
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

TITLE: STUDENT CLUB/ORGANIZATION ACCOUNT IN THE AGENCY FUND

NUMBER: PRO 6-19

REFERENCE: SBA Rule 6A-14.057 (2)

PAGE 1 OF 1

I. PURPOSE

To establish a uniform method for a club/organization to request the opening and maintenance of a fund account in the College accounting records within the Agency Fund.

II. RESPONSIBILITY

Officers of the club/organization and their club advisor: Student clubs/organizations shall adhere to all rules and regulations published in the Student Life Procedures Manual and the constitution of the Student Government Association (SGA).

III. PROCEDURES

- a. Submit a completed Student Club/Organization Starter Packet:
 1. Student Club/Organization Request to Charter/Re-Charter;
 2. Charter Member Petition;
 3. Advisor Agreement (signed);
 4. Constitution (within 30 days of initial charter).
- b. Student Life Office will review and approve the establishment and charter of the clubs/organizations contingent upon adherence of the submitted paperwork.
- c. Funds raised by a club/organization are deposited with any campus cashier.
- d. Expenditures require a club/organization officer's signature (treasurer preferred) with approval by the College club /organization advisor. Minutes of meeting authorizing an expenditure must accompany a Direct Pay Request form signed by an officer and the club/organization advisor.
- e. Each club/organization treasurer must verify the College accounting records with the club records. Any discrepancy should be brought to the attention of the Finance Services Office.
- f. Upon disfranchisement of a club/organization, the funds will revert to the inactive Club/Organization Fund.