Normandale Student Life

L.E.A.D. FUNDS
(Leadership, Education And Development)
Request for Funds

General Guidelines

1. Provide the information requested on the attached form.

2. Submit the completed form to the Student Life Program Coordinator.

3. The committee meets bi-weekly; allow 2-4 weeks after each meeting, to process payment.

4. Do not assume your group will receive funding until you’ve received official notification.

5. The request for funds is only a part of the initial planning process. Please do not make specific arrangements and/or advertise your event until you have received notification of funding from Student Life.

Revised June 2013
POLICIES

1. LEAD funding is available for recognized student clubs that are NOT funded by the Student Life Budget Committee and for academic departments when the project or program is for the benefit of the Normandale student body as a whole.

2. LEAD Funds can be utilized for several purposes:

   **Programs and Events**
   
   These are defined as events that are open, promoted to and benefit the entire Normandale campus community. These programs and events either: further our diversity calendar; teach about the club and its purpose; or further the leadership skills and/or potential of Normandale students. Groups receiving these funds must submit one copy of each piece of publicity or promotion for the funded event to the LEAD committee within one week after the event.

   **Conferences/Leadership Opportunities/Club Discovery Opportunities**
   
   These are defined as workshops, conferences, seminars, programs or activities compatible with the purpose of the requesting group. LEAD Funds may be requested for regional travel purposes. LEAD funds may be requested only to cover conference registration fees for out of region/national events for up to 4 student delegates. All college policies related to student travel must be followed with any kind of travel request. Please refer to the travel policy in the Student Life Handbook for additional information and details.

3. The majority of the LEAD fund budget is designated for Program and Event requests. Groups may make repeated requests for this category. Groups may only make one request per semester for the Conferences/Leadership Ops/Club Discovery Ops. Category.

4. Clubs may be granted LEAD funding not to exceed $650.00 a semester. Two (or more) clubs may combine LEAD Funds for a single event. However, a single event may not exceed $1,500 in LEAD funding.

5. The LEAD fund committee meets every other week. Requests must be turned in the day prior to the meeting.
   a. For the last meeting of each semester, clubs may submit "retro" requests. Retro requests are requests for funding that was not granted earlier in the semester, or only partially funded earlier in the semester for which the program occurred. At the final meeting for the semester, the committee will consider new and retro requests (if funds remain). The committee, at this meeting, has the power to grant additional funds to previous allocations.

6. Any dollar revenue from a programs funded by LEAD funds must be used for future club programs to benefit the Normandale Community College community.

7. Clarification may be sought from the Student Life Program Coordinator if funds are denied. In addition, a club may write a letter of appeal if they were denied funds and would like the committee to further discuss their request.

If you have any questions about the process, please contact the Student Life Program Coordinator, Amanda Lilgreen, Kopp Central, 952-358-8848 or Amanda.lilgreen@normandale.edu.
LEAD REQUEST FORM

Please provide the committee with a full understanding of your request by answering all questions thoroughly but concisely. Please provide more information rather than less so that the committee has enough information on which to make a decision. Lack of information will delay the LEAD fund committee process.

1. Sponsoring Group/Organization: ____________________________________

2. Student Contact: __________________________ Student ID#______________
   Phone #: ___________________ Email: _____________________________

3. Title of Program/Event: _____________________________________________
   Date of Program/Event: ____________________ Location: ________________

4. Please check all that apply:
   _____ This is a planned program or event that furthers Normandale’s diversity initiative, and is
   open and publicized to the campus community
   _____ This is a planned program or event open and publicized to the campus community
   _____ This is a conference or workshop
   _____ This is a Club Discovery Opportunity
   _____ This is our first request for funding
   _____ We anticipate future requests.
5. **Detailed Description of Proposed Program/Event** …

This description may be typed and attached on a separate sheet or emailed to amanda.lilgreen@normandale.edu. (all materials must be completed and submitted before the deadline)
6. Itemize the **total budget** necessary to sponsor this program or event. **Specifically list what the LEAD Fund will pay for.**

**Common Items to Budget for:** Food, Security, Musical Entertainment, Speaker fee, PR, registration fees, film rights (so you can legally show a movie), Publicity supplies, Security costs, rental of costumes/outfits, rental of equipment, decorations, cleaning costs, etc

<table>
<thead>
<tr>
<th>Item/ Expense</th>
<th>Quantity &amp; Cost of Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Pizzas and punch from Lancer Catering</td>
<td>4 pizzas ($13 per pizza = $52.00) 1 gallon of punch ($13.00)</td>
<td>Planning for 20 people, $3.25/person</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax (if applicable)</td>
<td>.0725% of catering order</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL COST:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. **TOTAL AMOUNT REQUESTING FROM LEAD = $_____________**

Please list/describe any other funding sources you will be using:_________________

As of today’s date__________ the balance of our club account is $______________

**This must be completed to be considered for full funding. Talk to Mary Ernst in the business office for your club’s account balance. If the balance is substantial, please attach the club’s intentions for the remaining funds.**

8. **I have completed the Event Planning sheet and attached to packet (circle): YES or NO**

**NOTE: LEAD fund requests will not be considered and funds will not be disbursed without “Program Planning” packet on file with the Student Life Program Coordinator. This packet is attached to the LEAD funds packet.**

I have read the Request Form for Program/LEAD Funds, have read my group’s application for funds, and agree to support the program if funded through the Program/LEAD Fund.

I will make sure 1 copy of all publicity goes to the Coordinator of Student Life.

_________________________________________  ________________

Signature: Group Representative                    Date

_________________________________________  _______________

Signature: Group Advisor                          Date

** Both Signatures must be present to be considered for funding**

Please turn request form to the Zone: Club & Organization office in K 1425
Normandale Community College

Partnership Guidelines for Student Life Activities

In general, a student club should be able to work within the budget allotted to them through L.E.A.D. funds. Occasionally, a club may want to host an event/program that is not within their budget. In such cases, a club may request additional funds from other sources. The Student Affairs Department will only partner for programs and events that are: 1. open to the whole Normandale community, 2. play a role in building community, and 3. support the mission of Student Life.

Student Life enriches the educational and college experience through programs, events, and services designed to promote personal development, leadership, and civic engagement in our changing world.

Requests for funds will be considered on merit and held to the above stated mission. Your request will also be reviewed by the organization with which you are wanting to partner. They will decide whether or not your event fits within their mission.

If partnership is granted, the respective partner name(s) must appear on all advertising unless mutually agreed upon by partnering organization. Publicity must be approved by the student group advisor as well as the advisor for any/all partnering entities prior to distribution.

Events must be open to the entire Normandale community. Non-monetary donations (i.e. food or clothing drives) may be collected as long as it is not required for admission. Admission may be charged to off-set event costs or to raise funds for the club. However, very specific rules apply to fund raising. You may not refuse entry to an event by anyone unable to pay the admission cost as long as that person is a part of the Normandale community.

The Student Life team discusses partnership proposals at our bi-weekly staff meetings. Requests are considered at each meeting and should be turned in to Amanda Lilgreen or Greg Lyons. Keep in mind, your request will not be considered until the meeting after receipt. You will be notified of the status of your request following the regular Student Life staff meeting.

Requests for partnership must be received at least two weeks prior to the event to be considered. Funding requests received less than two weeks before an event will not be considered and automatically denied. The total requested funds from all sources should not exceed $1500.
Partnership Application

Club Name: __________________________  Contact: __________________________
E-mail: __________________________  Name of event __________________________

Description of event:
________________________________________________________________________________________
________________________________________________________________________________________

With which departments are you seeking to partner? (Check all that apply)

Funds from other departments, including LEAD, funds must be applied for separately.

- **LEAD Funds**: Available to officially recognized student clubs.  
  Amount: _______

- **Multicultural Center**: The Multicultural Center promotes and encourages diversity and cultural understanding.  
  Amount: _______

- **Normandale Program Board**: The Program Board is a student led group that hosts programs and events that are entertaining and educational and to enhance personal development and focus on the arts.  
  Amount: _______

- **Other Clubs**: __________________________  
  Amount: _______

- **Other Departments**: __________________________  
  Amount: _______

How does your event fit the focus of the group from which you are requesting co-sponsorship?
________________________________________________________________________________________
________________________________________________________________________________________

Date of Event: ____________  Time of Event: ____________  Venue: ____________

Has room reservation been confirmed? ________  Expected Attendance: ________

Is there an admission cost? ________  If yes, how much? ________  Is this a fundraiser?____

If yes, briefly explain how the **funds raised** will be used:
________________________________________________________________________________________
________________________________________________________________________________________

What is the **current balance** in your club account? __________________________

What is the expected **total cost** of your event? __________________________

Please detail how the **requested funds** will be spent:
________________________________________________________________________________________
________________________________________________________________________________________