Student Leadership and Development

Club Handbook

Sacramento City College

Revised July 2016
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Introduction

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

WHO CAN START A CLUB
Any student who is enrolled at Sacramento City College and has at least nine other students interested in joining the club.

PURPOSE OF A CLUB
To provide students opportunities to:

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

REFERENCES
- LRCCD Website: www.losrios.edu/legal
  - LRCCD Policy –2312, -2314, -2400
  - LRCCD Regulation –2312, -2314, -2400
- Official California Legislative Information Website: www.leginfo.ca.gov
  - California Education Code § 76060-76067
How to Start or Renew a Club

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

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

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

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

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

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

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

**CLUB CHANGES (Advisors, Officers)**

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

**RESPONSIBILITIES**

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

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

1. Name of Student Club: ___________________________ Date: ____________

2. Goals and objectives you plan to achieve: _____________________________________________

   a.) Club membership is open to all Sacramento City College registered students regardless of ethnic group identification, religion, sex, age, color, sexual orientation, physical or mental disability or for conversing in a language other than English.

   b.) Charters will remain in effect as long as the club is active. The club must re-charter every fall semester. All club monies will be transferred into the Clubs and Events Board account if a club has been inactive two or more years.

Los Rios Community College District Board Policy

2300 STUDENT DEVELOPMENT Student Clubs P-2312
2310 Student Organization and Activities 1 of 1

1.0 Campus Clubs and Organizations

   1.1 Campus clubs, organizations or student interest groups may be organized within the District provided they conform to procedures established by administrative and campus regulations.

   1.2 Every club must have an advisor from the faculty in order to operate on the campus.

   1.3 All club members shall be enrolled in the college at the time of membership and for the term of membership.

   1.4 All club officers shall be enrolled in a minimum of five (5) semester units and shall meet and maintain the minimum standards of scholarship prescribed for community college students by the District (good standing with a minimum 2.0 GPA).

2.0 Secret Clubs

   2.1 The establishment by students of any secret clubs is prohibited.
A club constitution should establish the fundamental principles on which the club is to operate. A constitution should include the following:

ARTICLE I – Name of the Organization

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

ARTICLE II – Purpose of the Organization

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

ARTICLE III – Officers of the Organization

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

ARTICLE IV – Qualification for Membership

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

ARTICLE V – Meetings

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

ARTICLE VI – Quorum

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

ARTICLE VII – Amendments

State how and when the constitution can be amended.

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

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

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Date</th>
<th>Club President</th>
<th>Date</th>
</tr>
</thead>
</table>

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DECLARATION OF ACTIVITY
PLEASE PRINT OR TYPE

Name of Student Club __________________________ Date: ________________

Faculty Advisor: __________________________ Phone: __________________

Department: __________________________ Email: __________________

Co Advisor: __________________________ Phone: __________________
(Optional)

Department: __________________________ Email: __________________

President: __________________________ Student ID#_______________

Address: __________________________ Phone: __________________

Los Rios Email: __________________________
(Example: w1234567@apps.losrios.edu)

Treasurer: __________________________ Student ID#_______________

Address: __________________________ Phone: __________________

Los Rios Email: __________________________
(Example: w1234567@apps.losrios.edu)

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

<table>
<thead>
<tr>
<th>Member Name (print legibly)</th>
<th>Student ID #</th>
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**Clubs and Events Board**

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

Clubs seeking support, financial or otherwise, from the CAEB or Student Senate must participate in CAEB. *If a club chooses not to participate, they will also not be able to participate in Club Day.*

Are you interested in participating in CAEB?  
Yes ☐  No ☐

Name of representative: ___________________________  Student ID: ________________

Address: ___________________________________________________________  Email: ___________

________________________________________________________________________  Phone: ___________________  

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

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

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

President’s signature: ___________________________  Date: ________________

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

Advisor’s signature: ___________________________  Date: ________________

---

### Student Leadership and Development Use Only

<table>
<thead>
<tr>
<th>Declaration of Activity approved: Yes ☐ No ☐</th>
<th>Date: ________________</th>
</tr>
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<tbody>
<tr>
<td>If no, reason: ___________________________________________</td>
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</tbody>
</table>

Club has been notified:  Yes ☐ No ☐

Club account number established? Yes ☐ No ☐  Acct: # __________________________

Constitution on file? Yes ☐ No ☐  Staff Initials: __________________________
STUDENT LEADERSHIP AND DEVELOPMENT OFFICE
SACRAMENTO CITY COLLEGE
SOUTH GYM, ROOM 226
(916) 558-2381
SCC-StudentLeadership@losrios.edu

SIGNATURE FORM

Name of Student Club: ________________________________________________________________

To: Student Leadership and Development Office

This is to certify that the person's name herein have been authorized to sign requisitions on the funds of this account.

President (print) / (signature) Date

Treasurer (print) / (signature) Date

Faculty Advisor (print) / (signature) Date
SUMMER EXTENSION FOR DECLARATION OF ACTIVITY

PLEASE PRINT OR TYPE

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

Faculty Advisor: ___________________________ Phone: ____________

Department: ___________________________ Email: ____________

Co Advisor: ___________________________ Phone: ____________
(Optional)

Department: ___________________________ Email: ____________

President: ___________________________ Student ID# ____________

Make sure this name is NOT listed below

Address: ___________________________ Phone: ____________

Los Rios Email: ___________________________
(Example: w1234567@apps.losrios.edu)

Treasurer: ___________________________ Student ID# ____________

Make sure this name is NOT listed below

Address: ___________________________ Phone: ____________

Los Rios Email: ___________________________
(Example: w1234567@apps.losrios.edu)

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

<table>
<thead>
<tr>
<th>Member Name (print legibly)</th>
<th>Student ID #</th>
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Please note that Student Leadership and Development has limited hours and availability over the summer. Plan club activities in advance and consult with the Student leadership and Development Office for more information.

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

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

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

President’s signature: __________________________ Date: ________________

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

Advisor’s signature: __________________________ Date: ________________

Staff initials: ____________
CAMPUS CLUB CHARTER CHANGE FORM

PLEASE PRINT OR TYPE

Name of Student Club

Date

<table>
<thead>
<tr>
<th>Officer</th>
<th>Name</th>
<th>Student ID #</th>
<th>Phone #</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>President*</td>
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</tr>
<tr>
<td>Treasurer*</td>
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<td>CAEB</td>
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<tr>
<td>Representative</td>
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* Officers must be enrolled in 5 units and maintain a cumulative 2.0 G.P.A.

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

Faculty Advisor: ___________________________ Date __________________
Department: ___________________________ Phone # __________________
Email Address: ___________________________

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

Co-Faculty Advisor: ___________________________ Date __________________
Department: ___________________________ Phone # __________________
Email Address: ___________________________

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

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

1. The use of the name, Sacramento City College, for approved events and activities.
2. The use of Sacramento City College facilities and equipment for approved meetings and events.
3. The posting of fliers for approved meetings and events, in compliance with Sacramento City College regulations.
4. Publicity of approved meetings and events in on-campus resources, such as electriCITY, the Student Leadership and Development newsletter.
5. The use of a trust account at the Sacramento City College Business Office.
6. Relationship with the Student Associated Council.
7. Opportunity for representation on the Clubs and Events Board (CAEB).
8. The opportunity to link your club web page through the Student Leadership and Development Office.
9. The freedom to organize activities that benefit students, their clubs and their constituents.
10. The opportunity to share common interests and broaden social horizons that lead to a positive campus environment.
11. Qualifying club members may apply for the Medal of Excellence in Leadership.

Conditions for Denying, Revoking, or Suspending Club Charters

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

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

Club Member Conduct

Club members are not only expected to comply with campus and district policies and regulations, but are expected to serve as role models for all SCC students. In addition, club members must abide by their club’s constitution and rules. Failure to comply may result in consequences, including but not limited to warnings, restitution/commensurate consequences, club suspension, club expulsion, referral to Discipline.
Advisor Information

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

ADVISOR RESPONSIBILITIES
1. The primary advisor for each club must be a SCC faculty member (LRCCD Policies and Regulations P-2312) and have authority to sign off on financial matters.
2. Approve all club facility requests; Operations will contact the Advisor when their key (for room requests for standing meetings only) is ready for pick-up.
3. Play an active role in assisting students in planning meaningful activities that are consistent with the purposes of the group, and/or with the goals of the organization.
4. Attend all club activities and meetings, whether on or off campus.
5. Confirm and monitor student academic enrollment eligibility and club membership.
6. Encourage development, initiative, responsibility, and leadership of the student members.
7. Promote communication with Student Leadership and Development.
8. Ensure club compliance with all college and district policies and regulations.

ADVISOR BENEFITS
1. Stay connected with the students and their lives, which will enhance service, support, and teaching.
2. Contribute to the holistic development of students and their academic success.
3. Get involved in student life and the campus community.
4. Earn service hours (see below).
5. Have fun.

Advisor Service Hours information from the 2008-2011 LRCFT Contract:
4.1.3 College Service
College Service represents a professional commitment by all faculty to the institution. Participation, to be determined by the faculty member, may include, but not be limited to: participation on advisory committees, engaging in college planning processes, attending division and department meetings, participating in program planning, participating on search and selection committees, serving on evaluation teams, sponsoring and supporting student activities, participating in college and district governance and activities of the LRCFT that are reasonably related to college service.
Clubs and Events Board (CAEB)

GENERAL INFORMATION
The Clubs and Events Board (CAEB) is one branch of the Student Associated Council, along with the Student Senate. Both branches have representatives that serve on the Joint Budget Committee. The Student Associated Council is a team of student leaders dedicated to representing the interests and protecting the future of a diverse student body and is the official representative body for the students of SCC. CAEB is the umbrella organization over all participating clubs. Clubs who elect to be members of CAEB will have the opportunity to join with other clubs in accessing funds, fundraising (e.g. Club Day), networking, community service events, campus activities, etc. Clubs seeking support, financial or otherwise, from the CAEB or Student Senate must participate in CAEB. Members of CAEB are expected to send a representative to regularly scheduled meetings and actively participate in all decision-making and activities. For more information about the Student Associated Council, including CAEB, meeting schedules, and position appointments, quick link to the Student Leadership and Development web page from the SCC home page. Check out the SAC Handbook, constitution and bylaws, and meeting schedules.

RELATIONSHIP TO THE STUDENT SENATE
CAEB is a sister organization to the Student Senate. The Student Senate is the only vehicle recognized by California law for the coordination and representation of students’ ideas and opinions. For more information on the Student Senate, contact the Student Leadership and Development.

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

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

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

STANDING COMMITTEE APPOINTMENT FORM

Standing Committee Appointment Form

To: Dr. Marybeth Buechner, Dean
Planning, Research & Institutional Effectiveness
RHN 221

From: President, Student Associated Council
SAC President Signature: ____________________________

Cc: Appointed Student
Kim Beyrer, Coordinator, Student Leadership & Development
Re: SCC Standing Committee Appointment

Date: ____________________________

Appointed Student Name: ____________________________ Please Type or Print Clearly

Appointed Student Address: ____________________________ Please Type or Print Clearly

Appointed Student Phone: ____________________________ Please Type or Print Clearly

Appointed Student E-mail: ____________________________ Please Type or Print Clearly

Academic Year: ____________________________ Semester(s) Appointed: [ ] Fall [ ] Spring

Committee(s):
[ ] Budget
[ ] Campus Development
[ ] Campus Safety
[ ] Educational & Information Technology
[ ] Honors & Awards
[ ] Learning Resources
[ ] Matriculation and Student Success
[ ] Planning, Research & Institutional Effectiveness
[ ] Staff Development
[ ] Staff Equity & Diversity
[ ] Student Equity
[ ] Other ____________________________

For more detailed information on the standing committees, please visit: http://www.scc.losrios.edu/institutional-effectiveness/governance/participatory-governance/standing-committees/
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.

3. 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 mail box in the Student Senate office in SOG 232.

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

5. 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:**

- 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 an 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 

SAC Advisor Use Only

Verified as currently chartered club  

Signature 

Date 

Senatorial Branch Use Only

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

Decision of the Senatorial Branch on (date) : 

Vice President of the Student Senate 

Treasurer of the Student Senate
Accounting Procedures

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

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

FINANCIAL ETHICS


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

Page 22 of 47
EXPENDITURE OF CLUB FUNDS

1. To access club funds you need to complete a Business Office Requisition/Purchase Order Form available at the Student Leadership and Development Office (an unofficial copy is provided in this packet for your information).

2. The following are approved methods of expenditure:
   - Vendor Payments: Checks issued directly to a company.
   - Purchase Orders: Issued to a company for purchases encumbered/charged to your account.

3. All information, including addresses, must be filled out on requisitions for processing.

4. Club authorization of the expenditure(s) is required (e.g. minutes, memo from club members, etc.) on all requisitions for processing.

5. Submit completed requisitions to the Student Leadership and Development Office for processing no later than Thursday of each week for the following Friday for pick-up or mail-out. The earlier you submit your paperwork the better for you to receive or have payment sent in a timely manner.

DEPOSIT OF CLUB FUNDS

1. Complete a Business Account Deposit Voucher available at the Student Leadership and Development Office (an unofficial copy is provided in this packet for your information).

2. Submit directly with funds to the Business Office no later than 24 hours after conclusion of event.

3. Clubs submitting funds after the 24 hour window will be at risk of losing their charter for the semester.

4. After the deposit has been verified, a copy will be kept in your club folder, in the Student Leadership & Development office.

CHANGE FUND (Cash Box)

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

2. The club advisor needs to complete and submit the Request for Change Fund Form (an unofficial copy is provided in this packet for your information) to the Business Office and arrange for a change fund at least 24 hours in advance of the event.

3. It is important to inform the Business Office of the breakdown of cash and coin desired (i.e., change for $30 = one $10, two $5’s and ten $1’s). It is also important to indicate whether a cash box is needed to hold the change.

4. The designated person can pick up the change box from the Business Office.

5. When picking up the change fund/cash box, be sure to count it and initial the form. You are responsible for the amount of money returned.

6. When finished with the change fund/cash box, complete a Business Office Deposit Voucher, arrange the money by denomination with the heads of bills facing the same way, wrap coins when possible and return to the Business Office.

RAFFLES, DRAWINGS, AND GAMES OF CHANCE

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

**TYPES OF EXPENDITURES (GIFT OF PUBLIC FUNDS)**

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

**DONATIONS AND TAX WRITE-OFFS**

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

**TAX EXEMPT STATUS**

When outside businesses or individuals are considering making a donation, student organizations are frequently asked for their tax identification number. The student organization and the district are not considered a private nonprofit 501 (c) (3) organization; rather, they have non-profit, tax-exempt status by virtue of being a 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, 2009, “Associated Student Body Accounting Manual & Desk Reference,” p. 120).
## Sacramento City College
### Campus-Based Account Requisition/Purchase Order

**Date**

**Vendor**

**Address**

**City**

**State/Zip**

**NOTE TO VENDOR:**

**Mail To:** Sacramento City College—Business Office
3835 Freeport Boulevard
Sacramento, CA 95822-1386

**Please Deliver To:** Sacramento City College—Receiving
3835 Freeport Boulevard
Sacramento, CA 95822-1386

<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></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<td>10</td>
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</tr>
</tbody>
</table>

**Delivery Instructions:**

☐ Ship to Receiving  ☐ Will Call

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

**REQUESTED BY**

**AUTHORIZED—Advisor**

**AUTHORIZED—Area Manager**

**DATE**

**DATE**

**Budget Number:**

**Activity Name:**

**Voucher No.**

**Check No.**

---

**DISTRIBUTION:**

Original—Vendor  Yellow—Business Office  Pink—Receiving  Goldenrod—Area Manager

*Adm. Sys. 11/06*
Sacramento City College Deposit Voucher

(see back for instructions)

Date Collected: ____________________  Event/Activity Description: ____________________

Department: ____________________

Fund Types: (check one)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Trust</td>
</tr>
<tr>
<td>81</td>
<td>Clubs &amp; Agency</td>
</tr>
<tr>
<td>71</td>
<td>MSO</td>
</tr>
<tr>
<td>83</td>
<td>Foundation</td>
</tr>
<tr>
<td>11</td>
<td>General Fund</td>
</tr>
</tbody>
</table>

** Complete 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 or Services $ ____________________

Verified by: ____________________

C. **Donations** (Scholarships, Programs, etc.)

Name of Donor: ____________________  Amount $ ____________________

Name of Donor: ____________________  Amount $ ____________________

Name of Donor: ____________________  Amount $ ____________________

Total Donations $ ____________________

D. **Deposit Detail for A, B & C above** (it must be tendered in whole)

<table>
<thead>
<tr>
<th>Cash</th>
<th>Cheque</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20's</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10's</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5's</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1's</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cash $ ____________________  Total Coin $ ____________________

Total Checks

** TOTAL DEPOSIT $ ____________________ **

Account Name: ____________________  Account Number: ____________________

(Business or Athletics Baseball)

Prepared by (dept): ____________________  Reviewed by (dept): ____________________

Verified by (Bus. Office): ____________________  Date: ____________________

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

Rev 07/11
## REQUEST FOR CHANGE FUND (Cash Box)

### 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

### Total Amount of Change Fund: $40.00

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tens</td>
<td>$</td>
</tr>
<tr>
<td>Fives</td>
<td>$10.00</td>
</tr>
<tr>
<td>Ones</td>
<td>$</td>
</tr>
</tbody>
</table>

### Coins - In Full Rolls Only

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarters</td>
<td>$30.00</td>
</tr>
<tr>
<td>Dimes</td>
<td>$</td>
</tr>
<tr>
<td>Nickels</td>
<td>$</td>
</tr>
</tbody>
</table>

### Pickup Date/Time:

- **Date:** 7/27/15
- **Time:** 4:30pm

### Business office staff will complete this section

### Cash Box Required:

- **Circle:** YES
- **NO**

### ADVISOR SIGNATURE

### Box #: change box #

---

24 Hours Advance Notice is required on ALL change fund requests.

Large requests may require more than 24 hours.

All Change Funds must be returned immediately following the end of the event.

Sacramento City College Business Services Office - Rodda North Room 173 - Phone 558-2321

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 these statutes.
Facility Requests

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

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

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

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

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

Advance planning, beyond the requirements noted above, is recommended.
STUDENT CENTER EVENT REQUEST FORM

Student Leadership & Development
Student Center
CAC
Veteran’s Service Center
Event Request Form

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

This original Student Leadership and Development Event Request Form must be on file 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).

Today’s Date: ______________________
Staff Member / Advisor’s Name: ____________________________________________
Dept/Club/Organization: ____________________________________________________
Description of Event: _______________________________________________________

Requested Event Day/Date(s): ___________________________ 2nd Choice: __________
Usage Time (Set-up/Clean-up):_________________________ Event Duration: __________
Will admission be charged? Yes ______ No ______ Will you need security? Yes ______ No ______
Approximate number of attendees: ______________________
Will food be served? Yes ______ No ______ *Provided by City Café

*City Café (Aramark) has contractual, exclusive food service rights for catering and food service in the Los Ríos 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.

Please indicate the advisor/staff member that will be responsible for the facility and event. Please Note: District Policy requires that the advisor and/or assigned certificated staff be present at club events.

Print Name: __________________________ Phone: __________________________ Fax: __________________________

Signature: __________________________ Date: __________________________

Please check to indicate requested facility. Regular Hours of Operation for the Student Center are:
Monday – Thursday, 8:00am – 5:00pm & Friday, 8:00am – 4:00pm

<table>
<thead>
<tr>
<th>Facility</th>
<th>Maximum Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran’s Service Center (STC103)</td>
<td>(20 Occupants)</td>
</tr>
<tr>
<td>Cultural Awareness Center</td>
<td>(50 Occupants)</td>
</tr>
<tr>
<td>Student Center (West Hall)</td>
<td>(See Diagrams on Page 3)</td>
</tr>
</tbody>
</table>

Media Equipment Request: Yes ______ No ______ If yes, complete the Media Services Event Support Request Form, [https://files.losrios.edu/lrccps/MediaServices/Media%20Services%20Event%20Support%20Request.pdf](https://files.losrios.edu/lrccps/MediaServices/Media%20Services%20Event%20Support%20Request.pdf) and email to Media Services.

- 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, the Veteran’s Service Center or Cultural Awareness Center, please go to this web link: [http://www.scc joselos.edu/72299.xml](http://www.scc joselos.edu/72299.xml)
**OTHER CAMPUS FACILITIES USE REQUEST/PERMIT**

**Scheduling Campus Facilities**

<table>
<thead>
<tr>
<th>Event/Activity:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Day of the Week:</td>
</tr>
<tr>
<td>Date:</td>
<td>Day of the Week:</td>
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<tr>
<td>Date:</td>
<td>Day of the Week:</td>
</tr>
<tr>
<td>Date:</td>
<td>Day of the Week:</td>
</tr>
</tbody>
</table>

**Facility(ies) Requested:**

- Classroom:  
- Smart Room:  
- PAC 106 (Little Theatre):  
- Performing Arts Center:  
- North Gym:  
- South Gym:  
- Other:  

**Event Details:**

- 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:**  

---

Page 31 of 47
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.

EXAMPLE

Official copy available in
SL&D Office

Additional Information:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Event Planning

FORMS

Event Planning & Notes - Checklist and Evaluation

<table>
<thead>
<tr>
<th>Event Planning Checklist</th>
<th>Your name: ___________________________</th>
<th>Date: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Purpose of event:__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Date &amp; time of event:__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If your event date is cancelled or changed, please notify SL&amp;D and/or Facilities ASAP.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Target audience:__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Staff/Advisor supervision:__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Planning committee (as needed):__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Security (as needed):__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Funding:__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan and seek funding well in advance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Facilities:__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit facility requests ASAP and no later than one week prior to your event. Facility notes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facilities requests must be approved by the authorizing area (SL&amp;D, CAC, Facilities).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consider facility challenges, such as the CAC being an open-access area, which may cause interruptions/distractions during your event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Set-up (including media):__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Food (as needed):__________________________</td>
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<td></td>
</tr>
<tr>
<td>□ Entertainment (as needed):__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Publicity:__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Supplies/Decorations (as needed):__________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Event signage:__________________________</td>
<td></td>
<td></td>
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<tr>
<td>□ Other:__________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

After Hours Contacts:
Custodial: Don Fredricks, 558-2472
Facilities: Campus Police, 558-2221
Day of the Event and Follow-up  
Your name: ___________________________ Date: __________

☐ Set-up, decoration, & preparation: __________________________

  *Assure that your facilities set-up and A-V needs have been met and follow-up as needed regarding food and entertainment arrangements.*

☐ Clean-up (removal of food, materials/decorations, signage, etc. & return of media equipment): ________

☐ Pay bills: __________________________

☐ Send thank you letters: __________________________

☐ Evaluate event (complete Student Center User Survey as needed): __________________________

☐ Other: __________________________

Event Evaluation  
Your name: ___________________________ Date: __________

Name of event: ___________________________ Date/time of event: ___________________________

Location of event: ___________________________ # of participants: ___________________________

Final expenses: ___________________________ Revenue earned: ___________________________ Profit: ___________________________

Event contacts: ___________________________

Purpose of event: ___________________________

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

Summary of event: ___________________________

_________________________________________

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

_________________________________________

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

_________________________________________

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

_________________________________________

Did the planning and delegation work effectively? Explain: ___________________________

_________________________________________

What worked well? ___________________________

_________________________________________

What would you do differently? ___________________________

_________________________________________

Any other recommendations for next time? ___________________________

_________________________________________
Student Travel

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

Reflecting State and District policies and regulations, this policy has been developed to help assure the successful completion of student travel outside of the district. Students and their instructors of record or advisors being supported and/or funded through the College, the 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 (Title 5, Section 55450). A full-time faculty member is preferred. The attending instructor/advisor must agree to uphold “Student Travel – Attending Advisor Agreement.” Signed agreements should be submitted to the appropriate Area Dean prior to the trip.
3. A memo detailing trip logistics, purpose, expected outcomes, funding source, and other conference information must be addressed to the appropriate area Vice President for approval. The Vice President will forward this information to the President for approval. For out-of-state travel, the memo is forwarded via the President to the LRCCD Chancellor. The Chancellor should receive memos at least two months prior to travel.
4. All attending students must agree to abide by the “Student Travel – Student Code of Conduct Agreement.” All signed forms should be turned into the attending instructor/advisor prior to the trip.
5. Attending students must sign all applicable waivers, including the LRCCD “Waiver/Assumption of Risk” and turn in to the attending instructor/advisor prior to the trip.
6. If Student Representation Fees are utilized to help fund travel, then all attendees (includes attending advisor) must complete a “Use Report” and submit to the attending advisor. The attending advisor will return all completed “Use Reports” to the Coordinator of Student Leadership and Development within one week of trip completion.
TRAVEL AUTHORIZATION PROCEDURES

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

A. A written justification is required from the appropriate Vice President for all student in-state travel to conferences.

B. The Vice President shall submit memo with corresponding advisors TAs and student information to the President. The President’s Office will return approved TAs to the respective Vice President for processing.

C. All in-state student travel must be approved three weeks prior to departure.

D. An advisor is expected to travel with students. Do not complete TA for students. Combine cash advances into the staff request; list student’s name, student ID number, and recap of expenditure items per student.

E. Advisors are expected to utilize the same travel and lodging accommodations as arranged for the students.

F. Student travel expense requests are to be included on faculty/staff authorizations. Include an attachment with all student expenses covered in the cash advance request, i.e., registration, travel, accommodations, meals, incidentals, etc.

II. Out-of-State Travel

A. An initial proposal for all out-of-state travel must be submitted two months in advance for approval by the appropriate Vice President and the President; this recommendation will be forwarded to the District Office for approval.

B. A written justification is required from the appropriate Vice President for all student out-of-state travel to conferences.

C. A request for out-of-state travel must be submitted to the appropriate Vice President at least two weeks prior to submission of the completed travel packet. The Vice President shall submit memos with corresponding TAs to the President. The President will forward the completed travel packet to the Chancellor's Office for approval. Note: The Chancellor’s staff will forward approved TAs to our Business Office, unless you attach a note requesting TAs come back to your office.

D. An Advisor must travel with students when traveling out-of-state.

E. Advisors are expected to utilize the same travel and lodging accommodations as arranged for the students.

F. Student travel expense requests are to be included on faculty/staff authorizations. Include an attachment with all student expenses covered in the cash advance request, i.e., registration, travel, accommodations, meals, incidentals, etc.
ADVISOR RESPONSIBILITIES
Faculty members agreeing to join students in travel as their advisor per the “Student Travel Policy” must agree to the following advisor responsibilities and complete the form below and return to the area dean or appropriate supervisor.

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

SACRAMENTO CITY COLLEGE
ATTENDING ADVISOR AGREEMENT

FACULTY NAME: ________________________________________________________

E-MAIL ADDRESS: ______________________________________________________

DEPARTMENT: _________________________________________________________

WORK PHONE #: ___________ HOME #: ___________ CELL #: ___________ 

TRAVEL DESTINATION: __________________________________________________

TRAVEL DATES: _________________________________________________________

NUMBER OF STUDENTS ATTENDING: ______________________________________

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

Signature: ___________________________ Date: ________________________
STUDENT CODE OF CONDUCT

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

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

SACRAMENTO CITY COLLEGE
STUDENT CODE OF CONDUCT AGREEMENT

STUDENT NAME: ________________________________ ID #: ______________________

ORGANIZATION/CLASS: ____________________________________________________________

TRAVEL DESTINATION: ____________________________________________________________

TRAVEL DATES: __________________________________________________________________

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

Signature: ________________________________ Date: ________________________________
LOS RIOS COMMUNITY COLLEGE DISTRICT
AGREEMENT TO PARTICIPATE AND WAIVER/ASSUMPTION OF RISK

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

Date(s) of Trip/Activity: _______________ Class Name/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):

____________________________________________________

Emergency Contact Name
____________________________________________________

Emergency Contact Address
Emergency Contact Phone
(include area code)

Signature of Participant Date Signed

____________________________________________________

Address

Home Phone

Cell Phone

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

____________________________________________________

Signature of PARENT or GUARDIAN Date Signed
ASSOCIATED STUDENTS OF SACRAMENTO CITY COLLEGE

STUDENT REPRESENTATION FEES USE REPORT

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

TYPE OR PRINT CLEARLY

Name: _______________________________________________________

Position and Organization: _______________________________________

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

Name of meeting or event: _______________________________________

Location of meeting or event: ____________________________________

Date of meeting or event: _______________________________________

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

Signature: __________________________________ Date: ___________

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Resources

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

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

BANNERS
- Banners can be made in the Student Leadership and Development workroom using the available butcher paper and paints. Banners should be no longer than 5 feet and must be approved and stamped by Student Leadership and Development. Remember to complete your banner’s information by answering the questions of who, what, when, where, why, and how.
- Posting banner(s) is limited to the Student Center and City Café exterior brick walls only. Banners posted in undesignated areas will be removed.
- Banners must be removed by the day after the event.

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.

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 26 SAC boards located around campus - all painted checkerboard burgundy and gold.
6. Here's a listing:
   - AJ 2, 5
   - RN 208, 220, 228, 229, 267
   - RS 228, 263, 270, 271, 273, 307, 311, 312
   - Hallway outside of RS 161 and 165
   - Mohr Hall - enter, turn left and the board is straight ahead
   - Hallway outside of B 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

CLUB DISPLAYS
Clubs that are interested in displaying their information to the campus community may do through the Student Leadership and Development Office. The location of the display is in the South Gym foyer on the 1st floor. This form applies only to display areas managed by Student Leadership and Development. Space is provided on a first-come, first-served basis. The length of time each club is displayed will be 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 150) may be utilized for dances/parties.
      1. Reservation requests must be submitted a minimum of one month in advance of event date.
      2. Event start time will be based on availability. All dances/parties will end by midnight.
      3. Student groups must have an advisor present at all times.
      4. Lighting, access, and decoration rules specific to each building must be adhered to.
      5. Smoke machines are not permitted.
      6. Nothing can be applied to the floor (baby powder, etc.) to create a better dance surface.
      7. A custodial fee of $60 to $120 will be assessed for weekend use depending on the facility requested (e.g. Student Center/City Café).
      8. District policy prohibits the use of alcohol, drugs, smoking, and glass containers in district facilities.
      9. Users are responsible for hiring security as required by Facilities (see below).
     10. Campus Police will end the dance if, in their opinion, safety/security is being jeopardized.

II. Security
A. The Campus Police Captain will develop and maintain a list of authorized security firms suitable for hire to cover campus events. The Campus Police Captain will interview and have final say on which companies are approved for hire.

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

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

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

EDUCATIONAL WORKSHOPS
The Coordinator and Specialist of Student Leadership and Development are available to provide club orientations and educational workshops. Topics such as time and stress management, running meetings and parliamentary procedure, budgeting, event planning, fundraising, conflict management, leadership, and team building, to name a few, may be of interest to club members. If your club has a special need or would like more focused instruction in a particular area, please contact either the Coordinator or the Specialist as noted under Contact Information in this packet.
FLAG POLE
A flagpole located in the center of the quad is available to student groups for the promotion of their club and events. Submit requests to the Student Leadership and Development Office.

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 an educational pamphlet.
- Minutes/Notes need to be taken at every meeting. For samples of agendas and minutes, please consult with Student Leadership and Development.

OFFICE SPACE
Chartered and active clubs that elect to participate in the CAEB may use the CAEB Office space and equipment located in Student Center, 101A. CAEB office may not be available when events are hosted in the Student Center.

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 reflect the vision and values of Sacramento City College, while at the same time encouraging creativity and allowing expression of our distinctiveness. Students are encouraged to use this “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/ and click on “Style Guide”.

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

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

WORKROOM
Student clubs may use the workroom located on the 2nd floor of the South Gym just inside room 226 to make banners for club activities. The workroom is open Monday through Friday between 8:30 a.m. and 4:00 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 club has needs that have not been addressed in this guide, please contact the Student Leadership and Development Office.
<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Contact</th>
<th>Student Signature (Not Void)</th>
<th>Name of Person Verifying</th>
<th>Event &amp; Year Role</th>
<th>Program</th>
<th>Program Manager Address</th>
<th>Organization Name</th>
<th>Date(s)</th>
<th>Certification &amp; Departmental Committee</th>
</tr>
</thead>
</table>

Enriches student development and enhances the learning experience. The above named individual has participated in the following co-curricular activities at Sacramento City College. It is the philosophy of the College that each participant...

Name:  
Date:  
Student ID:  
Address:  
City:  
Zip:  
Phone:  
College: Student Leadership & Development, Sacramento City College  
Accomplishments Transcript
Contact Information

Student Leadership and Development Office
South Gym, 226
(916) 558-2381
scc-studentleadership@losrios.edu
www.scc.losrios.edu/sld

Kim Beyrer, Coordinator
Student Leadership and Development
South Gym 226
(916) 558-2607
beyrerk@scc.losrios.edu

Chris Torres, Specialist
Student Leadership and Development
South Gym, 226
(916) 558-2382
torrescl@scc.losrios.edu

Clubs and Events Board Office
Student Center, 101A
(916) 650-2915
sccintclub@scc.losrios.edu

Student Senate Office
South Gym, 232
(916) 558-2446
sccasgp@scc.losrios.edu