

Group Advisor must complete checklist on the back



## Student Associated Council Funding Request Form

3835 Freeport Blvd.  
Sacramento, California 95822

Use this form to request funding from the Student Associated Council (SAC). Fill out this form completely, attach all supporting documents, and submit it to the Student Leadership & Development office. Be prepared to attend a committee meeting in support of your request, or answer any questions of the committee. You will be notified when your request is scheduled to be on the agenda for discussion.

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	Phone Number	E-mail
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Club/Organization	Budget Number For Transfer or Check To Be Made Out To
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Address	City	Zip Code
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Amount of Funding Request	Date Funds Are Required	Does your organization have matching funds available? If yes, provide documentation.
\$ <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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.

CAEB Requests	SSEN Requests	Student Associated Council Use Only
<input type="checkbox"/>	<input type="checkbox"/>	Date Treasurer Received Request: _____ Finance Committee Agenda Date: _____ Finance Committee Recommendation:    ___ Yes    ___ No
	<input type="checkbox"/>	Date Vice President Received Request: _____ Senatorial Branch Agenda date: _____ Senatorial Branch Recommendation:    ___ Yes    ___ No
<input type="checkbox"/>	<input type="checkbox"/>	Date President Received Request: _____ Board Agenda date: _____ Board Decision:    ___ Approved    ___ Denied
Treasurer Signature	Date	President Signature
		Date

\* Club seed money up to \$100

Group Advisor must complete reverse side

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# 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