

Contingency Funds Process

1. With the help of your Club Advisor, determine what funds are needed for your desired event or activity.
2. Complete this Contingency Funds Application (available online) which allows the ASB Senate to make an informed decision.
 - a. Only **typed and signed** applications will be accepted.
 - b. **HINT:** Specificity is key to streamlining the request process, be thorough, and provide supporting documentation.
3. Schedule a meeting with the Vice President of Clubs and Organizations, Sai Maramreddy smaramreddy@spscc.edu to review your request and field any clarifying questions.
 - c. If meeting is not possible, other arrangements will be made.
4. Once reviewed, you can submit your Contingency Request one of two ways:
 - d. **Hard copy/paper** requests with applicable supporting documentation can be delivered to the Student Life Front Desk (Building 27, 2nd Floor).
 - e. **Electronic/pdf** requests with attached supporting documentation can be sent directly to the Vice President of Clubs and Organizations, Sai Maramreddy smaramreddy@spscc.edu.
 - f. **Deadline to submit Contingency Requests is 5:00pm on Tuesdays** to be considered at the next Senate meeting.
5. The Student Senate reserves a two week timeline to review your request and can possibly invite a club representative to answer additional questions if needed. If no further clarification/information is needed, the Student Senate will modify, approve, or deny the request.
 - e. **Please note that requests can be resubmitted** at this stage if the Student Senate requires modifications or edits.
6. Once a final decision is made, clubs will receive communication from the Director of Student Life. All decisions are final and cannot be appealed.

Note: Please be proactive in your event/activity planning. The Contingency Request process operates on a different timeline from other club paperwork. Please refer to the Clubs & Organizations Handbook or reach out to the VP for Clubs and Organizations for additional information concerning your requests.

CONTINGENCY FUNDS APPLICATION

Date: _____ Name of Club or Organization: _____

Total Amount of Funds Needed: \$ _____ Date Funds Are Needed: _____

Club Representative Name & Title: _____

Phone: _____ Email Address: _____

Club Advisor Name & Title: _____

Phone: _____ Email Address: _____

Club Representative Signature: _____ Date: _____

Club Advisor Signature: _____ Date: _____

STUDENT LIFE OFFICE USE ONLY

| | |
|--|----|
| Committee Allocation Recommendation | \$ |
| Notes: | |

Section B – Proposed Goods & Services

Please describe the items you intend to purchase with this funding. **Note:** The total below should match the requested total on the first page.

| DESCRIPTION OF ITEMS FOR PURCHASE | ESTIMATED COST |
|---|----------------|
| Below are the supplies, materials, and decorations we plan to purchase for this event/activity: | \$ |
| | |
| Below are the foods and beverages we intend to purchase for this event/activity: | \$ |
| | |
| Below are the contractual/performance services we wish to employ for this event/activity: | \$ |
| | |
| Below are additional items not otherwise specified that we will need to successfully execute this event/activity: | \$ |
| | |
| ESTIMATED TOTAL | \$ |

Section C – Proposed Travel

Provide the projected costs for requested travel below. Please attach any supporting documentation (i.e. agendas, detailed itineraries, tours/site information).

- The purpose of club travel should be rooted in developing the student experience as it relates to their engagement via training or representing the College.
- Completed in-state travel paperwork is due 3 weeks before the travel date (8 weeks for out of state). If contingency funds are awarded, travel paperwork must still be submitted on time.

| General Information | | |
|----------------------------|-------|-------|
| Destination: | | |
| Travel Purpose: | | |
| Departure: | Date: | Time: |
| Return: | Date: | Time: |

| Traveler Information | |
|--------------------------------------|----|
| Advisor(s): | |
| Student(s): | |
| Registration Cost Per Person: | |
| ESTIMATED REGISTRATION TOTAL | \$ |

| Per Diem Meals | | |
|--|------------------------------|-----------------|
| (Do not include meals provided by conference. Refer to Clubs & Organizations Handbook for more detailed information on meals.) | | |
| Meal(s) | Per diem cost at destination | Quantity needed |
| Breakfast | | |
| Lunch | | |
| Dinner | | |
| ESTIMATED MEALS TOTAL | | \$ |

Section C – Proposed Travel continued

| Ground Transportation – Vehicle Rental | | | | | |
|---|-------------------|------------------|----------------------|-------------------|--------------|
| Type | Daily Cost | # of Days | Cost Per Mile | # of Miles | Total |
| | \$ | | \$ | | \$ |
| | \$ | | \$ | | \$ |
| | \$ | | \$ | | \$ |
| ESTIMATED VEHICLE TOTAL | | | | | \$ |

| Lodging | |
|---|----|
| Desired Hotel Name and Address | |
| Alternate Hotel Name and Address | |
| Date of Check-In | |
| Date of Check-Out | |
| Cost Per Room Per Night | \$ |
| # People Per Room | |
| # Rooms | |
| ESTIMATED LODGING TOTAL | \$ |

Section C - Proposed Travel continued

| Air Travel | |
|-----------------------------------|---|
| Desired Airline | |
| Alternate Airline | |
| Departing Flight | Desired Departure |
| | Date: <input style="width: 50%;" type="text"/> Time: <input style="width: 50%;" type="text"/> |
| | Desired Arrival |
| | Date: <input style="width: 50%;" type="text"/> Time: <input style="width: 50%;" type="text"/> |
| Return Flight | Desired Departure |
| | Date: <input style="width: 50%;" type="text"/> Time: <input style="width: 50%;" type="text"/> |
| | Desired Arrival |
| | Date: <input style="width: 50%;" type="text"/> Time: <input style="width: 50%;" type="text"/> |
| # of Tickets | |
| Estimated Cost Per Ticket | \$ <input style="width: 80%;" type="text"/> |
| ESTIMATED AIR TRAVEL TOTAL | |
| | \$ <input style="width: 80%; background-color: #cccccc;" type="text"/> |

1. Upon returning from travel, how will the information and resources gleaned be shared with the wider campus community?

2. How will students be selected to participate in the travel experience?

Section D – Anticipated Additional Income

Additional income pertains to fundraised money, grants and other sources of revenue that you anticipate will supplement your request.

| ADDITIONAL INCOME RECEIVED | |
|-----------------------------------|---------------|
| INCOME SOURCE DESCRIPTION | AMOUNT |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| TOTAL INCOME | \$ |