



A.S. PROPOSAL POLICIES & TRACKING CALENDAR

- **Student Life / A.S. Office Location:** Cayton Center, Room #202 (above the cafeteria); Phone #310.434.4250
- **A.S. Meetings are subject to change**, see our flyer titled: A.S. DIRECTORS & MEETINGS on our A.S. Website- www.smc.edu/as (go to Forms & Documents webpage and scroll down to section one)
- **Any supplies or unexpended funds remaining** in a student organization budget at the end of the year (June 30) shall return to the general A.S. treasury. This includes funds approved for spending that were not actually spent. (AS Bylaws- Article 4; Section 4.1)

1. Your Proposal must be in accordance with the current A.S. FISCAL POLICY located on the A.S. Website.
2. Please complete this form online and print it out the Signature Page to obtain signatures. If the typing option is not available, please write legibly. Illegible forms will not be accepted and/or will be returned to you.
3. A.S. POLICIES will be strictly adhered to – PLEASE PLAN AHEAD:
 - a) In-complete proposals will not be accepted. Make sure all applicable documentation is attached.
 - b) No retroactive spending and no cash advances are allowed.
 - c) Proposal may not be approved if there is not enough time to process the additional paperwork for events, fieldtrips, or necessary purchases. Please see timelines below in Step #5.
 - d) Health Permits are required to serve/sell any food/beverage. Submit a LA COUNTY HEALTH FORM with your proposal.
 - e) **NEW POLICY –** If your event will include a food vendor, the food vendor must be approved by the College. At this time, the vetting process has reached capacity and no additional vendors are being considered. This may be revisited in the future.
 - f) **IMPORTANT: A.S. will NOT approve** any event/funding/reimbursement for an unapproved food vendor.
4. Make a copy of all your paperwork for your records before you submit them.
5. Submit your proposal with the original signatures to the A.S. Office Front Desk.
6. **NOTE:** All proposals must receive final approval at an A.S. BOARD MEETING before AS/ICC funds can be spent, otherwise reimbursements or purchases will not be approved.
7. After final approval, any funding changes on amounts or items, on your proposal, must go through another A.S. Board Meeting.
8. Send a knowledgeable representative, to the applicable A.S. Meeting(s), See calendar below for days & times.

| | Any MONDAY | Any TUESDAY | Any WEDNESDAY |
|---------|---|--|---|
| WEEK #1 | | | Step 1 – SUBMIT NEW TIME: by 2:00 p.m. on any Wednesday. SUBMIT Proposals & Additional Forms (requisitions, contracts, health forms, etc) DATE Submitted Proposal: _____ |
| WEEK #2 | | Step 2 – ACTIVITY MEETING 1:00 p.m. in Cayton #206 YOU MUST ATTEND IF: you are requesting to have a field-trip, any event, or tabling, on or off campus. Also- a Club picnic off-campus requires an event proposal, because that is considered a field trip. Regardless if money is requested or not. DATE to Attend Meeting: _____ | Step 3 – FINANCE MEETING 11:15am in Cayton #206 YOU MUST ATTEND IF: you are requesting to spend Club ICC Allotment money or A.S. funds. DATE to Attend Meeting: _____ |
| WEEK #3 | Step 4 – A.S. BOARD MEETING 3:00 pm in Cayton Lounge. FINAL APPROVAL for Proposals Do NOT spend any ICC Allotment funds or A.S. funds before receiving Final Approval at this meeting. DATE to Attend Meeting: _____ | Step 5 – SUBMIT REQUISITIONS, ADDITIONAL FORMS, ETC. TIMELINE for processing addt'l. forms- contracts, requisitions, facility requests, health forms, etc. <ul style="list-style-type: none">• 7 business days – to obtain SMC facility permit• 5 business days – to obtain a chartered bus/rental vehicle <u>clearance</u>• 16 business days – Health Form to obtain a Health Permit• 7 to 10 business days – Requisition to obtain a check Date Submitted Addt'l. Paperwork to A.S. Front Desk: _____ | |
| WEEK #4 | Step 6: ADDITIONAL PAPERWORK is continuing to be processed this week- see next Step #7 below. | | |
| WEEK #5 | Step 7 : PAYMENT CHECKS - Only Advisors- with a photo ID can pick up checks at the Auxiliary Office. <ul style="list-style-type: none">• The vendors’ checks will be distributed to the vendors at the event, only after delivery/service by the advisor.• Undistributed vendor checks will be mailed day(s) after the event, from the Auxiliary Office.• Student reimbursement checks will be mailed automatically- Advisors cannot pick up student checks. | | |