

**Associated Students of Laney College**

**Proposal Guidelines**

**ASLC Priorities:**

* Events that benefit the entire student body and contribute directly to the educational goals and support student success.
* Inter Club Council (ICC) clubs which have fulfilled the terms of their charter

**Proposal Process:**

Requests for funding must be submitted to the Office of Student Activities and Campus Life Room 412A or via email: [hlane@peralta.edu](file:///C:\Users\galbury\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\EHFHZ2CC\hlane@peralta.edu)

* Please submit proposals **30-60** days in advance of event
* Attach meeting minutes (if necessary)
* Who is making proposal: name/organization
* What are you requesting and why. Please specify
* Include vendor identification number
  + **No vendors will be setup without a completed Vendor Application**
  + <http://web.peralta.edu/purchasing/files/2012/06/Vendor-Application.pdf>
  + Complete and **fax** to Purchasing Department **510-587-7873**
* Include quotes/invoices and other supporting documentation to help expedite your proposal

**Receiving Funds:**

After funding approval, please submit the following documentation to the Office of Student Activities and Campus Life Room 412A for processing:

* Payee name
* Mailing address
* Requestor name & Phone number
* Vendor name & Phone number