ASI Collaborations Principles

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

ASI is powered by students. All ASI collaborations will include *at least* one ASI student representative. The ASI representative must play an active role in the planning process.

If you believe that your proposal is an opportunity for collaboration, please contact the appropriate entity:

- Board of Directors: asi@csusm.edu
- Campus Activities Board: asicab@csusm.edu
- Cougar Pantry: cougarpantry@csusm.edu
- Media and Communications team: asidesign@csusm.edu

Allocation of Resources

Financial Resources

- ASI schedules and allocates financial resources through the budget cycle process around the start of every Spring term.
- Each area in ASI, then plans on the services and programming details for financial allocations 6 to 9 months in advance.

Equipment Resources

- Equipment must be requested at least 48 hours in advance so that we have time to check on availability as we do share some items within ASI.
- Equipment must be returned in person to an ASI representative to ensure confirmation of the return and that the item(s) will be stored in the correct area.
- Equipment borrowed must be returned in the same condition it was at the time it was provided to you. Example: Hot water dispensers must be emptied, cleaned, and dried. Blankets/tablecloths should be washed (if needed) and folded.
- Some equipment items such as A-frames, ipads and other electronic devices may not be loaned out unless they will be used for campus-wide events such as homecoming and commencement, or if an ASI entity is a collaborator on an event.

Contractual Resources

- ASI will take the lead in executing contracts for all off-campus contractors. This includes zero dollar contracts. ASI can process these in house and will send the fully-executed contract to all parties involved upon completion.
- ASI will facilitate the collections of proof of automobile insurance when the off campus contractor is driving on campus and/or any liability insurance requirements for the purpose of our program or initiative.
- For any contract that the University completes, ASI must receive a copy of the fully-executed contract prior to the beginning of the eventAs a best practice, ASI completes fully-executed contracts for all off-campus contractors, including $0.00 contracts. ASI can process these in house and will send the fully-executed contract to all parties involved upon completion.

Media and Communication Resources
ASI's marketing efforts is composed of media and communications. As ASI representatives, it is our goal to be intentional and proactive about collaborations. As a Media and Communications team, our goal is to be up-to-date with the current trends and best practices. In order to best communicate the services ASI provides, and respect the trust our audience has shown by following our channels, we've created the following guidelines:

Giveaways and graphics creation

- Any graphic or giveaway item associated with an ASI-funded event must display the ASI logo.

- Any item containing any logo associated with ASI **MUST** be reviewed and approved by ASI's Media & Communications Coordinator prior to production or publication of any kind.
- ASI has a Media and Communicatons Team comprised of talented, student creatives. We are happy to create graphics packages and promotional items for ASI collaboration events.
- If you would like ASI to take on the creation of these items for your collaborative event, please ask the ASI student lead on your event or iniative to submit a design request.
- All requests are due at least six weeks prior to the event date or iniative rollout.

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

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

ASI Conference Room (USU 3700G)
This space is for ASI use but also available to USU Partners during business hours. It is not open to CSUSM Departments or student organizations. Reservation preference is given to ASI and their operational needs.
- Please remember the ASI Conference Room is within the ASI Suite which is a working space so please keep noise to low levels. As a part of this, please keep the door closed during your meeting.
- Max Capacity for the room is 39—although there is only seating for 26. If more attend your event, you may be asked to find a new space.
- Please make sure the space is as you found it and the lights are off when you leave the room. They are not on a timer or motion detected.
- You are only allowed to use the room for the allotted time requested. If you need time for set up or clean up, please include that in your request.
- The conference room is equipped with one PC computer and two television monitors. The room does not include any additional A/V equipment.
- Room set up is NOT included in your reservation.
- Refer to the Conference Room Guidelines for more information.

	Contact Information
Reaching out to ASI for Collaborations	Board of Directors: asi@csusm.edu Campus Activities Board: asicab@csusm.edu Cougar Pantry: cougarpantry@csusm.edu
ASI Conference Room Reservations Room Number USU 3700G	asi@csusm.edu 760-750-4990
Equipment Requests	Board of Directors: asi@csusm.edu Campus Activities Board: asicab@csusm.edu Cougar Pantry: cougarpantry@csusm.edu Media and Communications: asidesign@csusm.edu