

ASSOCIATED STUDENTS INC.
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407

**FINANCE COMMITTEE
AGENDA**

March 21, 2025

1:00 p.m.

Call to Order
Roll Call
Approval of Minutes
Reports: Chair and Finance Committee Members
Adoption of Agenda
Open Forum (5 minutes/speaker)

OLD BUSINESS:

FC 02-25 Permission to use \$250.00 from Grant and Services Programs – ASI Donations (660723 RN001 A4700) to sponsor the 26th Annual Honors Reception for Outstanding World Language Students on April 30th. (Action) (Reigle)

ANNOUNCEMENTS

ADJOURNMENT

Proposal for ASI Co-Sponsorship of the 26th Annual Honors Reception for Outstanding World Language Students

Submitted by: Amanda Reigle

Position: ASI College of Arts and Letters Director

Submitted on Date: 2/11/2025

Proposal Overview

Event: 26th Annual Honors Reception for Outstanding World Language Students

Date & Time: Wednesday, April 30, 2025 | 6:00 - 7:30 p.m.

Location: California State University, San Bernardino

Host: CSUSB Department of World Languages and Literatures in partnership with the Inland Empire Foreign Language Association (IEFLA)

Strategic Partnership

- This collaboration enhances ASI's relationship with the College of World Languages and Literatures and strengthens ASI's presence in academic spaces.
- It supports ASI's goal of fostering academic excellence and cultural awareness among students.

Financial Value

- A \$250 investment yields high visibility for ASI through event sponsorship and promotion.
- The event provides a direct opportunity to engage with students and faculty, reinforcing ASI's mission and services.
- This funding allocation sets a precedent for cost-effective student engagement initiatives within academic departments.

Proposal for ASI Co-Sponsorship

ASI's College of Arts and Letters seeks approval for co-sponsorship funding for this event to strengthen student engagement, promote language and cultural education, and build cross-campus collaborations. The co-sponsorship agreement would include the following, pending ASI Board approval:

1. ASI's Contributions:
 - Provide a \$250 subsidy toward event funding (subject to ASI Board approval).

- Table at the event to engage with attendees, promote ASI services, and highlight the accessibility and support offered by the CAL-ASI Director as a resource for students and the Department of World Languages and Literatures.
 - Promote the College of World Languages and Literatures through ASI's marketing channels leading up to the event.
2. College of World Languages and Literatures' Contributions:
- Recognize ASI as an official event sponsor in all promotional materials.
 - Promote ASI's involvement leading up to the event.
 - Provide a budget breakdown detailing how ASI's funding will be allocated.

STAND Alignment

This collaboration aligns with ASI's 2024-2025 STAND Objectives in the following ways:

- Support: Celebrates student achievement in world languages and cultural literacy.
- Transparency: Publicly promotes ASI's role in academic and cultural development.
- Accessibility: Highlights the importance of multilingualism in an inclusive educational environment.
- Networks: Strengthens partnerships between ASI and the Department of World Languages and Literatures, as well as K-12 institutions in the Inland Empire.
- Development: Increases ASI's visibility and engagement within the College of Arts and Letters.

Budget Request

Total Requested Funding: \$250

Approval and Next Steps:

1. ASI Board Approval: Review and approve the proposed \$250 co-sponsorship funding.
2. Budget Breakdown: Await budget allocation details from the Department of World Languages and Literatures.

3. Event Planning: Finalize ASI's role at the event, including tabling and promotional strategies.
4. Marketing & Promotions: Coordinate cross-promotions between ASI and the Department of World Languages and Literatures.
5. Execution: Implement event-day logistics and post-event evaluation.

No Previous Precedent:

There is no prior ASI co-sponsorship history for this event. This initiative serves as a new opportunity to expand ASI's engagement within the College of Arts and Letters and support world language education.

Additional Considerations:

- This sponsorship will establish a foundation for future ASI collaborations with academic departments.
- The impact of ASI's participation should be assessed post-event to determine effectiveness and potential long-term partnerships.
- Any unused funds should be redirected to future student engagement initiatives within the College of Arts and Letters.

Thank you for your consideration. I look forward to discussing this proposal further.\

Amanda Michelle Reigle

College of Arts & Letters Director
Associated Students, Inc.
California State University, San Bernardino
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Details only

Client	Reservation: 198089
Thomas, George A CAL - World Lang & Lit	Event Name: World Languages Honor Student Reception 2025 Status: Web Reviewed - SMSU Event Asst Phone: 909/537-5849 Fax: Email Address: George.Thomas@csusb.edu Event Type: Reception Estimated Attendance: 0 Actual Attendance: 0

Bookings / Details	Quantity	Price	Amount
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Wednesday, April 30, 2025

5:00 PM - 8:00 PM World Languages Honor Student Reception 2025 (Web Reviewed - SMSU Event Asst) SUS SMSU 106 ABC

Reserved: 4:00 PM - 9:00 PM

Room Charge:	1	\$1,238.00	\$1,238.00
Less 50% Discount			-\$619.00
SU-Furniture:			
Chair - Black Event Center	504		
Stage Risers	4		
Stairs	2		
Podium	1		
Pipe and Drape (Black Banjo Drape)	1		
Tables - 6' Plastic	9		
SU-A/V Equipment:			
Microphone (Podium)	1		
Microphone (Wireless)	2		
Built In System	1		
Wireless Clicker	1		
Zoom	1		
LED Wall Uplights (Lighting)	1		
General Stage Wash (Lighting)	1		
SU-Personnel:			
4:00 PM - 9:00 PM Standard			
AV Technician(5 hours @ \$22.00/hr)	1	\$110.00	\$110.00
580090-RO001-S6700-20076			
SU-Miscellaneous:			
Setup	1	\$224.00	\$224.00
580090-RO001-S6700-20087			
SU-Setup Notes:			
EO			

Bookings / Details

Quantity Price Amount

500 for lecture
4 check in tables
6 catering tables
1 table on stage
4 risers
2 stairs
Pipe and drape
Podium
Diagram: <https://diagram.socialtables.com/diagram/885b519a-0f10-4e12-88c0-bb6f445d0767>

AV
Smart system (for PPT/video)
2 wireless mics
Uplights - blue and white
Stage wash
Zoom

Subtotal	\$953.00
Grand Total	\$953.00