



Associated Students, Inc.

Multiple Club

"...For the Students, by the Students!"

Funding Request Form

Necessary Documents:

- Event Flyer w/ A.S.I. logo
- CSI Event Reg. Form
- Food Permit
- Event Estimates/Quotes
- Cosponsor Agreement Form

Contact

Officer Name: _____

Officer Title: _____

Address: _____

City/State/Zip: _____

Phone & Email: _____

Officer Signature: _____

Lead Organization

Lead Club/Organization: _____

Event Title: _____

Date(s) of Event: _____

Location of Event: _____

Exp. Total Attendance: _____ %: _____ Amount: _____

Exp. Attendance of CSULA Students: _____

Will multiple clubs be splitting the cost?: YES NO

Club/Organization B: _____

Contact: _____ %: _____ Amount: _____

Club/Organization C: _____

Contact: _____ %: _____ Amount: _____

Event Description

Briefly describe the event: _____

How will this program enhance the Cal State L.A. experience?: _____

Is the event open to all Cal State L.A. students?: _____

For Office Use Only • Do Not Write Below

Approved Amounts

Hospitality: _____ Proposal Number: _____

Honorarium/ RPP Deadline: _____

Contracts: _____ Funds Expire: _____

Marketing: _____ Recognized?: _____

Other: _____ Date Approved: _____

U-SU: _____ BOD / Finance

Total: _____ Account: _____

Total Cost Breakdown

Honoraria

Description	Amount

Marketing

Description	Amount

Hospitality

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?

Important: (1) All Funding Request Forms must be turned in by 12 PM Monday, the week of the Finance Committee Meetings. (2) Additionally all paperwork must be submitted no less than 10 business day (2 weeks) prior to the event.

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

Multiple Club/Organization-COSPONSOR AGREEMENT FORM

Please submit this form with the Funding Request Form if the Event is hosted by multiple clubs. Only clubs recognized by CSI may be listed. All percentages must add up to 100%. If any of the stated percentages are not approved by a signature of the club's president, your Funding Request will be postponed until this form is completed.

Event Name		Event Date	
Event Total Cost		Amount Requested of A.S.I.	

LEAD CLUB & ORGANIZATION:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

CLUB & ORGANIZATION B:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

CLUB & ORGANIZATION C:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

CLUB & ORGANIZATION D:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

CLUB & ORGANIZATION E:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

CLUB & ORGANIZATION F:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

Total Percentage:

Total Amount to be Awarded
