



## ASO Proposal Request Guidelines

The Associated Student Organization (ASO) of West Los Angeles proudly conducts many student activities, programs, and events as well as supports clubs on campus and highly encourages student participation everywhere on campus. We request that all parties requesting monies look for additional funding sources such as fundraisers, other supporters, etc.

### Criteria

- The Proposal Request Form must be completed in full.
- The funds must provide a direct student benefit, which must be clearly outlined on the Request Form.

### Conditions

- A WLAC Administrator(s) or club advisor must approve the sponsored event/project
- Applicants must publicly acknowledge ASO's support when (e.g. a banner saying, "Brought to you by WLAC ASO," the ASO logo printed on literature that is related to the event, etc.)
- Applicants must promote ASO memberships at the sponsored event/program.
- Applicants requesting funding must participate in an ASO/ICC sponsored event (i.e. Welcome week, club rush, etc...)

### Timeframe

Proposals: Due to the ASO Office at least 6-8 weeks prior to the proposed sponsored event/program.

Process: A STUDENT must present the Proposal to the ASO during a regular or special agenda meeting. ASO will review and discuss the Proposal during the

next scheduled ASO meeting (generally two weeks later). Funding must also be approved in a Finance Committee meeting. ASO will reject the proposal if a student is not present to present the Proposal.

Award: Upon approval of ASO minutes (generally one to two weeks later). ASO will contact the applicant/recipient, directly upon approval.

*ASO does not guarantee funds. ASO reserves final discretion to grant requests. ASO funding may cover a partial or entire amount of the requested financial need. Awarded funds SHALL NOT be used for salaries or stipends. Awards are based on availability of funds in the ASO budget. If any organization does not fully use their funding, the remainder must be returned directly to the WLAC ASO.*

### ASO Proposal Request Form

Date Submitted: \_\_\_\_\_

Name of Proposal:	
Requesting Individual or Club Name:	
Contact Phone Number:	
Contact Email Address:	
What are you proposing? (explain in detail)	

When? (Time and Date)	
Where? (Location) (Do you need special permissions to use any college facilities?)	
How will this benefit our students?	
Funds: How much will it cost and who will pay for it?	
How would you like the ASO to assist you in this event?	
How will you advertise the ASO's support for your event?	

What other funding sources have you explored?	
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Signature

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Date