



2011-2012 Funding Proposal Policies and Procedures

- ASCSN Student Government must recognize all Clubs/Organizations prior to receiving funding. Recognition of clubs and organizations occur at the beginning of each semester. Check with the ASCSN Student Government Vice President for recognition deadlines.
- Any faculty, staff, or group requesting funding must be sponsored through CSN or a recognized ASCSN Student Government Club/Organization.
- Funding proposal requests for the FALL SEMESTER (2011) and SPRING SEMESTER (2012) will be accepted beginning **August 29, 2011 and ending April 30, 2012**. All Funding Proposal requests must be complete before they are turned in to the ASCSN Student Government Treasurer at any of the three main campuses; Cheyenne, West Charleston, or Henderson. Requests will **ONLY** be accepted during the above listed dates and by an Administrative Assistant or the ASCSN Student Government Treasurer. **Incomplete packets will not be considered.**
- A separate Funding Proposal request must be submitted for each activity/event for which funding is requested, and limited to once per semester. Matching funds must be available for use before any funds are approved.
- Funding proposals that have been denied with probable cause will not be eligible for review until the next semester.
- All Clubs/Organizations requesting the use of any CSN campus space must follow the procedures issued through the Chief Campus Administrator's Office of CSN.
- All ASCSN Club/Organizations are expected to organize and participate in fund-raising activities. Any approved funding will be dependent on fund-raising participation.
- Funding requests for all Clubs/Organizations will **ONLY** be funded through matching funds. This means that ASCSN Student Government will match the amount (if funded) raised by the Club/Organization. Documentation of matching funds must be presented for funding consideration. Funds designated for travel, which are not used for travel, must be returned **AS SOON AS POSSIBLE** to ASCSN Student Government. All travel must comply with CSN's travel policy.
- In the event that your Club/Organization is funded, the ASCSN Student Government Treasurer must be contacted within ten (10) business days after the activity/event has taken place to discuss the Accountability Worksheet (attached) before future-funding requests will be considered. The current ASCSN Student Government Treasurer has the right to accept or deny future funding requests when an Accountability Worksheet has



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not been received from a Club/Organization.

- Acceptance of Funds constitutes an agreement to accept all ASCSN Student Government Funding Proposal Policies and Procedures, all ASCSN Student Government Bylaws contained in this packet, to return any monies in excess of \$100.00, not used for this event/activity, and to return any monies approved for travel, but not used for travel (regardless of the amount) to the ASCSN Student Government Treasurer.
- Applicants must submit THE ORIGINAL Funding Proposal Packet, along with six (6) copies for the Funding Proposal Committee/Chair. *Please remember to make a copy for your records.

Club/Organization President

Print Name

Signature

Date

Club/Organization Advisor

Print Name

Signature

Date

Club/Organization Representative

Print Name

Signature

Date

Contact Phone

Contact e-mail



Funding Proposal Request Application

Name of Club/Organization/Individual (Who is requesting the funds?):

Account # (Where should we transfer the funds?):

8458-891-_____

Name of Club/Organization Representative (Who is doing all of the paperwork?):

Contact Name: _____

Contact Phone: _____

Contact e-mail: _____

Explanation of Activity/Event (What is going to occur, when, where, and why?):

Please describe what you are requesting funding for (include dates, times and location of events).

Total Amount Requested: _____ Date(s) of Activity/Event: _____

If your Funding Proposal request is approved, publicity regarding this activity must include a reference to the effect that ASCSN Student Government has co-sponsored this activity/event. Please indicate how you will publicize the ASCSN contribution.



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Funding Proposal Budget Worksheet (2011-2012)

Each Club/Organization has different needs. These needs can only be determined by completing this worksheet in its entirety. Please be thorough when compiling data for the document by providing pertinent documentation supporting your requests, i.e. registration, receipts, contracts, forms, bids and any other supporting materials. Thank you.

Will you be traveling **in** or **out** of the state? Yes No

If traveling out of state, please contact 651-5500 for information about the necessary insurance policy for out of state travel required by the Board of Regents.

Travel Expenses:

Number of people in your Club/Organization traveling:

Number of total days included in the travel period:

Cost of each **individual** airline ticket:

Total Cost of Airline Tickets:

Cost of transportation plus gratuity (if applicable):

Cost of hotel per person, per day:

Total Cost of hotel

Number of meals per person, per day:

Cost of each **individual** meal:

Total Cost of meals

Other miscellaneous items:

Provide details, i.e. item, quantity, cost and total of miscellaneous items or items not listed above.

Total travel amount:



Event/Activity Revenue:

Has your Club/Organization performed any fundraising specifically for the purpose of this event/activity prior to submitting this application? Yes No

If so, how much will you receive? _____

Please provide a brief description of your fundraising activities:

Club/Organization Revenue:

Does your Club/Organization charge a membership fee? Yes No

If so, how much? _____

What is your current account balance? _____

(Please attach a copy of the club/organization account balance provided by CSN)

****Remember, your acceptance of funds constitutes an agreement to return any monies, in excess of \$100.00 not used for this event/activity or any monies approved for travel, which were not used for travel to ASCSN Student Government as soon as possible.**

****After submission, the ASCSN Treasurer will contact you regarding your presence at the Funding Proposal Committee Meeting and the ASCSN Senate Meeting. Thank you for your cooperation!**

****Please refer to the following checklist for accuracy:**

- Read, sign, and follow Funding Proposal Policies and Procedures (2011-2012)
- Complete the Funding Proposal Request Application (2011-2012)
- Complete the Funding Proposal Budget Worksheet (2011-2012) (Attach a copy of the club/organization account balance provided by CSN.)
- Complete all Funding Requests separately for the Fall 2011 and Spring 2012 semesters. (*Limit: one per semester)
- Contact the ASCSN Student Government Treasurer within ten (10) business days after the activity/event has taken place to discuss the Accountability Worksheet (attached) for future-funding requests to be considered.
- Logon to www.csn.edu/ascsn to familiarize yourself with the current ASCSN Senate Bylaws V: Funding Proposal Committee and XVII: ASCSN Funding Proposal Application.



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Accountability Worksheet (2011-2012)

Accountability Worksheets must be submitted within ten (10) working days after an event is held to be considered for future funding. Please turn in this packet to the Student Government Treasurer or the Student Government Administrative Assistant at your campus.

Name of Club/Organization:

Academic Year Funded:

Club/Organization President

Print Name

Signature

Date

Club/Organization Advisor

Print Name

Signature

Date



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Event/Activity Revenue:

Please enter the total amount awarded to your club/organization by ASCSN Student Government: \$ _____

Please enter the total amount raised by your club/organization: \$ _____

Total Event/Activity Revenue: \$ _____

Expenditures: *Please attach receipts/documentation for all expenditures.

a. Total expended on **in-state & out-of-state** travel?

\$ _____

b. Total expended on **mailers, copies & printing services**?

\$ _____

c. Total expended on purchasing **office supplies/equipment** ?

\$ _____

d. Total expended on **decorations, flowers, food, beverages and entertainment**?

\$ _____

e. Total expended on **speakers or independent contractors**?

\$ _____

f. Total expended on **registration fee or dues**?

\$ _____

g. Total expended on **advertising**?

\$ _____

h. Total expended on **equipment**?

\$ _____

i. Total expended on **miscellaneous** items?

\$ _____

Total Expenditures: \$ _____

Total Event/Activity Revenue minus Total Expenditures: \$ _____

****Remember, your acceptance of funds constitutes an agreement to return any monies, in excess of \$100.00 not used for this event/activity or any monies approved for travel, which were not used for travel to ASCSN Student Government as soon as possible.**



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(Please attach an Activity/Event Flyer and Receipts with this form for validity.)

Thank you for your cooperation in completing this Accountability Worksheet. This packet will be used to account to the Board of Regents and Auditors for all monies allocated during this academic year.

The ASCSN Funding Proposal Committee reserves the right to deny, award, or partially fund your request. Thank you!

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N. Las Vegas, NV 89030
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Fax : 702-651-4851
C1C – sort code
amador.ronquillo@csn.edu

Administrative Assistants:

Cheyenne campus
3200 East Cheyenne Avenue
North Las Vegas, NV 89030
P:702.651.4051
F:702.651.4851
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West Charleston Campus
6375 West Charleston Boulevard
Las Vegas, NV 89146
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F:702.651.5098
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700 College Drive
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