The College Life Enhancement Fund is administered by the CLEF Committee, which is composed of College faculty, staff and students. The CLEF Committee reviews all requests for funds at their monthly meetings, held September through May. The CLEF Committee is committed to helping students, faculty and staff improve the campus and college life. Please keep in mind that CLEF cannot fund all requests and that fundraising, mini-grants and other funding sources may be needed to support your request. Completed forms are to be submitted to Vanessa Bowie, PCC 1130E, by the FRIDAY before the next CLEF Committee meeting. For meeting dates, please refer to clef.mcc.edu.

Club/Organization/Individual Name____________________________________________________

Primary Contact Information: (Advisor/Sponsor)

  Name:__________________________________________________________________________
  Email:__________________________________________________________________________
  Telephone:______________________________________________________________________

Activity Name_________________________________________________________________________

Date/Time/Location_____________________________________________________________________

____________________________________________________________________________________

Number of Students __________________

Number of Advisors____________________

Total Amount of Student CLEF Funding Requested $ ______________________

Advisor/Sponsor Total Expenses $

Travel funding will be provided up to $550 per funded event for each Advisor/Sponsor of an Organization/Group, when traveling (This $550 is not included in the total student amount requested).

By submitting this application, I agree that all applicable college, CLEF and Student Life procedures will be adhered to by students and staff involved in the funded activities. Failure to provide all documentation such as forms, receipts and completion reports, will result in suspension of the group’s eligibility for future funding. I agree that I have read and understand the CLEF Procedures Guide rules and regulations.

_________________________________________________ ________________________
College Employee Signature (Advisor or Activity Sponsor) Date

_________________________________________________ ________________________
Club President/Lead Student Signature Date
Student Travel Budget Form

Registration  ______________ X _______________ = _______________  Paid by:  
Cost  # of students  Total  
Registration Deadline Date (if applicable) ________________________________

Flight/Train Travel

☐ Flight (Round Trip)  ______________ X _______________ = _______________  Paid by:  
Cost  # of students  Total  

☐ Train (Round Trip)  ______________ X _______________ = _______________  Paid by:  
Cost  # of students  Total  

☐ Baggage (Round Trip)  ______________ X _______________ = _______________  Paid by:  
Cost (1 Bag)  # of students  Total  

Vehicle Travel (mileage begins and ends at Mott Community College, see MCC mileage form)

Flight/Train Travel

☐ Personal Vehicle  ______________ X _______________ = _______________  Paid by:  
Mileage  # of Cars  Total  

☐ Charter Bus  ______________ X _______________ = _______________  Paid by:  
Cost  # of Buses  Total  

☐ Rented  ________+_________+_________ X __________ = _______________  Paid by:  
Vehicle Cost  Parking  Tolls  # of Cars  Total  

☐ MCC Bus  ______________ X + + _______________ = _______________  Paid by:  
Cost  # of Buses  Drivers Fee  Gas/Tolls  Total  

Travel at conference/event

☐ Shuttle Bus  ______________ X _______________ = _______________  Paid by:  
Cost  # of students  Total  

☐ Taxi  ______________ X _______________ = _______________  Paid by:  
# of taxis  cost  # of trips  Total  

☐ Subway/Bus  ______________ X _______________ = _______________  Paid by:  
Cost  # of students  # of trips  Total  

☐ Hotel  ______________ X _______________ = _______________  Paid by:  
Cost  # of Rooms  Total  

What are the other expenses that the club/group is handling?

1. ______________________________________________________________________

2. ______________________________________________________________________

3. ______________________________________________________________________

Please document all other funding for this event:

1. ______________________________________________________________________

2. ______________________________________________________________________

Please prepare the budget carefully and anticipate all expenses.
On Campus Events/Activities Form

Date/Time/Location: __________________________________________________________
__________________________________________________________________________

☐ Room Rental $________________________

☐ Set Up/Tear Down Costs (e.g. tables, chairs, custodial, lighting, security, A. V. etc.) $________________________

☐ Food/Beverage Costs $________________________

☐ Entertainment/Speaker $_______________________

☐ Printing/Duplicating/Marketing $____________________

☐ Other Expenses $____________________________________________________________________________________

Total Amount of CLEF Funding Requested: $_________________________________________________

Number of Participants Anticipated: ______________________

Number of Advisors: ___________ MCC Students _____________ Community _____________

1) Please provide a detailed description of the activity.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2) How will this activity enhance MCC College as a whole?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

3) Please describe the educational value and the expected learning outcomes of the activity.
____________________________________________________________________________
____________________________________________________________________________
Attach additional documentation related to the activity

**Checklist:**

*Clubs:*

- □ Field Trip Form
- □ Emergency Contact Form
- □ Code of Conduct Form
- □ List of Participants w/student ID#’s
- □ Sexual Harassment Prevention Training online
- □ Meal Per Diem Form if needed
- □ All other funding in place
- □ MCC Bus Request

*Others:*

- □ Request for College Trip Form
- □ List of participants
- □ Travel Request Form
- □ Overnight Permission Form
- □ MCC Bus Request

*U.S. State Department clearance must be obtained by the requestor for international travel.*

Students must be verified by club advisor/organizer as enrolled at MCC at the time of the proposal AND the time of the trip – if a student drops out after the proposal is approved but before the event, they will not be allowed to travel and the funds will return to CLEF. If the activity occurs during the December/January break the students must be registered for Winter (January) or in Spring/Summer, student must be registered for the current or following semester.