



# Associated Student Government

## Funding Request

### IMPORTANT INFORMATION ABOUT FUNDING REQUESTS:

(Initial acknowledgement of each stipulation)

- \_\_\_\_\_ *I acknowledge that* the funding request must be filled out **completely** upon being submitted for review, and that incomplete funding requests will be returned.
- \_\_\_\_\_ *I acknowledge that* a completed funding request **must be submitted 72 hours before** the ASG Board of Directors meeting to be considered for the next meeting agenda.
- \_\_\_\_\_ *I acknowledge that* I must receive a written confirmation from the ASG Treasurer with the date of the Board of Directors meeting where my request will be reviewed. 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 ASG Treasurer.
- \_\_\_\_\_ *I acknowledge that* a funding request, once confirmed by the ASG Treasurer and on the agenda, may be edited and **resubmitted no later than 48 hours** before the Board of Directors meeting in which it is appearing.
- \_\_\_\_\_ *I acknowledge that* the information submitted in this document is what will be considered by the Board of Directors. Any changes made to the request **less than 48 hours before** the meeting and **not resubmitted** will not be considered by the Board of Directors.
- \_\_\_\_\_ *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. Up to a 5-minute presentation to request funding. At least one club or program member must be present, but I am encouraged to bring the club/program president, treasurer, as many members, and our advisor.
  2. Up to a 5-minute presentation to recap the event, travel, or activity funded by allocations received. This must be at the ASG Board of Directors meeting following the event, travel, or activity. I may provide a presentation, but I am encouraged to bring all members who participated and our advisor.
- \_\_\_\_\_ *I acknowledge that* funding requests will be reviewed on a case-by-case basis as funds are available and that my request is relative to the education and success of Bellevue College students, as directed by the ASG Financial Code

- \_\_\_\_\_ *I acknowledge that* ASG Board allocations are subject to the S&A Fee Use Compliance and Guidance Document, Killian Guidelines, and applicable state laws, College regulations, policies, and procedures governing state funds generally and S&A funds in particular.

Please sign to acknowledge receipt and understanding of the stipulations above:

CLUB/PROGRAM PRESIDENT SIGNATURE: \_\_\_\_\_

CLUB/PROGRAM TREASURER SIGNATURE: \_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_

## Associated Student Government Funding Request

PLEASE NOTE: All applicable pages of this form must be **completely filled out** upon being submitted for review. An **incomplete funding request** could be included but not limited to **no advisor signature, no Project Plan completion, and blank information spots**. ASG also **does not** fund the following: any student organization club/program that is in violation of the ASG Bylaws; direct religious worship, exercise or instruction, or the promotion of non-secular beliefs; campaign contributions, under no circumstance may public funds be used as a gift or campaign contribution to any elected official or employee of a public agency.

Club/Program Name:	
Student Name:	
Student ID:	
Student Phone Number:	
Student BC Email:	
Today's Date:	

Faculty/Staff Advisor(s):	
Advisor(s) Phone Number:	
Advisor Signature:	

ASG Board of Directors meeting are held weekly, with meeting information available on the ASG website.

When do you want to present to the ASG Board of Directors?

☐ Next eligible meeting ☐ Other date: \_\_\_\_\_

### Student Engagement Questions:

Have you completed the mandatory Student Engagement Project Plan? ☐ Yes ☐ No

Have you attended the mandatory Student Org. Orientation for the current academic year? ☐ Yes ☐ No

Have you discussed financial matters and your project plan with Student Engagement Staff? ☐ Yes ☐ No

**Club/Program Questions:**

When was your club/program first established? (Year and Quarter) \_\_\_\_\_

Has your club been chartered/rechartered for this academic year? ☐ Yes ☐ No

How many active members (members that regularly attend events, meetings, etc.) participate in your club/program? \_\_\_\_\_

Did your club receive funding from S&A in the previous academic year for this current year? If so, how much?

☐ Yes, \$\_\_\_\_\_ ☐ No

How much has your club/program fundraised during this academic year? \$\_\_\_\_\_

Does your club/program plan to fundraise this academic year? If so, what are your plans and have you received funding? ☐ No ☐ Yes, \_\_\_\_\_

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

If ASG has provided funding for your club/program this academic year, please explain what for, when, and how much per request? \_\_\_\_\_

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

**Other Questions:**

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

Do you have fundraising money stored at the Bellevue College Foundation? If so, for what event/travel/activity? ☐ No ☐ Yes, \_\_\_\_\_

Is this event/travel/activity supported by another department? If so, which department and how are they providing support? ☐ No ☐ Yes, \_\_\_\_\_

**Required Materials/Need (please delete unused pages):**

☐ If the request is for travel, pages 4-5 must be completed. More info may be submitted.

☐ If the request is for an event, pages 6-7 must be completed. More info may be submitted.

☐ If the request is for any other reason, pages 8-9 must be completed. More info may be submitted.

# Funding Request- Travel

**PLEASE NOTE:** Per the Student Organization Handbook (pages 68-70), the Project Plan to travel must be submitted **at least 8 weeks** ahead of the travel dates. While 8 weeks is the minimum, travel cannot be booked until funding is received and the Project Plan approved. It is encouraged to submit the Project Plan **3-4 months ahead** of the travel dates and the funding request after meeting with Student Engagement staff.

Name of Conference/Competition/Workshop	
URL	
Date(s) of Conference/Competition/Workshop	
Date(s) of Travel (if different from previous question)	
Location:	
What is the purpose of attending?	
# of Students Attending:	
# of Advisors Attending:	

	Cost Per Unit:	# of Units:	Description:	Total Cost:
Hotel	\$		How many rooms will you need? _____ Expected cost per night: _____ How many nights? _____ Does the total amount include travel agency fees? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Transportation	\$		Car (per unit): \$ _____ Airfare (per unit): \$ _____ Other, if so, what mode: \$ _____, _____ Does the total amount include travel agency fees? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Conference/Tournament/Workshop Fees	\$		Registration deadline: _____ Is there any early registration discount? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Food/Beverage Costs*	\$			\$
Miscellaneous	\$			\$

# Funding Request- Travel

\*Food/Beverage costs must follow the per-diem set by the U.S. General Services Administration, and includes three (3) meals per day with partial meals on the first and last day (travel days) <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Total Cost:	\$
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Other Sources of Funding (if applicable):

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

<b>Funding Requested from ASG</b>	<b>\$</b>
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Additional notes or information:

# Funding Request- Events

**PLEASE NOTE:** Depending on the event, the Student Organization Handbook outlines the appropriate timeline for planning which can range from 2 to 8 weeks . Events or programs requesting food must work with Bellevue College Food Services for catering or to receive approval for outside catering. Funds **cannot be used** for outside catering **without approval** from BC Food Services.

What is the purpose of the event?	
When do you expect to host this event?	
Is this event open to all students or specific to club/program members?	<input type="checkbox"/> All Students <input type="checkbox"/> Club/Program Members
How will this event be advertised?	
How many people do you expect to attend this event?	
Where will this event be held?	

	Item	Vendor	Cost Per Unit	# of Units	Description	Total Cost
Printing Costs			\$			\$
Performer Costs			\$			\$
Supplies/Materials			\$			\$
Food/Beverage Costs		<input type="checkbox"/> BC Food Services  <input type="checkbox"/> Outside catering: _____	\$		Have you communicated with Food Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Personnel Costs	X	X	X	X	This includes custodial, public safety, porter, Events Program Coordinator, theater technician, etc.	\$
Venue			\$			\$
Miscellaneous			\$ \$			\$ \$

## Funding Request- Events

Total Cost:	\$
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Other Sources of Funding (if applicable):

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

<b>Funding Requested from ASG</b>	<b>\$</b>
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Additional notes or information:

# Funding Request- Other

What is the purpose of this request?	
Expected attendance (if applicable)	
Expected usage (if applicable)	
Other Information	

Please fill out information below as applicable:

	Item	Vendor	Cost Per Unit	# of Units	Description	Total Cost
Printing Costs			\$			\$
Performer Costs			\$			\$
Supplies/Material			\$			\$
Food/Beverage Costs		<input type="checkbox"/> BC Food Services  <input type="checkbox"/> Outside catering: _____	\$		Have you communicated with Food Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Personnel Costs	X	X	X	X	This includes custodial, public safety, porter, Events Program Coordinator, theater technician, etc.	\$
Venue			\$			\$
Merchandise			\$			\$
Miscellaneous			\$ \$			\$ \$

Total Cost:	\$
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Other Sources of Funding (if applicable):

Fundraised Amount in Foundation	\$
Department Support	\$



Club/Program Member Co-Pay	\$
S&A Account Balance	\$
Other (Donations or Sponsorships)	\$
Total	\$

<b>Funding Requested from ASG</b>	\$
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Additional notes or information: