Funding for clubs comes from student fee money. Clubs do not automatically receive annual funding and must request money. Such club funding can be categorized in the following two ways:

1) **Club funding**: Clubs are eligible for up to $400 per fiscal year to finance club activities and projects.

2) **Collaboration funding**: Clubs are eligible for additional money to finance campus activities and projects that they co-sponsor with the Office of Student Life.

*Maximum amount of funding will be determined by the Student Life staff.* Granting funds will depend on the availability of funds, appropriateness of the request, and the benefit to the student body.

It is important to plan ahead for your funding request in order to undergo the FUNDING PROCESS outlined in the *Club Handbook*.

**FUNDING REQUEST FOR:**

- [ ] Activity (Activity Request)
- [ ] Purchase Items (Purchase Request)
- [ ] Collaboration (Collaboration Request)

**NOTE:** *A COPY OF THE MINUTES REFLECTING CLUB APPROVAL OF THE ACTIVITY, EVENT OR FUNDRAISER MUST BE ATTACHED.*

**PLEASE ADD EXPLANATION FOR REQUEST BELOW:**
CLUB PURCHASE REQUEST

Please provide the following information for each vendor you will be using so we can arrange payment:

Date Needed: __________________

Requested For: __________________

Name of Vendor/Retailer: __________________

Name of Contact (if applicable): __________________

Address: __________________

City, State, Zip: __________________

Web Site: __________________

Phone Number: __________________

Type of Item: __________________

Price Per Item $ _______

Total: $ _______

Other:

____________________________

Signature of Club President: __________________

Date: ____________

Signature of Club Advisor: __________________

Date: ____________

FOR OFFICIAL USE ONLY

Date received: ____________ Funds available: ___Yes ___No Amount: $__________

Approved by: __________________

Date: ____________
CLUB ACTIVITY REQUEST FORM

CLUB NAME: ____________________________  TODAY’S DATE: ____________

TITLE OF EVENT: ____________________________________________

DETAILED DESCRIPTION OF PROPOSED FUNCTION:

Who’s Participating? ____________________________________________

What’s the Purpose? ____________________________________________

When - Date and Time? __________________________________________

Where it will be held? ____________________________________________

How Many People in Attendance? ____________________________________________

Club Contact Person/Phone Number: ____________________________________________

Faculty/Staff Who Will Be Present: ____________________________________________

Funding Needed: ___Yes ___No  Amount Requested: $_______________

Other pertinent information:

Signature of Club President: ____________________________  Date: ____________

Signature of Club Advisor: ____________________________  Date: ____________

FOR OFFICIAL USE ONLY

Date received: ____________  Amount Approved: $__________

Approved by: ____________________________  Date: ____________
CLUB COLLABORATION FORM

Fill out this form and bring it to Ernie Navarette in the Student Life Office

Collaboration Guidelines

1. Activities offered in collaboration with Student Life must be open to all RRCC students.
2. Collaboration proposal must be submitted at least 4 weeks prior to event.
3. Proposals will be evaluated for appropriateness and affordability by the Student Life staff.
4. Student Life funding for collaborative events will be determined on a case-by-case basis.

Your Name___________________ Today’s Date_____________________

Event/Project Name_________________________________________________

Date/Time/Place_____________________________________________________

Description____________________________________________________

Estimated number of students to attend __________

Required funding

1. ____________________________ $________
2. ____________________________ $________
3. ____________________________ $________
4. ____________________________ $________

TOTAL: $________

Estimated cost per student $________

Signature of Club President:_____________________________ Date:__________

Signature of Club Advisor:_____________________________ Date:__________

FOR OFFICIAL USE ONLY

Date received: __________ Amount Approved: $________