
ASSOCIATED STUDENTS, INC.
2022-23 REVENUE
SHARING ORIENTATION
PACKET



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“ASI REPRESENTS THE STUDENTS”



ASSOCIATED STUDENTS, INC.
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December 14, 2021

Dear Club/Organization,

Hello and welcome to the newly established annual ASI Revenue Sharing Process. The time to begin the ASI budget process is quickly approaching, and we want you to be part of it! This year, all recognized student clubs and organizations will have the opportunity to sign up with Associated Students, Inc. for the 2022-23 revenue sharing process, and CSUDH students will vote on the revenue sharing allocation during the 2022 ASI Elections. This process is replacing the previous budget call process.

The materials provided in this packet are here to guide through the revenue sharing process and the steps to access the funds once they have been allocated to your club/organization. The materials include the 2021-22 Budget Timeline, the Revenue Sharing Funding Policy, the Revenue Sharing Funding Request Form, and a Sample Revenue Sharing Funding Request Form.

Clubs/organizations that sign up for the Revenue Sharing Process will be listed on the ASI Elections ballot based on the order in which they sign up once the recognition status has been verified with the Office of Student Life. The Finance Commission will be determining the allocations following the ASI Elections in March and preparing the budget for campus review in April.

Once the 2022-23 ASI budget is approved by the Finance Commission and the ASI Board of Directors, it will be submitted to The University President for final approval. Once the final approval has been received, clubs and organizations will receive their official notifications from ASI.

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

Tuesday, February 8, 2022	2:00 - 3:00 p.m. (Zoom)
	3:00 - 4:00 p.m. (Zoom)
Wednesday, February 9, 2022	2:00 - 3:00 p.m. (Zoom)
	3:00 - 4:00 p.m. (Zoom)

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

The deadline to sign up for the Revenue Sharing process is **5:00 p.m. on Friday, February 18, 2022**. Please visit the ASI website at www.asicsudh.com/revenuesharing to sign up. The sign-up process is only available electronically. Only OSL-recognized clubs/orgs will be selected to participate in the Revenue Sharing process.

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,

Christopher Hendrix
Vice President of Finance
Associated Students, Inc.
California State University, Dominguez Hills

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2021-22 Budget Timeline*

Finance Committee Meeting To review the Revenue Sharing Funding Policy	Friday, December 3 rd
Revenue sharing Letters to Student Organizations Semester Begins	Tuesday, December 14 th Tuesday, January 18 th
Finance Meeting – Review of Admin Budget	Friday, January 28 th Friday, February 11 th
Revenue Sharing Orientations for Student Organizations	Tuesday, February 8, 2 pm and 3pm Wednesday, February 9, 2 pm and 3pm
Budget Orientation for Referendum Entities	Friday, February 11 th , 10am and 2pm
Revenue Sharing Sign-up Deadline Student Organizations Sign-up Online	Friday, February 18 th , 5pm
Finance Meeting – Review of Admin Budget Referendum Entities Budget Proposal Deadline	Friday, February 25 th
Finance Meeting – Review of Admin Budget Determine how much money is available for Revenue Sharing Clubs/Organizations – OSL Verification Deadline Referendum Entities Presentations	Friday, March 11 th , 3pm
ASI Elections	March 21 st – 24 th
Finance Meeting – Budget Approval Budget forwarded to Board of Directors	Friday, March 25 th , 3pm
Spring Recess	March 27 th - April 2 nd
Board of Directors Review and Campus Posting	April 8 th – April 22 nd
Board of Directors Approves Budget	Friday, April 22 nd
Budget Forwarded to: - Vice President for Student Affairs - Vice President of Admin & Finance (CFO) - University President	Friday, April 29 th
President Approval	by June 30, 2022
Notifications mailed to Student Organizations	by June 30, 2022

**Tentative Schedule
Subject to Change*

Associated Students, Inc.

California State University, Dominguez Hills

Revenue Sharing Funding 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 ASI revenue sharing process.

Policy

It is ASI's policy to provide funding for the OSL-recognized clubs and organizations participating in the annual ASI revenue sharing process. This funding will be available for spending to the recognized clubs and orgs who have participated in the revenue sharing process during the previous ASI Elections cycle.

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 approving funding request for food in conjunction with Clubs & Organizations. The event must follow all campus dining policies and procedures and state guidelines.
3. Clubs/organizations wishing to use their revenue sharing allocation to plan programs, activities and/or events must submit the Revenue Sharing Funding Request Form.
4. Clubs/organizations must plan adequately to have all revenue sharing funds spent by ASI. Reimbursement will not be allowed if clubs/orgs decide to front load costs.
5. Funding will be granted to Clubs & Organizations that submit a complete funding request form and clearly identify the following in their request:
 - 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 open and at no cost to all CSUDH students.

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6. ASI will only consider approving funding requests that are open to the entire campus community. Please do NOT ignore this item as this is highly important to ASI.
7. The Finance Commission will not consider funding for promotional items using revenue sharing funds.
8. The Finance Commission will not consider funding requests for off-campus events, except Conference Travel. Please see line item 10 for details.
9. ASI will not fund charitable donations, scholarships, gift cards, cash prizes and cash awards using revenue sharing funds.
10. ASI will not fund newsletter or related expenses using revenue sharing funds.
11. ASI will not fund alcohol related expenses.
12. 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.
13. 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).
14. Requests for academic/faculty related activities must utilize the Instructor Related Activities (IRA) proposal process.
15. 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.
16. All funds granted must be requested and spent during the fiscal year for which they have been allocated following the revenue sharing process.

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REVENUE SHARING FUNDS REQUEST FORM

I. GENERAL INFORMATION

Club/Organization Name: _____

Contact Person: _____ Phone Number: _____ E-Mail: _____

Advisor: _____ Phone Number: _____ E-Mail: _____

Program Title: _____

Location: _____ Date of Program: _____

Total Attendance: _____ Total Cost of Program: _____

Expected Attendance ___ Students ___ Faculty/Staff
 ___ Off-Campus ___ Under18

Event Description

Contributes to ASI's mission Contributes to Student Life Hosted on Campus
 Has Educational Objective Has a Detailed Budget Hosted Virtually
 Has Developmental Objective Has Other Financial Sponsors Is Open to all students

II. BUDGET INFORMATION

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

Categories	Description of Expenditures	Cost
Supplies		
Room Reservations		
Food		
Honorariums		
	Total Requested from ASI	\$ 0.00
Additional Sponsorship		
	Total Program Budget	\$ 0.00

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 request. You also certify that you have reviewed the ASI Revenue Sharing Funding Criteria Policy and fully understand your responsibilities as a representative of the club/organization.

Club/Org President Signature

Advisor Signature

Date