SOCC Funding Request Information

For Requests Equal to or Under $500, go through SOCC

To obtain SOCC sponsorship or support a formal request must be submitted online to the Club Council at least <u>four</u> weeks in advance of the event/activity. The request should include the following information:

- Purpose or nature of the event/activity
- Date, time, location of event/activity
- Specific duties Club Council members are expected to assume (i.e., make posters, distribute flyers, post publicity, provide funding, serve refreshments, etc., list the type of assistance requested and the time commitment involved).
- Specific duties other groups/individuals will assume
- Clubs / Organizations have attended a minimum of 3 meetings and maintained their officially recognized status with the S.O.C.C. in order to be eligible for S.O.C.C. Grants.
- Programs, departments and divisions are not eligible for S.O.C.C. Grants but they may request help from individual clubs.

Request over $500.00 must be submitted to the Associated Students of Skyline College Governing Council.

For Requests greater than $500:

ASSC Club Grants

Section 1
The A.S.S.C. is authorized to provide a grant program for all recognized clubs on campus for requests that exceed $500.00. All requests under $500.00 should be addressed at the Skyline Organization and Club Council meetings. See Bylaw 7

Section 2
A recognized club must have the following information on
file: A. A faculty advisor (completed Advisor
Contract)
B. An approved constitution on file in the Student Activities Office.
C. A current dub roster on file in the Student Activities Office.

Mission

To empower and transform a global community of learners.

D. The student group must have met the minimum requirements to be considered an officially recognized club/organization

Section 3

Criteria for Grant:

A. Not to exceed $1000.00.

B. Grants available not more than once academic year

C. Clubs / Organizations must finance a minimum of 20% to 50% of the event to show a vested interest in the project.

- 20% investment is required for groups whose trust account has a balance below $500.00
- 50% investment is required for groups whose trust account has balance above $500.00

D. Grants must be applied to an activity that would be of interest to the general student body.

E. Admission charges must allow for student body cardholders to receive a discount price.

F. The grant request must be presented to Council a minimum of four weeks prior to the activity.

G. Visit http://www.skylinecollege.edu/studentgovernment/fundingrequest.php for more information on how to make a funding request through ASSC.

H. A two-thirds (2/3) vote of council is necessary for grant approval.

I. A completed A.S.S.C. Requisition with necessary paperwork attached must be signed by the following individuals of the club requesting the funding; Advisor, President/Chair, Treasurer and two Club members at large in order to complete the transfer of funds.

J. All advertising for the event must include the name of the Associated Student of Skyline College as one of the supporter of the event.

K. For additional information about procedures for requesting funding, refer to Code 6, Section 4 of the ASSC Constitution.

For all funding requests, the appropriate forms to submit are online at
http://www.skylinecollege.edu/centerforstudentlife/

Please note, funding requests WILL NOT appear on the agenda until a funding request has been submitted and reviewed by the ASSC Vice President and Advisors.

If you have any questions about funding requests please email:
gacutana@smccd.edu

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