

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 Student Life Fiscal Specialist, Josh Charette jcharette@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 Office of Student Life, studentlife@spscc.edu
 - f. **Deadline to submit Contingency Requests is 5:00pm on Thursdays 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: _____

For Clubs:

Club Representative Name & Title: _____

Phone: _____ Email Address: _____

Club Advisor Name & Title: _____

Phone: _____ Email Address: _____

Club Representative Signature: _____ Date: _____

Club Advisor Signature: _____ Date: _____

For Staff:

Staff Name & Title: _____

Ext#: _____ Email Address: _____

STUDENT LIFE OFFICE USE ONLY

Committee Allocation Recommendation	\$
Notes:	

Section A - Proposal Overview

Please answer all of the questions below as thoroughly as possible.

1. How do you plan to use these funds?
2. Historically, has your club/organization hosted a similar event or activity? **If yes**, please provide information on the event/activity and why you want to host it again. **If no**, please explain why you would like to host this event/activity.
3. How were students involved in the development and management of this organization, program or event? Please indicate the number of students your program involves/serves.
4. If the committee were unable to provide full funding, how would you prioritize your request/needs?

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:	Time:
	Desired Arrival	
	Date:	Time:
Return Flight	Desired Departure	
	Date:	Time:
	Desired Arrival	
	Date:	Time:
# of Tickets		
Estimated Cost Per Ticket	\$	
ESTIMATED AIR TRAVEL TOTAL	\$	

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	\$