



**Idaho State
University**

ASISU C.E.A.S.A.R. WORKSHOP

2025-2026

ROAR



INTRODUCTIONS

**Val Davids
Student Activity Coordinator**

**Theresa Brissette
Program Specialist**



**Idaho State
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How do I apply for C.E.A.S.A.R Funding?

<https://www.isu.edu/asisu/club-funding/>

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TYPES OF C.E.A.S.A.R. FUNDING

1. Initial Deposit
2. New Club Funding
3. Match Deposit
4. Benny's Funding
5. Incentive Points



ASISU CLUB FUNDING REQUIREMENTS

- *One officer must attend:*
 - Financial Workshop
 - New Officer Training
 - C.E.A.S.A.R. Training
 - At least one Senate Meeting (by 3rd Wednesday in March)
 - Booth at Student Org Fair
- **NEW FOR 2025-2026**
 - Club Advisor must attend Club Advisor Training



INITIAL DEPOSIT

INITIAL DEPOSIT REQUEST

1. Fill out this form on the computer.
2. Save the form and upload the form to www.tinyurl.com/ceasarisu

DATE OF APPLICATION: _____

ORGANIZATION: _____

INDEX CODE: CLB _____

CONTACT PERSON #1: _____ PHONE: _____

CONTACT PERSON #2: _____ PHONE: _____

ADVISOR(S): _____ PHONE: _____

TOTAL AMOUNT OF FUNDS BEING REQUESTED (MAX \$500.00): _____

JUSTIFY YOUR REQUEST:

ITEMIZE ANY ANTICIPATED INCOME AND THE AMOUNT YOU HOPE TO GENERATE NEXT YEAR:

FUNDRAISING EVENT	AMOUNT
TOTAL	\$ 0.00

FOR ASISU USE ONLY:

Finance Officer: _____	Date: _____
Senate Approval: _____	Date: _____
Financial Technician: _____	Date: _____

After the Finance Committee reviews your request a recommendation will be sent to Senate for approval.
If you have any questions, email asisufin@isu.edu.

- Requests accepted during March (Due 3/19/2026) are for the next year
- \$500 cap subject to funding availability
- To be eligible you must attend:
 1. Financial Workshop
 2. New Officer Training
 3. Host a booth at one of the two Student Organization's Fairs
 4. One club member must attend one ASISU Senate meeting before March 18, 2026. You must check in at the meeting for it to count.
 5. Follow the instructions in the link in slide 3

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NEW CLUB FUNDING

NEW CLUB FUNDING REQUEST

1. Fill out this form on the computer.
2. Save the form and upload the form to www.tinyurl.com/ceasrlsu

DATE OF APPLICATION: _____

ORGANIZATION: _____

INDEX CODE: CLB _____

CONTACT PERSON #1: _____ PHONE: _____

CONTACT PERSON #2: _____ PHONE: _____

ADVISOR(S): _____ PHONE: _____

TOTAL AMOUNT OF FUNDS BEING REQUESTED (MAX \$500.00): _____

WHEN WAS YOUR CLUB OFFICIALLY ORGANIZED? DATE: _____

JUSTIFY YOUR REQUEST:

ITEMIZE ANY PREDICTED INCOME AND THE AMOUNT OF REVENUE YOU HOPE TO GENERATE:

FUNDRAISING EVENT	AMOUNT
TOTAL	\$ 0.00

FOR ASISU USE ONLY:

Finance Officer: _____ Date: _____
Senate Approval: _____ Date: _____
Financial Technician: _____ Date: _____

After the Finance Committee reviews your request a recommendation will be sent to Senate for approval.
If you have any questions, email asisufin@isu.edu.

- Clubs may apply for new club funding through the end of the semester following the semester in which they were organized. This also applies for reorganized clubs if they were previously inactive for a year or more
- Clubs may apply for a maximum of \$500
- Clubs may not receive both new club funding and initial deposit in the same semester
- To qualify for new club funding, a club must register, have at least one officer attend both the Financial Workshop and New Officer Training and one officer attend one ASISU Senate meeting
- If a club is formed after the workshops have been held club officers may meet with the Student Activities Coordinator



MATCH DEPOSIT

MATCHED DEPOSIT REQUEST

1. Fill out this form on the computer.
2. Save the form and upload it to www.tinyurl/ceasarisu

DATE OF APPLICATION: _____

ORGANIZATION: _____

INDEX CODE: CLB _____

CONTACT PERSON #1: _____ PHONE: _____

CONTACT PERSON #2: _____ PHONE: _____

ADVISOR(S): _____ PHONE: _____

ITEMIZE YOUR DEPOSITS BELOW:

DATE OF DEPOSIT	FUNDRAISING EVENT	AMOUNT
TOTAL		\$ 0.00

INCLUDE ANY DETAILS OR FURTHER EXPLANATION:

FOR STUDENT ORGANIZATION USE ONLY:

Financial Technician: _____ Date: _____
Student Activities Coordinator: _____ Date: _____

After the Finance Technician reviews your request a recommendation will be sent the Student Activities Coordinator for approval. If you have any questions, email asisufin@isu.edu.

- ASISU will match club fundraising efforts based on a ratio determined by Senate Finance Committee.
- Cannot match for club dues or income from ASISU
- (3:1 ratio for this year)
- Apply for matched funds using the Matched Deposit Request Form
- Fund is capped at \$500.00 per club and once the fund is depleted it is done for the year.



INCENTIVE FUNDING

- Clubs may earn money based on attendance at ISU and club events. Funding is requested by filling out and submitting an "Incentive Points Request" for each event
- Each point will be assigned a dollar amount by dividing the incentive funding for that semester by the total number of points earned by all of the clubs
- Deadline: Friday, March 27, 2026 by 5PM
- All forms must be scanned and uploaded on the C.E.A.S.A.R. Funding link. Go to the Student Organizations website and click on the Club Funding tab. Click on the C.E.A.S.A.R. Funding link and upload your forms here. We do not accept paper forms turned into our office.
- Members listed on the Incentive Points Request form must be listed on your current Club Registration Form along with their Bengal ID numbers.



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INCENTIVE POINTS REQUEST FORM

- Bengal ID numbers must be on the forms or they will not count
- Incomplete forms will not be accepted – including missing contact information.
- Always use the club number (CLBXXX) and full club name
- Choose the appropriate category from the Requirement page
- Advisors and non-full time fee paying students will not count
- Event Registration Forms are only needed for your club event. Event Registration Forms must be signed off before the day of the event to count
- Only one event per sheet. Do not list multiple events on the same form for the entire semester
- Club members listed on the form must be on your club member list in our office to count

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Incentive Points Requirements

No minimum number of members required. Members must be listed on the current club roster.

		Point Breakdown		
Any ASISU or ISU Event: Student Activities Board events, international nights, ISU Theatre events, sports clubs events, ASISU Senate meeting, UPC events, events sponsored by other clubs, etc.	6+ Members 5 Members 4 Members 3 Members 2 Members 1 Member	5 Points 4 Points 4 Points 3 Points 2 Points 1 Point		75 max per semester
ISU Athletics (only the following sports) Men's Sports: Football, Basketball, Cross Country, Tennis, Track & Field Women's Sports: Basketball, Cross Country, Golf, Soccer, Softball, Tennis, Track & Field, Volleyball	6+ Members 5 Members 4 Members 3 Members 2 Members 1 Member	5 Points 4 Points 4 Points 3 Points 2 Points 1 Point		75 max per semester
Total				150 max per semester

		Point Breakdown		
Club Events Any event your club holds except club meetings (An event registration form must be completed and filed in the Pocatello Student Leadership & Engagement Center prior to the event to qualify)	6+ Members 5 Members 4 Members 3 Members 2 Members 1 Member	10 Points 8 Points 6 Points 4 Points 2 Points 1 Point		50 max per semester
Service Volunteering at a food bank, Benny's Pantry, helping with campus clean up, helping with children's carnival, etc.	6+ Members 5 Members 4 Members 3 Members 2 Members 1 Member	10 Points 8 Points 6 Points 4 Points 2 Points 1 Point		100 max per semester
Homecoming SAB sponsored events during Homecoming and the Homecoming football game	6+ Members 5 Members 4 Members 3 Members 2 Members 1 Member	10 Points 8 Points 6 Points 4 Points 2 Points 1 Point		150 max fall semester
Springfest Only events sponsored by SAB during Springfest	6+ Members 5 Members 4 Members 3 Members 2 Members 1 Member	10 Points 8 Points 6 Points 4 Points 2 Points 1 Point		150 max spring semester
Total				300 max per semester

Overall Total

Fall Semester: out of 450 points
Spring Semester: out of 450 points

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BENNY'S FUNDING

ASISU provides funding to support club events and activities open to the entire student body

Funding Limits:

- Individual Club Events: Up to \$2,000 per event, with a maximum of \$4,000 per academic year.
- Multi-Club Events: Up to \$3,000 per event. Costs are divided among the participating clubs for tracking toward their academic year total

Processing Timeline:

- After submission, requests take a minimum of 5 weeks to process. If an event occurs within this timeframe, funds cannot be guaranteed, and ASISU will not reimburse for past events



BENNY'S FUNDING

Application Submission:

- To be reviewed at the next Finance Committee meeting, applications must be submitted by Thursday at 5:00 PM. A representative from your organization should attend ASISU meetings related to your funding request to address questions about eligibility and stay updated on your application status.

Meeting Schedule:

- ASISU meets every Wednesday during the semester (excluding finals and breaks). Finance Committee meetings are from 6:00-6:30 PM and Senate meetings are from 7:00-8:00 PM in the Shirley Sargent Boardroom, Pond Student Union Building.



BENNY'S FUNDING

Application Submission:

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- Let's click on the link and review the form.

<https://www.isu.edu/asisu/club-funding/>



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Questions?

Thank you for coming!

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