



Money Request Form

Associated Students of Ohlone College (ASOC) - Student Government
Inter-Club Council (ICC)
Office: (510) 659 - 6063
For any questions or concerns, e-mail: moneyrequests@theasoc.com

Please type or print neatly in black ink and if necessary, attach additional pages of information to clarify or support your request.

Fill in this form completely. Be aware that the ASOC and the ICC have a limited amount of funds to distribute to different individuals/organizations. You must be specific in your request and ready to present your needs to the ASOC Council or the ICC Council when necessary. Submission of this form is not a guarantee of funding. By submitting this Money Request Form, you indicate that you have read and understood the ASOC Funding Policy and the ICC Funding Policy (refer to the last two pages of this form).

I. Requester Information (please check one box and fill out all relevant details completely)

Club/Group (refer to both ASOC and ICC funding policy)

Club/Group Name: _____

Club/Group Representative Name: _____

Contact Email: _____ Phone #: _____

Club Advisor: _____ Advisor Email: _____

Club Account #: _____ Account Balance: _____

Clubs need to submit this money request directly to ICC.

Department (refer to ASOC funding policy)

Department Name: _____

Department Requester Name: _____

E-mail address: _____ Phone #: _____

Individual (refer to ASOC funding policy)

Name: _____

E-mail address: _____ Phone #: _____

II. Money Request Information

Program Title: _____

Date: _____ Planned Location: _____ Planned Time: _____

Student Presenter Name (optional, but preferred): _____

Purpose and Description: _____

How many students will be involved in this program? _____

How will the students be included in deciding the scope and direction of this program? _____

How will students be involved in deciding how the money will be spent? _____

Are there any other campus organizations involved in the program (i.e., another club or class) other than your own? _____

What creative publicity do you have planned for the event? _____

For Clubs Only

Has the appropriate paperwork been filed with Campus Activities for the event / activity? Yes No

If no, why? _____

Has Campus Activities approved the event / activity? Yes No In progress

If no, why? _____

III. PROGRAM FINANCE DETAILS

Please fill out this part completely and clearly. Feel free to attach an extra page to this money request if there is not enough space provided for any of the information needed.

Besides the ASOC/ICC, what other funding sources have you explored? *(Clubs must have had, be currently having or will be having some kind of fundraising activity to help sponsor the event. Refer to ASOC Funding Policy Section V.)*

III-A. Historical Data:

Has the ASOC/ICC granted funds to you/your organization in the past 3 years? Yes No

If yes, please list all past granted amounts for the past 3 years as accurately as possible. Check all that apply:

Semester:	Year/s:	Program/Event:	Amount/s granted:
<input type="checkbox"/> Fall <input type="checkbox"/> Spring	_____	_____	_____
<input type="checkbox"/> Fall <input type="checkbox"/> Spring	_____	_____	_____
<input type="checkbox"/> Fall <input type="checkbox"/> Spring	_____	_____	_____

OFFICE USE ONLY:

The ASOC Treasurer shall fill out this box with the accurate official records.

Voted on by (check all that apply): _____ Semester Considered (Session & Year): _____

ICC Council (Date: _____ Decision: _____)

ASOC Council (Date: _____ Decision: _____) **Amount Granted:** _____

Three (3) quotes attached if any one item exceeds \$500

ASOC Account Number: _____ ASOC Account Title: _____

ASOC Treasurer Name: _____ Signature: _____ Date : _____

This form was passed and adopted on May 1, 2012 by the ASOC Council 2011 - 2012

ASOC Funding Policy

Section I - CONDITIONS

- I. All funds are allocated on a first-come, first-serve basis.
- II. Given that the Council of the Associated Students of Ohlone College (ASOC) allocates student generated funds to various individuals and groups, all persons and groups must acknowledge ASOC funding in all publicity. It must be noted that the event is either: “funded...”, “co-sponsored...”, or “funded in part...”, “...by your student government.” Publicity must bear the ASOC logo.
- III. For all persons and groups who have not received funds before the said event, and fail to comply with this policy, then the funds may be withheld at the discretion of the ASOC Council.
- IV. For all persons and groups that have received funding for the said event, and fail to comply with this policy, the ASOC Council reserves the right to deny future funding requests.
- V. This policy has been adopted for the purpose of informing the students of the use of their student activity fees and increasing their awareness of their student government.
- VI. This policy applies to everyone and every group requesting funds from the ASOC Council.

Section II - ASOC (includes projects and events for and sponsored by the ASOC): Money requests must be presented by a member of the Council. Items or events sponsored must show a benefit to the student body in some way.

Section III - ACADEMIC & SERVICE DEPARTMENTS (i.e. Public Relations, Biology, etc): Money requests must be presented by either a faculty or staff member of the requesting department and must directly reflect the need of the requesting department. Requests must be sponsored by a member of the ASOC Council (ASOC By-Laws Article I Section 9.7). Funds will be considered for allocation under the condition that ASOC’s name be included as a sponsor for the event in all advertisement for the event.

- a. Financial assistance from the ASOC may not be used for the purposes of hospitality, travelling, or cash awards.

Section IV - CAMPUS ACTIVITIES; INDIVIDUALS; OTHER (includes outsider requests): Money requests will be considered on the educational benefits to the general student body of Ohlone College, the Fremont, Newark, Union City communities, and the ideals of higher education. Funds will be considered for allocation under the condition that ASOC’s name be included as a sponsor for the event in all advertisement for the event.

Section V - CLUBS: In the case that monies are requested by clubs, funds will be considered for allocation under the condition that the club has already petitioned the Inter Club Council* (ICC). The club must also have had or is organizing some kind of fundraising activity to help sponsor the event. *This is precept is void if the ICC has already ended their semester session.

- a. Funds provided by the ASOC may not be used for the purposes of cash awards.

Section VI – LOANS: Loans shall be paid back, in full, no later than May 1st of the academic year. Failure to meet the payment deadline will result in a 10% monthly interest addition to the original amount loaned. For-profit events must return 15% of their total loans no later than 30 days after the date of the loan. The remaining balance of 85% of the loan is due to the ASOC no later than May 1st of the academic year.

Adopted by the ASOC Council on December 2, 1993

Updated by the ASOC Council on May 11, 2010

Approved by the ASOC Council on May 11, 2010.

These are strictly guidelines for allocating funds. All grants and loans must be approved by the ASOC Council in conjunction with the precept stated here.

ICC Funding Policy (For Clubs Only)

Statement of Purpose:

ICC supports the funding of club events and activities that engage the larger Ohlone College community, foster cooperation of campus organizations and clubs, support fundraising efforts of campus clubs, and provide an educational benefit to the campus community.

General Guidelines:

- In granting funding requests, ICC shall be guided by the above statement of purpose.
- In each semester, ICC shall distribute no more than one half of its total budget.
- Clubs are limited to two requests per semester, with a maximum of \$500 per request.
- No club shall be awarded more than \$1,000 per year.

Guidelines for New Clubs:

- A club shall be considered “new” if it has not been active for 2 consecutive academic years or 4 consecutive semesters.
- New clubs will have a 2-month, or 40 school-day, probationary period, from the time they are given active status, during which they can not ask for funding.
- At the end of the probationary period, a club can request a maximum of \$75 from ICC through the standard request procedure.
- At the beginning of the semester following probation, a new club may request funding under the same criteria and guidelines as other clubs.

Procedures and Accountability:

- Every club shall submit a written request for funding to ICC through the “Club Event Money Request Form.” Forms can be picked up and turned in at the Campus Activities Office.
- Clubs MUST complete detailed projected budget information for each event listed on the Request Form.
- Clubs MUST submit an actual budget and event recap after the event is held. If money is not used properly, the club may forfeit its rights to further funding.
- The process will take approximately 2 weeks once the form is submitted. A club must be prepared to present the material on the Money Request Form at the following ICC meeting. The funding decision will be made at the subsequent meeting.

I have read and fully understand the ICC Club Funding Policy and am aware of the procedure my club must follow in order to request funds.

Club Name: _____

Date: _____

Club President: _____