

<b>Funding Request Form</b>		
<b>Club/Department Name:</b>	<b>Amount Requested:</b>	
<b>Club Account Number:</b>		
Please Select <b><u>ONE</u></b> of the Following Funding Categories:		
<input type="checkbox"/> ASU Inter Board <input type="checkbox"/> Student Rep Fee <input type="checkbox"/> Community Funding (Event must be inclusive to all ELAC Students) <input type="checkbox"/> Campus Tours (\$1,000 per club/per fiscal year)	<input type="checkbox"/> Match Funding (\$1,000 per club/per fiscal year) <b>Example:</b> <ul style="list-style-type: none"> <li>• Banquets</li> <li>• Competitions</li> <li>• Conferences</li> </ul>	
<b>*PLEASE NOTE: ASU will ONLY sponsor trainings, conferences, competitions and workshops for <u>ASU paid members</u>.</b>		
<b>Event Name:</b> _____		
<b>Event Date &amp; Time:</b> _____		<b>Location:</b> _____
<b>Club Advisor and Student Signature Required. By Signing I understand that,</b>		
<ul style="list-style-type: none"> <li>• Funding Request Forms/ Proposals <b>must</b> be entertained at the BAC meeting before presented at the ASU meeting.</li> <li>• A representative of your club <b>must</b> be present at the ASU meeting before the funds can be approved.</li> <li>• If the event is funded by ASU, printed material <b>must</b> list ASU as either the co-sponsor or sponsor.</li> <li>• If approved, all requirements <b>must</b> be met by established deadline. <b>Only Students can request funds.</b></li> </ul>		
Funds will be used to <b>SUPPORT or SUPPLEMENT</b> clubs for campus wide or community events.		
Funds <b>cannot</b> be used for Scholarship, membership dues, stipends, or tutors.		
<b>Neither Students or Advisors will be reimbursed individually through ASU,</b> the funds will be directed into the club account.		
All itemized receipts and documentation must be submitted to the ASU Advisor and not to an ASU Officer; otherwise you will assume full responsibility for any lost or misplaced information.		
<b>Amounts awarded depend on available funds.</b>		
<b>If Competition, Conference, Tours, or Student Rep. Fee:</b>		
All Students traveling <b>MUST</b> be <b>current ASU paid members</b> during the time of travel in order to receive the <b>full</b> ASU approved funding, with the exception of Student Rep. Fee funds.		
A list of students attending will be required, which includes their student ID numbers and ASU sticker numbers.		
Request for Student Conference Attendance must be submitted before any payment process begins.		
<b>Student Representative:</b> _____		
Print Name	Signature	Date
Contact Number: _____		Email: _____
<b>Faculty/Staff Representative:</b> _____		
Print Name	Signature	Date
Contact Number: _____		Email: _____
<b>*DISCLAIMER: All unused funds will be reallocated back to their perspective accounts two weeks after event date. All request must be signed and partnered by a student representative.</b>		
<b>Reviewed by:</b>	<b>BAC:</b>	<b>ASU:</b>

Please review the following questions, answer all required sections, and submit supporting documentation with this form.

**Please provide a description of the event and what will be accomplished. (Required)**

**If this is a request for Student Rep. Fee Funds, explain how this event provides "support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments and before offices and agencies of state government." (California ED. Code 76060.5 section b)**

**COST BREAKDOWN & SUPPORTING DOCUMENTATION (REQUIRED)**

Attach supporting documents, quotes and invoices with the supporting details. Quotes and invoices must be dated within 30 days of the date funding request is submitted. Documentation from past similar events will not be accepted.

**\*\*\*PLEASE ATTACH ANY APPLICABLE ADVERTISEMENT FLYERS.**

**\*\*\*ONLY FILL CELLS THAT ARE APPLICABLE TO REQUEST.**

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|---|---|
| <input type="checkbox"/> <b>Cost Breakdown (include total cost)</b>                                       | <input type="checkbox"/> <b>Qualifying deposit slips for Match Funding only</b> |
| <input type="checkbox"/> <b>Itemized: Receipts, invoices, quotes, and other applicable documentation.</b> | <input type="checkbox"/> <b>Student travel packet (if traveling)</b>            |

Cost Breakdown			
	Quantity	Cost (per unit)	Total
Number of Students			
Number of Advisors			
Registration			
Transportation			
Incidentals			
Food, snacks, meals			
Decoration			
Entertainment/ Guest Speaker			
Apparel (shirts, jackets, etc.)			
<b>*NOTE (If miscellaneous expenses apply, fill out below)</b>			
Item(s)/ Service	Quantity	Cost (per unit)	
-	-	-	Grand Total

For any additional comments or information: