

CAMPUS LIFE ENHANCEMENT FUND (CLEF)

APPLICATION FOR FUND ALLOCATION

THE CLEF COMMITTEE IS COMMITTED TO HELPING STUDENTS, FACULTY AND STAFF IMPROVE THE CAMPUS AND CAMPUS LIFE. PLEASE KEEP IN MIND THAT CLEF CANNOT FUND ALL REQUESTS AND THAT FUNDRAISING, MINI-GRANTS AND OTHER FUNDING SOURCES ARE AVAILABLE.

DATE: _____
DATE OF APPLICATION

REQUESTING CLUB/INDIVIDUAL: _____

REQUESTING CLUB ADVISOR SIGNATURE:

OR REQUESTING INDIVIDUAL SIGNATURE

CONTACT PERSON: _____ PHONE: _____

EMAIL ADDRESS: _____

THIS MAY BE THE CLUB PRESIDENT, SPONSOR OR ANY INDIVIDUAL OR GROUP INITIATING THE REQUEST. A CONTACT NUMBER AND EMAIL ADDRESS MUST BE PROVIDED.

CHAPERONE (FOR TRAVEL PURPOSES, MUST BE AN MCC FACULTY OR STAFF MEMBER **1:10 STAFF TO STUDENT RATIO**):

ACTIVITY

LIST THE NAME OF THE ACTIVITY

LOCATION

CITY AND STATE OF ACTIVITY

DATE AND TIME OF ACTIVITY:

PROPOSED DATED AND TIMES OF ACTIVITY

TYPE OF ACTIVITY:

STATE WHETHER THE ACTIVITY IS A CONFERENCE, SPEAKER, DANCE, ETC. BE AS SPECIFIC AS POSSIBLE.

EXPECTED NUMBER OF PARTICIPANTS: STUDENTS: _____ ADVISORS

LIST FUNDING SOURCES FOR THE EVENT:

DETAILED BUDGET REQUEST (USE A SEPARATE SHEET IF MORE SPACE IS NEEDED)

EXPENSES	AMOUNT REQUESTED

TOTAL AMOUNT OF CLEF FUNDS REQUESTED: _____

EXPLAIN HOW THIS ACTIVITY WILL BENEFIT THE CAMPUS COMMUNITY.

(REQUIRED. APPLICATIONS THAT DO NOT HAVE THIS SECTION FILLED OUT WILL BE Tabled. THE ACTIVITY MUST HAVE A BENEFIT NOT ONLY TO THE STUDENTS INVOLVED BUT THE CAMPUS COMMUNITY AS A WHOLE.)

WILL THIS ACTIVITY INTERFERE WITH OR ALTER CURRENT FACILITIES? YES NO

IF YES, PLEASE EXPLAIN WHAT THE ACTIVITY WILL REQUIRE SUCH AS ADDITIONAL WIRING, PARKING OR OTHER FACILITY RELATED ISSUES

ANY DOCUMENTATION THAT YOU HAVE RELATED TO THE EVENT IS REQUIRED. APPLICATIONS WILL NOT BE REVIEWED IF CONFERENCE OR ACTIVITY DOCUMENTATION IS NOT ATTACHED.

PLEASE PROVIDE THE COMMITTEE WITH A WRITTEN STATEMENT OF THE EDUCATIONAL VALUE AND LEARNING OUTCOMES OF THE ACTIVITY AND THE BENEFITS THIS TRIP WILL OFFER TO THE STUDENTS OF MCC:

(PLEASE ATTACH)

CLEF Applications should be submitted to the Student Life Office, at least one week before the committee meeting. A yearly calendar of CLEF meetings is available at the beginning of each Fall semester on-line

ALL TRAVEL ARRANGEMENTS MUST COMPLY WITH STUDENT LIFE, COLLEGE AND CLEF TRAVEL POLICY.

FOR STUDENT TRAVEL, EMERGENCY CONTACT LISTS MUST BE PROVIDED BEFORE REGISTRATIONS, OR HOTEL RESERVATIONS WILL BE MADE.

U.S. STATE DEPARTMENT CLEARANCE MUST BE OBTAINED BY THE REQUESTOR FOR INTERNATIONAL TRAVEL.

APPROVED AMOUNT _____

DENIED

TABLED

MOTION

SECOND

VOTING

Y _____ N _____ A _____