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Sponsor student advocacy events with the Student

On-campus/in-state, you need the following:

- 1. Student Facility Request Form.
- 2. Excursion/Field Trip Form.
- 3. Request for Student(s) Conference Attendance

If off campus/out-of-state, you will need the following:

- 1. LACCD Excursion/ Field Trip Form.
- 2. Out of State Request.
- 3. Request for Student(s) Conference Attendance (if applicable).

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REQUIRED:

Club President/Organizer: _____
Print Name Signature Date

Contact Number: _____ Email: _____

Club Advisor: _____
Print Name Signature Date

Contact Number: _____ Email: _____

Club/Organization Representative Please Read and Initial:

_____ A representative of your club/organization must be present at the ASU meeting before funds can be approved. Any documentation for reservations needs to be presented with this proposal.

_____ All RECEIPTS and DOCUMENTATION must be submitted to the ASU Advisor and not an ASU officer. If you choose to submit documentation to an ASU officer, you will assume responsibility for any misplaced information.

_____ If the event is funded by ASU, printed material must list ASU as either a co-sponsor or sponsor. All on-campus, off-campus, and out-of-state documentation must be presented with this proposal. Any documentation for reservations needs to be presented with this proposal.

_____ A final copy of the promotional flyer must be submitted to the ASU Advisor as verification that the above stipulation has been met.

_____ If your club/organization spends the money before BAC and ASU approval, you do so at your own risk with no guarantee of reimbursement.

_____ Any documents, such as RECEIPTS, not submitted within 2 WEEKS after approval of BAC/ASU will no longer be available to reclaim.

_____ ASU funds are NOT to be used for tutors, scholarships, or stipends.

_____ Students will no longer be reimbursed individually through ASU, the funds will be directed into the club account and the advisor will be responsible for their reimbursement. (Applicable to Clubs)

REQUIREMENTS: Advisor Initial (Applicable to Clubs)

_____ If the advisor is getting reimbursed, the Identification Number must be provided.

Advisor Employee Number _____

_____ If there is more than one person getting reimbursed through the club, ASU requires a list of the students and what amounts they are receiving along with the proposal or prior to the two week deadline.

Office Use ONLY



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