MEET THE STUDENT LIFE TEAM

- Greg Reents - Director of Student Life & Leadership
- Kim Kocak - Program Specialist
- Jarrett Payne - Program Specialist
- Erica Horihan - Program Specialist (Red Mountain)
- RM Office Coordinator (currently vacant)
- Trinity Blackwell - Office Coordinator
- Numerous student workers who assist at our front desk

*Please note: this presentation is available on the Student Life webpage under “Forms”*
ACTIVE CLUB STATUS

1. • Submit Club Statement of Activity Form each year

2. • Participate in Club Advisor training each year

3. • Maintain an active presence in Student Senate.

*Without these things, your club loses privileges such as ASMCC funding/vote, MCC facilities/vehicle reservations, Student Life marketing/funding.
POLICIES AND TIMELINES

- All MCC student organizations are subject to the MCCD purchasing guidelines.

- Advisors and club members must follow all procedures discussed today, and others as provided by MCCD and MCC.

- All requests must fall within designated timelines for approval. No funding approval requests will be considered with less than 10 business days notice, and 14 days notice is recommended. Other deadlines/restrictions may apply depending on the request.

- DO NOT MAKE UNAUTHORIZED PURCHASES. You will NOT be reimbursed.
# Funding/Travel Requests

<table>
<thead>
<tr>
<th>Request</th>
<th>Used For</th>
<th>Time Frame</th>
<th>Documents Needed</th>
<th>Add. Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty Cash</td>
<td>° Purchases less than $200 ° Goods (not services, people, deposits)</td>
<td>° Must submit 7 days prior to event 14 days is recommended</td>
<td>° Petty Cash Voucher ° Official Function Form ° Original receipts from purchase (return w/ left over cash to Cashiers w/in 5 days)</td>
<td>° No personal items on receipt ° Only one petty cash out at a time; cannot be combined</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>° Services ° Deposits ° Goods ° Travel ° Etc.</td>
<td>° Must submit 10 days prior to event 14 days is recommended</td>
<td>° Quote from vendor ° Official Function Form ° Requisition (submitted online through CFS)</td>
<td>° Ensure vendor is registered in CFS; if not vendor must submit a Vendor Registration Form</td>
</tr>
<tr>
<td>Travel</td>
<td>° ANY travel</td>
<td>° Begin planning at least 4 weeks before trip ° Less than 4 weeks before trip, it may not be approved</td>
<td>° Travel Authorization Form (out of country travel OR registration fees) ° List of students traveling ° Student Travel Forms: Behavior Contract, MCCCDD Assumption of Risk, Emergency Contact Form</td>
<td>° Complete packet of info available to refer to when planning a trip (see Student Life webpage for a copy) PLAN AHEAD!</td>
</tr>
</tbody>
</table>

**DO NOT MAKE UNAUTHORIZED PURCHASES. You will NOT be reimbursed!**

**ALL requests/documents must be submitted to Student Life and Leadership Office.**

Have questions or need assistance? **We can help!** Please contact us.
**Sample Official Function Form**

**Item 4**
Write a detailed description of the event

**Item 5**
The description must be detailed and provide specific activities or objectives of MCCCD

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**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**
2411 West 14th Street, Tempe, AZ 85281-6942

**OFFICIAL FUNCTION FORM**

This form allows MCCCD employees to properly document expense decisions for activities or items that are subject to the MCCCD Administrative Regulation on Official Functions. See www.dist.maricopa.edu/gvpolicy/adminregs/fiscal/1_16.htm. Expenses covered by this form are those for activities or items that do not appear to be, without the explanation, ordinary and necessary expenses of MCCCD as a public educational institution. Note that the documentation requirement applies regardless of the fund from which the expense will be made. If the expense is for an institutional or individual membership, use the “Membership Payment Worksheet” located at www.dist.maricopa.edu/legal/blc.

You’ll find helpful instructions on Page 2 of this form, and at the following web address: www.dist.maricopa.edu/legal/blc

**COMPLETE THE ITEMS LISTED BELOW**

1. Describe the activity or item: (Provide the full name of organization or program instead of an acronym, if applicable, and include in the description how the organization or program relates to MCCCD.)

2. Date(s), time(s), and location, if applicable:

3. Identify the type and number of attendees (such as employees, students, general public, etc.):

4. Describe the direct link of the activity or item to MCCCD educational mission:

5. Document and describe both the following: (See Instructions, Paragraph B.)
   - The tangible and specific benefits of the activity or item to MCCCD and its educational mission
   - How the benefit received by MCCCD through the activity or item is equal to or greater than the cost

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**Total Estimated Expense of Activity or Item**

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUISITIONER:</td>
<td>APPROVED BY:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Printed Name:</td>
<td>Printed Name:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Note: The official function object code should be used for this expense. Requester must be a full-time MCCCD employee and must be someone other than the person approving this form. Only the Chancellor, President, Vice Chancellor, or, if specifically delegated from one of them, appropriate vice president or administrative director may sign in the “Approved by” space. All approvals must be made before the expense is incurred, including approval of the requisition by the appropriate Fiscal Officer.
SIGNING AUTHORITY

- **DO NOT SIGN ANY CONTRACTS** on behalf of your club, MCC or MCCCDD. This can only be done by District Legal Department.
  
  - If a vendor needs a signature in order to begin work, such as the printing of T-shirts, a purchase order number should be given instead of a signature. Vendors are usually receptive to this because it indicates that payment has already been established.
  
- **IF YOUR VENDOR REQUIRES A CONTRACT TO BE SIGNED:**
  
  - Requisition must be approved and PO issued before the contract can be submitted to the District Legal office.
  
  - Once PO is issued, the contract must be sent to District Legal. **They require 2 weeks to process any contract.** They do not make exceptions. PLAN AHEAD.

***Do not make any promises to vendors or allow them to print shirts, etc., until you have the proper money approvals in place.***
WHERE DO CLUBS GET MONEY?

- Clubs can fundraise to add money to their 910 accounts. All fundraisers and donations need to go through the MCC Development Office.

- Clubs can request funding from Student Senate. More on ASMCC/Senate later…

- Money in club accounts rolls over from year to year if not spent.
STUDENT SENATE AND ASMCC

- All clubs send (1) student representative to have a vote in ASMCC Student Senate meetings. It is also recommended to have an alternate available.

- Senate meets every Tuesday from 3:00-4:30 (AS 122 at S/D and M213 and RM).

- Clubs are eligible to request money from Student Senate based on current guidelines. Must be active in Senate to receive funding.
CASH HANDLING POLICIES

- Please note that specific policies must be adhered to when collecting money for club fundraisers:
- All fundraisers must go through the MCC Development Office.
- Club Advisors must be present at ALL fundraisers.
- Only club officers who are aware of MCC polices are allowed to collect cash.
- Cash collected must be returned to the club Advisor immediately, or be deposited directly in the club account.
- Club must wear identifying clothing (t-shirt, name badge) and/or have their club name and fundraising purpose clearly displayed.
- Must use a cash box (no pocketing the cash!). Cash boxes are available for use from the Cashier’s office.
EVENT PLANNING TIPS

- Plan ahead! Most processes on campus (room reservations, requisitions, etc.) take a minimum of 2 weeks.
- If you are planning a major event such as a conference or a “big name” speaker, we recommend an appointment with Student Life staff.
- The Events Programming Council (EPC) may be able to assist with club events.
- Some outside vendors may be required to show proof of liability insurance before payment will be approved.

*Event Planning Checklist and Tips available on the Student Life webpage.
If you want to reserve a sandwich board for advertisement on campus, you must complete a Sandwich Board/Poster Request Form found at the Student Life Office or on our website.

These forms, along with your flyer, can be dropped off with the front desk workers in Student Life for posting.

Each club and department is allotted 4 (S/D) and 3 (RM) posters per semester. Additional posters may be charged to your club/department account. RM poster policies may be different, please check with Student Life at RM for more information.

DO NOT use sandwich boards that are not assigned to you!!

Please plan ahead!
RESERVING SPACE ON CAMPUS

For any space on campus: meeting room, classroom, lawn area, for a meeting, info table, event, etc.:

- **Advisors** must complete a Facilities Request through R25--
  [www.maricopa.edu/calendar.html](http://www.maricopa.edu/calendar.html)  ONLY MCC employees can reserve space.
- You must complete a Facilities Request **at least 2 weeks** before the event.

  **Approvals are based on availability, so plan ahead!**

*Your Club Statement of Activity Form must be on file with Student Life in order to reserve space on campus.*
GENERAL TIPS FOR CLUBS

- Please ensure your club is listed with correct contact information with SLL.

- Review your club constitution annually and submit any updated constitutions to Student Life.

- There are specific guidelines to follow for food sale, DJs, bands, and fundraisers. These guidelines will are available on the SLL webpage.

- IKON is the copy center for MCC. Active clubs can request a copy code to be connected to your club account.
Role of a Club Advisor

Duties of the Advisor

- Attend **ALL** club meetings and official club sponsored events.
- Ensure club members are following MCC policies, and representing MCC in a positive way—serve as a role model for club members.
- Authorize and sign required paperwork for spending money.
- Request space on campus for club events/meeting using R-25 (online request system).
- Drive school van when club attends off-campus events.
- Communication with club officers and members.
- Liaison to the Office of Student Life & Leadership.
- Attend yearly club advisor/officer training sessions.

*For suggested roles of various club officer positions, please see the Student Life website.*
STUDENT LIFE AND LEADERSHIP

Kirk Student Center
Building 35
480-461-7285

Red Mountain Campus
Mesquite 210
480-654-7759