

CLUB HANDBOOK

2018-2019



Student LIFE Club Handbook

- Quick Contact List -

Student LIFE

Student Ambassadors
Parks Student Union, 209
studentlife@everettcc.edu
425-388-9561

Jesslin Ochoa

ASB VP of Clubs & Organizations
425-388-9317
asbvpclubs@everettcc.edu

Richele Blair

Student LIFE Advisor
rblair@everettcc.edu
425-388-9504

Publicity Services

Christine Vasquez
Student LIFE Advisor
cvasquez@everettcc.edu
425-388-9005

Introduction

Everett Community College (EvCC) and Student LIFE recognize that student clubs contribute to the educational, social, and recreational, personal and leadership development of students, as well as the campus community.

The College and Student LIFE further recognizes that students should be free to organize and participate in voluntary associations of their choosing, subject to College policies and ensuring that such associations are neither discriminatory in their treatment of other members or the campus community nor operate in a manner which interferes with the rights of others.



AWS/AMTEC, Club of the Year 2017-2018

Non-Discrimination Statement

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.

What is Student LIFE?

Student LIFE, as part of Student Services, comprises of Student Government, Student Programs Board, Student Housing, Athletics, Trojan Nation, Student Ambassadors, the Pride Center, the Welcome Center, Publicity Services and EvCC Chartered Clubs and Student Organizations. Student LIFE is funded by Services and Activity Fees (S & A Fees) paid quarterly by Everett Community College (EvCC) students. Through this funding, S & A is able to provide full or partial funding to over 85 programs including athletics, co-curricular programs, student service programs, childcare and student clubs.

ASB Vice President of Clubs & Organizations

The ASB Vice President of Clubs and Student Initiatives is a student member of the Associated Student Body (ASB) Executive Council, the administrative body of the ASB Student Senate. The ASB VP of Clubs chairs Club Council meetings and is responsible for organizing the quarterly Club Fest. The ASB VP of Clubs serves as a student resource for clubs by providing information for existing clubs regarding their budget, ASB Constitution, S & A Fees, and ASB Financial Code. The ASB VP of Clubs will attend annual club orientations and will periodically visit various club meetings throughout the year.

Club Council

Club Council meetings are designed to allow clubs to network with other clubs, share ideas, information and plan the quarterly Club Fest event and club networking opportunities. Club Council will provide you with information about the quarterly Club Fest(s), fund raising ideas, project proposals and funding subject to affirmative vote of Council members (quorum), and policies and procedures. The ASB VP of Clubs organizes and chairs Club Council meetings. It is mandatory for clubs to have at least one representative at Club Council meetings in order to stay in "Good Standing" (see Club Status). A club member can represent no more than two clubs, but in a voting situation, may only cast one vote. There must be at least nine clubs represented in order to have a quorum. (See Appendix B, Section 5, ASB Financial Code)

Club Fest

Club Fest is held once a quarter. Club members staff informational tables in order to provide information about their club, talk with EvCC students, and recruit new club members. Each club is highly encouraged to participate in Club Fest, to promote the club to the campus community, recruit new club members and fundraise. The ASB VP of Clubs organizes the quarterly Club Fest event. To participate in Club Fest, clubs must fill out a **Club Event Registration Form**.

Online Club Handbook - EverettCC.edu/Clubs

An online resource to help navigate club process and policy. It can help to answer questions about club leadership and advisor roles, budget management, event planning, Club Council and Club Fest.

All of the paperwork needed to maintain chartered status are available, along with helpful navigation of the forms and next steps.

Club Council meeting dates, times and minutes are posted on this site.

Student LIFE

Contact the ASB VP of Clubs or Richele Blair, Student LIFE Advisor for information about the following:

- How to start a new Club
- Club Activation
- Accessing Your Club Budget
- Fundraising
- Event Co-sponsorship
- Advisor Duties and Responsibilities
- Travel
- Revenue Deposits
- ASB Financial Code
- Other information...

*Richele Blair is available by appointment. She can be contacted by email at rblair@everettcc.edu or by phone at 425-388-9504.

Starting a New Club?

Here is what you'll need to do:

1. Find nine currently enrolled EvCC students who share your interest in starting the club. (Tip: You should schedule meetings prior to club activation in order to generate interest in your proposed club. Proposed clubs are welcome to schedule the Kulshan Conference Room, located in Student LIFE, to have planning meetings.) (See Appendix B, Section 1, ASB Financial Code).
2. Find an EvCC staff or faculty member who is willing to advise your club, travel with your club, attend club meetings, and assist with paperwork. (See Appendix B, Section 1, ASB Financial Code).
3. Review the Club Charter Application packet (located online at www.everettcc.edu/clubs.) Schedule an appointment with Richele Blair for your club members and proposed club advisor.
4. Attend a Club Orientation with your club advisor and officers.

Reactivating?

A student club must be officially activated by the EvCC ASB and Student LIFE on an annual basis by the following process:

1. Each existing club must complete a Club Activation Form (located online and in Student LIFE).
2. Attend an annual club orientation with your advisor and club officers. Club orientations are scheduled fall quarter at various times. If you miss a club orientation but still need activation, please contact Richele Blair in Student LIFE.
3. Activation occurs Fall through Spring Quarters only. Clubs are dormant during Summer Quarter.

Why reactivate?

Clubs have to reactivate annually in order to receive funding and access to college facilities and services.

Club Status

There are several different types of “Club Standing” a club can fall under, such as, inactive, chartered (active), good standing or proposed club. A club’s standing may affect the club’s resources and funding.

Inactive Clubs

Previously chartered clubs are considered “inactive” if they have not attended an annual club orientation and turned in a **Club Activation Form** with Student LIFE.

Chartered “Activated” Clubs

Chartered clubs have attended the annual club orientation with their advisor and club officers, have turned in their fully completed **Club Activation Form** and have a club constitution on file with Student LIFE. These clubs are officially recognized by the Associated Student Body of Everett Community College. The activation process allows clubs to access their funding and club resources.

Good Standing Clubs

Chartered Clubs are given “good standing” status automatically on activation. Maintaining “good standing” will require the club to:

1. Follow Club policies and rules outlined in the Club Handbook, ASB Constitution, and ASB Financial Code.
2. Have a consistent membership of nine (9) or more active members and at least one advisor.
3. Participate in mandatory Club Council meetings.
 - A. Clubs are allowed one excused absence (per quarter). To apply for an excused absence the representative must email the ASB Vice President of Clubs. Missing two consecutive meetings (per quarter) will remove your “good standing” status. (See Appendix B, Section 6, ASB Financial Code)

Club Standing Violations

For policy/rule breaking

1. A warning shall be issued describing the violation. The club will be given 14 days to resolve the problem.
2. If the problem is not resolved within the 14 day period, the ASB Executive Council will be advised of the problem.
3. If the problem has not been resolved, then a simple majority affirmative vote by the Executive Council will result in the club being deemed inactive and the club will be notified within five school days.
4. Any club deemed inactive shall remain so until all rules for an active club (refer to Article VIII, Sections 1-5, by-laws of ASB Constitution) have been re-established.

For membership below minimum requirements - Clubs may be required to meet with the Director of Student LIFE in order to receive access to their club funding.

Absences from Club Council – Clubs will be notified about the dates of Club Council and the process for submitted a proper excused absences. If the problem is not resolved within a 14 day period or by next Club Council meeting the club will fall into inactive status and funding will be suspended.

Club Funding

A student club must be officially chartered by the EvCC ASB and Student LIFE on an annual basis *see Reactivating? pg.2.*

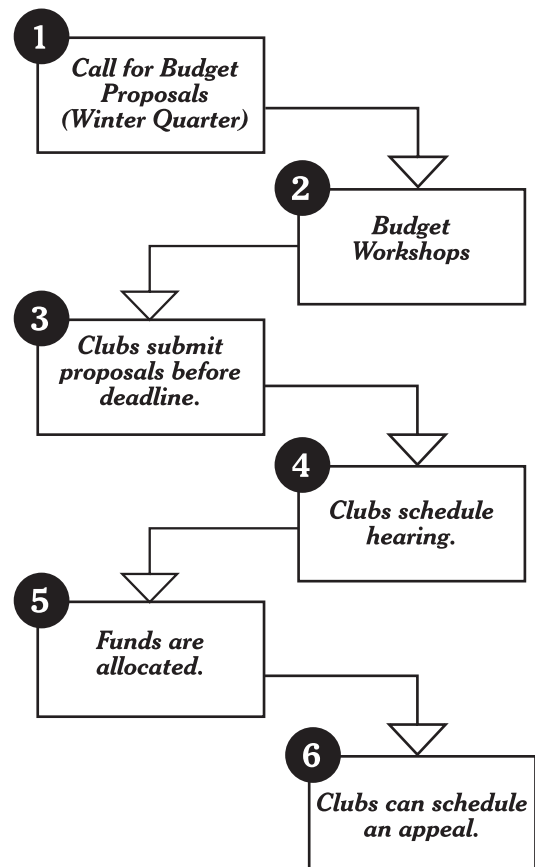
Clubs are required to maintain at least nine currently enrolled EvCC student members and a staff or faculty advisor in order to have active status and access to funding.

Please refer to the ASB Financial Code for more information regarding club funding/procedures.

Budget Development Process

The budget development process gives existing clubs an opportunity to request either a status-quo budget or an increased budget for the following year. It also gives new clubs an opportunity to request a budget for the following year. (See Article VI, Section 1-7 and Appendix B, ASB Financial Code).

Budget process is as follows:



Late proposals will not be accepted.

Additional information about this process will be mailed/emailed to all clubs and club advisors by the beginning of winter quarter.

Religious Clubs/Political Organizations

All Everett Community College clubs are invited to apply for funding (see "Budget Development Process"), including religious and political organizations; however, due to federal and state constitutional requirements, EvCC is not allowed to fund any activity which involves religious worship, exercise or instruction. In addition, student funds may be used to support certain political activities if done by the recognized EvCC ASB Student Government. (See EvCC6070P Student Club Financial Procedures.)

Contact Richele Blair for more information regarding religious club activity and funding.

Club Officer & Advisor Roles

Club Constitution & Membership Guidelines

Each club's individual Constitution shall outline the policy and procedure regarding membership, club mission, officer selection, and officer roles. (See ASB Constitution, Article VIII, Section 1-6). Clubs should review their constitution annually. Clubs who update their constitutions must submit them to Student LIFE for approval of amendments.

The functioning of an active club shall be confined to and controlled by their active (voting) membership. The active (voting) membership and club officers shall be limited to currently enrolled Everett Community College students (all EvCC students may be club members).



It is the clubs responsibility to notify Student LIFE of any change in the club's Constitution, change of officers(s), name change and/or mission.

Honorary Membership Guidelines

Community members may participate in clubs by invitation only, and are not permitted to:

1. Represent the club in any fashion either on or off campus. Initiate or expend club funds, such as but not limited to utilizing club funds for travel, making copies, etc.
3. Utilize campus resources on behalf of the club.
4. Hold office, vote, or serve in any leadership role.
5. Enter into any agreements on or off campus on behalf of the club.

The club has the authority to revoke the invitation of a community member at their discretion. The number of Everett Community College student members shall always exceed the number of non-student members at meetings. (See Appendix B, Section 7, ASB Financial Code.)

What is my Club Advisor's Role?

All clubs must have a staff or faculty club advisor. To become an active club the **Club Activation Form** must be completed. The advisor's name must be recorded on this form as well as their signature. New advisors will be contacted by Student LIFE for an explanation of their responsibilities. (See Appendix B, Section 7, ASB Financial Code.)

Club members should contact their advisor to:

- Review club constitution and budget.
- Establish club meeting times.
- Elect/Select club officers.
- Be aware of resources available to clubs by attending a required Annual Club Orientation.
- Review and be aware of activities and events sponsored by other departments, programs, and clubs that occur Fall, Winter, and Spring quarters by viewing the Student LIFE quarterly calendar.
- Discuss and approve club expenditures. Plan, organize, and attend club events (refer to **Club Event Registration Form**).
- Travel with club members.
- Use the EvCC Campus Scheduling to reserve campus spaces.

The Kulshan Conference Room

Student Ambassadors at the front desk in Student LIFE can schedule the Kulshan Conference Room located in Student LIFE for club meetings. Each room contains a conference table and media. Scheduling is first come, first serve. The room can only be scheduled one quarter at a time. Reservations for the next quarter can be made during finals week of the current quarter.

Computer Usage

The Club computer is reserved for club business. No food or drink is allowed at the computers. All students must abide by the Acceptable use of the Everett Community College Network, Computers and Data Management System Policy (EVCC7101).

Printing

Clubs may use the scanner/printer/copier for scanning, black and white printing and copies related to club business. Up to 25 copies per use. Please ask a Student Ambassador for assistance.

Request Forms

Student Club request forms are used for many purposes including, but not limited to, activating your club, requesting publicity services, traveling, purchasing and requesting approval for a club event.

You will find request forms online and in the wall pockets in Student LIFE. Please visit Student LIFE with any questions or if you cannot find the form you need. To view club forms go to:

www.everettcc.edu/clubs.

Club Storage

Student LIFE offers storage lockers for EvCC clubs. Clubs should clean out and organize their items stored in the club lockers quarterly to save space and keep things tidy. Clubs who over take the storage units will be asked to find another space to store their items.



Food or perishable items are not to be stored in lockers.

Club Event/Activity Guidelines

Event/Activity Registration

When your club is considering planning an event (information tables included), **Clubs must fill out a Club Event Registration Form** (available online and in the Club Hub). (See Appendix B, Section 8, ASB Financial Code).

Please make an appointment to see Richele Blair to submit your completed registration form **3 weeks in advance** of the proposed event. **All events are subject to approval by Student LIFE.** Richele Blair is a resource for you to discuss how to obtain funding, purchase supplies and materials, hire a performer/speaker, discuss publicity needs, etc.



All clubs must register their event/activity with Student LIFE at least 3 weeks in advance. Failure to do so will result in a denial of funding for the event/activity (see Appendix B, Section 8, ASB Financial Code).

Prizes and Gifting

Often clubs like to give prizes and awards to recognize membership, hard work, and/or participation. Certain guidelines must be considered when planning these events. Giveaways including gift cards or other prizes should be comparable to the amount of participation (time/energy) within the activity.

The maximum allowed value of a prize/gift card is \$100, however in most instances should not exceed \$50. If S&A funds are used to purchase, only EvCC students are eligible to win. The club/organization must record the recipient's name, student ID number and the prize received and submit to Office of Student LIFE. Prizes cannot be cash.

Individuals who coordinate or assist with an event are not eligible to receive prizes provided at that event. A member of the sponsoring club/organization may be eligible to win a prize if they did not coordinate or assist with the event arrangements. The sponsoring organization, with the approval of the advisor, determines such eligibility.

Drawing and Door Prizes

Club funds fall under state regulations. Raffles and any type of gambling are prohibited with these funds under such regulations. Raffles are considered a form of gambling by Washington State Law, as they are a 'game of chance' and are not allowed as fundraisers (RCW 9.46.0277; RCW 9.46.0209). It is important that clubs understand the terminology when it comes to raffles versus drawings or door prizes. Raffles involve the exchange of money for the chance at winning a prize; this is a form of gambling and not allowed. Drawings are when students attend an event and voluntarily submit their name to possibly win a prize (no money is exchanged). A door prize is when a randomly selected attendee is recognized with a prize for attending; this is usually a nominal prize. Drawings and door prizes are allowed, and students should refrain from using the term raffle in connection to an event

All club events or activities must adhere to all restrictions, obligations, and guidelines listed in the ASB Financial Code.

Contracts

Contracts are used when hiring a performer, speaker, or vendor to complete a specific task. The process of completing state contracts is lengthy and multi-layered. Richele Blair will guide you and your advisor through this process.

If you are interested in bringing a contractor to campus, please contact Richele Blair at least **one month prior to the date of the performance.** Richele will discuss the approval processes for both the college and the contractor. Please take note that his process will take a few weeks to complete so it is imperative that you get started early.



All contracts must be approved and issued a college contract number prior to the date of service or the contractor will not get paid. (EVCC2030P Purchasing Procedures).

If the completed contract has been submitted within one week of the performance/service, the contractor may be issued payment in the form of a check immediately following the execution of the contract. If the contract has not yet been fully completed by the date of the performance/service, but has been issued a college contract number, a check will be mailed upon the completion of the contract.

College Facility Use

Active chartered student clubs may schedule campus rooms and facilities for meetings and events for their own membership and the campus community, if the space is available and there is no conflict with other College programs. Policies may vary with the type of facility requested. The club advisor needs to reserve space through the EvCC Campus Scheduling system located on the employee intranet.



No club may reserve facilities for use by another organization.

EvCC Campus Scheduling

Club Advisors need to reserve campus space through the EvCC Campus Scheduling system. When deciding upon what room to reserve, please give careful thought to the type of event that you are holding (i.e., a club meeting, bake sale, speaker, music, etc.). If you have any questions, or would like help deciding what room would work best for your event, please see Richele Blair in Student LIFE.

Parks Student Union Information Tables

Clubs can schedule the informational table outside of Student LIFE for fundraising or informational purposes. To reserve this space, contact the Student LIFE front desk to schedule the table. In order for clubs to reserve either space they need to fill out a **Club Event Registration Form.**

Club Advertising

There are many publicity services options that are available to EvCC recognized clubs. These services include the option of working with Student LIFE Publicity Services, publicizing on the EvCC Web Calendar, or utilizing art supplies to create a banner.

Graphic Design Requests

To inquire about graphic design services or digital signage, please complete a **Graphic Design Request Form**, located in the Club Hub and/or Student LIFE.

The request deadline is a minimum of two (2) weeks prior to the day publicity is needed (not the event date). It is ideal for requests to be submitted four to five (4-5) weeks before the finished product is needed to insure the timely completion of design, printing, and advertising. All Graphic Design Requests must be signed by the club advisor before it is submitted to Christine Vasquez for approval. Please note the Student LIFE Publicity Services staff and students maintain a heavy workload and follow a detailed production calendar. Submitting a request does not guarantee sufficient time for your project's completion by the requested date.

Online Publicity Requests

Clubs can have their events, activities, and meeting times posted on the college's web calendar and Student LIFE's social media sites. Please complete an **Online Publicity Request Form**, located in the Club Hub and/or Student LIFE to request advertising and submit it to Christine Vasquez. The deadline for submitting this request is at least the Monday before the week of your event and must include the club advisor's signature.

Printing Check List:

1. Document has been spell checked and proofed for accuracy.
2. EvCC's abbreviated nondiscrimination statement is included on documents distributed for advertising purposes. (See below)
3. Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.
4. All artwork, photos, graphics are properly credited as specified by the creator and follows the EvCC Copyright and Intellectual Property Policy (see reverse). Additional resources available at Everettcc.edu/Copyright.
5. All individuals in photographs have signed a photo release. Available at the front desk in Student LIFE.
6. The Club Event Registration Form has been submitted and approved by Richele Blair in Student LIFE, PSU 209.
7. Email document saved as .pdf with quantity and any specifications to Christine Vasquez at cvasquez@everettcc.edu if you would like assistance with ordering prints using club funds.

Display Cases

Two display cases are available for use in the Parks Student Union. Clubs may reserve the display case for up to a month, once per quarter. Please contact Student LIFE front desk to reserve a display case.

Art and Banner Supplies

Art supplies are located in Student LIFE. Use of the art and supplies can be scheduled through Student LIFE.

A-Boards for Event Advertising

Student LIFE has A-Boards available for event advertising. These may only be used the same day as the the club event being advertised (if the event is in the evening, they must be returned the following morning). The club that checks them out is responsible for returning them clean of any posters or tape. If they aren't clean upon return, the club may lose the privilege to check the A-Boards out. If they are damaged, lost or stolen, please contact Richele Blair immediately. To schedule them for check out, contact the Student LIFE front desk.

Guidelines for Travel

Travel Process

(All paperwork must be turned in 3 weeks prior to travel date)

1. Pick up a Club Travel Packet from the Club Hub, Student LIFE or download online at www.everettcc.edu/clubs.
2. Complete **Travel Authorization** form with advisor. (Form located in the Club Travel Packet.)
3. Attach list of all club members/advisors attending travel.
4. Attach signed **Assumption of Risk Contract** for each club member/advisor attending. (Form located in the Club Travel Packet.)
5. Set up an appointment with Richele Blair to review completed paperwork and for approval 3 weeks prior to travel date.

For van rental (motor pool) or out of state travel, additional paperwork and steps will be necessary.

Club advisors must attend all approved travel with students. Only Everett Community College students and the accompanying advisor may utilize club funds for all travel (See Appendix B, Section 7, ASB Financial Code). Club travel must be approved by Student LIFE as per the EvCC Financial Code.



Travel Authorizations submitted less than 3 weeks prior to the trip may result in the denial of the proposed trip.

Travel Completion

A **Travel Expense Voucher** must be completed with the help of your advisor and submitted to Student LIFE within 10 working days of a club's return from an approved college trip. At this time, the club must deposit any remaining funds, and/or apply to receive any reimbursement for out of pocket expenses. All **Travel Expense Vouchers** must be submitted before additional or future travel authorizations are approved.

If you have additional questions about travel, please consult the ASB Financial Code or see Richele Blair.

Purchasing

Purchase Orders

Purchase Orders can be a convenient option as they allow approved users to place an order from an outside vendor with a college issued number. The business will then send Student LIFE an invoice for payment from the appropriate club budget.



Student LIFE has final approval on all purchase requisitions and travel authorizations.

If you need to make purchases using a purchase order, please contact Richele Blair for approval. Please be prepared to provide a list of items to be purchased for your club, the total cost, with shipping, handling and tax, and written approval from your club advisor.

Food Purchases

Special conditions apply to the purchase of food items.

Light Meal and Refreshment Form (REQUIRED)

Clubs must submit a completed **Light Meal Refreshment Form** to Richele at least **2 weeks prior** to the purchase of food items. This form will then be submitted to the college for approval. Once the college has approved this request, the club will be authorized to purchase food items with club funds. Failure to complete this process may result in non-payment or reimbursement of funds.

Catering Policy-First Right of Refusal

Any opportunity for catering or food services, including beverages and refreshments must be offered to current campus catering vendor prior to an arrangement to cater from an outside vendor. The campus catering vendor has first right of refusal on all food service opportunities. **Clubs must fill out a Food Services Exemption Form in order to use funds for any other outside catering services (EvCC Campus Catering Policy).**



Clubs may not purchase food and/or drink for club meetings with club funds.

Purchase Reimbursement

A Club Reimbursement Form is used to reimburse individuals for college/club related purchases. All purchases must be approved by both your advisor (see Appendix B, Section 7, ASB Financial Code) and Richele Blair prior to the purchase. Note: if you are buying food, you will need an approved Light Meal and Refreshment Form prior to your purchase. This form is available in the Club Hub and Student LIFE.

Once the approved purchase has been made, please bring your original receipt to Richele Blair to request reimbursement **within 30 days of purchase.**



All club purchases that are mailed must be mailed directly to Everett Community College in care of that club's advisor. Club purchases cannot be mailed to a personal address.

Student LIFE Credit Card

A credit card is available for club purchasing. These purchases must be approved by the club advisor and Student LIFE. Purchases may not be made without appropriate approval in place.

The credit card may only be checked out to a club advisor. The receipts must be signed by the advisor and returned to Student LIFE within 24 hours. If the club needs to utilize the credit card, please check with Richele Blair by email.

Club Fundraising

Commercial activities, club sales and fundraising activities are regulated to comply with Everett Community College, the State of Washington, and the State of Washington Auditor's Office policies and procedures.

Fundraising activities must be approved in advance by Student LIFE (see Appendix B, Section 2 and 3, ASB Financial Code).



Every dollar earned by any person, club or organization on the EvCC campus automatically becomes State money that MUST be deposited as revenue to the club account immediately following the event or fundraiser.

Fundraising activities must be in accordance with the following:

- The activities must be initiated and controlled by student club members, advisor(s), and Student LIFE.
- The student initiating the fundraising or sales must be one of the officers or designated representatives of the club.
- No monetary gain will accrue to individual members of the club.
- The activity itself must provide a benefit to the students of Everett Community College.
- A workable plan to monitor cash exchange and disbursement of proceeds must be devised and reviewed before the fund raising event is approved by Student LIFE.
- A Cash Handling Acknowledgement Form must be signed by each individual that is handling cash. Cash Handling Acknowledgment Forms must be turned into Richele Blair in Student LIFE.



Please contact Richele Blair three (3) weeks prior to fundraising activity. There are many State and College policies and procedures that must be followed (see Appendix C, ASB Financial Code).

Bake Sale/Hot Food Sale Guidelines

Everett Community College realizes that many student groups use bake sales/food sales as a revenue supplement for their S & A Fee Budget, as authorized by the ASB Financial Code.

In an effort to avoid competition between student groups, and to ensure the proper handling of perishable and/or temperature sensitive food items, procedures have been adopted. Clubs must follow the **Club/Organization Guidelines for Serving Food**.

Commercial Vendors

Student clubs wishing to bring commercial vendors on campus must demonstrate that the activity itself and any proceeds either will further the goals of the club or provide additional programs for the student body.

In addition, student clubs inviting commercial vendors on campus must be in accordance of the following:

Each club may bring a vendor on campus, if pertaining to club's mission. A **Club Event Registration Form** must be submitted to Richele Blair.

- Clubs may sponsor commercial vendors on campus for no more than two days per quarter.
- Student clubs will contact Student LIFE for availability of space and times.
- Final approval by Student LIFE must be obtained before negotiations with the vendor begin.
- Vendor will negotiate a contract with club members (officers) defining a flat fee or percentage of sales for revenue for the club. The club must present the negotiated contract to Richele Blair prior to reserving space, times and final approval by the Associate Dean of Student LIFE.
- The flat fee or percentage negotiated and stated on the contract must be deposited in the club account as revenue immediately following vendor sales for the contracted day.

Fund Raising for Charitable Organizations

Occasionally, student clubs are interested in organizing fundraisers for the express purpose of providing a donation to a charitable organization. Due to the constitutional prohibition of gifting public funds the club would not be allowed to use money from their club account for, but not limited to, seed money, advertising, purchases or to make a donation. However, to support the goals of the club, club officers may make arrangements with Student LIFE and Administrative Services to conduct the fundraiser within state and college guidelines.

Clubs must fill out a **Charitable Event Registration Form** and submit it to Richele Blair to start the approval process for this type of fund raising event. This must be done at least a month in advance of proposed activity (see EvCC6070P, Student Club Financial Procedures).

Monitoring Your Budget

Student LIFE monitors all club budgets. Printouts of each club budget will be available upon request. However, clubs must monitor money spent and revenue produced in order to avoid overspending or a revenue shortfall. Please contact Richele Blair with any questions or to request a printout of your budget.

Revenue Procedures

Every dollar earned by any club or organization on the EvCC campus automatically becomes State money that must be deposited as revenue in your club budget immediately after receiving said money. Your club will be able to access this money during the current fiscal year.

When making a deposit, the club must count and verify the amount of money they are depositing. Clubs must fill out a Cash Reconciliation Form found in Student LIFE.

After the money has been counted and recorded at the conclusion of each event, the club/organization will reconcile the funds with their club advisor. All funds will then be brought to Student LIFE to receive a deposit slip and budget code. A Student LIFE employee will help you determine the account code in which the funds are being deposited. The club/organization will then immediately take the funds to the Cashiers Office for deposit. In the event of multi-day events/activities, funds will be deposited daily utilizing the same process above. If applicable, a new cash start will be received from the Cashiers Office each day. Exceptions to this procedure due to after business hours and/or off-campus events/activities will be handled on a case by case basis with the Associate Dean of Student LIFE.

Excess Revenue

Excess revenue generated by a club, but not used during the fiscal year may be rolled over into the next year's club budget. Requests must be in writing or emailed to Richele Blair. (Excess revenue is additional revenue made after a club's revenue requirement has been met but was left unspent.)



If excess revenue exceeds \$2,000, the club advisor and club member(s) may be asked to meet with Student LIFE.

Any Questions?

For more information on any of the topics found in this Club Handbook or any other topic, please contact Student LIFE (see the Student LIFE Quick Contact List, pg. 1).

Online Resources

Online Club Handbook - EverettCC.edu/Clubs

An online resource to help navigate club process and policy. It can help to answer questions about club leadership and advisor roles, budget management, event planning, Club Council and Club Fest.

All of the paperwork needed to maintain chartered status are available, along with helpful navigation of the forms and next steps.

Club Council meeting dates, times and minutes are posted on this site.