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# 2024-2025 FUNDING REQUEST

The ASCC Funding Request was established through the annual collection of both unallocated and unspent Services and Activities (S&A) Fees.

**Submit All Requests Electronically to:**

* ASCC Finance Director, Dorji Damdul at [ddamdul@clark.edu](mailto:ddamdul@clark.edu)
* Director of Student Life, Sarah Gruhler at [sgruhler@clark.edu](mailto:sgruhler@clark.edu)

## Deadline: Friday, April 11, 2025

* Plan ahead to allow time for processing.
* Deadlines will be strictly adhered to. If the request is not submitted by the annual deadline, the request will not be considered.
* Multiple activities can be included in the same request and may be submitted prior to the quarter of occurrence.

## Eligibility

To be eligible, your request must be:

* From a recognized Clark College group
* Beneficial for the students of Clark College and/or the campus community
* For the use of students; all items covered under the normal College funding structure should not be submitted
* Willing to provide monetary contribution depending on the size of request
* Aware of and address potential ongoing expenses.

## Submission of Request

All Funding Requests must be submitted electronically to both the ASCC Finance Director and Director of Student Life by the annual deadline.

If the request is complete (including all supporting documentation), it will be placed on the first available Student Government Budget Committee agenda. The requestor will be notified of the review date and can attend the meeting if they choose. If the request is incomplete, it will be denied.

## Review of Request

Once submitted, the request will be reviewed to ensure the form is complete and that all needed information is provided.

The ASCC Student Government Budget Committee will review the Funding request based on the following:

* Is this a logical and appropriate use of S&A Funds?
* Is the request beneficial for students?
* Does the request fit the mission of Clark College or the group submitting the request?
* If this is funded now, what will the expectation be in the future?
* Are there ongoing costs that cannot be supported?
* Does the request attract or retain students at Clark College?
* Are there other more appropriate financial resources available?

## Technology Requests

All technology purchase requests must get a bid from the Clark College Information Technology Department prior to submission of the request.

To receive a bid, submit an IT Request for Services online at: <https://itshelpdesk.clark.edu/support/tickets/new> - under “Issue Category” select Hardware/Software quotes and provide your desired product information. Once a bid has been supplied, please submit with your Funding Request Form.

## Travel Requests

All travel requests must include a [Travel Request Authorization Form](https://forms.office.com/r/uqKPZDEuuQ) and travel cost estimates received from Clark College Purchasing Services or Student Life. Travel must follow the policies outlined in the ASCC Financial Code and the Clark College Administrative Policy and Procedures Manual; as well as, be the most economical to the college.

Except in the situations noted by the state:

* To ensure the health and safety of travelers
* To comply with the Americans with Disabilities Act

To receive travel cost estimates, contact Lisa Hasart at [**lhasart@clark.edu**](mailto:lhasart@clark.edu) or Jerrika Lightley at [**jlightley@clark.edu**](mailto:jlightley@clark.edu) with your desired travel information. Once a cost estimate has been supplied and the Travel Request Authorization Form completed, please submit with your Funding Request Form.

**All students travelling on ASCC sponsored trips:**

* Must have a minimum cumulative or immediate previous quarter GPA of 2.0 and be currently enrolled in five (5) or more credits at the time of travel, or the previous quarter if traveling between quarters.
* Are limited to two (2) international trips in six years
* Have a non-transferable maximum subsidy of $1,800 per student per trip. Travel expenses are defined as transportation, lodging and per diem.

*NOTE: All travel requests that require participant/group contributions or airline travel will be given a deadline for submission of needed items at the time of approval, if approved. The requestor(s) must meet the specified deadline, or the funds will be cancelled and returned to the unallocated and unspent S&A Fees Account for reallocation.*

## Request Approval Process

If approved by the ASCC Student Government Budget Committee, the requestor will be notified and the request will be forwarded to the appropriate approvers, based on funding request amounts, for review and final approval.

## Request Denial and Appeal Process

If the requested amount is altered or denied by the ASCC Student Government Budget Committee prior to approval by all needed approvers, the requester has the right to appeal the decision and/or submit an amended proposal to the ASCC Student Government Budget Committee. Please use the Funding Appeal Form.

Upon submission of the appeal, the ASCC Student Government Budget Committee will review the request and make a final decision.

## Use of Funds

It shall be the responsibility of the Director of Student Life to ensure that Funding Request monies are expended as approved.

Funds must be used as outlined in the approved Funding proposal. For example, should the ASCC Student Government Budget Committee approve travel for six (6) people at a certain per- person cost, the funds may not be used to fund travel for four (4) people at a higher per-person cost. However, if funding allows for additional people at a lower or equal per-person cost, this would be allowable.

Unused Funding Request monies will revert back to the Fund Balance upon completion of activity payment processing.

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# 2024-2025 FUNDING REQUEST FORM

## Group Information

**Name of Group:**

**Student Representative:**

**Student Email:**

**Faculty/Staff:**

**Faculty/Staff Email:**

## Request Information

1. **What is the activity?**
2. **Proposed date(s) of activity:**
3. **Location of activity:**
4. **Date funds needed by:**
5. **Describe why funding is being requested:**
6. **How will the funding be used?**
7. **What will students or participants learn during this experience?**
8. **What are the benefits of the activity to Clark or participating students?**
9. **Are you planning to find other sources of funding?**
10. **Please give a breakdown of expenses below and attach documents showing how you got all amounts:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DETAIL**  *Brief description of cost.* | **PROPOSED FUNDING** | **PER STUDENT COST** |
| Goods and Services |  |  |  |
| Performers |  |  |  |
| Transportation |  |  |  |
| Meals |  |  |  |
| Lodging |  |  |  |
| Registration |  |  |  |
| Other |  |  |  |
| **SUBTOTAL:** | |  |  |
| **SHIPPING:** | |  |  |
| **TAX:** | |  |  |
| **GROUP CONTRIBUTION:** | |  |  |
| **TOTAL AMOUNT REQUESTED:** | |  |  |

## IMPORTANT: Supporting Documentation

Please copy/paste or submit additional documents of all supporting information (quotes, web links, travel itinerary, etc.) showing how you arrived at the costs provided above.

**The request will not be reviewed if you do not provide supporting materials for all expenses.**

## Club Vote Information (If applicable)

**Vote Date:**

**Number of club members voting:**

**# Yes Votes:**

**# No Votes:**

**# Abstain Votes:**

If the club voted in support of this funding request, the club members and club advisor acknowledge that all expenses related to the attached funding request are approved expenses by the club.

The individuals listed on the form will have signature authority for all expenses related to the funding request. Only one signature is required for purchase approvals.

Note: Approvers must be currently enrolled students and/or current faculty or staff of Clark College.