



# Club Advisor Best Practices

Presented by: Josué Hernández, Program Coordinator, Student Life and Leadership and Brody Price, Student Government President

# Presenters

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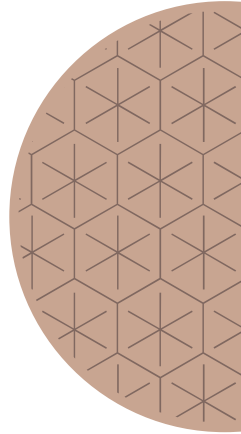
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Student Government President

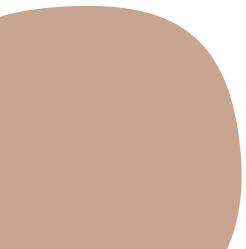
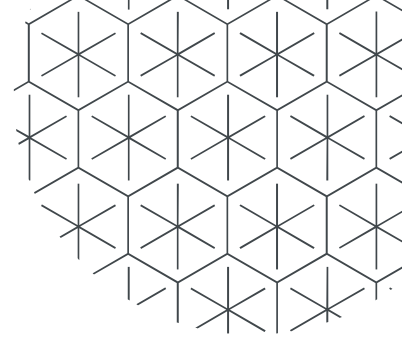
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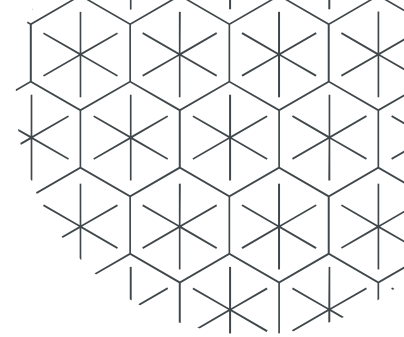


# Becoming Recognized

1. Minimum of 6 members who are students of Las Positas College
2. Have an advisor who is an employee of Las Positas College
3. Have a 2.0 GPA and be taking 5 units to be an Officer
4. Completely fill out the Club Form Online
5. Receive confirmation from Student Life Office
6. Attend LPCSG Senate meeting for recognition (ICC is no longer meeting)
7. Receive \$500 via budget transfer to club account

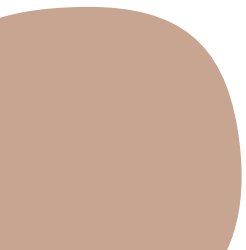


# Agenda & Minutes



## Agendas/minutes should include:

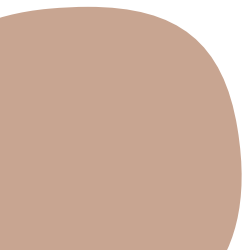
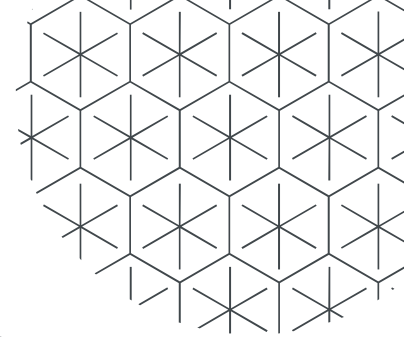
- Organization Name
- Date, time, & location of meeting
- Name of Attendees
- Include name of presiding officers, names of absent officers, names of guest or staff present.  
(Set quorum)
- Unfinished business
- Motions taken or rejected, roll call if necessary
- New Business
- Motions taken or rejected, roll call if necessary
- Closing/Announcements



# Meeting Terms

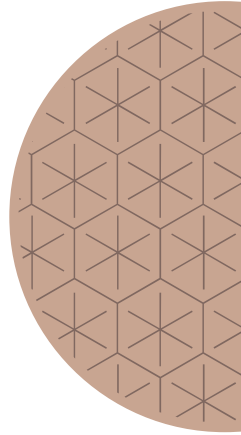
## Commonly used terms in meetings:

- "I move as such" : Makes motion for previously mentioned action item
- "I second as such" : Seconds the motion
- "Aye" : Indicates agreement with motion
- "Nay" : Indicates disagreement with motion
- "I Abstain" : Formally decline to vote
- "I object" : Disagrees with motion, leads to a debate and roll call vote



# Club Funds

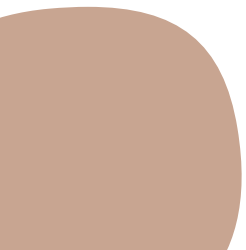
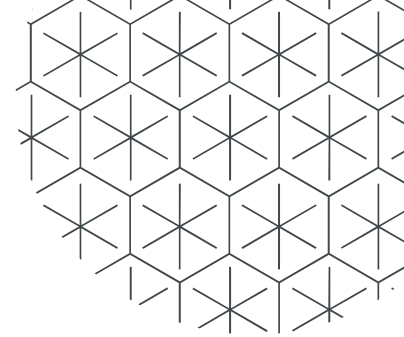
- Should be used to benefit all club members
- Funds should not be used to benefit individual students or LPC employees
- Cash, gift cards, or other tools that have monetary value cannot be used for prizes, raffles, or awards of any type.
- Donations to non-profit organizations may be made only when funds have been raised specifically for that organization. Please work with the Student Life Office when organizing these types of fundraisers.



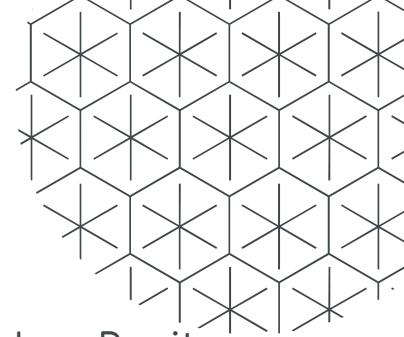
# Club Funds cont.

## Fundraising Information:

- 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

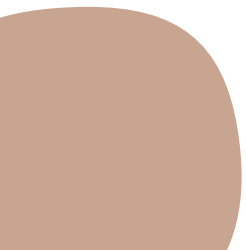


# Club Funds Cont.



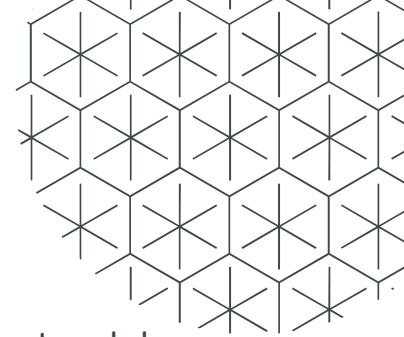
## Deposits:

- 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.



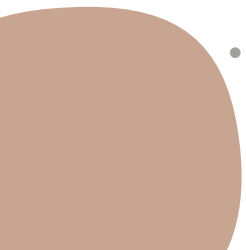


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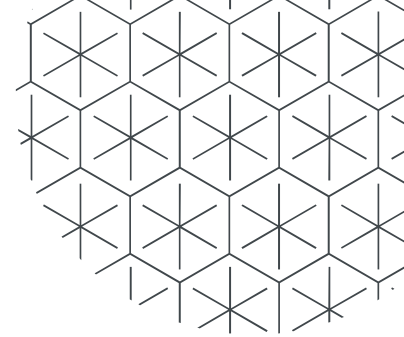


## Reimbursements:

- All clubs are eligible for reimbursement requests for expenses relating to club activities.
- If disbursement is payable to a vendor then include a W-9 and DO NOT pay out of pocket. Please obtain an invoice for direct payment instead.
- The following must be submitted together:
  - Disbursement Request Form– New PROCESS K12
  - Meeting minutes where item was approved
  - Original Itemized receipts

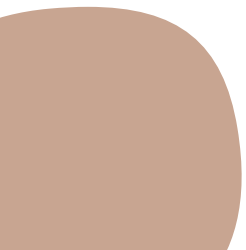


# Club Funds Cont.



## Purchases:

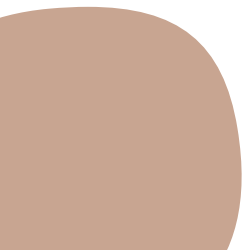
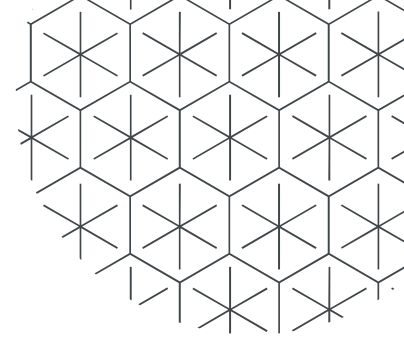
- Online purchases are allowed
- All purchases must be shipped to Las Positas College
- Amazon, purchases are only allowed to be made from our LPC Amazon Business Account. This process may take roughly 2 weeks. Minutes must be sent with the order form
- Office supplies can be purchased through our Office Depot Account. Please contact the Student Life Office for further details.



# Club Funds Cont.

## Contract for Services:

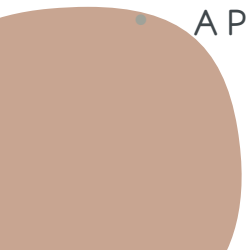
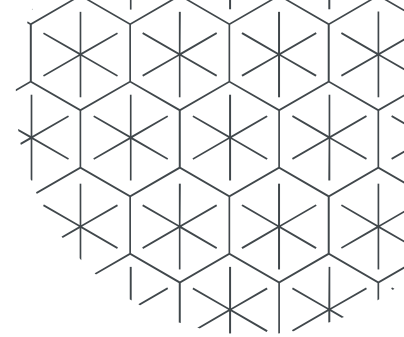
- Established to hire independent contractors
- Can be for food vendors, guest speakers, decorations, etc.
- Encouraged to fill out forms 2 months in advance
- Forms Required: Requisition Request, Contract for Services, Independent Contractor Questionnaire and Checklist, Vendor Profile Application, W-9,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



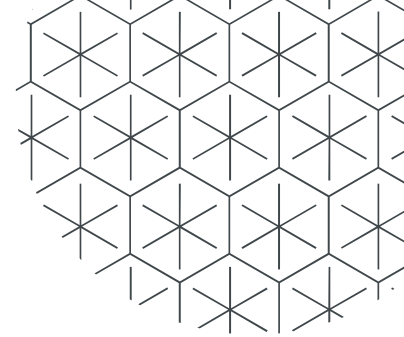
# Club Travel

## Travel Guidelines:

- There are 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

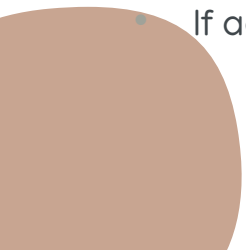


# Club Travel cont.



## 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





# Questions or Concerns?