

7 THINGS NEW CLUBS NEED TO KNOW

1. Personal Service Contract (PSC)

Vendor signatures are often missing on lower left corner of the contract. Without this, the contract can not become legally binding. Ensure your vendor signs off in this area. Also Disbursement Vouchers with personal service contracts should be filled out and submitted together at least 10 business days in advance to allow for proper processing and approval.

2. Material logistics

Vendors have different delivery schedules so receiving critical goods and services require that you do purchasing and arrangements on time. For example in an award ceremony, materials such as plaques or decorations are important and should be given priority and adequate time for ordering. Not doing this can have a negative impact on your event.

3. Know your budget

Budget lines may only be spent according to how they were intended by the SGA. For example, money from a club's refreshment line may not be used for an event other than club meetings on Wednesday 2 to 4 PM. To move funds around to areas they are needed in your budget requires a Budget Line Modification form from the office of the Student Government Association.

4. Bids

Some Disbursement Vouchers are rejected because of the lack of bids. Disbursement Vouchers for goods or services require 3 bids. All bids must be comparable. For example, 3 bids on T-shirts would have the same brand (Hanes for example) priced from 3 different vendors.

5. File all necessary documents

Disbursement Vouchers are often delayed because an Event Application was not submitted to the Office of Student Activities. This application grants permission from the school to do off-campus and on-campus events.

6. Late semester spending

The money given to clubs in their budgets are meant to be spent meaningfully during the semester. Some clubs rush to use unspent funds in the last weeks of the semester. This is not encouraged as these events and purchases often go past the deadline for the end of all club activities in the semester.

7. The best you can be

You are a new club. The budget limit for a new club in their first semester is \$700. Show the BMCC community and the Student Government Association your passion and commitment to your club's mission. Remember, your club represents all the BMCC students for your cause.