

ASCC Funding Request

ASCC Funding Request

Requests that are posted before 11am on Tuesdays will be placed on Fridays 9:30am ASCC General Board meeting. Please check website to find the next ASCC general board mtg. You will be contacted if your item made it on the next agenda. If it does, please make an effort to attend the meeting in person to talk about your item. Thank you.

Use this form to request funding from the Associated Students of Cañada College for an on campus event. Request must be submitted at least four weeks prior to the date of the event.

The rules and practice for funding requests are from ASCC Constitution and Bylaws Section 7. ASCC Funding Request

"(a) Cañada College registered clubs/organizations, departments, and programs can request funding from ASCC for on campus events that benefit or target a maximum number of Cañada College students. Events targeting non Cañada College students, members of the community, faculty, and staff DO NOT qualify for funding. Funding provided for on campus events, activities, and programs must be used for expenses incurred for providing service, supplies, food, etc to Cañada College students. The ASCC reserves the right to decide if a program or activity expense directly benefits students, and therefore qualifies for funding from the ASCC.

(b) Registered clubs/organizations, departments, and programs requesting funding from ASCC must comply with all policies and procedures identified in the Financial Code and the ASCC Funding Request. The following is a summary of the policies and procedures from the ASCC Funding Request Packet.

1. A completed ASCC Funding Request form must be submitted online or to the Office of Student Activities (Building 9, Room 154) to the Coordinator of Student Activities or a member of the Office of Student of Activities staff during normal business hours. Applications submitted to the OSA outside of normal business hours will be date stamped on the following business day.

2. Fund allocations cannot be used for any of the following purposes:

- a) The purchase of alcohol or to support an event where alcohol is served,
- b) Organization recruitment programs or events,
- c) Any start up cost for a specific organization or group,
- d) Attendance at conferences, meetings, retreats or conventions,
- e) Sponsorship of conferences, meetings, retreats or conventions which subsidizes any non-ASCC student to attend,
- f) Events taking place off-campus
- g) Scholarships
- h) To purchase apparel or banners for a organization or department, and
- i) Fundraising events

3. Request must be date stamped by the Office of Student Activities four weeks prior to the need for financial or contractual commitments for the event; the Associated Students will find it inappropriate to approve any amount greater than \$100 maximum toward the program or event.

4. Eligible clubs/organizations, campus departments, and programs may request a maximum amount of \$2,500.00 for any single event.

5. All eligible clubs/organizations requesting funding from the ASCC must contribute at least 20% of the current club account balance to the cost of the event.

6. Request for payment, reimbursement, or account transfer for grants allocated for the Fall semester (September, October, November, and December) must be submitted by the last day of instruction of the fall semester. Request for payment, reimbursement, or account transfer for grants allocated for the Spring semester (February, March, April, and May) must be submitted by the last day of instruction of the spring semester.

7. Balances remaining from ASCC funding request may not carryover into the following academic year; financially support an activity or program that was not approved in the original request; and cannot be transferred into the account of the club/organization, department, or program.

(c) All ASCC Funding Request shall be approved through a majority vote of the Student

Date

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	
MM		DD		YYYY	

Name of Club/Department/Program ***Requester's Name ***

<input type="text"/>	<input type="text"/>
First	Last

Requester's Phone *

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
###		###		####

Requester's Email *

Program Proposal

In this section you will provide a brief description of your proposed program or activity.

Program/Event Title ***Date of Program/Event ***

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	
MM		DD		YYYY	

Please describe your program/event *

What are the goals/objectives of the program/event? *

How will this program/event benefit Cañada students? *

Please attach a copy of the program/event budget: *

Total Amount Requested (max \$2,500.00): *