

BC Student Programs Project Plan



**BELLEVUE
COLLEGE**

Student Program Project Policies:

- Must be a BC chartered club, recognized program or BC sponsored event.
- Must turn in project plan at least 8 weeks in advance for student travel.
- Must turn in project plan at least 6 weeks in advance for off-campus events and out-of-town performers.
- Must turn in project plan at least 2 weeks in advance for minor events (bake sale, pot lucks etc.).
- All related project documents must be turned in COMPLETED before project will be approved.

For SP Front Desk Use:
Project tracking # _____ Date logged: _____ Staff Initials _____

Today's date: _____

Club/ Program Name _____

Name of primary project contact: _____

Primary contact e-mail: _____, phone: _____

Project Title: _____

Desired

Date	Time:	Desired Location:	For SP Use:
1. _____	1. _____	1. _____	res. # _____
2. _____	2. _____	2. _____	
3. _____	3. _____	3. _____	

Project type (circle one): Activity/ Event Trip/ Travel Fundraiser Other

Number of anticipated participants: _____

Project summary:

Project Outcomes (Goals):

1. _____

2. _____

3. _____

How does your project contribute to pluralism and to the college community: _____

Budget: Cost Breakdown

Cost Breakdown:

Notes

- Facility rental: \$ _____
- Equipment rental: \$ _____
- BC personnel : \$ _____
- Food: \$ _____
- Travel: \$ _____
- Performance/Entertainment: \$ _____
- Supplies: \$ _____
- Miscellaneous: \$ _____
- Printing/ Advertisement: \$ _____

Estimated cost of event: \$ _____

Current funds available: \$ _____ (if any)

Budget number: _____

Fundraised Revenue:

Planned Fundraiser	Proposed Date	Anticipated Revenue

Total anticipated fundraising revenue: \$ _____

ASG S&A Funding*:

*All activities using S&A funds must be advertised 10 working days prior to event and open to all students

Date submitting funding request to ASG: ____/____/____

Amount requesting from ASG \$ _____ **Amount received from ASG \$** _____

Funding Breakdown:

Current funds available \$ _____

Total anticipated fundraising revenue \$ _____

Amount received from ASG \$ _____

Total funds available \$ _____

Less cost of event \$ - _____

Difference \$ _____ (must be 0 or positive)

