**Modesto Junior College** **Associated Students**

**Prepared by: MJC Business Services**

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**Event Management Procedures**

 **Events Management Policies and Procedures:**

The Events Management Policies and Procedures are designed to help ASMJC hold events as fairly and efficiently as possible while keeping the College’s core mission in mind.  Events should strive to further scholarships, research, and teaching; enhance students’ academic and personal growth; support our vibrant culture of inclusion; strengthen our community as a whole.

1. All events must be approved by the ASMJC Student Senate/Clubs through the minutes, at least, fifteen business days prior to the event.
2. An ***Activity Sheet Form*** must be completed for any event.
3. For Fundraising events, a ***Fund Drive Form*** must be submitted to the Facilities Office prior to the event(*Form is available for pick-up at the Facilities Office*)
4. The student organizations may request an array of services and spaces through the Facilities Office.
5. A copy of the organization’s Minutes **(*please* *include budget breakdown*)** and Activity Sheet Form must be submitted to the Facilities Officer prior to any reservation.
6. All space requests are reserved on a "first come, first serve basis."
7. Allow up to two weeks for a request to be processed through the Facilities Office.
8. Cancellations must be made two days before your event and should be communicated to the Facilities Office.
9. Please note the total number of attendees must not exceed the designated capacity of the spaces(s).
10. Any guest of the organization may not be disruptive or disturb other guests and employees of the District.
11. The organization holding the event is held liable for all equipment reserved for an event/meeting and the use of any audio/visual equipment, furniture, or any other equipment belonging to the District. If there are any damages during the event or meeting, the responsible organization will be assessed a fee equal to the repair or replacement of the damaged equipment.
12. It is prohibited to serve alcohol during the student events.

**IMPORTANT:** ***Completing the above paperwork is solely the responsibility of the ASMJC and Clubs. Business Services will not be responsible for any delays/cancellations caused by a student organization’s failure to complete the required paperwork.***

**EVENT FORM INSTRUCTIONS**

1. **Advisor:** Enter the name of advisor(s) responsible for the event.
2. **Organization/Club:** Enter the name of organization holding the event.
3. **Event Date(s):** Enter the date(s) of the event.
4. **Location of the Event:** Enter the location the event will be held.
5. **Activity Sheet No:** Enter the Activity Sheet Number.
6. **Time Starts:** Enter the start time of the event.
7. **Time Ends:** Enter the time the event will end.
8. **Estimated Cost:** Enter the estimated cost of the event (*this is the amount approved by the Student Government/Club in its minutes. Please include the budget breakdown*).
9. **Type of the Event:** Enter the type of the event (*Fundraiser, Promotional or Other*).
10. **Special site accommodations:** If you mark YES in this section, describe the type of accommodations you need.
11. **Required Signatures:**
	* **Facilities:** Facilities approval will indicate that all the necessary reservations have been made to insure you event will go on as planned.
	* **Club Advisor:** If a club event, the club advisor needs to sign the Event Form.
	* **ASMJC President/Designee:** All Event Forms need to be signed by ASMJC President or his/her Designee.
	* **ASMJC Advisor:** Needs to sign all Event Forms.
	* **Vice President of Student Services:** Needs to sign all Event Forms.
12. **Date Needed**: Provide the date the payment needs to be made.
13. **Prepay Description**: Provide the description of the payment.
14. **Payee/Vendor-Name & Address**: Provide the payee's name and remittance address.
15. **Amount**: Enter the dollar amount of the payment.
16. **Reimbursement Information**: An advisor might be reimbursed for certain unexpected incidentals. *An original receipt is required for any reimbursement.*

**A: Payee/Vendor-Name & Address**: Provide the payee's name and remittance address.

**B**: **Amount**: Enter the dollar amount of the payment.

1. **Signatures**: Each recipient of the Reimbursement must sign this section of the Form.
2. **Amount**: Enter the amount requested.
3. **Date:** Enter the date the reimbursement was requested.
4. **Account Number(s)**: An account number must be provided.
5. **Amount**: Enter the dollar amount.
6. **ASMJC Advisor Final Approval**: ASMJC Advisor approval is required for the final reimbursement.

