



Club Forms Matrix

I want to....	Guidelines	Forms Needed	Advance Deadline
Host an event	<ul style="list-style-type: none"> ○ All events must be approved by advisor and Director of Student Life ○ All events must be open to all students and clearly advertised 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Club Reflection Event Evaluation 	3 weeks 1 week post event
Reserve a space (indoor and outdoor)	<ul style="list-style-type: none"> ○ All event spaces must be submitted through the advisor using 25Live 	<ul style="list-style-type: none"> ○ Event Registration Form 	3 weeks
Buy food or refreshments	<ul style="list-style-type: none"> ○ Food can only be purchased as part of a registered club event or meeting ○ The food purchase cannot exceed state per diem for the expected number of individual attendees (must check https://ofm.wa.gov for current rates) 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Club Reflection Event Evaluation 	3 weeks 1 week post event
Purchase supplies, decorations, equipment.	<ul style="list-style-type: none"> ○ Before purchasing supplies or decorations, club must check club storage room first. ○ Equipment purchases \$300+ must be approved as a line item in the club operational or contingency budget 	<ul style="list-style-type: none"> ○ Event Registration Form 	2 weeks
Host a fundraiser.	<ul style="list-style-type: none"> ○ Must follow guidelines as listed in the handbook. 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Fundraiser/Cashbox Request (before and after event) 	3 weeks 3 weeks before and day after event

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Hire a performer or speaker.	<ul style="list-style-type: none"> ○ Students may not contract with existing college faculty or staff during regularly scheduled work period or for services they already offer to the college as part of their scope of work ○ Contracts must be all-inclusive for the final price (ex. meals, accommodations, etc included in final price) ○ Contractors must be able to justify their pricing either through market comparisons, comparable prices charged to other institutions or through publicly posted prices. ○ Contractor must completed all required forms and submit in a proper invoice. ○ Contractors offering kickbacks or other forms of commission are strictly prohibited. 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Performer Agreement Form ○ W9 Form ○ DRS Form if \$600+ ○ Club Reflection Event Evaluation Form 	<p>3 weeks</p> <p>3 weeks (6 weeks preferred)</p> <p>3 weeks (6 weeks preferred)</p> <p>3 weeks (6 weeks preferred)</p> <p>1 week post event</p>
Print and/or laminate posters, print flyers, and/or check out A Boards.	<ul style="list-style-type: none"> ○ Flyers can only be posted in designated areas around campus. ○ S&A fees and Accommodation language must be on all flyers. 	<ul style="list-style-type: none"> ○ Promotional Request Form (online) 	<p>2 weeks</p>

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Purchase club apparel (shirts, hats, scarves, etc)	<ul style="list-style-type: none"> ○ The purchase must be approved as a line item in the club operational or contingency budget. ○ Any imagery on the apparel must be original or copyright free. ○ The apparel must say the club name and “South Puget Sound Community College” or “SPSCC”. ○ Any modification to the campus logo must be approved by the Public Relations Office, please contact Director of Student Life first. ○ Apparel items may not exceed \$25 (printed and shipped). ○ Excess apparel items must be stored with Office of Student Life. ○ Club members may redeem items with valid student ID. ○ Apparel items must be approved, purchased, and procured by the end of Winter Quarter 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Quote/Invoice for items with picture of description 	3 weeks

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<p>Purchase Promotional Materials <i>Items to be given away to the general student population at events and club fairs.</i></p>	<ul style="list-style-type: none"> ○ Any imagery on the items must be original or copyright free. ○ The items must say the club name and “South Puget Sound Community College” or “SPSCC”. ○ Any modification to the campus logo must be approved by the Public Relations Office. ○ Individual cost for promotional items may not exceed \$5 (printed and shipped). 	<ul style="list-style-type: none"> ○ Event Registration Request Form ○ Quote/Invoice for items with picture of description 	<p>3 weeks</p>
<p>Purchase an Award, Prize or Gift Card <i>Prizes or awards won by the student population through college surveys or activities are also considered taxable, and subject to reporting when applicable. There must therefore be a record of all gift cards/certificates.</i></p>	<ul style="list-style-type: none"> ○ Gift cards may not be given as compensation or appreciation for faculty, staff, or other employees of the college. ○ Gift card amounts should not exceed \$25. ○ The method through which a gift card or prize recipient is selected must be clearly outlined in the Purchase Request Form. ○ Recipient information must be provided to the Student Life office once the gift cards has been given out. 	<ul style="list-style-type: none"> ○ Event Registration Request Form ○ Quote/Invoice for items with picture of description 	<p>3 weeks</p>

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Show a film or movie	<ul style="list-style-type: none"> ○ Public movie and film screenings are strictly regulated under law. Any time a club publicly (through flyers, social media, or word of mouth) promotes a screening, rights to show the film must be secured. ○ Film rights typically range from \$500 -\$1000 depending on release date and/or popularity. Please work with the Student Life staff to connect with the appropriate film purchasing company. ○ Certain films and documentaries may be shown at a free or reduced price, particularly those owned by independent or education agencies. ○ The SPSCC library may also have films that groups can show where the institution has already purchased the screening rights. 	<ul style="list-style-type: none"> ○ Event Registration Request Form ○ Invoice 	3 weeks

