ASMCC will assess requests based on the following criteria:

1. How will this benefit student life/community?
2. Does the cost of the event equal that of the proposed benefit to student life/community?
3. Follow-up reports are mandatory (written or verbal).
4. An action plan must be specified included and attached to form A-01.
5. ALL paperwork must be filled out completely. If the form is incomplete in anyway ASMCC will not review the request.
6. There may be a set limit that each club can request. This is determined by the ASMCC budget.
7. FUNDS MUST BE REQUESTED AT LEAST ONE MONTH PRIOR TO THE EVENT. NO EXCEPTIONS! Requests generally take 4 to 6 weeks to process.
8. Any changes that may occur during or after the requisitioning or purchase order process MUST be reported to the Student Life Department ASAP.
9. Problems/situations/past performance will be used when assessing the request.
10. You must have a current club registration form on file in Student Life Office (updated every year).
11. You must contact Vice-Chair Amina Abdusamad amibean6@yahoo.com to be put on ASMCC agenda by Monday. Member attends meeting to request funds.
   a. ASMCC meets every Friday at 10am in the Wong Room.

Club/Organization:_____________________________________________________
__________________________       _______________________________
Club Advisor                  Date           Club Member               Date

My signature on this form means that I understand the above stated criteria. Return this form to the Student Life Office or Box 35.

Revised: 1/07