Associated Student Government Funding Request

IMPORTANT INFORMATION ABOUT FUNDING REQUESTS:

(Initial acknowledgment of each stipulation)

_____ *I acknowledge that* the funding request must be filled out **completely** upon being submitted for review, and that incomplete funding requests will be returned.

_____ *I acknowledge that* a completed funding request **must be submitted 72 hours before** the ASGBC Board of Directors meeting to be considered for the next meeting agenda.

_____ *I acknowledge that* I must receive a written confirmation from the ASGBC Director of Finance with the date of the Board of Directors meeting where my request will be reviewed. It is my responsibility to follow up with the ASGBC Director of Finance if I have not received an email within 48 hours of submitting this form to the ASGBC Director of Finance.

_____ *I acknowledge that* the information submitted in this document is what will be considered by the Board of Directors. Any increases in funding amount made to the request during the Board of Directors meeting will not be considered by the ASGBC Board of Directors.

_____ *I acknowledge that* all clubs and programs who wish to receive funding must commit to **two presentations** during an ASGBC Board of Directors meeting:

1. Up to a 5-minute presentation to request funding. At least one student organization or involved party member must be present, but I am encouraged to bring the student organization president, treasurer, group members, and group advisor.

2. Up to a 5-minute presentation to recap the event, travel, or activity funded by allocations received. This must be at the ASGBC Board of Directors meeting following the event, travel, or activity. I may provide a presentation, but I am encouraged to bring all members who participated and the group advisor.

_____ *I acknowledge that* funding requests will be reviewed on a case-by-case basis as funds are available and that my request is relative to the education and success of Bellevue College students, as directed by the ASGBC Financial Code.

_____ *I acknowledge that* ASGBC Board allocations are subject to the S&A Fee Use Compliance and Guidance Document, Killian Guidelines, and applicable state laws, College regulations, policies, and procedures governing state funds generally and S&A funds in particular.

Please sign to acknowledge receipt and understanding of the stipulations above:

STUDENT ORG. OFFICER SIGNATURE	
STUDENT ORG. TREASURER SIGNATURE	
ADVISOR SIGNATURE	

If applicable:

PROJECT LEAD	

Associated Student Government of Bellevue College
Funding Request Information

PLEASE NOTE: All applicable pages of this form must be **completely filled out** upon being submitted for review. An **incomplete funding request** could be included but not limited to **no advisor signature, no Project Plan completion, and blank information spots**. ASGBC also **does not** fund the following: any student organization/project that is in violation of the ASGBC Bylaws; direct religious worship, exercise or instruction, or the promotion of non-secular beliefs; campaign contributions (under no circumstance may public funds be used as a gift or campaign contribution to any elected official or employee of a public agency).

Student Organization Name:	
Student Name:	
Student ID:	
Student Phone Number:	
Student BC Email:	
Today's Date:	

Faculty/Staff Advisor(s):	
Advisor(s) Phone Number:	
Advisor Signature:	

Student Engagement Questions:

Have you completed the mandatory Student Engagement Project Plan? ☐ Yes ☐No

Have you attended the mandatory Student Org. Orientation for the current academic year? ☐ Yes ☐No

Have you discussed financial matters and your project plan with Student Engagement Staff? ☐ Yes ☐No

Club/Project Questions:

When was your organization first established? (Year and Quarter) _____

Has your student organization been chartered/rechartered for this academic year? ☐ Yes ☐No

How many active members (members that regularly attend events, meetings, etc.) participate in your club/program? _____

Did your student organization receive funding from S&A in the previous academic year for this current year? If so, how much?

☐ Yes, $_____   ☐No

How much has your student organization fundraised during this academic year? $_____

Does your student organization plan to fundraise this academic year? If so, what are your plans and have you received funding? ☐ No ☐Yes, _____

How will your event/travel/activity support your organization's vision, mission, and goals?

_____

_____

How will your event/travel/activity support your organization's learning outcomes?

_____

_____

Other Questions:

If you are purchasing equipment/campus, where is this equipment to be stored on campus?

_____

Do you have fundraising money stored at the Bellevue College Foundation? If so, for what event/travel/activity? ☐ No ☐Yes, _____

Is this event/travel/activity supported by another department? If so, which department and how are they providing support? ☐ No ☐Yes, _____

Required Materials/Need (please delete unused pages):

Additional pages may be attached to this document and be submitted with the request. This includes, but is not limited, to a longer description of items, a letter of support, expected benefits, and a description of goals and objectives.

☐ If the request is for an event, pages 4 and 5 must be completed.

☐ If the request is for a travel, pages 4 and 6 must be completed.

☐ If the request is for any other reason, pages 4 and 7 must be completed.

Funding Request- Total Cost

Total Cost:	$

Other Sources of Funding (if applicable):

Fundraised Amount in Foundation	$
Department Support	$
Club/Program Member Co-Pay	$
S&A Account Balance	$
Other (Donations or Sponsorships)	$
Total	$
Funding Requested from ASGBC	**$**

Additional notes or information regarding the request: _____

Funding Request- Events

PLEASE NOTE: Depending on the event, the Student Organization Handbook outlines the appropriate timeline for planning which can range from 2 to 8 weeks. Events or programs requesting food must work with Bellevue College Food Services for catering or to receive approval for outside catering. Funds **cannot be used** for outside catering **without prior approval** from BC Food Services.

What is the purpose of the event?						
When do you expect to host this event?						
How will this event be advertised?						
How many people do you expect to attend this event?						
Where will this event be held?						

	Item	Vendor	Cost Per Unit	# of Units	Description	Total Cost
Printing Costs			$			$
Performer Costs			$			$
Supplies/Materials			$			$
Food/Beverage Costs		☐ BC Food Services ☐ Outside catering: _____	$		Have you communicated with Food Services? ☐ Yes ☐No	$
Personnel Costs	X	X	X	X	This includes custodial, public safety, porter, Events Program Coordinator, theater technician, etc.	$
Venue			$			$
Miscellaneous			$			$

Funding Request- Travel

PLEASE NOTE: Per the Student Organization Handbook (pages 68-70), the Project Plan to travel must be submitted **at least 8 weeks** ahead of the travel dates. While 8 weeks is the minimum, travel cannot be booked until funding is received, and the Project Plan approved. It is encouraged to submit the Project Plan **3-4 months ahead** of the travel dates and the funding request after meeting with Student Engagement staff.

Name of Conference/Competition/Workshop	
URL (if applicable)	
Date(s) of Conference/Competition/Workshop	
Date(s) of Travel (if different from previous question)	
Location:	
What is the purpose of attending?	
# of Students Attending:	
# of Advisors Attending:	

	Cost Per Unit:	# of Units:	Description:	Total Cost:
Hotel	$		How many rooms will you need? _____ Expected cost per night: _____ How many nights? _____ Does the total amount include travel agency fees? ☐ Yes ☐No	$
Transportation	$		Car (per unit): $ _____ Airfare (per unit): $ _____ Other, if so, what mode: $_____, _____ Does the total amount include travel agency fees? ☐ Yes ☐No	$
Conference/Tournament/ Workshop Fees	$		Registration deadline: _____ Is there any early registration discount? ☐ Yes ☐No	$
Food/Beverage Costs*	$			$
Miscellaneous	$			$

*Food/Beverage costs must follow the per-diem set by the U.S. General Services Administration, and includes three (3) meals per day with partial meals on the first and last day (travel days)
https://www.gsa.gov/travel/planbook/per-diem-rates

Funding Request- Other

What is the purpose of this request?	
Expected attendance (if applicable)	
Expected usage (if applicable)	
Other Information	

Please fill out information below as applicable:

	Item	Vendor	Cost Per Unit	# of Units	Description	Total Cost
Printing Costs			$			$
Performer Costs			$			$
Supplies/Material			$			$
Food/Beverage Costs		☐ BC Food Services ☐Outside catering: _____	$		Have you communicated with Food Services? ☐ Yes ☐No	$
Personnel Costs	X	X	X	X	This includes custodial, public safety, porter, Events Program Coordinator, theater technician, etc.	$
Venue			$			$
Merchandise			$			$
Miscellaneous			$			$