Club Sports
Instructions for Proposals

1. Fill out an Allocation Request
   Include the following:
   a. Club Information
      i. Program Title (club name)
      ii. Sponsor (SCICC)
      iii. Date, Location, and Time (date of proposal, SCICC Weekly Meeting, 1:00pm)
   b. LINE ITEM
      i. 8074 - Contracts, Fees, and Rentals
         1. Any fees that are not travel
         2. QUESTIONS???? Ask Josie
      ii. 8077 - Travel
         1. Hotels, Gas, Planes, Trains, Automobiles, etc.
      iii. Total - total amount for both line items
   c. Dispersal Outline
      i. Vendor (name of company/hotel/tournament name/ etc)
      ii. Amount (total cost of items from each vendor)
   d. Representative Information (person presenting the proposal to the council)
   e. SIGNATURE--- sign before you make copies to pass out to council members

2. Create document of quotes/ invoices
   a. MUST have 3 quotes from different vendors of each item purchased

3. Create a Cover Sheet
   Include the following:
   a. Club name
   b. Contact information of officers
      i. President
      ii. Vice President
      iii. Treasurer
      iv. Representative
     v. any other officers involved
   c. Information regarding club’s activities
      i. Promotion (what your club has done to spread awareness on campus and in community)
      ii. Fundraising (what your club has done to support itself)
      iii. Effects of Non-funding (what may result if your club is not awarded the money being proposed for)

**IMPORTANT:** YOUR CLUB DOES NOT NEED TO DISCLOSE HOW MUCH MONEY IT HAS OR HAS MADE AT ANY TIME. THAT IS PRIVATE INFORMATION FOR YOUR ORGANIZATION AND THE CSUF ADMINISTRATION.
Sample of Quotes/ Invoices
What you need: invoice from 3 separate companies for EACH ITEM that you are proposing for

QUOTE FROM COMPANY 1

<table>
<thead>
<tr>
<th>Name</th>
<th>SKU</th>
<th>Price</th>
<th>Quantity / Update</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM 1</td>
<td>xxxx</td>
<td>$xxx.xx</td>
<td>X</td>
<td>$XXXX.XX</td>
</tr>
<tr>
<td>ITEM 2</td>
<td>xxxx</td>
<td>$xxx.xx</td>
<td>X</td>
<td>$XXX.XX</td>
</tr>
<tr>
<td>ITEM 3</td>
<td>xxxx</td>
<td>$xxx.xx</td>
<td>X</td>
<td>$ XXX.XX</td>
</tr>
</tbody>
</table>

Subtotal: $ XXX.XX

Shipping and Handling Fee: $ XXX.XX

Tax Total: $ XXX.XX

Total: $ XXX.XX

QUOTE FROM COMPANY 2

<table>
<thead>
<tr>
<th>Name</th>
<th>SKU</th>
<th>Price</th>
<th>Quantity / Update</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM 1</td>
<td>xxxx</td>
<td>$xxx.xx</td>
<td>1</td>
<td>$XXXX.XX</td>
</tr>
<tr>
<td>ITEM 2</td>
<td>xxxx</td>
<td>$xxx.xx</td>
<td>1</td>
<td>$XXX.XX</td>
</tr>
<tr>
<td>ITEM 3</td>
<td>xxxx</td>
<td>$xxx.xx</td>
<td>1</td>
<td>$ XXX.XX</td>
</tr>
</tbody>
</table>

Subtotal: $ XXX.XX

Shipping and Handling Fee: $ XXX.XX

Tax Total: $ XXX.XX

Total: $ XXX.XX
<table>
<thead>
<tr>
<th>Name</th>
<th>SKU</th>
<th>Price</th>
<th>Quantity / Update</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM 1</td>
<td>xxxxx</td>
<td>$xxx.xx</td>
<td>1</td>
<td>$XXXX.XX</td>
</tr>
<tr>
<td>ITEM 2</td>
<td>xxxxx</td>
<td>$xxx.xx</td>
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<td>$XXX.XX</td>
</tr>
<tr>
<td>ITEM 3</td>
<td>xxxxx</td>
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<td>1</td>
<td>$ XXX.XX</td>
</tr>
</tbody>
</table>

Subtotal: $ XXX.XX
Shipping and Handling Fee: $ XXX.XX
Tax Total: $ XXX.XX
Total: $ XXX.XX
Sample of Cover Sheet

Proposal for ____________________

Date

President: name, phone, email
Vice President: name, phone, email
Treasurer: name, phone, email
etc.

Promotion:
* Attended Discoverfest Fall & Spring
* Attended SCICC Fest & SCICC events
* Website
* Student Portal
* Facebook Group
* Email List
* Daily Titan article

Fundraising:
* Bake Sale
* Donation of gear
* Team Gear sales (t-shirts, long sleeves, polos)
* Fundraiser at Home Game

Philanthropy:
* Hosted and volunteered at event
* Participation in SCICC philanthropy events