

I.
SPONSORED ACTIVITY GRANT FUNDING POLICY

Section 1.1 Sponsored Activity Grant Procedures

- (a) Student organizations receiving funding must be officially recognized by the Office of Student Involvement.
- (b) Funding will be allocated to student organizations for individual events/programs that will most directly benefit current California State University, Fresno students as a whole.
 - i. The Finance Committee and Student Senate have full discretion over which events provide the most direct benefit.
- (c) Events/programs must be on campus, and attendance shall be open and free of charge to all California State University, Fresno students.
 - i. Only in special circumstances, which may include an event where a student club/organization cannot realistically or reasonably provide a valuable service to students without charging a fee, will the Finance Committee consider allowing an admission charge.
 - ii. The Finance Committee must approve any admission charges prior to the event.
- (d) Applications must be submitted/received in the ASI Office not less than five (5) weeks prior to an event or program exceeding \$1,000. A review of the application is guaranteed up to at least two weeks before the event date.
 - i. Applications must be submitted to the ASI Office not less than three (3) weeks prior to an event/program not exceeding \$1,000. A review of the application is guaranteed up to at least one week before the event date.
 - ii. Applications for the academic year will be accepted at the beginning of each new fiscal cycle.
 - iii. A review of an application is guaranteed within ten weeks of reception.
 - iv. The Finance Committee, with the approval of the Vice President of Finance, may choose to consider a late application if circumstances warrant such consideration.
- (e) A single event/program for funding purposes includes any related activities, such as auditions and rehearsals held on campus.
- (f) No more than \$3,000 shall be allocated to any organization in any one academic year.

- i.* No club shall receive funding during the summer semester.
 - ii.* No more than \$6,000 is to be allocated for a single event, regardless of the number of clubs applying for funds.
- (g)** The Finance Committee shall review all funding allocations.
 - i.* The Finance Committee has the power to approve all applications not exceeding \$1,000.
 - ii.* The Finance Committee shall review all applications exceeding \$1,000 and make recommendations to the Student Senate. Any allocation exceeding \$1,000 must be approved by the Student Senate by a simple majority vote.
- (h)** Funding will be allocated in five (5) categories: Entertainment, Facility Charges, Publicity, Supplies, and a miscellaneous Other category.
 - i.* Entertainment/Speakers' Fees. Funds may be used to pay an honorarium to certain performers, event officials, or performance groups, and may include travel expenses, one night's lodging, and the state regulated meal per day cost (meal per diem). Paid performers may not be Fresno State students, student organizations, faculty, staff, or administrators.
 - ii.* Facility Charges. Funds may be used for rental, security, and technician needs.
 - iii.* Publicity. Funds may be used for the printing of material and the publicity of an event or program sponsored by the organization. A copy of any publicity, including flyers or brochures, shall be submitted with an expense form. All publicity for the funded event must give credit to ASI, using the approved, official logo of ASI as seen below:



- iv. Supplies. Funds may be used only for materials in conjunction with a specific program or event.
- v. Other: Additional funds may be granted for items not otherwise mentioned in the above categories. The allocation of funds through this category shall be at the discretion of the Finance Committee and must be consistent with the funding guidelines and fiscal policy of ASI.
- (i) ASI specifically shall not fund the following: basic operational costs (i.e., office supplies, booth supplies, general printing), food (water excepted), water bottles, clothing, personal gifts, awards, insurance, postage, and travel.
- (j) All applications must show that the event(s) are being advertised to the Fresno State campus as a whole.
 - i. ASI reserves the right to advertise Sponsored Activity Grant funded events to students on behalf of the organization(s) putting the event on.
- (k) Organizations are required to submit an “Event Summary” form to the ASI office within 14 days of their event.
 - i. Failure to submit an event summary on time may affect the approval of future applications at the discretion of the Finance Committee.

Section 1.2 Club Sports.

- (a) Club Sports, officially recognized by the University as such, may apply for the funding of their insurance from ASI's budget line item "Club Sports Insurance."
- (b) Club Sports may apply for funding for non-event specific costs at any time during the year.
- (c) All funding for Club Sports must meet the Student Organization Funding Guidelines, with the exception that Club Sports may hold some of their events or practices off campus.
- (d) Appropriate funding for Club Sports may include the cost of providing event officials (referees), equipment, league fees, athletic trainers, and coaches.
- (e) Club sports may apply for funding for uniforms as long as the uniforms are not personalized, and remain with the team for three years. Club sports may only apply for funding for uniforms once every three years.
- (f) ASI does not cover travel or registration for specific events; all other restrictions listed in this policy apply.

Section 1.3 Appeals, Amendments and Disbursement of Funds.

- (a) Organizations that are dissatisfied with the total amount allocated to the event or denied funding by ASI should file an appeal in writing within thirty (30) days of the decision notification.
 - i. The Finance Committee will evaluate the appeal and decide if a different allocation should be made.
 - ii. Should the organization wish to file a second appeal, it may appeal the Finance Committee's decision to the Student Senate.
 - iii. The Student Senate may overturn the Finance Committee's decision with a simple majority vote.
- (b) Organizations that are satisfied with the total amount allocated, but would like to divide the amounts differently amongst the categories of one event and/or between events should file an amendment. The Vice President of Finance will evaluate the amendment and decide if it should be approved in whole, in part, or if the original allocations still stand.
- (c) The organization receiving the funding shall submit completed Expense Forms to the ASI Office within forty-five (45) days after the event occurs or by June 15, whichever comes first. Exceptions may be made if the Vice President of Finance receives and approves a formal request made by the organization.
- (d) Any monies unspent by the student organization after the forty-five (45) day period (unless extended by the Vice President of Finance) shall be transferred to the Sponsored Activity Grant account to be reallocated through the Sponsored Activity Grant process. All allocations from sponsored activity funds must be spent by May 1st of each year. At fiscal year-end, all unspent funds shall be transferred to ASI reserves, as outlined in the Fiscal Policy and Reserve Policy.

Section 1.4 Violations.

- (a) Violations of this policy shall be determined by the Finance Committee, in consultation with the Executive Officers. If it is determined that a violation of this policy has occurred, the violator(s) shall be informed of this by the ASI Office. The Finance Committee may place sanctions on current and/or future allocations. A student organization may appeal the Finance Committee's decision to the Student Senate.