



## Check list for Club Events

1. Present Event Idea to the entire club during official club meeting.
2. Club members discuss and vote on Event Idea
3. Club President and Advisor fills out and sign Event Form located at the following webpage: <https://www.mjc.edu/studentervices/business/forms.php>
4. If a cash advance is needed, fill out a Cash Advance Payment form located at the following webpage:  
<https://www.mjc.edu/studentervices/business/forms.php>
5. Club minutes and signed Event Form need to be emailed to Program Specialist Car-men De La Cruz at: [delacruz@yosemite.edu](mailto:delacruz@yosemite.edu)
6. Event form will need to be approved and signed by Dean of Counseling.
7. After Event form is signed it will be routed to Facilities for final approval and paper-work.
8. Club Advisor will receive final approval of event through email.

### **\*REMINDER:**

- If your event is time sensitive, begin paperwork 4-6 weeks before the event in order to allow enough time to get it completed and approved.
- Holding an event without the above paperwork and approvals will constitute a disciplinary action.