

# Las Positas College

## *Student Life & Leadership*

### Policies & Procedures

# HANDBOOK

2025-2026

STUDENT LIFE DEPARTMENT  
BUILDING 1600, RM. 1620  
3000 CAMPUS HILL DRIVE  
LIVERMORE, CA. 94551  
(924) 424-1490





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\*All hyperlinks and websites listed within this handbook are subject to change without notice, which may require an Internet search.

# Student Life



LAS POSITAS  
COLLEGE

Student Life Office  
3000 Campus Hill Drive  
Building 1600, Room 1643  
Livermore, CA 94551  
(925) 424-1490

[www.laspositascollege.edu/studentlife](http://www.laspositascollege.edu/studentlife)

## Welcome & Introduction

Welcome to the Las Positas College Student Life Office. Getting involved in Student Life is a great way to be connected to the campus, make new friends, gain valuable leadership experience, develop organizational skills, help build community on campus, and have fun.

The Student Life & Leadership Policies and Procedures Handbook is designed for advisors and student leaders at Las Positas College. The Student Life & Leadership Policies and Procedures Handbook serves as a resource and guide to help users familiarize themselves with applicable policies, procedures, and regulations to establish and run effective and efficient Student Life entities.

Through the cooperation of all Student Life entities and their respective members, students can effectively voice student needs, provide direction to the college's activities, and guide the college's growth. The degree of good leadership, effective planning, and critical thought used by each Student Life entity in the creation of its programs and activities will determine the extent and effectiveness of its influence on-campus.

The Student Life & Leadership Policies and Procedures Handbook was developed to abide by applicable federal and state laws and comply with applicable board policies and administrative procedures as approved by the Chabot-Las Positas Community College District Board of Trustees.

The Program Coordinator of Student Life and Leadership or designee should be contacted if there are any questions, comments, or concerns regarding this Student Life & Leadership Policies and Procedures Handbook.

## Authorization, Applicable Laws, and Regulations

Legal basis for the creation of Student Life entities include Student Government and student clubs.

Pursuant to [California Education Code, Section 76060](#), the governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials.

In accordance with, and within the limitations set forth in the [California Education Code, Section 76062](#), the governing board of any school district may authorize any organization composed entirely of students attending school within the district to maintain such activities as may be approved by the governing board. Activities are not to conflict with the authority and responsibility of the governing board and/or public-school officials.

### Board Policy and Administrative Procedure

Authorization of the Student Life Office and the Las Positas College Student Government derives from the [California Education Code, Section 76060](#) and takes the form of board policies and administrative procedures as referenced below:

- [Chabot-Las Positas Community College District, Board Policy 5400](#) – Associated Students
- [Chabot-Las Positas Community College District, Administrative Procedure 5400](#) – Associated Students
- [Chabot-Las Positas Community College District, Board Policy 5430](#) – Co-Curricular Activities
- [Chabot- Las Positas Community College District, Administrative Procedure 5430](#) – Co-Curricular Activities

In accordance with board policy and administrative procedure, the objectives of the Student Life Office are as follows:

- To provide students the opportunity to participate in district and college governance;
- To participate in the formulation and development of district and college policies and procedures that have; or will have a significant effect on students; and
- To conduct activities, including fundraising activities, as may be approved by the appropriate college official.

Visit the [Chabot-Las Positas Community College District](#) website for further information regarding [Board of Trustees Board \(BP\) and Administrative Procedures \(AP\)](#).

## Student Life Entity Membership

Student Life entity, including the Las Positas College Student Government (LPCSG), or student clubs, may not use any device or practice, which, in effect, implements any selectivity of their membership. If a Student Life entity is found to be discriminating against a prospective member, the entity should expect to face the consequences

deemed appropriate by the college in accordance with [Chabot-Las Positas Community College District, Board Policy 3410](#) – Nondiscrimination; and [Board Policy 5500](#) and [Administrative Procedure 5500](#) – Standards of Student Conduct.

Student Life entities may not restrict their membership based on the following protected groups:

- Race
- Color
- National Origin
- Religion
- Socioeconomic Status
- Sex
- Disability (physical and mental)
- Age
- Citizenship Status
- Physical Appearance
- Ancestry
- Marital Status
- Sexual Orientation
- Gender Identity and Gender Expression
- Medical Condition
- Political Activities or Affiliations
- Military or Veteran Status
- Status as a Victim of Domestic Violence, Assault, or Stalking

## FERPA and the Collection Of Sensitive Information

[Family Educational Rights and Privacy Act \(FERPA\)](#) According to the U.S. Department of Education website, “the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.”

For more information about FERPA, please refer to the [Las Positas College Admissions and Records Privacy FERPA Regulations](#) webpage.

**Maintain Student Confidentiality**



Under the Family Educational Rights and Privacy Act (FERPA) and related laws affecting higher education, students have the right to confidentiality. For example, students have expressed fear of having medical conditions or disabilities revealed to others. Suppose their information is revealed to classmates or others without the student's permission. In that case, it is a violation of confidentiality laws and the student's trust in the instructor and the college.

Exceptions: Mandated Reporters (required by law) - a student can be reported if the student is determined to be a danger to self or others, when there is reasonable suspicion of child abuse, or the abuse of a dependent adult.

### Collection of Sensitive Information

The Student Life Office recognizes and respects the rights and concerns of all of the Las Positas College students regarding confidentiality.

The Student Life Office wants to make students aware that there are occasions that some sensitive information collected may be shared with limited parties. The Student Life Office will not share information collected with the general public. However, the Student Life Office will share this student information with college and district entities, including but not limited to the Administrative Services Office, the Ricoh Copy Center, and the Las Positas College Student Government (LPCSG), and Student Life entity advisors.

The Student Life Office collects sensitive information and creates databases to share Student Life updates, reminders, and invitations to events.

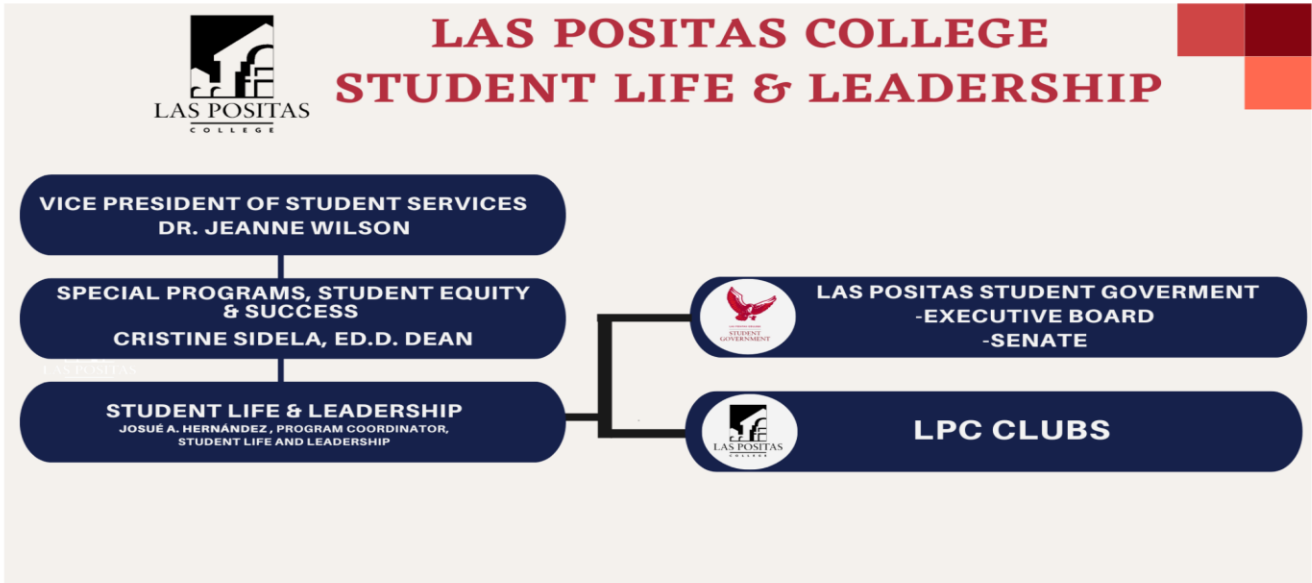
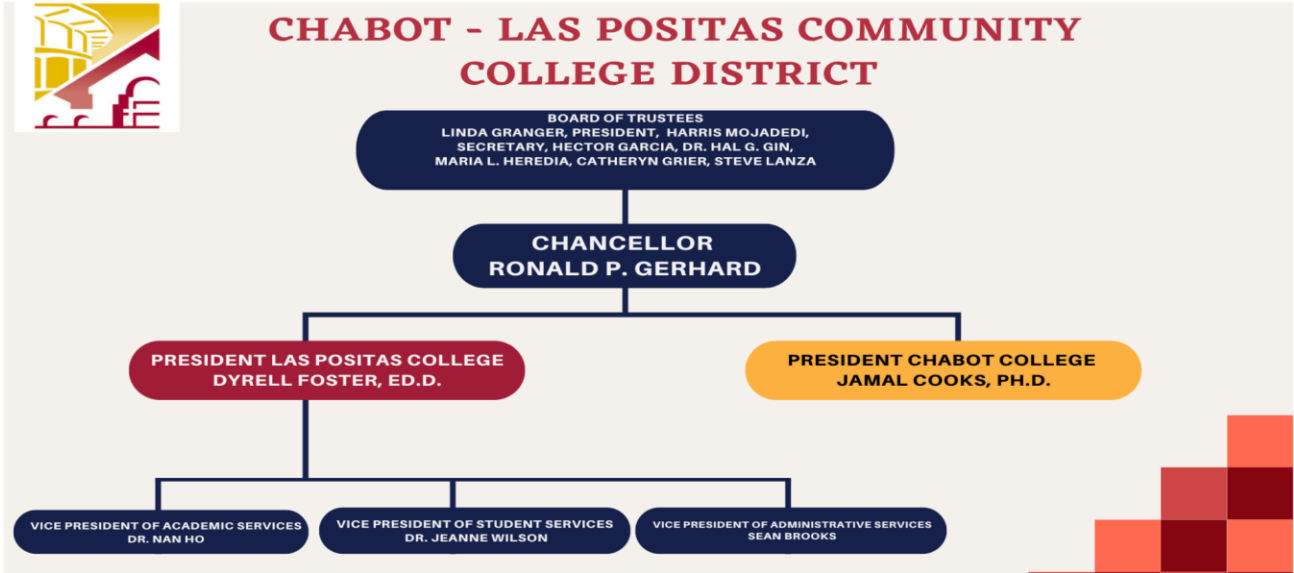
Below is the list of sensitive information collected by the Student Life Office:

- 1) Student Life entity advisor, officer, and member's complete names
- 2) Student leaders' student identification number (W#)
  - a. W#s are only collected for LPCSG officers. This information is needed by the Program Coordinator and the designee to run required eligibility checks.
- 3) Student Life entity advisors, officers, and club members email addresses
- 4) Student Life entity advisors, officers, and club members contact telephone number

Student Government officers and club officers agree to allow the Student Life Office to collect and share the information with the specified entities above upon signing an LPCSG application or [Club Leaders Agreement](#).

Anyone who has concerns regarding collecting and sharing sensitive information may speak with the Program Coordinator of Student Life and Leadership.





## Las Positas College Student Government

The Chabot-Las Positas Community College District Board of Trustees authorizes the establishment of the Las Positas College Student Government (LPCSG) to operate under the constitution approved by the Board of Trustees, whose purpose as an organization is the welfare of all students of the college.

### Mission Statement

The Las Positas College Student Government's (LPCSG) mission is to advocate for students at Las Positas College in making the campus an inclusive, enjoyable, and equitable space. We are a nonpartisan organization that is passionate about facilitating and improving student life on our campus and representing our students at the local, state, and national level by making students' critical issues known. The Las Positas Student Government's job is to educate and involve students in LPC's democratic process and support them in their journey of higher education.

### Vision Statement

The Las Positas College Student Government is committed to removing barriers to access and providing an atmosphere for better learning and personal growth.

### Preamble

The Las Positas College Student Government, a union of students formed to represent the interest of the student body, seeks to provide means for student representation by maintaining well-established lines of communication throughout the many areas of the community college environment. We hereby establish this Constitution under the authority of the Board of Trustees of the Chabot-Las Positas Community College District.

### Purpose

The LPCSG holds the primary responsibility for the leadership and management of the student body in meeting the purpose and responsibility established for it by the Board of Trustees of Chabot – Las Positas Community College District, in accordance with California Education Code 76060, Las Positas Board Policy 5400, and by this Constitution.

### Student Senate Executive Board

Members within the LPCSG and the Senate shall be governed by an elected six (6) executive officers. This body, hereafter referred to as the Executive Board, has its titles, function, and duties defined within the adopted Bylaws. Descriptions of the LPCSG Executive Board's responsibilities can be found in the LPCSG Constitution and Bylaws.

### Student Senate Senators

Senate Members within the LPCSG shall be represented by a governing body known as and hereafter referred to as the LPCSG Senate. This body will be comprised of no more than thirty-five (35) voting members with titles, functions, and duties defined within the adopted Bylaws.

### Meetings

Regular LPCSG Student Senate and Executive Board meetings must take place once a week during the Fall and Spring semesters, excluding finals week and breaks, to discuss and represent student affairs, with at least two meetings achieving quorum each semester. These meetings and additional meetings may be called by the Executive Council in abeyance with the adopted Bylaws.

Las Positas College Student Government (LPCSG) Student Senate meetings are open to the public. The LPCSG Executive Board reserves the right to suspend the orders of the day if necessary to conduct business. Disability-related accommodations will be provided upon request. Persons requesting such accommodations should contact [Josué Hernández](mailto:jahernandez@laspositascollege.edu), Program Coordinator for Student Life & Leadership, at [jahernandez@laspositascollege.edu](mailto:jahernandez@laspositascollege.edu) or (925) 424-1494, no less than three working days before the meeting. The LPCSG will make efforts to meet requests made after such date, if possible. Please contact the LPCSG Vice President at [lpcsg-vicepresident@laspositascollege.edu](mailto:lpcsg-vicepresident@laspositascollege.edu) for any agenda-related questions.

Pursuant to the Ralph M. Brown Act [Government Code §54957.5](#) : Supplemental materials distributed less than 72 hours before a meeting to a majority of the LPCSG Student Senate will be made available for public inspection at the meeting. Materials prepared by LPCSG Executive Board Members and distributed during the meeting are available for public inspection at the meeting or after the meeting if prepared by another person.

LPCSG meetings are held in observance of Robert's Rules of Order. Robert's Rules of Order is a manual of parliamentary procedure that governs most organizations. As the full text of the Robert's Rules of Orders are about 700 pages long, which makes it difficult to look things up during a meeting, meeting participants may find it helpful to keep a cheat sheet of Robert's Rules of Order at their fingertips during a meeting.

Please [click here](#) to find an LPCSG version of helpful Robert's Rules of Order basic information, cheat sheet, agenda terminology, and additional resources.

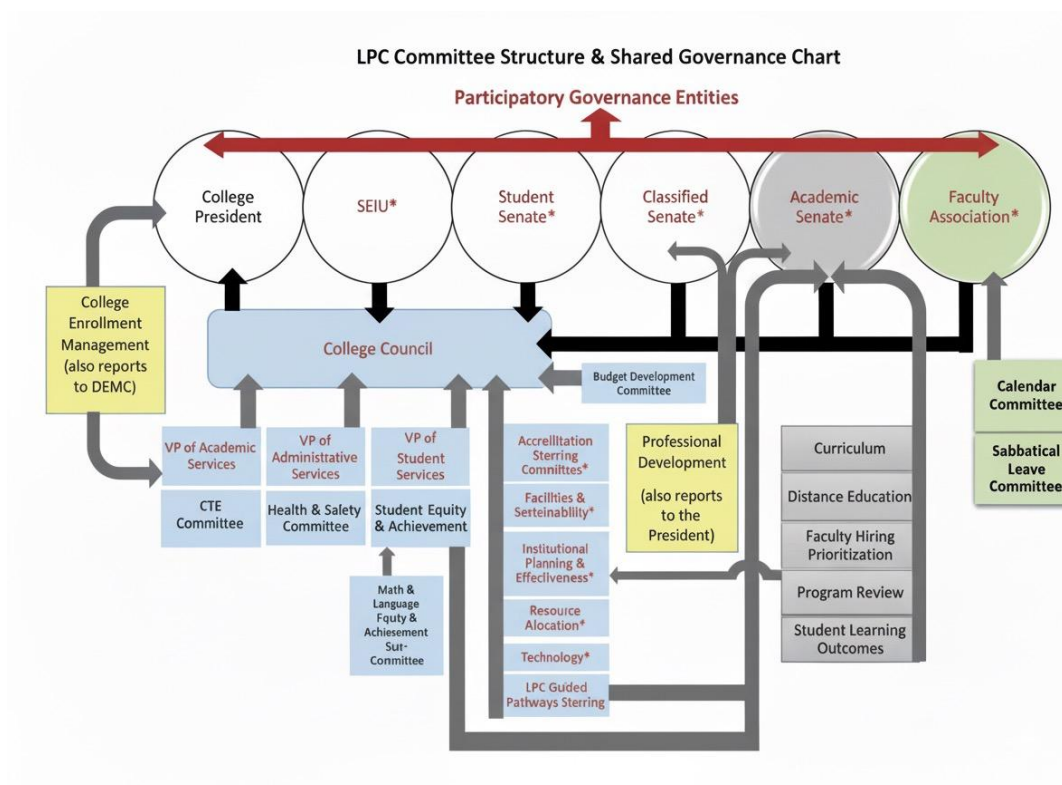
## Governing Documents

The LPCSG constitution and bylaws can be found on the [LPCSG Official Documents and Forms](#) webpage.

## Shared Governance

The Las Positas College Student Government is responsible for being the voice of the student body. Therefore, part of their duties as an LPCSG Executive Board Officer and Senator is participating in one or more Shared Governance Committees.

There are a total of twenty-five (25) different Shared Governance Committees; six (6) District and nineteen (19) College Committees, twelve (12) of those with LPCSG voting privileges.



## Inter-Club Council

There are mentions of the Inter-Club Council (ICC) in this handbook's linked documents. As the ICC no longer exists, please disregard any mentions to them/any requirements of an ICC representative, ICC meeting, or ICC governing documents.

## Member Recruitment Techniques

One of the Student Life Office goals is to involve as many students as possible in meaningful co-curricular and extra-curricular activities and events that enhance their educational experience. Below are some tips for recruiting new students to get involved in a Student Life entity:

1. Host an informational recruitment table on-campus or virtually periodically throughout the semester.
2. Develop a sign-up sheet for new members that includes a space to collect names, telephone numbers, and email addresses. Ensure that confidential information is not made public for online recruitment.
3. Develop a brochure, flyer, or another marketing document to introduce the entity and highlight the entity's activities, events, and programs. Make sure to include pertinent event details and contact information.
4. Designate an entity officer(s) to be responsible for contacting prospective members.
5. Develop and maintain an entity webpage in coordination with the Student Life Office.
6. Create an entity brand. Example: Consider creating a logo for publications, attire, etc., to help draw attention, interest, and loyalty while bringing awareness to the entity.

Useful tips:

- [Canva](#) is free online software that provides templates of flyers, invitations, presentations, and other useful tools.
- [Krita](#) is free online software that provides digital painting, illustration, animation, photo editing, and other tools.
- [Tiny URL](#) is a website that can shorten your unwieldy links into more manageable and useable URLs. The use of Tiny URLs can help direct visitors to web pages with the convenience of shortened URLs. Additionally, these shortened URLs make flyers look less cluttered.

There are different pricing plans; however, the Student Life Office always recommends using the free account options.

- [QR Code Tiger](#) is a website that allows you to generate customized QR codes. Create eye catching QR codes using your own logo and colors.

## Student Club Recognition

The Program Coordinator of Student Life and Leadership or designee must verify and authorize student club recognition according to applicable Chabot-Las Positas Community College District (CLPCCD) board policy, administrative procedures, and all applicable federal and state laws and regulations. Student club recognition occurs each fall and spring semester.

Becoming a recognized student club is a privilege at Las Positas College (LPC). Student club involvement offers students opportunities to be engaged leaders who help create community while enrolled in the college. All recognized student clubs must meet all of the following requirements:

1. The student club must have at least one club advisor who is a **current employee** at LPC.
  - Adjunct faculty must receive approval from their Dean to be a club advisor.
2. Student club membership must be open to all currently enrolled students at LPC.
3. The student club must have at least five (5) student club members at the time of recognition and maintain five (5) members to continue in an active status.
4. Student clubs must submit a completed Student Club Application and [Club Leaders Agreement](#) each semester.
5. Eligibility requirements have been met and verified by the Program Coordinator or designee.
6. The student club must submit a written constitution to the Student Life Office.
7. The student club may not take action without the club advisor present and cannot meet without publicizing the meeting's date, time, and location in advance.

The Student Life Office approval of a student club upon submission:

1. A completed Student Club Application, which includes identification of at least one club advisor.
2. Completed [Club Leaders Agreement](#)
3. A student club's constitution
4. A complete list of all student club officers and club members
5. Eligibility requirements\* have been met and verified by the Program Coordinator or designee for all club officers.

\*See page 12 Student Club Officer Elections for eligibility requirements.

### Note:

- The club advisor or co-advisor of the club must attend all club/ASB activities, events, meetings, etc., even if another adult volunteer or certificated/classified staff member is available.
- General LPCSG can override the voting of a club if the issue is otherwise addressed in LPCSG Formal hearing and ASB and club bylaws are allowable.
- Purchases made by a student representative or an advisor ([California Education Code 48933\[b\]](#)) requires preapproval.

## Student Club Constitution

Student clubs are required to create and submit a written constitution to the Student Life Office. It is the club advisor's responsibility to maintain a copy of the student club's constitution for their records for future reviews and revisions.

Each student club's constitution should state:

- Name and purpose of the club
- List of officers and description of the officer duties
- The election process for officers
- Termination process for officers
- Details of how decisions are to be made and how financial matters are to be managed
- Meeting requirements
- Methods to amend the club constitution

For recommendations on writing a club constitution and bylaws, please refer to the [sample club constitution](#) provided on the [Student Life Student Clubs Forms](#) webpage. Additional information regarding club constitutions can be found on pages 22-23 of the [Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference](#) (FCMAT) manual.



## Student Club Officer Elections

Student club officers play an essential role in helping a club become and remain active and thriving. Being a club officer also provides students with an opportunity for personal growth and achievement. All club officers are responsible for knowing the club's mission while keeping the club focused on its goals and objectives and assisting other club officers in completing their duties. Serving as a club officer is a rewarding experience in which leadership skills are developed.

In accordance with the LPCSG Bylaws, student clubs must have a President, Vice President, Treasurer, and a club Representative. An officer may not hold more than one leadership position within the student club at any given time during their office term and may not hold leadership in more than two student clubs at any given time.

*Note: A student club advisor may not serve as a student club officer.*

Any student seeking to hold a position as a student club officer must meet eligibility requirements at the time of election, appointment, and throughout their term in office:

1. Be in good academic standing and enrolled in at least five units (5) at Las Positas College during their term in office.
2. Maintain a cumulative grade point average (GPA) of 2.0 or higher.

### Club Officer Verification

The Program Coordinator of Student Life and Leadership or a designee must verify that the student has met the above requirements to serve as a student club officer. If a student has been determined to be ineligible during the verification process, the Program Coordinator of Student Life and Leadership or designee will notify the club advisor. The student who has not met eligibility requirements will be ineligible to hold office until college educational records demonstrate and confirm the requirements as noted above have been satisfied.

### Club Officer Term of Office

Student club officers are typically elected for an entire academic year (fall semester and spring semester). Clubs outline the date officer elections will be held in the club's constitution. Some clubs elect officers during the last club meeting of the spring semester for the subsequent academic year, and others elect officers in the fall semester for the current academic year. Please refer to your club's constitution for information on when elections are to be held.

### Announcement of Club Election

**Student** clubs must announce officer elections to all current club members at least two (2) weeks before the elections are held. Upcoming elections may be announced using flyers on college bulletin boards and display cabinets (refer to the [Campus Bulletin Board Posting Procedure](#)) and during club meetings before the election date (must be an agenda item). Club advisors are expected to notify the Student Life Office of any club officers within ten (10) business days of the change.

### Club Elections

Club members may self-nominate or nominate another club member to be an officer. Elections are run per the elections processes stipulated in each club's constitution. Clubs are expected to allow all members to vote and conduct the appointment or election of the officers ethically and fairly. Questions regarding student club elections should be directed to the club advisor first and then, if necessary, to the Program Coordinator of Student Life and Leadership or designee.

## Student Club Officer Responsibilities

All student club officers have the following responsibilities as it relates to the LPCSG and the Student Life Office:

1. At least one (1) club officer is required to complete training conducted by the Program Coordinator of Student Life and Leadership or designee on college procedures, including hosting activities, event coordination, and financial matters.
2. Plan meetings and activities that represent the student club's mission.
3. Notify the student club advisor, and assist in notifying the Student Life Office, when there is a change in club leadership, advisor, or constitution within ten (10) business days of such change.
4. Adhere to all local, state, and federal laws and all college policies and procedures.
5. Have at least six (6) members who are currently enrolled at Las Positas College (LPC).
6. Club officers must meet eligibility as stipulated in the LPCSG Bylaws:
  - Meet and maintain a minimum of five (5) units of college credit at Las Positas College.
    - Can be exempt given they meet the criteria of the LPC Disabled Students Programs and Services (DSPS) during the student's term.
    - Can be exempt given they are enrolled in an adult education program offered by CLPCCD during the student's term.
  - Have and maintain a cumulative grade point average of 2.0 or higher.
    - Can be exempt given they meet the criteria of the LPC Disabled Students Programs and Services (DSPS) during the student's term.
    - Can be exempt given they are enrolled in an adult education program offered by CLPCCD during the student's term.
  - Have LPC as their home campus.
  - An LPCSG Executive officer cannot be a club officer.
7. Clubs must have a club advisor who will agree to attend all official meetings, events, and sponsored activities. Clubs may choose to have multiple club advisors.
8. Maintain membership open to all currently enrolled LPC students.
9. Not interfere or disrupt the orderly conduct of college business or operations.
10. Assume responsibility for the financial status, actions, and programs of the student club.
11. All club officers should be listed on the Student Club Application. The Program Coordinator of Student Life and Leadership recommend submitting a full list of club members via email for record-keeping purposes.
12. Clubs must complete the appropriate forms for all activities, events, and fundraisers.
13. Hold virtual or on-campus club meetings with a minimum of one (1) student club meeting per month.
14. Receive advance authorization from the Student Life Office for affiliation with off-campus organizations.
15. It is the responsibility of the club officer to communicate with the club advisor when there is a change of an assigned officer or a change in any contact information. The club advisor must be the responsible party to confirm and relay such changes to the Program Coordinator of Student Life and Leadership or designee.
16. Pursuant to [California Education Code, Section 76063](#), clubs may not be used as a conduit for personal financial gain or the establishment of a personal business. All club financial transactions shall be handled through an assigned college club account maintained by Las Positas College Administrative Services Office.
  - Clubs established solely to fundraise for other charities are prohibited.
17. Approved club meeting minutes must be submitted monthly to the LPCSG Director of Clubs.
18. Club officers are not allowed to make purchases without prior club approval by vote.

## Student Club Officer Responsibilities to the Club Advisor

A student club advisor volunteers to serve as a resource and commit to additional duties and responsibilities to help facilitate the club's mission. As such, club officers are expected to abide by the following guidelines:

1. The club president or designee should set a regular day and time to meet with the club advisor to discuss the affairs and concerns of the student club.
2. The club president or designee should ensure that the club advisor is available to attend all club meetings, activities, and events.
3. The club president or designee should promptly keep the club advisor informed of all activities, events, and programs.
4. The club president or designee must ensure that the club advisor reviewed and approved the student club budget and all expenditures.
5. The club president or designee should report any violation of applicable board policies, administrative procedures, and local, state, and federal laws and regulations to the club advisor immediately.
6. Work with the Advisor, upon the club's approval by vote, if an expenditure is required.



## Student Club Advisor Role

Student club advisors play an integral role in student life at Las Positas College (LPC). The Student Life Office values and appreciates the time and dedication club advisors put forth voluntarily to support student engagement and leadership through student clubs. At no time are club advisors compensated (monetarily or otherwise) for serving in the club advisor role. Advisors who are adjunct faculty members cannot count club activities for their work hours.

While each club advisor perceives their relation to a club differently, all club advisors are expected to: attend all club activities, including all meetings; provide guidance; ensure compliance with all applicable policies and procedures; serve as a liaison to the Student Life Office regarding matters related to the club. A club advisor exists to ensure that club members have the opportunity to grow and learn from co-curricular and extra-curricular activities and to have maximum freedom and responsibility while conforming to all applicable policies, procedures, and regulations. Only currently employed LPC employees are eligible to serve as club advisors.

### Club Advisor Expectations

All club advisors are expected to perform the following duties on behalf of club officers and members:

1. The club advisor or co-advisor must attend all club/ASB activities, from when students arrive until the end of the activity, even if another adult volunteer or certificated/classified staff member is available. This expectation applies to all on-campus, off-campus, and virtual meetings, events, field trips, fundraising, etc. If an advisor cannot attend a meeting, activity, or event, you must assist students in finding an alternate advisor or cancel/postpone the activity.
2. Ensure students understand and adhere to all college and district policies and procedures governing student life and conduct.
3. Ensure students understand and adhere to all applicable California Education Codes, laws, and regulations.
4. Ensure that all reasonable steps are taken considering the safety and welfare of students during official student club-sponsored activities and events on and off-campus.
5. Serve as a resource and offer guidance to students to facilitate club achievement by assisting with the planning activities and conducting meetings in compliance with proper procedures.
6. Ensure the club has a current constitution and that all club officers and members adhere to it.
7. Oversee any election or selection of officers and ensure that club officers understand and carry out their assigned duties in accordance with their position.
8. Supervise the club budget and oversee all financial transactions and records, including, but not limited to:
  - a. Approve expenditures along with the club officers and the Student Life Office;
  - b. Ensure the club meets regularly and that minutes are being taken and kept appropriately documenting actions taken;
  - c. Review all budgets, financial reports, and transactions with club officers;
  - d. Work with club officers when preparing the annual budget and revenue projection estimates;
  - e. Ensure that only valid expenditures are made and authorized by club officers;
  - f. Review for completeness and accuracy when signing all college forms and club documents before distribution or submission to the Student Life Office or Administrative Services Office;
  - g. Ensure necessary backup documentation, including original itemized receipts for expenses, are attached to forms or documents and submitted within the required ten (10) business days of the purchase;
  - h. Advisors are not allowed to purchase items without a formal approval vote from the club.
  - i. Ensure proper cash control procedures are established and followed at all times;
  - j. Receive training on college and district accounting procedures and practices from the Program Coordinator or designee along with the student club president and treasurer and to ensure that the student club is keeping accurate records; and
  - k. Ensure all items purchased with student club funds are stored on-campus and keep accurate records of inventory of and maintain club property at all times. The Program Coordinator of Student Life

and Leadership and the Vice President of Administrative Service has the right to request and review the list for audit purposes

- l. All cash advance checks must be reconciled with the Administrative Services Office within fourteen (14) business days of the purchase or event. Outstanding reconciliations are not permitted and will jeopardize the status of the club's activities, funds, and possible deactivation.
  - m. Ensure that all fundraisers are approved prior to being held.
  - n. If the club is affiliated with an outside charity or nonprofit organization that will be the beneficiary of fundraising profits, the affiliation must be approved by the board of education. All publicity for the fundraiser must state the nonprofit or charity that is receiving the profit.
  - o. Ensure all flyers and posters are approved by the Student Life and Leadership Department prior to being posted.
  - p. Ensure any club monetary transactions, such as membership donations or club t-shirt purchases, are collected with the advisor present. The club must record and maintain all money collected and turn in to the ASB bookkeeper. The ASB bookkeeper will set up an account for the club in the student body account. Never have checks made payable to yourself, or to a student, and never deposit funds in your personal bank account.
9. Travel cash advances will be treated with the same requirements as that of a disbursement request. Supporting documentation of original itemized receipts for all expenses is to be submitted. The receiving club advisor must pay any balance of an advance that exceeds the itemized receipts.
  10. Oversee and ensure that student club officer responsibilities are being met.
  11. Provide guidance and mentoring to students to achieve a worthwhile program and fulfill their general goals and objectives.
  12. Adhere to the Student Life & Leadership Policies and Procedures Handbook.

## Student Club Name Change

Student clubs must take the following steps if should they wish to change their official name:

1. Notify the club advisor of the intent and receive written consent.
2. Schedule a club meeting with an agenda that includes the name change intent as an agenda item.
3. Hold a club meeting to vote for an official club name change. Meeting minutes must be taken to include the agenda item, the recommendation, and vote status.
4. Submit the meeting minutes recording the vote to change the club's name to the Student Life Office.

Student club name changes require the approval of the Student Life Office and the LPCSG. A copy of this documented action will be forwarded to the Las Positas College Administrative Services Office to update the student club ASB fund information.

It will be the responsibility of the club advisor and officers to update signage, webpages, and other items or online

sites with the new club name.



## Student Club Mergers

Two or more recognized student clubs must take the following steps if should they wish to merge:

1. Notify the club advisors of the intent and receive written consent.
2. Schedule a club meeting with an agenda that includes the club merger and possible name change intent as an agenda item.
3. Hold a club meeting with both (or more) of the pertinent clubs to vote for an official club merger and possible club name change. Meeting minutes must be taken to include the agenda item, the recommendation, and vote status.
4. Submit the meeting minutes recording the vote of the club merger and possible name change to the Student Life Office.

Student club mergers and name changes require the approval of the Student Life Office and the LPCSG. A copy of this documented action will be forwarded to the Las Positas College Administrative Services Office to update the club ASB fund information.

It will be the responsibility of the club advisors and club officers to update signage, webpages, and other items or online sites with the new club name.

## Student Club Deactivation

The Program Coordinator of Student Life and Leadership can deem a student club deactivated if:

- A club has not submitted a Student Club Application and required documentation to the Student Life Office with the intent to reactivate for more than eighteen (18) months. Clubs deemed inactive for longer than eighteen (18) months will be deactivated unless stated otherwise in the bylaws. The balance of ASB accounts of deactivated clubs will revert to the LPCSG general account.
- A club advisor has a reconciliation with the Administrative Services Office for travel cash advances received on behalf of a club. The club status will be jeopardized, causing a hold on authorization to hold any activities and the use of club funds until further notice. The student club advisor and the president will be notified via email and will be allowed an opportunity to reconcile the advances successfully.
- A club has been found of misconduct or discrimination, as determined by the President of Student Services. Please refer to page 9 of the Las Positas College Student Life & Leadership Policies and Procedures Handbook for details or rationale.

The balance of LPCSG accounts of deactivated clubs will revert to the LPCSG general account. The LPCSG will manage or dispose of unclaimed club items in collaboration with the Program Coordinator of Student Life and Leadership.

## Requesting College Facilities and Resources

Student Life entities may request the use of college facilities and resources by completing and submitting a [Facility Request Form](#) to the Student Life Office web. Student Life entities may hold on-campus\* and virtual weekly, bi-weekly, or monthly meetings. Additionally, entities may host or attend field trips, fundraising, activities, and events with proper authorizations.

Per FCMAT guidelines, the club advisor of the club must attend all club/ASB activities, events, meetings, etc., even if another adult volunteer or other certificated/classified staff member is available.

### Access to 25Live Pro

Advisors with access to 25Live Pro (online schedule software) may check availability but are still required to submit a completed Facility Request form to the Student Life Office to reserve a facility. Entity advisors are not to schedule facility usage without the knowledge and approval of the Program Coordinator of Student Life and Leadership or the designee.

Entity advisors may review if a college facility is available on [25Live Pro](#). Access to 25Live Pro is required to utilize this feature.

**Username:** studentlifeuser **Password:** authorized

Please refer to the [Las Positas College Facilities Use & Rentals Guidelines for Rental of Facilities Search for Events and Location](#) for instructions and tips on how to search for locations, resources, and events on 25Live Pro.

### Facilities Request & Expectations

A Facilities Request Form must be completed, signed by the entity advisor, and submitted to the Program Coordinator of Student Life and Leadership or designee no later than ten (10) business days before the meeting, activity, or event. College holidays are not included. When an activity must be canceled or rescheduled, the Student Life entity must notify their advisor and the Program Coordinator of Student Life and Leadership or designee immediately and no later than three (3) business days before the scheduled meeting, activity, or event.

Student Life entities may not hold meetings, activities, and events unless a Facilities Request Form has been submitted and approved by the Program Coordinator of Student Life and Leadership or designee. Entities should not directly contact the college Maintenance & Operations (M&O) or Information Technology Services (ITS) to request equipment, tables, chairs, reserve facilities, etc. All questions, concerns, or requests of such departments/offices must be presented to the Student Life Office, who will contact the appropriate parties on the entities' behalf. Submissions and requests will not be processed on short notice.

Student Life entities should detail the activity or event:

- Name of the entity/organization/club
- Title of the meeting, activity, or event and its purpose;
- The dates and times facility use will be needed, **including time for setting up and cleaning up**;
- Location(s) sought (Include a second option in the event your first choice is unavailable);
- The estimated number of attendees;
- Resources requested\*(e.g., Tables, chairs, canopies, etc.);
- Registration or admission fee (if applicable)

\* When resources are required, specify the type on the Facility Request Form. If necessary, use the back of the Facility Request Form or attach additional pages detailing the desired facilities, equipment, or description and diagram of the setup. If the resources required are services such as stagehands, campus security, etc. fees may be assessed by the Administrative Services Office

Entity officers must obtain the entity advisor's signature and submit the Facility Request Form to the Program Coordinator of Student Life and Leadership or designee. The event is confirmed when the entity's advisor receives an email confirmation from the room scheduler.

### Rescheduled or Canceled Meetings/Events

When a meeting, activity, or event must be rescheduled or canceled, the entity must notify their entity advisor and the Program Coordinator of Student Life and Leadership or designee immediately and no later than three (3) businessdays before the scheduled meeting, activity, or event.

Entities that fail to follow these procedures will be in jeopardy of: (1) not having access to their entity funds; (2) not having their entity requests processed; and (3) being prohibited from holding entity meetings, activities, or events. Entities may also be subjected to a "penalty fee" if activities, events, or meetings are not canceled without a minimum of three (3) business days advance notice.

#### **Events with an Outside Organization(s)**

An entity advisor must consult with the Program Coordinator of Student Life and Leadership or designee when planning activities or events with outside organizations or groups while adhering to all college and district policies and procedures and all applicable local, state, and federal laws and regulations.

#### **Accommodations (ADA)**

In accordance with the Americans with Disabilities Act (ADA), individuals with disabilities who need accommodations to participate in any meeting, activity, or event may request accommodations by contacting the Las Positas College Disabled Student Programs & Services (DSPS) at (925) 424-1510.

## Facility Use Responsibilities

### Set Up and Decorating

Student Life entities should plan and reserve a college facility/location/resources to suit the needs of the membership and public, such as seating, tables, trash receptacles, podium, microphone, sound systems, projection equipment, etc. Consider the allocation of time and assistance to set up meetings, activities, and events.

Entities are to be supervised by the entity's advisor while decorating any college facility. State fire regulations require ceiling or wall decorations of paper, cloth, or other materials to be non-flammable (California Code of Regulations, Title 19 (19CCR), and Title 24 (24CCR), along with National Fire Protection Association (NFPA) standards). Decorations cannot be pinned to draperies and hanging in such a way to tear or damage them.

Entities putting up decorations are responsible for taking them down. Failure to remove decorations may result in required payment to the college or district. Approval from the district's Maintenance and Operations (M&O) Department may be necessary for large, heavy, or unusually placed decorations.

### Clean Up

Student Life entities are responsible for the reasonable clean-up after a meeting, activity, and event. All loose trash should be picked up; all furniture returned to its original place; all decorations removed, etc. Failure to clean up may result in required payment to the college or district.

### Damages

Student Life entities shall be liable for damages to facilities caused by event attendees or organizers. Damage costs may be assessed by the appropriate college or district entity.

### Charges

Any charge(s) of fees assessed will be billed back to the Student Life entity. Fees could be assessed at the civic center rate for any of the following reasons to ensure the entity's event is successful:

1. Custodial for services for coverage of setting up, maintenance, breaking down, and cleaning up that are requested or required during the event;
2. Campus Safety & Security coverage for crowd control or the securing of money collected;
3. Maintenance and Operations (M&O) coverage of grounds or electrical, etc.;
4. Audio/Visual Technician for equipment needs or requested to be present during an event;
5. Theatre Technician is required to be present during the use of the auditorium, lecture hall, or theater;
6. Physical Education Equipment Specialist for requested service when needed for physical education or athletics areas or venues.

## Planning Meetings, Activities, and Events

The Program Coordinator of Student Life and Leadership stresses the importance of planning for all meetings, activities, and events. There are many things to consider; therefore, it is recommended to have a minimum of two (2) months to plan meetings, activities, and events.

Useful tips:

- Brainstorm as an entity regarding the meetings, activities, and events. (When and where will it be held, what will be needed, the budget goals, etc.)
- Plan ahead. Consider possible conflicts with other campus events, weather, time, membership participation.
- Confirm entity finances and plan a budget to include any cost related to the event
- Obtain an entity quorum vote with the advisor's approval
- Consider "Direct-Pay" options whenever possible instead of "Reimbursement" requests.
- Submit all required paperwork (Facility Use Request, Disbursement Request, etc.)
- Make sure all facilities requests are completed (audio, tables, chairs, etc.)
- Purchase items for your event (decorations, napkins, plates, utensils)
- Allocate time and prepare for the setup and clean-up for meetings, activities, and events.

## Food and Beverage Information

### Sales, Handling, and Preparation

Student Life entities must comply with all local, state, and federal laws and regulations pertaining to the handling, preparation, and sale of food and beverages.

The California Uniform Retail Food Facilities Law (CURFFL) Section 114015 prohibits food [and beverages]

prepared or stored in a private home from being used, stored, served, and offered for sale, sold, or given away. However, this does not apply to entity member-only events that are not generally open to the public or where food and beverage are not for sale.

### **Food/Beverage Service**

Entity officers and advisors are encouraged to consult with the Program Coordinator of Student Life and Leadership or designee to confirm the current campus food vendor and their contact information. The Program Coordinator of Student Life and Leadership or designee shall have a current catering menu from said vendor available for consideration in the planning food and beverage service for activities or events. Although the current campus food vendor does not have a "First right of service" clause in its contract with the district, it is courtesy to consider said vendor as a first option before considering another external vendor.

If an entity decides to use the services of the LPC Cafeteria Manager, the entity must provide at least five (5) business days advance notice of the event, stating: the date, time, location, estimated number of attendees, budget, and the name and contact information of the entity advisor in charge of the activity or event.



Student Life entities shall not charge for admission to activities or events unless pre-priced, pre-numbered tickets are used, and receipts are issued.

### Raffle Versus Opportunity Drawing

A raffle is a type of lottery in which prizes are awarded to people who pay a chance to win. Each person enters the game of chance by submitting a detachable coupon or stub from the paper ticket purchased. A raffle must be conducted under the supervision of a person age eighteen (18) or older. At least ninety (90) percent of the gross receipts from raffle ticket sales must be used by the eligible tax-exempt organization to benefit or support beneficial or charitable purposes in California. If participants are required to purchase a ticket to have a chance to win a prize, the drawing is subject to the provisions of the California Penal Code, Section 320.5, and related regulations.

The State of California stipulates that student clubs may host an opportunity drawing and not have to file with the state if all of the following are true:

1. It involves a general and indiscriminate distribution of the tickets;
2. The tickets are offered on the same terms and conditions as the tickets for which donation is given;
3. The scheme does not require any of the participants to pay a chance to win.

Entity officers and advisors are encouraged to contact the Program Coordinator of Student Life and Leadership before considering hosting a raffle or opportunity drawing.

## Use of Copyright Information

The rules governing the showing of any copyrighted material (e.g., the playing of movies via videotapes, DVDs, or streaming companies such as Netflix, Hulu, etc.) are a matter of Federal Copyright Law which are the same as those governing any other copyrighted performance. There are several principles in copyright issues; however, Student Life entities typically need only be concerned with a few of these principles, as noted below:

1. "Not-for-profit performance - Noncommercial" or "not-for-profit performance or use" is not a reliable indicator of whether a license is required. When the performance is "public," even if it is "not-for-profit," a license may be required.
2. Public versus private viewing only performances deemed not "public" are exempt from the requirement of a license from the copyright holder. A video screening that is "public" requires a license and the payment of a licensing fee to the copyright holder. A performance is considered "Public" when either the: (1) the performance is at a place open to the public, or (b) the performance is at a place where a substantial number of people who are not family members or friends gather.

## Advertising of Student Life Entity Functions

Student Life entities are encouraged to advertise their activities, events, and meetings. It is a great way to recruit new members. Student Life entities are welcome to talk with the college newspaper, and other mass communication mediums. Entities may also ask instructors to announce their activities, events, and meetings during class time.

Student Life entities are required to adhere to the following:

1. Publications, including but not limited to brochures and flyers, must contain the entity's name and must be approved by the entity's advisor and the Program Coordinator of Student Life and Leadership or designee before posting.
2. Advertisement of activities, events, or meetings must be approved by the entity's advisor and the Program Coordinator of Student Life and Leadership or designee.
3. Publications in their original state must be approved by the entity's advisor and Program Coordinator of Student Life and Leadership or designee before photocopies are made. Note the Student Life Office will not stamp approval of multiple copies of the same publication.
4. Publications shall be limited to 8 ½ (width) x 11 (length) inches.
5. Publications shall be limited to one (1) per bulletin board or display cabinet.
6. Publications shall be posted with pushpins only – please do not use staples.
7. Post of publications shall be respectful of postings made by other college or district entities by not covering, removing, or altering other publications.
8. Students may not send mass email messages to college employees about the entity's activities, events, or meetings. However, the entity advisors may do so at their discretion.
9. Students may not contact other college entities other than the Student Life Office in an attempt to advertise or organize entity meetings, activities, or events including advertising on the college website. Students may not mass contact other college entities other than the Student Life Office in an attempt to advertise or organize entity activities, events, or meetings, including advertising on the college website.

Please refer to the [Campus Bulletin Board Posting Procedures](#) for more information.

Student Life entities may request photocopies of hard or electronic publications.

Photocopy requests require the submission of a [Ricoh/Las Positas College Copy Center Request Form](#). Photocopying requests must be approved and signed by the entity's advisor then submitted by the advisor, the Program Coordinator of Student Life and Leadership, or the designee.

**\*Note, all Student Life entities flyers being posted on-campus must have the original copy reviewed, approved, and stamped by the Program Coordinator of Student Life and Leadership or designee before they are to be photocopied for posting.**

Stamped originals can be scanned and electronically submitted to the Ricoh/LPC Copy Center by the entity's advisor.

Please refer to the [Las Positas College Copy Center](#) webpage for business hours, location, and submission instructions.

## Campus Bulletin Board Posting Policy and Procedures

Bulletin boards and display cabinets are provided for posting materials at campus locations convenient for use by students, employees, and members of the public alike. All materials displayed on bulletin boards and display cabinets shall clearly indicate; the Student Life entity's name; the title and description of the event, the date, time, and location of the event; and the entity's contact information.

All materials must be reviewed and stamped with an assigned removal date by the Programs Coordinator of Student Life and Leadership or designee. Materials displayed shall be removed no later than the "Remove by Date" set by the Program Coordinator of Student Life and Leadership or designee.

Las Positas College reserves the right to restrict part of each public posting area to promote campus activities. Student Life entities shall not block, obstruct or replace other content posted on bulletin boards or display cabinets. Student Life entities are responsible for removing all materials on or before the stamped remove-by date.

## Meeting Agendas and Minutes

Meeting agendas are to inform entity members and the public of what will be discussed during an upcoming meeting. Additionally, agendas can be used as a tool to keep meetings organized and respectful of time constraints.

### Brown Act

For legislative bodies such as the Las Positas College Student Government (LPCSG), the [Ralph M.] Brown Act applies. The Ralph M. Brown Act (Gov't Code § 54950.), requires the meetings of the legislative body of a local agency to be conducted openly and publicly, with specified exceptions. Existing law requires that the legislative body of a local agency post an agenda, as specified, at least 72 hours before a regular meeting of that body, and prohibits the legislative body from acting on or discussing any item not appearing on the agenda, except as provided.

### Meeting Minutes

Meeting minutes are notes that are recorded during a meeting. They highlight the key issues that are discussed, motions proposed or voted on, and activities to be undertaken. Meeting minutes are vital official records of actions taken such as vote approval of financial, attendance of field trips/excursions/conferences, and appointment or dismissal of officers. Additionally, meeting minutes must be provided when submitting disbursement and travel requests for approval by the Student Life, Student Services, Administrative Services, and College President's Office

Although the form of minutes may vary from organization to organization, they should document at least the following information: (Found on page 25 of the [Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference](#) (FCMAT) ASB manual.)

- Name of the club or organization holding the meeting.
- Date, time, and place of the meeting.
- Kind of meeting (regular, special, etc.)
- Names of those in attendance.
- Name of the presiding officer.
- Minutes from the previous meeting read, amended and/or approved.
- What was discussed or reported on during the meeting.
- Report on activities of standing committee(s) or special committee(s).
- What action was taken during the meeting, e.g., the budget was amended or the expenses were approved.
- The results of any votes taken, including who made a motion, who seconded the motion and anyone in opposition, if applicable.
- Reporting on any communication to the ASB.
- Listing of any unfinished business.
- Date and time of next meeting.
- What time the meeting adjourned.

Many examples and templates of meeting agendas and minutes can be found online. You may also use examples from different entities within Las Positas College such as the [Academic Senate](#), [Classified Senate](#), and [Student Senate \(LPCSG\)](#) Agendas & Minutes webpages.

## Student Life Office Suggestions for Virtual Communications

\*All URLs and websites listed are subject to change without notice, which may require an Internet search.

### Zonemail

Many people have trouble keeping up with emails because of multiple email accounts, junk mail filters, and evenspam or hacking attempts. Las Positas College assigns each student a college email account. The use of Zonemail will ensure that email sent to the Student Office and other Las Positas College departments will

receive your email while notifying the receiver that the email is from a safe source. It also enables these entities to look up a school-dedicated email address to send vital school information.

An additional benefit of using Zonemail for students is that Zonemail can forward emails to personal accounts such as Gmail, Yahoo, etc. This option will enable students to use an individual primary email account with the convenience of not having to check multiple email accounts.

For more information and instructions regarding Zonemail, please refer to the [Las Positas College ZoneInformation](#) webpage.

**The Student Life Office will implement a requirement for the use of Zonemail by Student Life entity officers.**

### **Google Voice**

Many people want to stay connected with others via telephone calls and texting but face the dilemma of giving out their personal telephone numbers.

Google Voice is free software that provides a service for making calls, sending text messages, receiving and accessing voicemail, and call forwarding services from smartphones and computers.

The Student Life Office suggests using Google Voice for students and staff to make and receive calls and text messages without compromising their privacy.

For more information regarding Google Voice, please refer to the [Google Voice](#) webpage.

### **Adobe Acrobat Reader**

Adobe Acrobat Reader DC is the free, trusted standard for viewing, printing, and annotating PDFs. [Adobe Acrobat Reader DC](#) can be downloaded for free.

### **Office 365 for Education**

Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork.

Office 365 Education is available for free to students currently attending an academic institution (Las Positas College) and includes Office Online (Word, PowerPoint, Excel, and OneNote) and 1TB of OneDrive storage.

For more information regarding Office 365 for Education, please refer to the [Las Positas College Student LifeOffice 365 for Education](#) webpage.

### **Las Positas College Computer Center**

The Las Positas College Computer Center staff offers support with several technical issues such as:

- Canvass, Class-Web, Zonemail, ConferZoom
- Microsoft Word, Excel, PowerPoint
- Free Microsoft Office software
- Technology and software use issues
- Scan papers to PDF with a smartphone

For more information about Computer Center hours and services, [Las Positas College Computer Center](#) webpage.

### **Las Positas College Library**

The [Las Positas College Library](#) is a fantastic source of information and has many materials, including Laptops, Wi-Fi hotspots, and other technology items available for check out.

Visit the [Library Grab 'N Go: Checkout library items](#) webpage for more information.

### **Las Positas College Student Resource Guide**

The Las Positas College [Student Resource Guide](#) was created as a valuable tool to help streamline the process of finding the resources and increase your educational and personal success while attending Las Positas College.



There is a specific section within the resource guide relating to [Internet, Wi-Fi & Technology Resources](#), which may be particularly helpful as many students accessing classes virtually.

All Student Life entities including Student Clubs and Las Positas College Student Government (LPCSG) use Associated Student Body (ASB) funds. These funds:

- Are considered **public funds**
- Must follow strict state, district, and FCMAT guidelines
- Require approvals, documentation, and accountability

**Important:** ASB funds can never be mixed with personal, departmental, or outside organization funds.

### **Student Activity & Representation Fee:**

Every LPC student pays:

- **\$10 Student Activity Fee**
- **\$2 Student Representation Fee**

These fees support all Student Life entities.

### **Student Life Accounts**

Student fees are deposited into the following ASB accounts:

- **Student Activity Fee Fund (903017)** – \$10 fee
- **Student Representation Fund (973001)** – \$2 fee

LPCSG also maintains:

- **Student Senate Fund (903205)** – Used for Senate activities

Each Student Life entity is assigned a **FOAP** (budget string) by Administrative Services.

### **FOAP Breakdown**

- **Fund** (6 digits): Identifies the ASB fund
- **Organization** (5 digits): Always **39330** for Student Life
- **Account** (4 digits):
  - 4XXX = Supplies
  - 5XXX = Operating Expenses & Services
- **Program** (6 digits): Always **690200** (ASB Program Code)

Clubs receive funding only after meeting **all requirements**:

- Approved club application
- Official recognition by Student Life & LPCSG
- Club President & Treasurer complete mandatory training

### **New Clubs**

1. Submit club application
2. Student Life requests a new FOAP
3. LPCSG approves the club and **\$500 startup funding**
4. ASB account is created

## **Budget Planning & Approval (Required)**

### **How to Approve a Budget**

1. Club discusses and drafts a budget
2. Club votes to approve the budget (recorded in minutes)
3. Advisor completes a **Budget Journal Form**
4. Student Life & Administrative Services review
5. Budget is entered into Banner

**No spending may occur before budget approval.**

### **Matching Funds:**

Clubs may receive **dollar-for-dollar matching funds:**

- Up to **\$500 per semester**
- Only applies to **money raised**, not expenses
- Must be requested and be approved during an LPCSG Senate meeting

## **Handling Fundraising Money (Very Important)**

### **What Is Allowed**

- Cash or checks only (payable to **Las Positas College**)
- Use a Student Life cash box
- Two people count money together (one adult required)

### **What Is NOT Allowed**

- Venmo, PayPal, Cash App, Zelle, etc.
- Personal credit card readers (Square, etc.)
- Holding money overnight

### **Depositing Funds**

- Deposit funds **daily** at Administrative Services
- Location: Building 1600, Room 1689
- If closed: Campus Safety (Building 1700, Room 1725)

Money may **never** be kept by students, advisors, or the Student Life Office.

## **Spending Guidelines (Students & Advisors)**

### **Spending Must:**

- Benefit the club or student body
- Be approved by a quorum vote
- Be documented in meeting minutes
- Have advisor approval

### **Prohibited Purchases**

- Alcohol or tobacco
- Gift cards or cash prizes

- Personal purchases
- Items delivered to personal homes

### **Purchasing Rules**

- Club Budget is approved and set up in Banner
- No personal Amazon accounts
- All items shipped to campus
- Receipts must be itemized
- Purchases over **\$500** require Student Life consultation

### **Donations & Charity Fundraising**

#### **Important Rules**

- ASB funds **cannot** be donated to individuals
- Charity fundraisers must be clearly identified
- Checks should be made directly to the charity
- Max **two charity fundraisers per year**

Food drives are allowed. Cash donations from ASB accounts are not.

### **Compliance & Enforcement**

Failure to follow policies may result in:

- Delayed reimbursements
- Loss of funding
- Temporary suspension of club activities

Student Life reserves the right to suspend clubs that do not comply with financial policies.

Financing for Student Life entities, including the Las Positas Student Government (LPCSG) and Student Clubs, is considered Associated Student Body (ASB) funds which have very strict standards for accountability.

#### **Student Activity/ Representation Fee ([Board Policy 5030](#))**

Student Life entity funding begins with the Student Activity/ Representation Fee. All LPC students pay a \$10 activity fee and \$2 for Representation Fee. That activity fee is then distributed into two (2) accounts that make up Student Life entities.

\* Student Activity Fee Fund (903017), the collection of the \$10 activity fee.

\* Student Representation Fund (973001): the collection of \$2 representation fee.

Once funds have been deposited, LPCSG maintains these two accounts for internal use:

\* Student Senate (903205): Funds are used for LPCSG Senate Activities (Fall & Spring).

The fund numbers are included on monthly ASB statements provided to the entity advisors. Please contact the Student Life entity's advisor or the Program Coordinator of Student Life and Leadership or designee for the ASB fund number.

The Administrative Services Office has/will assign each Student Life entity a specific ASB fund number.

The Administrative Services Office uses a budget string (aka FOAP) which is comprised of four sets of numbers and follows the sequence of **[Fund]-[Organization]-[Account]-[Program]**.

The **FUND** number is a 6-digit number representing a specific fund.

The **ORGANIZATION** number is a 5-digit # representing org level within reporting structure.

The **ACCOUNT** number is a 4-digit # classifying assets, liabilities, revenues, and expenses.

The **PROGRAM** number is a 6-digit # for academic programs or administrative areas.

FUND	Organization	Account	Program
*Will depend on each club fund number	<b>39330</b> will always be used for Student Life Entities since we are under VP Student Services	*Will depend on expense: 4XXX Supplies or 5XXX Operating Expenses & Services	<b>690200</b> ASB Program Code. This number will always be used for Student Life Entities

The FOAP information is required on all entity financially related paperwork. The Program Coordinator of Student Life and Leadership and the designee will review entity submitted paperwork to assist in ensuring accuracy.

\*Note: Commingling of funds with ASB accounts is prohibited. ASB funds may not be used to subsidize departmental funds. Also, student representatives and advisors are not permitted to make purchases without formal approval vote from the Student Life entity.

## Student Club Financial Information

Funds will be allocated when the student club has submitted the required paperwork for the semester, has been officially approved by the Student Life Office, officially recognized by the LPCSG, and the club's President and Treasurer have attended the mandatory training.

New student clubs will have an ASB account created shortly after the approval and official recognition of the club by the Student Life Office. New student clubs are required to complete training before they may receive student club funds.

Student clubs may be temporarily suspended, if deemed necessary, by the Program Coordinator of Student Life and Leadership or designee if they do not follow Student Life policies or procedures.

### Student Club Funds

Student clubs may receive up to \$500 (five hundred dollars) per semester (fall and spring), as determined by the Las Positas College Student Government (LPCSG). The club funds offered are dependent on the budget and approval of the LPCSG. Club funds will be distributed to clubs who have met the eligibility and approval requirements of the Student Life Office.

### Matching Funds

Student clubs may be eligible to receive matching funds if they have indicated their desire to receive matching funds via the Student Club Form, and they have fundraised during the semester. Student clubs may receive a \$1 for \$1 (dollar for dollar) match of fundraised funds up to \$500 (five hundred dollars) each semester. Note that matching funds are only for the money raised, not including expenses incurred for the actual fundraising activity or even

**NOTE:**

- Per FCMAT, payment of dues, membership fees, other costs of non-ASB club activities is prohibited. Therefore, clubs who required participation dues, such as membership in honor societies, etc., must have dues paid directly to the organization itself, not to the club. Commingling funds into ASB accounts is strictly prohibited.

Fundraising is a wonderful method to finance entity operational costs such as: materials related to and needed to maintain the entity (e.g., equipment, etc.); purchase of food, beverages, paper goods, etc. for entity meetings, activities, and events; special purchases (e.g., t-shirts, etc.); memberships to honor societies, etc.; and field trips and excursions.

Student Life has created a [Fundraising Checklist](#) to assist entities as they plan fundraising events. Student Life entities are required to obtain approval from the Program Coordinator of Student Life and Leadership or designee before hosting any fundraising activity. Submitting a Las Positas College Student Life [Fundraising Proposal](#) to the Program Coordinator of Student Life and Leadership is required to seek approval for fundraising.

The Las Positas College Student Life Fundraising Proposal should indicate: the name of the entity; the purpose for fundraising; how the fundraising activity represents or supports the entity's mission; the type of fundraising planned; what the fundraising activity will involve; the date, time, and location of the planned fundraiser; the name of entity's advisor who will (and is required) to be in attendance. The entity's advisor should review, approve, and sign the form before submission to the Program Coordinator of Student Life and Leadership or designee for final approval.

Student Life entities are not allowed to sell raffle tickets or have a 50/50 fundraiser. A 50/50 fundraiser is where an ASB entity sells raffle tickets in which the ASB entity keeps 50 % of the money, and 50% of the money is awarded to the raffle winner.

Student Life entities are only permitted to hold bake sales when the items are prepared by and purchased by a licensed vendor or store. Please refer to page 28 of the Student Life & Leadership Policies and Procedures Handbook for details or rationale.

Offering extra credit in a class for students who participate in fundraising is prohibited.

### Fundraising Procedures

During and after a fundraising event, Student Life entities should keep records of the following: initial inventory before the sale; accounting of inventory and funds at the start and end of each date of the event; final accounting of inventory and funds at the end of the sale; explanation and disposition of remaining unsold goods; an explanation for the discrepancies between expenses, estimated projected fundraising amounts, and the final total of fundraising amounts deposited to the ASB account submitted to the Las Positas College Administrative Services Office.

Note: Purchase or receipt of donated prizes for fundraisers is allowable yet must be included on an inventory list.

Within ten (10) business days after the completion of the fundraising event, the Student Life entity is required to submit the following to the Program Coordinator of Student Life and Leadership: a completed Las Positas College Student Life [Money Handling Checklist and Acknowledgement](#); a completed Las Positas College Student Life [Fundraising Money Disposition Form](#); a copy(s) of an event flyers/social media posts/website posts/event signage clearing specifying the dates, times, and the reason for the fundraiser; a copy of all submission and deposit slips received from the Administrative Services Office; a completed [Disbursement Request Form](#)(s) with the required supporting documentation for expenses related to the fundraising event.

Per FCMAT: If there is an excess or leftover proceeds after a fundraiser, the money must be put into a reserve for a future approved similar use.

Example: Club "X" fundraised to buy t-shirts. They raised \$50 but only spent \$25 on the t-shirts. The excess of \$25 cannot be spent on pizza, field trips, etc.

### Fundraising Money Handling

- Student Life entities are required to use a cash box during all fundraising events. The Student Life Office can provide a cash box for fundraising use upon request of an entity.
- DO NOT accept payment by Venmo, Paypal, Cash App, or similar sites and applications. Payments should

be collected in the form of cash or check only. Checks must be payable to “Las Positas College” though they can add the entity name after - e.g., Las Positas College “X” Club.

- Use of an individual staff/volunteer/club advisor, etc., personal Square Credit Card reader/terminal is prohibited.
- Funds may not be collected electronically by a student or advisor to later submit as a lump deposit.
- Counting funds: At least two (2) people (must be at least one adult, which may include volunteers) must always count funds together, and all those countings must sign and date a cash count form.
- At the end of each fundraising day, fundraising money must be promptly submitted to the Administrative Services Office (LPC Building 1600, 2nd floor, Room 1689). A completed submission or deposit slip is required to accompany each deposit. The deposit must be handed directly to an employee of the Administrative Services Office - do not leave the money unattended.
- If the Administrative Services Office is closed, consult the Student Life Office for storage, or take the funds to Campus Safety and Security Office to be safely stored. It will be the entity’s responsibility to return to the Campus Safety and Security Office, Building 1700 Room 1725, for the funds the next business day then submit them directly to the Administrative Services Office.

### Fundraising for Other Organization Guidelines

Donations to non-profit organizations may only be made when funds have been raised specifically for that organization. (See page 41 for further information regarding donations.) Student club funds obtained through fundraising or donations (e.g., t-shirt sales, event/performance ticket sales, etc.) must be deposited directly into the student club's Associated Student Body (ASB) account before any disbursement of funds related to the expense(s) of the actual fundraising event.

Please refer to the Fiscal Crisis & Management Assistance Team ([FCMAT Manual](#)) for fundraising guidelines.

Per page 95 of the FCMAT Manual, the following may not be allowed:

- Activities that pose [a] liability, safety, or risk concerns

Some fundraisers may not be permitted because risk or health and safety concerns prevent the district from obtaining insurance coverage (if the insurance carrier covers the event, then a district may allow it). Examples include:

- Mechanical or animal rides.
- Use of darts, arrows, or other weapons.
- Objects [that are] thrown at people (e.g., pie toss).
- Use of water tanks into which a person is dunked.
- Destruction of cars or similar objects with [the use of] hammers.
- Trampolines or mini-trampolines.

\*Note: Commingling of funds with ASB accounts is prohibited.



## How to Make a Deposit

All money received by Student Life entity fundraising or donation must be closely supervised and promptly submitted to the Administrative Services Office for deposit to the entity's ASB fund account. Under no circumstances may a public member, a student, or an advisor hold ASB money.

Additionally, ASB funds may not be used to pay or reimburse anyone directly. All funds must be deposited into the entity's ASB fund account following the Administrative Services Office guidelines before the entity can submit a Disbursement Request Form.

Money should promptly be deposited at the end of each day of a fundraiser to the Administrative Services Office (Building 1600, Second Floor, Room 1689). A deposit slip is filled out with the deposit. The deposit must be handed directly to an employee of the Administrative Services Office - do not leave the funds unattended.

If the Administrative Services Office is closed, take the funds to Campus Safety and Security Office (Building 1700, Room 1725) to be safely stored. It will be the entity's responsibility to return the next business day to pick up the funds to take directly to the Administrative Services Office. Money may not be brought to the Student Life Office at any time for safekeeping or deposit.

### Deposition of Funds

All funds must be promptly submitted to the Administrative Services Office. A submission or deposit slip is required to deposit any funds into an entity's ASB account. [Submission](#) and [deposit](#) slips may be obtained on the [Administrative Services Office Forms](#) website and in the Administrative Services Office. A copy of a submission or deposit slip may be required when reconciling funds from an advance or other audit-related inquiry.

A deposit slip should include: the organization name; date of the deposit, the deposit amount; the organization budget string (FOAP) (ASB fund numbers are included on monthly ASB statements provided to entity advisors); an indication of revenue was raised (note how the money was raised for example "fundraiser" or "other type of event.") or whether the deposit is a credit expense.

## Spending Guidelines

All Student Life entities, including the Las Positas College Student Government (LPCSG), and Student Clubs are financed by ASB (Associated Student Body) funds and must comply with Fiscal Crisis and Management Assistance Team (FCMAT) guidelines, District Board Policies (BP), and Administrative Procedures (AP) accountability standards.

Student Life entities are prohibited from purchasing alcohol or tobacco with ASB funds. Cash, gift cards, or other monetary valued items cannot be used for prizes, raffles, or awards of any type. Such practice is considered a gift of public funds, which is deemed illegal.

Student Life entity funds must be managed through a Las Positas College Associated Student Body (ASB) accounts. ASB funds may not be used to benefit an individual yet should be used to benefit all entity officers and members, or if possible, all Las Positas College students. The Student Life Office challenges each Student Life entity when deciding how to use ASB funds to continue focusing on the goal of making a difference for the highest number of students possible.

Student Life entities have an obligation to discuss the following questions when deciding on expenditures:

- How will the spending benefit the Student entity?
- Will the spending be used to promote the general welfare, morale, and educational experience of students?
- Will students who are not entity members benefit from the experience or expenditure?

Planning should begin at least two months in advance, and Student Life entities should carefully adhere to all policies and procedures.

Student Life entities must have funds in their account before submitting requests for reimbursements or cash advances. ASB statements are distributed to entity advisors monthly by the Las Positas College Administrative Services Office. Copies of entity ASB statements may also be obtained from the Program Coordinator of Student Life and Leadership or designee by request of the entity advisor.

\*Note: Per FCMAT, purchases made by a student representative and advisor, (California Education Code 48933 [b]) require preapproval.

### Student Life Entity Purchases and Expenditures

Student Life entities may use their ASB funds to make purchases or expenditures that benefit the entity, student body, and community.

Entities may spend club funds when:

- The entity must be in an "active" status as confirmed by the Student Life Office.
- Funds are confirmed to exist in the entity's ASB account.
- The purchases and expenditures must be discussed and agreed upon in an entity meeting by a quorum vote.
- Meeting minutes from the entity's meeting have been reviewed and approved by the entity's advisor.

Important things to remember about expenditures:

- All expenditures must be preapproved by an entity's quorum vote and with an entity advisor's approval.
- When making expenditures, make sure to adhere to the amount and inventory voted upon by the entity quorum supported by meeting minutes.
- Receipts/Invoices must show the vendor's name, an itemized list of items and prices, the total amount due, and proof of payment. Keep this in mind ahead of making purchases; consider shopping elsewhere if the vendor does not provide receipts with this information.
- Supporting documentation will be required.
- Items must be shipped/delivered to the College. Put the entity advisor's name and room number in the Attention line of the address for proper delivery to the advisor.
- Delivery and receipt of items must be confirmed before payment to the vendor or purchaser will be processed by the Administrative Services Office.

The following is prohibited when using ASB funds:

- Purchasing gift cards or other items with monetary value intended to be used for prizes, raffles, or awards of any type.
- Purchases of alcohol or tobacco
- Purchasing items with EBT food stamp cards.
- Personal purchases (personal purchases must be on a separate receipt or invoice).

\*Attention:

- All Student Life entities' expenditures must have been preapproved by an entity quorum vote with approval of the entity advisor and documented within official meeting minutes. An entity member, officer, or advisor may not make a purchase based on a perceived notion of a need or private agreement.
- If a club wishes to purchase an item/service not immediately discernible as acceptable or not, they should reach out to the LPCSG Director of Clubs or the Program Coordinator of Student Life and Leadership to check.
- Entity advisors must consult with the Program Coordinator of Student Life and Leadership when planning any expenditures over \$500 (five hundred dollars).
- Regardless of preapproval by an entity, all contracts and expenditures are subject to review and final approval by the Las Positas College Administrative Services Office and College President based on [The Fiscal Crisis and Management Assistance Team \(FCMAT\) guidelines](#) and [District Board Policies \(BP\) and Administrative Procedures \(AP\)](#).

## Donations

The Program Coordinator of Student Life and Leadership would like to commend Student Life entities for considering making donations to an outside organization. However, please note that any money fundraised for a charity (such as March of Dimes, etc.) cannot be commingled in the ASB account. Additionally, there is a limit of up to two (2) fundraisers for charities per year. Fundraising on behalf of other Student Life entities such as clubs or departments is not allowed.

Per page 181 of the Fiscal Crisis & Management Assistance Team (FCMAT) Manual:

Donations to nonprofit organizations and students or families in need are not allowable because they are considered a gift of public funds, no matter how worthy the cause. ASB funds are legally considered public funds because they are raised through the district's tax identification number and under its nontaxable status. In general, fundraising that occurs on campus should be for the benefit of the ASB and not for other organizations.

However, a student group may organize a fundraiser to support an outside organization such as a charity as long as the fundraising event is identified explicitly as raising funds to donate to that charity. **All donations should be**

**in the form of checks made payable to the charity and should be picked up by or delivered directly to the charity so that funds are not deposited into the ASB account.** If it is not possible to have the checks made directly to the outside organization, open a trust account within the ASB specifically for these donations (with district governing board approval), then write a check to the organization and close the account when the fundraiser is over. It is crucial to ensure that the district's governing board (not its designee) approves this fundraiser and that all paperwork associated with the fundraiser documents that the only funds donated to the outside organization were those raised for that specific purpose. No funds from other clubs, inactive accounts, or fundraisers not approved by the governing board should be donated to outside organizations. If the governing board has determined that a specific expenditure will benefit the education of students by approving it, they have justified the expense as serving a public purpose. Thus, the spending is not considered a gift of public funds in the eyes of most courts.

The standard rules regarding prior approval apply to donation disbursements as with all ASB expenditures; the approval should be documented using the expenditure approval form signed by a student representative or advisor and noted in the club meeting minutes.

Under no circumstances should student groups donate funds to an individual needy student or family or use school equipment for a charity fundraising drive. Those donations are not tax-deductible unless a legal foundation has been established for that student or family.

Gift of public funds issues can arise when a check is written from [an] ASB [account] and given or donated to another organization. Food or can drives are allowable, rather than money from the ASB being used for the charity, as are students may bring food from home to donate to the charity.

## Las Positas College Administrative Services Office Guidelines

The Las Positas College Administrative Services Office has provided a helpful chart of guidelines of “Allowables” to help address questions or concerns regarding what is allowable and prohibited.

Las Positas College					
ASB Activities, Events, Fundraisers, Purchases, Expenditures, and Governance					
The following allowable and prohibited items are provided as a Pro-forma example of policies from FCMAT.					
	Ref.	Organized/Unorganized	Allowable	Prohibited	Helpful Notes & Things to Remember
1	A	Awards, prizes, or incentives for school spirit and other activities. (Examples of allowable awards are trophies, plaques, homecoming king/queen/court flowers, medallions, certificates, event promotional shirts thrown to the audience, thank you party, or game event	x		
2	A	Gifts of any kind (Never Allowed - Gift of Public Funds)		x	
3	A	Appreciation meals of any kind (Never Allowed - Gift of Public Funds)		x	
4	A	Giving away ASB product or inventory, even obsolete inventory, without an approved and documented purpose which must be approved by the club		x	
5	A	Donated gift cards as awards, incentives, or prizes for student accomplishment, excellence, or participation; are considered the same as cash	x		Gift cards can often be blank. Check the card balance. Strong internal controls and documentation are a must. Purchasing gift cards is prohibited
6	A	Disguised or pretend awards, scholarships, gifts, presents, or donations to help students or others in need, such as PE clothing, sweatshirts, hats, etc.		x	
7	A	Giving away ASB products or inventory (shirts, shorts, sweats, folders, etc.) at a pep rally or other ASB sponsored and approved activity that promotes school spirit	x		
8	A	Awards, prizes, incentives, or other recognition of students not exceeding a value of \$200	x		Even if more or less than \$200, there must be a board policy.
9	A	ASB pays for all student assembly costs, e.g., honor roll assembly, sports assembly	x		ASB paying for assembly costs for all students
10	A	ASB club pays for student assembly costs, e.g., honor roll assembly, sports assembly		x	An individual club paying for assembly costs of all students
11	A	Awards for championship rings and other recognition items the students have fundraised	x		All students in the club should receive the same ring
12	A	Stoles to be worn at the graduation ceremony and retained by the leadership class	x		All of the leadership class seniors should be allowed to wear a stole irregardless of whether or not they fundraised
13	D	Receipt of donated gift cards	x		Keeping an inventory list of numbered gift cards is recommended
14	D	Return/refund of a donation from parents, students, others		x	
15	D	The governing board must recognize donations greater than \$50 before deposit in the ASB bank account	x		Board policy may already have a larger or smaller amount
16	D	Donations must be used only for their original purpose	x		
17	F	Online fundraising by specific teachers, parents, or students that reference school, e.g., Go-Fund-Me, etc.		x	
18	F	Fundraisers approved via Fundraiser Request Form and Revenue Potential Form by board designee - school site principal/administrator	x		
19	F	Fundraisers for and on behalf of nonprofit/charities - subject to designee approval (limited to two fundraisers per year unless an ASB club is approved to support other charities)		x	The number of fundraisers may be more or less, depending on the policy. A strict approach of no fundraisers for other charities is preferable
20	F	ASB event sales, concessions, student store sales, etc., received by credit card payment	x		The district business office should approve the credit card equipment and software, e.g., terminal and reader
21	F	ASB food sales of Danish, coffee, and other items to district staff/adults	x		
22	F	Clubs established solely to fundraise for other charities		x	This can cause a lot of issues. If allowed, it should be specifically board approved
23	F	Fundraising with variable pricing structures such as advance purchase price vs. at the door price	x		The fundraiser Request Form and Revenue Potential Form should clearly describe the pricing structure

Las Positas College					
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24	F	Fundraising proceeds for activity "A" converted to an alternative use "B" (funds must be spent on what they were raised)		x	Use the money for the original purpose
25	F	Fundraising excess/leftover proceeds after activity "A" completed converted to an approved <u>similar</u> alternative use "B"	x		
26	F	Shared fundraisers between clubs	x		The shared fundraiser should be initially approved as a shared fundraiser
27	F	Sale of surplus equipment/items	x		Check your district policy on obsolete inventory and proper disposal
28	F	Commingling of non-ASB funds with ASB funds, i.e., PTA/PTO/Booster		x	
29	F	Joint ASB - PTA/PTO/Booster fundraising and other activities with student participation when approved by principal/board designee regardless of whether funds are donated to ASB (revenue/deposits and costs/purchases accounted for by PTA/PTO/Booster and agreed upon funds donated to ASB)	x		
30	F	Earning extra credit in a class for students who participate in fundraising		x	
31	F	Silent auctions	x		
32	F	ASB raffles, ticket drawings, random drawings, opportunity drawings, scratcher cards, 50/50 drawings, or other games of chance, even if tickets are given away free, part of a donation, combined with some other item or reason for the raffle.		x	
33	F	Selling sponsorships for advertisement as an approved fundraiser	x		
34	F	Non-ASB fundraiser monies held/deposited into ASB accounts (use other district assigned site or donation account)		x	
35	F	Fundraisers where supervised students work at an approved activity, and the club receives an agreed-upon donation for assisting	x		This should not be viewed as payment for time, which sounds more like payroll
36	F	Fundraising for out-of-state field trips/travel	x		
37	F	Fundraisers where objects are thrown at people (pie toss, egg toss), mechanical or animal rides, darts, arrows, sledgehammer destruction of cars or objects, water/dunk tanks, bounce houses/trampolines		x	
38	F	One club selling leftover inventory items to another club as part of either club's fundraising activities	x		
39	F	Fundraising based on retailer participation drives, scrip, or other forms of merchant rebate payments to the ASB	x		
40	F	Donations to the ASB/clubs are non-refundable	x		
41	F	Splitting gate receipts or sharing fundraising net proceeds between clubs or charities and the ASB	x		
42	F	Volunteers, advisors, administrators, and others directly related to the ASB earning commissions from ASB fundraising/activities or making profits by marking up items from their own business to sell to the ASB		x	
43	F	Fundraising to pay for other individual students' yearbooks or anything for an individual		x	
44	F	Tip or donation jar fundraisers	x		Strong internal control and checks and balances since cash in jars are easy to steal
45	F	Use of an individual staff/volunteer/club advisor, etc., personal Square Credit Card reader/terminal		x	
46	F	ASB Leadership/General's specific credit card terminal/reader to engage in sales and accept credit card payments	x		The district business office should approve the credit card equipment and software, i.e., terminal and reader
47	F	Individual ASB club's own credit card terminal/reader to engage in sales and accept credit card payments	x		The district business office should approve the credit card equipment and software, i.e., terminal and reader, and should decide how many readers per site are allowed or if allowed
48	G	Students from another school site joining a different school site's club		x	
49	G	A school principal or other principal designee approves contracts instead of district business office		x	

Las Positas College					
ASB Activities, Events, Fundraisers, Purchases, Expenditures, and Governance					
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	Ref.	Organized/Unorganized	Allowable	Prohibited	Helpful Notes & Things to Remember
50	G	Club Advisor: Classified staff or other non-certificated individuals as a club advisor (Ed Code 48933 requires certificated instructor as club advisor)		x	
51	G	Clubs donating funds to other clubs		x	
52	G	ASB general providing start-up/seed money for new clubs (Limit = \$200)	x		Decide if the start-up/seed money must be paid back
53	G	Deposits: Fundraising, sales, other deposits must be receipted and deposited in the bank any time the total accumulated funds for any individual club or all clubs' activities, including ASB general, exceed \$200. All funds, regardless of amount, must be deposited in the bank by the last business day of each week (no funds left in safe over the weekend, holidays, or summer/winter breaks)	x		The \$200 amount is a suggestion. You should determine an amount that is best for your district
54	G	Petty cash balance limit \$50	x		The \$50 amount is a suggestion. You should determine an amount that is best for your district
55	G	Carryover funds of 20% for all clubs and 40% for yearbook clubs of total expenditures unless different in each clubs' bylaws	x		Other clubs such as athletics may need different amounts as well
56	G	Senior class's remaining balance reverts to ASB general once seniors graduate unless senior class bylaws direct otherwise	x		
57	G	Students may help count money while supervised at fundraisers and may also count funds with the ASB bookkeeper prior to deposit	x		
58	G	Approved ASB minutes posted to ASB website	x		
59	G	A club that has been inactive longer than 18 months is closed and, unless stated otherwise in bylaws, balance reverts to ASB general	x		
60	G	Activity clubs where students do not raise money (e.g., chess, checkers, bible reading clubs) are approved via club application with constitution/bylaws	x		
61	G	Approved club minutes submitted to student council monthly (when the club has meetings)	x		
62	G	Counting Funds: At least two people (must include at least one adult, which may include volunteers) must always count funds together, and all those countings must sign and date the cash count form	x		
63	G	Temporary loans to ASB general or clubs from parents		x	
64	G	Temporary ASB loans to individuals		x	
65	G	Personal credit card used for preapproved ASB purchases where points/mileage/cashback of any kind are earned. (Credit card points/mileage/cash back earned are incidental benefits and not considered a gift of public funds)	x		Double-check your existing board policy to ensure earning credit card points and miles are not disallowed
66	G	Release of ASB financial information to the public following a request for California Public Records Act, Government Code 6253.1	x		
67	G	Certificated club advisor of the club must attend all club/ASB activities, events, meetings, etc., even if another adult volunteer or other certificated/classified staff is available.	x		Consider approving an alternate club advisor in case the primary club advisor is sick or on vacation
68	G	Combining, splitting, or dissolving of clubs	x		Approval by the club(s), ASB leadership, and advisor is necessary
69	G	Advocating for a cause when described and approved in the club bylaws	x		
70	G	Transporting money to the bank alone without a witness		x	
71	G	Required multicopy forms: cash count, ticket count, purchase order, deposits, revenue potential	x		
72	G	Contracts with minors (e.g., student DJs for paid or unpaid services)		x	Decide if work permits are an exception, and don't forget to check with human resources
73	G	ASB and clubs comprised of students from other school sites		x	
74	G	Cash box start-up cash left in the cash box while the cash box is in the safe during the week	x		
75	G	Cash box start-up cash left in the cash box while the cash box is in the safe over the weekend		x	Cash should not be left in the safe over the weekend

Las Positas College					
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76	G	Lending or rental of ASB equipment to other organizations or individuals		x	Check your existing district policy about whether an ASB can own its own property. Some districts require ASB purchases classified as equipment or property to be donated to the district
77	G	ASB advisor for leadership class is also the advisor for another club	x		
78	G	General ASB/student council override the voting of a club if the issue is otherwise addressed in ASB/student council and club bylaws		x	
79	P	Purchase of gift cards		x	While gift cards that are donated are allowable, purchasing gift cards is not
80	P	Purchases before approval by a student representative, advisor, and principal (Ed Code 48933 [b] requires preapproval)		x	
81	P	ASB as a pass-through for fees, library fines, food services, or other non-ASB/club activities		x	
82	P	Reimbursing of individuals for preapproved club purchases. (All purchases must be preapproved before any shopping/spending occurs)	x		
83	P	District equipment, classroom supplies, or other district costs paid by ASB		x	
84	P	Conference/training costs, including travel, for adults paid by ASB where students do not attend		x	
85	P	Purchase or receipt of donated prizes for fundraisers	x		
86	P	Entrance fees for club events	x		
87	P	ASB funds used to purchase classroom supplies		x	
88	P	Payment of dues, membership fees, other costs of non-ASB club activities		x	
89	P	Purchase of equipment (e.g., playground equipment, supplemental equipment, 3D Printer, monument signs, senior benches, paint for murals, etc.) to enhance the students' education and it is their will and idea, the funds were specifically raised for that purpose, facilities/maintenance/risk management departments approve, and the principal approves	x		
90	P	Off-season tournament costs: If athletics or sports club is a true ASB club and the event is a non-district sponsored activity, it is related to the student's education and is recreational and not educational	x		
91	P	Purchase of club shirts, uniforms, hats, etc. when the ASB or club specifically fundraised for the item and all ASB/club members receive one	x		
92	P	Purchase of club shirts, uniforms, hats, etc. that the ASB or club did not fundraise for, is not for specifically for ASB or club students, or the item is imposed by district or others		x	
93	P	ASB support costs paid from ASB (paying for items used by or for adults): substitute teacher costs while a teacher is not at an ASB activity; ASB bookkeeper's salary/benefits, furniture, equipment, software, forms, multicopy forms, supplies, business cards, checks, training, receipt books, etc.; activities director and club advisor training costs including CADA; athletic coaching clinics, transportation, janitorial, other adult clothing-jackets, shirts for teachers, mugs, key chains, teacher training, etc.		x	
94	P	Reimbursement of non-preapproved ASB purchases		x	
95	P	Principal's award, recognition, or discretionary money supported/provided by ASB		x	

Las Positas College					
ASB Activities, Events, Fundraisers, Purchases, Expenditures, and Governance					
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	Ref.	Organized/Unorganized	Allowable	Prohibited	Helpful Notes & Things to Remember
96	P	District employees paid by ASB funds for preapproved services; can only be paid through district payroll, not as an independent contractor	x		This is specific to district employees providing consulting-type services, such as a disk jockey for a dance or music instruction to students. The ASB bookkeeper's salary and office supplies are a district expense because the district is responsible for a strong internal control environment. The ASB bookkeeper should be paid by the district, similar to how the district pays for the entire annual independent audit, which includes the ASB.
97	P	Student body/ASB/clubs purchase pizza or other similar snacks/food for meetings or social events	x		
98	P	Blanket or open purchase orders as long as there are sufficient funds available and district policy allows them	x		
99	p	Purchase orders prepared based on an estimate	x		
100	P	ASB responsible for retroactive payment of any kind if not approved in advance		x	
101	P	ASB pays for repairing district-owned furniture or equipment (ice machine, lawnmower, golf cart, etc.)		x	
102	P	Grad night, Washington trips, class trips (i.e., senior class, eighth-grade class, etc.), donations, and fees: Donations and fees cannot be mandatory. No student can be prohibited from the trip unless there is an administrative or discipline issue.	x		
103	P	Entrance fees for chaperones because chaperones are with students	x		
104	P	Teachers/staff/administrators use of ASB funds for classroom activities, teacher professional development, etc.		x	
105	P	Club website subscriptions promoting club activities	x		
106	P	Missing Receipts: Reimbursement of preapproved ASB purchases but lost or missing receipt: for first offense only, when unintentional, and approved by the principal and students and accompanied by a written explanation and attempt to return to the vendor for a replacement receipt	x		If this seems too harsh, modify it for what your district allows
107	P	Purchase Advances: Advancing of funds for purchases when advisor or person shopping does not have sufficient personal funds to pay for the shopping and cannot wait for reimbursement. The principal must approve the advance	x		Check your existing board policy. Many district policies already prohibit cash advances
108	P	Vendor or district required prepaying for activities or paying for deposits for trips and other approved ASB activities when approved by the principal	x		Check your existing board policy. Many district policies already prohibit pre-paying
109	P	Purchase of breathalyzers for ASB activities, e.g., the prom		x	
110	P	Reimbursement for club purchases made with EBT food stamp cards		x	
111	P	Stipends, payments of any kind for adult or student volunteers		x	
112	P	Recognition or awarding of small prizes or treats to student volunteers	x		
113	P	Paying students for services as scholarships		x	
114	P	Use of a single purchase order to list and authorize multiple vendors or individuals to make purchases		x	
115	S	Return of a scholarship donation to the donor for any purpose, e.g., a donor will choose the scholarship recipient, and donor changed their mind		x	
116	S	Scholarship checks written directly to students		x	
117	S	Clubs want to use the remaining club cash balance for their own scholarships or scholarships to others		x	

118	SP	Sports/Athletics: For any sports revenues and expenditures to be accounted for and be part of ASB, the sport must meet the same ASB club requirements. Each sport may be a separate club with its own constitution, certificated advisor, budget, and other required elements, or multiple sports may be organized as one athletic club, with each sport having representation in the club. Enrolled students must lead the athletic club. Each sport in the athletic club should elect at least one delegate or commissioner to be a member of the club's student leadership, ensuring that each sport receives representation. Each sport represented in the athletic club may then be accounted for in the ASB accounting record as a subaccount of the athletic club. If the athletic director of the school is a certificated district employee, they may serve as club advisors. Students must be the primary decision-makers, not coaches. The certificated advisor must be present at each and all club activities, sporting events, meetings, fundraisers, etc. If a coach is not the club advisor, the certificated club advisor must still be at all activities and events, even if a coach or other volunteer is also at the activity or event.	x		
	<b>Legend:</b>				
	F	Fundraising, Fees, Sales			
	P	Purchasing, Pass-through			
	A	Awards, Gifts, Appreciation			
	D	Donations			
	G	Governance, Contracts, Organization			
	S	Scholarships			
	SP	Sports Clubs/Athletics			

## Club Approved Budget; Spending Options and Recommendations

The Program Coordinator of Student Life and Leadership would like to offer suggestions to Student Life entities regarding planning expenditures.

Start by evaluating:

- a. What is the need or reason for the expense?
- b. Estimate and research pricing and vendors.
- c. Are there sufficient funds in the entity's account?
- d. How will the funds be appropriated?
- e. Timeline estimate.

A request to disburse the funds from a Student Life entity ASB account is made via a Disbursement Request Form. Please note that while the title of this form is "Disbursement Request Form," it is to be used for reimbursement, direct-pay, and advance requests. Although the terms are different, the title of disbursement is interchangeable when using this form.

Each officially recognized Student Life entity is eligible to submit a Disbursement Request Form for expenditures related to entity meetings, activities, events, and operation expenses. However, only approved entity officers and advisors are to make purchases on behalf of an entity. All purchases must be an entity meeting agenda item, approved by a quorum vote of the entity, and approved by the entity advisor. Reimbursement requests will not be accepted if approval requirements are not met before the purchases.

Below are examples of the different "Disbursement" scenarios and recommendations that may reduce possible delays in making purchases or accruing out-of-pocket expenses.

### **First Option: "Direct Pay" (also known as Disbursement)**

The Administrative Services Office has specific procedures for [Requisition Requests](#) from a vendor, Amazon, and Office Depot.

Therefore, an entity can consider an option to order items from a vendor. Some college staff had previous purchase agreements with vendors, including Uline and Island Advertising, who may agree to accept payment after items or services are rendered. Such arrangements with the vendors may be made directly or with the assistance of the Program Coordinator of Student Life and Leadership when requesting a quote and purchase invoice.

Submission of completed required paperwork [Requisition Request Form \(Amazon Version\)](#), [Requisition Request Form \(Office Depot Version\)](#), or ASB [Disbursement Request Form](#); a print-out of the shopping cart with SKU, vendor receipt, or vendor invoice; and meeting minutes) to the Student Life Office is necessary to make a purchase or initiate payment.

*Direct-Pay example:* A Student Life entity has voted to purchase items for the entity's use (e.g., t-shirts to wear during a field trip or competition). An entity's officer or advisor contacted a store or vendor that then provided a quote or an invoice for the cost of the t-shirts. A Disbursement Request Form is submitted to request direct payment to the store or vendor for the goods or services being purchased or provided.

*Result:* The vendor will receive a check from the Administrative Services Office to pay for supplying goods or services to the entity

### **Second Option: "Reimbursement"**

An entity advisor may consider accruing out-of-pocket expenses then request reimbursement. Preferably all out-of-pocket costs should be accrued by the entity advisor to reduce the possibility of financial hardship to students. Although out-of-pocket expenses are allowable, all expenditures require a prior formal approval vote from the club/Student Life entity. Approval votes must be recorded in meeting minutes indicating the: meeting date, meeting time, and approved action item. Submission of completed paperwork and supporting documentation (ASB Disbursement Request Form, itemized vendor receipt, or vendor invoice, and meeting minutes) to the Student Life Office is necessary to initiate requesting a reimbursement.

*Reimbursement example:* A Student Life entity officer or advisor uses their own money to purchase something on

behalf of the entity (e.g., pizza and drinks for a meeting, etc.). Money was exchanged from the purchaser to a store or vendor. The purchaser will submit a Disbursement Request Form to request reimbursement of personal money to be spent on behalf of the entity.

Result: The person who paid for items with their own money (out-of-pocket) will receive a check from the Administrative Services Office to be repaid the money spent for the purchases made on behalf of the entity.

### **Third Option: “Advances” (Only for travel)**

An entity advisor can request a travel cash advance for the entity’s ASB fund account then use the funds received to make purchases.

The travel cash advances are only offered to an entity advisor. The process is similar to the reimbursement process with two exceptions: the funding is not coming directly out-of-pocket, and a reconciliation of funds with the Administrative Services is required within ten (10) business days of purchase or event.

Submission of completed paperwork and supporting documentation (ASB Disbursement Request Form, itemized vendor receipt, or vendor invoice, and meeting minutes) to the Student Life Office is necessary to initiate requesting an advance.

Reconciliation of funds entails submitting original itemized receipts for all expenses for which the travel advance was received. Any balance of an advance that exceeds the itemized receipts is to be paid by the advance recipient. The advance recipient assumes responsibility for an overage at their own expense. Failure to reconcile funds with the Administrative Services Office will jeopardize the entity, causing a hold on authorization to hold any activities and use of funds until further notice.

Advance example: A Student Life entity is planning a field trip and members will need to have a lunch break. The entity has voted (estimated “up-to” amount needed) that the meal will be paid for with entity ASB funds for the group instead of out-of-pocket for each individual. There is enough time before the field trip so the entity advisor can submit a disbursement (advance) request.

Result: The advisor submitted a disbursement request for an advance and received a check to pay for the meal without accruing an out-of-pocket expense and waiting for reimbursement. The entity enjoyed a meal together and the advisor paid the restaurant with the advance funds. The advisor receives a receipt which will be submitted to the Administrative Services Office upon return to campus to reconcile the advance.

Key points to remember when planning to request a travel advance

1. Travel cash advances may only be issued and payable to entity advisors.
2. An advance request should be submitted with a minimum of fourteen (14) business days before funds are needed.
3. The advisor must maintain all receipts for purchases made with advance funds. Receipts along with any remaining funds must be reconciled per Las Positas College Administrative reconciliation procedures.
4. Travel advances must be reconciled and closed directly with the Las Positas College Administrative Services Office within fourteen (14) business days of the event or within fourteen (14) business days of the need for the advance.
5. All differences of funds must be reconciled per Las Positas College Administrative reconciliation procedures.
6. Discrepancies or overages are to be paid by the advisor.
7. The Student Life Office does not issue or reconcile advances.
8. Student Life and Administrative Services Offices reserve the right to limit or deny future advance requests, freeze an entity's account and suspend entity activities should an advance not be reconciled.

### **Alternate Option: “P-Card”**

Under certain circumstances, the Program Coordinator may use a "P-Card" for booking travel and lodging on behalf of a Student Life entity. The funds from the entity’s account will be transferred to repay the “P-card” charges. Consult Program Coordinator of Student Life and Leadership to seek assistance.



## Disbursement Request Form Information

### Helpful information about completing the form

The Administrative Services Office advises that all forms be downloaded and opened in their respective programs (Microsoft Excel, Adobe Acrobat Pro DC, etc.) to retain data and functionality. Do not fill out forms in your browser.

The Disbursement Request Form is a fillable pdf form that will require the use of Adobe Acrobat Reader. You can download [Acrobat Reader](#) for free.

The Administrative Services Office requires that all disbursement requests be submitted as one PDF document and created [instructions for disbursement requests](#) to aid you in preparing your Disbursement Request Form. They have also provided instructions for the [e-signature process](#).

Attention: Per FCMAT, ASB responsible for retroactive payment of any kind if not approved in advance is prohibited. Therefore, all Student Life entities should adhere to timelines for submitting disbursement request forms and the Administrative Services Office fiscal year deadlines.

### Items required when submitting the form

The following items must be submitted together when requesting a reimbursement:

1. A completed Disbursement Request Form (which can be found on the Student Life Office webpage)
  - a) Purchaser or vendor's complete name (The name of on the Disbursement Request Form must be the same as the name on any receipts or invoices);
  - b) Student identification W# number (Do not use a Social Security Number) or vendor's tax identification number (if known or applicable);
  - c) Purchaser or vendor's complete mailing address;
  - d) Type of disbursement: Reimbursement, Direct-Pay, or Advance;
  - e) Club (Student Life entity) name;
  - f) Description of purchase or expenditure;
  - g) Amount from each receipt which should then be tallied to a total amount;
  - h) [Fund + Organization + Account + Program](#) and distribution of funds (The Student Life Office can complete this information if the entity is not familiar with this process.);
  - i) Check disposition: Mailed to, campus mailbox, to the requestor, or other;
  - j) Date required;
  - k) Return copy sent to;
  - l) Signature of a club officer (Student Life entity officer);
  - m) Signature of a club advisor (Student Life entity advisor)

2. Original itemized receipts or invoices.

Receipts and invoices must include:

- n) The vendor information (name of the vendor and the vendor contact information);
- o) An itemized list of the item(s) purchased;
- p) The total purchase amounts;
- q) Verification of payment and the form(s) in which the payment was made (cash, credit card, check, debit card, etc.).
- r) Verification the item(s) were shipped and received (if applicable)

The following is prohibited when using ASB funds:

- Purchasing gift cards or other items with monetary value intended to be used for prizes, raffles, or awards of any type.
- Purchasing of alcohol or tobacco.
- Purchasing items with EBT food stamp cards.

- Personal purchases (these must be on a separate receipt or invoice at all times).

### 3. Student club meeting minutes

Student club meeting minutes are required as supporting documentation to request and receive approval to use student club funds. The purpose of meeting minutes is to document a majority consensus of a student club voted to approve an expense.

Meeting minutes are required to include clearly:

- The purpose for the motion
- The complete name of the person making the motion;
- The complete name of the person seconding the motion;
- An exact or approximated (“Up to”) amount of money to be spent;
- A brief description of what the money will be used for;
- The amount of money approved by a vote for the purchase;
- The results of the vote of the motion- “Motion passed, motion approved”
- Roll call of each voter's complete name, including the number of student club members (supporting, opposing, and abstaining vote).

### Missing Receipt Process

Please follow the instructions below if you are missing a receipt for a college-approved purchase and would still like to be reimbursed. **This process MUST be done before submitting your Disbursement Request**

**The Business Office will not accept Missing Receipt Statement forms that have not been fully approved.**

1. Complete the [Missing Receipt Statement Form](#).
2. Attach the form to your Disbursement Request Form

### Timeline for processing

Disbursement requests must be submitted to the Program Coordinator of Student Life and Leadership or designee within ten (10) business days of the purchase, activity, or event related to the reimbursement. Any disbursement requests made after the required ten (10) business days are subject to possible rejection by the college.

It is vital to note that the college’s fiscal year begins on July 1 and ends on June 30 each year. Disbursement requests should adhere to the fiscal year calendar. Therefore, all purchases must be completed, items received, and a completed Disbursement Request Form with supporting documents must be submitted to the Student Life Office no later than the last day of instruction.

Please follow the Administrative Services Office [instructions for disbursement requests](#) and the [e-signature process](#) to aid you in preparing your Disbursement Request Form. Additionally, factor in time to prepare the required paperwork and documentation, obtaining signatures from the appropriate parties, and the estimated processing period of at least ten (10) business days. During the winter recess and spring break, the processing period is extended to twenty (20) business days.

**Incomplete forms and missing documentation for disbursement requests will be returned to the entity advisor, which will cause a delay in processing.**

Under no circumstances is a Student Life entity to address the Administrative Services Office directly regarding a Disbursement Request Form status. Contact the Program Coordinator of Student Life and Leadership or designee with questions or concerns to research the status with the Administrative Service Office or other appropriate offices/departments.

## Office of Administrative Services LPC Year-End Closing Instructions

To prepare for fiscal year-end closing, the following are LPC campus purchasing and accounting deadlines for this Fiscal Year. We ask that you do your best to comply with these dates to assure that your goods and services are adequately ordered, received, and accounted for correctly. New for this fiscal year, the cut-off dates also apply to ASB accounts (this came up with the auditors during last fiscal year's audit).

**Important:** For goods to be expensed in the current fiscal year, the District emphasizes that all goods and services must be **delivered to you on or before June 30 of each fiscal year**.

- **Office Depot or Amazon Orders:** All items ordered from Office Depot or Amazon must be delivered and received on or before June 30 of each fiscal year.
- **P-Card Use:** Cut-off for ordering.

Note: The last day to use P-Card for ASB purchases will be May 20 of each fiscal year, due to late invoicing from the District Office for these accounts. For emergency charges, please contact Administrative Services for special processing.

If you request direct payments for funds, and those goods and services are not received on or before June 30 of each fiscal year, the District will record them as "prepaid expenses," and the expense will be deducted from your next FY budget. This includes prepayments for subscriptions, memberships, software, advertising, and travel reimbursements.

June 9 deadline for:

Disbursement Requests: ASB funds.

Thank you in advance for your assistance during fiscal year-end closing. If you have any questions or concerns, please contact us at [lpc-businessoffice@laspositascollege.edu](mailto:lpc-businessoffice@laspositascollege.edu).

Date	Transaction Type
<b>June 3</b>	Office Depot and Amazon Orders
	P-Card Ordering
<b>June 9</b>	Disbursement Requests

## Contracts

Student Life entities considering bringing in an outside performer/speaker or requesting goods/services from an external vendor may be subject to entering into a legal contract.

The entity advisor is advised to refer to the Administrative Services Office [Requisitions](#) webpage for further information regarding [Contract for Services](#). Then consult the Program Coordinator of Student Life and Leadership, who will work with the Administrative Services Office regarding contract questions and concerns.

If it is determined that a contract is required, the Program Coordinator of Student Life and Leadership and the designee will assist the entity advisor with the preparation and submission of the appropriate paperwork.

## Conferences and Travel

The Program Coordinator of Student Life and Leadership would like to point out that Student Life entities, including the Las Positas College Student Government (LPCSG), and student clubs, must adhere to all district



and college policies and procedures regarding travel.

With that being said, there is one notable additional measure that Student Life entities must take regarding conferences and travel. All paperwork must be channeled through the Student Life Office for departmental review, approval, and processing.

**Student Life entities must have a formal approval vote from the entity for the conference and travel and should plan the attendance and travel at least one (1) month in advance.**

Student Life entity advisors (specifically club) serve voluntarily in their role as an advisor. Attending conferences and travel with an entity is not part of their official position (faculty) duties. However, advisors must request approval from their immediate supervisor and obtain their signature on conference and travel forms before submitting them to the Program Coordinator of Student Life and Leadership.

### **Student Life Entity Steps for Conferences and Travel**

Student Life entity advisors should be advised and aware that significant planning and steps must be taken for field trips and excursions.

### **Paying for Expenses for Approved Travel (ABS funds)**

Travel-related expenses can be paid in several different ways.

- Conference registration and similar costs may be direct-pay to the vendor via a Disbursement Request Form.
- Airfare, rentals cars, and hotels may be paid with a P-Card (consult the Program Coordinator of Student Life and Leadership for assistance).
- You may also request an advance and pay for items (food, etc.) from the advance via a Disbursement Request Form.
- You may pay for items (food, etc.) with your own money (out-of-pocket expenses) then request reimbursement via a Disbursement Request Form.

### **Transportation**

Students shall be transported in commercially procured transportation whenever possible.

District vehicles are to be used only upon written request and approval. The Student Life entity advisor's responsibility is to read the [Las Positas College - District Vehicle Driver Rules](#). The student club advisor must then complete and submit an [LPC Request For Use Of District Vehicle/Gas Card Form](#). Requests for the use of a district vehicle must be submitted to the M&O Office at LPC at least three (3) weeks before the departure date.

\*The use of district vehicles outside the state of California is not allowed.

Only entity advisors are eligible to rent vehicles. Students are not permitted to rent vehicles for student club field trips or excursions. Buses and large or extended van rentals require a contract signed by a district authorized signatory. Entity advisors must have the appropriate class of driver's license to operate the intended vehicle and have the equivalent amount of seats and seatbelts per passenger.

Entity advisors must ensure that the entity has identified the most efficient and cost-effective manner to travel to and from the field trip or excursion site. Entity advisors, officers, and members will not be reimbursed for travel that is not deemed cost-effective or where other travel arrangements could be made to keep travel-related costs at a minimum.

Example #1 – Entity officers and members will not be reimbursed for individual travel to and from the same site for the same activity or event simply because they wanted to drive their personal vehicle instead of traveling with the entity as a group.

Example #2 – Entity club officers and members will not be reimbursed for their decision to drive to southern California when flying a commercial airline would have been deemed more cost-effective.

Note: Mileage reimbursement for Student Life entity activities is not authorized.

### **Accountability**

Student Life entity advisors who travel with students on field trips and excursions shall ensure that student contact information is provided on a completed and submitted Las Positas College Student Field Trip/Excursion Waiver

and Medical Authorization Form in advance of the travel. The advisor will be responsible for printing (or obtaining copies from the Student Life Office) and carrying a Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Form for all participants for the travel duration.

The advisors traveling with students will be provided with the emergency contact information for the Program Coordinator of Student Life and Leadership or designee. Club advisors are encouraged to contact the Student Life Office at any time during an authorized trip if there are any questions or concerns. In the event of an emergency and the Program Coordinator of Student Life and Leadership cannot be reached, the student club advisor is to contact the Campus Safety and Security Office at (925) 424-1690 or (925) 424-1699.

### Expenditures while traveling

If students accompany you on a field trip, conference, or other college-related travel, please do not reimburse the student directly for eligible purchases, including food. The college can reimburse students directly for purchases via a [Disbursement Request Form](#), provided they submit itemized receipts with proof of payment. Paying for a group meal yourself is fine (list the names of the students you paid for when you complete your reimbursement paperwork), but reimbursing students for individual meals is discouraged.

Upon completion of the field trip or excursion, within five (5) business days after the field trip or excursion has taken place, the club advisor must submit the original itemized receipts and a copy of the Travel Request form, along with any monies not expended to the Las Positas College Administrative Services Office. All receipts must contain: vendor information (name of the vendor and the vendor contact information); an itemized list of the item(s) purchased; total amounts; an indication of the form(s) of payment (cash, credit card, check, debit card, etc.; and all receipts must be itemized. If any item(s) purchased were shipped, the item must be delivered to the college campus and require documentation or verification that the item(s) were received. Unreconciled travel cash advances may jeopardize the entities' status, including hosting activities and events, limiting or prohibiting future advance requests, accessing/using ASB funds, and possible grounds for club deactivation/consequential action.

Unreconciled travel cash advances may jeopardize club status, including hosting activities and events, limiting or prohibiting future advance requests, using club funds, and possible grounds for club deactivation.

### Check List

In alignment with the Las Positas College Administrative Services Office, the Student Life Office has prepared a set of instructions and checklists to assist in requesting and obtaining approval from the appropriate parties. Student club advisors must complete the proper travel forms as outlined in Chabot-Las Positas Community College District (CLPCCD), Board Policy 4300, and Administrative Procedure 4300 – Field Trips and Excursions.

**The following forms must be completed and submitted to the Student Life Office:**

- [Conference Leave Request Form](#)\*
- [LPC Field Trip Request Form](#)\*
- [Student Field Trip/Excursion Waiver and Medical Authorization](#)\*
- [LPC Request For Use Of A District Vehicle](#) (*Only applicable when the use of a district vehicle is needed*)

**\*Note: this form should still be used when a conference is held in an online/virtual environment.**

Step 1: Submit a completed [Conference Leave Request Form](#) with supporting documents. (Entity meeting minutes, copy of the conference brochure to show reason/intent of attendance or travel, etc.)

The Program Coordinator of Student Life and Leadership or designee will move the paperwork through the review and approval process to obtain a "C" number.

Once the President has provided approval, the Business Office will send a copy as confirmation that their leave request has been approved to the staff member. Note: Out-of-state and out-of-country leave requests require additional approval beyond the College President. **Preparations should not be made until after final approval has been obtained.** You may not be reimbursed for expenses incurred for travel requests that have not been approved. Paying for expenses, such as airfare, before receiving final approval is done at your own risk.

Step 2: Obtain a completed [Student Field Trip/Excursion Waiver and Medical Authorization](#) from each student who will be participating in an authorized college-sponsored field trip or excursion.

Step 3: Submit an [LPC Field Trip Request Form](#).

Copies of the "C" number approval notification and completed Student Field Trip/Excursion Waivers and Medical Authorizations must accompany the LPC Field Trip Request Form.

\*Advisors must also submit an [LPC Request For Use OF District Vehicle](#) if the use of a district vehicle is need.

Step 4: Submit a completed [Disbursement Request](#) for travel advances (direct-pay or reimbursement when applicable).

The following guidelines and instructions come directly from the Administrative Services Office [Conferences and Travel](#) webpage.

Conferences and other college business-related travel must be approved in advance. Approval is obtained via the [Conference Leave Request Form](#). Note that although the title of this form is "Conference Leave: Request Form," the form is to be used for any instance where you request to travel for business-related work or will be acting as a representative of the college while off-campus. This form is not strictly limited to conferences\*. This form indicates the dates, explanation for the travel, approval to be off-campus, and potential cost(s) and funding source for said costs. See below for the general process of requesting leave for travel.

\*Note: this form should still be used when a conference is held in an online/virtual environment.

Please review the [Conference Cheat Sheet and Checklist](#) for helpful information before, during, and after your conference or similar travel.

### **Requesting Off-Campus Business-Related Travel**

1. Complete the [Conference Leave Request Form](#).

a) All required fields must be completed. If you expect to incur no costs for the trip, enter "0" for the cost and check off "No Cost to District." If you anticipate incurring some costs for the trip, enter the estimated amount and indicate the FOAP (Fund-Org-Account-Program) to pay for the expenses.

b) **Note:** Administrative Services does NOT require any backup to accompany a Conference Leave Request. However, divisions/departments may establish their own required backup documentation before approving.

2. Submit the form to your immediate supervisor for approval.

3. Approval must be obtained up to your Vice President level (do not obtain the President's signature - the Business Office will obtain this).

4. Once approved by your Vice President, submit your travel request to the Business Office.

5. The Business Office will assign a "C" number and obtain approval from the College President. A "C" number is unique to your specific request and will be referenced on subsequent reimbursement documentation (such as Expense Claim forms).

**6.** Once the President has provided approval, the Business Office will send a copy as confirmation to the staff member that their leave request has been approved. (Out-of-state and out-of-country leave requests require additional approval beyond the College President. A copy will be sent to a staff member after final approval has been received). **Preparations should not be made until after final approval has been obtained.** You may not be reimbursed for expenses incurred for travel requests that have not been approved. Paying for expenses, such as airfare, before receiving final approval is done at your own risk.

### **Out-of-State Travel**

Travel outside of California requires signature approval from the CLPCCD Chancellor.

### **Out-of- Country Travel**

Travel outside of the United States of America requires board approval.

### **Travel Involving Students**

If students accompany you on a field trip, conference, or other college-related travel, please do not reimburse the student directly for eligible purchases, including food. The college can reimburse students directly for purchases via a [Disbursement Request Form](#), provided they submit itemized receipts with proof of payment. Paying for a group meal yourself is fine (list the names of the students you paid for when you complete your reimbursement paperwork), but reimbursing students for individual meals eaten during travel is discouraged.

### **Paying for Expenses for Approved Travel**

Advisors may pay for travel-related expenses in several different ways. Registration, hotels, and similar costs may be paid directly to the vendor via a [Disbursement Request Form](#). The employee may pay for airfare (to be reimbursed later) or with a P-Card (consult your supervisor for assistance). Advisors may also pay for your expenses yourself, either through an advance of funds or through your personal funds (to be reimbursed). If you wish to request an advance for your travel, complete the [Request for Cash Advance Form](#). If you pay for your expenses yourself, you can submit a [Conference Expense Claim Form](#) to receive reimbursement for eligible purchases. For more information on this process, please review the Conference Cheat Sheet and Checklist.

## Contact Information

### Student Club Advisor

A student club advisor is always the first point of contact for the student club officers and members. Student club advisors or student club presidents may consult with the Program Coordinator of Student Life and Leadership or designee when issues or questions arise about student clubs.

Please visit the [Las Positas College Active Student Clubs](#) webpage for a list of student clubs and advisors.

### Las Positas College Student Government Executive Board and Senators

The Las Positas College Student Government (LPCSG) Executive Board and Senators are elected officers who represent the Las Positas College student body by advocating for student equity, advocating for student interests promoting student success and engagement.

Please visit the [Las Positas College Student Government Officers & Senators](#) webpage for a current list of the names and contact information of LPCSG officers and more information regarding how to get involved in student government.

### Student Life Advisors

The Vice President of Student Services has identified [one employee](#) who will serve as student life advisor to assist Student Life entities. Student life advisors work directly with Student Life entities, including the Las Positas College Student Government (LPCSG) and student clubs, to address Student Life concerns. The Student Life Advisor is:

Josué Hernández  
Program Coordinator of Student Life and Leadership  
Student Services & Administration Building, Room 1643  
Telephone Number: (925) 424-1494  
Email Address: [jahernandez@laspositascollege.edu](mailto:jahernandez@laspositascollege.edu)

## References

The Las Positas College Student Life & Leadership Policies and Procedures Handbook was written in compliance in accordance with the following:

[Alameda County Public Health Department](#) (ACPHD)

[\[Title II of the\] Americans with Disabilities Act \[of 1990\]](#)

[Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference](#) (FCMAT)

[Campus Bulletin Board Posting Procedure](#)

[California Assembly Bill 1887 California Education Code](#)

- Section 76060
- Section 76062
- Section 76063

[California Code of Regulations](#)

- Title 19
- Title 24

[California Executive Order N-25-20](#)

[California Uniform Retail Food Facilities Law](#)

- Section 114015

[California Department Public Health](#) (CDPH)

[Centers for Disease Control](#) (CDC)

[Chabot-Las Positas Community College District Board of Trustees](#) Board Policies (BP) and Administrative Procedures (AP)

- Board Policy 3410 – Nondiscrimination
- Administrative Procedure 3410 – Nondiscrimination
- Board Policy 4300 – Field Trips and Excursions Administrative Procedure 4300 – Field Trips and Excursions
- Board Policy 5400 – Associated Students Administrative Procedure 5400 – Associated Students
- Board Policy 5430 – Co-Curricular Activities Administrative Procedure 5430 – Co-Curricular Activities
- Board Policy 5500 – Standards of Student Conduct Administrative Procedure – Standards of Student Conduct

[Chabot-Las Positas College Community College District Business Service Guide](#)

Chabot-Las Positas Community College District – Forms

- [Conference Leave Request Form](#)
- [Contract for Services](#)
- [Field Trip Request Form](#)
- [Independent Contractor Questionnaire](#)

Chabot-Las Positas Community College District – Forms (Continued)

- [Vendor Profile Application](#)
- [W-9](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Fiscal Crisis & Management Assistance Team \(FCMAT\) Manual](#)

[Las Positas College Campus Bulletin Board Posting Procedures](#)

[Las Positas College - District Vehicle Driver Rules](#)

Las Positas College- Forms

- [Disbursement Request Form](#)
- [LPC Request For Use Of District Vehicle/Gas Card Form](#)
- [Ricoh/Copy Center Form](#)
- [Student Field Trip/Excursion Waiver and Medical Authorization Form](#)

[Las Positas College Student Government Bylaws](#)

[Las Positas College Student Government Constitution](#)

[Las Positas College Student Health & Wellness Services](#)

[LPCSG Official Documents and Forms](#)

[National Fire Protection Association Standards](#)

Ralph M. Brown Act [Government Code §54957.5](#)

Student Life Entity

- [Club Leaders Agreement](#)
- [Facility Request Form](#)
- [Fundraising Checklist](#)
- [Fundraising Money Disposition Form](#)
- [Fundraising Proposal](#)
- [Money Handling Checklist and Acknowledgement](#)
- [Student Club Application \(Online Submission\)](#)