



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 to the Student Engagement office.
- _____ ***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 C211 or email asgtreasurer@bellevuecollege.edu***

Revised 9/15/23



☐ 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 if available)? _____

The ASG does not fund the following:

- Any Student Organization 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 Engagement Project Plan? (check) ☐

Have you attended the mandatory Student Org Orientation for the current academic year? ☐

Signature of SE Coordinator _____

Have you discussed financial matters and project plan with a Student Engagement Staff Contact? ☐

Signature of SE Coordinator _____

When was your group first chartered/established? (Year and Quarter) _____ (how long your Student Org or 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 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 ASG Financial Code. **ASG Board of Director meetings are held biweekly, with meeting information available on the ASG website.***

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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