

# Project Proposal Packet

**PLEASE NOTE:  
PROPOSALS ARE HIGHLY  
RECOMMENDED TO BE  
SUBMITTED AT LEAST 30-60  
DAYS PRIOR TO YOUR EVENT(S)  
TO AVOID ANY DELAYS.**

**Title of Event:**



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FOR THE ASSOCIATED STUDENTS  
OF LANEY COLLEGE



## PROJECT PROPOSAL REQUIREMENTS



### Quotes/Invoices

- Submit ALL quotes/Invoices stating the estimate cost of your event(s).
- Remember all quotes must come from an approved Peralta vendor.



### Vendor Application & W9 Form

- No business, organization, or company will be setup without a completed vendor Application
- If you plan to make a business, organization, or company a vendor, please have them complete a vendor application & W9 form.
- Application & W9 form can be found here: [https://laney.edu/student\\_activities/about/club-forms-policies/](https://laney.edu/student_activities/about/club-forms-policies/)
- Check out our vendors list here: [https://laney.edu/student\\_activities/wp-content/uploads/sites/141/2022/09/Updated-Vendors-List-9-30-22.pdf](https://laney.edu/student_activities/wp-content/uploads/sites/141/2022/09/Updated-Vendors-List-9-30-22.pdf)



### Service Contract (ICC)

- Independent Contractor/Consultant (ICC) Services Contract MUST be submitted if a service exceeds \$600 and above (speech engagement, furniture installation/delivery, catering services etc...)
- Please note: ICC forms must be approved by the Peralta Board and can take up to 1 month to process. Therefore, make sure you plan ahead to avoid any delays.
- ICC form can be found here: [https://laney.edu/student\\_activities/about/club-forms-policies/](https://laney.edu/student_activities/about/club-forms-policies/)



### Facilities Requests

- Submit facilities request form that is signed by your club advisor or organization
- Form can be found here: <https://laney.edu/facility-rental/wp-content/uploads/sites/236/2012/01/Facilities-Usage-Application-fill-in-1.pdf>

### REMINDER:

Proposals are highly recommended to be submitted at least 30-60 days prior to your event(s) to avoid any delays.

### PLEASE NOTE:

Any missing or invalid documents will delay process. All clubs must use this project proposal packet template, failure to submit will result in delay

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## STEPS FOR PROPOSAL APPROVAL/RECEIVING FUNDS

### Clubs

1. Submit completed proposal packet 30-60 days prior to event to the Office of Student Activities and Campus Life (SACL), via email at [LANEYASLCCLUBAFF@peralta.edu](mailto:LANEYASLCCLUBAFF@peralta.edu) and cc (carbon copy) [lanestudentactivities@peralta.edu](mailto:lanestudentactivities@peralta.edu).
2. The Office of Student Activities and Campus Life will submit proposal to the Associated Students of Laney College (ASLC); therefore, ASLC will notify you when to attend the next meeting for approval.
3. Attend required ASLC meeting to discuss and answer any questions in regards to your proposal.
4. If approved, SACL will process payment. If not approved, please contact Evelyn at [emoreno@peralta.edu](mailto:emoreno@peralta.edu) for clarification.

### Laney Community:

1. Submit completed proposal packet to the Office of Student Activities and Campus Life, via email at [lanestudentactivities@peralta.edu](mailto:lanestudentactivities@peralta.edu) and request to be placed on the next ASLC meeting agenda.
2. The Office of Student Activities and Campus Life will submit proposal to the Associated Students of Laney College (ASLC); therefore, ASLC will notify you when to attend the next meeting for approval.
3. Attend required ASLC meeting to discuss and answer any questions in regards to your proposal.
4. If approved, SACL will process payment. If not approved, please contact Evelyn at [emoreno@peralta.edu](mailto:emoreno@peralta.edu) for clarification.

### PLEASE NOTE:

Do not spend any money until your proposal has been completely approved. If money is spent prior to approval from ASLC, you will not receive reimbursement.

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## PROJECT PROPOSAL FORM

Name of Club/Organization: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Event Date, Time & Location: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Total Funds Requesting: \_\_\_\_\_

### Project Description:

(Please provide a brief, detailed description on how your organization intends to use funds):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please attach a separate sheet, if additional space is needed

### Project Proposal Approval Signatures

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Club Affairs Officer

\_\_\_\_\_  
ASLC President

\_\_\_\_\_  
Director of SACL