

ICC Student Club Procedures

Quick Reference Guide: 2013-2014

All Club Procedures and Forms are located on the ICC/Student Clubs Web Site

<http://www.laspositascollege.edu/studentclubs/index.php>

Cynthia Ross
Director of Student Life
424-1297, Room 1643
cross@laspositascollege.edu

Sheri Moore
Student Life Assistant
424-1408, Room 1643
slmoore@laspositascollege.edu

Club Officer Training: Before Clubs can receive funds, Club Officers must demonstrate knowledge of the LPC Club Procedures by completing the on-line LPC Club Procedure Training Verification. This Training Verification is **MANDATORY** for Club Presidents or Club Treasurers. All Club Procedures can be found on the “Club Procedures” web page under Student Clubs.

Club Funds Request: Each club is eligible to request club funds if they meet the following criteria: 1) complete Club Procedure Training Verification; 2) submit Proposed Budget; 3) submit Authorized Signature Sample; 4) submit Request to ICC for Club Funds; 5) submit **TYPED** Club Contact Info; and 6) had at least one Club Event during the prior semester. Absolutely **no** exceptions will be made if Clubs miss deadlines for submitting forms or completing training.

Reimbursements: Each club is eligible to request reimbursement for expenses related to club activities if the following three items are submitted **TOGETHER**: 1) Request for Disbursement, 2) Funding Approval, and 3) original receipts. If these three items are not submitted together, it will **D-E-L-A-Y** the reimbursement.

Advances: Clubs may request an advance (assuming Clubs have the funds in their account) for expenses related to club activities if the following two items are submitted **TOGETHER**: 1) Request for Disbursement and 2) Funding Approval. Advances can **only** be payable and disbursed to Club Advisors. Requests for advances must be submitted a **MINIMUM** of 2 weeks in advance. Advances must be closed within 10 days of the event by submitting receipts and remaining funds **directly** to Administrative Services.

Fund Raising: Clubs are encouraged to do fund-raising. Fund Raising Proposals **MUST** be submitted and approved **PRIOR** to the event. Money collected during fund-raising **MUST** be deposited immediately with Administrative Services and **CANNOT** be taken off-site.

Deposits: Any money Clubs collect via donations/fund-raising/selling items, etc. is to be deposited **immediately** with Administrative Services in Room 1689 (or left overnight with Campus Safety if Administrative Services is closed). Money **will not** be accepted in the Office of Student Life.

Matching Funds Request: Each club is eligible to request matching funds from ICC if they meet the following criteria: 1) submit Fund-raising Proposal **PRIOR** to the event; 2) submit Matching Funds Request **PRIOR** to the deadline and 3) provide a copy of the Deposit Slip(s) for the event(s) attached to the Matching Funds Request.

Advertising Club Events: All flyers created by Clubs must have “LPC” or “Las Positas” written or typed on the front and can only be 4-1/4” x 5-1/2” (2 flyers per 8-1/2” x 11”). Advisors must initial and date the back of the flyer. Clubs must have the approval stamp from the Director of Student Life **BEFORE** copies can be made and posted. Event information can also be posted on the Club’s web page by contacting the Student Life Assistant.

Mail: Clubs must check their mail pouch regularly in the Office of Student Life, Room 1643. Disbursements made to Club members are distributed to the Club’s mail pouch.

ICC Meetings: An ICC Representative from each Club must attend each ICC meeting. A list of meeting dates can be found on the Student Club web site. Clubs **MUST** submit a written Club Report at each ICC meeting. Failure to do so four times in one semester will result in loss of Club funds in the next semester. Clubs are susceptible to deactivation following two unexcused absences per semester from scheduled ICC meetings.

ICC Representatives: Please insure that your Club’s ICC Representative(s) report to the Club at meetings. Even if you are having an activity, speaker, etc., reserve some portion of your meeting for business. Information from the ICC Meetings are not getting back to you or your students. (Also see “Talking Points.”)

Talking Points: A list of current issues discussed in ICC meetings can be found on the Student Club home page under the “Talking Points” icon.

Club Deadlines: Clubs **MUST** adhere to the deadlines listed below. These deadlines can also be found on the Student Club home page under the “Club Deadlines” icon. Clubs can also check this location to see if the Club has submitted the required forms.

<u>Fall 2013</u>	
<u>Item</u>	<u>Deadline</u>
LPC Club Procedure Training Verification	9/27/13
Authorized Signature Sample	9/27/13
Proposed Budget	9/27/13
Club Contact Information	9/27/13
Club Request to ICC for Club Funds	9/27/13
Club Request to ICC for Matching Funds	11/08/13
End-of-Semester Disbursements	12/06/13 (target date)
.....	
<u>Spring 2014</u>	
<u>Item</u>	<u>Deadline</u>
LPC Club Procedure Training Verification (for newly formed Clubs)	2/28/14
Authorized Signature Sample (for newly formed Clubs)	2/28/14
Proposed Budget (for newly formed Clubs)	2/28/14
Club Contact Information (for newly formed Clubs)	2/28/14
Club Request to ICC for Club Funds	2/28/14
Club Request to ICC for Matching Funds	4/11/14
End-of-Semester Disbursements	5/09/14 (target date)

REMEMBER: ALL REQUESTS MUST GO TO THE DIRECTOR OF STUDENT LIFE FIRST!

ICC Student Club Procedures

Tips for Success

Facility Requests:

- ✓ Clubs **MAY NOT** hold a meeting or event without having submitted a Facility Request form *at least one week prior* to the meeting or event to the Director of Student Life.
- ✓ Clubs **MUST** notify the Office of Student Life *at least one day prior* to canceling a meeting or event so that Maintenance and Operations, ITT, etc., may be notified. **If the Club fails to do so, you will lose the privilege of using facilities for the remainder of the semester.**
- ✓ Clubs **MAY NOT** contact LPC Maintenance and Operations, ITT, or Renee Pegues (LPC Admin. Services) directly for tables, pop-ups, equipment, rooms, etc.

Advertising Events:

- ✓ Clubs are **NOT** allowed to send out e-mails to LPC faculty/staff about Club events; however, Club Advisors may use their own discretion regarding e-mails.
- ✓ Students are **NOT** allowed to contact the Office of the LPC President/Sharon Gach in an attempt to advertise Club events on the LPC web site home page.
- ✓ **Any and all** advertising of Club meetings or events **MUST** be approved by the Director of Student Life.

Fund Raising:

- ✓ Clubs **MUST** submit a Fund Raising Proposal **AND** a Facility Request form at least one week prior to hold a fund raising event.
- ✓ Clubs will **NOT** receive matching funds if a Fund Raising Proposal **AND** a Facility Request has not been submitted to the Office of Student Life.

Disbursement Requests:

- ✓ Reimbursements: Clubs **MUST** submit a Disbursement Request, Original Receipts, and Funding Approval **TOGETHER** to get reimbursed.
- ✓ Advances: Clubs **MUST** submit a Disbursement Request and Funding Approval **TOGETHER** to get an advance to the Club Advisor.

Clubs that Violate the Above LPC Club Procedures will be in Jeopardy of 1) Not Having Access to their Club Funds, 2) Not Having their Club Requests Processed, and 3) Prohibited from Holding Club Events!