

CLUB FUNDING REQUEST

Name of Club: _____

Today's Date: _____

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: \$ _____