ASSOCIATED STUDENTS EVENT FUNDING 2016-2017

The Associated Students funding councils welcome funding requests in support of activities and events for which the primary audience is CSU, Chico students.

- **Funding process may take up to 14 days. You are not allowed to spend funds until final approval takes place.**
- Events scheduled for next fall (prior to November 15th) may request funding during the spring semester.
- Requests may come from any recognized CSU, Chico student organizations. If you lose recognition prior to your event, you will not be able to receive reimbursement for money spent.
- Requests that appeal to a range of interests across campus and the community and that use resources from sources beyond the funding councils are strongly encouraged.
- Funding is capped at $4,000 per event and a sliding scale will be applied to repeated events.
- Funds are not allocated for the purpose of fundraising.

SUBMISSION GUIDELINES

A funding application must include the attached application page, a completed signature page, an event narrative, a detailed budget, and additional statements involving the budget. **An original printed document must be submitted; no e-mail will be accepted.** Funding requests must be submitted to the Government Affairs Office in BMU 220 during regular office hours (M-F 9am – 5pm).

- All funding requests are reviewed as they are received and as funds allow.
- Requests will be evaluated based on clarity and compliance with application guidelines.
- Incomplete applications will not be considered.
- **Fall 2016 applications must be received by Monday for EFAC and Wednesday for DAC no later than 4pm in order to be added to the following week agenda.**
- All packets must be submitted in person to the funding commissioner. You may request office hours to ensure the commissioner will be in the office when you are ready to submit or you may schedule a meeting.

BUDGET DETAILS

Each proposal must include an itemized budget including all costs associated with your event, not merely the items you are requesting be covered by AS funds. There is a sample worksheet at the end of this application for you to reference.

- Food may only be requested from the Diversity Affairs Council and must be **integral** to the cultural aspect of the event.
  - A maximum of $500.00 can be requested specifically for food.
- T-shirts may be requested only to distinguish event staff from event attendees. Shirts must say “event staff” or “volunteer”.
  - T-shirts purchased with funds from Activity Fee must be made of 100% Organic Cotton. **The AS urges you to purchase organic even if you are using other funds.**
- Wages or honoraria may **not** be paid to CSU, Chico students, faculty or staff.
- Proposals may be partially or fully funded based on the availability of funds and the information provided in the funding application.
- Funding is primarily available through reimbursement. For direct payment to vendors or performers additional paperwork is required and will require meetings with AS career staff.
• AS is not able to reimburse for any expenses incurred prior to approval by the BOD of funding.

**EVENT NARRATIVE**

Each proposal must include a typed response (on a separate sheet of paper) to the seven (7) questions below. **Please use a 10 or 12 point font size; hand written responses to these questions will not be accepted.** Be as detailed as possible, supporting your proposal with factual information. This narrative will give council members background information on your event as well as help to prepare your club for the council presentation.

1. Describe the activity/event you are proposing.
2. When and where is the activity/event planned to occur (date/time/location/building)?
3. Why do you think this activity/event is important to the student body/campus community? What is the impact to the student body?
4. How do you plan to advertise your event? Please provide a copy of your design/flyer/etc.
5. As event funds are limited, what other funding sponsorships/resources have you sought or received? Please include any fundraisers your organization may be planning.
   a. If funding has been obtained from another source, please explain what that funding will be used for (ex: publicity) and its relation to the funding sought from the AS.
6. If the activity/event for which you are applying is a collaboration and/or partnership with other agencies, registered student organizations and/or University departments, please describe their involvement and include statements from each describing that entity’s involvement.

**LAST THINGS**

The proposal may be heard and approved on the same day or the proposal may need to be heard by the council twice. The presenter should be prepared to answer questions about the event narrative. The presenter **must** be a student, preferably the event organizer. All additional paperwork (estimates, emails, invoices, etc) should be brought to this meeting if they were not attached to the original proposal.

If approved by the council, the Commissioner will submit the proposal to the Government Affairs Council and then it will be circulated to the Board of Directors. This process can take up to 14 business days. **You are not allowed to spend funds until final approval takes place.**

Once your event is formally approved, the event coordinator and advisor will receive an email detailing the timeline for final approval, an event coordinator help guide and any other important information that needs to be shared.

A post event report must be submitted to the funding council following the event. Failure to submit this report may result in future funding requests being denied.

**Follow-up Presentation date: ________________**

Initial meeting to discuss proposal with Commissioner (Date ____________) Commissioner initials ______

Date **completed** packet turned into commissioner__________________________
## PROPOSAL COVER SHEET

<table>
<thead>
<tr>
<th>Diversity Affairs Council</th>
<th>Event Funding Allocation Council</th>
</tr>
</thead>
</table>

### Event Details

- **Event Name:**
- **Event Date, Time & Location:**
- **Total Amount Requested:** $

### Organizational Details

- **Student Organization:**
- **Event Organizer:**
  - **Phone:**
  - **Email:**
- **Organization Advisor:**
  - **Phone:**
  - **Email:**

### Checklist

- **This cover sheet**
- **Acknowledgement page**
- **Signatures and verification page**
- **Event narrative**
- **Budget worksheet**
- **Estimates for budgeted expenses**
- **Publicity examples**

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For Office Use Only

- [ ] Scanned
- [ ] Saved to the drive
- [ ] E-mailed
- [ ] Returned to

**Date Complete Proposal Received:** ___________  **Received By:** ___________

**Presentation Date:** ___________  **Date to be heard by GAC:** ___________

**Project Number Assigned:** ___________  **Funded in the amount of:** $

**Date to be heard by BOD:** ___________  **Date funds can spent:** ___________
Requesting group informed by ______________________ on ____________________ 2016.

Was the Sliding Scale applied: YES / NO

ACKNOWLEDGEMENT PAGE
PRINT, SIGN AND ATTACH TO PROPOSAL

Mark all with an “X”

☐ Only recognized CSU, Chico student organizations are eligible for this funding.
☐ Funding is only for expenses directly related to the event identified in this request.
☐ Funding for t-shirts is only for the purpose of distinguishing members from event attendees.
☐ Each program/event is eligible for funding from only one AS source at a time.
☐ Funding cannot exceed $4,000.00.
☐ A sliding scale may be applied for recurring events.
☐ All reimbursement requests must be received in BMU 220, May 12th, 2017.
☐ The AS logo is required on any and all publicity. Items cannot be ordered until after funding is approved.
☐ Handwritten proposals will not be accepted.
☐ Payments on items made prior to final BOD approval will not be reimbursed.
☐ Conference fees, retreats and expenses for travel outside of Chico are not eligible for funding.
☐ No compensation in the form of wages or honoraria may be paid to CSU faculty, staff or students.
☐ No group or organization with an outstanding debt due to the AS is eligible for funding.
☐ All granted events must be in facilities that are ADA accessible.
☐ All funded events should be environmentally sound.
☐ All proposals should be uploaded to a zip drive and provided to the commissioner 24 hours prior to the proposal.

☐ PLEASE INITIAL I HAVE READ AND AGREE TO FOLLOW ALL THE TERMS STATED ABOVE
I certify that the information provided on this application and in the event narrative is true and accurate. I understand that the AS reserves the right to deny or revoke funding if provided with inaccurate or incomplete information. I ensure that the sponsoring club will make a genuine effort to publicize the event to all. I recognize that the AS is only a funding source for my event and agree to indemnify and hold harmless the State of California, the Board of Trustees of the California State University; California State University, Chico, the Associated Students of California State University, Chico; and their officers, employees, volunteers, and agents from any and all claims, losses, damages or injuries to any persons, firms, corporations or property due to negligence on the part of this student organization during the above described event.

Event Organizer’s Signature: ____________________________ Date: ______________________

☐ I HAVE SEEN THIS PROPOSAL AND AGREE TO ALL THE TERMS STATED ABOVE

☐ I UNDERSTAND THAT PERFORMERS/SPEAKERS MUST COMPLETE ADDITIONAL PAPERWORK AND THAT STATE AND FEDERAL TAXES MAY BE WITHHELD AND DEDUCTED FROM THEIR PAYMENT

Advisor’s Signature: ____________________________ Date: ______________________
SIGNATURES AND VERIFICATION WORKSHEET

All signatures must be collected prior to submission. Allow adequate time to collect signatures as appointments with staff may be required.

This organization has the current reservation.

Room Reserved ___________________________ Estimated Facility Costs ___________________________
Date ___________________ Signed by: ___________________________
Authorized signature to confirm reservation (AS Conference Services, Housing, SLL, etc.)

For proposals that include the use of catering in the BMU you will need to collect verification signature(s) from Catering. These signatures verify that you have an event venue and that you are aware of all costs that may be charged.

Catering Contact: ___________________________ Date __________________

All student organizations are required to meet with the an approved designee of Student Life and Leadership in BMU 220 to verify their eligibility for funding, primarily to ensure that an event adheres to University Policies and secondly to confirm a reservation if the event will take place in a University Venue.

This organization is currently recognized and in good standing with the University ___________________________ Signature of Student Life Designee ___________________________ Date

For proposals that include the use of space and/or technical services in the BMU you will need to collect verification signature(s) from Conference Services in BMU 213. These signatures verify that you have an event venue and access to technical services and that you are aware of all costs that may be charged.

Room Reserved ___________________________ Estimated Facility Costs ___________________________
_________________________________________ Date __________________
Signature of Deborah Lemmo, BMU Event Manager ___________________________ Date __________________
Signature of AS Technical Department (if required)

For proposals that include funding for Guaranteed Performers, all requests must obtain a signature from the Programs Coordinator in the Government Affairs Office, BMU 220

Number of Performers ___________________________ Total Amount Requested ___________________________
Tax forms required ____________________________________________________________________________
Use this budget worksheet to show how expenses for your event/activity are being funded. If you are requesting funding from the AS you will need to submit some type of estimate for the expense.

**List all costs for your event, not only those you are requesting to be covered by the AS**

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>REQUEST FROM AS</th>
<th>OTHER FUNDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 POSTERS – FULL COLOR FROM UNION GRAPHICS</td>
<td>$385.00</td>
<td></td>
</tr>
<tr>
<td>HOTEL ROOM FOR SPEAKER AT DIAMOND HOTEL</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>SPEAKER FROM KANSAS</td>
<td>$500.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>REFRESHMENTS</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>AIRFARE FOR SPEAKER</td>
<td>$489.00</td>
<td></td>
</tr>
<tr>
<td>ADVERTISING IN THE ORION</td>
<td>$179.00</td>
<td></td>
</tr>
<tr>
<td>T-SHIRTS TO PROMOTE THE EVENT</td>
<td></td>
<td>$700.00</td>
</tr>
</tbody>
</table>

|                              |                 |               |
| TOTAL REQUESTED FROM AS      | $1,748.00       |               |
| TOTAL FUNDED BY OTHER SOURCE |                 | $1,400.00     |
| TOTAL EXPENSE OF EVENT       |                 | $3,148.00     |