

# Adopted Funding Request Guidelines

-Associated Students of Moorpark College (ASMC) Programming Committee (Fiscal Year 2024-2025)

ASMC's Programming Committee has adopted the following guidelines to regulate the distribution of funding to our dozens of clubs, student organizations, and departments. We aim make our funding distribution as equitable as possible, allowing all officially recognized student clubs and organizations, as well as campus-based departments the ability to request funding from ASMC. ASMC follows a policy of '**viewpoint neutrality**,' which means we evaluate all funding applications based solely on the completion and merit of the application, which includes supplemental questions, an itemized budget, meeting minutes, and attached proof of pricing. The following funding request guidelines are applied evenhandedly to all funding applications ASMC receives. Clubs may exceed these dollar amounts if the club has pre-existing funds, implements fundraising efforts, or seeks financial support from other funding streams. These guidelines only apply if a club is requesting *additional* funding from the Programming Committee. **Funding is distributed until funds are depleted, or until the College/District spending deadline has passed, whichever occurs first.**

## **Prerequisites to submitting a funding request:**

- Clubs and student organizations requesting funding from ASMC's Programming Committee *must* attend a Club Financial Management Training prior to requesting funding. This training will be held as needed and was held at the first Inter-Club Council Meeting. Email [asmcfinance@vcccd.edu](mailto:asmcfinance@vcccd.edu) to schedule a Financial Management Training.
- Clubs and student organizations *must* be active attendees of the Inter-Club Council (no more than 2 unexcused absences).
- Clubs and student organizations must submit meeting minutes showing club favorability in submitting the funding request for its described purpose. All funding applicants must include proof of pricing and completion of the supplemental questions.
- Clubs, student organization's, and departments may not submit more than (3) funding applications per semester.

## **Funding Request Guidelines associated with travel:**

The Programming Committee will not allocate more than the listed dollar amounts (per person) for the following expenditures (these amounts are inclusive of tax and additional fees).

- **Flight costs (roundtrip):** \$350 per person.
- **Hotel costs:** \$300 per night.
- **Registration costs:** \$350 per person or \$670 per team.

## **Funding Request Guidelines associated with club meetings: snacks and/or meals:**

Moorpark College petty cash policy limits the maximum amount of petty cash per meeting or activity to \$100 without the need to provide additional documentation to justify the dollar amount. Clubs seeking to access between \$101-\$200 in petty cash funds must provide itemized estimates and meeting minutes to justify this higher dollar amount need.

- Regardless, the ASMC Programming Committee shall not allocate more than \$100 toward petty cash expenditures when such funding requests are submitted for consideration.

**QUESTIONS OR CONCERNS?** reach out to [asmcfinance@vccd.edu](mailto:asmcfinance@vccd.edu) for Financial Management Trainings, assistance with the funding application process, submission of a funding application, or any additional questions related to club or student organization finances.