

ASSC FUNDING APPLICATION GUIDE FOR APPLICANTS

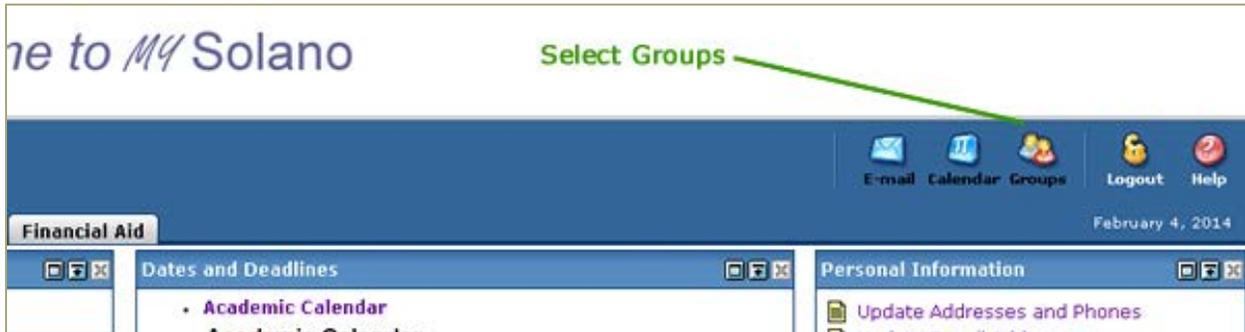
All clubs/faculty/staff applying for funding must go through the ASSC Fund Request. You may submit the Request documents digitally or you may print 20 copies of all documents for manual submission to the Student Development Office before the deadline. Printed applications are available from the Student Development Office. This guide outlines the steps for digital application submission.

IMPORTANT: You may either submit a single set of electronic documents, OR make 20 copies of your entire set of printed documents. SCC is focused on going green so we are strongly suggesting that you submit electronic documents. This will save you money in copies as well as save a few trees.

Entering the ASSC Fund Request Group in MySolano

The ASSC Funding Application resides in the “ASSC Fund Request” group, located in “Groups” within MySolano.

1. **Log in** to your MySolano account and select “Groups” at the top right, next to “Calendar”.



2. Click the **Groups Index** tab on the top of the Groups page to display the entire list of groups.



3. Click the **Campus Clubs** folder in the Groups Studio column to display all SCC clubs.
4. Click on **ASSC Fund Request** link listed under the “Groups in Campus Clubs” section.



5. The Group Guest View will appear. Click on **Join Group**, which will bring up the Group Member Policy page. You will have to click on the checkbox within the Required Information box in order to continue.
6. Click the **Join** button to continue to the Group Confirmation page.
7. Congratulations! You’re a new member of the ASSC Fund Request Group. Click **OK** to go to the club home page.

Download the ASSC Fund Request Application

The application is located in the Files Section, within the Group Tools panel on the left. Notice that Group News or Announcement sections will show the latest information and updates to the application process.

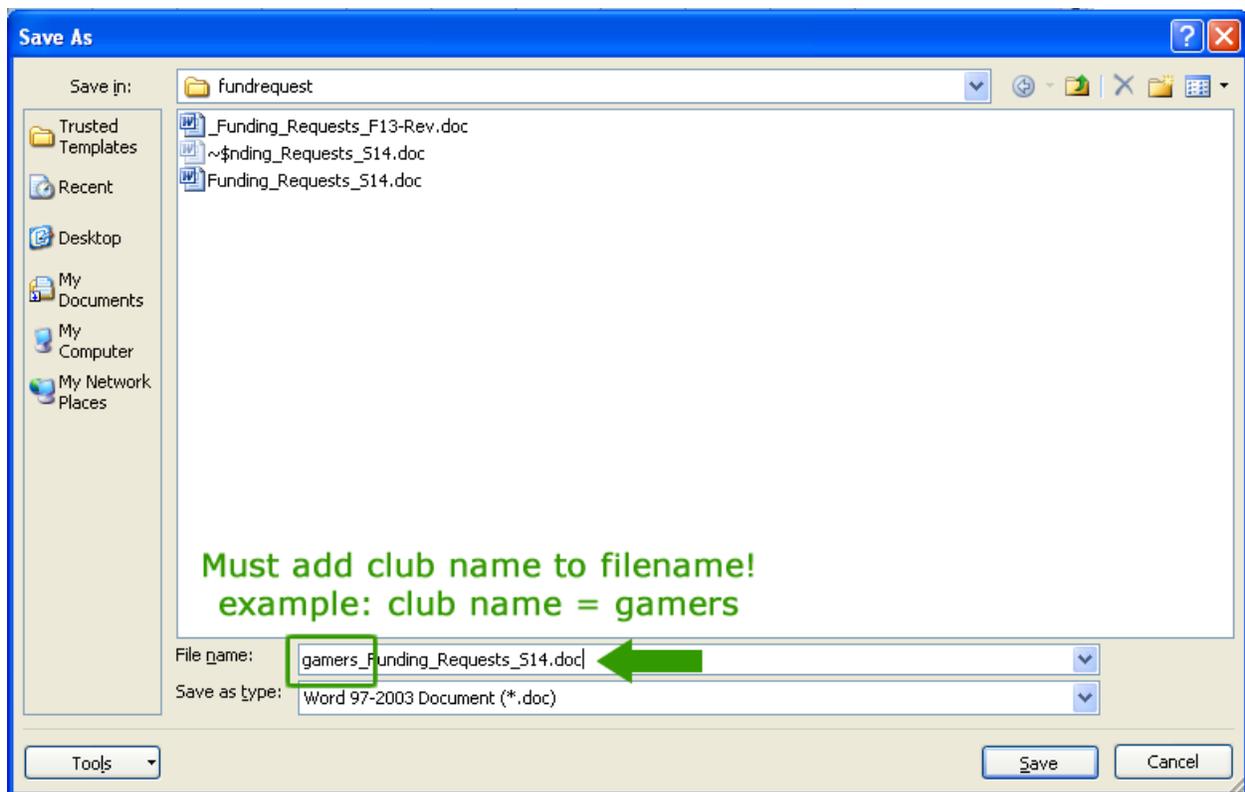
1. Click the **Files** link on the Group Tools panel on the left to show the folders for the ASSC Fund Request.



2. There are three folders: Fund Application, Fund Request Instructions, and Submit Application.
 - The **Fund Application** folder holds the Funding Request Application.
 - The **Fund Request Instructions** folder has a copy of these instructions. A copy is also available on the ICC page here <http://www.solano.edu/assc/clubs/fundrequest.php>.
 - The **Submit Application** folder is where you will submit all documents for your fund request.

3. Click on the Fund Application folder and click on the “Funding_Request.docx” to download the file. Save this to your computer and add your group name to the filename and the filenames of all other required documents. This step is critical for identifying your submitted documents.

IMPORTANT: You must name your documents using the following naming convention in order for us to group your submitted files together. Start the filename using “club or department name” + “.” + “document name” + “ext or .docx”. For instance, a completed application in MS Word from the Gamers club would be named “gamers_Fund_Request.docx”.



Upload the ASSC Fund Request Application

1. Before you upload your files, be sure that you have saved your files with your club name in the filename.

IMPORTANT: You must name your documents using the following naming convention in order for us to group your submitted files together. Start the filename using “club or department name” + “.” + “document name” + “ext or .docx”. For instance, a completed application in MS Word from the Gamers club would be named “gamers_Fund_Request.docx”. Please see image above. †

2. Click on the Submit Application folder, and then click below on “Add new file to Submit Application”.



3. Click “Choose File”, and find and select your first file. Click “Open” to select it and then hit “Add File”. Your first file has been submitted. You will not see it in the “Submit Application” folder. This is normal and will not appear until it is approved by a Fund Administrator. Upload all documents using this same step. Once all documents have been uploaded, your submission is complete.



Please note that there is a cut-off time for submissions which will be listed on the application form instructions. If you try to submit after that time has elapsed, uploading will not be possible. Please plan and submit early to insure a more successful submission.

After your submission is accepted, the files will be distributed among the ASSC to review the potential candidates. You will be notified by the ASSC if your request has been granted.