

Guide to Campus Organizations
Claremont McKenna College



Associated Students of Claremont McKenna College

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I. Campus Organization Classifications

There are two types of classifications for campus organizations operating at Claremont McKenna College. The first is the '5C' classification. 5C organizations serve the entire consortium and can include membership from Claremont McKenna College, Pitzer College, Scripps College, Pomona College, and Harvey Mudd College. The second is the 'CMC' classification. CMC organizations only operate on CMC's campus and only consist of membership of CMC students. For the purpose of this guide, all future sections will have further subsections for the different protocols between 5C and CMC organizations. There are over 227 5C organizations and over 40 CMC organizations.

II. Starting a Campus Organization

5C

To begin a 5C organization, you must check CollegiateLink, which can be accessed through the CMC Portal. Once in CollegiateLink, you can look through the existing 5C organizations to see if a similar organization already exists. If you are ready to begin a 5C organization, there will be a link on the left sidebar to guide you through the process. If the submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization. You will receive an email confirming your submission of this form. Once your submission is reviewed, you will receive another email approving your club/org as a registered group or denying your request and telling you what you need to do differently in order to be registered. In the profile section, you don't need to fill in an address for your group, but you do need to list a contact phone number and email. When it asks for the "web site URL" this will be a word/words that easily identify your group. It will appear at the end of your group's CollegiateLink web address. (Example: claremont.collegiatelink.net/organizations/YOUR-GROUP-NAME-HERE) You **MUST** submit a Constitution and Bylaws document with this registration form (you will be given the opportunity to upload it). Your Constitution **MUST** have a Non-Discrimination clause in it. For more on this, see the "How to start a club" link on the home page. Email ellie.ash-bala@pomona.edu with questions about registering a 5C organization.

CMC

To begin a CMC organization, you must check the ASCMC website, which can be accessed at www.ascmc.org. Under the club section of the website, you can look through the existing CMC organizations to see if a similar organization already exists. If you are ready to begin a 5C organization, there will be a link on the club page or a link on the website navigation bar under Clubs that is called Articles of Recognition. Once the Articles of Recognition document is completed, you must submit the application to the ASCMC Campus Organizations Chair electronically. You **MUST** submit a Constitution and Bylaws document with this registration form. Once your submission is reviewed, you will receive another email approving your club/org as a registered group or denying your request and telling you what you need to do differently in order to be registered. Email wsu16@cmc.edu with questions about registering a CMC organization.

III. Requesting Funds

5C

5C Budgeting takes place every Spring, usually in the month of April. The ASCMC Campus Organizations Chair will announce the start of sign-ups for 5C budgeting through a school-wide email. 5C Campus Organization leaders will need to sign up for a Budget Hearing time at the ASPC Office (Smith Campus Center 244) during the announced sign-up period. Presentations will consist of a 5 minute presentation and 5 minutes for questions. Delegations from all five colleges will be present at the Budget Hearings.

If you have recently started a 5C organization or miss the annual 5C Budgeting cycle, your 5C organization must request funds from each college individually. The appropriate contacts for each college are as following: Pomona College, ASPC Vice President or ASPC Commissioner of Clubs and Sports; Claremont McKenna College, ASCMC Campus Organizations Chair; Scripps College, CLORGS Chair; Harvey Mudd College, ASHMC Treasurer; Pitzer College, Pitzer Senate Treasurer.

CMC

CMC Budgeting takes place every Spring, usually in the month of April. The ASCMC Campus Organizations Chair will announce the start of signups for CMC budgeting through a school-wide email. CMC Campus Organizations leaders will need to sign up for a Budget Hearing time at the provided electronic link. Presentations will consist of a 10 minute presentation and 5 minutes for questions. A delegation appointed by ASCMC will be present at the Budget Hearings.

If you have recently started a CMC organization or miss the annual CMC budgeting cycle, your CMC organization must request funds directly from the ASCMC Campus Organizations Chair. CMC Budgeting also takes place in the Fall, usually in the month of September. Fall budgeting is only open to new CMC organizations or CMC organizations that missed Spring budgeting of that year. The process for Fall budgeting is the same as Spring budgeting.

Campus Organizations Discretionary Fund

The ASCMC Campus Organizations Discretionary Fund is available to both CMC and 5C organizations requesting additional funds, or new organizations that have no formal budget. To access these funds, please visit the ASCMC website at www.ascmc.org. Under the Club navigation bar, there is a link called CO Discretionary Application. Please complete the form and submit electronically to the ASCMC Campus Organizations Chair.

ASCMC Senate

The ASCMC Senate has a budget that is available to all students attending Claremont McKenna College including members of 5C organizations. To start the process of submitting a funding request please contact the Senate Administrative and Budgetary Affairs Committee Chair.

IV. Reimbursements

5C

- 1) First, you will need to create authorized signers for your account in the ASPC Office. To do this, the authorized individuals must be marked as officers (President, VP, Treasurer, etc.) on your CollegiateLink roster. Once your officers are listed on your CollegiateLink roster, they will need to come into the ASPC Office to sign the signature card for your organization.
- 2) Then club members can turn in their receipts to you or another authorized signer on your account and you can bring them into the ASPC office and fill out a check request form and sign it and turn it in. A check will be sent to the address you put on the check request.
- 3) Another option is for the club members to bring their receipts directly to the ASPC office, fill out their own check request form, and then leave it here for an authorized signer to come in and sign before it can be processed. Each club has a folder in our files where club members can drop off receipts and check request forms. It's really up to you how you want your club members to do it.
- 4) Gas reimbursements: We reimburse 25 cents/mile. There is a mileage reimbursement form that you can fill out where you will list the starting location, ending destination and total miles driven. (Note: OTL only reimburses 15 cents/mile to keep their costs down and provide more reimbursement to more people. They also have a max reimbursement of \$75/trip regardless of miles. You are welcome to do less than our 25 cents/mile if you want to. It's up to your discretion.)

CMC

Reimbursements should be submitted electronically to ascmccfo@cmc.edu. The reimbursement form can be obtained by emailing the ASCMC Chief Financial Officer or on the ASCMC website under Reimbursements. The reimbursement rules for the 2013-2014 year are as follows:

Club Specific:

1. Requests must only be submitted by, at most, two pre-designated representatives from each club [this does not mean they are the only people that can be reimbursed, but that they are the only ones who can submit the reimbursement for themselves or for another person]. These two representatives must attend the beginning of the semester "Club Reimbursement Workshop."
2. All club expenses must further the mission of the club; The ASCMC CFO and Campus Organizations Chair reserve the right to deny reimbursements that

violate this rule (contact them before your purchase if you are unsure whether it is a valid one)

3. No more than 15% of any club account may be spent in the last month of the academic year, unless the spending is pre-approved by the CFO and CO Chair for a specific event planned in advance. This pre-approval must be done before the last month of school.

4. Any purchase of alcohol using club funds must substantially further the mission of the club and receive pre-approval by the CO Chair.

5. If any club has more than 3 inaccurate submissions that are denied as a result [i.e. no receipt attached, incomplete description of event etc.] then the club will no longer be able to submit reimbursements through the online system for the rest of the year. They will be required to submit them on paper by requesting the proper forms from the CFO and will need to turn them in during the CFO's office hours.

Profits, Gas, and Equipment:

6. Any profits from clubs, tanks etc. must be sent through ASCMC and will be placed in the respective funds account. If profits are retained, this may restrict that accounts fund for the current year and potentially for years going forward.

7. ASCMC cannot reimburse gas. Mileage reimbursements must be submitted with a map to the destination, an explanation for the event, the number of students in attendance, and at most will be subsidized for 55 cents per mile.

8. Any equipment (i.e. anything non-perishable), which is purchased with ASCMC funds becomes property of ASCMC and must be surrendered upon the request of an ASCMC Officer. Failure to comply is considered theft from the Corporation, and offenders will be prosecuted under ASCMC and/or CMC codes and procedures, and/or under local, state, and federal law. (Subsidized t-shirts or other items that are previously approved are an exception to this policy)

General Submission:

1. Requests for reimbursement must be submitted no later than 2 weeks [14 days] after the date of purchase. Reimbursement requests for purchases older than 2 weeks [14 days] may be denied without pre-approval from the CFO with an explanation of why the request is late.

2. All receipts must be clearly readable and comprehensible. The receipt must be right side up in the picture submitted. If a receipt is not itemized, attach an itemized list. If there is not receipt, you must fill out a "receipt form" and submit it along with your request. This form can be found on the ASCMC website or from emailing ASCMCCFO@cmc.edu

3. If a request does not include every item on a receipt, highlight, circle, or otherwise indicate which items are to be included in the reimbursement.
4. If multiple receipts and/or invoices are attached to a request, include a recap showing a break-out of the receipts on a separate picture upload and how the total amount was achieved. (In math class, this would be “showing your work.”)
5. If a receipt or invoice indicates a name other than the check request payee, please include an explanation to the request.
6. If a check needs to be reissued for any reason under the submitter’s control [i.e. the payee name is wrong, the address is wrong etc.] and the check written cannot be returned/found for any reason, then the total reimbursement amount will be reduced by the amount charged to ASCMC for placing a stop payment on the check.
7. ASCMC can write checks directly to a business or individual. Such a request must be processed as any other check request would be, with an invoice attached and the name and address of the business/individual to be paid. To be approved by the CFO, these requests must generally be greater than \$1000 or have a compelling reason why they should not go through the typical reimbursement system.
8. ASCMC reserves the right to deny any request for reimbursement
9. ASCMC may only reimbursement alcohol for a person who is 21+ years old
10. All reimbursement requests must be submitted by the due date at the end of each semester as determined by the CFO. The deadline for fall semester is December 12th, 2013 at 3:00pm. The spring semester deadline is TBD.

Services Provided:

11. Anything that is provided for a fee and does not produce a physical product (i.e. food, lights, a trophy, etc.) is considered to be a service. Items which fall under the “Services” category include bands, D.J.’s, and bus rentals.
12. W9 forms must be sent into ASCMCCFO@cmc.edu, or on file in the ASCMC Office, for any request for services. If you are unsure whether a W9 is on file with

ASCMC, email the Chief Financial Officer: ASCMCCFO@cmc.edu. When in doubt, however, it is best to attach a new form. Please email the CFO to receive this form.

Response time:

13. You must wait at least 2 weeks before checking-in on a reimbursement. If you do not have enough liquidity to wait this long, you should consider having someone else pay. If that is not an option, then you must notify the CFO ahead of time and ask about the possibility of receiving a reimbursement sooner than 2 weeks.

14. Before checking-in with the CFO, you must first go to the ASCMC CO Chair.

15. Requests that meet all requirements and provide all proper information should be processed within a week.

16. The CFO will announce office hours in a school-wide email at the beginning of each semester. If you are particularly eager to receive a reimbursement quickly, you may stop by office hours to see if the CFO can write you your check for you to pick up immediately. This will only be possible, however, if all pre-approvals by other ASCMC Board members have been made.

V. Registering Events

If your campus organization would like to register an event on CMC's campus, the necessary paperwork can be found at:

<https://www.claremontmckenna.edu/dos/sao/Forms/Event%20Reg%20Form.pdf> and the event guidelines at:

<http://www.cmc.edu/dos/sao/Event%20Registration%20and%20Hosting%20Guidelines.pdf>.

This paperwork includes reserving a room to use for meetings or other purposes.

VI. Club Fairs

5C

In order to register for the annual 5C Organizations Turf Dinner in the Fall semester, your organization must be officially recognized as a 5C Organization. 5C Organization leaders can sign up for the Turf Dinner on CollegiateLink or by visiting the ASPC offices.

CMC

An invitation to the annual CMC Campus Organizations Fair in the Fall semester will be sent out to CMC campus organization leaders by the ASCMC Campus Organizations Chair. To inquire about a spot at the annual CMC Club Fair, please contact the ASCMC Campus Organizations Chair.

VII. 2013-2014 Important Contacts

ASCMC CAMPUS ORGANIZATIONS CHAIR

WILLIAM SU WSU16@CMC.EDU

ASCMC CHIEF FINANCIAL OFFICER

JASMINE DILUCCI JDILUCCI14@CMC.EDU

ASCMC ADMINISTRATIVE AFFAIRS AND BUDGETARY CHAIR

AVIV CASPI ACASPI16@CMC.EDU

ASPC VICE PRESIDENT OF FINANCE

ERIC MARTÍNEZ VPFINANCE@ASPC.POMONA.EDU

SAS CLORGS CHAIR

MIA PECORA CPECORA8665@SCRIPPSCOLLEGE.EDU

PITZER SENATE TREASURER

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