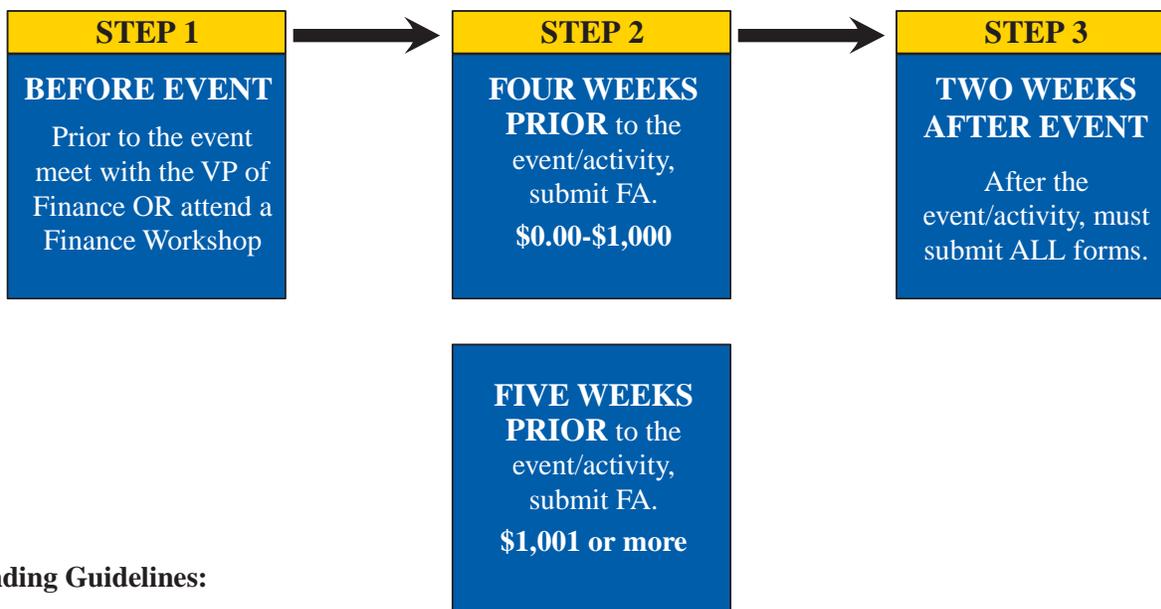## FUNDING APPLICATION (FA) for STUDENT GROUPS

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.

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

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.
- At least one member from each student club/organization must attend the Student Leadership Council Meetings every quarter (2 per quarter). If unable to attend or send any member of the club, then notify VP of Finance or ASI President 2 days prior to the meeting.
- 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).
- All student organizations must provide a 10 percent financial investment when applying for funding (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).
- Clothing, personal gifts, insurance, travel, and basic operational costs will not be funded.
- ASI does not fund travel, prizes, personal gifts, awards, clothing, and basic operational costs.

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

Note: Applications must be submitted to the VP of Finance by Friday at 5:00 p.m. For complete guidelines and forms visit the ASI website at www.csub.edu. **All forms must be submitted to the ASI office, Student Union.**
- Attach event flyer to funding application.
- Attach expense estimates/invoices

ASI APPLICATION FOR FUNDING (AF)
Entire Form must be complete before being considered

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

	Total Projected Expenses	Amount Requested (ASI)
Performer/Honorarium Fee	_____	_____
Rental Charges	_____	_____
Promotion and Publicity	_____	_____
Food/Catering	_____	_____
Supplies/Services	_____	_____
University Services	_____	_____
Total:	_____	_____

Anticipated

Attendance?_____

Cost per person? $_____
 (total expenses ÷ by # of attendance)

Is this event a fundraiser?

☐ Yes

☐ No

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.

☐ **Performer Fee**   Please Provide Name:

☐ **Honorarium Fee**   _____

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

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

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

EXPENSE FORM

Student Organization Name: _____

Event Name: _____   Event Date: _____

Organization Officer: _____   Signature: _____

Phone: _____   Email: _____

Date of Submission: _____

ACTUAL EXPENSES:

	Description	Amount
Performer/Honorarium:	_____	$ _____
Rental Charges:	_____	$ _____
Promotion and Publicity:	_____	$ _____
Food/Catering:	_____	$ _____
Supplies/Services:	_____	$ _____
University Services:	_____	$ _____
TOTAL AMOUNT SPENT:		$ _____
APPROVED AMOUNT BY ASI:		$ _____
AMOUNT RETURNED TO ASI (IF ANY):		$ _____

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:

_____

_____

What evidence does your club have that validates the above responses?

_____

_____

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.**