



SUPPLEMENTAL FUNDING REQUEST FORM **(Instructions)**

Week 1 – SUBMISSION OF BUDGET APPLICATION

- Complete parts 1 and 2, attach all the necessary documents; and for part 3, talk to a Senator from A.S. to review and sponsor your application.
- Submit twenty (20) sets (including original with attachments) to Associated Students, Student Leadership Office, on a Wednesday by 12:00 noon.

Week 2 – FINANCE COMMITTEE MEETING

- Upon receiving a notification from the Finance Director, you will attend the Finance Committee Meeting on a Monday at 1:00 p.m., in the A.S. Central Office, University Student Union Complex. Presentation of your budget will take at least 5 minutes.

Week 3 – SENATE MEETING

- The Finance Committee sends its recommendation to the A.S. Board of Directors at the senate meeting on a Tuesday, which starts at 2:00 p.m. The senate members would like to hear from you, and you may speak about your budget request during the “Open Forum”.

Week 4 – AVAILABILITY OF FUNDS

- Submit the following forms to A.S. Accounting Office, USU-100 (all forms are online)
 - ***Authorized Signature Form***
- Please call A.S. Accounting office at (818) 677-2389 if funds are ready, if so, submit the following form:
 - ***Expenditure Request Form*** with original receipts attached. Call A.S. Accounting office after 5 business days from the day you submitted the Expenditure Request form.

If you have any questions regarding your application, please email financedirector@csunas.org



How We Review Budget Requests

This form explains the criteria that the Finance Committee and the Senate use to evaluate funding requests. If you aren't sure if your request is fundable, you can review the AS Budget Language at <http://www.csunas.org/finance> or email the Director of Finance at financedirector@csunas.org.

1. Budget Appearance.
 - € Make sure your request is typed or written legibly.
 - € Double-check to make sure your email address is correct.
2. The Math
 - € Do all of the numbers add up and are they realistic?
 - € Is the total program cost indicated, regardless of the level of funding requested? Is the total program cost realistic?
 - € Have you sought funding from other sources outside of AS?
3. Effects of the programs on students
 - € Does the program benefit AS and the University Community?
 - € How many students are involved in the planning/programming?
 - € How many students are expected to benefit/attend the program?
 - € What is cost per student to attend the program?
 - € Are there limits to access for students (ex. Off Campus Events)?
4. The 3 P's
 - € Policy
 - Does funding the program violate any policies found in the AS Budget Language, or AS Constitution?
 - Are the requested items fundable by AS?
 - € Practice
 - Has AS funded events like this one or groups like yours in the past?
 - € Principle
 - Would It be deemed appropriate to fund an event like this one?

Things Normally Funded

Speaker/performance programs, art and publications (regardless of the point of view presented)
 Travel to bring someone here (speakers, high school students)
 Advertising and Promotional Costs
 Use of Facilities (on campus) or equipment (audio-visual)
 Leadership development programs
 Tournaments (not for profit/fundraising)
 Liability insurance for on/off campus events
 Interpretive Services

Things Not Normally Funded

Banquets, Parties, Meetings
 Fundraisers designed to give a cash donation to a third party (this is called a pass-through).
 Group class projects that are part of a formal curriculum (these are funded through the IRA Fee). Smaller group or individual projects may be funded thru the Academically Related Reserves Account.
 Payment for CSUN students, faculty or staff outside of Associated Students.
 Off Campus events
 Events or Services not open to all CSUN students
 DJs, Decorations, T-shirts, Food, Newsletters, One-time use banners
 Miscellaneous, Reserves, Contingency Funds

DO NOT MAKE 19 COPIES OF THIS PAGE

Associated Students Budget Amendment Request Form



This form is used to request an Annual Budget from AS, Request Supplemental Funding, or to make a Transfer or Change of Purpose of more than \$400. To make a transfer of less than \$400, use the Transfer Request Form. Nineteen (19) copies of this form (plus the original) double-sided, stapled and 3-hole punched are due in the AS office by Noon on any Wednesday. It is recommended that you obtain a senator signature at least 24 hours before the deadline. More information is available at <http://www.csunas.org>

Event Name _____

Date(s) of Event _____

Total Funding requested from AS \$ _____

1. Person Responsible

Name _____

Organization / Department _____

Phone # _____ Email Address _____

Signature _____ Date _____

2. Advisor Information (must be a faculty/staff advisor)

Name _____ Mail Code _____

Phone # _____ Email Address _____

Advisor Signature _____ Date _____

3. Sponsoring Senator

All financial actions requested of Associated Students must be sponsored by a member of the Board of Directors (AS Senate). Senators can be found in the Associated Students Office (USU suite 100). The office phone # is (818) 677 – 2477 and the Senate website is <http://www.csunas.org/senate.html>.

Name _____ Seat _____

Phone # _____ Email Address _____

Senator Signature _____ Date _____

4. On a separate sheet of paper answer the following. Please no more than **one double-sided page for both responses**. We are trying to reduce our paper usage.

- Describe your organization and its purpose.
- Describe the event you are planning/attending or your research project.

Complete Your Budget on This Page

Use whole dollar amounts. **Do Not Write "See Attached"**

Product or Service Needed	Cost	AS Portion of Cost Sought
Total		

Funding from Other Sources

Source of Funding	Intended Use	Amount