**Funding Request Form**

**DISCLOSURE:** We require that all funding proposals be submitted **at least 2 weeks before** the intended event date or payment deadline. The ASCOCC Council reserves all rights to deny a proposal based on insufficient warning and adherence to this 2 week requirement.

Name:_____________________________________

Date Submitted:__________________________

Pronouns:____________________ (EX: she/her, he/him, they/them, etc.)

Email:_________________________________________ Phone # (optional) : __________________________

What is your position within COCC? (circle all that apply) STUDENT / FACULTY / STAFF

If you circled **STUDENT**...

Are you a currently enrolled COCC student? **Y / N**

Primary Campus (where do you take the majority of your courses?):

BEND / REDMOND / MADRAS / PRINEVILLE

Are you: DEGREE SEEKING / NON-DEGREE SEEKING

→ (If applicable, what degree and major are you pursuing?) ________________________

If you circled **STAFF** or **FACULTY**...

Primary Campus (where do you teach the majority of your courses?):

BEND / REDMOND / MADRAS / PRINEVILLE

**STAFF:** What department do you work in within COCC?______________________________

**FACULTY:** What courses do you teach at COCC?___________________________________

What department do you work in within COCC?___________________________________

**PROPOSAL INFORMATION**

Title/Purpose of Payment:______________________________________________________________

→ Co-Sponsoring Organization, Club, or Department (if applicable):______________________________________________

Is this an annual event/sponsorship? **Y / N**

→ If so, how long has this event been taking place/sponsorship been awarded?________________________

What is the requested funds going towards? (circle all that apply):

SPEAKER FEES / FOOD / ADVERTISING / MATERIALS / TRAVEL COSTS / GENERAL DONATION

Date/Time Needed By:______________________________________________________________

Total Requested Sponsorship Amount ($):___________________________________________
TYPED PROPOSAL

Applicants are required to submit an approximately 400 word typed proposal to ASCOCC; this will detail as much of your proposal information as possible: location, vendors, time, dates, materials, advertising, etc. What is it that you hope to achieve or create with this funding? How will it enrich personal, academic and professional knowledge for students, and the greater campus community? We ask that you include a breakdown of what the overall funding will be going towards, as well as the vendors and names of speakers you plan to invite. We also encourage you to include any mockups or designs of promotional content or materials. It’s crucial that there is adequate outlining and elaboration provided with this part of the proposal; it is a large part of how the Council informs its decision to approve or deny your request, so make sure to spend some time with this part of your application!

(Attach a printed copy of your proposal to this application).

PAYMENT INFORMATION (if awarded):

- On Campus (Please Circle One)
  - Club/Student Organization
  - Department
  - Sodexo

- Off Campus (Please Circle One)
  - Online purchases
  - Local Vendors
  - Speakers/Musicians

(If utilizing services OFF CAMPUS, additional forms may be required, follow up with Dir. of Financial.)

Payment method (circle one): CHECK or ASCOCC CREDIT CARD

IF CREDIT CARD-
Date of Card Check Out: __________________________ Time (approx.): __________________
Date of Card Return: __________________________ Time (approx.): __________________

IF CHECK-
Check payable to: ______________________________________________________________

- For ASCOCC Council Use Only -

Meeting Date: __________________________ Meeting Time: __________________________

Motion: __________________________ Motioned by: __________________ Seconded by: __________
In Favor: ______
Against: ______
Abstain: ______
Final Ruling: __________________________