Student Associated Council Funding Request Form

3835 Freeport Blvd, Sacramento, California 95822

Date Submitted: _____________

Type of Funding Requested

☐ CAEB seed money *  ☐ CAEB Matching  ☐ Senate Unmatched Grant (up to $2000)  ☐ Senate Matching

Empowerment Grants Require a different form

Requestor a Club?  Yes ☐ No ☐

Name

Club/Organization

Budget Number For Transfer  or  Check To Be Made Out To

Address  City  Zip Code

Amount of Funding Request

Date Funds Are Required

Does your organization have matching funds available? If yes, provide documentation.

☐ Yes  ☐ No  ☐ Not Applicable

State proposed use of funds (attach justification documents and budget with specific line items). Include justification for activity and anticipated outcome/benefits to students/SCC.

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<tr>
<th>CAEB Requests</th>
<th>SS EN Requests</th>
<th>Student Associated Council Use Only</th>
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<tr>
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<td>Date Treasurer Received Request: ________________________________</td>
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<td>Finance Committee Agenda Date: ________________________________</td>
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<td>Finance Committee Recommendation:  _____ Yes  _____ No</td>
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<td>Date Vice President Received Request: ________________________________</td>
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<td>Senatorial Branch Agenda date: ________________________________</td>
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<td>Senatorial Branch Recommendation:  _____ Yes  _____ No</td>
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<td>Date President Received Request: ________________________________</td>
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<td>Board Agenda date: ________________________________</td>
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<td>Board Decision:  _____ Approved  _____ Denied</td>
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Treasurer Signature  Date

President Signature  Date

* Club seed money up to $100

Group Advisor must complete reverse side  REV 191029 gf
Sacramento City College
Student Associated Council

Funding Checklist

**Group Advisor Initial to acknowledge:**

The student senate offers chartered SCC clubs Empowerment Grants (Separate from other SAC funding process), in the amount of $800, with the total number of grants to be funded each year be determined at the beginning of the fiscal year by the Student Senate.

All Sacramento City College (SCC) clubs must first apply for funds through the Club and Events Board before applying to the student senate.

In addition, any Sacramento City College organization, club or group may request up to $2000 once a term year (Fall/Spring) without matching funds, with the total number of grants to be funded each year be determined at the beginning of the fiscal year by the Student Senate.

After the up to $2000 yearly grant has been bestowed (or if the maximum number of grants have been given) for the term (Fall, Spring), the organization, club, or group may also request funding to match the amount the requestor is also contributing to the activity (if any unmatched funds have already been given by the Student Senate in the same term year, those funds are to be excluded from the amount to be considered for matching funds).

Requestors must apply for matching funds in the semester before funds are needed, according to the established timeline.

The Student Associated Council has the decision to choose up to the matching funds requested amount.

Voting members of the Student Associated Council that are members of requesting organizations, clubs, and groups are encouraged to recuse themselves from any votes on funding requests of groups in which they belong.

Requestors must show how the funds will be utilized, and if approved, requestor must give a detailed statement within two student senate meetings after the activity has occurred.

Any funds granted that are unused for the applied activity in a term year (Fall/ Spring), must be returned by the end of the term (Fall /Spring), and all future funding requests (in future semesters/years) will be denied until unspent funds are returned.

Group Advisor:

____________________________  __________________________  ____________
Print Name     Signature    Date