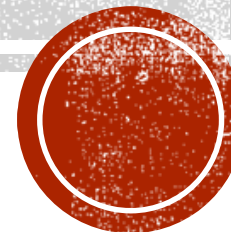


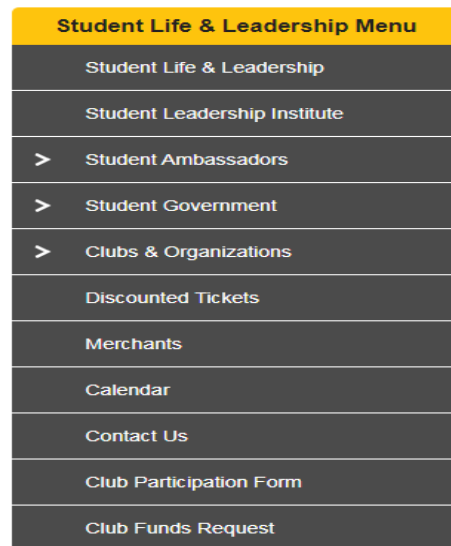
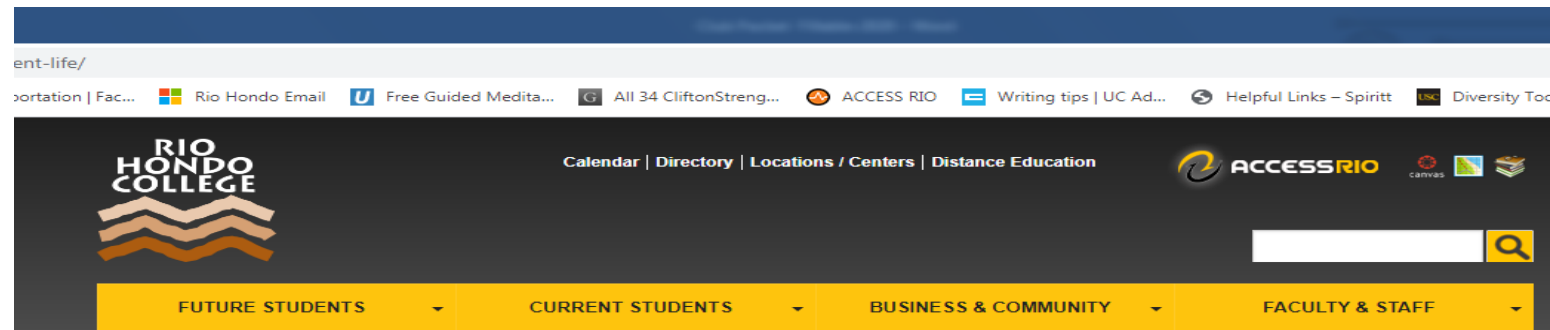
CLUB FUNDS REQUEST FORM

Spring 2020



HOW TO...

- Start at <http://www.riohondo.edu/student-life/>
- Click on Club Fund Request Form



REGISTER TO VOTE

Student Life & Leadership

Student Union Building SU201 | 562-908-3427

Fall/Spring Hours

Monday – Thursday 8:00am – 6:30pm

Friday 8:00am – 2:00pm

Summer/Winter Hours

Monday – Friday 8:00am – 4:30pm



Get Involved

The Student Life & Leadership department develops students holistically by providing quality co-curricular programming through campus-wide collaborations. Students are developing socially, emotionally, and academically with programming and services that are driven by our four Guiding Values: *Student Success & Degree Completion, Cultural Diversity, Social Responsibility, and Leadership Development.*

Benefits of Involvement

Students who are involved will be provided a unique opportunity to discover their passion and strengths and gain transferable skills through a robust variety leadership development opportunities. Students will be able to make connections with their peers as well as faculty, staff, and administrators subsequently strengthening their network. Getting involved in co-curricular activities helps students to create a positive connection with the campus which has proven to promote



COMPLETE THE FORM

Club Funds Request | Student Life

riohondo.edu/student-life/club-funds-request/

RIO HONDO COLLEGE

Calendar | Directory | Locations / Centers | Distance Education

ACCESSRIO

FUTURE STUDENTS | CURRENT STUDENTS | BUSINESS & COMMUNITY | FACULTY & STAFF

Student Life & Leadership Menu

- Student Life & Leadership
- Student Leadership Institute
- > Student Ambassadors
- > Student Government
- > Clubs & Organizations
- Discounted Tickets
- Merchants
- Calendar
- Contact Us
- Club Participation Form
- Club Funds Request

Home / Club Funds Request

Club Funds Request

Club Name

3122 - Puente Club

Club Member Information

Name

First Last

Email

Club President Information

Name

REGISTER TO VOTE



PLEASE SELECT YOUR CLUB FROM THE DROP DOWN MENU

The screenshot shows a web browser window with the URL riohondo.edu/student-life/club-funds-request/. The page features the Rio Hondo College logo and navigation links for Calendar, Directory, Locations / Centers, and Distance Education. A yellow navigation bar contains links for FUTURE STUDENTS, CURRENT STUDENTS, BUSINESS & COMMUNITY, and FACULTY & STAFF. On the left, a 'Student Life & Leadership Menu' lists various options, with 'Club Funds Request' highlighted. The main content area is titled 'Club Funds Request' and includes a 'Club Name' dropdown menu. The dropdown is open, showing a list of clubs with '3122 - Puente Club' selected. A large red arrow points from the right side of the page towards the dropdown menu.

Club Funds Request | Student Life

riohondo.edu/student-life/club-funds-request/

Calendar | Directory | Locations / Centers | Distance Education

ACCESSRIO

FUTURE STUDENTS | CURRENT STUDENTS | BUSINESS & COMMUNITY | FACULTY & STAFF

Student Life & Leadership Menu

- Student Life & Leadership
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- Club Funds Request

Home / Club Funds Request

Club Funds Request

Club Name

- 3122 - Puente Club
- 3122 - Puente Club
- 3124 - Society of the Sciences
- 3160 - Association of Latino American Students (Formerly MEChA)
- 3187 - Art Guild
- 3188 - Veterans Network
- 3195 - Creative Writing Club
- 3245 - Kinesiology & Sport Club
- 3250 - 2nd Year Nursing Club
- 3260 - 1st Year Nursing
- 3290 - Alpha Gamma Sigma
- 3334 - Spectrum
- 3357 - French Club
- 3372 - Students Without Borders Club
- 3375 - Honors Transfer Society Club
- 3382 - Artists Creating Theatre
- 3383 - Catholic Newman Club
- 3135 - Active Minds
- 3956 - Chinese Culture Club
- 3957 - One In Christ
- 3958 - Pre-Law Society

Name



INPUT THE CLUB MEMBER(S) INFORMATION

Club Funds Request | Student Life

rio.hondo.edu/student-life/club-funds-request/

- Apps
- Student Success W...
- Transportation | Fac...
- Rio Hondo Email
- Free Guided Medita...
- All 34 CliftonStreng...
- ACCESS RIO
- Writing tips | UC
- Helpful Links - Spirit
- Diversity Traini...
- Other bookmarks

Student Leadership Institute

- > Student Ambassadors
- > Student Government
- > Clubs & Organizations
- Discounted Tickets
- Merchants
- Calendar
- Contact Us
- Club Participation Form
- Club Funds Request

REGISTER TO VOTE

Club Name

3122 - Puente Club

Club Member Information

Name

First Last

Email

Club President Information

Name

First Last

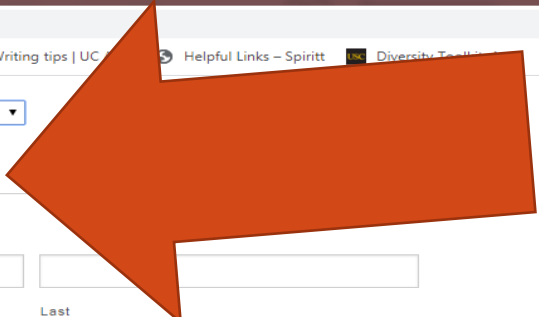
Email **Date of Fund Request Notification**

Club Advisor Information

Name

First Last

Email **Date of Fund Request Notification**



INPUT THE CLUB ADVISOR INFORMATION

Club Funds Request | Student Life

rio.hondo.edu/student-life/club-funds-request/

Club Advisor Information

Name

First Last

Email **Date of Fund Request Notification**

Upload Meeting Minutes *
Please upload minutes showing proof of approval

Drop files here or [Select files](#)

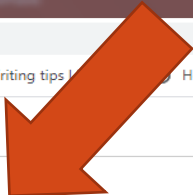
Was quorum present? *
Quorum includes 50%+1 eligible members on the official club roster; official meetings without quorum are prohibited.

Yes; Quorum was present - request is eligible to process

No; Quorum was not present - request is NOT eligible to process

Number of Eligible Members Present *
Sign-in Sheets may be requested for final approval

Number of YES votes * **Number of ABSTAIN votes ***
Sign-in Sheets may be requested for final approval



UPLOAD MEETING MINUTES

Funds Request | Student Life x


rio.hondo.edu/student-life/club-funds-request/

Student Success W... Transportation | Fac... Rio Hondo Email Free Guided Medita... All 34 CliftonStreng... ACCESS RIO Writing tips | UC Ad... Helpful Links - Spiritt Diversity Toolkit: A... Other bookmarks

Email

Date of Fund Request Notification

Upload Meeting Minutes *
Please upload minutes showing proof of approval

 Drop files here or [Select files](#)

Was quorum present? *
Quorum includes 50%+1 eligible members on the official club roster; official meetings without quorum are prohibited.

Yes; Quorum was present - request is eligible to process

No; Quorum was not present - request is NOT eligible to process

Number of Eligible Members Present *
Sign-in Sheets may be requested for final approval

Number of YES votes * **Number of ABSTAIN votes ***

Sign-in Sheets may be requested for final approval

Sign-in Sheets may be requested for final approval

Type of Request *


Cash Advance - Check made out to Advisor Only (Must be completed at least 4 weeks in advance)

Reimbursement - Requires Original Itemized Receipts Only; clubs should pay to third-party vendors whenever possible (Provide receipts to ICC Advisor)

Pay Third-Party Vendor - Must include original invoice and W-9 for new vendors. All orders that do not have sales tax must have the amount accounted for in the quorum vote

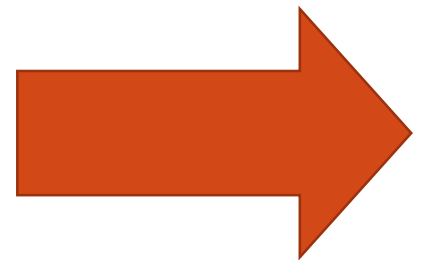
Please Describe the Request for Funds

11:40 AM 2/3/2020



ENTER DETAILS OF THE VOTE

Select files



Was quorum present? *
Quorum includes 50%+1 eligible members on the official club roster; official meetings without quorum are prohibited.

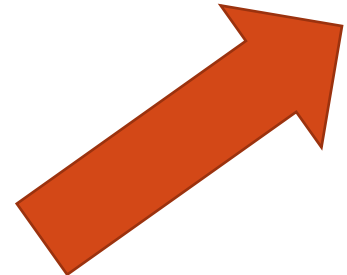
- Yes; Quorum was present - request is eligible to process
- No; Quorum was not present - request is NOT eligible to process

Number of Eligible Members Present *
Sign-in Sheets may be requested for final approval

Number of YES votes *
Sign-in Sheets may be requested for final approval

Number of ABSTAIN votes *

Sign-in Sheets may be requested for final approval



Type of Request *

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- Pay Third-Party Vendor - Must include original invoice and W-9 for new vendors. All orders that do not have sales tax must have the amount accounted for in the quorum vote

Please Describe the Request for Funds



SELECT THE TYPE OF FUND REQUEST AND WHO TO MAKE THE CHECK PAYABLE TO...

Club Funds Request | Student Life

riohondo.edu/student-life/club-funds-request/

Sign-in Sheets may be requested for final approval

Type of Request *

- Cash Advance - Check made out to Advisor Only (Must be completed at least 4 weeks in advance)
- Reimbursement - Requires Original Itemized Receipts Only; clubs should pay to third-party vendors whenever possible (Provide receipts to ICC Advisor)
- Pay Third-Party Vendor - Must include original invoice and W-9 for new vendors. All orders that do not have sales tax must have the amount accounted for in the quorum vote

Please Describe the Request for Funds

Make Check Payable to

Please enter the Amount Requested \$0.00

Payee's Address


Street Address

Address Line 2

City

State

ZIP Code



UPLOAD PERTINENT INFORMATION (EX: INVOICE, CONFERENCE REGISTRATION, OR EVENT FLYER) AND SUBMIT

ZIP Code

Additional Supplemental Forms; invoices, quote, additional information

Drop files here or
[Select files](#)

Third Party Vendor Invoices

Drop files here or
[Select files](#)

Additional Supplemental Forms

Drop files here or
[Select files](#)

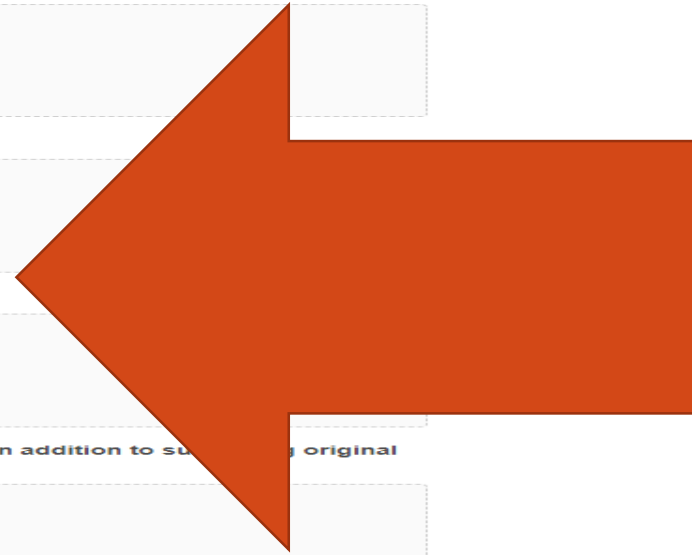
Upload Original receipts, but you may upload copies here in addition to submitting original receipts

Drop files here or
[Select files](#)

Terms & Conditions *
I affirm that the information I have submitted is correct and true. I understand that providing false information may result in the Club's account being frozen, the club being suspended, and possibly individual consequences.

I Agree

[Submit](#) [Send to Advisor](#)



**YOU'RE DONE! ONCE YOUR CLUB ADVISOR
SUBMITS FOR APPROVAL AND **CONFIRMATION
OF ACCURATE MINUTES AND FORMS** ARE
CONFIRMED, YOUR REQUEST WILL TAKE
APPROXIMATELY THREE TO FIVE WEEKS TO
PROCESS AT THE RHC ACCOUNTING OFFICE.**

