



PALO ALTO COLLEGE

SSFAC

Application for Funding Packet

Student Service Fee Advisory Committee Funding Application

Please type or print clearly.

Instructions for submitting a funding request:

1. Requests must be received by the Office of Student Activities, a minimum of **six weeks** before the event.
2. Please fill out this form completely.
3. The applicant is required to verbally present each request at the SSFAC meeting.
4. Complete application must be turned in to the Palo Alto College Office of Student Activities no later than the **Monday** before the SSFAC meeting.

Applicant Information

Name (club or department) _____

_____ Recognized Student Life Club Student Activities

Individual PAC Student Co-sponsored Faculty/ Staff

Other _____

Contact Person _____

Phone _____

Office Location _____

E-mail _____

Advisor Review Signed by Club Advisor

By signing below, I certify that I have reviewed and support the following SSFAC funding request.

Name _____

Signature _____

Phone _____ Email _____

Immediate Supervisor Signature: Chair/Director/Administrator

For SSFAC and Student Activities Office Use

Date received _____ Received by _____

Program/Event Information

Name of Program _____

Date & Time _____ Location _____

Anticipated Audience (how many students do you expect) _____

Target Audience (i.e. faculty, specific student demographic) _____

Note: Attach complete PAC facilities request

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)

Please address the following:

Describe program/event and its goals. _____

Describe club/group mission, and how it relates to the event.. _____

Describe benefit(s) applicant, participants, and the PAC community will gain as a result of the event. (ex. cultural enrichment) _____

Describe collaboration efforts with the PAC student body, faculty, staff, and/or PAC departmental offices. _____

List volunteers, staff, students that will setup, breakdown, and run the event.

Conference Information

Name of Conference _____

Date & Time _____ Location _____

Target Conference Audience _____

Note: Attach conference agenda and information

What is the area(s) of focus? Check all that apply.

- Special event (social, educational, community service, recognition etc.)
- Cultural (events celebrating specific communities)
- Leadership (lecture series, conferences, speakers, etc.)
- Professional development (conference, workshops, mentoring etc.)

Please address the following:

Describe focus of conference. _____

Describe club/group mission and how it relates to the conference. _____

Describe benefit(s) applicant, participants, and the PAC community will gain as a result of the conference. (ex. group will learn leadership skills that they will also be able to give back to PAC) _____

Describe collaboration efforts with the PAC student body, faculty, staff, and/or PAC departmental offices. _____

Budget Summary

Expenses

List all expenses

	Amount
Food _____	\$ _____
Printing _____	\$ _____
Decorations _____	\$ _____
Facility rental _____	\$ _____
Special equipment* _____	\$ _____
Lodging _____	\$ _____
Speaker fee _____	\$ _____
Pizzas _____	\$ _____
Transportation _____	\$ _____
Registration fees _____	\$ _____
Other expenses _____	\$ _____
Total Expense _____	\$ _____

Revenue

List all sources of income for this event/project (e.g. Admission Fee, dues, donations, etc.):

Source	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Revenue _____	\$ _____

Fund-raisers

List all fund-raiser events and amount raised:

Fund-raiser	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Fund-raisers _____	\$ _____

BALANCE (Expenses – Revenue/Fund-raiser) \$ _____

Amount requesting from SSFAC \$ _____

*Attach completed media request if needed