

Participant Name: \_\_\_\_\_ Sponsoring Club: \_\_\_\_\_

### NSM-ICC Funding Request Proposal Packet Checklist --- FOR EVENTS

#### >>> REQUIRED FORMS:

- \_\_\_\_\_ - Funding Request Cover Letter  
(Basic information needed to process the check request. Explanation of the event and why funding is being requested from NSM-ICC)
  
- \_\_\_\_\_ - Allocation Request Form  
(Event information with total amount of event costs in box corresponding to Line 8074: Contracts, Fees, and Rentals. Please include the total. **NSM-ICC CLUB REPRESENTATIVE MUST SIGN THIS DOCUMENT.** This is just specifying the total you would like to request, not the breakdown.)
  
- \_\_\_\_\_ - Event Allocation Request  
(This is your own spreadsheet. Please complete this form with estimated costs, taxes, and a final allocation request amount at the bottom of the page. This is where the detailed breakdown belongs.)

#### >>> ITEMS TO BE COMPLETED UPON COMPLETION OF EVENT <<<

- \_\_\_\_\_ - ALL **Original Itemized** Receipts  
(Please note that all ORIGINAL and ITEMIZED receipts must be turned in to be eligible for funding. If paid for using a credit card, both receipt and credit card copy must be submitted.)
  
- \_\_\_\_\_ - Evaluation form.  
(Please remind the Vice Chair for this upon completion of event.)

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#### NSM-ICC CLUB REPRESENTATIVE SIGNATURE:

By signing below, I agree that I have gone over the funding request proposal packet with the submitting participant. I have verified that all necessary items have been fully completed and are properly organized within this packet. I have verified that all forms have been typed and signed where applicable. I acknowledge that this event must be free and open to all CSUF students and must be held on campus. To the best of my knowledge, I have verified that this funding request proposal packet is complete and ready to be sent forward to the Vice-Chair/Director of Finance, and to be considered by the NSM-ICC members.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NSM-ICC Event Funding Tips & Reminders

- NSM-ICC funded events must be free, held on campus, and are open to all students. In rare instances, some exceptions may be granted but extra paperwork is required. Ask the Vice Chair.
- Funding cannot be used for anything connected to any courses or academic requirements. This includes registration fees, tuition, travel costs, seminars, or workshops that provide academic units.
- California State University, Fullerton professors cannot be paid as a speaker from ASI funding. If a club wishes to pay a professor, they must pay from their own club funds.
- ASI/NSM-ICC ***MUST*** be acknowledged in every event that receives NSM-ICC funding or there will be NO funding for the event.
- Printed materials related to a funded event require the ASI logo to be at least 5% of the total size of the printed material. The logo can be found here @ <http://www.asi.fullerton.edu/downloads/services/logoStyleGuide.pdf>
- Please turn in ***ORIGINAL ITEMIZED RECEIPTS***. Credit card receipts need the itemized bill. This may need to be specially requested from the vendor. Bank/Credit Card statements, photocopies, or duplicates are not accepted. Receipts from a mom & pop place require a business card with working contact information.
- Itemized receipts and Event Evaluation form are required for post-event reimbursement. ***KEEP ALL RECEIPTS*** and keep copies for your own records.
- Invoices that show no balance due can be reimbursed. These require the name, address, and phone number of the business.
- Non-consumable items require approval after the Financial Officer speaks with the ASI VP of Finance to discuss the allocation and where the items will be post-event. For example, vases and candleholders that are used for decoration require approval before they are purchased.
- You cannot use funds to purchase computers and/or run a website.
- Contracts for all events and programs using ASI funds must be presented to the Vice Chair at ***LEAST three(3) weeks*** prior to the event. An example of a contract would be when a speaker is being paid to appear at an event.
  - Failure to do so will result in the contract not being valid between ASI and the contractor. ***Should this occur, the individual who verbally agreed to the payment must pay.***
- NSM-ICC funding cannot be used for general meetings, banquets, or off-campus events. The rule is if it looks like a banquet and sounds like a banquet, then it is a banquet and it will ***NOT*** be funded.

# TIMELINE FOR EVENT FUNDING

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	----Work on-	---Completing-	-Event Packet-	-----	<b>Submit Event Packet</b>	
					<b>Council Votes on Event</b>	-----
----- Speakers	<b>Fill Out Forms-</b>	-----	-----	-----	<b>Turn in Standard Agreement &amp; W-9 forms</b>	
					<b>Speaker Checks available for pick-up (TSU 224)</b>	
				<b>MY EVENT</b>	<b>Turn in receipts to begin your reimbursement process.</b>	

## [NOTES]

-Do not have speakers sign Standard Agreement form until AFTER the council has voted to approve the allocation.	As you can see, getting everything accomplished with event funding takes several weeks; so if you are planning on holding an event, be sure to get started early!
-The speaker checks will be ready the Friday prior to the event, so you can hand the speaker their check at the event.	(Start planning around a month before the event)





## Allocation Request Form

I move that the following allocation be approved:

Program Title: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date, Location and Time: \_\_\_\_\_

Budget Line and Name		Amount
8074	Contracts, Fees and Rentals	\$
8077	Travel	\$
	Total	\$

Dispersal Outline			
Vendor	Amount	Vendor	Amount

I understand that I must comply with all funding regulations as listed in the funding organization's bylaws. I understand that at the conclusion of this meeting, it is my responsibility to meet with the Financial Officer and complete an *Allocation Dispersal Form*. I understand that the funds shall not be transferred to my organization's account and that all payment for goods and services from the monies allocated are to be coordinated with the Financial Officer no later than two weeks from the aforementioned stated program date.

\_\_\_\_\_  
Name of Representative (Printed)

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Representative's Phone Number

\_\_\_\_\_  
Today's Date

<i>Financial Officer Only</i>	Finance Committee Date:	Fail Pass Stipulations (on back)
General Council Date:	Pass Fail Table	Action Number: