HOW TO...

- Start at http://www.riohondo.edu/student-life/
- Click on Club Fund Request Form
COMPLETE THE FORM
PLEASE SELECT YOUR CLUB FROM THE DROP DOWN MENU
INPUT THE CLUB MEMBER(S) INFORMATION

Club Name: 3122 - Paint the 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
UPLOAD MEETING MINUTES
**Enter Details of the Vote**

- **Was quorum present?**
  - [ ] 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**
  - [ ] 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 15% for 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...
UPLOAD PERTINENT INFORMATION (EX: INVOICE, CONFERENCE REGISTRATION, OR EVENT FLYER) AND SUBMIT
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.