

**ASCC One-Time Funding Request**

Please submit all requests **electronically** to:
ASCC Finance Director, **Bryce Ruppe** at asccfd@clark.edu **and**

Director of Student Life, **Sarah Gruhler** at sgruhler@clark.edu

**DEADLINE: May 1, 2015**

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

* Currently, One-Time Funding Requests have no dollar limit and may be submitted at any time **before the annual deadline of May 1**.
* Equipment, travel and activitiesare examples of appropriate requests.

# Eligibility

To be eligible, your request must be:

1. A one-time request - unusual in nature and not expected to reoccur.
2. From a recognized Clark College student organization.
3. Willing to provide monetary contribution depending on the size of request.
4. Provide letter of support from appropriate dean.

 **Submission of Request**

A tangible benefit for the students of Clark College and/or the campus community must be shown in the One-Time Funding Request.

All One-Time Funding Requests must be submitted to both the ASCC Finance Director and Director of Student Life electronically by **Wednesday at 12:00 PM in order to be included in the next ASCC Executive Council Budget Committee meeting agenda.**

## Review of Request

The ASCC Executive Council Budget Committee will review the One-Time Funding request based on the following

* Is this a logical and appropriate use of S&A Funds?
* Does the request fit the mission of Clark College?
* Is this truly a one-time expense?
* If this is funded now, what will the expectation be in the future?
* Does the request attract or retain students at Clark College?
* Are there other more appropriate financial resources available?

If a requested amount is altered or denied by the ASCC Executive Council Budget Committee prior to approval by the Vice Presidents, the requester has the right to appeal the decision and/or submit an amended proposal to the ASCC Executive Council Budget Committee.

If approved by the ASCC Executive Council, the request will be forwarded to the Vice President of Student Affairs and Vice President of Administrative Services for review and approval. **The Vice Presidents are the final approving body for One-Time Funding Requests.**

### **Use of Funds**

It shall be the responsibility of the Director of Student Life to ensure that One-Time Funding Request monies are expended as approved by the Board of Trustees.

Funds must be used as outlined in the approved One-Time Funding proposal. For example, should the ASCC Executive Council 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 One-Time Funding Request monies will revert back to the unallocated and unspent Services and Activities Fees Account. The one exception is if a project has not been completed and funds are not expended within the fiscal year in which approved. The funding may be extended upon approval of the ASCC Executive Budget Committee by up to one additional fiscal year of use upon receiving a written request from the One-Time Funding requestor.

**ASCC One-Time Funding Request Form**
Name of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

*For Office Use Only*
Date Received:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Proposed Expenses:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DETAIL**Brief description of cost | **PROPOSED FUNDING** | **PER STUDENT COST** |
| Goods & Services |  | $ | $ |
| Transportation |  | $ | $ |
| Meals |  | $ | $ |
| Lodging |  | $ | $ |
| Registration |  | $ | $ |
| Other |  | $ | $ |
| **SUBTOTAL:** | **$** | **$** |
| Group Contribution:Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ | $ |
| **TOTAL AMOUNT REQUESTED:** | **$** | **$** |

**Expected benefits for the Clark College students and/or college community:**