



Club Special Account FAQ's

- A.S. Forms are located on the A.S. WEBSITE:
www.smc.edu/as- Forms & Documents
- ICC Forms are located on the ICC Webpage:
<https://www.smc.edu/community/office-of-student-life/student-government/inter-club-council.php>

Q. What is a Club Special Account?

- A. 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. The Club Special Account money rolls over every year, unless the club is inactive for two (2) years.

Q. How do I find out if my club has a Club Special Account already and how much money is in the account?

- A. Please ask your club advisor to email osl@smc.edu to inquire.

Q. What if I do not know my Club's Special Account number?

- A. Please ask your club advisor to email osl@smc.edu.

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

- A. All funds must be submitted to the Auxiliary Office by the club advisor.

Q. Can our club open up our own bank account outside of SMC?

- A. No. All club monies must be kept in the SMC Auxiliary Office. The clubs are considered an entity of SMC / AS, and the Auxiliary Office is the designated Accounting Department for its money accounts and monies.

Q. Are there any forms needed to have a club fundraiser?

- A. Yes. All club fundraisers must begin with an A.S. Proposal, because the Dean, Office of Student Life (OSL) must approve all club events or activities whether they are on campus or off campus.

Q. Do we need a proposal if we only want to purchase items, such as T-shirts, Promotional Pens, etc.?

- A. No. You only need a proposal if you are having an event / activity or you are using your ICC Allotment / requesting additional A.S. Funds.

Q. How do we get money out of our Club Special Account?

- A.
1. Approve the purchase at your club meeting.
 2. Create Club Minutes or download the Club Minutes form from the ICC Webpage.
 3. The club minutes must show quorum and the members names that were present at the meeting and the actual vote on the purchase requested.
 4. The club minutes must have the FT Advisor's signature and one of the club officer's signature & title.
 5. Complete an A.S. Check Request and attach club minutes and other required documents.
 6. Please follow the instructions on the forms.
 7. There are example proposals & requisitions on the AS Website (Forms & Documents), or clubs can contact their ICC Officers in the A.S. Office, for assistance.