



# Clubs + Student Organizations

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Moorpark College has dozens of student-led groups with which you may get involved! Clubs and student organizations provide students with opportunities to engage with classmates, apply classroom concepts or principles to real-life situations, and undergo personal growth. Participating students gain valuable leadership experience while developing social and professional relationships.

Student clubs and organizations operate within Moorpark College and VCCCD policies and procedures, including [Board Policy 5430 Clubs - Regulations](#) and [Administrative Procedure 5430 Clubs - Regulations](#).

**Join a club**



**Form a new club**



**Benefits to getting involved on campus**



**Forms + resources for current clubs**



**Inter-Club Council (ICC)**



## Student Life Office

### Activities + Events

### Advocacy + Civic Engagement

### Associated Students of Moorpark College (ASMC)

ASMC Committees

ASMC Elections

ASMC Scholarship

Current Board of Directors

Past ASMC Boards

Sustainability Initiatives

### Clubs + Student Organizations

Commencement

MC L.E.A.D.S. Program

Student Identification (ID) Cards

**[www.MoorparkCollege.edu/Clubs](http://www.MoorparkCollege.edu/Clubs) > Resources for current clubs**

# Where is this info coming from?

- CA Education Code
- FCMAT
- VCCCCD BPs and APs
- Campus fiscal processes



# Agenda

1. Establishing a budget
2. How clubs get money in their accounts
3. Allowable vs. unallowable expenditures
4. Spending club funds



# 1. Establishing a budget

- All clubs should develop a budget *before* spending occurs
- Budget should be for the whole year but can be amended as needed
- Students need to participate in developing the budget
- Students should try to spend what they raise in the same year they raise it; carryover is okay if:
  - Seed money is needed for the next year
  - Funds are accumulating for a preapproved multiyear project
  - The carryover amount is reasonable

# **Trust/agency accounts – your club's bank account**

- Formally recognized student clubs/organizations can establish and spend money from official VCCCD trust accounts
- Most all clubs already have an agency account—if you don't know your organization's number, ask me!
- Each year, clubs submit a VCCCD Trust and Agency Account Signature Update form to the Student Activities Office, designating approved signatories (or spenders)
- If a club is inactive for 5 years, any unused funds get transferred back to ASMC's ICC account for redistribution via Programming Committee

# Who decides how funds are spent? (1/2)

- **Will of the students should come first\*** (\*unless there is a specific conflict with laws or regulations, governing board policy, student safety, college culture, or other specific reason to deny an event, expenditure, or other student club decision)
- **Students are the primary authority when making decisions related to the club**
  - Forming/scheduling meetings
  - Developing budgets
  - Planning fundraisers
  - Deciding how funds will be spent
  - Approving payments
- **Advisors are to support club leaders**
  - Provide assistance, advice, and co-approval on the aforementioned topics
- **Expenses must promote students' welfare, morale, and educational experience**

# Who decides how funds are spent? (2/2)

- Clubs should be able to provide meeting minutes to Student Activities that demonstrate that the club voted to spend the funds as requested  
(No minutes = no spending!)
- According to CA Edu. Code, funds should be spent subject to procedures established by the club and with prior approval of 3 people:
  1. a Board of Trustees-designated administrator
  2. the advisor (certificated employee), and
  3. a student rep from the club
- Funds (particularly those generated by student fees) can only be spent on **current students**



# Appropriate expenditures

- Expenditures must be for a direct and primary public purpose
- Allowable expenses should enhance students' educational experience
  - Supplemental equipment for student use not provided by the college
  - Field trips/excursions (unless part of the curriculum/student receives credit for it)
  - Awards or prizes for participating in club-approved contests or activities
  - Social events for students

# Unallowable expenditures

- Awards, donations to charity, and the purchase of flowers are considered gifts of public funds and therefore unallowable, unless VCCCD Board policy states that they serve a public purpose
- Curriculum and classroom supplies; trips listed on a syllabus or that students receive extra credit for attending; and/or other expenses that are the college's responsibility
- Items for employee personal use, including employee clothing/attire
- Employee appreciation meals
- Donations to other organizations, or donations to students in need

**How a club  
gets money in  
its account**





## Common ways clubs get money:

- Requesting funds from ASMC
- Fundraising
- Donations
- Inter-Club Council (seed \$ or promos)



# Requesting \$ from ASMC

- Formal application process





# PROGRAMMING COMMITTEE

## APPLICATION TO REQUEST ADDITIONAL FUNDING

**APPLICATION INSTRUCTIONS:** This application is to request funding from the Associated Students Programming Committee. **This form is not needed if a club is seeking to spend money it already has in its account;** rather, this is for requests when an organization does not have sufficient funding to pay for its intended expenditures and is seeking financial support from the Associated Students to implement their goals.

Complete each section of the application as comprehensively as possible. Once finished, submit application and supplemental documents to the Director of Budget & Finance at the Student Activities Office or email it to [ASMCFinance@vcccd.edu](mailto:ASMCFinance@vcccd.edu). Funding applications must include each item named in the checklist at the end of this document. Funding packets missing any of the required supplemental documentation may be returned.

### GENERAL APPLICANT INFORMATION

Club/department name:		Email address:	
Applicant's full name:		Phone number:	
Date app is submitted:		Date funds needed*:	

*\*On-campus requests may take at least 2 weeks to be fulfilled, and off-campus requests may take at least 4 weeks to be fulfilled.*

### CURRENT TRUST ACCOUNT INFORMATION

Trust account number (if known):		Trust account balance (if known):	\$
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*\*Please verify trust balance with ASMC Director of Budget & Finance if you are uncertain.*

### FUNDING REQUEST INFORMATION

# of club members:		Event/Activity Date:		Location:	
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### SUPPLEMENTAL DOCUMENTATION INFORMATION

Please respond to the two supplemental questions in the spaces provided on the next page. If additional space is needed, an additional sheet may be attached to allow for applicants to provide comprehensive answers. Applications will be considered incomplete without responses to the questions.

**Q1: Describe your funding need, including information about which students will benefit from this financial support.**

**Q2: How will this event or purchase build leadership, encourage academic success among students, and/or enhance campus life?**



PROJECTED ITEMIZED EXPENSES

Please provide the exact costs associated with your request. Prices should be derived from quotes or information you received from businesses, conferences, and/or professional services and not based on your "best guestimate" of what the costs would be. **Please provide supplemental documents to justify where these price points derive from. Sample supplemental documentation includes quotes from vendors or screenshots of items or expenses.** Depending on your request, sample expenses you would include in this section are conference registration costs, hotel expenses, airfare costs, facility rental fees, honorariums, printing costs, and food service, among others.

Description of item or expense requested:	Quantity needed:	Price per unit:	Total unit cost:
Total amount of financial support requested from ASMC Programming Committee:			\$

## ACKNOWLEDGEMENT OF APPLICATION GUIDELINES

By signing below, you are confirming you have read this application in its entirety and may be held accountable for its contents. You also acknowledge and, in some instances, take responsibility for the following application guidelines:

- **It is up to the applicant to submit all documentation necessary** for the ASMC Programming Committee to make an informed decision regarding your funding request. Please submit any additional documentation along with this form to provide complete information.
- **The information contained herein is as accurate as possible**, and that this application for funds satisfies all requirements and conditions as set forth by the Programming Committee. If any information on this document is found to have been willfully falsified, then you acknowledge that your trust account will be frozen until next year.
- If funding is awarded, **ASMC will be named as a co-sponsor of the event on all advertising materials**, and that failure to do so could result in your organization being prohibited from requesting funds from the Committee for the remainder of the academic year.
- **It is mandatory that a club or departmental representative attend the Programming Committee meeting** at which your request will be considered, and that failure to do so may result in your request being denied
- It can take at least two weeks for on-campus requests to receive funding, and at least 4 weeks for off-campus requests to be funded.
- **Supplemental documents are a required portion of this funding application.** These documents must include the answers to both questions on page one, as well as the justification of all price points you have provided on page two.
- Some applications may require the use of petty cash. These applications may include, but are not limited to, perishable items for club meetings or events. For all requests, **petty cash spending may not exceed \$200 per event or activity.**
- **Off-site travel guidelines:** A VCCCD employee must travel with students to all off-campus events; students requesting funding for mileage reimbursement must have first requested the use of a MC Van; daily per diem cannot exceed \$25 per person; students who wish to stay on a rental property during their travel (e.g., Airbnb), must provide three price points from hotels to justify why a rental property is more financially responsible than staying in a hotel. Also, advisors should have their own room separate from students when traveling.
- **For all on-campus requests:** Please visit the "Resources for Current Student Organizations" page on our website to find the appropriate procedure for hosting your event.

## APPLICATION PACKET CHECKLIST

- ☐ Did you attach **proof of pricing** (including but not limited to vendor quotes or screenshots of pricing) or a thorough explanation of pricing when subsequent proof is unavailable?
- ☐ Did you **answer the Supplemental Documentation Information questions** to allow the Committee to understand how the funding request will benefit Moorpark College Students?

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Today's date

Advisors, by signing this application, you are confirming you are completely aware of this request for funding. You are also acknowledging that all club student travel requires a VCCCD employee to accompany the group.

\_\_\_\_\_  
Advisor's signature

\_\_\_\_\_  
Today's date

# Requesting \$ from ASMC

- Formal application process
- Programming Committee makes decision
- Types of things funded
- Timeline for receiving funds
- Application available on *Resources for clubs* page



# Fundraising (1/2)

- Fundraisers must be preapproved
- Types of **allowable fundraisers** include:
  - Teaming up with a local eatery to have a % of sales to go your organization
  - Collecting admission fees for events
  - Limited selling of nonperishable goods or foods
  - Attending a live taping of a TV show\* (\*if permission slips are submitted)
  - Receiving event sponsorships from local businesses or in-kind donations/gifts
- Types of **unallowable fundraisers** include:
  - Activities that pose liability, safety, or risk concerns (e.g., car washes or GoFundMe)
  - Rental of college property (e.g., equipment or facilities to outside groups)
  - Games of chance (e.g., raffles or bingo)

# Fundraising (2/2)

- Proceeds cannot be attributed to specific students based on what they raised
- Clubs can fundraise with each other but must separately approve the fundraiser and agree to conditions and create documentation outlining these conditions, signed by club reps from each group
- Advisor ensures proper cash control procedures are followed
  - Always have two people count money
  - Use cash box and minimize the number of cash handlers
  - Deposit funds ASAP after fundraiser end (if check is being mailed, have it made out to "Moorpark College" and have your club name written in the memo)
  - Develop [tracking process](#) to know exactly how much \$ was generated
- Participation in fundraisers must be voluntary
  - Students cannot be excluded from an activity funded by club or ASMC funds because they did not participate in fundraising

# Donations/Gifts

- Gifts and donations may be monetary (i.e., cash) or “in-kind” (e.g., equipment or supplies)
- Monetary donations are made by someone writing a check for a club
  - A check for a club should be written out to Moorpark College but should specify your club/organization in the memo line or in any supplemental documentation
- Donations over a certain dollar amount must be accepted by the Board of Trustees (example: pool table)
- Form for people to complete when making donation (see *Resources for clubs* page under “Fundraising”)
- We recommend writing a thank you note!
- We are not a private nonprofit 501(c)(3) organization, but the MC Foundation is (some donors only give to this type of organization)



# ICC Funds

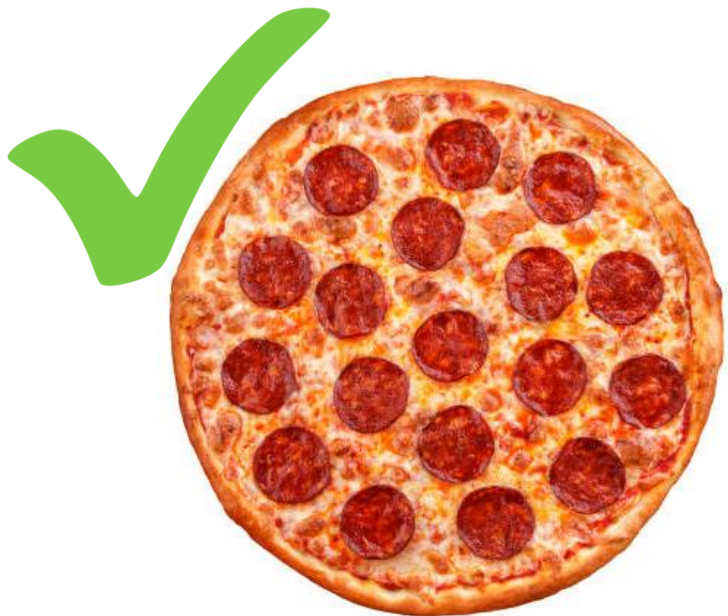


- Funds for participating in events/activities (such as Club Rush)
- Seed funds for new clubs
- Other incentives





**How to spend your funds**



(VCCCD # 14022)

☐ CHECK REQUEST  
☐ DATE CHECK NEEDED \_\_\_\_\_  
☐ PO REQUEST

VENTURA COUNTY COMMUNITY  
COLLEGE DISTRICT

REQUISITION  
R 0181876

DELIVERY INSTRUCTIONS:

☐ MAIL CHECK/PURCHASE ORDER

☐ RETURN CHECK/PURCHASE ORDER TO DEPT. \_\_\_\_\_

Vendor Code: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone/Fax: \_\_\_\_\_

Requisition Date: \_\_\_\_\_  
Order Delivery Date: \_\_\_\_\_  
Requested By: \_\_\_\_\_  
Phone ext.: \_\_\_\_\_ Bldg./Room #: \_\_\_\_\_

DOCUMENT TEXT

[illegible]

BANNER INVOICE # \_\_\_\_\_ INITIALS \_\_\_\_\_ REQUISITION ENTERED ON \_\_\_\_\_ INITIALS \_\_\_\_\_ COMMENTS \_\_\_\_\_

REQUISITIONER	DATE	DIVISION / DEPT. MGR.	DATE
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AUTHORIZED SIGNATURE		DATE	AUTHORIZED SIGNATURE			DATE
FUND (3 OR 4)	ORG (5)	ACCT (4)	PROG (6)	OR	INDEX	% OR AMT.



# Petty cash

- Used for small expenditures where it doesn't make sense to pay by check because of the inconvenience associated with writing, signing, and then cashing the check
- Restrictions on types of purchases (general supplies/materials)
- Requisition form (\$200 max; may change depending on college policy)
- Signed form goes to Student Activities, then Student Business Office
- One outstanding petty cash Requisition at a time
- Original receipts, attendance list, depositing remaining \$\$
- Req. must be preapproved; cannot assume reimbursement will happen
- Turnaround time is 3-4 days, depending upon ease of collecting signatures





# Purchasing giveaways, supplies, or equipment



# Purchasing giveaways, supplies, or equipment



- Create a Purchase Order (a legally binding document created by a buyer and presented to a seller) to purchase items
- It can take 2+ weeks to have a P.O. established; often takes another 2+ weeks to have the items made and shipped
- Items MUST be shipped to the MC Warehouse
- Vendor cannot begin production on items until P.O. has been approved by the District Office
- Looking to work with a new vendor? Make sure they accept P.O.s! Also, make sure they offer a unique service



# 1 Obtain a quote from an approved vendor

## BILL TO :

**NAME :** Kristen Robinson  
**EMAIL :** [krobinson@vcccd.edu](mailto:krobinson@vcccd.edu)  
**ADDRESS :** 7075 Campus Road  
**CITY:** Moorpark  
**STATE:** CA **ZIP :** 93021  
**CELL NUMBER:** 8055858392  
**OFFICE PHONE:** 8055534976

## SHIP TO:

**LOCATION:**  
**NAME:** Kristen Robinson  
**BUSINESS NAME:** Moorpark College  
**ADDRESS:** 7075 Campus Road  
**CITY:** Moorpark  
**STATE:** CA **ZIP :** 93021  
**CELL NUMBER:** 8055858392  
**OFFICE PHONE:** 8055534976

## ORDER DETAILS



**Ab101 (Blue)**  
**Print On :** Front Side Imprint  
**Imprint Color :** Black  
Medium Blue 286  
White  
**Imprint :** Clip art & text

## ITEM PRICING

Price ( 150 @ 4.63 ):	\$694.50
Base Color Price :	\$0.00
Impression Charge :	\$150.00
3 Screen Charges :	\$89.00
<b>Subtotal :</b>	<b>\$933.50</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Item Total:</b>	<b>\$933.50</b>

- 1** Obtain a quote from an approved vendor *Quote could be an email where they tell you an estimated price for goods or services, a screenshot from a website (like Custom Ink), or similar documentation*
- 2** Use the info from the quote to complete a requisition form

**VENTURA COUNTY COMMUNITY  
COLLEGE DISTRICT**

**REQUISITION**

**R 0234046**

- ☐ CHECK REQUEST  
☐ DATE CHECK NEEDED \_\_\_\_\_  
☒ PO REQUEST

Vendor Code: **DISMUG**

**DiscountMugs.com**

**12610 NW 115th Ave, Bldg. #200**

**Medley, FL 33178**

Phone/Fax: \_\_\_\_\_

**DELIVERY INSTRUCTIONS:**

- ☒ MAIL CHECK/PURCHASE ORDER  
☐ RETURN CHECK/PURCHASE ORDER TO DEPT. \_\_\_\_\_

Requisition Date: **9/23/2020**

Order Delivery Date: **October 15, 2020**

Requested By: **Kristen Robinson**

Phone ext.: **4976** Bldg./Room #: \_\_\_\_\_

**DOCUMENT TEXT**

**Custom ASMC Water Bottles for Mailed Giveaways, per order #DM4244030.**

**Please reference order number on P.O. Email P.O. to [cnuyda@discountmugs.com](mailto:cnuyda@discountmugs.com) and cc'**

**[krobinson@vcccd.edu](mailto:krobinson@vcccd.edu).**

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>Item #AB101 - Blue Aluminum Water Bottle</b>	<b>150</b>	<b>ea.</b>	<b>4.63</b>	<b>\$694.50</b>
<b>-Front side imprint w/custom logo (already uploaded)</b>				
<b>Impression Charge</b>	<b>1</b>			<b>\$150.00</b>
<b>3 Screen Charges</b>	<b>1</b>			<b>\$89.00</b>
<b>Shipping</b>				<b>FREE</b>
<b>Sales tax</b>				<b>\$54.14</b>
<b>Coupon applied at checkout ( CAT20 )</b>				<b>-\$186.70</b>
<b>GRAND TOTAL: \$800.94</b>				

**Your advisor would sign and date here**

REQUISITIONER

DATE

**Dean over Student Activities signs here**

DIVISION / DEPT. MGR.

DATE

**A student leader would sign here**

**I sign here after I verify you have sufficient funds**

AUTHORIZED SIGNATURE

DATE

AUTHORIZED SIGNATURE

DATE

FUND  
(3 OR 4)

ORG  
(5)

ACCT  
(4)

PROG  
(6)

OR

INDEX

% OR  
AMT.

7 1 1

1 3 0 0 1

4 8 0 1

6 9 6 0 0 0

ASMC

General Fund

Outreach  
supplies

Student Activities

District Wide Form #14022 (Rev. 7/16)

PURCHASING

**Your FUND will  
always be 811**

**Your ORG will be 13XXX (with X  
being numbers unique to your club)**

**ACCT denotes  
expenditure type**

**PROG will always be 696000, since your  
club is a part of Student Activities**

- \* **1** Obtain a quote from an approved vendor *Quote could be an email where they tell you an estimated price for goods or services, a screenshot from a website (like Custom Ink), or similar documentation*
- \* **2** Use the info from the quote to complete a requisition form *Sample complete requisitions available online; I can also help complete this form with you*
- \* **3** Provide completed requisition and quote to me to process for you *If you forget this, you can send it to any ASMC Board member to forward to me*
- 4** I will input the request for the creation of a Purchase Order on your behalf *A P.O. is a legally binding document created by a buyer and presented to a seller*
- 5** P.O. is sent to vendor, giving them the green light to begin production or send the items *Vendor CANNOT begin production or ship ordered items until P.O. is received*
- 6** Once all ordered items are received or service is provided, we tell VCCCD Accounts Payable to issue payment

**You're responsible for steps 1, 2, 3 and we do the rest!**  
**It's easier than it looks, but takes longer than you'd expect.**

# Inviting speakers/performers

- Similar process to purchasing stuff: need a quote, need to complete a requisition, and need to make sure they're a vendor in our system (if not, need New Vendor Packet on webpage)
- May require some additional liability or contractual forms from the district, depending on the type of event





# Paying for student travel

- Clubs can request to use their funds to cover hotel expenses, flights, meals, registration, and other associated costs
- Paying for hotel expenses, flights, and other travel costs can be done one of two ways:
  - Procurement card (VCCCD-issued credit card)
  - Advance check made out to advisor, who then pays for everything using the funds they received





# Advance checks (or travel advances)

- Advance checks (or travel advances) are **checked paid to an advisor to cover travel expenses**
  - The advisor receives the check, cashes it, uses the funds to pay for travel expenses (usually using a personal credit card), keeps all receipts, and deposits back into club account unspent funds
- Club advisors cannot receive advance checks to pay for contracted services or to pay performers or speakers
- Requests for advance checks are made through a platform called ChromeRiver; requisitions are not used for this purpose
- 2+ week turnaround for advisor to receive advance check, so plan accordingly!

# Advance checks or travel advances

- Can use advance checks to receive cash to cover travel expenses or to give students a daily per diem for food
- Per diem is an allowance paid to students for meals and is provided in lieu of paying the actual costs and tracking receipts
  - Log for student per diem (\$5-\$25)
- Unspent funds from advance checks must be returned to MC SBO with receipts and documentation within 15 days of completed travel
  - Deposit slip and any other docs sent to DAC Accounts Payable
- Must have funds in club account to pay for these first!



## Moorpark College Student Travel Meal Allowance Form

*Submit one form for each day of travel*

### Name of Faculty/Staff Advisor distributing meal allowance:

Kristen Robinson, ASMC advisor

### Name, description, and date(s) of travel/event:

ASMC Advocacy Trip to Washington, DC: March 10-13, 2019

### Date funding is being distributed:

Monday, March 11, 2019

Recipient name + 900- number	Allowance total (\$25)	Recipient's signature
Andres Ramirez [REDACTED]	\$ 25	Andres R.
Andrew Lopez ([REDACTED])	\$ 25	Andrew Lopez
Anise Dhanjal ([REDACTED])	\$ 25	Anise Dhanjal
Ashley Avakian [REDACTED]	\$ 25	Ashley Avakian
Cassandra Cardoza [REDACTED]	\$ 25	Cassandra Cardoza



# Any questions?

Kristen Robinson, Student Activities Office  
krobinson@vcccd.edu | 805.553.4976  
moorparkcollege.edu/clubs