

Appendices

Attendance Sheets

Accountability Form ASC

Report Template ASC

Funding Request

Capital Funding Review Flow Chart

Capital Funding Review Application

Capital Funding Review Scoresheet

No. 2- ASC Accountability Form

The purpose of this form is to document violations of ASC member obligations set out in the Constitution, By-Laws and Standards of Conduct. This form can be initiated by any ASC Executive or Associate, the Dean of Student Development, or the Advisor of the ASC.

Per the By-Laws, a documented violation will result in removal from office only by a majority vote of ASC Executives. This form is for record keeping only and does not require that further action be initiated. However, it will be used as evidence should further action be initiated after the fact of the violation.

Attendance Violation

Date(s) of Occurrence _____

Date of ASC Meeting _____
Does the Council find the absence valid? Yes No

Is further action required? Yes No

(Leave in notes, staple more paper if needed)

Notes: _____

Duties & Tasks Violation

Date(s) of Occurrence _____

Does the Council find the Executive failing in their required duties and tasks per the _____
Date of ASC Meeting _____

Constitutional By-Laws? Yes No

Has the Executive met with the Executive of Administration &/or Dean of Student

Development for counsel? Yes No

Is further action required? Yes No
(Leave in notes, staple more paper if needed)

Notes: _____

Integrity & Mission Violation

Date(s) of Occurrence _____ Date of ASC Meeting _____
Does the Council find the Executive compromising the integrity and mission of the ASC per _____

the Rules of Conduct? Yes No

Has the Executive met with the Executive of Administration &/or Dean of Student

Development for counsel? Yes No

Is further action required? Yes No
(Leave in notes, staple more paper if needed)

Notes: _____



No. 3- ASC Report Template

Section 1- Title

- [Date of meeting, committee name] Report:

Example: 5-15-16 Student Advocacy Committee Report

- [Your Name]
- [Date of current ASC meeting]

Attending:

- [list name of people in attendance }

Section 2- Body

Agenda Item	Action taken	Follow up	Lead

- [Body of report, write a brief summary approximately. 1-2 paragraphs]
- [If project/ campaign/ event is completed provide a summary and conclusions or insights for follow up years/quarters here.]

Section 3- attachments

- [attach any important documents here]

No. 4 ASC Funding Request Form



ASC FUNDING REQUEST FORM

To request ASC approval of spending request of less than \$1000:

- 1. Consult advisor or dean to make sure request is legal under S&A guidelines, and that resources are not already available through Student Leadership.**
- 2. Put funding request on ASC meeting agenda under new business.**
- 3. Complete this form and bring 15 copies to the ASC meeting.**
- 4. Distribute to members and advisors, and present your case to the members.**
- 5. A motion may be made to approve the request, or to table until the next meeting pending review by the Executive of Finance.**

ASC Member Sponsoring Request _____

Brief Description of Request: _____ Amount Requested:

\$ _____

Today's Date: _____ Need by Date or Date of Event: _____

Signature: _____

Funding Request Questions

- 1. Describe specifically how the funds requested will be used.**

2. Is this a legal use of S&A funds?

3. How will this benefit students?

4. Which students will benefit?

5. How many students will benefit?

6. Is there anything else ASC members should know about this request?

FOR OFFICE USE ONLY:

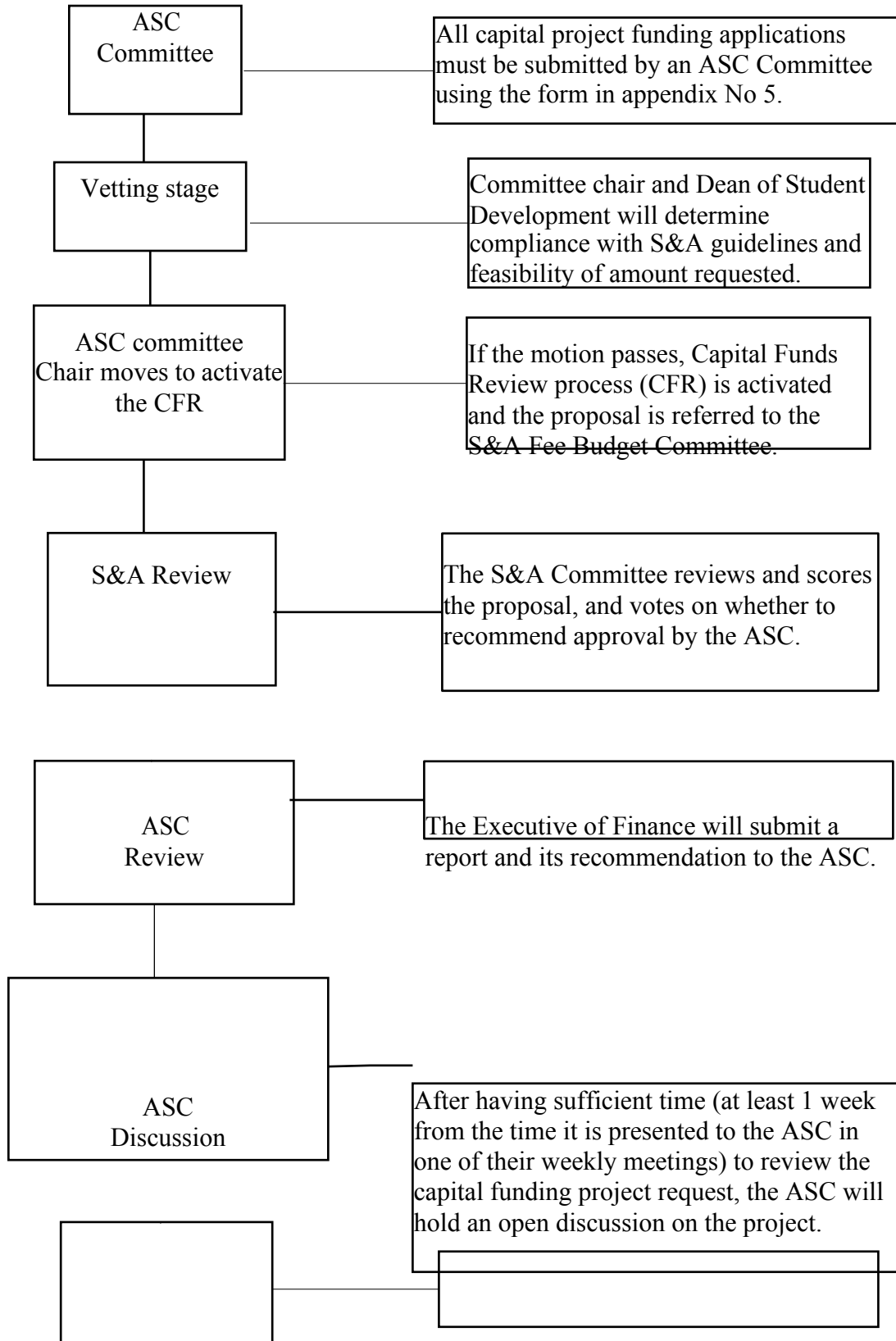
Date of ASC Approval _____

EXPENSES (Please do <i>not</i> include items that will be donated or are not included in the request)				
Description	Quantity	Cost per Unit	Tax, S&H	Subtotal
<i>EXAMPLE: Club T-Shirts for members</i>	<i>20</i>	<i>\$10</i>	<i>15</i>	<i>\$215</i>
<i>Please attach additional sheets if necessary.</i>			Total Expens	

Comments:

No.5 –Capital Funding Review Process

Application Process for S&A Funding of Capital Projects



ASC Executive
Vote

Any last words on the project will be
followed by a final ASC Executive vote.

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No.5 –Capital Funding Review Application

S&A CAPITAL FUNDS REQUEST

You may add additional pages if necessary to clearly answer the following questions. Per the Bylaws of the Associated Student Council of Seattle Central College (Article X Section III), all requests must be endorsed by an ASC Committee and brought to the floor of an ASC meeting by the committee chair or representative.

Name of Project

Sponsoring SCC Department

Sponsoring ASC Committee ASC

lead for the project

name

email

phone

Total Amount Requested

Describe the proposed use of funds. What will be accomplished, and why is this an important service to the students of Seattle Central College?

Which students specifically will benefit from this project? In what way, and to what extent?

Will this project require annual maintenance costs, and how will they be covered?

Who is the sponsoring department head, and does that person consent to responsibility for the project?

Describe an environmental impact and/or sustainability issues created by this project.

Have any alternative funding sources been explored? Which ones?

Please attach a project budget detailing the total project cost and indicating other sources of funding contributing to the project.

No.5 –Capital Funding Review Scoresheet

S&A Committee Evaluation

Evaluate proposed Capital Project and score it based on the following categories on a scale from 1 to 5, 1 meaning “does not meet criteria” and 5 meaning “especially meets criteria”.

1. Promotes the mission of student leadership? 1 2 3 4
5
2. Urgency and/or need for such a project on campus? 1 2 3 4 5
3. Would the project promote student success? 1 2 3 4 5
4. Number of students served/degree to which underrepresented students are served.
of students _____, 1 2 3 4 5
5. Rate the overall sustainability of this project in the following categories on a scale of 1-5:
 - Economic Is this proposal cost effective?
1 2 3 4 5
 - Social Does this project serve the underprivileged?
1 2 3 4 5
promote
multiculturalism? 1
2 3 4 5
or a great number of
students? 1 2 3 4
5
 - Ecological Is this project environmentally sustainable?
1 2 3 4 5

Final assessment

Write a brief assessment of the proposal. Include any and all information that you deem

necessary for the ASC to make an informed decision, and detail any concerns or important points for consideration, and the average of the committee member scores for each criteria. The completed assessment will be submitted to the ASC