



Application for Fund Allocation 2018/2019

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. The CLEF Committee will match funds for approved proposals. Please submit all completed forms to Dawn Vanniman, CLEF Secretary/Treasurer, Prah College Center 1240. Completed forms are due the Friday before the CLEF Meeting.

Club/Group Name

Advisor/Sponsor Email

Activity Name

Activity Date, Time, Location

Number of Students: Number of Advisors

Students	Advisors

Total Student CLEF Funding Requested

Travel Funding will be provided up to \$550 per funded event for each Advisor/Sponsor when traveling with the club/group. This \$550 is not included in the total Student CLEF Funding 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.

College Employee Signature (Advisor/Sponsor)

Date

Club President/Lead Student Signature

Date

CLEF Committee Use

Total Trip Cost: \$ _____	\$ _____ cost per student
Total CLEF Requested: \$ _____ + Advisors	Club Balance \$ _____

Please describe the educational value and expected learning outcomes of this activity:

What will you be doing while at this activity?

What are the benefits?

Why is it important that you do this activity?

Is there a similar activity closer/less expensive? Provide Details.

Travel Form – Student Cost Only

Registration

Cost/Student	# of Students	Total Cost

Transportation

	Cost/Student	# of Students	Total Cost
Flight			
Train			
Personal Vehicle			
MCC Bus			
Taxi			
Shuttle Bus			
Subway			

Hotel

Cost/Night	# of Rooms	Total Cost