



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

# ASI 2018-19 Multiple 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.)

<b>Contact</b>	Only eligible officers (listed on the Student Organization Officer Information Form) from University recognized student organizations may request funds from ASI.
<b>Lead &amp; Multiple Student Organizations</b>	Only University-recognized student organizations may request funds from ASI.
<b>Expected Total Attendance</b>	Indicate the total number of people expected at the event including faculty advisors, Cal State LA students, non-student guests, etc.
<b>Expected Attendance of Cal State LA Students</b>	Indicate the total number of Cal State LA students expected to be in attendance at the event.
<b>Event Details &amp; Description</b>	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.
<b>Is the Event open to all Cal State LA Students</b>	Yes or No?
<b>How will this program enhance the Cal State LA community?</b>	Why should we fund this event? If the box is too small please attach additional information.
<b>Cost Split &amp; Total Cost Breakdown</b>	
<b>Honoraria/Contracts</b>	ASI does not fund salaries or fees, honoraria for Cal State LA instructors, tutors, or 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.
<b>Marketing</b>	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 ASI Logo which can be download from our website.)
<b>Hospitality</b>	All events with food are required to have an attached food permit. The only exception is if UAS caters the food.
<b>Other</b>	Due to State law, ASI Policies, and CSU Policies, there is a very long list of what ASI 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 href="#">ASI Finance Policies and Procedures web page</a> .
<b>Total Cost of Event</b>	The Total Cost will auto fill based on the amounts entered.
<b>Amount requested from ASI?</b>	How much are you requesting from ASI?
<b>Amount from Other Sources</b>	The amount requested from ASI and the amount from other sources should equal the total cost of the event.
<b>What other sources are</b>	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.**

## ASI Funding Limitations

- Office supplies for student organization operations (e.g. paper, pens, clips, rubber bands, etc.).
- Telephone Expenses
- Athletic equipment
- Materials or supplies for the purchase or care of live animals.
- An organization's or individual member's local, state, regional, or national membership fees.
- An organization's or individual member's travel expenses; except as provided in the ASI Travel Policy 213.
- Membership recruitment of non-Cal State L.A. students.
- Programs for the benefit of, or targeted to, non-Cal State L.A. students.
- Activities considered to be high risk/high liability for or by the University or ASI.
- Scholarships or scholarship donation.
- Programs which are not in compliance with ADA standards.
- Programs exclusively benefiting or targeted to members of a specific group.
- Race or gender specific awards ceremonies or programs.
- 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.
- Non-advertised programs occurring during an organization's regularly scheduled meeting(s).
- Food, except when pre-approved for hospitality purposes.
- Salaries, fees, honorariums for instructors, tutors, or Cal State faculty.
- Program equipment costing over \$300 that does not have at least three (3) written estimates.
- Events held off-campus without University supervision or direction.
- Events that involve Alcohol.
- 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](mailto:asivpf@calstatela.edu), go to our website:

[Clubs and Organizations](#) or call us at 323-343-4778.



# Associated Students, Inc.

## 2018-19 Multiple Club

### Funding Request Form

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

#### Necessary Documents:

- Event Flyer w/ ASI 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: \_\_\_\_\_

#### Event Details:

Lead Club/Organization: \_\_\_\_\_

Event Title: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Exp. Total Attendance: \_\_\_\_\_

Exp. Attendance of Cal State LA Students: \_\_\_\_\_

#### Event Description

Briefly describe the event:

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

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

#### Cost Split & Breakdown:

Lead Organization: %: \_\_\_\_\_ Amount: \_\_\_\_\_

Will multiple clubs be splitting the cost?:  YES  NO

Club/Organization B: \_\_\_\_\_

Contact: \_\_\_\_\_ %: \_\_\_\_\_ Amount: \_\_\_\_\_

Club/Organization C: \_\_\_\_\_

Contact: \_\_\_\_\_ %: \_\_\_\_\_ Amount: \_\_\_\_\_

**Important:** (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings. (2) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

#### Total Cost Breakdown

##### Honoraria

Description	Amount

##### Marketing

Description	Amount

##### Hospitality

Description	Amount

##### Other

Description	Amount

#### Event Summary

Total Cost of Event: \_\_\_\_\_

Amount Requested from ASI: \_\_\_\_\_

Amount from other sources: \_\_\_\_\_

What other resources are you employing for this 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 ASI	

<b>LEAD CLUB &amp; ORGANIZATION:</b>		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

<b>CLUB &amp; ORGANIZATION B:</b>		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

<b>CLUB &amp; ORGANIZATION C:</b>		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

<b>CLUB &amp; ORGANIZATION D:</b>		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

<b>CLUB &amp; ORGANIZATION E:</b>		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

<b>CLUB &amp; ORGANIZATION F:</b>		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
