



# Student Senate

Student Affairs Committee

## PETITION FOR DISCRETIONARY FUNDING

All Registered clubs are eligible to request Discretionary Funding from the ASSCU Student Senate. Please complete this petition in its entirety – incomplete forms may not be considered.

Instructions	
<p><b>Requests for less than \$400</b></p> <p>Petitions are due twenty (20) days in advance of the event and are accepted throughout the entire quarter.</p> <p>Clubs will be notified of approval status by the SAC.</p>	<p><b>Requests for greater than \$400</b></p> <p>Petitions are accepted by the following dates ONLY:</p> <p>Fall – Wednesday, September 30, 2009  Winter – Wednesday, November 4, 2009  Spring – Wednesday, February 17, 2010</p> <p>Clubs must present their proposal to the ASSCU Student Senate on the Thursday following the due date.</p> <p>Clubs will be notified of approval status by the SAC.</p>

All events receiving discretionary funding must be open to the entire student body and all materials, advertisements, etc, must clearly state "Associated Students Sponsored".

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Submitting Officer: \_\_\_\_\_ SAC Rep: \_\_\_\_\_

Email/Phone: \_\_\_\_\_ Club Fund Balance: \_\_\_\_\_

CSL Advisor Signature: \_\_\_\_\_  
(The CSL Advisor is either Elise Fujimoto, or Jonathan Gray)

### Funding Request Information – What will the funding be used to support?

- Event/Activity     Conference/Development     Supplies/Materials     Other

Event/Expense Name: \_\_\_\_\_

Event/Expense Date: \_\_\_\_\_

Amount Requesting: \_\_\_\_\_     Annual Event/Purchase     New Event/Purchase



Is this expense eligible for funds from **The Santa Clara Fund**?  
(see SCF - Student Initiatives Information document)

- Yes     No

Would you like to apply for funding from **The Santa Clara Fund**?

- Yes     No

**Please fill out the following only if this funding will be used for an event:**

Event Location: \_\_\_\_\_  On Campus  Off Campus  
Admission Charged: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Please provide a description of the event/expense (purpose, history, past attendance & cost, etc.):

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**Event/Expense Budget**

Please provide as much detail as possible. Incomplete or ambiguous budgets may cause the petition to be dismissed by the SAC and/or Student Senate.

**Advertising:**

Flyers  Posters  Other Sub Total: \$ \_\_\_\_\_  
Details:

**Entertainment:**

Speakers  DJ/Band  Movie Sub Total: \$ \_\_\_\_\_  
Details:

**Food Service:**

Meal  Snack  Other Sub Total: \$ \_\_\_\_\_  
Details:

**Lodging/Travel:**

Hotel  Air Travel  Other Sub Total: \$ \_\_\_\_\_  
Details:

**Suppliers/Other**

Fees/Dues  Uniforms  Other Sub Total: \$ \_\_\_\_\_  
Details:

**TOTAL COST OF EVENT: \$ \_\_\_\_\_**

Have you subtracted the \$50 of quarterly AS funds from your request?  Yes  No  
If no, please describe why; \_\_\_\_\_

Is your organization receiving any other funds for this expense/event?  Yes  No  
If yes, please describe the nature and amount of co-sponsorship:

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TOTAL COST OF EVENT/EXPENSE(S)	\$ _____
Less QUARTERLY AS FUNDS	- \$ _____
Less ADDITIONAL FUNDING	- \$ _____
Less TICKET SALES / INCOME	- \$ _____
<b>TOTAL AMOUNT REQUESTED</b>	<b>= \$ _____</b>

**Funding allocated by ASSCU is only available for use in the quarter in which it is designated. Expenses paid by ASSCU allocations must be submitted to the ASSCU Finance Vice President within ten (10) working days of the date of the event and/or purchase. ASSCU will not be responsible for any expenditures outside of this timeline without prior approval. Any unspent allocations will be redistributed in the following quarters.**

Any Questions? Comments? Please Email the Student Affairs Committee Chair, at SACChair@scu.edu