## **Associated Students (AS) Annual Budget Application FAQs:**

# ★ Where can I learn more about the Associated Students Finance and types of funding?

To learn more about the various types of financial support the Associated Students offers, please see our 2023-2024 Code on Finance, posted on the CSUN AS Finance Website.

## **★** What are the requirements to receive Associated Students funding?

- To receive funding as an organization or club you must be recognized by the Matador Involvement Center (MIC).
  - Verify if your organization or club is recognized by the university by visiting the Matasync portal on the MIC website listed on the MIC Portal.
- Attend the MIC Leadership Conference
  - o If you are unable to attend the conference, please reach out to the Chair of Finance (<a href="mailto:chairoffinance@csunas.org">chairoffinance@csunas.org</a>). Furthermore, in the event that you are unable to receive an Annual Budget due to non-attendance, you may submit a supplemental request during the 2024-2025 Academic Year.

## ★ What is the 2024-2025 Annual Budget Timeline?

## Annual Budget Form Opens:

o Available: Wednesday, October 18, 2023 at 12:00 AM

## • Annual Budget Form Closes:

o Deadline: Monday, December 04, 2023 at 11:59 PM

#### • Finance Committee Deliberations:

- Scheduled for January 2024
- No student club/organization hearings will be hosted this year.

# • Campus Approval for Budgets:

 $\circ\quad \text{Budgets}$  are presented for campus approval in March.

# Notification of Budget Allocations:

 Notifications will be sent via email and posted online for your convenience before the end of June, funds should be available as of July 01, 2024.

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### **★** What is the Maximum Allocation my organization can receive?

• There is a limit of \$9,000 total budget allocated to any university recognized club or organization within a fiscal year. For single-day events, there is a limit of \$3,000 maximum allocation for one event.

#### **★** What items are fundable and non-fundable?

#### <u>Fundable Expenses and Limitations:</u>

- Leadership development conferences & activities. (\$600 per person, 4 people max)
- Speaker or performance programs and related fees. (\$400 public, \$50 private)
- Social media advertising and promotional costs. (\$200 for advertising)
- Reusable marketing materials. (\$150 for banner, \$150 table cloth)
- Use of on-campus facilities.
- Events primarily for CSUN students.
- Shipping costs.

#### <u>Un-Fundable Expenses:</u>

- Disc jockeys (DJs) and outside event producers.
- For profit events.
- Decorations like balloons, flowers (except for a tradition of roses up to \$50), and ribbons.
- Plaques, certificates, awards, gifts, honorariums, and travel expenses for speakers.
- T-shirts, pins, stoles, apparel, or personal items.
- Food and catering (unless it is essential to the nature of the program, such as cultural or religious events).
- Newsletters, personal business cards, stickers, giveaway items and one-time use banners.
- Payments to students, faculty, or staff outside of AS, except for chartered student organizations that perform music or dance as part of an AS-funded activity, which can get up to \$1,000 per year.

#### **★** What are our ViewPoint Neutrality limitations for items?

 Associated Students funding decisions are not based on a student organization's point of view. Rather, a viewpoint neutral process is used for evaluating all funding proposals and will only consider factors that

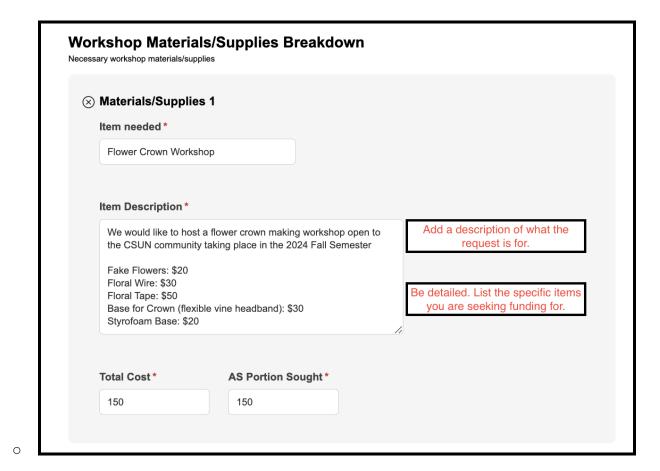
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are NOT tied to viewpoint such as fiscal responsibility and level of services provided. See below for our Viewpoint Neutral Funding items.

- **Small Guest Speaker:** Guest Speaker for club members or private meetings.
  - Up to \$50 per exclusive club event
  - Max 4 events per year
- Large Guest Speaker: Guest Speaker for events open to the CSUN community.
  - Up to \$400 per event open to all CSUN students
  - o Max: 4 events per year
- Workshop Instructor/Artist: Guest workshop instructor or artist.
  - Up to \$150 per session.
- Workshop Materials/Supplies: Necessary workshop materials/supplies
  - Must be one-time use only. No equipment can be funded
  - Up to \$500 per event (Max 3 events/year).
- Advertising: Social media costs, flyers, printing costs for promotional materials
  - Up to \$200 for promotional costs/advertisement
- Reusable Marketing: Promotional materials that can be reused
  - Up to \$150 for banners
  - Up to \$150 for tablecloth

### **★** What does a Budget request look like?

- Please be as specific as possible when submitting a Budget Request. Incomplete or unclear budget requests will prompt us to reach out via email and/or request your attendance at the Finance Committee during the Spring Semester for further clarification.
- See the example of a budget request below:



## **★** Who can I contact if I have any questions?

Funding Process Questions:

- Chair of Finance (chairofnance@csunas.org)
- Asst. Chair of Finance (asstchairofnance@csunas.org)
- Please see Office Hours posted on CSUN AS Webpage.

Reimbursement Process Questions

AS Accounting (asaccounting@csunas.org)