



#### Time Stamp

#### IMPORTANT:

- Applications must be presented at the Appropriations Board meeting <u>3 WEEKS OR MORE</u> before your event, or when funding is due.
- Applications that are not heard 3 weeks or more will not be seen by the Appropriations Board
- To be heard at the Appropriations Board Meeting on Monday's at 3PM, Applications must be completed and **turned in by 4PM on the Thursday** before the meeting you wish to attend.
- The Board <u>will not see incomplete applications</u>. <u>Meet with a Club Advocate</u> before turning in the application to make sure all parts are complete
- As the Board has a limited amount for funding, be aware that <u>funding is never guaranteed.</u>
- Funds allocated by the Board are not officially appropriated until the ASUA Senate confirms them the Wednesday following your meeting with the Board.

I,, of the organization_	, signify that I have
read and understand the above information.	

Name of Club or Org.		
Members representing club	(1)	(2)
Titles	(1)	(2)
Phone numbers	(1)	(2)
Emails	(1)	(2)
Date of Event (if applicable)		to

	FUNDING	REQUEST	BREAKDOWN
--	---------	---------	-----------

Printing (FastCopy)	\$ •
Advertising (Arizona Daily Wildcat)	\$ •
Event Rental: UA Mall/ Student Union/Classroom (Facilities Management)	\$ •
T-shirts (See sponsored list)	\$ •
Other	\$ •
	\$ •

#### YOU ARE REQUIRED TO INITIAL BELOW ON EACH ITEM AND ON PAGES 2 & 3, VERIFYING YOU UNDERSTAND WHAT'S REQUIRED IN THE REQUEST, AND WHAT THE BYLAWS OF THE BOARD ARE.

#### Funding Request Checklist

Your application MUST include all of these items in your application in order for it to be approved:	
<u>INITIAL:</u>	_Cover page with club purpose/goals, contact name, number, and email
<u>INITIAL:</u>	_Description of event
<u>INITIAL:</u>	_Total itemized budget for event
<u>INITIAL:</u>	_Mock receipts for items requested
<u>INITIAL:</u>	_Tax ID Number: (don't have one? go to clubs.arizona.edu for instructions)
<u>INITIAL:</u>	Design of items to be printed with ASUA and Bookstore Logos (t-shirts, banners, fliers, etc.)
INITIAL:	_Annual budget for organization
<u>INITIAL:</u>	List of funding from other sources/prior fundraising
<u>INITIAL:</u>	_Current member roster

#### APPLICATIONS THAT ARE MISSING ANY PART OF THE REQUIRED ITEMS WILL BE DENIED

## PLEASE REVIEW AND INITIAL THE FOLLOWING BEFORE SUBMITTING YOUR APPLICATION



General Club Funding Frequently Asked Questions



#### What clubs/organizations are eligible for funding? INITIAL:

- Clubs/organizations that are recognized by ASUA
- Clubs/organizations that do not receive more than \$500 from a department
- Clubs/organizations that do not require more than \$500 per person in membership dues or fees

Please note: all sports-related groups request funding through the Campus Recreation Center

#### What items aren't funded? INITIAL:

- Food/Alcohol
- Gas, commercial car rentals, or taxis
- Gifts, giveaways, or trophies
- Events not open to entire campus

#### Are t-shirts funded? INITIAL:

Fifty percent of shirts can be funded or up to a total of \$350. A shirt design must be submitted for the Appropriations Board to consider. The shirt must include a U of A Bookstore logo and ASUA logo (of at least one inch in height).

Shirts must be ordered from:

Aztec Embroidery	Walt's Distributors
960 W Grant Rd	2305 N. 7th Ave
P 884-1120; F 884-5935	P 623-2499; F 624-0108

#### Are there any requirements for printed materials? **INITIAL:**

Yes, a design of the item must be provided and must include both the U of A Bookstore logo and ASUA logo. Logos can be found under 'downloads' at asua.arizona.edu.

#### Are service events funded? INITIAL:

Certain philanthropic events can receive club funding, provided that:

- Events are within the greater Tucson area
- Funding is not given as a direct donation to the philanthropic organization.

#### Are religious & political events funded? INITIAL:

Of course! Please refer to the ASUA Bylaws under 'Downloads' tab on ASUA's website. Club Funding guidelines pertaining to political and religious activities are under Article X, section 2.

### What to Request: INITIAL:

Although each club funding request is considered individually, the Appropriations Board tries to maintain consistency in its funding. When writing your application it is best to request items that appeal to the Board's criteria. The Appropriations Board uses the following criteria when evaluating your funding request:

- $_{\odot}$   $\,$  How the item or event contributes to the overall mission of the organization.
- How the item or event educates, enhances, or enriches U of A students and campus.
- Fiscal responsibility of the organization and proposed item or event, as well as the organization's efforts to seek and obtain alternative funding.
- Whether the item or event duplicates services or activities presently available on campus.

#### How is Funding processed? INITIAL:

UA Clubs and Organizations will not be handed the money they are potentially appropriated. General Club Funding is paid directly to the vendor. ASUA will not give reimbursements for items that have already been bought.

#### Precedents: INITIAL:

The Appropriations Board also utilizes precedent to allocate money. Although precedents are not always applicable, here are a few to keep in mind when requesting funding:

- T-Shirts (for club members only)
- o Travel
- o Off-campus room rentals

50% of the shirt costs or up to \$350

- 3 person maximum
- Full room rental cannot be funded, only partial

#### Format of the Meeting: INITIAL:

- When arriving at the meeting, your club advocate will find your club representative to explain the meeting agenda.
- Your club will be called up one at a time to hear your funding request.
- Your club representative may be asked questions of clarification for the Appropriations Board to make a decision.
- After debate, the Appropriations Board will determine and vote on a funding amount for your organization.
- At the conclusion of your funding request, your club advocate will go over the information you need and the next steps that you should follow to receive your funding.

#### Club Representatives: INITIAL:

When applying for club funding, it is best to send a club representative that is knowledgeable about the event or items requested.

#### Attire: INITIAL:

The attire for an Appropriations Board meeting is casual. Feel free to wear whatever is most comfortable.

# All funding appropriated for events and not used within 30 business days of the scheduled event will be returned to the general club funding account. <u>INITIAL:</u>

More information can be found at ASUA.ARIZONA.EDU

For office use only: Sponsoring Club Advocate