

Club Fund Grab

Club Fund Grabs are opportunities for student clubs and organizations to obtain funding from Chaffey College Student Government (CCSG) for student events and activities.

Instructions

- Student clubs and organizations may request funding by submitting the **CCSG Funding Request** at bit.ly/ccsgfunding to have their request added to the agenda for the next Club Fund Grab.
 - **The CCSG Funding Request form must be submitted by 12:00 PM on the Thursday before the Club Fund Grab meeting at which you will present.**
 - 25-26 Club Fund Grab Dates:
September 8, October 13, November 10, December 8, January 26, February 23, March 9, and April 6.
 - All meetings take place in the CCSG Office (CCE-126B) at 12:30-2:00 PM.
- Give a brief presentation (~2-3 minutes) to the CCSG Finance & Administration Committee explaining the request in detail.
 - The committee will discuss the request and vote to approve or deny funding. In some cases, approval may be dependent on changes or additional information, so please have a representative present for the discussion.
- Student clubs and organizations may withdraw funding from their Club account by submitting the **Club Funding Request Form** at bit.ly/clubfunds.
 - **The Club Funding Request Form must be submitted four (4) weeks before funds are needed.**
 - You must include a copy of the meeting minutes with club approval for the specific expense.
 - A club officer may fill out the form and attach the meeting minutes, but your *club advisor* must approve and submit the form.

Tips

- Get approval for expenses recorded in meeting minutes *before* submitting the above forms to avoid delays.
 - Make sure you have quorum and your advisor is present for the meeting.
 - If you're not sure how much money you will need, overestimate and state approval based on an amount "not to exceed" the maximum estimate.
- Plan to speak to all items on the **Funding Request Evaluation** form below, which CCSG will use to review all Club Fund Grab requests.

Funding Request Evaluation

The criteria in this evaluation form provide a structure to facilitate CCSG funding requests allowing for greater transparency for funding decisions.

Total scores will be a maximum of 20 points. No fractionated points or bonus points are allowed and the numbers below are given as suggestions. For a funding request to be passed, all voting members must have a total score of 12 points or higher out of 20 which results in 60% of the score.

CCSG Support (6 points)

CCSG's purpose is to engage and empower the student body. While clubs are not required to directly advocate for student rights, their activities should foster student growth, encourage engagement, and provide resources that contribute to the diverse student experience.

- 0 – Does not support student growth, engagement, or access to resources
- 3 – Somewhat supports student growth, engagement, or resources
- 6 – Clearly fosters student growth, engagement, and offers access to resources

Club Goals, Purpose, and Event Alignment (6 points)

How well the club achieves its own mission and goals, and how the event or activity requesting funding aligns with those objectives. The focus is on how the club empowers its members, fosters personal growth, and creates opportunities for meaningful student engagement. The event/activity should support the club's mission, providing value to its members and contributing positively to the broader student community.

- 0 – Does not align with the club's mission or provide a meaningful student experience
- 3 – Somewhat aligns with the club's mission and supports empowerment or involvement
- 6 – Clearly aligns with the club's mission, empowering students and offering meaningful experiences

Attendees (4 points)

- 0 – Serves a small population of students
- 2 – Serves a varied population of students
- 4 – Serves a large & varied population of students

Funding Guidelines (4 points)

CCSG encourages clubs to develop diverse funding strategies, though it is acceptable for CCSG to be the primary funding source if the club's event aligns with student growth and engagement.

- 0 – Not within guidelines, no sponsors, solely relies on CCSG funding with no justification
- 2 – Within guidelines, has sponsors, somewhat uses CCSG as a primary funding source
- 4 – Within guidelines, has sponsors, or offers justification for relying on CCSG as a primary funding source