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2019-2020 ASUC Annual Budgeting and Spaces Application (ABSA)

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 governing documents
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. 2019-2020 Timeline:

- March 1, 10:00am: Application is available on Callink.
- ABSA Workshops to be held in the Senate Chambers on the fifth floor of Eshleman Hall
 - March 10, 3:00-4:00pm
 - March 11, 7:00-8:00pm
- March 15, 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 20: Initial allocation decisions will be available on Callink. Individual emails regarding initial allocation will be sent out shortly after this date.
- March 20 - March 27: 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 on April 8th and 15th. 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 8th. Groups will not be required to be present during appeal.
- **April 11:** Final decisions will be released for space allocations, after being approved by Senate.
- **April 18:** 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 27th. 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>) to become registered before proceeding with your funding application. In order to check whether or not your organization is an RSO, go to callink.berkeley.edu and search the name of your organization using the search bar on the home screen of Callink. You will be able to find your organization if it is an RSO with the LEAD Center. If you cannot find it, then you need to contact the LEAD Center to figure out the situation. If your organization is new and is currently going through the process of becoming an RSO, you need to send an email to cfo@asuc.org explaining the situation; otherwise your spring budgeting application could be declined.

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. 2018-2019 Membership Information
3. Contact Information
4. Sustainability

1. GENERAL INFORMATION

Full Official Name of Organization

As it appears on the your Callink page

To find the full official title of your organization, search for key words of your organization's name in the search bar on Callink. The full name of your organization will appear on your organization's Callink page.

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.

No

Registration Status

Please check a box below to certify whether or not your organization currently holds the status of 'registered student organization' with the University.

Yes

Please check this box to certify that the organization agrees to abide by the conditions of ASUC sponsorship as delineated in [ASUCBL 2201 \(https://docs.google.com/document/d/1JypYYNfppbl-KAKzzWWvDEPHxU_yMhSEQcpmYGB4w-l/edit\)](https://docs.google.com/document/d/1JypYYNfppbl-KAKzzWWvDEPHxU_yMhSEQcpmYGB4w-l/edit) and understands that the ASUC reserves the right to revoke sponsorship if the Organization fails to abide by and uphold these terms.

Selected

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 (MSA) at the University of California, Berkeley originated primarily to bring together Muslims of diverse backgrounds and cultures under one unified, organized, proactive community. The MSA 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 most recent governing documents (including constitution, charter, bylaws, rules, policies) as registered with the University).

Uploaded File: Constitution.pdf

Membership and Recruitment Criteria

Please enter a brief description of your organization's method of recruitment and criteria for conferring membership.

All persons subscribed to the main MSA email list are considered general members of the MSA. We will not have according to California State Law. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.)

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.

The Muslim Student Association is an eclectic organization that not only affiliates with, but also embodies other student groups such as: PSA (Pakistani Student Association), ASA (Afghan Student Association), ARRC (Arab Recruitment and Retention), AlBayan Magazine, AMPD (American Muslim Professional Development), Students Organized for Syria, ASA (Armenian Student Association), SSA (Sikh Student Association), HSC (Hindu Student's Council), and Boalt MSA. 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. 2018-2019 MEMBERSHIP INFORMATION**Number of UC Berkeley Registered Undergraduate Students:**

800-1000

Number of UC Berkeley Registered Graduate Students:

100

Number of UC Berkeley Faculty and Staff:

5

Total Number of Members:

900-1100

Total Number of Active Members:

400

3. CONTACT INFORMATION

In this section, please provide the contact information of 4 members that can represent your organization to answer questions about its finances and other questions about this application.

- 4 registered University students within the organization *OR*
- 2 registered University students within the organization and 2 faculty/staff members affiliated with it.

Please make sure that at least one of the aforementioned students will not graduate this semester and will remain active in the management of the budget and finances of the organization.

Contact #1:**Full Name:**

Basil Farooq Abdur Raquib

Email Address:

basilf@berkeley.edu

Position in Organization:

Treasurer

Phone Number:

4088065915

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

Selected

Contact #2:**Full Name:**

Naser Abdelrahman

Position in the Organization:

President

Email Address:

naser.abd@berkeley.edu

Phone Number:

650-713-9163

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

Yes

Contact #3**Full Name:**

Sabreen Abdelrahman

Position in the Organization:

Internal VP

Email Address:

sabreen@berkeley.edu

Phone Number:

4084317334

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

Yes

Contact #4:**Full Name:**

Hanan Sinada

Position in the Organization:

External VP

Email Address:

h.sinada@berkeley.edu

Phone Number:

415-570-1190

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

No

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 don't have a sustainability coordinator.

ASUC Sponsorship Information

ASUC Account Number

To find your account number, go to callink.berkeley.edu and search your organization in the search bar on the home page of Callink. Once you find it, go to your organization's Callink page and click on the Finance tab on the left-hand sidebar. If you cannot find the Finance tab, then you need to contact the advisor, president, treasurer, or any ASUC agents in your organization who has access to that information. Once you have pressed the Finance tab, go to the Accounts tab. Your ASUC Account Number is the one that has "ASUCFunds" associated with it. Copy and paste the number back into the application. Include the dashes.

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

3-40-201676-00000-ASUCFunds-MSA

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.

- [2018-2019 ASUC Budget \(https://docs.google.com/spreadsheets/d/1bW2VP8DNOeAtAAh8YMEdugi-zblhFbP7Sw9JhkhAKxY/edit?usp=sharing\)](https://docs.google.com/spreadsheets/d/1bW2VP8DNOeAtAAh8YMEdugi-zblhFbP7Sw9JhkhAKxY/edit?usp=sharing)
- [2017-2018 ASUC Budget \(https://drive.google.com/file/d/0B65TWjYY2NxmTKFSalpnTlpaEk/view?usp=sharing\)](https://drive.google.com/file/d/0B65TWjYY2NxmTKFSalpnTlpaEk/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 \(https://docs.google.com/spreadsheets/d/1365M3rWHlcHlkXKp2kTw4iqeYBVDbu2I1k6uhmdS6TU/edit#gid=640394913\)](https://docs.google.com/spreadsheets/d/1365M3rWHlcHlkXKp2kTw4iqeYBVDbu2I1k6uhmdS6TU/edit#gid=640394913)
- Please select "2018-2019" if your organization received ASUC Sponsorship through Senate Contingency, Space Reservation, or Greek Opportunity Funding in the current academic year.

2018-2019

Years of Sponsorship

Enter the number of years the organization is sponsored by ASUC, numbers only. You can access this information on the [2018-2019 ASUC Budget \(https://docs.google.com/spreadsheets/d/1bW2VP8DNOeAtAAh8YMEdugi-zblhFbP7Sw9JhkhAKxY/edit?usp=sharing\)](https://docs.google.com/spreadsheets/d/1bW2VP8DNOeAtAAh8YMEdugi-zblhFbP7Sw9JhkhAKxY/edit?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.

32

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.
 - ○ ■ **2018-2019 ASUC Budget** (<https://docs.google.com/spreadsheets/d/1bW2VP8DNOeAtAAh8YMEduji-zblhFbP7Sw9JhkhAKxY/edit?usp=sharing>)
 - **2017-2018 ASUC Budget** (<https://drive.google.com/file/d/0B65TWjYY2NxMTkFSalphNTIpaEk/view?usp=sharing>)
 - **2016-2017 ASUC Budget** (<https://docs.google.com/spreadsheets/d/1L6EqkDF72O-stMUSkn1A4ftDCDYeccimdUJzqTOSPs/edit?usp=sharing>)
 - **2015-2016 ASUC Budget** (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>)
 - **2013-2014 ASUC Budget** (<https://drive.google.com/file/d/0B0rUuFTZ4ntly0kwNG9oanJaSFE/view>)
 - **2012-2013 ASUC Budget** (<https://docs.google.com/spreadsheets/d/1365M3rWHlcHikXKp2kTw4iqeYBVDbu2l1k6uhmdS6TU/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.

No

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.

No

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.

2018-2019 Mid Year Report: Programs/Events Held

This section is part of the 2018-2019 mid-year report. You can also use this information as a guideline for the budgeting portion of the mid-year report.

Please list up to 5 of the most important programs/events your organization has already held in the 2018-2019 academic year.

If your organization is new and did not hold any programs/events prior to the completion of this application, please leave this page blank.

Program/Event #1:

Title:

Jumma

Please select the category that best describes your event:

Public Event - open to all students and staff of UC Berkeley as well as members of the general public

Please select the category that best describes your event:

Other

Estimated Budget:

You can reference your organization's 2018-2019 ASUC ABSA application. There should be a copy in your group's Callink document page. Do not include the dollar sign, only numbers.

2100

Actual Budget:

Do not include the dollar sign, only numbers.

2150

Program/Event #2:

Title:

Ilm Classes (Educational)

Please select the category that best describes your event:

Public Event - open to all students and staff of UC Berkeley as well as members of the general public

Please select the category that best describes your event:

Workshops/Professional Development

Estimated Budget:

You can reference your organization's 2018-2019 ASUC ABSA application. There should be a copy in your group's Callink document page. Do not include the dollar sign, only numbers.

5400

Actual Budget:

Do not include the dollar sign, only numbers.

5400

Program/Event #3:

Title:

Eid Banquet

Please select the category that best describes your event:

Public Event - open to all students and staff of UC Berkeley as well as members of the general public

Please select the category that best describes your event:

Social

Estimated Budget:

You can reference your organization's 2018-2019 ASUC ABSA application. There should be a copy in your group's Callink document page. Do not include the dollar sign, only numbers.

300

Actual Budget:

Do not include the dollar sign, only numbers.

400

Program/Event #4:

Title:

Welcome Dinners Spring

Please select the category that best describes your event:

Public Event - open to all students and staff of UC Berkeley as well as members of the general public

Please select the category that best describes your event:

Social

Estimated Budget:

You can reference your organization's 2018-2019 ASUC ABSA application. There should be a copy in your group's Callink document page. Do not include the dollar sign, only numbers.

1000

Actual Budget:

Do not include the dollar sign, only numbers.

800

Program/Event #5:

Title:

Project Downtown

Please select the category that best describes your event

Public Event - open to all students and staff of UC Berkeley as well as members of the general public

Please select the category that best describes your event:

Other

Estimated Budget:

You can reference your organization's 2018-2019 ASUC ABSA application. There should be a copy in your group's Callink document page. Do not include the dollar sign, only numbers.

840

Actual Budget:

Do not include the dollar sign, only numbers.

700

2018-2019 Mid-Year Report: Funding Information

Please enter the amount of funding your student group has received for the 2018-2019 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.

8514.39

Grants:

Do not include dollar sign, numbers only.

1000

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.

Public Service Center Grant \$1000

Please upload a copy of your organization's 2018-2019 (current) working budget.

Uploaded File: 2018-2019_Budget.xlsx

2019-2020 Planned Programs/Events

This section is part of the 2019-2020 plan.

Please list up to 5 most important programs/events your organization has held/is planning to hold this 2019-2020 academic year, including the relevant information required for each event. If you have less than 5 events, put n/a for the sections that you wish to leave empty.

Program/Event #1:

Title

Jummah

Please select the category that best describes your event:

Public Event - open to all students and staff of UC Berkeley as well as members of the general public

Please select the category that best describes your event

Other

Please indicate your type of event if you selected Other:

Religious Sermon

Estimated Event Length (ex. 1 hour, 3 hours, 48 hours)

1 hour per week

Estimated Attendance (For member-only events: % of members attended; For events to the public: number of individuals attended)

150

Please indicate the frequency of the events.

10+

Estimated Revenues Breakdown

Do not include dollar sign, numbers only.

Please be specific (ex. Admission fee: 400, Donations: 600, Fundraising: 200). Please separate different expenses by line.

0

Total Estimated Revenue

Do not include dollar sign, numbers only.

0

Estimated Expenses Breakdown

Do not include dollar sign, numbers only.

Please be specific (ex. Decorations: x, Food: x). Please separate expenses by line.

Speaker: \$150/week

Total Estimated Expenses

Do not include dollar sign, numbers only.

2100

Program/Event #2:

Title

Ilm Classes

Please select the category that best describes your event:

Public Event - open to all students and staff of UC Berkeley as well as members of the general public

Please select the category that best describes your event:

Workshop/Professional Development

Please indicate your type of event if you selected Other:

No Response

Estimated Event Length (ex. 1 hour, 3 hours, 48 hours)

2 hours / week

Estimated Attendance (For member-only events: % of members attended; For events to the public: number of individuals attended)

35

Please indicate the frequency of the event.

10+

Estimated Revenue Breakdown*Do not include dollar sign, numbers only.**Please be specific (ex. Admission fee: 400, Donations: 600, Fundraising: 200). Please separate different expenses by line.*

0

Total Estimated Revenue*Do not include dollar sign, numbers only.*

0

Estimated Expenses Breakdown*Do not include dollar sign, numbers only.**Please be specific (ex. Decorations: x, Food: x). Please separate different expenses by line.*

Speaker: \$150/hr

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

5400

Program/Event #3:**Title**

Banquet

Please select the category that best describes your event:

Public Event - open to all students and staff of UC Berkeley as well as members of the general public

Please select the category that best describes your event:

Other

Please indicate your type of event if you selected Other:

Banquet

Estimated Event Length (ex. 1 hour, 3 hours, 48 hours)

2 hours

Estimated Attendance (For member-only events: % of members attended; For events to the public: number of individuals attended)

250

Please indicate the frequency of the event.

1

Estimated Revenue Breakdown*Do not include dollar sign, numbers only.**Please be specific (ex. Admission fee: 400, Donations: 600, Fundraising: 200). Please separate different expenses by line.*

Admission Fees: 2500

Total Estimated Revenue*Do not include dollar sign, numbers only.*

2500

Estimated Expenses Breakdown*Do not include dollar sign, numbers only.**Please be specific (ex. Decorations: x, Food: x). Please separate different expenses by line.*

Speaker: 2000

Food: 1500

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

3500

Program/Event #4:**Title**

Welcome Dinners

Please select the category that best describes your event:

Campus Event - open to all students and staff of UC Berkeley

Please select the category that best describes the event:

Social

Please indicate your type of event if you selected Other:*No Response***Estimated Event Length (ex. 1 hour, 3 hours, 48 hours)**

2 hours

Please indicate the frequency of the event.

2

Estimated Attendance (For member-only events: % of members attended; For events to the public: number of individuals attended)

200

Estimated Revenue Breakdown*Do not include dollar sign, numbers only.**Please be specific (ex. Admission fee: 400, Donations: 600, Fundraising: 200). Please separate different expenses by line.*

0

Total Estimated Revenue*Do not include dollar sign, numbers only.*

0

Estimated Expenses Breakdown*Do not include dollar sign, numbers only.**Please be specific (ex. Decorations: x, Food: x). Please separate different expenses by line.*

Food: 1000

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

1000

Program/Event #5:**Title**

Eid Brunch

Please select the category that best describes your event:

Public Event - open to all students and staff of UC Berkeley as well as members of the general public

Please select the category that best describes your event:

Social

Please indicate your type of event if you selected Other:*No Response***Estimated Event Length (ex. 1 hour, 3 hours, 48 hours)**

3 hours

Estimated Attendance (For member-only events: % of members attended; For events to the public: number of individuals attended)

150

Please indicate the frequency of the event.

1

Estimated Revenue Breakdown**Do not include dollar sign, numbers only.****Please be specific (ex. Admission fee: 400, Donations: 600, Fundraising: 200). Please separate different expenses by line.**

0

Total Estimated Revenue**Do not include dollar sign, numbers only.**

0

Estimated Expenses Breakdown**Do not include dollar sign, numbers only.****Please be specific (ex. Decorations: x, Food: x). Please separate different expenses by line.**

Food: 300

Decorations: 50

Utensils: 50

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

400

2019-2020 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 2019-2020 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.

10000

Grants:

Do not include dollar sign, numbers only.

1000

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.

Space Reservation Fund: \$2000

Senate Contingency Fund: \$2000

Total Estimated Operational Revenue:

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

15000

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.

100

Advertising:

Do not include dollar sign, numbers only.

150

Stationery Supplies:

Do not include dollar sign, numbers only.

100

Facilities:

Do not include dollar sign, numbers only.

1500

Equipment:

Do not include dollar sign, numbers only.

1000

Other Expenses (*please specify*):

Include the amounts and brief description of the sources.

Speaker Honorarium for educational classes: \$7000

Banquet Speakers : \$2000

Conference Speakers: \$8000

Total Estimated Operational Expenses:

Do not include dollar sign, numbers only.

20000

2019-2020 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 2019-2020 academic year. *(if not requesting for funding, please enter SPONSORSHIP ONLY and no funding)*

20000

2019-2020 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 2018-2019 academic year.

Student groups that are allocated space in 312 Eshleman Hall will be required to sign the corresponding space use agreement, which can be referenced here:

https://docs.google.com/document/d/157WntRXG7VGR8o1kOKo_NQwY0jStMbk8drAgzw-ppR4/edit?usp=sharing
(https://docs.google.com/document/d/157WntRXG7VGR8o1kOKo_NQwY0jStMbk8drAgzw-ppR4/edit?usp=sharing)

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 2019-2020.

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

Private office space

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

We have around 8-9 hours of meetings every week and by having a private office space for board members to conduct programming and planning logistics, we could reduce how many meetings we need and how many rooms we need to book. That would reserve any rooms that we book for our official meeting space. So small board meetings and planning work will be primarily what the office space will be used for.

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?

3% (around 15 people)

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

Use format: MWF 11-2pm like on CalCentral

MTWTHF 8am-6pm

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

If so, please briefly elaborate.

No

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...): *PSA, BFP, SJP, ASA, ASU because they are our sister MEMSSA Orgs*
We absolutely require our own office space allocation because...: *We have a very large member base and the space is used very frequently*

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

We are one of the largest student organizations serving over 400 Muslim students on campus in their academic, spiritual, political, and social side and have seven active committees each with their own board. We need all of the space we can get to service the students who are members of our club.

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.

2019-2020 Hearst Gym Storage Space Application

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

Student groups that receive space in the Hearst Gymnasium basement will be required to sign the corresponding space use agreement, which can be referenced here:

<https://docs.google.com/document/d/1wFDNZpc3IYEQpjz7i3PuEQODcDHgAb8JRkPAV8Xmk9M/edit?usp=sharing>
(<https://docs.google.com/document/d/1wFDNZpc3IYEQpjz7i3PuEQODcDHgAb8JRkPAV8Xmk9M/edit?usp=sharing>).

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.

Large 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
- ... - Cage, private
- 2 - Large cage, private
- 1 - Super large cage, private
- ... - Locker
- 3 - Any

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

Speaker Fender System
Speaker Stands
Mic system
Posters
Decorations
Tent
Table
Chairs
table cloth

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

2-4 times per month

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, meetings, safe space discussions, and a study space (predominantly for sisters who feel safest in a Muslim space, considering more recent events of sisters being verbally and attempted physically attacked). We use the space as a meeting place to plan all of these activities (with up to 56 happening in one week) as well as use the space as a centralized location to convene. A safe space to accommodate the community's needs would be loved and taken care of and very appreciated.

In addition we store our speaker and mic systems in the cage for our weekly Friday Prayers and for other events requiring amplified sound.

We also store our tent, table, and chairs for tabling in the cage.

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

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

No

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.

No Response

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

We are one of the largest student organizations serving over 400 active Muslim students on campus in their academic, spiritual, political, and social growth and run seven active committees each with their own board.

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.

2019-2020 B North Space Allocation

Welcome! The Executive Vice President's Office allocates cubicle space in BNorth 82c1. B North is a new basement-level space under the ASUC Student Union: Martin Luther King Jr. Building. One section of this space has been designated for usage by Registered Student Organizations. Student groups **MUST REAPPLY** even if they have office space in the 2018-2019 academic year.

Student groups that are allocated space in BNorth will be required to sign the corresponding space use agreement, which can be referenced here:

<https://docs.google.com/document/d/1pv9bWZTsoGEaL6TW3iPMtsS8lArJ41aGjOJOugnGPb8/edit?usp=sharing>
 (<https://docs.google.com/document/d/1pv9bWZTsoGEaL6TW3iPMtsS8lArJ41aGjOJOugnGPb8/edit?usp=sharing>)

Check to affirm: I understand B North is a new space and the RSO-designated cubicles within this space are meant **ONLY** for meeting purposes. No storage will be offered in B North spaces.

Selected

Check to affirm: I understand that the nature of cubicles within the B North space will offer no privacy. These spaces do not guarantee privacy for discussion of confidential and highly sensitive topics.

Selected

Would you like to apply for office space in B North?
 If not, skip the rest of the form.

No

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

Cubicle space

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

N/A

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

Once or less per month

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

N/A

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

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

N/A

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

If so, please briefly elaborate.

No

Considering our limited space, high demand, and the layout of B North, almost all student groups that are allocated B North space will hold space within close proximity to each other.

Are there any groups you cannot/should not share with? If so, please specify which groups.

If your organization has no preference, please type "N/A".

N/A

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

N/A

By submitting this application, you acknowledge that

- You will be considered for cubicle 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 2019-2020 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>).