



Funding Proposal Policies and Procedures (2010-2011)

- 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 (2010) and SPRING SEMESTER (2011) will be accepted beginning **August 30, 2010 and ending April 29, 2011**. 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 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

Contact #

Contact e-mail



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Funding Proposal Request Application (2010-2011)

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 #: _____
- 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 (2010-2011)

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? _____

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 \$ _____

(*Membership fees are not considered raised funds.)

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 (2010-1011) on pages 1 and 2.
- Complete the Funding Proposal Request Application (2010-2011) on page 3.
- Complete the Funding Proposal Budget Worksheet (2010-2011) on pages 4 and 5. (Attach a copy of the club/organization account balance provided by CSN.)
- Complete all Funding Requests separately for the Fall 2010 and Spring 2011 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.

****If there are any questions or concerns, please feel free to contact us:**

COLLEGE OF SOUTHERN NEVADA	NAME	EXT	FAX	SORT CODE	ROOM
Director of Student Life and Leadership Development	Vitaliano Figueroa	4609	4416	C1C	1089-A
Intramural Sports & Wellness Coordinator	Lazaro Camacho	4886	4971	GYM	CHY 2502
ADMINISTRATIVE ASSISTANTS					
Henderson Campus	Sonia King	3709	3124	H7B	130-E
Cheyenne Campus	Cassandra Webster	4051	4851	C1C	1089
W. Charleston Campus	Juanita Sowell	5904	5098	W1B	102-C
Intramural Sports & Wellness	Kary Nguyen	4893	4971	GYM	2502
STUDENT GOVERNMENT					
Henderson Campus	Office/Main Line	3177	3508	H7B	130-E
Cheyenne Campus	Office/Main Line	4942	4851	C1C	1089
W. Charleston Campus	Office/Main Line	5614	5098	W1B	102
EXECUTIVE BOARD					
President	JT. Creedon	4380	4851	C1C	1097
Vice President	Dustin Rains	4382	4851	C1C	1094
Secretary	Jannelle O'Shaughnessy	4381	4851	C1C	1095
Treasurer	Felicia Lopez	4379	4851	C1C	1096