

## Processing Forms

This section provides instructions for processing the various forms that may be required for LPC Clubs.

Important points to remember:

1. All forms must be **complete**. Failure to provide the requested information may result in a processing delay.
2. All forms, where noted, **must be accompanied** by the required documentation (e.g. original receipts, Funding Approval form, etc.) or will be returned to the Club.
3. All forms **must** be submitted to the Director of Student Life for approval and signature.
4. Please adhere to the deadlines when submitting certain requests (refer to the Student Club Deadlines).
5. All club forms can be found on the LPC web site under Student Life.

### **ASB Request for Disbursement**

The ASB Disbursement Forms are used to disburse money from a club account. Appropriate college paperwork and back-up documentation, including **Funding Approval Forms**, quotes, invoices, and **original receipts**, are **REQUIRED** to be submitted with this form. Failure to include any one of these items will result in a delay.

Key points to remember:

1. Advances can only be made to Club Advisors and must be requested a **minimum** of 2 weeks in advance.
2. Advances must be reconciled **directly** with Administrative Services within 10 days of the event or within 10 days of the need for the advance.
3. If a disbursement is made to a student, the student's "W" identification number and an address must be included on the form. If the disbursement is made to an individual who is not a student, a social security number must be included.
4. Clubs must provide a ***complete*** Fund-Org-Account Number from which to disburse.
5. Please describe ***in detail*** what the purchase is for under "Event Name and/or Product."
6. Reimbursement of gratuity/tips, alcohol, or tobacco is ***not allowed in any instance for anyone.***
7. The following signatures are required on this form:
  - a. Authorized Club Officer
  - b. Club Advisor
  - c. Director of Student Life
8. Requests for Disbursements ***must*** be submitted to the Director of Student Life within thirty (30) days of the event. The college reserves the right to freeze a club's account should an advance not be cleared. When an account is frozen, no money will be disbursed. Also, please be aware that there is a processing period of at least ten (10) college days and during the Winter and Spring Breaks, the processing period is extended to thirty (30) days once the request is received by Administrative Services.

### **ASLPC/ICC Club Request for Use of Facilities, Equipment & Support**

This form is used to request LPC facilities and/or equipment. Clubs should detail the activity indicating the purpose, registration or admission fee, estimated number of attendees, etc. Indicate the dates and times the facility is required, allowing time for setup and cleanup. If equipment is required, specify the type on this form. If necessary, use the back of the request form or attach additional details for layout of tables, chairs, podium, etc. Obtain the Club Advisor's signature and submit this form to the Director of Student Life.

### **Authorized Signatures**

Each academic year, the Vice President of Administrative Services requires all clubs to complete an "Authorized Signatures Signature Sample" form. This form requires signatures from the Club Treasurer, Club President, and Club Advisor(s). If there are multiple Club Advisors, ***all*** advisors must sign the form. Please use multiple forms as needed. This form needs to be submitted to the ICC Chair by the date noted in the Student Club Deadlines.

**Club Contact Information – THIS FORM MUST NOW BE TYPED!**

This form provides contact information for the Club Representative, Club Advisor and Co-Advisor, President, Vice-President, Secretary, and Treasurer. It also provides information about meeting dates, times, and locations. This form needs to be submitted to the ICC Chair. A copy will be provided to Administrative Services.

**Club Report**

Club delegates must submit a written report to the ICC chair about their Club at each ICC meeting indicating the last and next club's meeting dates as well as recently held and upcoming events. In addition, this form may be used to submit requests for future ICC meeting agenda items. Please have this form completed before the start of each ICC meeting.

**Deposit Slip**

This form is used to deposit funds (checks or cash) into a Club's account. It is also used to deposit unspent funds from an advance. Indicate the Club/organization name, date, deposit amount and account number on the form. Also indicate how the revenue was raised or whether the deposit is a credit expense. If the money was raised through "Fundraising" or "Other," ***please be specific*** as to the activity. This information is included on the monthly Club Balance Sheets e-mailed to the Club Advisors. All monies must be 1) immediately deposited into the club account with Administrative Services (B. 100) using a deposit slip; 2) secured in the ASLPC Student Office safe; or 3) given to Campus Security (B. 1600). With options 2 and 3, the Club ***MUST*** retrieve the money the next day the college is open and deposit the monies with Administrative Services as noted above. ***No Club member or Club Advisor may hold Club monies; nor may they reimburse themselves or others out of monies raised or collected. All monies must first be deposited into the Club's account and then the appropriate ASB Request for Disbursement may be submitted.***

**Funding Approval – THIS FORM IS MANDATORY AND REPLACES CLUB MINUTES**

Clubs must use this form to document motions requiring funding approval. Clubs are required to indicate the name of the student who made the motion, and the name of the student who seconded the motion. Please indicate the name of the motion and either the "up to" or "exact" amount. All decisions on motions must indicate the number of club members supporting, opposing, or abstaining the motion. Motions concerning \$600 or more **REQUIRE** a Simple Majority Approval by a roll call. Please submit this form to the Director of Student Life for approval along with the ASB Request for Disbursement form.

**Fundraising Proposal to ICC**

Clubs are required to obtain approval before holding any fundraising activity. Indicate the type of fundraising (***please be specific***), dates and times, the Club Advisor in attendance, what the activities involve and how the activity represents the Club's mission. Obtain the Club Advisor's signature and then submit this form to the ICC chair for approval. Once approved, it will be submitted to the Director of Student Life for approval. (***PLEASE NOTE: Clubs are not allowed to sell raffle tickets or have a 50/50 fundraiser.***)

### **General Outline for a Constitution**

All new Clubs are required to complete a General Outline for a Constitution before a Club can be approved by the ASLPC and/or the ICC. The Constitution outlines the following:

- Name of the Organization
- Purpose of the Organization
- Membership
- Qualifications and Elections of Officers
- Duties of the Officers
- Executive Council
- Impeachment and Replacement of Officers
- Committees
- Advisor
- Responsibilities
- Amendments to the Constitution

In addition to requiring the Club Advisor's Signature, the Club Constitution requires three key dates:

- Club Meeting Approval Date (attach meeting minutes)
- Date ICC Chair Received Constitution
- Date Office of Student Life Received Constitution

Please refer to Section II, Inter-Club Council (ICC), for a sample of the ICC Constitution.

### **Guest (Speaker)**

Clubs who invite guest speakers on-site are required to complete a Guest Speaker form at least two weeks prior to the Club event. Indicate the guest speaker's name and position as well as the discussion topic. Obtain the Club Advisor's signature and then submit the form to the Director of Student Life.

Auditing practices require an Internal Revenue 1099 Form to be completed if payments to guest speakers are \$600 or more. In addition, Club meeting minutes noting approval for club funds must be attached to the Guest Speaker form.

### **Proposed Club Budget**

Each academic year, the Vice President of Student Services requires all clubs to submit a "Proposed Club Budget." Under the "Expenses" section, please list all possible activities and events, including supplies and equipment for each. Under the "Income" section, please list all possible fundraising or donations expected. Obtain the Club Advisor's signature and submit this form to the ICC Chair.

**Request to ICC for Club Funds**

Clubs may request funds by completing this form by the date indicated in the Student Club Deadlines. In order to receive funds, Clubs must also submit a Proposed Club Budget and a completed Authorized Signature “Signature Sample” form. Clubs must obtain the Club Advisor’s signature on all forms and then submit these forms to the ICC Chair. The ICC Treasurer will prepare disbursement and obtain approval from the Director of Student Life. Please note that this process may take up to 4 weeks to complete.

**Request to ICC for Matching Funds**

Clubs may request matching funds by completing this form by the date indicated in the Student Club Deadlines. Matching Funds are based on fundraising activity that the Club has conducted for each semester. Up to \$500 per semester or up to \$1,000 per academic year may be requested by each ICC Club. Complete the form, obtain the Club Advisor’s signature and submit this form to the ICC Chair along with a copy of the Fundraising Proposal, and copies of the fundraising deposits. If approved, the ICC Treasurer will prepare disbursement and obtain approval from the Director of Student Life. Please note that this entire process may take up to 4 weeks to complete.

**Request to Organize a New Club**

Individuals who wish to organize a new Club must complete this form by detailing the name, purpose and goals of the new club and obtaining a Club Advisor’s signature as well as eight (8) student members of the club. This form is submitted to the ICC Chair and must be approved by the Director of Student Life.

**Ricoh/LPC Copy Center Request**

Clubs may use this form to request the copy services of Ricoh. Use the copy center account number provided to your Club. Requests for color copies must be approved by the Director of Student Life.

**Student Life Off-Campus**

Approval must be obtained before students travel off-site to Club-sponsored activities. Please detail the trip indicating the destination, purpose, departure date and time and estimated return date and time. Estimate the number of students and advisors attending. Indicate the type of trip:

- Class I On Campus
- Class II In District
- Class III Out of District
- Class IV Out of State

Please note that Class III and IV trips require the approval of the LPC President and requires a minimum of 9 weeks to process.

**Student Life Off-Campus: Attendee Listing**

This form is used in conjunction with the Student Life Off-Campus Form. Please list full names of all students attending the activity.