



The Associated Students of Laney College

Project Proposal Packet



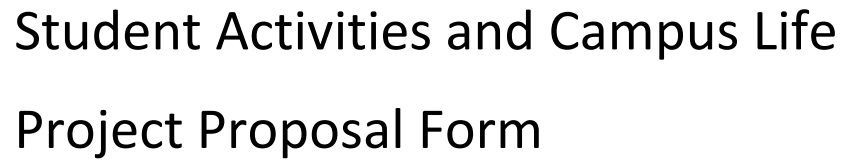
inate on the basis of age, race, color, sex or sexual orientation, marital or veteran status, national origin, or disability.

# Student Activities and Campus Life

## Project Proposal Checklist

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- ☐ **Attach meeting minutes:**
  - **Club minutes.**
  - **Inter Club Council minutes. (Meets every other Tuesday)**
  - **ASLC minutes. (Meets every Thursday)**
  
- ☐ **Vendor Application & W-9:** Complete and **fax** to Purchasing Department **510-587-7873**
  - **No vendors will be setup without a completed Vendor Application.**
  - <http://web.peralta.edu/purchasing/files/2012/06/Vendor-Application.pdf>
  
- ☐ **Invoice/Quotes:** Include receipts: original, and please include a copy; and/or other supporting documents to help expedite your proposal needs.
  
- ☐ **Facilities Request Form:** Complete form if space is needed for an on-campus event.
  - **Club advisor must sign off on form.**
  
- ☐ **Project Proposal Form:** All Project Proposals must be legible. **PLEASE PRINT.**
  
- ☐ **Make a Copy & Keep a Copy** – Be sure to make a copy of **ALL** of your paperwork and documents **prior** to submitting your Project Proposal to ASLC, ICC, or a Student Activities and Campus Life representative.
  
- ☐ **REMINDER:** Please submit proposals **30-60** days in advance.



**Organization:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_

**Contact Phone and Email:** \_\_\_\_\_

**Project Date, Time, and Location:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Total Funds requested:** \_\_\_\_\_

### Project Description:

(Please provide a brief, detailed description on how your organization intends to use funds):

[illegible]

**Club Advisor:** \_\_\_\_\_

**Club President:**

**ASLC President:** \_\_\_\_\_

**Director of SACL:** \_\_\_\_\_