



ALAMO
COLLEGES

PALO ALTO COLLEGE

SSFAC

Application for Funding Packet

SSFAC MEETING SCHEDULE

2nd Wednesday of the Month

FALL: September – November

SPRING: February – April

Student Service Fee Advisory Committee Funding Application

Please type or print clearly.

Instructions for submitting a funding request:

1. Requests must be received by the Office of Student Engagement & Retention (OSER), a minimum of six to eight weeks before the event and no later than one week before SSFAC meeting.
2. Please fill out this form completely.
3. The applicant is required to verbally present each request at the SSFAC meeting.
4. Complete application must be turned in to the Palo Alto College Office of Student Engagement & Retention (OSER) no later than one week before the SSFAC meeting.
5. Funding must only be used for Palo Alto College students who indicate PAC as their home school.

Applicant Information

Name (club or department) _____

Individual PAC Student Co-sponsored Faculty/ Staff

Other: _____

Contact Person: _____

Phone: _____

Office Location: _____

E-mail: _____

Advisor Review Signed by Club Advisor

By signing below, I certify that I have reviewed and support the following SSFAC funding request.

Name: _____

Signature: _____

Phone: _____ Email _____

Immediate Supervisor Signature: Chair/Director/Administrator

For SSFAC and OSER Office Use

Date received _____ Received by _____

Program/Event Information

Name of Program _____

Date/Time _____ Location _____

Anticipated Audience (how many students do you expect) _____

Target Audience (i.e. faculty, specific student demographic) _____

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)

Please address the following:

Describe program/event and its goals. _____

Describe club/group mission, and how it relates to the event. _____

Describe benefit(s) applicant, participants, and the PAC community will gain as a result of the event. (ex. cultural enrichment) _____

Describe collaboration efforts with the PAC student body, faculty, staff, and/or PAC departmental offices. _____

List volunteers, staff, students that will setup, breakdown, and run the event. _____

Conference Information

Name of Conference: _____

Date/Time: _____ Location: _____

Target Conference Audience: _____

Note: Attach conference agenda and information

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)

Please address the following:

Describe focus of conference. _____

Describe club/group mission and how it relates to the conference. _____

Describe benefit(s) applicant, participants, and the PAC community will gain as a result of the conference. (ex. group will learn leadership skills that they will also be able to give back to PAC) _____

Describe collaboration efforts with the PAC student body, faculty, staff, and/or PAC departmental offices. _____

Budget Summary

Expenses*

| List all expenses | Amount Per Student | GRAND TOTAL |
|-----------------------------|--------------------|-----------------|
| Food: _____ | \$ _____ | \$ _____ |
| Printing: _____ | \$ _____ | \$ _____ |
| Decorations: _____ | \$ _____ | \$ _____ |
| Facility rental: _____ | \$ _____ | \$ _____ |
| Special equipment: _____ | \$ _____ | \$ _____ |
| Lodging: _____ | \$ _____ | \$ _____ |
| Speaker fee: _____ | \$ _____ | \$ _____ |
| Transportation: _____ | \$ _____ | \$ _____ |
| Registration fees: _____ | \$ _____ | \$ _____ |
| Other expenses: _____ | \$ _____ | \$ _____ |
| Total Expense: _____ | \$ _____ | \$ _____ |

Revenue

List all sources of income for this event/project (e.g. Admission Fee, dues, donations, etc.):

| Source | Total Amount |
|----------------------------|-----------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total Revenue _____ | \$ _____ |

Fund-raisers

List all fund-raiser events and amount raised:

| Fund-raiser | Total Amount |
|---------------------------------|-----------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total Fund-raisers _____ | \$ _____ |

BALANCE (Expenses – Revenue/Fund-raiser) \$ _____
Amount requesting from SSFAC \$ _____

* NOTE: As of Fall 2011 all student clubs and organizations must pay at least 50% of all trip expenses.