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:**

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| 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**
* **Quotes**:
  + Submit **ALL** quotes stating the estimate cost of your event(s)
    - Vendors
* **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: ICC forms must be approved by the Peralta Board and can take up to 1 month 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](mailto: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**

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| STEPS FOR PROPOSAL APPROVAL/RECEVING FUNDS |

**Clubs:**

1. Submit proposal 30-60 days prior to event to the Office of Student Activities and Campus Life (SACL), Room 412
2. The Office of Student Activates and Campus Life will submit proposal to the Associated Students of Laney College (ASLC); therefore ASLC will notify you when to attend the next meeting for approval
3. Attend required ASLC meeting to discuss and answer any questions in regards to your proposal
4. If approved, SACL will process payment. If not approved, please contact Evelyn at [emoreno@peralta.edu](mailto:emoreno@peralta.edu) for clarification

**Laney Community:**

1. Submit proposal to the Office of Student Activities and Campus Life (SACL), Room 412 and request to be placed on the next meeting agenda
2. Attend required ASLC meeting to discuss and answer any questions in regards to proposal
3. If approved, SACL will process payment. If not approved, please contact Evelyn at [emoreno@peralta.edu](mailto:emoreno@peralta.edu) for clarification

**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**

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| PROJECT PROPOSAL FORM |

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

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

TITLE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**PROJECT DESCRIPTION**:

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

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**\*Please attach a separate sheet, if additional space is needed**

**Project Proposal Approval Signatures**

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

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

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

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