



## College of Education InterClub Council (EICC) Funding Request Proposal for Student Organizations

**EICC is a funding council that receives student fees from ASI to be used for College of Education students and student organizations.**

To be eligible for funding you must be student in the College of Education, or a member of a recognized College of Education Student Organization: 1) Student California Teachers Association, 2) Student Council for Exceptional Children, 3) Higher Education Leadership Organization, 4) Autism Speaks U, (5) Afro-Ethnic Student Association, or (6) National Association for Music Education

In order to request funding, please follow the instructions below. Failure to comply with these instructions could result in denial and/or loss of funding. If you have questions regarding the proposal, please contact EICC at [csufeiccvicechair@gmail.com](mailto:csufeiccvicechair@gmail.com) or the EICC Advisor (the Assistant Dean in the College of Education), CP 500, (657) 278-3411.

### **Stipulations to Funding**

- Funding requests from student organizations can be submitted in order to receive assistance with costs related to events. Event(s) must be held at Cal State Fullerton. Student organization must be in good standing with EICC in order to request funding. Any group that is not represented at two (2) regularly scheduled EICC meetings during the same semester may not request funding.
- Examples of items for which funding can be requested include:
  - Food
  - Photocopying, banners, flyers, etc. (funding cannot exceed the stated rates from [Digital Print Services](#)). EICC cannot fund flyers promoting club meetings and/or recruitment of members. However, EICC may fund flyers promoting events.
  - Stipend or honorarium for guest speakers (EICC does not fund stipend or honorarium for Cal State Fullerton faculty or staff).
  - Contracting services (contracts from vendors must be reviewed by ASI for final approval).
- EICC cannot provide funds to host a club banquet.
- EICC funded events must be free and open to all Cal State Fullerton students.
- All events funded through ASI must be acknowledged. The ASI logo needs to be included on all printed materials. The ASI logo can be downloaded from the Executive Senate page of the ASI website.
- EICC will not fund events that are considered an academic requirement (required for a course, program or otherwise).
- Payment will be made to an individual or directly to vendor. EICC does not reimburse payments made from ASI club accounts.
- EICC funds cannot be used to purchase membership to an organization.
- EICC cannot provide funds to sponsor outreach events.
- Funding requests must be submitted prior to the event for which you are hosting and **at least two (2) weeks** prior to a scheduled EICC meeting.
- All **original** receipts must be submitted after the event in order to receive reimbursement.

## EICC Funding Request Proposal Instructions

### Phase One: Submitting a Proposal Packet

1. Proposals must include the following forms (all forms can also be accessed on the Education Interclub Council [website](#)):
  - EICC funding request proposal;
  - Detailed budget for event;
  - Submit **THREE** (3) separate quotes for the following expenses (depending on funding request): food and/or any contracted services (event rentals, performers, speakers, etc.);
  - Any other information you deem important to support your proposal.
2. Turn in completed proposal to the EICC Vice Chair at [csufeiccvicchair@gmail.com](mailto:csufeiccvicchair@gmail.com). If you cannot submit an electronic copy of all paperwork please turn in a hard copy to EICC Advisor (the Assistant Dean in the College of Education), CP 500, (657) 278-3411.
3. Funding proposals must be submitted at least **two (2) weeks** prior to a scheduled EICC meeting. Meeting dates, times and locations can be found on the EICC [website](#).
4. Incomplete and/or late proposals will not be reviewed.

### Phase Two: Proposal Review

5. EICC will confirm receipt of proposal and add the proposal to the agenda for the meeting following the receipt of your paperwork.
6. The organization submitting the proposal is required to send a representative to attend the meeting and present the proposal, unless excused by EICC.
7. EICC will vote on funding request and outcome will be shared with student organization. If funding is approved, student organization should meet with the EICC Vice Chair as soon as possible in order to process necessary paperwork. [csufeiccvicchair@gmail.com](mailto:csufeiccvicchair@gmail.com).

### Phase Three: Event Payment or Reimbursement

8. EICC funding can be processed as reimbursement, or a vendor can be paid directly.
  - If the student organization is purchasing items for the event directly, those items should be purchased by a member(s) of the organization. Any member who purchases items for the event must keep **all original receipts** in order to be reimbursed. Member(s) should **NOT** be reimbursed by the student organization first.
  - If the student organization wishes to have EICC pay vendor directly, the student organization must meet with the EICC Vice Chair in order to complete the appropriate paperwork. [csufeiccvicchair@gmail.com](mailto:csufeiccvicchair@gmail.com).
9. Reimbursement will be mailed to individual being reimbursed within two (2) weeks after paperwork is complete. Vendor will be paid upon receipt of invoice.