

Monroe Community College Senate Contingency Fund Request

Regulations and Guidelines for Funding:

- Plan a successful event by meeting with your advisor, club/committee members and collaborating group or department to outline the event details. Check the master calendar for conflicts by meeting the Director, Campus Center or designee.
- All student organizations in good standing are eligible to apply for contingency funds. Student groups must have the support of their advisor to request funds.
- For funding consideration, larger events need to have broad-based appeal throughout the campus.
- We strongly encourage that the planning of programs and events be a collaboration that includes more than one student group and/or academic department.
- Programs and events must comply with all Monroe Community College and MCC Association, Inc. policies and procedures.
- Funding allocated may not be used for any of the following:
 - Alcoholic beverages
 - Programs that will raise funds for Agency Accounts or Charitable Organizations
- Annual registration materials must be on file with the Campus Center (registration materials include officer and advisor(s) listing, complete contact information for all officers and advisor(s), meeting days and times, membership list, office agreement and key access list (if applicable), and a current club constitution).
- A representative from your club/organization must regularly attend monthly Roundtable Meetings.
- Officers must have attended training.
- The Senate will also consider the following in making decisions on funding requests:
 - Attempts the group(s) has made to fundraise for the proposed program/event;
 - Amount of money being requested;
 - How the program/event meets the mission of the sponsoring group(s);
 - Evidence of broad-based appeal on campus for large events that require significant funding.

Steps for Applying for Contingency Funds

All contingency request forms must be completed and submitted to the SGA as soon as possible. Planning ahead is very important in this process. The earlier in the year a request is made, the sooner it can be acted upon. Additionally, planning ahead ensures that you will have sufficient time to complete the approval process for the necessary paperwork involved in your event (check processing, credit card requests, food service, etc.). **No funding requests will be entertained if submitted less than three weeks prior to the planned program/event.**

1. Obtain a Senate Contingency Request for Funds form from the Campus Center Office (3-126) or the SGA (3-127).
2. Meet with club officers and members along with any group(s) who may be co-sponsoring the program/event to determine who will assist with planning and implementing the program/event. Obtain signatures from those who agree to participate.
3. Obtain the approval of and signature(s) from the advisor(s). There must be an advisor's name and signature from each of the sponsoring clubs/organizations.
4. Make an appointment with the Director, Campus Center or designee to go over program/event details, and check availability of date and venue. Obtain signature of Director, Campus Center or designee.
5. Turn in funding request to the Student Government Office, 3-127.
6. The Senate Finance Committee will review the request at their weekly meeting. If approved, the request will be placed on the full Senate agenda for the following Tuesday for Senate approval. A student representative of the group(s) requesting funds must be present when the request goes before the Senate. If no one is available to attend the Tuesday meeting, you must request that the Senate act on your proposal at their scheduled pre-agenda meeting the following Friday at 12:15.
7. The Senate will notify you regarding the status of your request through your MCC student e-mail account.

Senate Contingency Request Form

Today's Date: _____

Sponsoring Group Contact Information:

Event Coordinator: _____ Club: _____

Title: _____ Student E-mail: _____

Advisor: _____

Co-Sponsoring Group: _____

Co-Sponsoring Group: _____

Event Information (details, schedule, purpose):

Event Title: _____

Day: _____ Date: _____ Time: _____

Location: _____

Attach a listing of the people who have committed to working on this event.

Please answer the following on a separate page (typed). Additionally, please complete & attach the budget worksheet.

1. What is the goal(s) for this program/event and how will it meet the mission of the sponsoring group(s)?
2. How and with whom has collaboration taken place?
3. What is your publicity strategy and timeline?
4. Who is your target audience?
5. What is the expected attendance?
6. Describe how you will assess this program/event (evaluations, surveys, committee feedback, etc.).

Approvals:

Date	President, Sponsoring Club/Organization	Club/Organization Name
Date	President, Co-Sponsoring Club/Organization	Club/Organization Name
Date	Advisor, Sponsoring Club/Organization	Club/Organization Name
Date	Advisor, Co-Sponsoring Club/Organization	Club/Organization Name
Date	Director, Campus Center or Designee	
Date	Senate Finance Committee Chair	
Date	Speaker of the Senate or Designee	