HISTORICAL EVENT PROPOSAL

to Provide Funding for Registered* Student Organizations

Fiscal Year 2008-09

By
The Finance Committee
Associated Students Incorporated
San Francisco State University

Last Day to Submit Proposal is Thursday, December 18, 2008

Associated Students Incorporated ● San Francisco State University ● 1650 Holloway Avenue, M-102
San Francisco, CA 94132 ● (415) 338-2321 ● Fax (415) 338-0522

Historical Events

Please review the list below. If your organization & event is not listed below, you CANNOT use this form, however, you can use the Special Event application to request funding for your event.

1. Pacific Islander "Annual Lua Celebration"
2. BSU: Black Student Union "Black History Month"
3. Phi Beta Sigma Fraternity "Annual Step Show"
4. PACE "Pilipino Cultural Night"
5. Alpha Phi Omega "Multi-cultural AIDS Awareness Day"
6. ASU: Asian Student Union "Asian Pacific Islander Heritage Month"
7. La Raza "Semana de La Raza"
8. SKIN: Student Kouncil of Intertribal Nation "Annual Pow Wow"
9. SHAC: Student Health Advisory Committee "African American Health Fair"

INTRODUCTION

The Finance Committee of Associated Students (ASI.) at San Francisco State University is a standing committee of AS, which meets at least once every week during the regular school sessions. The Chair of the committee is the Vice President of Finance of ASI, and its membership is comprised of current Board of Directors of A.S. As a committee, its members are dedicated to fairness and impartiality regarding the funding allocation process to all registered student organizations in good standing on the San Francisco State University Campus. These student organizations are essential to this University's development and understanding of the diverse populations of student life and composition.

Background
As an attempt to organize the funding distribution process of Associated Students to all eligible student organizations, the Finance Committee created this Historical Event Proposal. The Finance Committee convened in Spring/Summer of academic year, and formulated the creation of this document.

Purpose
With this document, it is the Committee's hope and intent to facilitate a more efficient method of funding distribution to all eligible student organizations. Furthermore, the Committee wishes to establish a clear and understandable set of policies so as to reduce the level of confusion in student organization as well as the Board of Directors. Finally, the Committee wishes to provide structured guidelines that can be uniformly applied to all student organizations so as to insure fairness and objectivity in the funding process.

Definition of Terms

AS or ASI: Associated Students Inc., and its Board of Directors.

OSPLD: Office of Student Programs & Leadership Development, located in Student Service Building in Room 105, x82171

Prior Academic Year: Refers to last fiscal year 2007-08

Academic Year: Refers to current fiscal year 2008-09

Working Days: Refers to office hours, **Monday through Friday** only from 9am to 5pm.

Participating student org.:Refers to all student organizations that are registered with OSPLD in good standing for the academic year.
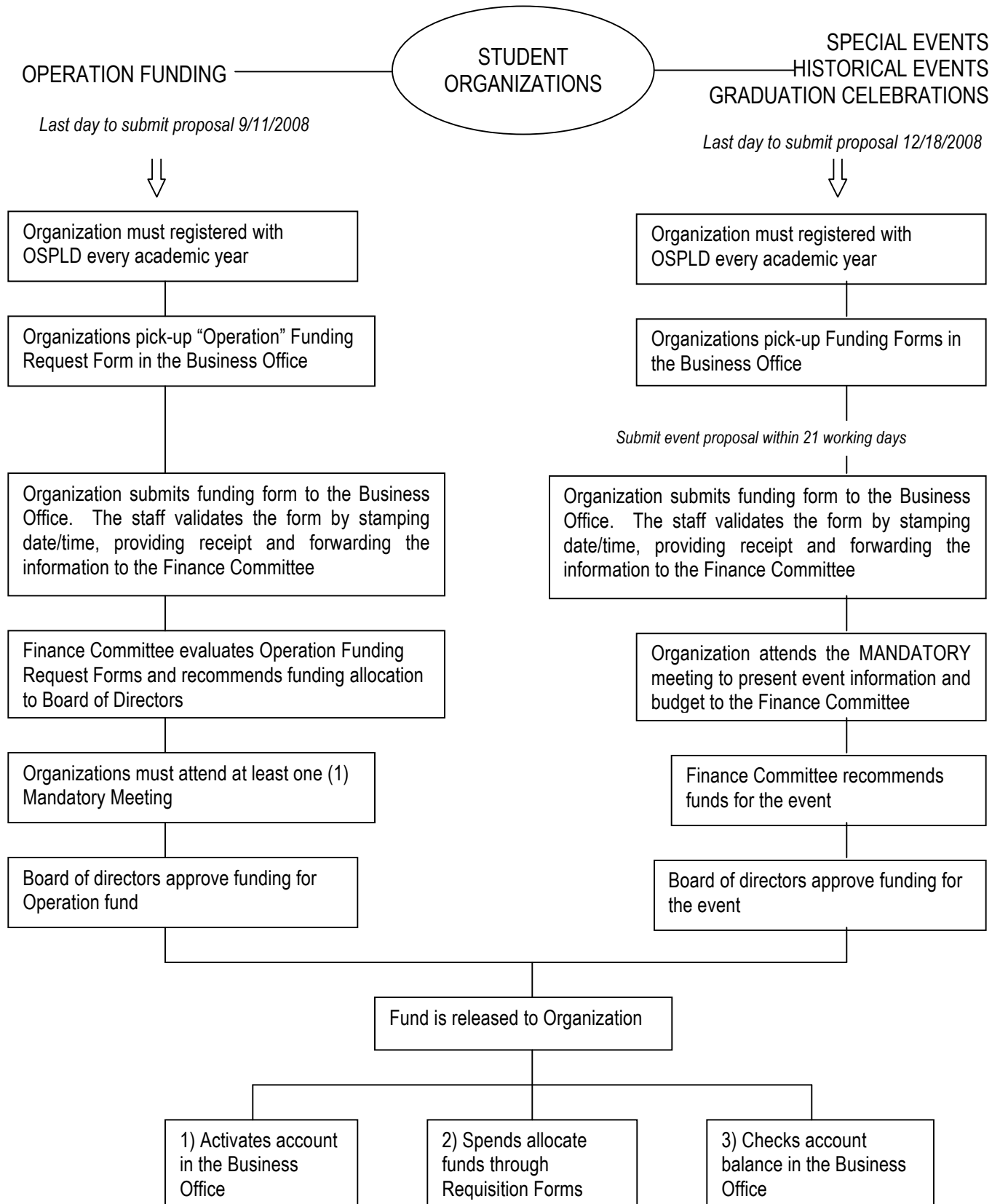
Organization(s): Refers to active and registered SFSU Student Organizations in good standing with OSPLD.

FUNDING PROCESS FOR HISTORICAL EVENT

- The AS. Finance Committee will strictly adhere to the timeline established in this proposal. In order to receive funding, an organization must comply with the timeline established by this committee or the proposal will be considered a late application. No exceptions!!!

- The AS Finance Committee will distribute funds according to the Finance Policy attached to this document. The Finance Committee will make allocations based on the information contained within your proposal; therefore, please be as thorough as possible in supplying your organization's information, and remember to write as legibly as possible.

- **The AS Finance Committee will only accept and fund one ASI Recognized (1) Historical Event Proposal per Student Organization per current fiscal year.**

- After the proposals are turned in to AS Business Office, the Finance Committee will evaluate and determine the appropriate funds for the propose event.

- The Finance Committee Chair will call for a Finance Committee Meeting to announce the recommended allocations. The recommended allocation is then forwarded to the Associated Students Board of Directors for approval. **If the recommendations are rejected by the ASI Board of Directors; the Finance Chair shall entertain the recommendations made by the Board of Directors and resubmit allocations to the Board or continue the process until final budget approval.**

- After the allocations are made, the Associated Students Finance Committee will examine appeals, late applications, and any other discrepancies with the process. Funding for appealing organizations, late applications, and any other discrepancies are not guaranteed.

Due to current budget restraints, the Associated Students Finance Committee will not accept any additional proposal from organizations for more funding for the Event after the final allotment as decided by the Board of Directors' approval, unless there is a clear and present error made by the Finance Committee. (Any errors will be heard in the appeal process: however, funding is not guaranteed.)

FUNDING PROCESS CHART

STUDENT ORGANIZATIONS

OPERATION FUNDING

SPECIAL EVENTS
HISTORICAL EVENTS
GRADUATION CELEBRATIONS

Last day to submit proposal 9/11/2008

Last day to submit proposal 12/18/2008

OPERATION FUNDING	SPECIAL EVENTS / HISTORICAL EVENTS / GRADUATION CELEBRATIONS
Organization must registered with OSPLD every academic year	Organization must registered with OSPLD every academic year
Organizations pick-up "Operation" Funding Request Form in the Business Office	Organizations pick-up Funding Forms in the Business Office
	Submit event proposal within 21 working days
Organization submits funding form to the Business Office. The staff validates the form by stamping date/time, providing receipt and forwarding the information to the Finance Committee	Organization submits funding form to the Business Office. The staff validates the form by stamping date/time, providing receipt and forwarding the information to the Finance Committee
Finance Committee evaluates Operation Funding Request Forms and recommends funding allocation to Board of Directors	Organization attends the MANDATORY meeting to present event information and budget to the Finance Committee
Organizations must attend at least one (1) Mandatory Meeting	Finance Committee recommends funds for the event
Board of directors approve funding for Operation fund	Board of directors approve funding for the event

Fund is released to Organization

1) Activates account in the Business Office

2) Spends allocate funds through Requisition Forms

3) Checks account balance in the Business Office

FUNDING POLICY
STUDENT ORGANIZATIONS

1. **INTRODUCTION**

    1.1.   As strategic objective to achieve or maintain fiscal efficiency, "Associated Students is committed to implement and maintain effective fiscal policies and procedures, including improvements in the allocation and disbursement process of the various components of the budget and procedures to ensure adherence to all pertinent accounting principles and best business practices." In order to ensure that SFSU organizations students receive the Finance policy the Chair of the Finance committee and the Business office should be responsible to provide such documents

    1.2.   ASI strongly believes that the student organizations are essential to this University's development and understanding of the diverse populations of student life and composition.   As a result, the funding guidelines set forth below are designed to:
    a) Insure that funding distribution process of Associated Students is clear
    b) Insure fairness and impartiality to all participating student organizations regarding funding allocation
    c) Insure that the funds will be used to educate and empower the campus community regarding the diverse cultural, social, and economic history of SFSU students

2. **FUNDING GUIDELINES FOR ORGANIZATIONS**

    2.1.   Funding will be allocated to student organizations for individual events that will most directly benefit current San Francisco State University students.

    2.2.   Organizations applying for funding must be officially recognized by the Office of Student Programs & Leadership Development (OSPLD) and must attend one student organization mandatory orientation meeting.

    2.3.   Associated Students will monitor and assist logo usage on publicity. Furthermore, **1)** all publicity must include "Co-sponsored by ASI, San Francisco State University" on the front page and include an ASI logo (logo can be obtained from the Business Office). In the event an activity is funded where the above publicity conditions cannot be implemented due to time constraints or other extenuating circumstances, a poster stating ASI sponsorship recognition with an ASI logo must be displayed at the event. Failure to do so will result in a fine of 10% of the ASI allocation to be assessed from the allocated amount and may impact future fund requests. **2)** Before any expenditure is approved, a sample of the publicity including the proper ASI sponsorship recognition as stated previously must be submitted to the Business Office.

    2.4.   If two or more organizations request for funding for the same event, monies will be allocated to the organization with the longest history of sponsoring the event.

    2.5.   Funding Request Packet (Operation, Special Event, Historical Event and Graduation Celebration Event) must be submitted to Associated Students Business Office, Room M-102, no less than twenty-one working days prior to an event. They may be submitted up to nine (9) months in advance of the event.

    2.6.   Operation Funding is used to assist organization's basic expenditures and events for the current fiscal year.
    a) An organization will be designated as a "New Organization" if that organization has never applied for Operation Funding from ASI. New organizations receive $100.
    b) An organization that did not request Operation Funding for the previous year will be funded 65% (reduced by 35%) of what they were funded for Operation Funding two years prior. An additional 35% will be deducted for each additional year that an organization does not apply for ASI funding.
    c) ASI shall assist the organization with the following expenditures—performer/honoree, hospitality, printing, insurance/security, and supplies (appropriate for events and in compliance with "student organization

handbook"), and venue or chairs rental. In addition, ASI shall sweep 35% of the fund from organization if the following stipulations are not fulfilled before February of the fiscal year: 1) Organization must attend at least one (1) mandatory meetings 2) Spend some of the funds.

    d) If organization spent 35% or less of the allocated fund from the previous year, ASI will fund the organization 90% of last fiscal year allocation, or minimum of $100.

2.7.   Special Event Funding.

    a) New Event is defined as event that ASI 1) did not fund in the past two consecutive fiscal years or 2) never funded before. Student Organization requesting for Special Event Funding for new event shall receive up to $400, depending upon fund availability. The allocation shall be determined by the following criteria:

        1. Information provided to the Finance Committee
        2. Student organization funding presentation

    b) Re-occurring event is defined as event that ASI has funded in the last two consecutive fiscal years. Student Organization requesting for Special Event Funding increase shall receive an increase up to 20%, depending upon fund availability. The increased in allocation amount shall be determined by the following criteria:

        1. Information provided to the Finance Committee
        2. Student organization funding presentation

    c) Special Event Fund is created to assist the organization with specific event. We shall assist the organization with the following expenditure—performer/honoree, hospitality, printing, insurance/security, and supplies (appropriate for events and in compliance with "student organization handbook"), and venue or chair rental. In addition, organization cannot request funding for more than three (3) Special Events per fiscal year.

2.8.   In order to receive funding as a Historical Event, the event must:

    a) The event must be hosted by the organization that it was most recently approved under as a historical event.
    b) Be planned and carried out by a student organization of SFSU.
    c) Educate and empower the campus community regarding the diverse cultural, political, social and economic history of SFSU students. Be approved and recognized as a Historical Event by Associated Students.
    d) Be funded by ASI for 10 consecutive years. However; if an organization does not have the event at any given year, the organization will be fund half of what was allocated to them two years ago.
    e) Be publicized as an ASI funded event.

2.9.   Only Associated Students recognized Historical Events or Student Organization Events that are sponsored by their SFSU Department may apply for off-campus funding if they meet the following requirement. Carry insurance for the event that names Associated Students, Incorporated as co-insured or is covered by the sponsoring Department's insurance.

2.10. Historical Cultural Graduation Celebration Fund is created to celebrate higher education accomplishments for under-represent students.   The following criteria must be fulfilled for funding:

    a) The event must be hosted by the organization that it was most recently approved under as a historical event.
    b) The event must be held during the Spring Semester--from March to May for the fiscal year.
    c) If there are 20 or more graduating students for the academic year then the maximum cap will be funded for the Historical Cultural Graduation Celebration. If there are less than 20 graduating students for the academic year then 25% of the cap will be funded.
    d) Associated Students shall assist the organization for the following expenditures only—hospitality, performer, printing, insurance/security, facility or chairs rental.

2.11. Department / Non-Department Graduation Celebration Funding. The following criteria must be fulfilled for funding:

    a) An organization will receive $200 if it has never applied for Grad. Celebration Funding from ASI.
    b) An organization that did not request Grad. Celebration Funding for the previous year will be funded 65% (reduced by 35%) of what they were funded for Graduation Funding two years prior. An additional 35% will

be deducted for each additional year that an organization does not apply for ASI funding.
 c) The event must be held during the Spring Semester--from March to May for the fiscal year.
 d) The event must host at least 20 graduating students for the academic year.
 e) Associated Students shall assist the organization for the following expenditures only—hospitality, performer, printing, insurance/security, facility or chairs rental.

2.12. Organizations cannot transfer nor use funds from Operation, Special Event, and Historical Event for Graduation Celebration Event. Also, funds cannot be transferred between Events, since the fund was specified for the particular event.

2.13. The "Operation Funding Score Form" shall be used to determine the appropriate amount for each "Operation Funding Request Packet."

2.14. Organization event(s) that receive fund from Associated Students must complete an "evaluation form". Evaluation form is created for feedback purpose to show:
 a) Actual Budget or Cost analysis (what was spent)
 b) Fund from Donation or Fundraising
 c) Pictures of attendance or sign-in-sheet
 d) Picture of "co-sponsorship"
 e) Performers/staffs (who is involved)
 f) Location, date & time
 g) A brief summary of the event (was it good or bad)
 h) Problem/issue (any liability situation)
 i) Will the organization host this event again? Why?

2.15. Fund shall revert to Organization Allowance if organization did not:
 a) Spend any of the allocated funds for the proposed event
 b) Held the event within the time frame stated in the proposal
 c) Comply with ASI best business practice; i.e. meet deadline dates, turn in sufficient requisitions prior to event…etc.

2.16. If it is determined that a violation of the Student Organization Funding policy has occurred, the violator(s) shall be informed of this by the Associated Students Business Office. The Finance Committee may recommend sanctions on current and/or future allocations.

3. PROCEDURE

3.1. Prior to consideration of a funding request by student organization(s) or club(s), organization must complete and submit to the Associated Students Business Office a "funding request packet (Operation, Special Event, Historical Event or Graduation Celebration Event)" that includes all requested information, including an accurate and detailed budget for the event for which funding is requested.

3.2. The Finance Committee shall review student organization funding request proposal. Once the committee recommends funding, the Vice President of Finance will make the appropriate funding recommendation to the Board of Directors for approval.

3.3. All stipulations established by the Associated Students must be met before funds can be released. Funding will not be available for purposes not specified by ASI. All events or activities funded by the Associated Students must be completed no later than the current fiscal year May 31.

3.4. A student organization may file for an appeal if they believe that an error was made by ASI. An appeal shall be filed no later than 10 business days after the RFP allocation has been approved by the Board of Directors. In order to file for an appeal, student organizations will need to fill out a "student organization funding finance

appeal form" and submit it to the ASI Business office. The Board of Directors shall review appeals within 10 business days after the "student organization funding finance appeal form" is submitted. Student organizations that appeal must be present at the Board of Directors meeting.

3.5.   Special Event Funding Packets shall be available to student organizations for pick-up in the ASI Business Office no later than May 15th of each fiscal year. However, due to the budget process, Associated Students can NOT allocate funds until the start of the following fiscal year (July 1st).

4.   ADMINISTRATION

AUTHORITY OF AMENDMENT
        This policy may be amended by a 2/3 vote of the AS Board of Directors

MEMBERSHIP
Chair (Vice President of Finance)
Co-Chair is appointed by Chair
3—5 Members are required for the Finance Committee (including the Chair)

RESPONSIBILITY
Finance Committee will meet in August to:
   ✓   Establish committee's goals and missions
   ✓   Establish a consistent meeting date and time to conduct business
   ✓   Establish a financial "timeline" for Associated Student budget for the fiscal year
   ✓   Review and revise the funding policy, the funding request packets, and scholarship applications, score sheets, evaluation form…etc.
   ✓   Distribute a copy of the Finance Committee Funding Policy for Student Organizations every year to Student Organizations.

REVISIONS & APPROVAL DATES:

DATE

3/08/2006	Approved by the Board of Directors
3/11/2007	Approved by the Board of Directors
3/12/2007	Revised & Approved by the Finance Committee
3/14/2007	Approved by the Board of Directors
7/11/2007	Approved by the Board of Directors
10/1/2008	Approved by the Board of Directors

Expenditure Guide-lines

1. Operating Expenses may be used to pay for **conference** registration fees
   In order to process payment for the registration fees, an organization must:
   a) Not exceed the $300.00 registration fee, regardless of how many registered members
   b) Not exceed the $300.00 cap per organization per current fiscal year
   c) Not use the reg. fees to pay for per diem, gas, food, travel, and hotel expenses.
   d) Not register for conference from June—August or the next fiscal year
   e) Provide registration form, brochure/flyer, conference schedule

2. Operating Expenses—ASI may **pay** for the following expenses:
   - Reference book(s) ONLY pertaining to organization, & provided that organization has on campus office
   - Copying
   - Publicity—on campus
   - Newsletters, banners
   - Speakers/performers (must have tax ID numbers/SSN)
   - Insurance for event(s)
   - Security—ie…campus SFSU Dept. of Public Safety…etc.
   - Business cards or Thank You cards
   - Office supplies—SFSU Bookstore (paper, pen, post-it, markers, tape, scissor, note pad)
   - Office calendar or date book for officers
   - Production supplies for events; i.e., markers, banner paper, paints, blank film…etc.
   - Conference registration
   - Food from on campus vendor & for event open to the student body, **NOT** social or general information meetings
   - Advertising—Golden Gate Xpress
   - Facilities rental; i.e., Jack Adam Hall, College of Creative Arts (Knuth Hall…)
   - Activities: table, chair or tent rental...from—SFSU Campus Support
   - Postage (see mail policy) or Bulk Mailing
   - Computer office supplies: CD disc, or floppy disk(s)
   - Ink Cartridge provided that organization has on campus office & each cartridge is less than $50

3. Special Event, Historical Event and Graduation Celebration Event Expenditures—ASI **may pay** for the following expenses
   - Catering—hospitality on campus only
   - Performers—speakers, dancers, musicians…etc.
   - Facility/Chairs rental
   - Insurance/Security
   - Printing/Copying
   - Supplies for event, ie flowers, streamers, ribbons, pen, paper, paint…etc.
   - Customs or Sashes pertaining to the event

4. ASI Fund **CANNOT** be used for the following expenses:
   o Salaries for organization officers and staff
   o Donation to another entity or individual, or to cause such as scholarship or catastrophe event…etc.
   o Travel or travel related expenses for organization officers and staff.
   o Furniture or equipment: computer, palm pilot, telephone,…
   o Electronic equip.; i.e. battery, radios, calculators, walk mans, phones, fax/copy machine, surge protector…etc.
   o Clothing
   o Gift/Prize items: candy box…etc
   o Readers/Books for classes.
   o Request for Documents from ASI
   o Computer, CPU, Laptop, Ipod, PDA, speaker, cables, keyboard, mouse, mouse/wrist pad & related materials
   o To oppose or support any political candidate or issue subject to a ballot or product (ie flag..etc)
   o Advertising off campus
   o Web designer
   o Space or stall rental for fair/convention
   o Entrance fee to fair/movie/theatre/lecturer/performer or any event funded by ASI

o DVD, VCD, Cassette Tapes: film/music/games rental or purchase

7. In addition, ASI will **not fund** nor pay for:
- Narrow population targeted groups
- No funding for general, planning or organizational meetings
- Travel expenses
- No guest fees
- Hotel accommodations
- No $$ for programs that the campus already provides (i.e. library requirement)
- Movie, document or information film and DVD, and film developing/processing, tapes (cassette and video)
- Personal items; i.e. organizers, briefcases, portfolios, luggage carrier, cloth—T-Shirt, pant, shirt…etc.
- Payment to SFSU students, faculty, staff, family members
- **ABSOLUTELY NO ALCOHOL!**

8. ASI will not **Reimburse:**
- Without a prior written approval from the AS Business Office
- Without a Purchase Order
- Without an Independent Contract

Please Note: This is not a complete list. Anything that is not listed is subject to approval by the Executive Director or his designee.

ADDITIONAL FUNDING PROCESS

1. All requests for funding as outlined in this policy must be approved by the Associated Students Board of Directors.
2. Before a proposal is considered for funding, it must have the following:
    i. One (1) Event Planning Form per Historical Event planned by an organization.

3. If funding is allocated, the student organization must:
    i. Be responsible for the follow-up on paperwork as required, (contracts, purchase orders, etc.) in a timely fashion for the AS Business Office to process 2 weeks before the event.

    ii. Recognize Associated Students by the use of" A.S.I." name and/or logo on all materials, (AS logo will be made available for Download on the website http://asi.sfsu.edu or see below logos for copying/cutting and pasting.

4. 2 weeks before the event: All paperwork regarding expenditure of ASI funds should be done at the AS Business Office through requisitions for products (i.e. space rental, food, supplies) and services (speaker, musician, lecturer, dancer, caterer…etc.)
    ➢ ASI suggests that organization submits all paperwork earlier in the week (i.e. Monday or Tuesday) in order for a quicker time turn around with receiving funding, and expenditure through requisitions (once funding has been approved).
    ➢ All events (Special, Historical, Graduation Celebration) on SFSU Campus should have event planning done with OSPLD.
    ➢ June to August (ASI Student Organization Funding "closed" period): ASI cannot allocate fund for any student organization event during this "closed" period. More specifically, the earliest time the student organization may use ASI fund is at the start of SFSU's Fall or Spring semester. All expenditures stop at the end of the Spring Semester.

INSTRUCTIONS FOR COMPLETING FUNDING PACKET

1. A. Start by reading the packet thoroughly to avoid confusion or mistakes. B. Consult with your organization officers and/or advisor, and gather all of the information necessary to complete the packet.

2. Important: Write or print legibly with either a blue or black ink pen. In addition, fill out your organization's information to the best of your knowledge. Please leave no space blank. If it does not apply to your organization, then please mark "N/A" in the space provided. Inaccurate information will place your organization funding status in jeopardy.

3. Include the most accurate and descriptive information possible when filling out the Event Planning and Event Expenditure Forms. If you want to type out the information for these forms, please follow the format provided in the packet or download the electronic forms from our website.
   Although two (2) versions of the Event Expenditure Forms are available for your convenience, you need to fill out one (1) form only—the one that reflects your projected expenditures most accurately.

4. Make a copy of your completed packet. This is very important, should any packet be misplaced your organization will need a record of your request.

5. A) We will only **accept hard copy** of your proposal. Turn in your proposal to the AS Business Office located in the Cesar Chavez Student Center, room M-102 before the deadline (see timeline). A checklist is provided for your convenience. B) After turning in your proposal, please make sure that the AS Business Office Staffs stamp and date the receipt page of your proposal. Remember to save this receipt. It's your ONLY proof that you turned in a proposal on behalf of your organization before the deadline. And all documents must have the "AS Business Office Date Stamp" to be official.

6. The AS Business Office staffs will answer any questions pertaining to your proposal. Please feel free to ask the staff any questions about the proposal. If you have any questions call (415) 338-2321 (or *x-82321* on campus) and leave a message. The AS Business Office Staffs will return your calls/questions in a timely manner.

7. All organizations are given only one (1) proposal to fill-out from the AS Business Office, since each organization is permitted to turn in **only one** (1) Historical Event Proposal per academic year.

INSTRUCTIONS FOR PRESENTING THE BUDGET

1. If applicable, bring past years or last year information such as flyers, pictures, brochures, or posters, and the attendance list, such as sign-in sheet(s) to support your budget presentation for your event proposal.

2. You can start presenting the budget for your event by going over the details of Event Planning and Event Expenditure Forms.

3. If your organization hosted this event last year, please go over the details of the Evaluation Form.

4. Your budget presentation time should be no more than 20 minutes, if not shorter. Remember to arrive to the meeting on time. (If you cannot attend the meeting at the designated time, call the AS Business Office and let us know)

5. Please DO NOT submit your revised budget or corrected form(s) at the meeting. We will NOT ACCEPT any budget application or Event Expenditure Form at the meeting. You must submit any revised budget(s) to AS Business Office before the meeting. All documents need to have the "AS Business Office Date Stamp" to be official.

EVENT PLANNING FORM

1) Please submit one form per event planning your organization plans to register. 2) Make additional copies as needed.
3) Type or print legibly using a blue/black ink pen.

1) Your Organization Name: _____

_____   _____
2) Print Name (President or Chair of the Organization)   Contact information (Email/Phone)

_____   _____
3) Print Name (Financial Officer or Treasurer or Officer of the Organization)   Contact information (Email/Phone)

4) Name of Historical Event:_____

5) Event Description: _____
    _____
    _____

6) Date of Event: _____ Time of Event: _____

7) How many day(s) or week(s) will this Historical Event last? _____

8) Location: _____

9) Is this event sponsored or co-sponsored by, or affiliated with any campus department(s) or organization(s)?
    _____

10) How does this event contribute to the goals and the educational mission of the San Francisco State University?
    _____
    _____
    _____
    _____

11) Target Audiences: _____

12) Project Attendance (Number):   _____

13) Is there an admission cost? $_____

14) Is your organization expecting any donation for your event? **Yes or No**

    If yes, from what entity & how much? _____

15) Is your organization planning to fundraise for your event?   **Yes or No**

    If yes, how? _____
    _____

16) What is your organization's fundraising target amount? $_____

17) What is the most difficult issue (space, performer, insurance, money…etc.) that your organization has to deal with to put together this event?
    _____
    _____
    _____
    _____

EVENT EXPENDITURE FORM

(Two (2) versions of the Event Expenditure Forms are provided for your convenience, you may fill out one (1) form only—the one that reflects your expenditures most accurately. You can either use this form to fill out your expense or use the next page)

Event Title/Name: _____

Projected Expense:

Description	Amount From Donation or Fundraising	Amount Requested From ASI	Projected Total Amount	Comment or Note
Advertising / Copy / Print				
	$	$	$	
	$	$	$	
subtotal				
Performer / Speaker (Please provide a brief biography on each performer or speaker in the next page)				
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
subtotal				
Hospitality / Food				
	$	$	$	
	$	$	$	
subtotal				
Supply				
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
	$	$	$	
subtotal				

For Office Use Only (Do not write below)

Donation/Fundraising Total	$	**Last year allocation**	$	
Amount Requested from ASI	$	**Last year actual**	$	
Projected Total Cost	$	**Event Date**	/ /	

EVENT EXPENDITURE FORM

(Two (2) versions of the Event Expenditure Forms are provided for your convenience, you may fill out one (1) form only—the one that reflects your expenditures most accurately. You can either use this form to fill out your expense or use the other page)

Event Title/Name: _____

Projected Expense:

Description	Amount From Donation or Fundraising	Amount Requested From ASI	Projected Total Amount	Comment or Note
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
_____	$ _____	$ _____	$ _____	_____
subtotal	_____	_____	_____	

For Office Use Only (Do not write below)

Donation/Fundraising Total	$		Last year allocation	$
Amount Requested from ASI	$		Last year actual	$
Projected Total Cost	$		Event Date	/ /

PERFORMER / SPEAKER BIOGRAPHY FORM

Speaker/Performer Name?	
Who is s/he or they? (Current Job Title/Company) Email? Contact Number?	
Education background if applicable?	
How much is the performer/speaker's fee? Is s/he or they giving a discount for rendered services? If yes, how much?	
What will s/he or they speak or perform about? And how will this benefit the campus community? In what way?	

Speaker/Performer Name?	
Who is s/he or they? (Current Job Title/Company) Email? Contact Number?	
Education background if applicable?	
How much is the performer/speaker's fee? Is s/he or they giving a discount for rendered services? If yes, how much?	
What will s/he or they speak or perform about? And how will this benefit the campus community? In what way?	

Speaker/Performer Name?	
Who is s/he or they? (Current Job Title/Company) Email? Contact Number?	
Education background if applicable?	
How much is the performer/speaker's fee? Is s/he or they giving a discount for rendered services? If yes, how much?	
What will s/he or they speak or perform about? And how will this benefit the campus community? In what way?	

EVALUATION FORM

(If the organization hosted the event last year or in the past, and would like Associated Students to consider funding for the event this year, please complete the questionnaire below.)

1)	Last year date and time of the event?	
2)	Location?	
3)	Total Actual Budget or Cost of event? What was spent?	
4)	Did the organization receive any donation for the event? From where/who?	
5)	Did the organization fundraise for the event? From where/who?	
6)	Did Associated Students fund the event? If yes, how much?	
7)	Was there an admission cost? How much?	
8)	Picture of co-sponsorship or sponsorship?	Bring picture or documentation to budget presentation
9)	How many people attend the event? (Give the best estimate)	
10)	Pictures of attendance or sign-in sheet?	Bring picture or documentation to budget presentation
11)	Performer/Speaker or Staff (who was involved)?	
12)	Problem/issue (any liability situation)?	
13)	Will the organization host this event again? Why?	
14)	A brief summary of the event (was it good or bad)?	

STATEMENT OF UNDERSTANDING

This is an explicit statement, which summarizes the guidelines of this Request for Funding Proposal (RFP) for the purpose of providing structure for the funding process. By signing this statement, you are signifying that, you have read through this entire RFP thoroughly and understand fully your liabilities and responsibilities to the Associated Students as a participating student organization. We, the Associated Students, Inc., thank you, in advance, for your cooperation and understanding.

o   We, as a student organization, acknowledge that the only place to turn in our proposals is in the Cesar Chavez Student Center, ASI Business Office at M-I02 . We further acknowledge that the proposal must be submitted in 6 weeks or within 21 working days before the event.
  ▪   Initial(s) _____

o   Although the ASI is committed to providing maximum available funding to all organizations, due to the financial constraint, we, as a student organization, understand that organizations will not be guaranteed 100% of the funds proposed.
  ▪   Initial(s) _____

o   We, as a student organization, understand that we must be responsible and cooperated with ASI Deadline Dates and proper business procedure, in order to facilitate ASI adherence to all pertinent accounting principles and best business practices.
  ▪   Initial(s) _____

o   We, as a student organization, understand that we are solely responsible for making a success of our event, which includes fundraising or getting donation as necessary. Associated Students will review organization fundraising efforts when allocating fund. (Fundraising will support organization advocacy for fund from ASI)
  ▪   Initial(s) _____

o   We, as a student organization, understand that to be considered for funding, it's mandatory that we attend the Finance Committee meeting and present the proposed budget at the designated time & date per the VP of Finance request.
  ▪   Initial(s) _____

We have thoroughly read the above statements, and under the penalty of perjury, provided information in this Request for Funding Proposal to the best of our abilities.

My signature below affirms my understanding of the Associated Students request for funding application requirements described and that the information presented in this proposal are accurate and true to the best of my knowledge.

_____   _____
Print Name   Title (President/Chair/Treasurer/Officer)

_____   _____
Signature   Date

(If there are any questions about this proposal, you may contact the ASI Business Office at (415) 338-2321 for further clarifications.)

Organization Name:_____

Historical Event Title:_____

Please Do Not Write Below. For Office Use Only.

Date submitted:
6 weeks or within 21 working days of the event, the proposal must be submitted to the Finance Committee via the Associated Students Business Office, Room M-102.

Date on Agenda as Informational Item: Estimate Date _____
5 weeks before the event: Your proposals will become an informational item on the Finance Committee Meeting Agenda. We will contact the organization representative--**SFSU student officer/member** --to attend the MANDATORY meeting. Discussion and questions direct towards the organizational representative may be asked at this time by the Finance Committee. Additional information or research may be requested by the committee.

Date on Finance Committee Agenda as Action item: Estimate Date _____
4 weeks before the event: The proposal at this meeting is considered an action item in The Finance Committee. If there are no additional specific questions or concerns, the proposal is put up to a vote. Once approved, it will go to the Board of Director's agenda as an action item.

Date on Board Agenda as Action item: Estimate Date _____
3 weeks before the event: If the proposal is confirmed as a recommendation to the Board of Directors, it is then taken to the Board meeting with recommendations from the Finance Committee, to be voted for approval by the Board. Once approval of the proposal is established, specific paper work (i.e. purchase orders, independent contract requisitions…etc.) must be completed right a way with ASI Business Office, room M-102.

2 weeks before the event: All paperwork regarding expenditure of AS funds should be done at the AS Business Office through requisitions for products (i.e. space rental, food, supplies) and services (speaker, musician, lecturer, dancer, caterer…etc.).
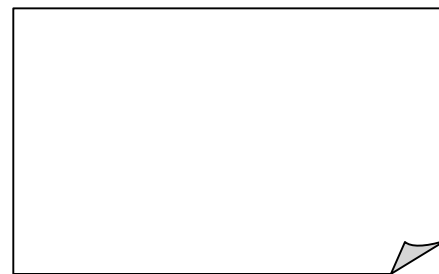

Check List

Please arrange the application in the following order to turn in:

1. Proof of Submission
2. Time Line & Check List
3. Statement of Understanding
4. Performer/Speaker Biography
5. Event Planning
6. Event Expenditure
7. Evaluation Form

AS Business Office Stamp

Please do not staples your funding packet because the Finance Committee will be making copies of your proposal to be distributed to Board of Directors and Staffs.

Receipt

(Student Organization will keep this form as an <u>official</u> proof that the request for funding packet was submitted to the AS Business Office. All documents must have the "AS Business Office Date Stamp" to be official.)

Organization Name:_____

Historical Event Title:_____

Please Do Not Write Below. For Office Use Only.

Date submitted:
6 weeks or within 21 working days of the event, the proposal must be submitted to the Finance Committee via the Associated Students Business Office, Room M-102.

Date on Agenda as Informational Item: Estimate Date _____
5 weeks before the event: Your proposals will become an informational item on the Finance Committee Meeting Agenda. We will contact the organization representative--**SFSU student officer/member** --to attend the MANDATORY meeting. Discussion and questions direct towards the organizational representative may be asked at this time by the Finance Committee. Additional information or research may be requested by the committee.

Date on Finance Committee Agenda as Action item: Estimate Date _____
4 weeks before the event: The proposal at this meeting is considered an action item in The Finance Committee. If there are no additional specific questions or concerns, the proposal is put up to a vote. Once approved, it will go to the Board of Director's agenda as an action item.

Date on Board Agenda as Action item: Estimate Date _____
3 weeks before the event: If the proposal is confirmed as a recommendation to the Board of Directors, it is then taken to the Board meeting with recommendations from the Finance Committee, to be voted for approval by the Board. Once approval of the proposal is established, specific paper work (i.e. purchase orders, independent contract requisitions…etc.) must be completed right a way with ASI Business Office, room M-102.
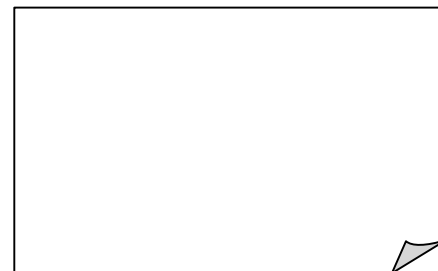
2 weeks before the event: All paperwork regarding expenditure of AS funds should be done at the AS Business Office through requisitions for products (i.e. space rental, food, supplies) and services (speaker, musician, lecturer, dancer, caterer…etc.).

Check List

Please arrange the application forms in the following order to turn in:

1. Proof of Submission
2. Time Line & Check List
3. Statement of Understanding
4. Performer/Speaker Biography
5. Event Planning
6. Event Expenditure
7. Evaluation Form

AS Business Office Stamp

Please do not staples your funding packet because the Finance Committee will be making copies of your proposal to be distributed to Board of Directors and Staffs.