



## Procedures for Completing Club/Organization Planning & Approval Form

*Below are step-by-step instructions to complete the Club/Organization Activity Planning & Approval form. If monies are needed for your activity, please complete the requisition form in its entirety.*

### Section 1- Activity/Event Information

1. Please complete the Activity/Event Details Section at the top of the form
2. Mark the appropriate box as to what type of activity/event it is (community service, fundraiser, or event). Provide a brief description.
3. Request for space/equipment reservations is as follows:
  - a. Submit room requests to Mrs. Jennifer Jackson, **Office of Student Development and Multicultural Programs**, or via email to: [jwjackson@hacc.edu](mailto:jwjackson@hacc.edu). **Three weeks prior to the event.** You will be notified if the space is **unavailable**.
  - b. If tables, chairs, or stage set-up are needed, the organization/club's "**advisor**" must complete a work order request form, located on "**My HACC**" portal, to be submitted to **HACC's Facilities Department** and a diagram of the layout if necessary.
  - c. **If your event is scheduled after normal college hours, please notify the Security Office of the date and time, two weeks prior to scheduled event.**
4. Audio/Visual requests:
  - a. To request audio/visual equipment (such as; microphones, podiums, laptops, CD player etc.), contact Media Services, Room S104, 780-2534 or via email [media@hacc.edu](mailto:media@hacc.edu). (**Request must be made at least two weeks in advance.**)
5. Food – If food is to be sold or served at an event in or around the Cooper Student Center, you must complete a "**Food Safety Guidelines**" form and acquire the signature of the Director of Campus Dining, Cooper Student Center.

### Section 2 – Requisition Information

1. *This section is to be completed only if you are requesting a check advance, reimbursement for items/services previously purchased, or a request for payment to be made to a vendor.*
2. Completing the Requisition section:
  - a. Mark the appropriate box for reimbursement, payment to a vendor, or a check advance (**receipts shall accompany any reimbursement requisition, receipts will also be used to reconcile any check advances received**).
  - b. A Club's Cost Center Number is for example: AF1001-710001-782001. The AF1001 represent SGA's (Harrisburg) Fund number, the 7100XX is your organization's number and 783001 (special events) is the expense line you will be deducting the amount from.
  - c. HACC ID/EIN #: Organization/club members requesting an advance or reimbursement **MUST** list their **HACC ID** number. Any requests for payments to be made to a vendor, must include said vendor's **W-9 Taxpayer Identification Number and Certification (TIN)** and also a new **Vendor Form (if necessary)**, prior to receiving a check. Any questions concerning these procedures should be posed to **Accounts Payable, 717-736-4169**.
  - d. List the quantity of the item(s) needed, a brief description of each item, the **unit cost and the total cost**.

### Section 3 – Approvals:

1. Club/Organization President and Advisor must sign approval form prior to submitting to the SGA.
2. Submit approval form to SGA.
3. Club Treasurer and SGA Treasurer signatures' are required if the "Requisition Section" is completed.
4. Director of Student Development and Multicultural Programs' signature is required for any Event/Activity form submitted for approval.
5. The Director of Campus Dining's signature is required **only** if food is to be sold or served in or around Cooper Student Center.
6. Approval of Event/Activity is granted upon receiving Approval Form with a red "Approved" stamp on form.