

DISTRICT STUDENT COUNCIL

OFFICIAL FUNDING REQUEST FORM

District Student Council funds will be used to enhance the goals and mission of both the District Student Council and the PCC community. Funds will be provided to students who complete this form and provide supporting documentation that explains the use of funding and the intended educational outcome for the district as a whole. Funds are not to exceed a maximum of \$1500.00 per request.

Approved funding criteria may include:

- Educational Opportunities for PCC students
- Cultural Competency Awareness
- Community Outreach
- Service Learning Projects
- Sustainability
- Leadership Development
- District-Wide Fellowship
- Opportunities for Student Advocacy

Sponsorship:

There are various organizations that can sponsor you on campus for district funds (ASPCC, Women's Resource Center, Multicultural Center, Veterans Resource Center, clubs, the Illumination Project, etc.). By sponsoring a request, the advisor from the organization is agreeing that the request is valid, appropriate and feasible. Sponsoring a proposal does not make that advisor or their organization responsible for the execution or outcome of the proposal.

Once you have established sponsorship both you and your sponsoring advisor should stop by your campus ASPCC and request a meeting with a representative of the District Student Council. This representative will review your proposal and ensure that all steps have been completed in filling this form out. Feedback will be provided in a timely manner based on the following criteria.

Decision Criteria:

- Quality and detail of the proposal
- Educational value
- Matching funds are strongly encouraged
- Previous event or requests of the petitioner
- Total number of students that will benefit district wide

Request Review and Recommended steps for filling out this form:

To ensure that your proposal is reviewed in an efficient amount of time:

1. The proposal must be filled out completely and, if sponsored, it must be sponsored before submission to your campus ASPCC. Fill out parts (1) and (2) of this form.
2. If applicable, both you and your sponsoring advisor need to request a meeting with one of the three DSC representatives from your campus. DSC contact information can be found on the DSC web page at <http://www.pcc.edu/resources/aspcc/DistrictStudentCouncil.html>.
3. The form will then be reviewed by the three DSC representatives of your campus and a decision will be made to have it placed on the next scheduled agenda.

Note: Additional documentation may be required for full review.

4. The initiator of the funding request and sponsoring advisor (if applicable) will need to be present at the next DSC business meeting to present the proposal to the council. Meeting dates and locations can be found in the link above under the meetings/minutes tab. In addition, an email invitation will be sent out.
5. Once the initiative has been completed, fill out part (3) and deliver or email to the DSC Chair. At this point, the DSC Chair will contact and invite you to present your final report at the ensuing DSC meeting.

PART 1: CONTACT INFORMATION

Name: _____

Organization: _____

PCC Email: _____

Telephone: _____

PART 2: FUND REQUEST DESCRIPTION

Briefly describe the project/trip and your role or participation:

Total number of participants: Total number of hours scheduled: Date of project/trip:

Identify (3) goals of the project/trip:

1. _____
2. _____
3. _____

What, if any, additional support will you or your organization receive to successfully complete this project/trip? What is the sponsoring organization that will be utilized and who is the advisor?

DSC Voted to: APPROVE NOT APPROVE

PART 3: PROJECT/TRIP REPORT

How many participants were involved?

How many total hours were spent?

Did you meet your goals? YES

NO

If no, please explain why not:

Briefly evaluate the project/trip in terms of scheduling, attendance, and communication. (What did you or others involved get out of this experience?):

Would you do this project/trip again? YES

NO

Give reasons for your reply:

To be completed by the DSC Chair:

DSC Voted to: APPROVE NOT APPROVE DSC funds allotted (not to exceed \$1,500) \$ _____

Signature of DSC Chair/Date