



Clubs/ Organizations Request for Funds Student Government 2009-2010

1. Complete Club/Organization Request for Funds Form online at <http://studentgov.csuci.edu/documents.htm>.
 - Request on event by event basis (**Fall 2009 only**)
 - Request on total semester budget (**recommended**)

2. An electronic copy of the request is sent to the Club/Organization advisor for review and approval. Once approved, **the advisor** will send the final request to Student Government.

3. The request should be submitted **via email** to sgasi@csuci.edu by **Wednesday 5:00pm** prior to the next Student Government Senate meeting; this deadline ensures the request will be on the following week’s Student Government Senate Agenda.

4. The budget is presented by a club/organization representative upon request from the Student Government Senate. The request will be placed on Agenda for approval during week two.

5. Once deliberations have occurred, Student Government’s Director of Finance will email the budget results to the Club/Organization.

Senate Meetings are held every Tuesday at 6:30 p.m. in the John Spoore Broom Library Room 1730. A visual timeline has been provided below as a means to ensure timely submission and dispersion of ASI funds.

Timeline of Club Funding:

Submit Budget	Week 1: Tuesday	Week 2: Tuesday-Wednesday
Submit budget anytime before Wednesday 5pm to be on the following Tuesday’s Senate Agenda	Representative presents budget to the Student Government Senate Meeting	Budget is placed on Senate Agenda for approval.

If there are any questions or concerns, please call the Student Government office at 805-437-2734 or e-mail sgasi@csuci.edu. We are located in Bell Tower 1552.