



Contingency Request Process

1. Fill out a contingency application (available online) and provide the requested information. **Only typed and signed applications will be accepted.** The information provided will allow the Finance Committee to make an informed recommendation to the Student Senate.
2. Submit the contingency application and all requested information to the Student Life Front Desk (Building 27, 2nd Floor). The packet will be timestamped and delivered to the VP for Administration and Finance, who serves as the Finance Committee Chair.
3. Once the packet is received, a Finance Committee hearing will be scheduled. There must be a representative present at the Finance Committee to answer any questions or provide clarifications. If that is not possible, contact the VP for Administration and Finance to make other arrangements regarding your request. Please keep in mind that if there is not sufficient information to make a decision, this may impact whether or not you will receive funding. You will be contacted by the Committee Chair with the date and time of the next Finance Committee meeting (be sure to submit contact info on the form).
4. At the Student Senate meeting following the Finance Committee meeting, the Senate will act on the Finance Committee recommendation. Regularly scheduled Senate meetings are posted on Senate Boards in the Student Union Building. You will be notified by the VP of Administration and Finance in a timely manner of the Student Senate decision.

Note: Please be proactive in your planning. This contingency process is separate from the processing deadline for club paperwork. Please refer to the Club Handbook or the VP for Clubs and Organizations for timelines regarding travel, purchases, etc.

**If any questions or concerns arise, please contact the
ASB Vice President of Finance, Thanh Tran, at ttran16@spscc.edu**



CONTINGENCY FUND APPLICATION

Please thoroughly complete the Contingency Fund Application. The application must be completely **typed** and **signed** for review.

The application is due **Thursday by 5:00pm** of each week for review at the Finance Committee meeting the following **Monday**. Late applications will be reviewed the following week.

DATE: _____ TOTAL AMOUNT REQUESTED: \$ _____

ANTICIPATED INCOME: \$ _____

NAME OF CLUB / ORGANIZATION: _____

STUDENT CONTACT: _____

STUDENTS ROLE IN THE CLUB: _____

CONTACT PHONE: _____ EMAIL ADDRESS: _____

DATE FUNDS ARE NEEDED: _____

STUDENT SIGNATURE: _____ DATE: _____

ADVISOR SIGNATURE: _____ DATE: _____

APPROVED

REJECTED

Recommended Allocation: G&S \$ _____ Travel \$ _____ Total \$ _____

Committee Notes:

B. Proposed Goods & Services

In the space below, please provide a description of the items supported with this funding:

In prior years, the cost of the Men’s basketball shirts were \$20/shirt. The estimated cost of this year’s shirts should not exceed \$400 for 15 total SPSCC Men’s basketball representatives, i.e. players and coaches. (2015-16 Invoice attached for documentation.)

TITLE	PROPOSED Budget
Supplies & Materials	\$
Food	\$
Registration/ Tickets	\$
Catering	\$
Rentals	\$
Professional Services	\$
Other (Please List)	\$
TOTAL	\$

C. Proposed Travel

Please enter the projected costs for requested travel below.

Please attach supporting documentation (*e.g past or current conference packet or agenda, tour or site information, etc*)

Travel Reminders:

- *Travel requests should be oriented toward the development of the student experience as it relates to their engagement through training or representing the College as a delegate to a conference.*
- *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.*

Travel Destination:			
Dates:			
Item	Cost Per Person	Number of Travelers	TOTAL
Registration			\$
Meals			\$
Lodging			\$
Type of Vehicle	Daily Cost	Milage Cost	
			\$
			\$
			\$
Airfare	Ticket Cost	# Tickets	
			\$
TOTAL			\$

1. What activities will the club do upon return from travel to bring information and resources back to the campus?

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

D. Anticipated Additional Income

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

ADDITIONAL INCOME RECEIVED	
SOURCE	AMOUNT
	\$
	\$
	\$
	\$
TOTAL INCOME	\$

2. How do you plan to collect revenue?