

# ASOCC CLUB & ORGANIZATION START-UP FUND REQUEST FORM

The process of requesting Start-up Funds from the Student Government of Orange Coast College (SGOCC) is as follows:

## Start-up Funds Request Process

1. To request Start-Up Funds, complete the form. Note that any request for Start-Up funding **must be signed** by the Advisor. **Clubs and organizations requesting Start-Up Funds do not meet with the Fiscal Affairs Council.**
2. Return the form via email to [asocc@occ.cccd.edu](mailto:asocc@occ.cccd.edu)
3. After the Fiscal Affairs Council makes its recommendation, the Student Senate will consider the request at its weekly meeting.
4. The representatives for the request will be notified by phone or email within 1 week of the Student Senate and Executive Board meeting and decision.

## Timeline

### **Fiscal Affairs Council**

*Meetings* – Thursdays, 2:30-4:30 p.m., ASOCC Conference Room

*Deadline for submitting a Start-up Funds request* – Tuesday a week before, at 12:00 p.m.

### **Student Senate**

*Meeting* –Fridays, 9:00 a.m.-11:00 a.m. - ASOCC Conference Room

◆ The form must be filled out **completely** and legibly ◆

Name of Student Club or Organization: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Advisor's Name (Please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Email: \_\_\_\_\_

### *Important notes (please read)* ↗

ASOCC Philosophy: In supporting the ASOCC motto "Students Helping Students", the Associated Students seeks to benefit all students. We recognize that no single program will be of value to every student, but we will seek to support a wide variety of programs to insure the broadest benefit to the students of OCC. ASOCC supports extra-curricular and co-curricular activities, programs, and services for students. ASOCC does not fund requests that are instructional/curricular.

**Please visit the ASOCC website to review the current ASOCC By-Laws and Policies and Procedures.**  
[http://www.orangecoastcollege.edu/student\\_life/student-life-leadership/Pages/policies-procedures.aspx](http://www.orangecoastcollege.edu/student_life/student-life-leadership/Pages/policies-procedures.aspx)

### *OFFICE USE ONLY:*

Student Club or Organization Approval Date \_\_\_\_\_