

ICC Student Club Procedures

Quick Reference Guide: 2010-2011

[We've made major changes to the Student Clubs Web Site.](#)

All Club Procedures and Forms are located on the ICC/Student Clubs Web Site
<http://www.laspositascollege.edu/studentclubs/index.php>

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

Club Funds Request: Each club is eligible to request club funds if they meet the following criteria: 1) complete training; 2) complete the Proposed Budget form; 3) complete the Authorized Signature "Signature Sample" form; 4) complete a Club Funds Request form; and 5) complete a Club Contact Info form..

Matching Funds Request: Each club is eligible to request matching funds from ICC if they meet the following criteria: 1) have a completed Fundraising Proposal submitted **PRIOR** to the event; 2) submit a Matching Funds Request prior to the deadline and 3) submit a copy of the Deposit Slip(s) for the event(s) along with the Matching Funds Request.

Fundraising Proposal: Fundraising proposals **MUST** be submitted and approved **PRIOR** to the event. Money collected during fundraising **MUST** be deposited immediately and **CANNOT** be taken off-site.

Funding Approval: Effective immediately, the Funding Approval form **REPLACES** minutes used to approve the disbursement of funds for the club. "Roll Call" votes are **REQUIRED** for funding requests over \$600.

Reimbursement Requests: Each club is eligible to request reimbursement for club activities if they meet the following criteria: 1) Funding Approval form **MUST** accompany the request; 2) original receipts **MUST** accompany the request; and 3) the correct Fund, Org and Account Numbers **MUST** be written on the request. Advances can be made to Advisors **ONLY**. 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.

Club Happenings/Bulletin Board: Promote your Club meetings/activities on the Student Clubs web site. Club bulletin board now located outside B. 1700 Patio. Send info to Sheri.

Talking Points: A list of current and important events can be found on the ICC/Student Club home page.

Club Deadlines: A list of Club deadlines can be found on the ICC/Student Club home page. Also, check here to see if your Club has submitted the required forms.

Flyers: All flyers must have "LPC" or "Las Positas" written or typed on the front and can only be 8-1/2" x 11". Advisors must initial and date the back of the flyer. Clubs must have the approval stamp from the Director of Student Life **BEFORE** copies can be made and posted.

Mail: Clubs must check their mail pouch regularly in Building 100, behind the Reception Desk.

Club Deadlines

Fall 2010

SUBJECT	SUBMIT TO	CUT-OFF DATE
Proposed Budget	ICC	October 1
Authorized Signature Form	ICC	October 1
Club Contact Info (TYPED)	ICC	October 1
Club Request to ICC for Club Funds	ICC	October 8
Club Request to ICC for Matching Funds	ICC	November 19
Fall 2010 End-of-Semester Disbursements	Office of Student Life	December 3

Spring 2011

SUBJECT	SUBMIT TO	CUT-OFF DATE
Proposed Budget (Only for newly formed clubs)	ICC	March 4
Authorized Signature Form (Only for newly formed clubs or changes in Clubs' Officers)	ICC	March 4
Club Contact Info (TYPED)	ICC	March 4
Club Request to ICC for Club Funds	ICC	March 11
Club Request to ICC for Matching Funds	ICC	April 29
Spring 2011 End-of-Semester Disbursements	Office of Student Life	May 13