Money Processes & Guidelines for Clubs

Checks & Check Requests

1. Prior approval is not needed to use club funds. You can simply fill out a check request and attach receipts for any club-related expenses.
   a. Each club has a budget of $85.
   b. No more than $50 of a club’s budget may be spent on food or refreshments for a club meeting.
2. To get a check, pick up a check request from outside the ASLC Office on the 3rd floor of Riley or print one out from online (www.linfield.edu/aslc/files.html).
   a. Check requests must be signed by an authorized member of the club.
   b. Receipts must be attached to the check request in order to get reimbursed.
3. To replace a check:
   a. If you lose a check, there will be a $15 charge from the bank to put a stop on the lost check and the Vice President of Business and Finance will issue you a new check.
   b. If your check is destroyed, bring the mutilated check back to the office and it will be replaced free of charge.
   c. If your check is incorrect, bring in the incorrect check to be voided and it will be corrected and replaced. Prior approval is not needed to use club funds. They can fill out a check request for any club-related expenses (up to $85).

Activities Council

1. Requests to the Activities Council (request forms can be found outside the ASLC Office on the 3rd floor of Riley or print one out from online; www.linfield.edu/aslc/files.html) can be made to cover costs of events or operational expenses such as:
   a. All-campus events
   b. Service projects
   c. Conferences or exclusive events (special restrictions)
   d. Chapter dues to a national organization
   e. Costs for audio/visual equipment or vans
2. Requests to Activities Council for certain things are typically turned down, including:
   a. Requests not received at least 3 weeks before the event.
   b. Requests that do not seem well-planned or thought out.
   c. Requests made after the event has occurred.
   d. Requests for exclusive events which do not meet certain criteria:
      i. Exclusive events must be open to the entire club, not just club leadership.
      ii. The club must fundraise outside of ASLC for the event.
      iii. A non-senior must attend the event.
      iv. Activities Council may fund up to 50% of the per person cost with a maximum of $250.
      v. For conferences, Activities Council may fund up to 75% of the per person cost with a maximum of $50.
     1. Upon the return of club members from a conference, they will be asked to present their experience in a special report to the ASLC Senate.

Questions? Contact the Club Director, Colin Jones at cojones@linfield.edu. Updated: September 2009
3. After your request is granted, there are two ways to get the funds
   a. You can spend your own money up to the granted amount then turn in a check request and receipts with your post-event evaluation (PREFERRED).
   b. You can fill out a check request up front then turn in receipts and unused money with the post-event evaluation.
4. Post-event evaluations (post-event evaluation worksheets can be picked up outside the ASLC Office on the 3rd floor of Riley or print one out from online; www.linfield.edu/aslc/files.html) must be turned in to the Club Director, with receipts and check request, within one week of the event.

Requesting a Vehicle

1. Unless you receive funds from Activities Council prior to the use of a van, the cost of the vehicle rental will come out of your club budget.
   a. Vehicles rented through ASLC cost $8/day plus $.20/mile.
2. To get a vehicle:
   a. Pick up a form from outside the ASLC Office on the 3rd floor of Riley or print one out from online (www.linfield.edu/aslc/files.html) and fill it out.
   b. Place the completed form in the clear hanging box outside the ASLC VP of Business and Finance office. Return to pick up the form after it has been signed.
   c. Take it to the Director of College Activities on the second floor of Riley and have him sign it.
   d. Walk the form over to Facilities Services (behind the library) and turn it in.