

ICC Student Club Procedures

Quick Reference Guide: 2011-2012

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

Cynthia Ross
Director of Student Life
424-1297, Bldg 1300, Annex C
cross@laspositascollege.edu

Sheri Moore
Student Life Assistant
424-1408, Bldg 1300, Annex C
smoore@laspositascollege.edu

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) submit Proposed Budget; 3) submit Authorized Signature Sample; 4) submit Club Funds Request; 5) submit **TYPED** Club Contact Info; and 6) had at least one Club Event during the prior semester.

Reimbursements: Each club is eligible to request reimbursement for expenses related to club activities if the following three items are submitted **TOGETHER**: 1) ASB Request for Disbursement, 2) Funding Approval, and 3) original receipts. If these three items are not submitted together, it will **D-E-L-A-Y** the reimbursement.

Advances: Clubs may request an advance (assuming Clubs have the funds in their account) for expenses related to club activities if the following two items are submitted **TOGETHER**: 1) ASB Request for Disbursement and 2) Funding Approval. 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.

Fund-raising: Clubs are encouraged to do fund-raising. Fund-raising Proposals **MUST** be submitted and approved **PRIOR** to the event. Money collected during fund-raising **MUST** be deposited immediately and **CANNOT** be taken off-site.

Deposits: Any money Clubs collect via donations/fund-raising/selling items, etc. is to be deposited immediately with Administrative Services in Building 100. Money **will not** be accepted in the Office of Student Life.

Matching Funds Request: Each club is eligible to request matching funds from ICC if they meet the following criteria: 1) submit Fund-raising Proposal **PRIOR** to the event; 2) submit Matching Funds Request prior to the deadline and 3) provide a copy of the Deposit Slip(s) for the event(s) attached to the Matching Funds Request.

Advertising Club Events: All flyers created by Clubs 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. Event information can also be posted on the Club's web page by contacting Sheri.

Mail: Clubs must check their mail pouch regularly in Building 100, behind the Reception Desk. Disbursements made to Club members are distributed to the Club's mail pouch.

ICC Meetings: An ICC Representative from each Club must attend each ICC meeting. A list of meeting dates can be found on the ICC/Student Club web site. 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. Clubs are susceptible to deactivation following two unexcused absences per semester from scheduled ICC meetings.

Talking Points: A list of current issues discussed in ICC meetings can be found on the ICC/Student Club home page under the “Talking Points” icon.

Club Deadlines: Clubs ***MUST*** adhere to the deadlines listed below. (These deadlines can also be found on the ICC/Student Club home page under the “Club Deadlines” icon.) Clubs can also check this location to see if the Club has submitted the required forms.

Fall 2011	
<u>Item</u>	<u>Deadline</u>
Club Member Training	9/23/11
Authorized Signature Sample	9/23/11
Proposed Budget	9/23/11
Club Contact Information	9/23/11
Club Request to ICC for Club Funds	10/07/11
Club Request to ICC for Matching Funds	11/18/11
End-of-Semester Disbursements	12/02/11 (target date)
.....	
Spring 2012	
<u>Item</u>	<u>Deadline</u>
Club Member Training (for newly formed Clubs)	2/24/12
Authorized Signature Sample (for newly formed Clubs)	2/24/12
Proposed Budget (for newly formed Clubs)	2/24/12
Club Contact Information (for newly formed Clubs)	2/24/12
Club Request to ICC for Club Funds	3/09/12
Club Request to ICC for Matching Funds	4/27/12
End-of-Semester Disbursements	5/11/12 (target date)