FUNDING APPLICATION (FA) for STUDENT GROUPS

One of the main goals of Associated Students Incorporated, “your student government,” is to increase campus life by offering funds to our clubs/organizations. We highly believe that student groups are a fundamental factor in accomplishing this goal. Student groups that follow the guidelines below may qualify for ASI funds.

**FUNDING GUIDELINES:**

- Clubs/organizations applying for funds must be officially recognized with the Office of Student Involvement and Leadership, and attend a mandatory Finance Workshop.
- Funding will be allocated to student clubs/organizations for individual events/activities that will most directly benefit current CSUB students.
- All funds are allocated on a “first come, first serve” basis and as long as funds are available: Allocations of a maximum of $3,000 per year clubs/organizations (exceptions may apply).
- ASI will pay half of the organization’s expenses that a fundraiser incurs. No more than $200 shall be allocated to any organization’s fundraiser.
- Events/activities must be held on campus open to all students, and free-of-charge.
- Clubs/Organizations must have the Co-Sponsored banner at their event which can be checked out in the ASI office (banner must be visual).
- ASI does not fund travel, prizes, personal gifts, awards, clothing, and basic operational costs.

**Note:** Celebrations, ceremonies and receptions will not be funded unless the event is an educational or cultural event. Graduation ceremonies/receptions will not be funded.

**MANDATORY:_**

- Attach event flyer to funding application.
- Attach expense estimates/invoices.

**APPLICATION DUE:**

**STEP 1**

**BEFORE EVENT**

Prior to the event meet with the VP of Finance OR attend a Finance Workshop

**STEP 2**

**FOUR WEEKS PRIOR** to the event/activity, submit FA.

$0.00-$1,000

**STEP 3**

**TWO WEEKS AFTER EVENT**

After the event/activity, must submit ALL forms.

**FIVE WEEKS PRIOR** to the event/activity, submit FA.

$1,001 or more
## I. STUDENT ORGANIZATION INFORMATION

**Student Organization Name:**

**Event Name:** ________________________________ **Event Date:** ________________

**Location (Building/Room):** ____________________ **Event Time:** ________________

**Organization/Officer:** (name) ____________________ **Signature** ____________________

**Phone:** ____________________ *(email)* ____________________

**Advisor:** (name) ____________________ *(signature)* ____________________ *(email)* ____________________

**OSIL verification of recognized organization:**

* Required Field. Vice President of Finance will email the Organization Officer when the Funding Application for Funding (FA) will be reviewed.

## II. BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Total Projected Expenses</th>
<th>Amount Requested (ASI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performer/Honorarium Fee</td>
<td>______________________</td>
</tr>
<tr>
<td>Rental Charges</td>
<td>______________________</td>
</tr>
<tr>
<td>Promotion and Publicity</td>
<td>______________________</td>
</tr>
<tr>
<td>Food/Catering</td>
<td>______________________</td>
</tr>
<tr>
<td>Supplies/Services</td>
<td>______________________</td>
</tr>
<tr>
<td>University Services</td>
<td>______________________</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>______________________</td>
</tr>
</tbody>
</table>

**Anticipated Attendance:**

<table>
<thead>
<tr>
<th>Students _____</th>
<th>Faculty/Staff _____</th>
<th>Community _____</th>
</tr>
</thead>
</table>

**Cost per person? $__________**

**(total expenses ÷ by # of attendance)**

<table>
<thead>
<tr>
<th>Is this event a fundraiser?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ No</td>
</tr>
</tbody>
</table>

Please include a detailed explanation of all costs for each category of the program, including costs not requested. Be as specific as possible. Attach estimate/invoice/backup for each projected expense.

- **Performing Fee**
  - Please Provide Name:

- **Honorarium Fee**

- **Rental Charges** (Include any rental fees, set-up fees, etc.)

- **Food/Catering** (Includes purchased food or outside vendors.)
  - ☐ Food provided by Aramark
  - ☐ Other:
    - Attach menu with prices.

- **Supplies/Services** (List all supplies)

- **Promotion and Publicity** (Attach any examples of advertisements, promotional materials)

- **University Services** (Campus police, facilities management, media technicians, custodial, etc.)

## III. REMARKS/COMMENTS

Please provide a detailed description of the event, and any other relevant details. Please Note: Misrepresentation may result in sanctions on current and future allocations.

How will this program benefit CSUB students and/or enhance the campus experience?

Has club raised money to help with event expenses? (i.e. fundraisers, ticket sales, etc.) (please specify)

- **ASI Office Use Only**
  - Date Received: ________________
  - Date Approved: ________________

All applications must be submitted by Friday at 5:00 PM to the ASI Office, Student Union

Rev. 10/3/13
**EXPENSE FORM**

Student Organization Name: __________________________________________________________

Event Name: ___________________________  Event Date: ________________________________

Organization Officer: ______________________  Signature: _____________________________

Phone: ________________________________  Email: _______________________________

Date of Submission: ____________________________

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**ACTUAL EXPENSES:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performer/Honorarium:</td>
<td>$___________</td>
</tr>
<tr>
<td>Rental Charges:</td>
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<td>$___________</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT SPENT:**  $_____________

**APPROVED AMOUNT BY ASI:**  $_____________

**AMOUNT RETURNED TO ASI (IF ANY):**  $_____________

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**Note:** After approval, ASI will deposit the total approved amount to the club’s project number. This form must be submitted to demonstrate that the funds approved were used as indicated by ASI. Copies of all receipts and/or a print out of your club account form must be submitted with the Expense Form (Funds not used by the student organization as approved by ASI will be removed from the club/organization project number). If funds are not used as approved by ASI, it will affect future requests for funds. **Submit form not later than two weeks after the event to the ASI Office, Student Union.**
ASSESSMENT FORM

Student Organization Name: ____________________________

Event Name: ____________________________       Event Date: ____________________________

Organization Officer: ____________________________       Signature: ____________________________

Phone: ____________________________       Email: ____________________________

Date of Submission: ____________________________

EVENT ASSESSMENT

Number of people in attendance: Students ______ Faculty/Staff ________ Off-Campus ________

Cost per person (total expenses divided by # of attendance): ____________________________

Explain how this event enhanced the student university experience and/or increased campus life:

________________________________________________________________________

How do you feel this event went? What would you have changed (if anything)?

________________________________________________________________________

FUNDING PROCESS ASSESSMENT

After your experience in requesting funds from ASI, do you think the funding process is effective? If not, what would you suggest to change and/or how can it be improved?

________________________________________________________________________

Would your club/organization request funds from ASI in the future?

________________________________________________________________________

Do you believe ASI funds for clubs/organizations are useful? Why?

________________________________________________________________________

Additional Comments

________________________________________________________________________

Note: The purpose of this form is to know how effective student organizations events are, how effective is the funding process, and how this event contributes to the mission of ASI and CSUB. Submit form no later than two weeks after the event to the ASI Office, Student Union.