



# ADVISOR MANUAL

## Your Role as a Club & Organization Advisor

Long Beach City College



**Office of Student Life**  
**Liberal Arts Campus, Room E119**  
**Phone: (562) 938-4978**  
**Pacific Coast Campus, Room EE102**  
**Phone: (562) 938-3088**

## YOUR ROLE AS AN ADVISOR

Long Beach City College Office of Student Life has provided this “*Advisor Manual: Your Role as a Club and Organization Advisor*” as a resource to help ensure your success in working with Club & Organizations. Your role as an Advisor is a critical one in supporting the student’s “out of classroom learning” as well as adding to the “student life” at Long Beach City College (LBCC). The majority of a student’s time is spent out of the classroom, therefore the interaction with peers, participation in campus and community activities, and development of sense of community at LBCC are integral components of the student’s success (Pascarella & Terenzini, 1991). The Office of Student Life is grateful for your role as an Advisor to our Clubs & Organizations and appreciating in partnering with us in educating our students in their co and extra-curricular experience.

There is no one way to be a successful Advisor, just as there is no one way to be successful as a teacher. Some Advisors will be more active than others. But, there is one requisite for successful advisement – and that is interest in and enthusiasm for the group and its activities. Naturally, you will not want to overdo to the point of carrying the organization’s load by yourself, but you can use your enthusiasm to stimulate the group to undertake challenging and worthwhile activities.

### Tips for successful advisement

Once you have had an understanding, your position in the club will vary according to your own preference. Most Advisors participate as members of the group, feeling free to enter into discussions and planning, throwing in ideas for what they are worth. (In this case, members of the club should feel free to accept or reject an Advisor’s ideas; actually, they need a Advisor’s support more than his/her ideas).

## ADVISOR ELIGIBILITY

### Advisors must meet the following criteria:

- Full time or Adjunct Faculty or staff member with the Long Beach City College District.
- Committed to student’s learning through their participation in extra and co-curricular activities.
- Believe in the mission and goals of the Clubs & Organization they are advising.
- Be aware of risks and liabilities that may arise in any situation and discuss with Club & Organization officers towards appropriate decision making that meets the college’s policies and procedures.

## ROLES & RESPONSIBILITIES

### OFFICE OF STUDENT LIFE

- Assist Advisors with organization conflict, clarifying policies or disciplinary issues. Provide oversight for student-governing and policy-making bodies such as the Associated Student Body Cabinet, PCC & LAC Club Senate and the Cultural Affairs Council.
- Compile the annual calendar of events.
- Supervise the Club & Organization finances through the Cashier’s Office.
- Assist you at any time if you have trouble meeting your commitments as the Advisor.
- Keep Advisors informed and updated related to programs, activities, policies and procedures for LBCC Office of Student Life.

### ADVISOR

- Attend all meetings, functions and events
- Meet with Executive Officers to prepare meeting agenda’s and plan goals and activities for semester.
- Serve as a mentor to members
- Clarify and uphold LBCCD Policies & Procedures. For further information regarding LBCCD’s Drug and Alcohol Policies, please refer to: [LBCCD Alcohol and Drug Policies](#)
- Mediate conflict when necessary.

- Provide financial and budget advice.
- Give guidance and instruction to the membership and Executive Board explaining LBCCD policies, bylaws, codes, standing rules, and the constitution once a year.
- Encourage participation by all members and their fulfillment of all obligations.
- Establish guidelines that identify expectations of members and the Advisor.
- To be available for signatures and have conversations to the needs of the club and how the Advisor can take an active role in the clubs success and growth.
- Help with the organization of events, financial procedures, and the ability to coordinate constructive meetings
- Speak up during discussion when s/he has relevant information.
- Take an active part in formulating the goals of the group.
- Attend all approved group activities.
- Oversee treasurer activities and all expenditures before financial commitments are made.
- Review the treasurer's books at the end of the semester.
- Review the secretary's minutes before they are written in a final form.
- Review all official correspondence before it is sent.
- Be custodian of all group paraphernalia, records, etc. during the summer and between officer transition.
- Keep the official files in his/her office.
- Keep the group aware of its stated objectives when planning events.
- Veto a decision when it violates a stated objective, the bylaws, codes, standing rules, constitution or LBCCD policy.
- Meditate interpersonal conflicts that arise.
- Help students conduct evaluations of activities and events.

## **MEMBERS**

- Need to recognize the Advisor as an integral part of the group but not a member of the organization.
- Needs to plan meetings at a time and a place that the Advisor can attend or will have to find an alternative Advisor.
- Need to keep the Advisor fully informed of the program and activities of the organization.

## **Stipend**

We are very happy that you have chosen to participate in Long Beach City College outside of your LBCC position. For those Advisors who have committed themselves to their position as a Club & Organization Advisor, a small stipend is offered by the Associated Student Body to offset your expenses and to show appreciation of your support of student leaders. Stipends are distributed at the conclusion of the semester. A notice will be sent to you from the Office of Student Life. The requirements for receiving a stipend are:

- Attend all club meetings, functions and events
- If your club participates in Homecoming, Spring Sing, or Mini Grand Prix, you will attend the event and support them.
- Submit award nomination applications
- Attend the end of the semester events (Office of Student Life Awards Luncheon).

## **Liability**

In general, an Advisor engaged in authorized club activities is regarded as an official agent LBCC and the student body. Advisors to Clubs & Organizations accept additional responsibility. Attempt to anticipate risks and discuss with Executive Officers. Advisors and Clubs & Organizations are not authorized to enter into contracts with any vendors and must contact Risk Services if questions arise. Be aware of campus policies and procedures and contact Office of Student Life for additional resources if you have specific concerns or questions. The following statement taken from an opinion by the Attorney General, State of California, may be cited as one example of current legal opinion:

*“It is well established as common law that where a public officer is empowered to and does exercise judgment, but acts mistakenly or erroneously, he is not liable when he acts in good faith, within the scope of his authority, without malice, corruption or sinister motives...”*

## REGULATIONS GOVERNING ORGANIZATIONS

### Authorization

- To be recognized as a legitimate organization of the Long Beach City College, all groups must complete the club charter process.
- A Club Charter Application must be submitted every semester by each club, online via OrgSync, at [www.orgsync.com](http://www.orgsync.com). Once a Charter Application has been submitted via OrgSync, the Office of Student Life will review the information, and send a copy of the application to the Club Advisor, via email for approval. A “Club Registration Guide” can be located at the Office of Student Life to help students complete the Club Charter Application.
- Membership: Clubs may form with a minimum of 10 students. These members must have a current College Services current Sticker and Card.
- Advisor: Clubs must have a LBCC Faculty/Staff member as a Club Advisor. If the club cannot find an Advisor, please see the Club Senate Advisor for assistance.
- Club Meeting Location: It is suggested that the club meet once a week and on campus to provide the greatest contact for students. Meeting less than every week will result in a loss of interest by members and eventually a loss of membership.
- Clubs must establish an official meeting location, date and time through the Office of Student Affairs. To obtain a room reservation for the semester, please see the Office of Student Life.
- LAC Club Senate Representatives: LAC clubs must elect a Club President and a Club Senate Representative. Membership in the Club Senate is mandatory and attendance is required to maintain active status as a club. The Club Senate meets every Tuesday, from 12:00 noon to 1:00 pm in the Fishbowl – E119.
- PCC Club Senate: PCC Clubs must elect a Club President and a Club Board Representative. Membership in the Club Board is mandatory and attendance is required to maintain active status as a club. The Club Board meets every Wednesday from 12:00 – 1:00 pm in GG 200.
- Club Funds: Clubs wishing to collect dues, raise money, make donations to scholarships and make purchases must establish an account with the Cashiers Office for which there is no charge. All club funds must be deposited in the club account and all disbursements will be made from that account. The Cashiers Office procedures must be followed as set forth in the Cashiers Office Policies included in this information.
- Club Constitutions: A Club Constitution must be submitted by every new club. The Club Constitution must be in compliance with the California Education Code and ASB Constitution including the policies of Club Senate. New clubs should meet with the Club Senate Advisor for assistance. There is a model constitution available to help students forming a new club write a constitution. The constitution must be approved by the Club Senate Vice President who will review it when it is submitted to the Club Senate with this application.

## BENEFITS TO CHARTERED CLUBS AND ORGANIZATIONS

- **Trust Account**-availability of a Club & Organization Account through Associated Student Body to oversee finances.
- Access to Office of Student Life **supplies** including poster paper, markers, computers.
- **Equipment** available for check out for events and fundraisers: hand washer, refrigerator, beverage container/cart, media cart (laptop, projector), PA system, and canopies.
- Eligibility for use of campus-wide bulletin boards and **posting**.
- Use of Org Sync-online portal to manage, communicate and market Clubs & Organizations.
- Eligibility to reserve **rooms and event space**.

- Eligibility for Associated Student Body awards and recognition.
- Participate in **Club Senate (LAC)/Club Council (PCC)** where Representatives meet to plan events, seek activity approval, participate in leadership development workshops and build collaborations.
- Eligibility for **ASB Grants** (up to \$1500 per semester).
- Use of assigned **mailboxes** per Clubs and Organizations.

### **Eligibility in Clubs & Organizations**

Eligibility for membership and holding office are governed by the ASB Constitution. Since there are several categories of clubs and organizations in the Associated Student Body, the eligibility requirements for all levels of participation are as follows:

#### **Article VII- Eligibility**

Section 1. Definitions:

ASB Leadership – Holding an elected or appointed position in any of the following organizations: ASB Cabinet, LAC Club Senate, PCC Club Board, or LAC /PCC Cultural Affairs Council.

- Club Leadership - Holding an elected or appointed position in any officially approved campus club.
- Membership – Joining any officially recognized LBCC Student organizations as defined by their constitution and by-laws.
- Honorary Organization Membership – Kassai and Thane shall be considered official honorary organizations. Invitation and membership shall follow their respective constitutions and by-laws.

Section 2. All students, in order to be eligible for Associate Student Body leadership, club leadership, coed-special interest club membership, social service club membership, honorary organization membership, ASB committee membership, or participation in any ASB budget-Advisor group, must be currently enrolled at Long Beach City College and have a valid College Services Card and current semester sticker, prior to participation.

Section 3. A student must be enrolled in a minimum of six (6) units while holding any ASB leadership position as defined above. Unless it the student's first semester of ASB leadership experience the student must have also completed six (6) units the semester preceding the assumption of office. Students not meeting this requirement will be removed from office.

Section 4. There shall be no minimum unit requirements for holding coed-special interest club leadership positions or being involved in coed-special interest club membership as defined above unless otherwise specified by the organization's constitution. Section 5. Students shall be eligible to hold ASB leadership positions as defined above for a maximum of five (5) semesters. These semesters will run consecutively and shall begin when the student is elected or appointed to his/her first position. Students may not hold any ASB leadership position beyond the fifth semester.

Section 5. Students shall be eligible for any other club membership or leadership positions as long as they are officially enrolled at Long Beach City College.

Section 6. In order to hold any ASB leadership position, a student must maintain a cumulative GPA of 2.0. All members of Cabinet must maintain a cumulative GPA of 2.5. These respective GPAs will be verified at the time of filing for office and at the conclusion of the semester prior to holding office. Students not meeting this requirement will be removed from office.

Section 7. Officers may hold the same ASB leadership position more than once, including consecutive semesters, provided the student is re-elected or re-appointed to the position.

Section 8. No student shall hold any leadership position unless he/she has attended Long Beach City College one (1) semester. Candidates for ASB President must have completed two (2) semesters at Long Beach City College and previously held an ASB or club leadership position as defined above prior to assumption of office.

Section 9. No Student shall hold any ASB leadership position as defined above and be president of any other organization at Long Beach City College at the same time.

Section 10. Candidates for office may not seek more than one (1) ASB leadership position as defined above at the same time.

Section 11. Any exceptions to the rules of eligibility must be determined by the ASB Cabinet Advisor. There shall be no exceptions granted based on academic minimums.

## PLANNING CLUB & ORGANIZATION ACTIVITIES AND EVENTS

### Club Activities and Events

Clubs and organizations must have all activities and events approved by the Club Senate (LAC)/Club Board (PCC) club prior to the event. No organization can hold an event until the club is chartered and approved.

### Event Approval Process

Club & Organizations must complete the "Activity and Fundraiser Application" form, secure approval signatures and submit to the LAC Club Senate (Tuesday, 12-1 pm in E119) or to PCC Club Senate (Wednesday, 12-1 pm) at least two weeks prior to the scheduled event. The Senate Board will approve the event providing it does not conflict with pre-existing programming and it meets the LBCC guidelines. Activities are usually approved without any problems or restrictions. The approval process ensures that calendar and activity conflicts do not occur on a very busy college campus. Registering of the event also means that the activity is an official activity of LBCC and insures the participants of the protections offered by the legal entity of the college. Advisors are responsible for attending all events, traveling to off-campus activities and advising towards positive outcome of the activities and ensure that reasonable supervision is maintained, just as would be expected on campus.

### Club Meeting Room

Establish a meeting time and reserve the meeting space with the Office of Student Life. To conform to the college liability regulations, the club Advisor is required to attend all club meetings.

### Publicity

It is important to market/publicize your event with posters and flyers at least a week in advance. All posters and flyers must conform to the Office of Student Affairs Posting Policy and have the Office of Student Life stamp indicating approval.

### Suggestions for marketing/publicity

1. The poster room is located at LAC on the mail level of the college center in the Fishbowl and at PCC, in Student Life. The poster room and supplies are for all Student Government organizations.
2. Student Life classroom posting boards- The posting boards are located on the doors of many classrooms. Half sheet flyers must suitable for these posting boards.
3. Large poster boards on wheels. Larger posters can be placed on these boards they are usually located in the vicinity of the College Center and book store. All posting regulations must be adhered to or your posters will be removed.
4. KLBC Radio, the Viking Newspaper. Student-run media can be accessed to get the information out on your event contact KLBC Radio at (562) 938-4300 and the Viking Newspaper at (562) 938-4284.
5. In the Loop is a faculty staff publication distributed weekly via e-mail. The Office of Community Relations and Marketing is very supportive of student activities and will print info about your event if possible. For more information, please contact CRM at (562) 938-4206.
6. TV The LBCC Radio and TV program often includes information about the college events in TV program that airs on cable Channel 15. Contact the TV Production Program at (562) 938-4517.

### Transportation to Off Campus Events

When club members are involved in approved off campus activities requiring transportation to and from the event Advisors must require that drivers have a valid driver's license, current registration, proof of current insurance. The number of riders should not exceed the legal safe seating in the vehicle. It is best to let the club members decide who rides with whom. Club members should sign the LBCCD Field Trip or Excursion Release, Medical Treatment Authorization, Waiver, Release and Indemnity Agreement through the Office of Risk Management. Contact Cindy Smith @ 938-4038. As Advisor, you should complete this form, make a copy for your records and submit it to the Risk Management Department. \*\*Please note, an Advisor should never give directions to an off-campus event, it is advisable to provide only the location's address.\*\* Campus groups sometimes initiate group activities and weekend events independently,

without approval of the faculty/staff Advisor and/or the Student Government. Neither the college nor the student body assumes any responsibility in these instances.

Student participation in events or programs, which are initiated by outside organizations (luncheon groups, etc.) and are not scheduled or approved by the Student Government, or where the group is not accompanied by a faculty member or activity Advisor in line of duty, are not to be considered the responsibility of the Student Government or the College.

The college has vans available for use by groups and organizations. Contact Athletics at (562) 938-4237 for policies concerning use of the vans and authorizing drivers (must be 21 years of age with valid driver's license, etc.). It is in your best interest to not provide transportation for students in your own vehicle.

## **PROCEDURE FOR RECEIPT AND DISBURSEMENT OF ORGANIZATIONAL FUNDS**

Student Body funds are governed by the Educational Code of the State of California. In accordance with these rules and regulations, the Long Beach Board of Education has prescribed that all funds of organizations connected with Long Beach City College must be deposited and disbursed through the Associated Student Body Bank.

The accounting system is designed so that it will serve as an educational experience and at the same time provide safe and accurate management of student body finances.

The information contained in this memorandum is designed to assist the treasurers or organizations in carrying out their responsibilities.

### **Keeping Records**

The purchase order book and club financial records should be kept in the Advisor's office so that it is available to the club president and treasurer. The treasurer should keep a simple record of the balance, deposits and expenditures/withdraws much like a checkbook record.

### **Cash Received**

All cash received must be substantiated by some form of checkable record such as the group collection sheet or a deposit receipt issued by the Cashiers Office. The group collections sheet is to be turned into the Cashiers Office. Do not destroy any that are marked "Void". When money is received, such as dues, assessments, etc., the treasurer should use the group collection sheet. When a collection is to be made, the procedure is required.

### **Secure the forms from the Cashiers Office.**

Fill forms in completely. Group collection sheets should be signed on each line by the person paying the money.

Bring collection forms and money to the Cashiers Office. It will be counted and you will be issued a receipt.

### **UNDER NO CIRCUMSTANCES MAY DISBURSEMENTS BE MADE OUT OF CASH RECEIPTS.**

### **Purchases**

Each Treasurer should obtain a purchase order book from the Cashiers Office, and when purchases or expenditures are to be made, the procedure given below should be followed:

1. Fill out the purchase order, completely. If the exact amount is not known, insert the approximate amount and so state. If it is not known where the purchase will be made, the purchase order should be issued to the person who is to make the purchase. A check will be issued to him/her out of which to make disbursements. When completed, invoices, receipts and the balance of the cash should be returned to the Cashiers Office.
2. Have the Advisor and club officer sign the purchase order.

3. Bring the purchase order book to the Cashiers Office in order that it may be registered and a number assigned.
4. Under no circumstances should an Advisor sign a purchase order, which has not been filled in.

### Petty Cash Expenditures

- Small expenditures (not over \$50) may be made by using the petty cash fund; from the Cashiers Office. Purchase orders are not necessary in these cases.
- Treasurers should secure a supply of petty cash slips from the Cashiers Office.
- After these forms have been completely filled in and payment approved (signed) by the Advisor, they may be presented to the bank for cash. Receipts received should be attached to the petty cash slip.

## OFFICE OF STUDENT LIFE FACILITIES FOR CLUBS AND ORGANIZATIONS

EVENT PLANNING		
Check	Planning Activity	Contact
	Develop an Agenda/Schedule for the event with the date/time/location. Make contact with appropriate Reserving Office, below, to confirm availability.	See Reserving Office (below)
	<u>Clubs/Organizations:</u> All chartered club/organizations must complete and submit an "Activity Fundraiser Application." Upon collection of signatures and verification of calendar date the application must be submitted and verification of calendar date, the application must be submitted at the beginning of the Club Senate (LAC or PCC) meeting for approval at least 2 weeks prior to the scheduled event.	Office of Student Life- LAC (562) 938-4978 E117/PCC (562) 938-3088 EE102
	<u>Events on Campus</u> – All activities or events must complete the " <b>Application for use of District Facilities Form</b> " available at: Office of Student Life LAC Room E117 or PCC Room EE102	Facilities – (562) 938 – 4019 or OSL (562) 938-4978
	<u>Set-Up Request</u> – To request tables, chairs, pipes & drape, etc., the "Set-Up Request Form" must be completed and submitted at least 72 hours in advance to facilities. Form is available at: <a href="http://acit.lbcc.edu/dept_forms/Set-Up%20Request%20Form.pdf">http://acit.lbcc.edu/dept_forms/Set-Up%20Request%20Form.pdf</a>	Facilities – (562) 938 – 4019
	Equipment including sound system, computer, projectors, and screens are available for check out and self-set-up. Clubs may contact the Office of Student Life. Instructional Departments can contact Academic Computing and Multimedia Services.	LAC 938 – 4978/4226  PCC 938- 3088

**RESERVING OFFICES @ PACIFIC COAST CAMPUS**

<b>Facility</b>	<b>Set-up / Capacity</b>	<b>Reserving Office</b>	<b>Contact</b>
Dyer Hall (FF107)	Lecture 166	Contact No food /drink permitted.	938-3904
Senior Center (FF108)	Lecture Tables 50	Senior Center-Mary Thoits	938-3047
FF101		Associate Vice Presidents Office-Mary McEldowney	938-3903
Trades Bldg. Conference Room (MM100)	Table 10	Trades Office-Tina Scruggs	938-3157
Classrooms		Associate Vice Presidents Office-Mary McEldowney	938-3903
Outdoor areas- (Jacaranda Walk, Quad/Lawn, Viking Corner)		Office of Student Life – Teila Robertson	938-4978

**RESERVING OFFICES @ LIBERAL ARTS CAMPUS**

<b>Facility</b>	<b>Set-up / Capacity</b>	<b>Reserving Office</b>	<b>Contact</b>
Nordic Lounge (Bldg. E)	Lecture/ Audience ~200	Submit the <b>“Building E/College Center Use Form”</b> one month prior to event to Student Affairs.	938-4978
Nordic Stage Area (Bldg. E)	Lecture/ Table 50	Student Affairs	938-4978
Student/ Organization Resource Center- “Fishbowl” (Bldg. E)	Lecture 40	Student Affairs	938-4978
Northern Sun (E209)	Table 12	Student Affairs	938-4978/4552
Valhalla (E202)	U-Shape Table 20	Student Affairs	938-4978/4552
E Building Entrance (Bldg. E)	Table (1-2) 4	Student Affairs	938-4978/4552
Canopy (Quad)	Table 6	Student Affairs	938-4978
Display Cases	Posting	Student Affairs	938-4226

**Fax**

LAC: (562) 938-4116

PCC: (562) 938-3969

You may use this fax for club business as required. See the Office of Student Life.

## **PROTOCOL**

Your club may wish to invite a speaker to the campus or request the attendance of one of the campus administrators. Please review the guidelines for protocol in making contact with on and off campus dignitaries. If you need assistance, please contact any of the Student Life Offices.

Additional information including LBCC Office of Student Life Policies and Procedures are available on our website: [www.LBCC.edu/StudentLife](http://www.LBCC.edu/StudentLife) .

## **References**

Astin, A. (1993). *What matters in college: Four critical years revisited*. San Francisco: Jossey-Bass.

Kuh, G. (1993). In their own words: What students learn outside the classroom. *American Educational Research Journal*, 30, 277-304.

Pascarella, E. & Terenzini, P. (1991). *How college affects students: Findings and insights from twenty years of research*. San Francisco: Jossey-Bass.

7003. POLICY FOR A DRUG-FREE DISTRICT  
Reference: Title V-D of Public Law 100-690, Sections 5151-5160, the Drug-Free Workplace Act of 1988  
Public Law 101-226, the Drug-Free Schools and Communities Act Amendments of 1989  
Campus Awareness and Campus Security Act of 1990, 20 U.S.C. 1092