



Services and Activities Fee

Funding Request

IMPORTANT INFORMATION ABOUT FUNDING REQUESTS:

(Initial acknowledgment of each stipulation)

- _____ ***I acknowledge that*** the funding request form must be filled out **completely** upon being submitted for review and that incomplete funding requests will be returned to me.
- _____ ***I acknowledge that*** a completed funding request may be presented as soon as the next ASG Board of Directors meeting that falls **more than 48 hours after ASG has acknowledged receipt of the request**. Justification for cost (receipts, invoices, etc.) may be requested.
- _____ ***I acknowledge that*** a request is only considered “received” when confirmed, in writing/email, by an ASG representative. It is my responsibility to follow up with the ASG Treasurer if I have not received an email within 48 hours of submitting this form with the front desk of Student Programs.
- _____ ***I acknowledge that*** all clubs and programs who wish to receive funding must commit to **two presentations** during an ASG Board of Directors meeting:
 1. *5 minutes presentation* to request funding. At least one club or program member must be present, but I am encouraged to bring as many members as possible, and our advisor.
 2. *5-10 minute presentation* to recap the event, travel, or activity funded by allocations received. This must be at the next ASG Board of Directors meeting following the event, travel, or activity. I may provide a visual presentation and/or bring witnesses or advisors, but I am encouraged to bring all club/program members involved to participate and show support.
We will schedule this presentation if/when we receive funding from ASG.
- _____ ***I acknowledge that*** this form must be turned in with the Funding Request form.

Please sign to acknowledge receipt and understanding of specifications above:

STUDENT SIGNATURE _____

ADVISOR SIGNATURE _____

**Advisor Signature is required on attached Funding Request Financial Application.*

**Questions? Please see the ASG Treasurer in C212 or email asgtreasurer@bellevuecollege.edu*

Revised 10/16/18