



Associated Students, Inc. Leadership Funding On-Campus Events Application & Guidelines 2018/2019

ASI Mission Statement

ASI serves, engages, and empowers students

ASI Leadership Funding (ALF)

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. We will not fund any events that take place after May 17, 2019.

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 7, 2019** to the ASI office in USU 3700 or via email to alf@csusm.edu 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**.
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.



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<p><u>Due Dates</u> Applications must be submitted online no later than 12:00 noon on any date <u>prior to the event date:</u></p>
Friday, July 6, 2018 at Noon
Friday, August 3, 2018 at Noon
Friday, September 7, 2018 at Noon
Friday, October 5, 2018 at Noon
Friday, November 2, 2018 at Noon
Friday, December 7, 2018 at Noon
Friday, February 1, 2019 at Noon
Friday, March 1, 2019 at Noon
Friday, April 5, 2019 at Noon
Friday, May 3, 2019 at Noon

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 you reached your requested total amount. Here’s an example of an itemized budget:

Food/Catering	(\$200)
Room rental	(\$250)
Advertisements/Printing	(\$50)
<i>Requesting ALF</i>	<i>\$500</i>

3. Applications due PRIOR the event taking place. **See due dates above.**



ALF On-Campus Events Student Organization Application 2018/2019

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

Campus Activities Board LGBTQA Pride Center Gender Equity Center

Board of Directors USU Live Co-Curricular Funding Student Life & Leadership

Other: _____

Total co-sponsorship amount from other source(s) of funding: \$ _____

Total Event Estimated Itemized Budget

Explanation of Expense	Cost
Total ALF funds requested	

President's Signature	Date	Faculty/Staff Advisor Signature	Date
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ASI Use Only:

_____ \$ _____
ASI Executive Vice President or Designee *Amount Approved* *Assistant Director of Government Affairs or Designee*