



ASUSF Club Funding Proposal Packet

University of San Francisco

What is ASUSF Club Funding?

ASUSF Club Funding is funding provided by ASUSF Senate to registered clubs and organizations. The funds provide development opportunities for organizations, which may include office supplies, membership recruitment activities, staff development, and organization or conference dues. The Peer Advising Team (PAT) in Student Leadership and Engagement oversees Club Funding. The Peer Advising Team meets once a week to review Club Funding proposals, and are available for drop-in advising.

Please read this packet in its entirety. By signing the proposal request form, you and your organization agree to abide and act according to the USF policies found in the *Fogcutter Student Handbook*. This packet contains all the information you need to apply for funds from ASUSF Club Funding:

- Eligibility
- Timeline for Applying for Club Funding
- Reimbursement Information
- Application
- Budget Proposal

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ASUSF Club Funding Procedure

Eligibility for Funding

- ◆ Student organizations applying for funding must be currently recognized by Student Leadership and Engagement (SLE).
- ◆ Club Funding is NOT guaranteed. Requests and allocations are determined on a first-come, first-served basis and depend upon availability of funds.
- ◆ Club Funding will not be provided in addition to any SUPERFUND allocated funds for a particular event.
- ◆ Club Funding allocations are limited to \$250 per semester and \$500 per year per organization.
- ◆ Student organizations must be in compliance with all USF and Student Leadership and Engagement (SLE) rules and regulations, including any budget stipulation set forth by ASUSF.
- ◆ Club Funding is to be used only for the development of the organization, which may include office supplies (postage, letterhead, envelopes), membership recruitment activities, staff development (speakers, lectures), and organization or conference dues.
- ◆ Student Organizations must complete the ASUSF Club Funding Proposal, including an outlined budget of anticipated expenses. Receipts must be turned in within fifteen (15) working days of the transaction to receive funding.

Timeline for Applying for Club Funding

- ◆ Completed proposals for funding must be submitted fifteen (15) working days in advance of the date needed to the SLE Peer Advising Team (PAT). A response will be provided in written form within five (5) working days upon submission of a completed proposal.
- ◆ The amount of funding proposed CANNOT exceed \$250. Proposals exceeding this amount will not be considered.
- ◆ An organization cannot request funding for expenses already incurred.
- ◆ The final deadline for proposals is **Fall: November 26, 2008 and Spring: April 23, 2009.**
- ◆ Upon approval, the student representative must meet with a SLE Peer Advising Team member or staff designee within ten (10) working days of notification to process any necessary paperwork. For Club Funding requests for conference dues, speakers, performing artists, or items purchased online may take longer to process. Please keep that in mind and plan appropriately to ensure your funds are granted.
- ◆ The Peer Advising Team (PAT) meets once a week to review proposals, and does so on a first-come, first-served basis.

Reimbursement Information

- ◆ All itemized receipts for approved Club Funding expenses must be submitted to the SLE Peer Advising Team (PAT) or staff designee within ten (10) working days of the date purchased. The Peer Advising Team must be notified of the planned date of purchase. **PLEASE NOTE:** If receipts cannot be turned in within this time frame, prior approval must be authorized by the Peer Advising Team (PAT) or staff designee. Failure to do so may prevent reimbursement.
- ◆ If receipts are not turned in within fifteen (15) working days, the organization is not eligible for reimbursement and **cannot apply for further funding in the same semester.**
- ◆ Reimbursements will not be provided for any items not listed in the budget outline.

- ◆ Reimbursements will not be provided after the last day of classes in the semester funding was granted.
- ◆ The SLE staff and club/organization representative must complete petty cash vouchers or expense reports in order to receive reimbursements from the University Cashier.
- ◆ Approved publicity must contain credit for sponsorship and the ASUSF logo, which can be obtained through the ASUSF Graphics Center.

Helpful Hints for Submitting a Successful Club Funding Proposal

- Submit a well written, clear ASUSF Club Funding Application.
- Give accurate facts and figures, especially for your proposed budget. Use market research to determine costs.
- When determining costs, keep in mind USF's preferred vendors, such as Ashbury Images, Office Depot, and the USF Bookstore (particularly for balloon orders). These are the vendors your organization will need to use if funded.
- If your event includes food, remember you will need to use Bon Appetit unless they allow for exceptions. Use the Student Catering Menu, available at the Bon Appetit Catering Office, to lower costs.
- Make sure your ASUSF Club Funding Application is as thorough as possible. Give the committee as much background information as possible without being overly convoluted.
- Do not submit an ASUSF Club Funding Application that is not within the guidelines or intent of the Club Funding Codes.
- Meet the timelines for ASUSF Club Funding Application submission. ~~See attached timeline.~~
- Take this seriously—significant student money is involved.
- Clearly articulate how this funding will advance your organization's mission and purpose.
- After funding has been approved, please turn in all original receipts
- You can only spend money for what is specially allocated according to the line items in your Club Funding memo. Any amount spent outside of your specific line items is your organization's responsibility and will not be paid by Club Funding.
- If you need assistance with any part of preparing your ASUSF Club Funding Application or proposal presentation, set up a meeting with the Peer Advising Team (PAT) in Student Leadership and Engagement, UC 115.