

*For **conference and travel fund requests**, please email your cost breakdown and receive approval from our Budget Outreach Director **BEFORE** submitting this form to the ASFC Secretary (see end of page 2 for deadlines)*
Budget Outreach Director (Phillip Nguyen-Dang): **ASFC.PhillipN@gmail.com**



Associated Students of Foothill College

12345 El Monte Road • Los Altos Hills • CA 94022-4599 • Telephone: (650) 949 7281 • Fax: (650) 941 4574

FUND REQUEST FORM 2019-2020

Rules regarding fund requests: In accordance with our Budget Commission Code (adopted June 21, 2012), employees of the FHDA district are not allowed to make fund requests, regardless of whether or not they have paid the student body fee. All programs seeking funds need to have a student representative who will lobby on behalf of the program.

1. a. Name of Item/Program/Service: _____
b. Date of proposal: _____

2. a. Student representative: _____
b. Phone number: _____
b. Email address: _____

3. a. Advisor name : _____
b. Phone number: _____
b. Email address: _____

4. Total amount being requested: _____

5. Please summarize the item, program or service proposal.

6. Please explain how the funds would support the Associated Students of Foothill College in achieving our Mission Statement, Goals and Visions. Attached to this document are the ASFC's Mission Statement, Goals, and Visions.

7. Describe any efforts to obtain funding outside of ASFC.



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8. a. The estimated number of students that will benefit from this proposal: ____

b. What are the benefits to students who have an Owl Card (discounts)?

9. Please describe and list this group's past accomplishments.

10. Please provide a complete breakdown of cost.

Quantity	Item	COST

TOTAL \$ _____

11. Please attach any other relevant documents and materials to this form.

(Use another sheet of paper to answer any of the questions if you run out of room)

PLEASE RETURN THIS FORM TO THE ASFC SECRETARY (ONLY)
IN THE STUDENT GOVERNMENT OFFICE (Room 2009)
BY FRIDAY 12PM OR ELSE IT WILL NOT BE PUT IN THE AGENDA

PLEASE CONTACT:
Sandalina Sattar
ASFC VP OF FINANCE
2019/2020
ASFC.SandalinaS@gmail.com
AS SOON AS YOU SUBMIT THE FUND REQUEST FORM