

2019-2020 Club Handbook

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Contact List

TITLE	NAME	PHONE#	EMAIL	CAN HELP WITH:
Club Coordinator	Justin Flint	360-992-2353 x3169	ascccc@clark.edu	Main Contact: All club questions
Promotions Coordinator		360-992-2353 x3133	asccpr@clark.edu	Event Promotion & Posting
Finance Director	Masha Cole	360-992-2353 x3139	asccfd@clark.edu	One-Time Funding
Program Coordinator	Darci Feider	360-992-2404	dfeider@clark.edu	Budget, Fundraising, Purchasing & Travel
Program Support Supervisor	Samantha Lelo	360-992-2806	slelo@clark.edu	Event Planning, Room Reservation Volunteer Opportunities
Director	Sarah Gruhler	360-992-2406	sgruhler@clark.edu	Policy & Procedure

Important Dates & Deadlines

Fall Quarter

Involvement Fair	Wednesday, October 9	10am-1pm	Gaiser Student Center
Quarterly Report Due	Friday, December 6, 2019	by 1pm	PUB 160

Winter Quarter

Involvement Fair	TBD – January 14 or 15, 2020	10am-1pm	Gaiser Student Center
Quarterly Report Due	Friday, March 13, 2020	by 1pm	PUB 160

Spring Quarter

Deadline to submit One Time Funding Requests	Friday, April 10, 2020	by 1pm	Submit by email to: asccfd@clark.edu & sgruhler@clark.edu
Involvement Fair	TBD – April 21 or 22, 2020	10am-1pm	Gaiser Student Center
Deadline to Charter a Club	Friday, April 24, 2020	by 1pm	PUB 160
Returning Club Charter Applications Due for Summer/Fall Quarter Charter	Friday, June 5, 2020	By 1pm	PUB 160
Quarterly Report Due	Friday, June 12, 2019	by 1pm	PUB 160

How to Start a Club

Official recognition is required for any student group desiring to: use College space, advertise on-campus, present themselves as a Clark club on-campus and in the community, sponsor events on campus, and/or conduct fundraising activities.

STEP 1

Recruit club membership & Complete the Club Charter Application & Submit to the Student Life Office

Pick up a Club Charter Application from the Office of Student Life in PUB 160 or find it online at www.clark.edu/student-life. A detailed description on filling out the charter form is found on the next page.

The Office of Student Life will reserve space for two recruitment meetings to allow your group to recruit student members and officers, and generally get organized. To submit a room request, please email studentlife@clark.edu.

STEP 2

Submit the Club Signature Card and Club Meeting Information.

Before becoming officially chartered or accessing club funds, a completed ASCC Club Signature Card with currently enrolled student leaders and the club advisor must be on-file with the Office of Student Life. Below are the number of signatures required:

Fall, Winter & Spring Quarters	3 currently enrolled students + Advisor
Summer Quarter	1 currently enrolled student + Advisor (to reserve space only)
	2 currently enrolled students + Advisor (to spend club funds)

All requests for purchases or travel will be denied if the card is not on-file.

STEP 3

Attend a Club Orientation

Once the above paperwork is approved, all new club leaders on the signature card must attend a club orientation.

Returning leaders are not required to attend orientation unless significant changes have been made to club or College policies and procedures, or the Club Coordinator cannot verify prior orientation attendance.

Orientations are provided at scheduled times at the beginning of each fall quarter and by appointment throughout the year. Please contact the Club Coordinator at ascccc@clark.edu for an updated schedule.

Club members and advisors are encouraged to attend the club orientation session as well.

Official Club Charter

Once all three (3) steps are successfully completed-your club is officially chartered.
The club may obtain a copy of the approved Club Charter upon request.

How to Complete the Club Charter Application

New club proposals should make sure there are no similar or existing clubs, programs, or College programs/services.

- **Put in the academic year you plan to be active (ex: 2019-2020)**
- **Select new or returning club.** New clubs may charter beginning fall quarter up until the spring charter deadline. Returning clubs have the option to submit a re-charter form in spring quarter for the following year or may re-charter beginning fall quarter up until the spring charter deadline.
- **Select a club name and form a Statement of Purpose.** The Statement of Purpose should describe how the club will benefit the students of Clark College, and must be recognizable as open to all students.
- **Seek a Club Advisor.** This individual must be a Clark College employee and preferably be a full-time faculty or staff member. Student employees (such as Student Government officers or work-study students) are not viable advisors.

Get the name(s), contact information and signature(s) of the Club Advisor(s) on the Club Charter Application.

Non-Discrimination Statement

Chartered student clubs must be open and available to any Clark student regardless of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

Club Charter Review

The Club Coordinator will review the new or returning Club Charter Application:

- **Statement of Purpose:**
 - Is the club purpose clear?
 - Is it open to all students?
 - Does it say how the club will benefit the students of Clark College?
 - Does a similar club or student program already exist to the degree that the potential club could alter membership or financial stability of the existing student organization?
 - Does the College offer a similar/duplicate service for students?
 - Is there risk or liability for the desired activity? Is it too great for the participants/College to support?

- **Charter Application:**
 - Does the form provide all needed information? (ex: clear statement of purpose, club representative and advisor contact information and signatures)

A club charter may be denied or held from approval if it does not meet the above criteria.

If denied, the Club Representative may meet with the Director of Student Life.

If a satisfactory outcome is not attained, a final appeal may be made to the Dean of Student Engagement.

Club Charter Approval

Club Coordinator

If the club meets all needed criteria; the Club Coordinator will approve the charter by signing it and forward it to the Director of Student Life.

Director of Student Life

The Director of Student Life will review the club charter application to confirm it meets all criteria, and then sign the charter.

Orientation & Signature Card

Once the club charter application is approved, the club will be notified to proceed to the next two steps to become officially chartered:

1. **Submit their Club Signature Card and**
2. **Attend a Club Orientation**

Two meetings may be scheduled by the Office of Student Life to help get your club organized.

Club Inactivity

A club is considered unchartered if it has not submitted its Club Quarterly Report by the quarterly deadline, and must re-charter.

Inactive (unchartered) clubs are unable to access resources (funds, room reservations, etc.) until returning to active (chartered) status. When a club with an established club account remains unchartered for a period of one school year, all funds in the club account will be returned to the ASCC Fund Balance.

Club Privileges

An ASCC chartered club is entitled to:

- The right to use the name of the College or ASCC in connection with the club's own name.
- Use of club funds and the financial services provided by the College.
- Facilities scheduling and use of space on the Clark College campuses.
- The right to conduct fundraising activities and use of the College name and ASCC when off campus.
- Club information advertised on the Clark website and the club bulletin board.
- Use of other resources offered by ASCC Student Government/Student Life listed under the club resources section of this handbook.

Clubs are considered an extension of Clark College and the ASCC Student Government and are expected to conduct your group and/or activities accordingly.

The ASCC Constitution and Bylaws, this Club Handbook, the Student Code of Conduct, and the Clark College Policies and Procedures manual are a few of the documents which define appropriate club conduct.

Club Requirements

Quarterly Reports

Clubs are required to turn in a Club Quarterly Report by the last day of classes each quarter.

This report will outline general club meetings, events, and club service funding activities that the club participated in or held, club officer names, positions and the number of club members.

Failure to turn in a Club Quarterly Report by the deadline will result in the loss of your club's charter.

Club Signature Card

A completed ASCC Club Signature Card with currently enrolled student leaders and the club advisor must be on-file with the Office of Student Life. Below are the number of signatures required:

Fall, Winter & Spring Quarters

- 3 currently enrolled students + Advisor

Summer Quarter

- 1 currently enrolled student + Advisor (to reserve space only)
- 2 currently enrolled students + Advisor (to spend club funds)

All students on the Club Signature Card must be currently registered or all club activity will be frozen until updated information is provided and an orientation attended as required.

All requests for purchases or travel will be denied if the card is not on-file.

Organizing Your Club

- Clubs must be open to all Clark College students.
- Club officers and voting members must be currently registered Clark College students.
- **Since it is the job of the ASCC Student Government to support all clubs equally, student government members may not hold a position within a club.**
- Clubs may have non-students as non-voting members, provided the majority of the membership is comprised of currently registered Clark College students.
- **Club funds may not be used to pay for expenses related to non-students.**

Club Officers

Each club decides how to structure their club leadership to best meet the goals of their club. Keep in mind that regardless of the leadership structure, all choices pertaining to the club need to be made as a group.

Clubs are required to have at least three (3) officers for fall, winter and spring quarters.

In summer quarter, only one (1) officer is required for room reservation and two (2) officers for use of club funds.

It is the responsibility of the club to notify the Club Coordinator and Office of Student Life of any changes to club officers.

Sample Club Officer Roles

President:

- Provides direction and leadership for the club.
- Calls and conducts meetings of the club and its officers and prepares agendas.
- Is familiar with the club purpose and enforces its financial affairs of the club.
- Is familiar with all policies and procedures governing clubs and club activities.

Vice-President:

- Serves as chairperson in the absence of the President or when the President wishes to speak from their personal position.
- Assists the President with the responsibilities of that office.
- Provides input in developing the meeting agendas.
- Assists President in promoting club activities.

Executive Assistant:

- Records and keeps the official minutes of all meetings; is responsible for the accuracy and completeness of the minutes.
- Is responsible for all correspondence of the club.
- Maintains the membership list and attendance roster.

Officer Nomination & Election/Selection

The nomination and election/selection of officers is an important process. The following points may be helpful:

- Discuss leadership qualities and the demands of each officer's position.
- Stress to candidates that a leader should possess both ability and willingness to do the duties that their position entails.
- The current or outgoing President of the club should facilitate the selection of new officers.
- Members may be nominated by others or volunteer to run for office. Make sure nominees have agreed to be on the ballot.
- Turn in a new Club Signature Card after every leadership change.

After the appointment of the officers, the outgoing officers should hold a special orientation session for the new officers to acquaint them with their new duties in detail.

Encourage new officers to contact the ASCC Club Coordinator to gain a better understanding of club policies and available resources.

Treasurer:

- Develops the club's official budget and fundraising strategies.
- Conducts all business transactions of the club.
- Maintains the official fiscal records of the club.
- Collects dues (if applicable).
- Makes financial reports at each meeting.

Publicity Officer:

- Gathers and classifies club news.
- Prepares news articles for publication or broadcast.
- Sends reports of club activities to the state and/or national clubs.
- Publicizes club events and meetings.

Historian:

- Maintains club scrapbook/website.
- Assists the Office of Student Life in maintaining current information about the club on the club bulletin board.

NOTE: The club may determine the roles and tasks assigned to each role.

Resignation of a Club Officer

If a club officer wishes to resign, they must notify their club, club advisor, and send an email to the Club Coordinator stating:

- Their resignation and date effective
- What position they are resigning from

All resigning officers must ensure all club materials are up-to-date and given to the club.

Relieving a Club Officer of Duty

To relieve an officer of duty, club members should do the following:

1. Provide the officer with a written statement as to why they are being asked to step down. This statement should be clear and approved by the Club Advisor and Club Coordinator.
2. Club members must then organize a meeting where a vote to relieve the officer will take place.

This meeting and its purpose should be advertised to club members and **the Club Advisor must be present.**

The officer in question may choose not to attend the meeting; however, if the officer being relieved is present they have the option to make a statement on their own behalf.

3. The officer of highest rank who is not in question then takes a vote. Quorum, a simple majority (half plus one), is required to relieve an officer from duty. The Club Coordinator should then be notified of the vote outcome, and an updated signature card submitted.

Club Advisor

The ASCC Student Government and Office of Student Life recognize the faculty/staff member(s) who sign the club charter as the official advisor(s) to the club.

- **Clubs may have more than one advisor.** It is up to the advisors to determine roles and responsibilities.
- **Club Advisor status may be transferred, shared, or granted** with use of the “Change of Advisor” form, which can be obtained from the Club Coordinator.
- **Clubs may have individuals who serve as community resources to campus clubs; however, these persons may not serve in a Club Advisor capacity;** as such, community resources may not make arrangements for use of facilities, sign official paperwork or travel in any capacity with club funds.

NOTE: Club funds may not be used to pay for any expenses related to the community members.

If a club has its own ratified bylaws that detail a different process for relieving an officer, they are responsible to meet with the Club Coordinator and gain approval for their alternative process prior to enforcement.

Club Advisor Expectations

- **This is a volunteer role. Club advising may not interfere with assigned College job duties. Schedule adjustments to accommodate club activities must be made with supervisor.**
- Stay up-to-date on what is occurring within the club.
- Read the ASCC Club Handbook and be familiar with the policies and procedures described in this document.
- Be a resource person for the club. Be available to officers and other members of the club for consultation, mentoring, and assistance with club related items. Serve as a liaison with other campus offices and staff.
- Oversee good record keeping as required in the state record retention policies.
- Review and approve all expenditure requests, assuring state and College policies regarding S&A funds are followed. The Office of Student Life will not process requests without the approval of the club advisor and club representative.
- Attend club meetings and events during the business day (8am-5pm) as available.
- **Attend all club events that occur on weekdays after 5pm or on the weekends, or find a replacement faculty/staff member. An advisor must be present for the duration of the event.**
- Attend and assist with club trips, as necessary, or arrange for faculty/staff attendance if you are unable to participate. *See S&A Fee Travel in the ASCC Financial Code and Administrative Policies and Procedure 315.040 – Field and Related Trips for more detailed information on travel requirements and attendance policies.*
- Ensure all Travel and Risk Management paperwork is completed **prior** to all club travel off campus.
- Be aware of the expectations set forth in the Code of Student Conduct, especially in regards to use of alcohol and narcotic substances at college-sponsored events. Report any violations to the Student Life Office.
- Comply with College and State rules, regulations, and maintain confidentiality of student records.
- Conduct yourself professionally and model effective leadership behaviors.

Resignation of a Club Advisor

If a club advisor wishes to resign they must notify their club and send an email to the Club Coordinator stating their resignation and ensure all club materials in their possession are up-to-date and given to the club.

Relieving a Club Advisor of Duty

The Director of Student Life reserves the right to suspend or remove Advisor status for reasons including, but not limited to those listed under the Club Review section of this handbook.

To relieve a club advisor of duty, club members should do the following:

1. Contact the Club Coordinator and set up a mediation meeting. This meeting would involve club officers, club advisor, Club Coordinator, and the Director of Student Life.
2. If, after the mediation meeting, the club still wishes to relieve the advisor of duty, they must provide the advisor with a clear written statement approved by the club officers and the Club Coordinator.
3. The club should then hold a meeting where a vote to relieve the advisor of duty will take place.

See *Relieving a Club Officer of Duty* for procedures on organizing a meeting and voting. Quorum is required to relieve an advisor of duty.

4. A new advisor should be found within one quarter to replace the old advisor. If, after one quarter, a club is unable to find a replacement advisor, the club will be unchartered.

NOTE: The club will not be able to make purchases or travel until an advisor is found.

Club Review

The Club Coordinator has the right to review the activities of a club and may for cause:

- Put a club on probation.
- Suspend a charter.
- Revoke a charter.

Reasons for probation, suspension and/or charter revocation include, but are not limited to:

- Lack of student support.
- Failure to adhere to federal, state and local regulations regarding college clubs, including, but not limited to, Clark College policies and procedures, ASCC Constitution and Bylaws, and the ASCC Club Handbook.
- Inappropriate use of College resources.
- Improper use of club funds.
- Student Code of Conduct violations, under investigation or completed.

Clubs may appeal probation, suspension and charter revocation decisions to the Director of Student Life.

If satisfactory outcome is not attained, a final appeal may be made to the Dean of Student Engagement.

Summer Clubs

In order to continue club activity during summer quarter, currently chartered clubs must turn in the following:

- A spring Club Quarterly Report Form by the last day of spring quarter classes.
- A Club Charter Application for the following academic year by the posted deadline.
- A Club Signature Card. The Signature Card should have:
 - 1 currently enrolled student + Advisor (to reserve space only)
 - 2 currently enrolled students + Advisor (to spend club funds)
- An orientation will be required for all officers on the Club Signature Card, if an orientation was not previously attended

If all outlined items are completed by the posted deadline, summer clubs are able to:

- Book rooms on campus
- Hold meetings
- Host events
- Sponsor fundraisers and volunteer
- Use club budget

All booking of rooms for meetings and events can occur after signature card verification for summer quarter.

Please remember that in the summer resources are limited on campus:

- **There is no Club Coordinator,**
- **Offices are open limited hours (Mon-Thurs 8am-5pm; Fri 8am-12pm),**
- **There are less students on campus and**
- **Club Service Funding will be processed in fall quarter.**

Club Funds

Services and Activities (S&A) Fees fund clubs. S&A Fees are fees other than tuition, operation, and building fees charged to all students at Clark College for the promotion of student services and activities.

Club accounts are under the jurisdiction of the ASCC Student Government and are to be used to finance activities sponsored by the club.

Those in charge of an activity may determine how money is to be spent so long as the expenditure is not an improper use of public funds, within the policies and requirements of Clark College, and the state statutes.

Club money can be used for:

- Contracts: For guest speakers or performers.
- Supplies: Office or event supplies, plates, cups, etc.
- Travel: Lodging, meals, registration and transportation including college van rentals, car rentals, and train or airplane tickets. Keep in mind that the most economical form of travel should be used.
- Refreshments: Provided at approved student activities such as club meetings, events, student work sessions, end of quarter celebrations, etc.

Club money cannot be used for:

- Purchases of alcohol or tobacco.
- Gift Cards (Clark College Bookstore is the only allowable gift card vender).
- Gifts, unless it is in return for participation.
- Unapproved refreshments. Clubs must have pre-approval or be in approved travel status.
- Expenses related to non-students.

Clubs must advertise for their event at least one week in advance when serving food.

Club Budget

As new clubs charter, a budget number will be assigned.

Clubs that are re-chartering will keep the same budget number assigned previously.

The club budget is an account, similar to a checking account, where financial transactions, revenue (deposits) or expenditures (withdrawals), are incurred.

Know your account number. The account number is needed for all deposits and purchases, as well as making copies.

Club Seed Money

Seed money of \$200 for each new-chartered club will become available for use after the club has completed the three (3) chartering steps.

Returning clubs with budgets below \$200 will receive funds to level their budget to \$200 each academic year once they have completed the three (3) chartering steps.

Club Budget Reports

A budget report or assistance tracking expense is available once a month by emailing Darci Feider at dfeider@clark.edu.

Club Signature Card

A completed ASCC Club Signature Card with currently enrolled student leaders and the club advisor must be on-file with the Office of Student Life. Below are the number of signatures required:

Fall, Winter & Spring Quarters

- 3 currently enrolled students + Advisor

Summer Quarter

- 1 currently enrolled student + Advisor (to reserve space only)
- 2 currently enrolled students + Advisor (to spend club funds)

All students on the club signature card must be currently registered or all club activity will be frozen until updated information is provided and an orientation attended as required.

All requests for purchases or travel will be denied if the card is not on-file.

How To Spend Your Club Money

STEP 1

What do you want to spend money on? Product, speaker, etc.

Save the description, quantity, and price from the website or ask the company for a quote.

STEP 2

Vote as a club to spend the money from the club budget.

Record the vote in the club meeting minutes.

STEP 3

Create an event advertisement or write a statement to justify the purchase.

- Provide an event flyer or advertisement if the purchase is for an event.
- Write a statement of justification if the purchase is for day-to-day use.

STEP 4

Email your club advisor and Darci Feider the following information:

- Company name and contact information
- Item description, quantity, and price
- Date product is needed
- Attach information from steps 1, 2, and 3

STEP 5

The advisor responds via email with an approval

Be sure your advisor responds to you and to Darci Feider

Congratulations! Your request has been submitted.

STEP 6

Plan for the purchase to be available in Student Life in a minimum of three (3) weeks.

Fundraising & Donations

In accordance with Administrative Procedures Manual, student clubs and programs are allowed to fundraise after receiving approval from the Director of Student Life.

The Student Life office must receive a complete Fundraising Application at least seven (7) business days prior to the event date. Additional information may be required depending on the event.

The Student Life office will oversee all ASCC Club and Program Fundraising events to ensure compliance with Administrative Procedures Manual Section 416.007—Student Clubs and Organizations.

- Fundraising activities may be conducted in specified or public areas and may not disrupt college office areas or other employee spaces.
- The person in-charge (PIC) will be responsible for submitting all documents and be knowledgeable of procedures. They are also responsible for safekeeping of donated items or money.
- Payment for all expenses will be initiated by the Student Life office after receiving proper paperwork. Without documentation, expenses will not be paid or reimbursed.
- The program will be held responsible for any losses including funds, damage to property, or replacement of any damaged or lost equipment.

Receiving Donations

- Programs may solicit donations of material goods from local businesses once the Director of Student Life approves the Fundraiser and Donation Application
- A record of all donations received must be kept by the program and reported to the Student Life Office.
- The program is unable to provide a tax deduction donation receipt. A thank you letter serves as recognition that the item was received.
- For items of significant monetary value, program may choose to work with the College Foundation in receiving and recognizing the donation with a tax-deductible donation receipt.

Cash Handling

- The PIC should have two people managing the cash; one who collects the money and the other who will reconcile then complete the deposit.
- All money must be deposited at the Cashier's Office at the end of the day. If after hours or off campus, the club advisor must store the cash bag in a secured location and deposit the next business day. This location must be provided to Student Life.
- Checks should be made to Clark College and endorsed "Clark College—For Deposit Only" upon receipt.

Sale of Tickets

- When tickets are used as admission they should be pre-numbered and noted on the Fundraising Application Form.
- All tickets, sold and not sold, should be accounted for after the fundraiser.
- The PIC will reconcile the number of tickets sold and provide this information to Student Life.

Sales of Sponsored Products or Merchandise

- The method of obtaining sponsored product or merchandise should be clearly indicated on the Fundraising Application Form. This method of fundraising will require additional planning and approval time.
- On the Fundraising Application Form, the PIC should indicate the cost of the sponsored merchandise, the intended sale price, and estimated proceeds.

Managing Your Funds and Making Donations to Outside Charitable Organizations

- S&A Funds (program funds) may not be used to support a fundraiser when the intent is to donate proceeds to a charitable organization.
- S&A Funds may be used to support a fundraiser if proceeds are for club or program activities.
- Student clubs and programs must not provide money directly to the charity organizations. All disbursements must go through Student Life.

Bake Sale

- No temperate controlled items (example: cream cheese frosting).
- Signage must be placed at the bake sale stating the food was not prepared in a kitchen inspected by the Clark County Health Department and list all potential allergens such as: gluten, nuts, eggs, etc.
- Open/Advertised to Clark students only, no community members (if open to the public you will need to complete a Department of Health request form)

One-Time Funding Request

The Services and Activities fees One-Time Funding Request was established through the annual collection of both unallocated and unspent Services and Activities (S&A) Fees.

Submit All Requests Electronically to:

1. ASCC Finance Director, at asccfd@clark.edu and
2. Director of Student Life, Sarah Gruhler at sgruhler@clark.edu

DEADLINE: FRIDAY, APRIL 10, 2020

Please plan ahead to allow time for processing. Multiple activities can be included in the same request and may be submitted prior to the quarter of occurrence.

Eligibility

To be eligible, your request must be:

- a. From a recognized Clark College group
- b. A one-time request - unusual in nature and not expected to reoccur or carry ongoing expense
- c. Not funded during the annual S&A allocation cycle
- d. Beneficial for the students of Clark College and/or the campus community
- e. For the use of students; all items covered under the normal College funding structure should not be submitted
- f. Willing to provide monetary contribution depending on the size of request

Submission of Request

All One-Time Funding Requests must be submitted electronically to both the ASCC Finance Director at asccfd@clark.edu and Director of Student Life at sgruhler@clark.edu by the deadline.

If the request is complete (including all supporting documentation), it will be placed on the first available Student Government Budget Committee agenda. The requestor will be notified of the review date and has the option to attend the meeting, if they so choose.

If the request is incomplete, it will be denied.

Review of Request

Once submitted, the request will be reviewed to ensure the form is complete and that all needed information is provided.

The ASCC Student Government Budget Committee will review the One-Time Funding request based on the following:

- Is this a logical and appropriate use of S&A Funds?
- Does the request fit the mission of Clark College?
- If this is funded now, what will the expectation be in the future?
- Does the request attract or retain students at Clark College?
- Are there other more appropriate financial resources available?

Technology Requests

All technology purchase requests must get a bid from the Clark College Information Technology Department prior to submission of the request.

To receive a bid, contact Layla Otey at lotey@clark.edu with your desired product information.

Once a bid has been supplied, please submit with your One-Time Funding Request Form.

Travel Requests

All travel requests must include a Travel Request Authorization Form and travel cost estimates received from Clark College Purchasing Services or Student Life. Travel must follow the policies outlined in the ASCC Financial Code and the Clark College Administrative Policy and Procedures Manual; as well as, be the most economical to the college.

Except in the situations noted by the state:

- To ensure the health and safety of travelers
- To comply with the Americans with Disabilities Act

To receive travel cost estimates, contact Lisa Hasart at lhasart@clark.edu or Darci Feider at dfeider@clark.edu with your desired travel information.

Once a cost estimate has been supplied and the Travel Request Authorization Form completed, please submit with your One-Time Funding Request Form.

All travel requests that require participant/group contributions or airline travel will be given a deadline for submission of needed items at the time of approval, if approved. The requestor(s) must meet the specified deadline or the one-time funds will be cancelled and returned to the unallocated and unspent S&A Fees Account for reallocation.

Request Approval Process

If approved by the ASCC Student Government Budget Committee, the requestor will be notified and the request will be forwarded to the appropriate approvers, based on funding request amounts, for review and final approval.

Request Denial and Appeal Process

If the requested amount is altered or denied by the ASCC Student Government Budget Committee prior to approval by all needed approvers, the requester has the right to appeal the decision and/or submit an amended proposal to the ASCC Student Government Budget Committee. Please use the One-Time Funding Appeal Form.

Upon submission of the appeal, the ASCC Student Government Budget Committee will review the request and make a final decision.

Use of Funds

It shall be the responsibility of the Director of Student Life to ensure that One-Time Funding Request monies are expended as approved.

Funds must be used as outlined in the approved One-Time Funding proposal.

For example, should the ASCC Student Government Budget Committee approve travel for six (6) people at a certain per-person cost, the funds may not be used to fund travel for four (4) people at a higher per-person cost. However, if funding allows for additional people at a lower or equal per-person cost, this would be allowable.

Unused One-Time Funding Request monies will revert back to the Fund Balance upon completion of activity payment processing.

Club Service Funding

Club Service Funding (CSF) recognizes and encourages club involvement on campus and in the community.

In order to qualify for CSF, the Club Leader(s) must first complete a club orientation session.

CSF is allocated on a weekly basis during fall, winter and spring quarters by submitting the *Club Service Funding Form*, along with any other needed documentation to the Club Coordinator and the Director of Student Life.

Club members may receive \$12.50 per hour per member dependent on the event or activity.

A club may earn up to, but no more than \$3,000 per year on a first come, first serve basis. Summer hours will be processed during fall quarter.

Eligibility Requirements

- The CSF event should directly benefit a group other than the members of the club (i.e. attending a conference directly benefits only the club members, whereas, assisting with a conference on campus may benefit multiple groups and organizations).
- CSF forms must be completed correctly and filed with the Club Coordinator before the year-end deadline.
- The club must turn in a quarterly report form each quarter to the Club Coordinator.

CSF activity or event flier/poster must be turned in to the ASCC Club Coordinator for approval two weeks in advance and posted at least one week in advance.

Ineligible Events and Activities

Clubs **cannot** earn CSF for the following:

- Events where the club is otherwise being compensated (i.e. earning extra credit, class credit, or being paid to participate).
- Events that are part of a fundraiser. This includes fundraiser planning, preparation and picking up of supplies.
- Hosting events funded by a one-time funding request.
- Hosting events with attendance fees.
- Participating in an event or being in a theatre production.
- Events not open to all students.
- Any off-campus activity not pre-approved through ASCC Club Coordinator/College.
- Attending an off-campus conference.
- Tutoring
- Their own club website development. If they choose to help another club with website development, then they can request funds upon the approval of the Club Coordinator and Director of Student Life. It is the duty of the club to keep an active and accurate log of hours spent on such a project.
- Non-students may not earn, request, file paperwork for, or otherwise attempt to get CSF for the club(s) they are affiliated with.

If clubs are unsure how a particular event counts towards Club Service Funding, they can contact the Club Coordinator.

Categories of Service

There are four (4) CSF categories:

- On-Campus Volunteering
- Off-Campus Volunteering
- Host an Event/Movie
- Club Involvement Fair

On-Campus Volunteering

Helping at any event that occurs on the Clark College campus qualifies for CSF.

Be sure to have the event coordinator sign your *Club Service Funding Form* verifying your hours.

Examples of On-Campus Volunteering:

- Assisting with set-up/take down of an event
- Serving food at an event
- Donating Blood on-campus*
- Ushering at a play
- Wearing the OSWALD mascot costume at an event
- Working concessions at a sporting event

**Clubs can only earn funding for donating blood at a Clark College sponsored blood drive. Club members attempting to donate may be awarded one (1) hour of CSF, whether or not the donation was successful.*

Off-Campus Volunteering

Three (3) or more club members volunteering off-campus qualifies for CSF.

Off-campus volunteering requires **prior** approval, even if there is no cost. If approval is not given, the group cannot travel off-campus, and will not be awarded CSF.

Two (2) weeks prior to your event submit the following to Darci Feider in PUB 160C for approval:

- ***Travel Request Authorization Form***
This form details the who, what, where of your volunteer activity.
- ***Club Service Funding Form***
Fill in all known information.

Depending on the activity, additional *Risk Waiver Forms* may be required.

All forms must be complete before the activity.

Host an Event or Movie

Events/Movies sponsored by chartered clubs qualify for CSF if advertised to the campus community for a minimum of one (1) week.

Examples of Club Events:

- Speakers or Performers
- Movies
- Community Forums
- Dances or Social Activities

Sponsoring Club

Clubs sponsoring events will receive the following CSF allocation:

- Two (2) hours of planning for each hour of the event*
- A maximum of two (2) hours for set up
- The actual hours of the event **
- A maximum of two (2) hours for takedown

Example: If a club sponsors a four (4) hour event, then they will be able to receive up to sixteen (16) hours in Club Service Funding:

Event Planning (4x2)	8 hours
Set-up	2 hours
Event	4 hours
<u>Takedown</u>	<u>2 hours</u>
Total Hours =	16 hours

****A maximum of two (2) hours of planning are allowed for each movie event.***

*****Individual member volunteer hours not counted.***

Movie Events

There is a licensing fee required to show movies in a public setting. Please contact Darci Feider at dfeider@clark.edu for more information on planning a Movie Event.

Club Involvement Fair

Attending clubs qualify for up to three (3) hours of CSF each quarter - fall, winter, and spring. Planning hours do not qualify for CSF.

Clubs may only earn funding for their own club.

Contact the ASCC Club Coordinator to reserve a table for your club at ascccc@clark.edu.

Club Events & Activities

All club events or activities must adhere to all guidelines listed in the ASCC Financial Code. Please refer to the Club Budget section of this handbook for further details on accessing your club funds and making purchases.

Please note, all contracts must be approved, signed by a Clark College staff or faculty member, and turned in to the Office of Student Life.

Contact the ASCC Club Coordinator at ascccc@clark.edu for extra assistance.

Room Reservation Form

Once you have determined the details of your event:

1. **Fill out a *Room Reservation Form*** that indicates the date, time, location and other details of your event
2. **Submit the *Room Reservation Form* to your Club Advisor** so they may reserve the room, media, and necessary set-up/supplies needed through the College reservation system 25Live.
3. If the Club Advisor is unable to make the 25Live reservation for the club, they must fill out and sign the space reservation acknowledgement at the bottom of the *Room Reservation Form* indicating they are aware of event details.

Once completed, Student Life will reserve space on behalf of the club.

If there are any changes prior to your event, work with your advisor to contact the Event Services Office to make needed changes.

NOTE: Clubs may be charged for event cancellations occurring less than 48 hours prior to the activity if additional personnel were scheduled or hired for the event.

Event Planning Checklist

4 Weeks Before Event:

- Reserve space on campus using 25Live
- Contact performers, food vendors, etc. for quotes
- Create advertisement: assistance available using the ASCC Advertisement Form

3 Weeks Before Event:

- Submit purchasing requests to Student Life, see pg. 21
- Seek event volunteers
- Prep advertising to distribute 2 weeks before
- If showing a movie: Contact Student Life to request a quote for the public performance license
- Reserve items from Student Life by emailing studentlife@clark.edu.
 - List of available items at: http://www.clark.edu/campus-life/student-life/ascc/forms_docs.php
- Create introduction for event
 - Ask performer for an introduction for your event
 - Make sure to also include introducing yourself and program name, any upcoming program events, turn off cell phones, be respectful of performer/speaker, etc.
- Deliver your 19 posters or flyers to the Student Life office, PUB 160, to be posted on Student Life bulletin boards around campus

1 Week Before Event:

- Gather all decorations and event supplies
- Print out food sign-in sheets
- Print out volunteer sign in sheets
- Email volunteers reminders
- Confirm payments have been processed for performers and vendors

Day Before Event:

- Have ready:
 - Upcoming event flyers
 - Table cloths
 - Decorations
 - Plates, napkins, utensils, cups, gloves, hand sanitizer, etc.

Day of Event:

- Set up
- Organize volunteers

After the Event:

- Clean event space -
 - Leave the space in the same condition that you found it
- Record the number of participants for your quarterly report
- Submit food sign-in sheets to Darci Feider

Showing a Movie

If your group wants to show a movie, they must go through the following steps:

- Contact the library to see if they own the movie and viewing rights; or
- Contact the producer of the film to receive permission to show the film and provide a copy of the permission to Student Life; or
- Contact Student Life to request a quote for the public performance license at least three weeks in advance of the viewing date:
 - a. Ensure your group has sufficient funds to cover the copyright costs
 - b. Provide appropriate backup information to Student Life and we will process your request to purchase the public performance license

What the Law Says

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the rights to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit, or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.

Quick Dial Information for Showing a Movie

Website: http://libraryguides.library.clark.edu/copyright_basics

Cannell Library 360-992-2375 Library_referencelibrarians@clark.edu

Club Activity Promotion

The ASCC Student Relations & Promotions Coordinator is available to assist clubs with the creation, preparation and distribution of materials to promote club events, as needed.

With all of the promotion methods, we will do our best to accommodate your desired advertising dates.

Due to the volume of requests, there may be times we are not able to fulfill all requests. Please plan ahead so we have a better chance of meeting your needs.

Advertising Form

Complete the Advertising Form with the requested information and submit by the posted deadline to:

ASCC Promotions Coordinator
ascpr@clark.edu
360-992-2353 x3133

The form may be found in the Office of Student Life or online at www.clark.edu/student-life.

Bathroom Calendars

- Submit the Advertising Form to ascpr@clark.edu by the posted deadline to have items posted on the bathroom calendar.
- As there is limited space, items will be listed on a first-come, first-served basis, giving priority to ASCC Club and Program activities.

Bulletin Boards

- Student Life has 19 bulletin boards throughout the campus (marked by the Penguin Boarders).
- Bring 19 posters to the Student Life Office at least one week prior to your event to be date stamped and posted. Please do not post yourself.
- All items displayed on Student Life boards must be date stamped or they will be removed.

Clark College Events Calendar

- When making your room reservation in 25Live, please select “Student Activities Calendar” under resources
- The event will automatically show up on the Clark College Events calendar on the website.

Gaiser Student Center Screens

- Email a PowerPoint slide to Mark Owsley at mowsley@clark.edu
- Provide the slide at least 1-2 business days prior to your event.
- If you are advertising a specific event the slide will be removed after the event.
- If you are advertising a generic type slide, it will be removed at the end of each quarter.

ASCC Monitors

- Email a PowerPoint slide to Samantha Lelo at slelo@clark.edu
- State the desired dates to publish and remove the slide.
- Specify whether you would like the information posted on main campus only or at satellite campus monitors as well.

Penguin Digest

- Fill out the form: <https://clarknet.clark.edu/forms/student-affairs/penguin-digest-request.php>
- Highlight the key **who**, **what**, **when**, **where** and especially **why** details.
- Save the Date items should be posted at least 30 days prior to the event and include the title of the event, location, date and time (e.g., "Iris Awards, Gaiser Student Center, March 5, 2015, from 5 to 6 p.m.).

Production Printing

- Fill out the form: <https://clarknet.clark.edu/adminservices/printing/request-form/index.php>
- Review current pricing here: <https://clarknet.clark.edu/adminservices/printing/index.php>

Reader Board

- Promote your event using the Reader Board located off of Fort Vancouver Way
- Fill out the form: <https://clarknet.clark.edu/communications-marketing/reader-board-request/index.php>

Sandwich Boards

- Student Life has sandwich boards available for reservation.
- Email studentlife@clark.edu with the requested dates of reservation, the number of boards needed, and the person responsible for pick-up and return.

Social Media: Facebook, Instagram, Twitter

- Submit the Advertising Form to ascopr@clark.edu
- Be sure to include event title, date, time, location, and a brief blurb.
- Providing images or pictures is a great way to catch students attention

Student Life Events Calendar

- When making your room reservation in 25Live, under Additional Event Information insert keyword: "StudentLife" and Website: <http://www.clark.edu/campus-life/student-life/>
- The event will automatically show up on the Student Life Events calendar on the website.

Text Message

- Text Messages are sent 1-2 times per week to subscribed students.
- Please provide the date, time, and location of your event by Thursday for the following week.
- Events will be included as space is available.

Travel

Authority

- All S&A program activities held off campus, regardless of cost, must be pre-approved by the established internal procedures, which includes, at a minimum, the director of student life.
- Purchasing services is responsible for making all college related travel booking with the exception of hotel reservations (personal credit cards are required to book hotel reservations).

S&A Program Responsibility

- Ensure travel costs are incurred at the most economical price
- Ensure the budget(s) charged have sufficient funds available
- Ensure all forms are complete and detailed information provided

Travel Request Authorization Form

Required for all off-campus activities

- Minimum three weeks before funds, registration, or airline tickets need to be purchased

Travel Acknowledgement Form

Required for all off-campus activities

- Due before any travel expense is paid by the college; or
- Three (3) days before the travel date if no expenses are paid by the college

Travel Expense Voucher

Used to report off-campus activity expenses and reimbursement.

- Due in student life on the 6th day of the month following travel
- Include receipts for all items detailed except meal receipts (meals are paid based on established per diem rates)

Accessibility

Students who wish to request accommodations are responsible for contacting disability support services and making requests as early as possible, usually at least three (3) weeks in advance of scheduled trip.

Disability Support Services: 360-992-2314 or 360-991-0901 by videophone

How to Travel with Your Club

Step 1

Have a clear understanding of the travel guidelines, pg. 33-34

Contact student life if you have questions about the guidelines (5 credits, 2.0 GPA, etc.)

Step 2

Where do you want to go?

Gather location information, date, time, and itinerary

Step 3

Are you going to spend money?

- Gather price of the activity from website or ask for a quote
- Transportation, meal, and lodging quotes are received from Student Life or Purchasing Services

Step 4

Vote as a club to spend the money from the club budget.

- Record the vote in the club meeting minutes.

Step 5

Decide who is going.

Step 6

Complete a *Travel Request Authorization Form* including:

- Location
- Date and time
- Price of activity
- Itinerary
- Activity description and expected benefit of the activity
- Attach backup information from steps 2, 3, 4, and 5

Step 7

Email all documents from Step 6 to Darci Feider at dfeider@clark.edu, your Club Advisor, and your Club Trip Advisor (if different than Club Advisor)

Step 8

Club Advisor Approval

- The club advisor and trip advisor (if different than the club advisor) responds via email with an approval
- Be sure they respond to you and to Darci Feider.

Congratulations! Your travel request is submitted.

Step 9

The request will take about one week to approve.

You will be notified when the travel request has been submitted for approvals and provided Risk Acknowledgement Forms for each participant to complete.

Travel Guidelines

- Students participating in official S&A sponsored events that take place off-campus are subject to all the rules and regulations outlined in Clark College's Code of Student Conduct (132N-125 WAC).
- All travel, regardless of cost, must be pre-approved and authorized by the appropriate Clark College Administrator.
- An Authorized Advisor must travel with the students when travel is required (such as Field or Related Trips) or funding for travel transportation is requested.

If the travel is not a required activity (optional) and funding for transportation is not requested, an Authorized Advisor is not required.

- When required, the Authorized Advisor must be present during the entire length of the program/activity.

When transportation is provided by the College, the advisor and participants must travel together and are not allowed to extend their stay and/or travel separately from the group.

- For activities requiring an Authorized Advisor, the following ratios of Authorized Advisor to students is:
 - One (1) advisor for every thirty (30) students on a day trip or
 - One (1) advisor for every fifteen (15) students on an overnight trip.

All students traveling on S&A sponsored trips must have a minimum cumulative or previous quarter GPA of 2.0 with the exception of first quarter college students and be currently enrolled in five (5) credits (previous quarter registration will be used for travel during breaks).

Student Athletes participating in intercollegiate competition must meet NWAC requirements for travel.

- For all S&A sponsored travel, there is a non-transferrable maximum subsidy of \$1,500 per student per trip. Travel expenses are defined as transportation, lodging and per diem.
- Students are limited to two (2) international trips in a six year period.
- The Authorized Advisor must stay in the same facility as the students and provide their contact information so students can reach the advisor at all times during the event.
- Students who share a room are required to room with someone of the same gender identity
- No participants shall share a bed

- No employee or agent of the college may room with a student
- College travel policies and regulations shall apply to all S&A travel. Only travel by members and advisors of approved programs and chartered clubs shall be considered and only when officially representing the College.

See Administrative Procedures Manual 315.040-Field and Related Trips for complete travel procedures.

- All students traveling on S&A sponsored trips must be in good standing from a student conduct perspective. Students not in good standing are not permitted to serve as a College representative and will not be allowed to travel.

Students in good standing with a negative student conduct history, are not automatically disqualified from participation, but will be reviewed on a case-by-case basis and travel eligibility will be determined by the travelling advisor, the Student Conduct Officer and the Director of Student Life.

Club Resources

The following items are resources available to clubs. Club documents and resources can also be found at www.clark.edu/student-life.

Box Office Ticket Sales for Club Fundraising

Contact Clark College Bookstore Box Office at 360-992-2708 to set up and administer online and in-store advanced ticket sales for hosted events.

A 10% handling fee, plus applicable credit card fees will be charged to the club budget for this service.

Submit the *ASCC Fundraising Form* to Darci Feider at dfeider@clark.edu or in PUB 160C. All fundraisers require prior approval.

Club Bulletin Board & Student Life Website

Each chartered club is provided a pocket with information slips on the club bulletin board located outside the Student Life office and a listing on the Student Life clubs webpage. Each location provides interested students with the club purpose statement, contact information, and meeting days/times.

Club Coordinator

The ASCC Club Coordinator works to support all clubs and is here to assist and answer questions.

ASCC Club Coordinator

(360) 992-2353 x3169

ascxxx@clark.edu

Penguin Union Building (PUB) 160

Club Email

Each week the Club Coordinator will send out an email with information on resources, upcoming events, volunteer and club service funding opportunities.

Be sure to check your club email each week!

If you have club members not on our email list that would like to be included, please contact the ASCC Club Coordinator at ascxxx@clark.edu.

Club Work Space

Desks and computers are available for club use in the ASCC Student Government Office. Clubs may access the computers using their student lab account. Desks and computers may be used for club business purposes such as:

- Creating agendas,
- Typing meeting minutes,
- Creating flyers

Since the desks are in an office environment, club use is dependent upon appropriate office conduct. If someone is being disruptive, they may be asked to leave.

Copier

Clubs can make **50 free copies in black ink on either colored or white paper per quarter.**

Color copies or overages will be charged to your Club Budget Account.

For jobs in excess of 50 copies, please send your printing to Production Printing by filling out the *Advertising Form* and submitting to the ASCC Student Relations & Promotions Coordinator.

Student Life will copy Risk Waiver forms at no cost to clubs.

Donation / Food Drive Bins

Clubs have the ability to reserve large donation bins for fundraising events. Bins can be reserved by your advisor through the online room reservation system, 25 Live.

Submit the *ASCC Fundraising Form* to Darci Feider at dfeider@clark.edu or in PUB 160C. All fundraisers require prior approval.

Event Supplies

Items available for use:

- Butcher paper for posters and boards
- Colored Paper
- Markers, pens, poster markers, etc.
- Sandwich boards for advertisement
- Table Cloths
- More...

Please reserve items at least a week in advance by emailing:

ASCC Club Coordinator at ascxxx@clark.edu or studentlife@clark.edu

Forms

All forms mentioned in the Club Handbook can be found outside the Office of Student Life, in Penguin Union Building 160, or online at www.clark.edu/student-life.

Club Lockers

ASCC provides locker space for clubs to store club supplies. Your club may request a locker from the Club Coordinator at any time. These lockers are located in PUB 163 and have individual locks.

The locker room is accessible through the Office of Student Life during business hours and through Security after hours.

Only Club Advisors and members who are listed on the Club Signature Form will be granted access to the locker room.

Lockers of unchartered clubs will be emptied as needed, or if unchartered clubs do not recharter within one (1) year. Lockers will be checked quarterly for perishable items.

How to Open the Lockers

1. Turn the dial to the **right** a few times to reset it.
2. Turn the dial to the **right**, stopping at the first number in the combination code.
3. For the second number, turn the dial to the **left**, going past zero and the first number. Then stop at the second number.
4. For the third number, turn the dial to the **right**, moving directly to the number.
5. Open door.

Club Mailbox

Each club has a mailbox located in the Student Life Office. Both off-campus and intercampus mail is delivered and picked up from the Student Life mailbag by 1:00 p.m. each day.

Mail for your club will be placed in your mailbox. Check your mailbox at least once a week, as other clubs and organizations also use the mailbox as a means of distributing information.

Clark Mailing Address:

Clark College
Student Life - PUB 160
1933 Fort Vancouver Way
Vancouver, WA 98663

Training & Meeting Visits

Need assistance?

- Preparing an agenda
- Taking meeting minutes
- Club structure
- Buying things
- Paperwork
- Planning an event
- Travel
- More...

We can help! Contact the Club Coordinator at ascccc@clark.edu to:

- Find out about upcoming club trainings
- Schedule a visit to your club meeting for specialized information and training.