



# Funding Request Form

Associated Students allocates limited funds to help student organizations fulfill their goals and meet the mission of Associated Students to help enrich the student experience. Our philosophy is centered on supporting those that benefit others and the greater campus community. A.S. funds are not guaranteed and are on an “as available” basis.

## **Required Criteria for Consideration** (please initial the following):

\_\_\_\_\_ I/We understand the A.S. Funds are not guaranteed and are on an “as available” basis only

\_\_\_\_\_ I/We have read and understand the “How to Request Funds from A.S.” link which includes guidelines and timelines required for consideration. [sjsu.edu/as/funding](https://sjsu.edu/as/funding)

\_\_\_\_\_ I/We have read and understand the “A.S. Budget Policies” posted on the A.S. website at [sjsu.edu/as/funding](https://sjsu.edu/as/funding)

\_\_\_\_\_ I/We have attached a TYPED and VERIFIED request form complete with SIGNATURES and QUOTES

\_\_\_\_\_ I/We understand that, if approved, funds approved in the Fall Semester for Fall activities must be disbursed or requisitioned by January 15th or the award is forfeited. Funds approved for Spring activities must be disbursed or requisitioned by June 15th.

## **Submission Checklist:**

- ☐ Attach supporting documents to include QUOTES and SAMPLES of artwork using the A.S. logo where appropriate. ☐ Submit a copy of this request via email to **student-org-funding@sjsu.edu**
- ☐ Keep the ORIGINAL for your records and meetings
- ☐ Attend the Finance Meeting in which you are scheduled. Plan to make a 3-minute presentation. All presentation materials must be shared with student-org-funding@sjsu.edu. Do not bring it on your laptop or other form of media.

All exceptions must be cleared by the Controller.

## **ORGANIZATION INFORMATION**

|                                                  |                |               |
|--------------------------------------------------|----------------|---------------|
| Organization Name:                               |                |               |
| Street Address or Student Involvement Mailbox #: |                |               |
| City:                                            | State:         | Zip Code:     |
| Representative's Name:                           | Email Address: | Phone Number: |
| Representative's Name:                           | Email Address: | Phone Number: |

## **FUNDING REQUEST INFORMATION**

|                                   |                         |
|-----------------------------------|-------------------------|
| Description of your organization: |                         |
|                                   | Total Amount Requested: |

Please submit supporting documents with your request for Associated Students, SJSU funds. The proposal must include the following information in order for Associated Students to consider it.

## FUNDING REQUEST QUESTIONNAIRE

Description(s) and date(s) of your funding request(s):

Number of active organization members

How will this funding support your goals and those of Associated Students?

Do you have any other sources of funding?

☐ YES

☐ NO

If yes, please list sources and amount?

Are you collaborating with any other student organizations?

☐ YES

☐ NO

If yes, which organization?

If A.S. funded this event in previous years, describe the significant successes/failures of the program during previous years. If there were failures, what is your plan to avoid these failures this year?

Please sign below affirming you have read and will adhere to the Associated Students, SJSU Student Organization Funding Process and criteria. (*Available online at [sjsu.edu/as/funding](http://sjsu.edu/as/funding)*)

\_\_\_\_\_  
Student Organization Official Representative

\_\_\_\_\_  
Date

## FUNDING CRITERIA

*The following stipulations will be used to evaluate the FRF in the funding process. When in doubt always provide a quote.*

**Professional Performers and Speakers** – Maximum allocation: \$1,500/per academic school year. Groups must provide a half page biography and their speaker's/performer's quote. Interpreters can also be funded under this category. However, A.S. does not fund: SJSU students, team coaches, instructors, professors, staff or public officials. We will help fund honorariums or gifts up to \$100 per person; however, the FRF must specifically state there is no charge for services. Events funded by A.S. for performers, speakers, and artists must take place on campus or at a campus facility in close proximity to the main campus. Such events must also be publicly advertised and accessible to all SJSU students.

**Student Research Project** –Maximum Allocation:\$3000/per academic school year. Brief project summaries must be provided with written recommendation by a faculty member. If applicable, proper storage procedures must also be provided and approved by a faculty member or advisor. Quotes for the specific materials needed must be provided. Price lists will not be accepted. The requests must be for project materials or participation incentives (for example, survey incentives) that do not include office equipment such as computers, shredders, copiers, fax machines, etc. Materials must be parts incorporated in the project. Tools, if not already provided by their academic department, will be considered under the discretion of the Controller and/or Finance Committee and must be requested under the Equipment category. A.S. does not pay for labor costs. The specific research project must be presented at the A.S. Spartan Showcase.

**Apparel** – Maximum allocation for apparel is \$25 per person and \$750 per year for organization members. Requests in this category must be for wearable clothing, including t-shirts, hats, and socks. All requests must be accompanied by a quote and preliminary design that shows where the A.S. logo will be located. Price lists will not be accepted. All apparel approved by the A.S. Finance Committee or the A.S. Board must have the current A.S. logo at a visible location that meets A.S. Graphic Standards, including, but not limited to size, colors and location on specified item. Exceptions are at the discretion of the A.S. Finance Committee only. No funding will be granted for graduation apparel or raffle prizes. Designs that use the SJSU name, acronym or marks must use the SJSU Power Source Identity Guide. Student organizations wishing to use SJSU's name need to place it after their organization's name and use 'at SJSU'. A proof of approval from SJSU Brand permission may be requested and must be submitted in order to review designs with SJSU Logo or something similar.

**Costume/Uniform** – Maximum allocation for costumes is \$1,000/year. Costumes are defined as that which is required for the purpose of performing, competing and/or representing SJSU under the title and name of the organization. Personalized or fitted costumes/uniforms will not be funded nor will accessories. Student Organizations must submit a letter from the club advisor stating that: Items shall be maintained as property of the organization, not the individual members, and will be properly inventoried for the ensuing members of the organization. Prudent care shall be taken to ensure the longevity of an item. Irresponsible actions or neglect will jeopardize future funding. Visual proof of wear and tear may be required for excessive requests. Decisions shall be at the discretion of the A.S. Finance Committee.

**Publicity & Printing** – Maximum allocation is \$3000/year. All materials such as flyers, posters, brochures, programs and banners must be printed by the A.S. Print Shop. Quotes and publicity artwork samples must be provided that shows where the A.S. logo will be located. Stipulations may require a current A.S. logo that meets A.S. Graphic Standards including, but not limited to size, colors and location on specified item. Alternate print sources are possible if the A.S. Print Shop is unable to fulfill the need of the organization at the discretion of the Controller and/or Finance Committee with a written verification from the A.S. Print & Technology Center Supervisor stating that services cannot be provided. A quote from the alternative print source must accompany the FRF. Spartan Daily or any online source advertisement funding requests must be accompanied by an artwork sample of the advertisement and a quote (not a price list). Designs may not include the Spartan Head unless it is accompanied by a letter from Athletics approving its use. Designs that use the SJSU name, acronym or marks must use the SJSU Power Source Identity Guide. Business cards may not be personalized.

**Promotional Items** – Maximum allocation per year is \$500. A.S. will not fund or reimburse financial items or gifts (gift cards). Requests shall be for the purpose of marketing an organization and for the purpose of recognizing attendees at an event, presenters, hosts, volunteers, etc. Stipulations

may require that the item include an official A.S. logo that meets A.S. Graphic Standards, including, but not limited to size, colors and location of specified item at the discretion of the Controller and/or Finance Committee. Designs that use the SJSU name, acronym or marks must use the SJSU Power Source Identity Guide. A proof of approval from SJSU Brand permission may be requested and must be submitted in order to review designs with SJSU Logo or something similar.

**Decorations/Equipment:** Maximum allocation per year is \$750. Decorations and rental equipment is permitted for the purpose of an event held on campus and an A.S. "Release and Hold Harmless Form" may be required. Initial equipment purchased for the inception of a newly created organization may be purchased at the discretion of the Controller and/or Finance Committee if need is proven. Software subscriptions up to \$100 for one year can be funded if a letter from the advisor is included indicating the purpose of the software. Only one subscription per organization will be funded. All requests for equipment that is intended to be reused must include a letter from the organization's advisor on letterhead paper stating where the equipment will be stored on or near campus for future use. Otherwise, office supplies/equipment and computer equipment will not be funded.

**Leadership Development Costs** – \$400/person, not to exceed \$3000 per year. Funds can be requested for conferences and competitions. Only students who pay or have paid the A.S. mandatory fee will be eligible for funding of travel expenses. Explanation to the relevance of the professional opportunity and the mission of the organization is required. For all applicable fees, organizations should make every attempt to turn their request in time to make the Early Bird deadline. Funding may include food only if part of the registration fee; not to include extra events. A.S. funds air travel to areas outside of the Northern California's Bay Area. Funding can cover rideshare services including taxi services, rideshare apps, and public transportation if cost estimates are provided. The distance allowed for rideshare services is at the discretion of the Controller. A quote showing the cost of tickets; the dates and the destination must be attached to the FRF. Travel dates must be consistent with dates of the conference, event or competition, not to exceed 1 day prior and/or 1 day after. Exceptions shall be at the discretion of the A.S. Controller. The A.S. Travel Waiver must be completed prior to release of funds. Other forms of travel are NOT funded. International travel is not funded. EO 1041 establishes the policy for student air travel.

**Food/Catering for Events** – Maximum allocation allowed is \$1,000/year and can be requested twice per academic year. Student Organizations may use A.S. funds to purchase food from the Student Union's and/or Spartan Eats' Approved Vendor lists. Student organizations need to provide a quote. A.S. does not fund food or beverage for club business meetings.

**Lodging** – A.S. does not provide funding for lodging that is not included in Registration Fees for identified conference/event or Professional Development.

**Venue** – A.S. funds only venues that are SJSU campus proper. Labor costs associated with setup and A/V equipment use for Student Clubs/Organization events will be included for funding if specifically provided by the SJSU Student Union. Cost estimate must be provided from the SJSU venue.

**Insurance** – All organizations hosting a high profile event (concert, dance, etc.) must provide a Certificate of Insurance with Associated Students, SJSU named as an additional insured party prior to the release of any funding. Student Union Event Services must grant program approval to determine needs for additional insurance. Contact the Event Services Office in the Student Union. Phone: (408-924-6300).

**Special Liability Insurance** – Insurance quote must be provided by San Jose State University Risk Management Department and attached to Funding Request Form.

**Security** – Security provided by the University Police Department (not to exceed straight time rates per officer). If no monetary transactions are to occur during the event, organizations may use the security company as recommended by the Student Union. UPD invoice or estimate is required.

**Labor:** Shall not be funded by Associated Students unless the labor is specifically provided by the SJSU Student Union and is associated with an event that takes place on campus. Otherwise all other labor is excluded including examples but not limited to: web designers, graphic designers, seamstresses, mechanics, etc.

## TOTAL FUNDING REQUEST WORKSHEET

*Maximum amount allowed is \$1500.00 per academic year*

|                                                     |                   |       |               |                 |
|-----------------------------------------------------|-------------------|-------|---------------|-----------------|
| Professional Performers & Speakers                  | Artist's Name:    | Rate: | Total Amount: | Amt Requesting: |
|                                                     | Program Location: |       |               |                 |
|                                                     | Artist's Name:    | Rate: | Total Amount: | Amt Requesting: |
|                                                     | Program Location: |       |               |                 |
|                                                     | Artist's Name:    | Rate: | Total Amount: | Amt Requesting: |
|                                                     | Program Location: |       |               |                 |
| <u><b>ARTIST FEES</b></u><br><u><b>SUBTOTAL</b></u> |                   |       |               |                 |

*Maximum amount allowed is \$750.00 per year or \$1,000.00 for a philanthropy*

|                                |               |                 |             |                 |
|--------------------------------|---------------|-----------------|-------------|-----------------|
| APPAREL                        | Company:      | Price per item: | Total Cost: | Amt Requesting: |
|                                | Product Type: |                 |             |                 |
|                                | Company:      | Price per item: | Total Cost: | Amt Requesting: |
|                                | Product Type: |                 |             |                 |
| <u><b>APPAREL SUBTOTAL</b></u> |               |                 |             |                 |

*Maximum amount allowed is \$1000.00 per academic year*

|                                                           |               |                 |             |                 |
|-----------------------------------------------------------|---------------|-----------------|-------------|-----------------|
| COSTUMES/<br>UNIFORMS                                     | Company:      | Price per item: | Total Cost: | Amt Requesting: |
|                                                           | Product Type: |                 |             |                 |
|                                                           | Company:      | Price per item: | Total Cost: | Amt Requesting: |
|                                                           | Product Type: |                 |             |                 |
| <u><b>COSTUMES/UNIFORMS</b></u><br><u><b>SUBTOTAL</b></u> |               |                 |             |                 |

|           |                                                 |              |             |                                                   |
|-----------|-------------------------------------------------|--------------|-------------|---------------------------------------------------|
| PUBLICITY | Company: <i>Associated Students' Print Shop</i> | Quantity:    | Total Cost: | Amt Requesting:                                   |
|           | Product Type:                                   |              |             |                                                   |
|           | Company: <i>Associated Students' Print Shop</i> | Quantity:    | Total Cost: | Amt Requesting:                                   |
|           | Product Type:                                   |              |             |                                                   |
|           | Company:                                        | Quantity:    | Total Cost: | Amt Requesting:                                   |
|           | Product Type:                                   |              |             |                                                   |
|           | Company: <i>Spartan Daily</i>                   | Quantity:    | Total Cost: | Amt Requesting:                                   |
|           | Product Type:                                   | Run Date(s): |             |                                                   |
|           |                                                 |              |             | <u><b>PUBLICITY</b></u><br><u><b>SUBTOTAL</b></u> |

|                 |                                                            |                     |                                                  |
|-----------------|------------------------------------------------------------|---------------------|--------------------------------------------------|
| <b>SECURITY</b> | Company: <i>SJSU Police Department</i>                     | No. of Officers:    | Total:                                           |
|                 | Type of Security Required: <i>Police Officer</i>           | Cost per Officer:   | Amount Requesting:                               |
|                 | Company: <i>SJSU Police Department</i>                     | Number of Officers: | Total:                                           |
|                 | Type of Security Required: <i>Police Student Assistant</i> | Cost per Officer:   | Amount Requesting:                               |
|                 |                                                            |                     | <u><b>SECURITY</b></u><br><u><b>SUBTOTAL</b></u> |

Maximum allocation of \$500 per academic year.

|                                  |                       |             |                    |                             |
|----------------------------------|-----------------------|-------------|--------------------|-----------------------------|
| <div>PROMOTIONAL<br/>ITEMS</div> | Vendor:               |             |                    | <div>PROMTIONAL ITEMS</div> |
|                                  | Item to be purchased: | Total Cost: | Amount Requesting: |                             |
|                                  | Vendor:               |             |                    |                             |
|                                  | Item to be purchased: | Total Cost: | Amount Requesting: |                             |

**Maximum allocation of \$750 per academic year.**

|                  |                       |             |                    |                         |
|------------------|-----------------------|-------------|--------------------|-------------------------|
| <b>EQUIPMENT</b> | Vendor:               |             |                    | <b><u>EQUIPMENT</u></b> |
|                  | Item to be purchased: | Total Cost: | Amount Requesting: |                         |
|                  | Vendor:               |             |                    |                         |
|                  | Item to be purchased: | Total Cost: | Amount Requesting: |                         |

|              |                    |                       |                    |                              |
|--------------|--------------------|-----------------------|--------------------|------------------------------|
| <b>VENUE</b> | Type of Event:     | Building Charges: \$  | Total Charges:     | <b><u>VENUE SUBTOTAL</u></b> |
|              | Building Location: | Equipment Charges: \$ | Amount Requesting: |                              |
|              | Type of Event:     | Building Charges: \$  | Total Charges:     |                              |
|              | Building Location  | Equipment Charges: \$ | Amount Requesting: |                              |

|                  |                                                                 |                                                                        |                                           |                                  |
|------------------|-----------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------|----------------------------------|
| <b>INSURANCE</b> | Company:<br><i>Human Resources, SJSU, Risk &amp; Compliance</i> | Approved by<br>SJSU Event Services<br>(408) 924-6300:<br><br>YES    NO | Additional Insurance Cost<br>(if needed): | <b><u>INSURANCE SUBTOTAL</u></b> |
|                  | Advisor's Name:                                                 | Advisor's Phone#:                                                      | Amount Requesting:                        |                                  |
|                  | Advisor's Email Address:                                        |                                                                        |                                           |                                  |

**Maximum allocation of \$400 per person per academic year.**

|                                             |                             |             |                    |                                                       |
|---------------------------------------------|-----------------------------|-------------|--------------------|-------------------------------------------------------|
| <b>LEADERSHIP<br/>DEVELOPMENT<br/>COSTS</b> | Purpose:                    |             |                    | <b><u>PRO. DEVELOPMENT &amp; AIRFARE SUBTOTAL</u></b> |
|                                             | Number of people attending: | Total Cost: | Amount Requesting: |                                                       |
|                                             | Purpose:                    |             |                    |                                                       |
|                                             | Number of people attending: | Total Cost: | Amount Requesting: |                                                       |

**Maximum allocation of \$1,000 per academic year.**

|             |                             |             |                    |                    |
|-------------|-----------------------------|-------------|--------------------|--------------------|
| <b>FOOD</b> | Vendor:                     |             |                    | <b><u>FOOD</u></b> |
|             | Number of people attending: | Total Cost: | Amount Requesting: |                    |
|             | Vendor:                     |             |                    |                    |
|             | Number of people attending: | Total Cost: | Amount Requesting: |                    |

|                         |                |  |                     |          |                                             |
|-------------------------|----------------|--|---------------------|----------|---------------------------------------------|
| <b>RESEARCH PROJECT</b> | Project Title: |  |                     |          |                                             |
|                         | Department:    |  | Number of students: |          | Length of project:                          |
|                         | Vendor's Name: |  | Quantity:           | Cost: \$ | Amount Requesting:                          |
|                         | Vendor's Name: |  | Quantity:           | Cost: \$ | Amount Requesting:                          |
|                         | Vendor's Name: |  | Quantity:           | Cost: \$ | Amount Requesting:                          |
|                         | Vendor's Name: |  | Quantity:           | Cost: \$ | Amount Requesting:                          |
|                         | Vendor's Name: |  | Quantity:           | Cost: \$ | Amount Requesting:                          |
|                         | Vendor's Name: |  | Quantity:           | Cost: \$ | Amount Requesting:                          |
|                         |                |  |                     |          | <b><i>RESEARCH PROJECT<br/>SUBTOTAL</i></b> |

**STIPULATIONS (*Associated Students Use ONLY*)**

|       |
|-------|
| Item: |
| Item: |
| Item: |
| Item: |

**Questions regarding the Funding Request Form or process please contact:**

*Adi Tuidelaibatiki*  
**A.S. Vice President of  
 Finance/Controller**  
 as-controller@sjsu.edu

*Michelle Hobbs-Helmus*  
**A.S. Government Admin Assistant**  
 student-org-funding@sjsu.edu

A.S. Government Office, 2<sup>nd</sup> Floor of the Student Union