

Student LIFE

LEARNING • INTERACTING • FAMILY • EMPLOYMENT

[SA3 Funding Request Form](#)

Complete your P.A.C.E.S. and S.C.O.R.E. funding!

SA3 issues a Call for Funding Request Forms twice per year- once in the Fall and once in the Winter.

This form should be submitted with a Budget Outline attached showing a breakdown how the funds will be spent. Please see the SA3 Treasurer or Advisor for assistance if you need help creating a Budget Outline.

FALL SEMESTER FUNDING REQUESTS:

Funding Request Form with Budget Outline due by no later than **the last Friday in September** to be presented at the first SA3 open meeting in October (1ST Friday in Oct). Send form electronically to ahstudentlife@oaklandcc.edu or deliver to SA3 mailbox in the Student Life Office in G108. *It is recommended that you also plan to attend the October meeting to present your request and be available for questions.*

WINTER SEMESTER FUNDING REQUESTS:

Funding Request Form with Budget Outline due by no later than **the last Friday in January** to be presented at the first SA3 open meeting in February (1ST Friday in Feb). Send form electronically to ahstudentlife@oaklandcc.edu or deliver to SA3 mailbox in the Student Life Office in G108. *It is recommended that you also plan to attend the February meeting to present your request and be available for questions.*

SPRING SEMESTER FUNDING REQUESTS:

Funding Request Form with Budget Outline due by no later than **the last Friday in April** to be presented at the first SA3 open meeting in May (1ST Friday in May). Send form electronically to ahstudentlife@oaklandcc.edu or deliver to SA3 mailbox in the Student Life Office in G108. *It is recommended that you also plan to attend the February meeting to present your request and be available for questions.*

Important Note: Outside of Micro-grants for new student organizations less than three months old, funding requests turned in after the dates above will not be accepted for consideration

To fill out this form, please fill in the blanks below by explaining how your organization has implemented the criteria for each letter category. You are encouraged to include additional documentation, such as event flyers, registration forms or other supporting documents that will help you display or prove your organization's fulfillment of the letter criteria. Questions relating to the criteria should be directed to the SA3 Advisor in G108, or your SA3 President.

[Points:](#)

Student Organizations must earn a minimum of 100 points (5 letters; ea letter value is 20 pts) to be considered for funding from SA3. Club must demonstrate/outline how they have fulfilled a "letter" requirement by completing this form.

[\\$\\$\\$ Limitations:](#)

Requests over \$500 also require SA3 Advisor approval prior to Open Meeting. Cumulative awards cannot exceed 25% of annual SA3 budget. Funds must be used in accordance with the Policies and Procedures outlined in Oakland Community College Student Organization Handbook and Board Policies.

Club Name: _____

Date: _____

Professionalism – Organizational skills, report documents submitted on time to Student Life Office, follows Student Org rules, displays professional courtesy, and participates in OCC Leadership Conferences

Academics – Club officers all maintain 3.5 GPA

Collaboration/Communication – Works within team and collaboratively with others

Engagement/Personal Development – Actively participates and promotes Student LIFE

Service-oriented– Group performs 3 or more Community Service projects- [Please list 3 examples of service projects you've completed.](#)

Social Responsibility – Example: Club recognized a need in the campus community and developed a program to correct it.

Critical Thinking/Problem Solving – Officers participate in annual Leadership Workshop and recruit members for Debate Workshop

Outreach/Diversity – Recruiting for and welcoming diversity into group and recognizing value of global viewpoints

Resourcefulness/Fiscal Responsibility – Fundraisers to match Student LIFE funding, historical financial reporting accuracy

Expand Aesthetic Awareness – Example: create an event (concert, play, art exhibit) for students to display their talents

