



Club Handbook

*Santa Monica College Office of Student Life
Associated Students | Inter-Club Council*

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1. Introduction

The Office of Student Life (OSL) at Santa Monica College (SMC) provides co-curricular community and engagement opportunities and support to 65+ student clubs and organizations each year.

Our office believes that participating in programs and activities outside of class helps students develop skills for the future, feel more connected, and enjoy their college experience.

We are committed to promoting student involvement and success with intention by creating equitable and inclusive student communities through honoring connection, centering leadership development, and empowering students.

The purpose of this guide is to provide SMC students, faculty, and staff with information about policies and procedures clubs should follow throughout the academic year.

This guide includes information your club will need to be officially recognized on campus, as well as guidelines and procedures to follow to sustain your club charter for the academic year; student officer and advisor guidelines; as well as guidelines, bylaws, policies, and procedures for successful event planning.

If you should have any questions, please contact the Office of Student Life at:

Email: OSL@smc.edu

Telephone: (310) 434 – 4250

Website: www.smc.edu/OSL

Office Location: 1900 Pico Blvd., Santa Monica, CA 90405

Cayton Center, 2nd Floor, Room 202 (Above the Cafeteria - Elevator on the east side)

We are here to support you. Have a great year!

2. OSL Staff & ICC Officer Contact Information

****All General Club questions should be sent to osl@smc.edu.**

*****Specific Club questions can be referred to one of your ICC Officers**

The Office of Student Life Staff**

OSL Professional Staff	OSL Front Desk Line: (310) 434 - 4250		Email
Dr. Kiersten Elliot	X4173	Dean, Community and Academic Relations Student & Community Outreach	Elliott_Kiersten@smc.edu
Amelia Trejo	X4961	Admin. Assistant II	trejo_amelia@smc.edu
Amanda De La Torre	X4379	Student Services Specialist	delatorre_amanda@smc.edu

ICC Officers***

The ICC will elect three ICC Officers to serve on the Associated Students Board of Directors, from the club ICC Delegates.

The three ICC Officer Positions to sit on the A.S. Board of Directors are:

1. ICC Chair
2. ICC Vice Chair
3. ICC Communications Officer

ICC Officers Contact Information

Position	Phone	Email
ICC Chair	310-434-4238	icc.chair@smc.edu
ICC Vice Chair	310-434-4968	icc.vice.chair@smc.edu
ICC Communications Officer	310-434-4270	icc.communication@smc.edu

3. General Information

What is a club?

A club is a student organization developed by a group of like-minded people, who have the same interests. This student-based organization are officially recognized once it has met all requirements of the Inter-Club Council (ICC), Associated Students (A.S.), and Santa Monica College policies and procedures. Students can join an existing club or start their own. Any enrolled SMC student can form a club. Clubs can change year after year and must register each academic year.

Types of Clubs

Flex Clubs	Charter Clubs
• Shall not be required to attend ICC meetings after being installed, nor will they contribute to the active voting membership of the ICC. • Shall not receive allotment funding. • Clubs shall be considered Flex upon registration with the ICC, appearing before the ICC at any meeting, and having been approved by a majority of those voting.	• Shall be required to attend ICC meetings and shall contribute to the active voting membership of the ICC. • Shall Receive allotment funding.
Both Charter and Flex Clubs	
• Shall have full access to OSL services, including ability to submit proposals to host campus events and request non-allotment funding. • Shall maintain a special account to hold all club funding. • May participate in all ICC Events, including but not limited to Club Row, Club Awareness, and the ICC Social. • Must abide by all A.S. and ICC guidelines and policies. Clubs violating club policies, may either: 1. be suspended until specific conditions outlined by OSL staff are met; or 2. get recognition and/or recognition revoked.	

What is Inter-Club Council (ICC)?

The ICC is a body under the Associated Students (A.S.) of Santa Monica College and serves as the voice of all club members. The ICC shall consist of 1 representative/delegate from each officially chartered student club.

The purpose of the ICC is to:

- Promote student awareness of and participation in clubs.
- Provide opportunity for students to begin their own clubs.
- Establish coordination, communication and cooperation among the clubs.
- Promote the development of student leadership and service.
- Promote campus and public awareness of club activities.

For a full list of ICC responsibilities and duties, reference the [ICC Constitution](#).

What are the benefits of becoming a registered campus club?

There are many benefits of having an officially recognized club, including the ability to:

- Apply for A.S. funding through ICC,
- Submit room reservations for campus facilities,
- Ability to sponsor activities on campus,
- Ability to post flyers and banners to promote the club and any club events,
- Use of OSL office resources such as use of meeting rooms and office supplies, and
- Counseling regarding academic/resource information in OSL for all club members.

4. Club Formation & Guidelines

To conduct activities on campus, student clubs must obtain official recognition from the SMC's Office of Student Life. Clubs that do not submit a [Club Registration Form](#) are considered unregistered clubs and will not have any of the club privileges listed in the above section.

To obtain official recognition, a club and all its members must follow and meet the requirements below:

New Club Registration (6 Steps)

Step #1: Find Members

- All club members or club officers must be currently enrolled Santa Monica College students
- A minimum of 6 students. Of the minimum 6 students, at least 3 club officers who fulfill the officer eligibility:
 - Must have a 2.0 cumulative G.P.A.
 - Must be currently enrolled in 5 units
 - Must have purchased a current \$10 A.S. Resource Fee (waivers not accepted)
- Each club must have the following officers to start a club:
 - Club President
 - ICC Delegate
- Must use a democratic plan for the selection of members in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.

Step #2: Find an Advisor

- All clubs need one Primary Advisor (full-time faculty or full-time manager) in accordance with Board of Trustees Policy and Administrative Regulations.
 - Full-time faculty or Full-time managers may serve as a primary advisor to no more than 2 clubs per semester.
- Each club may have 1 or 2 co-advisors (part-time faculty, full-time faculty, full-time manager, or full-time classified employee)
- A club may not have more than 3 advisors, unless approved by the Associate Dean of Student Life.
- All club advisors must be currently employed by Santa Monica College.
- Advisor(s) must complete and sign the [Club Registration Signature page](#).

Step #3: Complete Club Logistics

- Submit a complete [Club Registration Form](#) and attachments for the current semester.
 - **Necessary steps to fully complete the Club Registration Form:**
 - Complete the [Club Registration Signature Page](#)
 - Complete the [Club Constitution Form](#)
 - Club President and ICC Delegate need to complete the [FERPA Online Training](#)
 - Check Spam or Junk mail for FERPA completion confirmation email.
 - Submit any club logos to be displayed on the Club List website, under your club's description.
- For a proposed club to appear on the ICC agenda, completed forms must be on file with the Office of Student Life.
 - Club Registration Form needs 6 business days for processing.
 - The Club Registration Form is due by 4 p.m. on a Wednesday, at least one week before an ICC Meeting, and not the same week as an ICC Meeting.

Step #4: Wait for Review by the Office of Student Life

- OSL reviews:
 - Officer GPA, 5 unit minimum and paid A.S. fees for Club Officers; and if advisors are Part Time or Full Time;
- Once reviewed and approved, information is then sent to ICC Communication Officer.
- ICC Communication Officer ensures that the club president, club delegate, and advisor(s) are notified via the information provided on their club registration paperwork upon:
 - Receipt of Registration Forms by the A.S. Office
 - The discovery of any errors in the club's Registration Forms
 - The approval of the club's Registration Forms

Step #5: Vote by ICC

- Upon approval of a club's Registration Form, the ICC Communication Officer adds clubs to ICC meeting agenda.
 - Club President and/or ICC Delegate must attend ICC Meetings for club installation.
- If voted and approved by ICC, club is installed during ICC meeting.

Step #6: Post-ICC Approval

- Club is added to ICC list
- Club can go about official business
- **For Charter Clubs:** President and ICC delegate must attend a 1-hour Club Leader Orientation. New and/or replacement club officers must complete orientation within 1 month of appointment to their club leadership position.
- **For Charter Clubs:** Must Attend ICC Meetings to maintain membership in the ICC. Read more about ICC Meetings below under 'ICC Meetings and Voting Responsibilities'.

Continuing Club Registration (Spring Semester Only)

If a club that is registered with the ICC wishes to continue its membership over consecutive semesters within the same academic school year, the club must submit the Club Continuation Form along with any additional documents needed.

- At least one officer in the continuing club, who shall be the Club President, must be elected according to the constitution of the club that they wish to continue, in the semester immediately preceding the semester of continuation.
- Continuing clubs shall retain their recognized status in the ICC so long as the Club Continuation Forms is received by the Office of Student Life by or before the third week of the semester.
 - If these forms are not submitted by the deadline, the club shall be subject to reformation.
 - The ICC Communications Officer shall ensure that involved parties are notified of a club's Continuation Form status
- Continuing clubs maintain a consistent Special Account.
- Unused ICC Allotment dollars shall roll over for a continuing club from the Fall to Spring semester of the same academic school year.
- Unused ICC Allotment dollars cannot roll over to the next academic year, or in other words, from the Spring to the Fall semester.
- Charter clubs that wish to change types may not submit continuation forms, forfeit their leftover ICC Allotment from the fall semester and must submit the Club Continuation Form and indicate the club is changing from charter club to flex club.

Other Important Information

- Clubs may hold meetings, activities, and events during the Spring and Fall semesters only.
- No clubs may hold club-sponsored activities during Winter or Summer Intercession.
- Clubs are also not permitted to meet or hold activities on campus during holidays or Spring Break.

5. Roles & Expectations: Club Officers & Advisors

Club President

- The club president is automatically considered the 1st ICC Delegate for the club.
 - The president will select the 2nd ICC Delegate for the club, in the event they cannot attend the meeting.
- They may represent and vote for the club at the ICC Meetings.
- The Club President may appoint a Club Officer (ICC Delegate) to represent the club in the ICC meetings (information below).
- The President is the club liaison and contact person between the club & the OSL staff.
- The President chairs the club meetings, using parliamentary procedure (Robert's Rules)
- The President cannot hold any club officer position
- Should frequently check emails for effective communication with Club.
- Should build a sense of community within the club and promote leadership development of individual self, club members, and others.
- Notify OSL of any changes in club name, designated leaders, club purpose and meeting times.
- Submit appropriate forms to OSL to hold club activities or to expend club funds.
- Must adhere to policies and procedures outlined by your Club Constitution and this OSL Student Club Handbook.
- Notify the club members if a scheduled meeting/event is canceled.

ICC Delegate

- Only one (1) ICC Delegate, per club will represent the club and vote at the ICC Meeting. Others may sit in as "guests".
- The club Delegate is the "contact person" between the club and the A.S. Office Staff and must be a club officer.
- Will represent the club & vote at the ICC meetings, bring club's concerns, questions, & suggestions to the ICC.
- Responsible for taking important ICC Meeting information to their club.
- Eligible to participate in ICC Standing Committees:
 - ICC Activities Committee (organizes Club Row & other ICC events)
 - A.S. Elections Committee (oversees A.S. Student Elections)
 - AD Hoc Committee
- Must learn how to complete the A.S. and ICC paperwork correctly and submit the paperwork in a timely manner to the OSL Office. Inability to do so may result in loss of the club delegate role.
- Needs to have good communication skills, be able to read, write and follow written or verbal instructions.
- No other club officer or club member may act as the club Delegate at any time. They will be turned away from the OSL Staff-this is to avoid any confusion or duplication of work.
- The club Delegate must submit current contact information to the OSL Office. The Delegate will need to respond in a timely manner regarding any emails, voicemails, etc., from the OSL Office Staff so club paperwork or concerns can be processed quickly.

Advisor

General Club Business & Operations

- Must become familiar with the nature and objectives of the club, the policies and procedures outlined in the Club Handbook, the Advisor Responsibilities Form, as well with college regulations regarding student conduct (Board Policy)
- Complete an ICC Club Orientation requirement once per academic year (highly encouraged, but not mandatory).
- Read, sign and submit the [Club Reg. Signature Page](#), and make sure it's uploaded to the electronic Club Registration Form
- Always attend and remain present during all club events and meetings, to ensure observation of college policies and regulations.
 - This includes on-campus and satellite campuses activities, off-campus activities, and zoom meetings.
 - Off-campus activities are considered field trips, because they are not held at an SMC Campus. All field trips must submit Field Trip Proposals and be approved by the Office of Student Life.
- Arrive at least fifteen (15) minutes prior to the start of the club event/meeting.
- Advise students in planning, implementing, and evaluating the club's programs and activities, particularly events and projects funded by the Associated Students.
 - This includes evaluating and approving guest speakers and performers for club's meetings and special events.
- Approve and sign club registration documents, any necessary Associated Students and ICC forms, all publicity and correspondence written on behalf of the club and monitor the club website or social-media (if any).
- Ensure that all appropriate forms are completed and submitted to the Office of Student Life in a timely manner.
- Notify the Associate Dean of Student Life in writing, when radio, television, or other media is expected to cover a meeting or event scheduled for day, evening, on or off-campus.
- Notify the Associate Dean of Student Life in writing if another faculty member will be serving as the club advisor for an event/meeting.

Management of Club Funding

- Supervise all expenditure of funds, including the collection and deposit of funds during activities.
- Approve and sign funding proposals, minutes, and requisition forms requesting club funding and expenditures.
- Pick up checks for club expenditures from the Auxiliary Office (1738 Pearl Street: ext. 4255).
- If money is being exchanged during a club activity, supervise the process of collection, and deposit the funds in the Auxiliary Office.

Club Events & Meetings On / Off Campus

- Must become familiar with the nature and objectives of the club, the policies and procedures outlined in this Handbook, as well with the following campus regulations:
 - Student Club Advisor Responsibilities ([AR 7210.5](#))
 - Field Trips and Extracurricular Activities ([AR 4300](#))
 - On-Campus Events by Student Organizations and Clubs ([AR 5422](#))
 - Formation of Student Clubs ([AR 5424](#))
 - Student Conduct Code ([AR 4410](#))

- Advisor must review, sign, and submit the A.S. Club Field Trip forms to the Office of Student Life, at least TEN (10) days prior to the off-campus event/field trip.
- Make necessary arrangements to ensure that at least one Primary Advisor is present throughout the duration of the off/on campus event.
 - Notify the Associate Dean of Student Life in writing, if any of the following will take place: A secondary advisor may assist or stand in for a primary advisor in their responsibilities, with the condition that a secondary advisor may sign club forms and documents only if they are a regular (tenured) or contract (tenure-track) faculty member or a full-time manager.
 - If neither a primary advisor nor a secondary advisor is available to lead a student club field trip or attend a student club event, the primary advisor shall notify the Associate Dean of Student Life or designee of their anticipated absence and arrange for a substitute.
- Review transportation and hotel arrangements prior to field trips and/or conferences.
- The Advisor must keep a (paper or electronic) roster of students attending the off-campus event/field trip, including telephone numbers of emergency contact persons, copies of medical consent forms and student conduct forms, in their possession always during the off-campus event/field trip.
- For events involving admission and use of tickets, know the process of ticket taking and hand stamping / giving bracelets.
- If money is being exchanged during an evening or after-hours event, coordinate with the Santa Monica College Campus Police, before and after the event, for deposit of funds into the Police Department's vault. Campus Police will deposit monies in the Auxiliary Office the following school day. Remember to ask for a receipt.

Advocate Growth & Leadership

- Encourage the development of initiative, responsibility, and leadership.
- Model behavior, and guide the students to reflect on actions.
- Encourage your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Students look to advisors for constructive and honest feedback.
- Take the initiative in transforming the students from individuals with separate goals and expectations into a team.

Co-Advisor(s) and/or Secondary Advisor(s)

- Co-advisors must also read, sign and submit the Advisor Responsibilities Form (upload to the electronic Club Registration Form).
- Co-advisors may assist the full-time advisor in their duties, but do not replace the full-time advisor in signing club paperwork or leading the field trips; unless the co-advisor is another full-time faculty or manager.

6. Club Policies & Procedures

ICC Meetings & Voting Responsibilities

The purpose of the ICC Meetings is to keep the clubs informed about campus events that involve and/or affect clubs and/or the campus in general.

Club members are invited to share their views and opinions about these events and other issues if they so desire.

The end of each meeting is devoted to the sharing of club news and upcoming events.

For Chartered Clubs: In order to remain an active club, at least one of the club's ICC representatives must attend each ICC meeting, see '[ICC Agendas and Minutes](#)' for current meeting dates.

Meetings are held every other Thursdays, from 4:00 p.m. to 5:30 p.m.

- ICC Special Meetings may be added with a 24-hour notice, therefore, club presidents and ICC delegate must provide current emails to the ICC and are responsible for checking their emails throughout the week.
- ICC Delegates must attend all the regular & special meetings to represent their club.
- Meetings are conducted following parliamentary procedure.
- No member of the ICC shall represent more than one (1) club or office at anyone
- Before 4:15 p.m. the club rep must sign-in with the ICC Communication Officer. A club will be marked absent if the rep arrives after 4:15 p.m. or leaves before 5:30 p.m.
- If a club fails to send a Delegate to the ICC Meeting, the ICC Secretary will send an absence notice to the club president and advisor.
- A club will be un-installed (lose funding and services) when they are counted absent for the 2nd time (probation).

Club Allotment Funding

The ICC Allotment is funded by the ICC General Account, which is one of many accounts managed by the A.S., that are ultimately determined by the A.S. Resource Fee revenues.

Funding is based on a percentage rate, according to the club installation date into the ICC. *Subject to change.*

Must submit club registration forms 6 business days before the ICC meeting you want to be installed in.

EXAMPLE

If the maximum ICC Allotment for the current semester is \$600, then:

Meeting #1 & #2, 100% = \$600.00;

Meeting #3 & #4, 66% = \$396.00;

Meeting #5 & #6, 33% = \$198.00

Check out the [ICC page](#) for specific dates and deadlines as well.

Special Account Funds

What is a Club Special Account?

It is an account of funds collected by an individual club through fundraisers, donations, etc. This is not the ICC Allotment Funds allocated to each club per semester, which is additional monies.

- Special Account monies must be kept in the club account managed by the Auxiliary Office.
- Clubs are not allowed to have bank accounts outside of SMC. The Auxiliary Office is the club's bank
- The club advisor must deposit all Special Account club monies into the club's account located in the SMC Auxiliary office.

How do you open a Club Special Account?

Club Special Accounts are opened by the Auxiliary Office when a Club has funds to deposit. Please refer to the section on Fundraising & Raffles below for more information on rules and regulations on fundraising.

How to withdraw funds from a Club Special Account?

To withdraw the special account funds, the club must submit club minutes and A.S. Check Request Form.

- Club expenditures must be decided by club majority vote, and be noted on the club minutes, showing voting results and explaining the expenditure or reimbursement.
- Retroactive spending is allowed.
- Since the clubs earned the money as an entity of the ICC, which in turn is an entity of the Associated Students of Santa Monica College, thus A.S. is the overseer of all club funds, and must sign off on the Check Request Forms.
- Funds roll-over every year while the club is active, unless the club is inactive for 2 consecutive years or more.
- The funds of a 2-year inactive club will default to the ICC General Account. The default funds will be used for the benefit of all clubs, i.e., prize money, bonus money for attending the ICC Retreat, etc.

For more information about Club Special Accounts, please visit the [Club Special Accounts FAQ's](#).

Proposals: Events & Purchases

Because the Office of Student Life (OSL) oversees clubs, OSL must approve all club activities and expenditures before they take place. No activities or expenditure will be authorized or allowed until prior approval is obtained.

Why is prior approval important?

- To protect SMC from any liability: injuries at our events, field trips, contractor-services, etc.
- To protect A.S. Directors, ICC Clubs, & SMC employees from any liability: spending and documenting the use of Public Funds.

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.
- A Proposal is an agreement between A.S. and the club, dept., etc.
- Proposals for funds are NOT guaranteed; they can be approved, denied, or partially approved, etc.
- An approved proposal must be followed and adhered to, since it is an agreement.
- Proposals are considered a Public Document; therefore, they may be available during a public meeting for viewing by all; with the exception of your contact information.

How to Submit a Proposal

Step #1: Review Proposal Criteria

- A Proposal includes what you want to do and/or purchase.
- Proposals must follow the A.S. Fiscal Policy guidelines, as well as, BOT / AR policies, State & Federal guidelines.
- Proposals should be clear and specific in stating activity or event details.
- If the Proposal requires funding, Check Requests submitted will have to match what you asked for in the Proposal. See more information about Check Requests below.
 - Every item which the club intends to purchase with the requested funds should also be clear and specific. This includes the name of the item, the quantity, the price per unit, and the total cost of the items.
 - Official price quotes or “proof of price” for every expense budgeted must be submitted with the proposal unless the finance committee officially authorizes “pending quote approval.
- Proposals are to be submitted electronically to the Office of Student Life by posted deadlines. See ‘Submit Proposal’ below for more information.

Step #2: Be Mindful of Deadlines and Timelines

- All proposals should be submitted on electronic form by 2pm the preceding Wednesday of the meeting the club wants to be considered on.
- Proposals that do not meet the posted deadlines may not be considered and/or may be delayed.
- Here is a link to proposal dates and deadlines. This can also be found in Forms and Documents webpage in the A.S. Website (www.smc.edu/as)
- Proposals for events and field trips that DO NOT require funding should be submitted at least three (3) weeks before the event or field trip.
- Proposals for events and field trips that DO require funding should be submitted earlier, 4-7 weeks before the event or field trip.

- If you are requesting funding and are planning to be reimbursed, plan on submitting a proposal 4 weeks before the event/activity date.
- If requesting funding, and need the funds beforehand, plan on submitting the proposal at least 7 weeks before the date of the event/activity. This is because it can take 20 business days for the club to receive the granted funds after the proposal receives approval. See flow chart below.
- No Retroactive Funding allowed in the ICC Allotment Account. Please do NOT spend any money until your proposal has received FINAL APPROVAL at an A.S. Board Meeting. Otherwise, you will not be reimbursed or worse yet, your vendor will not be paid.

Step #3: Submit Proposal

- Here is a link to the electronic [online Proposal Form](#).
- Necessary forms to fully complete the Proposal Form:
 - **Proposal Signature Page**: Must obtain Signatures for all proposals. You can upload this sheet to the online proposal form or email it to OSL@smc.edu after submitting the proposal.
 - **Proposal Budget Breakdown**: Only needed if your Proposal requires funding. You must include a budget breakdown within the Proposal Form, or you may attach a budget spreadsheet to the Proposal Form before submitting.
 - **A.S. Co-Sponsorship Form**: Only needed if co-sponsoring with another club or dept. Complete this form, obtain Signatures, and upload to your proposal.
 - **A.S. Multi-Logistic Form**: Only needed for events that are more than one day or more than one location. Complete this form, obtain Signatures, and upload to your proposal.
 - **A.S. Inventory Form**: Only needed if purchasing equipment (not supplies). Complete this form, obtain Signatures, and upload to your proposal.
- For all A.S. Forms (see <https://www.smc.edu/community/office-of-student-life/student-government/forms-documents.php>).

Proposal Tips:

- The Proposal Form is not savable – so you need to submit right after working on it!
- For Proposals that need funding, you can include a budget breakdown in the Proposal Form, or you can attach budget spreadsheet to the Proposal Form.
 - When looking at your proposal budget, think of including a 10-15% contingency for additional or unexpected costs.
- Once your proposal is presented at the A.S Finance meeting, the amount in your proposal can not be increased. Requested changes to the amount in a proposal MUST be emailed to the A.S Finance Committee ahead of time.
- A proposal to use funds from a club's allotment to purchase club-themed clothing or other items for promotional purposes should be submitted no later than the ninth (9) week of the fall and spring semesters and should adhere to the price limit guidelines established by the Finance Committee

Step #4. OSL Reviews and Club Presents the Proposal

- Once a club has submitted a proposal, the proposal is reviewed by the Office of Student Life
- Once reviewed by OSL, the Club ICC delegate or President must be present at the required meetings to have their proposal voted on. See Flow Chart below to find which meeting(s) must be attended to obtain approval.
 - The person presenting the proposal should be as familiar as possible with the details of the event, including the budget, agenda, advertising methods, and prior attendance of the event.
 - Make sure to check the meeting(s) agenda to confirm that your proposal item is present on the agenda beforehand.

Step #5: Approved Proposals have Deadlines

- For an Event / Field Trip: The deadline is the date on the proposal.
- Undated proposals expire by the deadline stated on the A.S. Website:
 - Last day for Check Requests is the last day to spend approved proposal funds.
 - Last day for A.S. & Club events / activities is about 1 -2 weeks before finals.

Step #6: Check Requests & Reimbursements

A.S. Check Requests

- 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.
- The accounting books close at the end of the fiscal year (June 30th). So all Check Request Forms must be submitted by the first week of June.

Types of Check Requests

- There are 2 types of A.S. Check Request Forms:
 - **A.S. Purchase Request Form**: To make a Payment to a vendor, contractor, or an SMC department (do not use this form to pay an SMC student or staff).
 - **A.S. Reimbursement for SMC Employees/Students Form**: Includes student stipends. Do not use this form to pay vendors or contractors.
- All the instructions are on the form, start at the top and go through all the steps.

- Remember to upload the applicable forms where it is stated on the form:
 - Applicable forms: receipts, invoices, contracts, minutes page, etc.

Reimbursements & 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.)

Vague Receipts: Additional Proof-of-Purchase may be needed, if any info mentioned above is not on the receipt.

- May need to submit credit card statement showing the total amount paid in print.
- 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 use the vendor name and date purchased on statement.

Check Request Tips

- Make sure you include the correct Proposal number in the Check Request Form. You can locate the Proposal number in the A.S Board Meeting minutes.
- You must attach a copy of the meeting minutes with your proposal approval highlighted. **Important:** Only attach 1 page of the meeting minutes – the page that shows your proposal.
- Signatures are important, please make sure that the signatures on the check request match the signatures OSL has on file.
- Please note: The student payee and student officer cannot be the same person on the form. You will need another club officer that is on the original Club Signature Form to be listed as the Student Officer.
- Reimbursement tip: Try to have one person pay for all of items listed in the proposal, instead of multiple people purchasing items to make the Check Request process easier.

Step #7: Update Club Balance Sheet

- You will need to keep a balance sheet on your club ICC Allotment spending.
- Record the check request forms you have submitted, and their total money spent.
- Take into consideration the proposals that are approved, but still need check requests to be submitted.
- Check out the [Resources](#) section below for links to budget sheet examples.

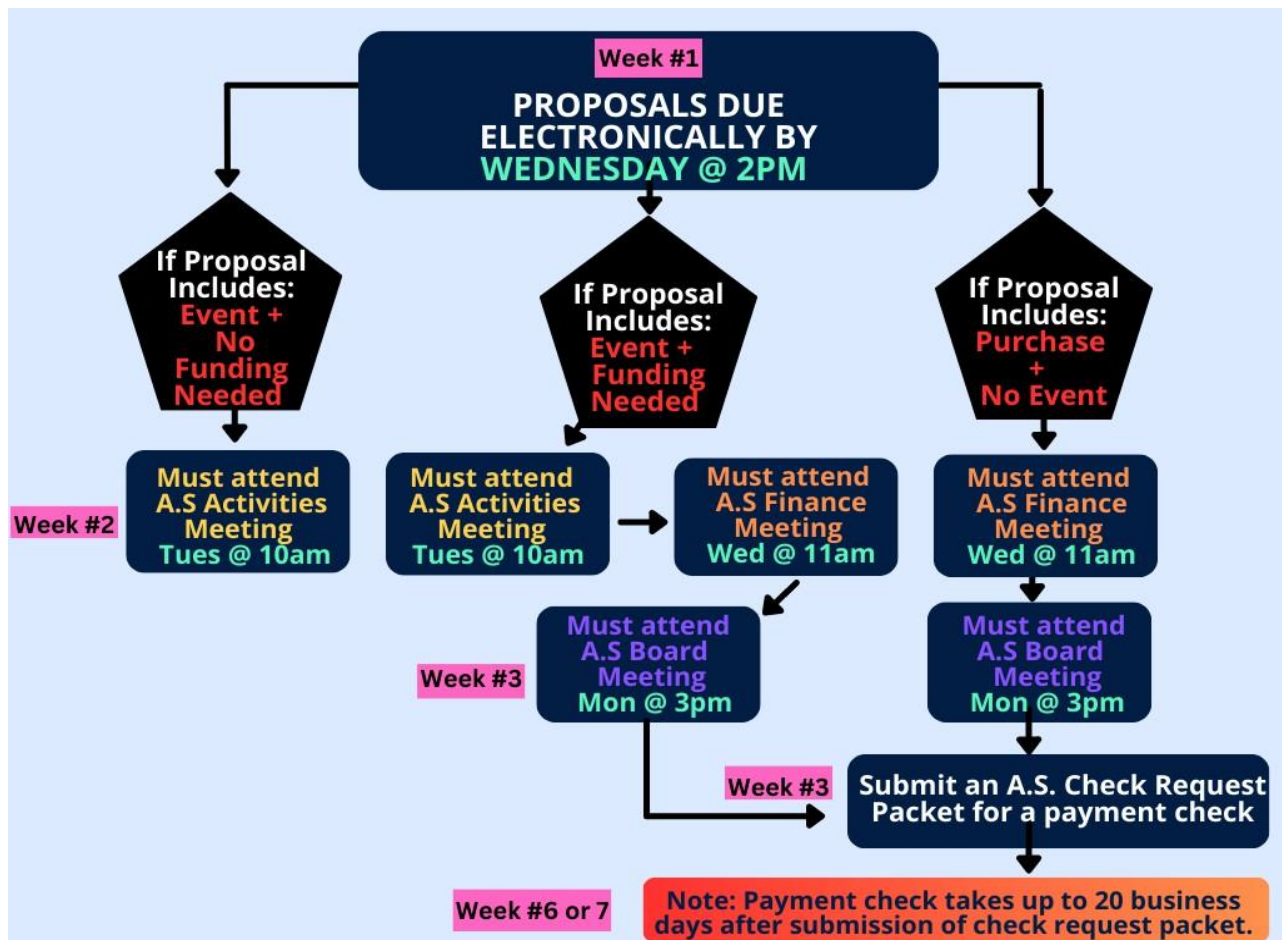
CREATE YOUR CLUB'S BALANCE SHEET - EXAMPLE

Black Font = money in your account; Red Font = money spent and not in your account;

Blue Font = what you might be spending, but waiting on the exact amount (not to exceed).

Description	Amount
Fall 2020 <u>100% Installation</u> on 9/24/20 (contact ICC if you do not know the date or %)	\$600.00
Check Request – club president reimbursement for food	-\$50.00
Check Request – club advisor reimb. for online conference registrations	-\$200.00
Spring 2021 <u>66% Installation</u> on 3/25/21 (contact ICC if you do not know the date or %)	\$396.00
Balance	\$746.00
Proposal to be approved for club prizes during online karaoke night, not to exceed	-\$100.00
Proposal to be submitted for zoom workshop food reimbursements, not to exceed	-\$200.00
Balance	\$446.00

Proposal & Check Request Timeline Visuals



CHECK REQUESTS – TIMELINES (BUSINESS DAYS)

- Day #1 = Submit Check Request to OSL@SMC (Office Email checked by Michele, Amelia is backup)
- Day #2-3 = Reviewed for completeness and accuracy
 - Michele: Clubs
 - Amelia: A.S. Directors & Departments
- Day #4-6 = Once everything is complete and accurate
 - Amelia will obtain A.S. Signatures where applicable
 - A.S. Directors & Departments - A.S. Budget Management, and Associate Dean of Student Life
 - Clubs – A.S. Budget Management and Associate Dean of Student Life
- Day #7 = Amelia will send packet to Auxiliary Services
- Day #8-17 = Auxiliary Services processes form, issues check, and mails out the check.
- Day #18-20 = USPS Mail
- Note: this is an estimate, if there are errors, etc., then it will take longer.
 - If you do not receive your check within the 20 business days, please contact OSL@SMC.EDU
 - Please put in the subject line: Inquiring about a payment
 - In the body of the email: state the club name, the name on the check, proposal number, and the amount of the check

Proposal & Check Request Timeline Visuals (cont.)

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 an A.S. ACTIVITIES MEETING @ 10:00 a.m.	Step #3 If Requesting Funding, Attend an A.S. FINANCE MEETING @ 11:00 a.m.		
#3	Step #4 If Requesting Funding, Attend an A.S. BOARD MEETING @ 3:00 p.m., to receive FINAL APPROVAL, before spending any money.	Step #5 Submit an A.S. Check Request Packet for a payment check to OSL@SMC.EDU 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)			

Food Policy

- Club allotment funds can be used to purchase food or drinks for the club's meetings no more than two times per semester.
- Purchase of any food or drinks for club events and/or meetings need prior approval. Please see '[How to Submit a Proposal](#)'.
- Be mindful of time needed to submit a proposal that includes a funding request. It is recommended that for proposals that DO require funding be submitted earlier, 4-7 weeks prior.

Room Reservation

All rooms are reserved by OSL. No room reservations will be permitted until:

- The club has been officially recognized and
- The proposed activity/event has received prior approval.

Clubs who reserve space on campus are:

- Responsible for leaving the room better than you found it. Please reset the room to the way it was when you entered.
- Responsible for securing materials and technology in the room.
- Permitted to be in the room only during scheduled hours and must vacate the room at the scheduled time.
- Responsible for having an Advisor call security to secure the classrooms to unlock and lock doors at departure.

Club Meeting Space

- You will indicate the meeting time and requested meeting room in the Club Registration Form. OSL will reserve the requested room spaces for the clubs.
 - Clubs can request and hold their club meetings and events anywhere on campus that works best for their needs, as long as that space is available.
 - For more information about
- Holding club meetings in spaces that have not been approved by OSL is not allowed and can result in the removal of club charter or recognition.

Fieldtrips & Travel

All field trip proposals must include a comprehensive budget 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.

- The purpose of the trip must be educational, team building, and/or representing SMC.
- Overnight trips within a 500 miles radius of Santa Monica may be funded for up to 50% of the total cost of the trip. All other overnight trips abroad may be funded for up to 25% of the total cost of the trip. The A.S. reserves the right to make exceptions in extraordinary circumstances (e.g. a prestigious international award to the college, an extraordinary research opportunity).
- The club's ICC allotment may count towards the club's monetary contribution to the trip. Funds from a club's special account, if available, should be used in financing the trip.
- For more detailed regulations, you can read [SMC's Fiscal Policy](#).

Field Trip proposals:

- See the new **A.S. Travel Checklist**, for detailed information and instructions, listed after the below statements.
- 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**.
- All travel forms must be submitted to the Office of Student Life **7-10 days** prior to travel for verification and checks. Missing these deadlines may result in a trip being cancelled or denied.

Field Trip Checklist:

- [A.S. Travel Checklist](#) :
 - Use this form to make sure you have completed the correct forms, in a timely manner.

The following forms need to be submitted to the Office of Student Life in in-person or via email at osl@smc.edu. Forms must be submitted according to travel guidelines outlined by the Office of Student Life upon receiving approval by Associated Students.

<u>A.S. Field Trip Club Roster Form</u>	Required For ALL Club Field Trips
<u>A.S. Field Trip Day Trip Form</u>	Required for Club / A.S. Director Day Trips ONLY
<u>A.S. Field Trip Individual Form</u>	Required For ALL Club Field Trips
<u>A.S. Field Trip Early Departure Form</u>	Each Club Member or A.S. Director must complete this form if they will be leaving before the field trip is over.

Publicity & Social Media Policy

Each student club is responsible for their own marketing and communications. Students club leaders and their members must remember that they are responsible for their conduct and content. All SMC students' actions in affiliation with SMC including clubs and organizations must adhere to the College's Student Code of Conduct, Honor Code and other relevant administrative regulations and education codes. Any student found in violation of these policies and regulations may result in disciplinary action.

The Office of Student Life provides a club directory page where we can list relevant club information such as club mission/vision, club contact information, club meeting information and social media links.

In addition:

- Clubs can work with A.S. publicity to post these items on A.S. social media
- Clubs can work with A.S. activities to include these items on SMC campus calendar.

Fundraising & Raffle Rules

Fundraising

Up to \$200 of the ICC allotment may be used for club fundraising projects per semester. Items approved for giveaways must not be sold.

If having a fundraiser at any SMC campus, you must obtain a register drawer, [Complete the Collection of Funds Form](#), and upload to your proposal to A.S. for approval before fundraising.

"Raffle or Lottery" vs. "Drawing"

When a group is thinking of a fundraising activity, one method often thought of for raising funds is by

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conducting a raffle or a lottery. However, in the state of California, raffles and lotteries are illegal if a person is required to purchase a ticket or make a donation in order to be eligible to win the contest. It is legal to conduct a Free Drawing in connection with an event whereby those soliciting, ask for donations and after receiving a donation, give the donor a free ticket or tickets to a prize drawing.

The following rule must apply for it to be considered a Free Drawing:

- The drawing must be in connection with an event.
- The ticket must have the following information:
 - The date, time and location of the drawing;
 - The name of the College unit or other entity that will benefit from the “Free Drawing.”
 - The name of the sponsoring organization that is putting on the event
 - Wording on the ticket must include the words: “FREE TICKET” and “YOU PAY NOTHING IN THIS DRAWING. WINNER NEED NOT BE PRESENT. A FREE TICKET MAY BE OBTAINED AT (give an address).”

Prizes

- Prizes must be awarded through a drawing of tickets given to game winners.
- Prizes may be goods or services.
- Prizes consisting of alcoholic beverages are not permitted.
- Prizes may be donated to or purchased by the sponsoring organization.

Advertising

- All advertising must indicate that no purchase or donation is required to participate and that the drawing is open to the campus community.
- The word "drawing" or "free drawing" is required; do not use the word "raffle" on the ticket or in advertisements.
- For more detailed regulations, you can read the [CA Policy on Raffles](#)

Contracts

- All Independent Contractor Agreements, Waivers and W-9s for any vendors, speakers, DJs, or other entertainment services, must be initiated with the OSL at least six weeks prior to the event.
- Do not sign any contracts on behalf of your club. All contracts for services must be signed by the vendor and the Dean of Education Enterprise prior to submission of the requisition.
- All performers must sign and abide by the A.S. content agreement within the contract packet.
- A.S. will not fund services not yet rendered except for reasonable contractual deposits.
- Any related party transactions (relatives or friends to anyone on the A.S. Board, Club Members, or other interested parties to a proposal) must be disclosed on the proposal and must include evidence of professionalism in the field by the individual to be hired.
- **A.S. Contract Packet- consists of two forms**

<u>A.S. Contract Form</u>	Note: contractor will need to complete and submit this form to the SMC Department (contact person) requesting their services.
<u>W-9 Tax Form</u> (Complete and submit Page #1, with current signature date)	Contractor will need to complete and submit this form to the SMC Department (contact person) requesting their services.

7. Resources & Forms

Resources & Forms	Description
ICC/ Club Forms & Resources	
ICC Constitution	Full list of ICC responsibilities and duties
Club Registration Form	Electronic form to start a club
Club Registration Signature Page	Required form for club registration
Club Constitution Form	Required form for club registration
FERPA Online Training	Required for Club President and ICC Delegate
Club Continuation Form	Required for installed clubs wishing to remain active within the same academic school year
Blank ICC Club Minutes Form	Example of how to write meeting minutes. Meeting minutes are need for Special Account Funds
Club Expense Sheet	Example budget excel sheet
ICC Club Allotment Expense Information	Balance sheet instructions
Club Special Accounts FAQ's	For funds collected by an individual club through fundraisers, donations, etc
How to Sign PDFs Electronically	Most OSL and A.S. Forms require electronic signatures
A.S. Proposals	
Proposal Form	Online A.S. proposal form
Proposal Signature Page	Required form for all A.S. Proposals
A.S. Fiscal Policy	Proposals must follow A.S. Fiscal Policy guidelines
BOT / AR policies, State & Federal guidelines	Proposals must follow Board of Trustees and Administrative Regulations
Additional A.S. Forms & Resources	
A.S. Meeting & Agendas	Check Agenda Minutes to confirm proposal is on required meeting(s)
A.S. Co-Sponsorship Form	Only needed if co-sponsoring with another club or dept. Complete this form, obtain Signatures, and upload to your proposal.
A.S. Multi-Logistic Form	Only needed for events that are more than one day or more than one location. Complete this form, obtain Signatures, and upload to your proposal.
A.S. Inventory Form	Only needed if purchasing equipment (not supplies). Complete this form, obtain Signatures, and upload to your proposal.
A.S. Field Trip Club Roster Form	Required For ALL Club Field Trips
A.S. Field Trip Day Trip Form	Required for Club / A.S. Director Day Trips ONLY

<u>A.S. Field Trip Individual Form</u>	Each Club Member or A.S. Director must complete this form for the following reasons: overnight trips (all students) or students under 18 yrs. old, attending any day or night trip.
<u>A.S. Field Trip Early Departure Form</u>	Each Club Member or A.S. Director must complete this form if they will be leaving before the field trip is over.
<u>A.S. Contract Form</u>	Contractor will need to complete and submit this form to the SMC Department (contact person) requesting their services.
Check Requests	
<u>A.S. Reimbursement for SMC Employees/Students Form</u>	Includes student stipends. Do not use this form to pay vendors or contractors.
<u>A.S. Purchase Request Form</u>	To make a Payment to a vendor, contractor, or an SMC department (do not use this form to pay an SMC student or staff).
Additional Forms	
<u>CA Policy on Raffles</u>	Detailed regulations on CA raffle rules
<u>W-9 Tax Form</u>	Contractor will need to complete and submit this form to the SMC Department (contact person) requesting their services.
<u>LA County's Health Code Manual</u>	Detailed info on health code requirements for community events in LA County