The SLIC’s Guide To...

Funding Your Student Organization Event

From AS Budget Committee

Even after collecting dues or hosting a fundraiser, you may still need financial support for your student organization’s event. The money is out there; let the SLIC help you access it!

ASSOCIATED STUDENTS BUDGET COMMITTEE (ASBC)

- Meets weekly on Tuesdays by appointment only.
- Undergraduate registered student organizations that are in good standing with AS can apply for funding for their sponsored events.
- Review the Budget Committee Bylaws on the AS website for detailed information on what type of events are eligible to receive funding.
- An Event Registration and Approval Form (EvR) must have been approved prior to the event to access ASBC funding.

ASBC Requests can be filled out online ONLY on the ToreroOrgs website: www.sandiego.edu/ToreroOrgs.

- Go to your organization’s profile and click on the “Finance” tab on the left hand side. Click “Create Funding Request” and complete the form. Keep in mind you must be logged into Torero Orgs and a member of the organization to be able to submit a funding request!

- All appointments to attend ASBC meetings are scheduled based on the order the funding requests are received. ASBC assigns 10 timeslots weekly. The Finance Chair will email you prior to the meeting with details regarding your scheduled appointment.

- A member of the organization must attend ASBC (unless it is a general body meeting request) to present the details of the request, or else the request will not be reviewed. After the committee has made a decision regarding the submitted request, the student that submitted the funding request will be notified via ToreroOrgs with the decision.

- Requests and appointments should be completed by students not the advisor.

ASBC forms and additional information can be found at www.sandiego.edu/associatedstudents/branches/finance.

COLLABORATE WITH TORERO PROGRAM BOARD

Undergraduate student organizations may collaborate with a Coordinator from the Torero Program Board (TPB) to create a program/event that serves the USD community.

The list of TPB Coordinators is available online at www.sandiego.edu/tpb.

- Make sure to contact the leader whose position is related to your program/event of interest.
- Collaboration or co-sponsorship is not guaranteed, but conversations and idea-sharing are always welcome!

Helpful Hint: Host a fundraiser! A simple raffle in front of the UC or SLP, or an off-campus restaurant night can bring in that much more needed funding. Stop by the 3rd floor of the SLP 316 to brainstorm some fundraising ideas with our ICs.

Collaborate with another student organization to maximize resources and attendance.

*Please note, if your organization will be collaborating with TPB and TPB funds are utilized, you will not be eligible to receive funds through ASBC.

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