



Appropriations Outline

Directions: Complete this form, and submit to the Associated Student Government Secretary (asgadmin@clackamas.edu or in CC 152).

Refer to [ASGCCC Student Constitution Article V - APPROPRIATIONS](#)

The Appropriations account is designed to help sponsor events of student groups and organizations of Clackamas Community College. In order to obtain funds from this account the group must complete a proposal. This proposal will be evaluated by the Cabinet of ASGCCC.

- Funds under \$500 require majority approval of the Cabinet
- Funds over \$500 require $\frac{3}{4}$ approval from the ASGCCC body. The ASGCCC also votes on any appeal of Cabinet decisions regarding request under \$500. ASGCCC has the final decision of approving or disapproving your proposal.
- If you are requesting more than \$500, please be prepared to present your proposal and answer additional questions at an ASG meeting (Wednesdays 3-5pm in Fireside).
- The Cabinet and/or ASGCCC may: a) approve the requested amount, b) deny the request, or c) approve a different amount than the request.
- Decisions are made on a case-by-case basis, regardless of whether similar proposals have been approved in the past.
- Proposals are considered on details, organization, and the nature of the event. Please be specific and clear in your Appropriations Proposal and how the funds will be spent.

The Secretary has the responsibility to communicate the decision and how the distribution of funds will occur.

This application is the **beginning** of the process. If approved, it can take up to three weeks for payment to be made so it is important to plan ahead.

Appropriations Proposal

Name:

Date:

Department:

Ext:

Event/Project Name:

Contact:

Email:

Date Submitted:

Amount Requested: \$

I will need a check sent to a vendor (Note: it may take up to three weeks after approval)
I will use the SLL Department Credit Card (See Student Life Staff for check out)

Clearly state exactly what funds will be used for (marketing, food, prizes, etc. *be specific*). If you are requesting more than \$500, please be prepared to present your proposal and answer additional questions at an ASG meeting (Wednesdays 3-5pm in Fireside).

Our mission is to inspire students to become involved, create awareness around local, state, and federal issues, and to communicate student needs and concerns. How will the purchase you are requesting enhance the goals of ASG?

Describe any fundraising you have done to prepare for this event.

What date do you need the funds by? Remember, this application is the **beginning** of the process. If approved, it can take up to three weeks for payment to be made.

Additional details: attach any supporting documents including ads, flyers, etc. that will help us in making our decision.

I:

- 1) Have read the Appropriations Outline;
- 2) Understand all guidelines set forth and;
- 3) Will abide by the decisions made by the ASGCCC and its Cabinet.

By typing your name here you agree to the above regulations:

Please submit proposal to the ASG Secretary (asgadmin@clackamas.edu, or in CC 152) as soon as possible. Approval may take up to two weeks. Payment can take up to three weeks to process *after* approval.

ASG Approval			
Date	Approved	Amount Approved \$	Not Approved
Comments:			
ASG President Signature			