



ASSOCIATED STUDENTS

DEPARTMENTAL FUNDING ASSISTANCE POLICY

This policy establishes guidelines for funding assistance toward departmental activities. All requests for funding assistance from the Associated Students of San Diego Mesa College, except funds requested by recognized clubs of the AS, shall be subject to the terms set forth in this policy. The term “departmental activities” shall be defined as activities sponsored by any department, program, project, academy, committee, etc... or any group not recognized as a student organization of the Associated Students.

ASSOCIATED STUDENT MEMBERSHIP

In order to be eligible for funding, every chair of the department and at least fifty (50%) of the employees in the department must purchase Associated Students membership cards. Should a department consist of less than twenty (20) employees, **all** employees must purchase Associated Student membership cards.

There should be a significant effort made to promote the membership of the Associated Students, by the department requesting funds, to the various students that the department may come across on a daily basis (**i.e., courses, counseling, special programs, workshops, etc...**). Funds that any department requests from the Associated Students are primarily contributed from the accounts of the sale of Associated Students membership cards.

I. APPLICATION DEADLINE

Written proposals for funding assistance must be submitted to the Student Affairs Office by the end of the **first five (5) weeks** of each semester.

- A. Separate proposals must be submitted for each activity.
- B. Proposals for annual or on-going events must be resubmitted for each semester that the event is held.

II. INFORMATION REQUIRED

Proposals shall include:

- A. A general overview of the event being sponsored, including but not limited to:
 - a. The purpose of the event.
 - b. The approximate date of the event.
 - c. The value of the event to the **GENERAL** student population of Mesa College.
 - d. How much is funding being asked of the AS?

- e. A budget breakdown of the event.
 - f. How soon is the money needed?
- B. The budget of the department submitting the proposal, including but not limited to:
- a. How much money the department has.
 - b. How much money the department will be contributing to the event.
 - c. Other obligations or plans the department has for using any excess monies it may have in its budget.
- C. An explanation why funding assistance is being sought from the Associated Students, including but not limited to:
- a. Monies received from departments own fund-raising attempts. If no fund-raising has been conducted, why not?
 - b. Monies received from other departments or organizations.
 - c. Which other departments or organizations were approached for assistance? If none were approached, why not?
- D. In what ways will the AS be allowed to participate in the event?
- E. In what ways will the AS be recognized for its contribution toward the event?

If any department's proposal does not reflect the "information required" portion of this policy, that proposal becomes ineligible and will be returned to the department with referral to the areas of the policy noted. Please submit completed proposals as this may delay the departments funding request.

III. LATE APPLICATIONS

Proposals can be accepted after the fifth week of each semester **ONLY** by a two-thirds vote of the Proposal Selection Committee.

IV. PROPOSAL SELECTION COMMITTEE

At the end of the five (5) week proposal acceptance period, the Proposal Selection Committee will meet to discuss and select which proposals the Associated Students will support for that semester. Each department that submitted a proposal will be notified whether or not their proposal was selected, and an AS Senator will be assigned to each accepted proposal.

- A. The Proposal Selection Committee will be created by the AS Vice-President and will consist of:
 - 1. The AS Treasurer
 - 2. The nine (9) elected AS Senators
- B. The Chair shall not vote except in the case of a tie.
- C. The chair shall possess sole veto power of any committee selected proposal which, in his/her reasonable opinion, does not serve the best interests of San Diego Mesa College.
- D. The Proposal Selection Committee shall possess sole override power. A two-thirds majority of those members voting is required to obtain an override.
- E. The Chair must notify the Proposal Selection Committee of any veto action by the next Senate Business Meeting.