

CLUB ADVISOR INSTRUCTIONS

Reserving a Room

Student Center: Justin Ford 360.442.2440 jford@lowercolumbia.edu	For all other locations: Diane Bartlett 360.442.2510 dbartlett@lowercolumbia.edu
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Booking Entertainment or Speakers

Submit the following forms to Justin Ford a minimum of three weeks prior to the event.

- Performance Agreement (Contract)
- A-19 Invoice Voucher
- W-9 Request for Taxpayer ID

Arranging Travel

Before the Trip

- Prior Approval for Travel must be completed and turned in to Justin Ford a minimum of two weeks prior to travel date.
- Along with the prior approval there must be an agenda, itinerary, or event registration and a list of students, faculty, and staff that are traveling. *It is the Advisors responsibility to ensure that all individuals traveling are currently enrolled students or current faculty/staff.*
- If any students are driving they must turn in a separate Prior Approval for Travel and a signed Privately Owned Vehicle Travel Authorization form along with a copy of their driver's license and current insurance card. This must be done a minimum of two weeks prior to the travel date. ** *Note: A student is only eligible for travel reimbursement if there is a need for a second driver or if there is a medical condition that that cannot be accommodated for. The student must have permission from both the advisor and the Director of Student Programs. ***
- All students must have a signed Informed Acknowledgement of and Consent to Trip Hazards and Risk form. All signed forms must be turned into Just Ford prior to leaving on any trip.
- In order receive a cash advance for any trip a Travel Authorization form must be completed and turned in a minimum of three weeks prior to the travel date.

After the Trip

- The advisor must complete a Travel Expense Voucher (TEV) and turn it into Justin Ford within a week of returning.
- All receipts from the trip must accompany the TEV form.
- Any receipts for food purchases must have list of all individuals who ate.
- If a student driver needs reimbursement they must fill out a separate TEV form, have the advisor sign it, and turn it into Justin Ford.
- Any unused cash from an advance must be deposited with cashier and the deposit slip turned in with the TEV form.

Arranging Transportation and/or Hotel Accommodations

Club Advisors are responsible for all transportation and hotel accommodations

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- To reserve a motor pool vehicle (car and van) contact Shelly Franz in Campus Services, sfranz@lowercolumbia.edu , 360.442.2261.
- For airline tickets contact Sandie St. Onge in the Admissions Center, stonge@lowercolumbia.edu , 360.442.2300.

Required airline travel information

- Full name as shown on government issued ID
- Birth date
- Gender
- Emergency contact information
- Preferred flight(s) including: airline, date, time, and seating preference
- Student/Staff ID number

Purchasing

Advisors can check out a Visa card from Justin Ford for making purchases.

- The card must be returned within a day, unless other arrangements have been made, along with all receipts.
- Write the club name and budget number on top of all receipts.
- If food was purchased there must be a list of all who ate. If the food purchase was for a campus wide event, the event name must be on the receipt.

Cash Reimbursement

- If a purchase is under \$50 the advisor or student can be reimbursed using a petty cash form.
- If the purchase is greater \$50 a Purchase Requisition form must be filled out.

(Both forms can be picked up in either the student activities or business office and require the Director of Student Programs signature)

Fundraising

- All fundraising must be approved by the CCOC advisor and the Director of Student Programs.
- If you use the clubs 264 account for seed money then all raised funds must be deposited back into the 264 account. This account does not roll over into the next fiscal year.
- If you use the clubs 265 account for seed money then all raised funds must be deposited back into the 265 account. This account does roll over into the next fiscal year.
- A deposit slip can be pick up in the Student Activities office. Once the funds have been deposited with the cashier you must bring the deposit receipt back to the Student Activities office.

For Questions Please Contact:

Justin Ford, Program Coordinator Student Activities

360.442.2440

jford@lowercolumbia.edu

