

ASI Off-Campus Approval Form

The Associated Students, CSUF, Inc. Board of Directors strongly encourages student events funded by ASI to be held on campus. The Board of Directors and Finance Committee will use the answers to the following questions to evaluate your situation and determine whether or not your off-campus approval will be granted.

Organization Seeking Approval: _____

Contact Name (Position): _____

Phone #: _____ **Email:** _____

Date of Event: _____ **Funding Source (Council):** _____

Location of Event (Name and Address): _____

Please answer the following questions regarding your request to take ASI student fees off campus. Your answers should be typed and attached to this cover sheet.

1. What is the intent of taking your event off campus? Please provide reasons that justify taking ASI student fees off campus for your event.
2. Why wasn't a location at CSUF chosen? What attempt was made to hold your event on campus?
3. What is the breakdown of ASI fees used compared to other funding sources and the total cost of your event?
4. Were other off-campus locations looked into, and why was this particular location chosen over the others?
5. Is this the first time this event has been taken off campus? What proportion and types of your events are currently held on campus?
6. How is this off-campus event being publicized to other students so that they can attend?
7. How many people do you expect to attend, and from what areas?
8. Has your organization met with ASI Leader and Program Development (TSU-269) to discuss liability and risk management? Are there any special measures that are being taken by your organization or the location in response to the area of liability and risk management?
9. Is there any other information the Finance Committee and the Board of Directors should know about this request that may impact their decisions?