
ASSOCIATED STUDENTS, INC.
2023 REVENUE SHARING
ORIENTATION PACKET



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

“ASI REPRESENTS THE STUDENTS”



ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
1000 E. Victoria St., Carson, CA 90747 ♦ Ph: 310-243-3686 ♦ Fax: 310-928-7141
asi@csudh.edu ♦ www.asicsudh.com

January 27, 2023

Dear Club/Organization,

Hello and welcome to the second annual ASI Revenue Sharing Program. 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 2023 revenue sharing process, and CSUDH students will vote on the revenue sharing allocation during the 2023 ASI Elections. This process is replacing the previous budget call process.

The materials provided in this packet are here to guide you 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 2022-2023 Budget Timeline, the Revenue Sharing Funding Policy, and the Revenue Sharing Funding Request Form.

Clubs/organizations that sign up for the Revenue Sharing Program 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 2023-2024 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.

For more one-on-one guidance please do not hesitate to reach out to the ASI Accounting and Finance Manager, Donisha Quiller; email address dquiller1@csudh.edu.

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 17, 2023**. 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,

Alex Alvarado
Vice President of Finance
Associated Students, Inc.
California State University, Dominguez Hills

“ASI REPRESENTS THE STUDENTS”



Associated Students, Inc.

California State University, Dominguez Hills

2022-2023 Budget Timeline

(Tentative Schedule/Subject to Change)

Semester Begins	Wednesday, January 18 th
Finance Meeting <ul style="list-style-type: none">- Review of Budget Timeline- Q2 Financial Reports (ASI/CDC)	Friday, January 20 th
Orgs Commission <ul style="list-style-type: none">- Review of Revenue Sharing Process- Memo forwarded to Orgs	Friday, January 27 th
Finance Meeting <ul style="list-style-type: none">- Review of Admin Budget	Friday, February 3 rd
Budget Orientation for Child Development Center	Tuesday, February 7 th
Budget Orientation for Referendum Entities	Wednesday, February 8 th
Finance Meeting <ul style="list-style-type: none">- Review of Referendum Budget Proposals- Revenue Sharing Sign-up Deadline	Friday, February 17 th (by 5PM)
Finance Meeting <ul style="list-style-type: none">- Determine Revenue Sharing amount	Friday, March 3 rd
Finance Meeting <ul style="list-style-type: none">- Budget Approval- Budget forwarded to BOD	Friday, March 17 th
ASI Elections * Voting Week*	March 21 st to March 24 th
Spring Break	March 26 th to April 1 st
Budget Review by BOD and Campus Posting	April 14 th to April 28 th
BOD Meeting <ul style="list-style-type: none">- Budget Approval	Friday, April 28 th
Budget Forwarded to: <ul style="list-style-type: none">- Vice President of Student Affairs- Vice President of Admin & Finance- University President	Friday, May 5 th
President's Approval	By June 30, 2023
Notify Student Clubs/Orgs Revenue Sharing Results after University President's Approval of Budget.	After June 30, 2023

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.

“ASI REPRESENTS THE STUDENTS”

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.

“ASI REPRESENTS THE STUDENTS”



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