

CLUB ACCOUNT

Clubs are funded by Student Activity fees. Each club has two accounts to maintain:

- **Allocated Account:** \$200 will be allocated through OSA's budget on July 1, 2011 for clubs chartered in May, for those clubs chartered in September the money will be available after chartered.
 - Account beginning with 0565
- **Earned Account:** Dollars your club has earned through fundraising.
 - Account beginning with 1065

Club account numbers are the same for all clubs except for the last 3 digits. Those last 3 digits identify your specific club. (For example, 0565-400-594.XXX)

REIMBURSEMENT WILL BE MADE ONLY WHEN RECEIPTS HAVE BEEN SUBMITTED DURING CURRENT ACADEMIC/FISCAL YEAR.

EARNED

The Club Advisor is responsible for maintaining the records for the earned account. This account contains funds raised during fundraisers and paid club events. All funds must be deposited into your account by the next business day. These funds **do not** have to be requested from CCC for club use, but all financial paper work is still the same.

- All clubs that are funded by the CCC must conduct a minimum of two fundraisers per year. Fundraisers provide visibility for the clubs. In addition, the money in the earned account rolls over to the next year and will be available to the club when needed.
- OSA has information on several different types of fundraisers if ideas are needed. OSA encourages clubs to collaborate with other clubs for fundraising.
- If you are using earned money for student scholarships, written guidelines are required. See the Office of Institutional Advancement for details on scholarships.
- Equipment purchased with club's earned money must be delivered to OSA for inventory purposes.
- If a club disbands, the equipment becomes the property of the Office of Student Activities.

REIMBURSEMENT WILL BE MADE ONLY WHEN RECEIPTS HAVE BEEN SUBMITTED DURING CURRENT ACADEMIC/FISCAL YEAR.

DEPOSITING EARNED MONEY

- Money collected in the name of your club must be deposited into your club's earned account (account beginning with 1065-).
- Deposit money at the Student Accounts/Payment Center in the Campus Center. Make sure the account number and reason for your deposit is provided to ensure the deposit is made to the correct account. If you have any questions about your account please someone in the OSA office.
- Keep the receipt for your records. Receipts will need to be shown to OSA at the Club Review.

EARNED MONEY (Accounts beginning with 1065-)

ACCEPTABLE EXPENSES			
Activities of religious worship	Awards & Trophies	Clothing	Devotional Materials
Event Refreshments	Equipment	Field Trips	Flower Funds
Donations to Charity	Partisan or political activities, electioneering or lobbying	Pins	Prizes
Workshops	Scholarships	Speakers	Special Events

ALLOCATED MONEY – START UP

- An allotment of \$200 will be available to each club, who completed their club review by May 30, 2011, on July 1, 2011 for start up. This will be a one-time allotment.
- All clubs not chartered in May 2011 due to guidelines not being met by the CCC/OSA, or who de-chartered for the 2010-2011 year are considered on *Probationary Status* and therefore will be at the Bronze level. (see chart below for available funds)
- All new chartering clubs will be considered Bronze. (see chart below for available funds)

ACCEPTABLE EXPENSES		UNACCEPTABLE EXPENSES	
Club promotional items	Clothing (under \$10 an item)	Trophies or pins	Clothing (over \$10 an item)
Conference Fees	Meeting refreshments (not to exceed \$30 per meeting)	Scholarships	Flower Funds
Meals, mileage and other fees associated with travel	Food for recruiting events, programs (no limit)	Devotional materials or activities of religious worship	Personal Gifts (Flowers, cards etc.)
Programs for Students (speakers, entertainment)	Giveaways	Partisan or Political activities and materials	Donations to Charity

ALLOCATED MONEY – DISTRIBUTION OF ALLOCATED FUNDS

- A preset amount based on club level (see CCC Guide) will be determined prior to the fall semester.
- The Budget Request form along with the Payment Request Form and the Order Form must be submitted together at the same time. All incomplete paperwork will be returned to the advisor. The Budget Request Form is on the backside of the Activities Approval Form.
- All 3 (three) forms are due in the OSA office no later than the 15th of the month prior to event if under \$100 or the 15th of two months prior if over \$101. All sections must be filled in and no additions may be made once the form is turned in (subtractions maybe made).
- Please allow OSA time to verify information prior to submitting to the CCC Executive board or the CCC.
- After each event all receipts must be turned into **Laurie Bierman** in the OSA office by the next business day.
- Equipment purchased with a club's allocated money must be delivered to OSA for inventory purposes.
- If a club disbands, the equipment becomes the property of the Office of Student Activities because of the use of Student Activity fee dollars.

	ALLOCATED FUNDS (Chartered May 30, 2011)	ALLOCATED FUNDS (Chartered Sept. 2011)	LEVEL AMOUNT (can request up to)
GOLD	\$200 on July 1, 2011		\$1000
SILVER	\$200 on July 1, 2011		\$700
BRONZE	\$200 on July 1, 2011	\$200 in September	\$500
FEBRUARY CHARTER	No start up funds		\$300

PROBATIONARY STATUS

- Incomplete club reviews.
- Failure to meet the CCC attendance policy as listed in the constitution.
- Misappropriation of funds.

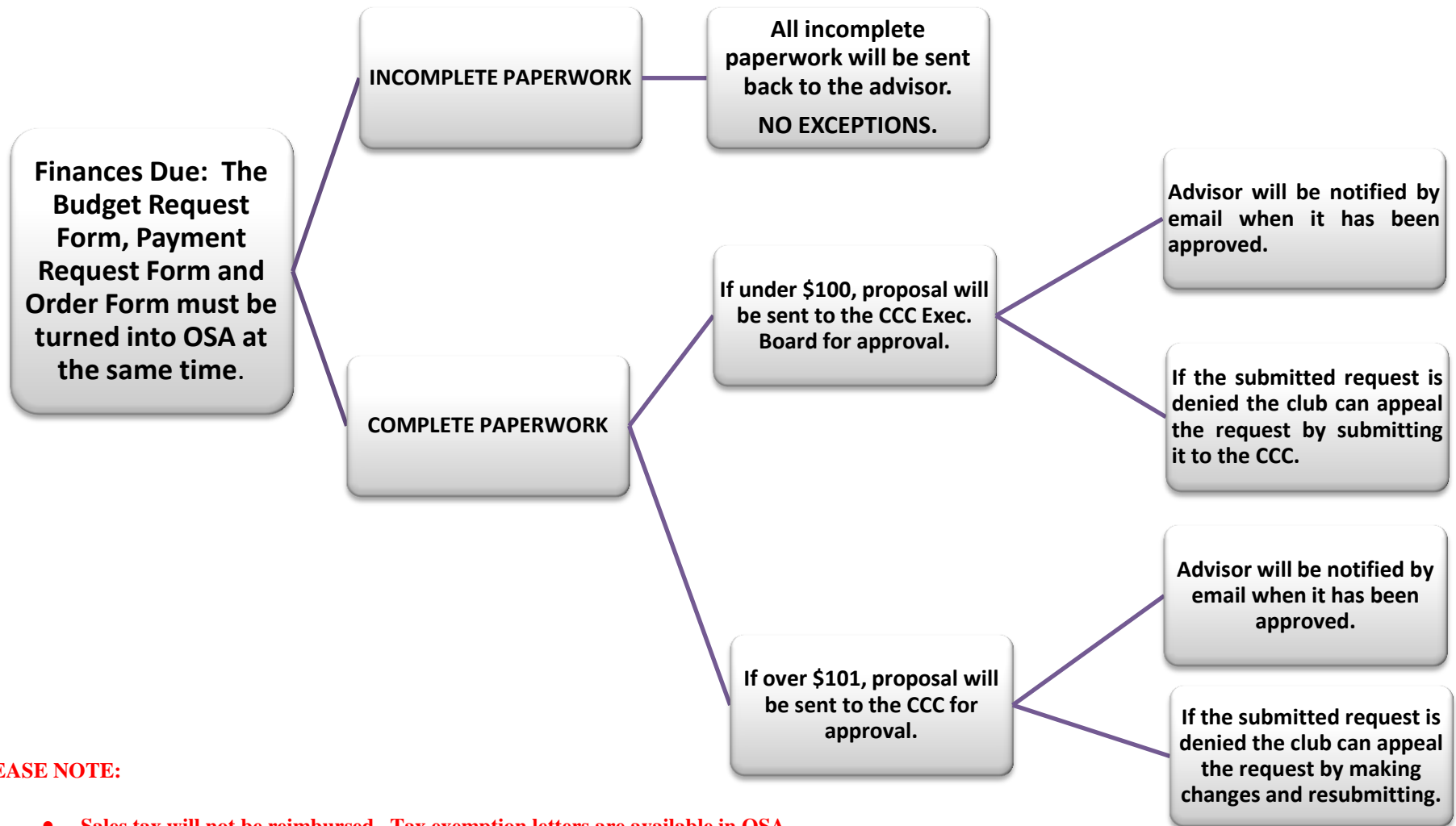
All clubs that fall under Probationary Status will be considered Bronze Level.

CRITERIA FOR FUNDING OF EVENTS/ACTIVITIES:

- Does it reflect the mission of the College, OSA, and the club?
- Who benefits from this activity?
- How many students will be impacted by the activity in relation to the cost?
- Does the activity conflict with any other campus event?
- What is the purpose of the event?

IMPORTANT: NO Funds, Earned or Allocated, may be used for the purchase of alcohol or payment to bartenders for serving Alcoholic Beverages.

PROCESSING CLUB FINANCES



PLEASE NOTE:

- Sales tax will not be reimbursed. Tax exemption letters are available in OSA.
- The Business Office makes the final decisions in all financial matters. However, all club business is to be routed through the Office of Student Activities.
- Equipment purchased with a club's earned or allocated money must be delivered to OSA for inventory purposes.
- If a club disbands, the equipment becomes the property of the Office of Student Activities.

FINANCES

BUDGET REQUEST FORM

This form must be completed for all club-related expenses (including travel). It must be turned in at the same time as the Payment Request Form, Order Form and any speaker contracts. If you are traveling this form must be included with the Travel Request Form. All forms should be submitted to Suzette Hinkle in the OSA office.

(See page 33 for copy of form)

PAYMENT REQUEST FORM

This form must be completed for all club-related expenses (except travel). It must be turned in at the same time as the Budget Request Form. Copies of this form can be found in OSA, on the Survival Guide Flash Drive and the web page.

IMPORTANT: SUPPORTING DOCUMENTATION MUST ACCOMPANY THE PAYMENT REQUEST FORM (ORIGINAL RECIEPTS, INVOICES, CONTRACTS, ETC.) COPIES WILL NOT BE ACCEPTED BY THE BUSINESS OFFICE.

ALL INCOMPLETE PAPERWORK WILL BE RETURNED TO THE ADVISOR WHICH WILL DELAY THE APPROVAL PROCESS POSSIBLY RESULTING IN YOUR EVENT NOT BEING APPROVED FOR THE DATE YOU PLANNED.

(See page 34 for copy of form)

ORDER FORM

When requesting an order to be placed, this form must accompany the payment request form and be submitted to OSA before any ordering takes place. Copies of this form can be found in OSA, the Survival Guide Flash Drive and on the web page.

Please follow the directions on this form.

(See page 35 for copy of form)

PERFORMER/SPEAKER CONTRACT

When submitting your request for a performer/speaker and you have either never used the performer/speaker or you are unsure they are in the system please submit a W-9 Form with the contract. Copies of both of these forms can be found in OSA, the Survival Guide Flash Drive and the web page.

ALL INCOMPLETE PAPERWORK WILL BE RETURNED TO THE ADVISOR WHICH WILL DELAY THE APPROVAL PROCESS POSSIBLY RESULTING IN YOUR EVENT NOT BEING APPROVED FOR THE DATE YOU PLANNED.

(See page 36 for copy of form)

INTERNAL BILLING

Billing for Food Service, Bookstore and vehicle use through Campus Police will be done at the end of the month. The Payment Request Form or Travel Form is required for these as well.

BOARD APPROVAL

Approval is required for all expenses \$2500 and over. Please allow a minimum of six weeks for payment.

***PLEASE REMEMBER: JJC IS A TAX-EXEMPT INSTITUTION. WE DO NOT REIMBURSE SALES TAX. PLEASE VISIT OSA TO GET A COPY OF THE JJC TAX-EXEMPT LETTER.**