PROJECT PROPOSAL PACKET

FOR

THE ASSOCIATED STUDENTS OF LANEY COLLEGE



**All proposals MUST be submitted 30-60 days in advance of event(s)**

**IMPORTANT DEADLINE:**

|  |
| --- |
| PROJECT PROPOSAL CHECKLIST |

* **Vendor Application & W-9**:
	+ Complete and **submit** applicationto the Office of Student Activities and Campus Life, Student Center Room 412
	+ http://laney.edu/student\_activities/wp-content/uploads/sites/141/2017/06/Vendor-Application-and-W-9-Form.pdf
	+ **No business, organization, or company will be setup without a completed Vendor Application.**
* **Inter-Council Club (ICC)/Associated Students of Laney College (ASLC) Minutes**:
	+ If your proposal has been approved, you will need to attach the minutes in which your proposal was approved from for processing.
* **Invoices/Quotes**:
	+ Submit **ALL** invoices or quotes used to support your event(s) for processing
	+ Clubs can create an invoice or quote based on the template provided by the ICC chair
* **Service Contract (ICC)**:
	+ Independent Contractor/Consultant (ICC) Services Contract **MUST** be submitted if a service exceeds $600 and above (speech engagement, furniture installation/delivery, catering services etc...)
	+ Please note: Contracts needs the Chancellor’s signature and can take up to 2 weeks to process. Therefore, make sure you plan ahead to avoid any delays.
* **Facilities Request Form**:
	+ Please contact the Laney Facilities Office at laneyfacilities@peralta.edu to request a facilities form
	+ Please note: The club advisor or event facilitator **must** sign the facilities request form
* **REMINDER:** Please submit proposals **30-60** days in advance of event(s)

**Please note: Any missing or invalid documents will delay process. All clubs must use this project proposal packet template, failure to submit will result in delay**

|  |
| --- |
| PROJECT PROPOSAL GUIDELINES |

**ASLC FUNDING PRIORITIES:**

* Proposals 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, educational, and unity)
* Proposals that support the mission and vision of Laney College

**PROPOSAL REQUIREMENTS:**

* Requests for funding **MUST** be submitted to the Office of Student Activities and Campus Life, Room 412 prior to ASLC approving your proposal.
* ICC/ASLC Minutes required
* Who is making proposal: name/organization
* What are you requesting and why. Please specify
* Include vender identification number
* All business, organizations, and companies **MUST** be vendors in order to proceed to payment process
* <http://laney.edu/student_activities/wp-content/uploads/sites/141/2017/06/Vendor-Application-and-W-9-Form.pdf> (only first two pages and page 11 are needed)
* Submit application to Student Activities and Campus, Student Center Room 412 for processing
* Include quotes/invoices and other supporting documentation to help expedite your proposal

**Please note: Proposals are accepted up to a semester in advance**

|  |
| --- |
| STEPS FOR PROPOSAL APPROVAL/RECEVING FUNDS |

**Clubs:**

1. Submit proposal 30-60 days prior to event to the ICC chair
2. Proposal will need approval from ICC first then will be presented to ASCL for approval
3. Attend both an ASLC/ICC meeting to discuss/answer any questions in regards to your proposal
4. Once ASLC approves your proposal, please submit the following documentation to the Office of Student Activities and Campus Life, Room 412 for payment process:
* Payee name
* Mailing Address
* Requestor name & phone number
* Vendor name & ID number
* Approved minutes from Club meeting, ICC and ASLC
* Invoices/Quotes/receipts
1. Follow up with SACL to review status of payment and answer any questions

**Laney Community:**

1. Send proposal to ASLC Secretary and request to be placed on ASLC agenda
2. Attend ASLC meeting to discuss/answer any questions in regards to proposal
3. If proposal is approved, 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 & ID number
* Approved minutes
* Invoices/Quotes

**Please note: Do not spend any money until your proposal has been completely approved. If money is spent prior to approval from ASLC, you will not receive reimbursement**

|  |
| --- |
|  PROJECT PROPOSAL FORM |

NAME OF CLUB/ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PHONE AND EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT DATE, TIME AND LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL FUNDS REQUESTING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT DESCRIPTION**:

(Please provide a brief, detailed description on how your organization intends to use funds):

**Project Proposal Approval Signatures**

**Club Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club President:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ICC Chair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASLC President:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director of SACL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_