

**Associated Students of Las Positas College
CLUB FORM**

Club Name:

Semester:

Year:

CLUB MEETINGS		
Day:	Time:	Room:
Frequency (<i>facility request required</i>):		

CLUB CONTACTS		*required
Advisor *	Co-Advisor	
Name:	Name:	
Email:	Email:	
Phone:	Phone:	
President *	Vice President *	
Name:	Name:	
Email:	Email:	
Phone:	Phone:	
Treasurer *	ICC Representative *	
Name:	Name:	
Email:	Email:	
Phone:	Phone:	

OUR CLUB HAS REVIEWED AND UNDERSTANDS THE QUICK REFERENCE GUIDE FOR THE CLUB OFFICERS AND CLUB ADVISOR			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
Advisor Initials:	President Initials:	Treasurer Initials:	ICC Rep Intitals:

EXPENSE BUDGET	
Expenses (activities, trips, events, etc.)	
Description	Amount
TOTAL EXPENDITURES:	

**Associated Students of Las Positas College
CLUB FORM**

Club Name:

Semester:

Year:

REVENUE BUDGET	
Income (fundraising, donations, selling items, etc.)	
Description	Amount
TOTAL REVENUE:	
BALANCE FORWARD <i>(what you had in your account before the semester):</i>	
TOTAL EXPENSES <i>(your total estimated expenses for the semester):</i>	
TOTAL REVENUE <i>(your total estimated income/revenue for the semester):</i>	
END BALANCE <i>((balance forward + total revenue) - total expenses):</i>	

Our Club Requests up to \$500 Club Funds for this semester from the ICC: <input type="checkbox"/> YES <input type="checkbox"/> NO
Our Club Requests up to \$500 Matching Funds from the ICC for ALL fundraising done this semester: <input type="checkbox"/> YES ALL Deposit Slips <i>will be required</i> <input type="checkbox"/> NO

SIGNATURES			
President:		Date:	
Treasurer:		Date:	
Advisor:		Date:	
Co-Advisor:		Date:	
Student Life Advisor:		Date:	
Administrator:		Date:	

**PLEASE 1)READ THE QUICK REFERENCE GUIDE AND 2)FILL OUT THE FACILITIES REQUEST
IF YOU WANT TO RESERVE A ROOM FOR CLUB MEETINGS**

ICC Procedures Quick Reference Guide

Scott Miner

Director Student Life

424-1494, Room 1643

sminer@laspositascollege.edu

Amanda Ingold

Student Life Assistant

424-1408, Room 1643

aingold@laspositascollege.edu

Jasleen Gil

ICC Chair

424-1490, Room 1643

jasleen8210@gmail.com

Entire club Procedures can be found on the Las Posits College Club Website at:

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

Club Funds: Should be used to benefit all club members or LPC students. Funds should not be used to benefit individual students. Cash, gift cards, or other tools that have monetary value cannot be used for prizes, raffles, or awards of any type. Donations to non-profit organizations may be made only when funds have been raised specifically for that organization.

Club Officer Training: Before clubs can receive funds, Club **Presidents** and Club **Treasurers** must demonstrate knowledge of the LPC Club Procedures by completing the online LPC Club Procedure Training Verification.

Club Funds/Matching Funds Request: Each club is eligible to request club funds if the following occurs: 1) The Office of Student Life has received the **ASLPC Club Form**, TYPED, with all club officer and advisor signatures (*the office of student life will obtain the administrator signature*). 2) Club Officers can demonstrate their understanding of roles and responsibilities.

It is important to set aside time for your club officers to thoroughly complete this document, which requires planning for the semester. Sections that require detailed information are as follows:

- Club Expense Budget
- Club Revenue Budget
- Attached Club Constitution is complete
- One club event during the previous semester.

Absolutely no exceptions will be made if Clubs miss deadlines for submitting forms or completing training.

Club Authorization to Spend Funds: Before clubs can spend funds, there must be a prior agreement by the members to spend the funds documented on the Club Authorization to Spend Funds form.

Matching Funds: Each club can receive up to \$500 in matching funds each semester for club revenue from fundraisers etc. for that term. Matching funds will be transferred into the club account at the end of each semester.

Fundraising events: Can only occur if the following has been submitted and approved: 1) Facility Request for fundraising event 2) Fundraising proposal PRIOR to the event 3) provide a copy of the deposit slip(s) for the event(s) to the Office of Student Life.

Reimbursements: Each club is eligible to request reimbursement for expenses related to club activities if the following three items are submitted TOGETHER: 1) Disbursement Request form 2) Club Authorization to Spend Funds Form 3) **ORIGINAL ITEMIZED receipts (no exceptions)**.

If the disbursement is payable to an LPC student, please include the W#. If the disbursement is payable to a vendor, please include a W-9. The Club **Treasurer MUST** sign the Disbursement Request as the "Authorized Club Officer".

Advances: Clubs may request an advance (assuming clubs have sufficient funds in their account) for expenses related to club activities if the following two items are submitted TOGETHER:

- Disbursement Request and
- Club Authorization to spend funds form.
- **Original ITEMIZED receipts (no exceptions)**

Advances can only be payable and disbursed to club advisors. Requests for advances must be submitted a **MINIMUM** of 2 weeks in advance. Advances must be closed within 10 days of the event by submitting receipts and remaining funds **directly** to Administrative Services (Room #1689).

Deposits: Any money Clubs collect via donations, fundraising, selling items, etc. must be deposited ***immediately*** with Administrative Services (Room #1689) or left overnight with campus safety (Building #1700) if Administrative Services is closed. **Money should NOT be brought to the Student Life office at any time.**

Facility Requests: Clubs may hold meetings only after a Facility Request has been submitted to the Director of Student Life at least one week prior to the meeting or event. To cancel an event, Clubs must notify the Student Life Office at least one day prior to the meeting or event, so that Maintenance and Operations, IT, etc., may be notified. If the club fails to do so the Club will lose the privilege of using facilities for the remainder of the semester. Clubs MAY NOT contact LPC Maintenance & Operations, IT, or Administrative Services directly for tables, pop-ups, equipment, rooms, etc. Clubs are encouraged to hold club meetings in Room 1643 Conference Room. The room will hold up to 19 people, has a laptop and is internet ready. Contact the Student Life Assistant for scheduling.

Advertising Club Events: All flyers created by Clubs must have "LPC" or "Las Positas" written or typed on the front. Clubs must have the approval stamp **BEFORE** copies can be made and posted. Clubs are not allowed to send emails to LPC Faculty/staff about club events; Clubs Advisors may use their own discretion regarding emails. Students are not allowed to contact the Office of the LPC President or other departments to post their flyer on the LPC website. ***Any and all advertising of Club Meetings or events MUST be approved by the Director of Student Life prior to posting.***

Monthly ASB Statements: Each month LPC's Administrative Services will provide a statement of account to the Club's Advisor. The statement shows the beginning balance, transfers, expenses, deposits, and the ending balance. The club treasurer may also receive a copy by contacting the Student Life Assistant.

Mail: Club Advisors and Club Officers must check their mailbox and email frequently for any information regarding clubs. Students who are expecting mail of any kind need to check with the Student Life Advisor or Assistant to obtain it. Disbursement Requests, copies, receipts, etc. will be held in the Office of Student Life unless the advisor or student requests otherwise.

Open Advances and Outstanding Invoices: Should clubs have open advances beyond the 14-day requested closing date or pending invoices from LPC's Maintenance & Operations, IT, or other vendors, LPC's Administrative Services and the Office of Student Life reserves the right to freeze the Club's Account until these issues are resolved.

ICC Meetings: An ICC Representative from each Club must attend each ICC meeting. If a rep from the Club is not in attendance at an ICC meeting, then the Club will receive an unexcused absence for that meeting. Clubs may be declared inactive following **2** Unexcused absences per semester. A list of meeting dates can be found on the Student Club website. Each ICC meeting will be held and conducted according to Robert's Rule of Order and the Ralph M. Brown Act.

ICC Agendas: The ICC Chair will distribute the ICC Agenda 72 hours prior to the ICC meeting. (ICC Reps should ensure the Office of Student Life has your email address.) ICC reps should contact the ICC Chair with a request for agenda items as needed.

ICC Meeting Minutes: The ICC Secretary will record minutes in the ICC meeting. The ICC Secretary is required to distribute the "DRAFT" minutes to the ICC Reps no later than five school days from the ICC meeting. Each ICC Rep is responsible for reviewing the DRAFT minutes and submitting corrections to the ICC Secretary before the start of the next regularly scheduled ICC meeting. ICC Reps will be given the opportunity to discuss and vote on approving DRAFT minutes at the beginning of the ICC meeting. It is important that the "APPROVED" minutes accurately and completely reflect the decisions made in each ICC meeting. Please note that accurate and APPROVED minutes are required should ICC need to process funds, including the transfer of funds to LPC clubs.

Club Reports: Clubs **MUST** submit a written Club Report at each ICC meeting. Failure to do so four times in one semester will result in loss of Club funds in the next semester. Club Report forms will be provided to the ICC Reps in each ICC meeting. The Club Reports must be given to the ICC Chair or ICC Secretary at the end of each ICC meeting.

IMPORTANT: Please review club officer roles and responsibilities listed on the club constitution portion of the ASLPC Club Form. Mark your calendars for deadlines listed on the ASLPC Club website.



Today's Date: _____

INTERNAL FACILITY REQUEST

Department Name: _____ Contact Name: _____

Contact E-Mail: _____ Telephone: _____

Event Title & Description: _____

REQUIRED INFORMATION

→ **Complete All Areas Fully** ←

Attendees _____ # Spectators _____

Type of Event: Public Private

Class or Club Event: Yes No

Food at Event: Yes No

Fresh & Natural Cater: Yes No

Admission Fee: _____

Registration Fee: _____

Proceeds Used for: _____

PLEASE INCLUDE ANY REHEARSAL TIMES ON THE SCHEDULE

DAY OF WEEK	MONTH/DATE/YEAR	ENTRY TIME	EVENT TIME	EXIT TIME

EVENT REQUIREMENTS

Lights: House Special

Drape: Open Close Movable

Microphone:

Number: Type:

_____ Lapel

_____ Handheld/Wireless

_____ Place on Podium

Laptop: to be used for _____

CHECK IF A LAYOUT DIAGRAM IS ATTACHED

PERFORMANCE *(Requires Approval*)*

- ___ Main Theater (4119)*
- ___ Black Box (4128)*
- ___ Amphitheater*
- ___ Dressing Rooms (4122/23)
- ___ 4000 Lobby
- ___ Box Office
- ___ Concession Stand
- ___ Green Room (4129)

LECTURE/CLASS/MEETING

- ___ 2420
- ___ 801
- ___ 1726 Conference Room

Cafeteria: ___ 1620A (Student Dining)
 ___ 1620B (Faculty Dining)

Room: _____
 Room: _____
 Room: _____

ATHLETICS

- ___ Gymnasium
- ___ Volleyball Nets: # _____
- ___ Basketball Hoops: # _____
- ___ Bleachers: 1 side 2 sides
- ___ Clock: Portable Main
- ___ Cover Floor w/mats
- ___ Concession Stand
- ___ Synthetic Field ___ Field Lights**
- ___ Locker Rooms
- ___ Pool 1(Instr) ___ Pool 2 (Comp)
- ___ Pool Lights ___ Hot Tub
- ___ Pool House Restrooms
- ___ Track ___ Track Field Lights**
- ___ Field House Restrooms

Athletic Details: _____

*Time Lights On: _____

Screen Projector Sound System

Piano:

Concert Steinway (Main Theater Only)

Baldwin Grand (Black Box)

Steinway Grand

Orchestra Shell

Podium (floor) **Lectern** (table top)

___ **Tables** Location: _____

___ **Chairs** Location: _____

___ **Trash Cans** Location: _____

___ **Canopies** Location: _____

Other Requirements: _____

MANDATORY DEPARTMENT LABOR DISTRIBUTION CODE: USED FOR OVERTIME FOR CUSTODIAL, I.T. OR THEATER SUPPORT

FUND

ORG

ACCT

PROGRAM

**Overtime
Provided**

Requester Signature _____ Date _____

Club Advisor (Print Name) & Signature _____ Date _____

*Theater/IT Support Approval Signature _____ Date _____

Dean/Club Advisor/Student Life Advisor _____ Date _____

(Requester must obtain approval from Christine Hornbaker, Performing Arts Theater Support Prior to Submitting Request to Sheri Moore)

INTERNAL USE ONLY: Date Received: _____ Date Confirmed: _____ Banner #: _____