ASI Executive Committee 25/26
Illeana Carmona Chavez
Chair and Chief of Staff

Elaine Pollard
President & CEO
Vice Chair

Anahi Martinez Perez
Vice President of Finance & Operations

Cameron Munn
Vice President of Student & University Affairs

Advisors
Annie Macias
Executive Director

Ashley Fennell
Associate Executive Director

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Executive Committee Agenda 26 - 02
July 9, 2025, at 9:30 am
ASI Conference Room (USU 3700)
Posted: July 2, 2025

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 9:32am	Illeana Carmona Chavez Chair and Chief of Staff
02	**Roll Call** Present: Illeana, Elaine, Anahi, Cameron, Ashley Absent: Annie	Illeana Carmona Chavez Chair and Chief of Staff
03	**Recognition of Guests** None	Illeana Carmona Chavez Chair and Chief of Staff
04 Action	**Approval of Agenda** Ashley added Anahi to item 8 Ashley tabled item 11 – Risk Management Illeana changed presenter for item 12 to Ashley Fennell Chair approved by consent vote None opposed Agenda approved with edits	Illeana Carmona Chavez Chair and Chief of Staff
05 Action	**Approval of Minutes** Chair corrected spelling of Illeana to item 12 Chair approved by consent vote None opposed Minutes approved	Illeana Carmona Chavez Chair and Chief of Staff
06 Information	**Open Forum** None	Illeana Carmona Chavez Chair and Chief of Staff
07 Action	**Approval of Edits to ALF Policy** **Description:** Updates to guidelines for event reimbursement and conference procedures. **Fiscal Impact:** None Reviewed edits in attached document including changes to event payments and conference guidelines. Elaine motioned to approve edits to ALF policy Cameron-2nd Motion Carries	Ashley Fennell Associate Executive Director Associated Students, Inc. Anahi Martinez Perez Vice President of Finance and Operations Associated Students, Inc.
08 Action	**Approval of Edits to ALF On-Campus Events Application** **Description:** Changes include updated dates and guideline clarifications regarding submissions and requirements. **Fiscal Impact:** None Reviewed edits in attached document including changes to event payments and guidelines. Cameron motioned to approve edits to ALF on-campus event application Elaine-2nd Motion Carries	Ashley Fennell Associate Executive Director Associated Students, Inc.
09 Action	**Approval of Edits to ALF Conference Application** **Description:** Changes include updated dates and guideline clarifications regarding submissions, requirements, and receipts. **Fiscal Impact:** None Reviewed edits in attached document including changes to conference guidelines and updating currently information Elaine motioned to approve edits to ALF conference application	Ashley Fennell Associate Executive Director Associated Students, Inc. Anahi Martinez Perez Vice President of Finance and Operations Associated Students, Inc.

	Cameron -2nd Motion Carries	
10 Action	**Approval of Edits to SEF Policy** **Description:** Changes include updated language about funding for housing and emergency housing assistance. **Fiscal Impact:** None Ashley reviewed VII in the attached policy regarding funding for housing insecurity. Students will be encouraged to use other available funding sources for housing insecurity. Elaine motioned to approve edits to SEF policy Cameron-2nd Motion Carries	Ashley Fennell Associate Executive Director Associated Students, Inc. Anahi Martinez Perez Vice President of Finance and Operations Associated Students, Inc.
11 Action	**Approval of Edits to ASI Risk Management Policy** **Description:** Changes include Cougar Pantry risk acknowledgement, risk & post event form requirements, and updated language for current practices. **Fiscal Impact:** None This item was tabled during approval of agenda.	Ashley Fennell Associate Executive Director Associated Students, Inc.
12 Action	**Approval of Edits to ASI Committee Dates 25/26** **Description:** Changes include newly proposed dates for Executive Committee. **Fiscal Impact:** None Reviewed attached document. Needed to change due to class schedules. Committee reviewed proposed dates. Needed to make following changes: August 7th changed to 9:30 – 10:30 Sept 4th changed to 11:30 – 12:30 Cameron motioned to approve edits to ASI Committee dates 25/26 Anahi-2nd Motion Carries	Shannon Gallacher Government Affairs Coordinator Associated Students, Inc.
13 Information	**Reports** See attached for executive officer reports Ashley- Fall retreat planning, On-boarding rescheduling, New fridges in CP, working Wall design outside of space, updating Minutes on website, Claire gave her 2 weeks' notice, and working on Contracts for First Night Celebration.	Illeana Carmona Chavez Chair and Chief of Staff
14 Information	**Announcements** **Elaine –** Softball game on the 30th, CSTEM building groundbreaking on the 31st	Illeana Carmona Chavez Chair and Chief of Staff
15 Action	**Adjournment** The meeting was adjourned at 10:03am	Illeana Carmona Chavez Chair and Chief of Staff

* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

I, Illeana Carmona Chavez, 25/26 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by Board of Directors of Associated Students, Inc., at a regularly scheduled meeting held on August 7th, 2025 (see all minutes from 25/26)

CSUSM-ASI Leadership Funding
On-Campus Events Application and Guidelines
~~24/25~~

ASI Mission Statement

ASI serves, engages, and empowers students.

ASI Leadership Funding Programs

Associated Students, Inc. (ASI) provides ASI Leadership Funding (ALF) for student organizations' events and individual student attendance at professional conferences. The ASI Vice President of Finance & Operations and professional staff members determine the allocation of these funds. All such allocations are made in accordance with the ASI Bylaws and CSUSM-ASI Viewpoint Neutrality Policy and General Procedures.

ASI has allocated approximately ~~$35,000~~ to ALF this year. Approved funding for a registered student organization (RSO) on-campus events is based on eligibility and compliance with the procedures outlined below.

Awarded funds are on a first come-first served basis. These funds are for reimbursement to member or advisors ~~s or for payment directly to vendors~~. Events must take place during the academic year. An RSO may not utilize ASI's logo or name in the advertisement or promotion of an event. ASI's decision to fund an event does not constitute co-sponsorship. All events must be conducted in compliance with applicable University rules, regulations and policies, including facilities use policies if the event will require reservation and use of University space as well as Sodexo's first right of refusal for food catering purchases over $250. All events must be compliant with and not violate any federal, state or local law, statute, ordinance, code, or regulation.

All students are encouraged to request funding early in the year in order to secure funds prior to their event.

I. RSO On-Campus Event Funding Process

(A) Application Process

The application for funding will begin on a date as determined by ASI and posted on its website or through some other announcement to the campus community, and will remain open until ASI funds have been fully distributed. All applications will be processed in accordance with viewpoint neutral application procedures and applicable deadlines.

Funding decisions shall be made in the order of when the application was received. Awarded funds are on a first come, first served basis. Events must take place during the

academic year. Awards must be made in conformance with ASI's viewpoint neutrality requirement.

All of the individuals making a funding decision shall use a standardized evaluation form. The forms will be maintained by ASI for a period of four (4) years.

Approved funding is based on eligibility per the ALF Guidelines and Instructions. Awarded funds are on a first come, first served basis. **Application due at least one (1) week prior to event date.** The funding is available for events held between first day of classes of the fall semester and May ~~16~~15, 2026~~5~~. We will not fund any events after May 1~~6~~5, 202~~5~~6. Receipts, and event write-up for this event must be presented no later than **May~~, 30~~ 29, 202~~5~~6** Written statement should include information about the event, your experience, and how ALF supported your attendance or goals of the event. These statements and photos may be used on the ASI website for marketing purposes.

~~Application must be submitted at least one (1) week prior to event date.~~ The applicant and all signers will receive an email noting the decision on the applications within 5 business days of application. ~~We will not approve any events taking place after the conclusion of finals week.~~ If approved, recipients are required to submit itemized receipts or payment requests no later than May 30th of the academic year in which the event takes place; such receipts should be sent to alf@csusm.edu in order to process payments for the awarded funds. ~~Recipients are required to submit itemized receipts, proof of event completion, and a written statement via email to alf@csusm.edu to process payment for their awarded funds. Written statement should include information about the event, your experience, and how ALF supported your attendance or goals of the event. These statements and photos may be used on the ASI website for marketing purposes.~~

(B) Eligibility; General Requirements and Conditions

An RSO shall be eligible to obtain ALF funding if it satisfies the following requirements at the time the application is submitted: (1) the RSO is properly registered as a recognized student organization in good standing through Student Leadership & Involvement Center (SLIC), and (2) a representative of the RSO has attended a financing workshop prior to submitting their first funding application for the academic school year.

All applications for ALF funding by an eligible RSO shall be granted in the amount requested provided that (1) ALF funds are still available at the time the application is submitted, and (2) the RSO-sponsored event or program satisfies the following requirements and conditions:

1. Completed application must be submitted to ASI at least one (1) week prior to event taking place
2. The event will be held on-campus.
2. The event will be free to attend.

3. The application must contain a budget detailing how the funds will be used. Funding may only be used for consumable items and facility costs such as food for attendees, paper products, event/program advertising, and rental or cleaning costs. If food is purchased, it must follow campus's first right of refusal policies.

4. Funding is **not** available, and may not be used, for any of the following: door prizes, raffles, opportunity drawings, honorariums, speaker fees, donations, gifts, or give-away items.

5. An RSO may receive up to $500 in ALF funding per semester.

6. If an event or program is not open to the entire campus community, the maximum ALF amount that may be requested is **$250**.

7. If an event or program is open to the entire campus community, the maximum ALF amount that may be requested is **$500**.

8. An RSO may co-sponsor an event with another RSO(s). For a co-sponsored event, each RSO is eligible to submit an application for the maximum amount. Co-sponsored events can be funded up to three RSOs up maximum $1,500 for event. ALF contribution for co-sponsored funding is **not** available for individual RSO members.

9. Incomplete applications will be rejected and must be re-submitted as a new application. Must still follow application timeline requirements.

10. Use of funding for any activity not disclosed in the application will disqualify an RSO from receiving any future ALF funding for a period of one academic year.

11. Funding may only be used or expended in support of the specific program or event identified in the funding application.

(C) Reconsideration of Application Decision

Each RSO shall submit its application to ASI Vice President of Finance & Operations electronically. No later than the close of business five business days from the date the application is submitted, ASI Vice President of Finance & Operations must approve or deny the application and deliver their decision in writing via electronic communication to the person that submitted the application on behalf of the RSO. Email is permissible for this notification. If the application satisfies the criteria set forth above and ALF funds are available, ASI Vice President of Finance & Operations must approve the application as submitted. If ASI Vice President of Finance & Operations denies the application or decreases the original funding request amount, ASI Vice President of Finance & Operations must (1) issue their decision in writing to the RSO, and (2) identify the specific reasons for the denial or reduction. If the RSO disagrees with the

decision, the RSO may request a meeting with ASI Vice President of Finance & Operations or designee within three (3) business days of receipt of the decision. The meeting shall take place within five (5) business days of the request pending scheduling availability. At the meeting, the parties will discuss the application and ASI Vice President of Finance & Operations shall explain reasons for any reduction in amount or denial of the application. The RSO will receive written notice of ASI Vice President of Finance & Operations' decision within three (3) business days after the meeting. If the decision confirms the denial of or decrease in funding, the decision will explain and state in writing the reasons why the funding was denied or decreased.

II. Appeal Process

(A) Generally

If the RSO contends that ASI Vice President of Finance & Operations's post-meeting decision violates or did not comply with the viewpoint neutrality requirement, it may file an appeal. The RSO has five (5) business days after receipt of the written post-meeting decision to file an appeal. Such appeal must be in writing and state the reason the RSO believes the application was wrongfully denied or reduced. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy or whether viewpoint or opinion played an impermissible role in the denial or reduction.

The CSUSM Vice President of Student Affairs ("VPSA") or the VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than ten (10) business days of receipt of appeal.

(B) Standard of Review

The VPSA or the VPSA's designee shall determine "de novo" (*i.e.*, without any deference to the ASI Vice President of Finance & Operations' decision) whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

CSUSM-ASI Leadership Funding Event Application
~~24/25~~25/26

Guidelines for Application:

1. Completed application must be submitted to ASI at least one (1) week prior to event taking place. This includes advisor signature.
2. The event will be held on-campus. The event will be free to attend.
3. Funding may only be used for consumable items and facility costs such as food for attendees, paper products, event/program advertising, and rental or cleaning costs. If food is purchased, it must follow campus's first right of refusal policies.
4. Funding is **not** available, and may not be used, for any of the following: door prizes, raffles, opportunity drawings, honorariums, speaker fees, donations, gifts, or give-away items.
5. If an event or program is not open to the entire campus community, the maximum ALF amount that may be requested is **$250**. If an event or program is open to the entire campus community, the maximum ALF amount that may be requested is **$500**.
6. An RSO may co-sponsor an event with another RSO(s). For a co-sponsored event, each RSO is eligible to submit an application for the maximum amount. Co-sponsored events can be funded up to $1,500. ALF contribution for co-sponsored funding is **not** available for individual RSO members.
7. Incomplete applications will be rejected and must be re-submitted as a new application. Must still follow application timeline requirements.

Instructions for Application:

1. Submit form online on ASI website. Application must include budget detailing how the funds will be used.
2. Submit completed packet to ASI at least one (1) week prior to event date. **Complete application includes faculty/staff advisor signature.**
3. The applicant will receive an email noting the decision of their application. If approved, recipients are required to submit itemized receipts, proof of event completion, ~~–~~and a written statement via email to alf@csusm.edu within 10 business days in order to process

payment for their awarded funds. Purchaser will not receive reimbursement unless proper documentation is submitted.

4. Purchaser will only receive reimbursement funds for the total of itemized receipts submitted up to the award total amount. Written statement should include information about the event, your experience, and how ALF supported your event. These statements and any photos submitted may be used on the ASI website for marketing purposes.

ALF On-Campus Events
Recognized Student Organization Application
~~2024/2025~~2025/2026

Contact Information

Student Organization: _____

Requestor (Student Org Member): _____ Phone: _____
Email: _____

President: _____ Phone: _____
Email: _____

Faculty/Staff Advisor: _____ Phone: _____
Email: _____

Event Information

Title: _____

Date of event: _____ Time: _____

Location: _____ Expected Attendance: _____

Total estimated total cost of event: $_____

Total co-sponsorship amount from other source(s) of funding: $_____

Total Event Estimated Itemized Budget

Explanation of Expense	Cost

Total ALF funds requested	

President's Signature	**Date**	**Faculty/Staff Advisor Signature**	**Date**

FOR ASI USE ONLY
ASI Student Organization Account Reviewed:
ASI Vice President of Finance & Operations Date
Approved Amount:
ASI Professional Staff Designee Date

CSUSM-ASI Leadership Funding Conference Application
~~2024/2025~~2025/2026

ASI Mission Statement

ASI serves, engages, and empowers students.

ASI Leadership Funding Generally

Associated Students Inc. (ASI) provides ASI Leadership Funding (ALF) for student organizations' events and student attendance at professional conferences. The ASI Vice President of Finance & Operations and professional staff members determine the allocation of these funds. All such allocations are made in accordance with the ASI Bylaws and CSUSM-ASI Viewpoint Neutrality Policy and General Procedures.

This Policy and Procedure governs approval of funding for student attendance at professional conferences. The mechanics of how to account for and receive reimbursement for approved student attendance at professional conferences are set forth in a separate policy entitled "Accounts payable," which can be found in the ASI website under Policies and Procedures ~~-~~Student attendance at professional conferences refers to:

A. Student conference includes, but is not limited to, conferences, seminars, symposia, workshops, retreats or similar events and meetings (together, called "conference activity") selected by the student.

ASI has allocated approximately ~~$35,000~~ to ALF this year. Approved funding is based on eligibility and compliance with the procedures outlined below, and with the procedures in the ASI Accounts Payable policy. Awarded funds are on a first come-first served basis. Conferences must take place during the academic year.

Approved funding is based on eligibility per the ALF Guidelines and Instructions. Awarded funds are on a first come, first served basis. **Application due at least one (1) week prior to conference attendance.** The funding is available for conferences held between August 1, 2024~~5~~ and May ~~16~~15, 2026~~5~~. We will not fund any conferences after May 1~~6~~5, 2025~~6~~. Proof of attendance, receipts, and event write-up for this conference must be presented no later than **May~~,~~ ~~30~~ 29, 2025~~6~~**

The applicant will receive an email noting the decision of their application. If approved, recipients are required to submit proof of attendance, receipts and a written statement via email to alf@csusm.edu to process payment for their awarded funds. Written statement should include information about the conference, your experience, and how ALF supported your attendance or goals at the conference. These statements and photos may be used on the ASI website for marketing purposes.

Students will not receive reimbursement unless proper documentation is submitted. Students will only receive reimbursement funds for the total of receipts submitted up to the award total amount.

Viewpoint Neutrality Policy

All student requests for travel and conference funding will be subject to the viewpoint neutral policies and procedures set forth in "CSUSM-ASI Viewpoint Neutrality Policy and General Procedures."

Application and Approval Procedure

All student requests for student attendance at professional conferences must comply with Accounts Payable policy.
ASI shall not, in administering this Policy, evaluate or consider in any way the nature or content of the conference activity other than to verify that the described conference activity actually exists, and that it complies with all applicable University rules, regulations, and policies and all applicable federal, state or local laws, statutes, ordinances, codes, or regulations. ASI's role with respect to reimbursement for student conference activity shall be limited to (i) verifying that the stated conference is actually taking place,

The application for funding will begin on a date as determined by ASI and posted on its website or through some other announcement to the campus community, and will remain open until ASI funds have been fully distributed. All applications will be processed in accordance with viewpoint neutral application procedures and applicable deadlines. See deadlines below.

Funding decisions shall be made in the order of when the application was received. Awarded funds are on a first come, first served basis. Conferences must take place during the academic year. Awards must be made in conformance with ASI's viewpoint neutrality requirement

Reconsideration of Application Decision

If ASI denies the student travel/conference application or decreases the original funding request amount, ASI must (1) issue its decision in writing to the student, and (2) identify the specific reasons for the denial or reduction. If the student disagrees with the decision, the student may request a meeting with ASI Vice President of Finance & Operations or designee within three business days of receipt of the decision. The meeting shall take place within five (5) business days of the request. At the meeting, the parties will discuss the application and the ASI administrator shall explain the reasons for any reduction in amount or denial of the application. The student will receive written notice of ASI's decision within three (3) business days after the meeting. If the decision confirms the denial of or decrease in funding, the decision will explain and state in writing the reasons why the funding was denied or decreased.

Appeal Process

(A) Generally

If the student contends that ASI's post-meeting decision violates or did not comply with the viewpoint neutrality requirement, the student may file an appeal within five (5) business days after receipt of the written decision to file an appeal. Such appeal must be in writing and state the reason the student believes the application was wrongfully denied or reduced. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy or whether viewpoint or opinion played an impermissible role in the denial or reduction.

The CSUSM Vice President of Student Affairs ("VPSA") or VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than ten (10) business days of receipt of appeal.

(B) Standard of Review

The VPSA or VPSA's designee shall determine "de novo" (i.e., without any deference to the decisions below) whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

CSUSM-ASI Leadership Funding Conference Application
~~24/25~~25/26

ALF Conference Guidelines

- Applicant must be a currently enrolled CSUSM student at time of application and conference.
- Applicant must submit application and complete all forms on their own behalf.
- Conference must follow all guidelines outlined in this packet
- Student applicant must be enrolled or registered for event/conference
- No more than four students attending the same conference may obtain ALF funds.
- International conferences will not be funded.
- Student may attend a conference only once per semester.
    - May apply for up two within academic year (i.e. one in fall and one in spring). Summer and winter intersession shall be considered fall semester.
- Student will only receive funds upon submit of proof of attendance, itemized receipts and written statement. Receipts must be for purchases made by applicant for their attendance at conference. Reimbursement cannot cover purchases for other attendees. All purchases must be conference related including: registration, hotel, food, transportation, etc. Personal purchases such as clothing, alcohol, entertainment, etc. will not be approved for reimbursement.
- Club sports teams and other student recreation sports may only apply if the individual or team is participating in a national title championship.
- Incomplete applications will be denied, at the discretion of the ASI Vice President of Finance & Operations.

Funding

Paid as follows:

- One day in-state conference **within 400 miles from campus:** $100.00 award
- Two days or more conference within **400 miles from campus:** $250.00 award
- One day conference **outside of 400 miles from campus:** $200.00 award
- Two days or more conference **outside of 400 miles from campus:** $425.00 award

Instructions for Application:

1. Submit form online. Application must include **copy of the advertised conference**, which must include title, subject, location and dates.
2. Submit completed packet to ASI at least one (1) week prior to conference dates. **APPLY EARLY so you can get confirmation of approval or denial prior to conference attendance.**

3. The applicant will receive an email noting the decision of their application. If approved, recipients are required to submit proof of attendance, receipts and a written statement via email to alf@csusm.edu within 10 business days in order to process payment for their awarded funds. Students will not receive reimbursement unless proper documentation is submitted. Students will only receive reimbursement funds for the total of receipts submitted up to the award total amount. Receipts should only be for their own purchases, not purchases made on behalf of others. See guidelines above for approved and not approved purchases.Written statement should include information about the conference, your experience, and how ALF supported your attendance or goals at the conference. These statements and photos may be used on the ASI website for marketing purposes.

CSUSM-ASI Leadership Funding Conference Application

~~24/25~~25/26

Today's Date							
Your name		Student ID #					
Address		City		State		ZIP	
Campus Email		Phone					
First day attending Conference:	At: am/pm	Last day attending Conference:	At: am/pm				
Name of Conference							
Complete address of Conference							

- Circle One:
  - ❖ One day conference within 400 miles from campus: $100.00
  - ❖ One day conference outside of 400 miles from campus: $200.00
  - ❖ Two days or more conference within 400 miles from campus: $250.00
  - ❖ Two days or more \ conference outside of 400 miles from campus: $425.00

I hereby certify that I am a currently enrolled student at California State University San Marcos.
I agree that within ten (10) business days of my return from the conference,
I will submit it to USU 3700 or to alf@csusm.edu proof of my attendance at the conference.

Your Signature			
Print your name		Date	

If you have any questions, contact ASI at USU 3700 or via email at alf@csusm.edu Phone: (760)750-4990

Revised07012024:

FOR ASI USE ONLY			
Approved Amount			
ASI Vice President of Finance & Operations		Date	
ASI Professional Staff Designee		Date	

RELEASE OF LIABILITY, PROMISE NOT TO SUEASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: _____

Activity Date(s) and Time(s): _____

Activity Location(s): _____

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University San Marcos, Associated Students Inc., California Student University San Marcos Corporation(CSUSM Corporation)), and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence,** resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including conference to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to conference; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including conference to, from and during the Activity.**

I agree to **hold** the University, Associated Students Inc. and CSUSM Corporation **harmless** from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including conference to, from and during the Activity. If the University, Associated Students Inc. or CSUSM Corporation incur any of these types of expenses, I agree to reimburse the University, Associated Students Inc. or CSUSM Corporation. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University, Associated Students Inc. and CSUSM Corporation from all liability, (b) promising not to sue the University, Associated Students Inc. or CSUSM Corporation, (c) and assuming all risks of participating in this Activity, including conference to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _____ Participant Name (print): _____

Emergency Contact (print): _____Phone: _____

If Participant is under 18 years of age:
I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University, Associated Students Inc. and CSUSM Corporation from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including conference to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

_____ _____ _____

If you have any questions, contact ASI at USU 3700 or via email at alf@csusm.edu Phone: (760)750-4990

Signature of Minor Participant's Parent/Guardian Name of Minor Participant's Parent/Guardian (print) Date

STUDENT CONDUCT AGREEMENT

Event/Activity: _____

Event Date: _____

Student Name:_____ Student ID Number: _____

In consideration for my participation in the event/activity identified above, I or my parent or legal guardian on my behalf (student under 18 years of age), hereby agree to the following conditions:

General Notice

I acknowledge that as a student of Cal State San Marcos, I am representing the organization sponsoring my participation in the above event/activity and the student body of my campus and the California State University (CSU) system. As a responsible individual of the CSU community, I understand that I am expected to conduct myself in a manner consistent with the rules and regulations of my campus, the hosting organization, the CSU, and all applicable state and federal laws. I also understand that any violation of these rules, regulations or laws may result in my expulsion from the event/activity and further disciplinary action by Cal State San Marcos.

If I am expelled from the event/activity, Cal State San Marcos shall not be held responsible for any financial loss I may incur, including but not limited to those incurred as a result of paid registration fees, conference expenses, legal expenses, personal damages, or other expenses related to my participation in this event/activity and my violation of this Student Conduct Agreement.

By signing this form, I further agree that I will not participate in the following activities:

- Use, possession, or distribution of alcohol while at this event/activity and/or use, possession of alcohol by any underage individual.
- Use, possession, or distribution of any illegal or illicit drug.
- Sexual assault or indecent exposure. Sexual assault is defined as the implied use or threatened use of force to engage in any sexual activity against another person's will.
- Behavior which threatens the emotional or physical well-being and/or safety of participants including but not limited to any form of fighting.
- Unauthorized use of any fire safety equipment, including the activation of alarms or extinguishers without immediate cause.
- Possession of any weapons, dangerous or explosive devices or chemicals.

Process

Alleged violations will be reviewed by the appropriate CSUSM faculty/staff supervisor for determination of the need for disciplinary action upon return to campus.

By signing below, I acknowledge that I have read, understood, and agree to abide by these student conduct guidelines.

_____

Signature of Student Participant / Date Printed Name

Printed Name
Signature of Parent/Guardian If Student Is Under 18 Years of Age / Date Printed Name

CSUSM-ASI Leadership Funding Conference Application ~~24/25~~25/26

ONLY COMPLETE THIS PAGE IF YOU WILL BE TRAVELING BY AIRPLANE

RELEASE AND HOLD-HARMLESS STATEMENT

I, _____, am a student at California State University San Marcos, one of the campuses of the California State University (CSU).

I am/will be participating in a CSU-affiliated program which requires air travel. (CSU-affiliated program includes any program offered by, or pursuant to a program of, the California State University, any campus of the California State University, any student body organization, or any organization affiliated with any such organization or with any combination thereof.) My participation in this program is voluntary.

I have been informed, and I know, that 1) air travel involves risks which can result in damage to property, injury to persons, and death; and 2) the CSU assumes no liability for damage, injury, or death occurring on such travel. With this knowledge and information, I agree to participate in the program, and the air travel, at my own risk.

I release and hold harmless the state of California, the California State University, California State University San Marcos, and each and every officer, employee and agent of each of them, from any and all claims and causes of action that I may have against any of these institutions or persons, by reason of any accident, illness, injury, death, or other consequences resulting directly or indirectly from or in any manner arising out of, or in connection with, my being a passenger on an airplane pursuant to my participation in the CSU-affiliated program.

This release and hold-harmless shall also be binding on my heirs, assigns, successors, and all other persons who may claim through me.

Date: _____

Signature: _____

Print Name: _____

Street Address: _____

City, State, Zip Code: _____

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**ASI LEADERSHIP FUNDING POLICY**
EFFECTIVE DATE:	**FEBRUARY 5, 2016**
REVISED DATE:	~~**AUGUST 5, 2024**~~

DEFINITIONS

Officially recognized student organization: Approved student organization or club that meets requirements and has completed mandatory recognition steps with CSUSM Student Leadership & Involvement Center.

Student Leadership & Involvement Center (SLIC): Department on CSUSM campus that maintains oversight of recognized student organizations

PURPOSE

Associated Students, Inc. (ASI) provides ASI Leadership Funding (ALF) for student organizations' events and student attendance at professional conferences.

ASI recognizes the impact campus student organizations and professional development have in building community, strengthen relationships, and keep CSUSM students engaged.

POLICY

I. General
   1. The ASI Vice President of Finance & Operations and professional staff members determine the allocation of these funds.
      a. All such allocations are made in accordance with the ASI Bylaws and CSUSM-ASI Viewpoint Neutrality Policy and General Procedures.
      b. Budget determined during annual budget approval process.
   2. Awarded funds are on a first come-first served basis.

II. Conferences
   1. Approved funding for a registered student organization (RSO) on-campus events is based on eligibility and compliance with the procedures outlined below.
   2. The mechanics of how to account for and receive reimbursement for approved student attendance at professional conferences are set forth in a separate policy entitled "ASI Accounts Payable".
   3. All student requests for travel and conference funding will be subject to the viewpoint neutral policies and procedures set forth in "CSUSM-ASI Viewpoint Neutrality Policy and General Procedures".

4. All student requests for student attendance at professional conferences must comply with ASI Accounts Payable policy.
5. International conferences will not be funded.
6. The application for funding will begin on a date as determined by ASI and posted on the ASI website or through some other announcement to the campus community, and will remain open until ASI funds have been fully distributed. All applications will be processed in accordance with viewpoint neutral application procedures and applicable deadlines.

III. Events

- ALF funding are for reimbursement to RSO members ~~or for payment to vendors.~~or advisors
- Events must take place during the academic year and must take place on campus.

1. An RSO may not utilize ASI's logo or name in the advertisement or promotion of an event.
    a. ASI's decision to fund an event does not constitute co-sponsorship.
    - All events must be conducted in compliance with applicable University rules, regulations and policies, including facilities use policies if the event will require reservation and use of University space as well as Sodexo's first right of refusal for food catering purchases over $250.

    b. All events must be compliance with and not violate any federal, state or local law, statute, ordinance, code, or regulation.
2. All of the individuals making a funding decision shall use a standardized evaluation form. The forms will be maintained by ASI for a period of four (4) years.
3. An RSO shall be eligible to obtain ALF funding if it satisfies the following requirements at the time the application is submitted:
    a. The RSO is properly registered as a recognized student organization in good standing through Student Leadership & Involvement Center (SLIC)
    b. A representative of the RSO has attended a financing workshop prior to submitting their first funding application for the academic school year.
4. All applications for ALF funding by an eligible RSO shall be granted in the amount requested provided that (1) ALF funds are still available at the time the application is submitted, and (2) the RSO-sponsored event or program satisfies the following requirements and conditions:
    a. Application was submitted to ASI at least one (1) week prior to event taking place
    b. The event will be held on-campus.
    c. The event will be free to attend for CSUSM students.
    d. The application must contain a budget detailing how the funds will be used.
    e. Funding may only be used for consumable items and facility costs such as food for attendees, paper products, event/program advertising, and rental or cleaning costs.
        i. If food is purchased, it must follow campus's first right of refusal policies.

f. Funding is **not** available, and may not be used, for any of the following: door prizes, raffles, opportunity drawings, honorariums, speaker fees, donations, gifts, or give-away items.
g. An RSO may receive up to $500 in ALF funding per semester.
h. If an event or program is not open to the entire campus community, the maximum ALF amount that may be requested is **$250**.
i. If an event or program is open to the entire campus community, the maximum ALF amount that may be requested is **$500**.
j. An RSO may co-sponsor an event with another RSO. For a co-sponsored event, each RSO is eligible to submit an application for the maximum $500 amount. Co-sponsored events can be funded up to maximum $1,500 (or up to three RSO requesting funding).
k. ALF contribution for co-sponsored funding is **not** available for individual RSO members.
l. Incomplete applications will be rejected and must be re-submitted as a new application. Must still follow application timeline requirements.
m. Use of funding for any activity not disclosed in the application will disqualify an RSO from receiving any future ALF funding for a period of one academic year.
n. Funding may only be used or expended in support of the specific program or event identified in the funding application.

PROCEDURE

I. Conferences

1. ASI shall not, in administering this Policy, evaluate or consider in any way the nature or content of the conference activity other than to verify that the described conference activity actually exists, and that it complies with all applicable University rules, regulations, and policies and all applicable federal, state or local laws, statutes, ordinances, codes, or regulations. ASI's role with respect to reimbursement for student conference activity shall be limited to (i) verifying that the stated conference is actually taking place.
2. Funding decisions shall be made in the order of when the application was received.
    a. Awarded funds are on a first come, first served basis.
3. Conferences must take place during the academic year.
4. Awards must be made in conformance with ASI's viewpoint neutrality requirement
5. ASI Vice President of Finance & Operations will review and determine guidelines for application prior to application posting for that academic year. Current guidelines are as follows:
    a. Applicant must be a currently enrolled CSUSM student at the time of application and conference
    ~~a.~~b. Applicant must submit application and complete forms on their own behalf.
    c. Conference must follow all guidelines

~~b.~~d. Student must be enrolled or registered for event/conference

~~c.~~e. No more than four students attending the same conference may request/obtain ALF funds.

~~d.~~f. Student may receive funding for only one conference per semester.

i. May apply for up two within academic year (i.e. one in fall and one in spring). Summer and winter intersession shall be considered fall semester.

~~e.~~g. Student will only receive funds upon submit of proof of attendance, itemized receipts, and written statement. Receipts must be for purchases made by applicant for their attendance at conference. Reimbursement cannot cover purchases for other attendees. All purchases must be conference related including: registration, hotel, transportation, etc. Personal purchases such as clothing, any alcohol, entertainment, etc. will not be approved for reimbursement

~~f.~~h. Club sports teams and other student recreation sports may only apply if the individual or team is participating in a national title championship.

~~g.~~i. Incomplete applications will be denied, at the discretion of the ASI Vice President of Finance & Operations

6. ASI Vice President of Finance & Operations will review and determine award guidelines for application prior to application posting for that academic year. Current funding awards are as follows:
    a. One day in-state conference within 400 miles from campus: $100.00 award
    b. Two days or more conference within 400 miles from campus: $250.00 award
    c. One day conference outside of 400 miles from campus: $200.00 award
    d. Two days or more conference outside of 400 miles from campus: $425.00 award
7. Applicants will submit application on the ASI website via Adobesign form.
    a. Application must include copy of the advertised conference, which must include title, subject, location and dates.
    b. Applicants are encouraged to submit application early. Application must be submitted at least one (1) week prior to conference dates.
8. The applicant will receive an email noting the decision of their application.
    a. If approved, recipients are required to submit proof of attendance, receipts and a written statement via email to alf@csusm.edu within 10 business days in order to process payment for their awarded funds.
    b. Students will not receive reimbursement unless proper documentation is submitted.
    c. Students will only receive reimbursement funds for the total of receipts submitted up to the award total amount.
9. The funding is available for conferences held during the academic year and within the ASI fiscal year.

a. Exact dates will be determined by Vice President of Finance & Operations with ASI Professional staff support.
b. Proof of attendance, receipts, and event write-up for this conference must be presented prior to the end of the ASI fiscal year.

10. The applicant will receive an email noting the decision of their application.
    a. If approved, recipients are required to submit proof of attendance, receipts and a written statement via email to alf@csusm.edu in order to process payment for their awarded funds.
    b. Students will not receive reimbursement unless proper documentation is submitted.
    c. Students will only receive reimbursement funds for the total of receipts submitted up to the award total amount.

II. On-Campus Event

1. Each RSO shall submit its application to ASI Vice President of Finance & Operations electronically. No later than the close of business five business days from the date the application is submitted, ASI Vice President of Finance & Operations must approve or deny the application and deliver their decision in writing via electronic communication to the person that submitted the application on behalf of the RSO. Email is permissible for this notification.
    a. If the application satisfies the criteria set forth above and ALF funds are available, ASI Vice President of Finance & Operations must approve the application as submitted.
2. The application for funding will begin on a date as determined by ASI and posted on its website or through some other announcement to the campus community, and will remain open until ASI funds have been fully distributed. All applications will be processed in accordance with viewpoint neutral application procedures and applicable deadlines.
3. Funding decisions shall be made in the order of when the application was received.
    a. Awarded funds are on a first come, first served basis.
    b. Events must take place during the academic year.
4. Application must be submitted at least one (1) week prior to event taking place.
5. The applicant and all signers will receive an email noting the decision on the applications within 5 business days of application.
6. We will not approve any events taking place after the conclusion of finals week.
7. If approved, recipients are required to submit itemized receipts ~~or payment requests~~ no later than ~~May 30th~~ of the academic year in which the event takes place; such receipts should be sent to alf@csusm.edu in order to process reimbursement payments for the awarded funds.
8. Recipients are required to submit itemized receipts and a written statement via email to alf@csusm.edu to process payment for their awarded funds. Written statement should include information about the event, your experience, and how ALF supported your attendance or goals of the event. These statements and photos may be used on the ASI website for marketing purposes.

III. Reconsideration of Recognized Student Organization On-Campus Event Application Decision

1. If ASI Vice President of Finance & Operations denies the application or decreases the original funding request amount, ASI Vice President of Finance & Operations must (1) issue their decision in writing to the RSO, and (2) identify the specific reasons for the denial or reduction. If the RSO disagrees with the decision, the RSO may request a meeting with ASI Vice President of Finance & Operations or ASI Vice President of Finance & Operation's designee within three (3) business days of receipt of the decision.
2. The meeting shall take place within five (5) business days of the request pending scheduling availability. At the meeting, the parties will discuss the application and ASI Vice President of Finance & Operations shall explain reasons for any reduction in amount or denial of the application.
3. The RSO will receive written notice of ASI Vice President of Finance & Operations' decision within three (3) business days after the meeting.
    a. If the decision confirms the denial of or decrease in funding, the decision will explain and state in writing the reasons why the funding was denied or decreased.

IV. Recognized Student Organization On-Campus Event Application Denial Appeals Process

1. If the RSO contends that ASI Vice President of Finance & Operations's post-meeting decision violates or did not comply with the viewpoint neutrality requirement, it may file an appeal. The RSO has five (5) business days after receipt of the written post-meeting decision to file an appeal. Such appeal must be in writing and state the reason the RSO believes the application was wrongfully denied or reduced. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy or whether viewpoint or opinion played an impermissible role in the denial or reduction.
2. The CSUSM Vice President of Student Affairs ("VPSA") or the VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than ten (10) business days of receipt of appeal.
3. The VPSA or the VPSA's designee shall determine "de novo" (*i.e.*, without any deference to the ASI Vice President of Finance & Operations's decision) whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

V. Reconsideration of Conference Application Decision

1. If ASI denies the student travel/conference application or decreases the original funding request amount;
    a. ASI must issue its decision in writing to the student
    b. ASI must identify the specific reasons for the denial or reduction.
    c. If the student disagrees with the decision, the student may request a meeting with ASI Vice President of Finance & Operations or ASI Vice President of Finance & Operations's Vice President of Finance & Operations's designee within three business days of receipt of the decision.
        i. The meeting shall take place within five (5) business days of the request. At the meeting, the parties will discuss the application and the ASI administrator shall explain the reasons for any reduction in amount or denial of the application.

ii. The student will receive written notice of ASI's decision within three (3) business days after the meeting. If the decision confirms the denial of or decrease in funding, the decision will explain and state in writing the reasons why the funding was denied or decreased.

VI. Conference Application Denial Appeals Process

1. If the student contends that ASI's post-meeting decision violates or did not comply with the viewpoint neutrality requirement, the student may file an appeal within five (5) business days after receipt of the written decision to file an appeal. Such appeal must be in writing and state the reason the student believes the application was wrongfully denied or reduced. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy or whether viewpoint or opinion played an impermissible role in the denial or reduction.
2. The CSUSM Vice President of Student Affairs ("VPSA") or VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than ten (10) business days of receipt of appeal.
3. The VPSA or VPSA's designee shall determine "de novo" (i.e., without any deference to the decisions below) whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

RELATED DOCUMENTS

I. ALF Conference Application
II. ALF On-Campus Events Recognized Student Orgnization Application
III. ASI Student Organizations Account Services Guidebook
https://www.csusm.edu/asi/services/2122_studentorg_accountservice_guidebook.pdf
IV. ASI Leadership Funding website
https://www.csusm.edu/asi/services/alf.html
V. ASI Accounts Payable policy
https://www.csusm.edu/asi/documents/about/asi_accountspayable_approved11.5.21.pdf
VI. CSUSM Accounts Payable Department
https://www.csusm.edu/fs/ap/index.html

ASI Meeting Schedule 2025/2026

ALL Committee Meetings will take place via in USU 2310 unless otherwise indicated on posted agenda

Board of Directors	
Date	**Time**
Wednesday, August 13	2:30 - 4:00pm
Friday, September 5	2:30 - 4:00pm
Friday, September 19	2:30 - 4:00pm
Friday, October 3	2:30 - 4:00pm
Friday, October 17	2:30 - 4:00pm
Friday, November 7	2:30 - 4:00pm
Friday, November 21	2:30 - 4:00pm
Friday, December 12	2:30 - 4:00pm
Friday, January 23	2:30 - 4:00pm
Friday, February 6	2:30 - 4:00pm
Friday, February 20	2:30 - 4:00pm
Friday, March 6	2:30 - 4:00pm
Friday, March 20	2:30 - 4:00pm
Friday, April 10	2:30 - 4:00pm
Friday, April 24	2:30 - 4:00pm
Friday, May 8	2:30 - 4:00pm
Advisors: Ashley Fennell & Annie Macias	

Executive Committee*	Time
Date	
Wednesday, June 4th	9:30 - 10:30am
Wednesday, July 9th	9:30 - 10:30am
Thursday, August 7th	9:30 - 10:30am
Thursday, September 4th	11:30am - 12:30pm
Thursday, October 2nd	10:30 - 11:30am
Thursday, November 6th	10:30 - 11:30am
Thursday, December 4th	10:30 - 11:30am
*** Schedule dependent upon committee availability**	
Advisors: Ashley Fennell & Annie Macias	

BOD Professional/Personal Development		
Date	**Time**	**Topic**
8/11- 8/13/25	All Day	BOD Training
8/18 - 8/20/25	All Day	ASI Retreat
Friday, September 19	4-5:30	TBD
Friday, October 17	4-5:30	TBD
Friday, November 14	4-5:30	TBD
1/14 - 1/15/2026	All Day	ASI Retreat
Friday, January 16	All Day	BOD Retreat
Friday, February 6	4-5:30	TBD

Student Advocacy Committee	
Date	**Time**
Friday, August 29	2:30 - 4:00pm
Friday, September 26	2:30 - 4:00pm
Friday, October 24	2:30 - 4:00pm
Friday, Dec 5	2:30 - 4:00pm
Friday, January 30	2:30 - 4:00pm
Friday, February 27	2:30 - 4:00pm
Friday, March 27	2:30 - 4:00pm
Friday, May 1	2:30 - 4:00pm
Advisors: Ashley Fennell & Jason Schrieber	

Internal Operations	Time
Date	2:30 - 4:00pm
Friday, September 12	2:30 - 4:00pm
Friday, October 10	2:30 - 4:00pm
Friday, November 14	2:30 - 4:00pm
Friday, February 13	2:30 - 4:00pm
Friday, March 13	2:30 - 4:00pm
Friday, April 17	2:30 - 4:00pm
Advisors: Annie Macias, Talisha St John, and Deborah Davis	

Elections Committee*	Time
Date	TBD
TBD	
*** Schedule dependent upon committee availability**	
Advisors: DOS Representative and OIE Representative	

Awards Committee*	Time
Date	TBD
TBD	
*** Schedule dependent upon committee availability**	
Advisors: Ashley Fennell & Daphne Joie Calaguas	

Personnel Committee*	Time
Date	TBD
TBD	
*** Schedule dependent upon committee availability**	
Advisors: Erick Ramirez & Michelle Hinojosa	

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY: **STUDENT EMERGENCY FUND**

EFFECTIVE DATE: **JANUARY 11, 2016**

REVISED DATE: ~~**JULY 1, 2024**~~

DEFINITIONS

ACE Scholars: CSUSM Program that supports former foster youth.

Cougar Care Network: Support Services department under CSUSM Dean of Students Office that provides information, services, and support to students in need.

Degree Seeking Program: Major or program that ~~cuminates~~culminates in the attainment of a Bachelor's or master's degree.

Maxient: CSUSM Internal database for managing student cases.

PURPOSE

The ASI Student Emergency Fund (SEF) provides one-time financial assistance to currrently enrolled CSUSM students who encounter unforeseen financial emergencies or catastrophic events that disrupt their progress toward a degree. These funds are not intended to be used for routine expenses nor as a consistent supplement to a student's education funding sources. These funds are not required to be repaid.

POLICY

I. Funding for ASI Student Emergency Fund is determined annually during the ASI budget allocation process in the spring for the subsequent fiscal year.

II. Funds for ASI Student Emergency Fund are managed by and contained within the budget of the ASI Vice President of Finance & Operations

III. All requests must be urgent in nature. Event/situation must have occurred within the past three months.

IV. Automatic denials include:
    1. Student applicant is not enrolled in the current semester at CSUSM. If applicant not current CSUSM Student, a case will not be created.

2. Student is not in a degree seeking program (Open University).
3. Student is not enrolled in a program that pays the ASI Student Body Fee
    a. However, money collected from other revenue sources can fund these student applicants as long as funds are available.
4. Student has already been approved for funding for same event/situation.
5. Student's financial impact of the event/situation is under $350.
6. If submitted suspicious and/or altered evidence and student will be sent to the Office of Student Conduct and Ethical Development Office within the Dean of Students Office.
7. An application will be denied if a student has not responded to Cougar Care Network (CCN) or ASI after three outreach efforts (phone call, email to personal/CSUSM email, etc.) for required meeting with CCN member.
    a. Student will be asked to re-submit and provide additional documentation or information regarding the emergency situation.

V. Funds will not be awarded to the same student more than once during an academic year. Committee will consider academic year July 1- June 30.
1. Summer applicants must be enrolled in either summer and/or fall classes.
    a. Summer awards through Financial Aid and Student Financial Services will need to be awarded to the prior spring semester disbursement in order to avoid delay of award to the student recipient
    b. If a student is an incoming freshman or incoming transfer student, funds cannot be disbursed until fall semester Financial Aid awards are processed. Funds cannot be awarded for a previous semester because they were not previously enrolled.
2. Winter applicants must be enrolled in winter intersession and/or spring classes.
3. Students will be ineligible to apply more than once during the academic year.
    a. Exceptions can be made if there has been another financial emergency or catastrophic, unforeseen circumstance unrelated to prior application, the student may apply again. Team will make final approval or denial decision.
    b. Student will not be funded for a circumstance more than once. If student approved for exception, it will only be for new unrelated unforeseen financial emergency.
4. Students will only be eligible three (3) times for funding during the duration of the their time at CSU San Marcos as an undergraduate student. Graduate students are eligible one (1) time for funding during their program.
    a. Any applications received beyond this maximum will be reviewed but not guaranteed. Special approval will be required by ASI Vice President of Finance & Operations.

VI. ACE Scholar students will be encouraged to first reach out to ACE at **ace@csusm.edu** before applying to ASI Student Emergency Fund to ensure students explore all available options.

VII. Students seeking funding for medical related expenses under $500 will be encouraged to contact and apply for SHCS Health Assistance Fund prior to ASI SEF application submission.
    a. If funding request is over $500, student is eligible to apply for both funding sources.
    b. Application will ask student if they have received funding or applied for SHCS Health Assistance Fund.

VIII. Qualifying students facing housing insecurity will be encouraged to utilize CSUSM ~~emergency housing~~CCN/Basic Needs financial assistance first. If a student has already or will be approved for CSUSM financial support related to housing insecurity, they will be denied for SEF unless an exception is made by the funding team.
    a. Application will ask student if they have received funding or applied for emergency housing funds.

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PROCEDURES

I. The application is located online on the ASI website and requests are automatically downloaded into Maxient.
    1. Application, backup documentation, and student enrollment will be reviewed and verified by ASI upon review of application and documentation.
        a. Submitted applications must be thorough and include as much information as possible regarding the need for emergency funds. Student must also submit true and accurate backup documentation for emergency situation. See above for automatic denial process for suspicious and/or altered evidence.
        b. If situation is of a confidential matter or time urgent circumstance, the ASI will assign to CCN to meet with student and document situation in written letter that can be submitted in lieu of personal documents.
        c. ASI will verify unforeseen circumstance, current enrollment, confirmation in degree seeking program, amount of times awarded SEF, and enrollment in program that pays the ASI student body fee.
        d. If a circumstance falls under one of the automatic denial notes above, the case will be sent directly to CCN for review and additional documentation will not be collected.
    2. ASI will assign file to CCN after confirmation of above information
        a. CCN will review student's request, submitted documentation, and confirmation it meets SEF policies.
        b. CCN determines if application is eligible for automatic approval with resources or if CCN needs to meet with student applicant prior to award.
            i. This includes for specified criteria including housing insecurity, food insecurity, physical and/or mental safety.

ii. If meeting needed, student will meet with a member of the CCN prior to application being sent to Team for approval or denial.

c. This could include in person, phone call, or zoom /Teams meetings.
   i. An application will be denied if a student has not responded to Cougar Care Network after three outreach efforts (phone call, email to personal/CSUSM email, etc.) for required meeting with CCN member.

d. Student will be asked to re-submit and provide additional documentation or information regarding the emergency situation.

II. Awards are determined by the Student Emergency Fund Team which includes university staff members who work directly with the Cougar Care Network, as well as the ASI Vice President of Finance & Operations and reviewed by an ASI staff member, as designated by the ASI Executive Director.
   a. A decision must be made by a majority of the team members.
   b. Team will consider awarding $350 based on documented need in the form of a Financial Aid Scholarship.

III. Funds are distributed to the SEF recipient in the form of a Financial Aid Scholarship.
   a. An ASI staff member will send notification of award or denial to student applicant via their campus email account after review and approval by ASI Student Emergency Fund team.
   b. Notification and student information sent to ~~Financial Aid~~Student Financial Services who will apply award to student account. Student Financial Services will post money to student account. Payment will be issued by Accounts Payable to student in next check run or delivered via Direct Deposit
   c. Accounts Payable will deliver check to Student Financial Services.
   d. Cashiers will notify student that the check is available for pick-up. If campus is closed, check will be mailed to student address- in their MyCSUSM.
   e. CSUSM will bill back ASI for Scholarship award via invoice process.

IV. In the event that a student awarded is at Cost of Attendance, Financial Aid will notify ASI. ASI will get in contact with student about appeal process. Award will be on hold until appeal has been processed and award has been determined. If financial aid package cannot be adjusted, award will be cancelled.

V. In the event that the SEF funds are depleted, the ASI Vice President of Finance & Operations can choose to transfer funds from ASI Leadership Fund and/or request that additional funds be transferred into SEF from reserves or from funds donated to the

Student Emergency fund via donations made on the University Advancement website or payoll deductions.

VI. Funds donated to the ASI Student Emergency Fund via donations made on the University Advancement website or payoll deductions will be transferred to ASI SEF fund at the beginning of each fiscal year.

VII. A list of all applicants, both approved and denied, will be maintained by an ASI Professional Staff member in coordination with other members of the ASI Student Emergency Funding Team. List will include student names, student ID, and amount awarded, if applicable.

a. Each applicant will also receive information about any available Financial Aid awards and/or loan opportunities available to them.

RELATED DOCUMENTS

I. Student Emergency Fund application
II. https://www.csusm.edu/asi/services/emergency_fund.html
https://cm.maxient.com/reportingform.php?CSUSanMarcos&layout_id=11
III. ASI Student Emergency Fund website
https://www.csusm.edu/asi/services/emergency_fund.html
IV. CSUSM Student Financial Services
https://www.csusm.edu/sfs/index.html
V. CSUSM Financial Aid
https://www.csusm.edu/finaid/index.html

Q1. https://www.csusm.edu/asi/documents/forms/internal_asi_forms/form_meeting_report.html

Reports must be submitted by the Wednesday before any Board of Directors meeting.

If you have any questions regarding meeting reports, please email the Associate Executive Director, Ashley Fennell, at afennell@csusm.edu

Q2. Name

First	Cameron
Last	Munn

Q3. Email

Cmunn@csusm.edu

Q4. Position on Board

Vice President of Student & University Affairs

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)

- Coordinating and planning the Lobby Corps Team logistics and admin tasks including creating a full schedule for applications, advertisement, as well as meetings for fall '25 & spring '26 semesters, and securing guests like Shelby Rodgers from Civic Engagement and Zach Bunshaft from University Advancement - Meeting with Vice President Viridiana Diaz among other professional staff for clarification and information gathering regarding a rapid response team, mass notification system, etc. - Tabling at orientation events and delivering speeches for introductions for Orientation - Helping Shannon and the other Executive Officers complete planning and execution of Board of Directors Onboarding and Fall '25 Retreat Planning - Completing Onboarding meetings with my fellow Executive Officers with various campus partners, as well as engaging in workshops.

Q6. What ASI Committees are you currently sitting on?

- [ ] Internal Operations
- [ ] Awards Committee

- [x] Student Advocacy Committee
- [ ] Elections Committee
- [ ] Sustainability Projects Committee

Q7. Updates on ASI Committees

Nothing to Report.

Q8. What University Committees are you currently sitting on?

- [x] Academic Senate
- [ ] Academic Policy Committee (APC)
- [ ] Budget and Long-range Planning (BLP)
- [ ] General Education Committee (GEC)
- [ ] Student Affairs Committee (SAC)
- [ ] Technology Policy & Advisory Committee (TPAC)
- [ ] University Curriculum Committee (UCC)
- [ ] Faculty Awards Selection Committee (FASC)
- [ ] Arts & Lectures Committee
- [ ] Co-Curricular Funding Committee
- [ ] Disability Access & Compliance Committee (DACC)
- [ ] Environmental Health, Occupational and Public Safety Committee
- [ ] Graduation Initiative Steering Committee
- [ ] North County Higher Education Alliance (NCHEA)
- [ ] Student Fee Advisory Committee
- [ ] Student Grade Appeal Committee
- [ ] Student Grievance Committee
- [ ] Student Media Advisory Council (SMAC)

Q9. Updates on University Committees

Nothing to Report.

Q10. Other University Committees you're sitting on, but are not listed above:

Not Applicable.

Q11. Upcoming Events and New Initiatives/Collaborations

Nothing to Report.

Q12. Areas of concern related to your position and its constituents

Campus response and protocol for potential Immigration enforcement on Campus.

Location Data

Location: (33.1165, -117.1846)

Source: GeoIP Estimation



Q1. https://www.csusm.edu/asi/documents/forms/internal_asi_forms/form_meeting_report.html

Reports must be submitted by the Wednesday before any Board of Directors meeting.

If you have any questions regarding meeting reports, please email the Associate Executive Director, Ashley Fennell, at afennell@csusm.edu

Q2. Name

First	Anahi
Last	Martinez Perez

Q3. Email

amartinezper@csusm.edu

Q4. Position on Board

Vice President of Finance & Operations

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)

I have been attending onboarding and meet n greets with campus partners. I have also worked on edits on the ASI Leadership Fund and Student Emergency Fund policies (with Ashley). I have also connected with my executive team.

Q6. What ASI Committees are you currently sitting on?

- [x] Internal Operations
- [ ] Awards Committee

- [x] Student Advocacy Committee
- [ ] Elections Committee
- [ ] Sustainability Projects Committee

Q7. Updates on ASI Committees

committee hasn't started yet.

Q8. What University Committees are you currently sitting on?

- [ ] Academic Senate
- [ ] Academic Policy Committee (APC)
- [ ] Budget and Long-range Planning (BLP)
- [ ] General Education Committee (GEC)
- [x] Student Affairs Committee (SAC)
- [ ] Technology Policy & Advisory Committee (TPAC)
- [ ] University Curriculum Committee (UCC)
- [ ] Faculty Awards Selection Committee (FASC)
- [ ] Arts & Lectures Committee
- [ ] Co-Curricular Funding Committee
- [ ] Disability Access & Compliance Committee (DACC)
- [ ] Environmental Health, Occupational and Public Safety Committee
- [ ] Graduation Initiative Steering Committee
- [ ] North County Higher Education Alliance (NCHEA)
- [ ] Student Fee Advisory Committee
- [ ] Student Grade Appeal Committee
- [ ] Student Grievance Committee
- [ ] Student Media Advisory Council (SMAC)

Q9. Updates on University Committees

Nothing to report/haven't been assigned to any yet.

Q10. Other University Committees you're sitting on, but are not listed above:

n/a

Q11. Upcoming Events and New Initiatives/Collaborations

More onboarding to come until the semester begins with campus partners.

Q12. Areas of concern related to your position and its constituents

not at the moment.

Location Data

Location: (33.1432, -117.1666)

Source: GeoIP Estimation



Q1. https://www.csusm.edu/asi/documents/forms/internal_asi_forms/form_meeting_report.html

Reports must be submitted by the Wednesday before any Board of Directors meeting.

If you have any questions regarding meeting reports, please email the Associate Executive Director, Ashley Fennell, at afennell@csusm.edu

Q2. Name

First	Illeana
Last	Carmona Chavez

Q3. Email

icchavez@csusm.edu

Q4. Position on Board

Chair & Chief of Staff

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)

Recently I have been: - Doing summer onboarding with my fellow executive officers meeting campus partners and building relationships to ensure we are advocating for students in every area of the campus community - Preparing for the BOD Representatives to come back to campus in August to do their onboarding/training - Setting goals for the upcoming year for myself to keep me motivated and staying on task

Q6. What ASI Committees are you currently sitting on?

- [ ] Internal Operations
- [ ] Awards Committee

- [x] Student Advocacy Committee
- [ ] Elections Committee
- [ ] Sustainability Projects Committee

Q7. Updates on ASI Committees

I only sit on Board of Directors.

Q8. What University Committees are you currently sitting on?

- [ ] Academic Senate
- [ ] Academic Policy Committee (APC)
- [x] Budget and Long-range Planning (BLP)
- [ ] General Education Committee (GEC)
- [ ] Student Affairs Committee (SAC)
- [ ] Technology Policy & Advisory Committee (TPAC)
- [x] University Curriculum Committee (UCC)
- [ ] Faculty Awards Selection Committee (FASC)
- [ ] Arts & Lectures Committee
- [ ] Co-Curricular Funding Committee
- [ ] Disability Access & Compliance Committee (DACC)
- [ ] Environmental Health, Occupational and Public Safety Committee
- [ ] Graduation Initiative Steering Committee
- [ ] North County Higher Education Alliance (NCHEA)
- [ ] Student Fee Advisory Committee
- [ ] Student Grade Appeal Committee
- [ ] Student Grievance Committee
- [ ] Student Media Advisory Council (SMAC)

Q9. Updates on University Committees

Nothing to report.

Q10. Other University Committees you're sitting on, but are not listed above:

Nothing to report.

Q11. Upcoming Events and New Initiatives/Collaborations

Nothing to report.

Q12. Areas of concern related to your position and its constituents

Nothing to report.

Location Data

Location: (33.1165, -117.1846)

Source: GeoIP Estimation



Response Summary:

https://www.csusm.edu/asi/documents/forms/internal_asi_forms/form_meeting_report.html

Reports must be submitted by the Wednesday before any Board of Directors meeting.

If you have any questions regarding meeting reports, please email the Associate Executive Director, Ashley Fennell, at afennell@csusm.edu

Q2. Name

First	Elaine
Last	Pollard

Q3. Email
epollard@csusm.edi

Q4. Position on Board
President

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)
Onboarding, working on memos, setting goals for the year

Q6. What ASI Committees are you currently sitting on?
- Elections Committee

Q7. Updates on ASI Committees
Working on timeline for elections

Q8. What University Committees are you currently sitting on?
- Student Fee Advisory Committee

Q9. Updates on University Committees
N/A

Q10. Other University Committees you're sitting on, but are not listed above:
N/A

Q11. Upcoming Events and New Initiatives/Collaborations
Student Affairs softball game soon

Q12. Areas of concern related to your position and its constituents
N/A

Embedded Data:

N/A

Signature: Illeana Carmona Chavez

Email: icchavez@csusm.edu