

Idaho State University

Student Clubs and Organizations

C.E.A.S.A.R. Training Verification Form

I, _____,
(member's name) (officer position)

of the _____ Club, completed C.E.A.S.A.R.
training on _____ (date).

This training included information on the C.E.A.S.A.R. funding process, University and ASISU policies related to funding, and the responsibilities of clubs when applying for and using ASISU funds.

This information included (please initial):

_____ C.E.A.S.A.R. funding requests must be complete and submitted by the published deadlines to be considered.

_____ Funding requests take a minimum of 5 weeks to process and must be submitted well in advance of the planned event or expense.

_____ Clubs are not eligible for reimbursement for expenses from events that have already occurred.

_____ A club representative must attend Finance Committee and Senate meetings related to their request.

_____ Clubs must follow all University and ASISU financial policies, including restrictions on allowable expenses.

_____ Failure to adhere to funding policies may result in denial of funding or probationary status.

_____ It is my responsibility to ensure that my club members are aware of the funding policies and procedures presented in this workshop.

I understand that if I am unsure of any policy or practice that I should contact the Student Leadership & Engagement Center and failure to comply with university policies and procedures may be a violation of the ISU Student Conduct Code.

Signed

Date

Witness (Student Leadership & Engagement Center)

Date

Name three things you learned today:

1.

2.

3.

What other workshops would you like the Student Organizations Office to provide?

Other Suggestions?
