The Student Associated Council is a team of student leaders dedicated to representing the interests and protecting the future of a diverse student body.
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Appendix List

1. Student Associated Council Constitution
2. Clubs And Events Board Bylaws
3. Student Senate Bylaws
4. Joint Budget Committee Bylaws (under construction)

All documents listed above are available, or will be upon completion, at the Student Leadership and Development web site (quick link from the SCC home page).
Welcome

Welcome to Sacramento City College’s Student Associated Council!

This Handbook is a guide to success for all SAC members. Read it, reference it, and keep it with you when conducting SAC business. And don’t hesitate to contact the SAC Advisors or Student Leadership and Development staff for more assistance.

Contacts

Student Senate Office
South Gym, 226
(916) 558-2446
sccasgp@scc.losrios.edu (President)
For more information please visit:
www.scc.losrios.edu/sac

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Student Leadership and Development
South Gym, 226
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beyrerk@scc.losrios.edu

Haley Lepper, Student Personnel Assistant (SPA)
Student Leadership and Development
Student Center, 105
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lepperh@scc.losrios.edu

Clubs and Events Board Office
Student Center 101A
(916) 558-2915
sccintclub@scc.losrios.edu (President)

For more information please visit www.scc.losrios.edu/sld
Governing Documents

REFERENCE LIST

• SAC Constitution: Appendix 1
• CAEB Bylaws: Appendix 2
• Student Senate Bylaws: Appendix 3
• JBC Bylaws: Appendix 4
• LRCCD Website: www.losrios.edu/legal
  o LRCCD Policy –2311, -2312, -2314, -2400, -3122, -3123
  o LRCCD Regulation –2311, -2312, -2314, -2400, -3122
• Official California Legislative Information Website: www.leginfo.ca.gov
  o California Education Code § 76060-76067, § 72023.5
• California Code of Regulations Website: http://www.calregs.com
  o Education: Title 5
  o § 51023.7 (Student Role in Participatory Governance)
• The Ralph M. Brown Act: www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=54001-55000&file=54950-54963
  o California Government Code § 54950-54963
  o See attached sheet for summary
• Robert’s Rules of Order: www.robertsrules.com
THE BROWN ACT-A SUMMARY
Compiled by Kenna Cottrill, July 2004

1. The Act
The Brown Act was made a law in the 1950’s. It ensures that people do not give up their power completely to the agencies that serve them. Since the SAC represents all Sacramento City College students, the actions you take and decisions you make should be public knowledge.

2. Meetings
- Under the Brown Act any time the majority of the Clubs and Events Board and/or the Student Senate officers come together to “hear, discuss or deliberate” a campus issue, it is defined as a meeting. All meetings of governing bodies must be open to the public.
- There are exceptions, which allow a majority of your CAEB and/or SS to discuss issues without it being defined as a meeting:
  - Individual contacts: As an individual SAC officer, you may discuss any issue with those who have information you need to make a more informed decision.
  - Conferences, Community Meetings, Meeting of another body of the agency: You may attend conferences and meetings and discuss SAC issues openly, as long as these events are open to the public and as long as the discussions take place as part of the scheduled program, i.e. within a conference workshop.
  - Attendance as an observer of a standing committee: If you attend a committee meeting but do not participate, you are exempt from the Brown Act.
  - Social or ceremonial event: The majority of you may attend a social or ceremonial event as long you do not make decisions during said events.
- Video teleconferencing is allowed, but meeting via telephone is not.
- Meetings must be held on campus, since the campus is the boundary of your jurisdiction. There are some exceptions; consult with your advisor if you have questions.

3. New Members
- As soon as new members are elected, they must adhere to the Brown Act. Therefore, if a meeting between outgoing members and incoming members constitutes a majority of the group, this could be a violation, especially if decisions are being discussed.

4. Notice & Agenda Requirements
- The time and place for regular meetings must be set by formal rule, resolution, bylaws or other formal action. Time and place should remain the same.
- The agenda should be posted 72 hours in advance of the meeting in a location that is regularly accessible to the public. Agendas should include a brief description (20 words or less) of each item being discussed.
- Individuals may receive an agenda prior to the meeting. They must make a written request. They should receive the agenda by the time the agenda is posted for the public or is delivered to the SAC members, whichever is earlier.
  - SAC may charge a fee to cover the costs of copying and mailing, if necessary.
  - A person may make a standing request to receive the agenda, and must renew the request annually.
  - If the requested agenda is not received, action taken at the meeting is still valid.
- No action or discussion may occur on any item that is not on the posted agenda. However, SAC members can:
  - Briefly respond to statements or questions of those publicly testifying.
o Ask a question for clarification, make an announcement, or make a brief report on his/her own activities.
o Provide reference to another person/source for factual information, request a report at the subsequent meeting, or direct individuals to submit an agenda item request for a future meeting.
o Act upon an item if it is identified prior to acting upon it and if any of the following conditions are met:
  ▪ The majority decides there is an emergency situation (see emergency meetings below).
  ▪ 2/3 of the members present at the meeting (or all the members if less than 2/3 are present) decide immediate action is needed and that the need for action came after the agenda was posted.
  ▪ If the item appeared on an agenda of a meeting less than 5 days earlier and the current meeting is a continuation of that previous meeting.

• Special meetings are called by the CAEB or SS Presidents. The majority of the CAEB or SS has the authority to communicate to the President that they want to call a special meeting.
o Written notice must be given to the SAC members and posted 24 hours in advance of the special meeting. The notice must state meeting time, place, and items to be discussed. This notice serves as the agenda for the meeting.
o Items not on the notice cannot be considered.
• Regular and special meetings may be adjourned to another place and time, if necessary.
o If a meeting is adjourned for less than 5 days, no new agenda is needed.
o The reason for adjournment should be posted within 24 hours at the location where the meeting was held.
• Emergency meetings are held when public facilities are threatened, such as during a work stoppage, a disaster, or any other activity that impairs public health and/or safety.
o Special meeting requirements are in effect, except for the 24-hour notice.

5. Rights of the Public at Meetings
• The public should not have to fulfill any condition to attend meetings, such as provide their names or any other information or fill out a questionnaire. Attendance lists or questionnaires should be explicitly labeled as voluntary.
• Meetings should be held in facilities that are open to everyone, regardless of race, ethnicity, religion, national origin, gender, or ability (etc.). Additionally, the public should not have to pay to enter or make a purchase in order to attend the meeting.
• Secret ballots are not permitted.
• Meetings are either closed or open, not “semi-closed.”
• Individuals who willfully disrupt meetings must be removed. If necessary, the room may be cleared of the public, but not of media members if they have not been part of the disruption.
• A victim of sexual misconduct or child abuse should not be identified unless their identity has been publicly disclosed previously.
• The public may review the agendas and other documents distributed to a majority of the SAC members, except for privileged documents.
• The public may record the meetings in any fashion, unless the CAEB or SS determines this will be a disruption.
• The public has the right to comment on all agenda items. This must occur before or during any decisions are made regarding the item.
o CAEB or SS may impose reasonable regulations to ensure everyone has the opportunity to speak. Time limits are the most common regulations.
o Criticisms cannot be prohibited, but defamatory statements are not protected.
6. Closed Sessions
There are very few allowances for closed sessions, during which the public is not allowed. Even though the session is closed, an agenda should still be posted as though the meeting were open. The agenda should clearly state that the meeting is closed. The reasons for a closed session include personnel issues, litigation issues, labor negotiations, real estate negotiations, threats to public safety, grand jury testimony, and other miscellaneous issues as outlined by the Brown Act.

Resources

Parliamentary Procedure, also commonly referred to as Robert’s Rules of Order, is a way of conducting meetings that ensures everyone’s voice is heard and to make decisions with less confusion.

Here is a brief outline of what you will find in this section:
I. Basic Terms
II. The Agenda
III. Motions
IV. Presenting a Motion
V. Voting

I. Basic Terms

**Adjourn:** to end the meeting  
**Agenda:** business to be considered during a meeting  
**Amend:** to change a motion  
**Committee:** a group of members chosen for a certain task  
**Debate:** discussion about a motion  
**General Consent:** passing a motion without a vote  
**In Order:** relevant to the business being discussed  
**Majority:** more than half of the members present and voting  
**Motion:** a proposal that the group takes a stand or takes action on some issue  
**Quorum:** number or percentage of members that must be present in order to conduct business legally (as outlined in bylaws)  
**Second:** the verbal sign from a member that s/he wishes to consider a motion just made  
**Voting:** how motions are accepted or rejected by the group

II. The Agenda

Should be created before the meeting begins. It outlines the meeting and lets everyone know what they can expect to discuss. Each agenda will be different, but a common outline looks something like this:

1. Call to order  
2. Minutes  
3. Officer’s Reports  
4. Committee Reports  
5. Special Orders: very important business previously determined for consideration at the meeting.  
6. Unfinished business: from the last meeting  
7. New business  
8. Announcements  
9. Adjournment: either by a vote, general consent, or chair’s decision if adjournment time was set by an earlier vote.

III. Motions (determine what should be voted upon by the group)

1. Main motions
a. Introduce subjects for consideration.
b. Cannot be made when another motion is being discussed by the group.
c. Voted on after privileged, subsidiary, and incidental motions.

2. **Subsidiary motions**
   a. Change or affect how the main motion is handled.
   b. May include adding or taking away components of the main motion.
   c. Voted on before the main motion.

3. **Privileged motions**
   a. Unrelated to pending business, but are of special or important matters.
   b. Generally considered before other types of motions.

4. **Incidental motions**
   a. Questions of procedure arising out of other motions.
   b. Must be considered before other motions.

5. **Motions that bring a question again before the group**
   a. Allow certain items to be reconsidered.
   b. Brought to the table when no other business is pending.

**IV. Presenting a Motion**

1. **Obtain the floor.**
   a. Wait until the previous speaker is finished and the previous item of business has been completed.
   b. Stand up and address the chair.
   c. State your name. The chair will recognize you by repeating it.

2. **Make your motion.**
   a. Speak clearly and concisely.
   b. State your motion affirmatively, that is, “I move we do…” rather than, “I move we do not…” Tell the group what you want, not what you do not want.
   c. Stay focused on the subject at hand. Avoid personal attacks.

3. **Wait for a second.**
   a. After you have completed what you have said, another member will likely say, “I second the motion.” If someone does not speak up, the chair will call for a second.
   b. If no one seconds your motion, it will not be considered.

4. **The chair states your motion.**
   a. After someone else has seconded your motion, the chair must say, “It is moved and seconded that we (whatever it is you moved to do).”
   b. Debate and voting can occur only after this has been said.
   c. Your motion now belongs to the group. You cannot change it without the consent of the group.

5. **Expand on your motion.**
   a. Since you made the motion, you are allowed to speak first to further explain or clarify your motion.
   b. All comments should be directed towards the chair of the group.
   c. Respect the speaking time limits.
   d. After all other speakers have finished, you may speak again.
   e. You may speak again by a motion to suspend the rules granted by a 2/3 vote. Otherwise you are limited to speaking only twice.

6. **The chair puts the question.**
a. The chair asks, “Are you ready for the question?” This asks if the group is ready to take a vote on the motion.

b. If there is not more debate, or if a motion to stop debate is adopted, a vote is taken.

c. The chair announces the results.

V. Voting (can occur in many different ways)

1. **Voice**: Chairperson asks for those in favor to say “aye” and those opposed to the motion to say “no.” This is only applicable when a majority vote is called. Any member may motion for an exact vote.

2. **Show of hands**: Members raise their hands to verify or replace a voice vote. Again, a member may motion for an exact vote.

3. **Roll Call**: Each member’s name is called and they vote with a “yes,” “no,” or “present” (if they choose not to vote. This vote is recorded on paper.

4. **Ballot**: Members write their votes on a piece of paper. This is typically done when secrecy is needed, however under the Brown Act, you must be careful about secret votes, as they are not allowed.

5. **General Consent**: If a motion is not likely to be opposed, the Chair says, “If there is no objection…” and member show their consent through silence. However, if a member objects, s/he says so, and a voice vote is in order.

6. **Other Voting Issues**

   a. “**A motion to lay on the table**”: This can be used to temporarily lay a motion aside while attending to more urgent matters. It should not be used to stop a debate or forget a motion. A motion to take the issue “from the table” should occur by the end of the current meeting or the next one, assuming the next meeting is within a reasonable time frame.

   b. “**A motion to indefinitely postpone**”: This is a strategy to be used when members do not want to make a decision on an issue. It is especially useful when the vote on a badly chosen main motion will have undesirable consequences regardless of the outcome of the vote.

Resources

How to be a Great SAC
Adapted by Kenna Cottrill, July 2004

1. **Really represent your students.** Start by improving voter turnout. Make it easier to vote, get candidate information, and run for office. Make voting fun—provide neutral/non-partisan entertainment and food if you can.

2. **Survey your students.** “Scientific surveys, polls, focus groups, phone calls, meetings with students should be part of your arsenal of fact gathering.” Talking with all kinds of students informally will help you build credibility and gain information to make sure your events and issues are important to more students on campus.

3. **Be organized, professional, and responsible.** Is your office space clean and organized? Are you on time to meetings? Are meetings run according to Parliamentary Procedure? Do you return phone calls and emails promptly? Are you a role model?

4. **Network with your peers.** Contact student association officers at other community colleges in the area when you are trying a new event or dealing with an unfamiliar problem. Utilize the expertise of others, each other, and develop new ways of dealing with issues.

5. **Develop a transition plan.** This provides stability and information to incoming students. Ideally, it is “a blow-by-blow account of your year in office: what projects you championed, what worked and what didn’t, time-lines for completion, mention of roadblocks, key allies, and problem administrators.” However, shadowing time, and a less detailed, but information-rich document can be helpful. It should definitely include recommendations for the upcoming year and things that were so successful they should be repeated.

6. **Have a full-time office manager.** And if this is not possible, being organized is even more important. Utilize your advisor and the other staff members in the SLD office to help you stay organized and provide information about the college.

7. **Be willing to sacrifice.** But not at the expense of your health and well-being. The group and the campus should be a priority for you. You should be willing to give whatever it takes to get jobs done. However, be careful that this does not also mean you and your peers suffer from burn-out. It is important to reward your group for good, hard work to maintain commitment and motivation. If everyone does not sacrifice sometimes, then one or two people sacrifice all the time, leading to resentment.

8. **Put the group above yourself.** Sometimes you have to be more concerned with the greater good than your own opinions and wants. It means knowing what the SAC stands for and how to make that happen. It also means putting in the time to make the SAC projects successful. Again, be careful about burn-out.

9. **Take your advisor’s advice.** Yes, you are a talented leader, that’s why you are here. But, there are probably some aspects of the college system that you don’t know everything about, events you never knew occurred, or solutions you can’t really see. Therefore, it’s important to listen to your advisor, and to be honest with them about what is going on. Don’t be afraid to ask for help.

10. **Have a signature program or service.** You want the student body to think fondly of you because of an outstanding service or program that you provide. It should affect the majority of your student body and be something that occurs on a regular basis. It can be anything from “a safety program, night-time escort service, anti-drunk driving transportation program, ride board, video rental service, book exchange, or some other very visible service.” What are the needs of your students? How can you provide that thing at a high quality?

11. **Focus on “winnable” issues.** You definitely want to fight the good fights such as tuition increases or more financial aid. But you will probably not single-handedly affect those issues in
one year, so it’s important that you find three or more issues that you CAN make a difference in during your term.

12. **Make serving fun.** Try building in social time for your organization. Make your meetings fun whenever possible to keep members motivated to attend. “If members get to know each other personally and understand each other, everyone will work more cohesively and will be more understanding of each other when problems do crop up.” Try scheduling a once-a-month social time when you can talk about life, classes, hobbies, and interests.

13. **Have a long-term “vision.”** Be willing to do the work to make large and complex projects a reality, knowing that they may not be completed by the end of your term. Someone has to lay the groundwork to improve the campus. What’s your SAC’s five-year plan?

**Resources**

OATH OF OFFICE

You have responsibility as an officer of the Sacramento City College Student Associated Council to uphold the mandates of the Constitution and Bylaws.

Your responsibilities include:

1. Study and become knowledgeable of the Constitution and Bylaws;

2. Uphold the duties of your office as outlined in the Constitution and Bylaws;

3. Maintain a professional code of conduct that reflects positively on your office, the Student Associated Council, and Sacramento City College;

4. Represent the Los Rios Community College District, Sacramento City College, and the Student Body in activities and events appropriate to your office;

5. Maintain the academic standards required and progress towards meeting your academic goals;

6. Partner and work with others civilly to fulfill the duties of your office;

7. Represent the total student body in every effort made by the Council; and

8. Find students who are willing to assist the Council.

Accepting a position with the Student Associated Council implies your agreement with the conditions of your office as stated above and the statement below.

“On behalf of the students of Sacramento City College and in recognition of my appointment to the Student Associated Council, I do solemnly swear to represent the Student Body to the best of my ability. I willingly accept the responsibilities of my office and take this oath as a firm commitment to fulfill the obligations pertaining to that office and to support and abide by the Constitution of the Student Associated Council of Sacramento City College.”

Congratulations and good luck.
STANDARDS OF CONDUCT

Congratulations on your position with the Student Associated Council (SAC) and thank you for serving the students of Sacramento City College. As a member of the SCC SAC, you have a responsibility to represent the college, on and off campus, acting with integrity and role modeling the best behavior for SCC students. Indeed, successful participation will involve a commitment to the highest standards of conduct.

All SAC leaders must agree to comply with these standards of conduct, along with the SAC Constitution and Bylaws, the SCC Code of Conduct, and LRCCD Policies and Regulations. Failure to comply will result in consequences as determined by the SAC advisors, the VPSS, and/or other campus officials.

Standards of conduct include, but are not limited to:

1. **Conduct yourself ethically and legally in accordance with the standards set forth in this document.** Reference “13 Behaviors of High Trust Leaders” and note that theft, property damage, weapons, drugs, alcohol, hazing, gambling, and more will be considered violations. (Reference: “13 Behaviors of High Trust Leaders,” SAC Constitution Article XI and XIII, the SCC Code of Conduct, and LRCCD Policies and Regulations.)

2. **Inform appropriate personnel of medical matters that may impact behavior during school activities (on or off campus), including the use of prescription drugs.** Note that prescription drugs need to be taken as prescribed and that personnel must be notified when prescription drugs will be required on a trip.

3. **Be honest.** Note that dishonesty such as cheating, plagiarism, furnishing false information, forgery, alteration or misuse of college documents or records, and more will be considered violations. (Reference: SAC Bylaws Article XII, the SCC Code of Conduct, and LRCCD Policies and Regulations.)

4. **Adhere to college rules and regulations, including those concerning student organizations and college facilities.** For example: unauthorized entry to or use of college facilities will be considered violations. (Reference: SAC Handbook, the SCC Code of Conduct, and LRCCD Policies and Regulations.)

5. **Act in a manner that contributes to student success, including but not limited to learning and SAC business and other related activities.** Note that behavior and language that is disruptive, lewd, obscene, indecent, violent, and/or puts self or others in danger will be considered violations. (Reference: SAC Bylaws Article XII, the SCC Code of Conduct, and LRCCD Policies and Regulations.)

6. **Work civilly with those around you, including faculty, staff, managers, and students.** Note that continued disruptive behavior, willful disobedience, and/or the persistent defiance/abuse of the authority of college personnel will be considered violations. (Reference: LRCCD Policies and Regulations.)

7. **Represent the students, SAC, and SCC in a civil and respectful manner appropriate to the school and work environment.** Note that inappropriate behavior, including but not limited to, yelling, fighting, name-calling, and discrimination, harassment and abuse - or the
threat of abuse - of any kind are prohibited. (Reference: SAC Bylaws Article XII, the SCC Code of Conduct, and LRCCD Policies and Regulations.)

8. **Adhere to computer-related policies and engage in social media in a manner that is compliant with these standards.** Note that cyber-bullying is unacceptable. (SAC Bylaws Article XII and LRCCD Policies and Regulations 8800.)

9. **Maintain the qualifications required for your position.** (Reference: SAC Constitution Article XIII.)

10. **Complete all orientation/training requirements in a timely manner.** (Reference: SAC Constitution Article XIII.)

11. **Attend meetings and other activities as required for your position.** Note that willful disturbance at any college meeting will be considered a violation. (Reference: SAC Constitution Article XIII, the SAC Bylaws Article X, and the SCC Code of Conduct.)

12. **Perform the duties of your position at your best and address performance-related concerns.** (Reference: SAC Constitution Article XIII.)

**Consequences include, but are not limited to:**

- Warnings – verbal and written
- Commensurate consequences/restitution
- Removal from a meeting/office/event
- Referral to the appropriate branch of the SAC for action
- Position declared vacant
- Referral to SCC Discipline
- Probation from the SAC
- Suspension from the SAC
- Expulsion from the SAC

*The SAC Standards of Conduct have been reviewed with me and I fully understand the behavioral expectations. In service to students as a leader and role model, I am committed to the standards and expect to be held accountable for my conduct.*

___________________________  ____________________________
_SAC Student Leader – Print Name_  _Date_

___________________________
_SAC Student Leader – Signature_
SAC Appointment Process

CANDIDACY VERIFICATION and PUBLIC INFORMATION

Every candidate for the SAC, whether appointed or elected, must complete the Candidacy Verification Form and the Candidate Public Information Form and submit to the Advisor. The Advisor uses this information to verify that the candidate meets all of the requirements and is eligible to serve as a member of the SAC. Once verified and officially appointed, the new member’s contact information will be included on the SAC roster. Any information provided on the Public Information Form may be shared with the public.

MEETINGS and ASSESSMENT and PERSONAL ESSAY

Students appointed mid-year may be required by their respective organization (Student Senate or Clubs and Events Board) to meet a minimum meeting requirement (as set by the President of the organization), complete an assessment to demonstrate general knowledge related to their service, and/or submit a short personal essay.

STEPS IN THE APPOINTMENT PROCESS

1. To complete the Appointment packet online, please visit www.scc.losrios.edu/sld and go to the SAC Forms menu on the left hand side of the page. Please remember to complete both the Candidacy Verification and the Public Information forms.
2. You may a hard copy of the appointment packet from Student Leadership and Development in SOG 226 and return the completed packet to SOG 226.
3. Once verified by the Advisor, the student will be eligible for introduction/interview and appointment to the board.
4. Attend the required number of meetings.
5. Meet with the Advisor for an orientation.
6. Meet with board mentor(s), if assigned and/or requested.
Please print clearly.

I, ________________________________, declare my candidacy for the position of ________________________________ in the:

(circle one)  Student Senate  Clubs and Events Board

I meet all of the qualifications for the position and, if elected/appointed, I will maintain the minimum eligibility requirements and perform the duties of my position in accordance with the Constitution and Bylaws.

Date: ________________  Signature: ________________________________

Student ID#: ________________________________

Address: _________________________________________________

__________________________________________________________

Telephone (indicate if home, work, mobile): ______

__________________________________________________________

E-mail: _________________________________________________

Personal Pronouns: ________________________________
Candidate Public Information Form

Please print clearly. Name: ________________________________

Do you have any previous student association experience? _____ Yes _____ No
If yes, explain:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Reason(s) for seeking office:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Interests/Activities (Community and School):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ I agree that the information provided on this “Candidate Public Information” form, including my photo, may be published in any SCC publication or website.

_________________________________________   ____________________________
Signature                                      Date

Complete this form online at www.scc.losrios.edu/sld under SAC Forms or you may pick up a hard copy in South Gym 226 and return the completed form to South Gym 226.
SAC Information

ROSTERS

Updated rosters, with contact information, are available via the shared drive. This information is confidential and should only be shared with other SAC members and LRCCD employees as needed.

TRANSCRIPT NOTATIONS

SAC members meeting requirements, as noted in the Bylaws and on the Transcript Notation Request Form, will receive the “Recognized Student Leader” notation on their official academic transcript. Transcript Notation form can be completed online at www.scc.losrios.edu/sld under SAC FORMS.

MEDAL OF EXCELLENCE IN LEADERSHIP

Qualifying SAC members may apply for the Medal of Excellence in Leadership. Applicants must be participating in commencement, have a minimum cumulative GPA of 3.0 at Sacramento City College, be recommended by an advisor, and meet all applicable deadlines. Applications and information will be distributed annually in the spring.

MEETING SCHEDULE

SAC members are expected to attend all required meetings per the Constitution and Bylaws. Please check Student Leadership and Development’s Master Calendar for CAEB, SS, JBC, and training meeting schedules. Information for other required meetings will be provided by the responsible party. Speak to an advisor or veteran member for more information.

AGENDA ITEM REQUESTS

If you would like an item to be discussed by the CAEB or SS, then it must be placed on the meeting agenda. To have an item placed on the agenda, fill out an Agenda Item Request Form and submit to the President (it is recommended that you keep a copy for yourself). The President is responsible for setting the agenda and running all meetings. If you have questions, speak with the President or Advisor.
SAC BULLETIN BOARD POSTING POLICY

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

1. The Secretary of Public Relations approves postings for SAC boards.
2. Student Leadership Development may also approve postings for these boards, as indicated with the SLD stamp.
3. Only campus-based items are to be posted - no off-campus postings.
4. Once approved, people can post themselves. Caution should be taken however, so as not to disrupt classes.
5. There are 22 SAC boards located around campus - all painted checkerboard burgundy and gold.
6. Here's a listing:
   - RHN 220, 228, 229, 267
   - RHS 228, 263, 270, 271, 273, 307, 312
   - Hallway outside of RHS 171 and 176,
   - Hallway outside of BUS 143, 145, 153, 220, 237
   - Lusk Aero Center - enter, board on left
   - Lusk Aero Center - enter, make a left, board at end of hallway
   - City Café - board by north entrance
   - Student Center
If you would like your SAC involvement noted on your official SCC transcript, then you must fill out this form and submit directly to the Advisor no later than 30 days prior to the end of the semester. All requirements must be met in order to have “Recognized Student Leader” noted on your transcript. Complete this form online at www.scc.losrios.edu/sld under SAC FORMS menu. If you have questions or need additional information, please contact the Advisor directly. Thank you.

Name: ___________________________ Semester and Year: ____________

Student ID#: ______________________

Position on: CAEB SS (circle one) Position Title: ____________________________

Date of Election/Appointment to Position: ________________________________

(Students elected/appointed after October 1 for fall and March 1 for spring are ineligible for that semester. Students that resign mid-semester are ineligible.)

# Units (current semester): ____________ Cumulative SCC GPA: ____________

Document all meetings that you’ve missed noting the reason for your absence and whether or not the absence was excused. (must have less than two unexcused absences)

________________________________________________________________________

________________________________________________________________________

Name one additional SAC activity that you participated in that is outside the normal scope of your duties. (must participate in at least one SAC activity in addition to regular position duties)

________________________________________________________________________

Please list the office hours that you have held this semester. (must fulfill two office hours per week)

________________________________________________________________________

For Office Use Only

Approved: _____

Not Approved: _____ Reason: _____________________________________________
Agenda Item Request Form

Use this form to request that an item be placed on the agenda for an upcoming Clubs and Events Board or Student Senate meeting.

DATE SUBMITTED: ______________________ AGENDA DATE: ____________

TITLE OF AGENDA ITEM: ____________________________________________

REQUESTING ORGANIZATION: _______________________________________

REQUESTING INDIVIDUAL or REPRESENTATIVE: _______________________

TELEPHONE NUMBER: ___________________ REQUEST TYPE: [ ] INFORMATIONAL
(Where you can be reached) (Check one) [ ] ACTION

E-MAIL ADDRESS: _________________________________________________

PLEASE GIVE DETAILED DESCRIPTION OF YOUR REQUEST
(use additional sheets if necessary):

IF THE REQUEST IS MONETARY IN NATURE:
What is the amount of the request? _________________________________
Are you receiving funding from other college resources? [ ] YES [ ] NO
If yes, where? ___________________________________________________

SIGNATURE OF REQUESTOR: _______________________________________

SIGNATURE OF SAC SPONSOR & DATE RECEIVED (official use only): ____________________________________________
SAC Office Information

HOURS, LOCATIONS AND MAILING ADDRESS

The SAC Offices are located at Sacramento City College:

- Student Senate: South Gym, 232, accessed through the office areas of South Gym, 226.
- Clubs and Events Board: Student Center, 101A, accessed through the Student Center.

The offices are open Monday-Friday, 8:00 am-4:30 pm during the regular academic year (holiday, break and summer hours may vary). SAC members and their invited guests may access the office during these times. Members of the campus community may visit the office for official SAC inquiries and business only. After hours and on weekends, the offices are to remain closed. The offices may be opened during non-business hours as needed for official SAC business. For office access outside business hours, please consult with the Advisor. Mail can be addressed c/o the following:

Student Associated Council
Sacramento City College
3835 Freeport Blvd.
Sacramento, CA 95822-1386

The SAC is responsible for their own postage and off-campus mailings. Inter-campus mail (within SCC and also in the other LRCCD colleges/centers) is provided via the Student Leadership and Development Office (South Gym, 226).

CONTACT INFORMATION

Student Senate Office
South Gym, 232 (via SG 226)
(916) 558-2446
sccasgp@scc.losrios.edu (President)
For more information please visit www.scc.losrios.edu/sac

Clubs and Events Board Office
Student Center, 101A (via Student Center)
(916) 558-2915
sccintclub@scc.losrios.edu (President)

Kim Beyrer, Coordinator
Student Leadership and Development
South Gym, 226
(916) 558-2607
beyrerk@scc.losrios.edu
For more information please visit www.scc.losrios.edu/sld

Haley Lepper, SPA
Student Leadership and Development
Student Center, 105
(916) 558-2382
lepperh@scc.losrios.edu

For more information please visit www.scc.losrios.edu/sld
OFFICE USE AND EXPECTATIONS

Facilities on campus are extremely limited. Despite this, SCC has provided space to the SAC to conduct student association-related business. The offices are a privilege and not a right. In order to maintain the privilege, SAC members must be role models and utilize the office in appropriate ways, conduct themselves civilly and professionally, and assure that visitors to the office do the same. In addition, some of the supplies and equipment are provided courtesy of SCC. It is critical to respect campus, SAC and personal property found in the offices. All campus and district policies and procedures regarding usage (computers, phones, etc.) must be adhered to.

PHONES *

The phones are available for SAC-related business. You can make inter-district calls by dialing the last four digits of the number. All other calls can be dialed normally. To make long distance calls, speak with the Advisor. Speak with a veteran member to access voice mail.

COPY MACHINE *

The copy machine is available for SAC-related business (speak with a veteran SAC member for access). The SAC also authorizes SCC student clubs to make up to 25 free copies per semester. Any copies in excess of this should be made through the campus Duplicating Office (B-140). The Duplicating Office requires a minimum of one week for all requests and the requestor is responsible for work orders and payments. Use student funds wisely and only copy as needed. Use the environment wisely and copy double-sided whenever possible. “Reduce, reuse, and recycle.”

COMPUTERS

Computers are for SAC-related business only. The existing software and hardware are not to be tampered with. SCC Computer Services maintains the computers and will respond to requests as needed. All requests should be channeled through the Advisor. Save all SAC work on the SAC shared drive, do not permit any downloads, and close all programs and logoff after use to protect your documents and safeguard the computer for all users. The Student Senate Office is also equipped with an SCC-provided ADA (Americans with Disabilities Act) computer station. Priority use is reserved for members requiring special accommodations. To access the computers, follow the below login procedures.

Username: W + Student ID#
Password: Your eServices password
Log on to: LRCCD
SAC SHARED DRIVE

**Purpose:**
A shared drive has been set-up for the SAC. This tool will help you to keep digital files organized, open access to information to the entire board, and share information from year-to-year. The shared drive, if used appropriately, has great potential to move the SAC towards improved organizational effectiveness.

**Management:**
The Advisor will oversee the shared drive, including SAC membership access, appropriate use, and organization.

The Secretary of Technology will be responsible for regularly maintaining the organization of folders and files. Monthly maintenance and organization is recommended.

**Shared Drive = Shared Responsibility:**
All users have a responsibility to help maintain an organized and effective shared drive. Start by descriptively naming files. For example: “2010 SAC Candidate Bios” is better than “Candidates.” Name your files so that a new SAC member can easily identify it. You can also date stamp your files, depending on the program you are using. Next, create and label folders appropriately. It is helpful, to create folders within folders. For example, in the Homecoming folder, create a folder for 2010, 2011, etc. Within the year folders, you can create additional folders as needed. For example, folders can be created for “Game Day,” “Door Decorating,” etc. It is critical to store files in the appropriate folders.

This is a shared drive for SAC business and use only. Do NOT store personal files in this drive. Please be clear that all SAC members will have access to this drive and the files contained therein.

**Access:**
Access permissions will be granted only to official SAC members, along with the Advisor and designated staff. You can access the shared drive via one of the computers located in the SAC Office. Open up “My Computer” and then click on the “S” drive. This will give you access to the shared drive, starting with the “ASG” folder.

Please note that you must first login to the computer using your student ID # and pass code. Do not allow others to access the shared drive or computers via your personal login. You are expected to abide by all computer use policies and regulations for the college and district, accessible at: [http://www.losrios.edu/legal/GCpolreg.htm](http://www.losrios.edu/legal/GCpolreg.htm), reference the 8800 “Administrative Computer Use” series.

**MAILBOXES**

Each SAC member is assigned a mailbox in one of the SAC Offices. Members are expected to check their mail on a regular basis and clean out their boxes at the end of their term. Any items remaining in the box after one week from the end of term, will be considered SAC property and handled accordingly.
LOCKERS

SAC lockers are available for temporary use for all members of the SAC and, also, the Student Trustee upon request. Each member has permission to use only one locker and, at this time, must provide their own lock. Lockers are accessible during regular office hours. Materials that are illegal or break any rules or restrictions are not to be stored in lockers. All lockers must be cleaned out and locks removed within one week of the end of a member’s term due to resignation, termination, or completion. After the one week grace period, locks will be cut and any remaining items may be discarded. No stickers or graffiti of any kind are permitted on the lockers, inside or out.

FORMS, SUPPLIES AND OTHER INFORMATION

For access to SAC-related forms, supplies and other information, speak with a veteran member or the Advisor.

* CODES

If you need a code to access the voicemail, copy machine, etc., speak with a veteran member.
SAC Budgets

GENERAL INFORMATION

The SAC oversees three different budgets:

- A general budget, which includes both revenue and expenditure line items for use as determined by the SAC (CAEB, SS, JBC).
  - The JBC will determine allocation of these funds to the CAEB, SS, and JBC.
  - The SAC has a separate interest-earning account through SCC. This account is typically utilized as a revenue source only. In rare occasions, the SAC can withdraw from this account. All requests must go through the JBC.

- A scholarship budget that includes revenue augmentation via SCC vending machines and is to be used towards student scholarships only. The JBC provides over site of these funds.

- A Student Representation Fee budget that includes revenue from the mandatory one dollar Student Representation fee that students pay when registering for classes. These funds are restricted by law and can only be spent on the advocacy and representation of students. As such, the Student Senate has authority over these funds. For more information, check out the Student Representation Fee Use Guidelines in this packet.

The amount of revenue and expenditures in each budget varies. The SAC Treasurers, in consultation with the Advisors, will maintain accounting records for all budgets. For more information, speak with the Treasurers or Advisors.
STUDENT REPRESENTATION FEE USE GUIDELINES

The Student Services Council, in consultation with a task group composed of the Student Activities Advisors and the Student Association Presidents, have agreed to the following guidelines for the use of the Student Representation fees. Items #1 through #8 were taken verbatim from the Chancellor’s Office Legal Opinion 0-95-24. Items #9 through #12 were proposed by the task group and address travel-related concerns.

1. Student attendance at conferences and meetings sponsored by CalSACC or other non-partisan student organizations.
2. Organizational dues and/or special donations to CalSACC or any other recognized student-lobbying association.
3. Purchase of equipment used for lobbying and/or advocacy such as computers, printers, modems, faxes and software.
4. Subscriptions to newsletters and/or magazines such as *The Chronicle of Higher Education* or the *California Journal*.
5. Advertisements in either local or campus newspapers consisting of information about legislative issues of interest to the student body.
6. Travel expenses for lobbying and/or advocacy for students.
7. The cost of attending conferences for the purposes of legislative training, legislative awareness, disbursement of legislative information, or the election of officers of a recognized student lobbying organization.
8. Hosting conferences on legislative issues for the general student body, the state organization, or one of the recognized caucuses within the state organization.
9. Payment for expenses for student advocacy must be approved by the Student Body Association a minimum of one week (5 working days) prior to the activity/trip. Documentation supporting the legislative intent of the activity/trip must be submitted at this time.
10. All expenses and travel procedures, both in and out of state, shall be in accordance with District Policy. If an advisor accompanies the student representative, the representation fee may be used to cover their expenses as well.
11. A Student Representation Fee Use Report must be completed within ten working days upon returning from the activity/trip. The report must be filed with the Student Activities Office within this time frame. *(Report form provided under Student Travel in this packet).*
12. If an individual utilizes Student Representation dollars for an expense, and fails to submit the form as outlined in #11 above, they are responsible for full reimbursement to the student association for all expenses and future access of the funds will be prohibited.

*(11/14/95 Ed. Services)*
Legal Opinion 0 95-24

Issue:

You have asked whether Student Representation Fee revenue may be used to pay for certain ancillary expenses associated with representing student interests with governmental entities. In particular, you have asked if such funds can be used to pay for:

1. Student attendance at conferences and meetings sponsored by CalSACC or other non-partisan student organizations.
2. Organizational dues and or special donations to CalSACC or any other recognized student lobbying association.
3. Purchase of equipment used for lobbying and or advocacy such as computers, printers, modems, faxes, and software.
4. Subscriptions to newsletters and or magazines such as The Chronicle of Higher Education or the California Journal.
5. Advertisements in either local or campus newspapers consisting of information about legislative issues of interest to the student body.
6. Travel expenses for lobbying and or advocacy for students.
7. The cost of attending conferences that are for the purposes of legislative training, legislative awareness, disbursement of legislative information, or the election of officers of a recognized student lobbying organization.
8. Hosting conferences on legislative issues for either the general student body, the state organization, or one of the recognized caucuses within the state organization.

Analysis:

The Student Representation Fee is authorized by Education Code Section 76060.5 and implementing Title 5 regulations commencing with Section 54801. Section 54805 requires a notice to be provided to students stating that: “the money collected pursuant to this article shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government.”

For purposes of this discussion, the key phrase in the quoted sentence is "to provide support for students or representatives... "All of the above listed activities are ones which directly or indirectly "support" the efforts of students or their representatives to present their views to legislative or administrative bodies. The only question is how direct the connection must be between the activity and the ultimate objective of advocating for student interests. Obviously some nexus is required, but for the reasons set forth below, we believe indirect support of the kind provided by the enumerated activities is sufficient.

First, we observe that all financial support for student representatives is indirect in a certain sense. For example, if the president of a student body association testifies before a legislative committee, the costs associated with his or her travel to the capitol can be said to "support" this legislative activity and there seems little doubt that these costs could be paid from revenue generated by the student representation fee. But these expenses are not incurred for activities which occur at the capitol at the moment the testimony is being delivered—they are incurred for activities which occur at other locations either before or after the actual legislative hearing. Travel expenses are only payable from Student Representation Fee revenue because they indirectly support and make possible the representation activity.
Attending a conference or using a computer to obtain information necessary to prepare to give testimony would seem no less directly related. Indeed, it would seem absurd to suggest that Student Representation Fee revenue could be used to get a student representative to a hearing but not to prepare him or her to speak intelligently to the issues at hand.

It should be noted that disseminating legislative information to students presents a slightly different issue. Here we are not dealing with supporting representatives in their efforts to advocate, but Section 54805 seems to encompass even this activity because it states that funds can be used to support "students or representatives." If individual students are to express their views to elected officials, they must have information and paying for the costs of disseminating this information would seem to be an appropriate use of Student Representation Fee revenue.

This reasoning is consistent with the approach we took in Legal opinion L-91-15 in which we concluded that, in view of the permissive code, Section 54805 should be interpreted to "afford districts the maximum flexibility" in use of Student Representation Fee revenue.

Conclusion:

Thus, we find that Student Representation Fee revenue can properly be used to pay for all of the listed expenses since they directly or indirectly support students or student representatives in presenting their views to governmental entities:
SAC FUNDING POLICY

Please note that numbers 1-5 apply to all requesters, while numbers 6-7 apply only to requestors outside of the SAC. All clubs are expected to request funds via CAEB.

1. **Advisor required on student projects**
   Student projects must have an assigned advisor. The advisor is to be an administrator, faculty or staff of SCC. For accountability purposes, the advisor is needed to oversee the expenditure of funds allocated by SAC.

2. **Written proposal & reports**
   Funding proposal must be presented in a written format with a description of the project, a list of names of the people participating in the project, and an itemized budget including any revenue. The proposal should include anticipated outcomes and benefits to the students and school. Applicants approved for funding will be expected to present a written and oral report to the SAC after use of funds.

3. **Request in a timely fashion**
   Funding proposals must be submitted at least 30 days before the funds are required. It is necessary to have time to evaluate the proposal and, if approved, to allocate the funds. Allocation prior to the project starting date will not be guaranteed. The Funding Committee will not take funding requests from outside requesters after November 18 for the fall and April 18 in the spring.

4. **Time limit**
   If the funds allocated by SAC are not used within 60 days of approval then the funding agreement becomes null and void.

5. **Reimbursement**
   No funding requests will be considered by the SAC for completed projects.

6. **Matching Funds Policy**
   SAC employs a Matching Funds Policy where by the requester must contribute at least as much as is being requested.

   Example: If a club requests $100.00, CAEB will consider the proposal if the requester can demonstrate that they have already raised $100.00.

   **It is at SAC discretion to make any exceptions to this policy.**
CAEB FUNDING REQUEST PROCESS

The Clubs and Events Board (CAEB) shall receive an annual budget for general expenses, including club activities as determined by the formula set by the Joint Budget Committee.¹

I. When planning to request funds from CAEB, consider the following rules first:
   A. Student projects must have an assigned advisor. The advisor is to be an administrator, faculty or staff of SCC.²
   B. No funding requests will be considered by the CAEB for completed projects.²
   C. CAEB employs a Matching Funds Policy whereby the requester must contribute at least as much as is being requested.²
   D. Off-campus accounts are prohibited.
   E. Always keep copies for your records.

II. Each expenditure recommendation or funding request must be asked through the approved official CAEB funding form³, which can be found at http://www.scc.losrios.edu/sac/home/documents/.
   A. Funding proposals must be submitted at least 30 days before the funds are required. It is necessary to have time to evaluate the proposal and, if approved, to allocate the funds. Allocation prior to the project starting date will not be guaranteed. The Funding Committee will not take funding requests from outside requesters after November 18 for the Fall and April 18 in the Spring.²
   B. Funding proposals must be presented in a written format with a description of the project, a list of names of the people participating in the project, and an itemized budget including any revenue on a spreadsheet, and include a financial report. The proposal should include anticipated outcomes and benefits to the students and school. CAEB will approve no more than three funding requests, per academic year, per club.
   C. Applicants approved for funding will be expected to present a written and oral report to CAEB after use of funds.²

III. The filled out funding request form must be submitted to the CAEB President, Vice President and Treasurer by a club representative or a club member who has attended two consecutive CAEB board meetings prior to allocation of funds.⁴ The treasurer will review the funding request and, should everything be in order, inform the President to add the funding request to the agenda.

IV. After the funding request has been approved, also note that:
   A. If the funds allocated by CAEB are not used within 60 days of approval then the funding agreement may become null and void.

V. Exceptions to this process are at the discretion of the Clubs and Events Board.

---

¹ Student Associated Council Constitution, Article VIII, Section 5 iii.
² SAC Handbook, SAC Funding Policy
³ Clubs and Events Board Bylaws, Article XI, Section 1 vi.
⁴ Clubs and Events Board Bylaws, Article XI, Section 1 iii.
# Student Associated Council Funding Request Form

Use this form to request funding from the Student Associated Council (SAC). All funding requests must be submitted to the Finance Committee before any final action can be taken by the SAC. Fill out this form completely, attach all supporting documents and submit it to the Treasurer so that it can be placed on the next Finance Committee agenda. Be prepared to attend the committee meeting if you wish to make a presentation in support of your request or answer any questions of the committee.

## Date Submitted

---

### Name and Contact Information of Requestor

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>E-mail</th>
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<tbody>
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<tr>
<th>Club/Organization</th>
<th>Budget Number For Transfer or Check To Be Made Out To</th>
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<table>
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<tr>
<th>Address</th>
<th>City</th>
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</table>

## Amount of Funding Request

- $  

## Date Funds Are Required

---

### Do you or your organization have matching funds available?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

## Proposed use of funds (use back and additional sheets if necessary):

---

### Finance Committee Action:

- [ ] Approved
- [ ] Disapproved
- [ ] Forwarded to SAC without recommendation

**Committee Vote:**

- Yeas _____
- Nays _____
- Abstentions _____

- [ ] CAEB/SS Override

**Finance Committee Agenda Date:**

---

### Treasurer

---

### CAEB/SS Action:

- [ ] Approved
- [ ] Disapproved

**Vote:**

- Yeas _____
- Nays _____
- Abstentions _____

---

### Agenda Date

---

### President
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. The SAC is under the general supervision of the Student Leadership and Development Coordinator.
2. The Advisor must authorize all expenditures as well as supervise and review all financial transactions.
3. Approvals for expenditures must be noted in the meeting minutes.
4. Authorized signatures for requisitions must include:
   • President or Treasurer
   • Advisor
   • Supervising Administrator
5. The Business Office via the Student Leadership and Development Office provides monthly financial reports.
6. All disbursements are made by check.
7. Failure to deposit funds into the proper account at the Business Office within 24 hours of receipt may result in punitive action. Off campus accounts are prohibited.
8. Requisitions must be processed with required supporting documents to ensure audit accountability:
   • Minutes, Event Flier, etc.
   • Original Receipts – for all reimbursements
9. Cash advances will be authorized for advisors only.

FINANCIAL ETHICS


1. All funds collected from SAC 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 Account Requisition/Purchase Order system.
2. Always request funds in advance for all purchases. 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 SAC member using their influence to secure a financial transaction that would provide any kind of financial gain or potential financial gain to the individual member. Avoid any circumstance that might provide an actual or perceived conflict of interest.
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, 2012, “Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference,” p. 87).

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 fund-raiser 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, 2012, “Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference,” p. 161-161).

EXPENDITURE OF FUNDS

1. To access funds you need to complete a Business Office Account Requisition/Purchase Order Form available in the SAC Office (an unofficial copy is provided in this packet for your information).
2. The following are approved methods of expenditure:
   I. Campus Based Requisitions
      Create a Purchase Order - Issued to a company that approves purchases to be encumbered/charged to your account, not paying a vendor.
      • Completed Campus Based Requisition
      • Quote from Vendor
      • Club Meeting Minutes approving the expenditure
      • Food and Supply: Justification Memo
      • Event: Flyer of event & list of attendees
      Pay Vendor - checks issued directly to a vendor/company after the club has received the items
      • Completed Campus Based Requisition
- Invoice from Vendor
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

**Reimbursement** - Checks issued to a student or advisor that purchased items already and is requesting a reimbursement
- Completed Campus Based Requisition
- Original Receipts
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

**Cash Advance (for Advisors Only)** - Checks issued to Advisors to cash and use the funds to purchase items.
- Completed Campus Based Requisition “check request”
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

**College Store Order** - The College Store can purchase items a variety of ways (websites, online stores or through the College Store catalog) and charge the expense to the club account.
- Completed Campus Based Requisition
- College Store Quote
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

**II. Ordering Food through City Cafe/Aramark**
- Complete City Cafe Catering Request form and email to Robert Burks
- Complete City Cafe Catering Form
- Completed City Cafe Catering Request form from Robert Burks (quote)
- Club Meeting Minutes approving the expenditure
- Event Flyer
- List of attendees

3. All information, including addresses, must be filled out on requisitions for processing.
4. SAC authorization of the expenditure(s) is required (e.g. minutes) on all requisitions for processing.
5. Submit completed forms and appropriate additional supporting documents to the Student Leadership and Development Office for processing. The earlier you submit your paperwork the better for you to receive or have payment sent in a timely manner.

The Student Leadership and Development Office recommends advance planning beyond the requirements noted above.

**DEPOSIT OF FUNDS**

1. Failure to deposit funds into the proper account at the Business Office within 24 hours of receipt may result in punitive action. Off campus accounts are prohibited.
2. Complete a Business Office Deposit Voucher available in the SAC Office (an unofficial copy is provided in this packet for your information).
3. Submit directly with funds to the Business Office.
4. After the deposit has been verified, a copy will be sent to the Advisor and the SAC.
CHANGE FUND (Cash Box)

1. Sufficient funds must be on deposit with the Business Office to cover requested change funds.
2. The 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 an actual 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.

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 governmental 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, 2012, “Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference,” p. 131).
Sacramento City College
Campus-Based Account Requisition/Purchase Order

Date: April 01, 2005
Vendor: Jane Doe 0004001
Address: 1234 - 10th Street
City: Sacramento
State: CA
Zip: 95822

NOT TO VENDOR

Mail To: Sacramento City College - Business Office
3835 Freeway Blvd.
Sacramento, CA 95822

Please Deliver To: Sacramento City College - Receiving
3835 Freeway Blvd.
Sacramento, CA 95822

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Stock No.</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Reimbursement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Supplies, Pads, Pens</td>
<td></td>
<td>21.56</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Original receipts attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Delivery Instructions: __ Ship to Receiving  __ Will Call

TOTAL: 21.56

REQUESTED BY: Mark Andera 3/29/05
AUTHORIZED: Adrienne 3/29/05

Budget Number: BANSB15890 181 3C VS M5000
Program: 04001 00000 12005 1230

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

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Deposit Voucher

Sacramento City College Deposit Voucher
(see back for instructions)

Date Collected: ____________________________________ Event/Activity Description: ____________________________________

Department: ____________________________________

Fund Type: ____________________

(check one)

Fund 14 - "F14" Fund 81 - "S6 & Agency" Fund 71 - "ASG" Fund 83 - "Foundation" Fund 11 - "General Fund"

** Compete Box A, B, or C for Type of Income **
** Complete box D to detail tender type **

A. Ticket Sales (Gate Receipts, Theater, Daily Parking, Cosmo Services, Event Parking, etc.)

Types of Sales:

Prepared by: ____________________________________ Total Ticket Sales $ ________________________________

Verified by: ____________________________________

B. Sale of Goods or Services (Food sales, Concessions, Publications, Dental Services, etc.)

Types of Sales:

Prepared by: ____________________________________ Total Sales of Goods Services $ ________________________________

C. Donations (Scholarships, Programs, etc.)

Name of Donor: ____________________ Amount $ ______

Name of Donor: ____________________ Amount $ ______

Name of Donor: ____________________ Amount $ ______

Total Donations $ ________________________________

D. Deposit (total of A, B, and C above (let one line for each)) ** REQUIRED **

Cash

Col.

20's 10's 5's 1's

Check

Check No. Amount Check No. Amount Check No. Amount

Total Cash ________________ Total Coin ________________

Total Checks ________________________________

TOTAL DEPOSIT $ ________________

Account Name: ____________________________________

Account Number: ____________________________________

Prepared by (dept.): ____________________________________

Reviewed by (dept.): ____________________________________

Verified by (Bus. Office): __________________ Date __________________

White - Business Office Yellow - Department Pink - Preparer's Receipt

Rev 07/11
**Sacramento City College Request for Change Fund**

Club or Organization Name: S.M.E.C.

Advisor Name: Mai Gemu Johnson

Name of Person Picking Up Funds: Art Hernandez

Event Name: Movie Night

Event Date: 7/27/15

<table>
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<th>Total Authority Fund</th>
<th>( $ 40.00 )</th>
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</thead>
<tbody>
<tr>
<td>In Tens</td>
<td>( $ )</td>
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<tr>
<td>In Fives</td>
<td>( $ 10.00 )</td>
</tr>
<tr>
<td>In Ones</td>
<td>( $ )</td>
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</table>

Coin - In Full Rolls Only

<table>
<thead>
<tr>
<th>Total Authority Fund</th>
<th>( $ 30.00 )</th>
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</thead>
<tbody>
<tr>
<td>In Quarters ($10 roll)</td>
<td>( $ )</td>
</tr>
<tr>
<td>In Dimes ($5 roll)</td>
<td>( $ )</td>
</tr>
<tr>
<td>In Nickels ($2 roll)</td>
<td>( $ )</td>
</tr>
</tbody>
</table>

Pickup Date/Time: 7/27/15 @ 4:30pm

Issued by:

Cash Box Required: please circle **YES**?

X ADVISOR SIGNATURE

Box # change box #

By signing, I agree that the change fund will be used solely for the purpose stated above and I accept responsibility for reimbursing the Business Office for lost or stolen change fund money.

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

Request for Change Fund 4/26/2013
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 those statutes.
EMPOWERMENT GRANT OUTLINE

1. Club Mission Statement

In this section, the club is required to provide a description of its general purpose, goals, and major past and current activities.

2. Strategic Plan

The club is required to provide a detailed, clear, and concise plan for the activities to be carried out during the academic year along with the method of allocation of the funds received from the Student Senate for the activities.

3. Annual Calendar of Activities

The club is required to submit a calendar of its activities for the entire academic year to the Student Senate.

Note:

• Criteria for Selection

Empowerment grants are given on a first come, first serve basis. However, in order for the application to be approved by the Student Senate for funding, the club should provide a clear and detailed plan of its activities. To receive the grant in the first attempt, please attach all documents listed above to a completed empowerment grant application and submit it to the Student Senate.

• Reporting to the Student Senate

All clubs receiving the empowerment grant must submit a report of the activities accomplished with the support of the empowerment grant to the Student Senate by November 30 of fall semester, and by April 30 of spring semester.
Student Empowerment Grant Application

The Student Empowerment grant is a $400 grant for clubs at Sacramento City College with the purpose of developing a robust organizational culture that generates student self-empowerment and inspires organized student activities. To be eligible for the grant clubs must be currently chartered, plan to use the funds for outreach and activities, and have a one-year plan for growth in membership and activities.

How to apply for the Student Empowerment Grant

1. Develop an official plan for growth in membership and activities. Include your club’s goals and methods by which you plan to accomplish them. Document this plan and approve it by an official decision of your club’s voting members.

2. Decide, as a club, how to use the $400 it would receive from the Student Empowerment Grant. Provide a list of costs and the breakdown of how the $400 will be used.

3. Provide an academic calendar of the club’s planned events/activities that the Empowerment Grant may help to fund.

4. Fill out the following application, making sure to have it signed by your Club Advisor, and submit it to the Student Senate Vice President or their mailbox in the Student Senate office in SOG 232.

5. The Vice President or a designee will confirm and let your club know when your application will be heard by the Senatorial Branch.

6. The Senatorial Branch will determine if the club has met the requirements for the Student Empowerment Grant. If approved, the funds will be transferred to the Club’s account by a SAC advisor. If rejected, reason will be given and the club will be free to re-apply at any time.

Keep in mind:

- Once submitted, the Student Senate will notify the club of the Grant status within 3 weeks.
- There are only 10 grants available per academic year, available on a first-come, first-serve basis. If your application does not meet the requirements, it will be rejected and the club must re-apply.
- No club may receive more than one Student Empowerment Grant within one academic year or within a 10-month period.
- Funding for the Student Empowerment Grants must approved by each board of the Student Senate, meaning that you cannot be guaranteed that the grants will be available next academic year. This means that your club has a functional deadline around the end of the Spring Semester. Talk to your representatives in the Student Senate for a specific deadline, or to possibly find out if the next board is likely to renew the Student Empowerment Grant funding for the next academic year.
Student Empowerment Grant Application

Name of Club: ________________________________________________________________

Contact Name: ______________________________________________________________

Contact email: __________________________________ Contact phone: ________________

How the club plans to use the grant money:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Attached are the required documents, check below:

☐ A document detailing our club’s long term (one year or more) plan for growth in membership and activities and how we plan to accomplish this.

This document was approved by our club’s voting members on: ________________

Club Advisor:

Name ____________________________________________

Signature __________________________________________

Date ____________

Senatorial Branch Use Only

Submitted to the Student Senate Vice-President or Designee on:

________________________________________________________

Decision of the Senatorial Branch on (date) ____________________________:

__________________________________________________________________________

__________________________________________________________________________

SAC Advisor Use Only

Verified as currently chartered club ☐

Signature ____________________________________________

Date ________________________________________________________________________

_________________________

Senatorial Branch Use Only

Vice President of the Student Senate

Treasurer of the Student Senate

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LRCCD STUDENT ADVISORY COMMITTEE

How it Works

ARC
- CSPE
- Budget
- Campus Debt
- Campus Safety
- Curriculum
- Education, Tech
- Learning Resources
- Matriculation
- Planning, Research
- Recognition
- Staff Development
- Staff Equity/Diversity
- Student Equity

CRC
- CPC
- Budget
- Matriculation
- Curriculum
- Executive

SCC

FLC
- Budget & Facilities
- Curriculum
- Institutional Planning
- Matriculation & Student Success
- Professional Development
- Safety
- Technology

BOT

Cabinet

Budget

District

Matriculation

State

SSCCC
I. Philosophy of Participatory Decision-Making
   1. “The goal of participatory decision-making at Sacramento City College is to provide a working environment which encourages the participation of the entire campus community—students, faculty, classified staff, and managers—in the process of making decisions that directly and indirectly affect them” (The Governance Guide 2016, 4).

II. Definition of Participatory Decision-Making
   1. Open, consistent, and continuous process
   2. Provides the opportunity for all individuals to have their suggestions and ideas represented in the decision-making process through personal or representative participation
   3. Four components of governance
      i. Administrative structure facilitated by management staff
      ii. Constituent groups
      iii. A committee system
      iv. Input from individuals or groups
   4. The College President
      i. Is part of and outside of the governance structure
      ii. Responsible for the effectiveness of the governance structure
   5. All individuals
      i. Must take responsibility for their own involvement in the process and within the governance structure for participatory decision-making to work effectively

III. Four Components of Participatory Decision-Making
   1. Administrative Structure
      i. Four sub-structures
         A. President’s Office
         B. Instructional Services
         C. Student Services
         D. Administrative Services
      ii. Each sub-structure discusses and acts upon the operational issues in its area of the campus
      iii. Issues that affect the entire campus move up the organizational ladder
      iv. Groups have the responsibility of working with each other when making decisions about areas of mutual concern
   2. Constituent Groups
      i. There are four constituent groups
         A. Students
a. Represented by the Student Senate
B. Faculty
   a. Represented by the Academic Senate
C. Classified Staff
   a. Represented by the Classified Senate
D. Management Staff
   a. Represented by the Manager’s Council
ii. A representative from each constituent group serves on the Executive Council with the College President

3. Standing Committees (Campus Committees)
   i. Purpose
      A. To bring together members of all constituencies and components of the administrative structure to represent various interests
   ii. Responsibilities
      A. Foster a climate of
         1. Mutual trust and resolution
         2. Positive communication skills
         3. Timely reporting
         4. Identifying, studying, reviewing issues in specific areas
         5. Making recommendations concerning services and programs
   iii. Representation
      A. Committees are balanced and structured to represent all constituent groups
   iv. Chairs
      A. Tri-leadership of faculty, classified staff, and manager on each committee
   v. Appointments
      A. Length of appointment
         a. Depends on committee, constituency, and individual
         b. For example students may only be able to serve for one semester
      B. Method of appointment
         a. Members of each constituent group are asked to respond to a survey where each individual requests to be appointed to a committee
         b. Individuals are appointed to standing committees each year
         c. Constituency leaders are responsible for appointing the tri-chairs and members of each standing committee

4. Input from individuals or groups
   i. A campus-wide issue can be identified by an individual, a department, a constituent group, or a committee
   ii. A Campus Issue Form can be used to present major college-wide issues
      A. More information about this process can be found in Section IV
IV. Campus Issue Process (revised February 2014)

1. Purpose
   i. A campus-wide issue can be identified and initiated by any individual, department, constituent group, or committee, and their recommendations can be submitted to the Process Coordinator using a Campus Issues Form

2. Process
   i. Initiator
      A. Describes issue or concern
      B. Suggests possible solution
      C. Submits Campus Issue Form to
         a. SAC Advisor (for advising and informational purposes)
         b. Process Coordinator; this role is assigned to the Dean of Planning, Research, and Institutional Effectiveness
   ii. Process Coordinator
      A. Receives Campus Issue Forms from the college community
      B. Submits Campus Issue Form to Executive Council for discussion and delegation
      C. Reports within five working days to the initiator what action was taken
      D. Continues to communicate with originator of Campus Issue throughout the process
      E. Communicates governance news to the campus community
      F. Serves as a resource person on the Executive Council
   iii. Executive Council
      A. Receives form
      B. Discusses issue or concern
      C. Seeks additional information if necessary
      D. Forwards the issue to the appropriate committee or individual, or makes a recommendation to the President with 30 working days
   iv. Standing Committee
      A. If the issue is forwarded to a Campus Committee by the Process Coordinator, on behalf of the Executive Council, the issue will be placed on the committee’s next agenda
      B. When the committee receives the form it will
         a. Gather information
         b. Discuss the issue or concern
         c. Seek additional information if necessary
         d. Send a progress report or make a recommendation to the Executive Council within 30 days
   v. Final Steps
      A. Executive Council
         a. When the council receives a recommendation on the issue or concern from a committee they will
i. Discuss the recommendation
ii. Seek input from constituency groups if necessary
iii. Make a recommendation to the President

B. President
   a. The President’s Response
      i. Communicated to the Executive Council
      ii. Shared campus-wide through SCC e-News

C. Process Coordinator
   a. Publishes the President’s Response and the outcome of
      the Campus Issue online at:
      https://www.scc.losrios.edu/prie/governance/participatory
      -governance/campus-issues-responses/

3. Campus Issue Form
   i. The Campus Issue form can be found at:
      https://dms.scc.losrios.edu/alfresco/d/d/workspace/SpacesStore/243c03c
      6-a15c-4c10-ba24-c9b02a6f577b/CI_Form%20(2).pdf

V. Executive Council
1. Purpose
   i. To represent constituent groups in advising the president on college-
      wide policy and procedure decisions
   ii. To ensure that the participatory decision-making process is viable,
      consistent, and understood
   iii. To ensure that the process addresses college issues in a timely fashion
2. Responsibilities
   i. To ensure that the Guide to Participatory Decision-Making accurately
      reflects the current and approved process at SCC
3. Membership
   i. Includes one representative from each of the constituent groups
      A. Academic Senate
      B. Classified Senate
      C. Associated Students
      D. Senior Leadership Team
      E. College President
   ii. Ex officio resource people include
      A. Vice President of Instruction
      B. Vice President of Student Services
      C. Vice President of Administrative Services
      D. Dean of Planning, Research, and Institutional Effectiveness
         (Process Coordinator)
      E. Public Information Officer
4. Guidelines for operation
   i. Meetings held at least once a month
   ii. Receives recommendations from campus members or committees
iii. Council members make recommendations on policies and procedures to the president
iv. The president identifies specific implementation strategies or people responsible for carrying them out
v. The Executive Council develops additional guidelines as necessary to carry out its responsibilities

VI. Campus Committees

1. Who can be appointed to a Campus Committee?
   i. All students are encouraged to participate by joining a Sacramento City College standing committee
   ii. Please be aware of the time commitment that is required for each committee
      A. For this reason, it is suggested that most students should only serve on one committee per semester

2. How can a student be appointed to a Campus Committee?
   i. To be appointed please take the Campus Committee Appointments 2018-19 (Students) Survey at:
      https://www.surveymonkey.com/r/Student_Campus_Committee_2018-19
   ii. Students will take this survey each Fall and Spring semester to be appointed to a Campus Committee

3. How can a student be removed from a Campus Committee?
   i. Please email your Student Senate President and Adviser

4. What Campus Committees are there?
   i. Affordable Educational Resources
   ii. Budget
   iii. Campus Development
   iv. Campus Safety
   v. Curriculum (sub-committee of Academic Senate)
   vi. Educational & Information Technology (E&IT)
   vii. Honors & Awards (H&A)
   viii. Learning Resources
   ix. Matriculation & Student Success
   x. Planning, Research, & Institutional Effectiveness (PRIE)
   xi. Staff Development
   xii. Staff Equity and Diversity
   xiii. Student Equity

5. When do the Campus Committees meet and what are the goals of each committee?
   i. The answers can be found on the second page of the Campus Committee Appointments 2018-19 (Students) Survey at:
      https://www.surveymonkey.com/r/Student_Campus_Committee_2018-19
ii. For more information on committees please visit the PRIE website at:  
https://www.scc.losrios.edu/prie/governance/participatory-governance/standing-committees/

**For the purpose of student appointments the term Campus Committee is used. However, please be advised that the college refers to these groups as Standing Committees. The term has been used interchangeably throughout this document.**

**STRATEGIES FOR STUDENT PARTICIPATION**

Student presence on campus and district governance committees is important. By serving on committees, you have the opportunity to see first-hand how the campus is governed and you are able to participate in the decision-making process in the interest of the student body. The following strategies are intended to help student representatives manage their roles on campus governance committees.

Once you have been assigned to a committee, do the following:

- Find out the name of the chairs of the committee and make an appointment to talk with one of them.
- Be on time to the appointment and go prepared with questions about the committee’s mission, activities, and agenda for the year.
- Look over the roster of committee members and make note of those people you know and with whom you have a positive relationship. You may be able to get them to help you understand some of the more complicated issues that come before the committee. You may also be able to get their support on student issues.
- Attend meetings regularly and find a back-up representative to attend in your place when you need to be absent.
- Take notes at the meeting and collect copies of all handouts. During the discussion phase on the issues, don’t be afraid to contribute, get involved and/or ask questions.
- After each meeting, rewrite your notes into a brief report on the proceedings. The average length of the report should be about one page or less. This is a summary.
- Submit your report, as requested, to the SAC.
FORMS
Standing Committee Report

Student Representative: _____________________________________________________________

Committee Name: ____________________________________ Meeting Date: _______________

Topics Discussed & Committee Action: ________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

What is the importance of the topics discussed to the SAC and the general student body? _______
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

What actions (if any) do you recommend that the SAC take? _______________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

How to submit your report: Attach a copy of the committee agenda and any handouts to this report. If you need to present to the SAC, then inform the President in writing that you have a report and want to be on the agenda. Submit all reports to the SAC.
DISCIPLINARY APPEALS PANEL NOMINATIONS

Deadline: End of the second week of the fall semester
Submit to: Student Leadership and Development, SOG 226

Each year, the Student Senate President appoints five students to serve on the Disciplinary Appeals Panel. These students will be called on to sit with faculty and staff, on a panel, hearing student appeals resulting from the disciplinary process at SCC. Dates and times are set for the hearings on a case-by-case basis.

The Student Senate President will strive to appoint students who represent the diversity at SCC and are in good academic standing. In addition, any student with a disciplinary record at SCC will not be eligible for appointment.

Student Name: ________________________________ Student ID # __________
Address: _______________________________________
_________________________________________________
E-mail Address: ___________________________________
Phone #: _________________________________________
Person Making the Nomination: _______________________
Contact Information: _________________________________
_________________________________________________

For Office Use Only

Notes: ____________________________________________

□ Appointed

Student Senate President Signature
Facility Requests

GENERAL INFORMATION

When requesting a campus facility for a meeting or activity, the first stop is always the Student Leadership and Development Office. Staff will help with facility selection, request, and processing. Note: Any major event, such as dances, fairs, demonstrations, etc. must be discussed well in advance with the Advisor and the Student Leadership and Development SPA 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 AND CULTURAL AWARENESS CENTER REQUESTS

If there is space available in the Student Center and Cultural Awareness Center that can accommodate your club’s needs, Advisors complete the Student Center and/or Cultural Awareness Center Event Request, available online; https://www.scc.losrios.edu/sld/student-center-cac-event-request/ Please note that it must be the advisor that submits this form and the point of contact. An unofficial form is included in this packet.

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. Please note that the advisor must approve and be the point of contact. An unofficial form is included in this packet.

MEDIA SERVICES REQUESTS

If the Club Advisor(s) need training on the Student Center Media Equipment or would like a specific media equipment set up, please complete the Media Services Request Form at least 3 weeks before your event. If you have already been trained on the Media Equipment, please reserve and obtain the key from Operations. https://www.scc.losrios.edu/mediaservices/media-services-event-support-request/ An unofficial form is included in this packet.

Learning Resource Center, LRC 115, Phone: (916) 558-2361, Email: SCC-MediaServices@scc.losrios.edu
CITY CAFÉ CATERING REQUESTS

If you are having food at your event, the Club Advisor will need to contact City Café at least 3 weeks before your event to coordinate your food service needs. Please complete the City Café Catering Request form and submit to Robert Burks email below. Once the club has received an official quote, please submit the following to Student Leadership & Development for processing; An unofficial form is included in this packet.

- City Café Catering Form
- City Café Catering Quote (from Robert Burks)
- Club Meeting Minutes approving this expense
- Event flyer
- List of attendees

City Café Catering Contact, Phone: (916) 558-2251 or (916) 558-2252, Email: BurksR@scc.losrios.edu

ALL REQUESTS

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

- **A minimum of three 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 three 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.).
- All events involving food must be submitted a minimum of three weeks in advance.
- A minimum of one month in advance for all major events.

The status of your reservation will be communicated via e-mail or mail in your SAC mailbox. **Advance planning, beyond the requirements noted above, is recommended.**
FORMS:

Student Center And Cultural Awareness Center Request Form

STUDENT CENTER AND CULTURAL AWARENESS CENTER REQUEST

Please allow a minimum of 5 working days to process your request.

This Form must be submitted before reservations are approved and confirmed. Use of District Facilities must be categorized as either "College Use" or "Rental," District regulations do not allow "Co-Sponsorships." 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).

Fields marked with an asterisk (*) are required.

CONTACT PERSON

Staff Member/Advisor’s Name *
Please indicate the advisor/staff member that will be responsible for the facility and event.

First
Last

Dept/Club/Organization *

Email *

Phone *

Fax

EVENT BASICS

Name of Event *

Event Description

Requested Event Day/Date(s) *

2nd Choice Event Day/Date(s) *

Usage Times (Set-up/Clean-up) *

Actual Event Times *

Approximate number of attendees *

Will admission be charged? *

  No  Yes

EXAMPLE
Advisor submit official request online
Will you need security? *
○ No  ○ Yes

Will food be served? (Provided by City Café)
City Café (Aramark) has contractual, exclusive food service rights for catering and food service in the Los Rios District. Three weeks prior notification for food service needs must be provided to City Café (Aramark). Contact City Café at (916) 398-2251 or (916) 398-2292 to coordinate food service needs.
○ No  ○ Yes

FACILITY NEEDS

Facility Location *
These facilities are subject to students who walk through the building; no doors can be locked or obstructed in any manner. If you need a facility other than the Student Center or Cultural Awareness Center, please go to Facilities/Event Planning.
○ Cultural Awareness Center  ○ Student Center
○ Cultural Awareness Center and Student Center

Media Equipment Needed? *
○ No  ○ Yes

Facilities Materials or Custodial Support
○ Table(s) (3’ x 6’)
○ 12’ x 16’ Stage
○ Extension Cord (4 prong)
○ U.S. Flag
○ Chair
○ 12’ x 24’ Stage
○ Regular Extension Cord
○ Other
○ 8’ x 8’ Stage
○ Garbage Can
○ Old Glory

Instructional Media
If your event requires media equipment (projectors, video cameras, etc.) reserve the equipment and pick up from Instructional Media in LRC 105.

Anything else we should know?

Instructions

VERIFICATION

Please enter any two digits

Example: 12

Submit
Other Campus Facilities Request Form

Scheduling Campus Facilities

Event/Activity: ________________________________

Date: __________ Day of the Week: __________ Start Time: __________ End Time: __________

Date: __________ Day of the Week: __________ Start Time: __________ End Time: __________

Date: __________ Day of the Week: __________ Start Time: __________ End Time: __________

Date: __________ Day of the Week: __________ Start Time: __________ End Time: __________

Facility(ies) Requested:

☐ Classroom: ________________________________

☐ Smart Room: ________________________________

☐ Art Court Quad

☐ Quad

☐ Quad Stage

☐ Concrete Table

☐ Gazebo

☐ North Gym

☐ South Gym

☐ Other: ________________________________

Rain Option: ________________________________

Activity Details (if applicable):

____________________________________________________________________________________

____________________________________________________________________________________

Number of Participants: __________

Food: ☐ Yes ☐ No ☐ Provided by City Café

*City Café (Aramark) has contractual, exclusive food service rights for catering and food service in the Los Rios District. Three weeks prior notification for food service needs must be provided to City Café (Aramark). Contact City Café at (916) 558-2251 or (916) 558-2252 to coordinate food service needs.

Setup: ☐ Yes (if checked please complete Page 3) ☐ No

Please make sure that all requests for custodial services relative to your event are provided to the Facilities Office and are indicated on page 3 of the Facilities Use Request Form. Requestors will need to allow a minimum of 2 weeks notification for a normal set up and a minimum of 4 weeks notification for a customized setup.

Print SCC Staff Name: ________________________________ Ext: __________ Cell Phone: ________________________________

Signature: ________________________________

SCC Club Requests Only

Club: ________________________________ Club Advisor Signature: __________ Ext: __________

Student Leadership & Development Approval: ________________________________
**Custodial Requirements**

- Table(s) (3' x 6')
- Chairs
- Tablecloths
- Canopy(ies)
- 6' x 8' Stage
- 12' x 16' Stage
- 12' x 24' Stage
- Quad Stage

- Tablecloths are available for indoor events only. You will need to complete the Tablecloth Request Form.
- Canopies are not available during inclement weather.

**Event Set Up Request**

- Garbage Can(s)
- Regular Extension Cord
- 4 Prong Extension Cord
- CA Flag
- USA Flag
- Other

- Instructional Media
  
  If your event requires media equipment (projectors, video cameras, etc.) you can reserve the equipment and pick up from Instructional Media in LRC 141.

- Media Services
  
  If your event requires audio or visual support you will need to complete the Media Services Support Request Form.

**Please indicate arrangements of tables/chairs and/or other custodial needs on this diagram if applicable.**

**Additional Information:**

---

Page 64 of 85
Media Services Request Form

*This form must be submitted online via your advisor.*

MEDIA SERVICES EVENT SUPPORT REQUEST

CONTACT INFORMATION

Instructions

This form does not reserve event space on campus, only media equipment/support. For all events, you must reserve your desired event space through the Facilities Office or Student Leadership & Development before filling out this form.

Standard event requests must be submitted a minimum of two weeks prior to the event date.

Requests to assess feasibility for events that fall under "Other Venue (Custom)" must be submitted a minimum of one month prior to the event date.

Contact name, phone number, and email should be contact information for a Logistics/IT staff member who is responsible for this event.

Contact Name *

Contact Phone * [ ]

Contact Email *

Event Date *

Event Start Time *

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Event End Time *

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Facility - Please Select Facility -

VERIFICATION

Please enter any two digits *

Example: 12
City Café Catering Request Form

Event Information

Order Date: Event Date: Event Day: (Mon, Tues) Friday
Number of Guests: Purpose of Function:
Event Contact: Phone: Event Location:
Morning Set-Up: Start Time: End Time: Clean-Up:
Lunch Set-Up: Start Time: End Time: Clean-Up:
Evening Set-Up: Start Time: End Time: Clean-Up:

Billing Information

Billing Contact Name: Phone: Email: PO Number
Dept. to be Billed: Street Address: State: Zip Code:

DESCRIPTION OF SERVICES/FOOD NEEDED

EXAMPLE Advisor submit official request online

*ALL SERVICES COME WITH THE APPROPRIATE CONDIMENTS:
CUPS, PLATES, NAPKINS, UTENSILS, SUGARS, CREAMER ETC.

*FOOD TABLE WILL HAVE TABLECLOTH(S)

Type of Serv Buffet Paper Linen (extra)
Table Service China Servers
Delivery: Flowers: Tent

SPECIAL INSTRUCTIONS:

LES AND ROOMS ARE CUSTOMERS RESPONSIBILITY. CAFETERIA HAS NO PART IN THIS PROC

FOR FACILITY RESERVATIONS, CLICK

Page 66 of 85
City Café Catering Order Form

City Cafe Catering Order
Sacramento City College

Order Date ____________________

Division

Department

Event Name

Event Date ________________ Attached: Event Flyer _____ List of Names _____

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Purchases Charged to Categorical Programs, Grants or Special Programs
This purchase is in compliance with the requirements of

Program Name:

Program Director/Coordinator Signature: Program/Grant Number:

For grants/projects

Program Goal/Objective Number/Explanation

Note: Fund 11 Budgets may NOT be charged for Catering Services

REQUESTED BY DATE AUTHORIZED-Categorical Programs DATE

AUTHORIZED- Area Manager DATE APPROVED-VPA/BSO DATE

Budget Number:

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PO No. #

Program SubClass BY Proj/Grant To be assigned by BSO - Valid Only With VPA/BSO APPROVAL (below)

Rev 1/2018

DISTRIBUTION
Event Planning
FORMS

Event Planning & Notes - Checklist And Evaluation

Student Leadership & Development and Cultural Awareness Center

Event Planning & Notes

Event Planning Checklist

☐ 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: __________________________
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

TIMELINES AND PROCESSES

Students wishing to travel with the support and funding of any component of the SAC, and/or Student Leadership and Development, must comply with all laws, policies/regulations, and procedures related to student travel.

Required Timelines – SAC (CAEB/SS) approval of:
- Trips by September 15 and February 15
- Funds at least 4 weeks prior to in-state trips and 2 months prior to out-of-state trips
- Attendees and other logistical details at least 4 weeks prior to trip
  * Approvals based on board (CAEB/SS) votes in accordance with the Constitution/Bylaws and subject to campus/district official approvals

Selection Process:
- Attendees:
  * All attendees must be SCC enrolled students
  * Attendance priority given to current SAC members
  * Consideration to be given to the inclusion of both new and returning members
  * Attendees must be enrolled students with a minimum cumulative GPA of 2.0 and have an Education Plan
  * Approvals based on board votes in accordance with the Constitution/Bylaws and subject to campus/district official approvals
- SSCCC General Assembly:
  * No more than 6 students will attend the SSCCC General Assembly, including the voting delegate (Secretary of Legislative Affairs), non-voting delegate (nominated by the Secretary of Legislative Affairs and approved by SS board vote), and Student Senate President or designee as the alternate non-voting delegate
  * Included within the 6 student limit noted above, no more than 3 executives of the Region’s Student Senate and 1 executive of the State’s Student Senate
  Note: SLD will support and fund no more than 1 SCC enrolled student serving as an executive of the Region or State’s Student Senate per semester and only if funding is not approved via SAC, SSCCC, or the CCCCO
- ASACC:
  * 1 student representative (Student Senate President or designee; typically the person attending the LRCCD Student Advisory Committee meetings) may join the LRCCD student delegation to the spring ASACC Conference in Washington, D.C. as approved by the board and campus/district officials
• **Petition Process and Timeline:**
  * Send request to SAC for petitions to participate in the trip with a clear deadline and submission information at least 8 weeks prior to trip
  * Petitions due to advisor at least 7 weeks prior to trip
  * Distribute petitions for blind (petitioner not named) rankings by SAC members and/or those approved to participate in the ranking process with a clear deadline and submission information at least 6 weeks prior to trip
  * Petitioners will not participate in the rankings
  * Rankings due to advisor at least 5 weeks prior to trip
  * Tabulate rankings and submit list of attendees for board approval at least 4 weeks prior to the trip

• **Petitions to include:**
  * Name, SS or CAEB or Other, Position, SCC  Cumulative GPA
  * Trip/Conference, Travel Dates, Travel Location
  * Why student is interested in participating in the trip
  * How the student will participate and maximize their learning experience
  * What the student intends to bring back to the benefit of SCC and the SAC
  * Code of Conduct forms, LRCCD Waivers, and any other required paperwork

**Additional Travel Notes:**
- All participants are expected to travel, stay, and return with the travel group
- Guests or others not part of the approved travel group are prohibited from traveling and staying with the travel group
- Student Rep. Fee Reports will be due no later than 1 week after the trip concludes

**References:**
- LRCCD Policies and Regulations
- SCC Travel Policy and Procedures
- SAC Constitution and Bylaws
Travel Petition

Submit Petitions (including Waivers and Code of Conduct forms) to Advisor by deadline

Information provided on this petition will be used for trip planning purposes (registration, flights, etc.), if selected to attend. Your name should be your official name as indicated on a driver’s license, state ID, or other recognized forms of identification.

Last Name: ____________________________ Student ID#: ____________

First Name: ____________________________ M.I.: ____________

Date of Birth: Month: ____________ Day: _______ Year: _______ Gender: ____________

Mailing Address: ________________________________________________

Email: ____________________________ Phone: ____________________________

Circle: SS CAEB Other: ____________________________

Student Status: Enrolled? Y N SCC Cum. GPA? _______

Dietary Restrictions and/or Other Special Needs: ____________________________

How many bags/luggage will you be taking? ____________________________

Type your answers to the following petition questions and attach to this form.

1. Why are you interested in participating in the trip?

2. How will you participate and maximize your learning experience?

3. What do you plan to bring back for the benefit of SCC and SAC?

I have attached the required documents; check below:

☐ Answers to the petition questions
☐ LRCCD Waiver
☐ Student Code of Conduct

By signing below, I submit that this petition in its entirety, including all attachments, has been completed by me and is truthful. I further agree that if I cancel after funds have been expended, on my behalf, that I may be held financially responsible.

Signature: ____________________________ Date: ____________________________

Trip/Conference: ____________________________________________

Trip/Conference Location: ____________________________ Travel Dates: ____________________________
STUDENT TRAVEL POLICY (non-classroom)

Early written notification of any planned student travel (non-classroom) should be submitted to the college 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, Student Associated 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. 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 into 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/Group: ____________________________

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):

<table>
<thead>
<tr>
<th>Emergency Contact Name</th>
<th>Emergency Contact Address</th>
<th>Emergency Contact Phone (include area code)</th>
</tr>
</thead>
</table>

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 Student Senate 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.

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 banners limited to the Student Center and City Café exterior brick walls. All banners must be removed by the day after the event. For additional information, refer to the posting guidelines in this packet.

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. For more information on SAC bulletin boards, refer to the SAC Information section earlier in this Handbook.

CLUB DISPLAYS

Clubs (including the SAC) that are interested in displaying their information to the campus community may do so through the Student Leadership and Development Office. The location of the display is in South Gym Foyer on the 1st floor. Space is provided on a first-come, first-served basis. The length of time each club is displayed will be two weeks. 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 240) 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 11 p.m.
      3. Student groups must have an advisor present throughout the duration of the event.
      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 $50 per hour will be assessed 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 and approved by Campus Operations and the Vice President of Administration (see II. Security).
     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.

EDUCATIONAL WORKSHOPS

The Coordinator and Student Personnel Assistant of Student Leadership and Development are available to provide 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 members. If you identify a special need or would like more focused instruction in a particular area, please contact either the Coordinator or the Student Personnel Assistant as noted under Contacts in this packet.

FLAG POLE

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

There are three ways of doing food sales at SCC:

1. Food must be obtained from an inspected and approved licensed third party vendor (not home prepared).
2. All prepared foods are to be prepared on site (not home prepared).
3. Re-selling individually-packaged items (i.e. candy, chips, bottled water, etc.).

Requests to sell food must be submitted for approval at least three weeks in advance to Student Leadership and Development. Food must be provided by Aramark, unless otherwise approved.

To get more information on what foods are offered by the City Café (Aramark), please work with your Advisor and Student Leadership and Development to contact the appropriate Aramark Manager.

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 more information.
• Minutes/Notes need to be taken at every meeting. For samples of agendas and minutes, please consult with Student Leadership and Development.

POSTING

Individual students and student groups wishing to post materials (non-commercial) on campus will submit those to the Student Leadership and Development Office (SG-226) for approval. Upon granting approval, Student Leadership and Development will inform the requestor of all authorized posting locations (banner posting permitted on exterior brick walls of the Student Center and City Café only). The Student Leadership and Development Office will monitor posting areas under their authority for appropriate materials as well as expired materials.
PUBLICATIONS AND MARKETING ("STYLE GUIDE")

A “Style Guide” consisting of Publications and Marketing strategies 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 reflects 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 “Style Guide” for school-sanctioned activities. All content must be approved by an appropriate and designated staff person (instructor, advisor, supervisor, etc.). The “Style Guide” may be found at [http://www.scc.losrios.edu/pio/scc-brand/](http://www.scc.losrios.edu/pio/scc-brand/) and click on “Style Guide”.

SECURITY

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

WEB PAGES

Please contact the webmaster to update the SCC Student Associated Council Website. Student Leaders’ have the freedom to design their own web pages. After developing your club web page, notify Student Leadership and Development to be linked to the SCC web page.

WORKROOM

Student groups may use the workroom located on the 2nd floor of the South Gym just inside room 226 to make banners for activities. The workroom is open Monday through Friday between 8:30 a.m. and 4:00 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 group has needs that have not been addressed in this guide, please contact the Student Leadership and Development Office.
<table>
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<tr>
<th>Date</th>
<th>Organization Name</th>
<th>Position Title</th>
<th>Name of Person Verifying</th>
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activities transcript

Sacramento, CA 95819

Student Leadership & Development, Sacramento City College

Student ID: 123456

Date: 12/31/2023

Signature: [Signature]

Date: 12/31/2023

Name of Person Verifying: [Name]

Name of Program or Department: [Name]

Program Area or Department: [Area]

Last Event & Year Held: [Event] [Year]
Related Internet Links

LRCCD Policies and Regulations
www.losrios.edu/legal/

Official California Legislative Information
www.leginfo.ca.gov/

California Code of Regulations/Title 5
https://www.cde.ca.gov/Ls/fa/sf/title5regs.asp

California Community Colleges Chancellor’s Office
http://www.cccco.edu/

Community College League of California
http://www.ccleague.org/

California Community College Student Affairs Association
http://www.cccsaa.org/

Student Senate, California Community Colleges
http://www.studentsenateccc.org

American Student Association of Community Colleges
http://www.asacc.org/

National Center for Student Leadership
www.neslcollege.com

American Student Government Association
http://www.asgaonline.com

The Official Robert’s Rules of Order Web Site
http://www.robertsrules.com/

The Ralph M. Brown Act Text [updated 2013]