



# Club Handbook

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# EL CAMINO COLLEGE CLUB HANDBOOK

## *Section 1– Introduction*

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### **Welcome**

The Student Development Office welcomes the opportunity to work with club officers and advisors in continuing the club tradition at El Camino College.

Our purpose in providing this handbook is to give you a tool that will enable you to work effectively with your organization and to introduce you to the services provided by the Student Development Office.

We have attempted to include current information wherever possible, however, keep in mind that policies and procedures change (even as this is printed). We hope you will take the time to read through this handbook and provide us with your feedback.

Should you have questions or need assistance in conducting club business, please feel free to contact the staff in the Student Development Office. We're here to support you. ***Have a great year!***



# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 1– Introduction

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### Student Development Office Staff

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Oversees the Student Development Office staff and operations  
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#### ***For general questions, please contact the Student Development Office***

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# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 1– Introduction

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### What is a Club?

Clubs may be formed to develop awareness of culture, expand students' interests, create a social outlet, and/or provide service to the campus and community. Free association and the right to organize are the key ingredients to productive campus clubs. El Camino College has sanctioned student organizations to function on campus through the guidelines developed in Board Policy 5401. The Inter-Club Council (I.C.C.) is the body that has been authorized to charter new clubs as well as revoke the charters of existing clubs.

#### **Requirements for Clubs**

A student organization will be recognized if they meet the following requirements:

1. Are composed of ten or more currently registered ECC students
2. Have an adviser who shall attend all meetings
3. Hold all meetings at the College during the regular school day
4. Use a democratic plan for the selection of members regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era veteran status
5. Have been chartered by the Inter-Club Council.
6. Have a current written constitution on file in the Student Development Office
7. Submit a current and completed "Club Registration" form to the Student Development Office each semester
8. Submit a Club Member List every semester

#### **Club Privileges**

The advantages of becoming a sanctioned campus club are that the organization may:

- Use the name of the College as part of the organization's name
- Schedule campus facilities
- Recruit students on campus
- Advertise meetings and events at campus posting locations
- Take advantage of the campus services
- Request funding from campus entities such as the Inter-Club Council

#### **Active Clubs**

An active club is defined in the I.C.C. Constitution as a club that has had one or more representative participating in twenty percent of all I.C.C. activities, functions, and committees of the previous semester.

Each club is required to:

- File a "Club Registration" form each semester.
- Have a representative attend at least 70% of the I.C.C. general meetings per semester, with ASB Sticker
- Abide by federal, state and local laws including the California Education Code, ECC Board Policies, Administrative Procedures and the ECC Inter-Club Council Constitution
- Club representatives must participate in at least 20% of the activities sponsored by I.C.C. in order for the club to obtain/or maintain their "Active" status
- Clubs are considered "Active" from the beginning of the fall semester to the end of spring semester of each academic year. Activities are not permitted during winter and summer breaks.

# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 1– Introduction

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### Starting a New Club

Inter-Club Council (I.C.C.) is the official club chartering organization on campus and it will be at a meeting of this student group that the vote for the proposed chartering of a new club will occur. In order for a proposed charter to appear on the Inter-Club Council agenda completed forms must be on file in the Student Development Office. Pick up a packet entitled "How to Charter a Club" which contains the necessary procedures and forms.

#### Procedures for Chartering A Club

1. Complete a form titled "Petition to the Inter-Club Council to Become an ECC Club" and obtain the signatures of 10 currently enrolled students interested in being in your proposed club. These 10 students must have paid the \$15 fee for a current VALID ASB sticker on their Student ID card.
2. On the same form, obtain the signature of a faculty member who agrees to serve as the adviser for your club. A club may have more than one adviser.
3. Submit a copy of a typewritten constitution that reflects a democratic plan for selection of members without regard for race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era veteran status. The copy must be signed by the Club's student representative and adviser.
4. At the beginning of the fall or spring semester file all completed forms with the I.C.C. Adviser in the Student Development Office by the due date. A copy will be distributed to the I.C.C. Review Board Commissioner.
5. The I.C.C. Review Board will place on their agenda your proposal to become a club. Prepare to have an official club representative attend this meeting.
6. After recommendation by the I.C.C. Review Board the proposed club will be placed on the agenda of the next I.C.C. General meeting for chartering. Prepare to have a club representative attend this meeting and upon approval, subsequent I.C.C. General Meetings.
7. After approval of the new club by the Inter-Club Council, a "Club Registration" form must be filed with the Student Development Office.

### Reestablishing an Existing Campus Club

#### **A club may be reestablished if:**

- The club's charter is in good standing and has not been revoked by the I.C.C.
- The club's purpose has not changed
- The club is composed of 10 or more currently registered ECC students with valid ASB stickers.
- The club has at least one ECC faculty adviser (it is advisable to contact the past adviser, but not mandatory that the adviser be the same person)
- The club members adhere to the club's existing constitution
- A current copy of the club's constitution is filed in Student Development Office

#### Procedures for Reestablishing an Existing Club

1. Contact the Student Development Office staff to obtain a copy of the club's constitution. The club's existing constitution must be followed. Changes to the constitution may be made as specified in the club's constitution and a copy filed in the Student Development Office along with the minutes of the meeting at which the revised constitution was approved.
2. Contact the Student Development Office to schedule a meeting room by completing a Calendar Date Requisition Form.
3. Hold a club election to determine officers.
4. Complete a "Club Registration" form and file it with the Student Development Office by the due date.
5. Read the section in this Handbook for "Club Officers". It provides a checklist of things to do.

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# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 2 – Inter-Club Council

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### Inter-Club Council (I.C.C.)

The Board of Trustees of El Camino Community College District has established through a separate policy the existence of an "Inter-Club Council" (Board Policy 5401) that will charter clubs and set regulations pertaining to clubs on campus.

#### **Purpose Of the Inter-Club Council**

- To facilitate the exchange of ideas and information among campus clubs
- To facilitate cooperation and interaction between the clubs
- To provide students with a variety of choices for campus involvement
- To coordinate activities and projects that provides involvement in college and community service
- It is also the official body responsible for reviewing possible infractions of policies that could result in a club's charter being revoked and privileges withdrawn

#### **Constitution of the Inter-Club Council**

The Inter-Club Council has its own constitution which contains additional procedures and guidelines that pertain to the campus organizations. Copies are available at the Student Development Office and Inter-Club Council Office located in the Student Activities Center.

#### **Membership Of the Inter-Club Council**

The Council is composed of its own officers and a designee from each organization chartered by the I.C.C. Its voting membership shall be limited to the I.C.C. President and a designee from each organization.

#### **Eligibility Requirements & Service Limitations for Club Representatives and I.C.C. Officers**

The following standards as outlined in ECC Board Policy 5505 and the I.C.C. Constitution apply to I.C.C officers and all club representatives to the Inter-Club Council:

- Must enroll in and complete a minimum of six (6) units for each term of service with the exception of summer and winter terms
- Maintain a minimum cumulative and minimum semester grade point average of 2.0 during each term of service
- Must have paid for a current ECC ASB sticker
- At the time of election or appointment may not exceed five semesters or three academic years of service in student government, I.C.C. or as a club president

# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 2 – Inter-Club Council

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### I.C.C. Cabinet Members and Adviser

The I.C.C. Constitution outlines the qualifications for office and the method of selection of the I.C.C. Cabinet.

**I.C.C. PRESIDENT** is elected by I.C.C. to preside over all I.C.C. meetings, but may only vote to break a tie. The President shall coordinate the following: the Cabinet, Constitution Committee, Finance Committee, Review Board, Secretary, Fundraising, and I.C.C. Student Senate Representative. Circumstances may arise whereby the President shall serve as the I.C.C. Student Senate Representative. The President also appoints members of the Cabinet (other than Vice President) subject to I.C.C. approval.

**I.C.C. VICE PRESIDENT** is elected by I.C.C. to preside over I.C.C. in the case of the President's absence, removal, declared ineligibility, or resignation. The Vice President shall coordinate the following: Meetings of Activities, Publicity, and Historian.

**I.C.C. COMMISSIONER OF FINANCE** is appointed by the President and shall be responsible for overseeing the preparation and the submission of the I.C.C. budget to the Inter-Club Council. The Commissioner of Finance shall also recommend expenditures and act as chairperson of the Finance Committee.

**I.C.C. COMMISSIONER OF FUNDRAISING** is appointed by the President and shall be responsible for all I.C.C. Fundraising events, and activities aimed at community donations. Commissioner of Fundraising may appoint chairperson(s) to set-up committees and to organize these income-generating I.C.C. events.

**I.C.C. COMMISSIONER OF PUBLICITY** is appointed by the President and shall oversee the publicizing of all I.C.C. meetings, activities, fundraisers, and major events both on and off campus. Commissioner of Publicity can establish and coordinate a publicity committee to assist with these duties.

**I.C.C. COMMISSIONER OF REVIEW BOARD** is appointed by the President and shall oversee the review of all new club constitutions and list of charter members for the approval of Inter-Club Council. The Commissioner of Review Board shall further be responsible for both verbal and written reports pertaining to the status of active and inactive clubs. The Commissioner of Review Board shall also act as the chairperson of the Review Board.

**I.C.C. HISTORIAN** is appointed by the President and shall be responsible for taking and maintaining photos for documentation of historical purposes of all I.C.C. activities, fundraisers, and major events.

**I.C.C. SECRETARY** is appointed by the President and shall be responsible for recording and distributing copies of the minutes and agendas of I.C.C. meetings. Shall assist the I.C.C. Cabinet members in corresponding with the campus, community, and I.C.C.

**I.C.C. SENATE REPRESENTATIVE** is appointed by the President and shall be responsible for acting as I.C.C.'s liaison to the Student Senate. In this capacity, must attend all Senate and I.C.C. meetings.

### The Role of the I.C.C. Adviser

Inter-Club Council Adviser is the job assignment of an El Camino College employee from the Student Development Office. The Adviser attends Inter-Club Council meetings, cabinet meetings, and committee meetings, but do not have a vote. The Inter-Club Council Adviser oversees and supports the activities and events of Inter-Club Council and is available as a resource to club officers and faculty advisers by providing the "how to's" of programming events and activities.

# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 2 – Inter-Club Council

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### I.C.C. Programs and Events

The following is a description of programs and events that the I.C.C. has traditionally sponsored to foster participation by club members, to learn leadership skills, provide a service to the campus and to meet other students. Each of these activities is usually planned by a separate committee under the guidance of the I.C.C. cabinet and I.C.C. advisers. Membership on a planning committee is open to club representatives, club members, and all interested students.

#### **Club Rush**

Several days are set aside around the third week of each semester for clubs to recruit new members at tables on the Library Lawn. Entertainment is usually planned during the Activities Hours (1-2pm) on Tuesdays and Thursdays to attract students to the event.

#### **Club Mixers**

The I.C.C. cabinet plans this get-together for club representatives, officers and advisers near the beginning of each semester to give everyone an opportunity to meet, socialize and exchange ideas in an informal setting.

#### **Blood Drives**

I.C.C. plans this community service project twice every year. To stimulate club participation, I.C.C. sponsors a Blood Drive. Clubs are encouraged to compete for trophies by signing up the most donors.

#### **Homecoming Activities**

This is I.C.C.'s fall campus activity. Usually in November, activities take place during the week prior to a home football game.

- ☞ ***Homecoming Queen and King*** - Each student organization can nominate a candidate for Queen and King. Applications will be made available and criteria will be determined by the I.C.C. Homecoming Committee.
- ☞ ***Club Banner Contest*** - Clubs can participate in the Football Game Halftime Parade by designing and decorating a banner to go along with the theme of Homecoming.
- ☞ ***Rally*** - Usually held during the Activity Hour on the outdoor stage to promote the Homecoming activities. Candidates for Homecoming Queen and King are presented, the Pep Squad performs and the football coach and players are introduced.
- ☞ ***Football Game Halftime Activities*** - Traditionally includes a parade featuring the

Homecoming Queen and King candidates, antique cars and floats designed and built by the clubs.

- ☞ ***Dance*** - Traditionally takes place in the East Dining Room. Activities include presentation of the Homecoming Court, naming of the Queen and King, cake cutting ceremony, photos, and court dance.

#### **Warrior Games**

Clubs can participate in friendly competition with other clubs. Past events have included puzzlemania, volleyball, obstacle course, tug-o-war, scavenger hunt, and mind games. The winning clubs receive trophies at the I.C.C. Spring Awards Banquet.

#### **World Tour Festival**

This spring I.C.C. activity is a day where clubs represent different countries from around the world on the Library Lawn. Clubs sell food, display artwork and provide information relating to the culture and traditions of their chosen country.

#### **Spring Awards Banquet**

This end-of-year event is an opportunity to recognize I.C.C. representatives, club advisers, the year's most active clubs, and outstanding individual achievements.



# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 3 – Club Officers

### Club Officers

Students who are elected or appointed club officers have the opportunity to make use of or learn leadership skills that will be valuable in their personal and professional endeavors. The club as a whole can benefit most if students and faculty work together as a team to achieve their common goals.

#### **Eligibility Requirements and Service Limitations (Board Policy 5505)**

The following standards and service limitations apply only to Club Presidents & I.C.C. Club Representatives:

1. Enroll in and complete a minimum of 6 units at El Camino College for each term of service with the exception of summer & winter terms. Disabled students who are limited to fewer than 6 units by a Special Resource Center counselor may participate providing they enroll in and complete a minimum of 3 units each term of service.

2. Maintain a minimum cumulative and minimum semester grade point average of 2.0 during each term of service.
3. Cannot participate in student government, I.C.C. or have been a club president for more than 5 semesters or 3 years.
4. I.C.C. Representatives must also have paid for a current VALID ASB sticker on their student ID card.

Other minimum standards for officers may be set in an individual club's constitution.

### Club Officers' Responsibilities

Officers should abide by their club's constitution in regard to individual duties and responsibilities of their office. The following responsibilities are suggestions for successful leadership at El Camino College.

#### **1. Maintain the Club's Objectives**

Establish a meaningful program that is consistent with the purposes of the group as stated in the club's constitution and with the aims of higher education.

#### **2. Be an Effective Leader**

Set a good example by accepting responsibility and working with other people to accomplish projects for the good of the club. Express your expectations and follow through with commitments.

#### **3. Mentor New Leaders**

Think about the club's past, present, and future. Keep the club's traditions alive by sharing information and expertise with new students so that they can step into officers' roles in the future

#### **4. Find Out About Campus Policies**

Consult with the club adviser to see that college policies and regulations are observed at club meetings and events.

#### **5. Send a Club Representative to the Inter-Club Council Meetings**

Find out what other clubs are doing and involve your club in campus and community projects sponsored by the Inter-Club Council.

#### **6. Keep the Club in Good Standing at El Camino - Take Care of Business**

Ensure that all appropriate information forms are obtained and filed in the Student Development Office.

Following information is required each semester:

- "Club Registration" form

Following information is required when appropriate:

- **Minutes of Club Meetings** signed by the President, or Treasurer, and Adviser. Club Meeting Minutes are required for all forms below:
- **Calendar Date Requisition Form (CDR)** must be completed when scheduling meeting rooms as well as activities (on campus or off campus) and turned in for approval at least 2 weeks prior to the date of the meeting or event.
- **Excursion Forms** for off-campus events. Must be submitted 4 weeks prior.
- **Food Concession Form** whenever food is served at a club function, on campus.
- **ASO Contract** whenever the club contracts a person or group for services rendered (e.g., DJ's, bands, speakers) even if no fee is being charged. Must be submitted 2 weeks prior.
- **Financial Forms** whenever money from the club treasury is spent.

These forms are found in the Student Development Office.

## Stepping Into a New Job as a Club Officer

It should be the responsibility of existing club officers to train their successors so that the club will have continuity from semester to semester. Sometimes this is not possible and new officers must fend for themselves. The following checklists have been developed to guide new officers through the basics of getting the club started.

### 1. Starting out

- Read your club's constitution** and abide by its principles and procedures. A copy of each club's constitution is on file in the Student Development Office
- Review the club files from past semesters** to see what was accomplished and what is still pending.
- Contact the student who held your position previously.**

### 2. Getting organized

- Meet with your fellow officers and adviser to discuss job responsibilities, recruiting strategies, and set goals for the semester.** Remember that any decisions involving spending money should be made by the club as a whole with the decision recorded in the club's minutes with actual dollar amounts.
- Contact the club's Adviser when determining club meeting times and events-** refer to the "CLUB ADVISER" section of the Club Handbook
- Develop address, telephone & email rosters** of officers and members for communication purposes. Good communication is very important.

### 3. Things that need to be done each semester

- Submit a completed "Club Registration" form** to the Student Development Office after club officers have been elected.
- Find out how much money is in the club's account** by contacting the Student Development Office or the Cashiers Office. Refer to the section entitled "Finances."
- Regularly check the club's mail box** located in the Activities Center counter area. Mail or messages from on-campus or off-campus will be forwarded to this mail box.

- Send a club representative to the Inter-Club Council General meetings**, which are held every Monday from 12-1pm in the Alondra Room, 2<sup>nd</sup> floor of the Bookstore building

- Club members must participate in at least 20% of the activities sponsored by I.C.C.** in order for the club to obtain and/or maintain their "Active" status

### 4. Preparing for your club meetings

- Set a schedule for club meetings & officers meetings well in advance.** Make a calendar or list to distribute. Club meetings must be held on campus.
- Schedule the rooms for meetings and events several weeks ahead of time** by submitting a CDR to the Student Development Office..
- Publicize club meetings and events-** refer to the "PUBLICITY SUGGESTIONS" section in the Club Handbook.
- Develop an agenda format for meetings.** The agenda can be distributed ahead of time or written on the blackboard before the meeting. Officers should plan productive meetings that are also interesting for members. (See the sample agenda in this handbook).
- Become familiar with parliamentary procedures** or the method the club uses to conduct meetings so that the meetings will run smoothly with a minimum of confusion. Make sure that members know how meetings will be conducted so that they can participate without feeling intimidated by the rules. See the section in this book called "Effective Club Meetings".
- Written Minutes should be kept** during each meeting (regardless if the Secretary is in attendance) and especially if the club votes to spend money.
- Officers' Reports** - Anyone who is going to give a report, should come prepared with up-to-date information and/or handouts. Be brief, organized, and to the point so that others don't feel their time has been wasted. Anticipate questions that might be asked by the members.

# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 3 – Club Officers

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### 5. Keeping club records

- ❑ **Minutes of meetings should be kept** in a loose-leaf notebook to more easily make copies to back up financial transactions and for reference purposes.
- ❑ **Set Up a File System** with the Club Adviser so that each semester's club business gets stored in one location. The current files should be easily accessible, however, towards the end of the semester the records should be turned over to the adviser. It sometimes becomes difficult to track down students to retrieve club files after the semester is over.
- ❑ **Financial Records** should be kept accurate and up-to-date. A ledger book can be purchased to keep track of income and expenses. Recent copy of club financial

records can be found in the Student Development Office.

- ❑ **Historical Records** such as flyers of events, photos, etc. can be kept in a scrap book or file. These could be of value for future officers and members when planning activities.
- ❑ **Rosters of Members and Officers** should be kept in case the club decides to hold a reunion or wants to get in touch with former members and submitted at the beginning of each semester to the Student Development Office.

## Support for Club Officers

### *Club Advisers*

Officers and members who need advice or support regarding internal club matters should feel free to seek help from the club's adviser.

### *Inter-Club Council*

The Inter-Club Council supports clubs by planning campus activities involving club participation and providing a forum at the I.C.C. meetings for clubs to exchange ideas and discuss issues of mutual interest.

### *Student Development Office Staff*

The staff is available to answer your questions and is committed to supporting all student organizations. Become familiar with the services provided to the clubs as mentioned throughout this handbook. The Student Development Office is in room AC 160 located near the Information Counter in the Activities Center.

(310) 660-3593 ext. 3500  
stdevoffice@elcamino.edu



## Effective Club Meetings

Meetings can be productive, inspirational and fun. Keep in mind that everyone's time is valuable and that some preparation can help to make attending a meeting worthwhile. In most organizations, the President should prepare for the meeting as follows:

### Tips for the Club President - Setting up a Meeting -

- 1. Contact your club adviser** to make sure that he/she can attend. Adviser attendance at club meeting is mandatory.
- 2. Reserve the appropriate room** by completing a Calendar Date Requisition (CDR) form and returning it to the Student Development Office. See the "Scheduling" section of this handbook.
- 3. Plan an agenda.** This will make the meeting go faster and will show members that you are prepared. Make sure that you anticipate time for questions and discussion by members.
- 4. Arrange the following in advance for special meetings:**
  - guest speakers
  - refreshments
  - ice-breakers (games to "get acquainted")
- 5. Notify members** of the meeting by the phone, email. Advertise the meetings on campus and online.
- 6. Prepare Reports** - Make sure that officers or committee chairpersons are prepared to report on agenda items
- 7. Identify potential problems** that could arise and strategies to handle them.

### Tips for the Club President - Running a Meeting -

- 1. Arrive at the meeting room early** to double check the room arrangements
- 2. Start on time**
- 3. Welcome members and make introductions**
- 4. Keep a record of the meeting** - If you don't have a secretary, make sure that someone takes "minutes" of the meeting. Refer to "Minutes of the Club Meeting" in this section.
- 5. Present what's going to be discussed**- Hand out copies of an agenda or put it on a blackboard.
- 6. Establish ground rules for the meeting** -If necessary, review your parliamentary procedure for members to participate. This could include the group agreeing to certain ground rules (e.g., "only one person talks at a time", "members must raise their hand if they want to say something", etc.)
- 7. Follow your agenda,** however allow for discussion by members on each item. Try to keep the discussion confined to the agenda items, however be flexible enough to address important issues by adding them to the agenda (possibly at a future meeting if appropriate). Refer to "How to Prepare an Agenda" in this section.
- 8. Members should feel comfortable** - Each member should be able to express her/his ideas without fear of reprisal.
- 9. Show diplomacy** - The majority of members leave the meeting feeling the minority point of view has been expressed but that the majority opinion has prevailed.

**EL CAMINO COLLEGE CLUB HANDBOOK**  
*Section 4 – Effective Club Meetings*

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## **How to Prepare an Agenda**

It is recommended that the chairperson prepares and follows some kind of AGENDA so that the members understand what is going to take place at the meeting. On this page is a sample of a generic agenda format that includes the basic elements of a meeting. The order listed may be changed around to better suit the needs of the organization.

## **Minutes of the Club Meeting (Required)**

Clubs must record minutes at each meeting and have them available to members upon request. A copy of minutes should also be filed with the Student Development Office, especially if any financial expenditure is approved. The following is a sample format of minutes that follows the agenda format. Club meeting minutes require the signatures of the club adviser, the club president or the club treasurer in order for the minutes to be considered official.

### **Sample Agenda Format**

[NAME OF YOUR CLUB]  
AGENDA FOR THE MEETING OF [DATE]

- I. Call to order
- II. Roll Call
- III. Approval of Minutes
- IV. Officer's Reports (make sure officers are prepared to report)
- V. Old Business - Items tabled from a previous meeting should generally be taken care of before new items are discussed. Allow time for discussion by members before voting on each item.
- VI. New Business – Allow time for discussion by members before voting on each item. Items can be “tabled until the next meeting” if members are not ready to vote.
- VII. Announcements (these are items in which no approval is needed)
- VIII. Adjournment

(It might even be helpful to indicate the dates, times and locations of the next two or three meetings so that members may plan ahead).

### **Sample Minutes Format**

(Should follow your agenda format)

[NAME OF THE ORGANIZATION]  
MINUTES OF THE MEETING OF [DATE]

- IV. Call to order - The meeting was called to order at [1:07pm] by the President
- V. Roll Call - [List all persons present]
- VI. Approval of Minutes
- VII. Officer's Reports
- VIII. President [summarize important points]
- IX. etc.
- X. Old Business
- XI. [summarize discussion and include decisions made by vote of members]
- XII. New Business (this is a sample entry for the approval of money)
- XIII. It was moved by J. Smith and seconded by
- XIV. L. Jones to approve spending up to \$20.00 from the club treasury for refreshments. The motion was approved unanimously.
- XV. Announcements [List announcements or ask members to submit the announcements in writing to the Secretary to include in the minutes]
- XVI. The meeting was adjourned at 2:00pm

Minutes submitted by: \_\_\_(name & title)

Minutes verified by:

Club Adviser \_\_\_\_\_ [signature] \_\_\_\_\_

Club President \_\_\_\_\_ [signature] \_\_\_\_\_

**EL CAMINO COLLEGE CLUB HANDBOOK**  
*Section 4 – Effective Club Meetings*

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## **An Icebreaker for Your First Meeting**

Have each group member answer the following questions. Then, pass them around at a meeting and have everyone guess who is who. By learning more about each other, you will build the team, as well as learn the following:

- What motivates others (Items 7, 15, 16, 20)
  - How you can reward members (Items 9, 10, 12, 13, 17)
1. One word that describes me would be:
  2. My favorite place to study on campus:
  3. If I could visit any place in the world it would be:
  4. My favorite web site is:
  5. If I didn't come to ECC, I would have enrolled at:
  6. My favorite class is:
  7. If I have a big project due, this motivates me to do a good job:
  8. At midnight on a Friday night, you would find me:
  9. My favorite sports team is:
  10. My favorite book is:
  11. My favorite TV show is:
  12. My favorite snack food is:
  13. If I had a big project due, I reward myself by:
  14. My favorite recording artist is:
  15. 5 years from now, I hope to be:
  16. 25 years from now, I hope to be:
  17. My favorite pizza topping(s) is:
  18. My most memorable moment at ECC:
  19. I would relate my personality to this cartoon character:
  20. My personal motto is:



# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 5 – Club Advisers

### Club Advisers

The faculty and staff of El Camino College have established an excellent tradition of support for the club program. The success of these co-curricular programs is the result of faculty and students working closely together to achieve common goals based on shared interests. In order for a Club to be recognized by the College it must have a Faculty Adviser. Classified staff co-advisors may be recognized by the Director of Student Development. (Board Policy 5401)

### Club Adviser Responsibilities

The adviser serves as representative of the College and is the chief link between the College and the club. The adviser has the following responsibilities:

#### 1. Supervise at Club Functions

Be present at all times during all meetings and events (held on campus or off campus) sponsored by the club to ensure observation of College policies and regulations.

#### 2. Oversee Club Objectives

Advise students in planning, executing, and evaluating club activities and projects to establish a meaningful program that is consistent with the purposes of the group and with the aims of higher education.

#### 3. Advocate Growth & Leadership

Encourage the development of initiative, responsibility, and leadership. Holding a club office can be a rewarding experience when students learn how to accept responsibility and work with other people to accomplish projects.

#### 4. Compliance with Campus Policies & Procedures

Become aware of and comply with current policies and procedures such as those relating to student organizations, student discipline, insurance liability, hazing, and off-campus excursions. The Inter-Club Council Adviser in the Student Development Office can provide updated copies and clarification if needed.

#### 5. Approve Club Finances

Approve club expenditures and oversee the handling of club funds. All expenditures must also be approved by vote at a club meeting and must be documented in the minutes of the meeting. For auditing purposes, all club accounts are maintained in the Accounting Office. Note: Off-campus accounts are not permitted.

#### 6. Sign All Request Forms & Club

##### Documentation

Ensure that appropriate information is filed in the Student Development Office.

The following information is required each semester:

- "Club Registration" form

The following information is required when appropriate:

- **Calendar Date Requisition (CDR) Form** must be completed when scheduling meeting rooms as well as activities (on-campus or off-campus) and turned in for approval at least 2 weeks prior to the date of the meeting or event. The Faculty Adviser's signature on this form indicates his/her attendance at the event.
- **Excursion Forms** for off-campus events. Must be submitted 4 weeks prior.
- **Food Concession Form** whenever food is served at a club function for on campus events.
- **ASO Contract** whenever the club contracts a person or group for services rendered (e.g., DJ's, speakers, bands, and performers) even if no fee is being charged. Meeting minutes must include the possible names of persons rendering the service, club advisors and district employees are not allowed to be paid for contractual services. Must be submitted 2 weeks prior.
- **Financial Forms** whenever money from the club account is spent
- **Minutes of Club Meetings** signed by the Club President or Treasurer and Adviser. **Cash Request Form** can only be used for cash withdrawal from club funds from the Cashiers Office by the Club Adviser for the purchase of event items. Club meeting minutes that show the approval of the (dollar amount) use of club funds for such event/purpose are required. Club members have 24 hours to purchase event items

with this cash and to then return the change and original receipts to the Cashiers Office.

## **The Role of Club Advisers**

The advisers to clubs and organizations are volunteer personnel who, out of interest and dedication, give their time and talents to the co-curricular program. Students must realize that advisers are not compensated for their participation in any club activities. Every effort should be made to arrange meetings and events so that advisers can attend without undue hardship, for at least one adviser must attend all club meetings and club sponsored events (including off-campus events).

Much of the success enjoyed by the club program at El Camino College is directly related to the interest and efforts of advisers. Advisers provide the basic orientation to and continuity for the club program. In a two-year college where the student body turnover is considerable each year, the clubs and organizations are highly dependent on the adviser to provide knowledge of the activities and traditions of the group.

The selection of advisers for clubs and organizations is basically up to the members of the particular group. However, the I.C.C. Adviser must be informed of the selection and a "Club Registration" form must be submitted each spring and fall semester with the Student Development Office.

## **Support for Club Advisers**

The Inter-Club Council Adviser oversees and supports the activities and events of Inter-Club Council and is available as a resource to club officers and advisers by providing the "how to's" of programming events and activities. The I.C.C. Adviser is available to assist students by explaining policies, procedures and directing them in filling out the appropriate paperwork. Club advisers may also find it helpful to become familiar with the services provided to the clubs by the Student Development Office staff. The Student Development Office is located in room AC 160 of the ECC Activities Center.



# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 6 – Processes

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### Scheduling a Club Meeting or Activity

All club meetings and events held on campus or off campus must be scheduled on the El Camino College master calendar by completing and filing a form called a “Calendar Date Requisition” (CDR) which may be obtained and submitted in the Student Development Office and the El Camino College website. The information contained in this section will be helpful in planning activities and events.

### Procedures for Scheduling a Campus Facility

**1. Obtain and complete a “Calendar Date Requisition” (CDR) Form** at least 2 weeks prior to the planned event. Your adviser must sign the form to indicate that he or she will be in attendance at the event. The CDR form should be turned in to the Student Development Office along with required club meeting minutes. Please note that no paperwork will be processed unless your club has filed a current “Club Registration” form for the semester with the SDO.

**2.** Contact the Student Development Office for help in determining which rooms and facilities are available and to make special arrangements for equipment and room set-up.

#### *The CDR is processed as follows:*

- The Student Development Office will check with the appropriate division on campus to see if the facility is available. Club account funds will also be checked to see if there is enough to cover for event expenses.
- If the facility is available, the CDR form is given to the Director of Student Development for approval of the event.
- The activity is logged on the Student Development calendar book and a copy of the CDR is kept in the office and one is sent to the ICC Adviser in the Student Development Office to include on the student activities calendar.
- A copy of the approved CDR form will also be put in the club’s mailbox in the Activity Center and sent to the club adviser’s division mailbox.

#### *Special Set-Up Arrangements:*

- Please review the information under “Are Special Arrangements Needed for the Activity?” to determine what is needed for your event.

### Procedures for Canceling an Event

If it is necessary to cancel an event, activity or meeting; please contact the Student Development Office as soon as the decision has been made to cancel the club activity or event. This may enable another group to use the facility and will assist the College in canceling any special set up arrangements that have already been made for the event. Your club’s cooperation is greatly appreciated! Campus Police needs 48 hours in advance to cancel an event, when their services have been requested.

## Are Special Arrangements Needed for the Activity?

Go through this list to see if any apply to your event or activity and make sure to attach club meeting minutes and complete page 2 of the Calendar Date Requisition (CDR) to insure that arrangements will be made prior to the event.

- Meetings in Classrooms:** When you are holding your club meetings in classrooms there may be classes in session in adjacent rooms therefore keep the level of noise acceptable. Neither food nor drinks are allowed in any of the classrooms. If you find it necessary to rearrange the chairs in a classroom while holding your meetings, please put the room back as you found it after your meeting is over.
- Audio-Visual Equipment – DVD/Sound system:** For use of a TV, projector, DVD or sound system it will be necessary for your faculty adviser to place a request to Media Services Office 2 weeks ahead of time by going to:  
<http://www.elcamino.edu/library/media/>
- Move or set up equipment/furniture:** Is the facility set up the way you want it? You should request the following on page 2 of the CDR: Tables, Chairs, Power Cords, extra trash cans, etc. Submit a neat, understandable diagram of the way the room or facility is to be arranged 2 weeks prior to the event to the Student Development Office. They will then initiate a work order to the Maintenance Department.
- Food/Bake Sales or Refreshments at an Event:** A “Food Concession Approval form” must be turned in if you are planning an event where food will be served or sold. Contact the Food Services Manager and the Student Development Office as soon as possible in order to obtain authorization. Note: ECC has an exclusive sales contract with Coca-Cola, so only Coke products may be used in the selling or giving away of any soft drinks. Home cooked items are not permitted.
- Amplified Sound at Outdoor Events:** There are only two hours per week set aside for amplified sound on the Activities Center concrete stage or any outdoor venue: Tuesdays and Thursdays from 1:00-2:00pm. Check with the Student Development Office to find out the rules and procedures for the scheduling and monitoring of amplified sound.
- Selling Merchandise:** The selling of merchandise by outside vendors on campus is no longer permitted at El Camino College.
- Charging Admission:** If this is a large event that you will be charging admission to, club minutes will be needed as well as the CDR form. You will need to account for all money collected, so arrange for tickets, etc. You may also want to arrange for a cash box with start-up money (e.g., dollars to make change) from the Cashier’s Office. Please contact the Student Development Office for more information.
- Dances:** Ask the Student Development Office for “Guidelines for Campus Dances”.
- Car washes:** Submit a CDR in a timely manner. The Student Development Office will check with Campus Police to determine which lot is available for use. The club must furnish all supplies including buckets, hoses, sponges, etc. Contact the Student Development Office in advance to check out hoses, a cash box and a water key for access to the faucets.
- Physical Education Gyms or Facilities:** For use of any P.E. facility it is necessary to obtain permission from the dean of that division. The club may have to pay for the services of staff if someone is needed to set-up and/or supervise the facility. See the Student Development Office for assistance.
- Auditorium, Campus Theater or Recital Hall (MU-7):** For use of these facilities, it is necessary to obtain permission from the Center for the Arts Production Manager. The club may have to pay for the services of ECC personnel if staff is needed to set-up and/or supervise the facility during rehearsals and performances.
- Parking permits for guest speakers or performers:** A limited number of parking permits can be issued through the Student Development Office.
- Security for large activities:** Large events, dances and activities involving the public may require campus police oversight. The club will be responsible to pay for the services of the campus police officers present at their event. If event is cancelled campus police requires 48 hours’ notice or club will be charged for Campus Police services.

# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 7 – Processes

### Off-Campus Activities Guidelines

Members of ECC clubs and student organizations should be made aware of liability factors when attending events, conferences, and other activities off-campus. In accordance with ECC Board Policy 4300 (Field Trips and Excursions) and Administrative Procedure 4300, "The following activities must be coordinated with, and approved by the Area of Student and Community Advancement: 1) Athletic activities; 2) Off-campus activities involving student organizations, clubs, etc. ; 3) Participation in recreational/sports activities and events; 4) Dances; 5) Picnics; and 6) Approved and calendared non-District sponsored activities" Clubs planning off-campus excursions or events should contact the Student Development Office as soon as possible. Excursion paperwork will need to be filled out and due 4 weeks prior to the activity or excursion.. Club Meeting Minutes must be included.

### Off-Campus Activities Covered By These Guidelines

- 1. Conference attendance** - students attending a conference or activity as representatives of a student organization.
- 2. Any activity attended by an ECC student whose expenses for that activity are financed wholly or partially from a campus fund.**
- 3. All activities sponsored or co-sponsored by an ECC student organization, e.g.,:**  
Social gatherings, parties, excursions, picnics, banquets  
Trips (e.g., hikes, ski trips, visits to other campuses, museums, zoos)  
Retreats, conferences, workshops  
Fundraising events (e.g., booths at a carnival, car washes at a gas station)
- 4. Any activity that is advertised or implied that it is being sponsored or co-sponsored by an ECC student organization.**

### Types of Off-Campus Activities Not Covered by these Guidelines

- 1.** Students attending an off-campus event or conference on their own without receiving funding from any El Camino College entity.
- 2.** A trip or event that is sponsored by an off-campus organization or business can be discussed at a student organization meeting providing that it is not stated or implied that the sponsorship is by an ECC student organization or the college.

**No one is allowed to represent an ECC student organization or the college by making arrangements for or advertising an event/activity that is not officially sponsored by the student organization and approved by the Director of Student Development.** (For example: renting a hall on behalf of an ECC club for the purposes of having an unofficial party for the members is not allowed.)

### All Students Attending Off-Campus Activities Must:

- 1.** Be approved to do so prior to the event by the student organization, Director of Student Development, and Vice President of Student and Community Advancement by filing an Excursion Approval Form in the Student Development Office at least 4 weeks in advance. (A.P. 4303)
- 2.** Be supervised by a qualified adviser
- 3.** Observe ECC Board Policies and Administrative Procedures (including B.P. 5500 regarding student conduct).
- 4.** Submit Excursion Waiver Forms for each student attending and Travel Request Reimbursement forms for Advisers (available in the Student

- Development Office) to the Student Development Office at least 7 days prior to the excursion.
- 5.** Arrange for appropriate transportation to and from the event. (Refer to "Transportation Arrangements To and From Off-Campus Activities").
- 6.** Submit an itinerary of your trip.
- 7.** If it's a conference submit a flyer of the event or print out information that is provided online regarding the event.

## Transportation To And From Off-Campus Activities

### Recommended Transportation

In order to reduce the liability risk of the club and the college, the following are recommended methods of transportation to and from off-campus events:

- 1. Charter Bus** - ECC Purchasing Office can provide recommended bus companies and the Student Development Office staff will assist the club in preparing a purchase order for payment.
- 2. Commercial Airline** - ECC Purchasing Office can provide recommended travel agents and the Student Development Office staff will assist the club in preparing a purchase order for payment.
- 3. ECC Vans and Cars** (available on a first-come, first-served basis) - Please refer to Board Policy 4300 and Administrative Procedure 4300 - all driver(s) must sign up and complete the Safe Driver Program (this process takes at least one month) through the Campus Police Department prior to completion of a vehicle request form. The organization's faculty adviser must travel in one of the vehicles and will be responsible for all of the vehicles in the caravan. A copy of the approved vehicle request form must be filed in the Student Development Office.
- 4. Rental Vans** - The ECC Purchasing Office can provide names of recommended rental companies and the Student Development Office staff will assist the club in preparing a purchase order for payment. The club adviser must travel with the group and take reasonable precautions to reduce risk to the participants and limit liability to the college. Consideration should be given to the safety of the passengers, condition of the vehicle(s), keeping the vehicles together in a caravan, the number of passengers per vehicle, monitoring trip conditions, and providing for emergency contingencies. All faculty and student drivers must sign up and complete the Safe Driver Program through the Campus Police Department before the event (this process takes approximately one month). A list of the authorized drivers must be filed in the Student Development Office prior to the event.

### Use Of Private Vehicles/Caravans

The use of private vehicles is not a recommended alternative to the previously listed methods of transportation, therefore the decision to use private vehicles would rest with the supervising club adviser. The club adviser must travel with the group and take reasonable precautions to reduce risk to the participants and limit liability to the college. Consideration should be given to the safety of the passengers, condition of the vehicle(s), vehicle insurance coverage, keeping the group together in a caravan, the number of passengers per vehicle, monitoring trip conditions, and providing for emergency contingencies. All faculty and student drivers must sign up and complete the Safe Driver Program through the Campus Police Department before the event (this process takes approximately one month). Personal Vehicle Use Forms must be completed by the driver of each vehicle prior to the event. Along with a copy of proof of auto insurance. Additionally, a list of the authorized drivers must be filed in the Student Development Office prior to the event.



# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 7 – Finances

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### Club Accounts & Finances

For auditing purposes, all money collected for the club's treasury must be strictly accounted for and deposited into the club's campus account in the Cashiers Office, within 30 days.

#### **How An Account Is Set-Up**

After a new club has been chartered by I.C.C., the Student Development Office will open an account for that club with the Business Office. Most existing clubs already have an account and a balance carried over from the previous semester.

Each semester the club must file a "Club Registration" form in the Student Development Office before financial transactions will be processed. **Petty cash, "slush" funds, or off-campus club accounts are NOT PERMITTED.**

# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 7 – Finances

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The maintenance and auditing of all club accounts and the Associated Student accounts takes place in the ECC Accounting Office. There are ECC staff persons in the Student Development Office and Accounting Office to assist students and advisers with the procedures for depositing and spending money.

### Accessing Account Information

The club adviser, president and treasurer can contact the Business Office to obtain club account information, including the current account balance and a print out of transactions.

## Club Income

The following is a list of some ways that clubs generate income to support their programs. Decisions to raise money must be voted on and approved by the club membership and shown by printed and signed club meeting minutes.

- **Collect Dues** - Some clubs have stipulations for the collection of dues stated in their constitution. Other clubs, during their meetings, can set up the criteria and vote on the collection of dues.
- **Charge Admission at a Club Sponsored Event**
- **Fundraising Projects** - (see section on "Fundraising" for ideas & restrictions)
- **Request Funding From I.C.C. or other El Camino entities**
- **Accept Donations**

### Admission Tickets

When charging admission to an event, use roll tickets or have tickets printed. Each ticket should be numbered with a stub to be collected at the door and kept track of after the event. A ticket recap sheet should be prepared to turn in with the money (include number sold, prices, total).

### Procedures For Collecting Club Money

- 1. Check out a receipt book** at the Cashier's Office.
- 2. Write receipts** when collecting dues or selling items. Save the pink copies of the receipts to turn in to the Cashier's Office along with the deposit into the club account.. In some instances a ledger can be kept in lieu of writing receipts, but the Accounting Office would have to approve this. Persons should make checks out to "EL CAMINO COLLEGE". The receipt should also indicate the club account name and number.
- 3. Deposit ALL money collected** into the club's account at the Cashier's Office next to the bookstore, within 30 days. UNDER NO CIRCUMSTANCES CAN ANY OF THE MONEY COLLECTED BE SPENT BEFORE IT IS DEPOSITED. (For instance, money cannot be taken from refreshment sales to buy more refreshments.) The Cashier will give you a receipt for the deposit.
- 4. Report all income at your club meetings.**

# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 7 – Finances

### How to Sponsor a Fundraiser

Student organizations may raise funds for their organization by means of sponsoring approved fundraisers. Contact the Student Development Office for a Calendar Date Requisition (CDR) form to schedule and obtain approval for the event. Signed club meeting minutes are required approving fundraising event.

#### Collection Of Monies

All money collected must be deposited as soon as possible to the organization's account. Refer to the "Procedures for Collecting Club Money".

#### Selling Non-Food Items

All non-food items sold on campus must be approved by the Director of Student Development. Obtain and submit a completed Calendar Date Request (CDR) Form from the Student Development Office for approval. Off-campus merchandise vendors are not permitted to sell on campus. Clubs may not sponsor such vendors to sell on campus.

#### Selling Food

All food items sold on campus must be approved by the Director of Student Development and the Manager of Food Services. Obtain a "Food Concession form" in the Student Development Office to obtain the Food Services Manager's approval. As of this writing, all beverages distributed or sold on campus must be Coca-Cola products (per ECC contract). Additionally, signed club meeting minutes and Calendar Date Request (CDR) form must be completed to obtain approval for your food sale by the Director of Student Development. No more than three food sales will be approved in any

given week to avoid adversely affecting the income of Food Services.

\*All off-campus food items that are sold or given away for free must be approved by submitting a Food Concession form.

#### Raffles/Lotteries

Raffles are illegal. The following are excerpts from the California Penal Code, Part 1, Title 9:

~ Section 319 - "Lottery defined. A lottery is any scheme for the disposal or distribution of property by chance, among persons who have paid or promised to pay any valuable consideration for the chance of obtaining such property or a portion of it, or for any share or any interest in such property, upon any agreement, understanding, or expectation that it is to be distributed or disposed of by lot or chance, whether called a lottery, raffle, or gift enterprise, or by whatever name the same may be known."

~ Section 320 - "Punishment for drawing lottery. Every person who contrives, prepares, sets up, proposes, or draws any lottery, is guilty of a misdemeanor."

It is likewise a misdemeanor to sell tickets, aid and advertise lotteries (Sections 321, 322 and 323).

### Some Suggestions for Fundraisers

The following suggestions were compiled from brainstorming workshops in which students came up with ideas for fundraisers. Some require more work than others, and some were thrown in to get your creative juices flowing.

- ◆ Pizza night
- ◆ Talent show
- ◆ Sell school spirit stuff
- ◆ Sundae sale
- ◆ Valentine flowers
- ◆ Fashion Show
- ◆ Walk-a-thon
- ◆ Recipe book sale
- ◆ Magazine sales
- ◆ Coupon books
- ◆ Bake sale
- ◆ Car wash

- ◆ Mock wedding
- ◆ Laugh grams
- ◆ Booth at a local carnival
- ◆ Take over a restaurant
- ◆ Movie night
- ◆ Snow-cone sale
- ◆ Treasure hunt
- ◆ Candy grams
- ◆ People scavenger hunt
- ◆ Basketball shoot
- ◆ Battle of the bands
- ◆ Dunk tank

- ◆ Lunch box auction
- ◆ Go to a TV taping
- ◆ Craft sale
- ◆ Frisbee contest
- ◆ Beard growing contest
- ◆ Board game day
- ◆ Chess tournament
- ◆ Guess how many jelly beans in a jar
- ◆ Faculty baby picture contest

## Requesting Funding From the Inter-Club Council

There is money budgeted each year in an Associated Students account for club support. Clubs should allow 4-6 weeks for funding requests to be approved. Active clubs interested in requesting these funds should pick up a packet entitled "I.C.C. Budget Request Form and Procedures" in the Inter-Club Council Office or Student Development Office. Submission of form does not mean approval of funding. Approval of funding is subject to Inter-Club Council vote.

## Other Campus Funding Possibilities

The following sources may be available to provide funding for campus events: Associated Student Senate (through the ASO Finance Committee); Student and Staff Diversity Office for special cultural programming; and the ECC Foundation.

## E.C.C. Taxpayer I.D. Number

A club may be requested by a donor to provide the college's taxpayer I.D. number. The number may be obtained from Fiscal Services or the Student Development Office.

## Club Expenses

The money in a club's account belongs to that organization and therefore all decisions to spend money should be approved by vote of the members at an official club meeting. Plan ahead! Obtain club approval weeks in advance of an anticipated expenditure. Club Funds will not be moved from the club account without signed club meeting minutes. It is the responsibility of the designated club officer (usually the treasurer) and/or the club adviser to ensure that the approved expenditure is properly handled by initiating and processing the appropriate financial forms through the Student Development Office and providing a copy of the club's minutes (which are signed by the club's president or treasurer and adviser, clearly approving expenditure in a dollar amount for the activity or event).

## Procedures for Processing Financial Forms

***PLAN AHEAD!***

***ALLOW 2 WEEKS TO PROCESS THE PAPERWORK***

*Remember that financial forms must be:*

- 1. Prepared correctly** (or it will be sent back to you and delayed)
- 2. Accompanied by the club's minutes** which approve the expenditure with a clear dollar amount and are signed by the club's president and adviser (or it will be sent back to you)
- 3. Authorized by the appropriate persons**
  - a) Club President OR Treasurer
  - b) Club Faculty Adviser
  - c) Director of Student Development



# EL CAMINO COLLEGE CLUB HANDBOOK

## Section 7 – Finances

### Financial Paperwork - Which Form to Use?

If you are unsure of which form to use, please consult with the Student Development Office or the Accounting Office.  
*All forms in bold letters are available in the Student Development Office.*

<b>TYPE OF EXPENSE TRANSACTION</b>	<b>WHAT FORMS TO USE</b>	<b>COMMENTS</b>
<p><b>CASH</b>  <i>to purchase inexpensive items</i>  <u>Examples:</u> Decorations, groceries, gas money, meals, bus and taxi fares, baggage fees, misc. office supplies</p>	<ol style="list-style-type: none"> <li>1. Club Minutes</li> <li>2. <b>CASH REQUEST</b></li> <li>3. Recap sheet</li> </ol>	<ul style="list-style-type: none"> <li>• Submit paperwork 4-5 days before cash is needed.</li> <li>• <u>Cash will only be issued to the Adviser at the Cashier's Office.</u></li> <li>• Adviser must return original receipts and left over funds along with a recap sheet within 24 hours.</li> </ul>
<p><b>REIMBURSEMENT</b>  <i>for purchases already made</i>  <u>Examples:</u> Items that are bought with cash or on a credit card</p>	<ol style="list-style-type: none"> <li>1. Club Minutes</li> <li>2. <b>CHECK REQUEST</b></li> <li>3. Recap sheet</li> <li>4. Original Receipts or Bank/Credit Card Statement</li> </ol>	<ul style="list-style-type: none"> <li>• Submit paperwork 2 weeks before check is needed.</li> <li>• Provide name &amp; mailing address of person to be reimbursed.</li> <li>• Must provide original receipts for all purchases &amp; attach them to a recap sheet.</li> <li>• No cash will be given, check only.</li> </ul>
<p><b>CONTRACTING SERVICES</b>  <u>Examples:</u> Bands, guest speakers, DJs                      *No verbal agreements/contracts are allowed. Even if the amount is \$0.00 a contract is still needed,                      *District Employees are not to be compensated for club events and through club funds.                      * Gift cards cannot be used as a form of payment.</p>	<ol style="list-style-type: none"> <li>1. Club Minutes with names of possible people rendering the service.</li> <li>2. <b>CONTRACT, IRS Tax Forms W-9, &amp; CA 590</b></li> <li>3. <b>PURCHASE REQUISITION</b></li> <li>4. <b>Statement of Services Performed</b></li> </ol>	<ul style="list-style-type: none"> <li>• <u>Provide contract 2 weeks before event.</u></li> <li>• See the Student Development Office to initiate an online purchase requisition.</li> <li>• Statement of Services Performed needs to be submitted to Student Development Office to process payment after the event.</li> <li>• Usually payment will be mailed to the performer within 2 weeks <u>after</u> the event.</li> </ul>
<p><b>PURCHASE ORDERS</b>  <u>Examples:</u> T-shirts, equipment, supplies, hotel payments, airline tickets, advertising costs                      *Meeting minutes must indicate dollar amount from club account and if they are going to be sold for fundraising (ask the Student Development Office for a list of vendors).</p>	<ol style="list-style-type: none"> <li>1. Club Minutes</li> <li>2. <b>PURCHASE REQUISITION</b></li> <li>3. <b>Written Quote/Invoice from vendor with total cost.</b></li> </ol>	<ul style="list-style-type: none"> <li>• It takes approx. 2 weeks to issue a purchase order number.</li> <li>• See the Student Development Office to initiate an online purchase requisition.</li> <li>• Provide a written quote, invoice or order form from the vendor.</li> <li>• Provide vendor name &amp; address.</li> <li>• Provide description of items, amount, tax &amp; shipping costs.</li> <li>• Indicate if pre-payment is needed.</li> <li>• Payment will be sent to the vendor after the merchandise has been received.</li> </ul>

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<b><i>TYPE OF EXPENSE TRANSACTION</i></b>	<b>WHAT FORMS TO USE</b>	<b>COMMENTS</b>
<p><b><i>BLANKET PURCHASE ORDER</i></b>  <u>Example:</u> If the club is going to have copies printed at the ECC Copy Center</p>	<p>1. Club Minutes  <b>2. PURCHASE REQUISITION (completed by Student Development Office)</b></p>	<ul style="list-style-type: none"> <li>• See the Student Development Office to initiate an online purchase requisition.</li> <li>• Indicate how much money the club anticipates spending for the year. The club must currently have that much in their club account.</li> <li>• Once a blanket Purchase Order has been approved, the club will be given a blanket Purchase Order number which authorizes the Copy Center to bill the club.</li> <li>• When the club requests copies at the ECC Copy Center, the Purchase Order number should be indicated on the request form.</li> <li>• A blanket Purchase Order is only good thru June 30<sup>th</sup> of each fiscal year.</li> </ul>



**\*\* Gift cards cannot be used as a form of payment to employees or non-employees. Compensation for non-employees must be processed through an ASO contract. Moreover, gift cards may not be awarded to District employees as an appreciation for service, gift, or other reasons. Gift cards may only be used as an opportunity drawing prize.**

**\*\*If you purchase something online for the Club the ECC Accounting office will ask to have your complete bank/credit card statement showing your purchase; statement has to show your name and address.**

**\*\* See the examples in the back of this Club Handbook on how forms should be filled out.**

## Tips For Planning An Activity "How To Make It Happen"

### Getting Organized

- Start by establishing goals and objectives.** Ask yourself these questions:
  1. What is the purpose (social, fundraising, educational, fun, recruitment)?
  2. Who will be interested in attending (students, special groups, community)?
  3. How many people are you expecting?
  4. What's your budget? Will you be able to cover all expenses?
  5. How much help and support are your club members willing to provide?
- Decide when it would be best to plan the event and select alternatives.** Day/evening? Weekday/weekend? College Hour (Tuesdays/Thursdays, 1-2pm)?
- Decide which facility would be best suited and select alternatives.**
- Discuss the planning of the event with the adviser of the organization.** The adviser is responsible and must attend.
- Make preliminary contact with performers, lecturers, etc.**
  1. Discuss availability.
  2. Discuss possible set-up arrangements.
  3. If a fee is involved or not, an ECC contract should be completed prior to the event.
- Present a verbal or written proposal to your club and let them decide whether to sponsor the event.** Eventually the event or activity must be approved by vote and recorded in the minutes.
- Club meeting minutes approving the event will be required.**

### Scheduling The Facility

- As soon as possible, check with the Student Development Office to make sure that the facility is available.** Tentatively schedule the facility if necessary. A "tentative hold" can be placed on the date for 2 days only.
- Complete a Calendar Date Requisition (CDR) form and include Club meeting minutes approving the event and with the dollar amount to be used out of the club account.**

- Wait for approval of your event by the Director of Student Development before proceeding any further.**

### Set-Up Arrangements

- Refer to the section: "Are Special Arrangements Needed?"**
- Additional arrangements to be considered:**
  - Unlocking/locking the facility.
  - Cash box for ticket sales may be requested from the Student Development Office in advance of event.
  - Scheduling campus staff for set-up, clean-up and/or security needs (contact the Student Development Office).
  - Parking permits and maps for performer(s) may be obtained in the Student Development Office.
  - Serving or selling food – complete a Food Concession Approval form.

### Publicity Suggestions

- It is best to appoint a committee to get as many students involved with the publicity as possible.** A successful event oftentimes depends on how you get the word out and how soon you advertise.
- Prepare an information sheet describing the event.** This will help the publicity committee advertise your event. Include the following:
  1. Event name
  2. Date of event
  3. Sponsoring organization
  4. Time of event
  5. Location of event
  6. Ticket prices (and where to buy them)
  7. Description of the event
- Gear your publicity to your audience.** Sometimes a concentrated publicity campaign in one area is better than an ineffective campus-wide campaign.
- Check out the "Publicity" section in this handbook for suggestions.**

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**Financial Aspects**

The ECC sponsoring organization must have enough money in a campus account to cover event or activity costs at the time the CDR is submitted to the Student Development Office. Additional funding from the Inter-Club Council Club Support Account is available

by request for clubs. Additional funding is contingent on availability.

- Develop a budget for the activity.** The following outline may assist you in determining how much you have to spend and what types of expenses should be anticipated

**BUDGET OUTLINE FOR THE EVENT**

**Anticipated Income:**

Ticket sales.....	\$ _____
Food & Refreshment sales.....	\$ _____
Club is funding how much?.....	\$ _____
Additional funding (Describe/explain):.....	\$ _____
Total Anticipated Income (Be realistic in your estimated income).....	\$ _____

**Anticipated Expenses:**

Speaker/Performer(s) fee (written contract & tax forms required) .....	\$ _____
Food & Refreshments .....	\$ _____
Decorations .....	\$ _____
Publicity .....	\$ _____
Ticket Printing.....	\$ _____
Technical Staff needed in the following facilities:	
Auditorium, Recital Hall, Campus Theater.....	\$ _____
Gyms, Stadium, Locker Rooms.....	\$ _____
Campus Police officers need to be scheduled at dances & events involving large audiences or ticket sales.....	\$ _____
Set-up and clean-up charges for Maintenance staff .....	\$ _____
Other (describe/explain):.....	\$ _____
Total Anticipated Expenses.....	\$ _____

**Preparation For The Day Of The Event**

- Get as many students involved as possible-- this will take organization.
- Arrange for ticket-sellers, ushers, refreshment sellers, etc.
- Arrange for student decorators and clean-up crews to make sure that you leave the facility the way you found it. You don't want to be the only person left after the event to take care of the clean-up.
- Arrange for at least one person to make sure that the event is going smoothly, especially if you are going to be busy participating in the event. Sometimes the adviser prefers to assume this role.

- Arrange to meet performers or guests at least 15-30 minutes before the event. Take into consideration parking problems and the possibility of them getting lost. Send parking permits and maps if necessary. (Obtain both in the Student Development Office.)
- Arrange for someone to introduce the performer to the audience. In some cases you may want the performer to send you their biography so that an introduction can be prepared in advance.
- Reconfirm the adviser will be present.
- Establish an agenda or program for the event.

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**Day Of The Event**

- Be sure the event starts on time and ends on time.
- Enjoy the event that you worked so hard to organize.
- If problems arise, seek help from your adviser.
- All facilities must be left as clean as you found them (unless you have hired ECC custodial help to clean up).

**Follow-Up After The Event**

- Prepare a written or verbal critique to present to your organization of the program for future reference. You may want to include the following:
  1. Did the program start and end on time? If not, why?
  2. How many persons attended?
  3. Who helped out?
  4. Comments & reactions – positive & negative.
  5. Recommendations for next time.
- Send "thank you" letters to performers, committee members, and others who helped to make the event happen.

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## Publicity Suggestions

Before working on your publicity, decide whom you are targeting and what would be the best way to reach that segment of the campus or community.

### Contacting Club Members

- Establish a club phone tree
- Establish an email distribution list
- Fliers & announcements at meetings

### How To Get The Word Out To Students

- Fliers & posters
  - Outdoor posting kiosks
  - Building bulletin boards
  - Classroom bulletin boards
  - Outdoor information tables
  - Campus info counters
  - Club and Senate mail boxes
  - Flat Screens in Student Services Center lobby
- Banners
- Campus newspaper
- Announcements in classes
- ECC website & Student Activities Calendar

### How To Reach ECC Faculty, Staff & Administration

- Fliers to faculty & staff
    - Campus mail delivery
    - Faculty mail boxes
    - Division offices
  - Staff email distribution lists
- College Calendar Online

### How To Reach The ECC Community

- Campus electronic sign boards
- Banners over Redondo Beach Blvd.
- ECC website calendar
- Press releases to media
- Cable TV
- Radio/TV spots – Public Service Announcements
- Civic & Community organizations

## How to Publicize Your Event

The ECC Campus Publicity Regulations must be observed at all times when posting or distributing fliers and banners on campus. **All publicity must be approved by the Student Development Office** (except as indicated below). The following information may be helpful to you in “getting the word out.”

### **OUTDOOR POSTING KIOSKS**

#### For posters, fliers

- Approval by: Student Development – each poster or flier must have an approval stamp
- Size Limit: No larger than 11" x 17"
- How many: 6 kiosks x 2 sides = 13 locations
- Limitation: Only one flier can be posted on each side with limit of 2 per kiosk
- Procedure: Bring your fliers to the Student Development Office. Only authorized staff may post publicity on kiosks (on scheduled days).

### **CLASSROOM BULLETIN BOARDS**

#### For posters, fliers

Approval by: Individual instructors

### **BUILDING BULLETIN BOARDS**

#### For posters, fliers

- Approval by: Administrator in charge of each building
- Limitations: Up to the Administrator of the building - you must obtain permission and post according to each division's provisions

### **CAMPUS NEWSPAPER – THE UNION**

The Union is the ECC student-run newspaper and is distributed at several locations on campus. Contact the staff in advance of an event to find out about how to submit information for publication. Your organization may want to take out a paid ad (contact the ad manager for the advertising rates).

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### For distribution of fliers

ECC groups may set up tables around the Activities Center and Student Services Center to hand out information providing the following is completed:

- Submit a "Calendar Date Requisition" (CDR) form to register the activity and obtain furniture (submit 2 weeks prior to event if you want college staff to set up furniture)
- File a "Statement of Responsibility" form in the Student Development Office with one copy of the literature to be handed out.

### CAMPUS INFORMATION COUNTERS

#### For distribution of fliers

Here is a partial list of campus information counters where stacks of flyers may be left for students to pick up copies. Obtain permission from each individual office: Student Development, Library, Student Services Center Lobby, Administration Building Switchboard, Marsee Auditorium Lobby/Box Office and Division Offices

### STUDENT ORGANIZATION MAIL BOXES

#### For distribution of fliers

All clubs and student government groups have mailboxes at the Activities Center information counter area. The numbers in parentheses represent an approximation of the number of boxes.

- Campus clubs & Inter-Club Council
- Student Senate and Division Councils
- The staff members in the Student Development Office often get questions about club activities; therefore it is helpful to provide information in advance of an event to Student Development Office.

### BANNERS - DESIGNATED BUILDING WALLS

#### For banners (Clubs only)

- Approval by: Student Development Office
- Authorized locations: In front of the Activities Center Stage, the adjacent brick wall and the low brick wall in front of the Library. Other campus buildings and walls are off limits unless approved by dean of division
- Size Limit: No larger than 3' x 6'

### CAMPUS DISTRIBUTION VIA THE CAMPUS MAIL SERVICE

#### For distribution of fliers to faculty & staff

All staff and faculty members have mailboxes on campus. The campus has an inter-office snail mail delivery at least once a day, however, keep in mind

- Limitations: One per location (limit 3 for each event/activity)
- How to make banners: Clubs may obtain banner paper and check out the ink pens in the Student
- Banner tape is available in the Student Development Office.

### BANNERS - CAMPUS BRIDGE ON REDONDO BEACH BLVD.

#### For plastic or cloth banners (not suitable for paper)

- Approval by: Director of Student Development & Vice President. of Student & Community Advancement
- Limitations: Banners must be sturdy enough to withstand weather conditions. One can be placed on each side of the bridge. Do not hang the banner yourself.
- Contact: The Student Development Office will contact the ECC Maintenance to actually hang the banner. Allow a few days for the request process.

### CAMPUS EMAIL TO ECC STAFF, FACULTY AND ADMINISTRATORS

Most ECC personnel have an ECC email address and can receive email through a campus-wide distribution list. Also, the ECC web portal contains weekly scrolling information items that only staff can access. Only ECC personnel may distribute email via these lists or post scrolling info on the ECC portal.

- Contact: Your adviser

### ELECTRONIC MESSAGE BOARDS

The 2 message boards are located on Manhattan Beach Blvd. and Crenshaw Blvd. Contact the Student Development Office for the paperwork to submit to the Community Relations Office at least 5 weeks in advance of the event to find out how to submit information to post on the boards.

### OUTDOOR INFORMATION TABLES

Students in clubs may request to have a stable set-up outside using a CDR to promote events and/or provide information about their club.

that not all faculty members check their boxes every day. Visit Student Development Office for instructions and materials to prepare this type of mailing

- All campus staff/faculty/administration
- Only campus administrators

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- Only campus counselors mail location in Counseling Office
- Only full-time faculty mail location is in their division office
- Only part-time faculty mail location is in their division office
- Each campus office
- Only full-time staff
- Union* - school newspaper

### OFF-CAMPUS NEWSPAPERS

The ECC Public Relations and Marketing Office prepares and distributes "Press Releases" to local newspapers and publications for campus events. Contact the Student Development Office for a "News Release Request" form to submit to the Public Relations & Marketing Office at least 5 weeks in advance of the event to find out how to submit information for publication.

### MAILING - OFF-CAMPUS

#### For distribution of fliers/letters

See Student Development Office for instructions to prepare this type of mailing at club expense.

- Bulk mail - This process requires presorting, specific labels and permit numbers, etc. (suggested number of pieces to offset the labor is 10,000 pieces).





## Campus Services for Student Organizations

### **Student Development**

*Location: Activities Center, room AC 160*

Following are some of the services offered (also see the Club Reference Directory):

- Planning and scheduling meetings and activities
- Arranging for use of campus equipment or room set-up for an event
- Materials for making banners & posting fliers (paper, ink, tacks, tape, etc.)
- Initiate financial expenditures
- Approval of posting and distribution of publicity
- Mail box usage for club business
- Questions about club status
- Obtain a list of clubs on campus
- Obtain a cash box for an event
- Request a table on the Library Lawn
- Obtain guest parking permits for performers or speakers

### **Accounting & Cashier**

*Location: Book Store Building*

Most financial account transactions can be handled in the Student Development Office with the exception of:

- Obtain a printout of your club's account balance - contact the Cashier's Office
- Obtain a receipt book at the Cashier's Office to collect dues
- Deposit club dues at the Cashier's Office

### **Bookstore**

*Location: Fiscal Services/Bookstore Building (1<sup>st</sup> floor)*

The Bookstore can facilitate ordering fundraising items and in some instances, items in the Bookstore may be discounted for club purchase.

### **Media Services**

*Location: Library Basement*

Provides equipment (such as DVD players, overhead projectors, screens, sound system, etc.) if available. The club's faculty adviser must request the equipment in advance and in most cases will be responsible for picking up and returning the equipment to Media Services.

### **Campus Police**

*Location: Corner of Crenshaw and Redondo Beach Blvd.*

The Police Office facilitates security, parking needs, and access to rooms. Contact the Campus Police Department (310) 660-3593 x3100.

### **Facilities Services**

*Location: Maintenance Yard*

Maintenance and custodial staff set-up and clean-up for events. Arrange for these services through the Student Development Office.

### **Food Services Manager**

*Location: Fiscal Services/Bookstore Building (2<sup>nd</sup> floor)*

ECC has a contract with a private business to exclusively provide all food service and catering for the entire campus.

- **Approval of Food at Club Events** – Any food served on campus must be prepared and stored properly and must be approved by the Food Services Manager. A Food Concession Approval form should be obtained in the Student Development Office. It must be approved by the Food Services Manager and the Director of Student Development.
- **Catering** - see the Food Services Manager for food prices and orders. All orders must be placed on a purchase requisition through the Student Development Office to pay for the food from the club's account.

### **The Union (Student Newspaper)**

*Location: 1<sup>st</sup> Floor Humanities Building*

Contact the student newspaper editorial staff to publicize your club activities and place ads in the newspaper. The Union office is located on the first floor of the Humanities building.

### **Mail Delivery**

*Location: Maintenance Yard*

Use of ECC mail service is for approved student projects only.

- **On-campus distribution** to other departments (called inter-office mail) must be approved by the Director of Student Development and can be sent

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out from the Student Development Office. There are two mail pick-ups daily.

- **Off-campus mailing** can be sent from Student Development Office. There will be no charge to the club for a few pieces of mail; however, arrangements can be made for larger mailings.

### **Inter-Club Council Office**

**Location:** *Activities Center West Wing, AC 156*

Make arrangements with an I.C.C. cabinet member for the following:

- Use of office for a meeting place for committees and clubs
- Use of the computer to make fliers or work on club business
- Use of the telephone in the office for club business
- Obtain an I.C.C. Budget Request Packet
- Obtain a copy of current or past agendas and minutes of the I.C.C. meetings.

## Printing Service - ECC Copy Center

### **PRINTING AND PHOTOCOPYING SERVICES**

- Services are available only for those organizations that have initiated a blanket purchase order or "B.P.O." through the Student Development Office – see procedures below.
- Up to 200 copies per order – will be printed by next day (one-day service is suspended at the beginning and end of each semester).
- Over 200 copies per order – may take three days or longer depending on the number of copies and work load of the staff.
- Copies can be requested through the Copy Center's online portal, which can be accessed using your MyECC login information at the following link:  
<http://copycenterdirect.elcamino.edu/>
- No personal printing will be done.

### **COST OF PRINTING SERVICES**

- Varies per order depending on # of copies, size of order, type of paper, etc. (check with Copy Center for estimate).
- Payment billed to the organization's account - no cash payments.
- It is the organization's responsibility to have enough money in their ECC account to cover printing costs.

### **ESTABLISHING A COPY CENTER BLANKET PURCHASE ORDER**

- Each fiscal year the organization can designate how much of their organization's account money it will spend for ECC Copy Center printing costs by taking a vote at a meeting and recording the vote in their club meeting minutes.
- Before the organization requests printing services, it must initiate a blanket Purchase Order through the Student Development Office.
- Provide the following information:
  - Club meeting minutes showing the amount of money the organization approved for the year's printing costs
  - This amount must be available in the organization's account

### **QUESTIONS ABOUT THE COPY CENTER PRINTING SERVICES**

- The Copy Center is located on the southwest side of the first floor of the Fiscal Services/Bookstore Building.



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### Quick Club Reference Directory

#### **Club Privileges**

**Mail boxes** ..... Student Development Office (counter)  
**Mail/Postage** for on-campus or off-campus delivery ..... Student Development Office  
**Telephone** for club business..... Inter-Club Council Office  
**Long distance** phone calls for club business - Approval..... Director – Student Development Office

#### **Planning An Event**

**Scheduling** a facility on campus - CDR..... Student Services Technician - S.D.O.  
**Set-up Arrangements** – requesting furniture, equipment - CDR ..... Student Services Technician - S.D.O.  
**Tables** for Recruitment or Fundraising - CDR..... Student Services Technician - S.D.O.  
**Food Services** – Catering, Refreshments..... Food Services Manager at Cafeteria  
**Food Sale**– food concession form (from S.D.O.)  
..... Food Services Manager & Director of S.D.O.  
**Off-Campus Vendors** ..... Not permitted on campus  
**Parking permits** for guest speakers or performers..... Administrative Assistant - S.D.O.  
**Security** arrangements..... I.C.C. Adviser & Campus Police  
**Off-Campus Trips** – Excursion Procedures and Waiver Forms..... Student Services Technician - S.D.O.  
**How to Make It Happen**..... I.C.C. Adviser - S.D.O.

#### **Publicity**

**Print copies** at Copy Center ..... Accounting/Clerical Assistant - S.D.O.  
**Banners** - Obtain ink and paper to make a banner..... Student Development Information Counter  
**Publicity approval** - banners/fliers/handouts ..... Staff - S.D.O.

#### **Finances**

**Account balance** - How much is in your club account..... Hong Tran, Cashier’s Office  
**Account history** - Printout of account transactions ..... Hong Tran, Cashier’s Office  
**Spending money** from your club account..... Accounting/Clerical Assistant - S.D.O.  
**Collecting dues** - obtain a receipt book..... Cashier’s Office- Accounting  
**Deposit money** in club account..... Cashier’s Office - Accounting  
**Requesting money from I.C.C** – Budget Request Form..... I.C.C. Adviser - S.D.O.  
**Fundraising Approval**..... Director - S.D.O.

#### **Support And Advisement**

**Campus Rules & Policies** ..... I.C.C. Adviser - S.D.O.  
**New Club** – How to Charter A Club packet ..... I.C.C. Adviser - S.D.O.  
**Club constitution** – Obtaining a copy or making changes..... I.C.C. Adviser - S.D.O.

**PLEASE NOTE:** “S.D.O.” is Student Development Office, “I.C.C.” is Inter-Club Council.