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In accordance with AP 5400 and Article I, Section 5 of the ASRCC Constitution, it is the responsibility of the ASRCC Budget Committee to oversee the allocation of the Student Services Fee Fund. The purpose of the ASRCC Budget is to fund RCC campus-wide events that will benefit the student body and/or the community. "

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Per Section 5 of the ASRCC Finance Policy, in the spring semester of the fiscal year, the ASRCC Executive Treasurer shall convene the Budget Committee to establish the budgets for the next fiscal year and is comprised of nine (9) members of the ASRCC. The Budget Committee shall schedule all parties with ASRCC funding requests during business hours, at which time, the committee will ask questions regarding the funding requests.

All clubs and organizations recognized by the ASRCC according to Article V Section 4 of the Constitution and are in good standing according to Article V Section 5, including the payment of student services fees, are eligible to come before the Budget Committee to propose a budget for the next fiscal year.

Additionally, other entities seeking ASRCC funding, including Athletics and academic entities, shall submit a budget proposal packet to come before the Budget Committee to hear their funding requests. The ASRCC President is responsible for preparing the ASRCC Executive Cabinet budget and presenting it to the committee.

After all entities have presented, the Budget Committee shall prepare the ASRCC budget for the next fiscal year, which is submitted to the ASRCC Senate for approval. The ASRCC Senate shall have two weeks to view, deliberate, and vote on the proposed budget. The passed budget is then forwarded to the ASRCC President for approval. The ASRCC President has 5 working days to review and approve the budget. The ASRCC President has the right veto the budget and send back to the Senate, to which the Senate has two weeks to review, amend, and approve the budget with a 2/3 vote. Once the budget has been approved, it is forwarded to the Riverside City College District Office, where it is incorporated into the District Budget for Chancellor and Trustee approval and herein referred to as the ASRCC Budget.

The fiscal year for ASRCC shall run from July 1, 2024 – June 30, 2025. Budgets are available for spending beginning the first day of the fiscal year. Spending will close on Friday, two weeks before the end of the fiscal year. Any expenses submitted after the deadline will not be accepted.

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To be considered for funding, all entities and individuals who are eligible shall prepare a budget request. The attached budget packet is to be submitted to the Budget committee at least one week prior to the budget hearings outlined below. The purpose of the budget packet is to not only determine the level of funding needed but to ensure that funding is being utilized within its purpose to support the overall RCC *campus-wide* student experience and/or area community. **Each year the committee determines their funding priorities.** Funding priority will be given to those entities who provide significant on-campus student engagement. As a general rule, ASRCC does not provide funding for the following: fundraisers, personnel, instructional equipment or materials, and items that are the responsibility of the college and district to provide. The ASRCC request for funding (found on the last page of this document) includes the following:

- Demographic Cover page
- Itemized contributions from other funding sources
- Itemized event/activity budget of anticipated expenditures
- Any supporting documents or appointment materials

The request for funding is what the Budget Committee will use to consider allocations amounts. If a request for funding is not submitted to the Budget Committee, entities will not receive an allocation in the ASRCC fiscal year budget. However, entities not included in the fiscal year budget may approach the ASRCC Senate starting at the beginning of the academic year (August) for individual funding.

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The ASRCC Budget Committee Chair shall submit a timeline of the budget process and make available the request for funding to all eligible entities. The committee will give eligible entities the opportunity to present their funding requests in one of the following ways:

- 1) come before the committee on the appointed date and time or;
- 2) submit a pre-recorded video presentation of their budget request or;
- 3) submit written funding request with supplemental materials.

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Please be aware that appointments are limited to 15 minutes, which consists of a Q&A format from the committee regarding your past funding, current request, and student involvement. With a record number of clubs and organizations and a tight timeline, entities will be cut off if they are over the time limit. Since it is a Q&A format it is encouraged to have some supplemental documents or presentations that can speak to your past efforts and future funding. Clubs requesting funds should have a minimum of one student at the appointment who can present. Please arrive to your appointment 10 minutes early to ensure that you are on time and prepared. Entities that miss their appointment will not be rescheduled and this may have an impact on your funding requests. "

For those entities who would like to submit in the video or written request, those materials are due no later than **April 30, 2025** to studentactivities@rcc.edu. For recorded video presentations, please note the 15-minute time limit applies to you as well.

Timeline of Budget Process

February 3, 2025	Funding Request Packets available "
Tuesday, March 4 Monday, March 10 Tuesday, April 16	Advisor Training – HOF 12:50- 2 pm Request for Proposals (RFP) for Student Activities Budget Preparation Drop-In Session – HOF 1- 2 pm"
Wednesday, April 23	Request for Proposals (RFP) for Student Activities megan.bottoms@rcc.edu "
Wednesday April 30	Final Request for Proposals (RFP) "
April 5 April 7 (Athletics Thursday May 8)	Budget Presentations Monday – Wednesday 9:00am – 3pm; Athletics Thursday 9am - noon; committee deliberations on Thursday and Friday
Monday, April 12	" Copy of the budget to ASRCC Senate for review
April 17	Senate vote on FY 25/26 budget/submitted to ASRCC President for approval "
Friday, May 30	Approved budget submitted to Board of Trustees for approval "

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Entities will be notified by July 1, 2025 of their appropriation and how to access the funds.

Request for Funding- COVER SHEET

Please include a copy of your roster and support staff.

Name of Club/Organization/Team/Entity:

Primary Contact Name:

Email:

Phone Number:

Secondary Contact Name:

Email:

Phone Number:

In-Person Appointment

Written Submission

Video Submission

Preferred dates and times for in-person appointment: Please give time blocks you're available:

Example: Monday May 15: 9 – 11:30 am, 1-4 pm; Thursday May 17: 9 –11:30 am, 1 – 4 pm)

Monday, May 5 - Wednesday, May 7

9:00am - 3:00 pm

Preference #1 Date and Time: _____

Preference #2 Date and Time: _____

Preference #3 Date and Time: _____

Preference #4 Date and Time: _____

TOTAL REQUESTED FROM ASRCC:

This amount fills from the expense form at the bottom.

\$

Brief overview of the club/organization/team/entity:

Membership

Number of current active members:

Primary Campus meeting location:

Number of active members who have paid their student services fees as of today:

Number of active members who plan to graduate in the spring:

receive a certificate:

Number of active members who are transferring to a 4-year college or university:

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Briefly describe how your programs/events/services/competitions benefit the general RCC student experience:

How do general RCC students hear about your programs/events/services/competitions?

How do you recruit students for your club/organization/team/entity?

Number of annual events:

Of those events, what percentage occurs on campus:

What is your average attendance at those events:

_____ % RCC Students

_____ % Local Community

_____ % RCC Faculty/Staff/Administration

_____ % Other (ie, outside Riverside County)

Briefly describe how you track attendance:

How do you acknowledge ASRCC at your program/event/service/competitions?

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What percentage of your overall program funding is from fundraisers: _____%

List of last two years of fundraising events:

Event	Date	\$ Amount Raised

What percentage of your funding is from external entities (ie, donors and donations): _____%

List of External Funding Sources:

Source	\$ Amount	Purpose

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Trust account balance: \$ _____

Have you used all your funding from the past year? If not, why not?

FY 2024/2025 Request for Funds

Please fill out this form **COMPLETELY** as it will determine your allocation amount. Be certain to research the expenses you are listing to ensure accuracy. For additional forms please email studentactivities@rcc.edu.

Please fill out a separate form for every single budget line request.

Event/Program/Season: _____ Date (s) _____

Primary Event Location _____

Is this expense: _____ Event Type (check all that apply):

Anticipated attendance or student participation/rostered :

Brief Overview and Purpose of event:

What is the expected outcome of this event (be specific):

Is this a ticketed event? _____ If yes, how much are tickets?

If there are tickets, are students who have paid students services fees free to your event?

Description of expenses (please be specific.)

_____	\$	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

EXPENSE TOTAL: \$ _____ \$

Will the club/organization/team/entity be contributing funds, if so, how much: \$ \$

Total Requested from ASRCC for this event: \$ \$

REQUEST FORMS WILL NOT BE ACCEPTED AFTER REQUEST DEADLINE. ALL NON-FUNDED REQUESTS WILL NEED TO BE SUBMITTED SENATE IN AUGUST 2025

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Primary Event Location _____

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Anticipated attendance or student participation/rostered: _____

Brief Overview and Purpose of event: _____

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_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
EXPENSE TOTAL: \$ _____			\$ _____

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Anticipated attendance or student participation/rostered:

Brief Overview and Purpose of event:

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_____	\$ _____	_____	\$ _____
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_____	\$ _____	_____	\$ _____
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