

Club Procedures

Presented by: Josué Hernández, Program Coordinator,
Student Life and Leadership, Keoni Federico, Director
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Presenters

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Important Dates

Financial Deadlines:

Last Day for Fall 2024 Semester Finances
Thursday, December 12th, 2024

Last Day for Spring 2025 Semester Finances
Thursday, May 15th, 2025



Events:

Fall Club & Resource Fair
Wednesday, October 30th, 2024

First Week of School (Spring 2025)
**Tuesday - Thursday, January 21st-23rd,
2025**



Spring Club & Resource Fair
Wednesday, February 5th, 2025

End of the Year Celebration
Thursday, May 8th, 2025





Today We Will Discuss:

- 1. Club Application**
 - 2. Club Recognition**
 - 3. Budget Setup**
 - 4. Club Practices**
 - 5. DOs & DON'Ts**
 - 6. Questions**
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Club Application

To be an officially recognized club, your club advisor must fill out the club application form. You can find the application form on the Las Positas website under the Club Forms tab.

Student Clubs

Student Life Home

Active Clubs Listing

Steps for New and Reactivating Clubs

Las Positas College Student Life & Leadership Policies and Procedures Handbook

Club Forms

Club Travel Procedures and Forms

How-To Video Tutorials

Club Events

LPCSG Events

APPLICATIONS MUST BE COMPLETED BY THE CLUB ADVISOR OR CO-ADVISOR

It would be best if you were prepared to provide the following data:

Club Advisor Information

- **First and last name, phone numbers- work and cell for emergency purpose, and college assigned email address of the club advisor(s). Co-Advisors are optional yet highly suggested.**

Club meeting information

- First and last meeting dates of the semester, meeting day(s), meeting frequency, meeting start and end times, and meeting location.
- URLs of any club-affiliated virtual meetings and websites, if applicable.



Corrections or changes to the data provided on this application must be reported via email to Josué Hernández, Program Coordinator of Student Life and Leadership.

Note: *The Student Life Office recommends using Zonemail email addresses to prevent the use of personal email addresses in contact lists and group emails related to clubs and Student Life notifications.



Club Application

Requirements:

1. Have an advisor who is an employee of Las Positas College
 2. At least 4 officers, President, VP, Treasurer, and Secretary or equivalent position
 3. Each officer must pass academic eligibility
 - have at least a 2.0 GPA (first-semester students allowed)
 - taking at least 5 semester units on this campus
 - note: ICC representative is no longer a required officer position, but clubs can substitute this position with Club Representative
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Club Recognition

The Club Recognition process has been broken down into 2 sections







Club Recognition

Section 1: Club Recognition Process

To be officially recognized as a club, there is a two-step process:

Club Application and Eligibility Verification: Your club application has been reviewed and verified by Student Life, confirming that all academic eligibility requirements have been met.

Creation of FOAP [Fund, Org, Account, Program]: A unique FOAP number will be issued by the Chabot-Las Positas Community College District. ***This step can take up to half a semester***.





Club Recognition



Section 2: Club Final Approval Process

Once the two steps in Section 1 are completed, the following three steps will finalize your club's approval:

Formal Approval by Las Positas College Student Government (LPCSG): Your club will be formally approved at an upcoming LPCSG Senate Meeting. We will notify you of the specific date once confirmed.

Club Budget Setup: LPCSG provides up to \$500 for newly activated clubs each semester. Please note that expenses can only be made once funds are transferred into your club's FOAP account.

Schedule a Meeting: A meeting will be arranged with the Student Life Program Coordinator, the LPCSG President, and the Director of Club Outreach.



Budget Setup

Budget Setup

Step 1:

Establish your budget:

First action item during your club meeting should be to approve the club's budget.

Best practice is to split your current balance within the following categories.

Submit the Budget on K-12

Account Name	Account	Budget
ASB Supplies	4020	
ASB Elections	4023	
Professional Services	5110	
Conferences	5220	
Institutional Memberships	5301	
Software Subscriptions	5851	
Student Field Trips	5870	
Commencement	5882	
Food	5884	
Equipment (Under \$5k)	6401	
Equipment (\$5k+)	640105	
Furniture	6404	
Transfers Out	7285	

Budget Setup

Step 1:

Establish your budget:

First action item during your club meeting should be to approve the club's budget.

Best practice is to split your current balance within the following categories.

Club A Meeting Agenda: 10/1/2024

Jane Doe proposed to approve the Budget for Club A for the 24-25 Academic Year:

\$200 - Food

\$100 - Outreach → \$100 ASB Supplies

\$200 - Field Trips

Budget Setup

Step 1:

Establish your budget:

First action item during your club meeting should be to approve the club's budget.

Best practice is to split your current balance within the following categories.

Club A Meeting Minutes: 10/1/2024

Jane Doe proposed to approve the Budget for Club A for the 24-25 Academic Year:

\$200 - Food

\$100 - Outreach

\$200 - Field Trips

Motioned by John Doe, Seconded by Jen Public.

Roll Call: 14 Aye, 0 Nay

Budget Approved

Budget Setup

Step 2:

Spending Money

Transactions can only be made the day after budget is established with the approved minutes.

Any transactions made before the approved minutes, will not be reimbursed.

Club A Meeting Minutes & Budget Journal Submitted: 10/1/2024

Transaction made: 9/25/2024




Transaction made: 10/2/2024





Club Practices







Club Funds

- Club Funds are allocated from Student Activities Fees
 - Should be used to benefit all club members
 - Funds should not be used to benefit individual students or LPC employees
 - Cash, gift cards, or other tools that have monetary value cannot be used for prizes, raffles, or awards of any type.
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Fundraisers

- Student Government matches funds raised up to \$500
 - Matched funds will be transferred at the end of the semester
 - A proposal **must** be made prior to the event
 - Deposit slips must be provided for the event to the Student Life Office
 - Store bought goods, t-shirts, and performance ticket sales can all be sold
 - Food must be served with gloves and can't be served while handling cash
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Deposits

- Fundraising money should be accepted via cash or check (payable to Las Positas College).
 - No Venmo, CashApp, etc. Consult the Student Life Office/Campus Safety on the safe storage of funds.
 - Fundraising money should be deposited at the LPC Business Office with a filled out deposit slip. DO NOT leave deposit unattended. Hand it directly to an employee.
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Club Purchasing

- Online purchases are allowed
- All purchases must be shipped to Las Positas College
- Amazon, purchases are only allowed to be made from our LPC Amazon Business Account. This process may take roughly 2 weeks. Minutes must be sent with the email requesting the purchase.





Food Vendors

- Food vendors will NO longer be processed through “Contract for Service”
- New Process:
 - Quote
 - Vendor Insurance
 - Requisition Form
 - Budgeted under 5884, Food



Contract for Services

- Established to hire independent contractors
 - Can be for guest speakers, decorations, etc.
 - Encouraged to fill out forms 2 months in advance
 - Forms Required: Requisition Request, Contract for Services, Independent Contractor Questionnaire and Checklist, Vendor Profile Application, W-9, and Valid Business License if possible.
 - The VC of Business Services must approve the request
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Travel Guidelines

- 4 travel classifications

Internal: Class I (On Campus), Class II (In District)

External: Class III (Out of District), Class IV (Out of State)

Class I, II, and III travel forms must be completed and submitted to the Student Life Office one month prior to the scheduled date of the event

- Class IV travel forms must be completed and submitted to the Student Life Office six weeks prior to the scheduled date of the event
- Advisor must receive approval by Dean, Director, VP or designee
- A **Per Diem** has been established by the Board

Travel Forms

- Appropriate Travel Forms must be completed
- Conference Leave Request: Required to be completed by the college employee, proper arrangements may be made, compliance will be ensured with collective bargaining agreements, funding will be confirmed, etc.
- CLPCCD Field Trip Request: Required to be completed by the college employee to take students off campus on an authorized college-sponsored field trip or excursion
- LPC Student Field Trip/Excursion Waiver and Medical Authorization Form: Required to be completed by students who wish to participate in the field trip or excursion
- If accident happen, please contact your direct supervisor and inform our office

Form Locations



Student Clubs



Las Positas College > Student Clubs > Club Travel Information

Student Clubs

[Student Life Home](#)

[Active Clubs Listing](#)

[Steps for New and Reactivating Clubs](#)

[Las Positas College Student Life & Leadership Policies and Procedures Handbook](#)

[Club Forms](#)

[Club Travel Procedures and Forms](#)



[How-To Video Tutorials](#)

Club Travel Procedures and Forms

Club Advisors and Club Officers are encouraged to refer to the [Student Life](#) page for specific instructions regarding club travel.

Club Advisors, Faculty, Staff, and Administrators should also refer to the Administrative Services [Conferences and Travel](#) webpage for further details.

The following forms must be completed and submitted to the Student Life Office at least two (2) weeks prior to travel:

- [Conference Leave Request Form*](#)
- [LPC Field Trip Request Form*](#)
- [Student Field Trip/Excursion Waiver and Medical Authorization*](#)
- [LPC Request For Use Of A District Vehicle](#) (Only applicable when the use of a district vehicle is needed)

**Note: this form should still be used in instances where a conference is being held.*

- Student Services
- Assessment Center
- Black Cultural Resource Center
- Bookstore
- Career & Employment Center
- Counseling
- Disabled Student Programs and Services
- Health & Wellness Services
- Online Orientation Information
- LPC Tutorial Center
- Transfer Center
- Veterans First Program
- CLASS-Web
- Student Email
- Canvas
- Student Life
- Student Government
- Student Clubs**
- Student Resource Guide
- Classes Not Meeting Today
- Computer Center
- ILC (Integrated Learning Center)
- RAW (Reading & Writing) Center
- Open Math Lab (Math Students Only)

Spring 2024 Office Hours*

Monday	9:00 am - 5:00 pm
Tuesday	9:00 am - 7:00 pm
Wednesday	9:00 am - 5:00 pm
Thursday	9:00 am - 5:00 pm
Friday	9:00 am - 1:00 pm



*Hours of operation of this office are




Effective Communication

- All emails pertaining to Clubs addressed to LPCSG & Student Life
 - Please add [CLUBS] to the subject line
 - Include:
 - LPCSG Advisor / Student Life Program Coordinator - jahernandez@laspositascollege.edu
 - LPCSG President - lpcsg-president@laspositascollege.edu
 - LPCSG Director of Club Outreach - lpcsg-icchcair@laspositascollege.edu
 - All emails should CC the club officers





DOs & DON'Ts



Scenarios

- Carpooling
- Commingling
- Monthly VS Annual Subscriptions
- Personal Amazon Purchases
- Needing food order the next day
- Sanitary practices when serving food
- Potluck / Homemade food
- Private Grants
- Bonding / Hang outs
- Conferences
- Elections
- Donations
- Buying personal wants VS accommodations
- Gift Cards to Advisors
- Hiring friends or club members



Questions



**Thank
You**

Fall 2024 Club & Resource Fair

JOIN US

