Co-curricular Request Fall 2018 - Round 2

	Requestor	Project	Project Budget	Requested Amount	Funded Amount
1	Film, Television, & Media Arts	Purchase two tall banners on stands to help market the radio station to the general student population and at other many events including graduation, transfer day, makers' space fair, career week, athletic events, and more.	400.00	400.00	400.00
2	Film, Television, & Media Arts	Purchase T-Shirts for student interns in FTVM M80 who shall be working at on-campus events in Video and Radio. Projects include Health Fair, Xtreme Raider Challenge, Transfer Social, Graduation, Performing Arts Center shows, and athletic events.	800.00	800.00	800.00
				1,200.00	1,200.00

MOORPARK COLLEGE CO-CURRICULAR COMMITTEE
Request for funds

Please complete this request form in its entirety; the decision to allocate funds will be based solely upon the information presented in this application. Please be specific and thorough; the committee will not hear oral presentations. Given the competition for funds, it is important that your request be realistic and includes only funds you actually need.

1. Person or group making request: Nicole Block and the Film, Television & Media Arts Program

2. Dates by which funds are needed: November 1, 2018

3. Dates by which expenditures will be completed: December 1, 2018

4. Amount requested $400.00 _____ (include in the amount all taxes, shipping, handling, and other included expenses. Actual quotes are recommended. Attach a copy of your total event budget and an estimate to this request form.)

5. Total estimated budget for your event/project $400.00 _____.

6. Explain how the funds are to be used. (Be specific. If necessary, attach a sheet with additional details. Include a plan and schedule for completing the project and making expenditures. Attach a copy of your total budget for this proposal.)

KMCJ, our campus radio station and podcaster, collaborates with multiple programs and clubs on campus including athletics, student clubs, The Student Voice, and the Business program. But, the radio station is virtually unknown on campus. We are requesting funds for two tall banners on stands to help the general student population know that KMCJ can be a source of campus information and announcements. KMCJ participates in many events on campus including graduation, transfer day, maker's space fair, career week, athletics, and more.

7. If the Co-curricular fund does not fully fund your request, do you have other sources to supplement funds for this project? (Be specific):

We might be able to find some program funds, but that would take away from other necessary items the program needs.

8. Explain the benefits of this proposal to the student population (how many students will be affected) and how does the proposal meet the Co-curricular guidelines.

KMCJ is a student-based project and activity and an extension of the Film, Television & Media Arts program. KMCJ collaborates with student clubs, athletics, student news including The Student Voice, and participates in campus-wide events such as graduation, transfer fair, and career week.

I understand that the allocated funds are for the proposed project only. Funds may not be carried over until next semester. All funds not expended will be retained in or returned to the Co-curricular Committee account. It is understood that the decisions of the Co-curricular Committee are final.

The information above is correct to the best of my knowledge.

Nicole W. Block
Signature of applicant

Nicole W. Block
Print name of applicant

_805-553-4897_
Applicant campus phone number

Acknowledgment of advisor/Dean

Jennifer Kalfsbeek-Goetz
Signature

Digitally signed by Jennifer Kalfsbeek-Goetz/Dean
Date: 2018.10.10 18:58:09 -07'00'

Date

Applications are accepted during the Fall and Spring Semesters.

- *Fall semester due dates*
  - First Award
    - Applications are due by the second Friday in September
    - Funds awarded the third Friday in September
  - Second Award
    - Applications are due by the second Friday in October
    - Funds awarded the third Friday in October
- *Spring semester due dates*
  - First Award
    - Applications are due by the last Friday in January
    - Funds awarded the first Friday in February
  - Second Award
    - Applications are due by the second Friday in March
    - Funds are awarded the third Friday in March

BUDGET

KERRY MEHLE, Graphic Communications Technician
provided this cost estimate
- Five foot by two foot banner $100 x 2 banners = $200
- Stand that fits this banner $100 x 2 stands = $200
    - TOTAL = $400.00

TIMELINE

October 19, 2018 —   Funds Awarded

October 22-31 —   Film, Television & Media Arts program works on the design for the banner

November 1, 2018 —   Submit design and order to the campus Print Center

December 1, 2018 —   Banners completed.
Start displaying them around campus and at campus events where KMCJ is broadcasting

MOORPARK COLLEGE CO-CURRICULAR COMMITTEE
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1. Person or group making request: **Michael Grimes - FTMA VIDEO, AUDIO and RADIO Productions**

2. Dates by which funds are needed: **October 22nd, 2018**

3. Dates by which expenditures will be completed: **October 26th, 2018**

4. Amount requested $__800.00__ *(Include in the amount all taxes, shipping, handling, and other included expenses. Actual quotes are recommended. **Attach a copy of your total event budget and an estimate to this request form.**)*

5. **Total estimated budget for your event/project** $__800__.

6. Explain how the funds are to be used. *(Be specific. If necessary, attach a sheet with additional details. Include a plan and schedule for completing the project and making expenditures. Attach a copy of your total budget for this proposal.)*

   T-Shirts are for FTVM M80 intern students who shall be working at on-campus events in VIDEO and RADIO projects such as Health Fair, Xtreme Raider Challenge, Transfer Social, Graduation, Performing Arts Center shows, Football and other sports events.

7. If the Co-curricular fund does not fully fund your request, do you have other sources to supplement funds for this project? *(Be specific):*

   Attempt to coordinate fund-raising efforts towards the costs.

8. Explain the benefits of this proposal to the student population *(how many students will be affected)* and how does the proposal meet the Co-curricular guidelines.

   This will benefit, approximately, 40 students who shall learn live production skills, as well as working professionally in a public environment.

   These events reflect the student work and what can be achieved in productions. This is part of the FTVM M80 internship that helps students gain real-world experience.

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The information above is correct to the best of my knowledge.

MICHAEL B. GRIMES
Digitally signed by MICHAEL B. GRIMES
DN: cn=MICHAEL B. GRIMES, o=MOORPARK COLLEGE,
ou=FTVM, email=MGRIMES@VCCCD.EDU, c=US
Date: 2018.09.21 11:50:47 -07'00'

Signature of applicant

805-378-1490

Applicant campus phone number

MICHAEL B. GRIMES

Print name of applicant

Acknowledgment of advisor/Dean

Signature

Jennifer K Gott

Print name of advisor/Dean

10·24·18

Date

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