

Diablo Valley College

Student Life Best Practices Guide by Students for Students

for

Clubs and Advisors



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ICC Club Fund Request Step by Step Procedure

- All ICC fund requests are for a maximum of \$3000 per event. If more than \$3000 is needed, clubs may request additional funding from ASDVC (as a 2nd Fund request for the same Event.)
 - All ASDVC Fund requests are for requests that exceed \$3000 ICC maximum. Clubs can request a maximum of \$5000 from ASDVC. Clubs can get a maximum of \$8000 total from ICC and ASDVC combined.
- What types of club events qualify for ICC/ASDVC Funds?
 - DVC events with food
 - Conference registration, travel and associated meals
 - Guest Speakers
 - Club related apparel
- What is the time frame?
 - Submit the fund request and companion event request using the following **required timeline** that allows sufficient notice for scheduling all logistics:
 - 4 weeks for all events that include food catered by DVC
 - 6 weeks for all events that include food outside of DVC
 - Separate guide for [Health Department on Food Permit](#)
 - Application fee \$45 dollars for each event (work with Student Life Club Coordinator).
 - Clubs that don't have funds for the permit need to request funds from ICC to pay for the application fee.
 - 4 weeks in advance of most events e.g. Apparel, On-campus social Events w/food, paid Guest speaking events during your Club meeting to allow for funding approval and check request.
 - In-state travel allow at least 6 weeks prior to departure date
 - Out of state travel begin the fund request process at least 3 months in advance because the College President must sign off and the District Governing Board must approve all Out of State Travel.
 - AB 1887 prohibit the use of 4CD funds for students and staff to travel to states that discriminate against the LGBTQ+ community. These states are: Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas and West Virginia.
 - Allow at least 2 weeks after [all documents have been submitted to Student Life Office](#) to receive a check with funds.
- All ICC Fund requests must be submitted on the **DVCsync Finance Tab Budget Fund Request** ([YouTube Video](#)) before the weekly deadline to get on the following week's Ways & Means Committee Agenda.

- All fund requests must be reviewed by the ICC Ways and Means Committee for first read within an agenda request before the weekly deadline to get on the following week's Ways & Means Committee Agenda.
- Ways and Means Chair will notify the ICC Chair to add the fund request on the ICC General Agenda for the 2nd read. Only if, the 1st read of funds was approved by Ways and Means Committee.
- All fund requests must be approved by ICC General Board at the ICC General meeting; Student Life Program Coordinator and/or Manager provides final approval for all Fund requests.
 - What type of event is it?
 - A conference?, Apparel?, Field trip?
 - Make sure to follow the corresponding steps for each one of those events
 - Detailed lined item budget needed. See [YouTube playlist videos](#)
 - Fund Request ([YouTube Video](#))
 - California taxes need to be included in the budget breakdown. Conference entry or registration fees doesn't usually charge taxes.
- All apparel should be linked with/to an event request!
 - What is the reason for the apparel?
 - Apparel will be used for activities that are around advocacy and promoting the clubs.
 - That is a valid activity
 - Please limit to one piece of apparel
 - See below for next steps

Collect this information **before** you submit your Event and Funding Request

Apparel Ordering 101 (Club/Non-club)

T-Shirts

- Any club that would like to design and print club t-shirts must submit a [Create an Event form](#) on [DVCsync](#) to the Student Life Office and attach the artwork and design of the t-shirt/apparel.
- Once your club's t-shirt design is approved by the Student Life Manager and/or Club Program Coordinator the club will be notified and can proceed with the order.
- Artwork and designs that include the DVC Logo or wording "DVC" or "Diablo Valley College" must be in accordance with the [DVC Branding Style Guidelines](#) and pre-approved by both the DVC Marketing Department and the Student Life Office.

IMPORTANT:

****Apparel must be linked to activity occurring around advocacy of club/ organization****

Step 1: Sketch the Design (2 weeks)

- Things to consider:
 - a. Garment color
 - b. Design Ideas:
 - Different combination
 - Logo+ Words (i.e. name of club) etc.
 - c. Abide to style code (if any)
- BE CREATIVE
- Keep club members engaged! Ask club members' ideas
- Get approval from advisor

Reference (Tools/ website): canva.com/ Adobe Photoshop

Step 2: Determine Your Vendor (5 days)

- Things to Consider:
 - a. Price
 - b. Shipping fee
 - c. Location for pick up
 - d. All shipping must be sent to Diablo Valley College (consider shipping cost/s)

Reference (Tools/ website): <http://www.eastbayscreenprinting.com/> (local California vendors)

Step 3: Get a Quote (3 days)

- Submit design via online system

- Or contact the vendor via email (if there is any special request)
 - Brand choice (check catalog or ask through email)
 - Color
 - Quantity for each size (approximation among the club)
-

Step 4: Request invoice and signed W-9 from the vendor

Step 5: ASDVC Check Request Process

Forward the ASDVC Check Request and attach the following: invoice, W-9, ICC to Student Life Office (immediate after ICC/ASDVC approve funding request/s)

- Forms to be completed & submitted [check list](#) and [check request form](#):
 - ASDVC Check request Form
 - Club Minutes
 - ICC Minutes
 - W9 Form
-

Step 6: Confirm and Finalize the Vendor Mockup (1 week)

- Things to consider:
 - Length/ width of logo (BOTH BACK & FRONT)
 - Measure from bottom of collar seam
 - DO NOT measure from shoulder (size will vary)
- DO NOT rely on mockup form (not on scale)
- Measure with real clothes (by yourself or volunteer)
- DO NOT confirm edit log until final decision
- Contact the Student Life Office if you have questions or need assistance.

EXAMPLE on following page

**PLEASE REVIEW GARMENT QUANTITIES/COLORS/SIZES BELOW
WE CAN NOT BE RESPONSIBLE FOR ERRORS IN QUANTITY/COLOR/
SIZE/STYLE ONCE APPROVED**



Shirt color is representative only. Artwork to scale for Adult Large size shirt.
Measurements are from bottom collar seam. All art scaled to fit smallest garment size of order.

Step 7: Confirm Design (immediate after step 5)

- Order should be complete in ~10 days
- Be sure to ask the vendor about estimated shipping and arrival date/s.
- All shipments are delivered to DVC 321 Golf Club Road, Pleasant Hill, CA 94523.
Warehouse-->Student Life Office
- The DVC Business Office requires all items ordered MUST be delivered to the college and not personal addresses.

Estimated Time of Arrival: Allow approximately two to three weeks for arrival of merchandise.

Requesting funds from ASDVC through the Budget Oversight Committee (BOC)

- Funds may only be requested by clubs from ASDVC in addition to \$3,000 requested from ICC.
- The maximum amount that on-campus clubs or non-club campus organizations can request from ASDVC is \$5,000
- Fund requests must be reviewed by the BOC and approved by the ASDVC no later than 7 days in advance of the event

Step 1: Create a Detailed Budget Breakdown

- Submit a line item budget of all items to be purchased
- ADD - All clubs that have annual events may request a line item to pre-approve funding each spring for the following year's budget.

Step 2: Submit a Fund Request Form on DVCsync Finance Tab

- Attach the line item budget on DVCsync Finance Tab Budget Fund Request – [YouTube video](#)
- Must email the ASDVC Controller DVCAScon@dvc.edu agenda request no later than 12 pm of the Friday prior to the Budget Oversight meeting the following week you plan to present at
 - BOC Chair submits item to the ASDVC President DVCASpre@dvc.edu for General Board Agenda
- A 2/3 BOC roll-call vote approves the fund request moves forward to the ASDVC General Board
 - The BOC may recommend a different fund allocation amount to the ASDVC, but the original amount requested will be presented as well.

Step 3: Obtain approval from the ASDVC

- For fund requests under \$3,000:
 - Must be approved by a majority ASDVC vote.
- For fund requests over \$3,000:
 - Must be discussed at 2 consecutive ASDVC meetings.
 - At the first meeting, the fund request will be a discussion item. At the second meeting, the fund request will be an action item.
 - In order to approve funds, there must be a 2/3 majority vote by the ASDVC Board.
 - ASDVC may request an additional week for discussion by a 2/3 majority vote.

Preference will be given to fund requests that adhere to the [Budget Code](#) Appendix A (more likely to have fund requests approved).

Sample budget spreadsheet (template also located in the DVCsync Budget Request).

DVC Hackathon

Snack: Welch's Mixed Fruit Snacks Family Size (90-count)	Cost Per Item (Inc Tax)	Units	Total	Funding Source
Lunch Day 1: Cafeteria	\$8.00	110	\$880.00	ASDVC, ICC
Dinner Day 1: Cafeteria	\$8.00	110	\$880.00	ASDVC, ICC
Lunch Day 2:	\$8.00	110	\$880.00	ASDVC, ICC
Dinner Day 2:	\$8.00	110	\$880.00	ASDVC, ICC
Snack: Frito Lay Variety Mix (18-count)	\$10.98	12	\$131.74	ASDVC, ICC
Snack: Welch's Mixed Fruit Snacks Family Size (40-count)	\$8.23	5	\$41.14	ASDVC, ICC
Snack: Nabisco Classic Mix Variety Pack (20-count)	\$8.78	11	\$96.56	ASDVC, ICC
Beverages: Coke (24-count)	\$11.20	2	\$22.40	ASDVC, ICC
Beverages: Fanta (12-count)	\$6.24	4	\$24.95	ASDVC, ICC
Beverages: Sprite (24-count)	\$11.20	2	\$22.40	ASDVC, ICC
Beverages: Water (40-count)	\$5.40	10	\$54.00	ASDVC, ICC
Balloons	\$30.00	1	\$30.00	ASDVC, ICC
Photobooth backdrop	\$300.00	1	\$300.00	ASDVC, ICC
GE 6-Outlet 20ft extension cord	\$22.87	10	\$228.70	ASDVC, ICC
Retractable Banner	\$125.00	2	\$250.00	ASDVC, ICC
Posters	\$0.60	50	\$30.00	ASDVC, ICC
Stickers	\$100.00	1	\$100.00	ASDVC, ICC
Name tag stickers (80-count)	\$7.00	3	\$21.00	ASDVC, ICC
Scotch Tape (3-Count)	\$2.24	3	\$6.72	ASDVC, ICC
Sharpie (5-count)	\$4.86	1	\$4.86	ASDVC, ICC
Mailchimp account	\$17.00	1	\$17.00	ASDVC, ICC
Website Domain + Hosting (http://vikinghacks.com)	\$35.88	1	\$35.88	ASDVC, ICC
Police Service	\$35.00	16	\$560.00	ASDVC, ICC
Custodial Service	\$35.00	16	\$560.00	ASDVC, ICC
Media Service	\$35.00	16	\$560.00	ASDVC, ICC
TOTAL			\$6,617.33	ASDVC, ICC

Funding Source	Cost (*Tentative)
ICC	\$2,991.09
ASDVC	\$3,626.24
Total Covered	\$6,617.33

Funding Source	
Funding Source	Cost (*Tentative)
ICC	\$2,991.09
ASDVC	\$4,876.24
Total Covered	\$7,867.33

ASDVC Check Request Process

Please note the following:

- ▶ The Student Life Office processes ALL payments for recognized clubs to vendors, on campus departmental invoices (e.g. Food catering, tech support, Custodial services) and individuals for reimbursements.
- ▶ **DO NOT spend personal funds without checking with SLO first** in order to ensure that you will be reimbursed.
- ▶ Payment Procedure to use your Club's ICC or ASDVC Approved funding request: Once your ICC/ASDVC Fund request is approved, you must immediately submit a completed Check Request Form AND the required backup documentation listed on the Check Request checklist: [Download checklist here](#)

Download a [fillable PDF Check Request form](#) from the Student Life web page or here:

Hard copies of the Check Request form can also be obtained in the Student Life Office

- Complete a Check Request form (with Club Advisor's signature and Club President's (or designee) signature).

For Direct Vendor payment

- Attach an itemized Vendor invoice indicating the quantity, the price per item, line item indicating CA Sales tax and a sum of the total amount.
- Attach a W-9 Form signed-off by the Vendor [Download W-9 form here:](#)
- Attach a copy of the ICC and/or ASDVC meeting minutes Approving the fund Request (if using ICC/ASDVC approved funds)

AND/OR

- Attach a copy of the club's minutes (if using club funds); with expenditure approval and dollar amount listed
 - NOTE: Minutes must clearly indicate items to be purchased/reimbursed and specific amounts and approved prior to spending the funds; retroactive approvals are not allowed.

For Reimbursement

- Attach original receipts (copies will not be accepted)
- Attach a copy of the ICC and/or ASDVC meeting minutes Approving the fund Request (if using ICC/ASDVC approved funds)

AND/OR

- Attach a copy of the club's minutes (if using club funds); with expenditure approval and dollar amount listed
 - NOTE: Minutes must clearly indicate items to be purchased/reimbursed and specific amounts and approved prior to spending the funds; retroactive approvals are not allowed.
- Reimbursements will be for the approved amount only, for example if the budget was approved for \$300 but ended up costing \$303, the reimbursement will be \$300.

- Reimbursements/payments will only be made for official activities approved by Student Life and for items that were approved by the club/ICC/ASDVC prior to event date.

DVCsync Student User Directory

- DVCsync
- Search for clubs/organizations
 - Here you can go over the 40+ organizations/clubs DVC has to offer to their students
- Memberships:
 - You can see all of your current memberships with the clubs at DVC
- All events:
 - Here you can see the upcoming events from the many DVC clubs happening within the following 2 weeks.
- Latest News:
 - Articles posted by DVC clubs or Organizations containing relevant information for students and staff members
- Campus Link:
 - Here you will find many useful links for opportunities DVC provides
 - Clubs Q&As
 - College Event Calendar
 - Facebook
 - Tutoring
- Inside a specific club
 - Here you can find:
 - Summary/Description of the club
 - Contact Information
 - You can contact the club directly on the “Contact button” on the top right corner
 - Photos from the club’s events
 - Upcoming events
 - Current Officers
 - Advisor, Co-advisor, President, VP, Secretary, etc.
 - You can also view the entire membership of the club
 - Club’s articles
 - Articles that the club itself has posted
 - Club’s documents
 - Such as:
 - Agendas
 - Minutes
 - Bylaws
- Organizational Tools: (only available for club officers)
- Roster:
 - Here is where you can invite new/prospective members to join your club as official members on DVCsync

- You (in case you are an officer with full access to your club) can manage the membership of your club
 - Add/Delete members
 - Add the President (or another officer) as the primary contact person for your club
 - Position your club executive members at the main front of your club with their corresponding positions
 - Check the pending/prospective members status of your club's members
- About:
 - Here, you can add:
 - Summary/Description of your club, including meeting time, day and location or type (in-person, hybrid or online)
 - Contact Information - Such as Address, Phone, fax, email, etc.
 - If applicable, an external website
- Events
 - Here is where you can:
 - Create an event
 - Check the future/current projects happening at your club
 - Check on the status of your project: Approved? Pending? Denied?
 - See the number of attendees
 - Invite new people to those events
- News
 - Here is where you can:
 - Create articles related to your club
 - Check articles that your club has posted in the past
 - Inside the article:
 - You can create a summary
 - You can create the body of your article
 - Add links: Possibly a zoom link
 - If you want, you can also add the agenda of your club if applicable.
- Gallery
 - Here is where you can:
 - Create a new album for new pictures
 - Upload photos that were taken that relate to your club
 - You can also check the photos of your club posted in the past
- Documents
 - Here you can:
 - Add files or create new folders
 - Upload your weekly agenda as well as your agenda minutes
 - Upload your club constitution

- This is the section where all the important documents from your club you need to store/archive.
- Forms
 - Here you can:
 - See the pending forms that you (as a club) or your club advisor needs to fill out
 - Renewal is not under forms, instead, is an actual separate process: A Returning Club Registration
 - You can also see the accepted/approved forms
 - Also, find some very useful forms
 - For example:
- Elections
 - Here you can:
 - You can create an election
 - This is usually done in the spring semester when new officers are going to be needed.
- Finance
 - Here you can:
 - Create a fund request
 - Check your club's account balance
 - Check on pending fund requests
- Service Hours
 - Here you can:
 - Get recognition from Volunteering Services
 - Community Service

Diablo Valley College General Q & A

- Questions on registration and school tuition?
- The How-to series: <https://bit.ly/3gpP1nz>
- Want to watch our past events?
- Check out Diablo Valley College Youtube channel: <https://bit.ly/2YwqYrq>

Q: How can I stay engaged with DVC clubs/ activities

A: Check out DVCSync (<https://bit.ly/3kfXlgb>)

If you are a freshman/ new student...

Q: Where can I access DVCSync?

A: <https://bit.ly/3ERfA92>

Q: How do I set up my personal profile and privacy settings on DVCSync?

A: <https://bit.ly/3o0PCJq>

Q: How do I find clubs and sign up as a member?

A: <https://bit.ly/3bUULNi>

Q: How do I find events and workshops on DVCSync?

A: <https://bit.ly/3kgyz4R>

If you are a club officer...

Q: How do I register a new club?

A: <https://bit.ly/3o4aBLv>

Q: How do I submit a budget funding request?

A: <https://bit.ly/3qhvd5G>

Q: How do I manage a club roster?

A: <https://bit.ly/2YthPQq>

Q: How do I register my club/ organization?

A: <https://bit.ly/3qk5YQb>