

# CSS Funding Guidelines

- 1) Before filling out the request for funding, be sure to read the Statement of Relationship below.
- 2) Please fill out this form and put in the CSS box in the College Programs Office by 5:00 PM, Friday. Due to other items of business, presentation of the request may be delayed one or more weeks at the Chair Person's discretion. The chair will contact the requesting party to confirm the date and time to present the funding request. **You may also contact the current chairperson, Philip James, at [pjames@ucsc.edu](mailto:pjames@ucsc.edu).**
- 3) The party seeking funds must attend the meeting at which they are scheduled. If the requesting party does not attend the meeting, the request will not be considered. Meetings are at 8:00 PM on Mondays in the Crown Fireside Lounge.
- 4) CSS will not fund any event through both CSS and CORE.
- 5) To receive funding, the event must be beneficial to all Crown community members.
- 6) If an admission fee is to be charged, it is strongly recommended that Crown students be given either a reduced entrance fee or free admittance.
- 7) At the time of the request, examples of publicity that are going to be used for the event should be provided. CSS **must** be mentioned as a sponsor on all advertising in order for funds to be allocated.
- 8) Funding for events that involve transportation and lodging are considered by the CSS to be a low priority. For these events to be considered for funding, funding requests should be turned in at least four weeks prior to the meeting at which you expect to present. Even if this requirement is met, funding is not guaranteed. Transportation is defined as travel from one location to another. This does not include lodging and food costs associated with the events.
- 9) All non-Crown groups or individuals should submit funding requests at least three weeks prior to the event.
- 10) All Crown groups or individuals should submit funding requests at least two weeks prior to the event.
- 11) CSS reserves the right to consider any request for community services, including a request that does not directly benefit Crown College. CSS is the sole interpreter of the term "community services."
- 12) If an event date is specified, any funds to be used must be spent by the event date. If no event date is specified, funded parties must use the funds within three weeks of the request approval.
- 13) If funding is approved, please see Serena Dionysus (831-459-2101 or [sdionysu@ucsc.edu](mailto:sdionysu@ucsc.edu)).
- 14) It is the responsibility of those requesting funds to plan events far enough in advance to fulfill all of the above requirements.
- 15) If any of the above requirements are not met, future requests may not be considered.

## CSS Statement of Relationship

Crown College is a diverse community of students, faculty, and staff dedicated to the pursuit of knowledge in an atmosphere of open discussion and mutual respect. In embracing this diversity we find stimulation, freedom, and strength. Freedom to express one's opinions and beliefs is of the utmost importance. As the student governing board of Crown College, the CSS is very dedicated to this aim.

CSS represents the interest of all of the above with the keen aim at the student population of Crown College. Their interests are not only important, they are the essential reason that CSS exists. Our purpose is to represent the students at Crown College in this relationship by:

- 1) Acting as an advocate for the students of Crown College;
- 2) Bringing quality programming to the community which will benefit all of the members of Crown College;
- 3) Providing to Crown College community members a form for discussion of current events;
- 4) Coordinating ideas and supplying funds for the purposes stated above.

When requesting financial assistance from the CSS, remember that our decisions rely heavily upon the purposes stated above. Our committee will take into consideration any and all requests to those purposes.

On the opposite side of the sheet you will find our funding form. Please fill it out completely. If you have any questions, please contact Serena Dionysus (Advisor) at 459-2101 or e-mail [crownsen@ucsc.edu](mailto:crownsen@ucsc.edu). Your timing is important to our consideration of your request.

# Crown Student Senate Funding Request

**NOTE:** You must read the other side of this form very carefully. If our guidelines are not met, we will not consider your request. Also, you must fill out this form completely in order to ensure speedy consideration of your request.

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Print name	Email	Date
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Phone number: \_\_\_\_\_ Total Funding requested: \_\_\_\_\_

Sponsor(s) of event: \_\_\_\_\_

Name of event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Number of students expected to participate: \_\_\_\_\_

Date/time of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

*Description and Budge Breakdown:* In the space provided below, please describe the event. Include the target population of event, and a budget breakdown (how this funding will be used). Please use actual costs in you budget. *You must also include what other funding has been allocated to you and by which groups.* Failure to provide a description and budget breakdown of your event may cause a delay in funding. You may attach an extra sheet for further documentation.

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\_\_\_\_\_

\_\_\_\_\_

Requesting party's signature: \_\_\_\_\_

Name and Contact of the UCSC staff person who is the financial coordinator for your organization or event (e.g. the person who pays your bills or your advisor).

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Print name	Email	phone #
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<i>CSS Use Only</i>	Date submitted: _____	Amount funded: \$ _____
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