Student Organization Funding

Joshua Villanueva, Controller
Malik Akil, Director of Business Affairs
Purpose

❖ To inform students club leaders of:

➢ Variety of funding opportunities available
➢ The process and paperwork needed to request and obtain said funding
➢ Categories that each organization may request from including their restrictions
AS Funding

❖ $2,700 per year!
❖ Can apply up to 2x in a semester
❖ 4-6 weeks for processing
❖ Mandatory presentation
Login page for student organizations

Please ensure that you and your organization meet the qualification requirements before applying for Associated Students' funding.

Username: 
Password: 
Submit

- IDs and passwords are case-sensitive, make sure 'caps lock' is not on.
- Make sure your SJSUOne account is active.
- You can recover your ID and/or password by logging into the SJSUOne Account Management area and answering your challenge questions.
- Note: SJSUOne passwords expire every 180 days without notice.

Use your SJSUOne account login information to request funding for your Recognized Student Org.
Home Screen

For technical issues, please email support-group@sjssu.edu with a detailed description of the problem. For administrative issues or inquiries, contact christy.riggins@sjssu.edu / 408-924-6240.

Student Org. Funding - Home

Applications

<table>
<thead>
<tr>
<th>Serial #</th>
<th>Applicant Name</th>
<th>Submission Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Joshua Allan Villanueva</td>
<td>Not yet Submitted</td>
<td>In Process</td>
</tr>
</tbody>
</table>

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Questionnaire → Funding Criteria

Student Org. Funding Application

Funding Request Questionnaire

Describe why you need funding:

ALP needs funding for apparel for a halloween charity event. Changing admission for donations to donate to the Save A Child’s Heart fund.

Need funding by (MM/DD/YYYY):
Must allow 4 to 6 weeks before checks are available

10/31/2017

Number of all current student organization members: (Must be at least 8)

30

How will this funding support your goals and those of Associated Students?

This is our marketing platform, so it is imperative that our funding request gets approved. The Spartan community will benefit by making memories to last a lifetime.

Do you have any other sources of funding?
If yes, please list sources and amount:

Yes ☐ No ☐

Are you collaborating with any other student organization?
If yes, which organizations?

Yes ☐ No ☐

Has A.S. funded this event in previous years?
If yes, describe the significant successes/failures of the program during previous years. If there were failures, what is your plan to avoid these failures this year?

Yes ☐ No ☐
Funding Criteria → Worksheet

Funding Criteria
The following descriptions will be used to evaluate the FRF in the funding process. For categories that you are requesting funds, you must submit a quote.

Please select which areas pertain to your funding request.

- **Apparel** - Maximum allocation for apparel is $500/year or up to $1,000/year for philanthropies. Demonstrated necessity must be presented. All requests must be accompanied by a quote and preliminary design that shows where the A.S. logo will be located. Price lists will not be accepted. All apparel approved by the A.S. Finance Committee or the A.S. Board must have the current A.S. logo at a visible location that meets A.S. Graphic Standards, including, but not limited to size, colors and location on specified item. Exceptions are at the discretion of the A.S. Finance Committee only. Quantities for non-philanthropy events are limited to the number equal to the participating organizations’ currently registered student membership. No funding will be granted graduation apparel, resale items (unless for philanthropy), personalized items, or raffle prizes. Apparel requested for philanthropy events may not exceed 200 items beyond student membership. Definition of Philanthropy: Money raised for charitable causes; must be for an organization other than the requesting party. 100% of the proceeds from ‘re-sale’ items must go to a philanthropic cause.
Funding Criteria → Worksheet

- **Costume/Uniforms** - Maximum allocation for costumes is $1,000/year. Costumes are defined as that which is required for the purpose of performing, competing and/or representing SJSU under the title and name of the organization. Personalized or fitted costumes/uniforms will not be funded no will accessories. Student Organizations must submit a letter from the club advisor stating that items shall be maintained as property of the organization, not the individual members, and will be properly inventoried for the ensuing members of the organization. Prudent care shall be taken to ensure the longevity of an item. Irresponsible actions or neglect will jeopardize future funding. Visual proof of wear and tear may be required for excessive requests. Decisions shall be at the discretion of the A.S. Finance Committee. Costumes purchased must be used in a performance at the A.S. Spartan Showcase.

- **Special Liability Insurance** - Insurance quote must be provided by San Jose State University Risk Management Department and attached to Funding Request Form.

- **Professional Development Registration and Airline Fees** - Funds being requested per academic year not to exceed $750/person. Explanation to the relevance of the professional opportunity and the mission of the organization is required. For all applicable fees, organizations should make every attempt to turn their request in time to make the Early Bird deadline. Funding may include food only if part of the registration fee; not to include extra events. A.S. funds air travel to areas outside of the Northern California’s Bay Area. A quote showing the cost of tickets to the destination must be attached to the FRF. Travel dates must be consistent with dates of the conference, event or competition, not to exceed 1 day prior and/or 1 day after. Exceptions shall be at the discretion of the A.S. Controller. Release and Travel Waiver and Organization/Driver Insurance Forms must be completed prior to release of funds. Other forms of travel are NOT funded. International travel is not funded. EO 1041 establishes the policy for student air travel.

- **Professional Performers and Speakers** - Maximum allocation: $1,500 per academic school year. Groups must provide a half page biography and their quote. Interpreters can also be funded under this category. However, A.S. does not fund: SJSU students, team coaches, instructors, professors, staff or public officials. We will help fund honorariums or gifts up to $100 per person; however the FRF must specifically state there is no charge for services. Events funded by A.S. for performers, speakers, and artists must take place on campus. Such events must also be publically advertised and accessible to all SJSU students.

- **Equipment** - Maximum allocation per year is $750. Rental equipment is permitted for the purpose of an event held on campus and an A.S. “Release and Hold Harmless Form” may be required. Initial equipment purchased for the inception of a newly created organization may be purchased at the discretion of the Controller and/or Finance Committee if need is proven. Otherwise, office supplies/equipment and computer equipment will not be funded.

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Funding Criteria → Worksheet

- **Promotional Items**: Maximum allocation per year is $750. Requests shall be for the purpose of marketing an organization and for the purpose of recognizing attendees at an event, presenters, hosts, volunteers, etc. Stipulations may require that the item include an official A.S. logo that meets A.S. Graphic Standards, including but not limited to size, colors and location of specified item.

- **Publicity & Printing**: All materials such as fliers, posters, brochures, programs and banners must be printed by the A.S. Print Shop. Quotes and publicity artwork samples must be provided that shows where the A.S. logo will be located. Stipulations may require a current A.S. logo that meets A.S. Graphic Standards including, but not limited to size, colors and location on specified item. Alternate print sources are possible if the A.S. Print Shop is unable to fulfill the need of the organization at the discretion of the Controller and/or Finance Committee with a written verification from the A.S. Print Shop Supervisor stating that services cannot be provided. A quote from the alternative print source must accompany the FRF. Spartan Daily or any on-line source advertisement funding requests must be accompanied by an artwork sample of the advertisement and a quote (not a price list). Designs may not include the Spartan Head unless it is accompanied by a letter from Athletics approving its use. Business cards may not be personalized.

- **Security**: Security provided by the University Police Department (not to exceed straight time rates per officer). If no monetary transactions are to occur during the event, organizations may use the security company as recommended by the Student Union. UPD invoice or estimate is required.

- **Student Research Project**: Brief project summaries must be provided with written recommendation by a faculty member. If applicable, proper storage procedures must also be provided and approved by a faculty member. Quotes for the specific materials needed must be provided. Price lists will not be accepted. The requests must be for project materials or participation incentives (for example, survey incentives) that do not include office equipment such as computers, shredders, copiers, fax machines, etc. Materials must be parts incorporated in the project; tools will be considered under the discretion of the Controller and/or Finance Committee. A.S. does not pay for labor costs. The specific research project must be presented at the A.S. Spartan Showcase.

- **Venue**: A.S. funds only venues that are SJSU campus proper. Labor costs associated with setup and A/V equipment use for Student Clubs/Organization events are not included for funding unless specifically provided by the SJSU Student Union. Cost estimate must be provided from the SJSU venue.
**Funding Criteria → Worksheet**

**Food/Catering** - Maximum allocation allowed is $500.00/year and can be requested twice per academic year. Student organizations may use A.S. funds to purchase food from Spartan Shops or vendors approved by Spartan Shops. Student organizations need to provide a quote.

**Labor** - Shall not be funded by Associated Students unless the labor is specifically provided by the SJSU Student Union and is associated with an event hosted by the SJSU Student Union. Otherwise all other labor is excluded including examples but not limited to: web designers, graphic designers, seamstresses, mechanics, etc.

**Lodging** - A.S. does not provide funding for lodging that is not included in Registration Fees for identified conference/event or Professional Development.
Worksheet

Add the required number of items using the "+ One More Company" button below before filling the form.

**WORKSHEET - Apparel**

- **Company:** Real Wicked
- **Price per Item:** $30
- **Total Cost:** $900
- **Product Type:** Shirts
- **Quantity:** 30
- **Amount Requesting:** $900

Upload supporting documents or quotes.
(Supported file types: pdf, doc, xls, jpg, png, docx, jpeg, xlsx). Limit 10MB.

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## Review the Application

**Organization Information**

- **Organization Name:** Alpha Epsilon Pi Jewish Fraternity
- **Description of your organization:** Why AEPi has succeeded as the Jewish Fraternity for 100 years: https://www.youtube.com/watch?v=-K5qJ6sDexk. AEPi at SJSU is the premiere Jewish fraternity at SJSU. We offer the best college experience for all San Jose State students and create memorable friendships for a lifetime. AEPi website: http://aepsianjose.wix.com/aepsianjose. Located in downtown San Jose just a couple blocks from SJSU and the Hill of Silicon Valley, the Chi Psi house is a popular hangout for its brothers, before, during, and after school. A much younger group, the men of the AEBI Chapter of Alpha Epsilon Pi hold a special place in AEPi lore. Eight young Jewish men in 1933 took the ideals of Alpha Epsilon Pi to heart and got AEPi officially recognized at San Jose State University.
- **Organization's Street Address or Student Involvement Mailbox #:** 182 S. 10th Street
- **City:** San Jose  
  **State:** CA  
  **Zip:** 95192

- **Student Applicant’s Name:** Joshua Allan Villanueva  
  **Email:** toolkit96@yahoo.com  
  **Phone:** 562-494-6841

- **President’s Name:** Lior Raskin  
  **Email:** lior.raskin@gmail.com  
  **Phone:** 769-096-0987

- **Treasurer’s Name:** Moshe Rienhart  
  **Email:** 1tsmomito@gmail.com  
  **Phone:** 905-096-0987

- **Advisor’s Name:** Alex Richards  
  **Email:** alex.richards@sjsu.edu  
  **Phone:** 408-924-5951

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**Our legacy continues with you!**
Funding Request Questionnaire

Describe why you need funding: AEPi needs funding for apparel for a halloween charity event. Charging admission for donations to donate to the Save A Child’s Heart fund.

Need funding by (MM/DD/YYYY): 10/31/2017 Number of all current student organization members: 30

How will this funding support your goals and those of Associated Students? This is our marketing platform, so it is imperative that our funding request gets approved. The spartan community will benefit by making memories to last a lifetime.

Do you have any other sources of funding? No
If yes, please list sources and amount:

Are you collaborating with any other student organization? No
If yes, which organizations?

Has A.S. funded this event in previous years? No
If yes, describe the significant successes/failures of the program during previous years. If there were failures, what is your plan to avoid these failures this year?

Funding Criteria

- Apparel
  - Special Liability Insurance
  - Professional Dev. Reg. Fees & Airline
  - Professional Performers & Speakers
  - Promotional Items
  - Costumes

- Publicity & Printing
  - Security
  - Student Research Project
  - Venue
  - Equipment

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<table>
<thead>
<tr>
<th><strong>Apparel</strong></th>
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<tbody>
<tr>
<td><strong>Company:</strong></td>
</tr>
<tr>
<td><strong>Price per item:</strong></td>
</tr>
<tr>
<td><strong>Total Cost:</strong></td>
</tr>
<tr>
<td><strong>Product Type:</strong></td>
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<tr>
<td><strong>Quantity:</strong></td>
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<tr>
<td><strong>Amount Requesting:</strong></td>
</tr>
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</table>

**SUBTOTAL :** $900.00

Maximum allocation of $2700 per academic year for the GRAND TOTAL.

**GRAND TOTAL: $900.00**

I have attached all the necessary quotes and supporting documents.
What If?

❖ What if you don’t have enough funds to front the initial cost?
❖ What if it is a time sensitive purchase? (early registration, airfare, deals and sales online, etc..)
❖ What if your vendor doesn’t accept checks?
What if you’re not this guy?

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The Credit Card

- Based on the time sensitivity and needs of the student orgs
- Only for airline, registration, and other vendors that don’t accept checks
Contacts

❖ Main Point of Contact

❖ joshua.a.villanueva@sjsu.edu (Controller)
❖ malik.akil@sjsu.edu (Business Affairs)
❖ christy.riggins@sjsu.edu (Administration)
RECAP

❖ Screenshots of quotes!
❖ $2700 per year (Caps per category)
❖ Point of contacts
Remember!

*ASSOCIATED STUDENTS*

MAKES FRIENDS NOT TRANSACTIONS

Our legacy continues with you!
Thank you!