



ASUSF Funding ASUSF Senate

Thank you for your interest in ASUSF Funding. Please read this packet in its entirety. By submitting the ASUSF Funding Application, you and your organization agree to abide and act according to the USF policies found in the *Fogcutter Student Handbook*. This packet contains all the information you need to apply for ASUSF funds.

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FOR MORE INFORMATION

More ASUSF Funding information can be found on the ASUSF Senate website:

myusf.usfca.edu/sle/asusf

The ASUSF Vice President of Finance and chair of the ASUSF Finance Committee is available for advising by appointment:

Nicole-Jocelyn Sanchez

ASUSF Vice President of Finance

nbsanchez@dons.usfca.edu

The ASUSF Finance Committee convenes weekly to hear presentations and determine awards:

ASUSF Finance Committee Meetings

Mondays and Fridays 1-2:30 p.m.

University Center 402/403



ABOUT ASUSF FUNDING

ASUSF Funding allows for registered undergraduate student organizations to access funding to advance student life. ASUSF funding is overseen and allocated by ASUSF Senate. The funds provide opportunities for organizations, which may include event related expenses, organization development and office supplies, and travel expenses. ASUSF Funding is not guaranteed. Requests and allocations are determined on a first-come, first-served basis and depend upon availability of funds. The ASUSF Finance Committee oversees the review of applications and determines funding allocations for all ASUSF Funding requests.

TYPES OF ASUSF FUNDING

ASUSF Event Funding	ASUSF Internal Development Funding	ASUSF Travel Funding
<ul style="list-style-type: none">• Expenses used towards signature events open to all undergraduate students• i.e. community speakers, training workshops, catering, etc.	<ul style="list-style-type: none">• Expenses used towards bettering the organization's development or leadership• i.e. t-shirts, banners, binders, marketing materials, etc.	<ul style="list-style-type: none">• Expenses used towards organization travel for conferences or retreats• i.e. conference registration fees, lodging, transportation

FUNDING DEADLINES

- Eight (8) academic weeks prior to when funds are needed for requests **up to \$5,000**
- Twelve (12) academic weeks prior to when funds are needed for requests **over \$5,000**

What is an academic week?

- An academic week is defined by days in which class and University business and services are in full session. University holidays and breaks do not count towards academic weeks.

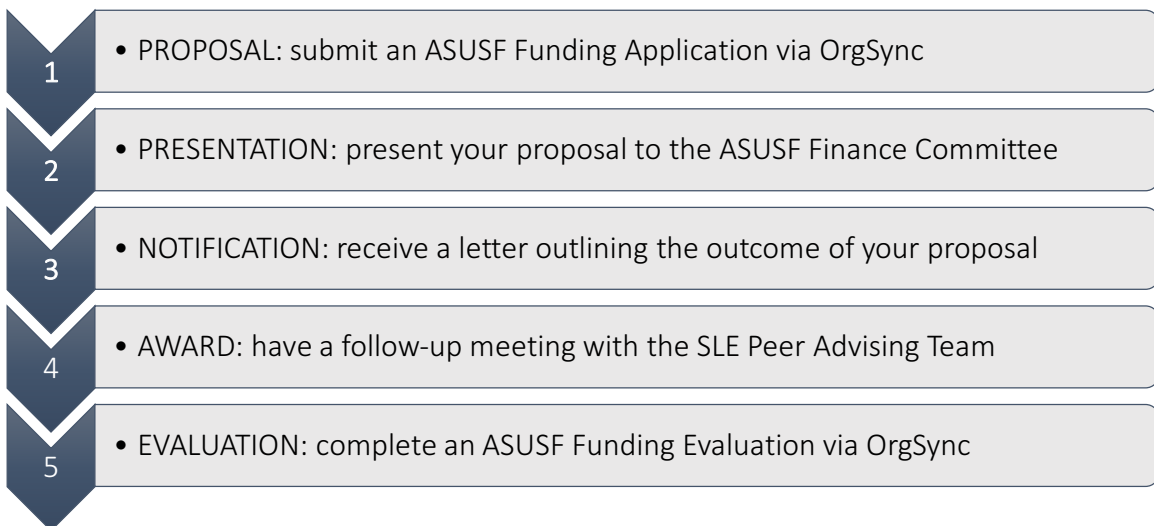


ELIGIBILITY FOR FUNDING

ASUSF Event Funding	<ul style="list-style-type: none">• GOLD student organizations
ASUSF Internal Development Funding	<ul style="list-style-type: none">• GREEN & GOLD student organizations• One (1) approved application per semester
ASUSF Travel Funding	<ul style="list-style-type: none">• GOLD student organizations• One (1) approved application per semester

- Funding is available to undergraduate student organizations registered with Student Leadership and Engagement (SLE). Organizations shall be in good standing and in compliance with all USF, SLE, and ASUSF rules and regulations.
- An organization will not be awarded funding for expenses already incurred.

APPLYING FOR ASUSF FUNDING





Step 1: Proposal

- Be as thorough as possible in your ASUSF Funding Application. Give the committee as much background information as possible and clearly articulate how this funding will advance your organization's mission and purpose.
- Include a detailed, itemized budget with quotes that you have found for the items you wish to be funded for. Give accurate facts and figures. Use market research to determine costs with USF's preferred vendors. These are the vendors your organization will need to use if funded and contact information is included in the back of this packet.

Step 2: Presentation

- Any request exceeding \$500 will require a presentation to the ASUSF Finance Committee.
- You will have three to five (3-5) minutes to convey the details of the request. The committee will have your application. Keep the proposal presentation concise and to the point. It is helpful to highlight the connection to your organization's mission and include photos.
- Your presentation will be followed with a question and answer session so the committee has ample opportunity to completely understand your request.

Step 3: Notification

- Within 24 academic hours of the presentation, the applicant, president, and advisor will receive an electronic notification that will inform you of the status of your proposal.
- Upon approval, the student representative must coordinate a meeting with the SLE Peer Advising Team within five (5) academic days of notification to discuss next steps.

Step 4: Award

- All publicity must be approved by SLE and contain credit for sponsorship with the ASUSF Activity Fee logo, which can be obtained through the ASUSF Graphics Center.
- Funding approval must be made prior to making any purchases. Money can only be spent for items specifically allocated in the award letter. Any amount spent outside of the awarded budget is organization's responsibility and will not be paid by ASUSF. Reimbursements will not be provided for any items not listed in the approved budget.
- Payments for conference dues, speakers, performing artists, check requests, or items purchased online may take weeks to process. Plan early to ensure funds processed timely. When contracting with outside performers, a W-9 and further paperwork may be required.
- All original itemized receipts for approved funding expenses must be submitted to SLE within ten (10) academic days of the date purchased. Failure to do so may prevent reimbursement. Reimbursements will not be provided after the last day of classes in the semester funding was granted.



Step 5: Evaluation

- Your organization will need to submit five pictures and a brief article (200-400 words) highlighting how ASUSF Funding has contributed to your organization.
- Complete the **2017-18 ASUSF Funding Evaluation** on OrgSync within five (5) business days of utilizing the funds. Failure to do so may result in denial of future funding.

HELPFUL TIPS

ASUSF Event Funding Requests

- *Examples of items funded:* marketing (posters, social media, etc.), entertainment and speaker fees, catering expenses, and decorations. Off-campus events will not be funded.
- Posters are typically funded in the following quantities:
 - 8 posters: 8 campus posting boards
 - 16 posters: 8 campus posting boards + 1 in each residence hall lobby
 - 93 posters: 8 campus posting boards + 1 in each residence hall lobby + 1 per each RA
- A maximum of \$2,500 is typically funded for keynote speakers.
- Bon Appétit is the required vendor for all catering expenses. Be sure to also account for Wait Staff fees. Catering is funded per-person and typically funded on the following scale:
 - \$5 per person: snacks
 - \$7.50 per person: reception
 - \$10 per person: meal (lunch or dinner)
 - \$15 per person: banquet dinner or culturally focused meal

ASUSF Internal Development Funding Requests

- *Examples of items funded:* apparel items (t-shirts, sweatshirts, etc.), marketing materials (retractable banners, table lines, etc.), promotional items (stickers, pens, buttons, etc.), and office or general supplies. Award/recognition items (graduation stoles, etc.) will not be funded.
- A minimum contribution of \$5 per t-shirt (per member) is expected.
- A minimum contribution of \$15 per sweatshirt/jacket (per member) is expected.

ASUSF Travel Funding Requests

- *Examples of items funded:* travel (airfare, charter buses, etc.), lodging (hotel, etc.), conference fees. Meals, travel to/from the airport, and gas will not be funded.
- A minimum contribution of 25% of the total travel costs (per organization) is expected.
- Hotel rooms are funded based off of 4 people per room.



ASUSF FUNDING APPLICATION

Be sure to read and understand the application prior to filling it out. Review your responses prior to submitting the application. No further changes can be made after the form is submitted.

Follow the steps below to access the funding application via OrgSync:

1. Access the ASUSF Funding website at myusf.usfca.edu/asusf/funding
2. Click on the **2017-18 ASUSF Funding Application**
3. Click **Begin Form**
4. Complete the application questions.
 - o A comprehensive budget (using the ASUSF Funding Budget Template) will be required.
 - o Supplemental information including price quotes and graphics will be required.
5. Click **Submit** to complete the application.



USF PREFERRED VENDORS

CUSTOM INK

Phone: (800) 293-4232

Email: service@customink.com

www.customink.com

Printed or embroidered apparel. (Promotional items also available)

Please call in to ensure accuracy of quote

CAMPUS MARKETING SPECIALISTS

Contact: Cyndi Spear

Phone: (800) 795-4267

Email: cyndi@campusmarketing.com

www.campusmarketing.com

Customized promotional items, 6' table cloths, bags, etc.

OFFICE DEPOT / OFFICE MAX

www.officedepot.com or www.officemax.com

All office products & equipment. Print product description & price for any item that costs over \$100.

COPY MILL (All duplicating)

Phone: (415) 929-7188

Email: copymill@copymill-sf.com

www.copymill-sf.com

Banners:

3' x 6.5' retractable banner w/ stand: \$275

3' x 6' banner: \$140



COPY MILL CONT. (All duplicating)

	<u>1-Sided w/Tax</u>	<u>2-Sided w/Tax</u>
B&W COPIES, 20 lb. white bond, 8.5 x 11	.04	.08
B&W COPIES, 20 lb. color bond, 8.5 x 11	.08	.15
B&W COPIES, 20 lb. white bond, 11 x 17	.08	.15
B&W COPIES, 20 lb. color bond, 11 x 17	.15	.30
B&W COPIES, 65 lb. white/color cardstock, 8.5 x 11	.21	.30
COLOR COPIES, white bond, 8.5 x 11	.32	.64
COLOR COPIES, white bond, 11 x 17	.65	1.29

EVENTS MANAGEMENT

http://web.usfca.edu/Events/Event_Add-Ons/

- **Popcorn Machine** - \$69.95 for tabletop machine, \$40 for 36 kernel bags (8 servings per bag), \$15 for 300 1oz bags, \$40 for delivery, \$40 for pickup, 2% discount, plus tax. The machine can pop 17 bags every hour. The total is \$178.31, for roughly 250 guests.
- **Cotton Candy Machine** - \$69.95 for tabletop machine, \$15 for the wind bubble, \$7.99 per ready mix sugar pack of various flavors available (65 servings), \$3.89 for 100 cones, \$40 for delivery, \$40 for pickup, 20% discount, plus tax. The machine can make 65 cones every hour. The total is \$153.84, for roughly 65 guests.
- **Chocolate Fountain** - \$99 for the tabletop machine, \$59.96 for 8 lbs of milk, dark, or vanilla white chocolate, \$40 for delivery, \$40 for pickup, 20% discount, plus tax. The total is \$207.86, for roughly 250 guest. Dipping snacks and skewers need to be purchased with your catering order.
- **Balloons** - \$1.75 per balloon. \$25/ delivery fee, plus tax.
- **Photo Booth** - Grand total of \$400 for 2 hours, and \$50/hour thereafter. Price includes unlimited prints, props, attendant, and digital copies.
- **Dunk Tank** - Grand total of \$299. It is 10 feet by 10 feet.
- **Bounce House** - Grand total of \$179. It is 20 feet by 20 feet, and can accommodate 6 people.
- **Linens** - \$6 each plus tax
- **Student DJs** - \$40/hr, plus a 20% processing fee.

OTHER

USF Catering:	25% student organization discount.
USF Bookstore:	20% discount off USF items.
USF Business Cards:	\$25 for 250 cards; \$35 for 500 cards.