

**EL CAMINO COLLEGE
ASSOCIATED STUDENTS ORGANIZATION
MEMORANDUM**

TO: Recipients of Associated Students Organization Funds
FROM: Ruben Sagastume, ASO Director of Finance
DATE: February 14th, 2020
SUBJECT: FY 2020-2021 ASO Funded Programs Budget Process

ASO's mission is centered around improving student life on campus. We are proud to continue our support of funding programs that help ASO meet those goals. Thank you for your patience, feedback, and partnership in developing fiscal expenditure procedures and expectations during this first year of transition of funds from ASB to ASO.

As part of the 2020-21 budget process, ASO has created a Funded Programs Annual Report to inform the ASO Finance Committee and ASO Senate in determining next year's budget and to provide us with insight into the impact each individual program has on student success. Please complete the Report by March 23, 2020. We have conveniently developed the report on [Formstack](#) with electronic signatures. Click [here](#) to access the form. The information provided in the Annual Report will be considered when developing the 2020-21 budget.

Participation in the ASO sticker program will continue to be heavily considered when determining program budgets, and ASO continues to highly encourage all programs to aim for one-hundred percent student participation in the ASO sticker fee. As a reminder, sticker purchases have a direct impact on the ASO budget, and thus the funded programs.

We will be hosting an open forum to address any questions regarding the 2020-2021 ASO Funded Programs Budget process and ASO Funded Programs Annual Report on Tuesday, **March 5, 2020**, from 2:30 p.m. - 3:30 p.m. at the Stadium Room.

If you have any questions, please feel free to contact me at ruben_sagastume@elcamino.edu.

Sincerely,

Ruben Sagastume
Director of Finance
Associated Students Organization
El Camino College