ASG Helpful Hawks Project

The Santiago Canyon College Associated Student Government (SCCASG) is a group of student leaders who represent, protect, and defend the rights of every student at Santiago Canyon College. The Associated Student Government advocates for student activities, programs, events, clubs, and other innovative actions. As student leaders it is our duty to enhance pathways to improve student success on campus.

To further develop student success the Santiago Canyon College Associated Student Government (SCCASG) will be honoring departments on campus additional funding from ASG funds. For certain departments to participate in the request of the additional funds; a department must first meet the qualifications to partake in the request for additional funding. Next, complete the Application for Funding Request Form. Finally, follow up with the final process during the selection period.

In order to be eligible to request funding the request must directly be submitted from Faculty, Departments, Club Advisors, and/or Programs on campus.

The requested funds must provide a direct student benefit whether the funding is allocated towards classroom supplies, funding for trips to colleges, equipment, etc. The item(s) that are/is being requested must clearly be stated along with how it will benefit the students of SCC in the Additional Funding Request Form.

Application Timeframe:

1. Applications will begin to be accepted for review on March 9, 2016
   a. Deadline to submit for Fall 2016 Funding: March 21, 2016
2. Completed Applications can be submitted in the following manner;
   a. Email Application to ASGHelpfulHawksProject@gmail.com;
   b. Turn in a hand copy to Diana Casares, Student Services Coordinator in room A-206;
   c. Turn in a hand copy to Nathan Underwood, ASG President in room A-205.
3. Beginning March 21, 2016 Applications will go through a review process by SCCASG Council Members.

Application Criteria:

1. A Completed Application will only be accepted for review.
2. A monies request cap is enabled depending if a program or club is requesting the extra funds.
   a. Funding Request cap for Programs: $1500
   b. Funding Request cap for Clubs: $300
3. Attach a coversheet to the Essay Prompt provided
4. Submit only a typed response to the Essay Prompt provided.

**Process after Submission:**

1. A Member from the Department, Club, and/or Program must be present at a scheduled ASG Council Meeting held every Thursday from 3:30pm-5:00pm in room E-203 after the application has been submitted.
   a. Once the application has been received, you will automatically be placed on the ASG Agenda as a line item to be discussed by the ASG Council. You will be notified by SCCASG to attend the upcoming ASG Council meeting.
   b. If a representative is not present at the scheduled Council Meeting to present the request the application will be rejected. The applicant will be unable to participate in the funding for that specified funding for the following semester.

2. Awarded Applicants must publicly acknowledge that their additional allocated funds were provided by the Associated Student Government (ASG).

3. Awarded Applicants must also support the Associated Student Government (ASG) by a form of deployment (e.g. a form of display that states “Your student dollars at work brought to you by SCCASG” along with the SCCASG logo visibly shown.). Contact SCCASG for the official logo 714-628-4913.

4. Faculty, Department, Club Advisors, and Program must promote the Student Life and Leadership sticker when presenting how the allocated funds were spent to the students.

5. Faculty, Department, Club Advisors, and Programs must promote the Associated Student Government (ASG) when presenting how the allocated funds were spent to the students.

6. All receipts must be turned in 10 business days after the funds were used towards the designated event/program.
   a. If items were purchased that were not outlined in the application then the monies that were spent on those items must be paid back in full to SCCASG.

*If all criteria are fully met, ASG reserves the final discretion to grant awards. Funds are not guaranteed. Awarded funds shall not be used for stipends or salaries. Awards are based on availability of funds in the ASG budget. If any organization or department affiliation needs additional funding after ASG Council approval, said organization must reapply through the same process.*
Application for Funding

Request Form

Please read the following instructions carefully on how to properly fill out and construct the Application for Funding before submission.

- Create a cover page that contains the following items each on a separate line;
  - State the name of the Faculty, Department, Club Advisor, or Program that is requesting the additional funding;
  - Provide the date Application is submitted;
  - Amount of funding being requested.
- Type a 1-2 page response, typed in size 12 font, Times New Roman and 1 inch margins explaining why you are requesting additional funding from SCCASG. Please be sure to address the following points:
  - Description of what the funding will be allocated towards.
  - Objective of allocation of rewarded funding.
  - Date, Time, Duration, and Venue Event/Program will be taking place
  - Who will be involved in the construction of Event/Program along with who will be participating?
  - How will the Event/Program outcome be successful?
  - How will ASG advertisement be used (e.g. banner, sticker, ASG logo, etc.)?
  - How will students be informed that their student dollars are being allocated?