

Frequently Asked Questions

Funding availability

1. What are the funding limits per organization for the academic year 2011-12?

A: ASI funds requested for events held by an org may not exceed \$4,000 per academic year. The \$4000 will be available as:

- \$1,500 for Fall quarter
- \$1,000 for Winter quarter
- \$1,500 for Spring quarter

2. What is the **net** funding available for student organizations & clubs for the academic year 2011-12?

A: \$90,000 is available for all eligible student organizations for the academic year 2011-12. This amount will be split as:

- \$30,000 in net funding for Fall quarter
- \$25,000 in net funding for Winter quarter
- \$35,000 in net funding for Spring quarter

3. How are funding requests considered?

A: Funding requests are considered on a first-come-first-served basis. The Finance Committee will not approve any new/pending Funding Requests after the allocated dollars for the quarter are exhausted.

Funding Request form

1. When should my org turn in our funding request form?

A: Depending upon the scheduled date of your event, you would need to turn in your Funding Request forms by either of two deadlines:

- End of week 1 at 2PM, for events you plan to hold between Week 3 & Week 4 of the quarter. Funding papers received after 2PM will be considered only for the second deadline.
- End of week 3 at 2PM, for events you plan to hold between Week 5 & Week 10 of the quarter. After this deadline, Funding requests will not be accepted for the remainder of the quarter, so do prepare early!

2. How do I fill out a Funding Request form?

A:

Filling out a Funding Request Form

This form is available at: http://www.asicsueb.com/Finance_committee.php. Please do not write over this Form. Only typed forms will be accepted for consideration.

What you need to know about information into this Form:

1. Section A:

- Organization Name, Phone (same as President's contact number)
- President's Name, Phone (President's contact number)
- Advisor's Name (Faculty advisor's contact number), Phone (Faculty advisor's contact number)
- Email address of President/VP/Treasurer:
 - Please enter the contact info of your officer who will *promptly* reply to an email from the Finance Committee's email.

- National Affiliation:
 - If you are part of a bigger organization then, include their name.
 - If you are not part of a bigger organization then you can leave this field blank.

2. Section B:

- Contact person:
 - Please enter the contact info of your officer who had filled out the Funding Request form.
 - Please ensure that your officer will *promptly* reply to an email from the Finance Committee's email; use a frequently used email address.
 - Refrain from including your Faculty Advisor/Advisor's contact info as we prefer working directly with the executives of your organization.
- Phone (Officer's contact number), Email Phone (Officer's contact info)
- Activity/Event title
 - Enter the name of your event.
- Scheduled Date (enter the planned date), Scheduled time (select from the drop-down list)
- Location (enter the *reserved* location), Backup location (not needed if your event is indoors).
- Number of people attending (enter the most realistic figure that you expect)

3. Section C:

In this section, you don't have to type your estimates into every box. Rather, you should only have to enter your proposed cost into the boxes under the 'Event Cost' column. The form is designed to crunch all the numbers for you.

- Note: Please don't enter figures without attaching the appropriate estimates or quotes along with your form since the Committee can't verify the source of your figures.

4. Select the box certifying the accuracy of your document.

5. Signature time:

There are 3 signatures needed for this form. These include:

- Your Student Life Advisor (SLLP official)
- Your Faculty Advisor (titled simply as 'Advisor' in the form)
- The club's President

6. Print the form out.

7. Turn the form in at the ASI Business Desk.

8. End of story!

3. On the Funding form, whom should we list as our contact person?

A: Only your org's President, VP or Treasurer should be listed as a contact person. Advisors (Faculty or otherwise) or non-members should not be listed as your org's contact.

Check Advances

1. What are Check Advances?

A: Typically, orgs spend their own funds to meet the expenses of their ASI-approved event (like Food, Advertising costs etc.) and thereafter, they simply get reimbursed for the approved amounts.

Check Advances are intended to help those clubs that don't have the necessary funds available in their student org bank accounts to purchase *certain expenses* for their approved event. These expenses are explained in the following question.

2. How does my organization apply for a Check Advance?

A: If your org doesn't have the necessary funds to purchase any one of these three expenses for your ASI-approved event:

- Food
- Speaker fees
- Conference fees

You can turn in a Check Advance form to the ASI Finance Committee requesting for funding for the corresponding expense to be awarded upfront to your org.

3. When should my org turn in the Check Advance request?

A: Check Advances must be turned in either with the Funding Request forms or within five (5) Business days of having your event approved.

The approved funding will be issued to your org in the form of a check.

Reimbursements

1. When should my org turn in our reimbursement request(s)?

A: After your event has occurred, please turn in a Check Request Form along with all the original receipts, invoices, quotes or any other supporting documentation that is required, to the ASI Business Office within 72 hours or three (3) business days.

2. What is the reimbursement request form called?

A: Reimbursement requests are submitted using a Check Request form.

3. How do I fill out a Check Request form?

Filling out a Check Request Form

This form is available at: http://www.asicsueb.com/Finance_committee.php. It is geared towards both students & vendors. The idea was to have a single standard form that would negate the need for having ten different forms concerning Reimbursement alone.

What you need to know about this Form:

1. The top box:

- Payee Data Form -- On File/Attached:
 - If this is **your** first time filling this form, select 'Attached'.
 - If this is not **your** first time filling this form, opt for 'On File instead.'
- Type of Request - Select 'Club'
- Employee/Student/Vendor - Select 'Student'

2. The middle box:

- Account # - *IGNORE*.
- Fund # -
 - Go to http://www.asicsueb.com/Finance_committee.php
 - Click the link titled '[Student Club Fund Numbers](#)'
 - Download/Open the Excel file & look for your Club's fund number. (the Club names have been sorted alphabetically).
- Dept id., Program, Class & Project/Grant - *IGNORE*.
- Amount - This is straightforward enough. Add the figures on all your invoices/receipts & type in the exact dollar amount.

3. Purpose/Description box:

- Describe your Event in a sentence or two.
- Details you'll need at the very least: Club's name, Event name, Location, Date & Time of the event. (Sorry, but your forms come back to you if we don't have these few things).

- Note: Please don't include a one-word description since we can't possibly know what you're referring to without sufficient details.

4. Print the form out.

5. Signature time:

- The club's President signs the space next to 'Approved by Dept Manager /Club Officer 1'
- The club's Treasurer signs the space next to 'Club Officer 2'

6. Turn the form in at the ASI Business Desk.

7. End of story!

4. Is there a deadline on collecting our reimbursement check(s)?

A: Yes, there is a deadline on collecting your reimbursement check(s). The officer listed on the Check Request form must collect the check within ten (10) business days of notification of check disbursement.

Estimates & Price Quotes

1. What kind of estimates is the Finance Committee looking for?

A: The best ways to procure estimates are:

- Conferences: You should be able to bring an invoice/printout of the cost per person from the Conference's webpage.
- Speaker fees: A copy of the contract between ASI & your speaker will contain the information that we are looking for.
- Food/other supplies: Most vendors have a website in which you can build a shopping cart containing all the things you intend to purchase from them.
 - Create your shopping cart
 - Print out a copy of the shopping cart that contains all the items that you intend to purchase from that particular vendor (Print on both sides of the page to save paper).
 - Turn the printouts along with your Funding Requests
 - Restaurant menu cards are also reliable sources of info for plates of food
- Estimate/quotes from Restaurants/Caterers: This will typically be on the company's letterhead and will contain information regarding number of items ordered, the cost per unit/plate of the item & the total cost of the order.
- Estimate/quotes from Printing services: This will typically be on the company's letterhead and will contain information regarding number of items ordered, the cost per unit/page of the item & the total cost of the order.

2. What estimates will not be accepted by the Finance Committee?

A: Estimates simply typed on a Word document and not containing the vendor's letterhead or website letterhead etc. cannot be accepted since the Committee can't verify the source of your figures.

Working with multiple clubs

1. If my org partners with another org for an approved event, are we each eligible for a \$2500 limit on requesting funding?

A: No, the \$2500 limit applies to the entire team working on the event concerned.

Advertising

1. Do we have to include the ASI Logo & ADA Compliance literature on our event flyers/posters etc.?

A: Yes, the ASI Logo & the ADA Compliance literature have to be included on the promotional material for all ASI-approved events. The ASI logo & ADA Compliance literature can be downloaded together from the ASI website.

2. Why is the ADA Compliance literature necessary?

A: As all events funded by ASI are open to **ALL** students, this disclaimer let's students know that your organization stands ready to provide appropriate facility arrangements if needed.

3. In terms of the font size required, how big does the ADA Compliance literature have to be?

A: Although the font size of the literature doesn't have to overshadow the rest of the contents of your flyer, it must be comparable at least to the nine (9) point format of Times New Roman. Font sizes smaller than this will be hard to read and would defeat the purpose of including the literature.