



Club Special Account FAQ's

A.S. Forms are located on the A.S. WEBSITE: www.smc.edu/as- Forms & Documents

Q. What is a Club Special Account?

A. It is an Account of funds collected by an individual club through fundraisers, donations, etc. This is not the ICC Allotment Funds allocated to each club per semester, which is additional monies. The Club Special Account money rolls over every year, unless the club is inactive for two (2) years.

Q. How do I find out if my club has a Club Special Account already?

A. Please ask your club advisor to email osl@smc.edu to inquire.

Q. How do we find out how much money is in our Club Special Account?

A. For updates on your balance, please ask your club advisor to email Samya Gobrial at gobrial_samya@smc.edu. In the email, please provide your club special account number.

Q. What if I do not know my Club's Special Account number?

A. Please ask your club advisor to email osl@smc.edu.

Q. Where do we deposit our money earned from our fund raisers?

A. All funds must be submitted to the Auxiliary Office by the club advisor.

Q. Can our club open up our own bank account outside of SMC?

A. No. All club monies must be kept in the SMC Auxiliary Office. The clubs are considered an entity of SMC / AS, and the Auxiliary Office is the designated Accounting Department for its money accounts and monies.

Q. Are there any forms needed to have a club fundraiser?

A. Yes. All club fundraisers must begin with an A.S. Proposal, because the Associate Dean of Student Life must approve all club events or activities whether they are on campus or off campus.

Q. Do we need a proposal if we only want to purchase items, such as T-shirts, Promotional Pens, etc.?

A. No. You only need a proposal if you are having an event / activity or you are using your ICC Allotment / requesting additional A.S. Funds.

Q. How do we get money out of our Club Special Account?

- A.
1. Approve the purchase at your club meeting.
 2. Create Club Minutes or download the Club Minutes form from the A.S. Website.
 3. The club minutes must show the members names that were present at the meeting and the actual vote on the purchase requested.
 4. The club minutes must have the FT Advisor's signature and one of the club officer's signature & title.
 5. Complete an A.S. Requisition and attach club minutes and other required documents.
 6. Please follow the instructions on the individual forms.
 7. There are example proposals & requisitions on the AS Website (Forms & Documents).