

## Club Allocation Budget (CAB) Funding Request Process

*All clubs and organizations must be chartered through the Office of Student Leadership & Engagement (OSLE) to be eligible for CAB Funding. Follow this document and the CAB Policy to guide you through the process.*

**STEP 1:** Attend a CAB Workshop & read the CAB Policy.

**STEP 2:** Complete and submit your **Funding Request Form** with **supporting documentation**.

*(Must submit no more than 2 weeks prior to event, and no more than 3 weeks if requesting funds for speaker or performance)*

- **Supporting documentation includes:**
  - **Quotes** (estimates) for items that you are requesting funds for.
  - **Vendor Data Record** (if vendor has never worked with ASI before; must be completed by vendor)
  - **Special Performance Agreement (SPA) Requisition** (for speakers & performances only, must be completed by club/org)
    - If completing an SPA Requisition, vendor must provide a Certificate of Insurance or Release of Liability Waiver.
  - **Flyers** with language specified in the CAB Policy

**STEP 3:** Host your event or attend your conference.

**STEP 4:** Submit your **post-event documents** *(Must submit no more than 10 days after event or conference).*

- **Post-event documents include:**
  - Receipts/Invoices
  - ASI Requisition Form (must be completed by club/org)
  - Hospitality Expense Form (if funds were requested for food/beverages; must be completed by club/org)

### HELPFUL INFORMATION:

- **PLAN AHEAD!** Submit your Funding Request Form **earlier than the deadlines provided** in the policy to give you enough time to make any revisions.
- CAB funding works as a **reimbursement process**, which means that if approved, you will receive the funds **after** your event/conference. Therefore, clubs/orgs must make sure that they have the funds available in their bank account to cover the cost at first.
- For approved requests, **ASI will only reimburse a maximum of 75% of the funds**. The club/org must show a financial investment of at least 25% of the funds requested.
- If clubs/orgs are collaborating on an event and they are all planning on requesting funds, **each club/org must submit their own Funding Request Form**.

For more information, visit [www.csusb.edu/asi/club-allocation-budget](http://www.csusb.edu/asi/club-allocation-budget) or email the Vice President of Finance at [asi-finance@csusb.edu](mailto:asi-finance@csusb.edu).

# Club Allocation Budget Funding Request Form (FRF)



To be considered for funding from the Club Allocation Budget (CAB), chartered clubs or organizations must submit this form **after** attending a CAB Workshop. This form must be submitted **CORRECTLY at least two (2) calendar weeks** prior to your event date, and **three (3) calendar weeks** if you are requesting funds for a live artist, speaker, or other service provider. For more information on this process, please refer to the CAB policy by [clicking here](#).

## SECTION A: CLUB/ORGANIZATION AND ACCOUNT INFORMATION

Club/Organization Name:  When was your club/org originally chartered?   
National Affiliations (parent organization/group)?   
Officer Name:  Officer Position:  Officer Email:

## SECTION B: PROGRAM/EVENT INFORMATION

Contact Person (student):  Phone:  Email:   
Activity/Event Title:  Date(s):  Time:   
Expected Total Attendance:  Expected CSUSB Students Attendance:   
Location(s):

Will this event be open to all Cal State San Bernardino Students? ☐ Yes ☐ No

Is the club/org. receiving external funding (non-ASI) from any other organizations/entity for this event/activity?

☐ Yes ☐ No

If yes, please state the name(s) of the organization(s) and the amount they are contributing:

Is there another organization applying for CAB funding for the same event? ☐ Yes ☐ No

Will the club/org. charge admission for the event? ☐ Yes ☐ No If yes, how much?

What will the proceeds be used for?

## SECTION C: EVENT/ACTIVITY FUNDING INFORMATION

In the spaces below, please provide amounts related to your request. If you are unsure on where an item goes, please contact the ASI Vice President of Finance at [asi-finance@csusb.edu](mailto:asi-finance@csusb.edu) so they can provide you with more information. Please note that CAB works as a **reimbursement process**, therefore if your request is approved, you will get reimbursed **after** your event and upon providing necessary documentation.

Conference and Tournament Registration Fees			
Description	Total Cost	Club/Org Contribution (at least 25% of total)	Amount Requesting from ASI (no more than 75% of total)
<b>Total:</b>			
Advertising & Promotional Items			
Description	Total Cost	Club/Org Contribution (at least 25% of total)	Amount Requesting from ASI (no more than 75% of total)
<b>Total:</b>			
Food & Beverages			
Description	Total Cost	Club/Org Contribution (at least 25% of total)	Amount Requesting from ASI (no more than 75% of total)
<b>Total:</b>			
Artist & Speaker Fees			
Description	Total Cost	Club/Org Contribution (at least 25% of total)	Amount Requesting from ASI (no more than 75% of total)
<b>Total:</b>			
Decorations			
Description	Total Cost	Club/Org Contribution (at least 25% of total)	Amount Requesting from ASI (no more than 75% of total)
<b>Total:</b>			

Prizes			
Description	Total Cost	Club/Org Contribution (at least 25% of total)	Amount Requesting from ASI (no more than 75% of total)
Total:			
Rentals			
Description	Total Cost	Club/Org Contribution (at least 25% of total)	Amount Requesting from ASI (no more than 75% of total)
Total:			
Other Activities			
Description	Total Cost	Club/Org Contribution (at least 25% of total)	Amount Requesting from ASI (no more than 75% of total)
Total:			

Total Amount Requested from ASI:	
----------------------------------	--

## SECTION D: SIGNATURES

I certify that the information contained in this request for ASI CAB funds is true and accurate to the best of my knowledge.

\_\_\_\_\_  
President's Name

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

### ASI Club Allocation Funding Request Form *(for office use only)*

The ASI Vice President of Finance will be the chief auditing officer of all FRF's submitted for funding and will be empowered to approve or deny all requests in accordance with the Club Allocation Budget (CAB) Policy.

☐

I approve this Funding Request Form

☐

I deny this Funding Request Form. Denial is based on the following reason(s):

\_\_\_\_\_  
ASI Vice President of Finance (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date