

Campus Life Enhancement Fund (CLEF)

Application for Fund Allocation 2016/17

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 may be needed to support your request. Completed forms are to be submitted to Vanessa Bowie, PCC 1130E, by the **FRIDAY before the next CLEF Committee meeting**. For meeting dates, please refer to clef.mcc.edu.

Club/Organization/Individual Name _____

Primary Contact Information: (Advisor/Sponsor)

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 \$550 per funded event for each Advisor/Sponsor of an Organization/Group, when traveling (This \$550 is not included in the total student amount requested).

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. I agree that I have read and understand the CLEF Procedures Guide rules and regulations.

College Employee Signature (Advisor or Activity Sponsor)

Date

Club President/Lead Student Signature

Date

Student Travel Budget Form

Registration _____ X _____ = _____ Paid by: CLEF Club/Org
Cost # of students Total
 Registration Deadline Date (if applicable) _____

Flight/Train Travel

Flight (Round Trip) _____ X _____ = _____ Paid by: CLEF Club/Org
Cost # of students Total

Train (Round Trip) _____ X _____ = _____ Paid by: CLEF Club/Org
Cost # of students Total

Baggage (Round Trip) _____ X _____ = _____ Paid by: CLEF Club/Org
Cost (1 Bag) # of students Total

Vehicle Travel (mileage begins and ends at Mott Community College, see MCC mileage form)

Flight/Train Travel

Personal Vehicle _____ X _____ = _____ Paid by: CLEF Club/Org
Mileage # of Cars Total

Charter Bus _____ X _____ = _____ Paid by: CLEF Club/Org
Cost # of Buses Total

Rented Vehicle _____ + _____ + _____ X _____ = _____ Paid by: CLEF Club/Org
Cost Parking Tolls # of Cars Total

MCC Bus _____ X _____ + _____ + _____ = _____ Paid by: CLEF Club/Org
Cost # of Buses Drivers Fee Gas/Tolls Total

Travel at conference/event

Shuttle Bus _____ X _____ = _____ Paid by: CLEF Club/Org
Cost # of students Total

Taxi _____ X _____ X _____ = _____ Paid by: CLEF Club/Org
of taxis cost # of trips Total

Subway/Bus _____ X _____ X _____ = _____ Paid by: CLEF Club/Org
Cost # of students # of trips Total

Hotel _____ X _____ = _____ Paid by: CLEF Club/Org
Cost # of Rooms Total

What are the other expenses that the club/group is handling?

1. _____
2. _____
3. _____

Please document all other funding for this event:

1. _____
2. _____

Please prepare the budget carefully and anticipate all expenses.

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.

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

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

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
- MCC Bus Request

Others:

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

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

Students must be verified by club advisor/organizer 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 the students must be registered for Winter (January) or in Spring/Summer, student must be registered for the current or following semester.