

Funding Request		
Club/Department Name:	Amount Requested:	
Club Account Number:		
For instructions on completing this form please visit: https://goo.gl/SzdTsR Please Select <u>ONE</u> of the Following Funding Categories:		
<input type="checkbox"/> Inter Board <input type="checkbox"/> Student Rep Fee <input type="checkbox"/> Community Funding <input type="checkbox"/> Campus Tours (\$2,000 per club/per fiscal year)	<input type="checkbox"/> Match Funding (\$5,000 per club/per fiscal year) <ul style="list-style-type: none"> • Banquets • Competitions • Conferences 	
*PLEASE NOTE: ASU will ONLY sponsor trainings, conferences, competitions and workshops for <u>ASU paid members</u>.		
Event Name: _____		
Event Date & Time: _____		Location: _____
Club Advisor and Student Signature Required. By Signing I understand that,		
<ul style="list-style-type: none"> • A representative of your club must be present at the ASU meeting before the funds can be approved. • If the event is funded by ASU, printed material must list ASU as either the co-sponsor or sponsor • If approved, all requirements must be met by established deadline. 		
Funds are to be used to <u>SUPPORT or SUPPLEMENT</u> clubs/departments for campus wide or community events.		
Funds will <u>not</u> be used for Scholarship, membership dues, stipends, or tutors.		
<u>Students will no longer be reimbursed individually through ASU</u> , 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.		
Amounts awarded depend on available funds.		
If Competition, Conference, Tours, or Student Rep. Fee:		
Attending students MUST all be ASU members with the exception of Student Rep. Fee funds.		
A list of students attending will be required which includes: student ID numbers and ASU sticker number.		
Request for Student Conference Attendance must be submitted before any payment process begins.		
Student Representative:		
_____	_____	_____
Print Name	Signature	Date
Contact Number: _____		Email: _____
Faculty/Staff Representative:		
_____	_____	_____
Print Name	Signature	Date
Contact Number: _____		Email: _____
Reviewed by:	BAC:	ASU:

ASU FUNDS CAN ONLY BE UTILIZED TO BENEFIT ELAC STUDENTS (STUDENT REG-2).

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.

Total Number of *Advisors* Served:

Total Number of *ASU Students* Served:

- Cost Breakdown (include total cost)**
- Itemized: Receipts, invoices, quotes, and other applicable documentation.**

- Qualifying deposit slips for Match Funding only**
- Student travel packet (if traveling)**

***Disclaimer*: All unused funds will be reallocated back to their perspective accounts two weeks after event date.**