

# **ASDVC Funds Request Form (on campus NON-CLUBS)**

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

## **Documents needed for submission (keep 1 each for your own record):**

- 1) 2 copies of the Funds Request Form
- 2) 2 copies of the Complete Budget Breakdown (please refer to sample in packet)

## **Instructions:**

- 1) Complete the attached Funds Request Form (2 pages total)
- 2) Attach a Complete Budget Breakdown (be as specific as possible)
- 3) Submit one copy each of the required documents to the Student Life Office **AND** one copy to the mailbox of the Associated Students of DVC (ASDVC) Controller by 12pm on the Friday immediately preceding the ASDVC Budget Oversight Committee (BOC) at which you are planning to present. *Forms may also be emailed to the ASDVC Controller ([asdvcccon@dvc.edu](mailto:asdvcccon@dvc.edu)).*
- 4) Once forms have been reviewed for completeness, the ASDVC Controller will notify you by email regarding the funds request with details for next procedures.

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

- 1) The Funds Request must be presented in person to the BOC.
- 2) Following the BOC presentation, you may be asked to present at the next ASDVC General Assembly for funding determination. However, if your presentation is incomplete or requires further documentation, you may be asked to return to BOC the following week for further consideration.
  - Departments/programs (non-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 BOC, please bring the following:**

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

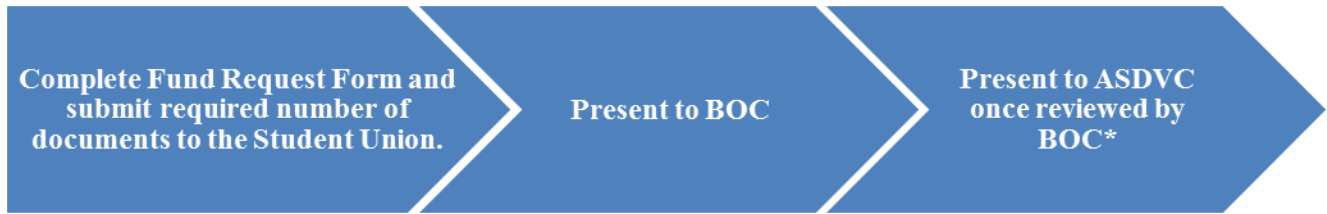
## **Fall 2015 Meeting Times:**

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

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

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\*Note: Requests exceeding \$1,500 require a minimum of two presentations to the ASDVC Board before a request decision is made.

## Ideal Timeline

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

- A:** Submit fund request to the ASDVC Controller no later than Friday noon  
*(can be submitted in person to the Student Union Building ASDVC Controller mailbox or via email ([ASDVCon@dvc.edu](mailto:ASDVCon@dvc.edu)))*
- B:** Attend Budget Oversight Committee (BOC) meeting, Monday, 3:40-4:40pm (Student Union Building Conference Room)
- D:** Attend ASDVC to present and request funding approval (if funds request is \$1,500 or below)
- E:** Attend 2<sup>nd</sup> ASDVC Board Meeting for funding approval, if request > \$1,500

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## Sample Budget Breakdown

When creating your funds request budget, consider all possible expenses (travel, lodging, food, supplies, media needs, etc.). A complete funds request breakdown includes all expenditures, amounts, and funding sources being sought.

### GENERAL INFO

**Activity Name:** TEDTalks – Student Success  
**Location:** Diablo Valley College  
**Date(s):** October 7, 2013  
**Student organization requesting funds:** Student Services

### BUDGET BREAKDOWN

ITEM / EXPENDITURE	COST PER ITEM / EXPENDITURE	# OF ITEMS	TOTAL COST	FUNDING SOURCE
Speaker Fee	\$1,000	1	\$1,000	ASDVC
Decorations	\$50	1	\$50	Department
Food (appetizers and drinks)	\$500	1	\$500	ASDVC
Banner	\$55	1	\$50	ASDVC
Posters	\$20	5	\$100	ASDVC
Flyers (color)	\$0.15	100	\$15	Department
<b>TEDTalks – Student Success Event TOTAL</b>			<b>\$1,715</b>	

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

FUNDING SOURCE	COST
ASDVC	<b>\$1,650</b>
Department/program funds	<b>\$65</b>
<b>TOTAL COVERED</b>	<b>\$1,715</b>

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## **Appendix A: Criteria for Allocations**

If the amount requested by the club/organization exceeds USD \$1,500, the club/organization must adhere to the following set of rules to ensure a solid recommendation by the Budget Oversight Committee (BOC) to the general board of ASDVC. The BOC will be strictly reviewing the following list during your presentation and keeping a record for future consideration. If the club/organization fails to comply with the given criteria, future funding may be jeopardized.

### **Category 1: Student Learning Outcomes**

- a. Have at least 3 student learning outcomes for participating students
- b. Have at least 3 student learning outcomes for students at Diablo Valley College as a whole

### **Category 2a: Campus Events**

- a. Have an expected attendance for the event
- b. Have planned promotion methods to attract college-wide participation

### **Category 2b: Off-Campus Conferences/Events**

- a. Have a strategy for promoting the benefits of the conference/off-campus event to non-attendees/non-participants (e.g. uploading video presentations of the conferences on social networking sites, sending video presentations to the Inquirer Office or ASDVC)
- b. Be able to describe how this activity will boost the reputation of DVC

### **Category 3: Good Standing with ICC (for on-campus clubs only)**

- a. ASDVC shall communicate with ICC with regards to the standing of clubs/organizations, including number of ICC meetings missed

### **Category 4: Funding Sources**

- a. Be able to list all sources of monetary contribution
- b. Be able to describe any fundraising efforts

### **Category 5: ASDVC Promotion**

- a. Have a method for promoting ASDVC's support of the event.

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Date: \_\_\_\_\_ Organization/Department: \_\_\_\_\_ Event title \_\_\_\_\_

Designated Contact: \_\_\_\_\_  
Name Title (if applicable)

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

Brief Description of Activity (feel free to attach a more detailed proposal for your event/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? \_\_\_\_\_

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

Amount requested from ASDVC: \_\_\_\_\_ Amount requested from other sources: \_\_\_\_\_

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>	
Date decision made: ____ / ____ / ____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
ASDVC Allocation Granted: \$ _____	

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

\_\_\_\_\_  
 ASDVC Advisor 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: \_\_\_\_\_