Fall 2026

A.S. PROPOSALS & CHECK REQUESTS

A Step by Step Guide

Associated Students
Santa Monica College

What is an A.S. PROPOSAL?

A Proposal is used when you (A.S. Directors, clubs, campus departments) want to Suggest, Recommend, Offer, or Propose to:

- hold an event / activity / fieldtrip
- spend A.S. or ICC funds, which are public funds, and have guidelines that must be followed.

Link to Submit Proposal Form

Associated Students
Santa Monica College

What is an A.S. PROPOSAL?

- A Proposal is an agreement between A.S and the club, dept, etc
- Proposals are NOT guaranteed - they can be approved, denied, or partially approved
- An approved Proposal must be followed and adhered to, since its an agreement
- Proposals much follow the A.S Fiscal Policy, as well as Board of Trustee, Academic Regulations, and State & Federal Regulations
- No retroactive spending - Your Proposal MUST be approved by the A.S Board before you spend any money!
- Only items or services stated on the approved proposal can be paid by A.S or ICC funds

THINGS TO KEEP IN MIND

Time

The proposal process takes a minimum of 3 weeks.

For events that require more logistical support, like larger campus events and/or field trips, the proposal process may take up to 5 weeks or more.

Type

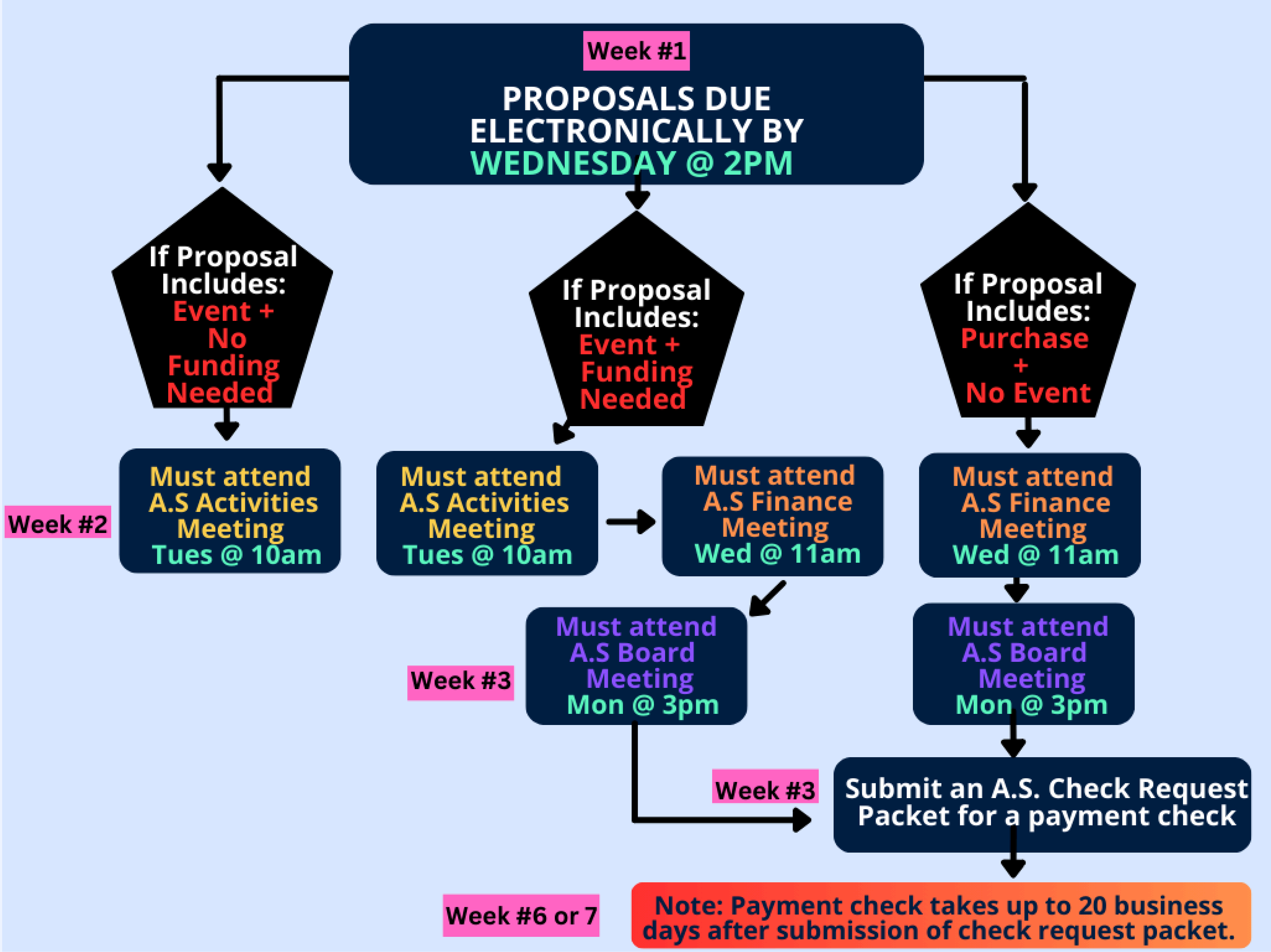
There are 3 different types of proposals.

- Event
- Purchase
- Field Trip

Purpose

Consider the reasons behind your proposal, and ensure you have a clear understanding of its purpose along with some key elements already well-developed.

TIME FRAME


Week #1
PROPOSALS DUE ELECTRONICALLY BY WEDNESDAY @ 2PM
If Proposal Includes: Event + No Funding Needed
If Proposal Includes: Event + Funding Needed
If Proposal Includes: Purchase + No Event
Week #2
Must attend A.S Activities Meeting Tues @ 10am
Must attend A.S Activities Meeting Tues @ 10am
Must attend A.S Finance Meeting Wed @ 11am
Must attend A.S Finance Meeting Wed @ 11am
Week #3
Must attend A.S Board Meeting Mon @ 3pm
Must attend A.S Board Meeting Mon @ 3pm
Week #3
Submit an A.S. Check Request Packet for a payment check
Week #6 or 7
Note: Payment check takes up to 20 business days after submission of check request packet.

3 TYPES OF PROPOSALS

Make sure you select the correct type of proposal in the drop down!

1 Event

Proposal Type *
What type of proposal are you submitting?
Event

- Choose "EVENT" if you're hosting an event outside your regular club meeting or requesting funding for an event outside your regular club meeting.

2 Purchase

Proposal Type *
What type of proposal are you submitting?
Purchase

- Choose "PURCHASE" if you only need to buy items (e.g., club swag or meeting snacks) and do not need a room or event space.

3 Field Trip

Proposal Type *
What type of proposal are you submitting?
Field Trip

- Choose "FIELD TRIP" if your event takes place off campus or requires funding for off-campus activities (e.g., a hike or park picnic).

Proposal Type *
What type of proposal are you submitting?

Event

Requestor Type *
Who is the request from? *(Note: Contact Person for proposal must match the requestor type)*

Proposal Title *
Title of Event, Purchase, or Activity

Associated Students Mission, Vision, and Goals *

- [ ] Promote educational advancement
- [ ] Encourage greater student involvement on campus
- [ ] Provide students with membership benefits, resources, and services
- [ ] Ensure good communication between students, faculty, staff, administration, and the community
- [ ] Promote students' rights and provide effective representation of student interests and concerns in shared governance, the College, local community, and at the State level
- [ ] Promote and enhance a positive cultural and educational environment on campus
- [ ] Promote the development of leadership, global citizenship, and community service
- [ ] Promote and encourage sustainable practices
- [ ] Provide resources and guidance to student organizations

Proposal Description *
Please discuss how this proposal meets the above selected goals of the Associated Students mission, vision, and goals.

1ST SECTION

This section of the form highlights the following:

- type
- who is requesting
- name of proposal (this will be same name on A.S Agenda)
- purpose of the proposal
- how it fits into A.S mission
- why A.S shuold fund or do this event

Select the Type of Proposal

Event, Field Trip, or Purchase

Requestor Type

ONLY 3 Categories: A.S Director, Club, or Department

A.S Mission, Vision and Goals

How does your proposal align with the selected categories and A.S'. mission & goals?

Proposal Description

Explain how it fits into the A.S mission, vision and goals

Proposal Contact Information

List the name of the contact person responsible for this proposal and it's check requests to obtain the necessary funds. If questions arise, OSL will be contacting this person.

A.S. Director Name *

Title *
List the title or club position of the contact person

Phone/Ext.

Main Contact SMC Email *
@smc.edu or @students.smc.edu

Primary Advisor/Supervisor *
For Club Proposals: List your Club Advisor
For Department Proposals: List the Manager or Supervisor
For A.S. Proposals: List the Associated Dean for Student Life

Primary Advisor/Supervisor Phone Number *
+1

Primary Advisor/Supervisor Email *
@smc.edu only

Event Supervision *
Will your primary advisor be serving as the event supervisor?
- (•) Yes
- ( ) No

2ND SECTION

This section of the form highlights the following:

- Proposal Requestor Contact Information (Club, A.S Director Or Department)
- Advisor/Supervisor Information

Personal Contact Information

Name of Club, A.S Director, or Department requesting proposal and contact information

Advisor/Supervisor

Contact information for Club or A.S Advisor and / or advisor supervising the Event.

Note: An Advisor must be present at every event

TYPES OF PROPOSAL & ADDITIONAL SECTIONS

Depending on what type of proposal chosen (Event, Purchase, Field Trip) additional sections may populate and need to be filled out.

- Event (No Funding Needed)
- Field Trip (No Funding Needed)
- Purchase (No event)

Combinations:

- Event + Purchase
- Field Trip + Purchase

EVENT OR FIELD TRIP – WITH NO FUNDING NEEDED

You will be asked to provide details about set up, clean up, and any giveaways.

Event Information

Provide the requested event information below

Event Date *

Date of Proposed Event

mm/dd/yyyy

Event Format *

Note: In-person, hybrid, and field trip proposals require a safety plan. Safety plans are approved by SMC Risk Management. Safety Plans must be approved for events and field trips to occur.

- ○ In-person
- ○ Virtual
- ○ Hybrid
- ○ Field Trip

Number of Expected Attendees *

Requested Event Location or Field Trip Destination *

For On-Campus Event Request: List the top 3 preferred locations. Location availability is not guaranteed.

For Club Request: OSL Admin I will help with reservations
For Dept. Request: Department staff are responsible
For A.S. Director Request: OSL Admin II will help with reservations

Event Start Time *

Event End Time *

IF IT'S A COMBO OF:

Event + Purchase

Field Trip + Purchase

You will need to fill out both these sections:

1

Event Information

Provide the requested event information below

Event Date *

Date of Proposed Event

mm/dd/yyyy

Event Format *

Note: In-person, hybrid, and field trip proposals require a safety plan. Safety plans are approved by SMC Risk Management. Safety Plans must be approved for events and field trips to occur.

- In-person
- Virtual
- Hybrid
- Field Trip

Number of Expected Attendees *

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For Club Request: OSL Admin I will help with reservations
For Dept. Request: Department staff are responsible
For A.S. Director Request: OSL Admin II will help with reservations

Event Start Time *

Event End Time *

2

Funding and Approvals

BE ADVISED:

1. You must obtain FINAL APPROVAL at an A.S. BOARD OF DIRECTORS Meeting, before you can spend the requested funds.
2. You are required to attach a legitimate price quote, with taxes, shipping/handling, service fee, gratuity fee, & misc. costs, for each vendor you are paying, along with their W-9 tax form and an *A.S. REQUISITION. Remember to complete and attach a requisition to each of the A.S. Contract Packets.
3. All service providers, etc., must complete a full *A.S. CONTRACT PACKET, and they must be paid with a check issued by A.S.
4. Attach all contracts, since the Associate Dean of Student Life must review and approve all contracts before service and/or items are provided.

*Note: For Additional Forms, go to the OSL Website and see A.S. Forms & Documents.

2 FUNDING & APPROVALS

This section is very Important!

This section outlines your funding request in detail.

List every source of funding and provide a breakdown of how the requested funds will be used.

The amount entered in this section is the amount that will be considered on the A.S Finance agenda.

Note: Once your proposal is presented at the A.S Finance meeting, ***the amount in your proposal cannot be increased***. Requested changes to the amount in a proposal MUST be emailed to the A.S Finance Committee ahead of time.

Funding and Approvals

BE ADVISED:

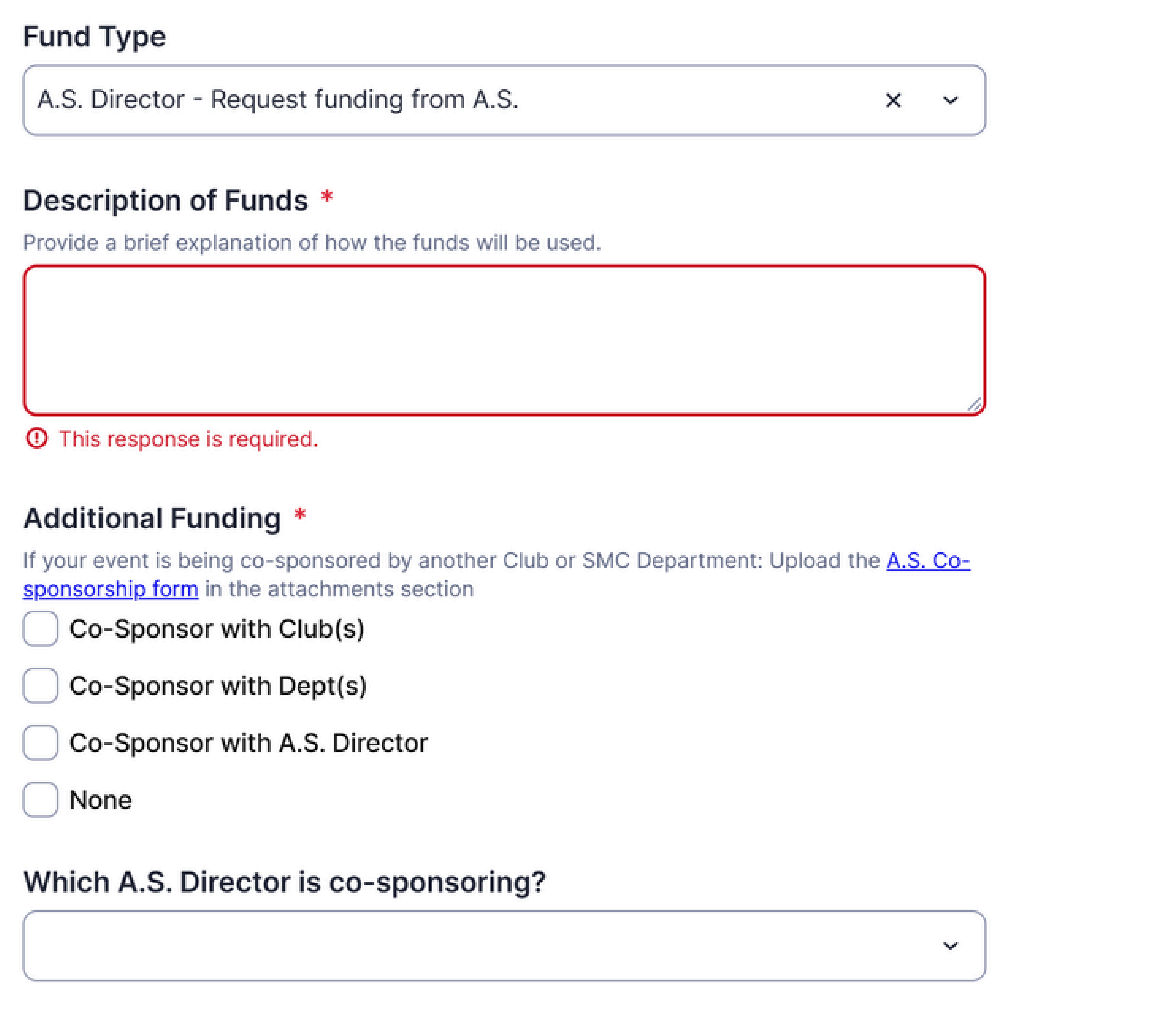
1. You must obtain FINAL APPROVAL at an A.S. BOARD OF DIRECTORS Meeting, before you can spend the requested funds.
2. You are required to attach a legitimate price quote, with taxes, shipping/handling, service fee, gratuity fee, & misc. costs, for each vendor you are paying, along with their W-9 tax form and an *A.S. REQUISITION. Remember to complete and attach a requisition to each of the A.S. Contract Packets.
3. All service providers, etc., must complete a full *A.S. CONTRACT PACKET, and they must be paid with a check issued by A.S.
4. Attach all contracts, since the Associate Dean of Student Life must review and approve all contracts before service and/or items are provided.

*Note: For Additional Forms, go to the OSL Website and see A.S. Forms & Documents.

FUND TYPE

This section asks you to provide:

- Who you are and the type of funding you are requesting.
- What the requested funds will be used for.
- Whether the event is being co-sponsored by an A.S. Director, another club, or a department.



Fund Type

A.S. Director - Request funding from A.S.

Description of Funds *

Provide a brief explanation of how the funds will be used.

This response is required.

Additional Funding *

If your event is being co-sponsored by another Club or SMC Department: Upload the A.S. Co-sponsorship form in the attachments section

- [ ] Co-Sponsor with Club(s)
- [ ] Co-Sponsor with Dept(s)
- [ ] Co-Sponsor with A.S. Director
- [ ] None

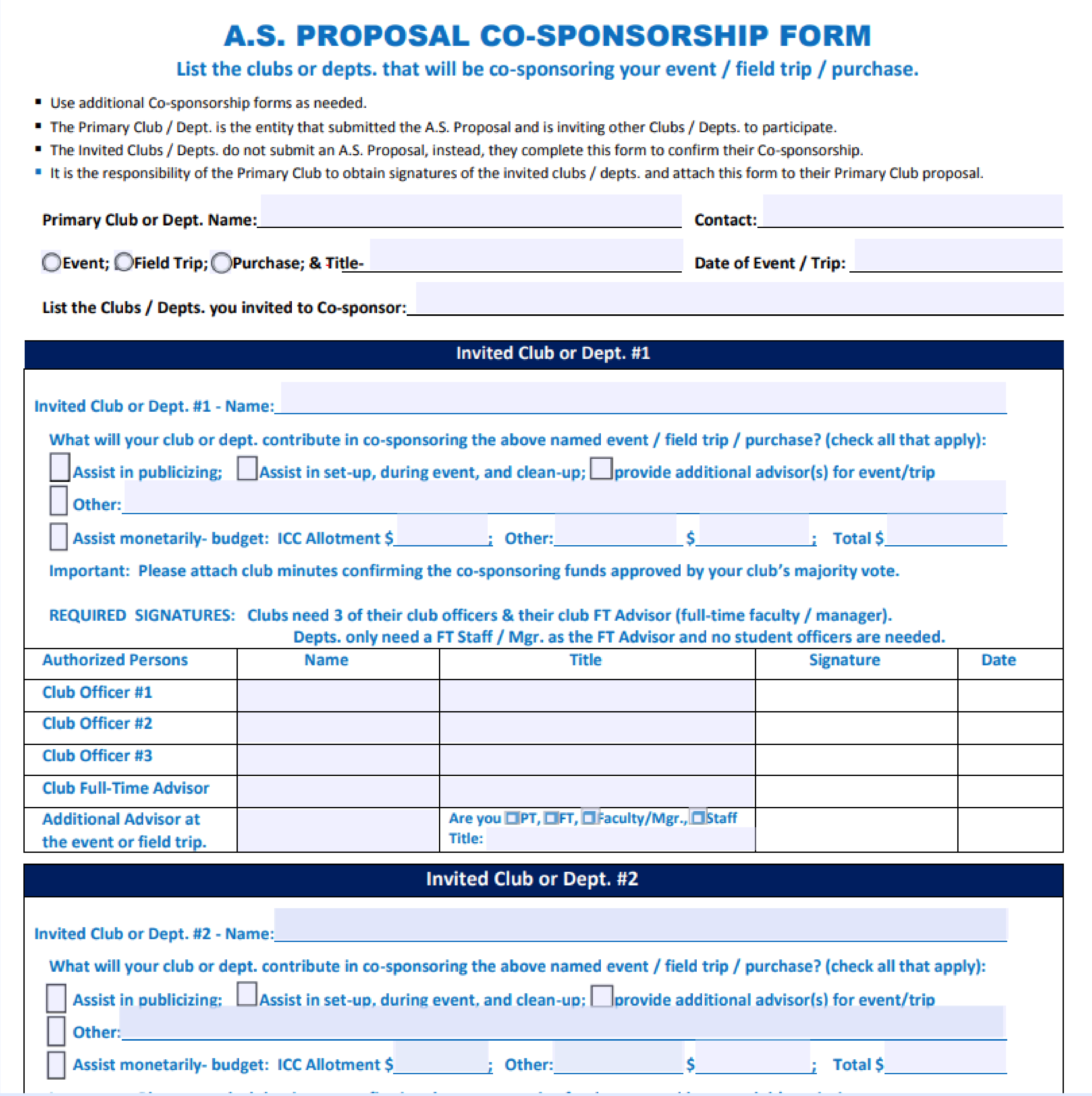
Which A.S. Director is co-sponsoring?

CO-SPONSORSHIP FORM

This form must be uploaded with your proposal if you plan to spend funds from multiple funding sources.

Examples:

- Two clubs using their ICC allotment,
- A club working with an A.S director, or
- An A.S Director or club working with an SMC department



A.S. PROPOSAL CO-SPONSORSHIP FORM

List the clubs or depts. that will be co-sponsoring your event / field trip / purchase.

- Use additional Co-sponsorship forms as needed.
- The Primary Club / Dept. is the entity that submitted the A.S. Proposal and is inviting other Clubs / Depts. to participate.
- The Invited Clubs / Depts. do not submit an A.S. Proposal, instead, they complete this form to confirm their Co-sponsorship.
- It is the responsibility of the Primary Club to obtain signatures of the invited clubs / depts. and attach this form to their Primary Club proposal.

Primary Club or Dept. Name: ______ **Contact:** ______

◯**Event;** ◯**Field Trip;** ◯**Purchase; & Title-** ______ **Date of Event / Trip:** ______

List the Clubs / Depts. you invited to Co-sponsor: ______

Invited Club or Dept. #1

Invited Club or Dept. #1 - Name: ______

What will your club or dept. contribute in co-sponsoring the above named event / field trip / purchase? (check all that apply):

☐ Assist in publicizing; ☐ Assist in set-up, during event, and clean-up; ☐ provide additional advisor(s) for event/trip

☐ Other: ______

☐ Assist monetarily- budget: ICC Allotment $ ______; Other: ______ $ ______; Total $ ______

Important: Please attach club minutes confirming the co-sponsoring funds approved by your club's majority vote.

REQUIRED SIGNATURES: Clubs need 3 of their club officers & their club FT Advisor (full-time faculty / manager).
Depts. only need a FT Staff / Mgr. as the FT Advisor and no student officers are needed.

Authorized Persons	Name	Title	Signature	Date
Club Officer #1				
Club Officer #2				
Club Officer #3				
Club Full-Time Advisor				
Additional Advisor at the event or field trip.		Are you ☐PT, ☐FT, ☐Faculty/Mgr., ☐Staff Title:		

Invited Club or Dept. #2

Invited Club or Dept. #2 - Name: ______

What will your club or dept. contribute in co-sponsoring the above named event / field trip / purchase? (check all that apply):

☐ Assist in publicizing; ☐ Assist in set-up, during event, and clean-up; ☐ provide additional advisor(s) for event/trip

☐ Other: ______

☐ Assist monetarily- budget: ICC Allotment $ ______; Other: ______ $ ______; Total $ ______

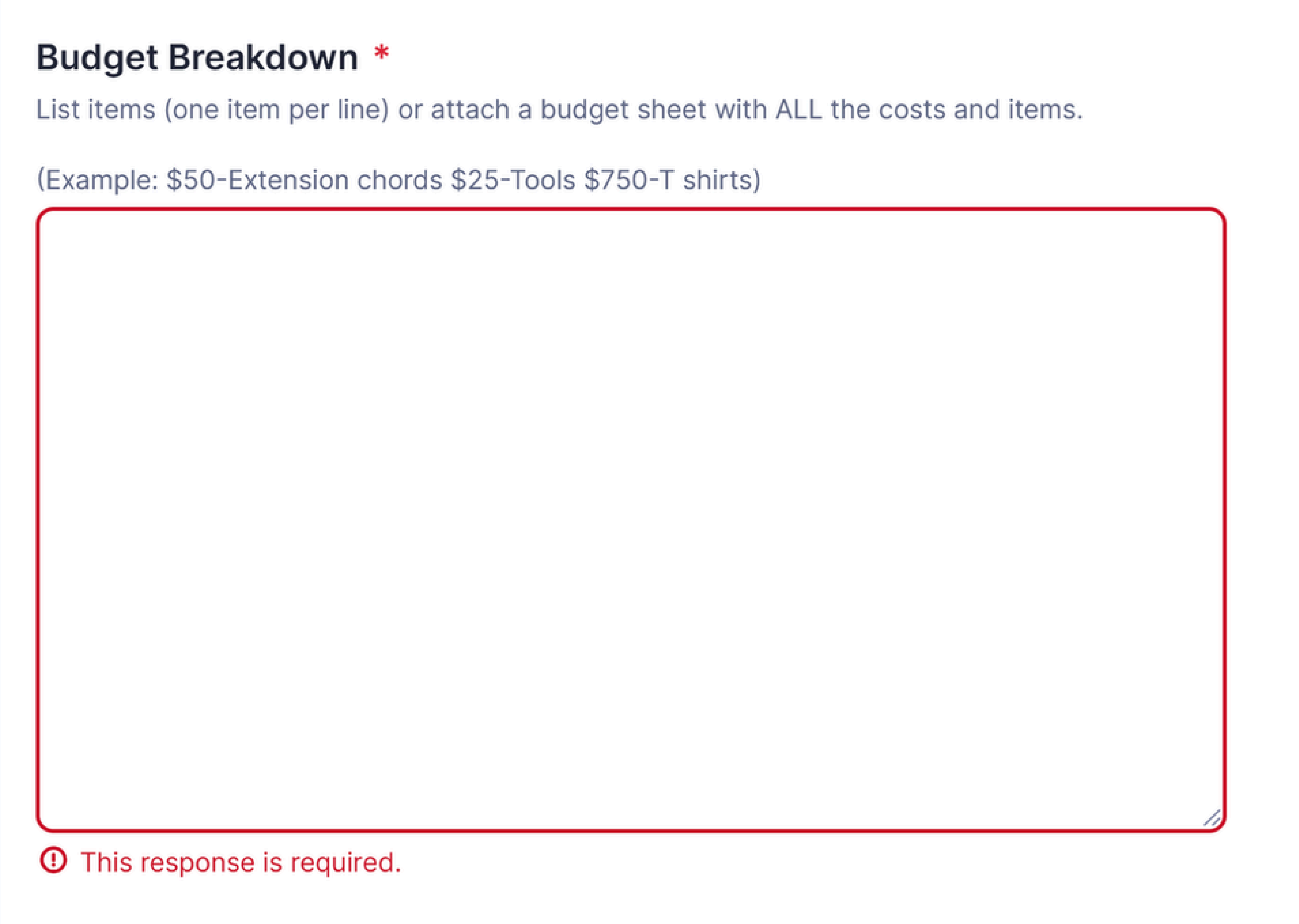
BUDGET BREAKDOWN

This section asks you to provide:

- A detailed description of each item or product you plan to purchase, including links and/or photos.

Must include:

- Where you will purchase each item or product and its cost.
- A complete budget that includes the item cost, applicable taxes, shipping, and a contingency amount.
    - **When looking at your proposal budget, think of including a 10-15% contingency for additional or unexpected costs.**



Budget Breakdown *

List items (one item per line) or attach a budget sheet with ALL the costs and items.

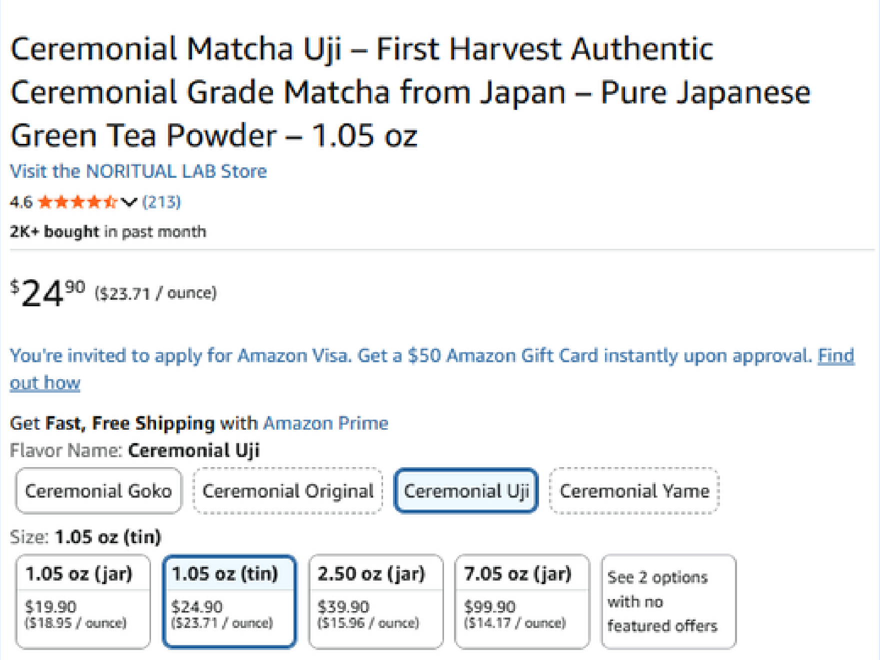
(Example: $50-Extension chords $25-Tools $750-T shirts)

This response is required.

***If you are requesting funding for multiple items or products, it is recommended that you include a spreadsheet with item descriptions, links, and costs.**

BUDGET BREAKDOWN

Products	Quantity	Price	Total	Links	Images
Matcha	1	$25.00	$25.00	https://www.amazon.com/Ceremonial-Matcha-Uji-Authentic-Japanese/dp/B0G92XR1MX/ref=sr_1_1_sspa?crid=L6QHFWB1MI2O&dib=ey	
Matcha bowl kit	1	$28.00	$28.00	https://www.amazon.com/Buucup-Matcha-Ceramic-Holder-Bamboo/dp/B0DFVKHV3V/ref=sr_1_5?crid=3L2HG45UZOXKD&dib=eyJ2IjoiM	
Lego Set	1	$50.00	$50.00	https://www.target.com/p/lego-botanicals-peace-lily-flower-room-decor-11504/-/A-94756767#lnk=sametab	
Airpods	1	$130.00	$130.00	https://www.staples.com/apple-airpods-4-wireless-ambient-sound-earbuds-with-usb-c-charging-case-4th-generation-bluetooth-white-mxp6	
Ping pong balls	1	$13.00	$13.00	https://www.amazon.com/JOOLA-Training-Table-Tennis-Balls/dp/B089BVTB6J/ref=sr_1_6?crid=1T4R5ZY3KM2PN&dib=eyJ2IjoiMSJ9.gp\	
Score board	1	$10.00	$10.00	https://www.amazon.com/HRLORKC-Scoreboard-Keeper-Flipper-Basketball/dp/B07V63L7Q6/ref=sr_1_1?dib=eyJ2IjoiMSJ9.t2FaiuUml6jw	
contingacy			100		
Taxes			15%		
[redacted]					
			410		



REQUEST

This section asks you to provide:

- The amount of funding being requested from each funding source. (A.S. has its own section)
- The amounts entered in this section will appear on the Finance Committee and A.S. Board meeting agendas, **so be sure they are accurate.**

A) Club ICC Allotment Request *

B) Club Special Account Request *

C) Student Contributions *

D) Other Funding Source *

Total Contributions *

Sum Total of A+B+C+D from above

E) A.S. Funding Request *

Total Cost *

Items A+B+C+D+E from above

SIGNATURE PAGE

Every proposal must include a completed Signature Page!

- You may either print the form and collect handwritten signatures or use the electronic signature (e-sign) option.
- If you choose the e-sign option, enter your information first, followed by the names and email addresses of two additional club officers and your advisor. After you sign, the form will automatically be emailed to the next signer until all required signatures have been collected.
- Once all signatures have been completed, upload the finalized Signature Page with your proposal submission.

Associated Students of Santa Monica College

Advisor & Officer Signature Confirmation

Upload this completed form to the proposal form.

CLUB or DEPARTMENT NAME: *______

REQUESTING FUNDING?

* Yes
* No

EVENT NAME/TITLE: *______

EVENT DATE(S): *______

SUPERVISING ADVISOR for the EVENT must be FULL-TIME SMC Faculty or a Manager.

Co-Advisors may be Adjunct Faculty, Full-Time Classified employees, or another Full-Time Faculty employee.

- I have READ, UNDERSTAND, and AGREE to comply with the rules in the Club Advisor's Responsibilities form on the A.S. Website.
- I WILL BE PRESENT BEFORE, DURING AND AFTER THE STUDENT EVENT, TO ENSURE THE STUDENTS' SAFETY AND COLLEGE POLICY ADHERENCE.
- I reviewed the proposal that was submitted and I am in SUPPORT of this event.

Signatures required for Funding

REQUIRED SIGNATURES: Clubs or A.S. need 3 student officers & 1 FT Advisor (full-time faculty / manager). Depts. only need a FT Staff / Mgr. as the FT Advisor and no student officers are needed.

Authorized Persons	Name	Title	Signature	Date
Student Officer #1	*	*Enter your job title	*Click here to sign	03/06/26
Student Officer #2				
Student Officer #3				
Full-Time Advisor				

SUPLEMENTAL PROPOSAL FORMS

Depending on the type of proposal you are submitting, you may need to upload additional forms as well.

PROPOSAL TYPE:
EVENT

Additional Forms May Be Required:

Multi-Logistic Form: Needed if you event will require a speaker/sound system, mic, podium, chairs, tables, etc and/or if the event includes more than one day or location

Layout/Diagram: If your event requires set-up. Upload a layout of your event.

- Quad Map
- Learning Garden Map

MULTI-LOGISTICS FORM - One form per event or field trip. Complete the first day on your proposal form & additional days or logistics on this form. Complete and attach to your Event or Field Trip Proposal			
1. Are you having an Event or a Field Trip-	☐ Event; ☐ Field-Trip	☐ Event; ☐ Field-Trip	☐ Event; ☐ Field-Trip
2. Name of Event and/or Field Trip			
3. Location (if a field trip-attach an info page with physical address & phone number)			
4. Date (Tuesday, 11/17/15)			
5. Time Duration (11:15a-12:30p) Please do not include set-up & pick-up, see 8.7 & 8.8			
6. Number of Participants you expect at your event or field trip			
7. Chartered Bus / Rental Vehicle- attach contract to include details & prices.	☐ NO; ☐ YES	☐ NO; ☐ YES	☐ NO; ☐ YES
8. EQUIPMENT REQUEST: attach a layout diagram with exact equipment location.	Equipment Request Section	Equipment Request Section	Equipment Request Section
8.1. Sound System	☐ NO; ☐ YES	☐ NO; ☐ YES	☐ NO; ☐ YES
8.2. Microphone	☐ NO; ☐ YES-how many?	☐ NO; ☐ YES-how many?	☐ NO; ☐ YES-how many?
8.3. Podium - with or without built-in mic or none needed	☐YES; ☐Without Mic; ☐ None	☐YES; ☐Without Mic; ☐ None	☐YES; ☐Without Mic; ☐ None
8.4. Canopies - you will need to pay for rental from a Party-Rental-Company	☐ NO; ☐ YES-how many?	☐ NO; ☐ YES-how many?	☐ NO; ☐ YES-how many?
8.5. Tables – you will need to pay for rental from a Party-Rental-Company	☐ NO; ☐ YES-how many?	☐ NO; ☐ YES-how many?	☐ NO; ☐ YES-how many?
8.6. Chairs – you will need to pay for rental from a Party-Rental-Company	☐ NO; ☐ YES-how many?	☐ NO; ☐ YES-how many?	☐ NO; ☐ YES-how many?
8.7. Set-up time- equipment will be set-up & taken-down by the SMC Crews.			
8.8. Pick-up time- equipment must be cleared, cleaned, & ready for pick-up.			
9. Performer/Speaker/Service; If yes-submit A.S. Contract Packet	☐ NO; ☐ YES	☐ NO; ☐ YES	☐ NO; ☐ YES
10. Food/Beverages/Candy/anything edible; if yes-submit HEALTH FORM.	☐ NO; ☐ YES	☐ NO; ☐ YES	☐ NO; ☐ YES
11. Vendor Delivery; if yes-make arrangements with campus police	☐ NO; ☐ YES	☐ NO; ☐ YES	☐ NO; ☐ YES
12. Fundraising or Receiving Money Donations; if yes-submit SMC Collection Funds form.	☐ NO; ☐ YES	☐ NO; ☐ YES	☐ NO; ☐ YES
13. Giveaways: Are you giving out items? If Yes- list the items. NOTE: Due to Safety reasons, do NOT toss or throw hard or heavy items into crowds, instead- do a "free drawing."	☐ NO; ☐YES-list items:	☐ NO; ☐YES-list items:	☐ NO; ☐YES-list items:
14. HIGH-PROFILE GUESTS (dignitaries, politicians, celebrities, media, etc.): you must notify in writing, of any high-profile guests to Dr. Grass, Associate Dean of Student Life, Campus Police Chief, and the SMC President's Office, at least five (5) days prior to your event.	☐ NO; ☐ YES-list names & titles	☐ NO; ☐ YES-list names & titles	☐ NO; ☐ YES-list names & titles
15. Names of Guests needing VISITOR PARKING PASSES – each event is allowed about 3-4 visitor parking passes; unless otherwise pre-arranged with Campus Police. It is the responsibility of the advisor to contact the parking kiosk on the morning of the event for visitor parking passes.	☐ NO; ☐ YES-list names & titles	☐ NO; ☐ YES-list names & titles	☐ NO; ☐ YES-list names & titles
16. The SMC SUPERVISING ADVISOR or SMC SUBSTITUTE for the EVENT or FIELD TRIP must be a currently employed SMC Full-Time Faculty or Manager Attn. Supervising Advisor: please read below and sign in the applicable column. • I have read, understand, and agree to comply with the rules in the "Club Advisor's Responsibilities" form- located on the AS Website; in the Forms & Documents page; under the Inter-Club Council section. • I will be present before, during and after the student event or field trip to ensure the students' safety and the SMC AR POLICY-AR4440 policy is adhered to.	Supervising FT Advisor Name: Ext #: Department: Signature:	Supervising FT Advisor Name: Ext #: Department: Signature:	Supervising FT Advisor Name: Ext #: Department: Signature:

Revised 9/25/2018

PROPOSAL TYPE: EVENT(FUNDRAISING)

Additional Forms May Be Required:

SMC Collection of Funds Form - Needed if having a fundraiser at any SMC campus, you must obtain a register drawer. Complete this form, obtain Signatures, and upload to your proposal.

- If your club wants to support a cause or make a donation, you should raise the money through a fundraiser. Clubs may use up to $250 of their ICC funds per semester to help pay for fundraising activities.
- Items purchased with ICC funds for approved giveaways are free to participants and cannot be sold.

Santa Monica College Auxiliary Office
COLLECTION OF FUNDS REGULATIONS

Santa Monica College student organizations wishing to solicit funds on Santa Monica College must adhere to the following regulations.

1. All funds collected on campus must be deposited in the College Enterprise office (Auxiliary Office) and disbursed only for the purpose designated at the time of registration of the fund drive.
2. A Faculty advisor must sponsor each drive.
3. Fund drives must be registered with the Administrative Dean of Community and Student Development (Associate Dean of Student Life) and the College Enterprise office (Auxiliary Office), Santa Monica College.
4. Location of fund drive must be approved by the Administrative Dean of Community and Student Development and the Student Activities Advisor.
5. Specific procedures to be followed in collecting funds are:
   a. Complete the "Registration for Collection of Funds" form (below) and submit it to the Administrative Dean of Community and Student Development. One (1) signed copy then must be submitted to the College Enterprise office prior to the day of the event.
   b. Sign out fund-raising identification button and collection container at the College Enterprise office on the day of the event.
   c. Collect funds only in approved location on campus.
   d. When the event is over, check in identification button and container immediately, along with funds to the College Enterprise office.
6. Nothing in this procedure may be used to violate laws of the State of California, Education Code, Section 9021.
7. No solicitation of funds by individuals or organizations may be made on campus without following these procedures.

REGISTRATION OF REQUEST FOR COLLECTION OF FUNDS
Note: No activities may commence without a signed approval in hand.

Permit No.: __________ Date of Request: __________

Organization: __________

Date(s) of Fund Collection: __________

Purpose of Fund Drive: __________

Method of Fund Collection: __________

Location of Fund Drive: __________

Funds to be disbursed specifically for: __________

President of Organization: __________

FT Faculty Advisor's Name: __________ **Signature:**

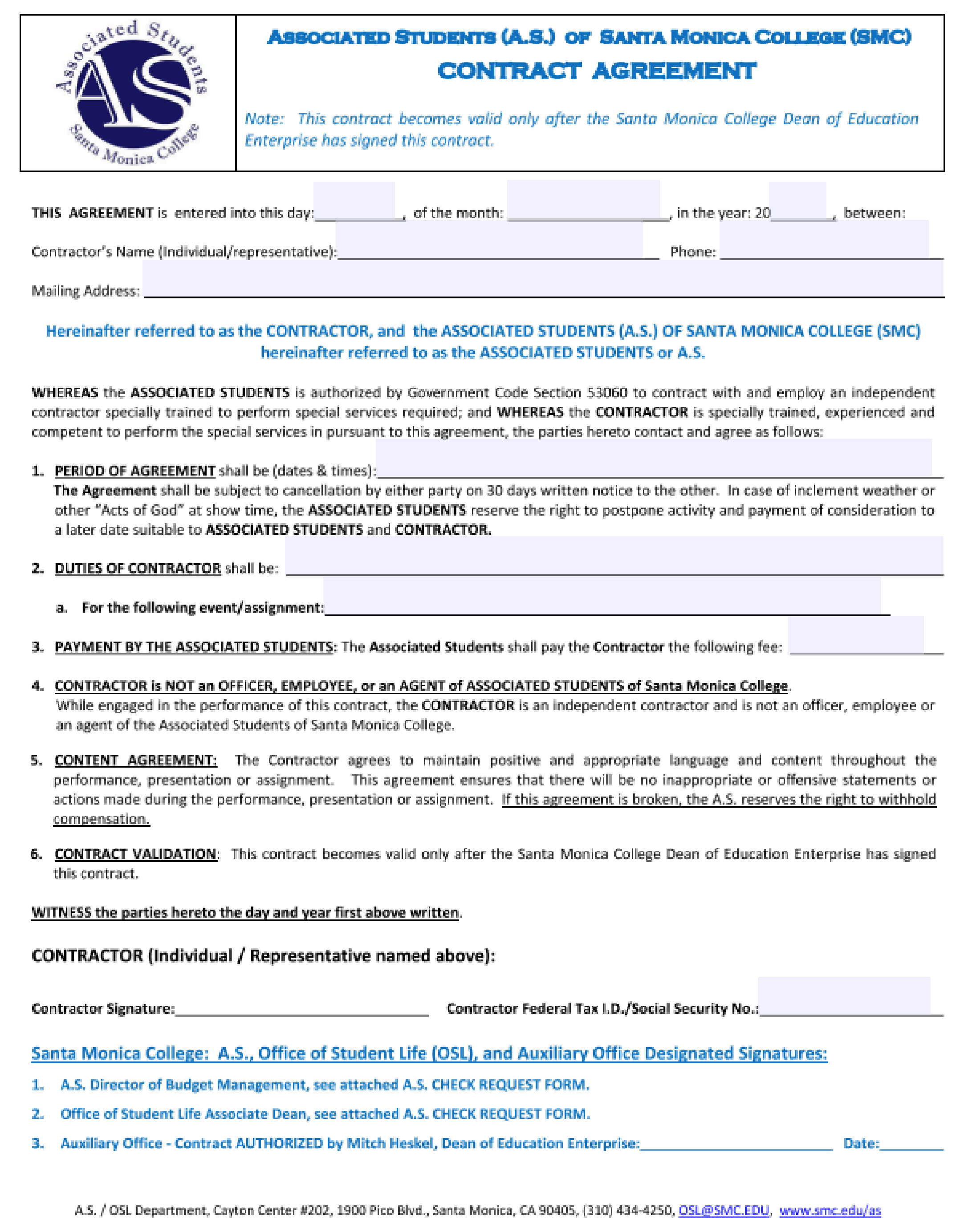
Benny Blaydes, A.S./ICC Advisor's Signature:

PROPOSAL TYPE:
EVENT OR PURCHASE

Additional Forms May Be Required:

A.S Contract Packet - consists of two forms:

- A.S. Contract Form - Needed when you are paying a Speaker, Performer, or a Vendor for contract services
- W-9 Tax Form - (complete and submit Page #1, with current signature date).



ASSOCIATED STUDENTS (A.S.) OF SANTA MONICA COLLEGE (SMC)
CONTRACT AGREEMENT

Note: This contract becomes valid only after the Santa Monica College Dean of Education Enterprise has signed this contract.

THIS AGREEMENT is entered into this day:______, of the month: __________, in the year: 20____, between:

Contractor's Name (Individual/representative):________________ Phone: __________

Mailing Address: ____________________

Hereinafter referred to as the CONTRACTOR, and the ASSOCIATED STUDENTS (A.S.) OF SANTA MONICA COLLEGE (SMC) hereinafter referred to as the ASSOCIATED STUDENTS or A.S.

WHEREAS the **ASSOCIATED STUDENTS** is authorized by Government Code Section 53060 to contract with and employ an independent contractor specially trained to perform special services required; and **WHEREAS** the **CONTRACTOR** is specially trained, experienced and competent to perform the special services in pursuant to this agreement, the parties hereto contact and agree as follows:

1. PERIOD OF AGREEMENT shall be (dates & times):__________
   The Agreement shall be subject to cancellation by either party on 30 days written notice to the other. In case of inclement weather or other "Acts of God" at show time, the **ASSOCIATED STUDENTS** reserve the right to postpone activity and payment of consideration to a later date suitable to **ASSOCIATED STUDENTS** and **CONTRACTOR.**
2. DUTIES OF CONTRACTOR shall be: __________
   a. **For the following event/assignment:**__________
3. PAYMENT BY THE ASSOCIATED STUDENTS: The **Associated Students** shall pay the **Contractor** the following fee: ______
4. CONTRACTOR is NOT an OFFICER, EMPLOYEE, or an AGENT of ASSOCIATED STUDENTS of Santa Monica College.
   While engaged in the performance of this contract, the **CONTRACTOR** is an independent contractor and is not an officer, employee or an agent of the Associated Students of Santa Monica College.
5. CONTENT AGREEMENT: The Contractor agrees to maintain positive and appropriate language and content throughout the performance, presentation or assignment. This agreement ensures that there will be no inappropriate or offensive statements or actions made during the performance, presentation or assignment. If this agreement is broken, the A.S. reserves the right to withhold compensation.
6. CONTRACT VALIDATION: This contract becomes valid only after the Santa Monica College Dean of Education Enterprise has signed this contract.

WITNESS the parties hereto the day and year first above written.

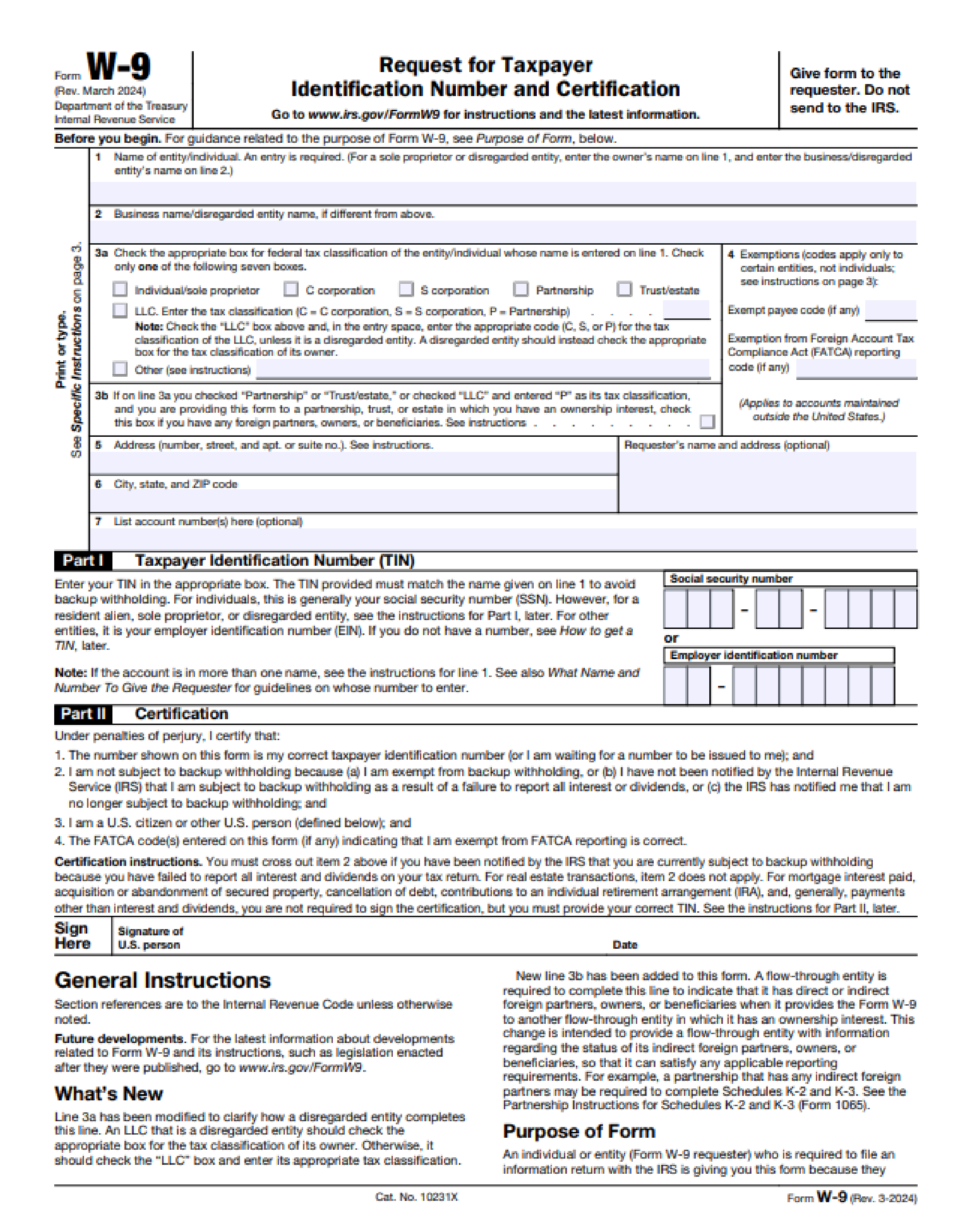
CONTRACTOR (Individual / Representative named above):

Contractor Signature:__________ **Contractor Federal Tax I.D./Social Security No.:**__________

Santa Monica College: A.S., Office of Student Life (OSL), and Auxiliary Office Designated Signatures:

1. A.S. Director of Budget Management, see attached A.S. CHECK REQUEST FORM.
2. Office of Student Life Associate Dean, see attached A.S. CHECK REQUEST FORM.
3. Auxiliary Office - Contract AUTHORIZED by Mitch Heskel, Dean of Education Enterprise:__________ Date:______

A.S. / OSL Department, Cayton Center #202, 1900 Pico Blvd., Santa Monica, CA 90405, (310) 434-4250, OSL@SMC.EDU, www.smc.edu/as



Form **W-9** (Rev. March 2024) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number ___ - __ - ____

or

Employer identification number __ - _______

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

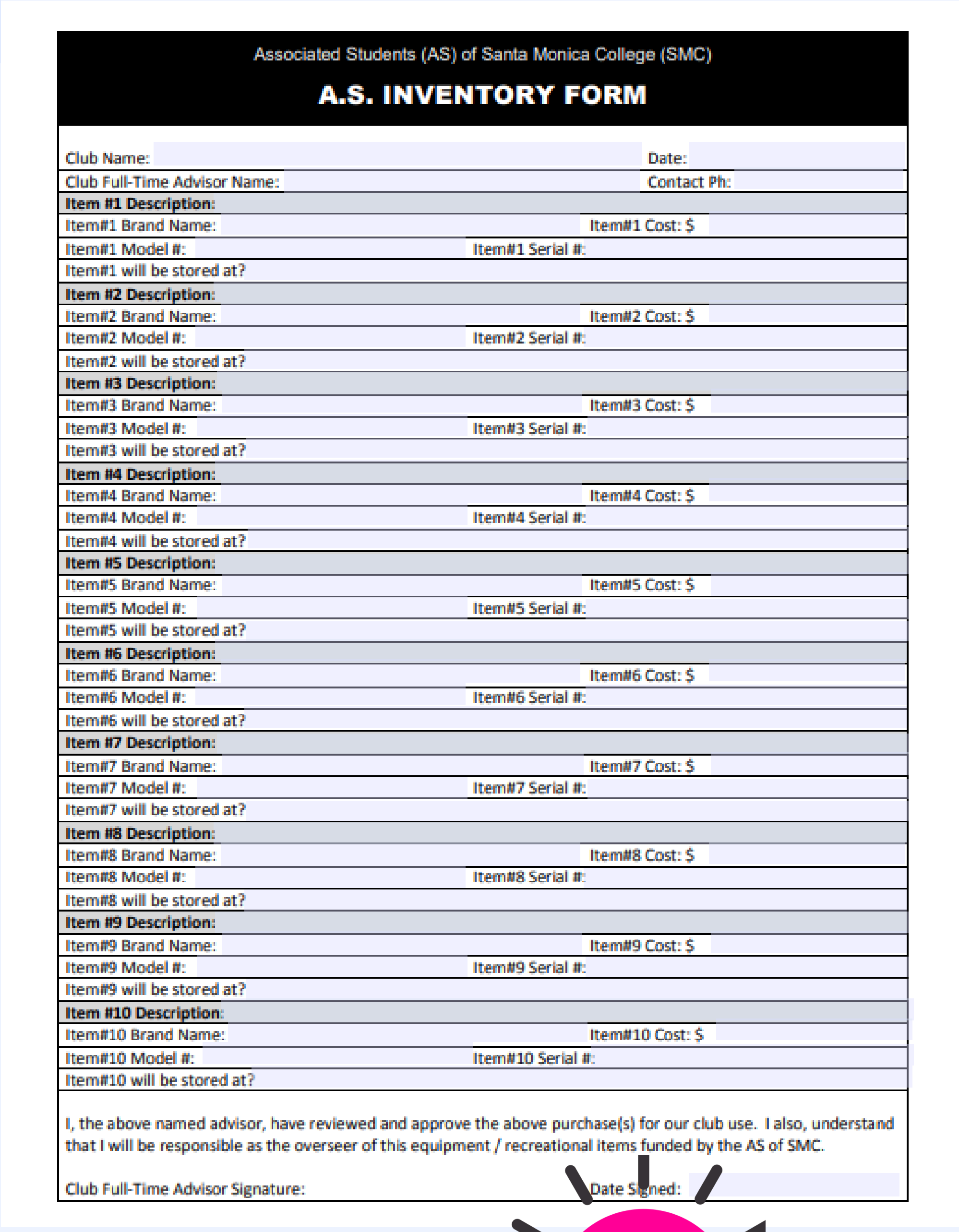
PROPOSAL TYPE:
EVENT OR PURCHASE

Additional Forms May Be Required:

- A.S. Inventory Form: Required when purchasing equipment (not supplies). Complete the form, obtain the required signatures, and upload it with your proposal.

- *Equipment* is defined as specialty items purchased for long-term use and intended for a specific purpose (e.g., calculators, printers, easels, telescopes, chess boards, etc).

- *Supplies* are general-purpose consumable items that are typically used up during the year (e.g., snacks, poster board, paper, paint, socks, markers, or batteries) and do not require an A.S. Inventory Form.


Associated Students (AS) of Santa Monica College (SMC)

A.S. INVENTORY FORM

Club Name: Date:
Club Full-Time Advisor Name: Contact Ph:
Item #1 Description:
Item#1 Brand Name: Item#1 Cost: $
Item#1 Model #: Item#1 Serial #:
Item#1 will be stored at?
Item #2 Description:
Item#2 Brand Name: Item#2 Cost: $
Item#2 Model #: Item#2 Serial #:
Item#2 will be stored at?
Item #3 Description:
Item#3 Brand Name: Item#3 Cost: $
Item#3 Model #: Item#3 Serial #:
Item#3 will be stored at?
Item #4 Description:
Item#4 Brand Name: Item#4 Cost: $
Item#4 Model #: Item#4 Serial #:
Item#4 will be stored at?
Item #5 Description:
Item#5 Brand Name: Item#5 Cost: $
Item#5 Model #: Item#5 Serial #:
Item#5 will be stored at?
Item #6 Description:
Item#6 Brand Name: Item#6 Cost: $
Item#6 Model #: Item#6 Serial #:
Item#6 will be stored at?
Item #7 Description:
Item#7 Brand Name: Item#7 Cost: $
Item#7 Model #: Item#7 Serial #:
Item#7 will be stored at?
Item #8 Description:
Item#8 Brand Name: Item#8 Cost: $
Item#8 Model #: Item#8 Serial #:
Item#8 will be stored at?
Item #9 Description:
Item#9 Brand Name: Item#9 Cost: $
Item#9 Model #: Item#9 Serial #:
Item#9 will be stored at?
Item #10 Description:
Item#10 Brand Name: Item#10 Cost: $
Item#10 Model #: Item#10 Serial #:
Item#10 will be stored at?

I, the above named advisor, have reviewed and approve the above purchase(s) for our club use. I also, understand that I will be responsible as the overseer of this equipment / recreational items funded by the AS of SMC.

Club Full-Time Advisor Signature: Date Signed:

Any equipment purchased by a club must be stored with the club advisor. The advisor is responsible for its storage, tracking, and inventory.

PROPOSAL TYPE:
FIELD TRIPS

Additional Forms May Be Required:

1. Individual Form (use for overnight trips/students under 18)

   Or

   Day Trip Form (Required for Club / A.S. Director Day Trips ONLY)

2. **Signature Sheet/Advisor's Field Trip Responsibility Form**

3. **Field Trip Club Roster** (*If you need time to recruit students after a proposal decision is made, please account for the 7-10 days required for our office to do student verification checks and submit to risk management).

4. **Field Trip Early Departure Form** (Each Club Member or A.S. Director must complete this form if they will be leaving before the field trip is over.

Timeline

- A.S. Proposals for Field Trips (without funding) must be submitted a minimum of **3 weeks prior to the travel date.**
- If funding is required, A.S. Proposals for Field Trips should be submitted a minimum of **5 weeks prior to the travel date.**

Missing these deadlines may result in a trip being cancelled or denied.

PROPOSAL TYPE:
FIELD TRIPS

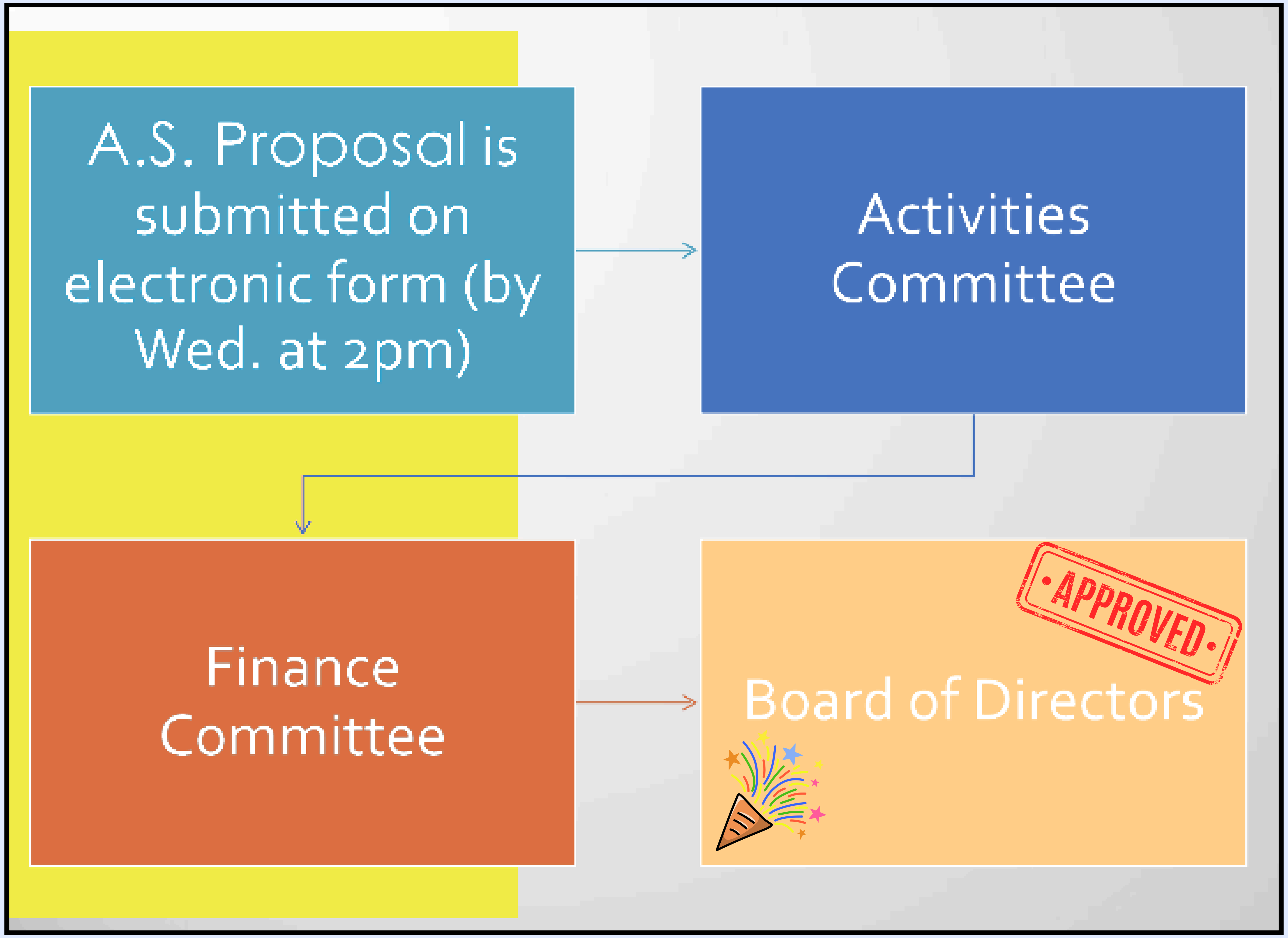
All field trip proposals must also include:

- Relevant information about trip (activity, venue, airfare quotes, conference website, etc.) – anything that will help A.S. understand your request. The purpose of the trip must be educational, team building, and/or representing SMC.

- A comprehensive budget (if funding is being requested) that outlines all costs of the trip including but not limited to transportation, per diem, registration/conference fees, and lodging for all participants including advisors *(If funding is being requested).*

- A meaningful monetary contribution from the student participants that is directed towards the cost of the trip (exceptions may be made for students with demonstrated financial need) *(If funding is being requested).*

Checkout the Travel Checklist for additional guidance & information!



YOUR PROPOSAL GOT APPROVED, WHAT'S NEXT?

What is an

A.S. CHECK REQUEST?

- An A.S. Check Request is a document to request a check to be paid from A.S. or ICC monies. It is submitted electronically to the Office of Student Life.

- The amount of money and the purpose is stated on the approved proposal, which can be:

  -Vendor payment

  -Reimbursement

  -Budget Transfer (to SMC department only)

- No Unapproved Purchases: Only items or services stated on the approved proposal can be paid by A.S. or ICC funds.

2 TYPES OF CHECK REQUESTS/ REQUISITIONS

1 Reimbursement

- Used to reimburse approved expenses for students and SMC Employees.
- Most common or frequently used.
- Do not use this form to pay vendors or contractors.

2 Purchase/Check Request

- Used to make a payment/have a check sent directly to a vendor, contractor, or an SMC department.
- Do not use this form to pay an SMC student or staff).
- Need to have enough time for Auxiliary department to process and cut check (need to submit check request about a month before check needed).

REQUISITION TYPE: REIMBURSEMENT

Associated Students Santa Monica College

- Reimbursement for SMC staff or student: You have paid for an approved item & would like your money back.
- SMC Student Stipends or Awards: one-time SMC student project stipends / student prize award.
- Only Electronic Forms & Attachments will be accepted.
- The Santa Monica College is not responsible for material or services purchased without proper authorization.
- Allow a minimum of 7-10 business days for processing.
- Incomplete or inaccurate packets will be returned to you and it may delay payment.

Date Received:

A.S. Issued #:

Step #1 Identifying Information

Club or Dept. Name:* If Applicable, Event Date(s):

Step #2 Attach Minutes – Check one box

Section A. ○ **Paid by A.S. or ICC Funds**

Purchases or services made without an A.S. Board Meeting "final approval," will not be reimbursed by A.S. or ICC funds.

1. A.S. Board Meeting Date: ____________
   (Attach the single page with your item on it, highlight your item.)
2. Upload A.S. Minutes Page: ____________
3. Proposal Number: ____________
4. Proposal Title: ____________

Section B. ○ **Club Special Account (CSP)**

Purchases, student payments, or services made without a club voting approval will not be paid by the club special account, nor by A.S. / ICC /SMC funds.

The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.

1. Club Minutes, on a Single Page for this check request, must include:
   a. Club name, meeting date, roll call, item and purpose, funding amount, and voting outcome (yes/no/abstained votes).
   b. club officer & a full-time advisor's Printed Name, Title, & Signature.
   Note: The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.
2. Only Attach the single page with your item on it and highlight your item.
3. Upload Club Minutes Page:

Section C. ○ **Paid by Both**

Step #3 Attach Receipts & Supporting Documents for your Reimbursement or the Student Stipend/Award: Check One-Box

Section A ○ **SMC STUDENTS**

Check one box below:

- ❑ SMC STUDENT REIMBURSEMENT
  *(Students can only submit their own *Receipts.)*
- ❑ SMC STUDENT STIPEND / AWARD

Check one box below:

- ❑ 2. If Club Proposal: a club officer & full-time club advisor, registered with the A.S., must sign this form in *Step #5 Authorized Signatures*.
- ❑ 3. If Dept. / Program Proposal: an A.S. Director will need to sign as the student officer and the dept./program supervisor will sign as the advisor, in *Step #5 Authorized Signatures*.

Section B ○ **SMC EMPLOYEE REIMBURSEMENT (faculty/mgr./classified)**

Note: Since contractors are not employees, use the "purchase check request."

*Employees can submit their own *Receipts, or if necessary, a student group reimbursement.*

Authorized Signatures Required in Step #5.

Type of Proposal - Check one box below:

- ❑ 1. If Club Proposal: a club officer must sign this form.
- ❑ 2. If Dept. / Program Proposal: an A.S. Director must sign this form.

Employee Status - Check one box and obtain applicable signature (According to BOT Policy):

- ❑ 1. Instructional Faculty: obtain Sasha King, Interim Dean of Academic Affairs' signature.
- ❑ 2. Counseling Faculty: obtain the current Dean of Counseling's signature.
- ❑ 3. Manager or Dean: obtain your Department Supervisor or area V.P.'s signature.
- ❑ 4. Classified Staff: obtain your Department Supervisor's signature

*Receipts must have the following information:

1. Vendor's Name, Contact Information, and Purchase Date.
2. Itemized (list of items purchased), and Quantity & Price per Item.
3. Taxes / Shipping & Handling / Other costs, and Total amount paid.
4. Form of payment, and credit/debit cards with last four digits.

UPLOAD Applicable DOCS here: receipts: Click to ... other doc #1: Click to ... other doc #2: Click to ... other doc #3: Click to Att...

Step #4 Expenditure List: Funds can only be used for the approved items & approved amount.

SHORT DESCRIPTION by Vendor Receipts: Examples- 5 Amazon Receipts for art supplies, 2 Costco Receipts for picnic supplies, Student Prize Winner for Club Web-design, etc.	Section A - Account Type (check one for each line)	Section A Amount
Line #1.	○-A.S. / ○-ICC / ○-CSP	$ USD
Line #2.	○-A.S. / ○-ICC / ○-CSP	$ USD
Line #3.	○-A.S. / ○-ICC / ○-CSP	$ USD
Special Instructions:	TOTAL	$ $0.00

Step #5 Authorized Signatures: sign where applicable

SMC Payee (Name on the Check):* SMC ID#________ SMC Email: ____________

Mailing Address: ____________ City: ____________ State: _____ Zip Code: ______

SMC Payee's (Person named above) Signature: ____________ Contact Ph/Ext: ____________ Date: ________

See Step #3 above, obtain authorized signatures below, according to B.O.T. Policy:

Student Officer Name:* Title: ________ Phone #: ________ Signature: ________

Supervisor/Advisor:* Title: ________ Phone #: ________ Signature: ________

Got Questions? Email our office: OSL@smc.edu

- *SMC Depts. / A.S. Directors check requests will be forwarded to Amelia for processing and will email the department / A.S. if necessary.*
- *SMC Club check requests will be forwarded to Michele or the ICC for review of accuracy and will send an email to the club if necessary.*

Identifying Information

Must include the name and information of who is being reimbursed, proposal number,title, etc.

Must Attached A.S Board Minutes and/or Club Minutes

Must highlight A.S Board Minutes showing approval and/or attach Club Minutes (if using special account funds).

Must Attach Viable Reciepts

Make sure you get a detailed receipt with your purchase.

A student officer other than you needs to e-sign

Enter yourself or the person receiving the reimbursement in the Payee section. The Payee cannot also be the Student Officer listed.

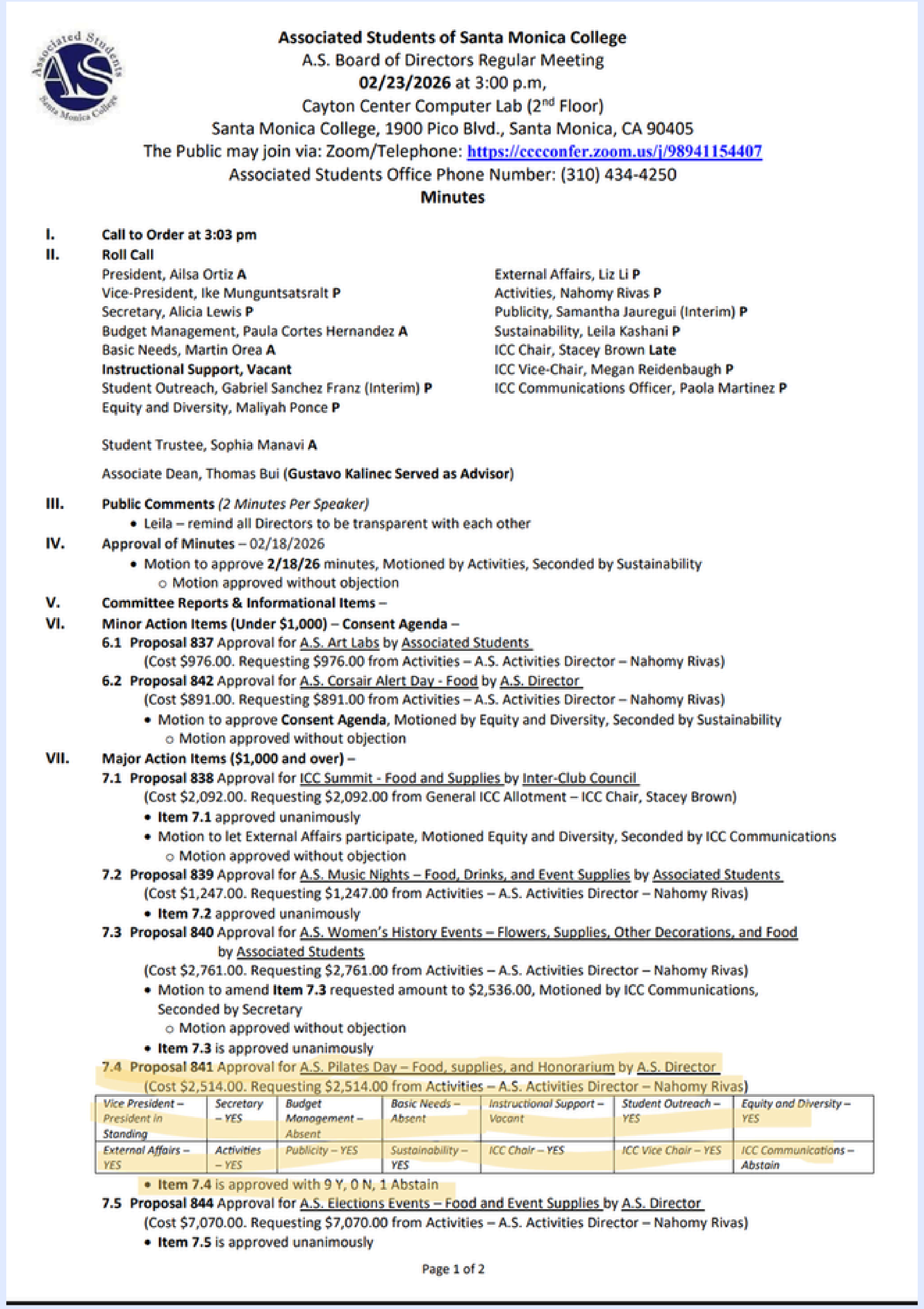
A.S. BOARD MEETING MINUTES

- You can locate the Proposal number in the A.S Board Meeting minutes.

- Make sure you include the correct Proposal number in the Check Request Form.

- You must attach a copy of the A.S Board meeting minutes with your proposal approval highlighted.

- **Only attach 1 page of the meeting minutes** – the page that shows your proposal. Do not crop the page.



Associated Students of Santa Monica College
A.S. Board of Directors Regular Meeting
02/23/2026 at 3:00 p.m,
Cayton Center Computer Lab (2nd Floor)
Santa Monica College, 1900 Pico Blvd., Santa Monica, CA 90405
The Public may join via: Zoom/Telephone: https://cccconfer.zoom.us/j/98941154407
Associated Students Office Phone Number: (310) 434-4250
Minutes

I. Call to Order at 3:03 pm
II. Roll Call
President, Ailsa Ortiz A
Vice-President, Ike Munguntsatsralt P
Secretary, Alicia Lewis P
Budget Management, Paula Cortes Hernandez A
Basic Needs, Martin Orea A
Instructional Support, Vacant
Student Outreach, Gabriel Sanchez Franz (Interim) P
Equity and Diversity, Maliyah Ponce P
External Affairs, Liz Li P
Activities, Nahomy Rivas P
Publicity, Samantha Jauregui (Interim) P
Sustainability, Leila Kashani P
ICC Chair, Stacey Brown Late
ICC Vice-Chair, Megan Reidenbaugh P
ICC Communications Officer, Paola Martinez P

Student Trustee, Sophia Manavi A

Associate Dean, Thomas Bui (Gustavo Kalinec Served as Advisor)

III. Public Comments (2 Minutes Per Speaker)
- Leila – remind all Directors to be transparent with each other

IV. Approval of Minutes – 02/18/2026
- Motion to approve 2/18/26 minutes, Motioned by Activities, Seconded by Sustainability
  - Motion approved without objection

V. Committee Reports & Informational Items –
VI. Minor Action Items (Under $1,000) – Consent Agenda –
6.1 Proposal 837 Approval for A.S. Art Labs by Associated Students
(Cost $976.00. Requesting $976.00 from Activities – A.S. Activities Director – Nahomy Rivas)
6.2 Proposal 842 Approval for A.S. Corsair Alert Day - Food by A.S. Director
(Cost $891.00. Requesting $891.00 from Activities – A.S. Activities Director – Nahomy Rivas)
- Motion to approve Consent Agenda, Motioned by Equity and Diversity, Seconded by Sustainability
  - Motion approved without objection

VII. Major Action Items ($1,000 and over) –
7.1 Proposal 838 Approval for ICC Summit - Food and Supplies by Inter-Club Council
(Cost $2,092.00. Requesting $2,092.00 from General ICC Allotment – ICC Chair, Stacey Brown)
- Item 7.1 approved unanimously
- Motion to let External Affairs participate, Motioned Equity and Diversity, Seconded by ICC Communications
  - Motion approved without objection

7.2 Proposal 839 Approval for A.S. Music Nights – Food, Drinks, and Event Supplies by Associated Students
(Cost $1,247.00. Requesting $1,247.00 from Activities – A.S. Activities Director – Nahomy Rivas)
- Item 7.2 approved unanimously

7.3 Proposal 840 Approval for A.S. Women's History Events – Flowers, Supplies, Other Decorations, and Food by Associated Students
(Cost $2,761.00. Requesting $2,761.00 from Activities – A.S. Activities Director – Nahomy Rivas)
- Motion to amend Item 7.3 requested amount to $2,536.00, Motioned by ICC Communications, Seconded by Secretary
  - Motion approved without objection
- Item 7.3 is approved unanimously

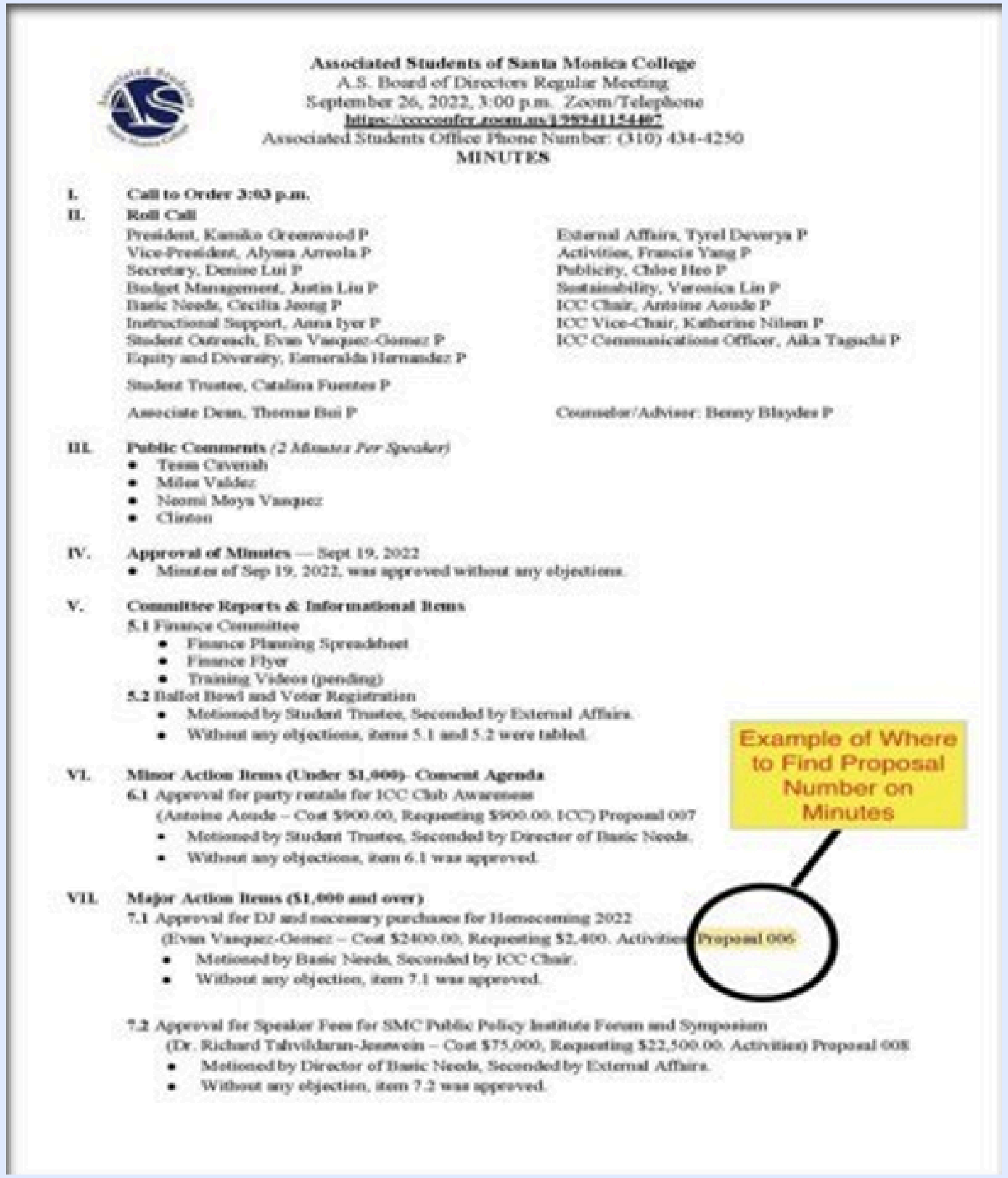
7.4 Proposal 841 Approval for A.S. Pilates Day – Food, supplies, and Honorarium by A.S. Director
(Cost $2,514.00. Requesting $2,514.00 from Activities – A.S. Activities Director – Nahomy Rivas)

Vice President – President in Standing	Secretary – YES	Budget Management – Absent	Basic Needs – Absent	Instructional Support – Vacant	Student Outreach – YES	Equity and Diversity – YES
External Affairs – YES	Activities – YES	Publicity – YES	Sustainability – YES	ICC Chair – YES	ICC Vice Chair – YES	ICC Communications – Abstain

- Item 7.4 is approved with 9 Y, 0 N, 1 Abstain

7.5 Proposal 844 Approval for A.S. Elections Events – Food and Event Supplies by A.S. Director
(Cost $7,070.00. Requesting $7,070.00 from Activities – A.S. Activities Director – Nahomy Rivas)
- Item 7.5 is approved unanimously

Page 1 of 2



Associated Students of Santa Monica College
A.S. Board of Directors Regular Meeting
September 26, 2022, 3:00 p.m. Zoom/Telephone
https://cccconfer.zoom.us/j/79894115440?
Associated Students Office Phone Number: (310) 434-4250
MINUTES

I. Call to Order 3:03 p.m.
II. Roll Call
President, Kamiko Greenwood P
Vice-President, Alyssa Arreola P
Secretary, Denise Lui P
Budget Management, Justin Liu P
Basic Needs, Cecilia Jeong P
Instructional Support, Anna Iyer P
Student Outreach, Evan Vasquez-Gomez P
Equity and Diversity, Esmeralda Hernandez P
External Affairs, Tyrel Deverya P
Activities, Francis Yang P
Publicity, Chloe Heo P
Sustainability, Veronica Lin P
ICC Chair, Antoine Aoude P
ICC Vice-Chair, Katherine Nilsen P
ICC Communications Officer, Aika Taguchi P

Student Trustee, Catalina Fuentes P

Associate Dean, Thomas Bui P
Counselor/Advisor: Benny Blaydes P

III. Public Comments (2 Minutes Per Speaker)
- Tessa Cavenah
- Miles Valdez
- Neomi Moya Vasquez
- Clinton

IV. Approval of Minutes — Sept 19, 2022
- Minutes of Sep 19, 2022, was approved without any objections.

V. Committee Reports & Informational Items
5.1 Finance Committee
- Finance Planning Spreadsheet
- Finance Flyer
- Training Videos (pending)
5.2 Ballot Bowl and Voter Registration
- Motioned by Student Trustee, Seconded by External Affairs.
- Without any objections, items 5.1 and 5.2 were tabled.

VI. Minor Action Items (Under $1,000)- Consent Agenda
6.1 Approval for party rentals for ICC Club Awareness
(Antoine Aoude – Cost $900.00, Requesting $900.00. ICC) Proposal 007
- Motioned by Student Trustee, Seconded by Director of Basic Needs.
- Without any objections, item 6.1 was approved.

VII. Major Action Items ($1,000 and over)
7.1 Approval for DJ and necessary purchases for Homecoming 2022
(Evan Vasquez-Gomez – Cost $2400.00, Requesting $2,400. Activities) Proposal 006
- Motioned by Basic Needs, Seconded by ICC Chair.
- Without any objection, item 7.1 was approved.

7.2 Approval for Speaker Fees for SMC Public Policy Institute Forum and Symposium
(Dr. Richard Tahvildaran-Jesswein – Cost $75,000, Requesting $22,500.00. Activities) Proposal 008
- Motioned by Director of Basic Needs, Seconded by External Affairs.
- Without any objection, item 7.2 was approved.

CLUB MINUTES

Only required if your Club is using funds from its Special Account.

You will need to upload a copy of your Club meeting minutes showing that the expenditure has been approved.

Associated Students of Santa Monica College - Inter Club Council - Official Club Minutes Form

Name of Club: ______________________ Meeting Date: __________

I. **CALL TO ORDER** Time: ___:___ am pm by: ______________________
(Club Officer Name & Title)

II. **ROLL CALL** (List members present; must have quorum at least ½ of the membership plus one more member):

III. **APPROVAL OF MINUTES FROM LAST MEETING** (Note any changes, if any): ______________

IV. **OLD BUSINESS** (If none, please state none.) State Motion: ______________

Moved by: ______________ Seconded by: ______________

Discussion: ______________

For: ______ Against: ______ Abstain: ______ MOTION: Passed ❑ Failed ❑

V. **NEW BUSINESS** (If none, please state none.) State Motion: ______________

Moved by: ______________ Seconded by: ______________

Discussion: ______________

For: ______ Against: ______ Abstain: ______ MOTION: Passed ❑ Failed ❑

VI. GUEST SPEAKER (Name:______________) ❑; and/or ANNOUNCEMENT ❑

Summary (no decision making): ______________

VII. **ADJOURNMENT** Time: _____:_____ ❑ a.m. / ❑ p.m.

Club Officer's Name & Title **Club Officer's Signature (required)** **Date**

Club Full-Time Advisor's Name **Club FT Advisor's Signature (required)** **Date**


COSTCO WHOLESALE

Greenville #1005
1201 Woodruff Rd.
Greenville, SC 29607

V5 Member 11117324950	
E 33841 BNLS/SL BRST	$22.20
E 77053 GRAPE TOMATO	$6.00
E 384881 BUTTER KS	$11.39
Subtotal	$39.59
Tax	$0.00
Total	$39.59
Card number	**** **** **** 4922
Card type	Debit
Card entry	Chip
Date/time	11/20/2019 11:09 AM
Reference #	62845289260246240685C
Status	APPROVED
9/29/2025, 5:28:06 PM	

RECEIPTS

Receipts (in-person or electronic) must show the following:

- Vendor Name
- Vendor Contact Info, at least one of the following:
- Address, phone #, website, or email.
- Date of Purchase
- What was purchased - Itemized
- Price of each item
- Quantity of each item
- Total amount Paid
- Form of payment (credit card, cash, or bitcoin, etc.)

Try to pay with a credit card or debit card, to provide additional proof-of-purchase for vague receipts.

RECEIPT EXAMPLES

Correct Reciept


TRADE FAIR SUPERMARKETS

***** TRADE FAIR *****
23-55 BROADWAY, ASTORIA, NEW YORK

***** YOUR PURCHASES TODAY *****

CAMPBELL CHICK NDL .99 F
ELMHRST HALF&HALF .89 F
JONES LIVERWURST C 1.50 F
PRODUCE 2.85 F
3 @ 5/1.00
BAKERY .60 F
**** TAX .00 BAL 6.83
CASH 10.00
CHANGE 3.17
TOTAL NUMBER OF ITEMS SOLD = 7
1/28/04 3:50 PM 0007 05 0168 229

THANK YOU FOR CHOOSING TRADE FAIR
IF YOU HAVE ANY COMMENTS OR COMPLAINTS
SPEAK TO SAM OR ANGEL
**** PLEASE VISIT OUR WEBSITE AT ****
***** WWW.TRADEFAIRNY.COM *****

Vague Reciept


TRUE FOOD KITCHEN
www.foxrc.com
451 Newport Center Drive
Newport Beach, CA 92660
949.644.2400

Server: Breanna DOB: 02/16/2012
02:28 PM 02/16/2012
222/1 8/80035

Visa 8388647
Card #XXXXXXXXXXXX[redacted]
Magnetic card present: [redacted]
Approval: 092817

Amount: $ 33.54
+ Tip: 7 –
= Total: 40.54

X[redacted]

Guest Copy

ELECTRONIC RECEIPT EXAMPLES

amazon.com

Final Details for Order #114-8888888-7777777

Print this page for your records.

Order Placed: September 16, 2014
Amazon.com order number: 114-8888888-7777777
Order Total: $89.99

Shipped on September 16, 2014

Items Ordered	**Price**
1 of: *Discovery V5+ 3.5 Inch Capacitive Screen Waterproof Shockproof Android 4.2.2 3G Unlocked Smartphone WiFi GPS (Green)* Sold by: myshop10 (seller profile) Condition: New	$89.99

Shipping Address:

- Tren Nyna
- 777 Smith St.
- Witchita, Kansas 55555-9999
- United States

Shipping Speed:
Standard

Item(s) Subtotal:	$89.99
Shipping & Handling:	$0.00

Total before tax:	$89.99
Sales Tax:	$0.00

Total for This Shipment:	**$89.99**

Payment information

Payment Method:
MasterCard | Last digits: 0752

Billing address

- Mrs. Jane Doe

Item(s) Subtotal:	$89.99
Shipping & Handling:	$0.00

Total before tax:	$89.99
Estimated tax to be collected:	$0.00

Grand Total:	**$89.99**


COSTCO WHOLESALE

Greenville #1005
1201 Woodruff Rd.
Greenville, SC 29607

V5 Member 11117324950	
E 33841 BNLS/SL BRST	$22.20
E 77053 GRAPE TOMATO	$6.00
E 384881 BUTTER KS	$11.39
Subtotal	$39.59
Tax	$0.00
Total	$39.59
Card number	**** **** **** 4922
Card type	Debit
Card entry	Chip
Date/time	11/20/2019 11:09 AM
Reference #	628452892602462406850
Status	APPROVED

9/29/2025, 5:28:06 PM

VAGUE RECEIPTS

Additional Proof-of-Purchase may be needed, if receipts are missing information.

Credit card statement must have the following items printed and not added:

- Name of purchaser
- Name of vendor
- Amount charged
- Last four-digits of the credit card:
- Must match the four-digits on the receipt
- If four-digits are not available on receipt, we can usethe vendor name and date purchased on statement.

There is a possibility of extreme Vague Receipts may not bereimbursed.

EXAMPLES OF VAGUE RECEIPTS

Example #1: Contact vendor for a detailed copy of receipt.

Example #2: Provide credit card statement for proof of purchase

REQUISITION TYPE: PURCHASE/CHECK REQUEST

Associated Students Santa Monica College

A.S. PURCHASE Check Request Electronic Packet

- Only Electronic Forms & Attachments will be accepted.
- Purchase includes payment to a Vendor, Contractor, or an SMC Department (not to pay SMC students/staff).
- If you need to pay an SMC Student or Staff use the other check request form titled: Payment to SMC Student or Staff
- The Santa Monica College is not responsible for material or services purchased without proper authorization.
- Allow a minimum of 7-10 business days for processing.
- Incomplete or inaccurate packets will be returned to you and it may delay payment.

Date Received:

A.S. Issued #:

Step #1 Identifying Information

Club or Dept. Name:* ______ If Applicable, Event Date(s): ______

Step #2 Attach Minutes – Check all that applies to your funding.

Section A. ◯ **Paid by A.S. or ICC Funds**

Purchases or services made without an A.S. Board Meeting "final approval," will not be reimbursed by A.S. or ICC funds.

1. A.S. Board Meeting Date: ______ (Attach the single page with your item on it, highlight your item.)
2. Upload A.S. Minutes Page: ______
3. Proposal Number: ______
4. Proposal Title: ______

Section B. ◯ **Club Special Account (CSP)**

Purchases or services made without a club voting approval will not be paid by the club special account, nor by A.S. / ICC /SMC funds.
The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.

1. Club Minutes, on a Single Page for this check request, must include:
   a. Club name, meeting date, roll call, item and purpose, funding amount, and voting outcome (yes/no/abstained votes).
   b. club officer & a full-time advisor's Printed Name, Title, & Signature.
   Note: The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.
2. Only Attach the single page with your item on it and highlight your item.
3. Upload Club Minutes Page: ______

Section C. ◯ **Paid by Both**

Step #3 Attach Supporting Documents to make a payment to a Vendor / Contractor / SMC department

Section A. Check one box below:

◯ 2. If Club Proposal: a club officer & full-time club advisor, registered with the A.S., must sign this form in Step #5 Authorized Signatures.

◯ 3. If Dept. / Program Proposal: an A.S. Director will need to sign as the student officer and the dept./program supervisor will sign as the advisor, in Step #5 Authorized Signatures.

Section B. Vendor / Contractor / SMC-Dept. Name:* ______ Ph:* ______
Mailing Address:* ______ City:* ______ State:* ______ Zip ______
SMC Contact Person:* ______ Title:* ______ SMC Email:* ______

Check One Box Below:

◯ **Vendor Invoice & W9 tax form:** required to pay a vendor for items / goods
- The invoice must state it is an "Invoice" and contain the following info: Invoice number, company name & contact info, sales rep. name, list of items to be purchased, price & quantity per item, taxes, shipping & handling, other fees, and the total amount.
- The W9 tax form must have a current year signature date. Ask the manager or accountant for their company's W9 tax form.

◯ **Contractor:** paying a Speaker, Performer, or a Vendor providing Contract Services:
- Attach a contract and a W9 tax form. A.S. provides a contract form you can utilize.
- The tax form is required for all contractors with a current year signature date.
- see A.S. Website, Forms & Documents webpage: www.smc.edu/as for our A.S. Contract form and the blank W9 tax form.
- Receipts: if your contractor is authorized (stated in their contract) to be reimbursed for purchases to complete their workshop / services.

◯ **SMC Department (Check or Budget Transfer):** attach an invoice when requesting a physical check. For Budget Transfer, state in step 4.

UPLOAD APPLICABLE DOCS:

W9 tax form: ______, Vendor invoice: ______, Contract: ______, Contractor's receipts: ______, other docs: Click to At...

Step #4 Expenditure List: Funds can only be used for the approved items & approved amount.

SHORT DESCRIPTION of Purchase: Examples- food see attached invoice #42860-bp, contractor for purchase of (list contractor receipts), requesting a P.O. not to exceed, etc.	Section A - Account Type (check one for each line)	Section A Amount
Line #1.*	◯-A.S. / ◯-ICC / ◯-CSP	$*
Line #2.	◯-A.S. / ◯-ICC / ◯-CSP	$
Line #3.	◯-A.S. / ◯-ICC / ◯-CSP	$
Special Instructions	**TOTAL**	$ 0

Step #5 Authorized Signatures: sign where applicable (see Step #3, Section A for B.O.T. approved signatures)

Student Officer Name:* ______ Title: ______ Phone #: ______ Signature: ______
Supervisor/Advisor:* ______ Title: ______ Phone #: ______ Signature: ______

Got Questions? Email our office: OSL@smc.edu
- *SMC Depts. / A.S. Directors check requests will be forwarded to Amelia for processing and will email the department / A.S. if necessary.*
- *SMC Club check requests will be forwarded to Michele for review of accuracy and will send an email to the club if necessary.*

For OSL Office Use: ◯ Document is under review by the OSL staff.

Identifying Information

Must include the name and information of who is being paid, their address of where to mail check, proposal number, proposoal title, etc.

Must Attached A.S Board Minutes and/or Club Minutes

Must highlight A.S Board Minutes showing approval and/or attach Club Minutes (if using special account funds).

Must Attach Invoice, W-9 and/or Contract

Make sure you get a detailed receipt with your purchase.

A student officer other than you needs to e-sign

Enter yourself or the person receiving the reimbursement in the Payee section. The Payee cannot also be the Student Officer listed.

INVOICE (VENDOR PAYMENT)

- Required to pay a vendor for items /goods

- You will need to submit a Vendor Invoice & W9 Form into the Check Request Form

- The invoice must state that it is an Invoice and contain the following information:
  - Invoice Number
  - Company Name & Contact Info
  - Sales Rep. Name
  - List of Items to be purchased (Price & Quantity per item)
  - Taxes, shipping & handling, & other fees
  - Total amount

Invoice # 2106

[Vendor's business name]
[Address]
[Address]
Reg nr: [Company registration number]
TAX nr: [TAX number]

BILL TO
[Your business name]
[Your company address]
[Your company address]
Reg nr: [Your company registration number]
TAX nr: [Your TAX number]

Invoice Date: 2024-03-26
Due Date: 2024-04-09

[Bank name]
BIC: [BIC]
Bank account number: [Bank account number]

DESCRIPTION	QTY	UNIT PRICE	SUBTOTAL	TAX
Services	14 hours	93.00	1,302.00	110.67 (8.5%)
Products	1	1,820.00	1,820.00	154.70 (8.5%)
Products (Discount 10%)	1	-182.00	-182.00	-15.47 (8.5%)

THREE THOUSAND ONE HUNDRED EIGHTY NINE USD AND 90 CENTS

SUBTOTAL	$2,940.00
TAX	$249.90
TOTAL	**$3,189.90**

W9 TAX FORM

- You will need to upload a W9 into the Check Request Form when paying a Vendor or Contractor

- The W9 tax form must have current year signature date

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

CONTRACT

- Needed when paying a Speaker, Performer, or a Vendor for contract services
- Will need to attach either the contractor /vendor's contract or a completed A.S Contract Packet into the Check Request Form
- W9 Tax Form (blank copy included in Contract Packet)

ASSOCIATED STUDENTS (A.S.) OF SANTA MONICA COLLEGE (SMC)

CONTRACT AGREEMENT

Note: This contract becomes valid only after the Santa Monica College Dean of Education Enterprise has signed this contract.

THIS AGREEMENT is entered into this day:__________, of the month: ________________, in the year: 20______, between:

Contractor's Name (Individual/representative):_________________________ Phone: ____________________

Mailing Address: ____

Hereinafter referred to as the CONTRACTOR, and the ASSOCIATED STUDENTS (A.S.) OF SANTA MONICA COLLEGE (SMC) hereinafter referred to as the ASSOCIATED STUDENTS or A.S.

WHEREAS the **ASSOCIATED STUDENTS** is authorized by Government Code Section 53060 to contract with and employ an independent contractor specially trained to perform special services required; and **WHEREAS** the **CONTRACTOR** is specially trained, experienced and competent to perform the special services in pursuant to this agreement, the parties hereto contact and agree as follows:

1. **PERIOD OF AGREEMENT** shall be (dates & times):____________________________
   The Agreement shall be subject to cancellation by either party on 30 days written notice to the other. In case of inclement weather or other "Acts of God" at show time, the **ASSOCIATED STUDENTS** reserve the right to postpone activity and payment of consideration to a later date suitable to **ASSOCIATED STUDENTS** and **CONTRACTOR.**
2. **DUTIES OF CONTRACTOR** shall be: ____________________________
   a. **For the following event/assignment:**____________________________
3. **PAYMENT BY THE ASSOCIATED STUDENTS:** The **Associated Students** shall pay the **Contractor** the following fee: ____________
4. **CONTRACTOR is NOT an OFFICER, EMPLOYEE, or an AGENT of ASSOCIATED STUDENTS of Santa Monica College.** While engaged in the performance of this contract, the **CONTRACTOR** is an independent contractor and is not an officer, employee or an agent of the Associated Students of Santa Monica College.
5. **CONTENT AGREEMENT:** The Contractor agrees to maintain positive and appropriate language and content throughout the performance, presentation or assignment. This agreement ensures that there will be no inappropriate or offensive statements or actions made during the performance, presentation or assignment. If this agreement is broken, the A.S. reserves the right to withhold compensation.
6. **CONTRACT VALIDATION**: This contract becomes valid only after the Santa Monica College Dean of Education Enterprise has signed this contract.

WITNESS the parties hereto the day and year first above written.

CONTRACTOR (Individual / Representative named above):

Contractor Signature:_______________________ **Contractor Federal Tax I.D./Social Security No.:**______________

Santa Monica College: A.S., Office of Student Life (OSL), and Auxiliary Office Designated Signatures:

1. **A.S. Director of Budget Management, see attached A.S. CHECK REQUEST FORM.**
2. **Office of Student Life Associate Dean, see attached A.S. CHECK REQUEST FORM.**
3. **Auxiliary Office - Contract AUTHORIZED by Mitch Heskel, Dean of Education Enterprise:**____________________ **Date:**________

A.S. / OSL Department, Cayton Center #202, 1900 Pico Blvd., Santa Monica, CA 90405, (310) 434-4250, OSL@SMC.EDU, www.smc.edu/as

REQUISITION CHEAT SHEET

Reimbursement: Required Docuements

For SMC Student

- A.S or Club Minutes
- Itemized Reciepts

For SMC Faculty & Staff

- A.S or Club Minutes
- Itemized Reciepts
- Authorized Signature (dependent on employee status, see section B of form)

Example of completed Reimbursement

Vendor vs Contractor

Vendor: Physical goods, products, or standard off-the-shelf services. Examples: Club swag items,

Contractor: An individual or company hired to perform a specialized, customized service or complete a specific project over a set period. Examples: Speaker, performer, DJ

Purchase/Check Request Required Docuements

For Vendor Payment

- A.S or Club Minutes
- Invoice
- W9 Tax Form

For Contractor Payment

- A.S or Club Minutes
- A.S Contract Form
- W9 Tax Form

For SMC Department Transfer

- A.S or Club Minutes
- Invoice noting Department Transfer

Example of Completed Check Request to Vendor

EVENT/ACTIVITY PROGRAMMING TIMELINE

Week 1:

- Submit Proposal by Wednesday at 2pm

Week 2:

- Attend both Activities and Finance Meeting

Week 3:

- Attend A.S Board Meeting

Week 4-7:

- Submit Check Request/Reimbursement (It can take up to 20 days to process paperwork)*

**Longer if paperwork is missing or completed incorrectly.*

Things happening after A.S Board approval:

- Marketing
- Create reservations
- Plan logistics

Proposal & Check Request Tracking Calendar

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
#1			Step #1 Proposals due by 2.00 p.m.		
#2		Step #2 If requesting an event / field trip, Attend the A.S ACTIVITIES MEETING @ 10 a.m.	Step #3 If requesting funding, Attend the A.S FINANCE MEETING @ 11 a.m.		
#3	Step #4 If requesting funding, Attend the A.S BOARD MEETING @ 3:00 p.m., to recieve FINAL APPROVAL, before spending any money.	Step #5 Submit an A.S Check Request for payment check Payment check takes up to 20 business days after submission of check request packet.	Business Day #1 for A.S Check Request (A.S. Processing)	Business Day #2 for A.S Check Request (A.S. Processing)	Business Day #3 for A.S Check Request (A.S. Processing)
#4	Business Day #4 for A.S Check Request (A.S. Processing)	Business Day #5 for A.S Check Request (A.S. Processing)	Business Day #6 for A.S Check Request (A.S. Processing)	Business Day #7 for A.S Check Request (A.S. Processing)	Business Day #8 for A.S Check Request (Aux. Processing)
#5	Business Day #9 for A.S Check Request (Aux. Processing)	Business Day #10 for A.S Check Request (Aux. Processing)	Business Day #11 for A.S Check Request (Aux. Processing)	Business Day #12 for A.S Check Request (Aux. Processing)	Business Day #13 for A.S Check Request (Aux. Processing)
#6	Business Day #14 for A.S Check Request (Aux. Processing)	Business Day #15 for A.S Check Request (Aux. Processing)	Business Day #16 for A.S Check Request (Aux. Processing)	Business Day #17 for A.S Check Request (Aux. Processing)	Business Day #18 for A.S Check Request (Check in the Mail)
#7	Business Day #19 for A.S Check Request (Check in the Mail)	Business Day #20 for A.S Check Request (Check in the Mail)			

IMPORTANT DEADLINES

Fall 2026

A.S Proposal Deadline:
Wednesday, November 11, 2026

Fall 2026

Last Day for A.S/Club Events:
Sunday, December 6, 2026

Fall 2026

Check Request Deadline:
Monday, December 7, 2026