

Club Advisor Guide



Updated July 2022

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Congratulations on becoming a Cosumnes River College Club Advisor!

You have taken on an exciting and important challenge in developing our students and contributing to the CRC campus experience. This manual is intended to serve as a guide and resource to you in your role as a Club Advisor. Should you have a question that is not addressed in this booklet, please be sure to contact the Student Life & Leadership Center.

Communication between the Student Life & Leadership Center and Advisors is essential to the growth and success of our clubs. We are here to assist you and welcome your questions. Please contact the Student Life & Leadership Center to schedule an Advisor orientation.

STUDENT LIFE & LEADERSHIP CENTER (SLLC) (pronounced “slick”)

VISION STATEMENT

The Student Life & Leadership Center provides an inclusive, experiential learning environment and creates dynamic opportunities for the intellectual growth of students and our community.

MISSION STATEMENT

The mission of the Student Life & Leadership Center is to provide the setting to allow personal and organizational growth, development of leadership skills, preparation for civic responsibility and exploration of culture.

OBJECTIVES

To achieve this mission, the Student Life & Leadership Center provides:

- **Student Leadership**: Through the Student Senate, Clubs and Events Board (CABE), and clubs, provide peer support, mentoring, and referrals to students in various programs to improve retention, completion, engagement, and success rates
- **Student Life Services**: Authorize and serve student clubs; provide information on Student Health and Dental Insurance brochures, Bus and Light Rail Schedules, available Housing Information and Voter Registration forms
- **Campus Activities**: Student involvement in multicultural events; assist with campus events, coordinate Commencement
- **Community Outreach**: Provide volunteer opportunities to student organizations to help community organizations; post community announcements on campus and assist with high school outreach

Staff:

Kayla Anaya, Student Life Supervisor | 916-691-7677 | anayak@crc.losrios.edu

Jordan Cervantes, Student Personnel Assistant | 916-691-7305 | cervanj@crc.losrios.edu

Sharon Dayal, Temporary Student Personnel Assistant | dayals@crc.losrios.edu

Advising Defined

According to Los Rios District Policy P-2312 section 1.2, Los Rios District Regulation R-2312 section 1.3 and the California Education Code 76120, each club must have a faculty or certificated advisor before the organization is given college recognition. At Cosumnes River College, a classified staff member may be an assistant or co-advisor to a certificated employee/faculty. The advisor's job is to ensure that the college fulfills its obligations to its students, the policies and regulations of the Los Rios Community College District and CRC.

The basic purpose of the advisor is to work with the designated leaders and members of a functioning student club with the intent of:

- 1) Providing a sense of "continuity" for the club especially during officer transition
- 2) Being a resource person with a knowledge base for institutional policies, etc.
- 3) Assisting the leaders and members to fulfill their responsibilities
- 4) Aiding the club to define and achieve its goals and objectives
- 5) Integrating the club's activity with the overall purpose of the educational setting

The Role of the Advisor

The club Advisor must attend (for the entire time) all meetings and social functions for the club or provide a faculty substitute. Advisors may be responsible for filling a variety of roles - it is important to clarify and outline these with each new group of officers:

- 1) Liaison between the club, administration and faculty
- 2) An interpreter of policy; an information resource regarding organizational procedures, group process and programming concerns
- 3) A resource providing history and continuity between changing club leadership
- 5) A teacher of programming skills
- 6) Presenter of philosophical ideas and concepts of leadership
- 7) An advisor, mediator, consultant, sounding board, and friend

A "good" advisor usually will:

- 1) Be vocal, provide their own leadership. (NOTE: a strong advisor usually is not a "controlling" advisor)
- 2) Support student growth and student development
- 3) Be active and involved in the club's activities. (Absentee advisors are a disservice to student officers)
- 4) Keep the student club in compliance with college policies
- 5) Provide vision and inspire the membership to aspire to new and greater challenges

Advisor Responsibilities

Your role as Club Advisor is to provide the necessary tools for your club officers and members to achieve their goals in a supportive learning environment. The following is a list of possible expectations that can be used as a starting point for the discussion between the Advisor and the student club/organization.

- ✓ Attend **all** club meetings and events (Advisors **must** be present at each meeting and events.)
- ✓ Facilitate the development of student leadership
- ✓ Be familiar with and encourage the basic use of Parliamentary Procedures
- ✓ Proof-read, approve, and submit **all** publicity to the Student Life & Leadership Center **before** posting
- ✓ Review and approve club constitution and charter
- ✓ Encourage club participation and club member outreach
- ✓ Serve as the primary contact for event planning and facility reservation

- ✓ Assist with the preparation of the agenda before each meeting
- ✓ Speak up during discussion when you believe the group is likely to make a poor decision
- ✓ Explain college policy when relevant to the discussion
- ✓ Check the secretary's minutes before they are written in a final form
- ✓ Keep the group aware of its stated objectives when planning events
- ✓ Take an active part in the orderly transition of responsibilities between old and new officers at the end of the semester or year
- ✓ Serve as a Campus Security Authority (CSA)

Room Keys

When a club is using the same room for its meetings more than three times in a semester, the Advisor is to request a key for the room. This makes opening the room timelier.

Signature Requirements

The Advisor's signature is necessary on the following items to ensure the Student Life & Leadership Center of the Advisor's knowledge of club activities. We appreciate your cooperation as we work to improve communication between SLLC, Advisors and clubs.

- 1) Activities Reservation Form (ARF)-use the current version
- 2) The lower right hand corner of all publicity items such as flyers, banners and posters
- 3) Student Life & Leadership Center Reimbursement Request Form
- 4) Campus Requisition form (needed in the SLLC two weeks prior to event)

Serving as a Campus Security Authority (CSA)

Faculty advisors to student organizations are considered Campus Security Authorities (CSA), defined by the Clery Act, as a result of your function having significant responsibility for student and campus activities. If someone tells you about a crime or an incident that may be a crime, record the information and submit a report to LRPD. Just get the facts and LRPD will take care of the rest. Your role is to get the information the person is willing to tell you and not to investigate to determine who's at fault or find the perpetrator. When using the report form, do not identify the victim unless s/he gives you permission.

The following crimes must be reported: **criminal homicide** (murder, non-negligent/negligent manslaughter); **sex offenses** (forcible/non-forcible); **aggravated assault; robbery; burglary; motor vehicle theft; arson; hate crimes; and liquor, drugs, and weapons arrests AND disciplinary referrals for students and employees.** Be sure to document when the crime or incident occurred and when it was reported to you. The law requires that the crime is reported for the calendar year in which it was first reported to a Campus Security Authority – not when it occurred or reported to police. A crime must be reported if it occurred on campus, on LRCCD property, on public property adjacent to campuses, or on property closely related to the College (e.g. Rancho Cordova Center and adjacent areas). You should not include crimes unrelated to LRCCD such as a crime that occurred at another college or while away from campus during a non-sponsored activity, but tell the student about reporting options and refer for help.

Be sure to inform the person about options for reporting to the police or any available confidential reporting process. Just understand that it is up to them to report the crime. Let the person know that you may be required to report the incident as an anonymous statistic, but will not identify anyone involved. Additionally, let the person know of any resources for victims' assistance programs, medical treatment or counseling services available to them on campus or in the community. Information pamphlets are available from LRPD and the Campus Health Centers.

Below are some questions that you should ask the person reporting the crime:

- Is a violent crime in progress? Is it a continuing threat? (If so, call police immediately!)
- Has the victim sought or is the victim in need of assistance/services?
- What happened? How, when, and where did it happen? Is there an identified suspect?
- Has the incident been reported to police or to another CSA?
- Does the victim wish to remain anonymous?

Fill out the form as best as you can. Some information is better than none! Clery

Handbook: www2.ed.gov/admins/lead/safety/handbook.pdf

Club's Purpose

- To enrich Cosumnes River College and its surrounding community through co- and extra-curricular activities
- To create opportunities for students with like interests to flourish, both academically and socially

Club Requirements

- ✓ Must have a faculty advisor and student officers
- ✓ Must hold regular meetings
- ✓ Must attend **at least three** Clubs and Events Board (CAEB) meetings per semester
- ✓ Must adhere to Student Life & Leadership Center, Cosumnes River College, and Los Rios Community College District regulations

Chartering Procedure

In order to be considered an active club, charters are to be filed with the Student Life & Leadership Center within the first **two** months of the fall semester. Approved charters are good for the entire academic year but may be revoked if a club does not fulfill the minimum CAEB meeting attendance requirement.

Clubs and Events Board (CAEB)

CAEB is a collaborative effort among clubs to communicate with one another and the Student Life & Leadership Center. Communication is important when promoting the interests of Cosumnes River College students and CAEB should be at the forefront of this exchange.

- Clubs are encouraged to attend all meetings, but **are required to have a representative present at a minimum of three CAEB meetings per semester.**
- Information regarding upcoming meetings will be distributed to the advisor, president and the CAEB Representative of each club, but any club member may substitute for the CAEB representative at a CAEB meeting.

Club Accounting

Club accounts are maintained through the Business Services Office and an account summary will be sent to you upon request. **Forms for purchases and deposits should be submitted to the Student Life & Leadership Center and not directly to the Business Services Office.**

Clubs are responsible for their own fundraising and fiscal planning. Before your club engages in a fundraiser, please be sure to inform the Student Life & Leadership Center with the details of the activity using the Activities Reservation Form. If you need to use the campus Tax ID number, you will also have to request approval from the VPSS **prior to** providing it to a donor (business or individual). Keep in mind that there are also campus sources for funding that your group should consider if the goal is to raise funds for a specific club activity. These sources include: the CRC Foundation, the Professional Development Committee, and CAEB for clubs with active status.

Money from accounts that are inactive for four consecutive semesters will be transferred into the Clubs and Events Board account used to provide start-up funds for newly chartered clubs and certain club activities.

Account Expenditures

1. All club expenditures must be approved by the Club Advisor.
2. All club expenditures must be noted in club meeting minutes.
3. Original receipts are required for all reimbursements.
4. Campus-Based Requisition forms should be filled out for all expenditures.
5. Approved methods of expenditure include:

Vendor Payment	Check issued directly to the company
Purchase Order	A "promise to pay" from your club account
Instant Cash Check	A "blank" check made payable to the vendor and issued to the Club Advisor with a "Not to Exceed" amount
Reimbursement	A check will be generated to "pay back" the purchaser once an original receipt has been submitted**

***Requests for reimbursements are not guaranteed approval. Consider obtaining pre-approval for reimbursement before you use your own money to purchase any goods or services on behalf of the club.*

Account Deposits

1. Complete the "Cash Reconciliation" slip with Student Life & Leadership Center for the full amount to be deposited.
2. Once deposited by SLLC staff, a receipt of the deposit will be placed in the club's folder in SLLC.
3. Funds raised for an outside organization **cannot** be deposited directly into club account. Funds raised for an outside organization will be held in cash envelopes in Business Services until transferred to the designated organization.

Fundraising Guidelines

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or club/organizational budget enhancement. The guidelines that follow must be adhered to in order to conduct fundraising efforts under the auspices of Cosumnes River College.

All fundraising efforts must meet the following criteria:

- be consistent with the stated purpose of the club/organization and mission of Cosumnes River College;
- adhere to the policies and regulations of the Los Rios Community College District; and
- comply with all applicable local, state and federal laws.

The following guidelines pertain to all fundraising sponsored by students:

All on-campus fundraising efforts by individual students, student groups, or by recognized student clubs and organizations must be approved in advance by the Student Life Supervisor and be scheduled through the campus event scheduling process.

Applications for fundraising activities by recognized student clubs and organizations should be completed and submitted **four weeks prior** to the event to ensure that there is enough time to evaluate the request and schedule and plan for the event.

A currently enrolled student club member and the Club Advisor (or qualified replacement) must be present during the scheduled hours of the event.

Each campus organization is responsible for any fundraising activity it sponsors and must put its name on all advertising associated with the sale and follow posting policies for advertising the event. The intended use of the funds raised must be posted at the event and all funds raised must be used in this manner.

Sales of any kind may not be in conflict with the normal merchandise and services of the college bookstore, cafeteria or other departments of the College unless approved by mutual agreement in advance of sale.

The merchandise or service offered for sale by the recognized student club or organization must be for the purpose of raising funds for the organization or for the benefit of a charitable organization.

If fundraising is taking place to provide a donation to a charitable organization, a statement acknowledging their support of the fundraising effort written on the charitable organization's letterhead must be submitted along with the Activities Reservation Form (ARF). The letter should include the charitable organization's verification of their non-profit status and indicate when they expect to receive the donation.

All funds raised for charitable organizations must be deposited in a special account through Business Services (**not** your Business Services club account) and disbursed directly to the designated organization.

If the fundraising effort involves the retail sale of merchandise or services, the student club or organization is responsible for paying all taxes imposed by the State of California in connection with the sale of merchandise or services.

Please note that student clubs are not allowed to sell raffle tickets to raise funds because “they are not nonprofit organizations exempt from state tax as defined in the Franchise Tax Code. Rather, school entities are exempt from tax by virtue of being a government entity” (Fiscal Crisis Management Assistance Team (FCMAT), *Associated Student Body Accounting Manual and Desk Reference*, 2015). Additionally, because student clubs are not nonprofit organizations, they are not authorized to provide donors the campus Tax ID without prior approval from the VPSS. Please contact SLLC if you need further assistance.

An itemized revenue/expense projection must be submitted with the Activities Reservation Form (ARF).

All profits from the fundraiser must be deposited in the club’s/organization’s campus account within one business day of the conclusion of the event.

Fundraising projects that involve solicitation of parents, businesses, alumni, and friends of the College require coordination with CRC Foundation.

Funds raised shall not be used for any illegal purposes or personal gain.

Planning Tips

It is important to consider that your fundraising effort is about more than just raising funds. How well you do with planning and implementing your event is a reflection of your group’s credibility. Here are some tips that should be helpful for event planning and implementation.

- Start your process by developing a timeline from the date you would like hold the event and move backwards. This way you can determine if you have given your group enough time to meet deadlines for submission of paperwork.
- Be creative and choose an idea that will capture people’s attention. Look for opportunities to partner with other groups and to capitalize on their talents and traditions.
- Schedule your event at a time when you are likely to maximize participation and map out your publicity plan. Remember to adhere to posting guidelines.
- Be sure that you have budgeted properly for your event. You should carefully develop a realistic budget of expenses and revenues that address what you will need to spend up- front including charges for facility usage and publicity, if necessary.

List of Forms

A. Campus Club Signature Form

used to verify authorized signatures for club account activity

B. Activities Reservation Form

used to describe and request support for club activities

C. Club Minutes for Expenditure Approvals

used as evidence for club approval of purchases made with club funds

D. Campus Based Requisition

used for any club account expenditure request

E. Cash Receipt Reconciliation

used for the deposit of funds into the club account

F. ASCRC Funding Request Proposal

used to request funding support from CAEB or Student Senate

G. LRCCD Travel Authorization and Reimbursement Claim

used to obtain approval for any club activity requiring travel even if there is not expense to report (required)

H. Instructions for In-State Travel

used as a guide in completing the travel form for in-state travel

I. Instructions for Out-of-State Travel

used as a guide in completing the travel form for out-of-state travel

J. LRCCD Agreement to Participate and Waiver/Assumption of Risk

used for any club activity beyond a regular meeting on-campus (required)

K. Student Standards of Conduct Agreement for Field Trips

used to inform the students and the advisor of FLC's standards of conduct during any club sanctioned off-campus event (required)

L. Addendum to the "Agreement to Participate and Waiver/Assumption of Risk"

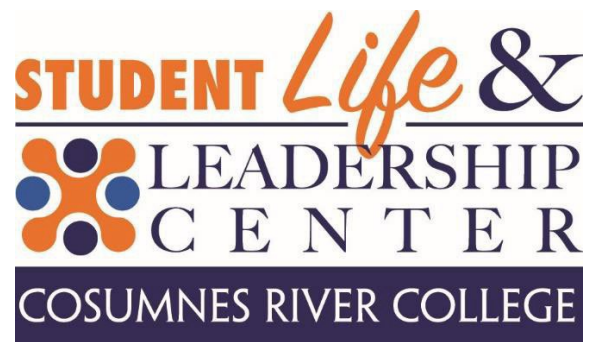
used only if participating club members plan to provide their own transportation to/from the activity

M. Request to Use College Vehicle

used to reserve the use of a college vehicle

N. Bus Travel Request

used to request and reserve a bus for travel



(SLLC)



Club Handbook

2022-2023

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Introduction

STUDENT LIFE & LEADERSHIP CENTER (SLLC) SUPPORT

SLLC (pronounced “slick”) provides the setting that promotes personal and organizational growth, development of leadership skills, preparation for civic responsibility and exploration of cultures. Staff in SLLC are here to help you manage your student organization, no matter what your needs are. SLLC can assist you in promoting your club, reserving meeting and event spaces, training officers, organizing and coordinating activities. Your success is our success. It is through clubs and organizations that CRC’s spirit and traditions are created and preserved. Thank you for your contribution to student life at CRC!

WHO CAN START A CLUB?

Any student who is enrolled at Cosumnes River College and has at least seven (7) other CRC students interested in joining the club.

WHAT IS THE PURPOSE OF A CLUB?

A club provides students opportunities to:

- ◆ Share similar interests with their peers. Learn and apply new skills.
- ◆ Provide valuable service to the campus and community.
- ◆ Network with other students and clubs. Interact with faculty and staff.
- ◆ Learn and apply new skills.
- ◆ Have fun. Create and participate in campus activities and events.

REFERENCES

- ◆ LRCCD Website: www.losrios.edu/legal
LRCCD Policies and Regulations
-2312 (Student Clubs)
-2314 (Student Funds)
-2411 (Student Rights and Responsibilities)
- ◆ Official California Legislative Information Website:
<https://leginfo.ca.gov/>
California Education Code § 76060-76067, 76120, 82530-82548
- ◆ Fiscal Crisis Management Assistance Team (FCMAT), *Associated Student Body Accounting Manual and Desk Reference*, 2015

How to Start or Renew a Club

Students are encouraged to organize and participate in club activities while attending CRC. Clubs are established out of the specialized interests of students such as academic major, religious belief, cultural background, political philosophy, sports and hobby interests.

The following process must be completed at the beginning of each Fall semester and in the Spring semester if there is a change in officers or advisor. You **MUST** have a faculty advisor to start a club. If you need help finding one, please email DayaS@crc.losrios.edu to assist in connecting you with a faculty member.

- ◆ Go to our website to [Start a New Club](#). *(Double click to open hyperlink)*
- ◆ New club completes [New Club Charter Application](#) and a Continuing club completes the online [Club Re-charter Application](#). Both require a [Club Constitution](#). Club Constitution must be emailed to SLLC Advisor AnayaK@crc.losrios.edu.
- ◆ Club sign-ups are **offered online throughout the academic year** providing a wide range of students an opportunity to select clubs of their interests. This is a good way for clubs to recruit members.

Officers Required:

President, Treasurer and Clubs and Events Board (CAEB) Representative. The President or Treasurer may also serve as the club's CAEB Representative.

- a) CAEB provides clubs the opportunity to receive funding support and to join with other clubs in fundraising efforts, community service, networking and other social activities. Each club registers a CAEB Representative to serve on the Clubs and Events Board. It is the responsibility of your club to participate in the CAEB. If your club chooses not to participate, then seeking support, financial or otherwise, from CAEB or Student Senate will not be granted.
 - b) **All club officers shall be enrolled in a minimum of five (5) semester units at CRC; shall meet and maintain good standing with a 2.0 or higher GPA.** (Reference: LRCCD P-2312, 1.4).
- ◆ **Schedule and attend** a *Charter Orientation* session. Please email DayaS@crc.losrios.edu to schedule your Club Orientation. The orientation will cover the Club Charter process and may answer any questions you have.
 - ◆ **Submit** completed charter forms online.
 - ◆ If new, **develop a Constitution** that outlines the club's goals, objectives and officers' responsibilities. (A sample constitution outline is included in this handbook). If you are a continuing club, review and update the constitution. The Club Constitution must be on file in SLLC by the fourth week of the semester or two weeks after the new club's charter is approved. Failure to submit the Constitution is an automatic suspension of the club's charter.
 - ◆ Charters are presented to the Clubs and Events Board for approval. You must attend a CAEB meeting and present your club proposal to the board for approval.

REQUIRED MATERIALS CHECK LIST

Submit the following items by the fourth week of each semester:

- ✓ CRC Club Charter Application (online)
- ✓ Constitution – If it is for a new club or there are changes to an existing constitution or it is time for the constitution to be reviewed

If a club does not renew its charter for four consecutive semesters, or two years, it is considered inactive. All remaining funds in the inactive club's account will go into the ASCRC Clubs and Events Board account.

Your club's Charter will remain active for the academic year contingent upon the following:

1. All policies and procedures for student clubs must be followed as outlined in the current Club Handbook and College, District and State regulations.
2. Club constitution is current and on file with SLLC.
3. Change in officers and/or advisor(s) are on file with SLLC.

Anyone with questions about the recognition process should seek the assistance of the Student Life and Leadership Center staff.

PRIVILEGES OF CLUB RECOGNITION

Recognition is a process where clubs become officially sanctioned and acknowledged by the college. Recognition is administered on an annual basis in Fall Semester through the club's charter.

Recognition is supported when clubs conduct activities on behalf of the students in accordance with Federal, State, District and College rules and regulations and holds regular meetings open to all students. Recognition allows clubs benefits that are not available to unrecognized organizations, groups of individual students. Once a club becomes recognized, the following privileges and benefits are available:

- ◆ Recognition as a college organization
- ◆ Use of the college name in your club's title
- ◆ Establishment of a financial account with CRC Business Services
- ◆ Eligibility for use of campus facilities for events and meetings
- ◆ Inclusion in appropriate college publications including the college calendar
- ◆ Use of the SLLC banner/poster paper and ink, for producing publicity materials on meetings and approved events; 30 copies of flyers on pastel or white paper per event.
- ◆ The opportunity to link your club web page through the Student Life & Leadership Center.
- ◆ Eligibility to utilize college staff and programming resources

SOCIAL MEDIA

- ◆ SLLC utilizes the platform Instagram for promoting clubs and campus events. Follow us at [@studentlifecrc](https://www.instagram.com/studentlifecrc)
- ◆ If you would like us to promote your club on our social media, email your flyer or post to DayaS@crc.losrios.edu
- ◆ Clubs are welcome to create their own social media page to promote their club. Be sure material is appropriate and follows guidelines.

CLUB CONSTITUTION (SAMPLE)

The Club Constitution must establish the fundamental principles on which the club is to operate. It defines the primary objectives of a club and describes how that club will function. The Constitution/Bylaws of clubs shall be shared with students, campus departments, etc., when requested. A constitution should include the following:

ARTICLE I – Name of the Club

Section 1: The name of this club shall be (i.e. the “XYZ Club”)

ARTICLE II – Purpose of the Club

This section can be as brief or as detailed as you would like. It should include, a general outline of what your club would like to accomplish (i.e. the “purpose of the “XYZ Club is to inform some and remind others that all letters of the English alphabet are valuable”)

ARTICLE III – Officers of the Club

Decide what officers your club will have, how and when they will be elected, the term of office each will hold and how vacancies will be filled.

Section 1: Elected officers of this club shall be: (List all elected officers in order of rank - normally President, Vice President, Secretary, Treasurer and Clubs and Events Board Representative).

Section 2: Duties of each officer

Section 3: Term of office (i.e. one semester or one academic year)

Section 4: Nominations and Elections filing (explain the election and/or appointment procedures)

ARTICLE IV – Qualifications for Membership

List the requirements and qualifications necessary to become a member without regard to ethnicity, race, color, marital status, religion, national origin, sex, age, handicap, veteran status or sexual orientation.

Section 1: General Statement of Eligibility for Membership

Section 2: How to Become a Member (stipulations)

Section 3: How to Remain in Good Standing

ARTICLE V – Meetings

Determine the frequency of general meetings and establish procedures. Special meetings may need to be addressed as well.

Section 1: Frequency of Meetings

Section 2: Procedure for Calling Special Meetings

Section 3: **Quorum** (state the minimum number of members who must be present at a meeting in order to transact business legally; i.e. 51% of total membership).

ARTICLE VI – Parliamentary Authority

Section 1: The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the (Club Name) in all cases to which they are applicable and in which they are not inconsistent with the Constitution/Bylaws of the (Club Name).

ARTICLE VII – Amendments

State how and when the constitution can be amended. For Example:

Section 1: The proposed amendment must be in the hand of the club officers no later than one week before the scheduled meeting of the (Club Name), at which it is to be presented.

Section 2: Following the approval of the amendment by the officers this constitution may be amended by a (State what majority) vote of the membership at the first meeting of the club at which a quorum is present.

ARTICLE VIII – Enacting Clause

This constitution shall become effective upon arrival of the Club President, Club Faculty Advisor or SLLC Supervisor.

(NOTE: All constitutions must have the signature of the club President and club Advisor as follows. “I have read, understand and agree to the contents of this document,” must be printed above the signature.)

"I have read, understand and agree to the contents of this document."

Date Approved	Club President
Date Approved	Faculty Advisor
Date Approved	Student Life & Leadership Center Supervisor

END of CONSTITUTION SAMPLE

TYPICAL CLUB OFFICER DUTIES

(Duties for officers in the Student Senate and Clubs & Events Board are detailed in separate documentation).

President

1. Hold Executive Committee meetings
2. Prepare an agenda for each meeting
3. Keep the advisor informed of all club meetings and activities. (CRC requires the advisor to attend all club meetings and activities)
4. May appoint a representative to the Clubs and Events Board
5. Preside over the club and club meetings
6. Serve as the official spokesperson for the club
7. Appoint committees and delegate the work among all club members

NOTE: The president has no vote except to break ties or to vote by ballot.

Vice President

1. Attend all Executive Committee meetings and meetings of the organization
2. Assist the President
3. Assume the President's responsibilities when she/he is absent.

Treasurer

1. Responsible for all funds in the club's account at the Business Services Office **(No off-campus accounts may be kept)**
2. Sign all fund requisitions along with the advisor for the withdrawal of funds from the club's account. **(Note: The Student Personnel Assistant will prepare the requested requisition and initial next to the advisor's signature)**
3. Be prepared to give a report at each business meeting of the organization listing revenue, expenditures and balances on hand
4. Have records available for examination at any time
5. If the club's account balance is needed, a request is submitted to the Student Personnel Assistant in SLLC five days before the day the information is to be presented

Secretary

1. Record what was done at club meetings and keep accurate permanent minutes
2. Keep an accurate and up-to-date list of members
3. Keep a copy of the constitution and/or bylaws and have it available for easy reference during meetings
4. Write motions down accurately and be prepared to read them

Clubs and Events Board Representative

(Each club registers, from its membership, a Club Representative to serve on the Clubs and Events Board. It is the responsibility of the club to send a club member to participate in the CAEB meetings if the club's representative will miss a meeting.)

1. Shall represent the club and provide as a means of communication between CAEB and the club
2. Shall keep CAEB up to date on club matters and vice versa.
3. Shall attend all CAEB meetings and be prepared to vote.
4. Shall implement and evaluate events and activities.
5. Shall perform any additional responsibilities related to CAEB as assigned by the Executive Board or SLLC Supervisor.

CLUB MEMBER CONDUCT

Club members are expected to comply with campus and district policies and regulations and to serve as role models for all CRC students. In addition, club members must abide by their club's constitution and rules. Failure to comply may result in consequences, including but not limited to warnings, restitution/commensurate consequences, club suspension, club expulsion; referral to Discipline.

CONFIDENTIALITY AND REGULATION OF MATERIAL

SLLC publishes contact information for each registered club/organization so interested individuals have a means of contacting the club/organization. The name, telephone number, and email address of the club president will be on SLLC website, unless the president provides notice in writing to SLLC of the desire to not disclose the directory information. An alternate contact must be provided for use on the SLLC website if the president's information is not disclosed.

SLLC shall maintain a file of recognized organizations, and make the following available to anyone upon request:

- ◆ Name of the organization
- ◆ Purpose(s) of the organization
- ◆ Name, email and phone number of the advisor(s), president, treasurer and CAEB representative

CONDITIONS FOR DENYING, REVOKING, OR SUSPENDING CLUB CHARTERS

CRC does not permit clubs to be established which are secretive or restrictive in membership (*Los Rios CCD Policy 2312*). With the exception of setting up a Member-Recruiting Table, clubs not having an approved Charter for the current semester may not sponsor or participate as a club in any activities.

A recognized student club/organization may have its official status and privileges denied, revoked or suspended for the following reasons:

- ◆ The advisor is not present at a club meeting, special event or function held on or off campus.
- ◆ Faculty Advisor resigns.
- ◆ A club/organization-sponsored activity, whether on or off campus, violates district or college rules and regulations.
- ◆ A club/organization member acts in such a way that creates a substantial disruption to the orderly operation of the college. (LRCCD Policies and Regulations P-2411, P-2441).
- ◆ A club/organization does not deposit revenue within 24 hours of receipt with the Student Life & Leadership Center.
- ◆ Non-compliance of the rules and regulations of the College and/or of the Los Rios Community College District on or off campus.

Advisor Information

ADVISOR SELECTION

According to Los Rios District Policy P-2312 section 1.2, Los Rios District Regulation R-2312 section 1.3 and the California Education Code 76120, each club must have a certificated/faculty advisor before the organization is given college recognition. At Cosumnes River College, a classified staff member may be an assistant or co-advisor along with a certificated employee/faculty advisor. The primary advisor for each club must be a CRC faculty member and have authority to sign off on financial matters. The advisor helps to ensure that the college fulfills its obligations to its students, the policies and regulations of the Los Rios Community College District and CRC.

Advisors should advise the club in the exercise of its responsibilities, but they shall not have authority over the policy of the club. Much of the success enjoyed by a club at CRC relates directly to the interest and efforts of club advisors. Know that club advisors volunteer their time and energy to advise student clubs. Make every effort to arrange meetings and activities around the teaching schedule of your club advisor.

Due to the commitment level, a Co-Advisor is recommended. Having two Advisors that work and communicate well together will provide for a better experience to both the advisors and students. While a "classified" staff member may serve as a Co-Advisor and attend club/organization meetings in the faculty Advisor's absence, all other planned activities must have the faculty Advisor in attendance.

1. The selection of an Advisor is up to the members of the particular student organization. The Student Life & Leadership Center must be informed of the selection.
2. Student clubs/organizations should choose an advisor with similar interests.
3. There may be times when a club/organization is having difficulty in finding an advisor. The Student Life & Leadership Center will assist in locating an Advisor for the club/organization.

ADVISOR RESPONSIBILITIES

The exact role of the Advisor should be determined by the Advisor and the student club/organization. This role may vary based on the needs and goals of the club/organization. Student leadership of the club/organization and the Advisor should have a conversation early on to determine the role and expectations of the Advisor and the Advisor's expectations of the students. The following expectations serve as discussion starting points.

1. Provide the basic orientation, continuity, and knowledge of the activities, traditions, and services of the club.
2. Assist in planning meaningful events, activities and projects that are consistent with the purposes of the group and/or with the goals of the club.
3. Attend all club activities, meetings and/or any other special events designed by the student club/organization, whether it is held on or off-campus and remain at the event until it is over. One exception to the Advisor staying the entire time of an event/activity is when the club/organization is staffing a promotional/informational table on campus while the Advisor is on campus. Violation of this policy may result in the termination of the club charter.
4. Encourage development, initiative, responsibility, and leadership of the student members.
5. Ensure that the club complies with all college and district policies, rules and regulations.
6. Be familiar with the constitution of the club and be prepared to render assistance with their interpretation and helping officers understand their duties.
7. See to it that minutes of meetings are maintained (when an advisor resigns or retires, all records should be filed in the Student Life & Leadership Center).
8. Provide guidance to the financial activities of the group; ensure that expenditures are permissible; prevent club from incurring debts that it is unable to pay.
9. Promote communication with the Student Life & Leadership Center.

ADVISOR BENEFITS

1. Stay connected with the students and their lives, which will enhance service, support, and teaching.
2. Contribute to the holistic development of students and their academic success.

3. Get involved in student life and the campus community.
4. **Earn College Service hours.** The 2020-2023 LRCFT Contract, Section 4.1.3 includes: College Service represents a professional obligation by all full-time faculty to the institution. Participation, to be determined by the faculty member, may include, but not be limited to: sponsoring and supporting student activities....
5. Have fun.

ADVISOR MEETING ROOM GUIDELINES

1. The Advisor will be responsible for opening and closing the classroom. If a key is needed, the Advisor is to submit a request to the SLLC staff through email.
2. If the Advisor reserves a room in their discipline area for your club/organization, indicate such on the Room Request form submitted to SLLC.
3. Leave the room as you found it. If you move furniture, please put the furniture back before your meeting ends.
4. Be mindful of noise levels when classes are in session.

ADVISOR SIGNATURE REQUIREMENTS

The Advisor's signature is necessary on the following items to ensure the Student Life & Leadership Center of the Advisor's knowledge of club's/organization's activities. We appreciate your cooperation as we work to ensure good communication between SLLC, Advisors and clubs/organizations.

- 1) Activities Reservation Form (ARF)
- 2) The lower right-hand corner of all publicity items such as fliers, banners and posters
- 3) Student Life & Leadership Center Reimbursement Request Form
- 4) Funding request forms
- 5) Club charter documents
- 6) Travel requests

WORKING WITH YOUR ADVISOR

Clubs Can Help Their Advisor By:

1. Making clear the role they would like the advisor to take in the club.
2. Keeping the advisor informed of the club's plans and problems.
3. Making use of the advisor's background of experiences with the club and at the college.
4. Working out tentative solutions to problems before going to the advisor whenever possible.
5. Observing lines of responsibility - Don't go "over their head" or by-pass them entirely.
6. Inviting the advisor and their family to all activities - Don't take their attendance for granted.
7. Showing an appreciation for their services - through a letter or appropriate comments at meetings and other events.

CHANGING ADVISOR(S)

1. Should a club's/organization's Advisor no longer wish to serve as its Advisor, the resigning Advisor shall write a memo to the Student Life & Leadership Center advising the office of the resignation and the effective date.
2. Student clubs/organizations wishing to select an alternate or additional Advisor must submit a memo to SLLC stating the effective date and rationale for the change, an updated Club Charter form reflecting applicable changes, and a brief memo of acknowledgement from the newly selected Faculty Advisor.

Clubs and Events Board (CAEB)

[For more detailed information, read the Club and Events Board Bylaws.](#)

The purpose of the CAEB is to:

- ◆ Promote student involvement and activities that recognize the cultural and ethnic diversity of the college community and foster cultural awareness and understanding.
- ◆ Promote the academic, intellectual, artistic and social life of students. Provide a mechanism for the appropriate allocation of ASCRC resources.
-Create a way for clubs to more readily accomplish events that highlight their individuality.
- ◆ Promote a sense of unity between clubs and a sense of community for CRC students.

The responsibilities of the CAEB are to:

- ◆ Develop general guidelines for approving student clubs consistent with Los Rios Community College District and Cosumnes River College policy.
- ◆ Plan and coordinate yearly activities and celebrations for the entire College.
- ◆ Approve, reject and coordinate club fundraising activities in consultation with the CAEB Advisor.
- ◆ Recommend expenditures of its budgeted funds.
- ◆ Coordinate with the Student Senate to conduct college-wide activities.

CAEB Membership:

- ◆ The Executive Council is elected by the general student body. Representatives are appointed through an interview process. There are 10 positions.
- ◆ Clubs/Organizations register one Representative to represent the interests of the club/organization at CAEB meetings. A Representative may only represent one club, even if they are a member of multiple clubs.
- ◆ Students interested in event planning and leadership are encouraged to consider serving on CAEB.

CAEB Activities:

- ◆ Proposed activities must be open to the entire student body for participation.
- ◆ Proposed activities should not compromise the standard of academic ethics of CRC. CAEB may hold its own fundraiser at proposed student events.
- ◆ Clubs/Organizations which propose a student activity that is co-sponsored by CAEB and raise funds at the event will keep all of the proceeds from their fundraising and will not be expected to reimburse CAEB for either time or money.
- ◆ The ASCRC Joint Budget Committee allocates money to CAEB to be used to pay expenses for student club activities. Recognized clubs seeking support, financial or otherwise, from the CAEB must be in good standing with CAEB participation.

CAEB Relationship to the Student Senate

- ◆ CAEB is the student life component to the Associated Students of CRC. CAEB advises the Student Senate on club-related activities and concerns. The Student Senate is the voice of advocacy for student's individual and organizational rights.

How to Run a Meeting

The presiding officer is responsible for maintaining order. The degree of formality used in presiding will depend on the size of the group and the amount of agreement in the group.

In order for the club to conduct its business, quorum as identified in its constitution must be confirmed.

How to set the quorum number: Take the number of members in the club (a minimum of 8). This includes the club president. Divide the number of members in half then add one. Example of 8 members divided in half = 4 +1 =5. Five is the number of members that must be present to vote on business matters of the club. The 5 does NOT include the president or the person presiding over the meeting because they do not vote unless to break a tie. It does not include the club Advisor because the Advisor does not vote. If there are not enough members present to vote on club matters then the meeting should be rescheduled to vote on such matters. You can still have the meeting to work on or to do other things such as team building, study group session, or social activities.

Be on time and start on time. The presiding officer should arrive early to check the readiness of the meeting room and should begin the meeting promptly at the scheduled hour, if a quorum is present.

Be organized. The presiding officer should have a detailed, well-prepared agenda and stick to it.

Be composed. The presiding officer should remain calm and objective, keeping the meeting moving. A sense of humor and a smile can often save the day!

Preparing an Agenda. An agenda is an outline of a meeting. It is a list of things to be acted upon or information to be given. The use of an agenda form that lists the standard order of business is helpful.



Suggested Outline for an Agenda

Club Name
Date of the Meeting
Location of Meeting

1. *Call to Order*
2. *Opening Ceremonies (i.e. welcoming remarks)*
3. *Roll Call (List people in attendance and absent members)*
4. *Minutes of the Previous Meeting (Review, correct and approve)*
5. *Reports of Officers (List the officer's name and subject of the report)*
6. *Reports of Standing or Special Committees (List the name of the committees reporting and the subject)*
7. *Unfinished Business (Do not use the term "old" business) (List the items postponed from a previous meeting until the current meeting).*
8. *New Business*
9. *Announcements or Special Program*
10. *Adjournment*

HOW TO WRITE CLUB/ORGANIZATION MEETING MINUTES

When are Minutes used outside the Club/Organization?

Minutes identifying the motion to use club funds or host an event or activity must be submitted to the Student Life & Leadership Center along with the completed Activities Reservation Form (ARF).

BoardDocs

- Agendas and Minutes for meetings are uploaded onto the BoardDocs website. The Agenda and Minutes are open for public to view.
- Meeting Agendas and Minutes can be viewed on [BoardDocs](#).



Outline for Writing of Minutes

1. In the title heading, give the name of the club/organization; the meeting date, time and place
2. Write the name of the presiding officer in the first sentence then the names of members, club Advisor or Co-Advisor present. Include names of Guests ending with members absent.
3. State whether the minutes of the last meeting (its date included) were approved as read or approved as corrected (if there were corrections, list them)
4. Give statements concerning all reports read (if any)
5. List the items discussed
6. Give a statement concerning all actions taken
7. Motions made about club activities, services and/or use of club funds must be recorded, and if the motion passed or failed.
8. State the time the meeting adjourned
9. The Secretary signs the minutes

Sample of Minutes on BoardDocs

Meeting Minutes

CAEB Meeting Minutes Friday, April 16th 2021, 1:30PM

Position	Name	Present	Absent
CAEB Commissioner	Aaesia Sadiq	X	
CAEB Director of Finance	Nazeefah Ali	X	

1. **Call to Order:** Commissioner Aaesia Sadiq called the meeting to order at 1:32 p.m.
 2. **Welcome/Roll Call:** Attendance is noted in the table above. Quorum was established.
 3. 2/2 Members were present
 4. **Adoption of Agenda:** Adopted by the Commissioner
 5. **Commissioner's address:** Commissioner spoke briefly welcoming everyone
 7. **Land Acknowledgement**
 8. **New Business:** Transcript Notation - approved by CAEB members at 1:37 PM
 10. **Public comment:** No members present from the public
 11. **Reports:** a. Advisors: Sharon Dayal discussed about the student government scholarships that CAEB members will be eligible to apply for and will keep us updated on when they will be available
 b. Director of Finance- No reports
 12. No future agenda request was made.
 13. Meeting adjourned at 1:40 PM.

Minutes recorded by Nazeefah Ali

PARLIAMENTARY PROCEDURES

Parliamentary Procedure is a system of rules, which brings order and efficient meetings held under the general practice of democracy. Student organizations in the Los Rios community College District are governed by their constitution and by a parliamentary procedures reference manual known as Robert's Rules of Order Newly Revised (11th edition). Robert's Rules of Order Newly Revised in Brief is the only authorized concise guide makes using this tool simple and easy. Both are available at any book store.

The five basic principles of parliamentary procedure are:

- 1) Only one subject may be discussed at a time
- 2) Every member of the assembly has equal rights
- 3) Each issue presented is entitled to free debate
- 4) The rights of the minority must be protected
- 5) The will of the majority must rule

Basic steps for making a motion, which is bringing an agenda item before club members to discuss and vote on for action approval or not:

- 1) First the Chair presiding over the meeting acknowledges a member who wants to speak
- 2) A club member makes a motion by stating, "I move to or I move that...." (state what action you want the club to do)
- 3) Another member seconds the motion (so that the club members can discuss it)
- 4) The Chair restates the motion and leads the discussion (if any)
- 5) Members debate for and against the motion
- 6) The Chair calls for the vote and members vote on the motion
- 7) The Chair announces the results of the vote

The Secretary records the motion as stated (without paraphrasing it) and the outcome of the vote in the club's/organization's Minutes. It is good practice to number the motions in sequential order so they are easily identified in the Minutes.

Planning an Event

The eight event planning tips have been designed to help you make your event a success. A good event will result from good planning! Feel free to edit, omit, or add to this list, but have an event plan! You'll be glad you did, and your event will be a success!

1. DESCRIBE THE EVENT

Considering and answering the following questions will help you to write the plan for your event and to complete the *Activities Reservation Form (ARF)*.

- a) **What is the purpose of the event?** Are you trying to inform, educate or entertain? Increase awareness or attendance of the event? Increase membership, visibility for your organization? Build good community relations?
- b) **Who will be interested in attending?** General student body? Special interest groups? Community? How many people are you expecting?
- c) **Decide when it would be best to have the event and select alternatives.** Having at least 3 options improves chances of getting a date and time your club wants. Day or Evening? Weekday or weekend? What time? One day or more?
- d) **Discuss which facility would be best-suited and select alternatives.** During inclement weather, consider a "rain plan," and discuss with your Advisor.
- e) Discuss the planning of the event with your club/organization Advisor.
- f) Your Advisor is responsible for the club's/organization's events and must attend the entire time being accessible before, during and after the activity.
- g) Make preliminary contact with performer(s). Discuss and note their availability; possible set-up requirements. If a fee is involved, make contract arrangements through SLLC. A letter of confirmation about the expected services should be sent to the performer(s) when a fee is not charged.

2. SELECT THE FACILITY

As soon as possible, check with SLLC for conflicting dates and make sure that the facility is available. All events scheduled must be handled through the Student Life & Leadership Center, located in the Library (L-106C). SLLC Staff provides assistance as needed.

If the facility is available, a "tentative hold" will be placed for your event pending event approval.

Recital Hall Rules of Use for CRC Clubs

The Recital Hall offers one of the few places on campus where large groups can meet at one time. It is primarily the premier concert and performance facility of Cosumnes River College. In order to maintain the facility in perfect condition, all users are required to comply with the following usage rules:

- a) The Communication, Visual & Performing Arts (CVPA) center area staff is not responsible for opening the facility for student groups. Clubs/Organizations are to find out who will be opening and locking the building when the reservation to use the space is made. SLLC provides assistance.
- b) Absolutely no food or drink is allowed inside the Recital Hall; this includes bottled water. Please make sure that students dispose of all food and drink outside the lobby in the proper trash container. Please announce this to all students and guests at the beginning of the event. Do not tape anything to the doors or display cases.
- c) If the club/organization requested specific equipment, it should be set up as indicated prior to the event. Do not move or use other equipment in the Recital Hall, including equipment or instruments on stage, without prior approval of the area Dean.
- d) When the club/organization finished using the Recital Hall, please return all equipment to its set up location (chairs and music stands) unless prior arrangements were made and documented. Make sure that all belongings are properly collected and returned to students. The CVPA area is not responsible for maintaining a lost and found.
- e) The club's/organization's event leader should know in advance who will be in charge of locking the Recital Hall and setting the alarm. If this is not known on the day of the event, please contact the

College Police (916.558.2221, then press zero) to let them know that the event has ended and the facility is not secured. The club/organization is responsible for the careful and considerate use of the facility while using it and for its security when the club is finished with their event. The facility cannot be left unlocked and students cannot be allowed to remain in the lobby or the Recital Hall after an event is concluded.

- f) The club's/organization's responsible assistance in keeping the CRC facilities in good order and useable for the campus community is appreciated.

3. SUPPLIES AND RESOURCES NEEDED

You may reserve the following items through SLLC:

- a) Public Announcement (PA) System with microphones, CD player, Smart Phone connection
- b) Extension Cord
- c) Podium
- d) Ice Chests
- e) Tables and Chairs
- f) Trash Cans
- g) Food Warming Trays with Burners, Serving Utensils
- h) Sanitary Gloves
- i) Cash Box with change for sales may be requested through SLLC in advance of event. Change increments must be specified on the Activities Reservation Form (ARF)
- j) SLLC can print tickets for events (talent show, play, etc.)
- k) Scheduling campus police coverage

4. FINANCIAL ASPECTS

Your campus club/organization must have enough money in its campus account prior to the event to cover costs. SLLC will have your account balance. Develop a budget for the activity. The following outline helps you to estimate how much the event will cost, identify the types of expenses and the amount of funds available for it. Write an amount for each item that applies to your event. Add to the list for expenses not shown here.

Anticipated Income:

- Ticket sales
- Refreshment sales
- Organization funding
- Additional funding
- Fundraising efforts

Anticipated Expenses:

- Performer(s) fee or honorarium. Four (4) weeks prior to the event, a Service Agreement packet must be initiated that includes a request for payment.
- Refreshments
- Decorating
- Ticket or poster printing
- CRC staff needed beyond regular hours:
College Police for dances and events involving large audiences or ticket sales
Set-up and clean-up charges for Maintenance staff
A technician fee for the Recital Hall

5. PUBLICITY SUGGESTIONS

When done effectively, **publicity** can:

- a) Appoint a committee to recruit as many students as possible to become involved with the publicity. A successful event often depends on how you get "the word out."
- b) Gear your publicity to your audience. A concentrated publicity campaign in one area is better than an ineffective campus-wide campaign.
- c) Prepare a fact sheet describing the event. This will help to consolidate information for your publicity committee. Include the following:

- Event name
 - Date of Event
 - Sponsoring organization
 - Time of event
 - Location of event
 - Ticket prices (and where to purchase tickets)
 - Description of event (and possibly the program or agenda)
- d) Explore the best methods and timeframe of publicizing your event. Here are some suggestions:
- Publicity is a time sensitive matter as this step, depending on the size of the event, should be promoted no later than 2 weeks prior to the day of the event.
 - The Connection (school newspaper): Submit articles or arrange for an interview by a student reporter at The Connection office (916-691-7471). Check for publication deadlines.
 - Social Media
 - Press Release: This is effective when your event is open to our neighboring communities. Contact the Public Information Office. Provide the information 3-4 weeks in advance.
 - Plasma Screens: Submit request and flyer to SLLC.
 - Posters & Fliers: Send fliers campus-wide to division offices, instructors, staff, and student clubs/organizations. Campus clubs/organizations, members on the Clubs and Events Board and the Student Senate have mail folders in SLLC.
 - Verbal announcements:
 - a. In classrooms with instructor approval.
 - b. At a prior event with consent of that event's sponsoring group.
 - c. Tell all your friends and encourage them to tell others.

ALL FLIERS AND POSTERS MUST BE APPROVED IN SLLC BEFORE POSTING ANYWHERE ON CAMPUS.

6. PREPARATION FOR THE DAY OF THE EVENT

- a) Get as many students as possible involved; this will take organization.
- b) Arrange for student decorating and clean-up crews to make sure that you leave the facility the way you found it. You don't want to be the only person left after the event to take care of this.
- c) Arrange for students to be ushers, ticket-takers, distribute programs and/or sell refreshments.
- d) Arrange for one person (student or advisor) to make sure the event is going smoothly.
- e) Arrange to meet performer(s) or guest(s) at least 15 minutes prior to the event. Take into consideration the parking permit costs and the possibility that they may get lost.
- f) Arrange for someone to introduce the performer or guest to the audience. You may want to draw from their biographical information they provided you so that an introduction can be prepared in advance.
- g) If you have requested and received parking permits, send them and maps to the performer(s). (Obtain both from SLLC).
- h) Establish an agenda or program for the event. Have copies printed.

7. DAY OF EVENT

- a) Identify who will be responsible for: change, cash box, tickets, etc.
- b) Be sure the event begins and ends on time.
- c) If problems arise, seek help from your Advisor. Also, the SLLC staff is experienced in creating solutions.
- d) All facilities must be left as clean as you found them.
- e) Will parking and directional information be required?
- f) Enjoy the event that you worked so hard to organize and thank fellow members.
- g) **Hawk Mascot Suit**: SLLC has a mascot costume that can be checked out if indicated on the ARF for the event. The costume cannot be taken off campus or kept overnight. Two people are required – one in the suit and the other as an escort.

8. FOLLOW-UP AFTER THE EVENT

- a) For future reference, prepare a written or verbal critique to present to your organization. You may want to include:
 - Did the program begin and end on time? If not, why?
 - How many people attended?
 - Were there any problems? If yes, specify.
 - Comments and reactions.
 - Recommendations for next time.
- b) If the event went well, send your guest performers and/or speakers a thank you note. This helps to build good relationships for future events.

NOTE: Any student or staff of CRC must complete a “Los Rios Community College District – Agreement to Participate and Waiver/Assumption of Risk” form whenever participating in selected physical activities.

Tips for Successful Events

CRC Procedures for Activities and Events

Clubs are eligible and encouraged to invite speakers and/or entertainers to make presentations for a variety of reasons. All events, with or without speakers and/or entertainers, must be approved by the Clubs and Events Board (CAEB). Your club's event must be on CAEB agenda at least two weeks prior to the event date. Check the SLLC website for CAEB meeting dates. SLLC is the liaison between your club and the college departments for processing event documents. The Student Life & Leadership Center and the Dean of Student Services Office reserves the right to approve or deny the submittal of requests based on College policies. A Facilities Reservation Form (ARF) must be completed when planning any activity or event.

This section of the guide indicates which approval(s) will be required for most situations. It must be followed or the event cannot take place. Please feel free to ask SLLC staff for clarification if in doubt.

Event with a Speaker/Entertainer from Off-Campus

SLLC provides guidance and assistance in completing the required documentation for processing all paid or unpaid speaker/entertainers from off campus. Your club/organization must submit an *Activities Reservation Form (ARF)* to SLLC. The ARF must be approved prior to the event by the Clubs and Events Board.

In the Vendor section of the ARF include following information:

1. The name of speaker/entertainer to whom the check is made payable
2. The full address
3. The phone number

In the Speaker/Entertainer section of the ARF include the following:

1. The name(s) of speaker/entertainer, their title, affiliation/employer
2. A brief biographical description (which should describe speaker's/entertainer's expertise)
3. A description of the event

Paid Speaker/Entertainer check list of required documents:

1. LRCCD Service Agreement (GS Form 78)
2. LRCCD Service Agreement Certification Form (GS Form 154)
3. LRCCD Independent Contractor vs. Employee Checklist (GS Form 79)
4. Signed Invoice from the Speaker/Entertainer
5. Internal Revenue Service W-9 Form (completed once each year)

“In addition to the five items listed above, entertainers are required to provide proof of insurance that include additional insured endorsement naming the Los Rios Community College District, its trustees, officers, employees, agents, inspectors, project managers, consultants, sub-consultants, their

employees and each of them, as additional insured.” The contractor shall provide a certificate of insurance and required endorsements at least 15 days prior to the event date. “Policy limits shall be at least \$1,000,000 and \$3,000,000 aggregate for bodily injury, personal injury and property damage.” (LRCCD Insurance Requirement for Performing On-Site Services for the LRCCD)

Volunteer Speaker/Entertainer must complete the Los Rios Community College District Volunteer Release Form and read the Volunteer Informational Handout Mandated Reporter Law provided by SLLC.

All speakers shall be informed of the following conditions in advance:

1. The speaker’s qualifications shall be made known to the audience as accurately and completely as possible.
2. The speaker shall allow students and faculty the opportunity to ask questions. The length of the question period shall be designated by the sponsoring club/organization or department.
3. Off-campus speakers are subject to all rules and regulations governing bona fide students. Any violation of these rules and regulations may result in removal of the speaker from the campus.
4. The sponsoring club/organization and its club/organization Advisor must make all arrangements for the speaker and must assume responsibility for the speaker’s conduct on campus as is dictated by the LRCCD policies.

If an unpaid speaker wants to sell their product (i.e. a book, CD, DVD, etc.), approval must be sought from the ASCRC Student Senate or Clubs and Events Board prior to the event. Additionally, club/organization SHOULD negotiate that they receive from 10% to 20% of the proceeds.

NOTE: Donations may be given to a presenter at an event, but they must be given to them directly by the donors. No club/organization member may handle donations in any way. Doing so will deem them payment for services and will require financial paperwork.

Field Trips

When planning off-campus field trips, conferences, retreats, etc., a *Travel Authorization* form along with a copy of the club’s/organization’s minutes approving expenditures for said trip and applicable literature, must be processed. The signature of your club Advisor’s Dean is required on all *Travel Authorization* forms. It is imperative that the necessary paperwork be submitted if any club member or advisor plans to be reimbursed for these activities. To be reimbursed, the individual must have obtained **prior approval** for the travel or conference activity.

Events Showing a Movie/Film

Many clubs show films at either their meetings or for the campus at large. Sometimes they are used for fundraising purposes. Films, however, are copyrighted and clubs/organizations must provide proof of permission to be shown in a public forum from the producers. **Movies rented through SWANK** are approved for showing and they can be reached 800-876-5577 or at www.swank.com. The CRC Library also has movies to which they own the public viewing rights. Please confer with an CRC Reference Librarian to ensure that the college does in fact own the rights to the movie. Documentation of permission for showing must be given to SLLC before the event along with your *Activities Reservation Form*.

NOTE: There are no scheduled activities during recess, holiday and summer periods. However, there may be approval for those clubs/organizations who want to meet and/or host activities with the attendance of the Advisor during the summer and with the approval granted prior to the end of Spring semester.

Helium for Balloons

When using helium tanks from the retail stores to inflate balloons, consider the following in your planning.

1. Disposal may require a fee at 8491 Fruitridge Rd. Sacramento, 95826, call 1.916.379.0500.
2. Free disposal for Elk Grove residents at Elk Grove Special Waste Collection Center, 9255 Disposal Ln. Elk Grove 95624, Sunday – Wednesday: 9AM-4PM, call 1.916.627.3232

Posting and Publicity

POSTING LOCATIONS AND METHODS

Materials should be designed to inform the Cosumnes River College and Elk Grove communities, on-campus and off, about classes and special events of interest.

The following guidelines are established with the purposes of:

- Providing simple to understand procedures for producing and posting flyers, announcements, and posters.
- Maintaining the aesthetics of the buildings.
- Ensuring that all college-related groups have equal access.

Guidelines

- College posting areas are not public forums. They are designed as a place for the college, its students, and employees to provide information for students and faculty/staff about: student activities and events, college-sponsored activities and events, course promotion, student election information, scholarship opportunities, job listings (on designated bulletin boards only), and personal goods and services, ex. books for sale, rooms for rent, vehicles for sale (on designated bulletin boards only). All postings must be sponsored by a College student, faculty, or staff member, or a registered college organization or department.
- Fliers, posters, banners, and other materials on behalf of any college-affiliated organization or department should follow the logo, style, and branding guidelines outlined in the current Cosumnes River College Style Guide. **Please Note:** Templates are available.
- All materials to be posted must specifically state:
 - The type of activity/event.
 - The date, time, campus, and location of activity/event.
 - The sponsoring individual, club, organization, or department.
- No postings shall include content which is obscene, libelous, or slanderous.
- No posting shall include:
 - Content that is based upon a legally protected classification (race, ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, marital status)
 - Unreasonably interfere with students or staffs' work or learning environment, or which creates an intimidating, hostile, or abusive work environment or which is sufficiently severe or pervasive as to adversely alter the conditions of the learning or work environment.

Approval & Posting Process

- All college interior posted materials (see "Posting Locations" below) should be stamped for approval prior to posting by the following offices (please allow appropriate time for approval of materials). Approval shall be given to any posting that falls within the designated types of information that may be posted and is not otherwise prohibited. Approval shall not be withheld based on the content of the posting:
 - **ASCRC or club-related materials:** Must be approved by the Student Life Supervisor, anayak@crc.losrios.edu or Student Life and Leadership Center
 - **Job listings & other materials:** Must be approved by the Public Information Office, arc-pio@crc.losrios.edu, Winn 215T, (916) 691-7199.
- The sponsoring individual, club, organization, or department is responsible for posting their own materials, once approved.
- Publicity materials shall be posted no earlier than 10 instructional days preceding the activity/event.
- The sponsoring group or individual is responsible for removing all fliers, postings, and adhesive materials within two instructional days of the end date indicated on the item. All non-dated info may be posted no more than 30 days.

Posting Locations

- **All materials may be posted on designated bulletin boards only.** Materials may not be affixed to: any painted, brick, or slate walls; poles; fixtures; doors; or windows. Materials shall not be placed over or obstruct the view of previously posted materials or directional, emergency, or warning signs.
 - Interior Bulletin Boards:
 - Only college-related fliers, posters, and other promotional materials may be posted. **Please Note:** Some bulletin boards are specifically set aside for specific content (ex. ASCRC, Career & Transfer Center, Job Postings, Scholarships, etc.) and will be designated accordingly.
 - Faculty Bulletin Boards: Individual faculty members have supervision of their respective boards located near their office locations and are designated accordingly. Materials are displayed there only by permission of respective faculty. Faculty members are encouraged to routinely review their boards for appropriate content.
 - Exterior Bulletin Boards:
 - General community postings (for activities not specifically related to the college) may be posted on the bulletin boards in the Business & Social Science building. **Please Note:** No exterior posting boards are available at the El Grove Center at this time.
 - All materials may be posted no more than 30 days.
 - Materials must be posted using push-pins or painters tape. Staples and glue may not be used.

Please Note: Any item that has not followed the guidelines above is subject to removal.

More Information Specific to Clubs and Organizations

CRC student clubs and organizations

1. All materials for posting on campus must have the Advisor's signature prior to making copies and receiving the SLLC supervisor signature. Materials **WITHOUT** a current approval will be subject to removal without notice.
2. Any approval of literature for posting and its content will be at the discretion of the Student Life & Leadership Center. All materials are posted for two weeks only, unless re-approved by the Student Life & Leadership Center. **BLUE MASKING TAPE MUST BE USED FOR ALL POSTINGS.** SLLC supplies the tape to chartered clubs.
3. **CRC clubs and organizations are responsible for the posting and removal of their fliers.** Make sure to remove all of the tape when removing fliers or posters from surfaces. **Remove all posters and publicity materials by 5:00 p.m. the day after the event.** If the event is held on a Friday, publicity items **MUST BE REMOVED BY NOON** the following Monday. Ask SLLC staff for a map of the college so you can mark where you posted information. This will help when removing the postings.

The SLLC will print 30 copies on available pastel color paper for each event. More than 30 copies can be requested using Duplicating Services. Duplicating Services requires 2 business days prior to the day copies are needed. SLLC will submit the request for you. These are black ink copies. There is a charge for color prints. Orders that are 5,000+ require Dean's signature of approval.

4. If items are not removed, it will count against the club/organization in the following manner:
 - Two offenses during the semester = no additional postings for the semester
 - Four offenses during the year = no postings for the upcoming year
 - Along with these offenses, any unapproved postings could result in a suspension of the club/organization charter
5. All materials shall clearly indicate:
 - Sponsoring individual, club/organization, Advisor's signature
 - The CRC logo or the words "Cosumnes River College"
 - Type of activity
 - Time, date and location of activity
6. All materials must be written in English, or if written in another language must include an English translation alongside, on the same page of the document

7. Materials shall be posted for the announcement of meetings or events only, not to impart philosophy or opinion
8. Sizes and maximum quantities for club/organization requests from SLLC are as follows (per event):
 - Two computer printed – 24" x 36" (email flyer to SLLC staff as a PDF attachment)
 - Two computer printed – 13" x 19" (email flyer to SLLC staff as a PDF attachment)

One hand painted banner not to exceed 3' x 6' and/or two 3' x 3' banners (SLLC supplies the butcher paper and paints for banners, if available)

- 30 copies of full page fliers or quarter page handouts on available color paper
9. Materials shall **not** be placed **over** or **obstruct** the view of previously posted materials or on directional, emergency or warning signs
 10. **Table Tents:**
 - Tabletop space is made available for club events/activities, and reservations for table tents can be made through the Student Life & Leadership Center. Approval for table tents will be given only to student clubs/organizations or SLLC-sponsored events.
 - Table tents must be strictly informational (i.e., publicizing events, meetings or programs). Table tents expressing specific opinions or beliefs will not be approved.
 - Table space may be reserved up to one (1) week at a time, on a first-come basis and may not be set up more than one (1) week prior to the event date. Table tents may be two, three or four-sided and must be printed on cardstock so they stand upright. Only one table tent will be displayed per table.
 - It is the responsibility of the sponsoring club to place the table tents on the tables in the designated area of the cafeteria. To maintain necessary sanitary conditions, club members should dispose of table tents as they become stained or dirty. Clubs may replace table tents each day during reservation period.
 11. The organization or person(s) responsible for policy violation may be charged (approximately \$25 for most violations) for the cost of enforcement, removal or restoration.

USE OF OUTDOOR AREAS OPEN TO THE PUBLIC GENERALLY

- ◆ On College outdoor areas open to the public generally, all persons or organizations may exercise their constitutionally protected rights of free expression, speech, assembly and worship and meet and distribute and sell non-commercial literature incidental to the exercise of these freedoms. Such activities shall be compatible with use and maintenance of the area and the free flow of persons and traffic, and shall not interfere with or disrupt the normal activities of the College property. Interference with College property entrances or exits is strictly prohibited. (*LRCCD R-1413, Section 2.1*).
- ◆ Any individual or group wishing to engage in speech activities is requested to notify the appropriate College department (**CRC Student Life & Leadership Center**) as far in advance of the activity as possible. If advance notice has not been made, notice of arrival should be made at the Student Life & Leadership Center as soon as practical. (*LRCCD R-1413, Section 2.2*).
- ◆ Organizations/individuals are encouraged to reserve space in advance. Reservation requests are handled through **CRC Operations Office** (*LRCCD R-1413, Section 2.3 and Section 2.3.1*).

PUBLIC EXPRESSION

- ◆ The use of outdoor areas open to the public generally shall be granted under the Free Speech clauses of the U. S. and California constitutions, those sections of the Education Code pertaining to the use of such areas by students, employees or public individuals/groups and all applicable laws. Public expression in the form of freedom of speech and advocacy may be exercised on outdoor campus property open to the public generally at such times and places in such a manner as is compatible with the use of the property, and that:
 - a) Assures orderly conduct
 - b) Avoids disruption or interference with College regulations
 - c) Avoids disruption or interference with the ability of the College to carry out its responsibilities as an educational institution
 - d) Protects the rights of all individuals who use College property
 - e) Protects persons against practices that would make them involuntary audiences
 - f) Assures the safety of all members of the College community
(Education Code 76120), (*LRCCD P-1413*)

Free Speech and Assembly

All groups have the right to free assembly and to be heard. The following procedures have been developed to ensure that activities are orderly and conducted in a proper manner.

FREE ASSEMBLY

- ◆ Students have the right to free assembly. However, that right provides for no disruption or interferences with other campus activities. In addition, amplification equipment is not provided by the college for free speech activities
- ◆ The policies and regulations shall include reasonable provisions for the time, place and manner of conducting these activities, but shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia (*Education Code 76120, LRCCD R-2411*)
- ◆ Expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited. (*Education Code 76120; LRCCD R-2411*)

NO FREE ASSEMBLY ACTIVITIES IN HALLWAYS, BUILDINGS OR OFFICES

DISTRIBUTION, COLLECTION AND PETITION OF INFORMATION

- ◆ Individuals distributing leaflets or pamphlets on campus, or who wish to collect signatures for voter registration or petitions are not required to check in with the Student Life & Leadership Center.

SPEAKER GUIDELINES DURING FREE ASSEMBLY

- ◆ An official campus organization, faculty member, administrator or other staff member must sponsor outside speakers and groups. The speaker's name and organizational affiliation must be made known to the audience. All speakers must comply with college and district policy.
- ◆ Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes by orderly means that are in harmony with the regular functioning of the institution. (*LRCCD R-2411, Section 1.2.1*)
- ◆ The CRC policies and regulations shall include reasonable provisions for the time, place and manner of conducting Free Assembly activities. The following expressions shall be prohibited:
 - ~ obscene, libelous, or slanderous according to current legal standards, or
 - ~ incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or
 - ~ violation of lawful district or college regulations, or
 - ~ substantial disruption of the orderly operation of the college.
- a) No student or other person connected with CRC or in attendance on campus shall participate in hazing, conspire to engage in hazing, or commit any act that injures, degrades, or disgraces any person attending the activity.

(*Education Code 76120; LRCCD R-2411, Section 1.3.2 and Section 1.3.2.1*)

AMPLIFIED SOUND

Cosumnes River College requires that all groups planning outdoor functions and all areas/departments/programs responsible for facilitating, administering or advising such programs and venues, adhere to the following guidelines whenever possible. ***(Special circumstances may be cause for modification of procedures by the Student Life & Leadership Center or appropriate administrative person).***

1. The level of sound must be limited to reach only the immediate audience. Speakers must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. Atmospheric conditions, the surrounding terrain and the buildings can greatly influence the effect of sound. The set-up of speakers should be carefully checked before each event and monitored occasionally during the event by the Student Life & Leadership Center staff or Media Center staff. Sound checks must be conducted only during the hours sound is allowed. *(LRCCD R-1413, Section 5.2)*
2. Outdoor amplified sound on the CRC campus in the Fountain, College Center and Visual & Performing Arts Quads is permitted two periods of time identified as the "Weekend" and "Primary Academic".
3. *The Weekend* period is defined as Friday from 4 p.m. to 10 p.m.; Saturday from 8 a.m. to 4 p.m. During these periods, each registered event has a maximum duration of amplified sound use of two hours.
4. The *Primary Academic* period is defined as Monday through Friday, 11 a.m. to 1 p.m. The maximum sound decibel during the *Primary Academic* period is 70 decibels, which will be measured alongside the nearest academic or office building to the event venue.

Money & Accounting Procedures

Due to district and college regulations, funds must be accounted for in specific ways. These procedures have been detailed for your convenience.

CONTROLLING PHILOSOPHY:

1. Cosumnes River College is committed to the philosophy that organized student activities are desirable and necessary to the total collegiate experience. Many organized student activities cannot be financed with District funds. This creates a need for student organizations to generate money to support unfunded expenses. Therefore, CRC encourages and supports student clubs/organizations in fund-raising activities where those funds raised are used for the welfare of the students and where the activities do not interfere with the regular conduct of course work.
2. In keeping with CRC's values, the college requires strict adherence to rules and procedures to ensure generally accepted business practices will prevail so that all income and expenditure can be positively accounted for in an audit process.
3. Clubs/Organizations must be chartered, active and in good standing to utilize their funds.

ESTABLISHING A CLUB ACCOUNT:

1. Chartered clubs are required to have a CRC Club/Organization Account, maintained by CRC Business Services Office. Upon completion of the club charter process, the SLLC will request the creation of a club account. Clubs carryover balances in their club account from year to year. (Los Rios District Regulation R-2314)
2. Pursuant to the Education Code of California, Section 76063, student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business.
3. All financial transactions for the organization shall be handled through this CRC Club/Organization Account. Club/Organization accounts shall not be carried in personal bank accounts for any reason.

DEPOSITS:

A deposit may be made either by cash or check by completing the *Cash Reconciliation Form* in the SLLC. SLLC will deposit funds through the Business Services Office. Upon verification of the deposit, a receipt will be kept in the club's folder in the SLLC and a copy given to the club president or treasurer.

INACTIVE CLUB/ORGANIZATION ACCOUNT STATUS: Should a club or organization fail to re-charter four (4) consecutive semesters, the club's/organization's financial account shall be frozen and all remaining account funds shall revert back to the Associated Students of Cosumnes River College Clubs and Events Board. No funds, once reverted, shall be returned.

CLUB/ORGANIZATION ACCOUNT QUESTIONS: All questions regarding the status of a club account should be directed to SLLC by either the club's president, treasurer or advisor. To obtain your balance email the Student Life and Leadership Supervisor with your request.

PARAMETERS FOR FUNDRAISING EVENTS

1. A fundraiser is an event (either one time or ongoing) where a student organization receives funds through sale, auction or donation. Examples of fund-raising include, but are not limited to product sales; donation drives and ticket sales for special events (see section on Tips for Successful Events). Even if the goal of the event is to break even or recover costs, the activity will be considered fundraising if money is collected.
2. Fundraising is available to currently chartered clubs in good standing. When a club wants to conduct a fundraiser, you must complete the Fundraising Request section of the *Activities Reservation Form (ARF)*.
3. The Student Life & Leadership Center processes all deposits into CRC Club Accounts. All funds raised must be deposited into a CRC Club Account with the CRC Business Services Office. Deposit of funds must occur immediately following the end of the event.
4. Student clubs shall not co-mingle funds to purchase fundraising items.

RAFFLES, DRAWINGS AND GAMES OF CHANCE

“School entities, including student clubs, are not authorized to participate in raffles because, unlike the local PTA, they are not nonprofit organizations exempt from state tax as defined in the Franchise Tax Code. Rather, school entities are exempt from tax by virtue of being a government entity. Many school groups print tickets with the words ‘suggested donation’ on them and call it a drawing rather than a raffle. This does not make it legal unless the group is prepared to give anyone who requests a ticket as many tickets as they want for free (no donation). This is still considered a raffle legally, so is not permissible for school entities.”

“The only way to have a legal raffle is to work with an eligible nonprofit organization that has its own tax identification number, registers with the Attorney General annually and disburses 90% of the profits to a charitable purpose.” (Fiscal Crisis & Management Assistance Team, 2015, “Associated Student Body Accounting Manual & Desk Reference,” page 100)

Before soliciting donations from the campus or outside community (e.g. restaurants, corporations, small businesses), club members must meet with the SLLC Supervisor or Student Personnel Assistant. There is a “Standard Operating Procedure” students must adhere to regarding donations. The Director of the CRC Office of Philanthropy must ensure that the fundraiser is not in violation of contracts that the college or district has with other companies. SLLC will also share ideas on submitting proposals requesting funds for events.

SCHOLARSHIPS

1. Student organizations may accept scholarships and trusts from outside donors (individuals or organizations) with the approval of the governing board or authorized designee. The acceptance should be made in writing and should clearly describe all the conditions the donor is requesting. These funds will be accounted for separately in a trust account within the student club’s account and used specifically for scholarships.
2. SLLC may approve chartered clubs in good standing to do fund-raisers specifically to raise scholarship funds. If approval has been received, donations will be accounted for separately in a trust account within the student club’s account and then closed after the scholarship(s) are paid. It is critical to clearly document that the only funds raised for scholarships are those that were fund-raised and paid out for that specific purpose. (Fiscal Crisis & Management Assistance Team, 2015, “Associated Student Body Accounting Manual & Desk Reference,” Chapter 8)

FUNDRAISING CHANGE FUNDS (CASH BOX)

1. A change box must be requested on the Activities Reservation Form for the club's event.
2. A change box may be approved for a student club (given that the account has sufficient funds to cover it). The change box is approved for the sole purpose of making change in the conduct of business during a club's event. **Change funds shall not be used for cash advances, purchases, or reimbursement.**
3. Funds generated by the event, including the change funds are deposited back into the club's account first, before covering the event's expenses. All expenses incurred for the event must be paid via a submitted requisition. Under no circumstances can any of the money collected be spent before it is deposited. (For example, money cannot be taken from refreshment sales to buy more refreshments).
4. Immediately at the end of the fundraising event, deliver the cash box to the SLLC, where at least two people should count the funds collected (club officer and SLLC SPA or Supervisor).

FUNDRAISER SUGGESTIONS

The following suggestions were compiled from brainstorming workshops in which students came up with ideas for fundraisers. Some require more work than others, and some are given to get your creative juices flowing.

Basketball shoot	Dunk tank	People scavenger hunt
Battle of the bands	Faculty baby picture contest	Pizza night
Bingo	Faculty vs. students activity	Sell school spirit stuff
Board game day	Fashion Show	Snow-cone sale
Booth at a local carnival	Go to a TV taping	Sundae sale
Candy grams	Guess jelly beans count in a jar	Swap meet
Car wash	Laugh grams	Take over a restaurant
Chess tournament	Lunch box auction	Talent show
Couple pageant	Magazine sales	Treasure hunt
Coupon books	Mock wedding	Valentine flowers
Craft sale	Movie night	Walk-a-thon

EXPENDITURE OF CLUB FUNDS

All purchasing by student clubs must follow District and CRC Business Services Office purchasing and administrative procedures.

Minutes:

1. All expenditures require a signed copy of the student organization minutes be attached to an Online Requisition, Campus Based Requisition, and/or a Purchase Order. The minutes must be signed by the officer or principal member responsible for preparing the minutes.
2. It is in the student organization's best interest when approving expenditures, to approve a "not to exceed" amount in the event that the estimated expenditure is not exact. (See example in the Minutes section of this Handbook.)
3. When a student organization is submitting Minutes, please highlight the corresponding motion.

Other Supportive Documentation:

Required as appropriate for the expense.

1. Copy of the event flyer

2. Résumé or description of the performer's/lecturer's experience
3. Conference description or agenda
4. Business name with description of the type of merchandise or service being purchased

Reimbursement:

A member of a student organization may be reimbursed for items purchased for use by the student club/organization. To be reimbursed:

1. Complete a Campus Based Requisition with the SLLC Supervisor.
2. Attach club minutes approving the reimbursement.
3. Attach original receipts. Please keep personal purchases on a separate receipt and/or transaction.
4. Submit all completed forms and accompanying documentation to the Student Life & Leadership Center.

Service-Related Expenses (Independent Contractors, Speakers, Entertainers):

Almost all services require a contract or agreement prior to the start of services being rendered regardless of their funding source. Examples of services requiring a contract/service agreement: bus/van rental, consultant, performance by an individual or a group, speaker, entertainer, catering, advertising, banquet room rental, block hotel room rental, etc. Payments for these services must be made directly to the independent contractor. Students or advisors will not be reimbursed for payments made for services to independent contractors.

The payment of contracts involves many different District and College departments and specific forms to meet legal requirements before the service may be used. The Student Life & Leadership Center provides the forms and assistance in completing this process. Therefore, two months lead time is encouraged. Any question whether a contract/service agreement is required, please contact the Student Life & Leadership Center.

Note: Students and advisors may NOT sign contracts with independent contractors, service companies, vendors, etc., on behalf of the club/organization. SLLC forwards appropriate documents to CRC Vice-President of Administrative Services for approval.

Contracts or service agreements require these documents:

- ✓ Invoice - signed by Contractor with the purpose, price, date, and the place of service
- ✓ Certificate of Liability Insurance (if required)
- ✓ Club Minutes - signed with the motion to approve expenditure highlighted
- ✓ The SLLC completes the following LRCCD forms: *Service Agreement Certification, Independent Contractor vs Employee Checklist, Service Agreement, (possible additional forms)*

Expenditure Request Check List:

- ✓ Receipts - original and itemized with the store name printed on it
- ✓ Club Minutes - signed with the motion to approve expenditure highlighted

Types of Expenditures (Gift of Public Funds):

“Anything that is purchased must be in compliance with the law and local board policy, and cannot be considered a gift of public funds.” The SLLC Supervisor or Specialist and Club Advisor “are responsible for ensuring that the funds are used to purchase goods and services that promote the

students' general welfare, morale and educational experiences." Generally speaking, student club/organization expenditures will benefit a group of students rather than individuals.

"The expenditures must also be for goods and services other than those which the school entity should provide from its own funding sources." Expenditures that are considered a "gift of public funds," such as gifts of any kind, donations, gift certificates, and cash awards, are prohibited. "Gift certificates are ordinarily characterized as gifts of public funds even when purchased for an event with a public purpose, because they confer a tangible private benefit on an individual." "To avoid making a gift of public funds with gift certificates, ask merchants or individuals to donate gift certificates." "If students want to give gifts, use private funds, not public funds."

"Donations to nonprofit organizations and students or families in need usually are not allowable because they are considered a gift of public funds, no matter how worthy the cause." "However, a student group may organize a fund-raiser to support a charity as long as the event is clearly identified as raising funds to donate to that charity.

All donations should be in the form of checks made payable to the charity and should be picked up or delivered directly to the charity." (Fiscal Crisis & Management Assistance Team, 2015, "Associated Student Body Accounting Manual & Desk Reference," Chapter 18 pages 185-186)

TAX EXEMPT STATUS

When outside businesses or individuals are considering making a donation, student organizations are frequently asked for their tax identification number. The student organization and the college are not considered a private nonprofit 501 (c) (3) organization; rather, they have non-profit, tax-exempt status by virtue of being a governmental entity.

The college's tax identification number should always be treated confidentially; it should not be given out when asked because it is not required for the donors to claim a tax deduction. All requests for the college's tax identification number are to be forwarded to the Student Life & Leadership Center. (Fiscal Crisis & Management Assistance Team, 2015, "Associated Student Body Accounting Manual & Desk Reference," Chapter 12 page 153)

RECEIVING GIFTS AND DONATIONS

Cash or check donations intended for a recognized club and/or the ASCRC shall be deposited into the club/organization Trust account.

Checks are made payable to "Cosumnes River College". Donors must note, on the "memo line" on the check or in a separate letter, the specific name of the club/organization receiving the donation. If the donation is for a specific scholarship sponsored by the student organization, the donor must specify in a letter that the donation is for the purposes of a particular scholarship.

The club/organization shall recognize and accept or decline the donation in a meeting (this must be reflected in the meeting minutes).

To keep track of donations received, clubs shall develop a table or Excel spreadsheet to record donations. The table shall include the following information: date received, donor name, amount of the donation, and the purpose of the donation. This information must be provided to the Student Life & Leadership Center on a regular and consistent basis for audit purposes.

Donors shall receive either a receipt or letter from the club confirming receipt of the cash/check donation. A copy of the receipt or letter must be provided to SLLC at the time the donation(s) are deposited into the club account.

POINTS TO REMEMBER FOR ALL ACCOUNTING PROCEDURES

1. Clubs must be active, chartered clubs in good standing to utilize their funds.
2. Invoices/receipts should only show items for the club use (no personal items should be included on the same receipt).
3. An incomplete form (any of them) will delay the process so be sure to provide all necessary information when it is submitted.
4. Students or advisors will not be reimbursed for payments made for services to independent contractors.
5. Expenses should be submitted within the same academic year of occurrence.
6. Receipts for personal expense reimbursement older than 30 days are subject to review and/or non-payment. Receipts older than 30 days must be accompanied with a memo of explanation which is also signed by the club advisor.
7. The club advisor *and* a designated club officer must sign all deposit and expense forms.
8. All expenditures require signature approval of the Vice President of Administration, Club Advisor, designated Club Officer and the Dean of Student Services. (*Reference: Education Code 76063; LRCCD P-2314 Section 2.1, LRCCD R-2314 Section 2.1*)
9. If merchandise or services are ordered without proper authorization, the club account may be frozen and the club will not be permitted to use funds until the problems are resolved.
10. Similarly, if bills are not submitted in a timely manner, the club account may be frozen and the club will not be permitted to use funds until the problems are resolved.

Food Guidelines

The following guidelines have been developed to help you in planning for an event, meeting, or activity that involves food on campus. Please observe the following guidelines when planning an event that involves food.

1. The SLLC office and VPA must approve all food purchases
2. Donated food for events, meetings or activities may not be brought onto campus without specific approval by the VPA.
3. Student clubs must use licensed, third-party caterers for all activities that involve food. The location of the event needs to be approved in advance by the SLLC and VPA office.
4. Small potlucks for an office or student club can still be done, provided it is for the exclusive use of one club, office or area.

If you are planning any type of food sale or distribution, items must be noted on the Activities Reservation Form (ARF) and a meeting should be arranged with the Student Personnel Assistant. (If necessary, SLLC will make arrangements to meet with the club representative and advisor). If approved, food preparations must be done by a licensed food handler, restaurant or caterer. The Los Rios District does not permit food for sale or free distribution to be prepared at home. Food items may be purchased or donated and sold.

All information regarding the type of food and ingredients must be listed on the "Food Service Verification Checklist."

It is also imperative to request the necessary food equipment (i.e. food warmer trays, burners, etc.) on the **ARF**.

STEPS TOWARD A SAFE AND SUCCESSFUL SALE OR GIVEAWAY

1. Schedule a tentative date with SLLC. The Activities Reservation Form (ARF) serves as an application for the selected food event date and requires the signatures of club representative, faculty advisor and the SLLC Supervisor or Student Personnel Assistant.
2. A "Food Service Verification Checklist" must be submitted to SLLC. All foods and beverages must be listed even if the items do not require further cooking or reheating. No cream pies or cream-filled pastries may be brought for resale or free distribution.
3. SLLC will forward the food request to the Vice President of Administration for approval of the club's menu. After notification has been received, SLLC will inform the appropriate club member and/or advisor of the approval or disapproval.
4. Purchasing food sale supplies: Requisition to withdraw funds from the club's account must include the club's Minutes showing the motion to approve the sale.
5. After purchasing food sale supplies, all receipts must be turned in to SLLC prior to the date of the food sale. Failure to do so may result in the sale being canceled. Keep copies of the receipts for the club files. A change box may be reserved and may be deducted from the club's account. The designated club member may pick up the change box from SLLC on the day of the sale and return it immediately after the sale on the same day.
6. Food sales are scheduled on a first-come, first-served basis. More than one sale may occur on the same day.
7. The following locations are approved for food sales: Fountain Quad surrounding area, College Center Quad and outside along the walkways, leaving the sidewalk area clear for emergency vehicles and people walking. Classrooms and offices must not be disturbed. Food must not be delivered to a classroom while class is in session.
8. Tables, chairs, and extra trash cans may be requested through SLLC. Please make your

custodial requests at the time of scheduling your food sale on the ARF.

9. A few electrical outlets are available throughout the campus. If use of electricity is intended, it is wise to check the availability of outlets prior to the sale.
10. Evaluate the event with all club members.

SANITATION

1. Food handlers must be in good health! Please do not allow someone experiencing cold or flu symptoms or has an open wound or sore to participate in a food sale.
2. Wash hands thoroughly with soap before handling food.
3. Always wear plastic gloves when serving or handling food, even while using tongs.
4. Do not eat or smoke distributing food. Members should arrange to take breaks and wash hands before returning to distribute food.
5. Food requiring refrigeration should be iced during the entire transportation, preparation, and event time.
6. Ice used for refrigeration cannot be used for consumption.
7. Condiments (mustard, ketchup) must be served from the pump or squeeze type containers or have self-closing covers or lids for content protection. Single service packets are recommended.

AFTER THE SALE

1. Clean up! Remove everything from the site of the event. Leave nothing behind. Please wipe off tables. The custodians will pick up tables and chairs following the event. If the large barbecue is used, a club member must be designated to remove the ashes at a later time when the coals have cooled.
2. Immediately at the end of the event on the same day, turn in the cash box to SLLC. All change funds and money received must be counted and recorded. A deposit will be made to the club's account and a receipt returned through the club's file and mailbox. Remember to report the revenue and expenses of the sale at the next club meeting.
3. Remove all posters, flyers and other publicity no later than one day after the event ends.

How to Transition New Club Leaders

As your term as an officer comes to an end, and new officers are being selected, how do you leave your position gracefully? How do you ensure that the new officers are as ready as they can be to continue to provide your organization with strong leadership? The suggestions in this section of the guide will help answer these questions.

A thorough leadership transition plan has several benefits:

1. Provides for transfer of significant organizational knowledge.
2. Minimizes the confusion of leadership changeover.
3. Gives outgoing leaders a sense of closure.
4. Increases the knowledge and confidence of the new leadership.
5. Minimizes the loss of momentum and accomplishments of the group.

How to Recruit Emerging Leaders:

- Encourage potential leaders that you have noticed through personal contact and those who handled delegated responsibility during your tenure. Share with them the personal benefits of leadership, clarify the responsibilities of the position, and assure them of an orderly transition. This is apt to take place with several potential leaders, so try not to give the impression that you are promising them the position.
- When new officers have been elected, orient them as a group with all the outgoing officers. This process provides the new leaders with an opportunity to understand each other's roles and to start building their own leadership team.
- Help the new leadership become acquainted with the resources available to them; introduce them to their faculty advisor, the Student Personnel Assistant and the SLLC Supervisor, the Clubs and Events Board Commissioner.

What Information Should You Share in the Leadership Transition?

1. Think back to your first weeks. Do you wish someone had told you about these?
 - Effective leadership qualities and skills
 - Problems and helpful ideas, procedures, and recommendations
2. Do you regret that no one found the time to do these?
 - Write and share reports containing traditions, ideas or completed projects; continuing projects and concerns; or ideas carried out?
 - Go through personal and organizational files?
 - Introduce related personnel?
 - Share anything else that is important to know?
3. Do you wish that there had been complete records of the organization's goals and accomplishments through complete and organized files?
 - Constitution
 - Organizational goals and objectives for previous years
 - Status reports on ongoing projects
 - Previous minutes and reports
 - Resources and contact lists
 - Financial record

Be a good, conscientious leader by providing your successor with these things. If they are not readily available, discuss why they are not and hope the new leaders might start collecting those items for the next leadership transition.

(Adapted from Sacramento State University: Nuts and Bolts Workshop 2003)

Travel Authorization Procedures

IN-STATE TRAVEL | OUT-OF-DISTRICT SERVICE AREA

- ◆ A written justification is required from the appropriate Vice President for all student in-state travel to conferences
- ◆ The Vice President shall submit memo with corresponding advisors TAs and student information to the President. The President's Office will return approved TAs to the respective Vice President for processing.
- ◆ All in-state student travel must be approved three weeks prior to departure.
- ◆ An Advisor is expected to travel with students. Do not complete TA for students. Combine cash advances into the staff request; list student's name, student ID number, and recap of expenditure items per student.
- ◆ Advisors are expected to utilize the same travel and lodging accommodations as arranged for the students.
- ◆ Student travel expense requests are to be included on faculty/staff authorizations. Include an attachment with all student expenses covered in the cash advance request, i.e., registration, travel, accommodations, meals, incidentals, etc.

OUT-OF-STATE TRAVEL

- ◆ An initial proposal for all out-of-state travel must be submitted two months in advance for approval by the appropriate Vice President and the President; this recommendation will be forwarded to the District Office for approval.
- ◆ A written justification is required from the appropriate Vice President for all student out-of-state travel to conferences.
- ◆ A request for out-of-state travel must be submitted to the appropriate Vice President at least two weeks prior to submission of the completed travel packet. The Vice President shall submit memos with corresponding TAs to the President. The President will forward the completed travel packet to the Chancellor's Office for approval. Note: The Chancellor's staff will forward approved TAs to our Business Office, unless you attach a note requesting TAs come back to your office.
- ◆ An Advisor must travel with students when traveling out-of-state.
- ◆ Advisors are expected to utilize the same travel and lodging accommodations as arranged for the students.
- ◆ Student travel expense requests are to be included on faculty/staff authorizations. Include an attachment with all student expenses covered in the cash advance request, i.e., registration, travel, accommodations, meals, incidentals, etc.

ADVISOR RESPONSIBILITIES

Faculty members agreeing to join students in travel as their advisor per the "Student Travel Policy" must agree to the following advisor responsibilities and complete the form below and return to the area dean or appropriate supervisor.

- ◆ The advisor is responsible for initiating and submitting the travel request and provides guidance for making initial travel arrangements.
- ◆ Verify that all attending students are currently enrolled and, when appropriate, in good standing at CRC.
- ◆ Review and collect signed "Student Code of Conduct Agreement" forms from every attending student prior to trip. A pre-trip meeting is recommended to go over all expectations.
- ◆ Collect all applicable waivers, including the LRCCD "Waiver/Assumption of Risk" prior to the trip. Make sure the students have correctly filled out the forms including emergency contact

information. Take this information with you on the trip.

- ◆ Role model appropriate behavior for students.
- ◆ Maintain availability and visibility during the trip.
- ◆ Encourage questions and discussions to help facilitate learning.
- ◆ Schedule meetings with the attending students as needed during the trip to assure success.
- ◆ Use good judgment and care when responding to emergency situations.
- ◆ Collect, if applicable, all “Student Representation Fees Use Reports” and forward to the SLLC Supervisor one week of trip completion.
- ◆ Provide a clear itinerary and emergency phone numbers to attendees prior to departure.

Supporting Documents List:

- ◆ Attending Advisor Agreement
- ◆ Student Conduct/Conference Agreement
- ◆ LRCCD Waiver of Liability

STUDENT CODE OF CONDUCT

Students who wish to travel with support and/or funding from Cosumnes River College and any other related program per the “Student Travel Policy” must agree to this “Code of Conduct.” The form below must be completed and returned to the attending advisor prior to travel.

- ◆ Be currently enrolled at CRC.
- ◆ Have an attending faculty advisor and abide by their decisions while on the trip.
- ◆ Be prompt with all timelines and deadlines.
- ◆ Complete and turn in all required waivers to the attending advisor prior to the trip.
- ◆ Attend all meetings called by the attending advisor.
- ◆ Represent yourself and the college in a positive and productive manner. Dress appropriately and remember you are a representative of the college at all times.
- ◆ Stay with the group you’re traveling with, keep others informed of your whereabouts, look out for each other, and you must return with the group.
- ◆ Remain in the trip/conference area (hotel, etc.) at all times. School funded travel is not the time to shop, tour, or vacation.
- ◆ Act in a courteous manner, especially if staying in a hotel/sharing a room with others.
- ◆ If staying in a hotel, remember that you are financially responsible for all incidentals (room service, phone, etc.).
- ◆ You are financially responsible for damage you incur to buses, hotel rooms, etc.
- ◆ Plan to bring extra spending money of your own as needed for incidentals.
- ◆ No alcohol consumption even if you’re 21 or older.
- ◆ Abide by all state and federal laws.
- ◆ Abide by all school, district, and trip policies and expectations.
- ◆ Separate yourself from others who are in violation of state and federal laws and/or school, district, and trip policies and expectations.
- ◆ Interact with others in a positive and productive manner. Violence or the threat of violence will not be tolerated.
- ◆ Expect to be treated as an adult and plan to behave as an adult.
- ◆ Have a safe, enjoyable, and valuable learning experience.
- ◆ If applicable, complete and return the “Student Representation Fees Use Report” to the attending advisor immediately upon trip completion.
- ◆ Failure to abide by this code of conduct may result in trip termination, reimbursement of all funds by the student, and/or further disciplinary action from the advisor, the funding organization, and/or the college.

Sample

Conference Attendance Agreement

Sample

Name of Conference

Location

Date of Conference

Faculty Advisor

Co-Advisor

***I understand that I am attending this conference as a representative of Cosumnes River College (CRC). I understand that I am expected to conduct myself in a responsible manner and agree to the following:
(Initial each, when read)***

____ I am currently enrolled at Cosumnes River College.

____ No personal vehicles are permitted to be driven to the conference.

____ I am aware that the California Education Code and the policies of Los Rios Community College District, prohibit possession or use of alcoholic beverages or any illegal substances during the retreat, regardless of attendee's age, at any time during the conference, including after formal activities, and all hours of the night and morning while I am under the supervision of the college. *Note: Prescription medications should be registered when turning in your paperwork, for your own protection.*

____ I understand that no inappropriate behavior will be permitted, nor any behavior that may endanger myself or others. I also understand that I am personally responsible for any damages I cause to any facility while attending this conference and that I will not hold Cosumnes River College or Los Rios Community College District liable for any damages or injuries that occur as a result of my attendance.

____ I agree that I will not invite any outside visitors to participate in conference activities.

____ I understand that this conference is an official field trip and that I am required to attend all possible educational or work sessions.

____ I understand that any infraction may result in immediate dismissal from the conference and that further disciplinary action at Cosumnes River College may follow.

____ All participants must stay within the designated areas announced.

By signing below, I accept the rules outlined above and I fully understand that violation of any part of this agreement may result in being responsible for any expenses incurred by my conference participation.

Signature

Print Name

Date: _____



The Power of the Student Voice (New dates & times TBD)

PARTICIPATORY DECISION MAKING *

Participatory Governance is a decision making opportunity where student representatives engage in decision making by sharing and voting from the student's perspective. The Student Senate President is responsible for appointing students to CRC participatory governance committees. These committees are comprised of management, faculty, staff, and students and conduct business for the campus in the following areas:

- Cultural Competence & Equity Meets 2nd & 4th Thursday from 1:00 PM – 2:30 PM
- Curriculum Committee Meets 1st & 3rd Wednesday from 3:00 PM – 5:00 PM
- Distance Education & Information Technology..... Meets 1st Thursday from 3:00 PM – 4:00 PM
- Health & Safety Committee Meets 2nd Monday from 1:30 PM – 2:30 PM
- Institutional Effectiveness Meets 2nd & 4th Friday from 9:00 AM to 10:30 AM
- Participatory Governance Meets 4th Tuesday from 2:00 PM to 3:00 PM
- Professional Development..... Meets 2nd Friday from 10:30 AM to 12:00 PM
- Resources Committee Meets 3rd Monday from 3:00 PM to 4:00PM
- Student Success & Equity Committee..... Meets 4th Wednesday from 3:00 PM to 4:30 PM

Meetings occur once or twice a month. All students are encouraged to exercise their right to participate in campus decision-making. Interested students should contact the Student Senate President or ASCRC Advisor.

Resources (*At a Glance*)

ACCOMMODATIONS

Student Life & Leadership Center (SLLC) strives to provide access for all students to our programs and services. Please contact us as early as possible for assistance with special accommodations.

ADVISORS

Your club/organization advisor is one of your main resources and best allies. Get to know them and call on them for their wisdom. Don't forget to appreciate them at the end of the day!

BANNERS

- ◆ Banners can be made using the available butcher paper and paints in SLLC. Banners should be no longer than 6 feet and must be approved and signed by Student Life & Leadership Center. Remember to complete your banner's information by answering the questions of who, what, when, where, why, and how.
- ◆ Banners must be removed by the day after the event.

CLUB DISPLAYS

Clubs that are interested in displaying their information to the campus community may do through the Student Life & Leadership Center. The location of the display is in the South entrance of the Library building. This form applies only to display areas managed by Student Life and Leadership. Space is provided on a first-come, first-served basis. The length of time each club is displayed will be two weeks. If your club is interested in displaying elsewhere on campus, please consult with the SLLC for more information.

CLUBS AND EVENTS BOARD

The CAEB supports clubs by planning campus activities involving club participation and providing a forum at the CAEB meetings for clubs to present ideas and discuss issues of mutual interest.

CUSTODIAL/FACILITY SUPPORT

Many events and activities require custodial or other facility support above and beyond those provided by normal college operations. Check with the SLLC regarding special needs and requirements and any associated costs.

DANCES/RELATED LARGE EVENTS

The following facility use and security requirements apply to all dances and other related large events.

Facilities

- ◆ Reservation requests must be submitted a minimum of one month in advance of event date.
- ◆ Event start time will be based on availability. All dances/parties will end by midnight.
- ◆ Student groups must have an advisor present at all times.
- ◆ Lighting, access, and decoration rules specific to each building must be adhered to.
- ◆ Smoke machines are not permitted.
- ◆ Nothing can be applied to the floor (baby powder, etc.) to create a better dance surface.
- ◆ A custodial fee will be assessed for weekend use depending on the facility requested.
- ◆ District policy prohibits the use of alcohol, drugs, smoking, and glass containers in district facilities.
- ◆ Users are responsible for hiring security as required by Facilities (see below).
- ◆ Campus Police will end the dance if, in their opinion, safety/security is being jeopardized.

Security

The Campus Police Captain will develop and maintain a list of authorized security firms suitable for hire to cover campus events. The Campus Police Captain will interview and have final say on which companies are approved for hire.

DUPLICATING SERVICES

The CRC Duplicating Office is open to club requests. Clubs are responsible for work orders and payment. A minimum of one week is required for all requests. SLLC allows clubs to make up to 30 free copies per event. See SLLC Staff for assistance. All fliers must be appropriate and follow the Student Life & Leadership and LRCCD guidelines.

EDUCATIONAL WORKSHOPS

The Supervisor and Student Personnel Assistant in SLLC are available to provide club orientations and educational workshops. Topics such as time and stress management, running meetings and parliamentary procedure, budgeting, event planning, fundraising, conflict management, leadership, and team building, to name a few, may be of interest to club members. If your club has a special need or would like more focused instruction in a particular area, please contact either the SLLC Supervisor or the Student Personnel Assistant.

OFFICE SPACE

Chartered and active clubs that elect to participate in the CAEB may use the Student Leadership Office space and equipment located in Student Life & Leadership Center.

OTHER

If your club has needs that have not been addressed in this guide, please contact the Student Life and Leadership Center.

TRAINING BY SLLC

The full chartering process of student clubs/organizations includes a *Charter Orientation* session.