



☐ ASG ☐ CAB ☐ Approved ____/____/____
☐ Denied: _____
 Amount: \$ _____
 Budget #: _____

FOR ASG USE ONLY:

Received by: _____ Received on: ____/____/____
 Project Plan Date: ____/____/____ Project Plan Tracking #: _____

Services and Activities (S&A) Fee Funding Request

PLEASE NOTE: This form must be filled out **completely** upon being submitted for review. **Incomplete funding requests will be returned to you.** Additionally, all clubs and programs are required to report back about the event, travel, or activity that were funded by the Services and Activities Fee during the ASG Board of Directors meeting immediately following the event, travel, or activity. Otherwise, there is risk of being denied any further funding. You may provide pictures, video/audio records, receipts, and/or bring witnesses or advisors. Any publicity that has been sponsored by the ASG must have an ASG and S&A logo on it. A completed funding request may be presented in the next ASG Board of Directors meeting that falls more than 48 hours after ASG has received the request.

Name of Event/Activity:	Club/Program Name:
Student Name:	Faculty/Staff Advisor:
Student ID:	Advisor Phone #:
Student Phone #:	Advisor Signature:
Student BC Email:	Date of Event:
Today's Date:	Prepared by (if different from above):

When do you want to present to the Associated Student Government Board of Directors (see posted meeting schedule)? ____/____/____

The ASG does not fund the following:

- Any Club/Program that is in violation of the ASG By-Laws
- Direct religious worship, exercise or instruction, or the promotion of non-secular beliefs
- Campaign contributions. Under no circumstances may public funds be used as a gift or campaign contributing to any elected official or employee of a public agency.

Please answer the following questions upon completion of your funding request: (for Y / N questions – circle one)

Have you completed the mandatory Student Programs Project Plan? Y / N

Have you attended the mandatory Club/Program Orientation for the 2018-2019 academic year? Y / N Signature of Coordinator _____

Have you discussed financial matters and project plan with Student Programs Events Coordinator? Y / N Signature of Coordinator _____

When was your Club/Program first chartered/established? (Year and Quarter) _____ (how long your Club/Program has been in existence)

How many active members participate in your Club/Program? _____ (members that regularly attend events, mtgs, and other Club/Program functions)

How much funding has the ASG provided your Club/Program during this academic year? \$ _____

How much has your Club/Program fundraised during this academic year? \$ _____

Is your fundraising allocated to this project plan? Y / N if no; which project? _____

Explain the event/travel/activity for which you are requesting funding:

How will your event/travel/activity support the Club/Program's vision, mission, and goals?

If you are purchasing equipment/supplies, where is this equipment to be stored on campus?

What are your fundraising plans for this academic year? Have you received authorization for fundraising?

Is this event/travel/activity supported by another department? Please provide information on how the department is providing support. If the department is NOT providing support please explain why.

Do you have fundraising money stored at the Bellevue College Foundation – if so, for what event/travel/activity?

For this academic year, have you previously received funding from ASG? If yes, please explain for what, when and how much?

Required Materials/Needs:

- Description of goals, objectives, learning outcomes, target population, expected use by students and/or faculty and the benefit(s) to the Bellevue College community (limit to a maximum of TWO pages).
- Description of item/s requests (limit to a maximum of THREE paragraphs); include URL of item/s or similar item/s.
- Letter/s of support from your advisor, staff member or faculty.

*Funding requests will be reviewed by the ASG Executive Board and Representatives on a case-by-case basis, as funds are available. Requests should be relative to the education and success of Bellevue College students, as directed by the ASBC Financial Code. **ASG Board of Director meetings are held the second and fourth Wednesday of each month, September to June.***

Cost Breakdown - Please complete all boxes

*Personnel costs (custodial, public safety, porter, Events Program Coordinator, theater technician, etc.)

	Item	Vendor	Cost Per Unit	# of Units	Total Cost
Printing Costs			\$		\$
Food/ Beverage Costs*			\$		\$
Supplies/ Material			\$		\$
Performer Costs			\$		\$
Travel Costs			\$		\$
Conference Fees			\$		\$
Miscellaneous			\$		\$
				TOTAL	

Other Sources of Funding

Fundraised Amount in Foundation	-\$
Department Support	-\$
Club/Program Member Co-pay	-\$
S&A Account Balance	-\$
Other (Donations or Sponsorships)	-\$
Total	

Funding Requested from ASG	\$
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