



Associated Student Government of Bellevue College Funding Request Form

All applicable sections of this funding request form must be fully completed upon being submitted for review. Incomplete forms may include, but are not limited to, missing cost breakdowns, missing applicable signature(s), or not answering applicable sections. Supportive documents such as a longer description of items, a letter of support, expected benefits, and a description of goals/objectives may be attached and submitted with this form.

*Please note that ASGBC also **does not** provide funding for 1) any student organization or project that is in violation of the ASGBC Bylaws, 2) direct religious worship, exercise or instruction, or the promotion of non-secular beliefs, 3) public funds used as gifts/campaign contributions to any elected official or public employee.*

- If the request is for an **event**, please check this box and complete pages 1-3, and 6.*
- If the request is for **travel**, please check this box and complete pages 1-2, 4, and 6.*
- If the request is for **any other reason**, please check this box and complete pages 1-2, 5, and 6.*

Student Name	
Student ctcLink ID	
Student BC Email	
Student Organization Name (if applicable)	
Student Org. Advisor(s) Name (if applicable)	
Student Org. Advisor(s) BC Email (if applicable)	

Student Organization Questions:

- When was your organization first established? (Year and Quarter) _____
- Has your student organization been chartered/rechartered for this academic year? Yes No
- How many active members (members that regularly attend events, meetings, etc.,) participate in your student organization/program? _____

Student Engagement Event Registration Questions:

- Have you completed the mandatory Student Engagement Event Registration? Yes No
- Have you attended the mandatory Student Org. Orientation for the current academic year? Yes No
- Have you discussed your event registration with Student Engagement Staff? Yes No
- How will your event, travel, or activity support your organization’s vision, mission, and goals? How will it support your organization’s learning outcomes?

S&A Funding, Fundraising and External Support Questions

- Did your student organization receive S&A funding in the previous academic year for this current year?
 Yes, \$ _____ No
- Has your student organization fundraised during this academic year? If yes, please indicate the total amount raised Yes, \$ _____ No
- Does your student organization plan to fundraise this academic year? If yes, what are your plans?
 No Yes, _____
- Do you have fundraising money stored at the Bellevue College Foundation? If yes, for what event, travel, or activity? No Yes, _____
- Is this event, travel, or activity supported by another department? If yes, which department and how are they providing support? No Yes, _____
- Do you plan on purchasing equipment for your event, travel, or activity? If yes, where is this equipment to be stored on campus? No Yes, _____

Funding Request – Total Cost and Sources of Funding

S&A Account Balance	\$
Student Org./Program Member Co-Pay	\$
Fundraised Amount in Foundation	\$
Department Support	
Other (Donations, or Sponsorships)	\$
TOTAL COST	\$
FUNDING REQUESTED FROM ASGBC	\$

Additional information regarding this request: _____

Funding Request – Event Cost Breakdown

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 prior approval** from BC Food Services.

Please answer all sections below:

Name of the Event: _____

What is the purpose of this event?: _____

Date(s) of the event: _____ Location(s) of the event: _____

Expected student attendance: _____ How will this event be publicized?: _____

Category	Item(s) and/or Vendor(s)	Cost per Item (\$)	# of Items	Total Cost (\$)
Printing Costs		\$		\$
Performer Costs		\$		\$
Supplies/Material Costs		\$		\$
Food/ Beverage Costs ¹		\$		\$
Personnel Costs ²		\$		\$
Venue Costs		\$		\$
Miscellaneous Costs		\$		\$
TOTAL COST				\$

¹ Have you communicated with BC Food Services? Yes No

² Includes custodial, public, safety, porter, Events Program Coordinator, theater technician, etc.,

Funding Request – Travel Cost Breakdown

PLEASE NOTE: Per the *6210P Student Travel Procedures*, domestic travel planning should begin at least **2 quarters in advance**, with all paperwork submitted to the Travel Committee **no later than 1 month before the trip**. For international travel, planning must begin **10 months in advance for new programs** and **6 months for repeat programs**, with paperwork submitted at least one week prior to the Travel Committee meeting.

For more information on travel categories, geographic categories, or athletic/competition requests, please visit: <https://www.bellevuecollege.edu/policies/6210p-student-travel-procedures/>

Please answer all sections below:

Name of the Conference/Competition/Workshop (CCW): _____

What is the purpose of attending?: _____

URL (if applicable): _____

Date(s) of CCW: _____ Date(s) of Travel (if different): _____

Location(s): _____

of Students Attending: _____ # of Advisors Attending: _____

Category	Cost per Unit (\$)	# of Units with Description	Total Cost (\$)
Hotel ¹	\$	How many rooms will you need? _____ How many nights will you be staying? _____ Expected cost per night: _____	\$
Transportation ²	\$	Car (per unit): \$ _____ Airfare (per unit): \$ _____ Other (if so, what mode?): _____, \$ _____	\$
Conference, Competition, or Workshop Fees	\$	Registration deadline: _____ Is there any early registration discount? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Food or Beverage Costs ³	\$		\$
Miscellaneous Costs	\$		\$
TOTAL COST			\$

¹ Does the total cost for the hotel include travel agency fees? Yes No

² Does the total cost for transportation include travel agency fees? Yes No

³ Have you reviewed the food and beverage per-diem rates for your travel funding request? Yes No
(See below for further information)

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

Funding Request – Other Cost Breakdown

Please answer all sections below, as applicable:

What is the purpose of this funding request?: _____

Expected usage of allocated funds: _____

Additional information: _____

Expected student attendance (if applicable): _____

Category	Item(s) and Vendor(s)	Cost per Item (\$)	# of Item	Total Cost (\$)
Printing Costs		\$		\$
Performer Costs		\$		\$
Supplies/Material Costs		\$		\$
Food/ Beverage Costs ¹		\$		\$
Personnel Costs ²		\$		\$
Venue Costs		\$		\$
Merchandise Costs				
Miscellaneous Costs		\$		\$
TOTAL COST				\$

¹ Have you communicated with BC Food Services? Yes No

² Includes custodial, public, safety, porter, Events Program Coordinator, theater technician, etc.,

Signature of Acknowledgement

Please provide your initials and all required signatures in the sections below

_____ I acknowledge that a funding request form must be filled out **completely** upon being submitted for review, and that an incomplete funding request form will be returned.

_____ I acknowledge that placement on the ASGBC Board of Directors meeting agenda is not guaranteed and is only considered when a completed funding request form is submitted **at least 3 business days before** an ASGBC Board of Directors meeting.

_____ I acknowledge that I must receive a written confirmation from the ASGBC Director of Finance with the date of the ASGBC Board of Directors meeting where my request will be reviewed. If I do not receive this confirmation within **2 business days** of submitting this form, it is my responsibility to follow up with the ASGBC Director of Finance.

_____ I acknowledge that the information provided in this document will serve as the basis for review by the ASGBC Board of Directors. Any requests to increase funding made during an ASGBC Board of Directors meeting will not be considered.

_____ I acknowledge that all Bellevue College student organizations and programs requesting funding are required to deliver **two presentations** during an ASGBC Board of Directors meeting:

1. A presentation of up to 5 minutes to request funding. At least one representative from the student organization or involved party must be present. However, it is strongly encouraged that the student organization's president, treasurer, members, and advisor also attend.
2. A presentation of up to 5 minutes to recap the funded event, travel, or activity. This presentation must be held at the ASGBC Board of Directors meeting following the event, travel, or activity. While I may present, it is encouraged that all participating members and the advisor also attend.

_____ I acknowledge that a funding request form 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 ASGBC Financial Code.

_____ I acknowledge that all funds allocated by the ASGBC Board of Directors are subject to the S&A Fee Use Compliance and Guidance Document, the Killian Guidelines, and applicable state laws, College regulations, policies, and procedures governing state funds and S&A funds.

STUDENT NAME SIGNATURE: _____
STUDENT ORG. TREASURER SIGNATURE (if applicable): _____
STUDENT ORG. ADVISOR SIGNATURE (if applicable): _____
TODAY'S DATE: _____