



ASG Funding Request Form

Associated Student Government of San Jose City College allocates limited funds to help student organizations fulfill their goals and meet the mission of Associated Students to help enrich the student's experience. Our philosophy is centered on supporting those that benefit others and the greater campus community. SJCC ASG funds are not guarantee and are on “as available” basis.

- Clubs may request a maximum of \$400 per semester. If additional fundings are needed, it will be given on an available basis during that current situation.

- It is highly recommended that clubs collaborate with ASG or other organizations to maximize student engagement and financial obligation on the organization.

Required Criteria for Consideration (please initial the following)

___ I/We understand the SJCC ASG funds are not guaranteed and are on an “as available” basis only.

___ I/We have read and understand the “How to Request Funds from SJCC ASG.” link which includes guidelines and timelines required for consideration.

Submission checklist:

Attach supporting documents to include QUOTES and FLYER using the SJCC ASG logo where appropriate.

Submit a copy of this request via email to juan.garcia@sjcc.edu, asgcommunications@sjcc.edu, asgpresident@sjcc.edu, & asgfinance@sjcc.edu

Keep the ORIGINAL for your records and meetings.

Attend the ASG meeting in which you are scheduled. Plan to make a 2-minute presentation. All presentation materials must be shared with juan.garcia@sjcc.edu & asgcommunications@sjcc.edu.

All exceptions must be cleared by the ASG Board.

ORGANIZATION INFORMATION			
Organization Name:			
Street Address or Student Involvement Mailbox #:			
City:	State:	Zip Code:	
Advisor's Name:	Email Address:	Phone Number:	
Representative's Name:	Email Address:	Phone Number:	

FUNDING REQUEST INFORMATION
Description of your organization:
Total Amount Requested:

Please submit supporting documents with your request for Associated Student Government, SJCC funds. The Proposal must include the following information in order for Associated Students to consider it.

FUNDING REQUEST QUESTIONNAIRE	
Description(s) and date(s) of your funding request(s):	Number of active organization members:

How will this funding support your goals and those of Associated Student Government?

Student Organization Official Representative.

Date.