



Center for Student Life and Leadership Development
College of San Mateo

Ordering Guidelines

These guidelines outline how student government, clubs, and other student groups may request assistance from the Center for Student Life to order food, equipment, or supplies for events and activities. These guidelines also apply for purchases made with funding approved by the Associated Students of CSM (ASCSM) by college departments and programs.

All orders must be submitted online. **Please do not email in your orders.** The online ordering forms may be found on the CSM Clubs website at collegeofsanmateo.edu/clubs/forms.asp.

Clubs and student organizations may choose to order on their own. Please note that reimbursements may take up to 6 weeks. Additionally, clubs must have completed the *Before Ordering Checklist* below. Reimbursements will not be made if funds have not been approved by the Student Senate or otherwise guaranteed.

Before Ordering Checklist

- ☐ Complete and submit an [Activities Request Form](#).
- ☐ Complete and submit an [ASCSM Student Senate/ICC Proposal Form](#).
- ☐ Confirm your funds have been secured. You'll receive confirmation once the Inter Club Council (ICC) and the Student Senate have approved your proposal. Recognized student clubs or organizations may confirm funds in their accounts by checking with the Center for Student Life.

General Ordering Guidelines

- When possible, online orders should be placed through Student Life.
- Orders placed through Student Life must be made **AT LEAST** ten (10) working days in advance unless other arrangements have been made with the Student Life staff.
- Orders are not confirmed until you receive written notification from Student Life via email. If you do not receive confirmation within two (2) days of making the request, please follow up with Student Life staff.
- Make sure to have alternative or back-up items selected in case the items you wish to order are not available at the time of ordering.
- For phone orders, Student Life staff will follow up via email to arrange an appointment with to place the order. It is the student organization's responsibility to follow up with Student Life once the email is received.

- Student Life cannot support in-person transactions (in other words, Student Life staff cannot travel to an off-campus location to pay for an order). Student Life staff will only process online and phone orders.
- Student organizations are responsible for arranging for the pick-up of any non-delivery orders. Student Life cannot pick up orders.
- The Center for Student Life, the Associated Students, nor the college/district are responsible for any damage to personal property or injury caused by picking up an order.

Special Guidelines for Food Orders

- Someone from your organization must be available to meet the delivery person unless other arrangements have been made with Student Life staff. Student Life staff will ONLY receive deliveries to the Student Life office.
- Student organizations are responsible for arranging the pick-up of any non-delivery food orders. Student Life staff cannot pick up orders. All pick-up food orders that contain perishable items must be brought directly to the CSM campus. They may not be stored at a personal residence or other location for future delivery to campus.
- Food orders must follow all college and district guidelines.
- Food orders from third-party vendors or caterers must be delivered directly to the college. They may not be delivered to a personal residence or other location and stored for future delivery to the campus.
- **Ordering via DoorDash, UberEATS, and GrubHub is prohibited.** Ordering through EZ Cater is allowable.
- For events with 30 or more attendees: A flyer advertising the event must be submitted before placing any orders or before receiving any type of reimbursement.
- For events with fewer than 30 attendees: A sign-in sheet with the names and roles (student, district employee, or community member) who attended must be submitted before placing any orders or before receiving any type of reimbursement.

Special Guidelines for Equipment and Supplies Ordering

- Supplies or equipment for events or activities must have an approved Activities Request Form, regardless of the funding source.
- Equipment with a cost of more than \$100.00 must be ordered through Student Life unless other arrangements have been arranged and approved.
- Items may not be delivered to a personal residence.

- All orders for equipment and supplies must be delivered to the Center for Student Life via the following address:

Center for Student Life
College of San Mateo
1700 W. Hillsdale Blvd.
San Mateo, CA 94402

- Upon delivery, the Student Life staff will verify the items received. Orders will only be released to authorized representatives of the student club or organization.
- Orders placed through Student Life must be made **MINIMALLY** ten (10) days in advance. Orders will be placed within two (2) working days of receipt of the order (provided there are no follow-up questions from our office). It is the student organization's responsibility to ensure there is enough time for the order to arrive and plan accordingly. Please confirm how long it will take to ship before submitting orders.
- Make sure to have alternative or back-up items selected in case the items you wish to order are not available at the time of ordering.
- **Do not schedule orders to arrive on the same day the order is needed.** Account for at least two extra days for the order to arrive and/or to account for any shipping delays or issues.
- Student Life is not responsible for shipping delays. Please account for this when you order.
- The student organization is responsible for paying all shipping costs if they were NOT already secured with the original funding.
- The order is not confirmed until you receive an order confirmation from Student Life. Please allow up to four (4) working days to receive your confirmation. If you do not receive confirmation within four (4) working days, please follow up with Student Life.
- All equipment purchased with club, ICC, or ASCSM funds is property of the Associated Students of CSM (ASCSM) and considered to be "on loan" to the student club or organization. Supplies and equipment may not be gifted to a college/district department, program, or service without the express permission of the ASCSM Student Senate.
- No equipment may be removed from the college campus without prior approval from the Center for Student Life.

Computer Hardware and Software

All computer hardware and software purchases, including subscription software, must be processed through the district's ITS department. Please contact the Center for Student Life for assistance with these types of orders.

Prizes

Prizes may be awarded for events and activities that involve contests that have an established judging system in place. These include events such as costume contests, film festivals, etc. To be eligible for funding, the judging system that will be used must be submitted to the Center for Student Life with the Activities Request Form. The judging system will be reviewed and approved along with the activities request. Members of ASCSM, club officers, and other students directly affiliated with the planning or judging of the event are not eligible for any prizes.

Contracts and Insurance

Contracts are required by the district when engaging a third-party vendor or agent for services or other tangible deliverables. Depending on the nature of the event or activity, vendors, performers, etc. may be required to have certain levels of insurance required by the district. No work or payments may be started or made until a contract has been fully executed by the district. Students, faculty, and staff of the college may not enter, sign, or otherwise commit to a contract. Any such agreement will be considered null and void. No payments will be made for such agreements.

Examples of when a contract is required:

- When engaging a speaker, presenter, or photographer (paid or unpaid).
- When engaging an artist, performer, dancer, DJ, or band (paid or unpaid).
- When engaging a third-party vendor (e.g., charter bus service, interactive games, etc.)

If you think your event or activity may require a contract, please consult with the Center for Student Life as soon as possible. Contracts may require extensive processing and review. The minimum lead time for a contract is at least 6 to 8 weeks. The Center for Student Life will support student clubs and organizations with processing contracts, but college departments and programs are responsible for processing their own contracts even if funding is being provided by the Associated Students. Please note that the Student Life and Leadership Manager is required to sign off on any department-level funding approvals for ASCSM-funded events and activities, including contracts.

Prohibited Purchases

All purchases must align with college and district policies and procedures, and any applicable laws and regulations. Donations and/or contributions of any form to political organizations, whether directly or indirectly, are prohibited. Please consult with the Center for Student Life prior to making any purchases.

Please remember that we are a small office of three people supporting the student government and over 40 student organizations, in addition to other job duties. Please show grace and be proactive in supporting your organization.

If you have any questions, please contact the Center for Student Life at csmstudentlife@smccd.edu, (650) 574-6141, or by visiting us in Building 17, Room 112.