

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: Freshmen Connection Day

Name of Presenter: Allison Bly and Jesse MacEwan

Campus Extension: x6519

E-mail Address: ably@ohlone.edu

Explain the program and its purpose: Freshmen Connection Day is open to all high school seniors who will be enrolling at Ohlone in the fall. It's a chance for them to learn more about Ohlone, meet some current students, talk to counselors, and register early for classes.

How many students will be involved in this program? Last year, we had approximately 400 students and 200+ parents attend the event. We expect even more this year.

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

Peer mentors will be helping create the booklet, decide on giveaways, and will be helping with workshops on the day of the event.

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

Peer mentors will help with deciding what food to provide and what Ohlone giveaways to purchase

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

All of the student services areas will be asked to participate in the event, as will ASOC and campus clubs. Various departments will also be asked to staff tables and provide students with information.

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

VTEA will be providing some money.

We will also be looking into changing a financial planning company to do a workshop about paying for college.

(continued on back)

What creative publicity do you have planned for the event? Flyers at all high school events

Posters at the high schools

Mailing postcards

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

- 1. VTEA = \$ 4000.00
 - 2. _____ = _____
 - 3. _____ = _____
 - 4. _____ = _____
- Total Income = \$ 4000.00

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

- 1. Food / Drinks (for 700 people) = \$ 3000.00
 - 2. Advertising / Printing = \$ 1000.00
 - 3. Postage = \$ 400.00
 - 4. Giveaways = \$ 2000.00
- Total Expenses = \$ 6400.00

↗ Total Income = \$ 6400.00
 ↘ Total Expenses = \$ 4000.00

BALANCE = \$ 2000.00 → needed

TOTAL Amount Requested from ASOC: \$ 1000.00

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

We really appreciated the money we received from ASOC last year. We also couldn't have had the day without the help of ASOC and clubs, we hope we can count on you to be at the event again this year!

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, 2nd Floor)

{no less than 3 weeks prior to your event.}

Date filed at Campus Activities _____