CLUB ACCOUNTS

Creating a club account, money requests, payment reimbursements, & fundraising
Trust Account Authorization Form

- What is this form used for?
  - This form is used to create an official Ohlone College Club Account.

- Where do I find this form?
  - Reach out to studentlife@Ohlone.edu
  
  - Please make sure to CC: asocicc-chair@Ohlone.edu

- *For the beginning of Fall 2020 semester Alexandria will be completing the forms on behalf of all the clubs, and sending them out for the required signatures. Moving forward – clubs will need to request the form & fill it out on their own*
New Club?

- Any time a new club is chartered a “Trust Account Authorization Form” must be filled out, signed and then sent to business services.

- Who fills out this form?
  - The club advisor & the Office of Student Life
  - Club fills out all RED spaces; Student Life will fill out the rest
Chartered Club
Changing club’s name? New Advisor?

- Any time there is a change in the Club’s Advisor, OR the club wishes to change their name they must fill out a NEW Trust Account Authorization form.

- The Club Advisor should have the club’s account code, if they don’t that’s okay. Student Life can fill that part in for them.

[Image of Trust Account Authorization Form]

**Title of Account:** Ohlone Business Society (Formerly Ohlone Business Club)

**Account Code:** (assigned by college)

**TYPE OF TRUST ACCOUNT:**
- Check those applicable which best describe the account
  - Campus Club Account
  - Scholarship Trust
  - Loan Fund Trust
  - Restricted Long-Term Investment Trust
  - Other Trust – as described here

**GENERAL DESCRIPTION OF THE MAJOR SOURCE OF FUNDS TO BE DEPOSITED TO THIS ACCOUNT:**
(For example, give the name and address of the donor(s) if a scholarship will be granted. Be sure to include information about how often and at what times during the year this scholarship award is to be granted. Outline all other conditions, which must be met before funds will be expended from this account.)

*Active club account, change of title. Previous title: Ohlone Business Club.*

*New title: Ohlone Business Society*
Money Request Forms

■ When should they be used?
   - *Money Requests should be used when the club is asking for funds from the ICC and/or ASOC*

■ Who do we send it to?
   - *If you’re requesting funds from ICC:*
     ■ studentlife@Ohlone.edu AND asociicc-chair@Ohlone.edu
   - *If you’re requesting funds from ASOC:*
     ■ studentlife@Ohlone.edu, asocpresident@Ohlone.edu, and associicc-chair@Ohlone.edu
   - *If you’re requesting funds from BOTH*
     ■ Submit the request to all 3
     ■ You must be placed on the Agenda for both ICC & ASOC’s meeting.

■ Where can I find this form?
   - [www.Ohlone.edu/studentlife/studentclubs](http://www.Ohlone.edu/studentlife/studentclubs)
     ■ Under “Frequently Used Forms”
Money Request Forms

■ Our money request was approved, now what?
  - Once approved, you’ll submit a payment request form to be reimbursed for the funds spent/approved.
Payment Request Forms

■ When should we use a payment request form?
  – There are funds in your club account you’d like to use for a club related expense
  – You’re recent money request was approved

■ Who fills it out?
  – The club advisor, and the club member
  – The Office of Student Life will assist with making sure it’s filled out properly before submitting for signatures

■ Who signs it?
  – This can vary, given the virtual setting we are in we ask that NO ONE sign it. We will send it out for signatures via Adobe Sign as this is a more secure way of collecting virtual signatures.

■ Where do we find this form?
  – www.ohlone.edu/studentlife/studentclubs under the “Frequently Used Forms/Documents” tab
Payment Request Form

*When a Money Request was approved*

- When submitting a payment request form after a money request was recently approved, you must submit the following documents along with the request:
  - The MINUTES from the ICC and/or ASOC meeting that the request was approved
  - Receipts from the expenditure

- Who do I give the form to?
  - Send the unsigned (while virtual) document to studentlife@ohlone.edu
    - Please CC: asocicc-chair@Ohlone.edu in the email
  - The Student Life Coordinator will put the account number on it, and process the form (request signatures virtually via Adobe Sign)

- Where does the money go?
  - The money does not go directly to the club’s account.
  - The money gets paid to whomever made the purchase with those funds
Payment Request Form
How to Fill it Out

■ When filling out a payment request to be reimbursed from funds already in the club account.

■ All RED boxes should be filled in.

■ Payment To = Payee (whomever made the purchase)

■ Account Number: will be filled in by the Office of Student Life
Payment Request Form
How to Fill it Out

■ My club

■ All RED boxes should be filled in.

■ Payment To = Payee (whomever made the purchase)

■ Account Number: will be filled in by the Office of Student Life
FUNDRAISING

■ My club wishes to receive a tax-deductible donation.
  - All tax-deductible donations must go through the Ohlone College Foundation.
  - The club must reach out to Student Life to request approval from the Ohlone College Foundation. studentlife@Ohlone.edu
    ■ Please make sure to CC: asocicc-chair@Ohlone.edu

■ My club wishes to host a fundraising event/activity
  - Given that we are in a virtual setting, we are waiting to hear back from Business Services on how to properly proceed with this.
Fundraising Guidelines

- The Office of Student Life must be notified 10 days prior the fundraising event/activity.
  - Email: studentlife@Ohlone.edu AND asocicc-chair@Ohlone.edu
  - Include the description of the event/activity, a flyer, and the purpose of the fundraiser.

- Club Name, and proposed use of funds should be visible to attendees/participants
  - Given that we are in a virtual setting: this information should be posted on the advertising flyer for the event/activity

- Funds received from the fundraiser must be deposited to the club’s trust account the same day
  - Given the virtual setting due to COVID, we are currently working out a revised protocol on how to make this happen. More information will be added to this slide at a later time and clubs will be notified immediately.
Fundraising Guidelines

- It is not legal to “sell chances,”
  - Therefore raffle tickets are per se illegal.
  - Donations* may be accepted for support of activities & prizes, such as door prizes, and may be awarded via a drawing.
  - *A donation means just that; a person may play or compete even if they choose not to give a donation or give less than the recommended amount. You may charge admission fee to an event as part of your fundraiser.

- Clubs CANNOT, under any circumstances, solicit donations from businesses or community leaders/organizations without prior approval from the Director of the Ohlone College Foundation.
  - To initiate the process for approval to solicit donations clubs must email the Office of Student Life: studentlife@Ohlone.edu
  - Please remember to CC: asocicc-chair@Ohlone.edu
Clubs that do not have a trust account set up, as of 10/09/2020

- Advocating Success for Children
- AI Club
- American Sign Language (ASL)
- Ascenders Investment
- Cards for Courage
- Computer Vision Club
- Data Science Club
- Economics Club
- Girls Who Code
- IEEE STEAM
- Ohlone F.A.N.S Club
- Ohlone Math Club
- Ohlone Physics Club
- OSAA
- Ohlone TaiChi/Qigong
- Performing Arts Guild
- Photo Club*
- SRJC
- Social Welfare Club
- UWOC

*There was an old account for a previous, no longer active, Photography club. We will be giving this account number to the new Photo Club.
Thank you for following along. Does anyone have any questions?

Don’t forget: if you ever need assistance, have a comment, an idea or a concern please email The Office of Student Life AND your ASOC ICC Chair

studentlife@ohlone.edu
Asocicc-chair@ohlone.edu

www.ohlone.edu/studentlife/studentclubs