



California State University, San Marcos  
 San Marcos, CA 92096-0001  
 (760) 750-4990 Fax (760) 750-3149  
 Established 1991

SI Executive Committee 2019/2020

Kenny Tran  
 President & CEO

Mariana Rosales  
 Executive Vice President

Michelle Tran  
 VP of Student & University Affairs

Jae Freeman  
 Chair and Chief of Staff

Advisors

Annie Macias  
 Executive Director

Ashley Fennell  
 Asst. Director, Government Affairs  
 & Initiatives

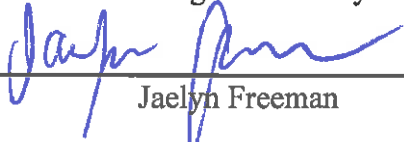
**ASI Executive Committee Minutes 20-01**

Wednesday, June 22<sup>nd</sup> at 2:00pm  
 ASI Conference Room USU 3700

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called to order at 2:13pm	Jae Freeman Chair & Chief of Staff
02	<b>Roll Call</b> Present: Kenny, Mariana, Michelle, Jaelyn, Annie, Ashley	Jae Freeman Chair & Chief of Staff
03	<b>Recognition of Guests</b> Natalie Marshall	Jae Freeman Chair & Chief of Staff
04 Action	<b>Approval of Agenda</b> Michelle motioned to approve the agenda Kenny-2 <sup>nd</sup> None Opposed, abstained Motion Carries	Jae Freeman Chair & Chief of Staff
05 Action	<b>Approval of Minutes</b> Kenny motioned to approve the minutes from 12/7 Mariana-2nd None Opposed, abstained Motion Carries  Kenny motioned to approve the minutes from 1/25 Mariana-2nd None Opposed, abstained Motion Carries	Jae Freeman Chair & Chief of Staff
06 Information	<b>Open Forum</b> None	Jae Freeman Chair & Chief of Staff
07 Action	<b>Approval of updates to ASI Leadership Funding Applications</b> <b>Description:</b> Updates to guidelines and instructions for submission, as well as updates to reflect current practices. <b>Fiscal Impact:</b> None Discussion focused on addition clarification for language regarding due dates & denied forms, states on the travel ban list, increased funding for co-sponsored on-campus events, and decorations will not be covered. Kenny motioned to approve the updates to ASI Leadership Funding Applications Michelle-2nd None Opposed, abstained Motion Carries	Mariana Rosales ASI Executive Vice President  Ashley Fennell Asst. Director, Government Affairs & Initiatives
08 Action	<b>Approval of updates to Student Organization Account Policy</b> <b>Description:</b> Policy updates seeing approval: ASI Designee overseeing funds, Expenditure Request Form moving online, and updates to the inactive student organization policy. <b>Fiscal Impact:</b> None	Natalie Marshall Student Organization and Project Specialist

	<p>Changes discussed focused on policy being in chronological order and removal of job titles. Major changes were clarification of where funds from inactive student organizations go. Funds to be moved into account for SOLC and mid-year student organization training. This policy implementation will take place next year.</p> <p><b>Michelle motioned to approve the updates to Student Organization Account Policy</b>  <b>Kenny-2<sup>nd</sup></b>  <b>None Opposed, abstained</b>  <b>Motion Carries</b></p>	
<b>09 Action</b>	<p><b>Campus Adjustments to Corporate Credit Card Policy</b>  <b>Description:</b> CSUSM has made changes to the corporate credit card limits and ASI is updating policy accordingly  <b>Fiscal Impact:</b> Changes the limits on corporate credit cards</p> <p>Changes discussed focused on changing monthly limit from \$10k to \$20k. One-time purchases limits increased from \$2500 to \$4500. Policy's footnotes and numbering were updated.</p> <p><b>Kenny motioned to approve the changes to Corporate Credit Card Policy</b>  <b>Mariana-2<sup>nd</sup></b>  <b>None Opposed, abstained</b>  <b>Motion Carries</b></p>	Natalie Marshall Student Organization and Project Specialist
<b>10 Action</b>	<p><b>Closed Session, Pursuant to CA Education Code Section 89307 ( c ) (1): Personnel Updates</b>  <b>Description:</b> Committee will receive updates regarding ASI personnel changes  <b>Fiscal Impact:</b> None</p> <p><b>Kenny motioned to move into closed session</b>  <b>Michelle-2<sup>nd</sup></b>  <b>Committee moved into closed session at 2:58pm</b>  <b>Committed moved out of closed session at 3:26pm</b>  <b>Chair reported that the committee received updates on ASI personnel changes.</b></p>	Annie Macias ASI Executive Director
<b>11 Information</b>	<p><b>Reports</b>  Michelle- Lobby Corps timeline &amp; CRESS Applications  Kenny- ASI Retreat, CSUSM Corporation, and CSSA  Jae- Expectations, organization, and preparation for upcoming year  Annie- 24/5 Zone, budget, and equity adjustments  Ashley- Cougar Pantry van, hydration stations, BOD scholarships, and CSSA.</p>	Jae Freeman Chair & Chief of Staff
<b>12 Information</b>	<p><b>Announcements</b>  None</p>	Jae Freeman Chair & Chief of Staff
<b>13 Action</b>	<p><b>Adjournment</b>  <b>Kenny motioned to adjourn</b>  <b>Michelle-2<sup>nd</sup></b>  <b>Meeting was adjourned at 3:40pm</b></p>	Jae Freeman Chair & Chief of Staff

I, Jaelyn Freeman 19/20 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by the Executive Committee of Associated Students, Inc., at a regularly scheduled meeting held on July 31, 2019

  
\_\_\_\_\_  
Jaelyn Freeman

Oct. 15, 2019  
\_\_\_\_\_  
Date



**Associated Students, Inc. Leadership Funding  
Conference Application and Guidelines  
2018-2019-2019/2020**

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**ASI Mission Statement**

*ASI serves, engages, and empowers students*

**ALF Leadership Funding (ALF)**

ASI provides leadership funding for student organizations' events and individual student attendance at professional conferences. The ASI Executive Vice President and professional staff members determine the allocation of these funds.

ASI has allocated approximately \$30,000 to ALF. Approved funding is based on eligibility per the ALF Guidelines and Instructions. Awarded funds are on a first come, first served basis. Application due PRIOR to conference attendance. The funding is available for conferences held between July 1, 2019 and May 2020. We will not fund any conferences after May 2020, 2019/2020. Proof of attendance for this conference must be presented no later than June 25, 2019/2020.

The applicant will receive an email noting the decision of their application. If approved, recipients are required to submit proof of attendance and a written statement to the ASI office in USU 3700 or via email to [alffunding@asi.csum.edu](mailto:alffunding@asi.csum.edu) in order to process payment for their awarded funds. [alffunding@asi.csum.edu](mailto:alffunding@asi.csum.edu) if you have any questions, contact ASI at USU 3700 or via email at [alffunding@asi.csum.edu](mailto:alffunding@asi.csum.edu).

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**Associated Students, Inc. Leadership Funding  
Conference Application and Guidelines  
2018-2019-2019/2020**

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**ALF Conference Guidelines**

Funding paid as follows:

- ◆ One day in-state conference within 400 miles from campus: \$100.00 award
- ◆ Two days or more conference within 400 miles from campus: \$200.00 award
- ◆ One day conference outside of 400 miles from campus: \$200.00 award
- ◆ Two days or more conference outside of 400 miles from campus: \$425.00 award

- Applicant must be a currently enrolled CSUMB student
- Conference must follow all guidelines outlined in this packet
- No more than four students attending the same conference may obtain ALF funds.
- International conferences will not be funded.
- Student may attend a conference only once per semester.
  - May apply for up to two within academic year (i.e. one in fall and one in spring). Summer and winter intermission shall be considered fall semester.
- Student will not receive funds upon submit of proof of attendance and written statement.
- You can only receive funding for the same conference one time within two consecutive academic years.
- Club sports league and other student recreation sports may only apply if the individual or team is participating in a national title championship.
- Incomplete applications will be denied, at the discretion of the ASI Executive Vice President.

**Due Dates**  
Enter the conference date on applications must be submitted online no later than 12:00 noon on any of the following conference dates, on any date prior to the conference date

Friday - July 25, 2019	at Noon
Friday - August 23, 2019	at Noon
Friday - September 20, 2019	at Noon
Friday - October 18, 2019	at Noon
Friday - November 15, 2019	at Noon
Friday - December 13, 2019	at Noon
Friday - January 10, 2020	at Noon
Friday - March 6, 2020	at Noon
Friday - April 3, 2020	at Noon
Friday - May 1, 2020	at Noon

Resolution of Assembly Bill No. 1887

Call Details

Effective September 27, 2016, California Assembly Bill No. 1887 prohibits ASI from approving a request for ASI-funded or ASI-sponsored travel to any state that, after June 26, 2015, has enacted a law that:

- Voids or repeals or has the effect of voiding or repealing existing state or local provisions against discrimination on the basis of sexual orientation, gender identity, or gender expression; or
- Has enacted a law that authorizes or reflects discrimination against same-sex couples or their families, or on the basis of sexual orientation, gender identity, gender expression, as specified, subject to certain exceptions.

This prohibition currently extends to the following states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, Utah, Virginia, Tennessee, and Texas. This list may be subject to change. If you have any questions, contact ASI at USU 3700 or via email at [alffunding@asi.csum.edu](mailto:alffunding@asi.csum.edu).

**Instructions for application:**

1. Complete all forms in this packet.
2. Attach a copy of the advertised conference, which must include title, subject, location and dates. Conference subject must fit the mission statement of ASI.
3. Attach an original typed statement with the following content; explain the conference, why you would like to go, why you should be awarded funding, what you hope to gain from your attendance, and any goals or specific outcomes you would like to achieve at the conference. Please give specific examples of how this conference will benefit you professionally or personally. Each statement must be a minimum of a full one page, double spaced. Only original applications are accepted; photocopies or attachments to emails are not accepted.
4. Submit completed packet online by [asi.csum.edu](http://asi.csum.edu) due date and time. APPLY EARLY.
5. In order to receive your awarded funds, proof of attendance (name badge, agenda, etc.) must be provided, along with a typed statement about the conference. Describe how the conference was beneficial to your personal and/or professional development and any skills or insights you gained. Please submit photos of the conference if you took any. Your photos and written statement may be used on the ASI website for promotional material.



**Associated Students, Inc. Leadership Funding  
Conference Application and Guidelines  
2018-2019-2019/2020**

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**Application Form**

Today's Date		Student ID #	
Year name		City	State ZIP
Address		Phone	
Campus Email			
First day attending Conference	At	Last day attending Conference	At
Name of Conference			
Complete address of Conference			
<p>Circle One:</p> <p>◆ One day conference within 400 miles from campus: \$100.00</p> <p>◆ Two days or more conference within 400 miles from campus: \$200.00</p> <p>◆ One day conference outside of 400 miles from campus: \$200.00</p> <p>◆ Two days or more conference outside of 400 miles from campus: \$425.00</p>			
I hereby certify that I am a currently enrolled student at California State University San Marcos. I agree that within ten (10) business days of my return from the conference, I will submit it to USU 3700 or to <a href="mailto:alffunding@asi.csum.edu">alffunding@asi.csum.edu</a> proof of my attendance at the conference and a written statement.			
Your Signature	Date		
Print your name	Date		
<b>FOR ASI USE ONLY</b>			
Approved Amount	Title		
ASI Executive Vice President			

If you have any questions, contact ASI at USU 3700 or via email at [alffunding@asi.csum.edu](mailto:alffunding@asi.csum.edu). Phone: (951)755-0990



**Associated Students, Inc. Leadership Funding  
Conference Application and Guidelines  
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Assistant Director at Government Affairs & Intell...	Date
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RELEASE OF LIABILITY, PROMISE NOT TO SUE,  
ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity Date(s) and Location:

Activity Location(s):

In consideration for being allowed to participate in Our Activity, on behalf of myself and my next of kin, heirs or representatives, I release the to all liability and promise not to sue the State of California, the Trustees of The California State University, California State University San Marcos, Associated Students, Inc., California State University San Marcos Corporation (CSUMB Corporation) and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including mental and death, illness, damage, or economic or non-economic loss) I may suffer because of my participation in this Activity, including conferences to, from and during the Activity.

I am voluntarily participating in the Activity. I am aware of the risks associated with traveling to/from and participating in the Activity, which include but are not limited to physical or psychological injury, pain, illness, illness, disfigurement, temporary or permanent disability (including partial), unconscious or extended loss, mental death, I understand that I am liable for expenses that may arise from my own or other's actions, inactions, or negligent conduct related to conferences at the condition of the Activity (see below). Nevertheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including conferences to, from and during the Activity.

I agree to hold the University, Associated Students, Inc. and CSUMB Corporation harmless from any and all claims, including attorney's fees or damage to any personal property that may occur as a result of my participation in the Activity, including conferences to, from and during the Activity. If the University, Associated Students, Inc. or CSUMB Corporation issues any of these types of expenses, I agree to reimburse the University, Associated Students, Inc. or CSUMB Corporation. If I am involved in an accident, I agree to be financially responsible for any costs incurred as a result of such accident. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University, Associated Students, Inc. and CSUMB Corporation from all liability, (b) promising not to sue the University, Associated Students, Inc. or CSUMB Corporation, (c) and assuming all risks of participating in this Activity, including conferences to, from and during the Activity.

I understand that this document is written to be an enforceable and enforceable in California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representative concerning the legal effect of this document has been made to me.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Emergency Contact (print): \_\_\_\_\_ Phone: \_\_\_\_\_

If Participant is under 18 years of age:  
I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University, Associated Students, Inc. and CSUMB Corporation from all liability on my and the Participant's behalf, (b) promising not to sue me or the University, Associated Students, Inc. or CSUMB Corporation, (c) and assuming all risks of participating in this Activity, including conferences to, from and during the Activity. I agree to participate in this Activity. I understand that I am responsible for the obligations and acts of the Participant as described in the document. I agree to be bound by the terms of the document.

I have read this document, and I am signing it freely. No other representative concerning the legal effect of this document has been made to me.

Signature of Minor Participant's Parent/Guardian: \_\_\_\_\_ Name of Minor Participant's Parent/Guardian (print): \_\_\_\_\_ Date: \_\_\_\_\_  
If you have any questions, contact ASI at USU 3700 or via email at [alffunding@asi.csum.edu](mailto:alffunding@asi.csum.edu). Phone: (951)755-0990



**Associated Students, Inc. Leadership Funding  
Conference Application and Guidelines  
2018-2019-2019/2020**

Perkins: L&L, Indent: L&L, Post: Inc: #

**STUDENT CONDUCT AGREEMENT**

Event Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

In consideration for my participation in the event/activity identified above, I or my parent or legal guardian on my behalf (student under 18 years of age), hereby agree to the following conditions:

**General Notice**  
I acknowledge that as a student of Cal State San Marcos, I am representing the organization sponsoring my participation in the above event/activity and the student body of my campus and the California State University (CSU) system. As a responsible individual of the CSU community, I understand that I am expected to conduct myself in a manner consistent with the rules and regulations of my campus, the hosting organization, the CSU, and all applicable state and federal laws. I also understand that any violation of these rules, regulations or laws may result in my expulsion from the event/activity and further disciplinary action by Cal State San Marcos.

If I am expelled from the event/activity, Cal State San Marcos shall not be held responsible for any financial loss I may incur, including but not limited to those incurred as a result of paid registration fees, conference expenses, legal expenses, personal damages, or other expenses related to my participation in this event/activity and my violation of this Student Conduct Agreement.

By signing this form, I further agree that I will not participate in the following activities:

- Use, possession, or distribution of alcohol while at this event/activity and/or use, possession of alcohol by any underage individual.
- Use, possession, or distribution of any illegal or illicit drug.
- Sexual assault or indecent exposure. Sexual assault is defined as the implied use or threatened use of force to engage in any sexual activity against another person's will.
- Behavior which threatens the emotional or physical well-being and/or safety of participants including but not limited to any form of fighting.
- Unauthorized use of any fire safety equipment, including the activation of alarms or extinguishers without immediate cause.
- Possession of any weapons, dangerous or explosive devices or chemicals.

**Protein**  
Alleged violations will be reviewed by the appropriate CSUSM faculty/staff member for determination of the need for disciplinary action upon return to campus.

By signing below, I acknowledge that I have read, understood, and agree to abide by these student conduct guidelines.

Signature of Student Participant / Date \_\_\_\_\_

Printed Name \_\_\_\_\_

If you have any questions, contact ASI at TDU 5700 or via email at [asi@csusm.edu](mailto:asi@csusm.edu). Phone: (760)550-4990  
Website: [www.asi.edu](http://www.asi.edu)



**Associated Students, Inc. Leadership Funding  
Conference Application and Guidelines  
2018-2019-2019/2020**

Perkins: L&L, Indent: L&L, Post: Inc: #

Signature of Parent/Guardian If Student Is Under 18 Years of Age / Date \_\_\_\_\_ Printed Name \_\_\_\_\_

**ONLY COMPLETE THIS PAGE IF YOU WILL BE TRAVELING BY AIRPLANE**

**RELEASE AND HOLD-HARMLESS STATEMENT**

I, \_\_\_\_\_, am a student at California State University San Marcos, one of the campuses of the California State University (CSU).

I am/will be participating in a CSU-affiliated program which requires air travel. (CSU-affiliated program includes any program offered by, or pursuant to a program of, the California State University, any campus of the California State University, any student body organization, or any organization affiliated with any such organization or with any combination thereof.) My participation in this program is voluntary.

I have been informed, and I know, that 1) air travel involves risks which can result in damage to property, injury to persons, and death; and 2) the CSU assumes no liability for damage, injury, or death occurring on such travel. With this knowledge and information, I agree to participate in the program, and the air travel, at my own risk.

I release and hold harmless the state of California, the California State University, California State University San Marcos, and each and every officer, employee and agent of each of them, from any and all claims and causes of action that I may have against any of these institutions or persons, by reason of my accident, illness, injury, death, or other consequences resulting directly or indirectly from or in any manner arising out of, or in connection with, my being a passenger on an airplane pursuant to my participation in the CSU-affiliated program.

This release and hold-harmless shall also be binding on my heirs, assigns, executors, and all other persons who may claim through me.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

If you have any questions, contact ASI at TDU 5700 or via email at [asi@csusm.edu](mailto:asi@csusm.edu). Phone: (760)550-4990  
Website: [www.asi.edu](http://www.asi.edu)



**Associated Students, Inc. Leadership Funding  
On-Campus Events Application & Guidelines  
2018/2019/2020**

**ASI Mission Statement**

*ASI serves, engages, and empowers students*

**ASI Leadership Funding (ALF)**

ASI provides leadership funding for student organizations' events and student attendance at professional conferences. The ASI Executive Vice President and professional staff members determine the allocation of these funds.

ASI has allocated approximately \$30,000 to ALF. Approved funding based on eligibility per the ALF Guidelines and Instructions in this packet. Awarded funds are on a first come, first served basis. These funds are for reimbursement or for payment **directly** to vendors. Events must take place during the academic year. We will not fund any events that take place after May ~~31~~ **29, 2020**.

All students are encouraged to request funding early in the year in order to secure funds prior to your event. The applicant will receive an email noting the decision of the application. If approved, recipients are required to submit receipts or payment requests no later than June ~~30~~ **29, 2020** to the ASI office in UBU 3700 or via email to [alf@csusm.edu](mailto:alf@csusm.edu) in order to process payment for their awarded funds.

**TO BE ELIGIBLE FOR ALF ON-CAMPUS EVENTS FUNDING:**

1. Student Organization must be officially recognized by CSUSM through Student Life & Leadership (SLL).
2. Student event coordinator MUST work with their SLL Coordinator to plan the event.
3. Events must be held on-campus.
4. If the event is not open to the entire campus community, the maximum ALF amount is \$350.
5. If the event is open to the campus community, the maximum ALF amount is \$500.
6. Funding is available for consumable items and facility costs, which support the event such as food for attendees, ~~single use~~ paper products, and advertising specific for the event. ~~Monitors will not be covered.~~
7. Programs must not make a profit. Event must be free to attend.
8. ASI Leadership Funding (ALF) up to \$100 per student organization per semester.
9. Student organizations may co-sponsor an event with ~~another~~ **other** student organizations. **ALF contribution for co-sponsored events can be funded up to \$1,000.00.**
10. Funding is **not** available for individual student organization members.
11. Funding is **not** available for floor plans, tables, or opportunity drawings. It also is **not** available for honorariums, speaker fees, donations, gifts, or give-away items.
12. Only original forms and signatures are accepted.

**ALF** Incomplete applications will be rejected. ~~AS of 2019, all events are submitted regardless of category with updated information regarding event date and [www.asi.csusm.edu](http://www.asi.csusm.edu)~~

If you have any questions, contact ASI at UBU 3700 or via email at [ALF@csusm.edu](mailto:ALF@csusm.edu) Phone: (760) 758-4990

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**Associated Students, Inc.  
Leadership Funding Guidelines  
On-Campus Events Application and Guidelines  
2018/2019/2020**

**Due Dates**

**Print in the event date, modification request be submitted online no later than 12:00 noon on any of the following review dates. Applications must be submitted online no later than 12:00 noon on any date prior to the event date!**

Friday - July 5, 2019 at Noon	Friday - July 6 - 2018 at Noon
Friday - August 2, 2019 at Noon	Friday - August 3 - 2018 at Noon
Friday - September 6, 2019 at Noon	Friday - September 7 - 2018 at Noon
Friday - October 4, 2019 at Noon	Friday - October 5 - 2018 at Noon
Friday - November 1, 2019 at Noon	Friday - November 3 - 2018 at Noon
Friday - December 6, 2019 at Noon	
Friday - February 7, 2020 at Noon	Friday - February 8 - 2019 at Noon
Friday - March 6, 2020 at Noon	Friday - March 7 - 2019 at Noon
Friday - April 10, 2020 at Noon	Friday - April 1 - 2019 at Noon
Friday - May 1, 2020 at Noon	Friday - May 2 - 2019 at Noon

**DIRECTIONS:**

Please Attach the Following to Completed Application:

1. Program Description- In your own words, in a typed minimum 1 to 2-page statement, please describe the event. Include information such as activities or plan for event. What is the purpose of the event? How does the event benefit your student organization's goals and priorities? Do you have any co-sponsors? Has your organization put on this event in the past? If so, describe its impact and why you feel it is important to offer this event again. Do you have any specific outcomes you would like this event to achieve? Do you anticipate any difficulties in planning or completing your event? Duplicated event statements will not be accepted.

2. Itemized Budget- Please include an itemized budget of event allowable expenses. Fill in your itemized budget on the attached application form. Include as much detail as possible as to how you reached your requested total amount. Here is an example of an itemized budget:

Food/Catering	\$2000
Room rental	\$250
Advertising/Printing	\$500
Requesting ALF	\$300

3. Application due PRIOR the event taking place. See due dates above.

If you have any questions, contact ASI at UBU 3700 or via email at [ALF@csusm.edu](mailto:ALF@csusm.edu) Phone: (760) 758-4990



**ALF On-Campus Events  
Student Organization Application  
2018/2019/2020**

**Contact Information**

Student Organization: \_\_\_\_\_  
 President/Event Manager: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 President: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Faculty/Staff Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Event Information**

Title: \_\_\_\_\_ Date of event: \_\_\_\_\_  
 Time: \_\_\_\_\_ Location: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Total Estimated Cost of event: \$ \_\_\_\_\_  
 Other source(s) of funding: Check all that apply  
 Campus Activities Board    LGBTQA Pride Center    Gender Equity Center  
 Board of Directors    USU Live    Co-Curricular Funding    Student Life & Leadership  
 Other: \_\_\_\_\_

Total co-sponsorship amount from other source(s) of funding: \$ \_\_\_\_\_

**Total Event Estimated Itemized Budget**

Explanation of Expense	Cost
Total ALF funds requested:	

President's Signature	Date	Faculty/Staff Advisor Signature	Date
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ASI Use Only:  
 ASI Executive Vice President or Designee \_\_\_\_\_ \$ \_\_\_\_\_ Amount Approved \_\_\_\_\_ Assistant Director of Government Affairs or Designee

If you have any questions, contact ASI at UBU 3700 or via email at [ALF@csusm.edu](mailto:ALF@csusm.edu) Phone: (760) 758-4990



**POLICY:** STUDENT ORGANIZATION FUND ACCOUNTS

**APPROVAL DATE:** ~~Month-Day, Year~~ June 26, 2019

## PURPOSE

To establish written policies and procedures concerning ASI Student Organization Fund Accounts

## POLICY AND PROCEDURES

1. All officially recognized student organizations are required to maintain an on-campus fund account with Associated Students, Inc.
  - 1.1 An individual fund number will be issued upon recognition of the student organization.
  - 1.2 All banking transactions must include this fund number.
- ~~1.2.~~ Student Organization Fund Accounts consist of those funds held in trust by the Associated Students, Inc., on behalf of officially recognized student organizations.
- ~~2.3.~~ Student organization funds are not under the budgetary or programmatic control of Associated Students, Inc.
- ~~3.~~ All student organizations ~~accounts~~ must file complete an “ASI Student Organization Banking Signature and Liability Agreement Funds Administration Agreement” (Attachment A) each academic year on file in the ASI office of the Student Engagement Coordinator upon recognition by Student Life and ~~&~~ Leadership.
- ~~4.~~ All officially recognized student organizations are required to maintain on-campus banking accounts with Associated Students, Inc.  
An individual student organization account number will be issued upon recognition of the student organization.
- ~~5.4.~~ All banking transactions must include this account number.
- ~~6.5.~~ Student Organization Fund Account deposits are to be completed at the University Cashier’s Office.
- ~~7.6.~~ Expenditures are processed on a reimbursement basis only and handled through the Student Engagement Coordinator by the ASI Professional Staff Designee.
  - 6.1 Expenditure Request Forms (ERF) must be signed by the Student Organization President, Treasurer, Advisor and the Student Engagement Coordinator of ASI or Professional Staff Designee. (Attachment B)
  - 6.2 Prior to approving the expenditure, the ASI Student Engagement Coordinator/Professional Staff Designee will check PeopleSoft for the availability of student organization funds. If sufficient funds are not available, the Student Engagement Coordinator/ASI Professional Staff Designee will not grant approval of the expenditure.
  - 6.3 Original itemized receipts must accompany the ERF.
  - 6.4 Reimbursement checks are prepared weekly by the University Accounts Payable Department.
- ~~8.7.~~ Student organizations with negative balances will not be able to process reimbursements until there are sufficient funds in their ir account.

8. ~~Account balances are available upon request at the ASI office of the Student Engagement Coordinator.~~
9. ~~In the event that an organization does not wish to be recognized the following year, or they have prior knowledge that they will not meet the university's recognition requirements, the current student organization officers may identify a specific organization or campus entity where they would like to redistribute their funds. This process must be conducted during the student organization recognition period for that current academic year.~~
10. ~~Funds in inactive student-Student Organizations bank Fund accounts Accounts may be maintained or swept, depending on recognition status of the student organization -for the past academic year-over a continuous three year period.~~
- 10.1 ~~A student organization that has been recognized by Student Life and Leadership at least one year of the past three years for the past academic year but whose bank Student Organization Fund account Account has not been active during this period, may maintain its account balance with no penalty.~~
- 10.2 ~~A student organization that has not been recognized by Student Life and Leadership at least one year over the past three years for at least one academic year and whose bank account has not been active during this period, will, in a timely manner, have its balance, if any, swept after July 1<sup>st</sup> of the new fiscal year.~~
- 10.2.1 ~~The funds swept from identified inactive student organizations will be transferred into the ASI Leadership Funda account used for student organization professional development.~~
- 10.2.2 ~~These funds will be made available for distribution to qualified students and student organizations on a reimbursement basis for student organization professional development events hosted by Student Life & Leadership.~~
- 10.3 ~~The Student Engagement Coordinator will maintain a three year longitudinal record of inactive student organizations and of funds swept.~~
11. ~~Student Organization Organization bank Fund Accounts cannot be used to hold funds on behalf of other Student student Organizations organizations. Funds may be held by a Student student Organization organization on behalf of another, external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization.~~

## REFERENCES

Chancellor's Office - Administration of Student Organization Funds - ICSUAM Policy Number 3141.01:  
<http://www.calstate.edu/icsuam/sections.shtml>

Chancellor's Office - Student Activities - Executive Order 1068: <http://www.calstate.edu/eo/EO-1068.html>



POLICY:	CORPORATE CREDIT CARD POLICY
APPROVAL DATE:	<del>September 21, 2018</del> June 26, 2019

PURPOSE

The Associated Students Inc. (ASI) Corporate Credit Card Policy and Procedures provides guidance to ASI business purchasers, approvers, and payment processes for purchases conducted on behalf of Associated Students, Inc.

POLICY AND PROCEDURES

1. Introduction

- 1.1 ~~The corporate credit card program has been implemented to provide an easy and expeditious method to conduct ASI business. To ensure proper fiscal accountability, the following policy has been established for employee use of corporate credit cards.~~
- 1.2 ~~It is the policy of ASI to authorize the issuance of corporate credit cards are to be utilized~~ for purchases of goods, services, and travel.
- 1.3 Corporate credit card purchases shall be made in accordance with ASI ~~purchasing~~ Purchasing policies ~~Policy~~.
- 1.3 Travel related purchases shall be made in accordance with the ASI Travel Policy.
- 1.4 ~~The corporate credit card program has been implemented to provide an easy and expeditious method to conduct ASI business. To ensure proper fiscal accountability, the following policy has been established for employee use of corporate credit cards.~~
- 1.4

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2. Terms and Definitions

- 2.1 ~~ProCards, a~~ Also known as Purchase Cards, Procurement Cards, and abbreviated as Pcard, ~~is a~~ corporate credit card provided as a matter of convenience to facilitate the payment of expenses incurred for ASI business purposes and business related travel purposes only.

2.1

3. Guidelines for Corporate Credit Cards

- 3.1 Authorized Use and Restriction
  - 3.1.1 Purchases must be made in accordance with established ASI policies for expenses associated with official business that directly benefit ASI.
  - 3.1.1
- 3.2 Card Issuance
  - 3.2.1 The corporate credit card is issued to ASI in an individual's name ~~or specific~~ department; ASI is responsible for all payments.



- 3.2.2 There is no personal liability on the card unless the cardholder violates the terms by making a personal purchase or an unauthorized purchase.
- 3.2.3 Prior to receiving an ASI ~~Corporate Credit Card~~~~corporate credit card~~, each individual cardholder will be required to review the ~~Corporate~~ Credit Card Policy, ProCard Manual, and sign the ~~Corporate Credit~~Pro-Card Agreement ~~Form~~.
- ~~3.2.4~~ Once issued, the cardholder has sole responsibility for and is the sole authorized user of the ASI Corporate Credit Card.

~~3.2.4~~  
3.3 Conflict of Interest

- 3.3.1 Cardholders are delegated limited purchasing authority on behalf of ASI and, as such have the responsibility to ensure that purchases made on their corporate ~~credit~~ card do not fall within the definitions of a conflict of interest.
- 3.3.2 Gifts, gratuities, rebates, kickbacks, rewards points/credits, or other incentives provided to a cardholder, which influence or appear to influence the decision to make a purchase from a vendor is considered a conflict of interest purchase.
- 3.3.3 Transactions in which the cardholder has a financial interest also constitutes a conflict of interest that must be disclosed.
- ~~3.3.4~~ Conflict of interest purchases may subject the cardholder to suspension or revocation of the corporate ~~credit~~ card and will result in the reporting of the conflict of interest violation to management for review.

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~~3.3.4~~  
3.4 Maximum Individual Expenditure

- 3.4.1 ~~Corporate credit cards~~ProCards may be used for individual purchases up to \$~~42,500~~~~maximum~~~~maximum~~.
- 3.4.2 For ~~individual~~ purchases exceeding this amount, temporary increases or permanent increases/~~decreases~~ on an employee's account must have advance written approval of the Executive Director or ~~ASI Professional Staff Designee~~.
- ~~3.4.3~~ Splitting expenses to circumvent the individual purchase maximum may result in suspension or revocation of the corporate credit card.

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~~3.4.3~~  
3.5 Maximum Monthly Expenditures

- 3.5.1 ~~Corporate credit cards~~ProCards may be used for purchases totaling up to \$~~210,000~~~~maximum~~~~maximum~~ in a one-month period.
- ~~3.5.2~~ Monthly totals exceeding this amount or permanent increases/decreases on an employee's account must have advance approval of the Executive Director or ~~ASI Professional Staff Designee~~.

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~~3.5.2~~  
3.6 Conditional Uses of ~~Corporate Credit Cards~~ ProCards

- 3.6.1 Certain transactions are restricted due to ASI policy and must have advance written approval from the Executive Director or ~~designee~~ASI Professional Staff ~~Designee~~ prior to incurring the expenditure. Examples include:
  - 3.6.1.1 Hospitality Expenditures: Hosting items may be purchased, but only within the guidelines of ASI Hospitality Policy.
  - 3.6.1.2 Computer Items (including hardware and software)
  - ~~3.6.1.3~~ Telephones, cell phones, and handheld devices
  - ~~3.6.1.3~~

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3.7 Prohibited Uses of ProCards

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3.7.1 The ASI ~~Corporate Credit~~Pro Card may not be used to procure the following items:

- 3.7.1.1 Alcohol (with the exception of prior approval and a signed alcohol approval form).
- 3.7.1.2 Cash advances
- 3.7.1.3 Capitalized furniture and equipment
- 3.7.1.4 Firearms and ammunition
- 3.7.1.5 Narcotics
- 3.7.1.6 Animals
- 3.7.1.7 Purchases which result in a conflict of interest, resulting in personal gain, or which violate ASI policies or procedures
- ~~3.7.1.8 Personal purchases~~

3.8 Corporate Credit Cards Used for Travel

3.8.1 Authorized Use and Restrictions

- 3.8.1.1 The corporate credit card is for professional use and provides employees with a convenient and flexible method to incur approved business-related travel expenses.
- 3.8.1.2 Authorization from the employees' supervisor and the Executive Director to travel is required prior to travel expenditures.
- 3.8.1.3 The individual to whom the credit card is issued is responsible for the payment of any charges not approved prior to travel.

3.8.2 Appropriate Uses of ProCards Used for Travel

- 3.8.2.1 Examples of appropriate travel expenses may include the following:
  - 3.8.2.1.1 Airfare tickets
  - 3.8.2.1.2 Rental Car expenses
  - 3.8.2.1.3 Conference fees
  - 3.8.2.1.4 Lodging

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6.4. Procedures

4.1 Reporting Lost or Stolen Cards

~~4.1.1~~ The individual to whom a credit card is issued is responsible for its safekeeping. The loss of a credit card must be reported immediately to the employee's approving official and the ASI ProCard Administrator.

~~4.1.1~~

4.2 Cancellation of Cards

4.2.1 Upon employee separation or termination of employment, the employee will be required to surrender the credit card to ~~the employee's approving official and~~ the ASI ProCard Administrator.

~~4.2.2~~ All records of previous purchases must also be provided to the ASI ProCard Administrator.

~~4.2.2~~

4.3 Revocation or Suspension of Corporate Credit Card

4.3.1 Failure to comply with the ASI Corporate Credit Card Policy and the guidelines outlined in the ASI ProCard Manual may result in suspension or revocation of the employee's purchasing card. It may also result in discipline up to and including termination of employment.

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