OXNARD COLLEGE INTER-ORGANIZATIONAL COUNCIL
Application to Request Funding

APPLICATION INSTRUCTIONS: This application is to request funding from the Associated Students Inter-Organizational Council (IOC). **This form is not needed if a club is seeking to spend money it already has in its account**; rather, this is for requests when an organization does not have sufficient funding to pay for its intended expenditures and is seeking financial support from IOC to implement their goals and activities.

Complete each section of the application as comprehensively as possible. Once finished, **submit application and supplemental documents to the ASG Director of Student Clubs & Organizations mailbox in the Student Activities Office/ASG Building or email it to** OCASGClubs@vcccd.edu. If emailing, please state "IOC Agenda Request" in the subject line. Funding applications must include each item named in the checklist at the end of this document. Funding packets missing any of the required supplemental documentation may be returned.

APPLICANT INFORMATION

Applicant's Full Name: _____ ☐ IOC REP ☐ CLUB OFFICER/MEMBER ☐ OC STUDENT ☐ OC EMPLOYEE

Club/Department Name: _____ Email Address: _____

Phone Number: _____ Date Submitted: _____

Date Funds Needed*: _____ Trust Account Balance (if known): _____

*Requests make take up to two weeks to be presented to the IOC Board. If approved, purchases may require another 2-4 weeks to be fulfilled. Please plan accordingly.

FUNDING REQUEST INFORMATION

Event/Activity: _____ Event/Activity Date: _____

Event/Activity Location: _____ # of Club Members: _____

Expected # of Attendees: _____ Are non-OC students invited (i.e. community member panelists)? ☐ YES ☐ NO

Q1: DESCRIBE YOUR FUNDING NEED AND PROJECT GOALS, INCLUDING INFORMATION ABOUT WHICH STUDENTS WILL BENEFIT FROM THIS FINANCIAL SUPPORT.

PROJECTED ITEMIZED EXPENSES

Please provide the exact costs associated with your request. Prices should be derived from quotes or information you received from businesses, conferences, and/or professional services and not based on your "best guestimate" of what the costs would be. **Please provide supplemental documents to justify where these price points derive from. Sample supplemental documentation includes quotes from vendors or screenshots of items or expenses, online links to items.** Depending on your request, sample expenses you would include in this section are conference registration costs, hotel expenses, airfare costs, facility rental fees, honorariums, printing costs, and food service, among others.

DESCRIPTION OF ITEM OR EXPENSE REQUESTED:	QUANTITY NEEDED:	PRICE PER UNIT:	TOTAL UNIT COST:
TOTAL AMOUNT OF FINANCIAL SUPPORT REQUESTED FROM IOC:	*$*		

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SUPPLEMENTAL QUESTIONS

Please respond to the two supplemental questions in the spaces provided. If additional space is needed, an additional sheet may be attached to allow for applicants to provide comprehensive answers. Applications will be considered incomplete without responses to the questions.

Q2: HOW WILL THIS EVENT OR PURCHASE BUILD LEADERSHIP, ENCOURAGE ACADEMIC SUCCESS AMONG STUDENTS, SUPPORT EQUITY EFFORTS, BUILD A SENSE OF BELONGING AND/OR ENHANCE CAMPUS LIFE?

Q3: HOW DOES THIS FUNDING REQUEST ALIGN WITH YOUR CLUB'S MISSION (OR THE OXNARD COLLEGE MISSION, FOR FUNDING REQUESTS SUBMITTED BY OC ACADEMIC OR STUDENT SERVICES DEPARTMENTS)?

ACKNOWLEDGEMENT OF APPLICATION GUIDELINES

By signing below, you are confirming you have read this application in its entirety and may be held accountable for its contents. You also acknowledge and, in some instances, take responsibility for the following application guidelines:

- **It is up to the applicant to submit all documentation necessary** for IOC to make an informed decision regarding your funding request. Please submit any additional documentation along with this form to provide complete information.
- **Supplemental documents are a required portion of this funding application.** These documents must include the answers to both supplemental questions, as well as the justification of all price points you have provided on page two.
- **It is mandatory that a club or departmental representative attend the IOC meeting** at which your request will be considered, and that failure to do so may result in your request being denied
- **The information contained herein is as accurate as possible,** and that this application for funds satisfies all requirements and conditions as set forth by IOC. If any information on this document is found to have been willfully falsified, then you acknowledge that your trust account will be frozen until next year.
- If funding is awarded, **IOC will be named as a co-sponsor of the event on all advertising materials,** and that failure to do so could result in your organization being prohibited from requesting funds from IOC for the remainder of the academic year.
- It can take 2-4 weeks for requests to be fulfilled, depending on the type of request (i.e. online orders, fieldtrip funding).
- Some applications may require the use of petty cash. These applications may include, but are not limited to, perishable items for club meetings or events. For all requests, **petty cash spending may not exceed $200 per event or activity.**

- **For all on-campus events**: **An internal facilities request must be submitted at least 10 working days prior to your event** if any form of set up is needed (i.e. chairs, canopies, tables). **An advisor must be present for all club activities, events meetings.**
- **Off-site travel guidelines (fieldtrips)**: **A VCCCD employee must travel with students to all off-campus events**; funding requests for mileage reimbursement must have first requested the use of an OC van; daily per diem cannot exceed $25 per person; students who wish to stay on a rental property during their travel (e.g., Airbnb), must provide three price points from hotels to justify why a rental property is more financially responsible than staying in a hotel. Also, advisors should have their own room separate from students when traveling. **Fieldtrip forms must be submitted 10 working days prior to the fieldtrip date and include all required forms.**
- **Upon approval of your request, a meeting must be scheduled with the Student Activities Specialist or the Office Assistant to review the approved items. Purchase fulfillment will not move forward without this meeting.**

APPLICATION PACKET CHECKLIST

☐ Did you attach **proof of pricing** (including but not limited to vendor quotes or screenshots of pricing) or a thorough explanation of pricing when quotes, screenshots of items, or formal estimates are unavailable?

☐ Did you **answer the Supplemental Documentation Information questions** to allow IOC to understand how the funding request will benefit Oxnard College students?

☐ Did you **attach a copy of meeting minutes** to demonstrate that your club voted to request these funds and to spend them for this purpose?

_____   _____
Applicant's signature   Today's date

Advisors, by signing this application, you are confirming you are completely aware of this request for funding. You are also acknowledging that all club student travel requires a VCCCD employee to accompany the group and on-campus club-related activities and events require an advisor present.

_____   _____
Advisor's signature   Today's date

OFFICE USE ONLY

Received Date: _____   Received by: _____

IOC Meeting Date: _____

Motioned by: _____   Second: _____

☐ APPROVED   ☐ FAILED   ☐ TABLED

Motion/
Recommendation:

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