(Physical quote(s) and estimates are required for all items listed.
It is also suggested a detailed budget breakdown is provided.)

Contact	Only eligible officers (listed on the Student Organization Officer Information Form) from University recognized student organizations may request funds from A.S.I.
Student Organizations	Only University-recognized student organizations may request funds from A.S.I.
Expected Total Attendance	Indicate the total number of people expected at the event including faculty advisors, Cal State LA students, non-student guests, etc.
Expected Attendance of Cal State LA Students	Indicate the total number of Cal State LA students expected to be in attendance at the event.
Describe the Event	What are you going to do? What are the goals of the event? If the box is too small please attach additional information describing the event.
Is the Event open to all Cal State LA Students	Yes or No?
How will this program enhance the Cal State LA community?	Why should we fund this event? If the box is too small please attach additional information.
Hospitality	All events with food are required to have an attached food permit. The only exception is if UAS caters the food.
Honoraria/Contracts	A.S.I. does not fund salaries or fees, honoraria for instructors, tutors or Cal State L.A. faculty. All speakers/performers must have a valid contract and invoice signed prior to the event/performance. Payment cannot be made unless these items are completed.
Marketing	Include the costs of flyers, banners, etc. Events which do not have a comprehensive marketing plan are usually not well attended and will therefore generally not be supported. (Attach Flyer include A.S.I. Logo which can be download from our website.)
Other	Due to State law, A.S.I. Policies, and CSU Policies, there is a very long list of what A.S.I. will not fund. See the funding limitations on the bottom of this page for a partial list. For a comprehensive list in Policy 204 Funding Guidelines, listed on the A.S.I. Finance Policies and Procedures web page.
Total Cost of Event	The Total Cost will auto fill based on the amounts entered.
Amount requested from A.S.I.?	How much are you requesting from A.S.I.?
Amount from Other Sources	The amount requested from A.S.I. and the amount from other sources should equal the total cost of the event.
What other sources are	List any fees, registration, dues, etc., which will be used to assist in paying for the total cost of the event.

Note: Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.
Awarded funds will be forfeited if all documents are not submitted by the 15 day deadline.

A.S.I. Funding Limitations

1. Office supplies for student organization operations (e.g. paper, pens, clips, rubber bands, etc.).
2. Telephone Expenses
3. Athletic equipment
4. Materials or supplies for the purchase or care of live animals.
5. An organization's or individual member's local, state, regional, or national membership fees.
6. An organization's or individual member's travel expenses; except as provided in the A.S.I. Travel Policy 213.
7. Membership recruitment of non-Cal State L.A. students.
8. Programs for the benefit of, or targeted to, non-Cal State L.A. students.
9. Activities considered to be high risk/high liability for or by the University or A.S.I.
10. Scholarships or scholarship donation.
11. Programs which are not in compliance with ADA standards.
12. Programs exclusively benefiting or targeted to members of a specific group.
13. Race or gender specific awards ceremonies or programs.
14. Programs and events that provide only one side of political issues and/or matters that are going to be considered by voters in upcoming elections.
15. Non-advertised programs occurring during an organization's regularly scheduled meeting(s).
16. Food, except when pre-approved for hospitality purposes.
17. Salaries, fees, honorariums for instructors, tutors, or Cal State faculty.
18. Program equipment costing over $300 that does not have at least three (3) written estimates.
19. Events held off-campus without University supervision or direction.
20. Events that involve Alcohol.
21. Not open to all Cal State LA Students.

For more information regarding funding e-mail **Aaron Castaneda** Vice President for Finance at

asivpf@calstatela.edu, go to our website: Clubs and Organizations or call us at 323-343-4778.

Associated Students, Inc.
Funding Request Form
2017-18

ASI — *"...For the Students, by the Students!"*

Contact

Officer Name: _____

Officer Title: _____

Address: _____

City/State/Zip: _____

Phone & Email: _____

Officer Signature: _____

Organization

Club/Organization: _____

Event Title: _____

Date(s) of Event: _____ Semester   Fall / Spring

Location of Event: _____

Expected Total Attendance: _____

Expected Attendance of Cal State LA.Students: _____

Event Description and Total Cost Breakdown

Briefly describe the event:

_____

_____

_____

_____

Is the event open to all Cal State LA students?: _____

How will this program enhance the Cal State LA experience?:

_____

_____

_____

_____

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: _____

Amount Requested from A.S.I.: _____

Amount from other sources: _____

What other resources are you employing for this event?

_____

_____

_____

_____

For Office Use Only • Do Not Write Below

Important:

(1) *All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.*

(2) *Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.*

(3) *Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.*

All forms must have a Time Stamp and staff initial: [ ]