



# **You're an Official Club, Now What?**

**Updated July 2023**



# WHAT'S NEXT?

## ***Chartered Clubs***

- Club Leader Orientation
- ICC Meetings
- Allotment Funding

## ***Chartered & Flex Clubs***

- Special Account Funds
- Fundraising & Raffles
- Proposals & Reimbursements:  
Events & Purchases
- OSL Services
- ICC Events
- Club Handbook & Rules
- Continuing Club Registration

# ICC MEETINGS

## **For Chartered Clubs:**

- In order to remain an active club, at least one of the club's ICC Delegate must attend each ICC meeting, see 'ICC Agendas and Minutes' for current meeting dates
- 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

# ICC MEETINGS

## **For Chartered Clubs:**

- 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
- One ICC Delegate can only represent one club at one time

# ICC MEETINGS

## **For Chartered Clubs:**

- Before 4:15 p.m. the club Delegate 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)

## For Chartered Clubs:

- 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

## Club Allotment Funding

**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 OSL website for specific dates and deadlines.\*\***

## For Chartered Clubs:

- Clubs may begin the process to obtain their ICC Allotment by submitting an A.S. Proposal
- Club proposed expenditures must be in accordance with the current A.S. Fiscal Policy.
- There is no retroactive funding allowed in the ICC Allotment Account. Do not spend money before it is approved by the A.S. Board of Directors
- Fall funds will roll-over to Spring automatically. Funds will only roll-over in the same academic year

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Club Allotment  
Funding  
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## For Chartered & Flex Clubs:

### 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

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## Special Account Funds

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### 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
- 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



# For Chartered & Flex Clubs:

## 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"

- 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

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## Fundraising & Raffle Rules

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### 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)”

**\*For more detailed regulations, you can read the CA Policy on Raffles\***

# PROPOSALS

## **What is an A.S. Proposal?**

A Proposal is used when you 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.

# PROPOSALS

## What is an A.S. Proposal?

- A Proposal is an agreement between A.S. and the club, dept., etc.
- Proposals must follow the A.S. Fiscal Policy guidelines, as well as, BOT / AR policies, State & Federal guidelines.
- 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

# PROPOSALS

Since the Office of Student Life (OSL) oversees clubs, OSL must approve all club activities and expenditures before they take place. No activities or expenditures 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.

# PROPOSALS

- 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](http://www.smc.edu/as))
- For more detailed information on how to submit a proposal, please check out the Club Handbook and/or the 'How to Submit a Proposal' PDF.

# 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)

# CHECK REQUESTS & REIMBURSEMENTS

## 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.



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# **OFFICE OF STUDENT LIFE SERVICES & CLUB BENEFITS**

- Your Club will be publicized on ICC Club List located on the OSL website,
- Apply for A.S. funding through ICC,
- Ability to sponsor activities on campus,
- Submit room reservations for campus facilities,
- 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,
- Counseling regarding academic/resource information in OSL for all club members, and
- Leadership development opportunities

# ICC 2023-2024 EVENTS

## Fall 2023

- **Club Awareness: 9/28/2023**
- **Club Row: 10/31/2023**
- **ICC Social: 11/30/2023**

## Spring 2024

- **Club Awareness: 3/28/2024**
- **Club Row: 4/30/2024**
- **ICC Social: 5/23/2024**

*Club Awareness* and *Club Row* give clubs a chance to:

- Promote their club
- Recruit new members
- Participate in friendly club competition for money prizes
- Fundraise money to grow their club special account
- And have fun!

Interested clubs will need to submit a Club Awareness & Club Row Registration Packet by the stated deadline.

