Funding Your Student Organization Event
From ASG 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 SAI help you access it!

Student Life Pavilion, 3rd Level
Associated Student Government

Associated Student Government Budget Committee (ASBC)

- Meets weekly on Tuesdays by appointment only.
- Undergraduate registered student organizations that are in good standing with ASG can apply for funding for their sponsored events.
- Review the Budget Committee Bylaws on the ASG 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.

REQUESTS OVER $250
- 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 UNDER $250 AND GBM REQUESTS
- Organizations are not required to attend an ASBC meeting to present these requests. The committee will use the request submitted on ToreroOrgs to make a funding 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 members 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!

*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.

Helpful Hint: Host a fundraiser!
A simple equal opportunity drawing 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 to brainstorm some fundraising ideas with our ICs.

Collaborate with another student organization to maximize resources and attendance.

Helpful Hint: Be Detailed When Applying for Funds!
When applying for funding from ASBC, be sure to be as detailed with your purchases as possible (excel sheet recommended).

University of San Diego
Student Activities and Involvement
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Student Life Pavilion, 3rd Level, 308