



# **BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION**

## **A Guide To Advising Student Organizations and Clubs At Bakersfield College**

***Get Involved at Bakersfield College!***



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Dear Advisor,

As you no doubt know, the positive growth and development of an individual occurs best when academic and co-curricular experiences are harmonious. Student involvement in campus organizations provides an opportunity to develop leadership and organizational skills. The interpersonal interaction that takes place through involvement in campus organizations can often be very instrumental in assisting students obtain their desired educational objectives as these skills support what happens in the classrooms.

Policies that affect student clubs and organizations are found in State Education Code of Title 5, KCCD Board Policy, Bakersfield College Policy, and the SGA Constitution and By-Laws. If you need help finding written policy or deciphering the intent and meaning of policy please contact the Dean of Students' Office.

Additionally, please feel free to call or come by and visit us at the Student Activities Office if you should need any additional resources, or if you have any questions regarding student clubs and their activities at Bakersfield College. Thank you, your

**Commitment**  
+ **Support**  

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**Student Success!**

Finally, thank YOU for taking on the responsibility of being a club advisor! Before you ask yourself, *"What have I gotten myself into?"* Wait...hopefully this manual will provide some answers, and remember we are always here to provide assistance...

Respectfully,

Alex Enciso

SGA Activities Liaison

2012-2013

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# What Have You Gotten Yourself Into?

Actually, what you've gotten yourself into is a great opportunity to interact and have a positive impact on students at Bakersfield College outside of the classroom. Thank you for taking this step and taking an active role in our Bakersfield College community in this way! Consider yourself a "Sherpa" as you journey with the club or organization you advise. According to [www.google.com](http://www.google.com), "Sherpas have achieved world renowned as expert guides on Himalayan mountaineering expeditions." Many people have the potential to climb Mt. Everest but not without some expert guidance along the way. Students have unlimited potential to succeed as members and leaders of clubs and organizations, but they can benefit from the guiding presence of an advisor.

## DEFINITION

Advising means providing support and direction to students as they accomplish specific tasks set before them and to help them grow both as a group and as individuals.

## WHY WOULD YOU WANT TO BE AN ADVISOR?

Research shows that students benefit significantly from relationships with faculty and staff outside of the classroom. One study showed that students were encouraged to succeed academically and complete their intended degree, they had a better concept of self, and women gave more thought towards careers typically pursued by men. This is a unique opportunity for you to interact with students and contribute to the learning that occurs throughout the college experience. Consider the statement that Winston et al. made in their study on student organizations.

*"...Student organizations have the potential to make far-reaching developmental impact in students' lives. Poorly functioning organizations, however, seldom have that power."*

(Winston, Bledsoe, Goldstein, Wisely, Street, Brown, Goyen, and Rounds, *Journal of College Student Development*, vol. 38, no. 4, 1997, p. 417-428) (Pascarella & Terenzini, 1991; as cited in Winston et al., 1997, p. 417).

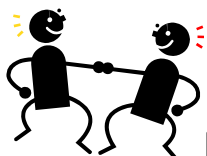
Advising will give you the chance to meet and play a significant role in the lives of students as they grow as people, leaders, and community members. It will also allow students to see a different side of the faculty and staff here at Bakersfield College.

The benefits of advising are not only for the students involved but also for you as the advisor. Some of the benefits include knowing that you have made a difference with students, being more involved in campus life, and the opportunity to mentor students both formally and informally.

*"...The opportunity to participate in leadership roles is related to continued growth for students...Thus, leadership roles appear to provide the opportunity to sustain and further develop developmental skills"* (Cooper, Healy, & Simpson, *Journal of College Student Development*, vol. 35, 1994, p.101)



Leadership skills in students can be developed through their involvement in a club organization. You, as the advisor, can help make the experience one that students will learn and grow from. Just like Mt. Everest climbers have a Sherpa to be a guiding presence, clubs and organizations need to be led as they move forward as a group and as a functioning organization on campus.



### **NEVER UNDERESTIMATE THE ROLE OF THE ADVISOR...**

You will play a significant role in the group that you advise. It is important for you to be aware of group dynamics and how your group is developing. The stages of group development are a helpful tool. Although the stages may overlap or repeat, being aware of them will help you adjust and advise the group wisely.

**FORMING:** Group members figure out their place in the organization. There is typically harmony at this stage. This is a good time to have ice-breakers, get-to-know-you activities, and set goals.

**STORMING:** This is the process the group goes through to establish norms. They discover they do not all share the same opinions and ideas about the group. Conflict may arise but the group will need a strong sense of support from the advisor as their organization takes shape.

**NORMING:** The group emerges from the storming stage with a new sense of cohesiveness. They have established normative ways of behaving and communicating as well as what their direction is as a group.

**PERFORMING:** After storming and norming the group is ready to operate with a new level of unity and consistency. It is also a time, however, when group members may become complacent in their role. The advisor plays a significant role as role model and support to the group at this stage in order to keep them on track and moving forward with their goals.

**ADJOURNING:** This is the last stage where the group is terminated and closure must be brought to the tasks and relationships that have developed. The advisor may assist in a variety of ways with this transition depending on the type of group he/she advises. Some group and students may need more formal closure while others will naturally end without any need for formal endings.

Adapted from "Group Development" by Sara Boatman in Programming, vol. 15, no. 4. ; Groups: Theory and Experience by Napier and Gershenfield, 3<sup>rd</sup> Edition, 1985; Copeland, T.R. (1996, November). Successful matches depend on advisor's style, group stage. The Bulletin, 8-12 as seen in KSU Student; Organization Advisor's Handbook, 2002-2003.

### **ADVISOR JOB DESCRIPTION**

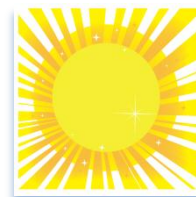
You will be many things for the students and to the students you advise—information provider, mediator, teacher, and reminder. You will sign forms, answer questions, mediate conflict, and give advice when asked for it. All those things are important but the following list should be the job description that we hope, guides your interaction with the group you advise.

**1) Be available**

**2) Be a role model**

**3) Listen and Motivate**

**4) Inspire**





### ***General Responsibilities of an Advisor***

- 1) To have thorough knowledge of the nature and objectives of the club or organization.
- 2) To have a belief in, and have enthusiasm for the club or organization and its purpose(s).
- 3) To know the students in the club or organizations as individuals.
- 4) To be able to attend important meetings of the club or organization along with attending any committee meetings. For liability and risk management purposes, an advisor or their delegated representative must be present at all club sponsored events and programs. This includes attending all meetings where action items are presented and voted on if business conducted is to be legally binding. It also includes locking and unlocking any doors, as keys are not to be given to student officers or members. Rooms should be returned to their original state.
- 5) To foster teamwork between the club or organization and the advisor.
- 6) To serve as liaison between the college and the club or organization, interpreting, Bakersfield College, Kern Community College District, and SGA policy and philosophy.
- 7) To know the special Bakersfield College facilities/resources that can be of assistance to the club or organization.
- 8) To be a general resource person of the club or organization. To communicate with the Dean of Students regarding any problems or activities of the club or organization that the student leaders or the club and/or SGA cannot resolve.
- 9) To contribute to the club or organization's discussion by listening constructively; i.e., letting the students do the discussing, unless or until the discussion goes off on an unprofitable tangent. At that point, the Advisor will want to contribute the nudge which will set the discussion straight again.
- 10) To help with setting up chaperones for the student club or organization's activities.
- 11) To encourage participation of the membership as a whole, in the activities and services of the club or organization.
- 12) To promote professionalism within the club or organization.
- 13) To encourage the active interest of the club or organization in the entire campus program, so that it will identify itself as a part of the whole campus community.
- 14) To encourage the club or organization to evaluate its objectives periodically, to determine the degree to which they are being realized, and if such is the case, the manner in which they should be revised for the improvement of the club or organization.
- 15) To encourage good record keeping.
- 16) To encourage sound financial and business practices.



- 17) Hold regular meetings with the Executive officers of the organization in order to:
- a. Discuss the organization's goals and directives
  - b. Assist with the development of programs
  - c. Discuss internal organization difficulties, controversies and conflict
  - d. Discuss financial status of the organization
- 18) To see that club information is submitted to the SGA Office or other campus office as indicated.
- 19) To facilitate the **Mutual Advisory Concept**. Briefly, "mutual advisory" means that individuals of clubs or organizations contemplating action which may affect another person or group should consult with one another before implementing their plans. This serves to keep all concerned persons informed, promoting better programs through improved communication. The concept has been formalized in some of its application; i.e. policies in scheduling, financial procedures, etc. The group that extends the concept through to its additional ramifications will be rewarded with improved interpersonal and inter-group relations and with improved programs. The advisor can best see to it that the "mutual advisory" concept is applied.

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Signature of Advisor

---

Club

---

Date



## TYPICAL PROBLEMS ENCOUNTERED BY ADVISORS

### ***The Group Doesn't Listen To Me***

Possible Solution: Talk to the group members on a one to one basis and get their reactions. Normally a student leader will be able to provide you with the answers to this dilemma. After you find out what the potential problem may be, ask for suggestions for a possible solution.

### ***The Group Doesn't Tell Me Anything***

Possible Solution: Try to have one or two members with whom you communicate on a daily or weekly basis keep you informed. Also, require that the group provide you with written minutes from the previous meeting. This idea not only keeps you informed but it helps to organize the group.

### ***The Group Expects Me to Be At ALL of Its Events***

Possible Solution: Meet with your organization early in the semester and let them know when you are available during the remainder of the semester. Specify what days are best for you to meet and what your other obligations are. This is a great strategy for reaching compromises. Ensure that you have a co-advisor or substitute available to fill-in when you are unavailable.

### ***Groups Form Cliques or Divides Its Members***

Possible Solution: Develop goal setting seminars or workshops. If this has already been established, then try to help the organization avoid this problem by reinforcing the group's purpose and goals. Reiterating the group's purpose will help them to strive for a common goal while working together to achieve it.

### ***I Never Feel Appreciated***

Possible Solution: Tell the group what you expect from them up front and be honest. At the same time, let them know what they can expect from you.





## What You Will Need to Know

In this section you will find many of the necessary explanations and forms for procedures relating to planning and carrying out activities, managing the funds of the club/organization, and general responsibilities/obligations of the student club/organization that you advise.

### ***WHAT IS A CLUB?***

A club is a group of students who share a common interest and have gone through the formal approval process to be chartered. Clubs are categorized based upon their primary purpose. Categories include: community service, professional, honorary, cultural, support, religious, or special interest. Only approved clubs have the right to use College facilities and are granted the privileges provided in the Bakersfield College SGA Constitution and By-laws.

## **STARTING A NEW CLUB OR ORGANIZATION**

### ***STARTING A NEW CLUB***

Check to see if a club exists with your proposed purpose. If a club is currently active that has the same or nearly the same purpose as the one you are interested in starting, you will be encouraged to join the existing club. A club with identical purposes or very similar ones will not be approved. It is the intent of Bakersfield College for all student interests to be represented but not in competition with one another. Learning to share ideas and enriching others is part of the social offerings of the student's educational experience.

Each club is required to have an Advisor. The Advisor shall act as a resource for the organization, and must be certificated Faculty, Administrators, or designated and approved by the College President. Classified employees may serve as Co-Advisors but must be approved by the faculty advisor. Once a potential club or organization has submitted the application to start a new club and a copy of their proposed constitution to Dean of Students or General Counsel all rights and privileges of an active club will be granted for a two week period. This grace period from the date of original document submission has been established in order to provide for recruiting new members. It also allows for Student Government Association to review the proposed club's constitution and for Senate approval of the charter. A sample constitution is provided for use in developing the club's constitution. As an advisor you should assist the students in this process.



### ***PROCEDURES FOR STARTING A CLUB***

A Bakersfield College recognized club or organization is one whose constitution has been approved by the Student Government Association.

The following procedures must be followed in order to have a club approved:

1. Complete the "Intent to Start or Reactivate a Club" form in full and return it to the Dean of Students or Activities Liaison.
2. Develop a constitution following the guidelines provided and submit three copies to the Dean of Students or SGA General Counsel. The constitution must be signed by the club Advisor and club President prior to submission. Club constitutions must be in compliance with California Educational Code, Sections 76035 and 76060 and KCCD Policy (found in appendix).
3. Members of the SGA Student Activities Board and/or the SGA General Counsel will review the draft of the constitution that you have submitted. The document may be returned if changes are required. The SGA and ICC cannot make changes to any club's constitution; the club members must complete this task.
4. Following initial documentation submission, clubs will have a two-week grace period in which you will be granted all rights of a chartered club except for a vote in the ICC.
5. Once the General Counsel has approved the constitution, the proposed club will be placed on the next Senate meeting agenda for ratification. Once approved, the club will then have all rights and privileges of a club as stated in the SGA Constitution and Bylaws.
6. As the club continues on this campus, there may be changes to the club constitution that the club requires. This is fine, but you must submit to SGA all proposed changes once they have been passed by your membership and recorded in the minutes of a meeting. (Clubs must submit a copy of the minutes showing passage of the changes and three copies of the changes to the Dean of Students or SGA General Counsel.)



### QUICK START - CLUB START UP INFORMATION FORM

- ☒ Find at least 5 Bakersfield College students, including yourself, who are willing to be club members.
- ☒ Find a faculty or staff member who is willing to be your club advisor. List his/her name and campus phone number on the form in this packet.
- ☒ Write the club constitution. Use the generic form as a guideline for making yours if you wish. **Do not fill in the form and turn that in; it will be rejected if you do.**
- ☒ Set up a meeting with the current SGA Liaison of Activities. Many questions can be dealt with then. She/he will explain the process you are about to undertake, help you with the Constitution writing, and generally just help start a new club.
- ☒ Consider attending the SGA meeting to talk about the club.

That's it! With these five-steps, a club or student organization will be off and running in no time. If club members are in the process of writing the constitution, **AND** the initial club start-up form has been submitted, the proposed club may go ahead and have regular club functions. We want this to be easy and as carefree as possible, as clubs are vital to anyone's education!

### REMAINING AN ACTIVE CLUB

**These requirements are clearly outlined in the Student Government Association Bylaws and follow the same model as many other clubs and inter club councils across the United States at colleges and universities.**

- Each club shall have at least one (1) college-wide project per semester.
- All clubs and organizations will keep a current Constitution and By-laws on file in the Student Activities office.
- Active clubs shall be defined as a Club that attends mandatory Activities Board meetings and holds regular meetings (at least twice per month).
- Each club is required to have an Advisor (faculty).
- Each club must provide a list of active members to the Student Activities Office and the Activities Liaison.



### **SUSPENDED/INACTIVE CLUBS – SGA Bylaws**

- 5.8 The Association Senate may suspend for a definite period of time the charter of any club that is inactive or guilty of other violations outlined in this section.
- 5.8.1 Suspension of a club charter shall mean that the club is inactive for the duration of the suspension and may not meet or vote in the Activities Board meetings.
- 5.8.2 No suspension may be for a period of time longer than one Academic Year.
- 5.8.3 The Club will automatically be reinstated at the expiration of the suspension.
- 5.8.4 The General Counsel may recommend that the Senate revoke a club charter; charter revocation would mean that the club no longer exists. The following shall be sufficient cause to recommend revocation of a charter:
- a) Continued refusal of the club to abide by SGA or College regulations
  - b) Non-functioning of the club
  - c) Continued non-attendance at the Activities Board meetings



## INITIAL CLUB START UP - CLUB INFORMATION SHEET

Name of Club			
Purpose of Club			
Meeting Time/Place			
Advisor		Phone #	Position:
President		Phone #	ID# (last four#)
Vice President		Phone #	ID# (last four#)
Secretary		Phone #	ID# (last four#)
Treasurer		Phone #	ID# (last four#)
ICC Rep		Phone #	ID# (last four#)
		Phone #	ID# (last four#)
		Phone #	ID# (last four#)
Club Goals For This Semester			
Meeting Date:			
Meeting Time:			
Meeting Location:			

I, \_\_\_\_\_, do understand that the faculty advisor of a club or organization is expected to see that all activities are consistent with the general objectives of the college and that they conform to its rules and regulations, as well as to state law. (District Codes 6910 and 8730.5)

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson/ICC

\_\_\_\_\_  
Date



**Signatures of Prospective Members:**

1.	_____	_____	_____
	Print Name	Signature	ID Number
2.	_____	_____	_____
	Print Name	Signature	ID Number
3.	_____	_____	_____
	Print Name	Signature	ID Number
4.	_____	_____	_____
	Print Name	Signature	ID Number
5.	_____	_____	_____
	Print Name	Signature	ID Number
6.	_____	_____	_____
	Print Name	Signature	ID Number
7.	_____	_____	_____
	Print Name	Signature	ID Number
8.	_____	_____	_____
	Print Name	Signature	ID Number

I, \_\_\_\_\_, understand that the faculty advisor of a club or organization is expected to see that all activities are consistent with the general objectives of the college and that they conform to its rules and regulations, as well as to state law. (District Codes 6910 and 8730.5)

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson/ ICC

\_\_\_\_\_  
Date

Please return this complete form to the SGA Activities Liaison, Campus Center, and Room 4



## Student Field Trips (KCCD Board Policy 4B8)



When a student club/organization plans an off-campus trip, a list of names and release from liability forms of students signed up for the trip must accompany the approval form. If the list is incomplete, a partial list should still be submitted. When the trip roster is complete (prior to the trip), an updated list must be turned into the Dean of Students. A copy of the list must be retained by the responsible staff member in each of the vehicles. If no staff is in the vehicle, the list is to be kept by a designated person in that vehicle. (Board Policy 4B8K7)

### Club/Organization Travel

The presence of the advisor or an officially designated college representative is required for any field trip or off-campus activity involving Bakersfield College student clubs/organizations. Student trips require the College President or his/her designee's approval (Dean of Students). Student trips out of state require Board of Trustee approval.

As a condition of participation, students must accept the authority of the advisor or college representative to give suggestions, issue cautions, or to take action in his/her judgment as deemed appropriate and necessary at the time.

In case of an accident, serious illness or breach of discipline while on the trip, the advisor, as the official representative of the college, will be expected to take action in his/her judgment as deemed appropriate and necessary at the time.

In case of accident or emergency, the advisor shall:

1. Make a verbal report (as soon as possible and practical) to the "Dean on Call" or designee. A call to Campus Security will connect the advisor to the "Dean on Call" after hours or to the appropriate administrator during business hours.
2. Notify parents, spouses, or others as necessary.
3. Acquire from involved students or student witness's sufficient oral and written detail to describe the episode accurately.
4. Upon return from the field trip, submit a written detailed report.

**Field Trip District Forms:** (all forms are on line at the KCCD Board Manual website section 4)

**Form A** – Student Election of Private Transportation for Approved Field Trip (doesn't apply if student is in a District/College vehicle or District/College rented vehicle.)

**Form B** - Parent/Guardian/Student Consent for Excursions, Field Trips, and Transportation of Students

**Form C** – Request for Field Trip

**Form D** – Student Trip Emergency Contact List)

All out of state, out of Country trips require Board approval, this process typically takes two months  
Check with the Dean of Students for assistance



## SCHEDULING AN EVENT PROCESS

On campus Student Activity Approval Forms are available in the Student Activities Office (CC4) or online at [the SGA website](#). Student Clubs/Organizations sponsoring any event must complete the Activity Approval Form (s) and submit to the Student Activities Office **three** weeks prior to the scheduled date of the planned activity.

Once the activity approval form is submitted, the date, time and place of the planned activity are checked to ensure there are no conflicts with other scheduled campus activities and events. After the form has been signed and approved by appropriate area staff manager, i.e., Director of Food Services and Dean of Students, the request is forwarded to Facility Scheduler, Tarina Perry for room and facilities scheduling. (Please note, it's the club's responsibility to secure all required signatures prior to submission to the Student Activities Office.) The approved or disapproved document is returned to the Student Activities Office. A copy will be made and placed in the club/organization mailbox (SGA Workroom) to signify approval/disapproval for the club/organization to proceed with the activity as planned. The original approval will be kept on file in the SGA Office as a record of the organization/club activities. (Please call the Student Activities Office, if you need to check the status of a request. Additionally, approved facility forms will appear on the posted events calendar.)

**To View the Bakersfield College Posted Event calendar:**

<http://intranet.bakersfieldcollege.edu/facility/>

**To schedule an event online, [http://www.bc.cc.ca.us/event\\_request/](http://www.bc.cc.ca.us/event_request/)**

Please fill out the following form. Click "submit" button to send to facilities coordinator. **Your request should be submitted at least thirty (30) working days before the date of the event.** Your event request will be reviewed, and you will be notified when it has been **approved**. Please read the [Board Policy/Procedures](#) and the [Facility, Equipment, and Service Fee Schedule](#) related to event scheduling prior to submitting this form.

Also, please remember that use of College property shall be primarily for educational programs and any use for other than College purposes shall be secondary to this primary purpose. **Final approval for use of College facilities cannot be granted more than three (3) months in advance or until the class schedule for the academic term has been published.**

**Failure to notify the facility coordinator of modifications or cancellations at least 72 hours before an event is scheduled will result in the requesting group or individual being held financially liable as if event had been held.**





### **STUDENT ACTIVITY FORMS REQUIRED WHEN SCHEDULING AN EVENT:**

- Bakersfield College Request for Permission to Serve Food/Beverages on Campus (if food is being sold)
- Bakersfield College Student Activities Office Activity Fundraising Form
- KCCD Application and Agreement for Use of District Property

### **DANCES/CONCERTS/CONTRACTED PERFORMANCES**

Dances, concerts or events with entertainers require approved contract agreements PRIOR to the event. A contract agreement requires Board of Trustee approval. A student or advisor should NOT sign contracts, under any circumstances. Please check with the Student Activities Office, if you have questions. (Some activities require the club to pay an additional expense to Bakersfield College, i.e. campus security for after hour dances.)

### **MEETING ROOMS FOR STUDENT GROUPS**

Student Organizations/Clubs may reserve meeting room space using the “Application and Agreement for use of District Property” form. Generally, on the Panorama Campus, groups will be scheduled in CC5, SGA Board Room.

### **FUNDING**

#### **Use of monies**

When SGA provide clubs with requested funds, the allocated funds may be used for educational, cultural, civic, and entertainment activities within the parameters established by approved SGA budget guidelines and College/District regulations.

The use of club funds is dictated by the District policy. Additionally, any expense must be approved by the club membership and documented in club minutes. Club balances of unused funds remaining at the end of an academic year are available the following year for the club to use.

#### **Requisitions**

A purchase requisition is a form used to request for either a check or purchase order for all purchases of goods or services or reimbursements of funds used for such purposes. Requisitions are available in the Student Activities Office (CC-4). Requisitions require planning. Reimbursements should be treated as an exception and not the standard practice when planning activities and events. The Club minutes that support the expense must be submitted with the requisition.

All requisitions submitted must have advisor approval before processing



**College Activity/Event Check –List**

Title of Activity/ Event \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

Date Completed

\_\_\_\_\_ 1. Event Approved by SGA \_\_\_\_\_

\_\_\_\_\_ 2. Facilities/Space reserved \_\_\_\_\_

\_\_\_\_\_ 3. Publicity

\_\_\_\_\_ Posters/Banners (Number Printed) \_\_\_\_\_

\_\_\_\_\_ Hand bills (Number Printed) \_\_\_\_\_

\_\_\_\_\_ 5. Tickets (Printed/Ticket Rolls/None)

Admission Prices: \_\_\_\_\_

Advanced Sales Locations: \_\_\_\_\_

Complimentary Tickets: \_\_\_\_\_

\_\_\_\_\_ 6. Printed Program

\_\_\_\_\_ 7. Food or Drinks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 8: Staff and Student Work assignments made:

Set up Crew: \_\_\_\_\_

Clean-up Crew: \_\_\_\_\_

Ticket-takers/sellers: \_\_\_\_\_

Publicity:

\_\_\_\_\_



## **General Guidelines of Hosting an Event**

### **And The Who, What, Where & When**

- 1: All events and activities should comply with the Bakersfield Colleges Student Government, Constitution/By-Laws and Policies.
- 2: The Chairman of the event is responsible for proper completion of all required forms to be completed on time; and, for keeping the SGA informed.
- 3: It is advisable to start plans at least one month ahead of event/activity and periodically monitor preparations. Space reservations should be made 3 weeks in advanced. If at all possible get forms in early space typically gets scheduled fast.

#### **WHERE**

A "Facility Request" is required to reserve any campus facility and must be submitted at least 2 weeks in advanced. However most areas are booked far in advanced and reserving early is best. Campus Center areas are the (foyer, Patio, Fireside Room, and the Executive Board Room) and are reserved through the Student Activities office located in Campus Center 4 or complete online form [http://www.bc.cc.ca.us/event\\_request/branch1.htm](http://www.bc.cc.ca.us/event_request/branch1.htm) if online form is complete clubs must present a copy to the Activities Liaison signed by the club advisor.

#### **SOUND AND SECURITY**

If your event is in the evening or on a weekend, you may be charged a fee for maintenance and/or security.

Events during the day:



### **Bakersfield College Club Photocopy/ Lamination Guidelines**

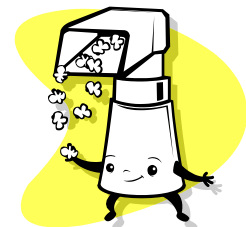
Every Club is entitled to photocopying services through the Student Activities Office located in Campus Center 4.

1. Maximum request is twenty (20) copies per flyer. Not to exceed a 100 copies per semester.
2. Copies may be made in black in white or color.
3. Allow three (3) instructional days, from the time the request is made until flyers are ready to be picked up.
4. 10 Laminated flyers per semester.

### **Popcorn and Cotton Candy Machine Rental**

Popcorn and Cotton candy machines are available for rental through the Student Activities Office located in Campus Center Room 4.

1. In order to rent machines clubs must fill out request form 10 instructional days in advanced.
2. The machines may only be used on campus; no off campus rentals are available.
3. A \$25.00 cleaning fee will be charged to the clubs if the machines are not returned clean to the Student Activities Staff.
4. Machines will only be checked out to the club advisor, and or the club president.
5. If machines are returned broken, the clubs will be charged with the cost of the repairs, as stated in the following promissory note.





**Bakersfield College Club Photocopy/ Lamination Form**

\_\_\_\_\_  
Club Name

\_\_\_\_\_ Color Copies

\_\_\_\_\_ Black and White Copies

\_\_\_\_\_ Number of Copies

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Club Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Student Activities Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Date and time of pick up



### **College Wide Project**

#### **SGA By-Law**

1.3.3 Each club shall have at least one (1) college-wide project per semester.

In order for a club to remain active, the clubs are required to complete one college-wide project per semester. In order to be considered a college wide project it must be open to everyone at Bakersfield College. Below are some examples of college wide projects that have been completed by some clubs in the past.

- 5 Pantry volunteer hours
- 5 Welcome Week volunteer hours
- 5 Blood Drive volunteer hours

To prevent any confusion SGA recommends that a club get the college-wide project approved in advanced.

College-wide projects must be for “the good of the college” the project cannot be fundraisers or charge a fee.

### **Conferences and Field Trips**

During the year, Bakersfield College clubs and organizations may wish to attend a conference, a field trip, or participate in out of town events.

2. An advisor must be present at this event.
3. The student is a representative of Bakersfield College, as such, should act accordingly
4. All Student Code of Conduct guidelines apply (KCCD Board Policy)
5. Inappropriate behavior will not be permitted, nor any behavior that would endanger others.
6. All participants must stay within the designated areas announced as approved by the advisor.



**Bakersfield College Community College  
Event Attendance Agreement**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Student I.D. \_\_\_\_\_

Name of Club/Organization \_\_\_\_\_

Position in Club/Organization \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of event \_\_\_\_\_

I understand that I am attending this Event as a representative of my college and that my expenses are paid in full or part by the college and/or the Student Government Association. I understand that I am expected to conduct myself in a responsible manner and agree to the following:

\_\_\_\_\_ I am currently enrolled at the respective college I am representing.

\_\_\_\_\_ I am aware of the California state Education Code and policies of my district prohibit possessions or use of alcoholic beverages during the college function, regardless of attendee's age.

\_\_\_\_\_ I understand that no inappropriate behavior will be permitted, nor any behavior that would endanger the undersigned or others. I also understand that I am responsible for any damages I cause to any facility when attending this event.

\_\_\_\_\_ I understand that this is an official field trip and that I am required to attend all activities.

\_\_\_\_\_ I understand that any infraction may result is possible disciplinary action and immediate dismissal from the event and that I will then become responsible for making other arrangements form my return to the college.

\_\_\_\_\_ all participants must stay within the designated areas announced.

In addition, I understand that this Event Attendance Agreement Form must be turned in by the time designated by the advisor before the event date.

Signature of Student \_\_\_\_\_

Print Name of Student \_\_\_\_\_ Date \_\_\_\_\_



## HOW TO USE A REQUISITION

No funds will be released by the Business Services office without a properly filled out and signed requisition.

1. Obtain a requisition form from the Student Activities Office located in Campus Center 4. Complete the requisition entirely. Remember to check the appropriate box at the top of the form indicating whether you wish to receive a check or a purchase order.
2. Below are the items that must be completed when filling out a requisition. Please type or print neatly. (Refer to sample requisition attached.)
  - A. Date
  - B. Indicate whether check or purchase order is requested.
  - C. Name the firm or individual with whom you are contracting. Individual name must include either tax I.D. number or social security number.
  - D. If you wish to have the check or purchase order mailed, write in the complete address and indicate MAIL next to the box showing whether this is purchase order or check.
  - E. Describe exactly what you are purchasing or why you are requesting funds
  - F. Specify the activity, place, date, and time.
  - G. Total the amount of expenditure, including delivery charge and tax.
  - H. Write the name of club or organization.
  - I. The club/organization's advisor and student officer must sign the requisition (Legibly)
  - J. Fill in the club account number
3. Requisitioning for reimbursement is only permitted when the funds have been approved. Receipts must be submitted for all expenses and must total the amount of the request. Receipts must be signed by the advisor and be attached to the requisition
4. Club meeting minutes must indicate that the expense was approved by the club
5. Upon completion of all forms, submit them to the Student Activities Office located in Campus Center 4 for final approval and finally forwarded to the Business Services Office.
6. The Student Activities Office will forward the forms to the Business Office after the Dean of Students endorses.
7. Allow 7 instructional days to be processed.







## Club Accounts

1. To withdraw funds from this account, a club must approve this action and minutes must be recorded.
2. To use the approved funds, file the following forms in the Student Activities office.
  - Minutes specifying the event to be withdrawn and signed by the advisor.
  - Receipts or invoices signed by the club advisor.
  - Completed requisition form signed by the club advisor and club officer.
3. The Dean of Students will authorize the request.

Within Five (5) instructional days a check will be issued for the amount requested the requisition. Checks should be picked up from the Business Services Office.



## Website Information



Name of Club: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

**Purpose of Club**

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Club Advisor: \_\_\_\_\_

Phone: \_\_\_\_\_ E-

Mail: \_\_\_\_\_

Club President:

\_\_\_\_\_

Phone: \_\_\_\_\_ E-

Mail: \_\_\_\_\_

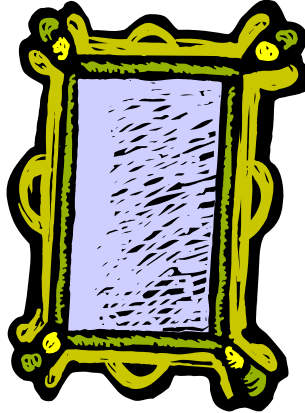
Turn in form to Student Activities Office. Information listed above will be posted on the SGA Website under the club section.



## Mirror, mirror on the wall....

### What Does Quality Advising Look Like?

Quality advising is more of an attitude than a definition. For the Sherpa leading a team of inexperienced Everest climbers, there is not a formula that will get them to the top quickly and safely. The Sherpa assesses the group that you advise. The ultimate the growth and development of of their club or organization. The means to that end.



needs and abilities of the group same is true of the student goal of student organizations is students through the function service their group provides is a

Here are some questions to ask yourself throughout your time as an advisor:

- 1) *Does my leadership allow the group to figure things out on their own?*
- 2) *Do I provide the necessary support to the group while still giving them their autonomy?*
- 3) *Does the group seek me out for advice or consultation on important issues?*
- 4) *Are the group and its leaders growing from this experience?*
- 5) *Do I role model appropriate professional behaviors?*
- 6) *Is the club membership driving the car, and I'm helping to keep them on the road to their destination?*

### Resources for Advising

#### Books

*Advising Student Groups and Organizations* by Norbert Dunkel & John Schuh, Jossey-Bass, 1998

#### Articles

*Describing the climate of student organizations: The student organization environment scales*

*Journal of College Student Development*, vol. 38, July/August 1997

*Student development through involvement: Specific changes over time*

*Journal of College Student Development*, vol. 35, March/April 1994





# Tips for Advisors

- ❑ **Know the students!**
- ❑ **Have the goals or objectives of the group firmly in mind**
- ❑ **Express a sincere interest in the group and its mission**
- ❑ **Express a sincere interest in each individual within the group**
- ❑ **Assist the group in setting realistic, obtainable goals**
- ❑ **Assist the group in developing evaluation tools**
- ❑ **Assist individuals in achieving his/her goals while helping the group towards its goals**
- ❑ **Assist the group in understanding group dynamics and interpersonal communication**
- ❑ **Realize the importance of the peer group and its effects on the individual**
- ❑ **Assist the group in determining the needs of those that the group is serving.**
- ❑ **Don't allow yourself to be placed in the position of chairperson**
- ❑ **Don't usurp the role of chairperson**
- ❑ **Develop a style which affects a balance between being an active and passive group member**
- ❑ **Be aware of the various roles you will be filling from time to time**
- ❑ **Be aware of the institutional power structure—both formal and informal**
- ❑ **Provide continuity for the group from year to year**
- ❑ **Challenge the group to grow and develop!**

*Adapted from the University of Wisconsin-Stevens Point Advisor Handout, 1994*

*Thank You for Making a Difference!*





## **RECOMMENDED FORM FOR CLUB OR ORGANIZATION CONSTITUTION**

Bakersfield College

CONSTITUTION OF THE \_\_\_\_\_ CLUB

### ARTICLE I

#### Name of the Organization

Section 1: The name of this organization shall be \_\_\_\_\_

### ARTICLE II

#### Purposes of the Organization

Section 1: (A general statement of the purposes and the scope of the organization)

### ARTICLE III

#### Qualifications for Membership

Section 1: (A general statement of eligibility for membership)

### ARTICLE IV

#### Officers of the Club/Organization

Section 1: The elected officers of this organization shall be \_\_\_\_\_.  
(List all elected officers)

Section 2: Term of office shall be \_\_\_\_\_.

Section 3: It shall be the duty of the President \_\_\_\_\_ etc.

Section 4: It shall be the duty of the Vice President \_\_\_\_\_ etc.

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Section 5: It shall be the duty of the Interclub Council Representative to attend all regular and special meetings of the Interclub Council.



ARTICLE V  
Executive Committee

Section 1: The Executive Committee shall consist of the elected officers and the faculty advisor.  
(Chairpersons of standing committees may be added.)

Section 2: A \_\_\_\_\_ (state what majority--two-thirds, three-fourths, or simple majority)  
vote of the Executive Committee, with the approval of the advisor shall be necessary  
to pass any business which is referred to the Executive Committee.

ARTICLE VI  
Meetings

Section 1: (Frequency of meetings)

Section 2: (Procedure for calling special meetings)

ARTICLE VII  
Quorum

Section 1: (State specifically the minimum number of the members that must be present at a  
meeting in order to transact business legally.)

ARTICLE VIII  
Amendments

Section 1: Amendments must be presented to the Executive Committee for approval before  
they may be submitted to the club/organization for vote.

Section 2: Provision for Notice (It is suggested that notice be given to the membership  
regarding a proposed amendment to the Constitution one meeting prior to the  
actual vote.)



Section 3: This constitution may be amended by a \_\_\_\_\_(state what majority) vote of the membership at the first meeting of the club/organization at which a quorum is present following the approval of the amendment by the Executive Committee.

ARTICLE IX  
Enacting Clause

Section 1: This constitution shall become effective upon approval of the Student Senate of the Student Government Association of Bakersfield College.

SIGNATURES:

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

\_\_\_\_\_  
SGA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Students

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
Date



## Sample Constitution

A constitution and by-laws are written to guide an organization in its operations and activities. These documents should be clearly worded, intentionally structured, and kept up-to-date to meet the needs of the student organization.

The constitution:

- Establishes the broad structure and fundamental principles of an organization
- Should be straightforward and comprehensive
- Should be difficult to amend

The by-laws:

- Outline the rules of procedures for an organization
- Should be consistent with the constitution
- Tend to be easier to amend than the constitution

The following sample constitution and by-laws are provided as a **guideline** to assist you in writing or revising your organization's constitution. There are many ways to structure an organization, so feel free to write your constitution and by-laws to meet the needs of your organization. However, asterisked (\*) sections below must be included in your constitution and by-laws to be considered a Bakersfield College Club. For further assistance, contact the Student Government General Counsel at 661-395-4354 or [SGAGenC@bakersfieldcollege.edu](mailto:SGAGenC@bakersfieldcollege.edu)

### ----- Sample Constitution -----

I. Constitution of \_\_\_\_\_ (Name of your group)

II. Article I: Name

Section 1: The name of this organization shall be... (Provide actual name which will be used for all official business)

III. Article II: Purpose

Section 1: The purpose of this organization shall be... (State the purpose, goals, and functions of the organization)

IV. Article III: Membership

\*Section 1: The majority of the membership of this organization shall consist of enrolled Bakersfield College students. (A statement like this is required for your





constitution. You should also indicate the guidelines for the members in this section as well.)

\*Section 2: This organization... (All registered student organizations must include in their constitution a non-discriminatory policy statement that is consistent with Bakersfield College's non-discriminatory policy statement. An example would be: "This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.")

Section 3: Membership in this group shall be open to all who are interested and... (List the criteria for membership to your organization, if you have any)

#### V. Article IV: Officers

Section 1: The officers of the organization shall consist of... (State all officer titles and duties – examples below)

- A. President – The President shall... (Example, Enforce the Constitution of the Bakersfield College Your Club.)
- B. Vice President – The Vice President shall...
- C. Secretary - The Secretary shall...
- D. Treasurer - The Treasurer shall...
- E. Etc.

Section 2: The qualifications for each office... (State the qualifications, if any, for the offices)

Section 3: The term of each office shall be... (Example: one year from Oct. 1 to Sept. 30 or 2 semesters. Make sure elections are held before the term expires.)



## **SGA BY LAWS FOR CLUBS AND ORGANIZATIONS**

### **SECTION FIVE - STUDENT CLUBS AND ORGANIZATIONS**

- 5.1. All Clubs and Organizations have the responsibility to ensure that their activities are in accordance with federal, state, college and local laws and regulations and that membership and organizational materials do not discriminate upon the basis of religion, sex, race, and color, national origin, or sexual orientation.
- 5.2 All clubs and organizations will keep a current Constitution and By-laws on file in the Student Activities office.
  - 5.2.1 Records and minutes of all club meetings shall be available to the SGA.
- 5.3. Active clubs shall be defined as a Club that attends mandatory Activities Board meetings and holds regular meetings (at least twice per month).
  - 5.3.1. Membership in all chartered Clubs will be made up of enrolled students of Bakersfield College.
  - 5.3.2 No student on academic probation or disciplinary probation shall be eligible to hold an Executive Office in any club. Officers must carry a minimum of six (6) units and both a minimum semester *and* cumulative GPA of 2.00 to hold any elected or appointed office in an approved club.
  - 5.3.3 Each club shall have at least one (1) college-wide project per semester.
- 5.4 Any Club or Organization may require its members to pay dues or assessments. Such funds are to be collected and credited to the account of the organization by which they are collected. Deposited in the Bakersfield College Business Services Office and may be withdrawn only upon the written approval of the club Treasurer or other authorized club officer of the organization and the Advisor.
  - 5.4.1 No dues are to be levied or money collected by any club or student organization without first securing permission from the College President or designated representative.
  - 5.4.2 The SGA has the authority to freeze the account of a club deemed inactive. The funds will be distributed to the Activities Board if the club remains inactive for a period of one (1) year.
- 5.5. All off-campus organizations and their on-campus functions come under the jurisdiction of the Association Senate. The Association Senate shall regulate the use of college materials, facilities, name or funds by said organizations. (KCCD Board Policy Manual; Section 4F4)
- 5.6. Each club is required to have an Advisor. The Advisor shall act as a resource for the



organization, and must be certificated Faculty, Administrators, or designated and approved by the College President. Classified employees may serve as Co-Advisors but must be approved by the faculty advisor.

**5.6.1 Each club must provide a statement of primary purpose that does not duplicate that of any other active Bakersfield College Club Organization.**

5.6.2. Each club must provide a list of active members to the student Activities office and the Activities Liaison.

5.7. In order to become an official club at Bakersfield College, the club must submit a current list of members, certified Advisor and a Club Constitution to the Student Activities Office.

5.6.2

5.7.1. The constitution shall be submitted to the General Counsel and President, and shall then be submitted to the Association Senate for ratification. A simple majority vote for approval, by the Senate, shall constitute official chartered status after a one (1) month probationary period.

5.8. The Association Senate may suspend for a definite period of time the charter of any club that is inactive or guilty of other violations outlined in this section.

5.8.1. Suspension of a club charter shall mean that the club is inactive for the duration of the suspension and may not meet or vote in the Activities Board meetings.

5.8.2. No suspension may be for a period of time longer than one Academic Year.

5.8.3. The Club will automatically be reinstated at the expiration of the suspension.

5.8.4. The General Counsel may recommend that the Senate revoke a club charter; charter revocation would mean that the club no longer exists. The following shall be sufficient cause to recommend revocation of a charter:

- a) Continued refusal of the club to abide by SGA or College regulations
- b) Non-functioning of the club
- d) Continued non-attendance at the Activities Board meetings

5.9. A club whose charter has been revoked may apply for membership in the inter-club council the following Academic Year by fulfilling the requirements established for the admission of a new club for membership.

5.9. Clubs may use the name of the College in conjunction with activities directly related to the purposes of the organization as long as the activity does not violate other policies and procedures established by the Board of Trustees.



## SGA BYLAWS SECTION SIX: THE ACTIVITIES BOARD

- 6.1. The Activities Board shall be responsible for acting in the interest of the Association by officially recognizing all Bakersfield College clubs and organizations.
  - 6.1.1. The Activities Board shall give guidance to new organizations and clubs in such matters as getting started, drawing up constitutions and conducting club affairs.
  - 6.1.2. The Activities Board shall serve as a forum for expression to the Association, by clubs, on any matters considered being of importance to them.
  - 6.1.3. The Activities Board shall oversee the events and activities among clubs.
  - 6.1.4. The Activities Board shall provide a calendar of club activities in cooperation with the Student Activities Office and to coordinate activities with the Association
- 6.2. The Club Representatives of the Activities Board shall act as a liaison according to the club he/she belongs to and will be selected according to the individual club's Constitution and By-laws. Each club will have only one (1) vote on all Activities Board matters.
  - 6.2.1. Representatives are required to submit a current list of Club Officers to the Activities Liaison of the Association.
  - 6.2.2. The Representative shall be either the President of the club or an appointed club member representative. The Activities Board Representative may not be the Advisor from that club.
    - 6.2.2.1. Club Representatives shall attend all the Activities Board meetings.**
    - 6.2.2.2 No person may represent more than one (1) club or organization.
  - 6.2.3. The Activities Board shall petition the Senate for funds.
  - 6.2.4. The meeting dates and times of the Activities Board shall be determined by the committee chair. Quorum is a simple majority.
    - 6.2.4.1. Special meetings may be called by the Activities Liaison or by petition of a two-thirds (2/3) majority of the membership of the Activities Board. Notification of special meetings shall be twenty-four (24) hours prior to the meeting.
  - 6.2.5. Major projects of Activities Board include Fall Welcome Week, Homecoming, Spring Welcome, Spring Fling and Club Day.
  - 6.2.6. Meetings will be conducted under provisions of the current edition of *Robert's Rules of Order*.



## SGA BYLAWS SECTION SEVEN FINANCIAL CODE

**NOTE: The entire section is available online at the SGA website.**

The Student Activities Office shall keep all records of trips, visits, etc., by individuals using the Student Representation Fee moneys. These will include, at a minimum, letters to officials, and expenditures of funds.

### 7.7. Financing of Student Activities

- 7.7.1 All club tickets and moneys must be accounted for to the Business Services Office on the first school day following the event.
- 7.7.2 All club moneys shall be deposited to the Association's General Fund. No moneys shall be retained by the organization sponsoring the event.
- 7.7.3 Fund drives, collections, dues, assessments or special sales by any student group or activity, on or off campus, must have advance approval of the Student Activities Office and the Association Senate. Fundraising efforts must be scheduled carefully to avoid conflict with other departments or organizations and must result in minimum interference with the college educational program.
- 7.7.4 Any club or organization remaining inactive for one academic year shall have the funds transferred to the Association Activities Board Reserve account.
- 7.7.5 Fiduciary responsibility recommends the Association maintain an account in the Association unappropriated Fund Balance at least equal to its liabilities and designated funds.

### 7.8. Requisitions for Purchase

- 7.8.1 No purchase involving the disbursement of club or organization funds may be made before a requisition has been made requesting a purchase order or a transfer of funds, or a disbursement by check. Requisitions for purchases are to be approved only if funds are on hand with which to pay the bills or reasonable assurance that the funds will be available spaces.
- 7.8.2 Obtain a requisition request in the office of the Dean of Students.
- 7.8.3 Fill out the requisition request completely. Be sure the estimated amount of the purchase is indicated.



- 7.8.4 The advisor and the club treasurer or other authorized student officer and the Dean of Students must sign the requisition to indicate approval of the particular expenditure. Proper documentation for expenditure must accompany the requisition. (I.e. invoices, minutes)
- 7.8.5 Return the signed requisition to the College Business Services Office.
- 7.8.6 The College Business Services Office will in turn process the purchase order, request for transfer of funds, or check disbursement within three (3) business days.
- 7.8.7 Contracts: All contracts arranged by the Association shall be approved by the Dean of Students.
- 7.8.8 Three informal quotes are required on all purchases between \$1000 and \$9,999. These quotes must be received in writing and may be obtained by facsimile or by mail.
- 7.8.9 Three informal quotes are required on all purchases between \$10,000 and \$53,800. These quotes must be received in writing and are usually sent out by the Purchasing Department. If amount exceeds the \$53,800, the requester must proceed with the formal bid process.
- 7.9. Emergency purchases: Infrequently advisors may need to purchase items (limit to under \$100) for an activity or club event at the last minute when it is impractical to obtain a Purchase Order. Under these circumstances, the private funds of the advisor may be used and reimbursements will be made providing the advisor presents receipts to the College Business Services Office for all expenditures.
- 7.10. Unauthorized purchases: Any purchase made willfully or through neglect which does not comply with the purchasing procedure of the Association Financial Code shall not be a financial liability of the Association or club organization.
  - 7.10.1 Individual students are responsible for any expenditure made without prior Association or club authorization including signatures of the Association Treasurer and the Dean of Students.
- 7.11. Deposits: All receipts from any school activity or club or organization function must be deposited in the College Business Services Office on the next school day following the receipt of moneys.



## 7.12. Fundraising by Clubs and Organizations

- 7.12.1 The Student Activities Office must approve fundraising activities.
- 7.12.2 Donations of money or materials are closely regulated by State law and rules and regulations of the KCCD Board of Trustees. The President of the College or designee must approve any activity in this area.
- 7.12.3 A method often thought of for raising funds is by conducting a raffle or a lottery. In California, however, raffles and lotteries are illegal. (The State run lottery is an exception to the above policy.)
- 7.12.4 But, it is legal to conduct a Free Drawing in connection with an event whereby those soliciting give the donor a free ticket or tickets to a prize drawing. This may appear like a raffle, but if the following rules are applied, it will be considered a free drawing and would be legal.
- 7.12.5 The drawing must be in connection with an event.
- 7.12.6 The ticket must have the following information:
  - 7.12.6.1 The date, time and location of the drawing.
  - 7.12.6.2 The name of the College unit or other entity that will benefit from the "Free Drawing.
  - 7.12.6.3 The name of the sponsoring organization that is putting on the event.
  - 7.12.6.4 Wording on the ticket must include the words: "Free Ticket" and "You pay nothing in this drawing. Winner need not be present. A free ticket may be obtained at (give address)."
  - 7.12.6.5 If the group applied for a Social Service Permit in connection with the event, the office issuing the permit will require a copy of the printer's proof, before they will issue a Social Service Permit.
  - 7.12.6.6 There should be no price on the ticket.
- 7.12.7 The Internal Revenue Service does not consider purchaser of a "Free



Drawing,” as a raffle or lottery donor. These payments will not be recorded as donations.

- 7.12.8 These rules must be followed exactly to avoid legal problems. The words RAFFLE and/or LOTTERY may not be used in promoting a Free Drawing.
- 7.12.9 Few people will make a special trip to get a free ticket. The few who do read the small print, and do make the trip will be given a free ticket. One may stipulate that free tickets are only available at one (1) place. Regular solicitors should not give free tickets.
- 7.12.10 Clubs can petition the SGA for funds a maximum of once (1) per academic year. The SGA holds the right to deny the request. Please refer to Protocol A.
- 7.13. Reimbursements: All reimbursements must have appropriate documentation accompanying the request for payment including receipts, statements, etc.
- 7.14. Prohibited expenditure: Student funds are prohibited for the following expenditures:
  - 7.14.1 Equipment, supplies, forms and postage for curricula or classroom use or for district business.
  - 7.14.2 Repairs and maintenance of district-owned equipment.
  - 7.14.3 Salaries or supplies which are the responsibility of the district.
  - 7.14.4 Articles for the personal use of district employees.
  - 7.14.5 Gifts, loans, credit, or the purchase of accommodations for district employees or others.
- 7.15. All students have the right to request a refund for an SGA Discount Card. These requests will only be honored during the first and second weeks of each full-length semester.





### **Protocol A -Guidelines for Clubs when Petitioning Funds**

The SGA will direct 10% of each year's budget towards the Activities Board to be used to subsidize organization functions in the case that fundraising efforts by the clubs is not completely successful.

This subsidiary budget is to remain separate from funds allocated for Homecoming and Spring Fling. Any money not used for subsidies at the end of the academic year will be returned to the SGA.

The following guidelines are *strongly suggested* for use by clubs when approaching Bakersfield College Student Government Association (SGA) for subsidy funding for co-curricular activities and/or functions.

All requests will be considered for merit on a case by case basis. Requests submitted with thorough documentation will have a greater chance of having their request met favorably.

SGA reserves the right to modify and/or deny any and all requests for organizational subsidies.

In order to prevent a conflict of interest, any member of the SGA who at the time of petition is also an active member of the petitioning organization shall abstain from discussion during presentation and debate. Petitioning organization shall appoint not more than one spokesperson for request.

1. Each organization is only allowed to request money once per academic year. Request must be made a minimum of five weeks prior to the need for funds.
2. Annual events are not eligible for subsidized funding.
3. Only organizations active longer than one semester may request funds.
4. SGA holds the right to deny or modify the requested amount.
5. Stipulations may be imposed with the issuing of funds, such as an expense envelope with receipt accountability, or other accounting means, to be decided on a case by case basis.
6. The organizations requesting the funds must show sufficient effort in fundraising. Sufficient effort is defined as having raised 75% of the total amount needed through a minimum of three successful fundraisers.
7. Organizations requesting subsidy must prove good faith by making every effort to reduce costs associated with the function in order to lessen the amount requested from the SGA. This includes providing at least three alternate plans for providing transportation, lodging, meals, etc.
8. The following documentation will be submitted to the SGA for review **at the time of the request**. Documentation of the three alternate plans will be submitted as "Appendix A". Documentation of fundraising events will be submitted as "Appendix B".



## **Protocol B**

### **Guidelines for Departments when Petitioning Funds**

The following guidelines are *strongly suggested* for use by departments when approaching Bakersfield College Student Government Association (SGA) for subsidy funding for co-curricular activities and/or functions.

All requests will be considered for merit on a case by case basis. Requests submitted with thorough criteria documentation will have a greater chance of having their request met favorably.

SGA reserves the right to modify and/or deny any and all requests for departmental subsidies.

In order to prevent a conflict of interest, any member of the SGA who at the time of petition is also an active member of the petitioning department shall abstain from discussion during presentation and debate. Petitioning department shall appoint not more than one spokesperson for request.

1. Each department is only allowed to request money once per academic year. Requests **must be made a minimum of five weeks prior** to the need for funds.
2. Annual events are not eligible for subsidized funding.
3. Only department's active longer than one semester may request funds.
4. SGA holds the right to deny or modify the requested amount.
5. Stipulations may be imposed with the issuing of funds, such as an expense envelope with receipt accountability, or other accounting means, to be decided on a case by case basis.
6. The departments requesting funds must show sufficient effort in fundraising. Sufficient effort is defined as having raised 75% of the total amount needed through a minimum of three successful fundraisers.
7. Departments requesting subsidy must prove good faith by making every effort to reduce costs associated with the function in order to lessen the amount requested from the SGA. This includes providing at least three alternate plans for providing transportation, lodging, meals, etc.
8. The following documentation will be submitted to the SGA for review **at the time of the request**. Documentation of the three alternate plans will be submitted as "Appendix A". Documentation of fundraising events will be submitted as "Appendix B".



BAKERSFIELD COLLEGE  
REQUEST FOR PERMISSION TO SERVE FOOD/BEVERAGES ON CAMPUS

Date Submitted: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Student in Charge: \_\_\_\_\_

Date of Activity: \_\_\_\_\_  
(one date per form)

Location: \_\_\_\_\_

Check One:      ☐      For sale/distribution to general public  
                         ☐      For sale/distribution to club members only

Type(s) of Food/Beverages (be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agreement:

We, the undersigned, understand the Bakersfield College Food/ Beverage distribution regulations, the Kern County and State of California Safety and Health Code regulations governing the preparation, transportation, and distribution of the above mentioned foods. The Food Services Manager has apprised us of, and we accept, full responsibility for this activity.

(HEALTH REGULATIONS ON THE BACK OF THIS REQUEST)

\_\_\_\_\_  
Applicant's Signature (Date)

\_\_\_\_\_  
Advisor's signature (if applicable) (Date)

\_\_\_\_\_  
Dean of Students Signature (Date)

Approved by:

\_\_\_\_\_  
Food Services Manager (Date) Rev. 1/11



## Basic Health Regulations for Serving Food on Campus

1. All groups offering food service, bake sales, beverage service, etc., must obtain prior clearance in writing from the Food Service Department.
2. If food for resale is prepared off campus, the personnel or establishment doing the food preparation is liable for any legal suit or citation resulting from improper preparation, i.e. food poisoning.
3. The following are the minimum regulations pertaining to serving of food or beverages, as set forth by the Kern County Health Department and the State of California that must be met and adhered to by the serving group.
  - a. All food must be protected by a proper covering, i.e., protection from blowing, dust, dirt, coughing, sneezes, etc.
  - b. Protective gloves must be worn when handling foods. (Plastic gloves are available at the food service office without charge.)
  - c. Food must be held at the following temperatures prior to and during the serving period:
    - i. Cold foods, i.e. Salads, sandwiches, etc. 45° or lower
    - ii. Hot foods 140° or higher
  - d. Disposable cups, disposable eating utensils, disposable platters, etc., may not be reused; they may be used only one time and then must be disposed of.
  - e. Hair nets or caps must be worn by all personnel serving food.
  - f. Organizations are responsible for seeing that areas surrounding their booths, tables, etc., are properly cleaned before, during and after the time of sale. Necessary garbage cans will be provided.
  - g. Where foods other than baked goods or beverages are served, a representative of the food service department will be required inspect prior to sale to ensure compliance with all health regulations on campus.
4. Arrangements for beverages sales must be made through the Food Service Department. No direct contact is permitted with wholesale suppliers or representatives.
5. The Food Service Department will offer its advice and allow the use of certain equipment without charge at all times.
6. Food and bake sales **cannot** be located near the coffee shop or staff dining room entrances. Location of sales must be approved by Food Service Department.
7. Food Service Director must approve food sale menu **in advance**. Generally, approval is not given to items in direct competition with items offered in the cafeteria.
8. Food Service will only refrigerate items provided by BC Food Service.



**BAKERSFIELD COLLEGE STUDENT ACTIVITIES OFFICE  
ACTIVITY/ FUNDRAISING FORM**

Event Title: _____ Event Date: _____			
Sponsoring Group: _____			
Facilities Desired: _____			
Student in Charge: _____ Phone: _____			
Committee Members: _____ _____			
Start Time of Event: _____ End Time of Event: _____			
Has "Facilities Request" been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Special Equipment Arrangements/ Request: _____ _____			
Description of Activity: _____ _____			
Will there be:			
Printing of Tickets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many? _____
Admission Price?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how much? _____
Food Arrangements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking Arrangements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Person responsible for Profit/ Loss and materials: _____			
Budget Account: _____ Available Budget Amount: _____			
<b>After Event</b>			
Supplies returned to proper storage area? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Event report submitted to Dean of Students/ SGA? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Event Approval</b>			
Club Advisor: _____ Date: _____			
Dean of Students: _____ Date: _____			

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NOTES



## **EDUCATION CODE**

### **SECTION 76030–76037**

**76030.** Consistent with requirements of due process of law, with the provisions of this article, and with the rules of student conduct adopted by the governing board under Section 66300, the governing board, the president of a community college or the president's designee, or an instructor shall suspend a student for good cause. In addition, the governing board is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The suspension or expulsion of a student shall be accompanied by a hearing conducted pursuant to the requirements of Section 66017.

**76031.** The adopted rules of student conduct may authorize the president of a community college or the president's designee to suspend a student for good cause as follows:

- (a) From one or more classes for a period of up to 10 days of instruction.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the community college for one or more terms.

The adopted rules of student conduct shall prohibit a student from being enrolled in any community college in the district for the period of suspension.

The president of the community college shall report all suspension of students to the governing board or to the district superintendent.

Whenever a minor is suspended from a community college, the parent or guardian shall be notified in writing by the president or the president's designee.

Nothing in this section shall be construed to prohibit the president of a community college or the president's designee from imposing a lesser disciplinary sanction than suspension. A lesser sanction may include, but need not be limited to, verbal or written reprimand, probation, or ineligibility to participate in extracurricular activities.



**76032.** The adopted rules of student conduct may authorize an instructor to remove a student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the chief administrative officer for appropriate action.

If the student removed by an instructor is a minor, the college president or the president's designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

**76033.** As used in this article, "good cause" includes, but is not limited to, the following offenses:

(a) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

(b) Assault, battery, or any threat of force or violence upon a student or college personnel.

(c) Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

(d) The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.

(e) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

(f) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

**76034.** No student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance.

**76035.** The president or the president's designee at a community



college shall, upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of Section 245 of the Penal **Code**.

**76036.** Any violation or violations of law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for the removal, suspension, or expulsion of a student from a community college.

**76037.** Nothing in this article shall be construed to limit the authority of a governing board to adopt additional rules and regulations which are not inconsistent with the requirements of this article. These additional rules may, among other things, prescribe specific rules and regulations governing student behavior, along with applicable penalties for violations of the adopted rules and regulations, and may prescribe appropriate due process procedures, including procedure by which students shall be informed of these rules and regulations.

**76060.** The governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials. The association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district.

The governing board of the community college district may authorize the students of a college to organize more than one student body association when the governing board finds that day students and evening students each need an association or geographic circumstances make the organization of only one student body association impractical or inconvenient.

A community college district may assume responsibility for activities formerly conducted by a student body association if the student body association is dissolved. A student body association employee who was employed to perform the activity assumed by the district pursuant to this section shall become a member of the classified service of the district in accordance with Section 88020





**76060.5.** If a student body association has been established at a community college as authorized by Section **76060**, the governing body of the association may order that an election be held for the purpose of establishing a student representation fee of one dollar (\$1) per semester. The election shall be held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college. The affirmative vote of two-thirds of the students voting in the election shall be sufficient to establish the fee. However, the election shall not be sufficient to establish the fee unless the number of students who vote in the election equals or exceeds the average of the number of students who voted in the previous three student body association elections.

The student representation fee authorized by this section shall be collected by the officials of the community college, together with all other fees, at the time of registration or before registration and shall be deposited in a separate fiduciary fund established per the California Community Colleges Budget and Accounting Manual for student representation fees. The money collected pursuant to this section shall be expended to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of the state government. The chief fiscal officer of the community college shall have custody of the money collected pursuant to this section and the money shall be disbursed for the purposes described above upon the order of the governing body of the student body association. The district may retain a portion of the fees collected and deposited pursuant to this section that is equal to the actual cost of administering these fees up to, but not more than, 7 percent.

The student representation fee authorized by this section may be terminated by a majority vote of the students voting in an election held for that purpose. The election shall be called and held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college.

A student may, for religious, political, financial, or moral reasons, refuse to pay the student representation fee established under this section. The refusal shall be submitted in writing to the college officials at the time the student pays other fees collected by the college officials. The refusal shall be submitted on the same



form that is used for collection of fees as provided by the college, which, as determined by the college, shall be as nearly as practical in the same form as a model form prescribed by regulations of the Board of Governors of the California Community Colleges.

**76061.** A student who is elected to serve as an officer in the student government of a community college shall meet both of the following requirements:

(a) The student shall be enrolled in the community college at the time of election, and throughout his or her term, with a minimum of five semester units, or its equivalent.

(b) The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.

**76062.** The governing board of a community college district may authorize any organization composed entirely of students attending the colleges of the district to maintain any activities, including fundraising activities, as may be approved by the governing board.

**76063.** The funds of any student body organization established in the public schools of any community college district shall, subject to approval of the governing board of the district, be deposited or invested in one or more of the following ways:

(a) Deposits in trust accounts of the centralized State Treasury system pursuant to Sections 16305 to 16305.7, inclusive, of the Government **Code** or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.

(b) Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

(c) Purchase of any of the securities authorized for investment by Section 16430 of the Government **Code** or investment by the Treasurer in those securities.

(d) Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue **Code** and that are open exclusively to nonprofit colleges, universities, and



independent schools.

(e) Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

The funds shall be expended subject to procedures that may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any of the funds may be expended: an employee or official of the community college district designated by the governing board, the certificated employee who is the designated adviser of the particular student body organization, and a representative of the particular student body organization.

**76064.** In addition to deposit or investment pursuant to Section 76063, the funds of a student body organization may be loaned or invested in any of the following ways:

(a) Loans, with or without interest, to any student body organization established in another community college of the district for a period not to exceed three years.

(b) Invest money in permanent improvements to any community college district property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body. The investment shall be made on condition that the principal amount of the investment plus a reasonable amount of interest thereon shall be returned to the student body organization as provided herein. Any community college district approving the investment shall establish a fund in accordance with the California Community Colleges Budget and Accounting Manual in which moneys derived from the rental of community college district property to student body organizations shall be deposited. Moneys collected by the governing board for automobile parking facilities as authorized by Section 76360 shall be deposited in the fund designated by the California Community Colleges Budget and Accounting Manual if the parking facilities were provided for by investment of student body funds under this section. Moneys shall be returned to the student



body organization as contemplated by this section exclusively from the special fund and only to the extent that there are moneys in the special fund. Whenever there are no outstanding obligations against the special fund, all moneys therein may be transferred to the general fund of the school district by action of the local governing board.

Two or more student body organizations of the same community college district may join together in making the investments in the same manner as is authorized herein for a single student body. Nothing herein shall be construed so as to limit the discretion of the local governing board in charging rental for use of community college district property by student body organizations as provided in Section **76060**.

**76065.** The governing board of any community college district shall provide for the supervision of all funds raised by any student body or student organization using the name of the college.

The cost of supervision may constitute a proper charge against the funds of the district.

The governing board of a community college district may also provide for a continuing audit of student body funds with community college district personnel.

**76067.** Any student political organization that is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus, and may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of that organization by the school authorities and no interference with the regular educational program of the district.