

Failure to comply to all given instructions might result in the delay of your fund request.

## **ASDVC/ICC Funds Request for ON-CAMPUS CLUBS**

### **Documents needed for submission:**

- 1) 3 copies of the Funds Request Form (attached)
- 2) 3 copies of the Complete Budget Breakdown (please refer to sample at back)
- 3) 3 copies of the Activities Request Form

### **Instructions:**

- 1) Complete the attached Funds Request Form.
- 2) Attach a Complete Budget Breakdown (be as specific as possible)
- 3) Submit one copy each of the required documents to the following:
  - a. Student Life Office **AND** the mailbox of the ICC Commissioner of Finance **AND** the mailbox of the Associated Students of DVC (ASDVC) Controller 96 hours prior to the ICC Ways and Means Committee (WMC) and by noon on the Friday before the ASDVC Budget Oversight Committee.
- 4) Once forms have been reviewed for completeness, the Commissioner of Finance and/or ASDVC Controller will notify you regarding the funds request with details for next procedures.

### **If your request is COMPLETE:**

- 1) The Funds Request must be presented in person first to the WMC.
- 2) Following the WMC presentation, you will be asked to present at the next ICC General Meeting. *Both the WMC and ICC presentations must be completed before the funds request can then be presented at the BOC.*
- 3) Once the funds request has been heard at *both* WMC and ICC and a funding determination has been made, if applicable (for initial requests > \$1,000), you may present the funds request to the BOC.
- 4) Following the BOC presentation, you will be asked to present at the next ASDVC general board meeting for funding determination.
  - Clubs requesting funds over \$1,500 from ASDVC are required to present at a minimum of two ASDVC meetings. In addition, requests over \$1,500 are required to meet funding criteria guidelines, as outlined in the ASDVC Budget Code, Appendix A (see attached).

NOTE: If at any point during this process, the funds request changes, new forms must be submitted, which can result in a delay in receiving a funding determination.

### **When presenting to WMC and BOC, please bring the following:**

- 1) Copies of the most up-to-date Budget Breakdown (at least 11 copies for BOC and 8 copies for WMC)
- 2) A laptop, if applicable (i.e., for PowerPoint presentations)
- 3) At least 2 hard copies of the presentation

### **Fall 2015 Meeting Times:**

ASDVC General Board Meetings: Tuesday, 2-4pm, Student Union Conference Room

ASDVC Budget Oversight Committee (BOC) Meetings: Monday 3:40-4:40pm, Student Union Conference Room

ICC General Board Meetings: Thursday, 3:30-5pm, Student Union Conference Room

ICC Ways and Means Committee (WMC) Meetings: Date/Time/Location TBD

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\*Presentation to ASDVC Board will have to be done twice should the request exceed \$2,500.

### Ideal Timeline

SUN	MON	TUE	WED	THU	FRI	SAT
					<sup>A</sup> 1	2
3	4	5	<sup>B</sup> 6	<sup>C</sup> 7	8	9
10	<sup>D</sup> 11	<sup>E</sup> 12	13	14	15	16
17	18	<sup>F</sup> 19	20	21	22	23
24	25	26	27	28	29	30

**A:** Submit fund request no later than Friday, noon

**B:** Attend WMC Meeting (Date/Time TBD)

**C:** Attend ICC Meeting (Thurs, 3:30-5:00pm)

**D:** Once approved by the ICC (for the first \$1000), attend Budget Oversight Committee (BOC) meeting (Monday, 3:40-4:40pm) to request the remaining balance

**E:** Attend ASDVC (2:00-4:00pm) for funding consideration after presenting at BOC

**F:** Attend 2<sup>nd</sup> ASDVC Board Meeting for funding approval, if request > \$2,500

} Requests of \$1,000 or less (can be made to ICC only)

} Requests requiring ASDVC funds of \$1,500 or less after ICC allocation

} Requests requiring ASDVC funds of greater than \$1,500 after ICC allocation require 2 ASDVC considerations.

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### Sample Budget Breakdown

When creating your funds request budget, consider all possible expenses (travel, lodging, food, supplies, media needs, etc.). If you are asking as part of a student club, consider first what funds are already available to you in your club account before requesting from ICC or ASDVC. A complete funds request breakdown includes all expenditures, amounts, and funding sources being sought.

#### GENERAL INFO

**Activity Name:** Halloween Festival

**Location:** Diablo Valley College

**Dates:** October 31, 2012

**Student organization requesting funds:** DVC Festivals Club

#### BUDGET BREAKDOWN

ITEM / EXPENDITURE	COST PER ITEM / EXPENDITURE	# OF ITEMS	TOTAL COST	FUNDING SOURCE
Halloween Pumpkins	\$5	10	\$50	ICC
Halloween Decorations	\$50	1	\$50	ICC
Food (cupcakes, cookies, candy, etc.) prepared by Culinary Club	\$725	1	\$725	ICC
Banner	\$55	1	\$50	ICC
Posters	\$20	5	\$100	ICC
Flyers (color)	\$0.15	100	\$15	CLUB
Flyers (black & white)	\$0.05	500	\$25	ICC
Cost of cutting paper	\$2	1	\$2	CLUB
Ice cream (eating contest)	\$8	4	\$32	CLUB
Media rental	\$15 / hour	4 hours	\$60	ASDVC
Band	\$150	1	\$150	ASDVC
<b>HALLOWEEN FESTIVAL TOTAL</b>			<b>\$1,259</b>	

#### FUNDING REQUEST BREAKDOWN (total above expenditures per funding source)

FUNDING SOURCE	COST
ASDVC	\$210
ICC	\$1,000
Organization funds	\$49
<b>TOTAL COVERED</b>	<b>\$1,259</b>

*Please note: The ICC maximum allocation for 2013 – 2014 is \$1,000.*

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# ASDVC/ICC Funds Request Form

Date: \_\_\_\_\_ Organization/Department: \_\_\_\_\_

Designated Contact: \_\_\_\_\_

Name \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Incentive to ASDVC Sticker Holders (Describe if Yes):  Yes  No \_\_\_\_\_

Who is this activity open to? (Check all that apply)

The Public  Club Members  DVC Students  Others: \_\_\_\_\_

What type of activity will this be? (Check all that apply)

Fundraising  Charity  Event  Others: \_\_\_\_\_

Will admission be charged for this activity?  Yes  No If yes, how much? \_\_\_\_\_

If you are a club, have you submitted an activity request to the Student Life Office?  Yes  No

Total amount requested: \_\_\_\_\_ **[DETAILED BUDGET BREAKDOWN MUST BE ATTACHED]**

Amount requested from ICC: \_\_\_\_\_ From ASDVC: \_\_\_\_\_ Other: \_\_\_\_\_

Current organization account balance: \_\_\_\_\_ as of date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## REQUIRED SIGNATURES:

\_\_\_\_\_  
Advisor / Department Chair Signature Date Student Life Manager/Designee Signature Date

\_\_\_\_\_  
Student / Department Rep Signature Date

<b>** For Office Use Only **</b>	
<b>ICC Funding Decision</b>	<b>ASDVC Funding Decision</b>
Date decision made: ____/____/____	Date decision made: ____/____/____
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
ICC Allocation Granted: \$ _____	ASDVC Allocation Granted: \$ _____

\_\_\_\_\_  
ICC Commissioner of Finance Signature:

\_\_\_\_\_  
ASDVC Controller Signature

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## ASDVC Fund Request Records

### Appendix A

#### Category 1: Student Learning Outcome (SLO)

a. From this event, the participating students will learn \_\_\_\_\_

\_\_\_\_\_

b. From this event, students in Diablo Valley College as a whole will gain \_\_\_\_\_

\_\_\_\_\_

#### Category 2a: Campus Event (If applicable)

a. Expected attendees \_\_\_\_\_

b. Promotion strategies \_\_\_\_\_

#### Category 2b: Conferences / Off-campus events (If applicable)

a. To benefit non-participating students of DVC, participating students will \_\_\_\_\_

\_\_\_\_\_

#### Category 3: Good Standing with Inter-Club Council (If Applicable)

a. Club status: \_\_\_\_\_

b. Amount of meetings missed: \_\_\_\_\_

#### Category 4: Funding Sources

a. Funding sources (list all): \_\_\_\_\_

b. Form of fundraising (if any): \_\_\_\_\_

c. Does the club meet the minimum requirement for its contribution?  Yes  No

Amount: \_\_\_\_\_