Club Quick Facts

Events - All recognized group activities must be registered with the Student Life Office.

- Can I give away food at an event?/Can I hold a bake sale?
Yes, but it must follow the food safety regulation guidelines. See form in the Student Life Office for further details.

- Can I bring in an outside vendor to provide food during my event?
No. As part of LLCC’s contract with the current food service companies, they are the only commercial food companies that can be used at on-campus functions.

- Can I make flyers for the event?
Yes, but anything with the LLCC logo must be approved by Public Relations and Marketing. If you wish for the Student Life Office Graphics Intern to design a flyer for you, please fill out the appropriate form and allow at least two weeks for completion.

- Can I hold an off-campus event if my advisor won’t be there?
No. Any student group wishing to hold an off-campus event must have an advisor present or an alternate representative that has been pre-approved by the Director of Student Life.

- Can I bring in/work with an outside vendor for my event?
Any group wishing to enter into a contract for services rendered MUST first contact Student Life.

- Can I hold a raffle?
Yes, but you must obtain a raffle license from the Sangamon County Clerk’s Office prior to the start of the raffle. Clubs at other LLCC locations should check with their County Clerk’s Office regarding raffle guidelines.

- Can I solicit donations for a fundraiser?
Yes, but you must first have approval from the LLCC Foundation Office (for both on and off campus solicitations). Contact the Student Life Office to get the approval process started.

- Can I hold a fundraiser for a fellow student in need?
Student groups that are interested in fundraising for fellow students in need must deposit funds into an account within the LLCC Foundation Office set up for that purpose. Decisions on the awarding of any funds will be determined by the Foundation Office and set college procedures. Outside of reimbursements for approved club expenses, the college is unable to write checks out directly to students.
Travel

*In-state travel (including metro St Louis area) MUST be approved at least two weeks prior to travel date.*

*Out-of-state travel requests must be submitted eight weeks prior to the time that any reservations need to be made to allow appropriate time for submission to the board agenda.*

*Travel that is not pre-approved may result in the denial of reimbursement for travel expenses.*

*Group advisors must submit a completed and signed Trip/Tour Conduct Form for each participant prior to departure and keep copies of each student’s form with him/her for the duration of the trip.*

*The group advisor must be present on the trip.*

*The possession or use of alcoholic beverages at the College or at any scheduled College or District sponsored activity is strictly prohibited.*

*Travel is limited to club members and advisors. Any non-club members wishing to participate in the trip must be submitted for approval by the Vice President of Student Services.*

*See Trip/Tour Indemnification and Conduct Statement for further conduct regulations.*

Financial

- Where do I make deposits?

All deposits need to be brought to the Student Life Office to ensure proper records are kept for club files.

- How can I be reimbursed for purchases made on behalf of the club?

Submit a voucher, found in the Student Life Office, along with original, itemized receipt(s) and/or a detailed invoice.

- When will I receive my reimbursement?

Cutoff dates for accounts payable are typically the 1st and 15th of each month (with checks cut on the 5th and 20th) but the dates may vary due to breaks. Check with the Program Assistant in the Student Life Office for exact dates.
Social Media/Promotions

- *Can we have our own website?*

LLCC does not provide server space but you may create a website utilizing outside providers. Please forward the web address to the Student Life Office and make sure your website contains the website author’s name and contact information.

- *Can we make a Facebook page or Twitter account?*

Yes, but the account administrator must forward the address of the page/account name and contact information for the page administrator to the Student Life Office.

- *Can I contact off-campus media to publicize an event?*

To publicize your event through off-campus media you must speak to someone in the Public Relations and Marketing Department who will then help you connect with outside media.

Etc…

- *Can we purchase t-shirts for our club?*

Yes. Please fill out a purchase order form found in the Student Life Office and we will place the order for you. Purchases must be done through an approved vendor that accepts purchase orders. All artwork **must** be approved by the Public Relations and Marketing Department before t-shirts or other promotional items will be ordered.

- *Do we have a mailbox?*

Yes. Your club mailbox is located in the Club Resource Room adjacent to the Student Life Office. Important information such as your monthly budget statement can be found in these boxes.

- *Can we post on the bulletin boards?*

To have your flyers posted on the bulletin boards around campus, please bring them to the Student Life Office and they will be posted for you by a student worker.

- *Can we reserve a display case?*

Yes. Groups may reserve a display case for two week periods depending on availability.

- *Can we use the popcorn machine?*

Yes. Clubs may reserve the popcorn machine free of charge depending on the availability.