

## Student Club Activities Fund Request

Monroe County Community College supports student organizations and activities to the extent that programs contribute to the overall intellectual, social and emotional development of the student. Responsible student participation in campus-sponsored activities can be a source of opportunity for (1) leadership development, (2) cultivation of broader interests, (3) recognition of worthwhile achievements, (4) encouragement of wholesome social skills, and (5) practice in the skills of citizenship. (college procedure 3.16).

### Objective

The purpose of the Student Activities Fund is to support students and align student activities according to the MCCC values and institutional outcomes.

The core values that form our attitudes and guide our behaviors are:

- **Student-focus:** Execute student-centered decision making
- **Excellence:** Offer high-quality educational opportunities, programs and services
- **Accessibility:** Offer ease of access to educational opportunities, programs and services
- **Affordability:** Provide affordable educational opportunities, programs and services
- **Diversity and Inclusion:** Celebrate the individuality and diversity of our students, community, nation and world
- **Respect:** Practice equity and mutual respect
- **Stewardship:** Manage our resources with efficiency and integrity to ensure the long-term health of the college and infuse responsible, sustainable and transparent practices throughout all operations and programs
- **Outreach and Engagement:** Advance a culture of engagement and collaboration
- **Relevance:** Offer relevant educational programs through innovation and responsiveness

The college's institutional goals are:

- **Critical Thinking:** Students will think critically using a purposeful, reasoned, objective, and goal-directed process in a variety of contexts.
- **Communication:** Students will effectively exchange ideas and information using multiple methods of communication.
- **Social and Cultural Awareness:** Students will understand the broad diversity of the human experience.

### Expectations

Student activities should align to the college's vision and institutional goals to a reasonable extent.

### Process

1. Student clubs must complete and submit the Student Club Activities Fund Request Form (Part I - Application Form, Part II – Program Narrative, and Part III - Budget) to the

Student Government Association by October. 15<sup>th</sup> for fall semester requests and Dec 1<sup>st</sup> for winter semester requests (late requests are permissible if funding remains available).

2. The SGA will review proposals and approve funding accordingly.
3. The student club will complete the respective check request, to the Vice-President of Enrollment Management and Student Success.
4. The student club will provide an accounting for use of funds in their annual report to the SGA.

### Professional Enrichment Program Proposal

#### Part I – Application Form

Proposed Program Title/Conference/Seminar:

Club Name:

Club Advisor:

Total Amount Requested:

Signatures: Name \_\_\_\_\_ Date \_\_\_\_\_

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

Vice President \_\_\_\_\_ Date \_\_\_\_\_

This section is to be completed by the SGA.

Received on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Program to be funded: \_\_\_\_\_ Yes \_\_\_\_\_ No

Amount to be funded: \$ \_\_\_\_\_

Reviewed by committee on: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### COMMENTS:

#### Part II – Program Narrative

Please attach your Program Narrative to the application form. Limit four (4) pages, double spaced, 12 point font.

##### 1. Program Title

Briefly describe the activity funds are requested for. Please include conference agenda/program description

##### 2. State of Need and Goals

A. Need: Explain how the activity aligns to the college vision and/or institutional outcomes.

B. Goals: Describe what you hope to accomplish and the steps you will take to accomplish the goals.

### 3. Target Group and Benefits

What campus groups or students will benefit from this activity, how will they benefit from the activity?

### 4. Assessment Plan

You will be required to complete a written report and also to report-out regarding learning and performance outcomes. How will you determine whether or not this program is successful or creates the impact you wish? Describe the information you will use to verify the degree to which the activity has met its goals and objectives. This plan should be followed in your annual report.

### Part III – Budget

Complete all that apply

Speaker: \$ \_\_\_\_\_

Supplies: \$ \_\_\_\_\_

Conference:

Registration: \$ \_\_\_\_\_

Travel: \$ \_\_\_\_\_

(mileage, air fare)

Hotel: \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_