

# FUNDING REQUEST TIMELINE



**Humanities & Social Sciences  
Inter-Club Council**

# **GENERAL TIMELINE OVERVIEW**

- 1. What organizations need before asking to be on the agenda**
- 2. Wufoo Form turned in complete by 10:30am the following Monday**
- 3. Brief presentation on the event during the meeting, 2-5 minutes**
- 4. Complete the Reimbursement Wufoo Form (after event)**

# STEP ONE

**You will need five to six (5-6) different documents ready before you request to be added to the agenda for funding approval. If you do not have all documents at the ready please reach out to any board member for assistance.**

## **First**

**You will need flyer for your event, the complete Executive Senate Form, an itemized invoice, and three (3) food quotes**

## **Second**

**You will need a detailed written proposal (explained on the next slide) and a speaker's curriculum vitae if applicable**

# WRITTEN PROPOSAL

- **Required (1-2 paragraphs)**

**Name of organization, name of representative(s) and President, email(s), phone number(s), name of event/speaker, amount being requested with amount of each line item, background on event, venue location/date/time, state event will be free and open to all**

- **Requests over \$300**

**Your proposal will need an additional paragraph detailing why you chose preferred vendor compared to others, reason for the amount of items/food, detailed cost breakdown, and emphasize whether or not a good chunk of the sum is tax and tip**

# EXAMPLE PROPOSAL

## **Regular Proposal**

Tuffy's Fan Club is hosting a Social Event on Friday, September 30th, 20XX from 4:30pm to 6:00pm in the Humanities Building room 333. This Social Event is open to all who wish to connect and interact with others and create bonds over their love of Tuffy the Titan. There will be refreshments offered to everyone and there will be opportunities for crafts for Tuffy. Tuffy's Fan Club is asking for \$150 for Hospitality and Supplies. Hospitality will be coming from Trader Joe's, the amount sum is \$100. Supplies will be coming from Amazon, the amount sum is \$50.

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# EXAMPLE PROPOSAL OVER \$300

## Proposal's \$300 and Over

Tuffy's Fan Club is hosting a Social Event on Friday, September 30th, 20XX from 4:30pm to 6:00pm in the Humanities Building room 333. This Social Event is open to all who wish to connect and interact with others and create bonds over their love of Tuffy the Titan. There will be refreshments offered to everyone and there will be opportunities for crafts for Tuffy. Tuffy's Fan Club is asking for \$350 for Hospitality and Supplies. Hospitality will be coming from Trader Joe's, the amount sum is \$200. Supplies will be coming from Amazon, the amount sum is \$100.

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# EXAMPLE PROPOSAL OVER \$300

The club is choosing to purchase Hospitality items from Trader Joe's because of their inexpensive options for 20 bags of mini chocolates (\$3.99/bag), 20 boxes of waffle cookies (\$2.99/box), and 20 boxes of crackers (\$2.99/box). Compared to the options at Target for mini chocolates (\$8.39/bag), waffle cookies (\$6.39/box), and crackers (\$4.69/box). We strongly believe that around 70 to 80 people will be attending the event so we are purchasing a large quantity of refreshments. We are also going to be purchasing \$55 worth of stationary paper for our letter writing craft and \$45 worth of writing and arts supplies such as an 11 pack of black gel pens (\$11.68/pack), 40 pack of colored markers (\$22.11/pack), and a pack of 12 rolls of washi tape (\$9.99/pack). There is an additional \$50 in place for any and all taxes and shipping fees while purchasing.

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# WRITTEN PROPOSAL

## ICC Representative

CWID, phone number, and email address  
Must have all information for all representatives

## President

Phone number and email address

**All of the written proposals that are to be submitted must include all contact information of the ICC Representative and the organization's President.**



# STEP TWO

**You will need to have the Letter of Support signed by both the Department Chair/Program Director and the Advisor of the club. Signatures can be either wet or electronic. After, you need to submit all documents through the Allocation Request Wufoo Form.**

1 Allocation 2 Travel 3 Program / Events

Name \*

First Last

Your Email: \*

Club/Organization Name: \*

Which council are you requesting funding from?: \*

Are you requesting funding for an event/program or travel? \*

Travel

Program / Events

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# **STEP TWO**

**The Wufoo form has to be submitted by the Monday following the general council meeting. The latest it can be submitted is 10:30am. If there are any issues or concerns regarding this step please inform the Director of Administration ASAP for assistance.**

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# STEP THREE

## **Time Limit**

Depending on the amount of items on the agenda the presentation should last from two (2) to five (5) minutes.

## **Over \$300 Proposals**

Give a five (5) minute presentation with details from the written proposal.

**The Friday of the General Council Meeting the organization is on the agenda for the representative(s) is to give a a brief presentation about the event.**

# STEP THREE

**After all presentations for each agenda item there is going to be a brief discussion period with everyone (General Council, presenter, and E-Board) for approximately two (2) minutes.**

## **Regular**

**The General Council and E-Board may ask questions or concerns regarding the funds, otherwise the vote will proceed the presentation.**

## **Over \$300**

**The presentation must provide all details from the written proposal. There will be a discussion about the funds and how they are being used in more detail.**

# **SPEAKERS ONLY**

**After the approval of the event, the ICC Representative must submit a W-9 Form to the Vice Chair. This has to be done within the time frame of after funding approval and before the event or conference is to take place. This is completely separate from the Allocation Request Wufoo.**

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# STEP FOUR

**Within fourteen (14) days after the event, the ICC Representative or any alternate must complete the Reimbursement Wufoo Form with all proper documents and receipts. After uploading documents, the Representative will have to describe the documents provided.**

... Name: \*

... council are you submitting your reimbursement.

Approved Allocation Amount: \*

\$  .   
Dollars Cents

Council Meeting Date Allocation Was Approved: \*

/  /    
MM DD YYYY

... you requesting a reimbursement for an event or tra

... ent Reimbursement

... Reimbursement

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# STEP FOUR - RECEIPTS

**Any and all receipts that are submitted through the Reimbursement Wufoo has to be itemized. The receipt must include the price of the item, how much was purchased, and the total along with any taxes and tips.**

... Pack Classic Mix - 18ct	Qty. 1	Unit price \$8.99	
		<b>Item subtotal</b>	
		Order pickup	\$0.00
		<b>Item total</b>	<b>\$8.99</b>
403 - Welch's Fruit Snacks Mixed Fruit - 40ct	Qty. 1	Unit price \$8.79	Amount \$8.79
		<b>Item subtotal</b>	<b>\$8.79</b>
		Order pickup	\$0.00
		<b>Item total</b>	<b>\$8.79</b>
... Sun Variety Pack - 30pk/6 fl oz	Qty. 1	Unit price \$7.49	Amount
		<b>Item subtotal</b>	

# **STEP FOUR - SPEAKERS**

**When submitting the Reimbursement Wufoo Form after the event occurs, the Representative must submit the W-9 Form. It must be the same Form submitted to the Vice Chair after event approval. If there are any issues please contact both the Vice Chair and the Director of Administration.**

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# TRAVEL REQUESTS

## ● Allocation Wufoo

Please submit the Travel Funding Request for through the Allocation Request Wufoo.

## ● Written Proposal

The written proposal must include the speaker/conference information along with the importance of the event.

## ● Roster

You must have a complete roster of every CSUF attendee. Provide the full name, CWID, phone number, and email

## ● Reimbursement

Please provide all boarding passes when submitting form. This is absolutely necessary in order to be reimbursed in full.

# CHECK REQUESTS

## **Provide:**

**Student Email and the  
CWID**

## **Submission**

**If you want to have the  
check ready day of event  
please submit three (3) to  
four (4) weeks beforehand**

**Any and all check requests  
have to go through the Vice  
Chair. You have to contact  
the Vice Chair and gain  
their approval for the check  
requests.**

**Checks can either be mailed  
(please provide mailing  
address) or picked up.**

# **PLEASE KEEP IN MIND...**

**After all of the approvals, events, and submissions the reimbursements and funding forms have to go through ASI. After all Representatives submit the Reimbursement Form then the ICC has no responsibility over when the money is allocated to the Representative and their organization.**

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# PLEASE KEEP IN MIND...

## ● **Fall Semester**

**During the Fall semester, after submitting all forms, the reimbursement may take two (2) to four (4) weeks**

## ● **Spring Semester**

**During the Spring semester, after submitting all forms, the reimbursement may take four (4) to eight (8) weeks or even longer**

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# CONTACTS

**If you have any questions or concerns regarding the process of requesting funds/reimbursements please contact either the Director of Administration or the Vice Chair**

**Director of  
Administration**

**doa.hss.icc@gmail.com**

**Vice Chair**

**hss.icc.vicechair@gmail.com**