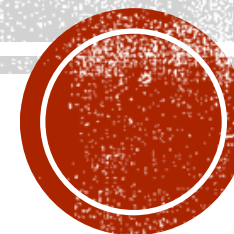


CLUB FUNDS REQUEST FORM

Fall 2025



HOW TO...

- Start at <https://www.riohondo.edu/campus-life/student-life/clubs-organizations/>
- Click on Section Menu and then click on “Club Funds Request”



ADMISSIONS & AID ▾ ACADEMICS & SUPPORT ▾ CAMPUS & COMMUNITY ▾ ABOUT RÍO HONDO ▾

Clubs and Organizations

[Home](#) / [Campus Life](#) / [Student Life & Leadership](#) / [Clubs & Organizations](#)

Get Involved

Find or start a club or organization that aligns with your goals and interests. Río Hondo College has a variety of academic clubs, department/program-based clubs, service clubs, and social clubs.

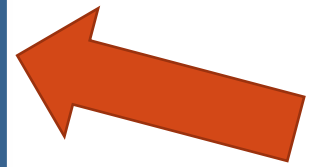
The following clubs are active and chartered as of the spring of 2023. This list is updated every semester after the deadline to charter passes.

▾ Academic Clubs

▾ Department/Program-Based Clubs

Section Menu

Join a Club
Inter-Club Council
[How-Tos for Clubs](#)
Club Funds Request
Event Request Form



COMPLETE THE FORM



ADMISSIONS & AID ▾

ACADEMICS & SUPPORT ▾

CAMPUS & COMMUNITY ▾

ABOUT RÍO HONDO ▾

Club Funds Request

[Home](#) / [Campus Life](#) / [Student Life & Leadership](#) / [Clubs & Organizations](#) / [Club Funds Request](#)

[Section Menu](#)



"*" indicates required fields

Club Name

3290 – Alpha Gamma Sigma

Club Member Information

Name

First

Last

Email



PLEASE SELECT YOUR CLUB FROM THE DROP-DOWN MENU



ADMISSIONS & AID ▾

ACADEMICS & SUPPORT ▾

CAMPUS & COMMUNITY ▾

ABOUT RÍO HONDO ▾

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[Home](#) / [Campus Life](#) / [Student Life & Leadership](#) / [Clubs & Organizations](#) / [Club Funds Request](#)

"*" indicates required fields

Club Name

3290 - Alpha Gamma Sigma

3290 - Alpha Gamma Sigma

3971 - BSU

3017 - Chicana/Latinx Conservation

3195 - Creative Writing Club

3962 - DSPS Student Council

3020 - Foster Minds of Excellence

3013 - Game Arts & Design

3336.4 - Graphic Design Club

3958 - Mock Trial/Pre-Law Society

3973- New Music Collective

3250 - Nursing Club (ADN)

3260 - Nursing Club (NSNA)

3116 - Psychology Club

3122 - Puente Club

3334 - QI

3011 - Student & Parent Connect

3118 - Victory Club

Other

Name

First

Last



INPUT THE REQUESTED INFORMATION

3290 - Alpha Gamma Sigma

Club Member Information

Name

First

Last

Email

Club President Information

Name

First

Last

Email

Date of Fund Request Notification

dd/mm/yyyy



Club Advisor Information

Name

First

Last

Email

Date of Fund Request Notification

dd/mm/yyyy



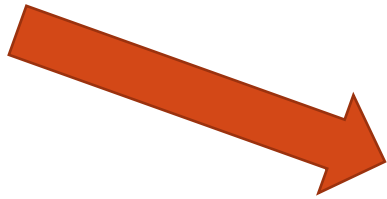
Person
submitting the
form.

Club President
Information

Club Advisor
Information




UPLOAD MEETING MINUTES AND INCLUDE REQUESTED QUORUM AND VOTING INFORMATION



Upload Meeting Minutes *

Please upload minutes showing proof of approval


Drop files here or
[Select files](#)

Max. file size: 50 MB.

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



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

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 vendor 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

00.00

Payee's Address

Street Address

Address Line 2

California

City

State

ZIP Code




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

For reimbursements, you can scan and upload your receipts but also turn in the originals to the ICC Advisor as soon as possible.




Additional Supplemental Forms; invoices, quote, additional information


Drop files here or
[Select files](#)


Max. file size: 50 MB.

Third Party Vendor Invoices


Drop files here or
[Select files](#)

Max. file size: 50 MB.

Scan and upload receipts, but you must submit original receipts to ICC Advisor after submitting this form


Drop files here or
[Select files](#)

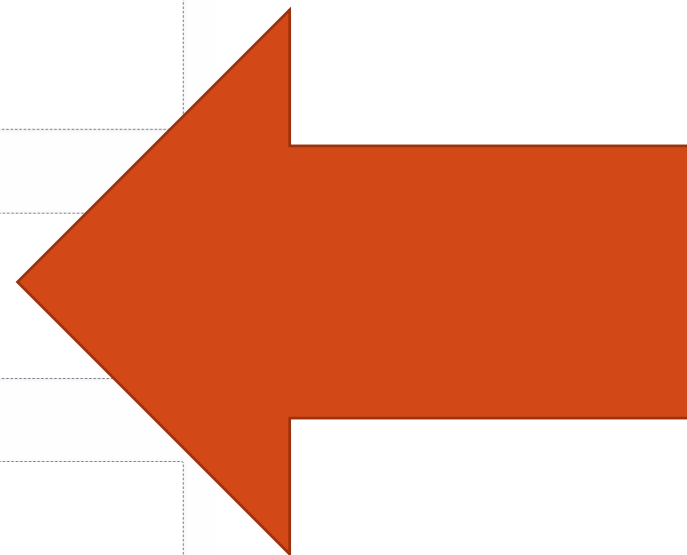
Max. file size: 50 MB.

Terms & Conditions *

I certify 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](#)



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

