ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**ASI LEADERSHIP FUNDING POLICY**
EFFECTIVE DATE:	**FEBRUARY 5, 2016**
REVISED DATE:	**JULY 9, 2025**

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 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.
   - 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 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:
   - The RSO is properly registered as a recognized student organization in good standing through Student Leadership & Involvement Center (SLIC)
   - A representative of the RSO 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
   - The event will be held on campus.
   b. The event will be free to attend for CSUSM students.
   c. The application must contain a budget detailing how the funds will be used.
   d. 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.
   e. 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.
   f. An RSO may receive up to $500 in ALF funding per semester.

g. If an event or program is not open to the entire campus community, the maximum ALF amount that may be requested is **$250**.
h. If an event or program is open to the entire campus community, the maximum ALF amount that may be requested is **$500**.
i. 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).
j. ALF contribution for co-sponsored funding is **not** available for individual RSO members.
k. Incomplete applications will be rejected and must be re-submitted as a new application. Must still follow application timeline requirements.
l. 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.
m. 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 taking place.
2. Funding decisions shall be made in the order of when the application is 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
    b. Applicants must submit applications and complete forms on their own behalf.
    c. Conference must follow all guidelines
    d. Student must be enrolled or registered for event/conference
    e. No more than four students attending the same conference may request/obtain ALF funds.
    f. Students may receive funding for only one conference per semester.

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

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

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

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 their application on the ASI website via Adobesign form.
    a. Application must include a copy of the advertised conference, which must include title, subject, location and dates.
    b. Applicants are encouraged to submit their 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 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 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 is 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 the 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 of any events taking place after the conclusion of finals week.
7. If approved, recipients are required to submit itemized receipts no later than the last Friday 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. A 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 Organization 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