

ASOCC ONE-TIME REQUEST FOR FUNDING

The process of requesting funds from the Student Government of Orange Coast College (SGOCC) is as follows:

One-Time Request 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 ensure the broadest benefit to the students of OCC. ASOCC supports extra-curricular and co-curricular activities, programs, and services for students.

One-Time Funding Request Process & Timeline

1. Submission of One-Time Funding Request Form
 - a. Turn-in completed forms to the ASOCC Office, located in the Student Center.
 - b. ***Deadline for submitting a funding request is Tuesday at 12:00 noon***
2. Interview with Fiscal Affairs Council
 - a. All completed request packets (i.e. application and supporting documentation) will be considered at the following week’s SGOCC Fiscal Affairs Council meeting on Thursdays between 2:30-4:30 p.m. in the ASOCC Conference Room.
 - b. Requestors will be contacted by the Vice President of Fiscal Affairs to schedule an interview with the SGOCC Fiscal Affairs Council.
 - c. The representative(s) for the request will have approximately fifteen (15) minutes to meet with the Council, including time to describe the project and to answer questions from the Council.
 - d. *The Fiscal Affairs Council recommends dollar amounts based upon deliberation of information given and presented from your One-Time Funding Request.*
3. Consideration by Student Senate & Executive Board
 - a. Following the Fiscal Affairs Council interview, a recommendation will be made at the following SGOCC Student Senate & Executive Board meeting on Fridays from 9:00 a.m. – 11:00 a.m. in the ASOCC Conference Room. Funding requestors **do not** need to be present for this meeting.

Rules & Guidelines

There are limitations to what we can fund; we cannot fund:

1. Curricular Expenses (i.e. instructional equipment for classes)
2. Any more than \$25/person/day for food on excursions

Tips for making a thorough request:

I. Economical Request

- a. Consider and provide quotes of the most realistic and cost-efficient options for transportation and housing. **We typically like to see at least 3 to 5 references for flights, hotels, personal transportation, and any other prices subject to fluctuation.**

II. Account Ledger

- a. Be sure to attach your ledger (found at the Bursar’s office) to the back of your request form.

III. Use of Funds

- a. **Your funds should always be your first option for funding.** The council will review the requestor’s account to determine available funds on deposit and will take those into account when making award recommendations. We encourage requestors to use available funds whenever possible.

IV. Fundraising

- a. **Efforts to fund this request:** Evidence of fundraising for your event or activity (such as reaching out to club alumni, campus events, donations, etc.) will strengthen your one-time request. (Do not include fundraising that will not go to the event in question.)

V. Food, drinks, and snacks

- a. In the case of funding for one-time events, championships, contingency or reserves, the Fiscal Affairs Council will consider allowances for food, drinks and snacks. **We don’t fund food or drinks that are to be consumed on a later date.**

VI. Be as detailed as possible:

- a. Please attach all documentation that is relevant to the request. (Registration forms, a close estimate of the number of students attending, the math behind the dollar amount requested, and any other data that would help us.)



Fiscal Affairs council

Date: _____

Name of Club/Program:	Name of Requestor:
Requestor's Phone Number:	Requestor's Email:
Advisor's <u>or</u> Supervisor's Name	Advisor's <u>or</u> Supervisor's Email:
Advisor's <u>or</u> Supervisor's Signature:	Advisor's <u>or</u> Supervisor's Phone Number:

Name of Event:	
Date(s):	Location:
Number of Students attending:	Number of Advisors attending:

BREAKDOWN OF EXPENSES (e.g. travel, registration, housing, catering, etc.):

Expenses Covered by Club/Department Funds	Amount	Expenses Covered by External Funds	Amount	Expenses Requesting SGOCC Funding for	Amount
<i>Example: Conference Registration for 3 members</i>	\$50.75	<i>Example: Coast Day Fundraiser or Company Donated Food for Event</i>	\$200.00 \$167.00	<i>Example: Plane flights for 5 students (\$156.86 each)</i>	\$784.30
Total Amount Club/Department		Total Amount Funded by Other Sources		Total Amount Requesting from SGOCC	
Total Expenses					

SUPPORTING DOCUMENTATION (include the below items):

<input type="checkbox"/> Club/Department account trial balance (Received at the Bursars Office)	<input type="checkbox"/> OCC Presidential Approval, if applicable	<input type="checkbox"/> Prior years expenditures, if applicable
<input type="checkbox"/> Quotes, estimates, registration costs, comparative pricing, etc.	<input type="checkbox"/> 3-5 quotes for prices subject to fluctuation preferred	

OFFICE USE ONLY:

<input type="checkbox"/> Club approved	<input type="checkbox"/> Special event approved	<input type="checkbox"/> Presidential approval granted
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