



# Club Fundraising 101

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How to raise and spend club money.

*Fall 2017 Student Engagement Center*



# Overview

**ASO Clubs need to comply with College and District Rules for Fundraising and Purchasing.**

Both the ASO and ASO Clubs are apart of LACCD



Plan Ahead



BRAINSTORM

Turn in Forms



Deposit into club account



Have the event





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## Plan ahead

- **Reserve club meeting place**
  - Complete an event request form at least 15 working days prior to event.



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## Plan ahead

- **Determine** where you would like to hold your event.
- **Check** the Los Angeles Pierce College calendar to ensure that no conflicts occur with the date of your event.

Plan ahead

- **Have a corresponding Student Meeting & Event Facility Use Request Form**



It is best to  
start planning  
your event at  
least 2 months  
in advance.





## Forms

~~Event and Facility Request~~

~~Club Account Request~~

~~Fundraising Application~~

~~Club Funds Signature Sheet~~



# Where to Look

*All club forms are under “Club Docs” on the ASO page on the Los Angeles Pierce College website.*

*There are also hard copies in the Student Engagement Center.*

Pierce Home Students Faculty & Staff Community PierceOnline Foundation Accreditation people search

## ASO DOCUMENTS

Pierce > Offices > A S O :

- ASO Home

### Student Life

- Join ASO
- ASO Clubs
- ASO Committees
- ASO Social Media
- Student Trustee Info
- ASO Scholarships
- Student Community Center

### Governance

- Participatory Governance
- Exec. Board & Senators
- Senate Meetings
- Finance Committee
- ASO Budget
- ASO Elections
- Documents & Forms

Check out Pierce College ASO on Facebook

### /Club-Docs

- Go Back
- Club-Council-Meeting-Agendas
- Club-Council-Meeting-Minutes
- ASO Club Chartering Application - 2017-2018.pdf
- Club Account Request.pdf
- Club Advisor Training manual 2016-2017.pdf
- Club Classroom Request.pdf
- Club Funds Signature Sheet.pdf
- Club Meeting Minutes Format.pdf
- Club Publicity Request.pdf
- De-Mystifying College Processes.pdf
- Event and Facility Request Form 2017-2018.pdf
- F-101 Fundraising Application.xls
- Facilities Application-ASO.pdf





# Event and Facility Request

- Must be submitted at least **2 weeks before** the event
- Must be approved by:
  - ASO
  - College VP of Administration
  - Majority of club members and;
- Recorded in the club minutes.



# Fundraising Application

- Submitted at least **30 days before** the event
- Is already in excel format and easy to fill out



# Club Account Request

- Required to open a club bank account in the business office

# Club Funds Signature Sheet

- Need to select members who are authorized to make requests and requisitions

## How to Access Club Funds

- All advisors and club officers must attend (and earn certification) a fiscal policy workshop conducted by the Pierce College Administrative Services. YAY! You are here today!

## How to Access Club Funds

- Each chartered Club has the ability to start an account in the Business Office.
- Finance training by the Pierce College Administrative Services staff is required for all club advisors and officers.

## How to Access Club Funds

Club funds must be held in the  
Business Office.

**NO PERSONAL ACCOUNTS**

# How to Access Club Funds

How do I access club funds on my account?



## How to Access Club Funds

1. Have a funding request that is initiated, signed and authorized by the *ASO Club's President and Advisor.*



## How to Access Club Funds

2. Attach a copy of the ASO Club's meeting minutes that includes disbursement approval to the request.
  - The minutes must be **signed by both the ASO Club President and Advisor.**

## How to Access Club Funds

3. Attach the original documentation (i.e. receipt, purchase order, billing invoice)

## How to Access Club Funds

**All funds raised/collected must be deposited in the ASO Club's account within 24 hours of receipt.**



*Any ASO Club that uses the college facilities and receives the benefits of chartering must follow the rules indicated, in addition to the guidelines in ASO Club Manual. If these requirements are not met, the fundraiser will no longer be authorized, its activities terminated, and the ASO Club's charter may be suspended.*

# Individual Reimbursements

## How to Get a Successful Requisition Report:

The credit/debit card must be owned by the student who is making the purchases and requesting the reimbursement.

Have:

- 1) TWO receipts taped to a white piece of paper and attached to the requisition form (Itemized receipt and credit card receipt)
- 2) ASO Club Meeting Minutes
- 3) Current Signature on File

*All requisition forms must be fully completed and signed by the reimbursement requester and ASO Club advisor when submitted to the ASO Treasurer.*

# Example Requisition Packet

Requisition requestor must also be listed on the account signature

Final receipt and Receipt

Complete Requisition Form

Meeting Minutes

Fiddler's Bistro  
6009 3rd Street  
Los Angeles, CA 900  
(323) 931-0167

08:07:45PM 07/02/16 Sat  
CHK#0110 Tbl: 3 Srv: MOUNICINE D

# VISA #

Cardholder: Rocky/Book A  
Acct#00000000000000000000 Exp: 09/16  
Seq#102 App#00000000 Ref#01046743666

Purchases: 49.30  
Tip: 7.70  
TOTAL: 57.00

CUSTOMER COPY

This receipt is for your records. Enter the tip and total amounts from the merchant copy onto this receipt.

Thank you!

Tip Guide for \$49.30  
15%-47.40 20%-49.86

Fiddler's Bistro  
6009 W. 3rd St.  
Los Angeles, CA 90030  
(323) 931-0167

07/02/16 08:04 (Master)  
Invt#723d Server: MOUNICINE D.  
CHK#0110 Tables

QTY	ITEM	PRICE
1	SOUP BOWL	8.95
1	CUP SOUP	3.95
1	MED PLATTER	14.95
1	LAMB BURG	12.95
1	-MED. FRITES	3.50
1	ARM O PLANT	2.95
1	SPRITZ	
Total Purchases:		45.25
SALES TAX (9.1%):		4.07
Bill Total:		49.30

AMOUNT DUE: 49.30  
Please Pay your Server

THANK YOU!

Tip Guide  
15%-47.40 20%-49.86

### TRUST OR CLUB ACCOUNT REQUISITION

Est. No. \_\_\_\_\_

TO THE COLLEGE FISCAL ADMINISTRATOR: This undersigned requests the issuance of a

Purchase Order  Check  Pickup  Mail  Date \_\_\_\_\_ 20\_\_

Account Number	Quantity	Unit	Description	Unit Price	Total Price
Applicant's signature: _____				TOTAL _____	
Advisor's signature: _____ (for club use only)					

DELIVER TO SHIPPING AND HANDLING

I have investigated the price and quality and recommend that the items above be purchased; therefore make check payable to:

Name of person/ firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone No. \_\_\_\_\_


APPROVED: \_\_\_\_\_ Vice President

APPROVED: \_\_\_\_\_ Advisor/Dept. Chair

APPROVED: \_\_\_\_\_ Dist.

APPROVED: \_\_\_\_\_ College Fiscal Administrator

DATE RECEIVED \_\_\_\_\_



### AGS Board Meeting Minutes December 8, 2015

4:23: Meeting starts  
4:24: Two events this Friday. Holiday with scholarship at 5:30 and set-up. Last 40 points for general members  
4:25: NOWTS says we should reuse all the stuff we have for the banquet. It's on December 18th, at the Great Hall 5-7. We want to serve pizza and salad. Reuse decorations from the night before.

4:30: **Business meeting**

- Alexander Alvarez for SAB\* \$106.32 (unanimous vote 8 out of 8)
- Alexander Alvarez for AGS/STC Social \$18.95 (unanimous vote 8 out of 8)
- Alexander Alvarez for Campus Identification supplies \$19.74 (unanimous vote 8 out of 8)
- Scott Herbold for SAB\* for \$165.18 (unanimous vote 8 out of 8)
- Barbara Lombroso for SAB\* [important problem?] (unanimous vote 8 out of 8)
- Barbara Lombroso for AGS/STC Social [amount postponed] (unanimous vote 8 out of 8)
- Fred Sidharth for SAB\* \$92.90 (unanimous vote 8 out of 8)
- Deborah Scholarship \$200 (unanimous vote 8 out of 8)
- Deborah Essay Scholarship \$100 (unanimous vote 8 out of 8)
- General Member Community Service Scholarship \$200 for Tiffani D (unanimous vote 8 out of 8)
- General Member Essay Scholarships \$100 for Zohar Handevostanski (unanimous vote 8 out of 8)
- General Member Essay Scholarships \$100 for Lori Peters (unanimous vote 8 out of 8)

4:40: Money allocation and minutes complete for food and other necessities for AGS Banquet [amount postponed] (unanimous vote 8 out of 8)

4:41: Election this Thursday at 2:20. Whoever is interested is more than welcome to run

4:44: **Tanwalk** on April 17th. We might want to team up with the Ventura's club for the bar because there.

4:49: We're keeping the original date with scholarship essays.

4:58: Meeting adjourned.

4:59: **Adjournance**

AGS President - Alexander Alvarez  
AGS Vice President - Susana Herrera  
Secretary - Joy Chang  
Public Secretary - Barbara Lombroso  
Social Committee Chair - Jessamine Yasser  
Minutes Secretary - Ruaidh Kollman  
Club Council Representative - Joe Hernandez  
Fundraising Chair - Moore de Wit  
AGS Advisor - Kayla Campbell

SAB - SAB Appreciation Banquet

## Individual Reimbursements

What if there is no receipt or credit/debit card?

-Then you must also submit a copy of your credit/debit card with all numbers blacked out/hidden except the last 4 digits

***\*This is the procedure that the Business Office confirms ownership of the credit/debit card as the person submitting the reimbursement.***

## Reimbursements vs. Requests

*If you plan ahead, you don't have to spend your money and wait to be reimbursed.*

*You can request the money ahead of time.*





## Purchase Order Requests

### **BEFORE YOU START!!!!!!**

1. Determine if you need a contract or Purchase Order.
2. **Purchase Orders** are for “STUFF”.
3. **Contracts** are for “SERVICES”.



CONFLICT OF INTEREST

# INTEGRITY and TRANSPARENCY and avoiding CONFLICTS

1. Never buy from a company where you or your family will profit.
2. **Try to get 3 estimates/quotes (required over \$2,500)**
3. **NO -- QUID PRO QUO**



## Purchase Order Requests

### Steps

1. Get a quote for your purchase.
2. Complete Requisition forms.
3. Attached meeting minutes authorizing use of ASO Club funds.
4. On the Requisition, request a Purchase Order.



## Purchase Order Requests

# ~~After you make your purchase~~

- Submit approved invoices for purchases to business office once approved by the ASO Club President and Advisor.



## Contract Requests

### Steps

1. Get a quote for your service.
2. Complete Requisition forms.
3. Attached meeting minutes authorizing use of ASO Club funds.
4. On the Requisition, request a **CONTRACT**.



## Contract Requests

# ~~After you make your purchase~~

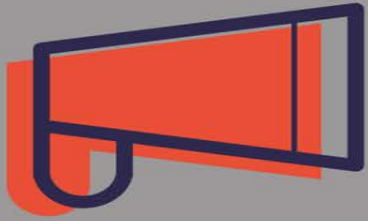
- Submit approved invoices for purchases to business office once approved by the ASO Club President and Advisor.



Special Notes!

## For Refreshments:

- ALL ASO CLUBS MUST GO THROUGH PACIFIC DINING FOR ALL REFRESHMENTS. THEY HAVE THE RIGHT OF FIRST REFUSAL.
- Include a sign in sheet of attendees and copy of meeting agenda.
- List refreshments for fundraising as an expense on the fundraising form and follow the rules for purchases.



## Special Notes!

For Services:

Complete a requisition form

Include a Proposal (Business office will create a contract)


Provide Evidence of Insurance from Vendor

Ensure Liability Endorsement

Have Workers Comp Certificate

Get 3 quotes for services costing more than \$2,500






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## OFF Campus events

- Complete and sign LACCD field trip waivers for every student involved in off-campus trips.

**\*These forms are available in the Student Engagement Office and on ASO website**



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## OFF Campus events

- When non-commercial transportation is being used, the students driving must provide the ASO advisor with a copy of their automobile liability insurance, and sign a liability waiver. Students being transported must also sign a liability waiver.

## OFF Campus events

- All students participating a club or ASO-sponsored trip must be accompanied by an advisor. (ratio 10:1)





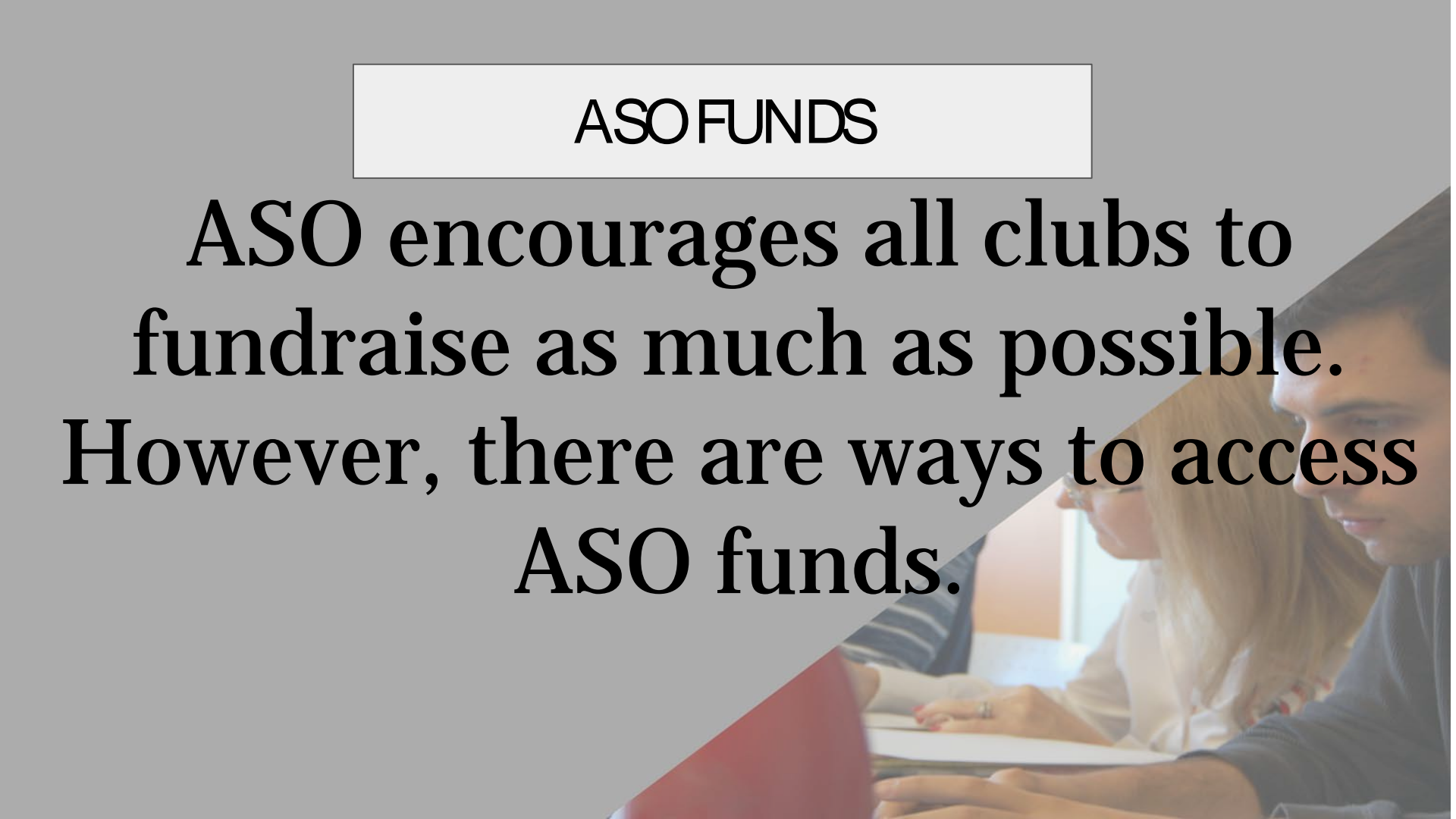
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## OFF Campus events

- No establishment may be patronized that has a discriminatory policy based on the restriction or exclusion of individuals because of race, sex, color, creed, national origin, sexual orientation, or disability.

## ASO FUNDS

**ASO encourages all clubs to fundraise as much as possible. However, there are ways to access ASO funds.**

A background image showing a group of students sitting at a table, looking at a laptop screen. The image is partially obscured by a large, semi-transparent grey triangle that points towards the bottom right corner of the slide.

## ASO FUNDS

- **Contact the ASO VP to be added to the ASO Senate agenda 1-2 months before event. Your funding request must be first reviewed by the ASO Senate**



# ASO FUNDS

- Submit an ASO Finance Request form to the ASO Treasurer.
  - It will be reviewed in the Finance Committee Meeting. **A member from your club is strongly encouraged to come or it may be postponed**
  - *If approved*, the ASO Treasurer will then present request to ASO Senate Board. Majority senate approval is required for funding.

# ASO FUNDS

**All items/events purchased with ASO Club Council or ASO funds must acknowledge the financial support i.e. “Sponsored by [name of club], ASO Club Council and ASO.”**

The background of the slide features a semi-transparent image of students in a classroom. In the foreground, a young man with dark hair is looking down at a red laptop. Behind him, a young woman with blonde hair is also looking down at a laptop. The image is partially obscured by the text overlay.



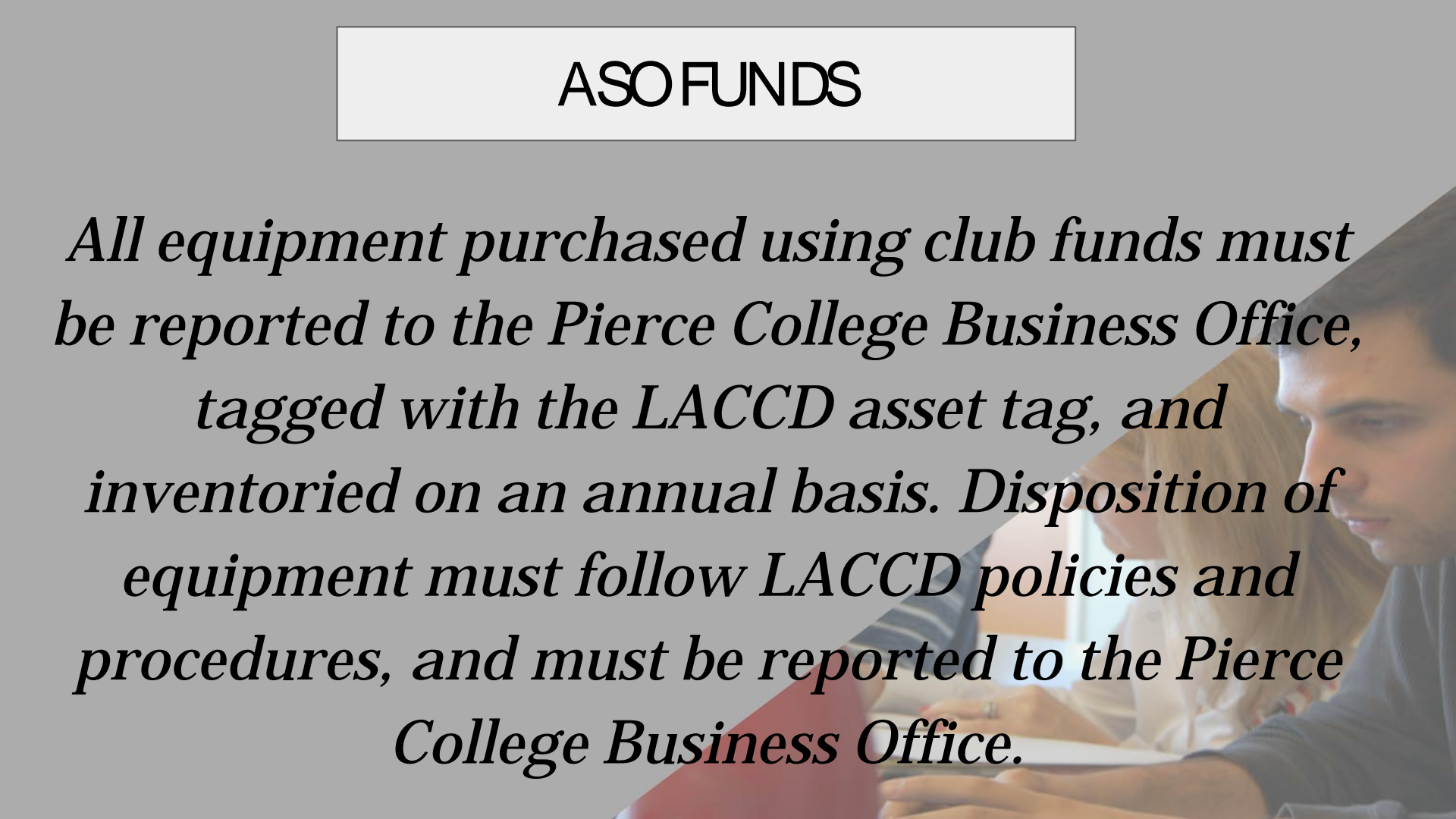
# ASO FUNDS

**DO NOT SPEND FUNDS  
UNTIL REQUEST IS  
APPROVED BY ASO.**



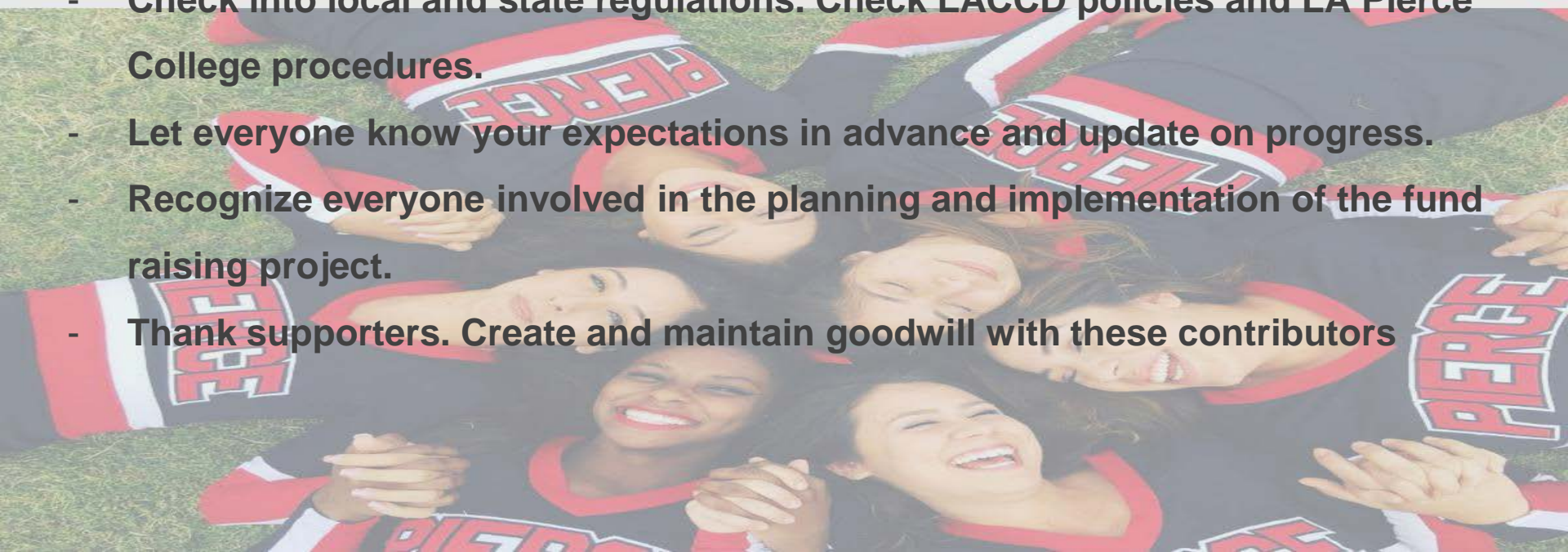
## ASO FUNDS

*All equipment purchased using club funds must be reported to the Pierce College Business Office, tagged with the LACCD asset tag, and inventoried on an annual basis. Disposition of equipment must follow LACCD policies and procedures, and must be reported to the Pierce College Business Office.*

A background image showing a group of students in a classroom or meeting setting. A young man in the foreground is looking down at a laptop. Other students are visible in the background, some looking at documents or devices. The image is semi-transparent and serves as a backdrop for the text.

# TIPS FOR SUCCESS

- Set a goal, and ask members for suggestions.
- Find out what has been done before. What worked? What didn't? Why? How can you improve?
- Check into local and state regulations. Check LACCD policies and LA Pierce College procedures.
- Let everyone know your expectations in advance and update on progress.
- Recognize everyone involved in the planning and implementation of the fund raising project.
- Thank supporters. Create and maintain goodwill with these contributors



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**GO  
BRAHMAS!**

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