

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
 - If you are unable to attend the conference, please reach out to the Chair of Finance (chairoffinance@csunas.org). 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:**
 - Available: Wednesday, October 18, 2023 at 12:00 AM
- **Annual Budget Form Closes:**
 - 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:**
 - 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.

★ 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?

Fundable Expenses and Limitations:

- 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.

Un-Fundable Expenses:

- 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

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
 - 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:

Workshop Materials/Supplies Breakdown

Necessary workshop materials/supplies

⊗ **Materials/Supplies 1**

Item needed *

Flower Crown Workshop

Item Description *

We would like to host a flower crown making workshop open to the CSUN community taking place in the 2024 Fall Semester

Fake Flowers: \$20
 Floral Wire: \$30
 Floral Tape: \$50
 Base for Crown (flexible vine headband): \$30
 Styrofoam Base: \$20

Add a description of what the request is for.

Be detailed. List the specific items you are seeking funding for.

Total Cost * 150 **AS Portion Sought *** 150

★ **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)