



CAR FUND PROPOSAL PACKET

The Community Action Resource (CAR) is funded by the Associated Students, Inc. and allocated by Unified We Serve at California State University, Northridge. The purpose of the fund is to provide university recognized/A.S. chartered Clubs & Organizations with resources to do service in the community.

In order to make your service event successful, Unified We Serve offers three **options** to help your club/organization:

Option 1: Financing

Choosing Option 1 identifies that your Club/Organization only wants to be financed from the CAR Fund.

Option 2: Resources

Choosing Option 2 identifies that your Club/Organization wants to be financed from the CAR fund and also receive additional resources that include advice for recruitment, logistics, and personnel from the Unified We Serve Staff.

Option 3: Unified We Serve Infrastructure

Choosing Option 3 identifies that your Club/Organization wants to be financed from the CAR fund and also join membership into Unified We Serve as a partnership to gain access to our staff support that will help to develop larger service events, bring participants to your event, and develop additional service events throughout the year.

Process for Funding

Step 1: Fill out CAR Fund Proposal (www.csun.edu/getinvolved; www.csunas.org) explaining service and itemizing expenses. Set appointment with CAR Fund Coordinator to review proposal.

Step 2: Meet with CAR Fund Coordinator to get proposal clearance to advance to committee and register for CAR Committee Hearing (held every **Wednesday at 2pm in the Matador Involvement Center**), for granting approval. Proposal submission and CAR Coordinator meeting must be held no later than Wednesday at 2pm.

Step 3: Attend scheduled CAR Committee Hearing to present proposal for service and expense report. Committee will make approval decision at the end of the hearing. If granted approval, groups will be notified that same day.

Step 4: Upon approval, meet with CAR Coordinator immediately after hearing to go over "Approval Service Packet," which outlines responsibilities and deadlines.

Allowable Usage of Funds

- Supplies
- Marketing Materials
- Travel to service event
- Travel for participants to attend event at CSUN

Non-Allowable Usage of Funds

- Food (Unless it relates to direct service; e.g.: Making sandwiches to serve to homeless)
- Clothing (e.g.: T-Shirts)
- Give A Ways

Service Project Overview

Name of Service Event _____

Option # Chosen _____ Total Amount Sought \$ _____

I. Organization Information

Name of Organization _____

Person Responsible _____

Phone # _____ Email _____

Signature _____ Date _____

II. Partnering Community Organization Information

Name of Organization _____

Description of Organization _____

Name of Contact Person in Organization _____

Phone # _____ Email _____

Signature _____ Date _____

III. Partnering CSUN Organization(s) Information (If Applicable)

Name of Organization _____

Person Responsible _____

Phone # _____ Email _____

Signature _____ Date _____

IV. Service Event Information

Name of Service Event _____

Date (s) of Service Event _____ Time _____

Location of Service Event _____

Number of Participants Providing Service _____

Number of Participants Being Served _____

Please write a brief description of the service event that your organization will be performing:
