



# Student Life and Leadership Program

# CLUB HANDBOOK





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## ***Congratulations on your decision to be involved at Cuesta College!***

We believe student activities and community service are an integral part of every student's college experience. Activities are planned with enough variety and frequency to give opportunities for all students to participate. We hope this guide will assist students to successfully establish new, and possibly improve, existing clubs, activities, and events for and by the students.

Student-planned activities need approval by the college. We want to be sure that this resource gives students and advisors the necessary tools to do it right.

We ask members of the clubs and organizations to become familiar with the contents of this guidebook. If information is incorrect or missing, please notify the Student Life and Leadership office, in the Student Center on the SLO Campus Building 5300.

We encourage your feedback! Feel free to utilize our expertise...we can be the best resource on both campuses for students. We look forward to an outstanding clubs/organizations and activities program every year. Please don't hesitate to contact us.

Cuesta College Student Life and Leadership Program  
Cuesta College Student Center, San Luis Obispo campus  
Building 5300

<http://cuesta.edu/student/campuslife/studentlife/index.html>

(805) 546-3289

### **PLEASE NOTE:**

**Any information contained in this handbook is subject to change.**

Updated August 2017



## Cuesta College

(805) 546-3100 <http://cuesta.edu/directories/edirectory.html>

*This web page will give you the e-mail address and phone number of any Cuesta College staff member.*

*Just follow the instructions on the web page.*

### **DIRECTORY (Abbreviated)**

#### **Student Services — Building 3100, Room 3174**

*Dr. Mark Sanchez, Vice President/Assistant Superintendent*

Kayli Chapman, Administrative Assistant 546-3116

Office hours: 8:00 am – 5:00 pm, Monday through Friday

#### **Student Life and Leadership Program – Building 5300**

*Dr. Anthony Gutierrez,*

*Faculty Coordinator/ASCC Advisor* 546-3100, ext. 2354

Shannon Piper, Student Center Assistant 546-3289

Ali Phelps, Activities Assistant 546-2194

Office hours: 8:00 am – 5:00 pm, Monday through Thursday

8:00 am – 3:00 pm, Fridays

**North County Campus Student Services** 591-6210

**Administrative Services Office – Building 8000** 546-3120

*Dan Troy, Vice President/Assistant Superintendent*

Merlynn Foppiano, Administrative Assistant

Office hours: 8:00 am – 5:00 pm, Monday through Friday

#### **Fiscal Services Office – Building 8000, Room 8031**

Athene Gatley, ASCC Financial Liaison 546-2479

Office hours: 9:00 am – 5:00 pm, Monday through Thursday

#### **Associated Students of Cuesta College Offices**

**Building 5300, Room 5307** 546-3100

President/Student Trustee ..... Ext. 2268

Vice President ..... Ext. 2278

Finance Director ..... Ext. 2125

Publicity Director ..... Ext. 2269

Activities Director ..... Ext. 2184

Outreach Director ..... Ext. 2413

Clubs Director ..... Ext. 2183

Secretary ..... Ext. 2126

FAX machine 546-3208

**Mailboxes for ASCC Executive Cabinet officers, senators, and clubs are located in the Student Government Offices in the Student Center, room 5307.**



1

**ASCC-APPROVED  
CLUBS  
AND  
ORGANIZATIONS**



## WHAT IS AN ASCC-APPROVED CLUB OR ORGANIZATION?

Clubs on the Cuesta College campus are service, honorary, or special interest\* in nature. Clubs are encouraged according to the interest of students.

There are many benefits of having an active club. There are rewards in making new friends and in learning organizational skills.

It is our belief that the clubs and club activities are an important part of a student's education.

Under the general provisions of the California Education Code, §76060, purpose and privileges of a student body organization, reads the following: **"The governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials. The association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district."**

\* Some clubs are defined as ***HIGH RISK***.

Please read the next page carefully if yours is considered a ***HIGH-RISK CLUB***.



## HIGH-RISK CLUBS AND ACTIVITIES POLICY

***Definition of "High Risk": Any activity or event in which there is the potential for injury, danger, or a loss of the property insured; has a degree of hazard, a specified contingency or peril; or there is exposure to loss, injury, disadvantage or destruction, and/or comprises all elements of danger will be considered "high risk."***

If students want to form a club where a team or class exists on the Cuesta College campus (e.g., volleyball, badminton, soccer), the club must be approved by the Associated Students organization. In this case, that "high-risk" club will be considered a co-curricular activity that is an extension of the classroom experience.

Should a club or group meet the assumption of "high risk," the San Luis Obispo County Community College District has the right to request that the club provide an additional insurance policy rider which includes medical and liability insurance for its participants. The District has the right to request the same of any club engaging in a special event in which an out-of-the-ordinary activity takes place (e.g., soccer tournament, etc.). Additionally, each student (*club member*) will be required to complete the District's hold harmless forms. The forms are available in the Student Life and Leadership office (5300, SLO campus) and at <http://cuesta.edu/student/campuslife/studentlife/sllforms.html>. The club will also be required to provide proof that each individual student who participates has supplied his/her own medical and liability insurance.

At the time of club approval, the club must provide a copy of the national and/or state association's bylaws and liability insurance riders. The \$1,000,000 insurance liability policy FORM under "Special provisions" must read: "Certificate Holder is also additional insured on all policies listed above." If the Accord form is used with "Additional Insured" box, the box next to all policies must say Y. The Certificate Holder must be "San Luis Obispo County Community College District."

The District has the right to deny club approval for any group due to liability issues.

The District expects all individuals participating in a high-risk club, or high-risk event/activity, to sign the District's hold harmless forms. Their signature on this form ascertains that:

1. They have knowledge of facts constituting a dangerous condition,
2. They know the condition could be considered dangerous,
3. They voluntarily expose themselves to the danger.

It is also expected that each club advisor will have on file a copy of this policy with the signed hold harmless forms for each special event and/or member of the club.

### ***Use of On-Campus Facilities for High-Risk Activities/Clubs***

Officially recognized Cuesta College clubs and/or organizations may have access to facilities on campus for their events after the following contingencies have been met:

1. A meeting has occurred with appropriate college personnel to establish the requirements for holding such an event on campus (e.g., Performing Arts Center for concert, soccer field, swimming pool, etc.), and said personnel have signed off on the activity.
2. All official insurance riders have been provided to the vice president of Business Services.
3. In the event that specific fields, pools, or gym(s) are needed, approval of such is authorized by district staff (i.e., Facilities, Student Life and Leadership, etc.).
4. Any additional fees required must have been deposited with the director of Fiscal Services.



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# THE CLUB ADVISOR





## THE ROLE OF THE ADVISOR

### A. Responsibilities for Advisors of Campus Organizations

Managers, staff, and faculty are allowed to be advisors under the following conditions: a) They must be employed by Cuesta College from the initial date of club approval throughout the duration of the club's active existence. If for any reason the advisor of record is no longer a college employee, the club ceases to exist as an official Cuesta College club. b) We must be assured advisors understand and agree to abide by the requirements for supervision of all club activities, practices, etc. The advisor is responsible for the following club advisory functions:

1. *Attend meetings of the organization.*
2. *Attend off campus activities/fieldtrips.*
3. Be responsible for adequate supervision and *attend all social events.*
4. Be responsible for the dissemination of club literature.
5. Monitor student conduct at social events & meetings. Student use of alcohol and/or controlled substances at social events/meetings is strictly forbidden.
6. *Know the constitution and bylaws of the organization.*
7. *Sign all activity, facility, reprographics, and financial requests.*
8. *Sign contracts and other binding documents* only if the club has the funds to cover the cost.
9. Follow all designated procedures for securing services necessary in carrying out an event, including custodial service.
10. *Supervise the finances of the organization.*
11. Be resourceful and guide students along the following lines:
  - a. setting up plans for the year's activities.
  - b. helping members know, use, and understand established policies and procedures.
  - c. helping members develop habits of responsibility, leadership, and service.
  - d. keeping accurate records.
12. Encourage active participation.
13. See that members observe regulations governing organizations and activities.
14. Provide guidance in developing student leadership within the club.
15. Assist the club officers in developing specific objectives for the club and assist in the planning of experiences which will help meet those objectives.
16. Make suggestions to the faculty coordinator of Student Life and Leadership for the improvement of the club program.

### B. Meetings of Clubs and Organizations

All student organizations (clubs) must have an advisor before college recognition through the Student Senate may be given to the organization. Rules and regulations for clubs and organizations are included in this handbook. Advisors to Cuesta College clubs and organizations **must be present at all meetings of the club and/or organization in which business is transacted (i.e. budget discussion, elections, etc.).\***



### C. Responsibilities of Students to the Advisor and the Organization

1. The students should realize that their advisor is an essential part of the organization and should be treated with the proper respect and friendliness.
2. Students should keep the advisor informed of meetings, activities, and events.
3. Students should plan their events *with* their advisor.
4. Students should be aware of their advisor's position and maintain the proper attitude toward him/her by realizing that he/she, too, has obligations and duties to fulfill at Cuesta.
5. Club officers should attend training sessions and orientation programs when scheduled by the Student Life and Leadership Office.
6. New advisors are difficult to acquire. Compliance with the above suggestions is a good way to ensure your organization's future standing with the campus.



# 3

## **RESPONSIBILITIES, RIGHTS, AND PRIVILEGES OF APPROVED CLUBS**



## RESPONSIBILITIES, RIGHTS, AND PRIVILEGES OF APPROVED CLUBS

### A. Club Responsibility to ASCC

Each recognized club must have an elected or appointed person to serve as the group's representative to the ASCC Inter-Club Council (ICC). This individual should attend ICC meetings the SLO Campus, or by North County Polycom, and serve as a voting member of that body. The meetings shall be held at least once per month. The ICC Bylaws state, "All clubs are required to send a representative to all regular and special ICC meetings. If a club is absent from two (2) meetings throughout the course of any given semester, they lose their status as an ASCC-approved club."

### B. Reservation of Rooms for Meetings

In order for a club to reserve a room, a Student Activity Request and, if needed, (Side 2) Request for Service/Tech/AV Equip., must be completed and approved by the appropriate personnel. The Student Life and Leadership Office **must** approve any student activity for a club or event that is on or off campus. This form is available in the Student Life and Leadership Office, at the Student Services building at the North County campus, and online at <http://cuesta.edu/student/campuslife/studentlife/sllforms.html>.

### C. Key and Equipment Check-out Policy

All approved clubs/organizations may check out certain keys and equipment at the Student Life and Leadership Office reception desk at the SLO Campus. Students must offer their driver's license or student identification card. These will be kept in a secure place in the Student Life and Leadership Office and will be returned to the student when the key/equipment is returned. The person who checks out the key/equipment from the Student Life and Leadership Office will sign the "key/equipment check-out" log sheet. Keys/equipment must be returned *immediately* after use. **Keys and equipment CANNOT be handed off from one person to another without being signed for on the key/equipment check-out log.** The person responsible for the key/equipment is the one whose name appears on the log sheet.

**Lost or unreturned keys and equipment are subject to a \$25.00 replacement fee** by the person who checked out the key/equipment on the log sheet. Check-out privileges may be revoked as determined by the Student Life and Leadership Office.

Keys and equipment which are currently available to clubs are listed below. All are located on the San Luis Obispo campus.

#### Keys

*Student Center keys*

1. Publicity workroom cabinets/drawers

#### Equipment

1. Staple gun
3. ASCC pop-up tent

### C. Club Day

The Club Day has proven to be the best recruiting tool for all clubs and organizations. Normally held each semester, all clubs and organizations are encouraged to attend and operate a booth with club information and memorabilia, or to utilize the event as a fundraiser.



#### D. The Clubs' Corner

Work space, a phone, a computer, and some filing cabinet space is available for all clubs to use in the ASCC office, room 5307 in the Student Center. Space is also available in the Cultural Center (room 5104).

#### E. Club Mailbox

The college provides each club a mailbox in the ASCC office. This allows the college students to be in contact with each other. Individual club members should check the club mailbox daily.

#### F. Photocopy Privileges

##### *SLO Campus*

##### 1. Reprographics–Building 6600, Ext. 3146

Each club is assigned its own account through Fiscal Services. The Accounting Office will invoice each club monthly for that club's usage. When a club needs to make copies of club-related items, the following procedures must be followed when using Reprographics for copying:

- a. **Reprographics is to be used when more than 20 copies are being made.** Reprographics requires **48 hours** notice to complete a job, so plan ahead!
- b. Complete a work order; office staff can help you with this. On the line "Department/division," print your club's name and the correct student number.
- c. Obtain an approval signature on the "Authorization" line of the work order. **ONLY the club advisor can sign off on all Reprographics work orders.** Student Life and Leadership staff will not authorize club Repro work orders.
- d. When you receive your completed orders from Reprographics, give the **white copy of the Reprographics work order** to your club treasurer so that he/she can reconcile the charges on the monthly invoice.

##### **NORTH COUNTY CAMPUS REPROGRAPHICS–Room N1031/33, Ext. 4262**

Reprographics on the North County campus offers essentially the same services that you'll find on the SLO campus.

##### 2. **ASCC Copier**

The photocopier in room 5308 in the Student Center (SLO Campus) is available for ASCC/clubs copying. The copier is **LIMITED TO NO MORE THAN TWENTY (20) COPIES.** There is a procedure to follow, so please ask office staff to show you how it works the first time. Each club has been assigned a code to utilize the copier. Please ask the Student Life and Leadership front desk for assistance.



## G. Club Development Funds

The Club Development Fund provides support for club recruitment. Consult with the ASCC clubs director on funding available for club use. ***It is illegal to have an account off campus.*** Only clubs with an approved club representative on ICC are eligible for ASCC funds.

1. *Education Code 76062.* The governing board of a community college district may authorize any organization composed entirely of students attending the colleges of the district to maintain any activities, including fundraising activities, as may be approved by the governing board.
2. *Education Code 76065.* The governing board of any community college district shall provide for the supervision of all funds raised by any student body or student organization using the name of the college.

Any questions regarding club funds should be forwarded to the ASCC finance director and/or the ASCC clubs director.



# 4

## YOUR VOTE COUNTS



## **BE A VOTING MEMBER ON INTER-CLUB COUNCIL (ICC)**

The ICC Bylaws state, ***“All clubs are required to send a representative to all regular and special ICC meetings. If a club is absent from two (2) meetings throughout the course of any given semester, they lose their status as an ASCC-approved club”***. These students are responsible for representing the needs of the students in the club this individual represents. Their respective club must have appointed the individual as club representative to ICC. ICC club representatives must be a member of the club s/he represents and not represent more than one club at any given meeting.





# 5

## **PLANNING AND HOSTING A CLUB ACTIVITY**



## *Important Notes...*

Student activities are an integral part of every student's college experience. We like to have a variety of activities and offer them frequently throughout the year so all students have a chance to join in.

When planning an event, please remember that the nature of it shouldn't interfere with instruction (time, place, etc.).

Students may develop additional co-curricular activities under the supervision of the faculty coordinator of Student Life and Leadership when there appears to be a need for them.

To avoid potential scheduling conflicts and liabilities for holding an unapproved event, clubs that want to host events must complete and submit the correct forms. These forms will help your club arrange facilities, equipment, and dates and times of activities.

Forms are available at the Student Life and Leadership office in the Student Center on the SLO campus. Staff at the reception desk are happy to help you. You can also find them online at the Student Life and Leadership/ASCC website,

<http://cuesta.edu/student/forstudents/studentlife/sllforms.html>

- ***Events held on AND off campus must be registered and approved through the Student Life and Leadership office. This is a campus policy.***
- ***We do not approve any club business during the summer. Any activities planned between spring and fall semesters are considered unofficial and are not recognized/endorsed by the college. Consideration will be given to those clubs who contact Dr. Anthony Gutierrez one month prior to an event held during the times mentioned above.***
- **Copies of all forms will returned to clubs via the club mailbox in room 5307. Please note any changes to requests on the form, for example, different dates or signboards reserved for club use on Page 2 of Publicity Tools Request.**



## How to Complete a Student Activity Request

### **SAN LUIS OBISPO CAMPUS ONLY**

Ask reception desk staff for the North County Campus Activity Request if your event is held there.

This guide will help you fill out a Student Activity Request form easily. Give the completed form to reception desk staff in the Student Center *at least two (2) weeks before* the date your event is scheduled.

### **REALLY IMPORTANT INFORMATION...REALLY**

- Submit this form 2 weeks before your event and Maintenance Operations will set up.
- *Less than 2 weeks:* The maintenance crew WILL NOT set up for you. You and your club will be responsible for setting up tables, chairs, etc.
- Please meet with the Faculty Coordinator prior to agreeing to host an entertainer/speaker. The district has specific forms that must be completed prior to hosting an entertainer/speaker (i.e. band, guest lecturer, etc.).

The Student Activity Requests can be found in the Student Life and Leadership office or online:

SLO Request: [http://cuesta.edu/student/documents/ascc-docs/Student\\_Activity\\_Request\\_2sided.pdf](http://cuesta.edu/student/documents/ascc-docs/Student_Activity_Request_2sided.pdf)

NCC Request: <http://cuesta.edu/student/documents/ascc-docs/activityreq.pdf>



Cuesta College Student Life and Leadership

**STUDENT ACTIVITY REQUEST**  
**PLEASE PRINT IN BLUE/BLACK INK**

Request for approval should be made **AT LEAST TWO WEEKS** in advance.

Today's date \_\_\_\_\_ Event Title \_\_\_\_\_  
 Club/Organization Name \_\_\_\_\_ Requestor's Name \_\_\_\_\_  
 Requestor Phone \_\_\_\_\_ Requestor Email \_\_\_\_\_  
 Club Advisor \_\_\_\_\_ Phone/Ext. \_\_\_\_\_  
 Club Advisor Email address \_\_\_\_\_ Club Advisor Dept. \_\_\_\_\_

**Event Details**

Event Starts: \_\_\_\_\_ at \_\_\_\_\_ am/pm\*      Event Ends: \_\_\_\_\_ at \_\_\_\_\_ am/pm\*  
Day & Date      Setup time \_\_\_\_\_ am/pm      Day & Date      Tear Down \_\_\_\_\_ am/pm

\* \_\_\_\_\_ Club Advisor Signature Agreeing to Attend Event  
 On-Campus Events outside normal business hours (8a-5p Mon-Thurs, and after 4:00 on Fri.) and all off-campus events require the Club Advisor's attendance.

San Luis Obispo campus       Off campus Location      Estimated Number of People \_\_\_\_\_  
 Location \_\_\_\_\_ Room # \_\_\_\_\_      Location \_\_\_\_\_

Please **briefly describe your activity**, including all pertinent details. Attach a drawing and/or separate piece of paper if more room is needed: \_\_\_\_\_

**Please check box(es) and fill out or attach form for all that apply:**

Publicity Tool Request form       Request for Service/Tech/AV Equipment form (Back)

<p><b>Is this a fundraiser?</b> <input type="checkbox"/> No    <input type="checkbox"/> Yes          If <b>yes</b>, state the purpose for which the funds are being raised, the method of raising money, and the charge/fee. <b>Be specific.</b> _____          _____          _____</p>	<p>Is this a food event? <input type="checkbox"/> No    <input type="checkbox"/> Yes (*information required)          If yes, is there a charge?    <input type="checkbox"/> No    <input type="checkbox"/> Yes If yes \$ _____          _____          *Name of Vendor _____          _____          *Food Served _____</p>
--	--

**REQUIRED SIGNATURES**

**Signature** – Student Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
**Signature** – Club or Organization Advisor/Sponsor or Division Chair \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Request for the following submitted:**

Facility Use Permit (permit # \_\_\_\_\_)       Publicity Form submitted  
 Request for Service/Tech/AV Equip form (request # \_\_\_\_\_)

**Signature & Date** – Coordinator, Student Life and Leadership

**Original retained by Student Life and Leadership**     Copy to Requestor     Copy to Club Advisor  
 Copy to Activities Director/Clubs Director     Copy to Public Safety



**REQUEST FOR SERVICE/TECHNOLOGY/AV EQUIPMENT  
FOR EVENT LISTED ON FRONT PAGE**

Request for approval should be made **AT LEAST TWO WEEKS** in advance.

Event Title    Event Date \_\_\_\_\_

# Tables \_\_\_\_\_ #Chairs \_\_\_\_\_

**Audio Visual and Special Equipment Request**

User is responsible for safety and security of all equipment.  
Setups are subject to availability and personnel.

#		#		#	
	White Board		PA System w/ wireless microphone (5401)		Speaker, Additional w/ Stand
	CD Boom Box		PA System Anchor w/ Stand		Speaker, Advanced Powered for Laptops
	Camcorder		Polycom		TV/VCR Combo
	Cassette Record		Polycom w/ Content Sharing NCC-SLO		Tripod
	Extension Cord		Polycom w/ Content Sharing SLO-NCC		VHS Recorder
	DVD/VCR Player		Projector, 35mm Slide w/ Tray		Easel (no pad)
	Laptop Computer		Data Projector		Podium
	Microphone Stand		Overhead Projector		
	Microphone, Standard		Screen, Projection (portable)		



## PUBLICITY TOOLS REQUEST

Submit request **two weeks before** your event starts to the Student Life and Leadership Office  
Student Center, Room 5301, SLO Campus

Today's date \_\_\_\_\_

Contact person/requestor \_\_\_\_\_ Email \_\_\_\_\_

Club/Department \_\_\_\_\_ Phone/extension \_\_\_\_\_

Ⓞ IF this is a student activity, approved Student Activity Request has been submitted.

Ⓞ This request will not be processed without an approved Student Activity Request.



## ROLLING SIGNBOARD

Date(s) of event \_\_\_\_\_ Date(s) signboards are needed \_\_\_\_\_

2-WEEK MAXIMUM

Event description \_\_\_\_\_

Choose **TWO** signboards only:  Cafeteria  Humanities Forum  Library  Science Forum

Signboard message – Write message exactly as it will read on the signboard.\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* The requestor is responsible for making, posting, and removing signboard posters. Materials are in the Publicity Workroom. Ask Student Center staff for assistance/process.



## MYCUESTA ANNOUNCEMENT

Requestor's email address (REQUIRED) \_\_\_\_\_

Announcement intended for  Students  Faculty Only  Employees (ALL staff and faculty)

Announcement start date \_\_\_\_\_ Announcement end date \_\_\_\_\_

15 (CALENDAR) DAY MAXIMUM

Announcement title \_\_\_\_\_ (must be fewer than 50 characters)

Announcement (text only) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The form can be found in the Student Life and Leadership office (5300) or online at  
[http://cuesta.edu/student/documents/ascc-docs/clubforms/pubtools\\_request.pdf](http://cuesta.edu/student/documents/ascc-docs/clubforms/pubtools_request.pdf)

## SET UP AND CLEAN UP EVENTS CHECKLIST



### ***For Clubs and Organizations***

You can have a successful activity by keeping this checklist as a guide to follow before and after your event.

**If your activity involves any rooms in the Student Center:  
*PUBLICITY WORKROOM, ASCC OFFICES,  
SOCIAL CLUB, CULTURAL CENTER or STUDENT CENTER LOBBY—  
please do the following on this checklist:***

- Return chairs and tables back to the original set up.
- Ask Student Life and Leadership for the vacuum cleaner and vacuum the area(s) at the end of your event.
- Clean any spills on the tables and wipe them dry after use.
- In the Publicity Workroom:* make sure all work surfaces are clean and free of papers, boxes, food, decorations, markers, paints...whatever was used in your activity.
- Please have Student Life and Leadership staff check all areas before you leave.

***If club members fail to do any of the above, they will forfeit your club's right to use the facilities in the future.***

***THANK YOU FOR RESPECTING CUESTA COLLEGE PROPERTY!***

# 6

## HOW TO PLAN A FOOD ACTIVITY





*Six (6) important points to consider before planning your food event!*

1. The college entered into a food services contract agreement which calls for specific stipulations that must be adhered to on the San Luis Obispo campus, as it applies to food events.

#### **1.5 Service for Special Events**

- 1.51 *Contractor will be given the opportunity to submit proposals to provide catering services such as: coffee services, luncheons, dinners, etc., for staff, student and other college groups as requested.*
- 1.52 *The menu and costs shall be agreed upon between the Contractor and requesting group. Costs for the special event shall be billed separately to the requesting group. Contractor is expected to price catering services in such a way as to favorably impact the operating statement.*

If an off-campus contractor is used, please discuss with the faculty coordinator of Student Life and Leadership.

2. Food items that are sold or furnished on campus **must** be prepared in a facility that is inspected by the Health Department and stored in a manner that meets Health Department regulations. It is also expected that food servers wear health practices-approved gloves.
3. Student and college groups requesting a food event must process their activity requests through the Student Life and Leadership office at the SLO Campus at least three (3) weeks in advance.
4. **ALL activities which require the use of barbecues are restricted to the SLO flagpole area and in front of the Student Center entrance.** All sales of food are restricted to a designated area in the Student Center complex. Exceptions to the above would be considered and approved by the ASCC advisor.
5. Food events held on the North County campus must work with the North County food services contractor before planning a food sale event there.
6. If you have any questions, please ask Student Life and Leadership staff!

## **CAN WE SERVE ALCOHOL AT OUR EVENTS?**

Cuesta College has a restrictive policy regarding alcohol-related events.

Alcohol is **not allowed** at student-sponsored activities and events, whether they are held on OR off campus.

# 7

## **MONEY: HOW TO GET IT HOW TO MANAGE IT HOW TO SPEND IT**



## A. General Description

Campus regulations permit on-campus fund raising by student organizations through noncommercial activities. Such fundraising activities would be for the purpose of:

1. Collecting dues and initiation fees (clearly state this within the club's constitution)
2. Accepting donations
3. Charging admission to campus events
4. Selling noncommercial items and publications (i.e., buttons, bumper stickers, arts and crafts produced by the group, and organizational literature). Items such as T-shirts publicizing the organization's name may be sold with prior approval from the Student Life and Leadership office on the SLO Campus.
5. Food concessions – See *Food Policy, page 25*

Examples of how the funds may be used include the following expenses which must relate to the purpose of your organization.

- Publicity
- Speakers
- Literature
- Social activities (BBQs, bands, etc.)
- Operational costs, postage, and office supplies
- Transportation
- Equipment, if related to the purpose of the organization (e.g., sports equipment for sports clubs)
- Conferences and retreats (funds may be used to send delegates to conferences or to host retreats or conferences)

## B. Recordkeeping

Student organizations using campus facilities to raise funds must keep and maintain complete and accurate records showing the means by which the funds were raised, the amounts spent, and the use for which funds have been or will be spent. Records should include ledgers, receipts, and contracts. The records must be kept current. **No club expense will be approved without minutes attached showing correct motion approvals by club members.**

California Education Code § 76063 states, ***The funds shall be expended subject to procedures that may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any of the funds may be expended: an employee or official of the community college district designated by the governing board, the certificated employee who is the designated adviser of the particular student body organization (club advisor), and a representative of the particular student body organization (club treasurer).***



### C. Club Finances

As a duly recognized club on campus, each club has the privilege of banking services through the ASCC. **No club is permitted to carry off-campus banking accounts. All funds raised must be deposited same day to the cashier. The only exception is if the event is held after the cashier is closed or on weekends. In that case, the funds must be deposited the next available time the cashier is open. A copy of the receipt must be submitted to Student Life and Leadership and will be placed in the appropriate club file.** All funds are subject to strict compliance with standard accounting and auditing procedures, Education Code, Cuesta College and ASCC policies. **Before funding is approved for payment, clubs must attach minutes from the meeting which authorized the expenditures.**

To activate an account, please notify the Faculty Coordinator, Student Life and Leadership.



#### **D. Excerpt from ICC *Bylaws for Clubs Accessing ASCC Funding***

- Section 1 If the ICC is not active, all money proposals requesting club development funding will go to the ASCC Student Senate for approval.
- Section 2 When enacted, the ICC may approve club development fund requests if:
- Clause 1* The proper requests and forms are filled out completely, correctly, and in accordance with the ASCC and ICC procedures.
  - Clause 2* The club requesting funding must have a voting club representative in the ICC.
  - Clause 3* The money proposal will be reviewed by the ASCC Executive Cabinet for review and may be forwarded to the ICC for review and vote of the money proposal.
- Section 3 Club Day
- Clause 1* The following procedure is to be followed when Club Day funds are allocated to the Club Development account through the ASCC annual budget allocation process.
  - Clause 2* The ICC chair must complete a money proposal for the event and submit it to the ASCC finance director.
- Section 4 Approved Clubs and Clubs Suffering Hardship
- Clause 1* All ASCC-approved clubs may receive in their club account, \$50.00 based on funding available, from the ASCC Club Development account for one campus wide activity with approval of the ICC via money proposal.
  - Clause 2* Money distributed to clubs for events or fundraisers must be used for the specific purpose stated on the submitted Student Activity request or it will be returned to the Club Development account.
  - Clause 3* All ASCC-recognized clubs suffering hardship (club account shows a zero (\$0.00) balance, and/or determined by the current ICC based upon information provided by the club and the ASCC fiscal liaison), may submit a money proposal requesting funding (\$50.00 maximum).
- Section 5 Club Fundraising Grant
- Clause 1* All ASCC-approved clubs that have a representative in the ICC may apply to receive a grant of \$0.50 for every \$1.00 raised by the club.
  - Clause 2* The ICC chair must receive official items (receipts, deposit slips, etc.) to verify income received from the fundraiser.
  - Clause 3* The grants are not to exceed \$150.00 per club, per semester, based on available funding.
  - Clause 4* All grant requests must be received at least two weeks prior to the last ICC meeting of the spring semester.



## Expense Requisition

Follow all of these steps to access your ASCC club funds:

- ① Complete an ASCC Club Requisition (see example, next page)
- ② **REQUIRED** signatures on the Expense Requisition:
  - a. Club treasurer
  - b. Club advisor
  - c. Requestor
- ③ Attach to the signed Expense Requisition:
  - a. Club minutes documenting approval of expenditure
  - b. All supporting documents (receipts, invoices, approved money proposal, Entertainer/Speaker contract, etc.)
- ④ Submit all paperwork to the ASCC Financial Liaison in Fiscal Services, building 8000 (room 8031).
- ⑤ ***Unless the requestor indicates differently on the form***, Fiscal Services will mail the check to the payee address as listed.

Expense Requisitions can be found in the Student Life and Leadership office (5300) or online at [http://cuesta.edu/student/documents/ascc-docs/ASCC\\_Club\\_Expense\\_Req.pdf](http://cuesta.edu/student/documents/ascc-docs/ASCC_Club_Expense_Req.pdf)



## EXAMPLE FOR CLUBS ONLY CLUB EXPENSE REQUISITION

Date August 29, 2017

Requestor Cathy Cougar

Requestor phone # 805-123-4567

Club Account # OBTAIN YOUR CLUB ACCOUNT # FROM FISCAL SERVICES

Club Account Name Cougar Club

Payee Name: SLO Shirts

Payee Address P.O. Box 1011  
San Luis Obispo CA 93406-1011

DESCRIPTION <i>Include invoice and PO #, if applicable</i>	QUANTITY	COST PER UNIT	(ESTIMATED) TOTAL COST
T-Shirts for club fund raiser, Sept 20, 2017			\$150.00
Minutes attached			
Subtotal			
Tax			
Shipping			
<b>TOTAL COST</b>			<b>\$150.00</b>

- **Invoices, receipts and club minutes, must be attached to this requisition for final payment and submit to ASCC Fiscal Liaison, room 8031.**

**PLEASE PRINT AND SIGN YOUR NAME ON THE LINES BELOW.**

Chris Cougar _____ Club Treasurer <b>PRINT</b>	Dr. Jill Cuesta _____ Club Advisor <b>PRINT</b>
<i>Chris Cougar</i> _____ Club Treasurer <b>SIGN</b>	<i>Dr. Jill Cuesta</i> _____ Club Advisor <b>SIGN</b>

Chris Cougar _____ Club Treasurer <b>PRINT</b>	Dr. Jill Cuesta _____ Club Advisor <b>PRINT</b>
<i>Chris Cougar</i> _____ Club Treasurer <b>SIGN</b>	<i>Dr. Jill Cuesta</i> _____ Club Advisor <b>SIGN</b>

Cathy Cougar _____	<i>Cathy Cougar</i> _____
<b>Requestor PRINT and SIGN</b>	

Director of Fiscal Services _____	Date _____
Beginning account balance \$ _____	Ending account balance \$ _____
Less amount of this requisition \$ _____	



# MONEY PROPOSAL

ALLOW 2-3 WEEKS FOR PROCESSING

**PLEASE TYPE or PRINT LEGIBLY**

Today's date \_\_\_\_\_ Date funding is desired \_\_\_\_\_

**THIS IS A SPEAKER/PROGRAM GRANT REQUEST**  Yes  No

Applicant Name \_\_\_\_\_ Presenter \_\_\_\_\_

Department \_\_\_\_\_ Club \_\_\_\_\_ Extension \_\_\_\_\_

Name of Program (if applicable) \_\_\_\_\_ Total requested \$ \_\_\_\_\_

**PART 1:** Description of proposal or activity:

**Justification for this request. Include how this program compliments Cuesta's commitment to students.**

\_\_\_\_\_

\_\_\_\_\_

Date(s) of activity: 1<sup>st</sup> choice \_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_

Itemized cost: (Give specific breakdown) Please add additional sheet(s) as needed.

\_\_\_\_\_

\_\_\_\_\_

What portion of the costs is being borne by the participant/organization?

\_\_\_\_\_

\_\_\_\_\_

What other efforts are being made to seek alternate funding? Please list.

\_\_\_\_\_

\_\_\_\_\_

What is the number of students directly benefiting or participating? \_\_\_\_

\_\_\_\_\_

Signature of Applicant





**PART II:** **REQUIRED** if this is a Speaker/Program Grant request. (Use extra paper if necessary.)

- a. Summarize how this activity will benefit students as a whole based on the individual's or organization's participation in the activity.
- b. Please attach a brief biography of the presenter/speaker if applicable (recent accomplishments, employer, current job title and duties).
- c. Include a description/outline of the program's key points.

***Give your completed money proposal and any accompanying documents to staff at the Student Center reception desk. Your request will be submitted to ASCC/ICC for evaluation.***

**Money Proposals can be found in the Student Life and Leadership office (5300) or online at [http://cuesta.edu/student/documents/ascc-docs/clubforms/money\\_proposal\\_nov2010.pdf](http://cuesta.edu/student/documents/ascc-docs/clubforms/money_proposal_nov2010.pdf)**

# 8

## REQUIRED DISTRICT FORMS

### AND

## STUDENT-RELATED POLICIES



## ***INSURANCE COVERAGE***

The college reserves the right to deny activities when there is a possibility of dangerous or unsafe practices.

If a club wants to have an activity involving an outside company bringing equipment or merchandise on campus, schedule a pre-planning meeting to determine if the event can occur. People required to attend the meeting:

1. Student Club Representatives
2. Club Advisor
3. Faculty Coordinator of Student Life and Leadership



## STUDENT ACTIVITIES

The faculty coordinator of Student Life and Leadership shall require each club advisor to notify the club members that club-sponsored activities must be approved pursuant to district procedures, and activities must comply with any district procedures that may be applicable to the program or activity. Students will be held accountable to the college's Student Code of Conduct.

It is important to take the appropriate steps to limit and mitigate any liability exposures. This can be accomplished by following good risk-management procedures.

### **REQUIRED DISTRICT FORMS\***

- 1. REQUEST FORM FOR FIELD TRIP, EXCURSION, ALTERNATE CLASS SITE, OFF-CAMPUS ACTIVITY OR PROJECT**
- 2. STUDENT PARTICIPATION FORM FOR FIELD TRIP, EXCURSION, ALTERNATE CLASS SITE, OFF-CAMPUS ACTIVITY OR PROJECT**

**\*Additional forms may be required. Please check with Student Life and Leadership**

To help control the liability exposures to the college, all activities require the written approval of the clubs advisor and the faculty coordinator of Student Life and Leadership.

1. Complete a Student Activity Request.
2. Receive trip approval from the appropriate people (advisor, faculty coordinator of Student Life and Leadership, and vice president, Student Services) using the *REQUEST FORM FOR FIELD TRIP, EXCURSION, ALTERNATE CLASS SITE, OFF-CAMPUS ACTIVITY OR PROJECT*.
3. Have each student involved in the activity complete and sign the *STUDENT PARTICIPATION FORM FOR FIELD TRIP, EXCURSION, ALTERNATE CLASS SITE, OFF-CAMPUS ACTIVITY OR PROJECT*
4. Follow the transportation procedures noted on the required District forms

The required District forms are available in the Student Life and Leadership Office in the Student Center. You may also print the forms directly from the website:

<http://cuesta.edu/student/campuslife/studentlife/sllforms.html>



***On-campus activities other than regular meetings:***

- The student body organization shall request the use of college facilities pursuant to the college's use of facilities procedure.
- Depending on the activity, the club advisor and students may be required to complete both District-required forms noted previously.
- Activities involving service of food must comply with local health regulations and standards.
- If there are any vendors involved in the activity, they shall be required to sign a hold harmless and indemnification agreement, and shall also provide a Certificate of Insurance with liability coverage limits acceptable to the college.

***Off-campus activity trips:***

- The advisor to the organization will complete the *REQUEST FOR FIELD TRIP, EXCURSION, ALTERNATE CLASS SITE, OFF-CAMPUS ACTIVITY OR PROJECT* form and submit it to the Student Life and Leadership Office at least two weeks prior to the proposed trip.
- If the trip is out of state, the request must be submitted at least one month in advance of departure.
- The advisor or designated college employee must participate on the trip. The advisor shall use best judgment on how to handle an emergency situation such as a medical emergency, serious violation of rules of conduct, etc.
- All participants, other than employees or approved volunteers, shall complete and sign the *STUDENT PARTICIPATION FORM FOR FIELD TRIP, EXCURSION, ALTERNATE CLASS SITE, OFF-CAMPUS ACTIVITY OR PROJECT* form. Only authorized persons shall be allowed on the trip.
- Transportation shall comply with all district procedures. As much as reasonably possible, participants should be responsible for their own transportation.

**Students are held accountable to the Student Code of Conduct (Board Policy 5500) during on and off campus club activities.**

# 9

## **INTERCLUB COUNCIL (ICC) BYLAWS**



# INTERCLUB COUNCIL BYLAWS

## Article I: Purpose

- Section 1 The ICC is a representative body of all ASCC-approved clubs created in order to form a unified structure of campus clubs and organizations.
- Section 2 Goals:
- Clause 1* Assist in the initiation and development of clubs on campus.
  - Clause 2* Educate clubs on ASCC and campus-wide policies and procedures.
  - Clause 3* Provide guidance in planning, initiating, and evaluating events.
  - Clause 4* Promote and manage club activities, relations, and communications.
  - Clause 5* Establish close cooperation between the clubs and the ASCC.
  - Clause 6* Coordinate and participate in one (1) Club Day (minimum) per semester.
  - Clause 7* Ensure that each club's constitution and bylaws are reviewed at least every two (2) years.

## Article II: Meetings of the ICC

- Section 1 All Regular and Special Meetings of the ICC are subject to the California Brown Act requirements.
- Section 2 The ICC shall meet once a month throughout the regular college semester, except at times of vacation or legally established holidays.
- Section 3 A majority of the ASCC-approved clubs must be present in order to constitute a quorum to conduct business.
- Section 4 All clubs are required to send a representative to all regular and special ICC meetings. If a club is absent from two (2) meetings throughout the course of any given semester, they lose their status as an ASCC-approved club.
- Section 5 A club that loses their status due to absences may submit a club renewal application the following semester. A brief description of the circumstances that led to the loss of club status and how the club plans to correct the situation in the coming semester must also be included with the application in order for the ASCC Senate to take it into consideration.

## Article III: Membership in the ICC

- Section 1 The following shall be members of the ICC: The ASCC advisor (non-voting ex officio member) or designee, ICC officers, and club representatives.  
All campus clubs which have been approved by the ASCC Senate and have a club packet and constitution on file with the Student Life and Leadership Office must send a club representative to each ICC meeting.



- Section 2      Qualifications for club representatives (voting members) in ICC:
- Clause 1*    Must be a member of the club he/she represents.
  - Clause 2*    Must not represent more than one (1) club at any given meeting.
- Section 3      A voting alternate may attend in the case that the official club representative knows that they will be absent. The official club representative must contact the ICC Chair and ICC Advisor prior to the meeting with the name of their alternate.
- Section 4      Each club shall have one (1) vote in the ICC.
- Section 5      Each official club representative shall hold the position for one (1) academic year.

#### **Article IV: ICC Officers and Duties**

- Section 1      The officers of the ICC shall be the ICC chair, the vice-chair, and the secretary.
- Clause 1*    The ICC chair shall be the ASCC clubs director.
  - Clause 2*    The vice-chair and the secretary shall be appointed positions within the ICC.
- Section 2      Appointments for vice-chair and secretary shall be held at the beginning of each academic year, or as needed.
- Clause 1*    No one person shall hold a position of vice-chair or secretary for more than four (4) total semesters.
  - Clause 2*    Vice-chair and secretary may be an ASCC senator and/or a club representative.
  - Clause 3*    If a club representative is appointed as vice-chair or secretary, the club they represent may appoint another voting ICC member from their club.
  - Clause 4*    The terms for vice-chair and secretary are held for one (1) academic year.
- Section 3      The duties of the ICC chair shall be as follows:
- Clause 1*    Shall preside over ICC meetings as a non-voting member.
  - Clause 2*    Shall set the meeting dates and the agenda for the ICC.
  - Clause 3*    Shall give reports to the ASCC and the ICC on a regular basis.
  - Clause 4*    Shall represent the ASCC at club events and meetings.
- Section 4      The duties of the vice-chair of ICC shall be as follows:
- Clause 1*    Shall preside at the ICC meetings if the chair is absent.
  - Clause 2*    Shall be a voting member of the ICC when serving as vice-chair and a non-voting member when serving as chair.
  - Clause 3*    Shall maintain a master calendar of all ICC events and provide reports to the ICC of such events at all meetings.
  - Clause 4*    Undertake other duties as requested by the ICC.
- Section 5      The duties of the secretary of the ICC shall be as follows:
- Clause 1*    Shall record minutes of all ICC meetings and distribute minutes at the next meeting.
  - Clause 2*    Shall serve as a voting member on the ICC.
  - Clause 3*    Shall keep a record of all absences and update the ICC on each club's standing at each meeting.
  - Clause 4*    Undertake other duties as requested by the ICC.





## **Article V: Procedure for Accessing Club Development Funds**

- Section 1 If the ICC is not active, all money proposals requesting club development funding will go to the ASCC Student Senate for approval.
- Section 2 When enacted, the ICC may approve club development fund requests if:
- Clause 1* The proper requests and forms are filled out completely, correctly, and in accordance with the ASCC and ICC procedures.
  - Clause 2* The club requesting funding is present at the ICC meeting.
  - Clause 3* The money proposal will go to the ASCC Executive Cabinet for review and may be forwarded to the ICC for review and voting.
- Section 3 **Approved Clubs and Clubs Suffering Hardship**
- Clause 1* All ASCC-approved clubs may receive in their club account, \$50.00 based on funding available, from the ASCC Club Development account for one campus wide activity with approval of the ICC via money proposal.
  - Clause 2* Money distributed to clubs for events or fundraisers must be used for the specific purpose stated on the submitted Student Activity request or it will be returned to the Club Development account.
  - Clause 3* All ASCC-recognized clubs suffering hardship (club account shows a zero (\$0.00) balance, and/or determined by the current ICC based upon information provided by the club and the ASCC fiscal liaison), may submit a money proposal requesting funding (\$50.00 maximum).
- Section 4 **Club Fundraising Grant**
- Clause 1* All ASCC-approved clubs that have a representative in the ICC may apply to receive a grant of \$0.50 for every \$1.00 raised by the club.
  - Clause 2* The ICC chair must receive official items (receipts, deposit slips, etc.) to verify income received from the fundraiser.
  - Clause 3* The grants are not to exceed \$150.00 per club, per semester, based on available funding.
  - Clause 4* All grant requests must be received at least two weeks prior to the last ICC meeting of the spring semester.

## **Article VI: Committees**

- Section 1 ICC committees shall be established at the discretion of the Chair with approval of the ICC.

## **Article VII: Amendments**

- Section 1 Amendment proposals recommended by the ICC or Clubs Director require approval of the ASCC Student Senate.

Approved ICC February 10, 1992

Corrections Approved ICC April 6, 1992

Ratified Student Senate April 21, 1992

Revisions approved/ratified by Student Senate May 10, 2012

Revisions approved/ratified by Student Senate May 4, 2017



**If you have any questions,  
please ask the Student Life and  
Leadership staff.**

**We are here to ensure that your  
club is successful!**

**Bldg. 5300  
805-546-3289**