

**Spring 2023**  
**W. P. Carey School of**  
**Business**  
**Funding Packet**

*Provided by the **Business School Council***

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## Business School Council Contact Information

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<b>Business School Council</b>	<i>Business School Council Email Contact</i>	<i>asu.wpbsc@gmail.com</i>

## Important BSC Funding Dates: Spring 2023

★ BSC Funding: Spring 2023

Event	Date	Time	Location
BSC Funding Application Opens	Friday, January 13th	11:59 PM	<a href="#">Google Form</a>
BSC Funding Application Closes	Friday, February 3rd	11:59 PM	<a href="#">Google Form</a>
BSC Funding Summit	Monday, February 13th	5:00 PM - 7:00 PM	BA 199
Award Notification	Monday, February 20th	5:00 PM	Email used in Funding Application

## BSC Student Organization Requests for Funds – Guidelines

The W. P. Carey School of Business, Undergraduate Programs Office, has earmarked \$12,000 this academic year for use by registered W. P. Carey student organizations. The Business School Council (BSC) Finance Committee reviews funding requests and approves or denies them after reviewing all application materials.

### Award Maximums:

\$500 maximum for individuals  
Per academic year

\$1,250 maximum for organizations  
Per academic year

### Funding Guidelines:

1. Funds may be requested to offset the cost of an event held on- or off-campus that benefits the club membership or builds relationships within ASU, W. P. Carey, and/or the greater community.
2. Funds may be requested to offset the cost of travel to an event/activity held on- or off-campus.
3. Funding examples:
  - food for meetings and events
  - decorations for events
  - event rentals
  - speaker travel and accommodations
  - conference registration other than for own professional organization
  - travel including airfare, taxi
  - promotional items such as pens, t-shirts, name badges, table banner
4. Funding may not be requested for:
  - alcohol, speaker mementos, or other gifts
  - food for weekly or biweekly club meetings
  - travel to conferences hosted by the club's parent organization
  - Food, fuel, ground transportation and lodging for travel
  - payment for an entire event
  - Travel or Transportation costs for Guest Speakers
  - events that do not follow current CDC guidelines regarding COVID-19.
5. Requests for funding related to travel must be submitted 14 days before the trip happens and run through the ASU travel Process.  
*\*Travel funding requested after a trip has happened will not be considered\**
  - a. Travel that occurs must also follow CDC and ASU guidelines regarding COVID-19.

6. Note: Purchases from Amazon.com cannot be made and will not be reimbursed.

*\* The Business School Council Executive Board reserves the right to revise funding requirements at any time.*

## Determining Awards

1. The Student Engagement Office will review all requests and the Business School Council will evaluate presentations
2. The BSC Finance Committee will rank the above using a scoring system which addresses:
  - the extent to which the applicant met funding criteria
  - the extent to which proposal is complete, well-documented and professional
  - the extent to which the request serves the betterment of the ASU, W. P. Carey, and greater community

### Notification:

The BSC Vice President of Finance will notify the applicant by *Monday, February 20th @ 5 PM* as to approval, denial or modifications of funding via the requestor's email. *Please note that the date is subject to change.*

If funding is awarded, the organization must confirm receipt of the award notification, and *meet with W. P. Carey Student Engagement staff* to review how approved funds can be used and agree to the terms outlined in the meeting.

*\*Upon the awarding of funds, we expect the awarded organizations/individuals to utilize all funds by the end of this academic year (May 2023).\**

*\*Reimbursements are not possible unless approved by Student Engagement.\**

### BSC Allocation Guidelines:

Up to \$6,000 can be awarded in the fall semester; up to \$6,000 can be awarded in the spring semester for a total of \$12,000 per academic year. If the full amount of \$6,000 is not allocated in the fall, any remaining funds will roll over to the fall semester. However, money from spring will not rollover to the subsequent fall semester.

## Submitting a Detailed Request for Funds (Proposal)

If the prerequisites listed above are met, the club must complete the Google Form application and provide all the information listed below in their proposal presentation:

1. Provide a detailed budget of proposed expenses with pertinent supporting documentation. (i.e., print out of cost, proposed agenda, estimate of food or rental costs with documentation, projected airfare pricing, etc. Provide as much detail as possible.)
2. Provide justification for the expense. Detail how funds will impact and benefit the student organization and its members, ASU, W. P. Carey and/or the greater Community. (Requests benefiting individuals are less likely to be funded)
3. Provide evidence of the club's monetary contribution:
  - Include detailed fundraising efforts and indicate amount raised
  - Indicate the amount the club or students (if individual requests) will contribute
4. Provide evidence of requesting USG funding for this expense.
5. Obtain approval from their club advisor of record who must review, approve, and sign off on the application; in other words, an advisor must be fully knowledgeable of requests for financial support; Advisor's name will be verified.
6. Make a brief presentation on their proposal to the Business School Council during one of their regularly scheduled meetings. *\*Presentations must be submitted as an editable Google Slides presentation. See further down for template.\**

### **Additionally, the requesting club must:**

1. Be a registered student organization at ASU and be affiliated with the W. P. Carey School of Business.
2. Be consistently represented at monthly BSC Presidents meetings
3. Have participated in I-Week in either the fall or spring semester preceding the request.

*\*Incomplete applications will not be reviewed and will be returned to the requesting organizations for completion\**



## BSC Funding Requester Form

Link to this form: [BSC Funding Requester Form](#)



### BSC Spring 2023 Funding Proposal

This is the Google Form for the Business School Council's Spring 2023 Club Funding Summit. This application will close Friday, February 3rd @ 11:59 PM. The Funding Summit will be held on Monday, February 13th @ 5:00 PM. Presenters will present to the Business School Council between 5:00 & 6:30 PM on that Monday, the 13th.

asu.wpsc@gmail.com [Switch account](#) 

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

\* Required

Email \*

Your answer

Requestor Name \*

Your answer

Requestor Email \*

## Presentation Submission


To access this presentation template & example below, use the following link and ensure to 'create a copy' of it to edit: [Presentation Template](#)

### Name of Organization

*\*Placeholder for your organization logo\**

Name of Presenter | Position in the club

*\*\* To complete this form, please ensure to "create a copy" of it to edit \*\**




### Item/Event Description

**If requesting funding for Items:**

- Description of Item
  - What is its use?
  - Why is it important to your organization?
  - What vendors are being used, if any?

**If requesting funding for an event:**


- Description of Event
  - Date and Time
  - Venue
  - Is there an attendance fee for the event? If yes, what is it being utilized for?
  - Recurring event: how many people attended in the past? OR New event: what is the expected attendance?



### Budget Breakdown

- Provide a detailed budget of the proposed expenses with supporting documentation such as: invoice, proposed agenda, etc.
- Provide as much detail as possible

Line Item	Amount Requested	Additional Information
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Requested:</b>	\$	



## Submission Instructions & Action Required

Submit each of the following within this [Funding Summit Application](#) linked here/earlier in this packet:

- (1) [BSC Funding Requester Form](#) (Google Form)
- (2) [Funding Proposal Presentation](#) (submitted in the Google Form – all organizations must use this specific presentation format, must be submitted as an editable Google Slides Presentation)

The Business School Council (BSC) E-board Vice President of Finance will contact the requester regarding the required date and time of the presentation to the Business School Council. *The presenter will present at the stated time in front of the entire Business School Council, on Monday, February 13th.*

Questions regarding the proposal process can be sent to [marissa.t.romero@asu.edu](mailto:marissa.t.romero@asu.edu), [abobbs@asu.edu](mailto:abobbs@asu.edu), or [haabbasi@asu.edu](mailto:haabbasi@asu.edu).

## Approved Vendors

When making tangible purchases, using University Funds (i.e. BSC funding), from now on, they must be done through one of the following approved vendors:

### Marketing and Promotional Items:

1. ASU Print and Imaging Lab: <https://print.asu.edu/>

See [catalog](#) for promotional items

### Apparel Items:

1. ASU Print and Imaging Lab <https://print.asu.edu/>
2. Anton Sport: <https://www.anton sport.com/>
3. BC Graphics: <https://myblankcanvas.com/>
4. College Thread, Greek house: <https://greekhouse.org/>
5. University Tees: <https://universitytees.com/>
6. X-treme Apparel: <https://www.x-tremeapparel.com/>

Other companies consist of: Artcraft, Geiger, Spartan Promotional, Blue Skye Marketing, 4imprint.

### Food purchases:

1. Approved Food Vendors: [Link](#)