



ASSOCIATED STUDENTS *of*
DOMINICAN UNIVERSITY

Inter-Club Council

Funding Proposal Guidelines & Forms

Contact ASDU

Please contact any of the individuals below if you have questions about your proposal or event.

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Director of ICC

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Director of Programming

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Director of Student Activities & Leadership and ASDU Advisor

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ICC Funding Requirements

In order to become eligible to receive funding for your club or organization event, you must:

1. Become a recognized club
 - a. Completed ICC Club & Organization Registration Form
 - b. Recognized by the ASDU Senate at a regular ASDU meeting
2. Attend at least 75% of the ICC General Assembly meetings up until the point of your proposal
 - a. Attendance will be taken at all ICC General Assembly meetings
3. Have not violated any guidelines or policies during any other club- or organization-sponsored event
4. Complete Forms #1 and #2, and submit your proposal to the Director of ICC at least **3 weeks** prior to the scheduled event
5. Present your proposal to the ICC General Assembly in order to be considered and voted upon
6. The ICC will vote on the proposal and, if approved, your event will be funded
7. A club must get their funding proposal **APROVED** by the ICC General Assembly **2 weeks prior to the event**
8. If a club requests \$500 or more of funding from the ICC, the club must fundraise at least 25% of their requested funding.

Funding/Programming Timeline

If you receive the necessary funding for your event, please see the following steps:

Prior to the Event:

1. The Director of ICC or the Director of Student Activities & Leadership will review the information and will work with you on making the necessary set-up arrangements.
2. If deposits/payments are involved, the Director of Student Activities & Leadership will need to make any necessary payments – please know that we need a 14 day advance notice on any payments.

After the Event:

1. Turn in Form #3 (Evaluation) along with all receipts and financial records into the Director of ICC or the Director of Student Activities & Leadership
2. Reimbursements are due within 1-week of the event and must be submitted to the Director of Student Activities & Leadership. Reimbursements should be processed within 10-14 business days.
3. Be sure to send thank you notes/cards when appropriate

IMPORTANT INFORMATION:

- ALL events must be approved by ICC & the Director of Student Activities & Leadership.
- Outdoor events are subject to restrictions as determined by the Events Management Plan (EMP). Event planners should work closely with the Office of Student Activities & Leadership to determine if outdoor events will meet the guidelines of the EMP.
- Event planners are expected to be present for the duration of the event.

FORM # 1 – PROGRAM PROPOSAL

Event title: _____

Event date: _____ Event time: _____

Location: _____

Sponsors (if any): _____

Estimated cost of event: _____ (complete form #2)

Type of publicity: _____

Purpose of event: [] fundraising [] outreach [] leadership development [] education
[] promoted community [] other: _____

WILL YOU NEED ANY OF THE FOLLOWING?

- Fanjeaux Student Union Access
- PA/Sound system
- BBQ or Coolers
- Tables/Chairs (# _____)
- Other: _____
- Special accommodations (if any): _____

Briefly Describe the Event: _____

We, _____, understand that by turning in this proposal we must present it at
Name of Club

the next scheduled ICC General Assembly meeting for approval. If the proposal was not submitted 3 full weeks prior to our event, we also understand that it is not a guarantee we will receive 100% of the funding we requested. If the proposal was incomplete or our club representative does not attend the ICC General Assembly meeting, we understand that the ICC General Assembly retains the right to deny our request.

President signature

Date

Treasurer signature

Date

FORM # 2 – PROGRAM BUDGET WORKSHEET

NEEDS	QUANTITY	EST. COST
<i>Ex: Pizza</i>	<i>4 Larges</i>	<i>\$75</i>
TOTAL EVENT COST=		

Notes:

For ICC & ASDU use only:

Number of absences at ICC meetings: _____ Has club/org violated any ICC guidelines: Yes No

Recommendation and Approval of the ICC General Assembly: \$ _____

Reason for denial of funds: Not open to all students Did not fundraise Incomplete proposal/Insufficient budget
 Other: _____

Other remarks: _____

FORM #3 – PROGRAM EVALUATION

To be completed by your club representative and turned into the Director of ICC no later than one week after the event.

Please submit all receipts, invoices, profits with this form.

General Information

Projected Attendance: _____ Actual Attendance: _____

Resident Students Attending: _____ # Off-Campus Students: _____

Event sponsors (clubs, departments, organizations):

Did you charge a fee/admission to attend this event? Y N

If YES, how much money did you earn? _____

Event Summary

1. What were the successful aspects of this event?

2. Should this program be repeated? Why or why not? What changes/improvements would you make?

3. What, if anything, could ICC or ASDU have done to support your efforts to plan and execute your event?