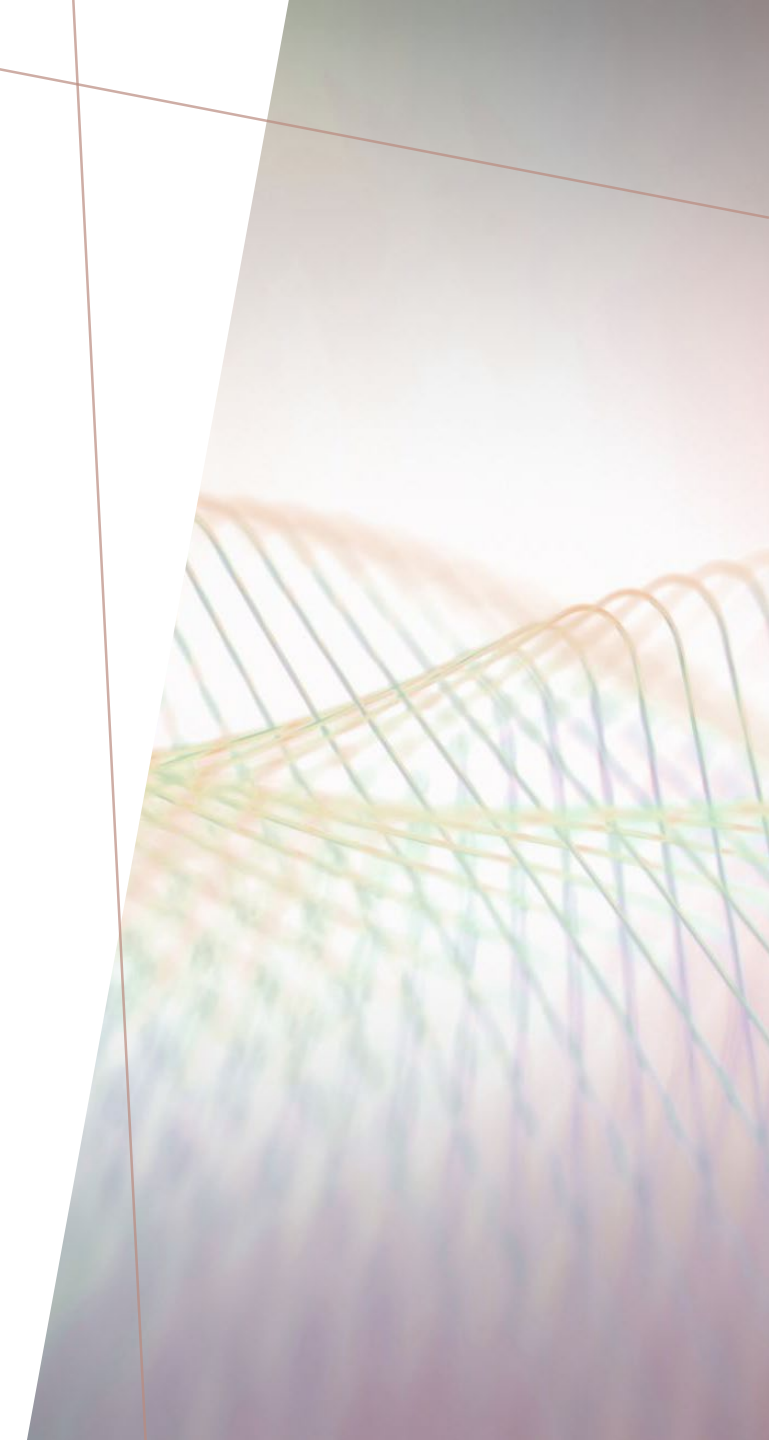


*CICC FUNDING  
PROCESS  
SPRING 2022*



# *BUDGETS*

- A-Side

- Funds allocated for CICC Executive Board

- Supplies:

- \$400

- Printing & Advertising

- \$700

- Contracts, Fees, & Rentals:

- \$4,000

- B-Side

- Funds allocated for CICC Council (Clubs & Students)

- Contracts, Fees, & Rentals (CF&R) (8074):

- \$8,000

- Travel (8077):

- \$15,300

# *PURCHASING FOR CF&R (8074)*

- Food/Beverages (3 Price Quotes Required)\*\*\*
- Disposable Items Only
  - Such as: Decorations, Silverware, Ice Chests
- Contract fees
  - Such as: DJ, Entertainment, Guest Speakers, Rentals (equipment, lighting, costumes, props)

## ❖ Important

- ❖ Events must be open to ALL CSUF students, regardless of membership in any organizations or lack thereof.
- ❖ ALL events must display both CICC & ASI Logos during the event.

## ❖ Policies:

- ❖ [CICC Bylaws 8 19 2021 V3.pdf \(fullerton.edu\)](#)

# *CONTINUED...*

- ASI money can fund:

- Food
- Drinks (non-alcoholic)
- Non-consumable items

- ❖ Important

- ❖ ASI funding is not for classes and class credit/grade
- ❖ Off-campus events must be approved by ASI before funding

- ASI money cannot fund:

- Inflatables
- Fundraising events
- Club T-shirts
- Banquets
- Flyers/Daily Titan advertisements

# *TRAVEL (8077)*

- Only covers CSUF Students
- Each student has a \$500 yearly cap
  - Active (Presenting) - up to \$750
  - Non-Active (Attendee only) - up to \$500
- Travel & Lodging (3 Price Quotes Required)\*\*\*
- Before & After Travel:
  - Steps Listed:

[http://communications.fullerton.edu/studentlife/cicc/files/travel\\_request\\_process\\_2020\\_21\\_r11\\_4\\_20.pdf](http://communications.fullerton.edu/studentlife/cicc/files/travel_request_process_2020_21_r11_4_20.pdf)

# *CONTINUED...*

- ASI money can fund:
  - Conference registration
  - Airfare
  - Hotel
  - Parking
  - Vehicle rental fees
  - Mileage (except rental vehicles)
- ASI money cannot fund:
  - International travel
  - Private rental property/lodging
  - Meals
  - Travel to Banned States:
    - Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, West Virginia

# *CLUB/ORGANIZATION TRAVEL SUPPORT/FUNDING*

- Clubs/organizations may receive up to \$500 total per organization per fiscal year for the student/students representing their organization when such representation is a requirement to maintain membership in their regional/national organization. Registration fees shall not apply to the \$500 limit. The amount allocated for this travel will not be included in the \$500 for travel per fiscal year that any of these students may receive individually.

# *IMPORTANT NOTES*

During the proposal you are required to state a cost analysis; must include 3 price quotes.

- Cost Analysis (CF&R)
  - Food & Beverage
- Items must be the same.
- Wording is very specific
  - Example: If requesting for hamburgers but one price quote states burgers, will not qualify.
- Cost Analysis (Travel)
  - Lodging/Travel (if requesting reimbursement for either)
- Items must be the same.
- Wording is very specific
  - Example: If booking 1 bed suite hotel room but quote states 2 bed suite hotel room, will not qualify.



# *BYLAWS: ARTICLE X, SECTION 4 (RETROACTIVE FUNDING).*

## **Section 4. Retroactive Funding**

- Clause 1.** Only events occurring during the winter and summer intersessions are eligible for retroactive funding.
- Clause 2.** A retroactive funding proposal should indicate that the event must have occurred **prior** to the CICC General Council meeting at which the proposal is being presented.
- Subclause 1.** To be eligible for retroactive funding, a proposal for an event must be presented during the fall or spring semester. Summer events (those occurring after June 30th) shall be considered part of the fall semester. Intersession events shall be considered part of the spring semester. A proposal pertaining to an event or other encumbrance of funds which occurs between semesters (during intersession or summer) must be presented to CICC by the third General Council meeting of the semester following the break to be eligible for funding.
- Subclause 2.** Retroactive funding proposals must have acknowledged CICC and ASI policies; otherwise, the proposal is considered ineligible for funding.
- Subclause 3.** The student or member organization requesting retroactive funding must provide evidence validating the event including, but not limited to: program agenda, original fee receipts, flight boarding passes, and applicable expenses.
- Clause 3.** Retroactive funding proposals shall require a simple majority vote to pass.

# *REIMBURSEMENT REQUIREMENTS FOR EVENTS*

- Individual pays for the items or expenses and then is reimbursed via check
- After Event:
  - Fill out Reimbursement Google Form
  - Have Name, CWID, Mailing Address, Email, Phone Number of individual requesting funds ready.
  - Submit **original** receipts in **PDF** format.
  - Ensure receipts do not include any additional purchases.
  - Only CICC sponsored events will be reimbursed.

All documentation must be submitted within 10 days after the event or travel was held.

# *TRAVEL DOCUMENTATION*

- Before Travel:
  - Executive Senate Travel Request
    - [https://asi.fullerton.edu/wp-content/uploads/executive\\_senate\\_travel\\_form.pdf](https://asi.fullerton.edu/wp-content/uploads/executive_senate_travel_form.pdf)
  - Delegate Contract & Liability Waiver
    - <https://asi.fullerton.edu/wp-content/uploads/Delegate-Contract-and-Travel-Waiver.pdf>
  - Release of Liability, Promise not to Sue, Assumption of Risk, & Agreement to Pay Claims
    - <https://asi.fullerton.edu/wp-content/uploads/CSUF-Release-of-Liability-Travel.pdf>
  - COVID Travel Acknowledgement
    - <https://asi.fullerton.edu/wp-content/uploads/COVID-Travel-Acknowledgement.pdf>
- Travel Document Submission:
  - <https://asicsuf.wufoo.com/forms/travel-documents-submission/>

# *REIMBURSEMENT FOR TRAVEL*

- After Travel:
  - Fill out Reimbursement Google Form
  - Have Name, CWID, Mailing Address, Email, Phone Number of individual requesting funds ready.
  - Submit **original** receipts in **PDF** format.
  - Ensure receipts do not include any additional purchases.
    - Respective receipts and proofs of payment and travel:
      - ❖ If registration - Proof of registration and payment (paid confirmation email)
      - ❖ If Hotel– Hotel Folio
      - ❖ If Traveled via Plane – Travel confirmation, boarding passes for each leg of the trip
      - ❖ If Personal vehicle - For mileage, a Google maps driving directions print out
      - ❖ If Rental vehicle - For rental vehicle, rental agreement receipt and gas receipt
  - Submit a one-page summary (minimum 350 words) of the event & what was learned from **each student** that attended.
  - All documentation must be submitted within 10 days after the event or travel was held.

# *CONTACT INFORMATION:*

- Deli Raprager – Vice Chair of Finance
  - [Finance.cicc@gmail.com](mailto:Finance.cicc@gmail.com)
- Office Hour:
  - Wednesdays 1:30-2:30 p.m.
  - Zoom: 817 258 7766
- Please reach out with any questions. I am happy to help!