

Accessing the ASG Budget 2019-2020

CREATING A FUNDING REQUEST

You may create a funding request on [Torero Orgs](#) for your student organization. Some common examples of funding requests are: General body meeting food, supplies for events, funding for entertainment, conference fees, etc. Please fill out the form to the best of your ability and with as much detail as you can!

The ASG Finance Chair will see your request and confirm that you are a registered, approved student organization. Then, they will send you an email with a location and an appointment time for the next ASG Budget Committee meeting, which meets every Tuesday at 12:15 PM. The email will remind you that you will need to confirm your appointment and then prepare a short 5 minute presentation for the ASBC meeting.

*Please remember to submit an EvR before submitting your funding request. Funding will not be allocated without proof of an approved EvR.

ASG BUDGET COMMITTEE MEETING

Please arrive at the ASBC meeting at your assigned time slot. At the meeting you will give a short presentation and answer questions posed by committee members. The questions could relate to potential conflicts with the [ASBC Bylaws](#) or they may simply be clarifications.

RECEIVING AND ACCESSING YOUR FUNDING

After your presentation, ASBC will discuss and vote on how much to allocate to your student organization. The ASG Finance Chair will update your Torero Orgs account with your allocation. You should receive a notification from Torero Orgs once that happens.

Once you receive your allocation, you will need to complete an [ASBC Payment Request](#) form or stop by SLP 308 to use an ASG credit card in order to access your funding.

SUGGESTIONS AND TIPS

1. Consult the [ASBC Bylaws](#) before making your request! It will make the process easier and smoother for you and the budget committee if you are familiar with the bylaws before you submit a request. You will want to pay special attention to ARTICLE VI, since it is about the rules and regulations.
2. Do NOT bring your student organization's advisor to present at ASBC meetings. At most, advisors are allowed to attend the meeting, but should not interject or answer questions. This is a student-run operation on both sides.
3. We fund general body meetings using a simple formula: \$4 per person registered on the organization's Torero Orgs for 4-7 meetings per semester.

COMMON FUNDING REQUESTS

- Food
 - General body meeting food
 - Event food
- Entertainment: performers and speakers
- Convention, conference, and retreat registration fees and housing
- Events (put on by students for students)
 - Recognition events
 - Community outreach
- Loans for fundraising

CONTACT US

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