



STUDENT SENATE CLUB INCENTIVE PROGRAM

**LORAIN COUNTY
COMMUNITY COLLEGE**

<http://www.lorainccc.edu/>

Introduction to the Club Incentive Program

The purpose of the Club Incentive Program is to provide a way for student clubs to obtain funds. Student clubs are only eligible to apply for these funds throughout the semester if they have established an active status at the beginning of each semester. To maintain an active status, a club will be required to hold an annual election of officers, participate in Welcome Week each semester, keep an updated Constitution, Slate of Officers, and Active Club Member's Roster on file with the Office of Student Life, and comply with the Student and Campus Code of Conduct both on and off campus.* All required documents can be obtained at the Office of Student Life.

For further questions or clarification, please feel free to contact the Office of Student Life via:

Telephone: (440)366-4036
Electronic Mail: slevents@lorainccc.edu

*Student Senate reserves the right to request verification of information at any time before approving any funding.

LCCC Student Clubs

Tier I Funds Application

(Please Print)

Application Date: _____ FALL / SPRING Semester 20 _____

Club Name: _____

Officer Name/Position: _____ Telephone Number: _____ Email: _____

Name of Event: _____

Date & Time of Event: _____

Amount Raised: _____

FINANCIAL SECRETARY ONLY:

Request received on _____ by _____.

Matched at _____ % and totaling \$ _____.

Matched at _____ % and totaling \$ _____.

Matched at _____ % and totaling \$ _____.

Total awarded this semester \$ _____ Deposit Amount \$ _____

****A copy of the approved Event Form and receipts of all money raised must be attached along with other supporting documentation in order to receive consideration.****

State how and for what purpose funds will be used (summarize the nature of the event and how the student club and student body will benefit from this fundraiser).

State how these funds will enhance student participation in your club:

FOR OFFICE USE ONLY:

Approved/Denied By: _____ Title: Financial Secretary Date: _____

Verified By: _____ Title: Pres. or V.P. Date: _____

Final Approval/Denial: _____ Title: Student Life Manager Date: _____

Notes: _____

Event Form (copy) Received: _____ Receipt (copy) Received: _____ Date: _____

All financial transactions, events and activities must comply with local, state, and federal laws as well as all policies of Lorain County Community College, the Office of Student Life and the Student Senate.

Club Incentive Guidelines

TIER II – Student Engagement

The Tier II Incentive program allows active clubs the ability to increase their funding by hosting or participating in community-based events both on and off campus. There are three separate incentive categories established to promote non-profit events and services within our community. The qualifications for money issued in Tier II are based on service and/or involvement as described in the examples listed below:

I. Community Involvement or Service

Example: Hosting a Thanksgiving dinner for needy & low-income families.

II. Leadership and Enhancement

Example: Sponsoring professional speakers or community leaders to discuss current topics that have a direct impact on our community.

III. Fellowship of Joint Ventures

Example: Campus activities in which two or more clubs or organizations promote Lorain County Community College and our community.

If you are working with an outside organization, such as Habitat for Humanity, written documentation of your club's participation on that organization's letterhead must be presented to the Office of Student Life for verification.

Clubs can request an award of One Hundred Fifty dollars (\$150) for each Tier II funds Application submitted. There is a maximum of one (1) event per category, per club, per semester; a maximum of a total of three events and Four Hundred Fifty Dollars (\$450) per semester.

Allocation of requested funds is based upon the availability of funds, the decision of the Student Senate, and the Manager of Student Life.

LCCC Student Clubs

Tier II Funds Application

(Please Print)

Application Date: _____ FALL/SPRING Semester 20 _____

Club Name: _____

Officer Position / Name: _____ Telephone Number: _____ Email: _____

Name of Event: _____ Date & Time of Event: _____

Please check the appropriate selection:

- I. Community Involvement/Service •
- II. Leadership and Enhancement •
- III. Fellowship of Joint Venture •

State the location and purpose of event:

State how these funds will enhance student participation in your club:

FOR OFFICE USE ONLY:

Approved/Denied By: _____ Title: Financial Secretary Date: _____

Verified By: _____ Title: Pres. or V.P. Date: _____

Final Approval/Denial: _____ Title: Student Life Manager Date: _____

Notes: _____

Receipt Received: _____ Date Deposited: _____ Reconciliation Date: _____

All financial transactions, events and activities must comply with local, state, and federal laws as well as all policies of Lorain County Community College, the Office of Student Life and the Student Senate.

Club Incentive Guidelines

TIER III

The Tier III incentive program is a subsidy fund available to active clubs demonstrating a need for general funding beyond the categories and guidelines in Tiers I or II. There are three classifications for a club to qualify for Tier III funding:

I. Club Start up Funds

The club start-up fund is a one-time, two-hundred dollar (\$200) grant given to a new club to cover beginning expenses. Clubs are only eligible for this grant during their first semester after creation. These funds apply only to new clubs and do not apply to clubs that are being reactivated.

II. Welcome Week Funds

Welcome Week is an opportunity for newly chartered and existing clubs to showcase their club. Active clubs that successfully complete the required ten hour club representation during Welcome Week will qualify for \$150 per semester; up to three hundred dollars (\$300) annually. Clubs must participate in Welcome Week according to Student Senate guidelines to receive the Tier III award for that semester. Please note that it is a requirement to submit the most current and updated Constitution, Slate of Officers, Cubical Agreement, and Active Student Club Member's Roster (minimum of 10 members). These forms must be submitted no later than 14 calendar days after the last official day of Welcome Week. Any club that does not meet the aforementioned requirement will be subject to review by Student Senate, with the possibility that their charter will be revoked.

III. Grant Proposals

Grant Proposals are requests for additional funding that do not meet the criteria and qualifications under the definitions of Tier I, Tier II, or Tier III sections I or II.

A grant request application must accompany the Tier III form for grant proposal requests.

In the case that the Grant Request is granted, a club cannot ask for a tier for the event in addition to what they have already received from the grant.

Allocation of requested funds is based upon the availability of funds, the decision of the Student Senate, and the Manager of Student Life.

LCCC Student Clubs

Tier III Funds Application

(Please Print)

Application Date: _____ FALL/SPRING Semester 20 _____

Club Name: _____

Officer Position: _____ Officer Name: _____

Telephone Number: _____ Email: _____

Please check the appropriate selection:

- I. Club Startup Funds •
- II. Club Awareness Week •
- III. Grant Proposals •

Notes:

FOR OFFICE USE ONLY:

Approved/Denied By: _____ Title: Financial Secretary Date: _____

Verified By: _____ Title: Pres. or V.P. Date: _____

Final Approval/Denial: _____ Title: Student Life Manager Date: _____

Notes: _____

Receipt Received: _____ Date Deposited: _____ Reconciliation Date: _____

All financial transactions, events and activities must comply with local, state, and federal laws as well as all policies of Lorain County Community College, the Office of Student Life and the Student Senate.

Student Life Clubs
Grant Request Application
(Please Print)

Application Date: _____ FALL/SPRING Semester 20 _____

Club Name: _____

Officer Position: _____ Officer Name: _____

Telephone Number: _____ Electronic Mail: _____

State Purpose of Grant Request:

State how the funds will enhance student participation in your club:

Amount Requested: _____ Itemization of Amount Requested: _____

Participants: _____

FOR OFFICE USE ONLY:

Approved/Denied By: _____ Title: Financial Secretary Date: _____

Verified By: _____ Title: Pres. or V.P. Date: _____

Final Approval/Denial: _____ Title: Student Life Manager Date: _____

Notes: _____

Receipt Received: _____ Date Deposited: _____ Reconciliation Date: _____

All financial transactions, events and activities must comply with local, state, and federal laws as well as all policies of Lorain County Community College, the Office of Student Life and the Student Senate.

Club Incentive Guidelines

Event Report Out

Each Tier request needs to be accompanied with an Event Report Out form. The Event Report Out form is available at the Office of Student Life. These forms help to document the event and provide information for improvement.

In the case where two or more clubs participate in the planning, organization, and facilitation of the same event, all participating clubs must fill out an Event Report Out form.

Clubs that participate in events organized by Student Life, LCCC, or its affiliates do not need to complete an Event Report Out form.

Please submit the Event Report Out form to the Office of Student Life. Additional information may be included.

The Office of Student Life Event Report Out

Club/Organization _____
 Student Submitting Form: _____
 Phone Number: _____ Email: _____
 Signature _____ Date _____

Office Use Only

Date Received Initials: Approved by: _____

1. Name of Event: _____
2. Individuals Responsible for the Event:

Club/Organization	Name	Email
	Position	Phone
Club/Organization	Name	Email
	Position	Phone

3. Type of Event

- | | | |
|--|---|---|
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Leadership/Enhancement | <input type="checkbox"/> Joint Venture/Fellowship |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Social Activity | <input type="checkbox"/> Program |
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Other (Please Explain) _____ | |

4. Number of People in Attendance:

Anticipated #: Actual #:

_____ _____

5. Purpose of the Event:

6. Speaker/Entertainment

Name	Agency
Contact Person	Address City State Zip
Phone: Cell Phone:	Email:

7. Budget for Event:

Initial:	Actual:	Comments:
Food		
Entertainer		
Security		
Marketing		
Decorations		
Prizes		
Miscellaneous		
Other		
Est. Total	Actual Total:	

8. What Worked Well:

Describe	Why Did It Work?
1.	
2.	
3.	
4.	
5.	
6.	
7.	

9. What Needs Improvement:

Describe Item or Issue	Suggestions for Improvement
1.	
2.	
3.	
4.	
5.	
6.	
7.	

10. Was the Event a Success: Yes No

11. What Did You Learn About Yourself or the Group:
