

What can be purchased using club funds, and delivery requirements?

Spending club funds:

Please take note of the allowable versus unallowable expenses in the table below. This is important, as rules regarding spending are upheld and spending outside of the guidelines will not be reimbursed.

***Spending MUST be directly linked to students' benefits outside of what the District must provide.** If there is any doubt about whether the purchase is allowable or not, please contact the Office of Student Activities and Advocacy.

ALLOWABLE Expenses	UNALLOWABLE Expenses
Field trips/excursions and outdoor education	<u>GIFT CARDS!</u>
Extra-curricular athletic cost, ex. Ticket sales, officiating, security	ALCOHOL IS PROHIBITED!
Social Events	Donations to families or students in need
Awards (under specific circumstances – for excellence)	Donation to other organizations under specific circumstances – fundraisers)
Scholarships (under specific circumstances – supporting access to an activity, such as honor society dues. MUST have established criteria)	Repair and maintenance of District property
	Articles of personal use of District employees
	Large awards
	Gifts of any kind *THIS INCLUDES RAFFLE ITEMS*
	Employee appreciation meals
	Employee clothing/attire
	Cash awards to anyone and Salaries

Delivery of items purchased using club funds:

- **Any items purchased using, or expecting reimbursement from, club funds MUST be delivered to: College of Marin
c/o “Advisor name”
120 Kent Ave, Kentfield, CA 94904**
- **Items purchased and delivered elsewhere will be ineligible for reimbursement from the club account, unless approved by the Director of Student Activities and Advocacy PRIOR to the purchase.**