

ASSOCIATED STUDENTS PROPOSAL INFORMATION AND INSTRUCTIONS

Student Activity Fee Overview

Each year, the AS General Reserve is augmented by a percentage of the Student Activity Fee funds. These funds are made available to individual students and student and campus organizations for the purpose of funding programs, projects, and events throughout the academic year. The Associated Students Executive Board administers the allocations of these funds once a semester for the following semester.

CRITERIA FOR EVENT/PROGRAM EVALUATION

Funding: Each item of your Budget must be thoroughly documented with verifiable data.

Goals: degree to which the program/project or event is compatible with the AS mission and purposes.

Participation: number of students benefiting; number of non-students benefiting; degree the program meets unmet needs; degree of educationally related participation; is participation limited in any way, and degree of value and satisfaction.

Management: are goals clearly defined; was past performance measured; criteria for evaluation, administration, organization, structure, and publicity.

Budget: diligence in seeking additional funding; degree to which the program is supported by the District and/or department, and evidence of fundraising.

GUIDELINES FOR FUNDING REQUESTS

Eligibility: proposals will be accepted only from Butte College students or groups recognized by the college as student organizations. Proposals must be submitted at least 30 days before the date your event/program is scheduled to take place or start.

Off-campus events: Priority will be given to on-campus events and programs. "On-campus" includes any building on a Butte College campus.

Travel and food related expenses: Will be considered at district policy rates.

All funded events/programs must be in a facility that is handicap accessible.

All funded events must be environmentally sound: We require that you recycle all material where possible. We also encourage the use of recycled/reusable products when possible.

New proposals vs. annually funded events/programs: Priority will be given to new program requests, although annually funded programs with extraordinary needs may be considered.

Performers/Speakers: Performers and speakers must complete a “Performance Agreement Contract” available through the Student Activities office or the department related to the event.

Outstanding Invoices: Any individual or group with an outstanding invoice due to the A.S. is not eligible for funding until the debt is cleared.

Evaluation: It is mandatory that the project director(s) submit an evaluation of the funded event/program before the final reimbursements will be made. Any Proposal submitted by a group or individual that has not submitted an “Evaluation Form” from a prior event/program **will not be considered.**

Publicity: In the continuous campaign to increase student and campus community awareness of how student fees are being spent, all publicity materials for your project, including t-shirts, must acknowledge the Associated Students as a funding source. The Associated Students logo is available through the A.S. Publicity Director at publicityas@butte.edu.

Reimbursements: Reimbursements will be considered in special circumstances.

Wages: A.S. funding is not for the purpose of providing compensation in the form of wages or honoraria to a member of the college faculty, staff or students.

Presentation of your Proposal to the Associated Students board:

- The primary presenter of your proposal should be a Butte College students. Butte College A.S. Board members are not allowed to present.
- Items on your Budget that are not properly documented or that are disallowed per Proposal Instructions will be disregarded.

Once your proposal has been approved:

- You will be notified by the A.S. Business Affairs Director if your proposal has been funded in part, in full, or denied.
- If funded, please coordinate the distribution of your funds with Donna Tibbitts, the Student Activities Secretary, tibbittsdo@butte.edu or 895-2428.
- Funding awarded for a particular item on your Budget that is later deleted from your event/program cannot be used for a new item that was not brought to the consideration of the A.S.
- Funding awarded that is not used for the event/program must be returned to the A.S.