



## ASGWC ONE-TIME REQUEST FOR FUNDING

The process of requesting funds from the Student Government of Golden West College (ASGWC) is as follows:

### One-Time Request Philosophy

The Associated Students seek to benefit all students. We recognize that no single program will be of value to every student, but we will seek to support a wide variety of programs to ensure the broadest benefit to the students of GWC. ASGWC supports extra-curricular and cocurricular activities, programs, and services for students.

### One-Time Funding Request Process & Timeline

1. Submission of One-Time Funding Request Form
  - a. Send completed forms to the [asgwcbudgetrequests@gwc.cccd.edu](mailto:asgwcbudgetrequests@gwc.cccd.edu).
  - b. ***Funding requests will be considered at the earliest available Finance Commission meeting.***
2. Interview with Finance Commission
  - a. All completed request packets (i.e. application and supporting documentation) will be considered at the earliest available ASGWC Finance Commission meeting.
  - b. If needed, requesters will be contacted by the Vice President of Financial Affairs to schedule an interview with the ASGWC Finance Commission.
  - c. The representative(s) for the request will have approximately fifteen (15) minutes to meet with the Commission, including time to describe the project and to answer questions from the Commission.
  - d. *The Finance Commission recommends dollar amounts based upon deliberation of information given and presented from your One-Time Funding Request.*
3. Consideration by Executive Student Council
  - a. Following the Finance Commission interview, a recommendation will be made to the ASGWC Executive Student Council meeting for ratification. Funding requesters **do not** need to be present for this meeting.

### Rules & Guidelines

Please refer to the Finance Code in the ASGWC Bylaws for allowable and prohibited expenses. Adhere to Coast Community College District Travel Policy

[Link: ASGWC Bylaws](#)

[Link: District's Travel Policy](#)

### Tips for making a thorough request:

- I. **Economical Request**
  - A. All requests require at least one quote. Requests exceeding \$500 require two or more quotes.
  - B. Provide quotes of the most practical and cost-efficient options for transportation and housing. **We typically like to see at least 3 references for flights, hotels, personal transportation, and any other prices subject to fluctuation.**
  - C. Exceptions will be considered on a case by case basis.
- II. **Account Ledger**
  - A. Be sure to attach your ledger (found at the Business Services Office) to the back of your request form.
- III. **Use of Funds**
  - A. **Your funds should always be your first option for funding.** The council will review the requestor's account to determine available funds on deposit and will take those into account when making award recommendations. We encourage requesters to use available funds whenever possible.
- IV. **Fundraising**
  - A. **Efforts to fund this request:** Evidence of fundraising for your event or activity (such as reaching out to club alumni, campus events, donations, etc.) will strengthen your one-time request. (Do not include fundraising that will not go to the event in question.)
- V. **Food, drinks, and snacks**
  - A. In the case of funding for one-time events, championships, contingency or reserves, the Finance Commission will consider allowances for food, drinks and snacks. **We don't fund food or drinks that are to be consumed on a later date.**
- VI. **Be as detailed as possible:**
  - A. Please attach all documentation that is relevant to the request. (Registration forms, a close estimate of the number of students attending, the math behind the dollar amount requested, and any other data that would help us.)

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Date: \_\_\_\_\_

Name of Club/Program:	Name of Requestor:
Requestor's Phone Number:	Requestor's Email:
Advisor's <u>or</u> Supervisor's Name:	Advisor's <u>or</u> Supervisor's Email:
Advisor's <u>or</u> Supervisor's Signature:	Advisor's <u>or</u> Supervisor's Phone Number:

<b>Name of Event:</b>	
<b>Date(s):</b>	<b>Location:</b>
<b>Number of Students attending:</b>	<b>Number of Advisors attending:</b>
<b>What is the intended purpose of the items being funded?</b>	
<b>What date is the funding required by? If within 30 days, please include a reasoning.</b>	

**BREAKDOWN OF EXPENSES (e.g. travel, registration, housing, catering, etc.):**

Expenses Covered by Club/Department Funds	Amount	Expenses Covered by External Funds	Amount	Amount Expenses Requesting ASGWC Funding for	Amount
<i>Example: Conference Registration for 3 members</i>	\$50.75	<i>Example: Club Fundraising or Donated Food for Event</i>	\$200.00 \$167.00	<i>Example: Plane flights for 5 students (\$156.86 each)</i>	\$784.30
<b>Total Amount Club/Department</b>		<b>Total Amount Funded by Other Sources</b>		<b>Total Amount Requesting from ASGWC</b>	
<b>Total Expenses</b>					

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## **SUPPORTING DOCUMENTATION (include the below items):**

<input type="checkbox"/> Club/Department account trial balance (Received at the Business Services Office)	<input type="checkbox"/> GWC Presidential Approval, if applicable	<input type="checkbox"/> Prior years expenditures, if applicable
<input type="checkbox"/> Quotes, estimates, registration costs, etc. for each requested expense.	<input type="checkbox"/> Multiple quotes for prices subject to fluctuation preferred	

## *OFFICE USE ONLY:*

<input type="checkbox"/> Club approved	<input type="checkbox"/> Special event approved	<input type="checkbox"/> Presidential approval granted
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