



CAÑADA COLLEGE

Vending Commission Proposal Packet

WHAT IS THE VENDING COMMISSION?

The Vending Commission is a College-based committee funded through vending machine sales. The Vending Commission provides funding for events, activities, and programs that are student focused. In order to qualify for funding through the Vending Commission, a program or activity must benefit or target a maximum number of students.

All campus organizations and programs may submit a proposal to the Vending Commission for review. The types of activities and projects potentially funded under this program may include, but are not limited to the following:

- Hospitality programs and related support
- Child care and child development programs
- Athletic programs, intramural sports, and related fitness activities
- Cultural awareness programs promoting mutual respect and appreciation for diversity
- Speakers and lectures on contemporary issues
- Musical concerts
- Theatrical events
- Gallery shows
- Recreational programs
- Academic enhancement programs and grants
- Orientation programs
- High school and community outreach and recruitment
- Student center enhancement (e.g., Cafeteria improvements)

Please read the packet in its entirety; everything is important. By signing the proposal request form, you and your organization or program agree to abide and act according to the San Mateo County Community College District policies, guidelines, and regulations outlined in this packet. This packet contains all the information you need to apply for funds from the Cañada College Vending Commission.

REGULATIONS AND GUIDELINES FOR FUNDING

- Steps for Applying to the Vending Commission
- Vending Commission Application
- Vending Commission Budget Proposal form

For questions please contact:
Student Activities Coordinator, Aja Butler
butlera@smccd.net
(650) 306-3373

Guidelines and Regulations

Application Deadline: All applications must be received by the Office of Student Life, 5-211A, Friday September 16, 2005 at 12:00pm.

Fund Allocation cannot be used for any of the following purposes:

- Scholarships
- Operating or start up costs for a specific club or group
- Attendance at conferences, meetings, retreats or conventions that benefit only the individual club or department
- Payment of membership fees

DISTRIBUTION OF FUNDS

Funds will not be automatically transferred into department, club accounts, or program accounts. In order for an account transfer, payment, or reimbursement to occur, invoices and/ or receipts must be received by the Coordinator of Student Activities. Receipts and/or invoices that display unauthorized expenditures (i.e. expenditures not included in the initial proposal and therefore not approved by the Vending Commission Committee) will not qualify for reimbursement. Departments and clubs are responsible for monitoring their spending to ensure they are staying within their budget.

STEPS FOR APPLYING TO THE VENDING COMMISSION

1. Obtain a **Proposal Packet** from the Student Life Office, 5-211A.
2. **Complete** Proposal Application and Budget Proposal form.
3. **Return** the Application and Budget Proposal form to the Student Life Office, 5-211A. Incomplete proposals WILL NOT be accepted and will be returned to the applicant.