



## A.S. PROPOSAL FORM

### PROPOSAL INFORMATION & POLICY:

- **A.S. Website Address:** [www.smc.edu/associated\\_students](http://www.smc.edu/associated_students); For all A.S. forms, flyers, etc.: click on "Forms & Documents"
  - **A.S. Office Location:** Cayton Center, Room #202 (above the cafeteria); Phone #310.434.4250
  - **Final Proposal Deadline:** Wednesday, 5/16/12, by 6:30 pm, in the A.S. Office.
  - **A.S. Meetings are subject to change.** The changes will be reflected on flyer titled "A.S. SCHEDULE OF MEETINGS" see AS Website.
- 1 A.S. Proposals must receive FINAL APPROVAL at an A.S. BOARD MEETING before money can be spent- No Retroactive Spending.
  - 2 After final approval- any funding changes (amounts/items), must go through another A.S. Board Meeting.
  - 3 Your Proposal funding request must be in accordance with the A.S. FISCAL POLICY located on the A.S. Website.
  - 4 This form must be completed online and downloaded for signatures. You may do a "SAVE AS" to your flash-drive.
  - 5 Make copies of all your originals.
  - 6 Submit Originals to the A.S. Office (see below for deadline).
  - 7 Send a knowledgeable club representative, to the applicable A.S. Meeting(s), (see below for days & times).

	Any MONDAY	Any TUESDAY	Any WEDNESDAY
WEEK #1			<b>Step 1</b> SUBMIT Proposals by 6:30 p.m. Deadline.  DATE Submitted Proposal:
WEEK #2		<b>Step 2</b> Attend A.S. ACTIVITY MEETING 1:00 pm in Cayton #206 (Campus Events & Non-Funded Fieldtrips)  DATE to Attend Meeting:	<b>Step 3</b> Attend A.S. FINANCE MEETING 12:00 pm in Cayton #206 (All Funding Requests & Funded Fieldtrips)  DATE to Attend Meeting:
WEEK #3	<b>Step 4</b> Attend A.S. BOARD MEETING 3:00 pm in Cayton #206  DATE to Attend Meeting:	<b>STEP 5</b> ADDITIONAL APPLICABLE FORMS See Section "#9 PROPOSAL ADDITIONAL APPLICABLE FORMS " on page 2. The additional forms will take approximately 3 to 7 days for full processing.  DATE to Submit Additional Forms for Processing:	
WEEK #4	<b>Step 6</b> Only Club Advisors can Pick-up check(s) for their club, at the Auxiliary Office. A photo ID is required. (Student checks will be mailed.)  DATE for Advisor to Pick-Up Checks at Auxiliary Office:		

Associated Students of Santa Monica College  
**A.S. PROPOSAL – SPRING 2012**

A.S. OFFICE USE ONLY

Stamp Date Recv'd above this line: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ A.S. Proposal Issued : **#**

1. **INFORMATION & POLICY:** Read page 1 before you complete this form.
2. **CHECK-OFF all that apply:**  EVENT (SMC Campuses);  FIELD TRIP (off-campus);  Funding Request;  Co-Sponsor with A.S.
3. **CLUB or DEPARTMENT NAME:** \_\_\_\_\_
4. **CONTACT Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **CONTACT Ph #:** \_\_\_\_\_
5. **PROPOSAL PURPOSE:** \_\_\_\_\_
6. **BENEFIT to Students:** \_\_\_\_\_
7. **EQUIPMENT: Are you purchasing Equipment or Recreational Items?**  No;  Yes (if yes, submit an A.S. Inventory Form- see #8.1 below)
8. **ADDITIONAL APPLICABLE FORMS:** Either attach forms to your proposal or submit forms after your proposal receives final approval.  
 (download forms from A.S. Website: [www.smc.edu/associated\\_students](http://www.smc.edu/associated_students); click on "Forms & Documents")
  - 8.1.  A.S. Inventory Form
  - 8.2.  A.S. Multi-Day Event Form
  - 8.3.  SMC Quad Event Layout Diagram
  - 8.4.  A.S. Sponsor - LA County Health Form
  - 8.5.  SMC Collection of Funds Form (request a cash box to collect monies from sales or fundraisers)
  - 8.6.  A.S. Field Trip Packet (various forms for students attending off campus events)
  - 8.7.  A.S. Contract Packet (for event performers, speakers, bands, and other service providers)
  - 8.8.  A.S. Requisition Form (carbon form, pick up at A.S. Office, attach completed form with proposal)
9. **EVENT or FIELD TRIP INFORMATION:** Event is any activity held on SMC Campuses. Field Trip is any activity held off-campus.  
 For Multi-Day or Multi-Location Events use the A.S. Multi-Day Event Form, see #8.2 above.

Event or Field Trip REQUESTS (Equipment is only for SMC Campuses)	Complete all the rows that apply below.
9.1. Name of Event or Field Trip	9.1. _____
9.2. Date of Event or Field Trip (include week-day, such as, TUESDAY, 5/1/10)	9.2. _____
9.3. Location of Event or Field Trip	9.3. _____
9.4. Duration Time of Event or Field Trip (example: 8am to 10pm or 11am-1pm)	9.4. _____
9.5. Do you need a Sound System?	9.5. _____
9.6. If you need Microphones- HOW MANY ?	9.6. _____
9.7. If you need a Podium, WITH or WITHOUT a Microphone?	9.7. _____
9.8. Do you need a Stage?	9.8. _____
9.9. If you need Canopies, HOW MANY (only 6 available)?	9.9. _____
9.10. If you need Tables, HOW MANY (only 15 rectangular available)?	9.10. _____
9.11. If you need Chairs, HOW MANY (only 26 plastic folding available)?	9.11. _____
9.12. What time do you need the Equipment delivered?	9.12. _____
9.13. Did you attach a LAYOUT DIAGRAM for the Event set-up? See #8.3 above.	9.13. _____
9.14. What time can the equipment be picked-up?	9.14. _____
9.15. How many people do you expect will be at your event?	9.15. _____
9.16. If you will be giving out freebies, please List the Giveaways	9.16. _____
9.17. If you will be selling, please List the items you will be Selling	9.17. _____
9.18. Will you be serving individually-prepackaged food? If NO- then attach AS Sponsor-LA County Health Form – see #8.4 above.	9.18. _____
9.19. Will there be a delivery from a vendor? If yes, which vendor(s)?	9.19. _____
9.20. If event is HEALTH RELATED, Gloria Lopez, SMC Health Office Director's Signature is required.	9.20. _____
9.21. If you want A.S. Co-Sponsorship, have an A.S. Director print & sign their name:	9.21. _____

9.22. Club **SUPERVISING ADVISOR** for the EVENT / FIELD TRIP must be a **FULL-TIME SMC Faculty or Manager:**  
 I have read, understand, and agree to comply to the rules in the "Club Advisor's Responsibilities" form on the AS Website.  
 I will be present before, during and after the student event or fieldtrip to ensure the students' safety and college policy adherence.

**FT Advisor Name:** \_\_\_\_\_ **Dept:** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**10. FUNDING INFORMATION**

- Itemize expenditures, i.e., 5 tshirts, 4 conf. registrations, etc.
- Include taxes, shipping, etc.
- Attach price quotes or invoices with vendor's name, address & ph #'s.

1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
<b>Your Total Cost</b>		\$

**11. FUNDING CALCULATIONS**

Subtract your CONTRIBUTIONS from your TOTAL COST to get the amount you will need of ADDITIONAL DOLLARS from A.S. Funds.

1. Your Total Cost of Purchase(s)	\$
2. <b>Contribution</b> from Your Club ICC Allotment	- \$
3. <b>Contribution</b> from Your Club Special Account	- \$
4. <b>Contribution</b> from Other Resources (not from A.S.)	- \$
5. Additional Dollars you will need from A.S. funds.	\$

Comments:

**12. REQUIRED SIGNATURES**

Club / A.S. Director / Dept.	Print Name	Title	Signature	Date
#1 Club Officer / A.S. Director				
#2 Club Officer / A.S. Director				
#3 Club Officer / A.S. Director				
Clubs: Advisor (FT Faculty/Mgr.) Depts: one Staff member				

----- A.S. OFFICE USE ONLY – Do not complete below this line. -----

1. Is the Club Currently Installed (attending ICC Mtgs)? Yes No      3. Is Proposal filled out completely with proper attachments? Yes No  
 2. Are the Club Officers registered with A.S.? Yes No      Proposal Verified by A.S. Staff: \_\_\_\_\_ Date: \_\_\_\_\_

ACTIVITY Mtg. Date: \_\_\_\_\_  NO-Show;  Declined;  Approved; Pending: \_\_\_\_\_

Note: \_\_\_\_\_

A.S. Activities Dir. or Designee Signature: \_\_\_\_\_ Dean of Student Life or Designee Signature: \_\_\_\_\_

FINANCE Mtg. Date: \_\_\_\_\_  NO-Show;  Declined;  Approved;  Postponed; TOTAL FUNDS \$ \_\_\_\_\_

Note: \_\_\_\_\_

Account Line Items & Funds: [#1 \_\_\_\_\_ \$ \_\_\_\_\_] [#2 \_\_\_\_\_ \$ \_\_\_\_\_] [#3 \_\_\_\_\_ \$ \_\_\_\_\_]

A.S. Bdgt.Mgt.Dir. or Designee Signature: \_\_\_\_\_ Dean of Student Life or Designee Signature: \_\_\_\_\_

A.S. BOARD Mtg. Date: \_\_\_\_\_  NO-Show;  Declined;  Approved;  Postponed; TOTAL FUNDS \$ \_\_\_\_\_

Note: \_\_\_\_\_

Account Line Items & Funds: [#1 \_\_\_\_\_ \$ \_\_\_\_\_] [#2 \_\_\_\_\_ \$ \_\_\_\_\_] [#3 \_\_\_\_\_ \$ \_\_\_\_\_]

A.S. Bdgt.Mgt.Dir. or Designee Signature: \_\_\_\_\_ Dean of Student Life or Designee Signature: \_\_\_\_\_