



Funding Request Policy/Procedure

The following procedures should be followed in order to request funding for a Student Organization or College Department.

Funding Request Procedure:

Officially recognized Student Organizations and College Departments may request funding from ASVC. To request funding, a Funding Request form must be submitted to either the ASVC Advisor or ASVC Treasurer by no later than 12pm Wednesday to be discussed in the Thursday's ASVC Executive Committee so that it may be placed on the following Tuesday's Board Meeting agenda. When your funding request becomes an item on the agenda, it is optional but encouraged to attend so you can present your proposal. The funding request may be referred to the ASVC Finance and Budget Committee and return again as an agenda item for the following Tuesday meeting. All funding requests must be approved through a majority of the ASVC Board. The ASVC Advisor will then notify the listed contact person on the Funding Request Form if the funding request has been approved. Leftover funds must be deposited in the Student Business Office. Copies of deposited money receipts and expenses must be given to the ASVC Treasurer.

Student Organization Travel Policy:

Only 30% of the anticipated income as outlined in the ASVC Annual ICC Budget is available for travel purposes. Travel is limited to one request per Student Organization per academic year; however, ASVC will **not** fund out-of-state travel. ASVC will only fund the current available daily meal allowance, in accordance with District policy. Before the travel occurs, all necessary paperwork must be submitted to the Student Activities Office. At least one Advisor must be present at all times during the travel. Student

Organizations must provide a post travel write-up report and be given or emailed to the ASVC Treasurer by no later than the following Monday after the travel.

Funding Request Calendar:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1			Step 1: Proposal due at 12pm	Step 2: Proposal brought to ASVC Executive Committee	
Week 2		Step 3: Proposal is discussed at the ASVC Board Meeting then sent to the ASVC Finance and Budget Committee		Step 4: Funding request is reviewed by FBC and sent back to the ASVC Board Meeting	
Week 3		Step 5: Final decision is made at the ASVC Board Meeting			



Funding Request Form

Funding Proposal

Organization Name: _____

Event/Activity: _____

Location: _____

Date of Event/Travel: _____

Time of Event: _____

Reason for Funding: _____

Requested Amount: _____

Contact Person: _____ Phone Number: _____ Email: _____

Location of the event: _____

Events/Activities

Number of students who will benefit from this event: _____

***Please attach a spreadsheet outlining the cost of supplies, food, advertisements, etc.**

Travel Expenses

Travel	Cost	# of People (including Advisors)	Total
Registration			
Flight			
Mileage (.54 per mile)			

Hotel			
Food			
Other (Please Specify):			

Total Cost:	
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If money requested is different, please explain: _____

Names of the Advisors traveling with students: _____

***Post Travel Write-Up Report Must Include:**

- One page minimum, 12 pt. font, Times New Roman, Double-Spaced
- What they learned
- How it benefits the organization (and the student body)
- Why the organization should go again in the future



Please attach any additional documents supporting your request to this form.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____