



Request for ASI Event Co-Sponsorship (\$1,500)

In support of the “Ultimate College Experience,” ASI Club Funding is available for currently chartered student organizations to enhance the cultural, educational, and recreational opportunities for all Cal Poly students. **Independent Student Organizations (ISOs) are no longer eligible to receive ASI Club Funding.**

Application

Applications for funding and the accompanying E-Plan, must be submitted to Club Services at least 14 days prior to the date of the event. Applications are processed on a first come first serve basis.

Eligibility

Applying organizations must be currently chartered clubs or ISOs.

Terms of Funding

ASI will fund up to 50 percent of the total eligible event expenses not to exceed \$1,500 per fiscal year. If an organization is using their annual allocation for more than one event, a separate application must be submitted for each event.

Reporting/ Reimbursements

Receipts are to be submitted to Club Services no later than **2 weeks** after the event takes place.

Terms

ASI Event Co-Sponsorship supports student run organizations that do not receive other funds supported through mandatory student fees (i.e. Instructionally Related Activities (IRAs) or College Councils).

Student Organization: _____ Account #: _____

Student Contact Information:

Name: _____

Phone: _____

E-mail: _____

Advisor Contact Information:

Name: _____

Phone: _____

Email: _____

Event Information:

Event Name: _____

Location: _____

Date(s): _____ E-Plan Reference #: _____

Venue Capacity: _____ Expected Attendance: _____

Cost to attend event: \$ _____

If over \$20.00 per student, explain the benefits students will receive.

If this event is receiving financial support from other on-campus entities please list the funding sources below. Examples: Department, Cal Poly Program, IRA funding, ASI line item.

Source: _____ Account #: _____

Source: _____ Account #: _____

If funds are being requested for food, indicate who will be served:

Guest Speakers/Performers

All Attendees

Event Staff

Other: _____



ASSOCIATED STUDENTS, INC.

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Please answer the questions thoroughly.

The Club Funding Committee can not adequately assess the event if detailed information is not provided.

What is the purpose of the event?

What activities will take place at the event?

Why should student fees be used to support this event?

Additional Information (attach photos, press releases and bios if available):



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List the total estimated event expenses and descriptions below.

Expense	Description	Total Expense	x 0.50	Potential Fund-
Venue	Total Venue			
Venue Rental			x 0.50	
Other			x 0.50	
Food (\$500 Max Co-Sponsorship)	Total Food			
Hors d'oeuvres			x 0.50	
Meals			x 0.50	
Service Fees			x 0.50	
Bar/Alcohol		Not Eligible		Not Eligible
Service Fees	Total Service Fees			
DJ /Music			x 0.50	
Speaker			x 0.50	
Lodging			x 0.50	
Travel			x 0.50	
Hospitality			x 0.50	
Honorariums/Gifts		Not Eligible		Not Eligible
Equipment Rental	Total Equipment Rental			
Audio Visual			x 0.50	
Tables/chairs			x 0.50	
Linens/Other			x 0.50	
Decorations	Total Decoration			
Flowers/centerpieces			x 0.50	
Favors/souvenirs/Gift		Not Eligible		Not Eligible
Balloons/Other			x 0.50	
Marketing	Total Marketing			
Printed Material			x 0.50	
Other			x 0.50	
Other	Total Other Expenses			
Other			x 0.50	
Other			x 0.50	
	Total		x 0.50	

**\$1,500
Maximum**



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Check all boxes that apply:

Target Audience:

- All ages
- Alumni
- College Specific
- Community Members
- Cultural Groups
- Faculty/Staff
- Freshman
- Grad Students
- Greek
- High School Students
- Men
- Residence Halls
- Upperclassmen
- Women
- Other (list):

Type of Event:

- Banquet
- Comedy
- Concert
- Cultural
- Dance
- Educational
- Film
- Fundraiser
- Informational
- Novelty Act
- Recreational
- Speaker
- Sponsored Event
- Sports
- Other (list):

Means of Advertisement:

- Cal Poly Report
- Club Ad Board
- Club E-mail
- Club Mailboxes
- Community Calendar
- Email
- E-Marquee
- Facebook
- Flyers
- Handbills
- Information Table
- Mustang Daily Ad
- My Cal Poly
- Press Release
- Other (list):

My signature below indicates that I have reviewed the ASI Event Co-Sponsorship Procedures, and that I take responsibility to ensure that my student organization will abide by all University and ASI policies and procedures. Funding must be used for purposes consistent with the California State University Board of Trustees and Cal Poly campus policies. Campus Administrative Policies can be viewed at policy.calpoly.edu

President Signature:

Date:

Advisor Signature:

Date:

Office Use Only:

Club Funding Liaison:

Date:

Approved Denied
