



## SGCC / Club Expenditure Request Form

Date of Request: \_\_\_\_\_ Date approved (*meeting date*): \_\_\_\_\_

Please check the appropriate organization:

SGCC          KRV SGCC          or    CLUB          Club Name: \_\_\_\_\_

Activity (*if applicable*): \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Account Number: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Explanation of Expenses: \_\_\_\_\_

Name of Payee: \_\_\_\_\_ Payee ID: @ \_\_\_\_\_

Payee Address: \_\_\_\_\_ Payee Phone Number: \_\_\_\_\_

Check instructions:    Mail Check          or    Pick up at IWV Business Office

Club, organizations or their individual members spending in excess of funds officially budgeted or allocated shall be responsible for those monies over the documented allocation. Expenditures not accompanied by a receipt or followed up with a receipt within three business days of the event, activity or trip may become the responsibility of the purchaser.

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### AUTHORIZED SIGNATURES

\_\_\_\_\_  
SGCC Finance Manager / Club Treasurer

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
LAC Coordinator

\_\_\_\_\_  
Vice President, Student Services

***Original itemized receipts & club minutes are required.***



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## Student Development/Student Equity Request for Funds Application

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*You will need to secure the signature of your supervisor and a student who is in support of your activity, event, or project being funded.*

**Is there is an equity aspect to this application?**    Yes            No

Name of faculty, administration, or staff requestor:
Student's Signature:
Amount requested:
Date(s) of the event:
Supervisor's Signature:

**ACTIVITY/PROJECT/EVENT:** Describe in detail, the proposed project and how it helps students meet educational goals OR encourages the involvement in co-curricular or extra-curricular activities.

**BUDGET:** Please attach a detailed budget that provides a description of the expenditure and represents the costs associated with the amount requested. Budgets should be realistic and should provide a brief narrative.

**JUSTIFICATION:** Please describe how the activity associated with this request will improve student engagement and success:

**OUTCOMES:** Please provide a brief description of the expected learning outcomes:

**If there is an equity aspect to your application the following will apply:**

**GAP POPULATIONS/ INDICATORS:** Please list what gap populations and indicators this activity will address. Indicators include: Access, Course Completion, Basic Skills Completion, Degree and Certificate Completion, and Transfer. Refer to the current Student Equity Plan for current statistics for the various indicators.




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**Student Development/Student Equity  
Request for Funds Application**

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Criteria	Exceeds Expectations (3 points)	Meets Fully (2 points)	Adequate (1 point)	Incomplete (0 points)	Score
<b>ACTIVITY/ PROJECT/ EVENT</b>	Application is described in detail and specifically shows how the project will help students meet educational goals OR encourage the involvement in co-curricular or extra-curricular activities; plan is specific and clearly outlined; the project is innovative, realistic and/or meaningful for students.	Application is described and briefly shows how the project will help students meet educational goals OR encourage the involvement in co-curricular or extra-curricular activities; plan is outlined without in-depth specificity; the project is realistic and may show potential in meaningfulness to students.	Application is described briefly yet fails to show how the project will help students meet educational goals OR encourage the involvement in co-curricular or extra-curricular activities; plan is outlined without specific details; the project may be realistic yet fails to show potential in meaningfulness to students.	Incomplete or not addressed	
<b>BUDGET</b>	Proposed budget is realistic considering stated activities, it provides a detailed breakdown of expenditure estimates and costs associated with the project, and the narrative clearly demonstrates prior planning.	Proposed budget may be realistic considering stated activities but it lacks the detail to know specifically, it provides a brief breakdown of expenditure estimates and costs associated with the project; and the narrative attempts to demonstrate pre-planning.	Proposed budget doesn't seem realistic considering stated activities and it lacks the detail to know specifically, it provides a vague and un-detailed breakdown of expenditure estimates and costs associated with the project; and the narrative provides little insight as to the planning process.	Incomplete or not addressed	
<b>JUSTIFICATION</b>	Justification shows exactly how the project will promote student engagement and it describes how student success will be maximized.	Justification describes how the project will promote student engagement, with little detail, and it begins to address its impact of student success with little to no elaboration.	Justification fails to describe specifically how the project will promote student engagement and it fails to address its impact of student success.	Incomplete or not addressed	



Student Development/Student Equity  
Request for Funds Application

Criteria	Exceeds Expectations (3 points)	Meets Fully (2 points)	Adequate (1 point)	Incomplete (0 points)	Score
OUTCOMES	The proposed project results in engaging or creative and successful outcomes which are described in detail; it has the potential to involve a great number of students; the project has long term potential and sustainability for future years.	The project appears to have the potential to have creative and successful outcomes but there is not enough detail to know for sure; it has the potential to impact a moderate-large number of students; there appears to be the possibility for long-term sustainability.	The project minimally addresses expected learning outcomes and fails to address their significant impact; it has the potential to impact a small-moderate number of students; there doesn't appear to be the possibility for long-term sustainability.	Incomplete or not addressed	
GAP POPULATIONS & INDICATORS <i>If there is an equity aspect to your application please add this component.</i>	Application states the gap populations AND indicators and goes into depth on how the activity will impact those groups or areas.	Application states the gap populations AND indicators and goes into little detail on how the activity will impact those groups or areas.	Application only states the gap populations OR the indicators without detailing how the project will impact those groups or areas.	Incomplete or not addressed	

**SAAC COMMITTEE ONLY:**

Requested By:  
 Date:  
 Final Disposition:  
 Approved:  
 Approved w/modifications:  
 Comments:  
 Authorized Signature:  
 Date:  
 FOAPAL Accounts:  
 Student Development Account Number: **RP362-42BST1- - 696043-CI**  
 Student Equity Account Number: **RP382-42FEQ1- -649102-EQTDCW-CI**