

Project Proposal Packet

IMPORTANT DEADLINE:

ALL PROPOSALS
MUST BE SUBMITTED
30-60 DAYS IN
ADVANCE OF EVENT(S)



PROJECT PROPOSAL PACKET

FOR THE ASSOCIATED STUDENTS
OF LANEY COLLEGE



PROJECT PROPOSAL REQUIREMENTS

✓ Quotes/Invoices

- Submit ALL quotes/Invoices stating the estimate cost of your event(s).
- Remember all quotes must come from an approved Peralta vendor.

✓ Vendor Application & W9 Form

- No business, organization, or company will be setup without a completed vendor Application
- If you plan to make a business, organization, or company a vendor, please have them complete a vendor application & W9 form.
- Application & W9 form can be found here:
https://laney.edu/student_activities/about/club-forms-policies/
- Check out our vendors list here:
https://laney.edu/student_activities/wp-content/uploads/sites/141/2021/07/Vendors-List.pdf

✓ 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.
- ICC form can be found here:
https://laney.edu/student_activities/about/club-forms-policies/

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/RECEIVING FUNDS

Clubs

1. Submit completed proposal packet 30-60 days prior to event to the Office of Student Activities and Campus Life (SACL), via email at lanestudentactivities@peralta.edu.
2. The Office of Student Activities 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 for clarification.

Laney Community:

1. Submit completed proposal packet to the Office of Student Activities and Campus Life, via email at lanestudentactivities@peralta.edu and request to be placed on the next ASLC meeting agenda.
2. The Office of Student Activities 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 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: _____

Title of Event: _____

Event Date, Time & Location: _____

Contact Email: _____

Contact Phone #: _____

Total Funds Requesting: _____

Project Description:

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

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

Project Proposal Approval Signatures

Club Advisor

Club President

ASLC President

Director of SACL