

COLUMBIA COLLEGE CLUB EVENTS FLOWCHART

CLUB MEETING

- Discuss event idea
- Approve event by voting
- Record in club minutes

EVENT FORM

- Club President & Club Advisor fill out and sign Event Form (ASCC Form)

SUBMIT EVENT FORM

- **Submit 4-6 weeks in advance**
- Email to *thompsonr@yosemite.edu* or turn in at the Student Center
- Include Club Meeting Minutes

Reserve your event space in **EMS**

CASH ADVANCE/PURCHASES

- Club Advisor submits AP- Direct Payment Request (E-trieve) for cash advance
- Club Advisor follows Steps for Basic Purchase for purchases

TRAVEL REQUEST

- Club Advisor submits Student Organizations Trip Request (E-trieve)

EVENT REVIEWED FOR APPROVAL

- Event form reviewed by ASCC Advisor Courtney Sutton
- Club President & Club Advisor receive notice of event approval via email