

Associated Students, CSUF, Inc. Annual Budget Request Format

To allow better evaluation of your proposal, please include the following information in your budget request.

I. General Information

- A. Briefly describe your program, including its statement of purpose.
- B. Describe the history of your program and any on-campus events that your program hosts.
- C. List the specific and measureable goals that your program will achieve by the end of the 2011-2012 fiscal year.

II. Organizational Structure

- A. Who is involved with your program?
 - 1. List the names of the individuals holding leadership positions, their leadership title, and the on-campus phone numbers at which they may be reached. Place an asterisk by the names of those individuals who receive student leadership awards from ASI.
 - 2. What is the overall student participation in your program?
 - 3. What is the overall faculty, staff, and administration participation?
- B. Discuss the structure and function of your program this current fiscal year (2010-2011).
- C. List the advisor(s) to your program and the on-campus phone numbers at which they may be reached.

III. Activities

- A. List activities and events sponsored by your program this current fiscal year, and state how many students attended the activities. If the activity has not yet taken place, state how many students are expected to attend.
- B. Specify how students and other members of the campus community benefit from your program. Comment on the educational, cultural, recreational, and entertainment values. *It is extremely important to answer this question thoroughly.*
- C. Briefly describe your publicity, promotional, and recruitment techniques.

IV. Funding Alternatives

- A. Clearly indicate how your program would be affected if it received less funding.
- B. Has your program attempted to generate funding from any of the following sources (please explain): University or departmental funding, Instructionally Related Activities funding, fund-raisers, in-kind donations, or community support?

V. Funds Requested

- A. Clearly and precisely demonstrate a breakdown of the expenses related to your proposal. If you will be including revenue other than ASI fees in your program, you must consult with the ASI Vice President of Finance before submitting your budget request.

VI. Additional Information

- A. You may include other information vital to your request, such as letters of recommendation, media reporting on your activities or events, photographs, and the like.