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: MSA
Club/Group Representative Name: Mena Sharifi
Contact Email: msharifi4@student.ohlone.edu Phone #: 925-428-7897
Club Advisor: Nadia Dadgar Advisor Email: ndadgar@ohlone.edu
Club Account #: 810-74-86580-0000-54000 Account Balance: 33.07

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: Women in Islam
Date: 11/05/2020 Planned Location: Zoom Planned Time: 6pm - 7pm
Student Presenter Name (optional, but preferred): Dhoha Bareche
Purpose and Description: The Women in Islam event is in collaboration with the Muslim Student Union at Stanford University. We are having two speakers, Dr. Rania Awaad and Leasha Prime, prominent female scholars, to discuss the power and contribution of Muslim women to help combat the negative perception of women and foster empowerment.

How many students will be involved in this program?
Since this is a collaboration with a larger student organization, we anticipate more than 50 people to attend.

How will the students be included in deciding the scope and direction of this program?
The MSA club has created surveys and registration forms that ask students to share their ideas and since most of our consistent attendees are women, the topic of the status of women in Islam has been highly requested.

How will students be involved in deciding how the money will be spent?
Since we've invited 2 speakers to facilitate our events this semester, we've received a lot of positive feedback asking us to invite similar speakers so the funding requested will go towards paying the speakers.

Are there any other campus organizations involved in the program (i.e., another club or class) other than your own? The Muslim Student Union at Stanford University along with MSA West (an organization that holds all the MSA clubs in California) are helping organize this event.

What creative publicity do you have planned for the event?
We plan on using the MSA club's social media platforms and Canvas to promote this event as well as the social media accounts of our speakers and collaborators (Stanford MSU, MSA West, Dr. Rania Awaad, Leasha Prime)

For Clubs Only
Has the appropriate paperwork been filed with Campus Activities for the event/activity? ☑ Yes ☐ No
If no, why? Not needed since this is not an on-campus event

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.)

Due to COVID-19 and the restrictions it has created we are unable to fundraise money for this event, however, we are splitting the cost of the event with the Stanford MSU.

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:

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Year/s:</th>
<th>Program/Event:</th>
<th>Amount/s granted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ all</td>
<td>2019</td>
<td>Bi-monthly spiritual gatherings</td>
<td>500</td>
</tr>
<tr>
<td>☑ all</td>
<td>2020</td>
<td>Finding Inner Peace in a Pandemic</td>
<td>250</td>
</tr>
</tbody>
</table>
1.) Income from OTHER SOURCES for Program:
Please indicate the budget that you already have or will have prior to executing this program (i.e., club funds, fundraising income, financial donations, etc). Do not include the ASOC/ICC requested grant.

<table>
<thead>
<tr>
<th>Source:</th>
<th>Amount:</th>
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<tbody>
<tr>
<td>Current club account balance</td>
<td>30.77</td>
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<tr>
<td>Budget Total:</td>
<td>30.77</td>
</tr>
</tbody>
</table>

2.) Expenses to be funded by OTHER SOURCES:
Please accurately list the planned expenses for this program that will be funded by other sources.
These could include items that cannot be funded by the ASOC/ICC in accordance with the ASOC/ICC Funding Policy. Include items that will be partially funded by other sources and any donated items.

<table>
<thead>
<tr>
<th>Expense Item:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker fees funded by Stanford MSU</td>
<td>300</td>
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<tr>
<td>Total for other sources:</td>
<td>300</td>
</tr>
</tbody>
</table>

3.) Expenses to be funded by ASOC/ICC GRANT:
Please accurately list the planned expenses for this program that will be funded by the ASOC/ICC grant (including items that will be partially funded by ASOC/ICC).

Do not list items that are not eligible for funding in accordance with the ASOC Funding Policy (refer to last page of this form).

<table>
<thead>
<tr>
<th>Expense Item:</th>
<th>Amount:</th>
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</thead>
<tbody>
<tr>
<td>Speaker fee</td>
<td>300</td>
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<tr>
<td>Total for ASOC/ICC grant:</td>
<td>300</td>
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</table>

4.) Expected Income from Program (optional):
Please indicate the expected income that this program will generate (if any).

<table>
<thead>
<tr>
<th>Source:</th>
<th>Amount:</th>
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<tr>
<td>Expected Income Total:</td>
<td>0</td>
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</table>

*If one item (i.e., non-food, transportation, equipment, etc.) exceeds $300, three (3) quotes from different merchants must be attached to this money request form (required by Ohlone College policy).*

**TOTAL AMOUNT REQUESTED FROM ASOC:** __0__

**TOTAL AMOUNT REQUESTED FROM ICC:** __300__

By signing this money request form, I confirm that the information stated herein is true and accurate. I declare that I have read and understood the ASOC Funding Policy and the ICC Funding Policy. I understand that this money request will be discussed in an appropriate ASOC or ICC meeting at the discretion of either the ASOC Chair or the ICC Chair. It is my responsibility to provide the information that the ASOC and/or ICC Council needs to make a decision.

Requester Name: __Mena Sharifi__

Signature: ________________________
Date: ________________________
OFFICE USE ONLY:
The ASOC Treasurer shall fill out this box with the accurate official records.

Voted on by (check all that apply):

☐ ICC Council (Date: ______ Decision: ______________)
☐ ASOC Council (Date: ______ Decision: ______________)

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

Semester Considered (Session & Year): ______________

Amount Granted: ______________

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