# Project ÓSal Pr Packet

PLEASE NOTE: **PROPOSALS ARE HIGHLY** RECOMMENDED SUBMITTED AT LEAST 30-60 DAYS PRIOR TO YOUR EVENT(S) TO AVOID ANY DELAYS.



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# **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 a complete a vendor application & W9 form.
- Application & W9 form can be found here: https://laney.edu/student\_activities/about/clubforms-policies/
- Check out our vendors list here: https://laney.edu/student\_activities/wpcontent/uploads/sites/141/2022/09/Updated-Vendors-List-9-30-22.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/clubforms-policies/



# Facilities Requests

- Submit facilities request form that is signed by your club advisor or organization
- Form can be found here: https://laney.edu/facility-<u>rental/wp-</u>

content/uploads/sites/236/2 012/01/Facilities-Usage-Application-fill-in-1.pdf

### **REMINDER:**

Proposals are highly recommended to be submitted at least 30-60 days prior to your event(s) to avoid any delays.

## 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 delav

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#### STEPS FOR PROPOSAL APPROVAL/RECEVING FUNDS

### <u>Clubs</u>

- Submit completed proposal packet 30-60 days prior to event to the Office of Student Activities and Campus Life (SACL), via email at LANEYASLCCLUBAFF@peralta.edu and cc (carbon copy) laneystudentactivities@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:

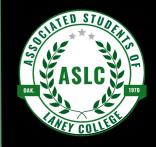
- Submit completed proposal packet to the Office of Student Activities and Campus Life, via email at laneystudentactivities@peralta.edu and request to be placed on the next ASLC meeting agenda.
- 2. The Office of Student Activities and Campus Life will submit proposal to the Associated Students of Laney 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:

<u>Do not</u> 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	Organization
Club Affairs Officer	ASLC President	Director of SACL

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