

# GUIDELINES FOR CO-CURRICULAR FUNDING

Co-curricular funds are intended to support co-curricular activities/programs. They are not intended to offer support for basic instruction or student services needs. They are not to be the only operational funds for a program. Co-curricular funds are for student-based activities and are specifically designed to answer needs which are not funded elsewhere.

Preference will be given to those proposals that fall into one of the following categories:

- Student based activities that complement or are an extension of an academic program
- Projects/activities that complement or are an extension of an academic program
- Activities that demonstrate student performance and/or achievement
- Activities/projects that focus on special populations or campus units that are identified with specific groups.

Proposals for the following activities will not be funded:

- Salaries for instruction or student services personnel
- Staff development
- Capital outlay for campus improvement including equipment
- Instructional supplies
- Food for special events/activities

Co-curricular funds are awarded twice each semester for a specific purpose and are not transferable or exchangeable. Funds awarded must be spent during the semester they are awarded and may not be carried over to the next semester.

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

When estimating your costs for purchases, always add sales tax. The District is required to pay the State Board of Equalization sales tax for all purchases regardless of whether sales tax was charged.

