



General Club Funding Request Form 2011-2012



Time Stamp

IMPORTANT:

- Applications must be presented at the Appropriations Board meeting **3 WEEKS OR MORE** 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 **will not see incomplete applications. Meet with a Club Advocate** before turning in the application to make sure all parts are complete
- As the Board has a limited amount for funding, be aware that **funding is never guaranteed.**
- 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:

- INITIAL:** _____ Cover page with club purpose/goals, contact name, number, and email
- INITIAL:** _____ Description of event
- INITIAL:** _____ Total itemized budget for event
- INITIAL:** _____ Mock receipts for items requested
- INITIAL:** _____ Tax ID Number: _____ (don't have one? go to clubs.arizona.edu for instructions)
- INITIAL:** _____ Design of items to be printed with ASUA and Bookstore Logos (t-shirts, banners, fliers, etc.)
- INITIAL:** _____ Annual budget for organization
- INITIAL:** _____ List of funding from other sources/prior fundraising
- INITIAL:** _____ 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 960 W Grant Rd P 884-1120; F 884-5935	Walt's Distributors 2305 N. 7th Ave P 623-2499; F 624-0108
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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.

