

**Date Submitted:**3/11/2018 3:04 PM

**Submitted by:**Hasan Ahmad

## 2018-2019 ASUC Annual Budgeting and Spaces Application (ABSA)

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### Instructions

Welcome to the ASUC's Annual Budgeting and Spaces Allocation Application!

*Please allot at least 1 hour to complete this application.*

#### **A. Table of Contents:**

GREEN = Required for budgeting, spaces, or both.

BLUE = Required for budgeting only.

YELLOW = Required for spaces only.

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#### **B. Before beginning, assemble the following documents:**

1. Student org or group constitution
2. List and summary of past programs
3. List and summary of anticipated programs for the future
4. Previous budgets
5. Spending and expenditure reports

#### **C. 2018-2019 Timeline:**

- February 20, 9:00am: Application is available on Callink.
- ABSA Workshops to be held in the Senate Chambers on the fifth floor of Eshleman Hall
  - March 2, 4:00-5:30pm
  - March 7, 6:00-7:20pm
  - March 9, 4:00-5:30pm
- March 11, 11:59pm: Application will close. No late submission will be accepted.
- **Budgeting:** Groups that do not submit an annual budgeting application will have to wait until the beginning of next academic year to apply for funding through ASUC Senate Contingency Funds.
- March 25: Initial allocation decisions will be available on Callink. Individual emails regarding initial allocation will be sent out shortly after this date.

- **March 25 - April 8:** Groups that are not satisfied with the initial allocation will be given a chance to appeal. You can find the appeal application on Callink under "Campus Links" and "ASUC Sponsorship & Funding / Finance Committee Waiver Forms" (*Budgeting*), and it will be included in the email with the initial allocation.
- ***Budgeting:*** The ASUC Finance Committee will hear the appeals during regular committee meetings from April 9th and 16th. Further details about the meetings will be available on the appeal application. The ASUC Finance Committee will not consider any appeals for groups that do not present at the appeal hearing on the pre-selected date. The ASUC CFO will send an email to confirm dates and locations for groups who wish to participate in the appeals
- ***Spaces:*** The ASUC Governance and Internal Affairs Committee will hear the appeals during its regular committee meeting on April 9th. Groups will not be required to be present during appeal.
- **April 13:** Final decisions will be released for space allocations, after being approved by Senate.
- **April 20:** Final decisions will be released for budgeting allocations, after being approved by Senate.
- ***Budgeting:*** Groups can expect their approved funding in their accounts in mid-August.
- ***Spaces:*** Groups allocated storage space will be able to move into the Hearst Gymnasium spaces on April 28th. Groups NOT allocated storage space must move out of their 2017-2018 allocated storage spaces by April 21st. Eshleman move in/out dates are to be announced.

#### **D. Budgeting: Spending Restrictions**

In accordance with ASUC Finance By-Laws, no ASUC funds may be used to:

- Purchase food and beverages;
- Pay registration fees for Intramural teams;
- Purchase or reimburse a group for flyers (advertising) that do not display the words "Sponsored by the ASUC" or "ASUC";
- Purchase or reimburse a group for flyers (advertising) that do not indicate the degree of wheelchair accessibility to the event described by the flyer;
- Purchase or reimburse a group for stationary that does not display the logo of the A.S.U.C.;
- Travel outside the Bay Area, defined as the nine counties of---1) Alameda, 2) Contra Costa, 3) Marin, 4) Napa, 5) San Francisco, 6) San Mateo, 7) Santa Clara, 8) Solano, and 9) Sonoma;
- Pay for any costs related to local events that fall outside the geographic boundaries of Ashby, to the south, MLK to the west, Cedar to the north, and the hills of the east;
- Pay for any costs not related to the mission of the ASUC or the organization in question, including prizes for individuals.

Please do not include the budgets for any items listed above in your total funding requested. The ASUC Chief Financial Officer and the ASUC Finance Committee will not approve funding for any items outlined in the Spending Restrictions in Spring Budgeting, except for extenuating circumstances.

If your organization wishes to spend ASUC funding on items listed above, you will have to submit a Finance Rule Waiver next academic year.

#### **E. Budgeting: Funding Limits for 1st, 2nd, and 3rd Year SAG and PUB groups**

Please keep in mind there are specific funding limits for 1st, 2nd, and 3rd Year SAG and PUB groups:

1st Year SAG: \$400  
 2nd Year SAG: \$500  
 3rd Year SAG: \$500

1st Year SISG: \$500  
 2nd Year SISG: \$600  
 3rd Year SISG: \$600

1st Year PUB: \$700  
 2nd Year PUB: \$900

**3rd Year PUB: \$1,100**

**F. Registered Student Organization (RSO) Status**

In order to be eligible to apply for ASUC sponsorship and funding, *a student group must become a registered organization through the LEAD Center*. If you are not currently a Registered Student Organization, please save your progress on this form and visit [lead.berkeley.edu](http://lead.berkeley.edu) (<http://lead.berkeley.edu/>) to become registered before proceeding with your funding application. For step-by-step instructions on how to check your RSO status, click [here](https://drive.google.com/file/d/0B65TWjYY2NxMc0p5aJmazJIWmM/view?usp=sharing) (<https://drive.google.com/file/d/0B65TWjYY2NxMc0p5aJmazJIWmM/view?usp=sharing>).

**G. Completing Your Application**

If you would like to move forward to the next page without completing the current section, just enter "n/a" in all the required text fields, or upload a document with "page intentionally blank" for file uploads. You can go back once you advance to the next page, and will have the chance to review all portions of the application at the end.

Callink can save incomplete applications. You have to click "Next" on a page to move forward to the next page in order to save the progress. When you come back to the application, you will be asked if you would like to resume the applications you have started but have not yet submitted. You will also have the option of creating a new application.

## Organization Information

### Overview

1. General Information
2. 2017-2018 Membership Information
3. Contact Information
4. Sustainability

### 1. GENERAL INFORMATION

#### Full Official Name of Organization

*As it appears on the your Callink page*

*For step-by-step instructions on how to find the full official title of your organization, click [here](https://drive.google.com/file/d/0B65TWjYY2NxMdk5fVFotZDV5UHM/view?usp=sharing) (<https://drive.google.com/file/d/0B65TWjYY2NxMdk5fVFotZDV5UHM/view?usp=sharing>).*

Muslim Student Association

**Are there other titles/acronyms that your organization is also known for?**

*If the organization has encountered any change of titles in the past, please include them here.*

Yes: MSA

#### Mission, Purpose, and Goals

**Include your organization's mission statement and/or a description of the primary purpose(s) and goal(s) of the organization.**

The Muslim Student Association of the University of California, Berkeley originated primarily to bring together Muslims of diverse backgrounds and cultures under one unified, organized, proactive community. The MSA at Berkeley stands upon the principles of inclusiveness, responsibility, and action. As an organization aimed primarily at the student body, we strive to remain inclusive of those who wish to understand, appreciate, and practice their Islam without compromising their morals and beliefs. The MSA also reaches out to those who are not Muslims, primarily to educate them about the misconceptions regarding Islam and the Islamic way of life, and to include anyone willing to stand up for truth, justice, and peace. Aside from fostering a social community for Muslims, the MSA encourages mental, physical, and spiritual development through an array of athletic programs, spiritual discussions, rallies, academic forums, and charity events. The ultimate goal of the MSA is to encourage both Muslims and non-Muslims to evolve intellectually, physically, and spiritually during their tenure at UC Berkeley and to become enlightened, responsible, and just individuals.

#### Constitution

**Please upload a PDF copy of your organization's constitution.**

Uploaded File: Constitution\_4-2016.pdf

#### Scope of Campus Influence

**Please list the types of group/community/race/ethnicity/gender that your organization is affiliated with, or has made an impact on. Please provide number estimates if applicable.**

Our organization supports the Muslim community on campus. I want to highlight that this does not only include Muslim students who are Arab or South Asian, but rather Muslim students of all ethnicities. Some of our most active members fall outside the fold of the 'typical ethnicities' commonly associated with the label of Muslim. Our organization also supports all Muslim identifying students, and not specifically Sunni, Shia, or any other sects - rather, we support all Muslim students. Additionally, our organization does not discriminate based on how practicing a student is (in terms of practicing their religion), but rather supports all Muslim identifying students.

We also support other faith based communities through interfaith events, and have held events with other student groups as well such as the Nikkei Student Union. We also hold biweekly food drives for the homeless, and thus impact the neighboring Berkeley community as well.

Some of the organizations we not only affiliate ourselves with but embody include: PSA (Pakistani Student Association), ASA (Afghan Student Association), ARRC (Arab Recruitment and Retention), Al Bayan Magazine, AMPD (American Muslim Professional Development), Students Organized for Syria, ASA (Armenian Student Association), SSA (Sikh Student Association), FAM (Faces of Africa/African American Muslims), and BSU (Black Student Union). Along with student groups, the MSA works with greater campus coalitions like: MEMSSA (The Middle Eastern Muslim Sikh South Asian Coalition) & SSWANA (South Asian and Southwest Asian/ North

African communities).

**2. 2017-2018 MEMBERSHIP INFORMATION**

**Number of UC Berkeley Registered Undergraduate Students:**

650-700

**Number of UC Berkeley Registered Graduate Students:**

60

**Number of UC Berkeley Faculty and Staff:**

5

**Total Number of Members:**

715-765

**Total Number of Active Members:**

400

**3. CONTACT INFORMATION**

**In this section, please provide the contact information of two people that can represent your organization to answer questions about this application as well as financial information of the organization.**

**Please include at least one contact information of a student who will not graduate this semester and will remain active in the management of the budget and finances of the organization.**

**Primary Contact:**

**Full Name:**

Hasan Ahmad

**Position in Organization:**

Treasurer

**Email Address:**

hasan.ahmad@berkeley.edu

**Will this person be on campus next year *AND* remain an active member of your organization?**

Selected

**Secondary Contact:**

**Full Name:**

Ameer Siddiqui

**Position in the Organization:**

Internal Vice President

**Email Address:**

ameersiddiqui@berkeley.edu

**Will this person be on campus next year *AND* remain an active member of your organization?**

Selected

**4. SUSTAINABILITY**

**Cal Zero Waste and the ASUC want to help clubs become more environmentally sustainable. To help with this, we are asking clubs to provide contact information for a club member who would be the point of contact for sustainability liaisons to provide optional assistance when throwing events!**

I have a sustainability coordinator! This is their name/email: *Musab Reza, musabreza@berkeley.edu*

## ASUC Sponsorship Information

### ASUC Account Number

For step-by-step instructions on how to find your ASUC account number, click [here](https://drive.google.com/file/d/0B65TWjYY2NxMbm1OR0s5NUpJMEk/view?usp=sharing) (<https://drive.google.com/file/d/0B65TWjYY2NxMbm1OR0s5NUpJMEk/view?usp=sharing>).

If your organization is not previously sponsored by ASUC, please enter "New Group."

3-40-201676-00000

### Sponsorship Category

Please select the type of sponsorship your organization currently has, or, if you are applying for the first time, the type of sponsorship that best fits your group's mission or purpose. Below are the descriptions of each type of sponsorship.

**SAG (Student Activity Groups)** cover a wide range of interests, for example: college majors, sports, the environment, career goals, dance and music. Activity groups contain groups whose main focus is either academic/educational, recreational, or social.

**SISG (Student Initiated Service Groups)** are those groups whose main purpose is to provide humanitarian, medical, legal, financial, or moral support or assistance for both the on- and off-campus community.

**PUB (Publications)** are those ASUC funded groups, who through printed media, provide students with educational, social, recreational, artistic, ethnic, cultural, religious, ideological, or political documents, tracts, pamphlets, newspapers, leaflets, magazines, journals or books.

**GOVT (ASUC Programs and Operations)** includes all the ASUC executive and appointed offices, Graduate Assembly, and all the programs directly overseen by the ASUC.

If you are unsure which category your group belongs to, please refer to the 2015-16 budget listed in the next section.

Student Activity Group (SAG)

### Most Recent Year of Sponsorship

Please select the most recent academic year that the organization was sponsored by the ASUC

- To check, please refer to the budgets below. Check off the most recent year in which your organization appears on the ASUC budget.
- [2017-2018 ASUC Budget \(https://drive.google.com/file/d/0B65TWjYY2NxMTkFSaliphNTIpaEk/view?usp=sharing\)](https://drive.google.com/file/d/0B65TWjYY2NxMTkFSaliphNTIpaEk/view?usp=sharing)
- [2016-2017 ASUC Budget \(https://docs.google.com/spreadsheets/d/1L6EqkDF72O-stMUSkn1A4ftfDCDYeccimduJzqTOSPs/edit?usp=sharing\)](https://docs.google.com/spreadsheets/d/1L6EqkDF72O-stMUSkn1A4ftfDCDYeccimduJzqTOSPs/edit?usp=sharing)
- [2015-2016 ASUC Budget \(https://drive.google.com/file/d/0B0rUuFTZ4ntIRVJBbnY0eXICRzQ/view\)](https://drive.google.com/file/d/0B0rUuFTZ4ntIRVJBbnY0eXICRzQ/view)
- [2014-2015 ASUC Budget \(https://drive.google.com/file/d/0B0rUuFTZ4ntlcGU1QIRzazdHWVU/view\)](https://drive.google.com/file/d/0B0rUuFTZ4ntlcGU1QIRzazdHWVU/view)
- [2013-2014 ASUC Budget \(https://drive.google.com/file/d/0B0rUuFTZ4ntIY0kwNG9oanJaSFE/view\)](https://drive.google.com/file/d/0B0rUuFTZ4ntIY0kwNG9oanJaSFE/view)
- [2012-2013 ASUC Budget \(https://docs.google.com/spreadsheets/d/1365M3rWHlchIkXKp2kTw4iqeYBVDbu2l1k6uhmdS6TU/edit#gid=640394913\)](https://docs.google.com/spreadsheets/d/1365M3rWHlchIkXKp2kTw4iqeYBVDbu2l1k6uhmdS6TU/edit#gid=640394913)
- Please select "2017-2018" if your organization received ASUC Sponsorship through Senate Contingency, Space Reservation, or Greek Opportunity Funding in the current academic year.

2017-2018

### Years of Sponsorship

Enter the number of years the organization is sponsored by ASUC, numbers only.

- You can access this information on the
  - [2017-2018 ASUC Budget \(https://drive.google.com/file/d/0B65TWjYY2NxMTkFSaliphNTIpaEk/view?usp=sharing\)](https://drive.google.com/file/d/0B65TWjYY2NxMTkFSaliphNTIpaEk/view?usp=sharing)

- Enter the number of years appears on the budget, not the one for next year.
- If you cannot find your organization in the budget, enter 0.
- If your organization is new and is not already sponsored, enter 0.
- If your organization is new and received ASUC Sponsorship, please enter 1.

31

**Previous Funding Allocation**

Please enter the amount of funding your organization received in its most recent Spring Budgeting application. Do not include dollar sign, numbers only.

- If none or not previously sponsored, please enter 0
- To check, please refer to the budgets below.
  - [2017-2018 ASUC Budget \(https://drive.google.com/file/d/0B65TWjYY2NxMTkFSalphNTIpaEk/view?usp=sharing\)](https://drive.google.com/file/d/0B65TWjYY2NxMTkFSalphNTIpaEk/view?usp=sharing)
  - [2016-2017 ASUC Budget \(https://docs.google.com/spreadsheets/d/1L6EqkDF72O-stMUSkn1A4ftfDCDYeccimdUJzqTOSPs/edit?usp=sharing\)](https://docs.google.com/spreadsheets/d/1L6EqkDF72O-stMUSkn1A4ftfDCDYeccimdUJzqTOSPs/edit?usp=sharing)
  - [2015-2016 ASUC Budget \(https://docs.google.com/a/asuc.org/file/d/0B7\\_j\\_4L-LvIWVDJmWnp1Tm9DTnM/view\)](https://docs.google.com/a/asuc.org/file/d/0B7_j_4L-LvIWVDJmWnp1Tm9DTnM/view)
  - [2014-2015 ASUC Budget \(https://drive.google.com/file/d/0B0rUuFTZ4ntlcGU1QIRzazdHWVU/view\)](https://drive.google.com/file/d/0B0rUuFTZ4ntlcGU1QIRzazdHWVU/view)
  - [2013-2014 ASUC Budget \(https://drive.google.com/file/d/0B0rUuFTZ4ntIY0kwNG9oanJaSFE/view\)](https://drive.google.com/file/d/0B0rUuFTZ4ntIY0kwNG9oanJaSFE/view)
  - [2012-2013 ASUC Budget \(https://docs.google.com/spreadsheets/d/1365M3rWHlcHlkXKp2kTw4iqeYBVDbu2l1k6uhmdS6TU/edit#gid=640394913\)](https://docs.google.com/spreadsheets/d/1365M3rWHlcHlkXKp2kTw4iqeYBVDbu2l1k6uhmdS6TU/edit#gid=640394913)

12,400

**Senate Contingency/ Space Reservation/ Greek Opportunity Funding**

Did your organization receive funding from Senate Contingency, Space Reservation, or Greek Opportunity Funds during this academic year? If so, please enter the total amount received. Do not include dollar sign, numbers only.

Yes: 1000.00

**Parent Organization**

Does your organization provide allocated ASUC funding for other ASUC-sponsored groups or campus-affiliated organizations? If yes, please provide the list of groups your organization provides funding for.

Yes: We provide funding for Muslim Mental Health Initiative, an initiative spun out from the MSA that also receives funding from the Wellness fund.

**ATTENTION ESC GROUPS:** If your organization is an engineering group, and is planning on receiving funding from Engineering Student Council (ESC), then the group is ineligible to receive ASUC funding, according to ESC finance regulations. However, the group can still be sponsored by the ASUC.

## 2017-2018 Mid-Year Report: Programs/Events

This section is part of the 2017-2018 mid-year report.

Please list up to 10 most important programs/events your organization has held/is planning to hold this 2017-2018 academic year.

\*For Description, include:

- Purpose
- Estimated time and place
- Estimated attendance
- Any other relevant information about the program/event.
- *Spaces*: If applicable, please mention the necessity office/storage space as relevant to the program/event. We understand that not all programs/events necessitate office/storage space.

### Program/Event #1:

#### Title

Welcome Week events

#### Description

Date: 09/2017

Location: Sproul, Willard Park, On Campus room for general meeting

Attendance: 300 students

Spaces utilized: Cubicle, Cage

#### Estimated Budget

*Do not include dollar sign, numbers only.*

800

### Program/Event #2:

#### Title

Friday Prayer

#### Description

Weekly congregational meeting composed of ~45 minute speech and a five minute prayer session. Speakers include: faculty, graduate students, local religious scholars, and lecturers flown in from across the U.S. This event is open to people of all faiths and spiritual inclinations. Friday Prayers are held mainly at Hearst Gym, but during Experience Islam Week it is held at Memorial Glade.

Date: Every week, throughout the year

Location: Hearst Gym

Attendance: 400 students

Spaces utilized: Cubicle, Cage

#### Estimated Budget

*Do not include dollar sign, numbers only.*

300

**Program/Event #3:****Title**

Socials, Knowledge classes

**Description**

Socials: The MSA coordinates weekly or biweekly social events to help foster community and provide fun, safe activities for its members. Past events included BBQs, broomballing, bowling, dinner nights, paintballing, self defense workshops, Sky High (trampoline dodgeball), etc

Knowledge classes: The MSA invites various scholars and spiritual leaders to speak on campus. Most commit to a lecture series covering a specific topic, usually in 4 sessions or 1 session. These series are intended to guide students in their spiritual and intellectual development.

Date: Bi-weekly, throughout the week

Location: Various rooms on campus, nearby community restaurants, nearby community establishments

Attendance: 120 students

Spaces utilized: Cubicle, Cage

**Estimated Budget**

***Do not include dollar sign, numbers only.***

800

**Program/Event #4:****Title**

General Meetings, Committee Events (including Project Downtown)

**Description**

General Meetings: We hold general meetings twice a semester to update our members on events and to encourage participation at events and behind the scenes. General Meetings are also our most reliable method of receiving feedback on events and determine what events and issues are important to members. Furthermore, these meetings help facilitate discussion regarding our mission statement, current events, and up to date goals for the semester. Food/light refreshments are served, and the meeting is occasionally followed by a social activity such as quiz competitions, etc.

Committee Events: Committees hold a variety of events for our community. One of the largest events is Project Downtown, which involves handing out food throughout Berkeley and Oakland to those who often go without it. We start by setting up tables on Sproul every other Friday to make bags with sandwiches, fruit, and water. We then spend our Friday afternoon handing out the food to the homeless communities near People's Park, Telegraph, and Shattuck. Along with Project Downtown, other committee events include Berkeley Project, clothing drives for the homeless, weekly tabling (four days a week), voter registration drives, charity week (raised 700 dollars).

Date: 1 general meeting/month, bi-weekly Project Downtown events, ~bi-weekly committee events

Location: Various rooms on campus, Sproul, food distribution at People's Park

Attendance: 200

Spaces utilized: Cubicle, Cage

**Estimated Budget**

***Do not include dollar sign, numbers only.***

2000

**Program/Event #5:****Title**

Fall Charity Banquet

**Description**

We raised over 2000 dollars for Rohingya refugees at our Fall charity banquet.

Date: 11/2017

Location: Pauley Ballroom

Attendance: 150

Spaces utilized: Cubicle, Cage

**Estimated Budget**

***Do not include dollar sign, numbers only.***

800

**Program/Event #6:****Title**

MSA West Conference

**Description**

We had the pleasure of hosting the annual MSA West conference at Berkeley. This was a collaboration with MSA's from other schools around California, and consisted of a weekend long event where students and scholars from across the US came to Berkeley to attend seminars, form lifelong friendships, and explore UC Berkeley. We are looking forward to contributing to this event in the following years as well (including net year)

Date: 02/2018

Location: Pauley Ballroom, Memorial Glade, RSF, Wheeler Hall, other rooms on campus

Attendance: 1000+

Spaces utilized: Cubicle, Cage

**Estimated Budget**

***Do not include dollar sign, numbers only.***

5500

**Program/Event #7:****Title**

Day of Remembrance

**Description**

This is an event co-sponsored with the Nikkei Student Union to highlight the similarities between the Muslim and Japanese communities. The event this year included two guest speakers from our community.

Date: 02/2018

Location: MCC

Attendance: 80

Spaces utilized: Cubicle

**Estimated Budget**

***Do not include dollar sign, numbers only.***

100

**Program/Event #8:****Title**

## New Tent Unveiling

**Description**

Due to large amount of tabling we do (4 days a week every week), we decided to have an event to unveil the new tent we purchased. Our previous tent was extremely old, aging, unstable, and detracted from our community tabling efforts.

Date: 02/2018

Location: Sproul

Attendance: 50

Spaces utilized: Cubicle, Cage

**Estimated Budget**

***Do not include dollar sign, numbers only.***

1600

**Program/Event #9:****Title**

Spring Charity Banquet

**Description**

Date: 04/2018

Location: On campus (TBD)

Attendance: 200

Spaces utilized: Cubicle, Cage

**Estimated Budget**

***Do not include dollar sign, numbers only.***

2000

**Program/Event #10:****Title**

MSA Graduation Ceremony

**Description**

Date: 05/2018

Location: On campus (TBD)

Attendance: 200

Spaces utilized: Cubicle, Cage

**Estimated Budget**

***Do not include dollar sign, numbers only.***

2000

## 2017-2018 Mid-Year Report: Funding Information

Please enter the amount of funding your student group has received for the 2017-2018 academic year in each category (*excluding past ASUC Budgeting, Senate Contingency Fund, Space Reservation Fund, and Greek Opportunity Fund*).

**Membership Dues:**

*Do not include dollar sign, numbers only.*

0

**Fundraisers:**

*Do not include dollar sign, numbers only.*

0

**Grants:**

*Do not include dollar sign, numbers only.*

0

**Department Support:**

*Do not include dollar sign, numbers only.*

0

**Private/Corporate Donations:**

*Do not include dollar sign, numbers only.*

0

**Other Funding Sources (*please specify*):**

*Include the funding amounts and brief description of the funding sources.*

0

**Please list any funding sources your student group plans on applying for/has applied for in this academic year:**  
*Include the funding amounts and brief description of the funding sources.*

We applied for the Student Tech Fund (~\$5000) for the Muslim Mental Health Initiative

**Please upload a copy of your organization's 2017-2018 (current) working budget.**

Uploaded File: Budget.xlsx

## 2018-2019 Annual Budgeting: Operational Revenues and Expenses

In this section, please only include your organization's ESTIMATED OPERATIONAL revenues and expenses, do not include the budget for your organization's programs and events.

If your organization is expecting the same operational capacity and same programs/events next year, it is perfectly fine to use the information you entered for the mid-year report as a reference. However, you should also consider any potential changes that may affect the budget in the upcoming year.

### Operational Revenues:

Please **ESTIMATE** the amount of revenue your student group will receive for the **2018-2019** academic year in each category (*excluding ASUC Spring Budgeting, Senate Contingency Fund, Space Reservation Fund, and Greek Opportunity Fund*).

#### Membership Dues:

*Do not include dollar sign, numbers only.*

0

#### Fundraisers:

*Do not include dollar sign, numbers only.*

0

#### Grants:

*Do not include dollar sign, numbers only.*

0

#### Department Support:

*Do not include dollar sign, numbers only.*

0

#### Private/Corporate Donations:

*Do not include dollar sign, numbers only.*

0

#### Other Funding Sources (*please specify*):

*Include the amounts and brief description of the sources.*

0

#### Total Estimated Operational Revenue:

*Sum previous boxes. Do not include dollar sign, numbers only.*

0

### Operational Expenses:

Please estimate the amount your student group will spend for the **2018-2019** academic year in each category.

#### Printing/Photocopying:

*Do not include dollar sign, numbers only.*

300

#### Advertising:

**Do not include dollar sign, numbers only.**

300

**Stationery Supplies:**

**Do not include dollar sign, numbers only.**

200

**Facilities:**

**Do not include dollar sign, numbers only.**

*No Response*

**Equipment:**

**Do not include dollar sign, numbers only.**

5,000

**Other Expenses (please specify):**

***Include the amounts and brief description of the sources.***

Equipment: new speakers for weekly prayer in Hearst Gym, hard drive for videos, microphone. We are in desperate need of new speakers for our weekly prayers as the current speakers we check out from the Cub-E near GBC are not suitable for our needs. Sometimes, despite booking in advance, we are told the speakers are unavailable for us. Other times, the speakers do not work at all. Both of these common occurrences seriously disrupt our congregational service.

**Total Estimated Operational Expenses:**

**Do not include dollar sign, numbers only.**

5,800

## 2018-2019 Annual Budgeting and Spaces: Programs/Events Planned

**Budgeting:** In this section, please include your organization's estimated revenues and expenses for all planned programs and events for the 2018-2019 academic year. Do NOT include estimated operational information from the previous page.

**Spaces:** If you are only applying for space allocation, you do not need to include cost figures, but please list all relevant supplies that may require office/storage space.

Please provide information for all your planned programs/events for the next academic year (2018-2019). Start with the most important ones, or the ones with the biggest budgets. If your group plans to have over 10 programs/events, provide a sum of the expenses and revenues of the remaining ones at the end.

**Example for Revenues Breakdown (money brought in):**

*Admission fee: 400*

*Donations: 600*

*Fundraising: 200*

...

**Example for Expenses Breakdown (money spent):**

*Room rental: 100*

*Flyers: 30*

*Security: 150*

...

### Program/Event #1:

#### Title

Welcome Week Events

#### Goal/Description

The goal of welcome week is to welcome back returning students and introduce new students to Berkeley, and our MSA community

#### Expenses Breakdown

Room rental: 100

Cutlery, tablecloths, etc: 50

Decorations: 100

Games: 50

Food: 500

#### Total Expenses

*Do not include dollar sign, numbers only.*

800

#### Revenues Breakdown

*Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.*

*No Response*

#### Total Revenues

*Do not include dollar sign, numbers only.*

*Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.*

0

**Program/Event #2:****Title**

Friday Prayers

**Goal/Description**

Weekly congregational meeting composed of ~45 minute speech and a five minute prayer session. Speakers include: faculty, graduate students, local religious scholars, and lecturers flown in from across the U.S. This event is open to people of all faiths and spiritual inclinations. Friday Prayers are held mainly at Hearst Gym, but during Experience Islam Week it is held at Memorial Glade.

**Expenses Breakdown**

Honorariums for well known speakers throughout the year: 1000  
New prayer mats to replace aging mats we currently use: 500

**Total Expenses*****Do not include dollar sign, numbers only.***

1500

**Revenues Breakdown*****Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

0

**Total Revenues*****Do not include dollar sign, numbers only.******Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

0

**Program/Event #3:****Title**

Socials, Knowledge Classes

**Goal/Description**

Socials: The MSA coordinates weekly or biweekly social events to help foster community and provide fun, safe activities for its members. Past events included BBQs, broomballing, bowling, dinner nights, paintballing, self defense workshops, Sky High (trampoline dodgeball), etc

Knowledge classes: The MSA invites various scholars and spiritual leaders to speak on campus. Most commit to a lecture series covering a specific topic, usually in 4 sessions or 1 session. These series are intended to guide students in their spiritual and intellectual development.

**Expenses Breakdown**

Honorariums for well known speakers throughout the year (we want to leverage our connections and bring in some nationally recognized scholars, to possibly hold events that the wider campus community would be interested in): 4500  
Room reservations: 1000  
Flyers and pamphlets: 250  
Decorations for socials: 250  
Other materials for socials: 250  
Food for socials: 1250  
Refreshments for Knowledge Classes: 500

**Total Expenses*****Do not include dollar sign, numbers only.***

8000

**Revenues Breakdown****Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.**

Donations: 500

**Total Revenues****Do not include dollar sign, numbers only.****Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.**

500

**Program/Event #4:****Title**

General Meetings, Committee Events (including Project Downtown)

**Goal/Description**

General Meetings: We hold general meetings twice a semester to update our members on events and to encourage participation at events and behind the scenes. General Meetings are also our most reliable method of receiving feedback on events and determine what events and issues are important to members. Furthermore, these meetings help facilitate discussion regarding our mission statement, current events, and up to date goals for the semester. Food/light refreshments are served, and the meeting is occasionally followed by a social activity such as quiz competitions, taboo etc.

Committee Events: Committees hold a variety of events for our community. One of the largest events is Project Downtown, which involves handing out food throughout Berkeley and Oakland to those who often go without it. We start by setting up tables on Sproul every other Friday to make bags with sandwiches, fruit, and water. We then spend our Friday afternoon handing out the food to the homeless communities near People's Park, Telegraph, and Shattuck. Along with Project Downtown, other committee events include Berkeley Project, clothing drives for the homeless, weekly tabling (four days a week), voter registration drives, charity week, etc.

**Expenses Breakdown**

Room reservation for all committee events: 4000

Honorariums for speakers at committee events: 2000

Project Downtown cutlery for making food, table cloths, bags for distribution (working on transitioning from bi-weekly to weekly): 500

Flyers for all committee events: 500

Food for general meetings: 750

Food for all committees events: 750

Food for Project Downtown: 1000

Interfaith Literature (for tabling): 500

**Total Expenses****Do not include dollar sign, numbers only.**

10000

**Revenues Breakdown****Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.**

Donations

**Total Revenues****Do not include dollar sign, numbers only.****Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.**

1000

**Program/Event #5:****Title**

Fall Charity Banquet

**Goal/Description**

A banquet to celebrate the end of the semester, showcase our community's accomplishments, and raise awareness for and support a charitable cause.

**Expenses Breakdown**

Room Reservation: 1000  
 Decorations: 250  
 Honorariums for speakers: 500  
 Honorariums for performers: 500  
 Flyers: 100  
 Food: 1250

**Total Expenses**

***Do not include dollar sign, numbers only.***

3600

**Revenues Breakdown**

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

All donations go to the charity  
 All ticket sales revenue goes to the charity

**Total Revenues**

***Do not include dollar sign, numbers only.***

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

0

**Program/Event #6:****Title**

Spring Charity Banquet

**Goal/Description**

A banquet to celebrate the end of the semester, showcase our community's accomplishments, and raise awareness for and support a charitable cause.

**Expenses Breakdown**

Room Reservation: 1000  
 Decorations: 250  
 Honorariums for speakers: 500  
 Honorariums for performers: 500  
 Flyers: 100  
 Food: 1250

**Total Expenses**

***Do not include dollar sign, numbers only.***

*No Response*

**Revenues Breakdown**

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

All donations go to the charity  
 All ticket sales revenue goes to the charity

**Total Revenues**

***Do not include dollar sign, numbers only.***

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

0

**Program/Event #7:**

**Title**

Mental Health Workshop Series

**Goal/Description**

A week of events to educate our community about the importance of mental health

**Expenses Breakdown**

Room reservations: 500

Honorariums for speakers: 500

Food: 500

Educational materials to hand out: 500

**Total Expenses**

***Do not include dollar sign, numbers only.***

2000

**Revenues Breakdown**

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

0

**Total Revenues**

***Do not include dollar sign, numbers only.***

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

0

**Program/Event #8:**

**Title**

Experience Islam Week

**Goal/Description**

A week of events to promote interfaith understanding and discussion within the larger Berkeley campus and community (students, parents on campus, local organizations in the area)

**Expenses Breakdown**

Interfaith materials: 500

Honorariums for speakers from all faiths: 1000

Food: 500

**Total Expenses**

***Do not include dollar sign, numbers only.***

2000

**Revenues Breakdown**

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

No Response

**Total Revenues*****Do not include dollar sign, numbers only.******Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

0

**Program/Event #9:****Title**

Privilege Talks Event Series

**Goal/Description**

Privilege talks is a series and open discussion about disenfranchised communities within our own community to spotlight race, gender, and socioeconomic advantages. This series will help our community members empathize with one another, while recognizing their own privileges.

**Expenses Breakdown**

Honorariums: 250

Food: 250

Flyers: 100

**Total Expenses*****Do not include dollar sign, numbers only.***

600

**Revenues Breakdown*****Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.****No Response***Total Revenues*****Do not include dollar sign, numbers only.******Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.****No Response***Program/Event #10:****Title**

MSA Graduation Ceremony

**Goal/Description**

To celebrate our graduating seniors and their families

**Expenses Breakdown**

Room reservation: 1500

Decorations: 500

Flyers: 250

Food: 1250

**Total Expenses*****Do not include dollar sign, numbers only.***

3500

**Revenues Breakdown**

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

Ticket sales: 1000

**Total Revenues**

***Do not include dollar sign, numbers only.***

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

1000

**REMAINING PROGRAMS/EVENTS TOTAL EXPENSES**

***Do not include dollar sign, numbers only.***

750

**REMAINING PROGRAMS/EVENTS TOTAL REVENUES**

***Do not include dollar sign, numbers only.***

***Do not include ASUC funding, such as Spring Budgeting, Senate Contingency, etc.***

250

## 2018-2019 Annual Budgeting: Funding Request

In accordance with ASUC Finance By-Laws, no ASUC funds may be used to:

- Purchase food and beverages;
- Pay registration fees for Intramural teams;
- Purchase or reimburse a group for flyers (advertising) that do not display the words “Sponsored by the ASUC” or “ASUC”;
- Purchase or reimburse a group for flyers (advertising) that do not indicate the degree of wheelchair accessibility to the event described by the flyer;
- Purchase or reimburse a group for stationary that does not display the logo of the A.S.U.C.; or
- Travel outside the Bay Area, defined as the nine counties of---1) Alameda, 2) Contra Costa, 3) Marin, 4) Napa, 5) San Francisco, 6) San Mateo, 7) Santa Clara, 8) Solano, and 9) Sonoma;
- Pay for any costs related to local events that fall outside the geographic boundaries of Ashby, to the south, MLK to the west, Cedar to the north, and the hills of the east
- Pay for any costs not related to the mission of the ASUC or the organization in question, including prizes for individuals.

Please do not include the budgets for any items listed above in your total funding requested. The ASUC Chief Financial Officer and the ASUC Finance Committee will not approve funding for any items outlined in the Annual Restriction in Spring Budgeting, except for extenuating circumstances.

If your organization wishes to spend ASUC funding on items listed above, it will have to submit a Finance Rule Waiver next academic year.

### Funding Limits for 1st, 2nd, and 3rd Year SAG, SISG, and PUB groups

Please keep in mind there are specific funding limits for 1st, 2nd, and 3rd Year SAG and PUB groups:

1st Year SAG: \$400  
 2nd Year SAG: \$500  
 3rd Year SAG: \$500

1st Year SISG: \$500  
 2nd Year SISG: \$600  
 3rd Year SISG: \$600

1st Year PUB: \$700  
 2nd Year PUB: \$900  
 3rd Year PUB: \$1,100

In light of your organization's operational and programs/events revenues and expenses, and in light of the ASUC's limited funding, please enter the amount of funding your organization is requesting for 2018-2019 academic year. *(if not requesting for funding, please enter SPONSORSHIP ONLY and no funding)*

27000

## 2018-2019 Eshleman Hall Office Space Allocation

Welcome! The Executive Vice President's Office allocates cubicle and private office space in 312 Eshleman Hall. Student groups **MUST REAPPLY** even if they have office space in the 2017-2018 academic year.

**Would you like to apply for office space in 312 Eshleman Hall?**

*If not, skip the rest of the form.*

YES

**What ASUC office space does your organization currently have? Please mark all that apply.**

Cubicle space

**Please select your office space preference for 2018-2019.**

*Private office spaces have doors with key-card access, while cubicles are open within 312.*

Cubicle space

**Please give a general account of the activities that (would) take place in the office space.**

We use this space to store materials for our organization, including our tent for tabling (we table Monday - Thursday every week of the semester), store other supplies for our club, and also we want to potentially store our speakers for our weekly prayers in Hearst gym at the cubicle. However, beyond just storage, our community uses this space on a very regular basis. Our community members are almost always in the cubicle, as it provides a safe space for them to gather and share their experiences, meet one another, unwind, and also contribute productively to our organization's operations via planning events, working on initiatives, etc. Many of our members come from community groups that are underrepresented in higher education, and thus it is imperative for our student's mental, physical, and social wellbeing for them to have this space. Our students recognize this, and thus they are always using our cubicle. It is hard to find a time during the week when our cubicle is not filled with our group's members.

**How often does (would) your group utilize the space? Please be realistic.**

Nearly every day/Every day

**What percentage (%) of members (would) use this space on a regular basis, and why?**

Greater than 75% of our members use this space on a regular basis. The cubicle is a safe space for our members to gather and share their experiences, meet one another, unwind, and also contribute productively to our organization's operations via planning events, working on initiatives, etc. Many of our members come from community groups that are underrepresented in higher education, and thus it is imperative for our student's mental, physical, and social wellbeing for them to have this space. Our students recognize this, and thus they are always using our cubicle. It is hard to find a time during the week when our cubicle is not filled with our group's members.

**What days/times does (would) your group use the space usually?**

*Use format: MWF 11-2pm like on CalCentral*

MTWThFSSu 9 AM - 10 PM

**Does your student group deal with/store confidential or sensitive student information?**

*If so, please briefly elaborate.*

*Yes: We have to store student information such as photographs, video clips, and other media involving our students.*

**Considering our limited space, high demand, and the layout of 312 Eshleman, almost all student groups will share space/be placed in a grouping of 2-4 cubicles.**

**Which groups would you prefer to share with? Are there any groups you cannot/should not share with?**

*Please elaborate and list 1-4 preferred groups/group types.*

We would prefer to share space with: (because...): *Association for Muslim Professional Development (AMPD), because we have already been sharing a space with them this semester and our relationship has been very smooth. If not AMPD, preferably one of the other multicultural organizations*

**Is there anything else you would like the Office of Executive Vice President to know in order to make an informed decision?**

Having this cubicle space for the past several years has truly allowed our organization's community to feel safe and connected, and we believe that moving forward we still need this space for the functions listed above.

***By submitting this application, you acknowledge that***

- You will be considered for office space allocation.***
- The submission of this application does not guarantee that your organization will receive a space allocation.***
- The information that you have provided above is accurate to the best of your knowledge and will impact the space allocations.***

## 2018-2019 Hearst Gym Storage Space Application

Welcome! The Office of Executive Vice President allocates storage space in the Hearst Gymnasium basement. Student groups who currently have storage space **MUST REAPPLY** to be considered for re-allocation.

**Would you like to apply for storage space in the Hearst Gymnasium?**

*If not, skip the rest of this form.*

Yes

**What ASUC storage space does your organization currently have? Please mark all that apply.**

Cage, private

**Please rank your top 3 storage preferences. Mark "Any" as your third preference to increase your chances of receiving an allocation, such as a locker.**

... - Cage, shared

... - Large cage, shared

... - Super large cage, shared

2 - Cage, private

1 - Large cage, private

... - Super large cage, private

... - Locker

3 - Any

**Please give a general inventory of the items you (would) store in the storage space.**

The items stored include clothing (club t-shirts and sweatshirts), utensils, tabling equipment, canopy, books, pamphlets, banquet decorations, boxes of storage items, and other items that we don't have room for in our cubicle. The cubicle is necessary for community organizing and meetings and therefore we can not store most of our stuff there as it would affect the number of people who can utilize that space if the space is taken up by boxes and storage. Additionally, we recently were forced to purchase a new speaker system for our weekly prayers because we were consistently having issues with the system from CubE which affected our ability to hold prayers. For example, one week our reservation was unexpectedly canceled. The new system we purchased will be stored in the cage as well both because it is unsafe to leave an expensive piece of equipment out in the cubicle and because the cages are located in Hearst Gym which is also where our weekly prayers are held. The speakers are quite heavy and require multiple people to carry them so storing them close to where we pray is greatly beneficial.

**How often would the space be accessed/used? Please be realistic.**

2-4 times per week

**Why do you need on-campus storage? How does (would) your use of ASUC storage space directly relate to your group activities?**

Our organization holds knowledge classes, banquets, socials, tabling activities. We also hold meetings, safe space discussions, and a study space for students who can feel unsafe in other spaces especially during things like Free Speech Week. Most of this is conducted in the cubicle. We use the space as a meeting place to plan all of these activities as well as use the space as a centralized location to convene. However, with all of the events we put on we end up having a lot of things to store such as banquet decorations, pamphlets and books for tabling, and utensils for events. Without a storage space this stuff starts to take up space in the cubicle and affects the ability to utilize the cubicle as it should be. We already share our cubicle with a number of other organizations so we need to be able to store the stuff we don't use every day in an alternative location.

**Does (would) your organization STORE confidential/sensitive information in the storage space?**

*If so, please describe the type of materials you store.*

Yes: *We would store expensive materials (speakers, new tent), as well as sensitive electronic information (photographs, records), and other things that we would not feel comfortable storing in one of our member's personal housing*

**Considering our limited space and high demand, almost all student groups will share storage space.**

**Which groups would you prefer to share with? Are there any groups you cannot/should not share with?*****Please elaborate and list 1-2 preferred groups/group types.***

We would prefer to share space with: (because...): *If we have to share, we would prefer to share with: PSA, Threads, ASA, ASU, SJP, BFP, or SOS*

We absolutely require our own storage space(s) because...: *We believe we need our own space because this will enable us to store our materials that are essential for MSA community events and general operations. A lot of our materials are valuable, and have been used by others without our permission in the past. We would prefer to have our own space so that we can keep our belongings secure.*

**Is there anything else that you would like the Office of the Executive Vice President to know in order to make an informed decision?**

*No Response*

***By submitting this application, you acknowledge that******- You will be considered for storage space allocation.******- The submission of this application does not guarantee that your organization will receive a space allocation.******- The information that you have provided above is accurate to the best of your knowledge and will impact the space allocations.***

## Submission

**You have reached the end of the 2018-2019 Annual Budgeting and Spaces Allocation application!**

**Please review your application once more before submitting. Please check for missing documents or incorrect files attached so that your application is not automatically denied.**

**When you submit the application, make sure to hit the "Submit for Approval" button in the review page (next page). You will also receive an email confirmation if the submission is successful. Please keep the email confirmation for proof of submission.**

**After you have submitted this application, please download the PDF version of the submission, and upload the PDF to the DOCUMENT section of your organization's Callink page.**

**For step-by-step instructions on how to download and save a PDF version of your submission, click [here](https://drive.google.com/file/d/0B65TWjYY2NxMSm1VX2dhRHEwS00/view?usp=sharing) (<https://drive.google.com/file/d/0B65TWjYY2NxMSm1VX2dhRHEwS00/view?usp=sharing>).**