

## EMPOWERMENT GRANT INFORMATION

The Student Empowerment grant is an \$800 grant for clubs at Sacramento City College with the purpose of developing a robust organizational culture that generates student self-empowerment and inspires organized student activities. To be eligible for the grant, clubs must be currently chartered, plan to use the funds for outreach and activities, and have a one-year plan for growth in membership and activities.

### How to apply for the Student Empowerment Grant

1. Develop an official plan for growth in membership and activities. Include your club's goals and methods by which you plan to accomplish them. Document this plan and approve it by an official decision of your club's voting members.
2. Decide, as a club, how to use the \$800 received from the Student Empowerment Grant.
3. Fill out the following application, making sure to have it signed by your Club Advisor, and submit it online at:  
<https://scc.losrios.edu/campus-life/clubs-and-student-leadership/student-associated-council/student-senate/student-senate-empowerment-grant>
4. The Treasurer or designee will confirm and let your club know when your application will be heard by the finance committee.
5. The Student Senate will determine if the club has met the requirements for the Student Empowerment Grant. If approved, the funds will be transferred to the Club's account by the Student Associated Council (SAC) advisor. If rejected, reason will be given and the club will be free to re-apply at any time.

### Keep in Mind

- Grants each year are on a first-come, first-serve basis. If your application does not meet the requirements, it will be rejected and the club must re-apply.
- No club may receive more than one Student Empowerment Grant within one academic year or within a 10-month period.

Funding for the Student Empowerment Grants must be approved by each board of the Student Senate, meaning that you cannot be guaranteed that the grants will be available next academic year. This means that our club has a functional deadline around the end of the Spring semester. Talk to your representatives in the Student Senate for a specific deadline, or to possibly find out if the next board is likely to renew the Student Senate Empowerment Grant funding for the next academic year.

## EMPOWERMENT GRANT OUTLINE

### **1. Club Mission Statement**

In this section, the club is required to provide a description of its general purpose, goals, and major past and current activities.

### **2. Strategic Plan**

The club is required to provide a detailed, clear, and concise plan for the activities to be carried out during the academic year along with the method of allocation of the funds received from the Student Senate for activities.

### **3. Annual Calendar of Activities**

The club is required to submit a calendar of its activities for the entire academic year to the Student Senate.

**NOTE:**

- **Criteria for Selection**

Empowerment grants are given on a first come, first serve basis. However, in order for the application to be approved by the Student Senate for funding, the club should provide a clear and detailed plan of its activities. To receive the grant in the first attempt, please attach all documents listed about to a completed empowerment grant application, and submit it to the Student Senate.

- **Reporting to the Student Senate**

All clubs receiving the empowerment grant must submit a report of the activities accomplished with the support of the empowerment grant by the Student Senate by November 30 of fall semester, and by April 30 of spring semester.

## Accounting Procedures

Due to district and college regulations, funds must be accounted for in specific ways. These procedures have been detailed for your convenience.

### GENERAL INFORMATION

1. All clubs are under the general supervision of the Student Leadership and Development Student Personnel Assistant and Supervisor.
2. Once your club has been chartered, approved for the activity and has its first traction, an account for your club will be established in the College Business Office.
3. The club advisor must authorize all expenditures as well as supervise and review all financial transactions.
4. Approvals for expenditures must be noted in your club minutes.
5. Authorized signatures for club requisitions must include:
  - a. Club President or Treasurer
  - b. Club Advisor
  - c. Student Leadership and Development Student Personnel Assistant or Supervisor
  - d. Supervising Administrator of Student Leadership and Development Department.
6. The Student Leadership and Development Office can provide monthly financial reports to each club, if requested.
7. All club disbursements are made by check.
8. Failure to deposit funds into the club account at the Business Office within 24 hours of receipt may result in the loss of your club charter.
9. Requisitions must be processed with required supporting documents to ensure audit accountability. Please see Expenditure of Club Funds below for a detailed list of club expenses and required supporting documents.
10. Cash advances will be authorized for Advisors only.
11. If a club is inactive for two consecutive years, all monies in their account may be transferred to the Clubs and Events Board account.

### FINANCIAL ETHICS

A statement on financial ethics is available in the Administrative Services Procedures Manual, Third Edition, Section 3.1.

1. All funds collected from club activities are deposited in an income account in the Business Office.