This form must be completed and submitted to the Office of Student Life in the ASULV mailbox by February 14th, 2014 by Noon for Spring Funding to be considered. Please turn the form to the ASULV Finance Mailbox. Each organization will be required to make a formal presentation to ASULV during the week of February 17th. ASULV will notify each organization of their presentation time. **Funding will not be given until a Funding Contract is submitted.**

**Funding Policies**
Complete one (1) “Detailed Event Description & Funding request” form (page 3 of this packet) for each event that you would like ASULV to fund.

Note that ASULV can only fund cost for items that benefit the **traditional aged undergraduate students** (not faculty, graduate or CAPA students, or non-La Verne individuals).

If ASULV funds the event (completely or partially), then all the subsequent publications or marketing material for that event should mention “Sponsored by ASULV”.

Additionally, ASULV may not fund clubs to pay for promotional items i.e. Posters/flyers, rock paintings, off campus events, or conferences held to sponsor other schools, etc. Within ten (10) business days of the event, the organization will be required to submit a written evaluation of the program to ASULV.

**Presentation Guidelines**
The presentations should not exceed five (5) minutes in length if requesting more than $1800 in Club Funding. A short question and answer session will follow the presentation. Please, dress in formal attire for the presentation.

The presentations should answer the following questions:
- How many La Verne students does this event benefit? How?
- What is the anticipated attendance for this event?
- Has the organization fundraised (or plans to fundraise) for the event(s)? Please explain.
- Has this event ever been held in the past? How was the turnout?
- How does the event benefit La Verne?

**Club Information**
Organization/Club/Department: 
Account #: 
Contact Person: 
Contact #: 
Email: 
Club or Organization Advisor’s Signature: 

Page | 1
Overview of the Activities for the [Spring 2014 / Fall 2014] Semester:

Please circle one of the dates for each month.

Activities Planned for [February 2014 / September 2014] (list the name, date and brief description of each event):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Activities Planned for [March 2014 / October 2014] (list the name, date and brief description of each event):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Activities Planned for [April 2014 / November 2014] (list the name, date and brief description of each event):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Activities Planned for [May 2014 / December 2014] (list the name, date and brief description of each event):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Detailed Event Description & Funding Request
Please complete one (1) sheet for each event for which you are requesting funds from ASULV.

Name of the Event: ______________________________________________
Event Coordinator: ______________________________________________
Coordinator Contact Number/email: ________________________________
Date of the Event: ________________________________
Location of the Event (Venue): __________________________________
Expected Turn out to the Event: ________________________________
Total Expected La Verne Students: ________________________________
Total Cost of the Event: ________________________________
Contribution by the Organization: ________________________________
Total Funds requested from ASULV: ________________________________

Breakdown of the Cost(s):

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<th>Item</th>
<th>Total Cost</th>
<th>Amount Requested from ASULV</th>
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Total: ________________________________

(Make sure this amount equals the Total Funds requested from ASULV)

Type of Event (please check one):

- On Campus (open to all traditional aged undergraduate students)
- On Campus (open to certain students); who? ________________________________
- Off Campus (open to all traditional aged undergraduate students)
- Off Campus (open to certain students); who? ________________________________
- Conference (open to all traditional aged undergraduate students)
- Conference (open to certain students); who? ________________________________

Co-Sponsors:
Yes (confirmed):
By whom? Amount

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None

Admissions Charge (please check one):
Yes. Amount: ________________________________
No

If the total amount requested for this event exceeds $1800 please have the club adviser sign here: ______________________________________________
Funding Contract

This sheet is to be signed by organizations who will be receiving funding from the Associated Students of the University of La Verne (ASULV). In this contract, it will list all expectations from clubs and organizations for the semester about funding policies. Failure to comply with the following expectations will be taken into consideration for the next semester's funding. Here are the expectations for clubs and organizations:

1. Groups are to be in accordance with the Funding Policy set forth by ASULV.
2. Groups who are given funding by ASULV are required to use that funding ONLY for the event, program or activity it was initially requested for.
3. If a group wishes to use funding in a different time period (i.e. canceling the program this year and using for next year’s program) or for a different event they must fill out a Deviation of Usage form, which can be found on the ASULV website at http://sites.laverne.edu/student-life/asulv/documents-and-forms/. This form must be completed 10 DAYS PRIOR to the initially funded event.
4. At the discretion of the ASULV Finance Committee, the group may be required to present again for this deviation in funding.
5. If a group fails to comply with this process or is found to have misused or misallocated the funding given by ASULV, this will be taken into consideration for all future funding.
6. If a group does not use all of the funds allocated by ASULV for the program, this information should be included in the final program evaluation for future funding consideration.
7. Funding will not be given until a Funding Contract is submitted.

Clubs and Organizations who have received funding from ASULV must:
1. Provide a marketing flier to the ASULV Office,
2. Include “Sponsored by ASULV” on the flier with the ASULV logo on it, and
3. Fill out a program evaluation form after the event has been completed.

*If clubs and organizations do not fill out a program evaluation form, this could potentially affect their programming for upcoming funding periods.

By agreeing to this contract, I understand all that is expected out of my organization in order to receive funding from ASULV.

___________________________________  ____________________________________
Club or Organization Name            Club or Organization President’s Signature

___________________________________  ____________________________________
ASULV Vice President of Finance      Club or Organization Advisor’s Signature