



Associated Students of Modesto Junior College

Club Stimulus Package

Fiscal Year 2019 - 2020

Congratulations on opting into the ASMJC Club Stimulus Package! This public funding is specifically intended to broaden your club's reach and exposure on campus while increasing your membership base.

This funding grants \$300 to your club after it has been approved. This funding is available once per semester. This funding does not roll over if it is unused by April 15.

Expenditures must also be for goods and services other than those the school entity should provide from its own funding sources. Those goods and services are the district's responsibility. If the district has paid for the expenditure in the past, or if ASMJC is asked to pay for an item or service because of district budget cuts, it is not an allowable expenditure (California FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide, 2016, p. 185).

Any funding request made by a club will be approved from the Club Development fund and the club must follow all rules and regulations associated with Club Development funds (ie: public funds). Any funding request made on behalf of a club must be made by a club member who is not an ASMJC Executive Officer or Senator.

If funding is approved, it is the responsibility of the organization or individual requesting funding to follow up with all required paperwork for payment processing. No purchases shall be made until funds have been approved and this process is complete. A follow up meeting with Megan in Campus Life (leeme@yosemite.edu) is required in order to complete the paperwork.

Any Club Stimulus Package paperwork submitted is subject to the approval of the ASMJC Executive Board. Executive authority shall be vested in the President who shall be responsible for the enforcement of Student Senate rules and regulations (ASMJC Bylaws: Article II, Section 1, Clause A).

For fall, requests must be received by 11/15 and, for spring, all requests must be received by 3/27. Any paperwork that is incomplete or not processed as of 6/30 will not be processed and will become the club's financial responsibility.

- 1) Name of club: _____ Date submitted: _____
- 2) Club contact person: _____ Contact email: _____
- 3) Semester/Year: _____ Date monetary support is needed: _____
- 4) List of activities with dates/purchases. *
 - _____
 - _____
 - _____
 - _____
- 5) How will these activities/purchases benefit the general student body at MJC?
 - _____
 - _____
 - _____
 - _____

* Please attach a budget breakdown and quotes that show all expenses for activity/purchase.

*By signing below, I certify that the information provided in this document is accurate to the best of my knowledge.
Forms will not be processed without required signatures.*

Club President:			
	Print Name	Signature	Date
Club Advisor:			
	Print Name	Signature	Date

For Office Use Only	
Date Received _____	Staff Signature _____
Request Received by: _____ Approved by ASMJC Executives _____ Denied by ASMJC Executives _____	

Please submit completed forms to the Campus Life & Student Learning Office

Club Stimulus Package Helpful Hints

Checklist

- ✓ Complete club Stimulus Package form (with appropriate signatures)
- ✓ Budget breakdown (include quotes for purchases)
- ✓ Submit to the Campus Life office

Sequence of Events

1. Submit completed Club Stimulus Package form and budget breakdown to the Campus Life office
2. ASMJC Executives review Club Stimulus Package (their meetings happen weekly)
3. ASMJC Vice President notifies club and Megan in Campus Life of approvals
4. Club schedules a meeting with Megan to process paperwork

Do's and Don'ts

- ✓ Please do:
 - Plan ahead
 - Find ways to share your club interests with the campus community
 - Research prices
 - Talk with your advisor and club members
 - Vote on the ideas during a club meeting
 - Follow through with and complete your paperwork meeting with Campus Life
 - Ask clarifying questions
- ✓ Please don't:
 - Plan activities that only benefit you personally
 - Host an event and then attempt to be paid back for it
 - Turn in an incomplete form
 - Wait until the last minute