



ASI Executive Committee 2018/2019

Savana Doudar
 President & CEO

Kenny Tran
 Executive Vice President

Michelle Tran
 VP of Student & University Affairs

Lucas Dias
 Chair and Chief of Staff

Advisors

Annie Macias
 Executive Director

Ashley Fennell
 Asst. Director, Government Affairs
 & Initiatives

ASI Executive Committee Minutes 19-01

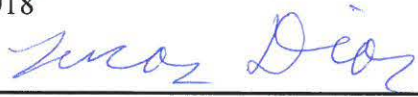

Friday, June 22nd at 9:30 am
 ASI Conference Room USU 3700

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called to order at 9:32am	Lucas Dias Chair & Chief of Staff
02	Roll Call Present: Savana, Kenny, Michelle, Lucas, Annie, Ashley	Lucas Dias Chair & Chief of Staff
03	Recognition of Guests None	Lucas Dias Chair & Chief of Staff
04 Action	Approval of Agenda Michelle motioned to approve the agenda Kenny-2 nd Ashley mentioned changes to action item 8- should say Updates to ASI Leadership Funding Application Savana motioned to make change Michelle accepted Motion Carries	Lucas Dias Chair & Chief of Staff
05 Action	Approval of Minutes Kenny motioned to table approval of minutes since they were not sent out ahead of time Michelle-2 nd Motion Carries	Lucas Dias Chair & Chief of Staff
06 Information	Open Forum None	Lucas Dias Chair & Chief of Staff
07 Action	Updates to Student Emergency Fund Policy & Procedure Description: Updates to review of financial aid standing, as well as updates to reflect current practices. Fiscal Impact: None Presenters reviewed changes in attached document. Changes included removing mandatory loan acceptance. Ashley mentioned group wanted to remove barrier and not further burden students with forcing acceptance of loans. Applicants will now be made aware of what financial opportunities they have available to them. Addition changes include increasing award amount to \$250 from \$200. Ashley mentioned this might be serving less students but it also means better helping those who are awarded since a majority of their needs far exceed the awarded amount. Annie had auditing concerns about the "gift card" wording. She mentioned gift cards are not permitted state side. She will look into this further for auxiliaries. Ashley mentioned not hearing this concern from previous audits. Annie also suggested changes for who is on the committee to be "as designated by the Executive Director". Kenny motioned to approve updates to student emergency fund policy and procedure Michelle-2 nd Motion Carries	Kenny Tran ASI Executive Vice President Ashley Fennell Asst. Director, Government Affairs & Initiatives
08 Action	Updates to ASI Leadership Funding Applications Description: Updates to guidelines and instructions for submission, as well as updates to reflect current practices. Fiscal Impact: None Presenters reviewed changes in attached documents. Changes include increasing allowance of 4 student applicants per	Kenny Tran ASI Executive Vice President Ashley Fennell Asst. Director, Government Affairs

	<p>conference, clarification on winter and summer session applications, updates to application dates, updates to application process to reflect current practices such as online application form and process for submitting reimbursement forms. Additional changes include updating all UARSC information to CSUSM Corporation, clarification on student ID information, and amount allocated for the 18/19 academic year.</p> <p>Kenny motioned to approve updates to ASI Leadership Funding Applications Savana -2nd Motion Carries</p>	<i>& Initiatives</i>
09 Action	<p>Executive Committee Meeting Schedule Description: Determine summer schedule for executive committee meetings Fiscal Impact: None Ashley reviewed proposed dates for summer executive committee meetings. See attached document for approved dates. Savana motioned to approve executive committee meeting schedule Kenny-2nd Motion Carries</p>	Ashley Fennell <i>Asst. Director, Government Affairs & Initiatives</i>
10 Discussion	<p>Photos and Motivation Displays Description: Update regarding photos and photos in the ASI suite Fiscal Impact: None See attached for proposed locations reviewed for photo and motivation displays. The main additions will include canvas photos, motivational wording, and decals on kitchen windows. Kenny mentioned that these changes will make the ASI space more welcoming. Further discussion focused on wall for BOD names. Ashley and Annie reviewed previous conversations which started with the previous executive officers as well as challenges and obstacles that included concerns regarding not having complete BOD lists for all years since 1991 as well as how to display all the names. They also mentioned what are the qualifications for a name to be on the wall. Annie mentioned maybe a running stream and names on a screen. Michelle had concerns about this wall being a short term investment because it would run out of room quickly. Savana also mentioned seeing the importance of recognition but had concerns that the suite is not just home to the BOD students. She mentioned that CAB, Design Team, and others contribute. Further discussion focused on own photos on wall, team photos, and nameplates for BOD meetings.</p>	Ahmbra Austin Media & Communications Coordinator
11 Discussion	<p>Gender inclusive restrooms in 24/5 Zone Description: Request for ASI to partner with the Library to create two gender inclusive restrooms (GIRs) in the 24/5 Zone. Fiscal Impact: Yes Annie reviewed her conversation with Char Booth, Associate Dean of the Library. She also reviewed the attached documents that indicate the plan for a Gender Inclusive Restroom in the 24/5 zone. As it is now, a student must go to a different floor in the library for single stalled restrooms. The plan is to transition the current restrooms into single stall. The library is asking for \$10,000 to complete the project. Michelle wondered where the money would come from if they were to support. Annie mentioned somewhere within the budget, ideally not pulling from reserves. Further discussion focused on funds already being contributed to the 24/5 zone as well as university mandates for gender inclusive restrooms. The executive officers agreed that the 24/5 zone is an ideal place for these</p>	Annie Macias Executive Director

	restrooms however they did not want to contribute funds at the current time. However, they discussed this is something to keep in mind as ASI enters the budget cycle again next year as this falls within priorities and goals for ASI BOD.	
12 Information	Reports Kenny discussed orientations and meeting with new incoming students about ASI Savana discussed CSSA & Panetta, student leader book and Lobby Corp with Michelle Michelle mentioned lobby corps and executive officer trainings Lucas mentioned trainings and learning role Annie discussed the Cougar Pantry renovations and ASI audit Ashley mentioned Cougar Pantry plans for the upcoming year, CSUnity, USU Extravaganza, and well-being training in Long Beach.	Lucas Dias Chair & Chief of Staff
13 Information	Announcements None	Lucas Dias Chair & Chief of Staff
14 Action	Adjournment Kenny motioned to adjourn Savana-2nd The meeting was adjourned at 10:47am	Lucas Dias Chair & Chief of Staff

I, Lucas Dias, 18/19 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by the Executive Committee at a regularly scheduled meeting held on July 11, 2018

Lucas Dias
Date



ASSOCIATED STUDENTS, INC.

STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

POLICY:	STUDENT EMERGENCY FUND
EFFECTIVE DATE:	JANUARY 11, 2016
APPROVAL DATE:	AUGUST 8, 2017 <u>JUNE 22, 2018</u>

PURPOSE

The Student Emergency Fund (SEF) provides compassionate assistance to 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.

POLICY AND PROCEDURES

- A) Funding for Student Emergency Fund is determined annually during the ASI budget allocation process in the spring for the subsequent fiscal year.
- B) Funds for Student Emergency Fund are managed by and contained within the budget of the ASI Executive Vice President.
- C) All requests must be urgent in nature.
- D) 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.
- E) The application is located on the ASI website and requests are automatically downloaded onto a designated Student Emergency Fund email.
 - 1. Application and student financial aid account will be reviewed prior to committee recommendation.
 - ~~2. Student must have accepted all financial aid opportunities including but not limited to grants and loans (both subsidized and unsubsidized).~~
 - 3.2 Submitted applications must be thorough and include as much information as possible regarding the need for emergency funds. If more information is needed from the student, this may result in a temporary denial until the committee can review additional information.
- F) Awards are determined by the Student Emergency Fund Team which includes three to four university staff members who work directly with students at risk, as well as the ASI Executive Vice President and an ASI staff member, as designated by the ASI Executive Director.
 - 1. A decision must be made by a majority of the team members.
 - 2. Approved applicants will receive ~~\$200~~\$250 in the form of a gift card

- G) Funds are distributed to the SEF student in the form of gift cards.
1. The student has one business week to pick up the award unless other arrangements are made with ASI, or the funds will be forfeited.
 2. The gift cards are maintained in an ASI safe.
 3. The gift cards are distributed by an ASI professional staff member.
 4. The gift cards are audited by the ASI Executive Vice President in consultation with an ASI professional staff member other than the staff member who distributes the awards.

H) In the event that the SEF funds are depleted, the ASI Executive Vice President ~~may either 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 payroll deductions.

I) 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 Student Emergency Funding Team. List will include student names and amount awarded, if applicable.

1. Each applicant's information will be sent to the Cougar Care Network for further assistance
2. Each applicant will also receive information about any available financial aid awards and/or loan opportunities available to them.

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**Associated Students, Inc. Leadership Funding
Conference Application and Guidelines
~~2018-2019~~2018-2019**

ASI Mission Statement

ASI serves, engages, and empowers students

ASI Leadership Funding (ALF)

ASI provides leadership funding for student organizations' events and individual student attendance at professional conferences. The ASI Executive Vice President and professional staff members determine the allocation of these funds.

ASI has allocated approximately \$30,000 to ALF. Approved funding is based on eligibility per the ALF Guidelines and Instructions. Awarded funds are on a first come, first served basis. **Application due PRIOR to conference attendance.** The funding is available for conferences held between July 1, 201~~8~~7 and ~~May 26, 2018~~May 31, 2019. We will not fund any conferences after ~~May 26, 2018~~31, 2019. Proof of attendance for this conference must be presented no later than ~~June 9, 2018~~June 9, 2019.

The applicant will receive an email noting the decision of their application. If approved, recipients are required to submit proof of attendance and a written statement to the ASI office in USU 3700 or via email to alf@csusm.edu in order to process payment for their awarded funds.

<u>Due Dates</u>
Applications must be submitted to USU 3700<u>online</u> no later than 12:00 noon on any date <u>prior to the conference date</u>:
Friday, July 6, 2018 <u>7</u> at Noon
Friday, August 31, 2018 <u>7</u> at Noon
Friday – September 7, 2018 <u>7</u> at Noon
Friday – October 5, 2018 <u>7</u> at Noon
Friday – November 2, 2018 <u>7</u> at Noon
Friday – December 7, 2018 <u>7</u> at Noon
Friday – February 1, 2019 <u>8</u> at Noon
Friday – March 1, 2019 <u>8</u> at Noon
Friday – April 5, 2019 <u>8</u> at Noon
Friday- May 3, 2019 <u>8</u> at Noon

Provisions of California Assembly Bill No. 1887

Effective September 27, 2016, California Assembly Bill No. 1887 prohibits ASI from approving a request for ASI-funded or ASI-sponsored travel to any state that, after June 26, 2015, has enacted a law that:

- Voids or repeals or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression; or
- Has enacted a law that authorizes or reflects discrimination against same-sex couples or their families, or on the basis of sexual orientation, gender identity, gender expression, as specified, subject to certain exceptions.

This prohibition currently extends to the following states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, and Texas. This list may be subject to change.

If you have any questions, contact ASI at USU 3700 or via email at alf@csusm.edu Phone: (760)750-4984/990
Revised: 062717



Associated Students, Inc. Leadership Funding Conference Application and Guidelines

~~2018-2019~~ 2018-2019

ALF Conference Guidelines

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

- **Applicant must be a currently enrolled CSUSM student**

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- Conference must follow all guidelines outlined in this packet
- 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.**

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- Student will receive funds upon submit of proof of attendance and written statement.
- You can only receive funding for the same conference one time within two consecutive academic years.
- 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 Executive Vice President.

Instructions for application:

1. Complete all forms in this packet.
2. **Attach a copy of the advertised conference**, which must include title, subject, location and dates. Conference subject must fit the mission statement of ASI.
3. Attach an original typed statement with the following content: explain the conference, why you would like to go, why you should be awarded funding, what you hope to gain from your attendance, and any goals or specific outcomes you would like to achieve at the conference. Please give specific examples of how this conference will benefit you professionally or personally. **Each statement must be a minimum of a full one page, double spaced.** Only original applications are accepted; photocopies or attachments to emails are not accepted.
4. Return completed packet to USU 3700 by due date. **APPLY EARLY.**
5. **In order to receive your awarded funds**, proof of attendance (name badge, agenda, etc.) must be provided, along with a typed statement about the conference. Describe how the conference was beneficial to your personal and/or professional development and any skills or insights you gained. Please submit photos of the conference if you took any. Your photos and written statement may be used on the ASI website for promotional material.

If you have any questions, contact ASI at USU 3700 [or via email at alf@csusm.edu](mailto:alf@csusm.edu) Phone: (760)750-4989/4990

Revised: 062717



**Associated Students, Inc. Leadership Funding
Conference Application and Guidelines**

~~2018-2019~~2018-2019

Application Form

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							
<p>• Circle One:</p> <p>❖ One day conference within 400 miles from campus: \$100.00 ❖ One day conference outside of 400 miles from campus: \$200.00</p> <p>❖ 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</p>							
<p align="center">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 <u>or to alf@csusm.edu</u> proof of my attendance at the conference and a <u>written</u> statement.</p>							
Your Signature							
Print your name					Date		

FOR ASI USE ONLY

Approved Amount				
ASI Executive Vice President			Date	
Assistant Director of Government Affairs & Initiatives			Date	

If you have any questions, contact ASI at USU 3700 or via email at alf@csusm.edu Phone: (760)750-49894990
Revised: 062717



Associated Students, Inc. Leadership Funding Conference Application and Guidelines

2018-2019~~2018-2019~~

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION 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., ~~University Auxiliary & Research Services California Student University San Marcos Corporation (CSUSM Corporation) (UARSC)~~, 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 UARSC~~ 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 UARSC~~ incur any of these types of expenses, I agree to reimburse the University, Associated Students Inc. or ~~UARSC 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 ~~UARSC CSUSM Corporation~~ from all liability, (b) promising not to sue the University, Associated Students Inc. or ~~UARSC 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): _____ Date: _____

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 ~~UARSC 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.

Signature of Minor Participant's Parent/Guardian _____

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

Date _____

If you have any questions, contact ASI at USU 3700 or via email at alf@csusm.edu Phone: (760)750-4989-4990

Revised: 062717



**Associated Students, Inc. Leadership Funding
Conference Application and Guidelines
~~2018-2019~~2018-2019**

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

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



**Associated Students, Inc. Leadership Funding
Conference Application and Guidelines
~~2018-2019~~2018-2019**

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. Leadership Funding On-Campus Events Application & Guidelines

2017-2018/2018/2019

ASI Mission Statement

ASI serves, engages, and empowers students

ASI Leadership Funding (ALF)

ASI provides leadership funding for student organizations' events and student attendance at professional conferences. The ASI Executive Vice President and professional staff members determine the allocation of these funds.

ASI has allocated approximately \$30,000 to ALF. Approved funding based on eligibility per the ALF Guidelines and Instructions in this packet. Awarded funds are on a first come, first served basis. These funds are for reimbursement or for payment to vendors. Events must take place during the academic year. We will not fund any events that take place after May 17, 2019.

All students are encouraged to request funding early in the year in order to secure funds prior to your event. The applicant will receive an email noting the decision of the application. If approved, recipients are required to submit receipts or payment requests no later than **June 97, 2019** to the ASI office in USU 3700 or via email to alf@csusm.edu in order to process payment for their awarded funds.

TO BE ELIGIBLE FOR ALF ON-CAMPUS EVENTS FUNDING:

1. Student Organization must be officially recognized by CSUSM through Student Life & Leadership (SLL).
2. Student event coordinator MUST work with their SLL Coordinator to plan the event.
3. Events must be held on-campus.
4. If the event is not open to the entire campus community, the maximum ALF amount is \$250. ~~This includes graduation ceremonies.~~
- 5.4. If the event is open to the campus community, the maximum ALF amount is \$500.
- 6.5. Funding is available for consumable items and facility costs, which support the event such as food for attendees, paper products, and advertising specific for the event.
- 7.6. Programs must **not** make a profit. Event must be free to attend.
- 8.7. ASI Leadership Funding (ALF) up to \$500 per student organization per semester.
- 9.8. Student organizations may co-sponsor an event with another student organization. ALF contribution for co-sponsored events up to \$1,000.
- 10.9. Funding is **not** available for individual student organization members.
- 11.10. Funding is **not** available for door prizes, raffles, or opportunity drawings. It also is **not available** for honorariums, speaker fees, donations, gifts, or give-away items.
- 12.11. Only original forms and signatures are accepted.
- 13.12. Incomplete applications will be rejected.

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

Revised: 062717061918



Associated Students, Inc.
Leadership Funding Guidelines
On-Campus Events Application and Guidelines
2017-2018/2018/2019

<u>Due Dates</u>
<u>Applications must be submitted online no later than 12:00 noon on any date prior to the conference date:</u>
<u>Friday, July 6, 2018 at Noon</u>
<u>Friday, August 3, 2018 at Noon</u>
<u>Friday – September 7, 2018 at Noon</u>
<u>Friday – October 5, 2018 at Noon</u>
<u>Friday – November 2, 2018 at Noon</u>
<u>Friday – December 7, 2018 at Noon</u>
<u>Friday – February 1, 2019 at Noon</u>
<u>Friday – March 1, 2019 at Noon</u>
<u>Friday – April 5, 2019 at Noon</u>
<u>Friday- May 3, 2019 at Noon</u>

DIRECTIONS:

Please Attach the Following to Completed Application:

1. **Program Description-** In your own words, **in a typed minimum 1 to 2--page statement**, please describe the event. Include information such as activities or plan for event. What is the purpose of the event? How does the event benefit your student organization’s goals and priorities? Do you have any co-sponsors? Has your organization put on this event in the past? If so, describe its impact and why you feel it is important to offer this event again. Do you have any specific outcomes you would like this event to achieve? Do you anticipate any difficulties in planning or completing your event? **Duplicated event statements will not be accepted.**
2. **Itemized Budget-** Please include an itemized budget of event allowable expenses. Fill in your itemized budget on the attached application form. Include as much detail as possible as to how your reached your requested total amount. Here’s an example of an itemized budget:

Food/Catering	(\$200)
Room rental	(\$250)
Advertisements/Printing	(\$50)
Requesting ALF	\$500

3. Applications due PRIOR the event taking place. **See due dates above.**



ALF On-Campus Events
Student Organization Application
2017/20182018/2019

Contact Information

Student Organization: _____

President: _____

Phone: _____

Email: _____

Student Org Event Contact Person: _____

Phone: _____

Email: _____

Faculty/Staff Advisor: _____

Phone: _____

Email: _____

Event Information

Title: _____ Date of event: _____

Time: _____ Location: _____ Expected Attendance: _____

Total Estimated Cost of event: \$ _____

Other source(s) of funding: Circle all that apply

Campus Activities Board LGBTQA Pride Center Gender Equity Center

Board of Directors USU Live Co-Curricular Funding Student Life & Leadership

Other: _____

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
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ASI Use Only:

ASI Executive Vice President or Designee \$ _____ *Amount Approved* _____
Assistant Director of Government Affairs or Designee

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

Revised: 062717061918

ASI Meeting Schedule 2018/19

Most meetings will take place in ASI Conference Room in USU 3700 unless otherwise indicated on posted agenda

Most BOD meetings will take place in USU 2310 A & B

Board of Directors	
Date	Time
Friday, August 17	2:30-4pm
Friday, September 7	2:30 - 4pm
Friday, September 21	2:30 - 4pm
Friday, October 5	2:30 - 4pm
Friday, October 19	2:30 - 4pm
Friday, November 2	2:30 - 4pm
Friday, November 16	2:30 - 4pm
Friday, December 7	2:30-4pm
Friday, February 1	2:30 - 4pm
Friday, February 15	2:30 - 4pm
Friday, March 1	2:30 - 4pm
Friday, March 15	2:30 - 4pm
Friday, April 12	2:30 - 4pm
Friday, April 26	2:30 - 4pm
Friday, May 10	2:30 - 4pm
Advisors: Ashley & Annie	

Student Advocacy Committee	
Date	Time
Friday, September 28	2:30 - 4pm
Friday, October 26	2:30 - 4pm
Friday, November 30	2:30 - 4pm
Friday, February 22	2:30 - 4pm
Friday, March 22	2:30 - 4pm
Friday, May 3	2:30 - 4pm
Advisors: DOS Rep & ASI Rep	

Internal Operations	
Date	Time
Friday, September 14	2:30 - 4pm
Friday, October 12	2:30 - 4pm
Wednesday, November 9	2:30 - 4pm
Friday, February 8	2:30 - 4pm
Friday, March 8	2:30 - 4pm
Friday, April 19	2:30 - 4pm
Advisors: Annie, Katy, & Ashley	

Executive Committee	
Date	Time
Friday, June 22	9:30-10:30am
Wednesday, July 11	10:45-11:45am
Wednesday, August 1	11:00am-12:00pm
Friday, September 21	12:00-1:00pm
Friday, October 19	12:00-1:00pm
Friday, November 19	12:00-1:00pm
Friday, December 7	12:00-1:00pm
Friday, February 15	12:00-1:00pm
Friday, March 15	12:00-1:00pm
Friday, April 26	12:00-1:00pm
Advisors: Ashley & Annie	

Elections Committee*	
Date	Time
TBD	TBD
* Schedule dependent upon committee availability	
Advisors: TBD	

Awards Committee*	
Date	Time
TBD	TBD
* Schedule dependent upon committee availability	
Advisors: Ashley & Kim	

BOD Professional/Personal Development *		
Date	Time	Topic
TBD	TBD	TBD
* Will know more after CSSA dates picked		
Advisor: Ashley		

Personnel Committee*	
Date	Time
TBD	TBD
* Schedule dependent upon committee availability	
Advisors: SA Rep & CSUSM Corporation	