

SAN DIEGO MESA COLLEGE
Student Affairs Office H-501
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR OBTAINING VENDING 5000

Requirements

To be eligible for Vending 5000, a club must meet the following criteria:

- A registered club with the Student Affairs Office

- Actively operating as a club, e.g. holding regular meetings

- Have a schedule of meetings dates, meeting agendas and meeting minutes. Submit agenda and minutes to The Student Affairs Office, H-500

Steps for obtaining Vending 5000

Vending 5000 may be released to clubs upon submission of adequate proof of active status, e.g., list of meeting schedule, at least four (4) meeting agendas, and four (4) official meeting minutes.

- Submit Club Registration Packet on time
- Attend club orientation
 - a. Schedule meetings for the semester
 - b. Hold meetings
 - c. Prepare meeting minutes

- Submit **a** through **c** to the Student Affairs Office, (attn: Carletta Middleton) as soon as available and no later than end of the semester. The ICC Advisor will recommend release of Vending 5000 to the Associated Students Treasurer. The Associated Student Treasurer will process requisition for release of funds. A pink copy of the Requisition of funds will be placed in the club mailbox to confirm transfer of vending 5000 funds to the club's account.