

## Columbia College Checklist for Club Events

1. Present **event idea** to the entire club during an official club meeting.
  - a) Approve event/purchases by motioning for a vote
  - b) Record in club minutes:
    - i) Date/time/place/list of members present
    - ii) Event & Budget Details (include an "up to \$" amount for purchase(s); suggest adding extra wiggle room for price fluctuations)
    - iii) Motion (by whom) and 2nd (by whom)
  - c) Print Minutes out and have signed by Club Secretary and Club Advisor
2. Club President and Club Advisor fill out and sign the [Club Event Form](#) (paper).
3. Club Advisor makes any necessary room reservations in [EMS](#). (Print copy of confirmation)
4. For events involving travel, such as a field trip, Club Advisor fills out and submits: [Student Organizations Travel Request](#) (E-trieve Form). *Make sure all drivers have submitted an Employee Pull Notice through E-trieve.*
5. If a cash advance is needed, Club Advisor, or purchasing support person, fills out a [Student Organizations Direct Payment Request Form](#) (E-trieve). Please attach signed minutes verifying purchase has been authorized. (Note: cash advances are not allowed for travel.)
6. If a purchase is needed, Club Advisor fills out a [Purchase Order Form](#) (paper) and includes a quote from approved vendor.
7. Submit the following documents to Program Assistant Rory Thompson in the Student Center or scan and email to [thompsonr@yosemite.edu](mailto:thompsonr@yosemite.edu).
  - a. Club Event Form
  - b. Club Meeting Minutes (signed)
  - c. Copy of EMS confirmation
  - d. Travel Request Form and Student Org Travel Request (copy)
  - e. Copy of Student Org DPR Form and/or Purchase Order Form
8. Club Event Form will need to be approved and signed by ASCC Advisor Courtney Sutton.
9. Club Advisor will receive approval of event via email from Program Assistant, Rory Thompson.
10. Events with purchases and/or travel will then be submitted to the Business Office for further approval.

**\*IMPORTANT REMINDERS\***

- Begin paperwork 4-6 weeks before the event to allow enough time for any unforeseen delays in completing the approval process, especially events requiring cash advances, purchases, field trips, and/or vendors.
- Holding an event without the above paperwork and approvals will constitute a disciplinary action.

