

# About Club Funding

## How does ASI help?

ASI provides funding to chartered student clubs at CSUB to support activities that benefit campus life. Clubs can request funds for **events** & /or **travel** and can receive up to \$3,000 per year on a first come, first serve basis. Club funding is reimbursement-based, and clubs must contribute 10% toward the total cost.

# Eligibility & Funding Basics

## To apply for ASI funding, clubs must:

- Be **fully chartered** and in good standing with the Office of Student Involvement
- The Club President or Treasurer submit the ASI Funding Application
- Clubs will be reimbursed for approved expenses the event/activity

#### Funding is limited & awarded on:

- Applying for funds is a first come, first serve basis
- Maximum of \$3,000 per academic year per club (if funds are available)
- All clubs must contribute 10% financial investment toward the total cost of the event/activity (ASI will provide 90%)



# Student Leadership Council Attendance & Requirements

- Student Leadership Council (SLC) attendance is mandatory for clubs to remain eligible for ASI club funding
- Each club must send **one** representative, three times per semester (ideally the President/Treasure)
  - You may send any member if the President/Treasurer is unavailable
- One student may not represent multiple clubs, even if they hold officer positions in more than one
- SLC meetings bring club leaders together to share updates and discuss important campus topics
- If your club cannot attend, contact asi-finance@csub.edu at least 2 days in advance



# Application Process Reminders

## To apply for ASI funding, clubs must:

- Submit the application to ASI no less than **two weeks** prior if requesting less than \$1000, or **four weeks** prior if the request is greater than \$1000.
- You do **NOT** need to have your event entered in 25Live before requesting funds
- To apply for ASI funding (for a club **event** and/or **travel**) you must submit the forms listed on the ASI website
- After the club has hosted the event and/or traveled, the original requester must submit the post-event/post-travel form

# Club Event Guidelines

# Guidelines & Restrictions

### Events/activities must:

- Be held on campus
- Be free of charge
- Be open to all students at CSUB

## Not eligible for funding:

- Club clothing or personal gifts
- Raffles, prizes, opportunity drawings, awards
- Insurance, travel, or basic operational costs
- Ceremonies, receptions, or celebrations

# Club Travel Guidelines

# Guidelines & Restrictions

### Travel Funds May Be Used For:

- Transportation to and from the event
- Room/board
- Registration fees

### **Travel Funding Limitations:**

- Funds are awarded on a first come, first served basis
- Maximum of \$1,000 per club per year
- Travel funds count toward the \$3,000 annual club funding limit
- Clubs must contribute at least 10% of the total travel cost

# What do I do after I submit my club event or travel form?

# What happens next?

#### After You Submit the Form:

- The ASI Vice President of Finance will review your request and contact you by email
- If your application is complete and all information is accurate, you will be invited to present at the ASI Finance Committee meeting
- At this meeting, you will give a brief presentation outlining the details of your event or travel request.

#### What To Include in the Presentation:

- Event Details: Name, date, time, and location
- Purpose: Explain the goal or purpose of the event/trip
- Cost Breakdown: Include item descriptions, images, and estimated prices
- ASI Funding Request: Specify the amount you are requesting from ASI
  - ASI can fund up to 90% of total costs. Your club must contribute at least 10%.



# What to do after my club event or travel?

# Final Steps

#### Forms:



Submit the Post-Event/Post-Travel Form to confirm the event or trip was completed

#### Reimbursements:



Keep all paper and digital receipts related to your event or travel



Visit the Runner Involve website to access the Petty Cash Form



Complete the Petty Cash Form and attach your receipts



For questions or help, contact the Director of Student Involvement at <a href="mailto:rgomez60@csub.edu">rgomez60@csub.edu</a>



# \* QUESTIONS?\*

Don't hesitate to contact the ASI Vice President of Finance at <a href="mailto:asi-finance@csub.edu">asi-finance@csub.edu</a> or visit the ASI Office/website for more info