

**Associated Students of Ohlone College  
Event Money Request Form  
(ASOC)**

Please type or print neatly in black ink and attach one (1) page of additional information to clarify/support your request.

Fill in the left side of this form completely. Be aware that the ASOC has 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 during one of their regular meetings.

This process will take approximately one week of preparation time (to get on the ASOC agenda), 3-4 minutes in a presentation, and approximately one week of decision time allotted to the ASOC. So, prepare your request **NO LATER** than three weeks prior to an ASOC meeting (held every Tuesday at 4:00pm in room 7101 during the academic calendar).

Program Title: Halloween Fest

Name of Presenter: Akash Patel

Campus Extension: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Explain the program and its purpose: We will be having a costume contest for students. We will hand out prizes for 1st, 2nd, 3rd, 4th place winners and will also give out 5-\$5 gift cards for Starbucks for winners of other categories. We will also have a pumpkin walk giving people a chance to win miniature pumpkins & pumpkin pies.

How many students will be involved in this program? 40+

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

ASOC committee

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

ASOC committee

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

NO

Besides the ASOC, what other funding sources have you explored?

\_\_\_\_\_

\_\_\_\_\_

(continued on back)

What creative publicity do you have planned for the event? Flyers & posters

Please highlight your budgeted INCOME in the following blanks. Indicate the income source and note how the total was derived.

1. 8 \_\_\_\_\_ = \_\_\_\_\_
  2. \_\_\_\_\_ = \_\_\_\_\_
  3. \_\_\_\_\_ = \_\_\_\_\_
  4. \_\_\_\_\_ = \_\_\_\_\_
- Total Income = \$ \_\_\_\_\_

Please highlight your budgeted EXPENSES in the following blanks. Indicate the expense and note how the total was derived. An example is listed.

1. Target gift cards \$25, \$20, \$15, \$10 = \$70
  2. Starbucks gift cards 5-\$5 = \$25
  3. Decorations = \$75
  4. pies & pumpkins = 60
- Total Expenses = \$ 230

Total Income = \$ \_\_\_\_\_

Total Expenses = \$ 230

BALANCE = \$ \_\_\_\_\_

TOTAL Amount Requested from ASOC: \$ 230

Are there any further notes that you would like the ASOC to know about your request?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

2008-09 Allocation \$ \_\_\_\_\_

ASOC account title: \_\_\_\_\_

ASOC account # \_\_\_\_\_

71-0-74-80005-0000- \_\_\_\_\_

Funding Approval / Denied (circle one)

Funding Approval/Denial Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return this form to Campus Activities (Building 7, 2<sup>nd</sup> Floor)**  
{no less than 3 weeks prior to your event.}

Date filed at Campus Activities \_\_\_\_\_