

# **SMC - Associated Students CLUB SPECIAL ACCOUNT**

**Q. What is a Club Special Account?**

A. Account of funds collected by an individual club through fund raisers, donations, etc. This is not the Associated Students Funds allocated to each club per semester, which are additional funds for clubs to spend. The Club Special Account money rolls over every year, unless the club is inactive for two (2) years.

**Q. How do we find out how much money is in our Club Special Account?**

A. Your club advisor may contact the Auxiliary/Business Office to request a printout of your Club Special Account.

**Q. Where do we deposit our money earned from our fund raisers?**

A. All funds must be submitted to the Auxiliary/Business Office. Please request a Collection of Funds form from the A.S. Office Reception Desk. Please read the regulations carefully and follow them.

**Q. Can we have bake sales and other food fund raisers to increase our Club Special Account?**

A. Yes, but within Los Angeles County Health Department guidelines for handling food. Request a Health Form from the A.S. Office Reception Desk. Please read the regulations carefully and follow them.

**Q. Can our club sponsor a band, speaker, or event on campus?**

A. Yes, but within guidelines, request assistance from the Associated Students Director of Activities. There will be contracts, forms, lists, and required attendance at an Activities Meeting, before your club can sponsor an event/person. If your club does not have enough money in its Club Special Account, then they may submit an A.S. Funding Proposal for additional funds. Please plan approximately one (1) month in advance. Please inquire at the A.S. Office Reception Desk for the current Activities Meeting schedule and an Event Checklist form.

**Q. What is the process for spending money in our Club Special Account?**

- A.
1. Approve item at your club meeting.
  2. Create Club Minutes or request a Club Minutes form from the A.S. Office Reception Desk. Make sure you include in your club minutes the agreement to purchase the item from your Club Special Account. Have your club officers and club advisor sign the club minutes.
  3. Request a Requisition Form from the A.S. Office Reception Desk.
  4. Complete the Requisition and attach club minutes and other required documents, such as: invoices, receipts, price quotes, catalog page copy, etc. Make sure all documents are signed by your club advisor. Submit all forms to the A.S. Office Reception Desk and request a receipt.
  5. The name on the Requisition will be the name on the check. One Requisition per vendor or person. Checks cannot be issued to students, unless it is a reimbursement with prior approval shown on club minutes and club advisor's signature on all receipts.
  6. Full-time Faculty Club Advisors with valid identification must pick up Club checks from the Auxiliary/Business Office. Check payees, with valid identification, can pick up their check only, also from the Auxiliary/Business Office.
  7. This process will take approximately six (6) school days from the date submitted to the A.S. Office Reception Desk, so please plan ahead, make sure all the documents you need are complete with all information and signatures. Please ask the A.S. Office Department Secretary to check your paperwork for accuracy.