



ASVC ASSOCIATED STUDENTS
OF VENTURA COLLEGE

STUDENT CLUB TRAINING

SCHEDULE OF THE DAY

9:00-9:30 AM Welcome, Introductions of ASVC Officers, and Clubs in Attendance, ASVC Meeting Information, ICC Schedule

9:30-10:00 AM New & Returning Club Packet Information & Required Paperwork

10:00-10:30 AM Club Programming in the Virtual Setting

10:30-11:00 AM Student Activity Fee, ASVC and ICC Budget

11:05-11:30 AM The ASVC Funding Request Process

11:30-11:45 AM Virtual Student Life Day

11:45-12:00 PM Questions & help with Chartering Process

PERKS OF COMPLETING CLUB TRAINING

- \$200.00 stipend into Club account
 - Club MUST have Club Account for Stipend.
- \$400.00 t -shirt stipend to order t-shirts off of CustomInk.com
 - T-shirt Order Process will be emailed following club training
 - Club T-shirt Orders for Fall 2020 must be completed by 10.31.20.
- Ventura College Club Table Cloth (If you have not been issued one)
- Ability to Request Funds from ASVC

➤ ONCE PER ACADEMIC SCHOOL YEAR

*All club members and advisors must attend or complete training in

THE STUDENT ACTIVITIES OFFICE

- Student Activities Specialist: Libby Fatta
 - Email: LFatta@cccd.edu
 - Meetings by Appointment Only



- Student Activities Office Hours: Monday - Thursday, 8 AM 5 PM;
Friday, 8 AM 12 PM

Front Desk Student Assistants Leslie

20-21 ASVC Officers



Vice President
Enrique Rodriguez
ASVCvp@vccd.edu

Director of External Affairs
Colin Braza
ASVCdea@vccd.edu



President

Carlo Plascencia
ASVCpresident@vccd.edu



Director of East Campus
Nathan Ramos Rodriguez
ASVCeastcampus@vccd.edu



Director of Administration
Michael Schouten
ASVCadmin@vccd.edu

Director of Equity and Inclusion
Lisa Marie Ruiz
ASVCequity@vccd.edu



20-21 ASVC Officers JOIN OUR TEAM!



Director of Finance
Athena Lazos
ASVCfinance@vcccd
.edu

Athletics Liaison Officer
VACANT



Public Relations Officer
Alyna Zarate
ASVCpr@vcccd.edu



**Community
Relations Officer**
VACANT



**Director of Clubs and
Organizations**
VACANT

**Events and Activities
Officer**



ASVC MEETINGS & COMMITTEES

ASVC Board Meetings:

- Every Tuesday from 3:30pm-5:00pm in the Student Activities Office Multipurpose Room
- Zoom Meeting Link on ASVC Webpage
- ASVC Meeting Minutes & Agendas available via BoardDocs
- Brown Act Compliant

ASVC Executive Board Meetings:

Every Thursday from 3:30pm-5:00pm in the ASVC Meeting Room

ASVC Internal Committees (Meeting times are determined by committee chairs, for more information, please contact ASVC President at ASVCPresident@vccd.edu):

- Finance and Budget Committee
- Constitution and Bylaws Committee
- Events and Activities Committee
- East Campus Committee

FALL 2020 INTER CLUB COUNCIL SCHEDULE

ICC will be held virtual via zoom from 3:15:00 PM every other Monday beginning Monday, September 14th:

- Monday September 14th: First ICC Meeting
- Friday, September 18th: Last Day accept Chartering Paperwork
- Thursday, September 24th: Student Life Day
- Monday, September 28th: ICC Meeting
- October 12th : ICC Meeting– Review ICC Budget at ICC Meeting
- October 26th : ICC Meeting
- November 9th: ICC Meeting– Review ICC Budget at ICC Meeting
- November 23rd : ICC Meeting– Last day to submit ICC Proposals
- December 1st: ASVC will vote on proposals
- December 7st : ICC Meeting– Last ICC Meeting
- December 8th: Last ASVC Meeting



New & Returning Club Packet

Information & Required Paperwork

- Please Submit Typed Document by September 18th by email (typed in signatures/virtual signatures are okay).
- The following sections of the ASVC Bylaws, Article X have been suspended:
 - Section B: In order to obtain official recognition from the ASVC Board, a student organization must do the following:
 - 1. Have a minimum of five members that have currently paid their
 - Student Activity Fee.
 - Section C: Membership:
 - Club Officers:
 - b. Club officers may hold no more than one position within the same organization unless serving as the ICC and/or ASVC Rep.

New & Returning Club Packet

Information & Required Paperwork

- New Club Requirements:
 - Constitution & Bylaws
 - Trust & Agency Paperwork Fill in form coming soon!
- Returning Clubs:
 - Constitution & Bylaws ASVC will acknowledge Fall 2019/Sp 2020's Club Constitution and Bylaws unless club prefers to update for Fall 2020.
 - Trust & Agency Renewal Form Clubs do not need to renew Trust & Agency Renewal Form for Fall 2020

Club Programming in the Virtual Setting

- Club Advisors need to set up all club Zoom Meetings via their VCCCD.edu CCCConfer Zoom Account.
- Once Clubs establish meeting times and have a set zoom meeting-please forward to Libby at Lfatta@vcccd.edu to post on VC Webpage for ALL Student to access and attend if interested.
- Please complete Facilities Request Form for all virtual events.
 - https://www.venturacollege.edu/sites/venturacollege/files/committees/associatedstudents-of-ventura-college/facility_request_form_fa_17-_fillable.pdf
 - Working on creating a virtual space to upload virtual event information but for now the filled in form will suffice.

STUDENT ACTIVITY FEE - Established IN JULY 2015

- A fee of \$5 per semester at Moorpark College, \$7 per semester at Oxnard College, ~~\$7 per semester at Ventura College~~ shall be collected at the time of registration and used by the Student Activities Office at each College for sole use of funding student life. Students may refuse to pay the fee for religious, political, financial, or moral reasons. All funds collected will follow the guidelines set forth in VCCCD [Board Policy 5420](#).
 - Education Code 70 90 2(b)(9); CCCCO Student Fee Handbook

VCCCD Administrative Procedure 5420:

- Associated Student Funds are maintained in accordance with the following procedures:
 - Associated Student Organization Fund books and financial records are to be maintained through the District's central financial management system (Banner) and are subject to annual audit. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice Chancellor, Business Services or designee.
 - Associated Student funds shall be collected and/or deposited by the College's Student Business Office.
 - All funds shall be expended in accordance with an approved annual budget and subject to such procedures as may be established by the Associated Students subject to the approval of each of the following four persons: (1) the District Vice Chancellor, Business and Administrative Services; (2) the college Vice President, Business; (3) the officer or employee of the District who is the designated advisor of the particular student body organization; and (4) a representative of the student body organization. Approval shall be obtained each time before any funds may be expended.

THE STUDENT ACTIVITY FEE

ASVC BYLAWS, Article 1, Section C:

- ASVC shall receive funds through the Student Activity Fee and Ventura College Identification Cards.
1. The Student Activity Fee shall be the major source of income for the Associated Students. The Student Activity Fee is a \$7.00 fee that is collected each semester.
 - a. 45% shall be allocated to the ASVC General Fund.
 - b. 5% shall be allocated to the ASVC Reserve Fund.
 - c. 35% shall be allocated to the InteClub-Council Fund.
 - d. 15% shall be allocated to the Student Enrichment Fund to be utilized by the Student Activities Specialist to enrich student life on campus.
 2. The Ventura College Identification Cards shall be a secondary source of income for the Associated Students.

ICC BUDGET

ASVC 2020-2021 Proposed Inter-Club Council Budget			
<u>Inter-Club Council (713-33057) - Income</u>	<u>FY21 Projected</u>	<u>FY20 Actuals</u>	<u>FY20 Projected</u>
Transfers from Student Activity Fee	\$58,000.00	\$60,642.40	\$57,000.00
Balance Forward	\$120,000.00	\$123,925.00	\$95,000.00
Total Income	\$178,000.00	\$184,567.40	\$152,000.00
<u>Inter-Club Council (713-33057) - Expenses</u>	<u>FY21 Projected</u>	<u>FY20 Actuals</u>	<u>FY20 Projected</u>
General Supplies (Tshirts, Banners, Tablecloths)	\$10,000.00	\$13,248.54	\$10,000.00
Club Trainings	\$3,500.00	\$2,800.00	\$3,500.00
Club Grants (for attending mandatory trainings - \$200	\$12,000.00	\$5,300.00	\$12,000.00
On Campus Requests	\$30,000.00	\$8,163.68	\$42,900
Off Campus Travel	\$30,000.00	\$6,819.54	\$17,100.00
Total Expenditures	\$85,500.00	\$36,331.76	\$85,500.00
<u>Footnotes:</u>			
1. ASVC will only fund In-State travel for clubs.			
2. Clubs are only allowed to request travel for up to 10 students and 1 advisor per funding request			
3. Clubs cannot put in more than one funding request for the same activity/travel			

Fall 2019 ICC Expenditures

Fall 2019 ICC Requested (Approved)				
Date	Club	Budget Discription	Projected	Actuals
08/22/19	Zoom	Supplies for ASVC Training	\$54.99	\$54.99
09/17/19	Females in Stem	Supplies for Club Meetings	\$370.00	\$370.53
09/17/19	Engineering Society	Equipment Supplies for Club	\$2,100.00	\$246.53
09/17/19	SHPE	Travel for Club	\$155.00	\$0.00
10/01/19	Biology Club	Tavel/Conference	\$2,000.00	\$1,549.34
10/01/19	Alpha Delta Nu	Event on Campus Stress relief	\$520.00	\$525.66
10/15/19	Music Club	Drumming Instructor	\$1,365.00	\$0.00
10/15/19	Females in Stem	Color Run	\$700.00	\$449.75
10/15/19	Intervarsity	Halloween	\$500.00	\$0.00
10/15/19	EOSO	Travel/Alabama Hills	\$1,540.00	\$0.00
10/15/19	Alpha Delta Nu	Honor Pins	\$270.00	\$275.00
10/15/19	Architecture Club	Membership/Chapter Dues	\$460.00	\$510.00
10/15/19	M.E.Ch.A	Dia De Los Muertos Event	\$3,341.00	\$2,797.55
10/15/19	SHPE	LAX Parking	\$100.00	\$92.48
11/05/19	VC Antro Club	Toy for Tots	\$500.00	\$496.69
11/05/19	BSU	African American Museum	\$500.00	\$400.00
11/05/19	Poli Sci	Supplies for Pannel	\$260.00	\$257.47
11/26/19	M.E.Ch.A	Travel Chicano Park	\$1,800.00	\$1,261.91
11/26/19	Pirates Pre Nurs	Meeting Supplies	\$100.00	\$71.41
11/26/19	EOPS	Toy Drive	\$500.00	\$506.53
12/10/19	Architecture Club	Supplies	\$330.00	\$0.00
		Overall Total	\$17,465.99	\$9,865.84
		Travel	\$7,295.00	
		On Event	\$10,170.99	

Spring 2020 ICC Expenditures

Date	Club	Budget Discription	Projected	Actuals
02/04/20	Anthropology	Anthro Day	\$530.00	\$298.82
02/04/20	EOSO	Yosemtie Trip	\$1,900.00	\$0.00
02/04/20	SHPE	RLDC Trip	\$2,075.00	\$0.00
02/18/20	Polisci	Political Event On Campus	\$1,135.00	\$0.00
02/18/20	Architecture Club	Competition	\$1,613.00	\$800.00
02/18/20	Engineering Society	Travel	\$360.00	\$0.00
03/03/20	Nursing	On Campus	\$910.00	\$768.00
03/03/20	M.E.Ch.A	On Campus	\$3,600.00	\$0.00
03/03/20	M.E.Ch.A	On Campus	\$1,700.00	\$237.99
03/03/20	Anthropology	Travel	\$330.00	\$0.00
03/03/20	Psychology	On Campus	\$3,110.00	\$463.94
\$14,983.22	Total		Total \$17,263.00	\$2,568.75
\$6,819.54	Travel		Off Campus/Travel \$6,278.00	\$800.00
\$8,163.68	On Campus		On Campus \$10,985.00	\$1,768.75

20-21 ASVC BUDGET- Earmarked Expenses for Programs

<u>ASVC General Fund Earmarks (from 4800)</u>	<u>FY21 Projected</u>	<u>FY20 Actuals</u>	<u>FY20 Projected</u>
ASVC Student Scholarships			
ASVC Promotional Materials	\$15,000.00	\$29,076.00	\$15,000.00
ASVC Office Pantry			
VC Santa Paula Events	\$3,000.00	\$330.00	\$3,000.00
Feed-A-Pirate	\$10,000.00	\$2,273.34	\$10,000.00
Welcome Back Days (Fall, Spring, Summer)	\$7,000.00	\$10,584.62	\$7,000.00
Student Life Days	\$8,000.00	\$5,481.95	\$8,000.00
Water Refill Stations	\$2,000.00	\$1,012.50	\$2,000.00
Awards and Installations Banquet	\$1,000.00	\$0.00	\$1,000.00
ICC Banquet	\$5,000.00	\$677.00	\$5,000.00
Crow's Nest / Athletics	\$10,000.00	\$10,000.00	\$10,000.00
Hispanic Heritage Month	\$3,000.00	\$2,234.24	\$3,000.00
ASVC Finals Jam	\$6,000.00	\$3,439.74	\$6,000.00
Black History Month	\$3,000.00	\$2,017.14	\$3,000.00
FYE Polo's	\$2,000.00	\$1,981.25	\$2,000.00
Pirate Pride T-Shirts	\$10,000.00	\$10,050.00	\$10,000.00
Undocumented Week of Action	\$9,000.00	\$6,550.00	\$0.00
Graduation	\$8,000.00	\$0.00	\$8,000.00
Total Earmarks	\$102,000.00	\$85,707.78	\$93,000.00

ASVC BUDGET- Earmarked Expenses for Programs

- This Budget is Subject to Change due to impacts of Covid 19
- The ASVC is looking to adjust the ASVC Earmarked expenses to support ASL Interpreter Expenses for Student Life Events (Interpreter Expenses will range from \$10,000-\$30,000 for the academic year
- Cafeteria Remodel- the ASVC has been working with M&O over the Summer to remodel VC Cafeteria Space and in Fall 2020 will be working on purchasing IT equipment and new furniture to update the space.



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Virtual Event Club Proposal



Application for Funding Campus Events

Submitted Applications for Funding should be turned in with quotes. If you are having problems with gathering quotes please email the ASVC Director of Administration (asvadmin@vcccd.edu), ASVC Director of Finance (asvcfinance@vcccd.edu) or Libby Fatta (lfatta@vcccd.edu).

Please allow 2-3 weeks for the processing of this application. This application is strictly to secure funding and does not include purchasing. The review process is extensive and requires multiple committees to meet and discuss the funding. After the proposal has been passed by the ASVC Board, the proposal is then sent to the ASVC Advisor, where the club is required to schedule a meeting to discuss purchasing processes. Please note some purchases require district approval which can take up to a minimum of 2-3 weeks.

General Information

Today's Date: 08/30/19 Dates funds are needed by 10/4/19

Student Club/Department Name: Art Club

Applicants Name (Please Print): Rusty Morgan Phone Number: (805)123-4567

Applicants Email Address: R.Morgan123@gmail.com

If Applicable:

1. Number of members in your club/organization: 15


2. Number of students in attendance at event: 30

3. Date(s) of Event/Activity: 10/18/19

4. Location: VC Art Gallery

Inter-Club Council PROPOSAL TIMELINE

ICC Proposal Timeline

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1 WEEK PROPOSALS ARE DUE	Step 1: SUBMIT PROPOSAL Submit proposal by the end of ICC Meeting (ICC attendance is required)			Step 2: FIRST PROPOSAL REVIEW ASVC Executive Committee Reviews Proposal and refers to Finance and Budget Committee	Step 3: SECOND PROPOSAL REVIEW Finance and Budget Committee Reviews Proposal and refers to ASVC Board
WEEK 2 WEEK ASVC VOTES ON PROPOSALS		Step 4: THIRD PROPOSAL REVIEW AND DECISION ASVC Board Reviews Proposal			

The Associated Students of Ventura College will accept proposals from clubs in attendance at the end of each Inter-Club Council meeting ONLY on the dates listed below:

September 14th, September 28th, October 12th and Oct 26,
November 9th, November 23rd

- Step 1:
 - Proposals will ONLY be accepted at ICC meetings and voted at by the Inter Club Council
 - ICC ATTENDANCE IS REQUIRED.
- Step 2:
 - Proposals are taken to the ASVC Executive Committee for review.
- Step 3:
 - The ASVC Executive Committee will refer complete proposals to the ASVC Finance and Budget Committee.
- Step 4:
 - The ASVC Finance and Budget Committee will refer the proposal to the ASVC Board Meeting with a recommendation of funds.
- Step 5:
 - The ASVC Board votes to approve or deny the proposal based on all committee reviews and the provided proposal documents.
- Step 6:
 - If your proposal is approved by the ASVC Board you will need to schedule an appointment with Libby for purchasing.

WHEN REQUESTING FUNDS FROM ASVC...

Option 1:

- Check your club account for possible funds already available in your account.
 - The use of these existing funds do not require a proposal, just an appointment for purchasing with Libby.

Option 2:

- If your club has no existing club funds, submit a funding proposal.
 - Examples of what items and activities to submit a proposal for:
 - Supplies and Snacks for Meetings and Events
 - Club Promotional Items
 - Student Club Field Trips
 - Supplies for Events
 - Performers for Events
 - Movie Rights for On-Campus Movie Screenings
 - In-State Conferences



PROCESSING REQUISITIONS AND CASH ADVANCES

Pirate Art Painting
Address

quote

Telephone: 555-555-5555 Date: 08 21 17
 Event Date: 09 07 17

Contact : Contact Person

Invoice to: Ventura College
 4667 Telegraph Rd.
 Ventura, CA 93003

Description:	Unit:	Unit Price:	Amount:
Art Instructor-One Hour	1	\$50	\$50
Brushes	2	\$ 10.00	\$ 20.00
Canvas	20	\$ 5.00	\$ 100.00
Paint	20	\$ 5.00	\$ 100.00
			\$ 270.00

Please make all checks payable to Pirate Art Painting

THANK YOU FOR YOUR BUSINESS

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

REQUISITION
R 0204389

CHECK REQUEST
 DATE CHECK NEEDED
 PO REQUEST

DELIVERY INSTRUCTIONS:
 MAIL CHECK/PURCHASE ORDER
 RETURN CHECK/PURCHASE ORDER TO DEPT.

Vendor Code: Pirate Art Painting Address
 Requisition Date: 9/1/17
 Order Delivery Date: 10/1/17
 Requested By: Contact Person
 Phone/Fax: 555-555-5555 Phone ext.: 5555 Bldg./Room #:

DOCUMENT TEXT

Supplies for Art Event

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
Art Instructor-One hour	1		\$50.00	\$50.00
Brushes	2		\$10	\$20
Canvas	20		\$5	\$100
Paint	20		\$5	\$100
Total				270.00

BANNER INVOICE # _____ INITIALS _____ REQUISITION ENTERED ON _____ INITIALS _____ COMMENTS _____

REQUISITIONER: Club President/Advisor DATE _____ DIVISION / DEPT. MGR. _____ DATE _____

AUTHORIZED SIGNATURE: E Fatta DATE _____ AUTHORIZED SIGNATURE _____ DATE _____

FUND (3 OR 4) _____ ORG (5) _____ ACCT (4) _____ PROG (6) _____ OR _____ INDEX _____ % OR AMT. _____

District Wide Form #14322 (Rev. 7/05)



PRESENTS:

STUDENT LIFE DAY

PIRATES VOYAGE
THE VIRTUAL
SEAS

SEPTEMBER 24TH
11:00AM - 1:00 PM



Latinx Heritage Month

SEPT. 15TH, 2020 - OCT. 15TH, 2020

Weekly Webinars every Wednesday via zoom beginning
the Week of 9/14/20 through 10/16/20

WEEK 1: 9.16.20 Latinx Leadership at VC

WEEK 2: 9.23.20 History of Latinx Culture

WEEK 3: 9.30.20 Movements in Hispanic & Afro-Latinx Communities

WEEK 4: 10.7.20 This History of the East Campus and Santa Clara
Valley

WEEK 5: 10.14.20 Celebration & Art: Poetry, Music, Dance



VENTURA
COLLEGE
SUPPORTS
DREAMERS



ASVC ASSOCIATED STUDENTS
OF VENTURA COLLEGE

& the Political Science Club
Presents:

CONSTITUTION DAY



Thursday September 17th,
2020

EAST CAMPUS
VENTURA COLLEGE

11:30 AM 1:00 PM
VIA ZOOM



QUESTIONS?

