

# Cañada College Office of Student Activities

## Student Organization Handbook 2009-2010

Published by the Office of Student Activities  
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## INTRODUCTION

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### **ABOUT THIS HANDBOOK**

This handbook is designed and presented by the Office of Student Activities to function as a resource guide for club representatives. Contained in this handbook is information regarding College and District Policies, fundraising, financial management, room reservations, hosting on campus events, and much more. This all inclusive handbook will help your club or organization successfully carryout goals and tasks within the guidelines of College policies.

### **USING THIS GUIDE**

The handbook is divided into 6 sections: Introduction; Policies and Procedures; Role of the Advisor; Forms; Budget and Finance; and Contacts.

### **SUMMARY OF THE SECTIONS**

- **Introduction (pp. 2- 4)**
  - This section includes an overview of the contents of the handbook, information on the Office of Student Activities and ASCC.
- **Policies and Procedures (pp. 5 - 17)**
  - This section gives details on club privileges, guidelines for coordinating various types of events, directions for reserving campus facilities, contracting performers, speakers, etc., fundraising, inactive club status, on/off campus event policies and procedures, publicity, and student travel.
- **Role of the Advisor (pp. 18 - 20)**
  - This section outlines the purpose, role, and potential responsibilities of club advisors. It also provides students information on establishing advisor expectations.
- **Forms (pg. 21)**
  - This section provides a brief description of the various forms utilized by registered clubs and detailed directions on how to complete each form.
- **Budget and Finance (pp. 22 - 24)**
  - This section outlines guidelines for properly handling clubs funds and discusses: cash advances, deposits, payments, reimbursements, donations, and program grants.
- **Campus Contacts (pg. 25)**
  - This section includes a list of frequently used phone numbers.

## ***OFFICE OF STUDENT ACTIVITIES***

The Office of Student Activities is a department within the division of Student Services that provides support and guidance to various recognized student clubs, plans campus events, hosts workshops, oversees the student club registration process, and advises the Associated Students. The Student Activities Office is also responsible for distributing Study Body Photo I.D. cards.

### **Mission Statement**

The Office of Student Activities creates a learning environment outside of the classroom. By providing services, activities, and information that promote leader development; encourages student participation in campus life (i.e. clubs, student government, volunteer activities, events, etc); and supports student success in leadership roles and processes.

### **Support for Clubs**

The OSA provides a variety of services for clubs including: assistance planning events, help completing forms, support addressing concerns or conflicts with club advisors, references for local vendor services (e.g., DJs, speakers, caterers, retreat locations, etc), and assistance reserving campus facilities.

The OSA also provides leadership development **workshops** for students, some topics discussed included: recruiting new members, event planning, teambuilding, running meetings, and conflict resolution. For an updated list of available workshops review the calendar of events on the OSA website.

## ***ASSOCIATED STUDENTS OF CAÑADA COLLEGE***

The Associated Students of Cañada College (ASCC), student government, is established to promote the general welfare of Cañada College students; to guarantee equality of opportunity among students; to offer an experience in the practice of the American democratic government; and to encourage student participation in, planning for, and involvement in a comprehensive program of student activities.

It offers opportunities to participate in social and cultural activities, to share in governance activities, to interact with professionals, and to create and administer their own organizations and programs. Members of ASCC are all Cañada College students.

### **ASCC Mission Statement**

The Student Senate of Cañada College is a dedicated and diverse group of representatives from the student body. The senate exists to be the voice and link between administration and students. We serve and provide students with information, activities, funding, and new ideas in order to improve the college experience. Our goal is to accomplish this through leadership and collaboration.

## ***STUDENT ORGANIZATIONS***

All student organizations at Cañada College shall come under the jurisdiction of the ASCC and shall be chartered as an interest group of the associated student body. Student organizations will automatically be chartered if they adhere to all College, ASCC and State guidelines concerning student organizations. The Coordinator of Student Activities shall be responsible for supervising the recognition process.

Registration is for one academic year, groups must **re-register** each academic year. Registration must be current in order for student groups to receive institutional privileges. Groups can re-register using the **ASCC Club Registration Form**, available through the Office of Student Activities website.

All student organizations must comply with the policies and procedures outlined in this handbook. Failure to comply with stated policies and procedures may result in revocation of recognition status or suspension of privileges.

## **POLICIES AND PROCEDURES**

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The scope of these regulations extends to all student-sponsored events and public forums. For the purposes of this regulation, such events include the presentation of speakers, programs, concerts and dances, solicitation of funds, distribution and posting of material, circulation of petitions and the sale of materials. The following regulations are designed to increase the student's opportunities to enrich their educational experiences, to protect constitutional rights of free expression, and to ensure that there will be no interference with the instructional program of the College.

### ***TIME, PLACE, AND MANNER***

The general purpose of all student groups as organized, recognized, and approved under the supervision of the College administration shall be in conformity with the provisions of the California Education Code and the educational objectives of the College. All student organizations are subject to the regulations of and derive their authority from the California Education Code, the San Mateo County Community College District Board Policy, District Rules and Regulations, and College Regulations, in that order.

Denial of membership in any organization or of participation in any activity on the basis of sex, sexual orientation, race, color, religion, disabilities, or national origin is specifically prohibited. Membership in secret societies is prohibited.

### **Recognized Student Organizations:**

- A recognized student organization is defined as a group which does the following:
1. Operates under the Advisor-ship of a member of the College staff.
  2. Maintains, in the Student Activities Office, a constitution, which has been approved by the members of the organization and the Coordinator of Student Activities, and a current list of officers. Membership is limited to registered students at Cañada College.
  3. Holds regular meetings which are open to all students, and announces its meeting in appropriate campus publications and postings.
  4. Deposits all organizational funds in a College account as required by established College procedures.

### **Inactive Organization Policy**

When an organization remains inactive for two full consecutive semesters, the organization's account funds will be deposited into the ASCC General Fund for the remainder of that fiscal year. At the end of the fiscal year, those funds are forfeited and will be considered the property of the Associated Students.

### **Privileges**

The privileges of recognized student organizations include the following:

1. The use of the Cañada College name and logo.
2. The use of the buildings, grounds, equipment, and services of the College when available and officially scheduled.
3. Publicity through appropriate College channels, as funds permit.
4. Appropriate advice and assistance from the Student Activities Office.

### **Ad-Hoc Student Organizations:**

An Ad-Hoc organization is a group that is organized for a specific and temporary purpose compatible with the policies and educational objectives of the College and is not a group which would be on-going. An ad-hoc student organization is eligible to attain recognized status under the following points:

1. In lieu of a constitution, the group must file a statement of purpose that clearly defines the organization and its goals and objectives. The Coordinator of Student Activities and the ASCC Student Senate must approve this statement.
2. The organization must satisfy all conditions necessary for a recognized student organization.
3. The ad-hoc organization cannot operate for a period to exceed 30 days.
4. A list of student participants and Advisor contract must be on file in the Student Activities Office.

## **FUNDRAISING**

Fundraising activities shall be conducted in accordance with the regulations adopted by the Colleges, in coordination with the District Administrative Services Office. Under no circumstances shall funds be solicited in the classroom.

On-campus fundraising activities must be approved in advance by the organization's Advisor in addition to the Coordinator of Student Activities. Off-campus solicitation of funds shall require the approval of the Vice President, Student Services.

By state law all organization revenues generated from fundraising activities must be deposited into the organization's College account.

The following types of fund-raising activities are permitted:

1. Sales (e.g., cake sales, cookies, (varied)foods, arts and crafts)
2. Services (e.g., car wash, sign making, projects)
3. Entertainment (e.g., concerts, plays, movies, dance groups, mime troupe's, bands, performers)
4. Educational Activities (e.g., displays, films, speakers, classes, workshops)
5. Contests (e.g., races, relays, sporting events, other competitions)
6. Concessions (e.g., game room, booths at special events)
7. Special Events (e.g., craft fairs, exhibits, flea markets, auctions, swap days, carnival booths, trips, games)
8. Contributions/Donations (e.g., donation collections, drawings, door prizes)
9. Exhibits/Shows (e.g., fashion shows, art exhibits)
10. Collection Drives (e.g., recycling aluminum)
11. Advertising (e.g., programs, student publications)
12. Activity Card Sales
13. Dances
14. Rentals/Commissions (e.g., copy machine for student use)
15. Charity Drives (e.g., "walk-a-thon," collection drives)

### **A. Guidelines For Food Sales**

The following guidelines apply to all activities involving the selling of food or beverages.

- a. Foods or desserts with custards, whipped cream, mayonnaise, and cheeses, should be used minimally and refrigerated.
- b. Foods such as hamburgers must be purchased as pre-packaged patties
- c. All uncooked patties, hotdogs, chicken, cheeses, must be kept in a refrigerator or ice chest at all times.
- d. Hand washing must be done by all who handle food products.
- e. Hair must be kept neat and away from food products. Hair nets are recommended.
- f. Minimal handling of food is required. Use latex gloves when handling foods. Proper serving utensils such as spoons, forks, tongs, and plastic gloves must be used.

- g. Proper transporting of foods must be done, such as keeping uncooked food and perishable baked foods under constant refrigeration. (minimal ice chest)
- h. Eating while preparing or serving food is prohibited.
- i. Foods must be covered at all times with plastic wrap or aluminum foil.
- j. People handling food must not handle any money.

**B. Guidelines Regarding food preparation for sale by non-profit organizations (from San Mateo County Public Health):**

- a. There can be no home preparation (e.g. - marinating, cutting, mixing, pre cooking, pre-baking etc).
- b. Barbeque area must be roped off from serving area and general public
- c. Hands must be washed frequently.
- d. Information and Guidelines for Organizations:
  - i. Food items may not be home made. All items to be sold must be purchased from a commercial food source. A receipt for food purchases must be presented on request
  - ii. Organization's food sale set-ups must include providing a table covering for the sales table, signage stating the items for sale, cost and the sponsoring group.
  - iii. At completion of sale, group is responsible to pick up the surrounding area, remove table covering, and return table and chairs to the original location.

All fundraising activities must be pre-approved by the Student Activities Office. Organizations will need to submit the **Fundraiser Request** form at least two (2) weeks prior to the anticipated date of the fundraiser.

All funds collected by an ASCC recognized organization, **MUST BE** deposited into the appropriate organization account within **five (5) working-days** after receipt (this includes on campus and off campus fundraising activities). Funds collected may not be utilized as revolving cash funds.

*\*Note: A revolving cash fund is an account at a local bank, used to pay for various expenses. Funds are both deposited and withdrawn on a regular basis from revolving accounts.*

**Gifts and Donations**

A gift or donation is defined as a contribution of money, goods (i.e., t-shirts, bagels, gift certificates, etc) or in some cases, services to a student organization in exchange for which no return is given.

- When requesting donations, a business or organization may ask for a **Federal Tax Payer ID Number**. This number can be obtained from the Coordinator of Student Activities.
- When requesting a donation or sponsorship it is important to clearly identify the type of donation (i.e., t-shirts, food, a service, etc) being requested.

**A. Paperwork**

- The San Mateo Community College District (SMCCD) requires that a **Gift Acceptance Form** be completed for all cash, property, and service donations.
- This form is available on the Student Activities website.
- The form must be received by the Coordinator of Student Activities prior to the acceptance of the donation by the student club or organization.

**B. Monetary gifts and donations:**

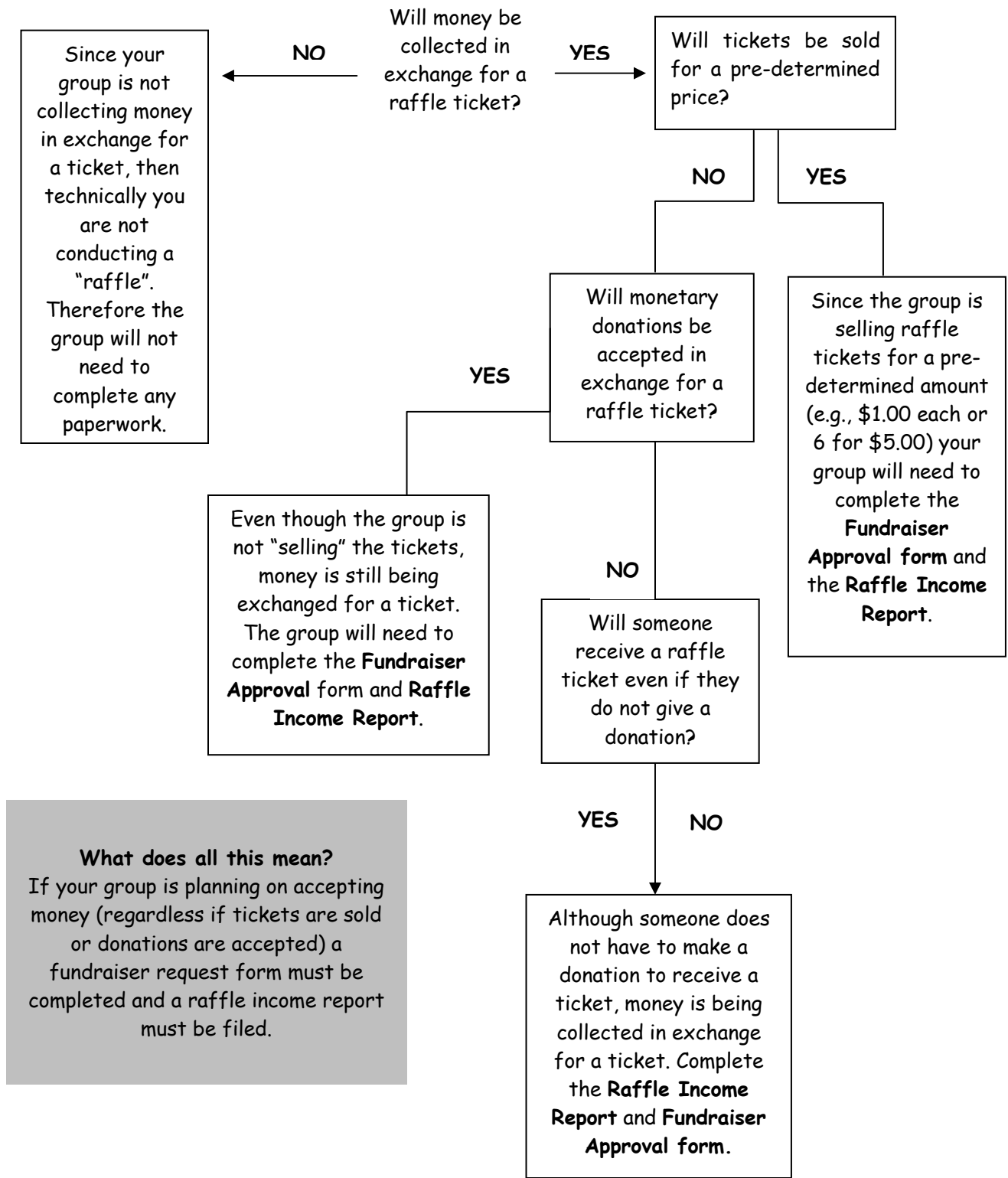
- For **monetary gifts** donors can make the check payable to:
- Associated Students of Cañada College; in the memo the name of the student club or organization (e.g., Society of Hispanic Engineers) should be written.
- All checks and cash donations should be sent directly to the Cashier Office.
- Donated goods can be received by the student club.

**C. Depositing Funds**

- To deposit funds into the club account, the club treasurer will need to complete a Student Organization Deposit Form.
  - The form along with the funds to be deposited is then taken to the Cashiers Office (located on the first floor of building 9) for processing.
  - Clubs should retain copies of any checks along with the yellow copy of deposit form.

## Raffles

Clubs planning on conducting raffles should refer to this flow chart for assistance.



## ***ON CAMPUS EVENTS***

The Office of Student Activities recognizes the importance that student sponsored events such as dances, concerts, and other various programs play in the social development of its students. The College also recognizes its responsibility in assuring that the social environment on campus is safe for students and their guests.

To assure that the privileges of scheduling events on campus is safeguarded; the Office of Student Activities shall implement the following policies and procedures for Student Organization On-Campus Events.

Club/organization events (i.e., dances, concerts, conferences, etc) may be governed by this policy. In addition, any club/organization event that poses a potential threat to persons or property may be subject to the provisions of this policy as determined by the Coordinator of Student Activities ("Director"), Director of College Security or designee ("Chief"), and Vice President of Student Services ("VPSS"). All such events must be approved by the club faculty/staff advisor, Director, Chief, and VPSS.

In order to obtain authorization to present a program, the club/organization may be required to submit the following information to the Coordinator of Student Activities: description of the activities, entertainment, number of persons attending, publicity plan with copies of fliers, tickets, proposed date and time, anticipated attendance, estimated budget, equipment required, proposed facility to be utilized, room set-up requirements, security and custodial needs, and all details regarding admission charges or other funds to be collected in conjunction with the program, etc.

### **Additional Guidelines**

1. The College will not schedule social events for student organizations to extend past midnight.
2. Alcohol is not permitted at student organization events.
3. The club or organization hosting the event must be currently registered through the Office of Student Activities.
4. Food and/or food sales must be approved by the Coordinator student Activities.
5. Events are not considered confirmed until the appropriate parties representing the club/organization have met with the Coordinator of Student Activities and all paperwork has been completed and a facilities reservation confirmation has been received by the club/organization and Coordinator of Student Activities.

### **Publicity**

Clubs and organizations presenting special events must adhere to all College policies. Appropriate publicity for such events is limited to posting of materials on campus and distributing fliers on campus to members of the College community and word-of-mouth invitations to friends of the sponsoring organization.

All off-campus advertising, including but not limited to bulletins, fliers, newspapers, radio, and television advertisements are subject to this policy and must be presented to the

Director to ensure compliance with this policy and other applicable College policies governing use of the College's name and identity for publicity purposes.

Dissemination of events information and publicity by electronic mail and other web-based methods is considered a form of advertising and subject to compliance review by the Director. All promotional strategies for the event must be included in the event plan.

1. All publicity, advertising, or tickets should accurately represent the event, must be in good taste (as determined by the Director). It is recommended that marketing materials be submitted to the Director at least 30 days in advance of the event date.
2. Publicity may not be sponsored by, or make any reference to, alcohol or tobacco products, nor may it allude in any way to illicit/illegal substances. Discovery of such advertising may result in the cancellation of the event.
3. All publicity, advertising, and any pre-sold tickets must contain the following information:
  - a. All Events
    - Start and end time of event
    - All ticket prices ("in advance", "at the door", discounts, etc.)
    - "Doors close by 9:30P.M. (or earlier)"
  - b. Dances/Concerts
    - Cañada College, Skyline College or College of San Mateo student I.D. required or
    - 18 and over with photo I.D.
4. Publicity, advertising, or decorations may not be hung or posted in campus facilities without prior approval of the Director and Buildings and Grounds. Any resulting damage will be charged to the club/organization.

#### **Admission/Guest**

1. For admittance to dances/concerts a valid college I.D (Cañada College or other college) with photo is required.
2. Any guest list (for complimentary guests) to dances/concerts must be submitted to the Director no later than 12:00 noon on the day of the event. Complimentary guests must present valid photo identification. Guests not on the complimentary list must pay for admission, and all other ASCC, Office of Student Activities, and College policies for admission and guests must be adhered to.
3. There will be no "in and out" privileges at dances or concerts.
4. The maximum capacity for dances/concerts may not exceed the capacity outlined for the facility by the appropriate scheduling office.

#### **Tickets**

Ticket sales in advance of an event must not begin until event approval has been granted formally approved.

### **Responsibility for Damages**

Clubs/organizations shall be held responsible for any damages caused to College facilities as a result of the event. Such charges will be determined in consultation with the Director of Building and Grounds or designee.

### **Event Parking**

Cañada College parking policies shall apply during all special events. Vehicles will not be allowed to cruise College parking lots during special events. In addition, all vehicle laws, as listed in the California vehicle code, will be enforced by the College Police Department. No loitering will be allowed in the parking lots around the event, or anywhere on the College campus.

### **Review/Approval of Event Plan**

The Director and the Chief shall review the plan to ensure the safety of persons and adequate safeguarding of persons and property. The plan must be submitted and approved a minimum of 60 days prior to the event. The Director and the Chief must review the plan within seven (7) working days of submission. Should the event plan be rejected, a written explanation describing the reasons the event was denied shall be provided within seven working days. Upon reviewing the plan, the Chief may require the notification of local officers and the hiring of additional security guards or the implementation of other security measures at the sponsoring organization's expense. This may include, but is not limited to, additional police officers to provide for the safety of all attendees, faculty, and staff, and safeguarding property of the College.

The Chief and the Director requires that a faculty/staff advisor or a designee identified and approved in the plan be present during the entire event.

### **Change in Scope of Event Plan**

Any change in the nature and scope of the event must be approved in writing by the Director and the Chief within five (5) working days after the proposed change is submitted to the Director and the Chief. Such changes include, but are not limited to, size, publicity, time or date, type and number of performers or acts, etc.

### **Appeals**

Clubs/organizations that were denied an event may appeal the decision to the Vice President of Student Services VPSS. Appeals must be submitted in writing to the Office of Student Activities within five (5) working days after the denial of the event.

#### **Appeals Process:**

- The club/organization must provide copies of the denial letter and a rationale for overturning the decision.
- The VPSS will review all appropriate documentation and make a decision.

- The Vice President of Student Services will provide the final decision and appropriate explanations, in writing, to the student organization within ten (10) working days of submission. The decision of the Vice President of Student Services is binding.

### ***OFF CAMPUS EVENTS***

This policy shall apply to all off-campus events and activities coordinated by a recognized student club or organization where club and/or college funds will be used to cover activity expenses. This policy is not intended to apply to private social events.

Please remember to register your office campus event or activity with the Student Activities Office. Unregistered off-campus events will not qualify for payment or reimbursement of any kind.

- A. Each participant must sign a **Release from Liability/Medical Release** form, which must be submitted to the Coordinator of Student Activities at least one week prior to travel.
- B. If your club or organization will provide transportation for students make sure you read the following:
  - a. **Buses:** the District requires that the bus company provide a **certificate of insurance** for at least \$1,000,000 worth of liability coverage naming the "San Mateo County Community College District" additionally insured. The bus company should be able to provide this certificate without charge.
  - b. **Airplane:** If airline transportation is used, it must be a licensed commercial airline.
  - c. **College vehicles:** a faculty or staff member of the College must drive the vehicle in accordance with District Regulations. A faculty or staff member can reserve a van by completing the **SMCCD Transportation Request**. This form is available on the student activities website.
  - d. In no case should the College organize car pools using personal vehicles to provide transportation for an off campus event. If no other College transportation can be offered, individuals can organize their own transportation needs.

### ***CONTRACTS FOR SERVICES***

1. A contract is defined as any oral or written agreement between two or more parties where payment or goods are made for services rendered. All contracts must be signed by the Executive Vice Chancellor for SMCCD.
2. Students are not permitted to sign or agree to contracts for any services or facilities.
3. Any officially recognized student organization that wishes to sponsor an off-campus event must obtain a written contract from the management of the facility, when applicable. The contract must be submitted to the Coordinator of Student Activities for review. The contract should stipulate all of the conditions under which the facility will be used (e.g., liability, beginning and ending time of the event, security

- and control, exclusivity of usage, maximum occupancy, controlled access to alcoholic beverages, cancellation and penalties, billing arrangements, etc.).
4. The contract will be forwarded to the Executive Vice Chancellor for SMCCD for approval. A deposit will not be made until the Executive Vice Chancellor has signed the contract.
  5. The College and/or the Student Activities Office will not be liable for any contract signed by Student Government members or their representatives, the officers of recognized organizations or any other student or group of students.

### ***MATERIALS & DISTRIBUTION POLICY***

Persons or organizations seeking to distribute materials on campus must provide a copy of the material to the Coordinator of Student Activities or her/his designee for approval.

1. All materials to be posted must be date stamped with the official Office of Student Activities stamp.
2. Approved materials may be posted in the Student Center and on open bulletin boards located throughout the campus. Classroom bulletin boards are intended for instructional usage but may be utilized on a space available basis, subject to Divisional/Departmental needs and policies. Academic and administrative department boards (usually located in specific department buildings) are maintained by each department. Permission for posting in these areas must be obtained from each area Dean. Any materials posted in unauthorized locations, or without being stamped and dated by the Student Activities Office, are subject to removal.
3. Materials may not be posted on doors, painted surfaces, or exterior building walls or windows. All other surfaces (e.g., non-classroom bulletin boards) are available for the posting to materials on a space-available basis. Sponsors are responsible for the removal of their materials after a reasonable period of time or once the materials become obsolete. Any member of the College staff may remove any materials as necessary.
4. Events, programs or services, which are not sponsored by Cañada College, will be displayed in public posting areas only. Classroom bulletin boards are reserved for College sponsored events.
5. The number and size of posters and leaflets that any one organization or person may post is subject to limitation by the Coordinator of Student Activities ***and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.***
6. Placement of materials on parked vehicles causes severe litter problems and is expressly prohibited.

Exceptions to any of the preceding requirements must be approved in advance by the Coordinator of Student Activities.

#### **A. Table Tents**

1. Table top space is made available for announcements about College events and services. Reservations for table tents can be made through the Student Activities Office. Approval for table tents will be given only to student organizations, College departments, or College sponsored events.

2. Table tents must be strictly informational (i.e., publicizing events, meetings or programs). Table tents expressing specific opinions or beliefs will not be approved.
3. Table space may be reserved up to one (1) week at a time on a first-come basis. Table tents may be two, three, or four-sided and must be printed on cardstock so they stand upright. Only one table tent will be displayed per table.
4. It is the responsibility of the sponsoring organization or department to place the table tents on the tables in the designated area. To maintain necessary sanitary conditions, facilities staff will dispose of table tents as they become stained or dirty. Organizations or departments may replace table tents each day during reservation.
5. Per request of Facilities personnel table tents may not be set up more than one (1) week prior to the event date.

**B. Distribution of Materials:**

The College regulations governing the distribution of printed and manufactured materials are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials.

Distribution of any material on campus is subject to the approval of the Vice President of Student Services or his/her designee.

1. Distribution of materials in classrooms is subject to instructor approval.
2. Distribution of such material through the College mail services and facilities is permitted only by recognized student organizations and with the approval of the Vice President of Student Services. The nature of the information to be disseminated in this manner should be such that the regularly available channels of campus communication cannot be effectively utilized.
3. The distribution or posting of commercial material will not ordinarily be permitted. The Vice President of Student Services or his/her designee must authorize specific exceptions.
4. Materials may not be distributed in any building on campus by off-campus persons, except for designated areas of the Student Center, with prior approval by the Coordinator of Student Activities.
5. Tables may be set up in authorized areas of the Student Center or Cafeteria by campus organizations and by individuals. Requests must be submitted to the Student Activities Office for approval.
6. Tables must be staffed at all times and a placard or other signage identifying the organization must be displayed.
7. Distribution of all materials is to be coordinated with the Coordinator of Student Activities. An information copy of any material to be distributed must bear the name of the sponsor.
8. The collection of signatures for petitions is subject to the same regulations as those that govern the distribution of materials.

*\*Note: Material that is libelous, invades the privacy of others, is obscene or pornographic, is pervasively indecent and vulgar, will cause a material and substantial disruption of the*

*proper and orderly operation of the College or College activities or advertises a product or services not permitted for use under the law will not be approved.*

### ***PHOTOCOPIES***

Recognized ASCC student organizations will receive a copy card with a value of \$20.00, for the academic year. Once the value of the card reaches \$0.00 the club can purchase another card from the OSA.

### ***STUDENT TRAVEL***

Students interested in attending conferences, workshops, or seminars off campus, must complete a **Release from Liability/Medical Authorization** form. Until all required forms (i.e., for each conference attendee) have been received, payment for necessary conference fees (i.e., cost of registration, transportation expenses, etc) may not be processed.

- **Funding**

Funding for conference attendance and general travel expenses will be supplied by available organization account funds.

- **Authorized Expenses**

Reimbursements for expenses are limited to lodging, transportation, and conference fees for approved Cañada College student organization members and staff (i.e., organization Advisor). Participants will be reimbursed for gas at the current mileage rate.

## ROLE OF THE ADVISOR

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Every student organization must have a faculty or classified staff Advisor to become a recognized or sponsored student organization. The primary role of the Advisor is to serve as a resource person for the organization. Advisors will counsel and advise student organizations by asking the "tough" questions, assisting students in their thinking process, and challenging the organization to go beyond the status quo. Advisors also provide continuity for an organization as they can pass along valuable information regarding the history of the organization and their past accomplishments. An active Advisor can improve the effectiveness of an organization while also assisting in the positive development of the students. An Advisor is there to guide student leaders, *not* decide for them.

Advisors have three broad functions:

- **To help with the growth and development of students**  
The Advisor can assist students in the development of skills such as time management, problem-solving, delegation, communication, and leadership.
- **To add to the continuity of the group as members graduate and to serve as a liaison between the College and the organization**  
The Advisor can share the history of the organization and explain why past decisions were made to new officers. The Advisor will also explain College policies and connect students to the appropriate offices for assistance.
- **To assist in the area of program content and purpose**  
The Advisor will assist in the development of projects, events and activities. The exact role of the Advisor should be determined by the Advisor and the student organization. This role may vary from organization to organization, based on the organization's needs and goals. The Advisor should never be considered just a signature in order to receive recognition. The new student leadership of the organization and the Advisor should have a conversation early on to determine the role and expectations of the Advisor and the Advisor's expectations of the students.

### Role and Expectations

The specific expectations of an Advisor depend on the student organization's needs and the Advisor's leadership style and level of commitment. The Student Activities Office expects all Advisors to commit to the following responsibilities.

- Advisors are expected to sign the following documents:
  - ASCC Requisitions
  - Facilities Request forms
  - Student Travel forms
  - Fundraising Request forms
  - Event Registration forms
- Advisors must accompany the organization during off campus activities (i.e., conferences, seminars, workshops, retreats, etc), to ensure that all reasonable steps are taken to ensure the safety and welfare of organization members.

- Advisors must ensure that appropriate *ASCC*, *College*, *District*, *state*, and *federal* laws are upheld.
- Advisors will serve as the official representative of the *College* and liaison with the *Coordinator of Student Activities*.
- Give particular attention to the financial activities of the group in order to prevent the group from incurring organizational debts and from inappropriate spending of organization funds.
- Although the *Student Activities Office* does not require *Advisors* to attend all organization meetings, it is recommended that *Advisors* attend as many meetings as possible.

The following is a list of possible expectations that can be used as a starting point for the discussion between the *Advisor* and the student organization. It is important to determine what the *Advisor* will and will not do from the very beginning. For those items determined not to be the responsibility of the *Advisor*, clarify who will assume the responsibility for those tasks.

- Attend general meetings.
- Attend executive board meetings.
- Call meetings of the executive board when s/he believes it is necessary.
- Explain *College* policy when relevant to the discussion.
- Explain *College* policy to the executive board and depend upon the officers to carry them out through their leadership.
- Explain *College* policy to the entire membership at a general meeting once a year.
- Meet regularly with the *President* of the organization.
- Help with the preparation of the agenda before each meeting.
- Remain quiet during general meetings unless called upon.
- Speak up during discussion when s/he believes the group is likely to make a poor decision.
- Exert his/her influence with officers between meetings.
- Take an active part in formulating the goals of the group.
- Initiate ideas for discussion when s/he believes they will assist the group.
- Attend group activities as much as possible.
- Periodically check the financial records of the organization's account.
- Check the secretary's minutes before they are written in a final form.
- Check all official correspondence before it is sent.
- Be custodian of all group paraphernalia, records, etc. during the summer and between officer transitions.
- Keep important files and general information in his/her office.
- Inform the group of infractions of their bylaws, codes, standing rules, and constitution.
- Keep the group aware of its stated objectives when planning events.
- Veto a decision when it violates a stated objective, the bylaws, code, standing rules, constitution or *College* policy.
- Mediate interpersonal conflicts that arise.
- Be responsible for planning leadership skills workshops.

- State what his/her responsibilities are, or as s/he sees them, at the beginning of the school year.
- Let the group work out its problems including mistakes and "doing it the hard way."
- Conduct an evaluation of each activity by those students responsible for planning it.
- Take the initiative in creating teamwork and cooperation.
- Let the group thrive on its merits; do not interfere unless requested to do so.
- Represent the group in any conflicts with members of the College staff.
- Be familiar with College facilities, services, and procedures, which affect group activities.
- Recommend programs, speakers, etc.
- Take an active part in the orderly transition of responsibilities between old and new officers at the end of the semester or year.
- Cancel any activities when s/he believes they have been inadequately planned after consulting with the organization.

As an Advisor, you will have certain expectations of the student organization. Make sure to discuss these with the organization at the beginning of the year. Some expectations may include:

- Written goals and objectives
- Advance notification of all meetings and events - semester calendar
- Awareness and adherence to all College policies
- Organization's attendance at meetings and events
- Financial maturity and responsibility
- Open communication; honesty
- Commitment to the organization

It is important to evaluate and revise both sets of expectations as needed throughout the year. Do not be afraid to make necessary changes.

## FORMS

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### **ASCC CLUB REGISTRATION FORM**

This form is used to register or renew registration for a club. Available online

### **STUDENT ORGANIZATION DEPOSIT FORM**

This form is used by ASCC recognized organizations to deposit funds into organization accounts. Available outside the Student Activities Office

### **FUNDRAISER Request FORM**

This form must be completed by any organization or person that wants to host a fundraising activity. Available online

### **GUEST PARKING PERMITS**

Parking permits are available to guest speakers through the Student Activities Office. A permit request should be made at least three (3) days prior to the event date. Parking permits will only be provided for the contracted parties.

### **INTERNAL FACILITIES RESERVATION REQUEST FORM**

This form is to be used when booking any event on campus. Organization Advisors are required to sign all facilities request forms. The Student Activities Office will submit the form to the Cashiers Office. Available online

*\*Note: submitting a facilities request form does not guarantee the space requested. Organizations are advised not to generate promotional materials until a confirmation has been received.*

### **PERFORMANCE AGREEMENT**

The Performance Agreement specifies and verifies all details of a performance and must be signed by the performer, then the Coordinator of Student Activities or designee. Available in the Student Activities Office

### **RELEASE FROM LIABILITY /MEDICAL AUTHORIZATION FORM**

This form is to be completed by all students participating in off-campus activities (e.g., conferences, seminars, workshops, and group development activities). The form must be received by the Office of Student Activities in order for a request for payment to be processed. Available online

### **REQUISITIONS**

The ASCC Requisition form is used to request a payment, reimbursement, cash advance, or account transfer. A receipt or invoice must accompany all requisitions. Available outside the Student Activities Office

### **W-9 TAX FORM**

This is a request for a taxpayer identification number and certification that the income received by the performer is reported for tax purposes. Available in the Student Activities Office

## BUDGET AND FINANCE POLICIES

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It is the policy of the Office of Student Activities and the Associated Students to maintain the highest standards of ethical conduct in the performance of its business affairs. Accordingly, student organization representatives who conduct business on behalf of the ASCC are expected to comply with the following Budget and Finance Policies. Students who have doubts regarding a particular situation are encouraged to consult with the Coordinator of Student Activities or ASCC Cashiers Office representative for advice.

- A. ASCC strictly forbids the commission of any illegal activity by representatives of any organization or program financially supported by the Associated Students of Cañada College. Illegal activities include, but are not limited to: any dishonest or fraudulent act; forgery or alteration of any document, check, bank draft, or any other financial document; misappropriation of funds, supplies, or other ASCC assets; impropriety in the handling or reporting of money or financial transactions; and destruction, removal, or inappropriate use of ASCC property.  
*\*Note: All funds collected by ASCC recognized student organizations remain under the guidance of the Associated Students, until the expenditure of such funds is approved by the Coordinator of Student Activities and Vice President of Student Services.*
- B. All money collected by a student organization must be deposited into an on campus organization account within five (5) working days after receipt.
- C. The Cañada College Cashiers Office shall be responsible for the management and accounting of organization accounts.
- D. Funds collected may not be utilized as revolving cash funds.
- E. All ASCC Requisitions **MUST BE** signed by the organization's Treasurer and Advisor. If the organization does not have a Treasurer, the President of the organization may sign the requisition. Requisitions that are not signed by the organization's Advisor will not be approved. Unapproved requisitions will be placed in the organization's mailbox located in the Club Lounge.
- F. Representatives who certify the correctness of a bill or voucher should know that the purchase and amount are proper and correct. Obtaining or creating "false" invoices, receipts, or other misleading documentation is directly prohibited.
- G. All expenditures must be in keeping with College and District policies, as well as local, state, and federal law. Organization funds may not be used to purchase alcohol, tobacco products, drugs, firearms or other weapons, hazardous substances such as solvents, toxic materials, and chemicals, or explosives.

- H. All flyers, banners, posters, and press releases, publicizing an event sponsored by the ASCC through an ASCC Funding Request must include the words: "Sponsored or Co-Sponsored by ASCC".
- I. As stated in the Inactive Organization Policy, an organization that is inactive for two full consecutive semesters, automatically relinquishes their funds to the Associated Students. The funds become the property of the ASCC and are deposited into the ASCC General Fund.

## ***ACCOUNTING PROCEDURES***

### **Deposits**

Deposits can be made using the **Student Organization Deposit** form. Once the form is complete, submit the form along with the money to be deposited to the Cashiers Office. Be sure to obtain a copy of the form along with the receipt(s).

### **PAYMENTS, REIMBURSEMENTS, and ACCOUNT TRANSFERS**

Requests for payment, reimbursement, and account transfers can be obtained by completing an **Associated Students of Cañada College Requisition (ASCC Requisition)**, available through the Student Activities Office 5-211A. An original receipt, invoice, or purchase order must accompany all requisitions, in order for a payment or reimbursement to be approved. Please submit requisitions to the Student Activities Office at least two (2) weeks prior to the date needed. The Requisition must be completed in detail and submitted with the proper signatures or it will be returned to the requestor via the organization mail box.

## ***ADDITIONAL FUNDING SOURCES***

### **ASCC Funding Request**

Organizations can request additional funds from the ASCC by completing an **ASCC Funding Request** form, available in the Student Activities Office, 5-211A. The request form must be submitted to the Coordinator of Student Activities at least four (4) weeks prior to the date of the event. All funding requests are approved through a majority vote by the ASCC student senate.

Funds will not be automatically transferred into organization accounts. In order for an account transfer, payment, or reimbursement to occur, invoices and/ or receipts must be received by the Coordinator of Student Activities. Receipts and/or invoices that display unauthorized expenditures (i.e. expenditures not included in the initial proposal and therefore not approved) will not qualify for reimbursement. Organizations are responsible for monitoring their spending to ensure they are staying within their budget.

- **Allotment Schedule**

Grant allotments typically coincide with the month(s) before or during which the program or activity is scheduled to take place. Grant allotments must be spent by the following deadlines:

- Request for payment, reimbursement, or account transfer for grants allocated for the fall semester (September, October, November, December) must be submitted by the **last day** of instruction of the fall semester.
- Request for payment, reimbursement, or account transfer for grants allocated for the spring semester (February, March, April, and May) must be submitted by the **last day** of instruction of the spring semester.

### **Fundraiser Match**

ASCC will match funds raised by ASCC recognized student groups (that benefit the student organization, not a separate organization) dollar for dollar up to \$250.00 per academic year. To request a fundraiser match, submit a completed **Fundraising Match** form to the Office of Student Activities.

### **Vending Commission**

The Vending Commission is a College-based committee funded through vending machine sales. The Vending Commission provides funding for events, activities, and programs that are student focused. In order to qualify for funding through the Vending Commission, a program or activity must benefit or target a maximum number of students. Check with the Coordinator of Student Activities regarding application deadlines.

Funds will not be automatically transferred into organization accounts. In order for an account transfer, payment, or reimbursement to occur, invoices and/ or receipts must be received by the Coordinator of Student Activities. Receipts and/or invoices that display unauthorized expenditures (i.e. expenditures not included in the initial proposal and therefore not approved) will not qualify for reimbursement. Organizations are responsible for monitoring their spending to ensure they are staying within their budget.

### **Expiration of Grants**

Vending Commission grants expire at the end of the fiscal year. Request for payment, reimbursement, or account transfer **MUST BE** received at least two weeks prior to the end of the fiscal year, June 30<sup>th</sup>.

## CAMPUS CONTACTS

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<b>DEPARTMENT</b>	<b>SERVICE</b>	<b>PHONE</b>
Cashiers Office	Facilities Requests, reimbursements, deposits, checks	306-3270
Campus Security	Security, access to reserved spaces	306-3420
Central Duplicating	Copies	306-3315
On-Campus Food Service	Catering	306-3374
Information Technology	Sound and technical support for events	306-3112
Office of Student Activities	Forms, workshops, information on policies and procedures, etc.	306-3364