

# Appropriations Outline

*Directions: Complete this form, and submit to the Associated Student Government Secretary ([asgadmin@clackamas.edu](mailto:asgadmin@clackamas.edu) or in WC 160) by Friday at 1pm to be considered at the following ASG meeting (Wednesday 3-5pm).*

Refer to [ASGCCC Student Constitution Article V - APPROPRIATIONS](#)

The Appropriations account is designed to help sponsor supplies for student groups and organizations of Clackamas Community College. For event requests, use the [Event Planning and Proposal Form](#), for travel requests, use the [Travel Policy and Funding Request](#). In order to obtain funds from this account groups must complete a proposal. This proposal will be evaluated by the Cabinet of ASGCCC.

- Requests under \$500 require 2/3 majority approval of the Cabinet
- Requests \$500 and above require ¾ approval from the ASGCCC body. The ASGCCC also votes on any appeal of Cabinet decisions regarding requests under \$500. ASGCCC has the final decision of approving or disapproving your proposal.
- If you are requesting \$500 or more, please be prepared to present your proposal and answer additional questions at an ASG meeting (Wednesdays 3-5pm. Contact [asgadmin@clackamas.edu](mailto:asgadmin@clackamas.edu) for current meeting info).
- The Cabinet and/or ASGCCC may: a) approve the requested amount, b) deny the request, or c) approve a different amount than the request.
- Decisions are made on a case-by-case basis, regardless of whether similar proposals have been approved in the past.
- Proposals are considered on details, organization, and the nature of the request. Please be specific and clear in your Appropriations Proposal regarding how the funds will be spent.

The Secretary has the responsibility to communicate the decision and how the distribution of funds will occur.

This application is the **beginning** of the process. If approved, it can take up to three weeks for payment to be made so it is important to plan ahead.

# Appropriations Proposal

Name:	Email:
Department/Club:	Phone:
Project Name:	
Date Submitted:	Amount Requested: \$

- I will need a check sent to a vendor (Note: it may take up to three weeks after approval)
- I will use the SLL Department Credit Card (See Student Life Staff for check out)
- Club requesting Term Allocation (up to \$500 per term/\$1500 account max) – skip to item 6

1. Clearly state exactly what funds will be used for (marketing, food, prizes, etc. *be specific*). If you are requesting \$500 or more, please be prepared to present your proposal and answer additional questions at an ASG meeting (Wednesdays 3-5pm – email [asgadmin@clackamas.edu](mailto:asgadmin@clackamas.edu) for current meeting info).

2. Our mission is to inspire students to become involved, create awareness around local, state, and federal issues, and to communicate student needs and concerns. How will the purchase you are requesting enhance the goals of ASG?

3. Describe any additional funding sources you have applied for (if applicable).

4. What date do you need the funds by? Remember, this application is the **beginning** of the process. If approved, it can take up to three weeks for payment to be made.

5. Additional details: attach any supporting documents including ads, flyers, etc. that will help us in making our decision.

I:

- 1) have read the Appropriations Outline;
- 2) understand all guidelines set forth and;
- 3) will abide by the decisions made by the ASGCCC and its Cabinet.

By typing your name here you agree to the above regulations:

6. Clubs may receive Term Allocations up to \$500 per term (Fall, Winter and Spring terms).
- a. Clubs with a balance larger than \$1,000 will be capped at a balance of \$1,500
  - b. If a club has a special project or event, that exceeds these amounts, they may complete the entire form (questions 1-5) to request additional funds.
  - c. Email this form directly to [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu).

**Please submit proposal to the ASG Secretary ([asgadmin@clackamas.edu](mailto:asgadmin@clackamas.edu), or in WC 160) by Friday at 1pm. Approval may take up to two weeks. Payment can take up to three weeks to process *after* approval.**

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### ASG Approval

Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Revisions	<input type="checkbox"/> Not Approved
Funding Approved \$	Comments/Revisions requested:		

### ASG President Signature