



Funding Proposal Policies and Procedures (2009-2010)

1. ASCSN Student Government must recognize all Club/Organizations prior to receiving funding. Recognition of clubs and organizations occur at the beginning of each semester. Check with the ASCSN Student Government office for recognition deadlines.
2. Any faculty, staff, or group requesting funding must be sponsored through a recognized ASCSN Student Government Club/Organization.
3. Funding proposal requests for the FALL SEMESTER will be accepted beginning September 23, 2009 thru October 25, 2009. All Funding Proposal requests must be completed and turned into the ASCSN Student Government Office at the Cheyenne Campus by 5:00 pm, on/or by closing dates listed above. Requests will ONLY be accepted during the above listed dates.
4. Funding proposal requests for the SPRING SEMESTER will be accepted February 17, 2010 thru March 21, 2010. A separate Funding Proposal request must be submitted for each activity/event that funding is requested, matching funds must be available. All Funding Proposal requests must be completed and turned into the ASCSN Student Government Office, at the Cheyenne Campus by 5:00 pm. On/or by closing dates listed above. Requests will ONLY be accepted during the above listed dates.
5. Funding proposals that have been denied will not be eligible for review until the next semester.
6. 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.
7. All ASCSN Club/Organizations are expected to organize and participate in fund-raising activities along with seeking additional funding from the Senate. Should there be questions regarding fund-raising activities, it is recommended that guidance be obtained from the Fund-Raising Committee or an ASCSN Senate member. Future funding will be dependent on fund-raising participation.
8. Travel 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 travel 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 travel policy.

9. In the event that your Club/Organization is funded, the Accountability Worksheet and Report must be submitted ten (10) days after the activity/event to the ASCSN Student Government Secretary before future-funding requests will be considered.
10. Incomplete packets will not be considered.
11. Acceptance of Funds constitutes an agreement to accept all ASCSN Student Government Funding Proposal Policies and Procedures, and to return any monies in excess of \$100.00, not used for this event/activity to ASCSN Student Government.
12. Applicants must submit **six (6)** copies of their Funding Proposal, along with keeping copies for themselves.

Club/Organization President

Print Name

Signature

Date

Club/Organization Advisor

Print Name

Signature

Date

**ASCSN BY-LAW VI
FUNDING PROPOSAL COMMITTEE**

- 6.01 The Student Government Administrative Assistant will accept and date/ time stamp all funding proposals that are turned in. Each proposal will be accompanied by six copies of said proposal and be distributed to committee members and one (1) copy to the ASCSN advisor at the next meeting.**
- 6.02 After funding proposal application is submitted, the funding proposal shall be on the next available Funding Proposal Committee agenda. Provisions of Nevada Open Meeting Law shall apply.**
- 6.03 A copy of the current club/organization budget shall be-presented at any and all Funding Proposal Meetings.**
- 6.04 Other funding options for said program should be pursued before applying to the ASCSN Senate. If other options were not pursued then the Club/Organization seeking monies shall not be considered.**
- 6.05 All Clubs /Organizations seeking monies shall be contacted by the chair as to the status of their funding proposal. All proposals to be considered will be funded at 100%, partially, or denied funding at an amount not to exceed the amount raised by the club/organization for said program. All proposals must be sponsored by a recognized ASCSN Club/Organization to be considered for funding.**
- 6.06 In case of a presidential veto of any approved funding, the chair of the committee shall meet with committee members within two (2) weeks to decide if the veto shall be contested. A Presidential veto may be overturned by a two-thirds (2/3) vote of the entire Senate.**
- 6.07 Appeals regarding the Funding Proposal Committee's decision shall be made to the ASCSN Senate within five (5) working days of receiving a letter of denial. The appeal shall be addressed as an action item on the next Senate agenda.**

**ASCSN BY-LAW XIII
ASCSN FUNDING PROPOSAL APPLICATION**

- 13.01 Funding requests shall be heard by the ASCSN Funding Proposal Committee. Should this committee recommend Student Government allocation of funds, this recommendation shall be referred to the general Senate for deliberation at the next regularly scheduled Senate meeting.**
- 13.02 Funding provided to recognized active clubs by the ASCSN Student Government will be for, but not restricted to, events or capital improvements that take place on any of the CSN Campuses or Extension sites.**
- 13.03 Any ASCSN Club / Organization is allowed to submit a funding request form to request Student Government sponsorship of an activity, or capital improvement that will take place, but not limited to any CSN Campus or Extension site. A budget which provides detailed expenditures of requested funds must be presented with each funding request. Three (3) separate bids must be included in the Funding Request Form if the required amount is over \$500.00 or for funding**

requests for travel arrangements, room arrangements and capital improvements. Excluding items previously stated (travel arrangements, room arrangements and capital improvements) items per individuals under \$250.00 do not require bids. Individuals requesting Student Government Funding must be sponsored by an ASCSN Club / Organization. Accountability Worksheets must be submitted within ten (10) working days after an event is held to be considered for future funding.

- A. One of the three (3) bids must include a bid from CSN if it is applicable to the request.
- B. Any intentional misrepresentation to an ASCSN Government member or the ASCSN Student Government as a whole will result in immediate withdrawal of funds. Re-submittal of said request must be made with new representation before said request is reconsidered.
- C. All requests for funding must be approved prior to the event. Student Government will not reimburse any Club / Organization and/or individuals for any expenditures or expenses incurred prior to Senate approval of funding requests. ASCSN Student Government will not fund any event that has already taken place.
- D. ASCSN Clubs / Organizations must maintain receipts substantiating expenditures at the conclusion of the funded event. Failure to properly account for funds received will result in denial of future funding requests.

13.05 Members of Student Government may submit funding requests for events and activities they may be involved in.

- A. Determination of these requests will be with the same scrutiny as will be given to any other request.
- B. Student Government committees will submit funding requests in the same manner.
- C. Abstaining from voting on any funding request that will directly benefit any ASCSN Student Government member monetarily is mandatory.

13.06 If an event is funded entirely from monies approved through motions or otherwise, the words, "AN ASCSN FUNDED EVENT" must appear on all advertising materials and programs including any other promotional materials used. The words must also be posted at the event. All events funded in part shall have the words, "SPONSORED OR CO-SPONSORED BY THE ASCSN."

13.07 Full documentation and explanations must accompany any request forms.

13.08 All Funding Proposal requests shall be reviewed within ten (10) business days after submission, provided all deadlines are met. All requests that are approved by the Senate shall be disbursed upon the approval of the ASCSN Senate meeting minutes.



2009/2010

Funding Proposal Request Application

Name of Club/Organization/Individual: _____

Account # 8458-891-_____

Name of Club President: _____

Phone # _____ **Cell #** _____

Email Address: _____

Name of Club Advisor: _____

Phone # _____ **Cell #** _____

Email Address: _____

Explanation of Activity/Event:

Please describe in 150 words or less what you are requesting funding for (include dates, times and location of events).

Total Amount Requested: _____ **Required Disbursement Date:** _____

(If your proposal is approved, publicity regarding this activity must include a reference to the effect that ASCSN Student Government has provided funding. Please indicate how you will publicize the ASCSN contribution if this request is approved.)

Checklist:

1. Read, sign, and follow Policies and Procedures.
2. Complete Budget Worksheet.
3. Complete all separate Funding Requests for the entire semester.
4. Complete Accountability Event Worksheet/Report and submit to ASCSN Student Government Treasurer Felicia Wills or to Cassandra Webster on the Cheyenne Campus (702) 651-4051, Juanita Sowell on the West Charleston Campus (702) 651-5614, or Sonia King on the Henderson Campus (702) 651-3177 ten (10) days after Event/Activity.



Funding Proposal Budget Worksheet

*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. Thank you.

Travel Expenses

Will you be traveling in or out of the state? _____

~If traveling out of state, have you obtained the necessary insurance policy for out of state travel required by the Board of Regents? (If you have any questions, please contact 651-5500)

Number of people in your Club/Organization traveling: _____

How many days total will be included in the travel period? _____

What is the cost of each individual airline ticket? \$ _____

i. Total Cost of Airline Tickets \$ _____

What is the cost of the hotel per person, per day? \$ _____

ii. Total Cost of hotel (Cost of Hotel X Days X Room) \$ _____

How many meals will be eaten, per person, while traveling? _____

What is the cost of each meal? _____

Total Cost of meals (Cost X Total Meals X per Person) \$ _____

Total travel amount \$ _____

Please provide pertinent documentation to support your request:

Registration, receipts, contracts, forms, bids and any other supporting materials.

Miscellaneous:

Guest Speakers' Fee (if applicable)? \$ _____

Rental Fees (Submit bid and/or contract)? \$ _____

Any other miscellaneous items (provide details)? _____

*Provide details i.e., item, quantity, cost and total of miscellaneous items or items not listed above. (You may use a separate sheet of paper if necessary)

Revenue for the Event/Activity

1. Will your Club/Organization charge any fees to attendees? _____
 - i. If so, how much \$ _____
2. Has your Club/Organization performed any fundraising specifically for the proposed event/activity prior to submitting this application?
 - i. If so, how much \$ _____
 - ii. How much will you receive \$ _____

Please provide a brief description of your fundraising activities:

Club/Organization Revenue

1. Does your Club/Organization charge a membership fee? _____
 - i. If so, how much _____

What is your current Balance? \$ _____

Please attach official copy of the club/organization Account Balance provided by CSN

Total Amount Requested: \$ _____

Please refer to the ASCSN By-Laws regarding funding guidelines.

Your acceptance of funds constitutes an agreement to return any monies, in excess of \$100.00 not used for this event/activity to ASCSN Student Government ten (10) days after the event/activity.

Club/Organization President: _____

Signature: _____

Date: _____

Club/Organization Advisor: _____

Signature: _____

Date: _____

This completes the Funding Proposal Budget Worksheet



2009-2010

Accountability/Event Summary Worksheet and Report

Name of Club/Organization:

Event or Program Funded:

Academic Year Funded:

Club Advisor:

Club President:

Accountability Worksheets must be submitted within ten (10) working days after an event is held; to be considered to receive future funding.

Please turn in this packet to the Student Government Secretary Ext. 4381 or the Student Government Administrative Assistant at your campus:

Student Government

**ASCSN Treasurer Felicia Wills
Cheyenne Campus
3200 East Cheyenne Avenue
North Las Vegas, NV 89030
Phone # 702-651-4379
Fax # 702-651-4851
C1C-sort code**

Administrative Assistants :

**Cheyenne campus
3200 East Cheyenne Avenue
North Las Vegas, NV 89030
Phone # 702-651-4051
Fax # 702-651-4851
C1C-sort code**

Administrative Assistants :

**West Charleston Campus
6375 West Charleston Boulevard
Las Vegas, NV 89146
Phone #702-651-5614
Fax # 702-651-5098
W1B-sort code**

Administrative Assistants :

**Henderson Campus
700 College Drive
Henderson, NV 89015
Phone # 702-651-3177
Fax # 702-651-3508
H7B-sort code**

1. Total Amount awarded by ASCSN Student Government
 - i. \$_____.
2. Amount of money raised by fundraising
 - i. \$_____.
3. Expenditures (use totals from following sections)
 - a. Total expended on in-state & out-of-state travel?
(Include Receipts)
 - i. \$_____.
 - b. Total expended on mailers, copies & printing services?
(Include Receipts)
 - i. \$_____.
 - c. Total expended on purchasing office supplies/equipment?
(Include Receipts)
 - i. \$_____.
 - d. Total expended decorations, flowers, food, beverages and entertainment?
(Include Receipts)
 - i. \$_____.
 - e. Total expended on speakers or independent contractors?
(Include Receipts)
 - i. \$_____.
 - f. Total expended on registration fee or dues?
(Include Receipts)
 - i. \$_____.
 - g. Total expended on advertising?
(Include Receipts)
 - i. \$_____.
 - h. Total expended on equipment?
(Include Receipts)
 - i. \$_____.
 - i. Total expended on miscellaneous items?
(Include Receipts)
 - i. \$_____.

Total Expenditures? \$_____.

4. Funds Remaining?

i. \$ _____.

(Any amount over \$100.00 must be returned to ASCSN Student Government.)

Summary of the Event/Activity (Attach on separate sheet, please include pictures/flyers.)

Club/Organization President: _____ (please print)

Signature: _____ **Date:** _____

Club/Organization Advisor: _____ (please print)

Signature: _____ **Date:** _____

(Receipts must accompany this form for validity)

Thank you for your cooperation in completing this report. 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