

CICC Funding Guidelines 2024-2025

Budget

“A side” Budget: Funds allocated for CICC Executive Board to host events/travel.

- Hospitality: \$1,050.00
- Supplies: \$900.00
- Printing & Advertising: \$100.00
- Promotional Items: \$550.00

“B-side” Budget: Funds allocated for CICC Council (Clubs & Students) to host events/travel

- Hospitality: \$7,000.00
 - Supplies: \$500.00
 - Travel: \$5,000.00
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Funding Timeline

Before

1. Request to be on the Agenda by Wednesday 11:59 pm the week before
2. Fill out the [ASI Allocation Form](#)
3. Upload **ALL** supporting documents and proposal presentation to the form
4. Present proposal at the CICC General Council and include Who, What, Where, When & Why as well as the (3) cost analysis
5. Await voting decision; if approved, proceed to hosting the event

Event

1. Host the event!
2. Ensure ASI & CICC logos are visible (fliers, slides, food table, etc.)
3. Take pictures for the three slide post-event presentation
4. Keep **ALL** receipts/invoices to proceed with the reimbursement

After

1. Fill out the [ASI Reimbursement Request](#)
2. Upload **ALL** supporting documents and original receipts
3. Use your **SCHOOL** email address
4. Submit all attachments in **PDF** format
5. Check your email regularly to see if any edits/corrections need to be made to the reimbursement request

Funding Timeline

Chair

Desiree Rojas
cicc.chair.csuf@gmail.com

Vice-Chair

Danielle Alam
cicc.vicechair.csuf@gmail.com

Director of Productions

Ximena Juarez-Lopez
cicc.dop.csuf@gmail.com

Director of Administration

Lella Martin
cicc.doa.csuf@gmail.com

Director of Communications

Abby Osorio
dcmm.cicc@gmail.com

Timeline

WEDNESDAY 11:59 PM

EVENT PITCH & PROPOSAL
email the Chair and request to be on the agenda
cicc.chair.csuf@gmail.com

SATURDAY 11:59 PM

DOCUMENTS & PRESENTATIONS
complete the [ASI Allocation Form](#) and submit all supporting documentation + the proposal presentations

MONDAY 9:00 AM

GENERAL COUNCIL MEETING
& PRE/POST EVENT PRESENTATIONS
text Director of Administration if you will be absent or tardy

HOST EVENT

WITHIN TEN DAYS

RECEIPTS & REIMBURSEMENT
fill out and submit the [ASI reimbursement Form](#) with attached receipts

WITHIN TWO WEEKS

POST EVENT PRESENTATION
present post event or travel presentation to the general council

Allocating Funds: Programs and Events

Executive Senate Event/Program Funding Request

Program Title:	
Sponsoring Club/Organization:	
Council:	
Date/Location/Time:	

Budget Line and Name		Amount
█	Hospitality	\$
█	Supplies	\$
█	Printing and Advertising	\$
█	Professional Services (Dancers, Singers, Artists)	\$
█	Rentals for Special Events	\$
█	Dues and Subscriptions	\$
█	Gift Cards/ Gift Expense	\$
█	Promotional Items	\$
█	Speakers (Events, Retreats, Conferences)	\$
Total:		\$

Vendor	Amount	Vendor	Amount

I understand that I must comply with all funding regulations as listed in ASI policy and the funding organization's bylaws.
 I understand that it is my responsibility to meet with the Financial Officer to provide any necessary receipts or paperwork needed for a vendor to be paid or for a student and/or payee to be reimbursed.
 I understand that the funds shall not be transferred to my organization's account
 I understand that all payment for goods and services from the funds allocated are to be coordinated with the Financial Officer to be submitted to ASI no later than 45 days from the stated program date.

Student Requestor Signature

Date

Allocating Funds: Traveling

Executive Senate Travel Funding Request

Please provide your contact information and information about the conference or program.

Name:	CWID:
Primary Phone:	Email:
Conference/Program:	
Date(s):	Location:
Council:	Club/Organization:
<small>Please write "Individual" if requested travel individually</small>	

Please provide a summary of all expenses for travel to this conference or program.

Category	Cost	# of Students Traveling	Total Amount:
Registration			\$
Airfare			\$
Lodging			\$
Transportation			\$
Mileage Reimbursement			\$
Other (please list):			\$
Total Travel Expenses			\$

Will you be requesting/receiving funding from a CSUF department? **YES** **NO**

If yes, please state 1) how much funding is being requested/has been received, 2) the department the funding is being requested/received from, and 3) if the funding has already been approved/the likelihood that it will be approved:

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	The requestor further acknowledges that they will complete all required pre-travel documentation before traveling and will, upon return, submit any necessary receipts, documentation and written travel report to the council financial officer/treasurer.
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Student Requestor Signature

Date

Purchasing for Supplies

Food/Beverages

- **THREE** price quotes required

Disposal Items Only

- Such as decorations, silverware, ice chests, etc.

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 V9; Available on the [CICC homepage](#)
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Event Funding

ASI can fund:

- food/pre-packaged snacks
- Drinks (non-alcoholic)
- Non-consumable items
(disposable utensils, tablecloths,
decorations)

ASI cannot fund:

- Inflatables
- Fundraising events
- Club merchandise
- Banquets
- Flyers/ Daily Titan
Advertisements

Travel

- Only covers CSUF students
- Each student has a yearly cap
 - Active Attendees - \$750
 - Non-Active Attendees - \$500
 - Meals - \$55 per day
- Travel & Lodging (3 price quotes required)
- Before & after travel: steps listed >

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Proposal

1 month prior to travel

Allocation Request Form

Executive Senate Travel Request Form

Describe the event

- What/Where/When/Duration of conference
- Sessions being held
- Price of Registration
- **Cost Analysis** for lodging/travel (if requesting reimbursement for either)
- Determine **Active** or **Non-Active status**

2

Before Departure

10 days prior to travel

Academic Field Trip Participation List

Delegate Contract Form (Online)

Liability Release Form

Self-driving (Gas Reimbursement)

- Fill out: **Authorization to use Privately Owned/Rental Vehicle Form**
- Complete **Defensive Driver Training** on Titanium
- Provide **Driver's License & Insurance** to the CICC Advisor

3

Post Travel

within 2 weeks of travel

Presentation to CICC

- What did you learn & benefits of attending
- Pictures

Turn *original* receipts in to Vice Chair of Finance

• **Receipts** (write your Name, CWID, phone number, mailing address, and email address on the back of all receipts)

One Page Summary
- Each Attendee
(minimum of 350 words)

Before the Event: ASI Allocation Form

On the ASI Allocation Request Form, please indicate if you are requesting funding for travel or for contracts, fees, and rentals.

Upload ALL supporting documents to the ASI Allocations Request Form; Incomplete allocation forms will result in the tabling/rejection of your proposal and will delay reimbursement.

The allowed budget lines include the following: Hospitality, Supplies, Travel, and Gift Cards. The CICC does not have ASI's permission to request funding from any other budget lines.

Executive Senate Event/Program Funding Request

Program Title:	
Sponsoring Club/Organization:	
Council:	
Date/Location/Time:	

Budget Line and Name	Amount
■ Hospitality	\$
■ Supplies	\$
■ Printing and Advertising	\$
■ Professional Services (Dancers, Singers, Artists)	\$
■ Rentals for Special Events	\$
■ Dues and Subscriptions	\$
■ Gift Cards/ Gift Expense	\$
■ Promotional Items	\$
■ Speakers (Events, Retreats, Conferences)	\$
	Total: \$

Before the Event: ASI Allocation Form

Hospitality is for food, snacks, non-alcoholic beverages, and parking permits for special guests .

Supplies are disposable items such as utensils, tablecloths, and decorations as well as single use materials.

Gift expenses are used for gifts or gift cards for special guests and speakers; gift cards have a \$25 limit per guest/speaker.

Executive Senate Event/Program Funding Request

Program Title:	
Sponsoring Club/Organization:	
Council:	
Date/Location/Time:	

Budget Line and Name	Amount
■ Hospitality	\$
■ Supplies	\$
■ Printing and Advertising	\$
■ Professional Services (Dancers, Singers, Artists)	\$
■ Rentals for Special Events	\$
■ Dues and Subscriptions	\$
■ Gift Cards/ Gift Expense	\$
■ Promotional Items	\$
■ Speakers (Events, Retreats, Conferences)	\$
	Total: \$

Please Note:

- CICC & ASI funding is **NOT** for classes and class credit/grade; the CICC cannot provide funding for tuition, parking passes, course fees, etc.
- Off-campus events **MUST** be approved by ASI before funding; it is the club's responsibility to reach out to ASI, fill out any necessary documents, and receive approval for off- campus events.
- During the proposal you are required to state a cost analysis; the price analysis must include 3 price quotes for the same items. ASI is very specific when it comes to the wording of items. For example, if you are requesting funding to provide **hamburgers** but one price quote states **sandwiches**, it will not qualify.

Please Note:

- Another example for travel is if you are requesting funding for booking a **1 bed suite** hotel room but the quote states **2 bed suite** hotel room, it will not qualify.
- Gifts for speakers must be inputted into **Gifts/Gift Expense** category while the gift for attendees (goody bags, small trinkets, etc.) must be inputted into **Supplies**.

After the Event: Reimbursement Requirements

- Individual pays for the items or expenses and then is reimbursed via check; checks may be picked up at the ASI Accounting Office on the second floor of the TSU (room #224) or mailed to the home mailing address provided on the ASI Reimbursement form.
- **After Event:**
 - Fill out ASI Reimbursement Request (found on the CICC Homepage); ASI Reimbursement Request **MUST** be filled out with the individual's **SCHOOL** email address and all documents provided **MUST** be attached as **PDFs (NO EXCEPTIONS)**.
 - Name, CWID, Mailing Address, Email, Phone Number of individual requesting funds ready.
 - Submit **original** receipts in **PDF** format.
 - Event flier must be submitted with ASI logo clearly displayed.
 - Ensure receipts do not include any additional purchases.
 - Only CICC sponsored events will be reimbursed.
 - If the speaker will be paid to attend: *the speaker needs to provide the club with an invoice that lists their speaker fee AND a completed W9 tax form.*
- **After Travel:**
 - Submit a one-page summary 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

Vice Chair of Finance/ Treasurer: Danielle Alam

- Contact Info:
 - cicc.vicechair.csuf@gmail.com
 - (626) 629-6207
 - Please don't hesitate to contact me for any questions regarding CICC funding, documents necessary for allocations/reimbursement!
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