

## Club Allocation Budget (CAB) Policy

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**Last Updated:** 5/3/24

**Board Agenda ID:** BD 31-24

**Scope:** CSUSB Chartered Clubs & Organizations, ASI Vice President of Finance, ASI Finance Committee

**Purpose:** The mission of the Club Allocation Budget (CAB) is to provide a level of financial support to student clubs and organizations for on-campus events and activities. The guiding philosophy of this policy is that student clubs and organizations actively engage in raising the funds necessary to support the program or activity they wish to put on, and that Associated Students, Incorporated (ASI) may serve as a resource in augmenting the balance of the funds necessary to assist the clubs and organizations to achieve their goal(s).

It is important for clubs and organizations to note that applying for CAB funds is a privilege and not a right, and that funds will be considered for distribution based on the merit of their proposed activity or event, on a first-come-first-served basis and be scrutinized in a fair application process.

ASI supports student advocacy and is prohibited from creating any policy or practice that suppresses the freedom of speech so long as the aforementioned speech is enacted in accordance with local, state, and federal laws.

### 1. CAB Operating Procedures

The basic premise for which funds will be allocated is to promote on-campus programming and is based on the general contribution of a program to on-campus CSUSB students. Student funds will not be used to support off-campus programs, activities, events, faculty, or staff expenditures. The only exception for off-campus programs will be conference/tournament registration fees for students.

- a. Organizations must be chartered with the Office of Student Leadership and Engagement (OSLE) and be in good standing with the University as determined by the Office of Student Leadership and Engagement and certified on the application form in order to be eligible to submit a Funding Request Form (FRF)
- b. Organizations requesting funds through CAB must be debt free with the University.
- c. The ASI Vice President of Finance will be the chief auditing officer of all Funding Request Forms submitted for funding and will be empowered to approve or deny all requests in accordance with this policy. The ASI Vice President of Finance is required to make decisions based solely on this policy and is prohibited from making decisions to accept or deny funding requests based on personal beliefs. If an FRF is denied, the decision of the Vice President is not final, and clubs or organizations may appeal a decision to the ASI Finance Committee. The

decision of the Finance Committee may be appealed to the ASI Board of Directors at a regularly scheduled meeting that will require a 2/3 vote to overturn a decision previously made. ASI is committed to distributing funds in a way that is viewpoint neutral. The withholding of funds based on a difference in political beliefs is strictly prohibited.

- d. Clubs or organizations that are requesting funds must be able to pay 100% of the costs upfront. Upon correct completion of required paperwork, clubs and orgs may get reimbursed a maximum of 75% of the total cost. Clubs and organizations that have been chartered with the Office of Student Leadership and Engagement for less than one (1) academic year are eligible to receive a 100% reimbursement upon correct completion of required paperwork. It will be left to the Vice President of Finance to determine the percentage of funding support that is adequate to meet the provisions of this policy.
- e. FRF's that are approved. Once the student/group/organization has received approval of funding from the Vice President of Finance, issuance of checks and purchase orders will take approximately three (3) calendar weeks from the day that all necessary paperwork is completed and turned in correctly.
- f. Funding Request Forms that are denied by the Vice President of Finance may be appealed for funding consideration to the ASI Finance Committee (see section 3). FRF's that are denied will include a description detailing the reason for denial and the appeal process for club or organization consideration.
- g. The ASI Vice President of Finance will estimate the overall CAB budget at the beginning of each fiscal year at approximately 50% for the fall and spring semester to be used as a target for each semester. The ASI Vice President of Finance will report the CAB balance to the Board of Directors on the last regularly scheduled meeting of each month.
- h. ASI retains the right to evaluate how organizations use funds for programs in a manner that coincides with the requirements in this policy and through a neutral viewpoint. Any organization, or the representative of that organization, which violates these policies or procedures may be subjected to penalties up to and including a moratorium on any request through CAB for a period of not more than one year. Suspension penalties can be contested to the ASI Board of Directors. Decisions made by the ASI Board of Directors will be considered final.
- i. At least one student representative of each organization receiving funds through CAB is required to attend a mandatory workshop each academic year explaining CAB procedures. Only individuals who completed a CAB workshop can submit funding requests, appeals, and communications to the ASI Vice President of Finance, Finance committee, or Board of Directors. The individual attending a CAB workshop cannot be an advisor and must be a student. Organizations submitting the request for CAB must read this policy completely prior to filing an FRF.
- j. Members serving within ASI in any capacity may not present a proposal for funds or speak on behalf of their organization's proposal.
- k. There might be some cases where students will need special accommodation at an event. The ASI Vice President of Finance will be responsible for setting aside money for reasonable on-campus accommodation for disabled students. ASI will pay the Office of Services for Students with Disabilities (SSD) for services rendered to those students in need upon presentation of an

invoice from the SSD office. The ASI funds used to pay SSD will not count against the cap per semester/year for events. It will be up to the club to make the arrangements for accommodation with the SSD office. Clubs will not contract with off-campus agencies/persons to provide accommodation that have not been approved by the SSD office in writing to the ASI Vice President of Finance. These funds are solely for CAB approved events held on campus.

1. All CAB supported events/activities must be open and publicized to all CSUSB students (with the exception of conference/tournament registration fees).
  - i. Funds must be encumbered or spent for the submitted event and will be deducted from the monetary cap of the fiscal year in which the event took place. Any unspent funds will revert to the CAB account. It is the club or organization's responsibility to secure and turn in all receipts, invoices, and relevant paperwork in a timely manner. No invoice submitted outside the fiscal year in which the funds were approved will be paid.
    1. The Vice President of Finance may grant an exception to a deadline should the club or organization be able to demonstrate that a vendor failed to present an invoice in a timely manner. Clubs/Organizations need to establish in writing that there has been a good faith attempt to procure the necessary invoices/receipts/paperwork in writing. A signed letter from the vendor or the club's president is an example of the type of required documentation.
  - m. Funds will be distributed until the annual budget is depleted. The Finance Committee is entrusted with the responsibility for ensuring that CAB funds are allocated in a fair and unbiased manner in accordance with this policy.

## 2. Funding Request Process

In order to request CAB funds, clubs and organizations must submit a Funding Request Form (FRF) with supporting documentation. This request form will be reviewed by the ASI Vice President of Finance. The Funding Request Form (FRF) and supplemental documents are available on the ASI website or by contacting the ASI Vice President of Finance.

- a. Clubs and organizations must be chartered with the Office of Student Leadership & Engagement at the time of request. Clubs and orgs that are applying for funding must submit a complete, accurate, and detailed application for the event or activity to show precisely where ASI funds will be spent. Forms must be typed and filled out completely. Any student organization that knowingly misrepresents information on their FRF will have their CAB application and or funding privileges suspended for a period of one year.
- b. FRF's may only be submitted if a club or organization has attended a mandatory CAB workshop hosted by ASI and becomes knowledgeable of this policy.
- c. FRFs that **do not** require a live artist or service provider must be submitted at least two (2) calendar weeks prior to an event. An exception to this rule is if the event will be occurring within the first three (3) weeks of the school year. FRFs must be accompanied by the following:
  - i. Drafts of event flyers
  - ii. Quotes for any planned purchases

- d. FRFs that **do** require a live artist, or a service provider, must be submitted at least three (3) calendar weeks prior to the event. FRFs must be accompanied by the following:
  - i. Drafts of event flyer
  - ii. Quotes for any planned purchases or performances
  - iii. Vendor Data Form (must be completed by vendor)
  - iv. Proof of Certificate of Insurance (or liability waiver) provided by vendor
  - v. Speaker Performance Agreement Requisition (SPA)
- e. All FRFs must be accompanied by a draft flyer of the event/conference. Flyer guidelines for CAB-funded events are as follows:
  - i. All advertisements (e.g., flyers, posters, pamphlets, etc.) for CAB funded programs must have the following statements in at least 12-point font:
    - 1. “Open to All Students”
    - 2. “If you are in need of a reasonable accommodation in order to participate in this event, please call (include a contact name & number from an authorized accommodating service provider) to make arrangements prior to (then place a date at least 72 hours prior to the engagement date).”
    - 3. “Funded by the Associated Students, Inc. The views expressed herein are those of the club or organization and are not necessarily those of the Associated Students, Inc.”
  - ii. Unauthorized use of the ASI logo will not be used in any advertising.
  - iii. If clubs or orgs are requesting funds for prizes, then those prizes must be documented in the event flyer in order to be eligible for reimbursement. Additionally, clubs/orgs must submit documentation memorializing the name and student I.D. number of prize recipients in order to be eligible for reimbursement.
  - iv. Members of the requesting organization are not eligible to win prizes that are purchased through CAB funding. Only CSUSB students are eligible to win CAB reimbursed prizes.
  - v. Organizations requesting CAB funding are required to submit final draft copies of proposed advertising to be left with the Vice President of Finance.
  - vi. ASI Graphic Design services are available to help develop graphics for clubs and organizations flyers. Clubs and orgs who wish to utilize this service can submit a Graphics Request Form on the ASI website.
- f. The president or the person listed in the OSLE office as the club official financially responsible for the club, and the advisor from the requesting organization must sign the FRF before their requests may be considered. Additionally, contact information for the club President or the person listed in the OSLE office as the club official financially responsible for the club and Advisor is necessary in case the ASI Vice President of Finance needs to contact a representative regarding the FRF. Their signatures will indicate that they have read the funding Policy and Procedures, understand them, and know of no activity in their organization contrary to the Policy and Procedures.
- g. FRF’s must be complete and accurate at the time they are submitted to be considered for funding. Requests that are missing the required documentation or are deemed incomplete may not be funded. The Vice President of Finance has the authorization to deny requests that fail to adhere to the requirements set forth in this policy.

- h. All funding sources for a club or organization's proposed event must be disclosed in the application form including but not limited to those requests from other departments and/or organizations and CAB funding requests coming from a co-sponsoring organization.
- i. All after-event forms must be submitted to the ASI Office prior to the last seven (7) weeks of the fiscal year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University.

### **3. Appeals Process**

- a. Clubs or organizations that have been denied funding based on their funding request by the ASI Vice President of Finance may appeal the decision to the ASI Finance Committee.
- b. Appeals for FRFs without a speaker or artist may only be considered no later than one (1) calendar week prior to the scheduled event.
- c. Appeals for FRFs with a speaker or artist may only be considered no later than three (3) calendar weeks prior to the scheduled event.
- d. Only a student representative of the club or organization who is authorized to submit an FRF and submits an appeal request may present on behalf of their club or organization to the ASI Finance Committee. If there is a communication barrier (speech or hearing) which is hindering the student from making themselves understood, then a faculty/staff member/advisor may assist the student during the presentation phase.
- e. Appeal Hearing. Once a request for an appeal is submitted, the ASI Vice President of Finance will place the request on the next Finance Committee's meeting agenda for consideration. Finance Committee meeting dates will be scheduled on a regular basis based on the availability of its members. Student representatives will present their appeal and answer questions directed by the Finance Committee to determine whether the Vice President of Finance decision can be overturned. If there is no student representative available when the organization's agenda item is brought to the floor, the agenda item may be moved to the bottom of the agenda at the discretion of the Finance Committee in order to give a student representative time to arrive. Decisions by the Finance Committee may be appealed to the Board of Directors. In the case that the Finance Committee cannot convene, the club or organization can make an appeal to the Board of Directors at one of the regularly scheduled meetings. Club/organization advisors and members at large are welcome to attend the Finance Committee meetings as an audience, however they are not authorized to present the club or organization's appeal request unless authorized to do so.
- f. If the Finance Committee overturns the decision of the Vice President of Finance on the grounds that the policy was adhered to in the best possible manner, then the club or organization will receive funding in accordance with the procedures in this policy.
- g. If the Finance Committee upholds the decision of the Vice President of Finance, the appeal may be presented at the next Board of Directors meeting. That decision may be overturned by a 2/3 vote at any regularly scheduled meeting.

#### 4. Categories of Funding

The section below outlines the categories eligible for funding, processes, and limitations.

<i>Category</i>	<i>Annual Cap</i>
<b>Conference and Tournament Registration Fees</b>	<b>\$1,200</b>
<b>Advertising/Promotional Items</b>	<b>\$900</b>
<b>Food/Beverages</b>	<b>\$3,000</b>
<b>Artist/Speaker Fees</b>	<b>\$1,500</b>
<b>Decorations</b>	<b>\$550</b>
<b>Prizes</b>	<b>\$800</b>
<b>Rentals</b>	<b>\$1,500</b>

##### a. Conference & Tournament Registration Fees

- i. Clubs and organizations may receive a maximum of \$1,200 per fiscal year, to be used for conference or tournament registration fees only. Sports Clubs wishing to request funding for tournament fees should use Recreation fees first (if able) before asking ASI for CAB funding.
- ii. ASI will not fund any requests that do not include name, date, location, and registration costs.
- iii. Proof of attendance is required. ASI will not fund late registration fees.
- iv. ASI will not fund travel, lodging, or meals under any circumstances. Any request for conference fees containing lodging will be rejected unless the club or organization can break out the cost of lodging and subtract it from the conference fee request.
- v. ASI will not fund registration fees for non-active club or organization members or individuals not currently enrolled.
- vi. Students wishing to travel to a conference or tournament during the summer may request funding during the spring semester before they are scheduled to attend so long as they pay for the conference and submit their reimbursement and all required documents at least seven weeks before the end of the fiscal year.
- vii. Reimbursement will not be provided for registration fees if the individual fails to attend the approved event without valid justification, as determined by ASI.

##### b. Advertising & Promotional Items

- i. Clubs and organizations may receive a maximum of \$900 per academic year for organization event advertisement (flyers, posters, pamphlets, stickers) and/or

promotional items (i.e., pens, shirts, stickers, etc.). ASI reserves the right to define “advertising” and “promotional items” for the purposes of this policy.

ii. **Advertisement:**

- a. For the purposes of this policy, advertisement is any printed or digital material created to promote an event. This includes (but is not limited to) flyers, posters, brochures, and stickers.
- b. Requests for these funds can include costs associated with design services or printing of material.
- c. Unauthorized use of the ASI logo will not be used in any advertising.
- d. Clubs and organizations must abide by the flyer guidelines specified in Section 2, Line E of this policy.
- e. Organizations requesting CAB funding are required to submit final draft copies of proposed advertising to be left with the Vice President of Finance.
- f. ASI Graphic Design services are available to help develop graphics for clubs and organizations flyers. Clubs and orgs who wish to utilize this service can submit a Graphics Request Form on the ASI website.

iii. **Promotional Items:**

- a. Promotional items are defined as items that are utilized to promote events or used to market the organization to CSUSB students. Examples of promotional items include, but are not limited to, shirts, pens, stickers, lanyards, etc.. Promotional items may only be distributed to CSUSB students.
- b. Clubs or organizations must present proposed item design along with the FRF to the Vice President of Finance.
- c. ASI Graphics Design services are available to assist with graphic design requests.

c. **Food and Beverages**

- i. Clubs and organizations may receive a maximum of \$3,000 per academic year for food/beverages to be used at an event. If funding is approved for food, the club is responsible for submitting original receipts for food/beverage purchases.
- ii. ASI will not fund food or beverages (catering) for club or organization meetings.
- iii. ASI will not fund alcoholic beverages.
- iv. If a club or org is requesting funds for food or beverages, they must submit a list of attendees to the ASI Vice President of Finance after the event. This list may be sent along with receipts and other post-event documents required for reimbursement.

d. **Artist and Speaker Fees**

- i. Clubs and organizations may receive a maximum of \$1,500 per academic year to contract an artist or speaker for their event.

- ii. Clubs and organizations are that plan to request funds for this category must be submit their FRF and supporting documentation at least three (3) weeks prior to their event.
- iii. ASI will not fund travel, meals, lodging, or rider expenses for artists or speakers.
- iv. Paperwork Process:
  - a. Clubs/orgs must send a Vendor Data Form to the artist/speaker to obtain their information needed for paperwork.
  - b. Once a completed Vendor Data Form is received from the artist/speaker, the club/org can proceed with completing a Speaker Performance Agreement (SPA) Requisition.
  - c. Both the Vendor Data Form and SPA Requisition must be submitted with the Funding Request Form
  - d. If the request is approved, ASI will draft a Speaker Performance Agreement and provide it to the club or organization point of contact.
  - e. It will be the responsibility of the club/org point of contact to get the SPA signed by the artist(s) and/or performer(s) and returned to ASI ten no later than (10) business days prior to the event.. The ten (10) business days advance deadline must be adhered to by organizations contracting through ASI. Meeting the deadline is the organization's responsibility. Failure to meet the deadline will cause the ASI Vice President of Finance/ASI Executive Director to cancel the SPA and the funds will revert to CAB. Student organizations will then be liable for all costs which would have been covered by CAB funds had the organization met its obligations under this paragraph.
  - f. The artist or speaker under the SPA must also provide a valid certificate of insurance, in which the artist/speaker will include Associated Students, Inc. as additionally insured. This documentation will have to be provided no later than ten (10) business days prior to the event. If the artist or speaker fee total is under \$1,000, the artist/speaker can submit a Release of Liability waiver in lieu of a certificate of insurance.
  - g. Payment by check will be mailed to the designated speaker on the SPA within a ten (10) business day period following the performance.
- v. Funding requests will be denied if they do not include an SPA Requisition, if an SPA Requisition is incomplete, or if a SPA requisition is missing supporting documentation.
- vi. Funding will be revoked if the terms of the SPA are not adhered to.

e. **Decorations**

- i. Clubs and orgs may receive a maximum of \$550 per academic year for decorations for an event.
- ii. Decorations may include any item that will make the organization's event more attractive or festive. This includes but is not limited to: tablecloths, streamers, balloons, signage, lighting, flowers, centerpieces, etc.



f. **Prizes**

- i. Clubs and orgs may receive a maximum of \$800 per academic year for prizes
- ii. Prizes include any item that is going to be given out to a student(s) as part of an opportunity drawing. Gift cards or cash prizes cannot be given out.
- iii. In order to be eligible for reimbursement, prizes must be documented in the event flyer that is submitted with the FRF.
- iv. Clubs and orgs must also submit documentation with the prize winner's name, student ID and the prize they won.
- v. Prizes must be only given to currently enrolled CSUSB students. Officers of the club or organization cannot be awarded CAB-funded prizes.

g. **Rentals**

- i. Up to \$1500 per academic year may be used for rentals items for an event. Rental items may include but are not limited to locations, equipment, wardrobes, materials, party supplies, or other assets that are typically obtained through a rental agreement rather than direct ownership.
- ii. Justification for Rental: Before considering the purchase of rental items, the Vice President of Finance will need to evaluate the necessity for such rental items being requested.
- iii. Contractual Agreements: All rental agreements must be documented in writing and include the terms and conditions of the rental, including but not limited to rental duration, payment terms, maintenance responsibilities, insurance requirements, and termination clauses. Legal counsel should review contracts when necessary.
- iv. Financial Accountability: Proper financial records and documentation, including invoices, receipts, and purchase orders, must be maintained in accordance with financial policies.
- v. Maintenance and Care: It is the responsibility of the group requesting CAB funding to ensure their proper maintenance and care during the rental period. Any damages or issues must be reported promptly to the vendor and documented. ASI will not cover damage costs.
- vi. Funding requests for location rentals only apply to on-campus locations. (San Bernardino and Palm Desert), costs may include labor, clean up, tables, chairs, and AV fees.

All clubs and organizations are eligible for two (2) revenue generating events other than charity events per academic year, but no more than one per semester.

ASI will entertain only one request per club for recruitment for the academic year. A recruitment event under the scope of this policy shall be defined as an event whose sole purpose has been put on for the purpose of sign up, registration, or interest.

## 5. Funding Limitations

- a. Multiple organizations participating in a single event/conference/etc. and wishing to receive funding for the event may be funded provided that the total amount of CAB funding for the entire event divided amongst the organizations does not exceed \$5,100.
- b. ASI will not donate, contribute to, sponsor, or financially support any event or activity in which the organization is planning to use their event-driven revenue to financially support the event. ASI will not be liable to financially “rescue” an event or activity after the fact should sales fall short of projected revenues.
- c. Funding may not be authorized for an activity or event is determined to be “high risk” by the ASI Executive Director acting in their capacity as the ASI Risk Manager in consultation with the ASI Attorney, the CSU Risk Management Authority, and the appropriate authorities of the California State University, San Bernardino.
- d. ASI will not fund any event in which alcohol is served by the requesting club or organization. Any club or organization found to have violated this provision will not be able to request funding from CAB or any other ASI funding source for one (1) calendar year.
- e. Clubs or organizations may not use funds designated on their proposal and approved by ASI for any other expenditure without the approval of the Vice President of Finance.
- f. The ASI Vice President of Finance will not authorize reimbursement on a receipt for purchases not approved.
- g. ASI will not consider funding for any debts incurred or financial obligations of a club or organization. In addition, organizations entering into any agreement, either oral or written, for products or service, with the expectation that CAB funds will be forthcoming are solely responsible for the funding service of that agreement. In short, no club or organization is authorized to obligate ASI in any matter.
- h. The ASI Vice President of Finance may ask any club or organization to provide a certificate of single event insurance from a reputable insurance company naming the Associated Students, Inc.; California State University, San Bernardino; The California State University; The Chancellor, California State University; the Board of Trustees, California State University; and their volunteers as additional insured for those events it deems necessary to ensure that ASI does not bear sole liability for claims resulting from the organization’s activities or events.
- i. All after-event forms must be submitted to the ASI Office prior to the last seven (7) weeks of the fiscal year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University.

## 6. Reimbursement Process

- a. Clubs or organizations will have ten (10) business days from the date of the event/activity for which they were funded to turn in after-event forms with the original receipts for reimbursement. After-event forms include but are not limited to:
  - i. Receipts and Invoices
  - ii. Hospitality Expense Form (if funds were requested for food/beverages)
  - iii. List of Attendees
  - iv. List of Prize Recipients
- b. To receive reimbursement, clubs or organizations must complete an ASI Requisition Form.
- c. Distribution of funds is administered by the ASI office. ASI only distributes funds through the use of requisitions. Purchase orders will only be generated for clubs or organizations at the Palm Desert Campus. Clubs are required to submit requisitions for purchase orders (PDC only) or checks once funding is approved. Requisitions for purchase orders will only be used for food/beverage orders by clubs or organizations at the Palm Desert Campus and must be accompanied by a quote from the vendor together with a Vendor Data Record form. Requisitions for checks for vendors who will not accept purchase orders must be accompanied by original receipts or invoices as well as a Vendor Data Record form/. The requisitions and the Vendor Data Record form may be requested from the ASI Vice President of Finance or the ASI Front Desk. Other documents may be required to process payment.
- d. ASI will not give money directly to an individual club or organization member. ASI will pay the vendor, club or organization, or speaker/performer up to the CAB approved amount. If an individual club member pays for the items approved on behalf of the club, then the club or organization will be reimbursed directly. Should the receipts show expenditures which are in excess of those funds approved, then the reimbursement will only be for the approved amount. No personal expenses may be included on the receipts. In filling out the ASI Requisition for reimbursement, whomever is to receive the check must fill in the club or organization name or the vendor's/speaker's/performer's name as the vendor and complete a Vendor Data Record form.