

Financial Information

The Administrative Services Office will assign each student club a specific club fund number upon the approval and recognition of the club made by the Student Life Office. The Student Club President and Treasurer must receive mandatory training on student club policies and procedures from the Program Coordinator of Student Life and Leadership or designee. Inter-Club Council (ICC) funds will not be made available to a student club until the Club President and Treasurer have attended the mandatory ICC training and submitted the required paperwork for the semester.

New student clubs are required to complete training before they may receive student club funds. If necessary, student clubs may be temporarily suspended by the Program Coordinator of Student Life and Leadership or designee if they do not follow student club policies or procedures.

Account numbers are required on all Disbursement Request Forms and deposit slips. Account numbers are made-up of four components:

FUND + ORGANIZATION + ACCOUNT + PROGRAM

The FUND number is unique for each student club. (The student club fund numbers are included on monthly ASB statements provided to club advisors.)

The ACCOUNT number will change depending upon the type of item/service being purchased or whether a deposit is being made.

Please contact the club advisor or the Program Coordinator of Student Life and Leadership or designee for the student club fund number.

Student Club Funding

Attention:

The Student Life Office is engaged in conversations with the Administrative Services Office regarding fundraising, matching funds, donations, and scholarship stipends. Please contact the Program Coordinator of Student Life and Leadership with any questions or concerns you might have regarding these matters. The Student Club Handbook will be updated when directives become available.

The Student Life Office would like to remind student clubs that there are certain operational costs to run a student club. Such costs may include but are not limited to: materials related to and needed to maintain the club (e.g., equipment, etc.); purchase of food, beverages, paper goods, etc. for club meetings, activities, and events; special purchases (e.g., t-shirts, etc.); memberships to honor societies, etc.; field trips and excursions; and, possible donations to other organizations.

Student clubs are eligible to receive funds for the fall semester and spring semester each academic year based on the amount of funding the ICC has received from the Student Activity Fees and the amount approved by the Las Positas College Student Government (LPCSG). As these are college fees, the funds must be administered within a college Associated Student Body (ASB) account only.

The Student Life Office through the ICC may provide funding for active student clubs in two ways:

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, has been recognized by the ICC, and by attending two (2) consecutive ICC club meetings.

Matching Funds

Student clubs may receive up to \$500 per semester as determined by the LPCSG. 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 match of fundraised funds up to \$500 each semester. Note that matching funds are only for the money raised, not including expenses incurred for the actual fundraising activity or event.

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Student clubs are required to obtain approval from the Program Coordinator of Student Life and Leadership or designee before hosting any fundraising activity. A [Fundraising Proposal Form For Student Clubs](#) is used for this approval and may be found at http://www.laspositascollege.edu/clubs/assets/docs/Cub_Fundraising_Proposal_Draft.pdf.

The Fundraising Proposal Form For Student Clubs should indicate the type of fundraising sought, dates and times of the planned fundraiser, the name of club advisor to be in attendance, what the fundraising activity will involve, and how the fundraising activity represents or supports the student club's mission. The club 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 clubs are not allowed to sell raffle tickets or have a 50/50 fundraiser. A 50/50 fundraiser is where a student club sells raffle tickets in which the student club keeps 50 % of the money, and 50% of the money is awarded to the raffle winner.

Student clubs 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 33 of the Las Positas College Student Club Handbook for details or rationale.

Fundraising Procedures

During and after a fundraising event, the student club should keep records on the Fundraising Proposal Form For Student Clubs of the following: (1) the actual sales, inventory, and disposition of remaining unsold goods; and (2) explanations for the differences in proceeds and projected sales.

Upon completion of the fundraising event, an amendment to the original Fundraising Proposal Form For Student Clubs and a copy of any flyer(s) that the student club used to promote the fundraising event must be submitted to the Program Coordinator of Student Life and Leadership or designee and attached to all Disbursement Request Forms.

Fundraising Money Handling

- Student clubs are required to use a cash box during any fundraising event. (The Student Life Office can provide a cash box for fundraising use upon request of a student club.)
- Fundraising money should be accepted via cash or check (checks must be payable to Las Positas College, though they can add the club name after - e.g. Las Positas College xxxx Club)
- No Venmo, CashApp, ApplePay, etc. Funds should not be collected in a manner that has a student or advisor collect the money electronically and then submit a lump payment from said student/advisor.
- Only cash or checks should be collected, and this money should be stored in a secure location until ready for deposit.