



2008-2009 Authorization for Funding Expenditure (AFE)

The Associated Students at California State University, Bakersfield, your recognized student government organization, is pleased to announce that the funding applications for 2007-2008 are now available. Recognized student clubs/organizations are encouraged to apply for funds to sponsor events/activities that are **on campus**, **free (exceptions may apply)**, and **open to all students**. Associated Students' monies may be used for: speakers, facility charges, promotional expenses, and supplies for such events/activities. Details about the funding applications and the guidelines for using the funds are available on the ASI website at www.csub.edu/asi or in the ASI office.

Key points to remember include:

- ◆ **Funds will be allocated on a case-by-case basis.**
 - ◆ **Proposals of \$0.00 - \$500 must be submitted at least two (2) weeks prior to an event/activity.**
 - ◆ **AFE proposals greater than \$500 must be submitted at least three (3) weeks prior to an event/activity.**
 - ◆ **Failure to have the proposal approved prior to the event/activity could result in the student club/organization incurring personal expense if the event/activity is held without prior approval.**
 - ◆ **All applications must be typed. Utilize the form template, available at the ASI website at www.csub.edu/asi.**
 - ◆ **Not all events/activities or all components of an event/activity may receive funding.**
 - ◆ **The maximum allocation to any student club/organization per quarter is \$1,000, and the total allocation to any student club/organization per academic year shall not exceed \$3,000.**
 - ◆ **Associated Students will pay half of the organization's expenses that a fundraiser incurs. No more than \$200 shall be allocated to any organization's fundraiser.**
 - ◆ **All promotional materials must give sponsorship credit to Associated Students using an approved logo of ASI.**
 - ◆ **All student clubs/organizations applying for funds must be officially recognized with the Office of Student Activities by the date of submission of the request and must attend one mandatory student club/organization orientation meeting.**
 - ◆ **Funding allocations can only be expensed after all requirements have been completed.**
 - ◆ **Clothing, personal gifts, insurance, travel, and basic operational costs will not be funded.**
- ◆ **Invoice Forms, available at the ASI website, and must be submitted within 10 business days with original receipts after the event. Reimbursement will not be provided for Invoice Forms submitted after 10 business days.**

Funding proposals are available on the ASI website at www.csub.edu/asi. Contact the Associated Students, Inc. at 654-2418 for more information about the application and funding policies.

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I. STUDENT ORGANIZATION INFORMATION

Student Organization Name: _____
Event Name: _____ **Event Date:** _____
On Campus Location (Building/Room): _____ **Event Time:** _____
Event Coordinator: (name) _____ (phone) _____
 (email)* _____
Organization Officer: (name) _____ (signature) _____
Advisor: (name) _____ (signature) _____ (phone) _____

* Required Field. Associated Students will email the Event Coordinator when the approved funding allocation letter is available in the organization's mailbox, located in the Office of Student Activities in the Student Union.

II. REQUEST SUMMARY

	Projected Expenses	Amount Requested (ASI)
Performance Fees	_____	_____
Facility Charges	_____	_____
Promotion and Publicity	_____	_____
Food/Catering	_____	_____
Supplies	_____	_____
Other	_____	_____
Total:	_____	_____

Is this event a fundraiser?

Yes

No

III. EXPENSES

Please include a detailed explanation of all costs for each category of the program, including costs not requested. Be as specific as possible. Refer to attachments (price quotes, etc.) in the category's description area.

Performance Fees Will there be music? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name: Live _____ DJ _____ Dancer/Performers/Speakers _____	Food/Catering (Attach menu with prices) <input type="checkbox"/> Food provided by Sodexo <input type="checkbox"/> Other: _____ If other, please attach written approval form. NOTE: Sodexo has the first right of refusal for all food service on campus.
Facility Charges (Attach a copy of Reservation Confirmation. Include any rental, tech, set-up fees, security, etc.)	Supplies (List all supplies)
Promotion and Publicity (Attach any examples of advertisements, promotional materials)	Other (Any other cost that did not fit in the above categories)

IV. REMARKS/COMMENTS

Please provide a detailed description of the event. Attach additional pages if needed. Be sure to include details regarding the event agenda/promotion details, how the event will benefit CSUB students, expected audience (who & how many), other sources of money being used or received (contributions from other groups), and any other relevant details. *Please Note: Misrepresentation may result in sanctions on current and future allocations.*