

Student leadership and Development



Club Handbook

Sacramento City College



Revised 8/11

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Introduction

Student Leadership and Development (SL&D) at Sacramento City College is designed to provide and complement learning in and out of the classroom. All students are encouraged to create and take advantage of opportunities for involvement that will enhance their academic studies and contribute to their life goals. Getting involved at SCC can help students feel more valued on campus and achieve their goals through enhanced learning and larger support networks. The opportunities are endless. Join in the fun now and enjoy the benefits for the rest of your life.

WHO CAN START A CLUB

Any student who is enrolled at Sacramento City College in a minimum of five units and has at least nine other students interested in joining the club.

PURPOSE OF A CLUB

To provide students opportunities to:

- Share similar interests with their peers.
- Provide valuable service to the campus and community.
- Network with other students and clubs.
- Interact with faculty and staff.
- Create and participate in campus activities and events.
- Learn and apply new skills.
- Have fun.

REFERENCES

- LRCCD Website: www.losrios.edu/legal
 - LRCCD Policy –2312, - 2314, -2400
 - LRCCD Regulation –2312, -2314, -2400
- Official California Legislative Information Website: www.leginfo.ca.gov
 - California Education Code § 76060-76067

How to Start or Renew a Club

APPLICATION FOR CAMPUS CLUB CHARTER

Complete this form if you are chartering a brand new club or if your club has been inactive for 2 or more years.

1. Clubs can start a charter between August (1st day of instruction) and March 31st.
2. Applications are available at the Student Leadership and Development Office.
3. Complete the application and return with a copy of the club constitution.
4. The club constitution should outline the club's guiding principles (a sample is included in this packet) and must be signed by the **Club President** and **Advisor**.
5. The application and constitution should be turned into the Student Leadership and Development Office for processing.
6. Student Leadership and Development will notify a club member/advisor regarding the status of your charter application within three to five working days.

DECLARATION OF ACTIVITY

Fill this form out if your club will be active during the current academic year (fall/spring).

1. Clubs can declare their activity between August (1st day of instruction) and March 31st.
2. Applications are available at the Student Leadership and Development Office.
3. Clubs must have at least one SCC faculty member signed on as an advisor (LRCCD Board Regulation –2312).
4. A second, or co-advisor, is strongly recommended.
5. In order to be active, the club must have ten SCC enrolled students (including the president and treasurer) signed on as club members.
6. A president and treasurer are required for activity and can either be elected or appointed by club members. Please note that officers must maintain a minimum of **five units** and a minimum cumulative **GPA of 2.0**.
7. Remember to complete both sides of the Declaration of Activity.
8. Return the Declaration of Activity with a completed Signature Form to the Student Leadership and Development Office for processing.
9. You will be notified of the approval status as indicated on the backside of the Declaration of Activity.

SUMMER EXTENSION

Fill this form out if your club has been active over the academic year and would like to remain active over the summer (day after spring semester ends through the day before fall semester begins).

1. Clubs can declare their summer extension for activity between April 1 and the last day of spring semester.
2. Applications are available at the Student Leadership and Development Office.
3. The instructions for the Declaration of Activity form on the previous page also apply to the Summer Extension form. Please read and follow the instructions noted prior to submitting the Summer Extension form.
4. Please note that a president and treasurer are required for activity and can either be elected or appointed by club members. For summer activity, officers must maintain a minimum of three units and a minimum 2.0 GPA.
5. Remember to complete both sides of the Declaration of Activity.
6. Return the Declaration of Activity with a completed Signature Form to the Student Leadership and Development Office for processing.
7. You will be notified of the approval status as indicated on the backside of the Declaration of Activity.

Please note that the Student Leadership and Development Office values student involvement throughout the year. Although our hours may be reduced during the summer, we will strive to provide quality service and support to all of our students and advisors.

CLUB CHANGES (Advisors, Officers)

1. Submit a Campus Club Change Form to the Student Leadership and Development Office for processing (sample provided in this packet).
2. Submit a new Signature Form as needed to the Student Leadership and Development Office.

RESPONSIBILITIES

1. All clubs and student organizations must comply with policies and procedures as set forth by SL&D, SCC and LRCCD.

Charter Forms



Student Leadership and Development Office
Sacramento City College
South Gym, 226
(916) 558-2381

APPLICATION FOR CAMPUS CLUB CHARTER

Please complete and return with club constitution to the Student Leadership and Development Office, SG226.

1. Name of Student Club: _____ Date: _____

2. Goals and objectives you plan to achieve: _____

- a.) Club membership is open to all Sacramento City College registered students regardless of ethnic group identification, religion, sex, age, color, sexual orientation, physical or mental disability or for conversing in a language other than English.
- b.) Charters will remain in effect as long as the club is active. The club must re-charter every fall semester. All club monies will be transferred into the Inter-Club Council account if a club has been inactive two or more years.

Los Rios Community College District Board Policy

2300 STUDENT DEVELOPMENT
2310 Student Organization and Activities

Student Clubs P-2312
1 of 1

1.0 Campus Clubs and Organizations

- 1.1 Campus clubs, organizations or student interest groups may be organized within the District provided they conform to procedures established by administrative and campus regulations.
- 1.2 Every club must have an advisor from the faculty in order to operate on the campus.
- 1.3 All club members shall be enrolled in the college at the time of membership and for the term of membership.
- 1.4 All club officers shall be enrolled in a minimum of five (5) semester units and shall meet and maintain the minimum standards of scholarship prescribed for community college students by the District (good standing with a minimum 2.0 GPA).

2.0 **Secret Clubs**

- 2.1 The establishment by students of any secret clubs is prohibited.

CLUB CONSTITUTION OUTLINE

A club constitution should establish the fundamental principles on which the club is to operate. A constitution should include the following:

ARTICLE I – Name of the Organization

Section 1: The name of this organization shall be (e.g. the Outdoor Adventure club).

ARTICLE II – Purpose of the Organization

This section can be as brief or as detailed as you would like. It should include, at least, a general outline of what your club would like to accomplish.

ARTICLE III – Officers of the Organization

Decide what officers your club will have, how they will be elected, when they will be elected, the term of office each will hold, and how vacancies will be filled.

ARTICLE IV – Qualification for Membership

List the requirements and qualifications necessary to become a member without regard to race, color, marital status, religion, national origin, sex, age, handicap, veteran status or sexual orientation.

ARTICLE V – Meetings

Determine the frequency of general meetings and establish procedures. Special meetings may need to be addressed as well.

ARTICLE VI – Quorum

State the minimum number of members who must be present at a meeting in order to transact business. (Should not be less than four members.)

ARTICLE VII – Amendments

State how and when the constitution can be amended.

NOTE: All constitutions must have the signature of the club president and club advisor as follows:

“I have read and understand the contents of this document.”

Advisor

Date

Club President

Date



Student Leadership and Development Office
 Sacramento City College
 South Gym, 226
 (916) 558-2381

DECLARATION OF ACTIVITY
 PLEASE PRINT OR TYPE

Name of Student Club _____ Date: _____

Faculty Advisor: _____ Phone: _____

Department: _____ Email: _____

Co Advisor: _____ Phone: _____
 (Optional)

Department: _____ Email: _____

President: _____ Student ID# _____
 Make sure this name is NOT listed below

Address: _____ Phone: _____
 _____ Email: _____

Treasurer: _____ Student ID# _____
 Make sure this name is NOT listed below

Address: _____ Phone: _____
 _____ Email: _____

Officers must have a minimum of 5 units and a minimum GPA of 2.0.

Member Name (print legibly)	Student ID #
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Inter-Club Council

ICC provides clubs the opportunity to join with other clubs in fundraising efforts, scholarships, networking, community service efforts, and/or other educational activities the clubs may be interested in.

Clubs seeking support, financial or otherwise, from the Inter-club Council or Associated Student Government must participate in ICC. ***If a club chooses not to participate, they will also not be able to participate in Club Day.***

Are you interested in participating in ICC? Yes No

Name of representative: _____ Student ID: _____
Address: _____ Email: _____
_____ Phone: _____

Note: Your club's Declaration of Activity will remain active for the academic year contingent upon the following:

1. Changes to the club constitution are filed with the Student Leadership and Development Office.
2. Change in officers and/or advisor(s) are on file with the Student Leadership and Development Office.
3. All policies and procedures for student clubs must be followed as outlined in the Club Handbook and College and District regulations.

I have read and understand the Club Charter, Declaration of Activity. I have also been provided with a copy of the Club Handbook. By signing here, I agree to have my email address and phone number posted to club lists, which are shared publicly.

President's signature: _____ **Date:** _____

I have read and understand the Club Charter, Declaration of Activity. I have also been provided with a copy of the Club Handbook.

Advisor's signature: _____ **Date:** _____

Student Leadership and Development Use Only

Declaration of Activity approved: Yes No Date: _____
If no, reason: _____

Club has been notified: Yes No

Club account number established? Yes No Acct: # _____

Constitution on file? Yes No Staff Initials: _____

STUDENT LEADERSHIP AND DEVELOPMENT OFFICE
SACRAMENTO CITY COLLEGE
South Gym, 226
(916) 558-2381

Trust Acct #: _____

SIGNATURE FORM

Name of Student Club: _____

This is to certify that the persons named herein have been authorized to sign requisitions on the funds of this account.

President (print) (signature) Date

Treasurer (print) (signature) Date

Faculty Advisor (print) (signature) Date

- EXAMPLE -
Official form available at
SL&D Office

No signatures other than the above will be recognized on requests or purchase orders. This is for your protection.
Return all copies to our office.

Distribution:

white: Student Leadership and Development *yellow*: Business Office *pink*: Student Club *goldenrod*: Facilities



Student Leadership and Development Office
 Sacramento City College
 South Gym, 226
 (916) 558-2381

SUMMER EXTENSION FOR DECLARATION OF ACTIVITY

PLEASE PRINT OR TYPE

Name of Student Club _____ Date: _____
 (Clubs active over the summer must have a faculty advisor who is active in all club activities.)

Faculty Advisor: _____ Phone: _____

Department: _____ Email: _____

Co Advisor: _____ Phone: _____
 (Optional)

Department: _____ Email: _____

President: _____ Student ID# _____
 Make sure this name is NOT listed below

Address: _____ Phone: _____

_____ Email: _____

Treasurer: _____ Student ID# _____
 Make sure this name is NOT listed below

Address: _____ Phone: _____

_____ Email: _____

Officers must have a minimum of 3 units and a minimum GPA of 2.0.

Member Name	Student ID #
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Please note that Student Leadership and Development has limited hours and availability over the summer. Plan club activities in advance and consult with the Student leadership and Development Office for more information.

Note: Your club's Summer Extension will remain active for the current summer contingent upon the following:

- Changes to the club constitution are filed with the Student Leadership and Development Office.
- Changes in officers and/or advisor(s) are on file with the Student Leadership and Development Office.
- All policies and procedures for student clubs must be followed as outlined in the Club Handbook and College and District regulations.

I have read and understand the Club Charter, Declaration of Activity. I have also been provided with a copy of the Club Handbook. By signing here, I agree to have my email address and phone number posted to club lists, which are shared publicly.

President's signature: _____ **Date:** _____

I have read and understand the club charter, Declaration of Activity, and Summer Extension. I have also been provided with a copy of the Club Handbook.

Advisor's signature: _____ **Date:** _____

• • • • • • • •

Student Leadership and Development Use Only			
Summer Extension approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____
If no, reason: _____			

Club has been notified:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Staff initials: _____



Student Leadership and Development Office
 Sacramento City College
 South Gym, 226
 (916) 558-2381

CAMPUS CLUB CHARTER CHANGE FORM

PLEASE PRINT OR TYPE

Name of Student Club _____

Date _____

Officer	Name	Student ID #	Phone #	E-mail
President*				
Treasurer*				
ICC Representative				

* Officers must be enrolled in 5 units and maintain a cumulative 2.0 G.P.A.

As the Advisor of this student club, I assume the responsibility for being present at all official meetings and functions of the club unless the Co-Advisor is present and understand campus and district policies governing student clubs. I have received a copy of the Club Handbook.

Faculty Advisor: _____ Date _____

Department: _____ Phone # _____

Email Address: _____

As the Co-Advisor of this student club, I assume the responsibility for being present at all official meetings and functions of the club unless the Advisor is present and understand campus and district policies governing student clubs. I have received a copy of the Club Handbook.

Co-Faculty Advisor: _____ Date _____

Department: _____ Phone # _____

Email Address: _____

Changes to the Club Advisor, President, and/or Treasurer require a new Signature Form be completed and submitted to the Student Leadership and Development Office.

Club Privileges

The following privileges apply to officially chartered clubs at Sacramento City College:

1. The use of the name, Sacramento City College, for approved events and activities.
2. The use of Sacramento City College facilities and equipment for approved meetings and events.
3. The posting of fliers for approved meetings and events, in compliance with Sacramento City College regulations.
4. Publicity of approved meetings and events in on-campus resources, such as *electriCITY*, the Student Leadership and Development newsletter.
5. The use of a trust account at the Sacramento City College Business Office.
6. Relationship with the Associated Student Government.
7. Opportunity for representation on the Inter-Club Council (ICC).
8. Assignment of a club mailbox in the ICC Office (Student Center 101A) for correspondence (mailboxes must be emptied by the last day of each semester).
9. The opportunity to link your club web page through the Student Leadership and Development Office.
10. The freedom to organize activities that benefit students, their clubs and their constituents.
11. The opportunity to share common interests and broaden social horizons that lead to a positive campus environment.

Conditions for Denying, Revoking, or Suspending Club Charters

A chartered student club may have its official status and privileges denied, revoked or suspended for the following reasons:

1. The advisor is not present at a club meeting, special event or function held on or off campus.
2. A club-sponsored activity, whether on or off campus, violates district or college rules and regulations.
3. A club member acts in such a way that creates a substantial disruption to the orderly operation of the college. (LRCCD Policies and Regulations P-2411, P-2441).
4. A club does not deposit revenue within 24 hours of receipt with the Business Office.

Advisor Information

ADVISOR SELECTION

1. Student club members are responsible for selecting their club's advisor(s).
2. The primary advisor must be a faculty member at SCC.
3. Faculty spends a lot of time and energy, above and beyond their normal work duties, volunteering as club advisors. Due to the commitment level, co-advisors are recommended. Having two advisors that work and communicate well together will provide for a better experience to both the advisors and students.
4. Students are encouraged to select an advisor(s) with similar interests.
5. Advisors play an important role in the development of our students and clubs. They also have a tremendous responsibility and should be well informed prior to making a club commitment. Students are encouraged to share and discuss this Handbook with prospective advisors.

ADVISOR RESPONSIBILITIES

1. The primary advisor for each club must be a SCC faculty member (LRCCD Policies and Regulations P-2312) and have authority to sign off on financial matters.
2. Play an active role in assisting students in planning meaningful activities that are consistent with the purposes of the group, and/or with the goals of the organization.
3. Attend **all** club activities, whether on or off campus.
4. Confirm and monitor student academic enrollment eligibility and club membership.
5. Encourage development, initiative, responsibility, and leadership of the student members.
6. Promote communication with Student Leadership and Development.
7. Ensure club compliance with all college and district policies and regulations.

ADVISOR BENEFITS

1. Stay connected with the students and their lives, which will enhance service, support, and teaching.
2. Contribute to the holistic development of students and their academic success.
3. Get involved in student life and the campus community.
4. Gain Flex credit (earned on an hourly basis).
5. Have fun.

Advisor Service Hours information from the 2008-2011 LRCFT Contract:

4.1.3 College Service

College Service represents a professional commitment by all faculty to the institution. Participation, to be determined by the faculty member, may include, but not be limited to: participation on advisory committees, engaging in college planning processes, attending division and department meetings, participating in program planning, participating on search and selection committees, serving on evaluation teams, sponsoring and supporting student activities, participating in college and district governance and activities of the LRCFT that are reasonably related to college service.

Inter-Club Council (ICC)

GENERAL INFORMATION

The Inter-Club Council (ICC) is the umbrella organization over all participating clubs. Clubs who elect to be members of ICC will have the opportunity to join with other clubs in accessing funds, fundraising (e.g. Club Day), networking, community service events, campus activities, etc. Clubs seeking support, financial or otherwise, from the ICC or the Associated Student Government must participate in ICC. Member of ICC are expected to send a representative to regularly scheduled meetings and actively participate in all decision-making and activities. For more information on meetings and how to get involved, contact the Student Leadership and Development Office.

RELATIONSHIP TO THE ASG

ICC is a sister organization to the Associated Student Government (ASG). The ICC President/Chair is an elected/appointed officer with the ASG. All students are encouraged to participate in the ASG as well. The ASG is the only vehicle recognized by California law for the coordination and representation of students' ideas and opinions. For more information on the ASG, contact the ASG or Student Leadership and Development.

PARTICIPATORY DECISION-MAKING

The ASG President is responsible for appointing students to SCC standing committees. These committees are comprised of faculty, staff, and students and conduct business for the campus in the following areas:

- Budget
- Campus Development
- Campus Safety
- Curriculum
- Honors and Awards
- Information Technology
- Learning Resources
- Matriculation
- Planning, Research, & Institutional Effectiveness
- Staff Development
- Staff Equity and Diversity
- Student Equity

All students are encouraged to exercise their right to participate in campus decision-making. Interested students should submit the Standing Committee Appointment Form (provided in this packet) to the ASG President or Advisor.

Associated Student Government



STANDING COMMITTEE APPOINTMENT FORM

To: Dr. Nelle Moffett, Dean
Planning, Research, & Institutional Effectiveness

Fr: President, Associated Student Government

Cc: Appointed Student
Kim Beyrer, Coordinator, Student Leadership & Development

Re: SCC Standing Committee Appointment

Date: _____

Print Clearly

Appointed Student Name: _____

Appointed Student Address: _____

Appointed Student Phone: _____

Appointed Student E-mail: _____

Committee(s):

- | | |
|---|--|
| <input type="checkbox"/> Budget | <input type="checkbox"/> Learning Resources |
| <input type="checkbox"/> Campus Development | <input type="checkbox"/> Matriculation |
| <input type="checkbox"/> Campus Safety | <input type="checkbox"/> Planning, Research, & Institutional Effectiveness |
| <input type="checkbox"/> Curriculum | <input type="checkbox"/> Staff Development |
| <input type="checkbox"/> Honors & Awards | <input type="checkbox"/> Staff Equity and Diversity |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Student Equity |

Other: _____

For more information, go to <http://www.scc.losrios.edu/~governce>.

ICC CONSTITUTION

The Inter-Club Council Constitution and Bylaws are the guidelines that govern clubs chartered at Sacramento City College.

Any changes to the Constitution and Bylaws require a 2/3rd favorable vote of the Inter-Club Council.

ARTICLE I NAME

The name of this organization shall be the Inter-Club Council of Sacramento City College, further known in this document as the (ICC).

ARTICLE II MISSION

To secure solidarity of the Student Body of Sacramento City College through mutual understanding of the variety of ethnicities, genders, orientations, views and interests of its members. To present and express the needs and desires of the Student Body represented by the groups within ICC as a united front to the Associated Students and to the administration; in short, to unite and be heard. Function as a liaison among the student groups at the college.

ARTICLE III OFFICERS

Section 1: The officers of ICC shall be a President, Vice-President, Secretary, and Treasurer.

Section 2: The President shall be the current Commissioner of Inter-Club Council of the Associated Students.

Section 3: The Vice-President shall be elected by the current members of ICC.

Section 4: All officers must maintain a grade point average minimum of 2.0 except the President who must maintain a grade point average of a 2.5 and currently enrolled as SCC students.

Section 5: Absentee ballots will not be permitted at any vote or election. One vote may be cast per person and per club. No more than two (2) clubs will be represented by one (1) person.

Section 6: Officers or a representative is expected to attend all regular meetings of the ICC.

ARTICLE IV MEMBERSHIP

Section 1: Membership of the ICC shall be open to all groups of SCC Students that can claim any popularity on campus and are chartered with Student Leadership and Development.

Section 2: All clubs are required to designate representatives to the ICC by the club's popular decision. Representatives may be rotated by the group at its discretion.

Section 3: No person shall be allowed to serve on the ICC if they are subject to dismissal for academic reasons.

Section 4: All clubs that have participated in 75% of the ICC meetings will be allowed to participate in Club Day and any other Inter-Club Council sponsored events.

Section 5: All clubs that actively participate in Inter-Club Council will be allowed to request special funding from ICC.

ARTICLE VIII MEETINGS

Section 1: Meetings shall be categorized as regular, special, and emergency.

- a. Regular meetings shall take place TBA, except as precluded by interfering holidays or events, and except as decided by the Inter-Club Council by vote.
- b. Special meetings may be called to order to discuss specific topics as presented by the President, Vice-President, Secretary-Treasurer or member(s).
- c. Emergency meetings may be called to order to discuss items of emergency, and such meetings may take place by formal seating, by telephone or other means as mandated by the emergency.
 - 1) An emergency shall be defined as that situation in which risk is faced by loss of life, property or assets, or of standing of citizenship, club existence.

Section 2: Parliamentary procedure shall be adhered to at all meetings.

- a. Constant procedure shall be adhered to at all meetings.

Section 3: Clubs must send a representative to attend all regular meetings of ICC.

- a. After three (3) unexcused absences per semester, the ICC, by vote, shall determine upon consequences, which may include but not limited to:
 - 1) Suspending voting privileges.
 - 2) Suspension of participation in Club Day and any other ICC sponsored events.
 - 3) Other consequences as determined by the ICC.

ARTICLE IX DUTIES OF THE INTER-CLUB COUNCIL

Section 1: The duties of ICC shall be:

- a. To serve as a liaison between clubs, Associated Students, and Administration.
- b. To support individual clubs to obtain resources and facilities.
- c. To act as a peacekeeper between clubs.
- d. To coordinate and mediate activities of clubs.

ARTICLE X MATTERS PERTAINING TO THE ICC

Section 1: Injustices to the clubs.

Section 2: Activities of clubs.

Section 3: Clubs disputes.

Section 4: Matters of charter

- a. Matters may be taken up by ICC in the case of pertinence to clubs, ICC, or popular discrepancy.
- b. Matters shall be taken to the ASG by the ICC.

Section 5: ICC shall have the option to return certain issues to the ASG.

ARTICLE XI AMENDMENTS

Section 1: All proposed amendments to this Constitution and Bylaws shall be submitted to the Inter-Club Council in writing at a regular meeting.

Section 2: An amendment shall take effect immediately on approval by a 2/3rd majority vote of all valid votes cast at the next regular Inter-Club Council meeting.

ICC BYLAWS

TITLE I OFFICE USE

Section 1: The operating hours of the ICC office are from 8:30 a.m. to 5:00 p.m. on Mondays through Thursdays and 8:30 a.m. to 4:30 p.m. on Fridays. However, the office will remain locked unless a member is physically in the office.

Section 2: Office rules

- Only ICC members (officers or club representatives) can use the phones.
- The room to be kept clean.
- All office equipment is to stay within the office.
- Only ICC members (officers or club representatives) can use the computer.
- No food or drinks are to be allowed near the computer.
- Computer to be used for club purposes only. No homework, chat rooms, inappropriate websites, or software downloads.
- **The ICC office is not to be used as a storage area. Any item left for more than five (5) working days will be disposed of unless otherwise approved.**

By-laws amended f'00, f'04, f'06

Accounting Procedures

Due to district and college regulations, funds must be accounted for in specific ways. These procedures have been detailed for your convenience.

GENERAL INFORMATION

1. All clubs are under the general supervision of the Student Leadership and Development Specialist and Coordinator.
2. Once your club has been chartered and approved for activity, Student Leadership and Development will establish an account for your club in the College Business Office.
3. The club advisor must authorize all expenditures as well as supervise and review all financial transactions.
4. Approvals for expenditures must be noted in your club minutes.
5. Authorized signatures for club requisitions must include:
 - Club President or Treasurer
 - Club Advisor
 - Student Leadership and Development Specialist or Coordinator
 - Dean of Matriculation & Student Development
6. The Student Leadership and Development Office can provide monthly financial reports to each club, if requested.
7. All club disbursements are made by check.
8. Failure to deposit funds into the club account at the Business Office within 24 hours of receipt may result in the loss of your club charter. Off campus accounts are prohibited.
9. Requisitions must be processed with required supporting documents to ensure audit accountability:
 - Minutes, Event Flier, etc.
 - Original Receipts - for all reimbursements
10. If a club is inactive for two consecutive years, all monies in their account will be transferred to the Inter-Club Council account.

FINANCIAL ETHICS

A statement on financial ethics is available in the Administrative Services Procedures Manual, Third Edition, Section 3.1.

1. All funds collected from club activities are deposited in an income account in the Business Office. Expenses should not be paid directly out of funds collected, but rather processed through the Business Office Requisition/Purchase Order system.
2. Always request funds in advance for all purchases. Club members and advisors should avoid spending personal funds on college-related activities.
3. Promptly pay all debts to ensure good credit standing.
4. It is imperative when dealing with money that conflicts of interest, or perceptions thereof, are guarded against at all times. One example of a conflict of interest is a club member using their influence to secure a financial transaction that would provide any kind of financial gain or potential financial gain to the individual club member. Advisors and club members must avoid any circumstance that might provide an actual or perceived conflict of interest.

EXPENDITURE OF CLUB FUNDS

1. To access club funds you need to complete a Business Office Requisition/Purchase Order Form available at the Student Leadership and Development Office (an unofficial copy is provided in this packet for your information).
2. The following are approved methods of expenditure:
 - Vendor Payments: Checks issued directly to a company.
 - Purchase Orders: Issued to a company for purchases encumbered/charged to your account.
3. All information, including addresses, must be fill out on requisitions for processing.
4. Club authorization of the expenditure(s) is required (e.g. minutes, memo from club members, etc.) on all requisitions for processing.
5. Submit completed requisitions to the Student Leadership and Development Office for processing no later than Thursday of each week for the following Friday for pick-up or mail-out. The earlier you submit your paperwork the better for you to receive or have payment sent in a timely manner.

DEPOSIT OF CLUB FUNDS

1. Complete a Business Account Deposit Voucher available at the Student Leadership and Development Office (an unofficial copy is provided in this packet for your information).
2. Submit directly with funds to the Business Office no later than 24 hours after conclusion of event.
3. Clubs submitting funds after the 24 hour window will be at risk of losing their charter for the semester.
4. After the deposit has been verified, a copy will be placed in the club mailbox.

CHANGE FUND (Cash Box)

1. Sufficient funds must be on deposit with the Business Office to cover requested change funds.
2. The club advisor needs to complete and submit the Request for Change Fund Form (an unofficial copy is provided in this packet for your information) to the Business Office and arrange for a change fund at least 24 hours in advance of the event.
3. It is important to inform the Business Office of the breakdown of cash and coin desired (i.e., change for \$30 = one \$10, two \$5's and ten \$1's). It is also important to indicate whether a cash box is needed to hold the change.
4. The designated person can pick up the change box from the Business Office.
5. When picking up the change fund/cash box, be sure to count it and initial the form. You are responsible for the amount of money returned.
6. When finished with the change fund/cash box, complete a Business Office Deposit Voucher, arrange the money by denomination with the heads of bills facing the same way, wrap coins when possible and return to the Business Office.

RAFFLES, DRAWINGS, AND GAMES OF CHANCE

“School entities, including student clubs, are not authorized to participate in raffles because, unlike the local PTA, they are not nonprofit organizations exempt from state tax as defined in the Franchise Tax Code. Rather, school entities are exempt from tax by virtue of being a government entity.” “Many school groups print tickets with the words ‘suggested donation’ on them and call it a drawing rather than a raffle. This does not make it legal unless the group is prepared to give anyone who requests a ticket as many tickets as they want for free (no donation). This is still considered a raffle legally, so is not permissible for school entities. “The only way to have a legal raffle is to work with an eligible nonprofit organization that has its own tax identification number, registers with the Attorney General annually and disburses 90% of the profits to a charitable purpose.” (Fiscal Crisis & Management Assistance Team, 2009, “Associated Student Body Accounting Manual & Desk Reference,” p. 79).

TYPES OF EXPENDITURES (GIFT OF PUBLIC FUNDS)

“Anything that is purchased must be in compliance with the law and local board policy, and cannot be considered a gift of public funds.” “The site administrator and ASB advisors are responsible for ensuring that the funds are used to purchase goods and services that promote the students’ general welfare, morale and educational experiences.” Generally speaking, ASB expenditures will benefit a group of students rather than individuals. “The expenditures must also be for goods and services other than those which the school entity should provide from its own funding sources.” Expenditures that are considered a “gift of public funds,” such as gifts of any kind, donations, gift certificates, and cash awards, are prohibited. “Donations to nonprofit organizations and students or families in need usually are not allowable because they are considered a gift of public funds, no matter how worthy the cause.” “However, a student group may organize a fundraiser to support a charity as long as the event is clearly identified as raising funds to donate to that charity. All donations should be in the form of a checks made payable to the charity and should be picked up or delivered directly to the charity.” (Fiscal Crisis & Management Assistance Team, 2009, “Associated Student Body Accounting Manual & Desk Reference,” p. 151-152).

DONATIONS AND TAX WRITE-OFFS

Because student organizations are legally part of the school district, they are exempt from income tax just as the district is due to its status as a governmental organization. The district is not a private 501(c)(3) nonprofit organization, but enjoys tax-exempt status by virtue of being a government entity. Many external organizations that donate to a student organization will request a tax identification number because they assume that this number is needed to claim a tax deduction on their annual income tax return. However, the district’s tax identification number is not needed for them to claim a deduction and should not be given out. Government organizations are not required to share their tax identification number. All requests for the tax identification number should be forwarded to the district business office, unless the sites have been provided with a letter to send out when asked for a tax identification number.

TAX EXEMPT STATUS

When outside businesses or individuals are considering making a donation, student organizations are frequently asked for their tax identification number. The student organization and the district are not considered a private nonprofit 501 (c) (3) organization; rather, they have non-profit, tax-exempt status by virtue of being a government al entity. The district’s tax identification number should always be treated confidentially; it should not be given out when asked because it is not required for the donors to claim a tax deduction. All requests for the district’s tax identification number should be forwarded to the college Business Office. (Fiscal Crisis & Management Assistance Team, 2009, “Associated Student Body Accounting Manual & Desk Reference,” p. 120).

Accounting Forms

CAMPUS-BASED ACCOUNT REQUISITION/PURCHASE ORDER

Sacramento City College Campus-Based Account Requisition/Purchase Order non-LRCCD Purchase Orders

P.O. #
Valid Only With Business Office
APPROVAL (below)

April 01, 2005
Date

Student ID #
0004001

Check Request (receipts or invoices required)
 Purchase Order
 Hold in Business Office Mail to vendor

Vendor JANE DOE
Address 1234 - 10th Street
City SACRAMENTO
State CA Zip 95822

NOTE TO VENDOR

Please include Purchase Order No. on Remitted Invoice
Mail To: **Sacramento City College - Business Office**
3835 Freeport Blvd.
Sacramento, CA 95822
Please Deliver To: **Sacramento City College - Receiving**
3835 Freeport Blvd.
Sacramento, CA 95822

Item	Quantity	Stock No.	DESCRIPTION	UNIT	TOTAL
1			Reimbursement for		
2			Supplies + Refs		21.56
3					
4					
5			Original Receipts Attached		
6					
7			Club Minutes		
8					
10					
Delivery Instructions: <input type="checkbox"/> Ship to Receiving <input type="checkbox"/> Will Call				TAX	
				TOTAL	21.56

I / WE certify the items/services listed above are obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, or federal policies, rules, regulations, and laws.

Mark Myranda - President 3/29/05
REQUESTED BY DATE

Pat Advanette 3/31/05
AUTHORIZED- Advisor DATE

AUTHORIZED- Area Manager DATE

APPROVED- Business Office DATE

Budget Number: BANSC1 5890 1811 SC.VS. MSDO Activity Name: Used Books - Fundraiser

BusUnit Account Fund Org
649001 00000 12005/ 1230
Program SubClass BY Proj/Grant

Voucher No.

Check No.

Adm. Svs. 5/04

DISTRIBUTION
Original - Vendor Green - Business Office Yellow - Receiving Pink - Area Manager

DEPOSIT VOUCHER

Sacramento City College

3835 Freeport Boulevard
Sacramento, CA 95822

Business Office Deposit Voucher

Voucher No. _____

Date: _____

Describe Source of Deposit (check one)

(check one)
 Trust Educational Enrichment Program
 Student Association District General Fund

Event Income EVENT: _____

Sale of Goods TYPE OF GOODS SOLD: _____

SubAccount Number: _____

Donation DONORS: _____

Account Number: _____

Account Title: _____

Your Name: _____

Other SOURCE: _____

DEPOSIT DETAIL

Time Type:		HEC/S/ P (Please List Check.No / Amount)			\$
CASH	COIN:				
50's	50 ¢				TOTAL DEPOSIT
20's	25 ¢				
10's	10 ¢				
5's	5 ¢				
1's	1 ¢				
\$	\$			\$	
Total Cash	Total Coin			Total Checks	

BUSINESS OFFICE Received By

DATE

Batch No./Trans. No.

Distribution:

Original - Business Office
Yellow - Area Manager
Pink - Depositer's Receipt

Adm. Svs.
May-97

REQUEST FOR CHANGE FUND (Cash Box)

Request for Change Fund	
Club or Organization Name	S.M.E.C.
Advisor Name	Mia-Gemma Johnson
Name of Person Picking Up Funds	Art Hernandez
Event Name	Movie Night
Event Date	9/17/04
Total Amount of Change Fund	40.00
\$ _____ in Tens	
\$ 10 _____ in Fives	
\$ _____ in Ones	
Coin - <input type="checkbox"/> in Full Only	
\$ 20 _____ in Quarters (\$10 roll)	
\$ _____ in Dimes (\$5 roll)	
\$ _____ in Nickels (\$2 roll)	
Pickup Date/Time	9/17/04 4:30 pm
Cash Box Required: please circle	<input checked="" type="radio"/> YES <input type="radio"/> NO
X _____	Box # _____
24 Hours Advance Notice is required on ALL change fund requests.	
Large requests may require more than 24 hours.	
All Change Funds must be returned immediately following the end of the event.	
Sacramento City College Business Services Office - Rodda North Room 173 - Phone 558-2321	

EXAMPLE
 Official copy available in
 SL&D Office

Tax Exempt Form Letter

Date

Name

Company Name

Address

City, State, Zip Code

Re: Donation to the Name Club, Sacramento City College

Dear Name:

Thank you so much for your generous donation to the Name Club at Sacramento City College. Your support enables us to (insert club mission). Without support like yours, we would not be able to (insert club goals).

For tax purposes, we have itemized your donation below:

(Itemize donation here, including estimate of value.)

Again, we very much appreciate your support of our organization!

Sincerely,

Name

Club Name

Address

City, State, Zip Code

Note: Student clubs and organizations at Sacramento City College are legally part of the Los Rios Community College District. As such, we are exempt from income tax, just as the district is due to its status as a governmental agency. The District is not a private 501 (c) (3) non-profit organization, but enjoys tax-exempt status by virtue of being a governmental agency. The District's tax identification number is not needed to claim a tax deduction. Please accept this letter as certification: Sacramento City College is a state educational institution, which is considered a political subdivision of the State of California. As such, Sacramento City College is considered a non-profit state entity rather than a private 501 (c) (3) non-profit organization. Donations made to our schools are tax-deductible under these statutes.

Facility Requests

GENERAL INFORMATION

When requesting a campus facility for a club meeting or activity, the first step is always the Student Leadership and Development Office (SG-226). Staff will help club members in facility selection, request, and processing. Note: Any major club event, such as dances, fairs, demonstrations, etc. must be discussed **well in advance** with the Student Leadership and Development Specialist or Coordinator as special arrangements may be required. For more information on dances/large events, please go to Dances in the Resource section of this Handbook.

STUDENT CENTER REQUESTS

If there is space available in the Student Center that can accommodate your club's needs, fill out a Student Center Event Request, available in the Student Leadership and Development Office (sample provided in this packet). Once the form is completed and signed by your advisor, it should be returned to the Student Leadership and Development Office for processing.

OTHER CAMPUS FACILITY REQUESTS

If another campus facility is required to meet your club's needs, then the Student Leadership and Development Office will assist you in making an appropriate request and provide you with the necessary reservation paperwork. Completed paperwork must be returned to the Student Leadership and Development Office for processing.

ALL REQUESTS

Please note that all facility requests must be filed in the Student Leadership and Development Office as follows:

- A **minimum of two weeks prior** to the requested date for all events requiring minimal to no set-up. No set-up means that the facility is acceptable as normally arranged and that there are no additional requests. Minimal set-up generally means that less than two tables and five chairs are altered/added/removed with no additional requests.
- A **minimum of two weeks prior** to the requested date for all events requiring a set-up. A set-up involves a change to the facility arrangement and/or additional requests (audio-visual, etc.).
- A minimum of one month in advance for all major events.

The status of your reservation will be communicated via email to the club advisor, and in the club mailbox located in the ICC Office, Student Center, 101A.

Advance planning, beyond the requirements noted above, is recommended.

SCC College Event Planning “Quick Start” Guide

1. Who do I call to reserve a facility?

- a) **Facilities:** Anything not listed in b-e, including RN-258, LR-105, SG-119, City Café Conference Rooms # 1 & 2, and all regular classrooms once credit classes have been established for the semester.
- b) **Student Leadership:** Student Center (West Hall), Cultural Awareness Center, CAC Conference Room 103.
- c) **VPI Office:** RN-308 (Interview Room)
- d) **Division offices:** Labs or division conference rooms
- e) **Media Services:** TV Studio, broadcast/video facilities

2. What forms do I need to fill out?

- a) **“Facilities Use” Request Form** (contact Vicki by phone or email)
 - Simple room or Quad request complete side One only
 - If set-up is required complete both sides of the form
- b) **Student Leadership & Development/CAC form** is needed for all events held in the Student Center
- c) **Media Services Event Support form** is needed for events in any venue that requires support by Media Services Staff.

3. How do I get the equipment/set-up I need?

- a) For digital projectors and laptops, check out from Academic Computing in the LRC, email Nanci Olender
- b) For other portable AV equipment, check out from Instructional Media, x2671.
- c) For audio systems, screen set-up, more elaborate media needs or tutorials for permanently installed equipment, fill out Media Services Event Support form and/or contact Media Services

4. When do I need to submit the forms?

- a) All forms need to be received two weeks in advance of event date
- b) Cancellations should be made as soon as possible
- c) RN-258, LR-105, SG-119, City Café #1 & 2 and the Quad can be booked annually
- d) Classrooms can only be booked for the current semester since class schedules change each semester

Facilities: Vicki Byers x2525/Amy Virdure x2304
Student Leadership: Chris Torres x2381
Media Services: Alex Adan x2215/Mitch Sakaishi x2436
VPI Office: Hannia Velez x2225

STUDENT CENTER EVENT REQUEST FORM

Instructions: Please complete this form and attached diagram(s) (if applicable) and send to the Student Leadership and Development Office. **The setups for the Cultural Awareness Center and Conference Room will remain as is.** Please review attached options available for the **Student Center**. This original event request form must be on file before reservations are approved and confirmed. Due to high demand for room reservations, please notify our office **at least one week** in advance if you make changes to, or cancel your event(s). Thank you.

Today's Date: _____ Faculty/Staff Advisor's Name: _____

Dept/Club/Organization: _____ Phone: _____ Fax: _____

Description of Event: _____

Requested Event Day/Date(s): _____ 2nd choice: _____

Usage Time (Set-up/Clean-up): _____ Actual Event Duration: _____

Will admission be charged? Yes No Will you need security? Yes No

(If yes, please ask for our Off-Duty Security Contract Form.) Approx. number of participants: _____

Will food be served? Yes No If yes, please fill out information on the reverse side.

Please indicate the **staff member/advisor** that will be responsible for the facility and event.

Note: District Policy requires that the advisor and/or assigned certificated staff member be present at club event.

Print Name: _____ Phone No.: _____

Signature: _____ Date: _____

I understand that as the individual listed above, I must be present for the event in its entirety and will **report any emergencies** to Campus Police immediately, ext. 2221.

Please Circle appropriate information

Facility Requested: Conference Room (SC 103) / Cultural Awareness Center / Student Center (West Hall)

Maximum capacity:

(20 people)

(50 people)

(Diagram: A=75 / B=120 / C=160)

Student Center Set-up: Yes No If yes, complete and attach Diagram Form.

Regular hours of operation of the Student Center are:

Monday – Thursday 8:00 a.m. to 5:00 p.m. and Friday's 8:00 a.m. to 4:00 p.m.

OTHER CAMPUS FACILITIES USE REQUEST/PERMIT

"NORMAL"

Facilities Use Request/Permit

Today's Date 8/16/04

EVENT INFORMATION:

Requestor Name MAI-Gemu Johnson Fax # 2656

Dept/Organization SMEC Telephone # 2497

EVENT: Club Food Sale

Requested Event Date(s) Tues 9/7 Time 10:30 - 2:00 pm Approved _____

Thurs 9/9 Time 10:30 - 2:00 pm Approved _____

Tues 10/2 Time 10:30 - 2:00 pm Approved _____

2nd Choice _____ Time _____ Approved _____

Time _____ Approved _____

Actual Event Time: 11:30 - 1:30 pm

One Time Use _____ More than Once _____ All Semester: Beginning/Ending _____

Number of Participants 100+ Adults _____ Children _____

Facility Requested: Classroom _____ Size: 0-50 _____ 50-100 _____ 100+ _____ Lecture Hall _____ City Safe _____
 Gym _____ (North _____) (South _____) Auditorium _____ Conference Room # _____ (258)
 Quad Hughes Stadium _____ Other _____

Set-up Required Yes No _____ If YES, complete diagram _____ Media Equipment _____ (*see reverses side)

DESCRIPTION/COMMENTS: (i.e., conference, meeting, performance, guest speaker)

fundraiser

- Yes No
- () Will fee/admission be charged? yes what amount _____ no _____ Advanced Sale _____
- () Conference Registration _____ Donations _____ Sale of _____ Describe _____
- () Food to be served. If so, describe: Meal _____ High Refreshments _____ Other _____
- () Sporting event: Basketball _____ Volleyball _____ Baseball _____ Softball _____ Football _____ Track _____
- Swimming _____ Wrestling _____

Custodial: (Hours) _____ (\$)		Security: (Hours) _____ (\$)		Media (\$)	
Facility(s) _____			Insurance Due Date: _____		
ESTIMATED FEE \$ _____			Date: _____		
Requestor/Date <u>Mai Gemu Johnson 8/16/04</u>			Administrator/Date _____		
Approved by _____ (Facilities)			Date: _____		
Student Development Use Only					
Advisor _____		Date _____		Student Development _____	
				Date _____	

(Over)

Dept/Organization Club - SMEC Event FOOD SALE

Contact Person MAi-Gemu Johnson Date of Event Tues, 9/7

MEDIA SERVICES _____ Thurs, 9/9

_____ Tues, 10/2

CUSTODIAL _____

OTHER Club will bring charcole BBQ

SUPPORT REQUIREMENT:

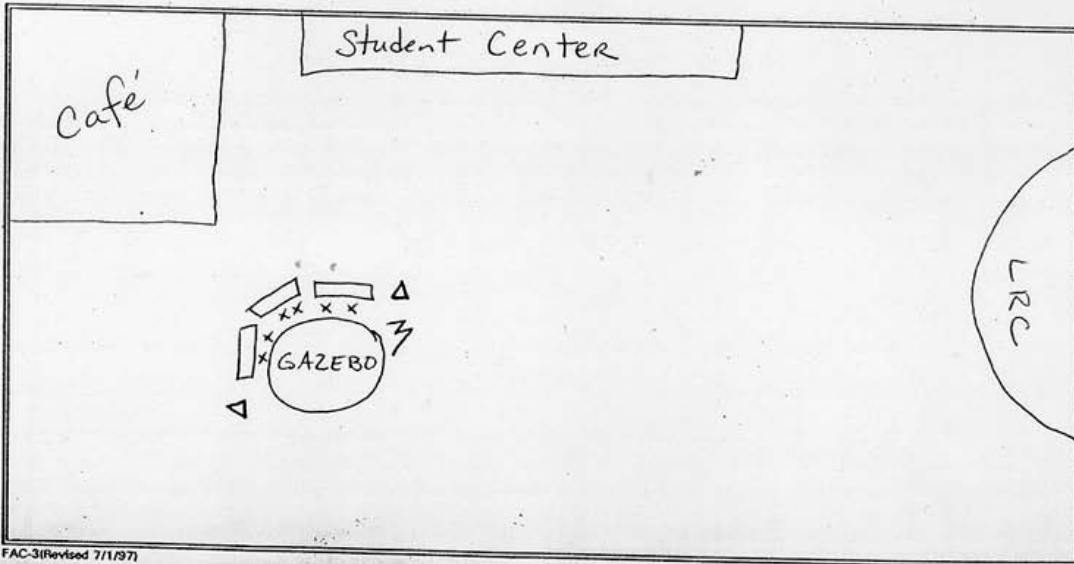
- Table (3'x6' only) # 3
- Table cloth(s) (#)
- Ladder(s) _____
- Stage: _____
- 6' x 8' _____
- 12' x 16' _____
- 12' x 24' _____

- Chairs (# 6)
- Garbage Cans 2
- Extension Cord (4 prong) (#)
- Regular Extension Cord (# 1)
- Overhead Projector _____
- Slide Projector _____
- VCR/Monitor _____
- Table Microphones _____
- Standing Microphones _____

- PA System _____
- Podium _____
- Podium w/light _____
- Flag: CA USA
- Screen: _____
- 6' _____
- 10' _____
- Other (list below) _____

Additional Information: _____

DIAGRAM





FAC-3(Revised 7/1/97)

- X = chair
- Δ = garbage can
- = table
- ⚡ = extension cord

Event Planning

FORMS

Event Planning & Notes - Checklist and Evaluation

	Student Leadership & Development and Cultural Awareness Center	
Event Planning & Notes		

Event Planning Checklist Your name: _____ Date: _____

Purpose of event: _____

Date & time of event: _____

If your event date is cancelled or changed, please notify SL&D and/or Facilities ASAP.

Target audience: _____

Staff/Advisor supervision: _____

Planning committee (as needed): _____

Security (as needed): _____

Funding: _____

Plan and seek funding well in advance.

Facilities: _____

Submit facility requests ASAP and no later than one week prior to your event. Facility notes:

- *Facilities requests must be approved by the authorizing area (SL&D, CAC, Facilities).*
- *Consider facility challenges, such as the CAC being an open-access area, which may cause interruptions/distractions during your event.*
- *Facilities with flexible set-ups must be requested in advance on the request form or the set-up will remain as is. Users are not permitted to move furniture, equipment, etc.*

Set-up (including media): _____

Facilities are not always "smart" rooms, so plan for your media needs accordingly. It is your responsibility to work with your advisor to reserve/check-out a media cart, as needed, from Instructional Media, LRC 137, 558-2671.

Food (as needed): _____

Entertainment (as needed): _____

Publicity: _____

Supplies/Decorations (as needed): _____

Event signage: _____

Other: _____

Student Leadership & Development , SG 226, 558-2381, 558-2382 Office Hours: M-F, 8:00-5:00 p.m. Cultural Awareness Center , Student Center 104-105, 558-2155 Office Hours: M-F, 8:30-5:00 p.m. Operations/Facilities , OPS 101, 558-2525 Office Hours: M-F, 8:00-4:30	After Hours Contacts: Custodial: Don Fredricks, 558-2472 Facilities: Campus Police, 558-2221
---	---

Day of the Event and Follow-up

Your name: _____ Date: _____

- Set-up, decoration, & preparation: _____
Assure that your facilities set-up and A-V needs have been met and follow-up as needed regarding food and entertainment arrangements.
- Clean-up (removal of food, materials/decorations, signage, etc. & return of media equipment): _____
- Pay bills: _____
- Send thank you letters: _____
- Evaluate event (complete Student Center User Survey as needed): _____
- Other: _____

Event Evaluation

Your name: _____ Date: _____

Name of event: _____ Date/time of event: _____

Location of event: _____ # of participants: _____

Final expenses: _____ Revenue earned: _____ Profit: _____

Event contacts: _____

Purpose of event: _____

Was the purpose achieved? If yes, how? If no, how come? _____

Summary of event: _____

Did the facility and media equipment meet your needs? Explain: _____

Did the food and entertainment meet your needs? Explain: _____

Did the publicity, supplies and decorations meet your needs? Explain: _____

Did the planning and delegation work effectively? Explain: _____

What worked well? _____

What would you do differently? _____

Any other recommendations for next time? _____

Student Travel

STUDENT TRAVEL POLICY (non-classroom)

Early written notification of any planned student travel (non-classroom) should be submitted to the President at the beginning of the semester.

Reflecting State and District policies and regulations, this policy has been developed to help assure the successful completion of student travel outside of the district. Students and their instructors of record or advisors being supported and/or funded through the College, Associated Student Government, Inter-Club Council, or any other related program must comply as detailed below. See “Travel Authorization Procedures” for timelines and details.

1. All students traveling must be currently enrolled at SCC.
2. A certificated faculty member is required to attend as instructor of record or advisor to the students (Title 5, Section 55450). A full-time faculty member is preferred. The attending instructor/advisor must agree to uphold “Student Travel – Attending Advisor Agreement.” Signed agreements should be submitted to the appropriate Area Dean prior to the trip.
3. A memo detailing trip logistics, purpose, expected outcomes, funding source, and other conference information must be addressed to the appropriate area Vice President for approval. The Vice President will forward this information to the President for approval. For out-of-state travel, the memo is forwarded via the President to the LRCCD Chancellor. The Chancellor should receive memos at least two months prior to travel.
4. All attending students must agree to abide by the “Student Travel – Student Code of Conduct Agreement.” All signed forms should be turned into the attending instructor/advisor prior to the trip.
5. Attending students must sign all applicable waivers, including the LRCCD “Waiver/Assumption of Risk” and turn in to the attending instructor/advisor prior to the trip.
6. If Student Representation Fees are utilized to help fund travel, then all attendees (includes attending advisor) must complete a “Use Report” and submit to the attending advisor. The attending advisor will return all completed “Use Reports” to the Coordinator of Student Leadership and Development within one week of trip completion.

TRAVEL AUTHORIZATION PROCEDURES

I. In-State Travel/Out-of-District Service Area

- A. A written justification is required from the appropriate Vice President for all student in-state travel to conferences
- B. The Vice President shall submit memo with corresponding advisors TAs and student information to the President. The President's Office will return approved TAs to the respective Vice President for processing.
- C. All in-state student travel must be approved three weeks prior to departure.
- D. An advisor is expected to travel with students. Do not complete TA for students. Combine cash advances into the staff request; list student's name, student ID number, and recap of expenditure items per student.
- E. Advisors are expected to utilize the same travel and lodging accommodations as arranged for the students.
- F. Student travel expense requests are to be included on faculty/staff authorizations. Include an attachment with all student expenses covered in the cash advance request, i.e., registration, travel, accommodations, meals, incidentals, etc.

II. Out-of-State Travel

- A. An initial proposal for all out-of-state travel must be submitted two months in advance for approval by the appropriate Vice President and the President; this recommendation will be forwarded to the District Office for approval.
- B. A written justification is required from the appropriate Vice President for all student out-of-state travel to conferences.
- C. A request for out-of-state travel must be submitted to the appropriate Vice President at least two weeks prior to submission of the completed travel packet. The Vice President shall submit memos with corresponding TAs to the President. The President will forward the completed travel packet to the Chancellor's Office for approval. Note: The Chancellor's staff will forward approved TAs to our Business Office, unless you attach a note requesting TAs come back to your office.
- D. An Advisor must travel with students when traveling out-of-state.
- E. Advisors are expected to utilize the same travel and lodging accommodations as arranged for the students.
- F. Student travel expense requests are to be included on faculty/staff authorizations. Include an attachment with all student expenses covered in the cash advance request, i.e., registration, travel, accommodations, meals, incidentals, etc.

ADVISOR RESPONSIBILITIES

Faculty members agreeing to join students in travel as their advisor per the “Student Travel Policy” must agree to the following advisor responsibilities and complete the form below and return to the area dean or appropriate supervisor.

1. The advisor is responsible for initiating and submitting the travel request and provides guidance for making initial travel arrangements.
2. Verify that all attending students are currently enrolled and, when appropriate, in good standing at SCC.
3. Review and collect signed “Student Code of Conduct Agreement” forms from every attending student prior to trip. A pre-trip meeting is recommended to go over all expectations.
4. Collect all applicable waivers, including the LRCCD “Waiver/Assumption of Risk” prior to the trip. Make sure the students have correctly filled out the forms including emergency contact information. Take this information with you on the trip.
5. Role model appropriate behavior for students.
6. Maintain availability and visibility during the trip.
7. Encourage questions and discussions to help facilitate learning.
8. Schedule meetings with the attending students as needed during the trip to assure success.
9. Use good judgment and care when responding to emergency situations.
10. Collect, if applicable, all “Student Representation Fees Use Reports” and forward to the Coordinator of Student Leadership and Development within one week of trip completion.
11. Provide a clear itinerary and emergency phone numbers to attendees prior to departure.

**SACRAMENTO CITY COLLEGE
ATTENDING ADVISOR AGREEMENT**

FACULTY NAME: _____

E-MAIL ADDRESS: _____

DEPARTMENT: _____

WORK PHONE #: _____ HOME #: _____ CELL #: _____

TRAVEL DESTINATION: _____

TRAVEL DATES: _____

NUMBER OF STUDENTS ATTENDING: _____

By signing and submitting this form to the Area Dean or appropriate supervisor prior to travel, I agree to uphold the “Student Travel Policy” and all advisor responsibilities.

Signature: _____ Date: _____

STUDENT CODE OF CONDUCT

Students who wish to travel with support and/or funding from Sacramento City College and any other related program per the “Student Travel Policy” must agree to this “Code of Conduct.” The form below must be completed and returned to the attending advisor prior to travel.

1. Be currently enrolled at SCC.
2. Have an attending faculty advisor and abide by their decisions while on the trip.
3. Be prompt with all timelines and deadlines.
4. Complete and turn in all required waivers to the attending advisor prior to the trip.
5. Attend all meetings called by the attending advisor.
6. Represent yourself and the college in a positive and productive manner. Dress appropriately and remember you are a representative of the college at all times.
7. Stay with the group you’re traveling with, keep others informed of your whereabouts, look out for each other, and you must return with the group.
8. Remain in the trip/conference area (hotel, etc.) at all times. School funded travel is not the time to shop, tour, or vacation.
9. Act in a courteous manner, especially if staying in a hotel/sharing a room with others.
10. If staying in a hotel, remember that you are financially responsible for all incidentals (room service, phone, etc.).
11. You are financially responsible for damage you incur to buses, hotel rooms, etc.
12. Plan to bring extra spending money of your own as needed for incidentals.
13. No alcohol consumption even if you’re 21 or older.
14. Abide by all state and federal laws.
15. Abide by all school, district, and trip policies and expectations.
16. Separate yourself from others who are in violation of state and federal laws and/or school, district, and trip policies and expectations.
17. Interact with others in a positive and productive manner. Violence or the threat of violence will not be tolerated.
18. Expect to be treated as an adult and plan to behave as an adult.
19. Have a safe, enjoyable, and valuable learning experience.
20. If applicable, complete and return the “Student Representation Fees Use Report” to the attending advisor immediately upon trip completion.
21. Failure to abide by this code of conduct may result in trip termination, reimbursement of all funds by the student, and/or further disciplinary action from the advisor, the funding organization, and/or the college.

**SACRAMENTO CITY COLLEGE
STUDENT CODE OF CONDUCT AGREEMENT**

STUDENT NAME: _____ ID #: _____

ORGANIZATION/CLASS: _____

TRAVEL DESTINATION: _____

TRAVEL DATES: _____

By signing and submitting this form to the attending advisor prior to travel, I agree to uphold the “Student Travel Policy” and “Student Travel – Code of Conduct.”

Signature: _____ Date: _____

LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT TO PARTICIPATE AND WAIVER/ASSUMPTION OF RISK

Name of Participant (please print clearly) _____ Student ID #: _____

Date(s) of Trip/Activity: _____ Class Name/Number (e.g., BIOL 350): _____

Instructor/Advisor Name: _____ Trip Destination _____

I, the undersigned *Participant*, am aware that participating in the above-named Los Rios Community College District (*District*) class or activity (*Activity*) can involve RISK OF INJURY, including serious injury or impairment to my body, general health and well-being.

Participant agrees to accept all the rules and requirements of the *Activity*, to observe the program schedules, and to follow instructions given by supervisory personnel. *Participant* grants to supervisory personnel the right to terminate *Participant* from participation in the program if it is determined that *Participant's* conduct is detrimental to the best interests of the group. In this event, *Participant's* return home shall be at his/her own personal expense.

In consideration of the District permitting *Participant* to engage in all activities related to the above-named *Activity*, *Participant* hereby voluntarily assumes all risks associated with such participation and agrees to indemnify, defend and save harmless the *District*, its officers, agents, servants and employees, from any and all liability, claims, causes or action or demands of any kind and nature whatsoever which may arise by or in connection with participation in any activities related to the above-named *Activity*, except for injury caused by the sole negligence of the *District*.

Because of the possible dangers of participating in the above class or activity, *Participant* recognizes the importance of paying attention to staff instructions about techniques, training, and rules. *Participant* agrees to obey such instructions.

The terms hereof shall serve as a release and assumption of risk for *Participant's* heirs, estate, executor, administrator, assignees, and all members of the *Participant's* family.

In the event of any medical emergency, *Participant* (initial one option) **___ does ___ does not** authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and to hospital care that the *District's* program supervisor deems necessary for the safety and protection of the *Participant*.

The following person should be contacted in case of an emergency (please print clearly):

Emergency Contact Name

Emergency Contact Address

Emergency Contact Phone

(include area code)

Signature of *Participant*

Date Signed

Address

Home Phone

Cell Phone

If Participant is under age 18, a parent or guardian must sign below:

Signature of PARENT or GUARDIAN

Date Signed

ASSOCIATED STUDENTS OF SACRAMENTO CITY COLLEGE

STUDENT REPRESENTATION FEES USE REPORT

Student Representation Fee money will be expended for the support of government affairs representatives who may be stating their positions and viewpoints before offices and agencies of the government (California Education Code § 76060.5).

TYPE OR PRINT CLEARLY

Name: _____

Position and Organization: _____

Use of Fees approved in Associated Student Government Minutes Dated: _____

Name of meeting or event: _____

Location of meeting or event: _____

Date of meeting or event: _____

BRIEF REPORT (Use this side and the back of the page only. Describe issues discussed, name officials and representatives relating to petitioned event, etc.):

Signature: _____ Date: _____

Resources

ACCOMMODATIONS

Student Leadership and Development strives to provide access for all students to our programs and services. Please contact us as early as possible for assistance with special accommodations.

ADVISORS

Your club advisor is one of your main resources and best allies. Get to know them and call on them for their wisdom. And don't forget to appreciate them at the end of the day!

BANNERS

- Banners can be made in the Student Leadership and Development workroom using the available butcher paper and paints. Banners should be no longer than 5 feet and must be approved and stamped by Student Leadership and Development. Remember to complete your banner's information by answering the questions of who, what, when, where, why, and how.
- Posting banner(s) is limited to the Student Center and City Café exterior brick walls only. Banners posted in undesignated areas will be removed.
- Banners must be removed by the day after the event.
- Be sure to include the following statement on all banners/flyers: Accommodations for individuals with disabilities should be requested at least two weeks in advance by contacting (name of club and contact information).

NON PROFIT STATUS

No clubs affiliated with the Department of Student Leadership and Development at Sacramento City College carry the designation of a non-profit organization. Donations of any kind from third parties to a club cannot be claimed as tax write-offs by the donating entity.

BULLETIN BOARDS

Student Leadership and Development manages a number of bulletin boards on campus and is available to post your club materials. If you would like to post materials elsewhere on campus, refer to the posting guidelines below.

ASG BULLETIN BOARD POSTING POLICY

ASG bulletin boards are located throughout campus and are easily identified with the burgundy and gold checkerboard design.

1. The Commissioner of Public Relations approves postings for ASG boards.
2. Student Leadership Development may also approve postings for these boards.
3. Only campus-based items are to be posted - no off-campus postings.
4. There are 26 ASG boards located around campus - all painted checkerboard burgundy and gold.

CLUB DISPLAYS

Clubs that are interested in displaying their information to the campus community may do so by completing a Club Display Reservation Form through the Student Leadership and Development Office. This form applies only to display areas managed by Student Leadership and Development. Space is provided on a first-come, first-served basis. The length of time each club is displayed will be between two and four weeks depending on the number of

requests received. If your club is interested in displaying elsewhere on campus, please consult with the Student Leadership and Development Office for more information.

COLLEGE HOUR

College Hour serves to accommodate the meeting of various campus constituency groups and the scheduling of campus-wide activities, as well as provide a specific period of time when concerts and speeches (amplified sound) may occur in the quad. This hour occurs between 12:00 and 1:00 on Tuesdays and Thursdays.

CUSTODIAL/FACILITY SUPPORT

Many events and activities require custodial or other facility support above and beyond those provided by normal college operations. Check with the Student Leadership and Development Office regarding special needs and requirements and any associated costs.

DANCES/RELATED LARGE EVENTS

The following facility use and security requirements apply to all dances and other related large events.

I. Facilities

- A. The City Café (maximum occupancy of 250) and the Student Center (maximum occupancy of 150) may be utilized for dances/parties.
 - 1. Reservation requests must be submitted a minimum of one month in advance of event date.
 - 2. Event start time will be based on availability. All dances/parties will end by midnight.
 - 3. Student groups must have an advisor present at all times.
 - 4. Lighting, access, and decoration rules specific to each building must be adhered to.
 - 5. Smoke machines are not permitted.
 - 6. Nothing can be applied to the floor (baby powder, etc.) to create a better dance surface.
 - 7. A custodial fee of \$60 to \$120 will be assessed for weekend use depending on the facility requested (e.g. Student Center/City Café).
 - 8. District policy prohibits the use of alcohol, drugs, smoking, and glass containers in district facilities.
 - 9. Users are responsible for hiring security as required by Facilities (see below).
 - 10. Campus Police will end the dance if, in their opinion, safety/security is being jeopardized.

II. Security

- A. The Campus Police Captain will develop and maintain a list of authorized security firms suitable for hire to cover campus events. The Campus Police Captain will interview and have final say on which companies are approved for hire.
 - 1. City Café security requirements are as follows:
 - a) Four officers are required.
 - b) One armed officer to monitor the immediate area outside the City Café as well as F, G, and rideshare lots.
 - c) One unarmed officer to monitor inside the City Café, inspecting incoming participants and patrolling bathrooms and the perimeter of City Café.
 - d) One armed officer to assist in monitoring both of the above areas.
 - e) If there are multiple activities on campus, one additional unarmed officer may be required to assist in monitoring the City Café.
 - f) Officers must be at the City Café before participants can enter the premises. Officers need to arrive 30 minutes before and remain 30 minutes after the event. SCC Campus Police Officers will meet with off-campus officers at the City Café for a 30-minute briefing before the start of the event.
 - g) The advisor is also expected to be in attendance throughout and to assist in monitoring the event.

2. Student Center security requirements are as follows:
 - a) Three officers are required.
 - b) One armed officer to monitor the immediate area outside the Student Center as well as F, G, and rideshare lots.
 - c) One unarmed officer to monitor inside the Student Center, inspecting incoming participants and patrolling the West Hall, Cultural Awareness Center, South Gym foyer area, and bathrooms. The officer should prohibit attendees from going upstairs and help monitor the perimeter of the Student Center.
 - d) If there are multiple activities on campus, one additional unarmed officer may be required to assist in monitoring the Student Center and surrounding areas.
 - e) Officers must be at the Student Center before participants can enter the premises. Officers need to arrive 30 minutes before and remain 30 minutes after the event. SCC Campus Police Officers will meet with off-campus officers at the Student Center for a 30-minute briefing before the start of the event.
 - f) The advisor is also expected to be in attendance throughout and to assist in monitoring the event.

DUPLICATING SERVICES

The Reprographics 2 on campus is open to club requests. Clubs are responsible for work orders and payment. A minimum of one week is required for all requests. The ASG allows clubs to make up to 25 free copies per semester. See an ASG officer for assistance. All fliers must be appropriate and follow the Student Leadership and Development and LRCCD guidelines.

EDUCATIONAL WORKSHOPS

The Coordinator and Specialist of Student Leadership and Development are available to provide club orientations and educational workshops. Topics such as time and stress management, running meetings and parliamentary procedure, budgeting, event planning, fundraising, conflict management, leadership, and team building, to name a few, may be of interest to club members. If your club has a special need or would like more focused instruction in a particular area, please contact either the Coordinator or the Specialist as noted under Contact Information in this packet.

FLAG POLE

A flagpole located in the center of the quad is available to student groups for the promotion of their club and events. Submit requests to the Student Leadership and Development Office.

FREE SPEECH AREAS

Specific locations for the practice of free speech are defined as 1) by the Auditorium fountain and 2) at the west side of the Student Center. All campus individuals and groups are allowed to use this space to air views that are within the framework of the United States Constitution. No special authorization is required; however, notification of use is encouraged.

MEETINGS

- See Facility Requests in this packet for more information on how to request a meeting room.
- Robert's Rules of Order/Parliamentary Procedures is a great guideline for successful meetings. Ask Student Leadership and Development for an educational pamphlet.
- Minutes/Notes need to be taken at every meeting. For samples of agendas and minutes, please consult with Student Leadership and Development.



Student Leadership & Development

Safe Food Handling Guidelines

Safe and careful handling of raw meat and poultry is critical to prevent harmful bacteria from multiplying and contaminating other foods. It is extremely important that proper temperatures (**between 40°F and 140°F**) are reached during cooking to destroy harmful bacteria.

- Wash hands before preparing or handling food and after using the bathroom or smoking or handling refuse.
- Food handlers must wear clean clothes.
- Food handlers must be in good health – if sick, do not handle food
- Cover any wounds or cuts on hands.
- Keep cold foods cold (below 41°F)
- Keep hot foods hot (above 140°F)
- Keep all food preparation surface and utensils clean. Wash and sanitize cutting boards frequently.
- Keep foods covered.
- Whenever practical, use utensils, tongs, disposable plastic gloves, or single use tissues when handling food.
- Utilize condiment containers which are of the pump or squeeze bottle type or have attached lids. Single portion condiment packages are preferable for customer self service.
- Keep garbage and refuse covered as much as possible.

OFFICE SPACE/MAILBOXES

Chartered and active clubs that elect to participate in the Inter-Club Council (ICC) may use the ICC Office space and equipment located in Student Center, 101A. In addition, all clubs will be assigned a mailbox for club use. Please be sure to clear out your mailboxes at the end of every semester.

POSTING

Individual students and student groups wishing to post materials (non-commercial) on campus will submit no more than 10 copies to the Student Leadership and Development Office (SG-226) for approval. Upon granting approval, Student Leadership and Development will requestor materials at all authorized campus locations. The Student Leadership and Development Office will monitor posting areas under their authority for appropriate materials as well as expired materials.

PUBLICATIONS AND MARKETING

A Publications and Marketing Guide has been developed by an advisory committee comprised of members of the campus community, including students, who write, edit or design printed or electronic publications. Publications should have a cohesive institutional image that reflect the vision and values of Sacramento City College, while at the same time encouraging creativity and allowing expression of our distinctiveness. Students are encouraged to use this guide for school-sanctioned activities. All content must be approved by an appropriate and designated staff person (instructor, advisor, supervisor, etc.). The guide may be found from the site index or quick link menu under Policies and Procedures at www.scc.losrios.edu.

SECURITY

If your event is unusually large and/or complex (i.e. a dance), your club will be required to contract for security. Student Leadership and Development will help file the request and act as a liaison between the club, the security company and Campus Police. Please note that the club is responsible for all security costs. For more detailed information, see Facility Requests in this packet.

WEB PAGES

Student club members have the freedom to design their club web pages. Club Advisors are responsible for monitoring all content. After developing your club web page, notify Student Leadership and Development to be linked to the SCC web page.

WORKROOM

Student clubs may use the workroom located on the 2nd floor of the South Gym just inside room 226 to make banners for club activities. The workroom is open Monday through Friday between 8:30 a.m. and 4:30 p.m. This room may be reserved for banner making only and is not available as a meeting place. Please note that summer and holiday hours may vary. For additional information, contact the Student Leadership and Development Office.

OTHER

If your club has needs that have not been addressed in this guide, please contact the Student Leadership and Development Office.

Contact Information

Student Leadership and Development Office

South Gym, 226
(916) 558-2381
www.scc.losrios.edu/~lead

Kim Beyrer, Coordinator

Associated Student Government Advisor

South Gym 226
(916) 558-2607
beyrerk@scc.losrios.edu

Chris Torres, Student Affairs Specialist

Inter-Club Council Advisor

South Gym, 226
(916) 558-2382
torresc1@scc.losrios.edu

Associated Student Government

South Gym, 232
(916) 558-2446
sccasgp@scc.losrios.edu
<http://web.scc.losrios.edu/asg>

Inter-Club Council

Student Center, 101A
(916) 650-2915
sccintclub@scc.losrios.edu