the group and/or activity's viewpoint or opinions.

- All student organizations have the right to appeal the funding decisions of the BFC to the ASI Senate at the meeting during which the BFC minutes are approved.

- The ASI Vice President of Finance will email a confirmation of the board's funding decision to the applicant within three business days.

- After the program, the student organization officer is responsible for working with their SLD advisor to submit reimbursement/payment request(s) to the Associated Students (AS) Business Office.

6.0 EXTERNAL FUNDING REQUIREMENT

ASI asserts that the intent of awarding these grants is to assist student organizations in their programming efforts and not to be the sole source of financial support.

In order for a program to be eligible for funding, the student organization will be required to demonstrate that it is generating program revenue funding from non-ASI grant sources of at least 30% of the total cost for the program. Organizations are expected to fundraise as much as possible.

7.0 RECURRING PROGRAM GRANTS

During the course of its annual budget preparation, ASI sets aside a sum of money for funding Program Grants for the following fiscal year specifically and exclusively for annually recurring programs that have received ASI funding in previous year(s). These grants are referred to as Recurring Program Grants.

Recurring Program Grant applications will be made available and accepted during the spring semester preceding the fiscal year in which the programs will take place. Student organizations must submit one application for each program for which funding is requested. The ASI Vice President of Finance will establish the schedule for submitting, reviewing, and awarding Recurring Program Grants no later than the third week of the spring semester. Applications will be made available through the BFC webpage and must be received by the deadline specified by the Vice President of Finance. Applications submitted after this deadline will not be eligible for funding consideration until the first BFC meeting of the new fiscal year.

7.1 COLLEGE COUNCIL ALLOCATION PROCESS

College Councils have been delegated authority by the BFC to review and evaluate the grant applications submitted by their respective member organizations and to determine the amount of funds to allocate to each of them. Applications will be made available through the Business and Finance Committee webpage and must be received by the deadline specified by the Vice President of Finance. Applications submitted after this deadline will not be eligible for funding consideration until the first BFC meeting of the new fiscal year. As a condition for being delegated this authority, each College Council must meet the following requirements:

- Councils must have constitutions or bylaws that provide voting rights in which each member organization receives one and only one vote.

- Councils must make persistent efforts to notify each member organization of the grant application process.

- Councils' executive board members will work with their SLD advisor to determine the good standing of member organizations.

- Councils can deny the participation of a member organization if the organization fails to meet the good standing requirements set forth under the constitution of the Council.

- Councils must establish and diligently observe deadlines by which grant applications from member organizations must be submitted.

- Each Council's deliberation process must provide an opportunity for member organizations to present and defend their grant applications to the Council.

- Councils must maintain records of their budget deliberations and record their allocations using the College Council Allocation Summary form.

- Councils must submit the completed College Council Allocation Summary forms and all Recurring Program Grant applications for their respective colleges to the ASI Government Office by the deadline annually specified by the ASI Vice President of Finance.

- College Council Allocations are subject to the approval of the BFC.

7.2   CLUB SPORTS ALLOCATION PROCESS

The Associate Director of Club Sports within Student Life and Development has been delegated authority by the BFC to review and evaluate the funding requests submitted by the respective clubs and to determine the amount of funds to allocate to each of them. This determination will be forwarded to the ASI Government Office by the date and time annually specified by the ASI Vice President of Finance. Allocation summaries must be forwarded to the BFC where they are subject to final approval. The total amount of funds allocated to Club Sports is determined by the ASI Senate in its annual spring budget approval process.

7.2.1   CLUB SPORTS USE OF FUNDS

Unlike program-specific grants, Club Sports are funded on an annual basis for activity, practice, competition, and some general operating costs; however, the Club Sports teams must follow the purchasing guidelines outlined in Section 9.0 of the Policy on Student Organization Grants.

7.3   CULTURAL GRADUATION CELEBRATIONS

The Director of Student Life and Development has been delegated authority by the BFC to review and evaluate the funding requests submitted by the respective clubs and to determine the amount of funds to allocate to each of them. This determination will be forwarded to the ASI Government Office by the date and time annually specified by the ASI Vice President of Finance. Applications will be made available through the Business and Finance Committee webpage and must be received by the deadline specified by the Vice President of Finance. Allocation summaries must be forwarded to the BFC where they are subject

to final approval. The total amount of funds allocated to Cultural Graduation Celebrations is determined by the ASI Senate in its annual spring budget approval process.

8.0   CURRENT YEAR UNALLOCATED FUND

During the course of its annual budget preparation, ASI sets aside a sum of money referred to as the Current Year Unallocated Fund (CYUF) that can be used for funding grant requests submitted during the current budget year. Priority funding consideration will be given to new program grant requests, as all recurring program grant requests are to be submitted during the Recurring Program Grant allocation process (Section 6.0).

Program Grant applications for funding from the CYUF are available through the BFC webpage and must be submitted no less than three weeks prior to the program date. The BFC will not accept requests for programs that have already taken place. Funding requests must be submitted using the Grant Application form.

Funding from the CYUF will be capped at $3,000 per Program Grant application.

Student organizations can apply for and receive up to three Program Grant awards from the CYUF per semester.

9.0   GRANT EVALUATION CRITERIA

All grant applications will be evaluated against a set of criteria developed by the ASI Vice President of Finance in consultation with the BFC. Each application is evaluated against these criteria to create a baseline funding amount for the BFC's reference.

Although the particular evaluation rubric may change from year to year, the following criteria will be included in this annual review process:

- Organizations must submit a complete Program Grant application including a Revenue Expense sheet.
  - ➢ The Revenue Expense Sheet must detail all expenses for the proposed program (i.e., ticket sales, sponsorship, facility charges, supplies, speakers).
  - ➢ The Revenue Expense Sheet may not request funding for the purchase of gifts, awards, or supplies for organization members or participants.
  - ➢ The Revenue Expense sheet must include revenue sources of at least 30% of the overall budget.
- Application must be received no less than three weeks prior to the program date.
- Program must be held on-campus.
- Program must be open to all CSULB students.
- The primary beneficiary of any program must be CSULB students; therefore, at least 80% of attendees must be CSULB students.

- Program must be accessible to all attendees regardless of ability status.

- Programs that are required as a course requirement are not eligible for funding.

10.0   USE OF GRANT FUNDS

ASI funded organizations may submit a request for reimbursement/payment from their ASI grants only with the final approval of the AS Business Office and by completing the required forms. Reimbursement will only be allowed if purchases are clearly related to the program description of an approved grant.

10.1   AUTHORITY FOR CONTRACTS

Student organizations must work with their SLD advisor on any contracts for services such as speakers, performers, and service providers.

10.2   PERMISSIBLE PURCHASES

- Student organization grants may only be used for the following types of purchases:

- Marketing/Advertising: design and production of materials that publicizing the date, time, and location of an upcoming program.

  ➤ Per the ASI Policy on Sustainability, ASI strongly encourages student organizations to utilize electronic marketing/advertising and electronic program handout materials. The BFC may particularly scrutinize applications that request funding for printed marketing/advertising and program handout materials.

  ➤ Should printed materials be an essential and necessary part of the program, organizations are encouraged to use the University Bookstore and/or the Campus Print Shop.

  ➤ ASI grants cannot be used to pay for the reproduction of any printed material that would constitute copyright infringement.

- Supplies: items that are instrumental to producing the program and essential and necessary to the program's success (i.e., costumes, scenery/decorations, tools/materials/equipment rental). All materials and supplies purchased with ASI grants must remain the property of the student organization for future use.

- Refreshments: non-alcoholic beverages, snacks, hors d'oeuvres, or similar foodstuffs that would not normally constitute a meal provided to program attendees and participants. Refreshment expenses may not constitute more than 20% of the total program expense. Student organizations will follow self-catering and catering protocol as outlined on the University's Food Service (Hospitality) webpage. Student organizations will follow the ASI Policy on Hospitality, Section 7.0 "Payment or Reimbursement Procedures" to use their grant award for refreshments.

- Facility/Service: charges for campus facility room rental, set-up, and staffing. With the exception of venues for Club Sports activities, off-campus facility rentals are not allowable.

- Contracts: formal agreements made with individuals or organizations to compensate them for performing services (i.e., speakers, performers, facilitators, trainers). University and auxiliary employees are not eligible for compensation.

10.3   PROHIBITED PURCHASES

Purchases that cannot be made with ASI grants include but are not limited to the following:

- Scholarships/Awards: ASI grant cannot be used to pay for awards or scholarships.

- Copyright Infringement: ASI grant cannot be used to pay for the reproduction of any material, printed or otherwise, that would constitute copyright infringement.

- Office Maintenance: ASI grant cannot be used for the purchase of office supplies or for maintaining an office space, including payment of phone bills, postage, or any other operating expense.

- Transportation: ASI grant cannot be used to pay for transportation expenses.

- Lodging: ASI grant cannot be used to pay for lodging expenses.

- Conference Registration Fees: ASI grant cannot be used to pay for conference registration fees.

- Tips/Gratuities: ASI grant cannot be used to pay for tips or gratuities.

- Socials/Mixers/Banquets/Luncheons: ASI grant cannot be used for any expense related to a student organization's social, mixer, banquet or luncheon.

- Fundraisers: ASI grant cannot be used to raise funds for the benefit of the student organization.

- Faculty/Staff Compensation: ASI grant cannot be used to compensate university or auxiliary employees for purchases and/or services rendered to a student organization, including through individual contractual agreements.

- Ex Post Facto Contracts: ASI grant cannot be used to make payment on a contract entered into after services have been rendered.

- Gifts: ASI grant cannot be used for the purchase of gifts, including gift cards, even if provided in lieu of an honorarium or contract payment.

- Raffle/Opportunity Drawing Items: ASI grant cannot be used for the purchase of items to be given away at a raffle or for an opportunity drawing.

- Personal Property: ASI grant cannot be used to purchase items that will become the personal property of individuals, unless provided in lieu of an honorarium. Program supplies purchased with ASI grants must remain the property of the student organization for future use.

- In addition, ASI's Procurement Policy prohibits the purchase of the following items, regardless of funding source: live animals; radioactive materials; hazardous substances; ethyl alcohol, narcotics and dangerous drugs; tobacco and tobacco products; firearms and other weapons; precious metals; explosives; and any product produced through the use of sweatshop labor.

11.0   PROGRAM REQUIREMENTS

All programs sponsored with Associated Students funds are required to observe the following.

11.1   LOCATION

Student organization programs funded by ASI grants must be conducted under the supervision of campus personnel who have been delegated authority for overseeing student activities by the campus President. This authority is most effectively exercised when programs take place on campus grounds. Therefore, ASI will not award funds for student organization programs taking place off-campus.

Exceptions to this policy may be made on a case-by-case basis. A principal factor in making these decisions is the availability of appropriate on-campus facilities and the degree to which the proposed activity contributes to the educational and leadership development objectives of the university.

11.2   ACCESSIBILITY

ASI mandates that no program funded by student organization grants may exclude from participation, deny benefits to, or subject to discrimination any individual based on disability. Therefore, ASI requires that organizations receiving grants act to provide reasonable accommodations in all facilities and services immediately upon notification that accommodations are required. Further, organizations must provide clear communication regarding the process by which such accommodations may be requested.

For ASI-funded programs with anticipated attendance of 200 or more individuals, student organizers should arrange to have qualified interpreters and/or real-time captioners available to provide access for Deaf or Hard of Hearing attendees. The grant award may cover some costs for this service. This requirement will apply to programs such as concerts, lectures, seminars, workshops, and guest speakers.

11.3   NON-DISCRIMINATION

Grants will only be awarded to programs that are open to any CSULB student wishing to participate. ASI will not award grants to any program that restricts, or limits participation based on age, disability, gender, genetic information, gender identity or expression, nationality, marital status, race or ethnicity, religion, sexual orientation, and veteran or military status. Student organizations that apply for and receive grants from ASI will do so with the expressed understanding that such discrimination is explicitly prohibited, and that any violation of this policy will result in the forfeiture of ASI support.

11.4   NON-HARASSMENT

ASI affirms that students have a right to work and learn in an environment free of harassment. ASI prohibits harassment at all levels of the organization, including sexually harassing conduct committed by agents or representatives of student groups receiving grants. Harassing conduct, whether in the form of verbal, physical, or visual, is strictly prohibited. Student organizations that engage in, promote, or foster harassing conduct will forfeit all rights and privileges conferred upon them by ASI, including recognition and funding.

12.0   FUNDING TERMS AND CONDITIONS

Student organizations may only be reimbursed for program expenses as requested on the grant application approved by the Business and Finance Committee.

12.1   GRANT ACCOUNT

All ASI-funded student organizations must have an Agency Account Agreement on file in the AS Business Office before initiating any transactions. Each Agency Account Agreement must bear the names and signatures of the organization's Treasurer, one other registered organization officer, and the organization's Student Life and Development advisor. Only those persons listed on the Agency Account Agreement can access funds.

12.2   ACKNOWLEDGMENT OF ASI SUPPORT

All advertising for a program funded by an ASI grant must include the ASI logo with the phrase "funded in part by the Associated Students, Incorporated." In cases of broadcast advertisements, all such announcements must state, "this program is funded in part by the Associated Students, Incorporated."

12.3   ALLOTMENT SCHEDULES

Each grant awarded to an organization will be scheduled for expenditure (allotment) during the semester in which the program takes place. These allotments are based on the information provided in the grant application and will be spent by the following deadlines:

- Fall semester: submit reimbursement request(s) beginning July 1 but no later than the last day of the fall semester).

- Spring semester: submit reimbursement request(s) beginning Jan. 2 but no later May 31.

If an organization anticipates a need to change the allotment of a grant from one semester to another, the authorized student representative will complete an Allotment Schedule Adjustment form. The student organization is responsible for working with their SLD advisor to submit the completed Allotment Schedule Amendment form to the AS Business Office no later than the last day of the semester in which the grant was originally allotted. The AS Business Office will then update the grant accordingly.

13.0   AMENDING TERMS AND CONDITIONS

Within certain limitations, student organizations may change various terms and conditions associated with the organization's grants. All proposed amendments must go through the ASI Vice President of Finance for approval before being presented to the BFC. The ASI Vice President of Finance needs to ensure that proposed amendments are for unforeseen circumstances.

13.1   PROGRAM CHANGE AMENDMENTS

If an organization wishes to use grants for a program other than those for which it received funding, the authorized student representative will complete a Program Change Amendment form. Forms must first be approved by the SLD advisor and then submitted to the ASI Vice President of Finance. The request will be placed on the next available BFC agenda. If approved, the Vice President of Finance will inform the AS Business Office of the program change. The AS Business Office will then update the grant accordingly.

13.2   REQUEST FOR GRANT AUGMENTATION

Requests for additional funding from the Current Year Unallocated Fund may be made for previously funded programs in which the organization is facing unanticipated additional expense. Funds will not be awarded for the purpose of restoring funds cut from the original grant request. The BFC will not accept requests for programs that have already taken place.

There is a limit of $1,000 for any grant augmentation.

If an organization can certify the need for unanticipated funding, the authorized student representative will complete a Grant Augmentation form. Forms must first be approved by the SLD advisor and then submitted to the ASI Vice President of Finance. The request will be placed on the next available Business and Finance Committee agenda. If approved, the award will be subject to applicable limitations as noted in Section 9.0.

14.0   GRANT AMENDMENT NOTIFICATION

After the Senate approves the decision of the BFC, the ASI Vice President of Finance will notify the applicant of the outcome within three business days.

15.0   EXCEPTIONS TO POLICY

15.1   PROGRAMS

Exceptions to policy regarding Programs may only be made in unique and extraordinary circumstances and requires the approval of the ASI Vice President of Finance. The Request for Exception to Policy form must first be reviewed by the SLD advisor and then submitted to the ASI Vice President of Finance. The ASI Vice President of Finance will only accept such requests if the organization has no control over the situation and that the purpose of the program can only be achieved if the exception is made. Such requests must be submitted to the ASI Vice President of Finance no less than three weeks prior to the program date.

15.2   REIMBURSEMENTS

Exceptions to the AS Business Office's Check Request Form process regarding reimbursement may only be made in unique and extraordinary circumstances and requires the approval of the ASI Vice President of Finance. The request for Exception to Policy form and supporting documents must first be reviewed by the SLD advisor and then submitted to the ASI Vice President of Finance. The ASI Vice President of Finance will only accept such requests if the organization has no control over the situation.

16.0   EXPIRATION OF FUNDS

Student organization grants expire on the last day of the semester in which the program takes place (not to exceed May 31 of the fiscal year in which they are awarded) and reimbursement requests submitted after these dates will not be honored. Any grants not expended will revert to ASI's Retained Earnings account.

ADMINISTRATION

The ASI Vice President of Finance is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed, unless earlier revisions are necessitated by changes in regulations of CSULB or the California State University Office of the Chancellor.

TRAVEL GRANTS

17.0   ELIGIBLE ORGANIZATIONS

To be eligible for a Student Organization Travel Grant award:

- Student Organization: must be currently registered with Student Life and Development (SLD) and not on probation.

- Grant Applicant: must be a currently enrolled student and must be registered and approved with the Office of Student Life and Development as an officer of the organization(s) they represent prior to submitting the application.

18.0   VIEWPOINT NEUTRALITY

At times student organizations may seek funding for programs that involve expressive activities, including but not limited to speeches, expression of ideas, or viewpoints on issues of public concern. ASI funding decisions will not be based on a student organization's point of view. An organization must not be denied funding simply because its program involves expressive speech, or because it advocates a particular opinion, no matter how deplorable or unusual.

NOTE: Review the University's commitment to creating a community in which a diverse population can learn, live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views or other personal characteristics or beliefs: https://www.csulb.edu/student-affairs/free-speech.

Nonetheless, viewpoint neutrality does not mean that funding levels must be equal for all organizations. Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus.

18.1   FUNDING PROCESS

Student organizations may not request travel funding during the Recurring Program Grant allocation period: applications for travel must be submitted during the academic year through the Current Year Unallocated Fund (CYUF).

The Business and Finance Committee has set the following funding request process:

- The student organization must first submit the required following documents to their SLD advisor for review and approval no less than three weeks prior to travel date:

    NOTE: If travel is outside the domestic United States, applications must be submitted no less than six weeks prior to the travel date.

    ➢ Travel Grant application
    ➢ Travel Expense sheet

> ➢ Receipts or screenshot of expenses from vendor webpage(s)

> ➢ EO 1051 Waiver of Liability for each attendee/participant

> NOTE: If a student traveling is under the age of 18, a parent or guardian must approve that student's participation by signing their EO 1051 Waiver of Liability Form.

> ➢ International Travel Information Form (if traveling outside the United States (and its territories and possessions).

- Once approved, the SLD advisor will forward the application to the Vice President of Finance.

- The application will be placed on the next available BFC agenda.

- The applicant must attend a grant hearing to present their request, the date and time of which they will be notified via email. The Vice President of Finance is authorized to accept a written or video presentation if the applicant is unable to attend the meeting in person.

- All hearings regarding requests for funding will be documented in the minutes of the BFC.

- The BFC's funding decisions will be based on how well the student organization met the above criteria and not on the group and/or activity's viewpoint or opinions.

- All student organizations have the right to appeal the funding decisions of the BFC to the ASI Senate at the meeting during which the BFC minutes are approved.

- The ASI Vice President of Finance will email a confirmation of the board's funding decision to the applicant within three business days.

- After the program, the student organization officer is responsible for working with their SLD advisor to submit reimbursement/payment request(s) to the Associated Students (AS) Business Office.

18.2 EXTERNAL FUNDING REQUIREMENT

ASI asserts that the intent of awarding these grants is to assist student organizations in their travel to participate in intercollegiate competitions and not to be the sole source of financial support.

In order for travel to be eligible for funding, the student organization will be required to demonstrate that it is generating travel revenue funding from non-ASI grant sources of at least 30% of the total cost for the travel. Organizations are expected to fundraise as much as possible.

19.0 CURRENT YEAR UNALLOCATED FUND

During the course of its annual budget preparation, ASI sets aside a sum of money referred to as the Current Year Unallocated Fund that can be used for funding travel grant requests submitted during the current budget year.

Travel Grant applications for funding from the CYUF are available through the BFC webpage and must be submitted no more than and no less than three weeks prior to the travel date. The BFC will not accept requests for travel that have already taken place.

Funding from the CYUF will be capped at $3,000 per Travel Grant application.

Student organizations can apply for and receive up to three Travel Grants from the CYUF per semester.

20.0   GRANT EVALUATION CRITERIA

All Travel Grant applications will be evaluated against a set of criteria developed by the ASI Vice President of Finance in consultation with the BFC. Each application is evaluated against these criteria to create a baseline funding amount for the BFC's reference.

Although the particular evaluation rubric may change from year to year, the following criteria will be included in this annual review process:

- Organizations must submit a complete Travel Grant application which includes a Travel Expense sheet, receipts or screenshot(s) of expenses from the vendor webpage, and a EO 1051 Waiver of Liability for each participant no less than three weeks prior to the travel date.

- Travel Grant applications must include revenue sources of at least 30% of the overall budget.

- Travel opportunity must be open to all organization members regardless of ability status.

- Travel activities must be accessible to all participants regardless of ability status.

- Travel must not be required to meet a CSULB course requirement.

- Funding cannot be awarded for any enrollment in an instructional class.

- Funding cannot be awarded for any travel to accept an award.

21.0   USE OF GRANT FUNDS

ASI funded organizations may receive reimbursement from their ASI grants only with the approval of the AS Business Office (USU-229) and by completing the required reimbursement request forms. Reimbursement will only be allowed if purchases are clearly related to the travel description of an approved grant.

ASI funded organizations may submit a request for reimbursement/payment from their ASI grants only with the final approval of the AS Business Office (USU-229), and by completing the required forms. Reimbursement will only be allowed if purchases are clearly related to the program description of an approved grant.

21.1   QUALIFYING TRAVEL

Conference Attendance

Up to 10 attendees

NOTE: Do not include expenses for faculty/staff members.

1) Conference/Registration Fees

- Reimbursement for conference/registration fees must not exceed $75 per person, up to a maximum of ten attendees.

Intercollegiate Academic/Club Sports Athletic Competition

Up to 10 attendees

NOTE: Do not include expenses for faculty/staff members.

1) Conference/Registration Fees

- Reimbursement for conference/registration fees must not exceed $75 per person, up to a maximum of ten attendees.

2) Transportation

Air Travel

- The cost of travel from CSULB to the airport and back.

- Does not include ground transportation from airport to hotel, and/or hotel to conference site.

- Daily ground transportation, car rental, and parking costs are not eligible for funding.

Automobile

- The cost of travel from CSULB to the conference site and back.

- Travel within 25 miles of the university is not eligible for funding.

- Travel by automobile is only permitted when the intended destination is within 300 miles (one-way) of CSULB.

  ➢ Round-trip mileage reimbursement will be based on the IRS' current standard mileage rate from CSULB to the conference site.

  ➢ Calculating mileage reimbursement: Round-trip mileage (CSULB to conference site), multiplied by the current IRS standard reimbursement rate, will equal the transportation cost.

  ➢ https://www.irs.gov/tax-professionals/standard-mileage-rates

- Gasoline/fuel is not eligible for reimbursement.

- Daily ground transportation, car rental, and parking costs are not eligible for funding.

Train/Bus

- Transportation expenses will be limited to the cost of travel from CSULB to the train/bus terminal and back.

- Daily ground transportation, car rental, and parking costs are not eligible for funding.

3) Lodging

- Reimbursement for lodging expenses must not exceed $40 per person, per night, up to 10 people.

21.2   INTERNATIONAL TRAVEL

Travel insurance is required for students traveling outside the United States (including its territories and possessions).

Applicants must first submit the following required documents to their SLD advisor for review and approval no less than six weeks prior to travel date:

- ASI Travel Grant application

- Travel Expense sheet

- Receipts or screenshot of expenses from vendor webpage(s)

- EO 1051 Waiver of Liability for each attendee/participant

   NOTE: If a student traveling is under the age of 18, a parent or guardian must approve that student's participation by signing their EO-1051 Waiver of Liability Form.

- CSULB International Travel Information Form

- CSULB 2024 Request for Travel Form

Once approved by the SLD advisor, the application will be forwarded to the Vice President of Finance.

The application will be placed on the next available BFC agenda

The applicant must attend a grant hearing to present their request, the date and time of which they will be notified via email. The Vice President of Finance is authorized to accept a written or video presentation if the applicant is unable to attend the meeting in person

All hearings regarding requests for funding will be documented in the minutes of the Business and Finance Committee

The BFC's funding decisions will be based on how well the student organization met the above criteria and not on the group and/or activity's viewpoint or opinions

- All student organizations have the right to appeal the funding decisions of the BFC to the ASI Senate at the meeting during which the BFC minutes are approved.

The ASI Vice President of Finance will email a confirmation of the Board's funding decision to the applicant within three business days.

After the program, the student organization officer is responsible for working with their SLD advisor to submit reimbursement/payment request(s) to the AS Business Office.

22.0   TRAVEL REQUIREMENTS

All travel sponsored with Associated Students funds are required to observe the following.

22.1   ACCESSIBILITY

ASI mandates that no travel funded by student organization grants may exclude from participation, deny benefits to, or subject to discrimination any individual based on disability. Therefore, ASI requires that organizations receiving grants must request reasonable accommodations in all facilities and services immediately upon notification from any organization member that accommodations are required.

22.2   NON-DISCRIMINATION

Grants will only be awarded to travel that is open to any student organization member wishing to participate. ASI will not award grants to any program that restricts, or limits participation based on age, disability, gender, genetic information, gender identity or expression, nationality, marital status, race or ethnicity, religion, sexual orientation, and veteran or military status. Student organizations that apply for and receive grants from ASI will do so with the expressed understanding that such discrimination is explicitly prohibited, and that any violation of this policy will result in the forfeiture of ASI support.

22.3   NON-HARASSMENT

ASI affirms that students have a right to work and learn in an environment free of harassment. ASI prohibits harassment at all levels of the organization, including sexually harassing conduct committed by agents or representatives of student groups receiving grants. Harassing conduct, whether in form of verbal, physical, or verbal, is strictly prohibited. Student organizations that engage in, promote, or foster harassing conduct will forfeit all rights and privileges conferred upon them by ASI, including recognition and funding.

23.0   FUNDING TERMS AND CONDITIONS

Student organizations may only be reimbursed for travel expenses as requested on the grant application approved by the BFC.

23.1   GRANT ACCOUNT

All ASI-funded student organizations must have an Agency Account Agreement on file in the AS Business Office before initiating any transactions. Each Agency Account Agreement must bear the name and signature of the student organization's Treasurer, one other registered officer, and the organization's SLD advisor. Only those persons listed on the Agency Account Agreement can access funds.

23.2   ACKNOWLEDGMENT OF ASI SUPPORT

All advertising for a travel funded by an ASI grant must include the ASI logo with the phrase "funded in part by the Associated Students, Incorporated." In cases of broadcast advertisements, all such announcements must state, "this travel is funded in part by the Associated Students, Incorporated."

23.3   ALLOTMENT SCHEDULES

Each travel grant awarded to an organization will be scheduled for expenditure (allotment) during the semester in which the travel takes place. These allotments are based on the information provided in the grant application, and will be spent by the following deadlines:

- Fall semester: submit reimbursement request(s) beginning July 1 but no later than the last day of the fall semester).

- Spring semester: submit reimbursement request(s) beginning Jan. 2 but no later May 31.

If an organization anticipates a need to change the allotment of a grant from one semester to another, the authorized student representative will complete an Allotment Schedule Adjustment form. The student organization is responsible for working with their SLD advisor to submit the completed Allotment Schedule Amendment form to the AS Business Office no later than the last day of the semester in which the grant was originally allotted. The AS Business Office will then update the grant accordingly.

24.0   AMENDING TERMS AND CONDITIONS

Within certain limitations, student organizations may change various terms and conditions associated with the organization's grants. All proposed amendments must go through the ASI Vice President of Finance for approval before being presented to the BFC. The ASI Vice President of Finance needs to ensure that proposed amendments are for unforeseen circumstances.

24.1   PROGRAM CHANGE AMENDMENTS

If an organization wishes to use grants for travel other than those for which it received funding, the authorized student representative will complete a Program Change Amendment. Forms must first be approved by the SLD advisor and then submitted to the ASI Vice President of Finance. The request will be placed on the next available BFC agenda. If approved, the Vice President of Finance will inform the AS Business Office of the travel changes. The AS Business Office will then update the grant(s) accordingly.

24.2   REQUEST FOR GRANT AUGMENTATION

Requests for additional funding from the Current Year Unallocated Fund may be made for previously funded travel in which the organization is facing unanticipated additional expense. Funds will not be awarded for the purpose of restoring funds cut from the original grant request. The BFC will not accept requests for travel that have already taken place.

There is a limit of $1,000 for any grant augmentation.

If an organization can certify the need for unanticipated funding, the authorized student representative will complete a Grant Augmentation form. Forms must first be approved by the SLD advisor and then submitted to the ASI Vice President of Finance. The request will be placed on the next available Business and Finance Committee agenda. If approved, the award will be subject to applicable limitations as noted in Section 20.0.

24.3   GRANT AMENDMENT NOTIFICATION

After the Senate approves the decision of the BFC, the ASI Vice President of Finance will notify the grant applicant of the outcome within three business days.

25.0   EXCEPTIONS TO POLICY

25.1   TRAVEL

Exceptions to policy regarding travel may only be made in unique and extraordinary circumstances and requires the approval of the ASI Vice President of Finance. The Request for Exception to Policy form must first be reviewed by the SLD advisor and then submitted to the ASI Vice President of Finance. The ASI Vice President of Finance will only accept such requests if the organization has no control over the situation and that the purpose of the travel can only be achieved if the exception is made. Such requests must be submitted to the ASI Vice President of Finance no less than three weeks prior to the travel date.

25.2   REIMBURSEMENTS

Exceptions to the AS Business Office's Check Request Form process regarding reimbursement may only be made in unique and extraordinary circumstances and requires the approval of the ASI Vice President of Finance. The Request for Exception to Policy form and supporting documents must first be reviewed by the SLD advisor and then submitted to the ASI Vice President of Finance. The ASI Vice President of Finance will only accept such requests if the organization has no control over the situation.

26.0   EXPIRATION OF FUNDS

Student organization grants expire on the last day of the semester in which the travel takes place (not to exceed May 31 of the fiscal year in which they are awarded) and reimbursement requests submitted after these dates will not be honored. Any grants not expended will revert to ASI's Retained Earnings account.

ADMINISTRATION

The ASI Vice President of Finance is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed, unless earlier revisions are necessitated by changes in regulations of CSULB or the California State University Office of the Chancellor.

FORMS

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office:	Reviewer: Approver:	Submitter: Submission Deadline:
College Council Allocation Summary	To record the proposed allocation of funds from a College Council to its member organizations.	ASI Government Office	Reviewer: Student Life and Development Advisor. Approver: ASI Vice President of Finance and ASI Executive Vice President.	Submitter: college council president. Submission Deadline: as established by the ASI Vice President of Finance.
Program Grant Application	To request funds for support of a program sponsored by a student organization.	ASI Government Office	Reviewer: Student Life and Development Advisor. Approver: Business and Finance Committee.	Submitter: student organization officer. Submission Deadline: .no less than three weeks prior to the program date.
Travel Grant Application	Student Organizations: to request funds to either attend a conference, or to compete in an intercollegiate academic competition. Club Sports Organizations: to request funds to compete in an athletic competition.	ASI Government Office	Reviewer: Student Life and Development Advisor. Approver: Business and Finance Committee.	Submitter: student organization officer. Submission Deadline: no less than three weeks prior to the travel date.
Grant Augmentation Form	To request additional funds for an allocated grant due to an	ASI Government Office	Reviewer: Student Life and Development Advisor.	Submitter: student organization officer. Submission Deadline: no less than three

Form Name	Purpose	Responsible Office:	Reviewer: Approver:	Submitter: Submission Deadline:
	unanticipated expense.		Approver: Business and Finance Committee.	weeks prior to the program/travel date.
EO 1051 Waiver of Liability	To release the University and ASI from liability for damages suffered as a result of participating in a voluntary extracurricular travel.	AS Business Office	Reviewer/Approver: Vice President of Finance.	Attach to the Student Organization Travel Grant application and submit no less than three weeks prior to the travel date.
2024 Request for Travel Form	Provides traveler information, trip details, travel billing, traveler responsibilities, and estimated travel costs.	CSULB Risk Management	University Vice President Student Affairs University President	Attach to the Student Travel Fund application and submit to the ASI Vice President of Finance no more than three months before and no less than six weeks prior to the international travel date.
International Travel Information Form	Provides traveler information, emergency contact information, trip details, and U.S. Department Travel Advisory Level.	CSULB Risk Management	University Vice President Student Affairs and the University President	Attach to the Student Travel Fund application and submit to the ASI Vice President of Finance no more than three months before and no less than six weeks prior

Form Name	Purpose	Responsible Office:	Reviewer: Approver:	Submitter: Submission Deadline:
				to the international travel date.