ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Collaborations Principles

ASI defines collaboration as a program, event, or initiative that is developed with the input of multiple stakeholders, including ASI student and/or staff voices.

Allocation of Resources

Financial and Personnel Resources

- ASI schedules and allocates financial resources through the ASI budget cycle process around the start of every Spring term.
- Each area in ASI, then plans on the services and programming details for financial allocations 6 to 9 months in advance.
- All ASI events or initiative collaborations must include *at least* one ASI student representative. The ASI representative must play an active role in the planning process in order to commit funds or personnel to a program or initiative.

Event Equipment Resources

- Equipment must be requested at least 48 hours in advance so that ASI has time to confirm availability as some items are shared within ASI.
- Equipment must be returned in person to an ASI representative to ensure confirmation of the return and that the item(s) will be stored in the correct area. Items should be returned to ASI member with whom the reservation was processed, unless otherwise scheduled.
    - Equipment borrowed must be returned to the same condition it was at the time it was provided to you. Example: Hot water dispensers or coolers must be emptied, cleaned, and dried. Blankets/tablecloths should be washed (if needed) and folded. The up lights and lawn games should be stored correctly.
- Some equipment items such as A-frames, iPad and other electronic devices may not be loaned out unless they are used for campus-wide events such as commencement, or if an ASI entity is a collaborator on the event or initiative.

Contractual Resources

- ASI will take the lead in executing contracts for all off-campus contractors only if ASI is a collaborator and active lead in event planning. This includes zero-dollar contracts. ASI can process these in-house and will send the fully executed contract to all parties involved upon completion.
- ASI will facilitate the collection of insurance when the off-campus contractor is driving on campus and/or any liability insurance requirements for the purpose of our program or initiative.
- ASI will also gather any food permits from any off-campus food providers coming onto campus for event catering.
- For any contract that the University completes, ASI must receive a copy of the fully executed contract and insurance certificates prior to the beginning of the event.

ASI Media and Communication Team Resources

Giveaways and graphics creation

- Any graphic or giveaway item associated with an ASI-funded event must display the ASI logo.
- Any item containing any logo associated with ASI **MUST** be reviewed and approved by ASI's Media & Communications Coordinator prior to production or publication of any kind.

- If partners would like ASI to take on the creation of these items for collaborative events, the ASI student lead for event or initiative would submit a request.
- All requests are due at least six weeks prior to the event date or initiative rollout.

ASI Branded Giveaways

- ASI branded items to be used as part of your collaboration, may be requested a week prior to your event date or initiative roll out.
- The allocation of ASI branded items is determined by the ASI Media and Communications Coordinator based on existing inventory and target audience.

ASI Media Channels

- ASI will share content that is part of an ASI collaboration
- The time provided to share the content follows the ASI design guidelines
- ASI will share content deemed as a Campus Initiative, as designated by CSUSM Office of Communications, Campus Communicators, and/or Tukwut Life (examples include Weeks of Welcome, Welcome Back Weeks, CSUSM Giving Day).

ASI Photobooth

- ASI will use this resource only at events that are part of an ASI collaboration
- ASI Photobooth must be requested by an ASI team member through the photobooth request form found on ASI forms page website.
- ASI will not provide custom graphics for the photobooth if it is not an ASI led event.
- The set up includes iPad, Ring light, Backdrop, and battery bank. It does not include a photo printer.
- ASI will provide personnel for the photobooth at non-ASI events. Only ASI members may monitor the photobooth process.

ASI Cougar Pantry Resources

ASI Cougar Pantry Van

- The ASI Cougar Pantry van can only be driven by ASI staff or student employees that have been approved as drivers which includes completion of defensive driving and behind the wheel trainings.
- ASI team members can drive the van onto main campus for ASI related events.
- The van cannot be used to transport non- ASI related items
- The van can be used to support ASI events such as Festival 78, Hunger & Homelessness Awareness Week, etc.

ASI Cougar Pantry tricycle

- The ASI Cougar Pantry tricycle can only be driven by ASI staff or student employees that have been approved as drivers which includes behind the wheel training and bike pathway trainings.
- ASI team members can drive the tricycle onto the main campus for ASI related and promotion events.
- The tricycle cannot be used to transport non- ASI related items
- The tricycle can be used to support ASI events such as Festival 78, Hunger & Homelessness Awareness Week, etc.

ASI Conference Room (USU 3700G)

This space is for ASI use but also available to USU Partners during business hours. It is not open to CSUSM Departments or student organizations. Reservation preference is given to ASI and their operational needs.

- Please remember the ASI Conference Room is within the ASI Suite, which is a working space, so please keep noise to low levels. As a part of this, please keep the door closed during your meeting.
- Max Capacity for the room is 39—although there is only seating for 26. If more attend your event, you may be asked to find a new space.
- Please make sure the space is as you found it and the lights are off when you leave the room. They are not on a timer or motion detected.
- You are only allowed to use the room for the allotted time requested. If you need time for set up or clean up, please include that in your request.
- The conference room is equipped with one PC computer and two television monitors. The room does not include any additional A/V equipment.
- Room set up is NOT included in your reservation.
- Refer to the Conference Room Guidelines for more information.

ASI Powered Cart

The ASI powered cart can only be driven by ASI professional staff, ASI elected officials, and ASI student employees unless otherwise approved by the ASI Executive Director. See additional information in the ASI Powered Cart Guidelines Document.

To drive the ASI powered cart, all individuals must:

- Have a current, United States driver's license.
- Complete the CSUSM Defensive Driving Certification annually.
- Complete the CSUSM Powered Cart Training annually.
- Complete a behind-the-wheel training with ASI Risk Manager or member of CSUSM Safety, Heath, and Sustainability bi-annually.
- (If applicable) Individuals who will be driving the cart at least once per week regularly must be added to the California Department of Motor Vehicles (DMV) Employer Pull Notice Program.

Usage Guidelines

- Must reserve cart on calendar before usage.
- Cart can only be used for ASI business matters. Personal use is not permitted.
- If the user is not following proper usage guidelines, reservation process, or safety procedures, they will forfeit their ability to use the ASI Powered Cart.

Reservation

- ASI professional staff members can reserve the ASI powered cart via the ASI Powered Cart Outlook Calendar. If non- ASI Staff, ASI Risk Manager will reserve on their behalf and let ASI Front Desk know they have been approved to drive.

	Contact Information
Reaching out to ASI for Collaborations	Board of Directors: asi@csusm.edu Campus Activities Board: asicab@csusm.edu Cougar Pantry: cougarpantry@csusm.edu
ASI Conference Room Reservations	asi@csusm.edu 760-750-4990

Room Number USU 3700G	
Photobooth	Media and Communications: asidesign@csusm.edu Or ASI team collaborating with
Event Equipment Requests	Board of Directors: asi@csusm.edu Campus Activities Board: asicab@csusm.edu Cougar Pantry: cougarpantry@csusm.edu Media and Communications: asidesign@csusm.edu
ASI Powered Cart	asi@csusm.edu or email ASI Staff member you are working with to reserve 760-750-4990