



LAHC ASO

Guidelines for Writing an Event Bill



Version 1

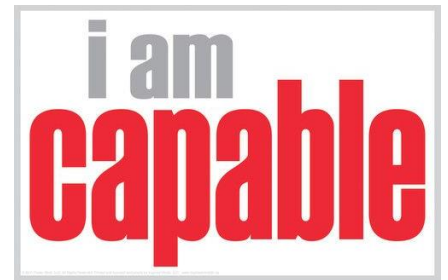
December 2018



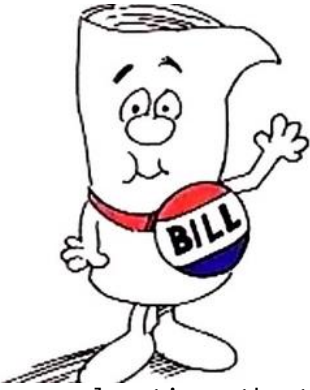
Remember!

Although it may seem as though writing a bill is something that can be easily done and is *not a big deal*, writing a bill is a request for funds from the senate. The senate is funded by the students, and as a senator of the Los Angeles Harbor College Associated Students Organization, you are tasked with spending the student's money wisely. Now aware of this fact, in this document, you will find guidelines to effectively, intelligently, and responsibly write a bill.

1. All bills must be written and passed at least 1 month in advance of the event.
2. Prior to writing the bill, ask yourself, "Am I capable of this? Will I follow through? Does it conflict with my schedule?" If the answer is not a definite yes, writing a bill will not only hurt yourself, but will also hurt other senators and the entire student body. As a senator, you represent ASO, and the student body and their concerns. By irresponsibly writing bills, running events, and overall misrepresenting ASO and their goals, you damage ASO's representation.
3. If you answered yes to the previous questions, you are ready to write a bill. To begin this process, you will need to obtain a bill request form and a budget breakdown form. You can obtain these forms from any executive cabinet members, or from ASO's website:
https://effectiveness.lahc.edu/student_services/ASO/SitePages/forms.aspx.



4. After obtaining these forms, please conduct research into how you will run your event. Be



sure to research all aspects of your bill, including where you will be purchasing items for the event, who will be helping run the event, and any other pertinent information.

5. Upon completion of all necessary research, please complete the forms you have obtained. In addition to completing these forms, you must design a flyer, which promotes your event. This flyer must include the date, time,

location, the title of the event, and a small description. This flyer will be presented at the EFC and Senate.

6. These forms must be typed, then immediately emailed to all members of the executive board – the ASO President, ASO Vice President, ASO Vice President of Finance, and the ASO Advisor – at least 4 days in advance of the following EFC meeting. All emails can be found on the ASO website: https://effectiveness.lahc.edu/student_services/ASO/SitePages/Your%20Senate.aspx.

Once received by the executive board at least 4 days in advance of the following EFC meeting, your bill will be added to new business on both the following EFC and Senate meetings.

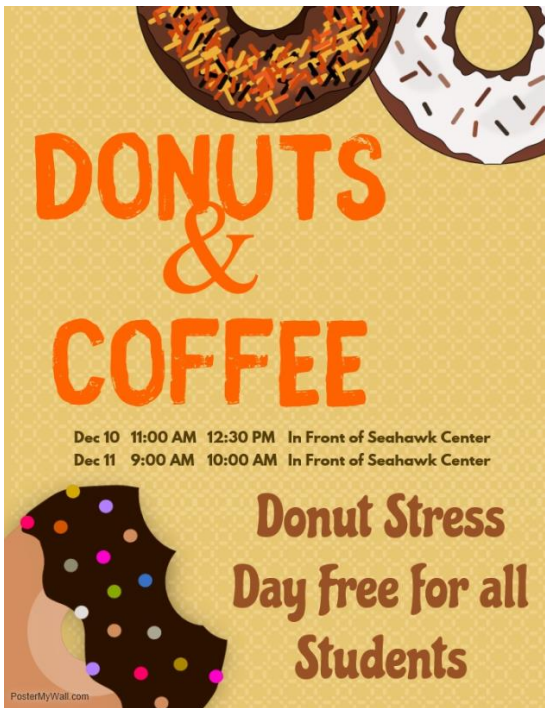
7. In order for your bill to even be considered, you, or a trustworthy and competent representative, must be present at both the EFC meeting and Senate, where your bill is included in new business. You must possess at least one copy of your promotional flyer. This flyer can be later revised, as needed. When attending the meeting, you are expected to present your bill, explaining the benefits to ASO/Student Body, the cost, and why the bill deserves ASO funding. You are expected to answer any

questions from EFC members. In order to prepare for representing your bill, it is advised that you prepare a speech ahead of time, and prepare for any questions you expect to be asked. At EFC, your bill will be voted on. A



simple majority vote is required for your bill to be passed. If it is passed, your bill will sent to the senate for ultimately approval. If it is not passed, your bill will not receive funding. To further pursue funding, please return to step 1.

8. After your bill passes the EFC, you will present the bill to the senate. There, you are expected to explain the benefits to ASO/Student Body, the cost, and why the bill deserves



ASO funding. You are expected to answer any question from Senate members. Preparation for this presentation is similar to preparation advised for presenting to the EFC. Be sure to present your flyer to the senate and hand it over to the Senate for review. A simple majority vote is required for your bill to be passed. If passed, please proceed to step 9. If not, please return to step 1 to further pursue funding.

9. Immediately following approval from the Senate, you are required to complete a check request form, which is necessary to obtain funds. In addition, you will also need to complete a facilities reservation form. When completing

this form, you will be given the option to request certain items from facilities or IT, such as speakers, microphones, extension cords, etc. You may be required to draft a floorplan. You can complete these forms with the assistance of the ASO Advisor.

10. After completing step 9, your flyers must be approved by the Student Activities Office. Any executive board member will be able to do so. Once signed, create as many copies of these

Flyer Example

flyers as needed for your bill. The ASO Secretary is able to create these copies for you. You are also able to email

your flyer to all students and staff on campus. The ASO Advisor can assist you with this task.

11. Once all flyers have been printed, you can begin pinning these flyers to any one of the corkboards around campus. In addition to this basic task, it is also advised to leave several copies of your flyers to all department front desks around campus. Depending on a professor's goals and interests, he/she might be more than willing to promote your event to their class.

12. Once all advertising tasks have been completed, begin purchasing items for your event as soon as you receive the necessary funds. Be sure to keep all receipts. You will need these to prove you spent ASO funds on event-related items.



13. Once you have completed step 12, you are likely ready to hold your event. Be sure all forms have been completed and approved, you have a *game plan*, all senators attending your event are assigned a task, and that you or a senator is supervising the entirety of the event, ensuring fluidity in operations.

14. Upon completion of the event, it is your duty to remove all event-related items from the event location, with the exception of items brought to your event by facilities and IT, such as tables, chairs, and speakers.

15. Within 24 hours of the completion of the event, all event-related receipts must be given to the ASO Advisor.

