



MCC Student Life & Leadership Funding Request Form Instructions and Process

Purpose:

This form is intended to be used for MCC organizations, departments, and committees, etc. to request funds for campus events. Campus events that are jointly funded by Student Life & Leadership must be open to all students, must have a student focus (rather than staff/faculty), and must take place on campus. The funding limit for any group is \$500 per fiscal year, and it is based on availability.

Who can request funds?

MCC faculty, staff, or students (not associated with student clubs) can request funds from Student Life & Leadership. Student groups will be typically directed to ASMCC and Student Senate for funding requests.

What is the process?

Completed forms must be submitted a minimum of 4 weeks prior to the date payment is needed. Once this form is received, please expect to be notified via email within one week. This form must be completed along with detailed information about your event and the vendor(s) you will be using. Please submit this form to Greg Reents in Student Life & Leadership at Southern and Dobson or to Erica Horihan for Red Mountain requests. Your request will be reviewed by the Office of Student Life, and College Administration, if necessary.

Signature requirements

All requests must have the signature of your supervisor or Department Chair/Department Head. Student requests must be signed by the sponsoring MCC staff or faculty member to be considered.

Student Life and MCC Guiding Principles

Please remember that all requests should be in accordance with the MCC Guiding Principles.

Disclaimer

All requests are based on funds available. The requestor is required to submit all necessary documentation (vendor information included) to ensure your request is expedited.

Please direct questions about funding requests to Greg Reents, Director of Student Life and Leadership at 480-461-7285 or greg.reents@mccmail.maricopa.edu



MCC Student Life & Leadership Event Funding Request

Eligibility Requirements:

- Event must be open to all MCC students
- Event must be primarily for the benefit of students (not faculty/staff focused)
- Event must take place at one of the MCC campuses

Other requirements/restrictions:

- Funding limit is \$500 per fiscal year.
- Committee/department is responsible for the event plan (unless prior arrangements have been made for assistance by Student Life).
- Committee/department must work with vendors (acquire quotes, required paperwork, etc.).
- Committee is responsible for completing all Official Function Forms (OFF) that may be required for payment. OFF must be submitted to Student Life & Leadership 4 weeks prior to date of payment.

Requestor: _____ Phone: _____ Date of Request: _____

Department/Organization: _____ Email address: _____

Amount Requested: _____ What are funds for? _____

Need by date: _____ (**allow 4 weeks to process**)

Does this request need to be PRE-PAID? yes no Do you have a quote sheet? yes no

Indicate if funds are for: goods services* check advance Other _____

**Expenses for hiring professional services (speakers, performers, etc.) may require additional forms such as: Certificate of Liability Insurance.*

Official Functions – Support Information (higher dollar amount requires more explanation):

Expenses covered by this form are those for activities or items that do not appear to be, without the explanation, ordinary and necessary expenses of MCCCCD as a public institution such as food or decorations. Expenditures for alcoholic beverages are prohibited by policy.

Copies of the MCCCCD Administrative Regulation and Guidelines are available online:

http://www.dist.maricopa.edu/gvpolicy/adminregs/fiscal/1_16.htm.

Describe the direct link of the activity or item to MCCCCD’s educational mission AND the tangible and specific benefits of the activity or item to MCCCCD and its educational mission (with attachments if necessary). As part of the analysis of benefits, please describe how the activity or item is of equal or greater benefit to MCCCCD than the expense:

Date(s), time(s), and location of event/activity: _____

Describe the event/activity: _____

Who will attend? _____ Anticipated Attendance: _____

What is the purpose of this event or function? _____

What other sources of funding are you using? _____

Other information that may be important for the funding discernment committee:

Vendor Information

Please Note: All vendors must be registered within the Maricopa Community College District's Financial System (petty cash requests excluded). Those not already in the system will take an additional 1 week to process.

Do not make any commitments for payment to vendors until you have the payment approved (Purchase Order/Petty Cash issued).

Business or vendor name: _____ Contact name: _____

(In whose name should the check be made out to or who will receive these funds)

Phone #: _____ Fax: _____ Notes: _____

Additional vendors and contact (if any): _____

Required Signatures:

Event Chair (requestor) : _____ Date: _____

Department Supervisor/Division Chair: _____ Date: _____

Note:

- Funding is not guaranteed, and is based on availability. Funding requests will be approved on a case by case basis and are approved first come, first served. All timelines must be met in order to allow enough time to process paperwork and payment.
- All funding requests are subject to additional administrative approval.

Office Use Only:

REQ#: _____ PO#: _____ Petty Cash Voucher #: _____ Initials/Date: _____

Notes: _____