

**Associated Students of Laney College**

**Proposal Guidelines**

**ASLC Funding Priorities:**

* Events that benefit the entire student body and contribute directly to the educational goals and support student success
* Proposals that represent the student body (diversity, equality, corporation, awareness, unity)
* Proposals that support the vision and mission of Laney College

**Proposal Requests:**

**Steps for Clubs**

1. Submit proposal 30-60 days prior to event to the Associated Students Secretary.

Requests for funding must be submitted to the Office of Student Activities and Campus Life Room 412

* ICC/ASLC approval minutes required
* Who is making proposal: name/organization
* What are you requesting and why. Please specify
* Include vendor identification number
* Include quotes/invoices and other supporting documentation to help expedite your proposal
* **No business, organization or company will be set without a completed Vendor Application**
* <http://laney.edu/student_activities/wp-content/uploads/sites/141/2017/06/Vendor-Application-and-W-9-Form.pdf>
* Submit application to Student Activities and Campus, Student Center Room 412 for processing

**Receiving Funds:**

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

* Payee name
* Mailing address
* Requestor name & Phone number
* Vendor name & Vendor ID number
* Approval minutes
* Invoices/quotes