

# Campus Life Enhancement Fund (CLEF) Application for Fund Allocation

The College Life Enhancement Fund is administered by the CLEF Committee, which is composed of College faculty, staff and students. The CLEF Committee reviews all requests for funds at their monthly meetings, held September through May. The CLEF Committee is committed to helping students, faculty and staff improve the campus and college life. Please keep in mind that CLEF cannot fund all requests and that fundraising, mini-grants and other funding sources are available. Completed forms are to be submitted to the Student Life Office, PCC 1240, **by the Friday before the next CLEF Committee meeting**. For meeting dates, please refer to: [www.mcc.edu/8\\_student/ss\\_clef.shtml](http://www.mcc.edu/8_student/ss_clef.shtml)

Club/Organization/Individual Name \_\_\_\_\_

Primary Contact Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Activity Name \_\_\_\_\_

Date/Time/Location \_\_\_\_\_

Number of Students \_\_\_\_\_

Number of Advisors \_\_\_\_\_

Total Amount of **Student CLEF** Funding Requested \$ \_\_\_\_\_

Advisor/Sponsor Total Expenses \$ \_\_\_\_\_

*Travel funding will be provided up to \$300 per funded event for each Advisor/Sponsor of an Organization/Group, when traveling outside the MCC college district including Lapeer and Livingston counties. (This \$300 is not included in the \$5000 per year cap per Organization/Group for funding).*

By submitting this application, I agree that all applicable college, CLEF and Student Life procedures will be adhered to by students and staff involved in the funded activities. Failure to provide all documentation such as forms, receipts and completion reports, will result in suspension of the group's eligibility for future funding.

\_\_\_\_\_  
College Employee Signature (Advisor or Activity Sponsor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club President/Lead Student Signature

\_\_\_\_\_  
Date

# Student Travel Budget Form

**Registration** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
Cost # of students Total

Registration Deadline Date (if applicable) \_\_\_\_\_

**Flight/Train Travel**

- Flight** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
Cost # of students Total
- Train** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
Cost # of students Total
- Baggage** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
Cost/1 bag # of students Total

**Vehicle Travel**

- Personal Vehicle** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
Gas # of cars Total
- Charter Bus** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
Cost # of buses Total
- Rented Vehicle** \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
# of cars Tolls Gas Total
- MCC Bus** \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
# of buses drivers fee gas tolls Total

**Travel at conference/event**

- Shuttle Bus** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
Cost # of students Total
- Taxi** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
# of taxis cost # of trips Total
- Subway/Bus** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
Cost # of students # of trips Total
- Hotel** \_\_\_\_\_ X \_\_\_\_\_ students/\_\_\_\_\_ = \_\_\_\_\_ Paid by: \_\_\_\_\_  
Cost # of rooms Total

What are the expenses that the club/group is handling? \_\_\_\_\_

Please document all other funding for this event \_\_\_\_\_

*Please prepare the budget carefully and anticipate all expenses.  
 CLEF will **NOT** provide additional funds after initial approval of request.*

# On Campus Events/Activities Form

Date/Time/Location: \_\_\_\_\_

Room Rental \$ \_\_\_\_\_

Set Up/Tear Down Costs (e.g. tables, chairs, custodial, lighting, security, A. V. etc.) \$ \_\_\_\_\_

Food/Beverage Costs \$ \_\_\_\_\_

Entertainment/Speaker \$ \_\_\_\_\_

Printing/Duplicating/Marketing \$ \_\_\_\_\_

Other Expenses \$ \_\_\_\_\_

**Total Amount of CLEF Funding Requested:** \$ \_\_\_\_\_

Number of Participants Anticipated: \_\_\_\_\_

Number of Advisors: \_\_\_\_\_ MCC Students \_\_\_\_\_ Community \_\_\_\_\_

1) Please provide a detailed description of the activity.

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2) How will this activity enhance MCC College Life as a whole?

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3) Please describe the educational value and the expected learning outcomes of the activity.

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*Attach additional documentation related to the activity*

**Checklist:**

*Clubs:*

- Field Trip Form
- Emergency Contact Form
- Code of Conduct Form
- List of Participants w/student ID#'s
- Sexual Harassment Prevention Training online
- Meal Per Diem Form if needed
- All other funding in place

*Others:*

- Request for College Field Trip Form
- List of participants
- Travel Request Form
- Overnight Permission Form

*U.S. State Department clearance must be obtained by the requestor for international travel.*

**Students must be verified by the Student Life Coordinator as enrolled at MCC at the time of the proposal AND the time of the trip – if a student drops out after the proposal is approved but before the event, they will not be allowed to travel and the funds will return to CLEF. If the activity occurs during the December/January break or in Spring/Summer, student must be registered for the following semester.**