
ASSOCIATED STUDENTS, INC.

**2020-21 BUDGET CALL
ORIENTATION PACKET**



1000 E. Victoria St
Carson CA, 90747
Phone: (310) 243- 3686
asi@csudh.edu



ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
1000 E. Victoria St., Carson, CA 90747 ♦ Ph: 310-243-3686 ♦ Fax: 310-516-3890
asi@csudh.edu ♦ www.csudh.edu/asi

December 10, 2019

Dear Club/Organization,

Hello and welcome to the annual ASI Budget Orientation! The time to begin the budget process starts today! This will be a great time for those entities to create outstanding proposals and to submit them to Associated Students, Inc. for the 2020-21 fiscal academic year. This will be the only budget call of the year.

The materials provided in this packet are here to guide and help you create an appropriate proposal for your budget request. This includes the 2020-21 Budget Timeline, the Budget Funding Criteria Policy, the Budget Call Form, and a Sample Budget Call Form.

Budgets will be reviewed and placed on a roster in the order in which they will be received. The Finance Commission will be reviewing requests in March and preparing the budget in late April. (*Notice of presentation date and time will be given at a later date if needed*).

The recommendations of the Finance Commission will be submitted to the ASI Board of Directors for their approval. The Finance Commission and Board of Directors meetings are open to all interested parties.

There will be several Budget Proposal Orientation meetings to answer any questions regarding the proposals held in the rooms, dates and times listed below:

Tuesday, January 28, 2020	2:00 - 3:00 p.m. (ASI Conference Room)
	3:00 - 4:00 p.m. (ASI Conference Room)
Wednesday, January 29, 2020	2:00 - 3:00 p.m. (ASI Conference Room)
	3:00 - 4:00 p.m. (ASI Conference Room)

All of this information is also available online at the ASI website: www.asicsudh.com/budgetcall.

Budget request forms must be returned to the ASI office by **5:00 p.m. on Friday, February 7, 2020**. The ASI office is located in LSU 231. No budget requests will be accepted after this time. There will be no exceptions. Early submissions are encouraged, which would allow me to review your proposal and address any concerns or errors that may be found.

If you have any questions, please do not hesitate to contact me at (310)243-3686 or email via asivpf@csudh.edu.

My warmest regards,

Rihab Shuaib
Vice President of Finance
Associated Students, Inc.
California State University, Dominguez Hills

Associated Students, Inc. California State University, Dominguez Hills 2020-21 Budget Timeline*

Finance Committee Meeting To review the Budget Funding Criteria Policy	Friday, December 6 th
Budget Call Letters to Student Organizations	Tuesday, December 10 th
Semester Begins	Thursday, January 16
Review of Admin Budget	Friday, January 17 th Friday, January 31 st
Budget Orientation Session for Student Organizations	Tuesday, January 28, 2-3 pm and 3-4pm Wednesday, January 29, 2-3 pm and 3-4pm
Budget Orientation for Referendum Entities	Friday, February 7 th , 10am and 2pm
Budget Proposal Deadline Student Organizations turn in proposals	Friday, February 7 th , 5pm
Finance Meeting Determine how much money is available for Student Organizations Clubs/Organizations Presentations Referendum Entities Budget Proposal Deadline	Friday, February 14 th , 3pm
Review of Admin Budget Referendum Entities Presentations	Friday, February 28 th
Finance Approves Budget Budget forwarded to Board of Directors	Friday, March 13 th Monday, March 16 th
Board of Directors Review and Campus Posting	March 16 th – April 10 th
Spring Recess	March 29 th - April 4 th
Board of Directors Approves Budget	Friday, April 10 th – 24 th
Budget Forwarded to: - Vice President for Student Affairs - Vice President of Admin & Finance (CFO) - University President	Friday, April 24 th
President Approval	by June 30, 2020
Notifications mailed to Student Organizations	by June 30, 2020

**Tentative Schedule*

Associated Students, Inc.

California State University, Dominguez Hills

Budget Call Funding Criteria Policy

Purpose

Associated Students, Inc. (ASI) has adopted this policy to establish eligibility criteria and guidelines for the Office of Student Life (OSL) recognized clubs and organizations participating in the budget call process.

Policy

It is ASI's policy to provide funding for the OSL-recognized clubs and orgs participating in the annual ASI budget call process. This funding will be available for spending to the approved clubs and orgs during the following fiscal year.

Eligibility and Criteria

1. Clubs & Organizations requesting funding from ASI must be in good standing with the University, the Office of Student Life, and with the ASI Organization Commission. They must abide by all rules, regulations and policies of each affiliate.
2. The Finance Commission will consider co-sponsoring funding for food in conjunction with Clubs & Organizations. The event must follow all campus dining policies and procedures and state guidelines.
3. Funding preference will be given to Clubs & Organizations that submit a complete proposal and clearly identify the following in their proposal:
 - a. All funding sources including funds from their own fundraising efforts
 - b. Co-Sponsorship with other on-campus Clubs & Organizations
 - c. If co-sponsoring with a campus department demonstrate that the event is for all CSUDH students and is at no cost to CSUDH students.
4. ASI will only consider funding activities that are open to the entire campus community. Please do NOT ignore this item as this is highly important to the Finance Commission.
5. The Finance Commission will not consider funding for promotional items.

6. The Finance Commission will not consider funding for off-campus events, except Conference Travel. Please see line item 10 for details.
7. ASI will not fund charitable donations, scholarships, gift cards, cash prizes and cash awards.
8. ASI will not fund newsletter or related expenses.
9. ASI will not fund alcohol related expenses.
10. ASI will not fund travel.
 - a. Travel is defined by lodging and transportation expenses (i.e. hotels, airfare, car rentals, and gas mileage).
 - b. Only conference registration fees are allowed.
11. ASI will not fund honorariums and/or stipends to any currently employed CSU faculty, staff or students. These individuals are prohibited from receiving a W-2 form and a 1099 form during the same calendar year (January to December).
12. Requests for academic/faculty related activities must utilize the Instructor Related Activities (IRA) proposal process.
13. ASI reserves the right to withdraw financial funding if evidence of misrepresentation is found. This may include duplicate funding of ASI resources, involving conflict of interest, or other capricious evidence.
14. All funds granted must be requested and spent during the fiscal year for which they have been allocated.



BUDGET CALL REQUEST FORM

I. GENERAL INFORMATION

Auxiliary/Organization: _____
Student Representative: _____ Phone Number: _____ E-Mail: _____
Advisor: _____ Phone Number: _____ E-Mail: _____
Number of Active Members: _____ Total Amount Requested: _____

II. PROGRAM INFORMATION

Program Title: _____
Location: _____ Date of Program: _____
Expected Attendance: Student Organization Members: ____ Faculty/Staff: ____ Under 18: ____
 Students on Campus: ____ Off-Campus: ____
Total Attendance: _____ Total Cost of Program: _____

Program Justification: *Describe the program and how it will improve student life on campus. Please attach another sheet, if necessary. (200 words min.)*

Program History: *Describe how the program has done in the past or programs that are similar. Please attach another sheet, if necessary. (200 words min.)*

Program Publicity: *Describe how the program will be publicized to the intended audience. Please attach another sheet, if necessary. (100 words max.)*

III. BUDGET: *List all the expenditures for the program (i.e. food, publicity, prizes, supplies, etc.)*

<u>Categories</u>	<u>Description of Expenditure</u>	<u>Cost</u>
Supplies		
Insurance(s)		
Honorariums		
Conference Registrations		
Total Requested		

IV. SPONSORS

List all Organizations or Departments sponsoring the program.

<u>Funding Sources</u>	<u>Description</u>	<u>Cost</u>
ASI	Refer to Table Above	
Total Program Budget		

By signing this application, you are certifying that the information provided is an accurate description of the proposed campus event. Failure to provide the accurate information may result in a rejection of your proposal. You also certify that you have reviewed the ASI Budget Instructions and fully understand your responsibilities as a representative of the auxiliary/organization.

Student Representative Name (print)

Student Representative Signature

Date

Advisor Name (print)

Advisor Signature

Date



BUDGET CALL REQUEST FORM

I. GENERAL INFORMATION

Auxiliary/Organization: Art and Media Club
Student Representative: Rihab Shuaib Phone Number: 310-xxx-xxxx E-Mail: example@gmail.com
Advisor: John Smith Phone Number: 310.243.3686 E-Mail: advisor@gmail.com
Number of Active Members: 30 Total Amount Requested: \$ 3,000.00

II. PROGRAM INFORMATION

Program Title: Spring Gardens Exhibition
Location: CSUDH Sculpture Garden Date of Program: May 14, 2021
Expected Attendance: Student Organization Members: 30 Faculty/Staff: 50 Under 18:
 Students on Campus: 300 Off-Campus:
Total Attendance: 380 Total Cost of Program: \$ 6,300.00

Program Justification: *Describe the program and how it will improve student life on campus. Please attach another sheet, if necessary. (200 words min.)*

Example: The Spring Gardens Exhibition is an event where students in the Art and Media Arts Club and other clubs/orgs to showcase their work. Showcase will include paintings, drawings, sculptures, and performances. This event gives the opportunity to share ideas, be creative and network with other students as well as provide a space to come together and enjoy the Spring season. The Spring Gardens Exhibition will also showcase an interactive installation where students add their own touch to a grass wall to show school spirit and unity. The exhibition will include music, food, and tabling with student clubs and organizations.

Program History: *Describe how the program has done in the past or programs that are similar. Please attach another sheet, if necessary. (200 words min.)*

Example: This will be the first program done at CSUDH. This exhibition has been done on other campus to as a part of their Spring semester traditions on a larger scale, and has proven to be very successful in improving student life and student growth. My club and I would like to bring a similar tradition here on campus to grow and be part of the spring culture here on campus. Our goal is to grow this event with the collaboration of all entities and departments to showcase the beautiful artworks our CSUDH students.

Program Publicity: *Describe how the program will be publicized to the intended audience. Please attach another sheet, if necessary. (100 words max.)*

Example: This event will be publicized through our social media outlets: facebook, twitter, Instagram. We will also post flyers and posters around the school and have flyers available with any department that allows it. We also are trying to spread the word through classrooms and word of mouth.

III. BUDGET: List all the expenditures for the program (i.e. food, publicity, prizes, supplies, etc.)

<u>Categories</u>	<u>Description of Expenditure</u>	<u>Cost</u>
Supplies	Bulks of paper and paint for students to use on flower wall. Wood pieces to build the flower wall (8ft tall)	\$ 1,300.00
Insurance(s)		
Honorariums	Jane Smith, a local artist from LA. David Flores, local artist and art curator	\$ 900.00
Conference Registrations		
Food	Pre-approved contract with campus dining.	\$ 800.00
	Total Requested	\$ 3,000.00

IV. SPONSORS

List all Organizations or Departments sponsoring the program.

<u>Funding Sources</u>	<u>Description</u>	<u>Cost</u>
ASI	Refer to Table Above	\$ 3,000.00
Art Department	Art supplies to create the Spring Gardens atmosphere	\$ 3,000.00
Career Center	Dessert food catering	\$ 300.00
	Total Program Budget	\$ 6,300.00

By signing this application, you are certifying that the information provided is an accurate description of the proposed campus event. Failure to provide the accurate information may result in a rejection of your proposal. You also certify that you have reviewed the ASI Budget Instructions and fully understand your responsibilities as a representative of the auxiliary/organization.

Rihab Shuaib

Student Representative Name (print)

Rihab Shuaib

Student Representative Signature

12/10/19

Date

John Smith

Advisor Name (print)

John Smith

Advisor Signature

12/10/19

Date