



Club Funding Request Form Instructions – Fill out the form completely

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

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| 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 Timothy Achinger, Vice President for Finance at asivpf@calstatela.edu, go to our website: [Clubs and Organizations](#) or call us at 323-343-4778.

Tel: (323) 343-4780

Fax: (323) 343-6415

www.calstatela.edu/asi



Associated Students, Inc.

Funding Request Form

2016-17

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

- Necessary Documents:**
- Event Flyer w/ A.S.I. Logo
 - CSI Event Reg. Form
 - Estimates / Food Permits
 - Event Estimates / Invoices

Contact

Officer Name: _____
 Officer Title: _____
 Address: _____
 City/State/Zip: _____
 Phone & Email: _____
 Officer Signature: _____

Organization

Club/Organization: _____
 Event Title: _____
 Date(s) of Event: _____ Quarter: 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 |
|-------------|--------|
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| | |

Honoraria/Contracts

| Description | Amount |
|-------------|--------|
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| | |
| | |

Marketing

| Description | Amount |
|-------------|--------|
| | |
| | |
| | |

Other

| Description | Amount |
|-------------|--------|
| | |
| | |
| | |

Event Summary

For Office Use Only • Do Not Write Below

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, 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: