

**A RESOLUTION APPROVING A CONTINGENCY REQUEST FROM  
NIGERIAN STUDENT ASSOCIATION**

**Sponsors:** Samantha Ngo

**WHEREAS**, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

**WHEREAS**, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

**WHEREAS**, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and


**WHEREAS**, per policy<sup>1</sup>, contingency funding is available to all students and student organizations and is intended to be available for unexpected or supplemental needs, as well as new or innovative programs; and

**WHEREAS**, Nigerian Student Association (NSA) is a registered student organization with the Student Life & Leadership for the 2024-2025 academic year; and

**WHEREAS**, Nigerian Student Association has requested \$6,905.91 to accommodate for travel to the Nigerian Student Coalition Conference 2025; and therefore let it be

**RESOLVED**, ASI approves the contingency request for \$6,905.91 for the Nigerian Student Association.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the eighth day of April in the year two thousand and twenty-five.



ASI Board Chair (Apr 14, 2025 16:52 PDT)

Gavin Ong  
Chair, Board of Directors



Noah Alvarez (Apr 15, 2025 15:04 PDT)

Noah Alvarez  
Secretary, Board of Directors

<sup>1</sup> <https://asi.fullerton.edu/wp-content/uploads/2023/09/ASI-Policy-Concerning-Funding-Provided-to-Students-and-Student-Orgs.pdf>

# ASI Contingency Funding Request 2024-2025

COMPLETE

Please review the provided guidelines for contingency request before completing this form:  
<a href="https://docs.google.com/document/d/18vf24KL70wblbS3kLF7mxp-sEvyYw9a0/edit?usp=sharing&ouid=108266217542967963174&rtpof=true&sd=true"> Guidelines for Requesting Contingency Funding </a>

## CREATED



PUBLIC

## IP ADDRESS



### \* Name

Nneoma Nlemuwa

### \* Group/Organization you represent:

Nigerian Student Association

### \* Email

[REDACTED]

### \* Phone Number

[REDACTED]

### \* Total Amount of Contingency Request

\$ 6,905.91

### \* What is your contingency request for?

For a specific program or event

### \* Describe your program/event.

The Nigerian Student Coalition Conference (known as NSCC) is a conference that introduces attendees to other Africans and gives them an opportunity to experience and learn about Nigerian culture and communities. This event is taking place at the University of California, San Diego (UCSD), from April 25th - 27th, 2025. This is the 11th year NSCC has been occurring and this will be the 3rd annual year CSUF has attended NSCC. The objective of this year's conference is to educate participants on Nigerian/African culture, empowering them to deepen their understanding and apply this knowledge to enhance both their personal and academic endeavors in the present and future.

### \* Specify the purpose/objective of your program/event.

To allow CSUF students to network and connect with other student leaders from various CSU and UC campuses. Learn new leadership skills from provided workshops.  
Allow CSUF students to learn more about Nigerian/African culture and participate in various events that highlight Nigerian culture. Learn skills and techniques on how to be a leader in their community.  
There are keynote speakers with different educational/career backgrounds that allow students to learn and elevate their knowledge. Allows CSUF NSA to grow as a club, take knowledge from the conference, and implement it here on campus.

**\* Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance, marketing costs, etc.) and the total event budget.**

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Hotel: (Sheraton La Jolla Hotel)

-7 rooms with 4 people per room

-\$199 per room + 12.695% San Diego tax + \$20 per person after exceeding 2 guests per room.

-\$199 x 7 rooms = \$1,393 (hotel cost for 7 rooms)

-\$1,393 + (\$20 x 14 extra people per room) = \$1,673 (hotel cost + extra \$20 per person, after exceeding 2 guests per room)

-\$1,673 + (12.695%) = \$1,885.39

-\$1,885.39 + (estimated tax \$1,000) = \$2,885.39

Tickets:

-28 members

-\$30 + \$1.60 (service fee) + \$0.99 (credit card fee) = \$32.59 x 28 members = \$912.52

Hotel Parking

-Plan on carpooling

-For an estimate of 8 cars

-\$35/night (\$70 for 2 nights)

-\$70 x 8 cars = \$560

Food:

-There is no complimentary food at the hotel.

-For food for the 3-day weekend stay.

-So, we are requesting \$55 x 28 members = \$1,540

Miles/Gas

-Plan on carpooling members. We are requesting to get reimbursed for miles and/or gas to transport CSUF members to UCSD.

Following the ASI guidelines -> \$0.70 per mile

Miles (over 3 days)

CSUF to Hotel: 86 mi (1 trip) = 86 mi

Hotel to UCSD: 1.0 mi (4 trips) = 4.0 mi

UCSD to Hotel: 1.0 mi (4 trips) = 4.0 mi

Hotel to CSUF 86 mi (1 trip) = 86 mi

Total miles = 180 mi x \$0.70 = \$126 x 8 cars = \$1,008

Total event budget

-\$6,905.91

**\* If applicable, list other organizations' contributions to this event, including your own.**

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N/A

**\* Estimate the expected attendance and identify your target audience for the event. - If reoccurring, state the attendance and success of recent events.**

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NSA's target audience for this conference is African, African-American, or any CSUF students who would like to participate in this event and would like the opportunity to learn more about Nigerian culture and community. UCSD has given CSUF NSA a set capacity of 28 students total, all of whom were selected from the Nigerian Student Association board based on their written responses, which were answered through an online interest form. A waitlist was created because the interest form exceeded the limit that the event was allowing for the conference. This will be used in order to replace students who are unable to attend the conference.

Last year (2024), NSCC was hosted at UC Riverside, and we were allowed 26 members to attend, and all of the members went. Also, there was a waitlist for that event as well.

**\* For ASI Executive Senate groups, ASI Programs or ASI Departments, specify the name of your group/area, the budget line-item, and amount(s) where this funding will go, if approved. Example: Arts Inter-Club Council Hospitality & Rentals Line-Items \$1,500 total (\$500 for catering, \$1,000 for rented tables/chairs)**

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Nigerian Student Association- Club

Hotel, Tickets, Hotel Parking, Food, Miles/Gas-Items

\$6,905.91 total (\$2,885.39 for hotel, \$912.52 for tickets, \$560 for hotel parking, \$1,540 for food, \$1,008 for miles/gas)

\* Attach your PowerPoint presentation.

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