CLUB APPLICATION
FOR
CAMPUS CLUBS AND ORGANIZATIONS OF HARTNELL COLLEGE

IMPORTANT DATES AND DEADLINES

**ICC Meetings:**  1st and 3rd Thursday of the Month at 2:00PM, Room C101

**Fall Orientation (mandatory) for Officers and New Advisors:**
September 3, 2015 at 2:00PM, Room C101

**Panther Club Days:**  TBA

**Reports Deadlines:**
- **Fall mid-term report:** November 5, 2014
- **Spring mid-term report:** March 3, 2015
- **End of semester reports:** last ICC meeting of each semester
CLUB APPLICATION

CLUB NAME: ________________________________

MEETINGS:
Meetings shall be conducted on a _______________ basis and shall meet on ____________
At __________________________ a.m./p.m. in room ____________.

CLUB OFFICERS:

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<th>Position</th>
<th>Name</th>
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<td>President</td>
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Your signature implies that you are aware of the requirements to hold office and that you are giving permission to have your scholastic records checked to verify your eligibility to hold office.
MISSION
The mission of this club is to ________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

CLUB OBJECTIVES

OBJECTIVE 1. ________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

OBJECTIVE 2. ________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

OBJECTIVE 3. ________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

COMMUNITY/COLLEGE SERVICE PROJECT REQUIREMENT
The purpose of the Hartnell College Clubs’ Community/College Service project is to engage club members to participate in activities, programs, or services that improve Hartnell College and/or the Salinas Valley Community. Your service project should be decided among your club membership. The Office of Student Life can assist you in identifying a service project.

On a separate page, write a brief summary describing the community/college service project your club will participate in. Include the following information:

a.) Name and contact information of the community/college organization you have selected.
b.) Time Commitment your Club will dedicate to this project.
c.) How does this project benefit Hartnell College Students or the Salinas Valley Community?
d.) How will your Club members benefit from participating in your selected project?

This page is Due: ICC meeting following ratification of your Club.
STUDENT/ADVISOR PARTNERSHIP
All student organizations and/or clubs are required to have one or more full-time faculty/staff advisors selected by the club members. The Club members in partnership with the advisor should plan a quality program of activities that follow the Club mission and goals.

ADVISOR ROLE & RESPONSIBILITIES
- Understands and assists in developing the Club’s mission and goals.
- Be familiar with the club’s constitution/by laws or mission/goals, finances, and activities.
- Advisors must be aware of the plans and activities of the group and are responsible to ensure that these plans are in compliance with Hartnell College policies and procedures including Hartnell’s Student Code of Conduct.
- Advisors should make an effort to check periodically to ensure officers are meeting required duties and responsibilities, and provide advice if needed.
- Advisors will ensure that proper financial accounting procedures are followed during all fund raising activities and that all money is deposited in club accounts immediately after each activity.
- Advisor’s signature must be on all club activity forms including: petitions, facility requests, purchase requisitions, food petitions, and contracts.

HARTNELL POLICIES ON STUDENT CLUBS AND ADVISORS
- All club meetings on or off campus must have at least one advisor in attendance. The club Advisor may designate a faculty/staff substitute if she/he cannot be present for a meeting.
- Off-campus activities by student club members, i.e., field trips, conferences, etc., must be accompanied by an advisor or designee at all times.
- All after hours or weekend activities taking place on or off campus MUST have an advisor present for the entire time of the activity.
- Dances or concerts MUST have a minimum of TWO advisors present during the entire activity.

ADVISOR LIABILITY
It is the advisors’ responsibility to become sufficiently knowledgeable of the purposes and activities of his/her organization so as to advise the members of the implications of their actions and the possible consequences of illegal or reprehensible behavior. Once this obligation has been fulfilled and Office of Student Life Director has been advised of potential difficulties in advance, the advisors’ responsibility is completed.

I have read the advisor role, responsibility and liability of an advisor of a club and agree to serve as the advisor of the ____________________________________________ club.

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The ICC and ASHC Senate has reviewed this application and find it to be in compliance with all requirements and hereby deem this club an officially recognized member of the Hartnell College Inter-Club Council (ICC) for the 2014-2015 school year.

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<th>ASHC President (Print Name)</th>
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OBJECTIVES
This Financial Code is established to define policies and procedures for approving and expending all money under the control of Hartnell College and its clubs/organizations in order to insure that all financial transactions will be made in the best interests of the students and in accordance with all pertinent HCC District, county, state and district financial regulations. Only active Hartnell club members are eligible to receive benefits and privileges outlined in this code. Only the Hartnell Business Office will provide club banking (deposit/withdrawal) services. Off-campus bank accounts are illegal according to the California Educational Code and will NOT be allowed.

II. INTER-CLUB COUNCIL BUDGET
The ICC Chairperson and ASHC will be responsible for setting the annual budget for the ICC. The budget shall be approved by the ICC no later than the fourth ICC meeting of the of the fall semester by two-thirds vote of the membership present.

III. INTER-CLUB COUNCIL CLUB ALLOCATIONS
ASHC has established a budget for activities and events. Clubs who seek funds for activities may request ASHC funding of a club activity through a Grant proposal. The ICC Grant Committee will review grant proposals and forward their recommendations to the ASHC for ratification.

IV. DEPOSITS
All clubs must deposit money earned from activities at the end of the business day. Weekend or After Hour Activities – clubs should make arrangements in advance with Office of Student Life to deposit funds the next business day.
A. Pre-numbered receipts and pre-numbered tickets must substantiate all funds collected from any source, or other records that may apply.
B. No part of the expenses of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions.
C. All club funds collected from any source shall be deposited on the first business day after receipt of funds. Deposits should be made at the Office of Student Life.
D. Banking of all funds and all official bookkeeping records shall be the responsibility of the Hartnell College Business Office.

V. ACCESSING CLUB FUNDS
Clubs should plan ahead and approve expenditures accordingly. Hartnell College Business Office requires a minimum of three to four week processing time before a payment, check, or reimbursements are made. All expenditures of club accounts shall follow the procedures outlined below.
A. Club members seeking the funds from their club account shall fill out appropriate paperwork (available at the Office of Student Life). Include the following information/documentation:
   ▪ Minutes from the club meeting which approved expenditure (required)
   ▪ Signatures of the club advisor, club Treasurer or club President. The Office of Student Life will ensure that funds are available and secure the signature of the ASHC Advisor. Requisitions WILL NOT be processed without a club officer’s and an advisor’s signature on the requisition.
A check request form with attached original itemized receipts must be submitted for all reimbursements. No check will be issued for reimbursements if there is no receipt or invoice attached to the requisition.

**Back-up documentation e.g. quotes, new vendor forms, invoices, receipts, contracts, W-9 forms, order forms, etc.**

**Note:** NO DEFICIT SPENDING WILL BE ALLOWED.  No funds will be advanced on a petty cash basis.

B. The approved requisition will be forwarded to the Business Office for processing. Plan for three-four weeks between the time the request is submitted to when the vendor will receive payment. This is assuming the request and supporting documentation submitted is complete, contains appropriate signatures, and there are sufficient funds. Payment for expenditures may be issued in one of the following methods:

- **Check** - Upon receipt of an approved requisition, the Business Office will prepare a check. Ordinarily checks should be made payable to the vendor. The Business Office will mail check to the vendor unless directed to be hand delivered. Checks to be hand delivered may be picked up at the Office of Student Life.

- **Cash Advance** – Each cash advance must be limited to $100 and will only be made out to the club Advisor. If a larger advance is requested, the Business Office will make the determination if they can do so.

- **Purchase Orders** – Whenever possible, all goods or services must be acquired through a system of purchase orders. Purchase orders shall be obtained through the submission of a requisition through the Student Life Office and Business Office with the proper signatures and documentation (quotes, new vendor forms, etc). After review and approval a purchase order number will be issued. Receipt of goods prior to payment must be reported in writing.

**VI. MAINTENANCE OF RECORDS**

A. Every club shall maintain accurate records of all income and expenditures and shall open their financial records to audit by the Office of Student Life, or District Internal Auditor upon request. Hartnell College funded accounts may be reviewed by the Vice President of Administrative Services at any time.
B. An annual audit of all clubs accounts and trust accounts will be made by a certified public accountant retained by the College District.

**VII. SERVICE CONTRACTS**

The Club Advisor, ASHC Advisor, and Club President must sign all contracts. Payment on contracts must be initiated by the regular requisition procedure, paid by the District. Club members should never make a direct payment to an individual contractor for their service to the club and then try to get reimbursed from the club. Our district policy requires that the District,
because of tax law regulations, make all service payments.

All persons being paid for services rendered to clubs shall fill out a contract and a W-9 form. Payment without a contract or W-9 form on file will not be made.

**VIII. TRAVEL**
Club representatives must check with the Director of Student Life about securing approval of trips and/or conferences and complete a Travel Authorization Expense Form (4-6 weeks prior to travel). Anyone planning to claim reimbursement for travel expenses must complete a requisition in advance of the trip and the requisitions must be approved and signed by the club Advisor, club President, ASHC Advisor and Vice President of Student Services. Out of state travel must have the approval of the Hartnell College President. The Board of Trustees must approve out of country travel prior to the travel date.

Owners of private cars providing transportation for school activities must be approved by Administrative Service Office prior to Travel

In no instance will the expenses claimed be more than the actual amount expended. Written original receipts must verify all expenses. Meal expenditures must include itemized receipt.

All participants in a program funded by their club shall sign a release form releasing Hartnell College of all liability in route to, from and during a club/organization trip.

**I have read, understand and will follow the Financial Policy for my Club.**

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<th>Club President (Print Name)</th>
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<td>Club Treasurer (Print Name)</td>
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<td>Club Advisor (Print Name)</td>
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<td>Club Co-Advisor (Print Name)</td>
<td>Club Co-Advisor Signature</td>
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HARTNELL COLLEGE Club Authorized Signatures

This signature page will be on file with the Business Office

Club Name ________________________________

Club Account # __________________________

Club President Signature __________________ Print Name __________________ Day Phone #

Club Treasurer Signature __________________ Print Name __________________ Day Phone #

Club Advisor Signature ___________________ Print Name __________________ Day Phone #

Club Advisor Signature ___________________ Print Name __________________ Day Phone #

Student Life Director Signature ______________ Date Approved