ASI Mission Statement

ASI serves, engages, and empowers students

ASI Leadership Funding

ASI provides leadership funding for student organizations’ events and student attendance at professional conferences. The ASI Executive Vice President and professional staff members determine the allocation of these funds.

ASI has allocated approximately $30,000 to ALF. Approved funding based on eligibility per the ALF Guidelines and Instructions in this packet. Awarded funds are on a first come, first served basis. These funds are for reimbursement or for payment to vendors. Events must take place during the academic year.

All students are encouraged to request funding early in the year in order to secure funds prior to your event. The applicant will receive an email noting the decision of the application. If approved, recipients are required to submit receipts or payment requests no later than June 9, 2018 to the ASI office in USU 3700 in order to process payment for their awarded funds.

TO BE ELIGIBLE FOR ALF ON-CAMPUS EVENTS FUNDING:

1. Student Organization must be officially recognized by CSUSM through Student Life & Leadership (SLL).
2. Student event coordinator MUST work with their SLL Coordinator to plan the event.
3. Events must be held on-campus.
4. If the event is not open to the entire campus community, the maximum ALF amount is $250. This includes graduation ceremonies.
5. If the event is open to the campus community, the maximum ALF amount is $500.
6. Funding is available for consumable items and facility costs, which support the event such as food for attendees, paper products, and advertising specific for the event.
7. Programs must not make a profit. Event must be free to attend.
8. ASI Leadership Funding (ALF) up to $500 per student organization per semester.
9. Student organizations may co-sponsor an event with another student organization. ALF contribution for co-sponsored events up to $1,000.
10. Funding is not available for individual student organization members.
11. Funding is not available for door prizes, raffles, or opportunity drawings. It also is not available for honorariums, speaker fees, donations, gifts, or give-away items.
12. Only original forms and signatures are accepted.
13. Incomplete applications will be rejected.
**DIRECTIONS:**

Please Attach the Following to Completed Application:

1. **Program Description**- In your own words, in a typed minimum 1 to 2-page statement, please describe the event. Include information such as activities or plan for event. What is the purpose of the event? How does the event benefit your student organization’s goals and priorities? Do you have any co-sponsors? Has your organization put on this event in the past? If so, describe its impact and why you feel it is important to offer this event again. Do you have any specific outcomes you would like this event to achieve? Do you anticipate any difficulties in planning or completing your event? **Duplicated event statements will not be accepted.**

2. **Itemized Budget**- Please include an itemized budget of event allowable expenses. Fill in your itemized budget on the attached application form. Include as much detail as possible as to how your reached your requested total amount. Here’s an example of an itemized budget:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Food/Catering</td>
<td>($200)</td>
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<tr>
<td>Room rental</td>
<td>($250)</td>
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<tr>
<td>Advertisements/Printing</td>
<td>($50)</td>
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<tr>
<td><strong>Requesting ALF</strong></td>
<td>$500</td>
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</tbody>
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3. Applications due PRIOR the event taking place. **See due dates above.**
ALF On-Campus Events
Student Organization Application 2017/2018

Contact Information

Student Organization: ____________________________________________________________

President: ______________________________ Phone: ________________
Email: ________________________________________________________________

Student Org Event Contact Person: ______________________________ Phone: ________________
Email: ________________________________________________________________

Faculty/Staff Advisor: ______________________________ Phone: ________________
Email: ________________________________________________________________

Event Information

Title: _________________________________________________ Date of event: ______________
Time: __________ Location: _____________________ Expected Attendance: ______________
Total Estimated Cost of event: $_______________________
Other source(s) of funding: Circle all that apply
CAB      LGBTQA Pride Center      Gender Equity Center         ASI BOD      USUAB
Co-Curricular Funding      Other: ____________________________________________
Total co-sponsorship amount from other source(s) of funding: $____________
Total ALF funds requested: $____________

Total Event Estimated Itemized Budget

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<tr>
<th>Explanation of Expense</th>
<th>Cost</th>
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President’s Signature | Date | Faculty/Staff Advisor Signature | Date

ASI Use Only:
ASI Executive Vice President or Designee Amount Approved Government Affairs Coordinator or Designee

If you have any questions, contact Ashley at USU 3700A Phone: (760) 750-4989

Revised: 062717