



El Camino College

CLUB HANDBOOK

Prepared by the Student Development Office

Revised: February 2019

TABLE OF CONTENTS

| | |
|---|----|
| SECTION 1. INTRODUCTION..... | 3 |
| 1.1 Welcome..... | 3 |
| 1.2 Student Development Office Staff..... | 3 |
| 1.3 What is a Club? | 5 |
| 1.4 Starting a New Club | 6 |
| 1.5 Reestablishing a Retired Campus Club | 6 |
| SECTION 2. INTER-CLUB COUNCIL (ICC)..... | 7 |
| 2.1 Purpose of the Inter-Club Council..... | 7 |
| 2.2 Membership of the Inter-Club Council | 7 |
| 2.3 ICC Cabinet Members and Advisor | 8 |
| 2.4 ICC Programs and Events | 9 |
| SECTION 3. CLUB OFFICERS | 10 |
| 3.1 Eligibility Requirements and Service Limitations (Board Policy 5505)..... | 10 |
| 3.2 Club Officers' Responsibilities..... | 10 |
| 3.3 Stepping Into a New Job as a Club Officer | 11 |
| 3.4 Support for Club Officers | 12 |
| SECTION 4. EFFECTIVE CLUB MEETINGS | 13 |
| 4.1 Setting up a Meeting | 13 |
| 4.2 Running a Meeting..... | 13 |
| 4.3 How to Prepare an Agenda..... | 14 |
| 4.4 Minutes of the Club Meeting (Required)..... | 15 |
| 4.5 An Icebreaker for Your First Meeting | 16 |
| SECTION 5. CLUB ADVISORS | 16 |
| 5.1 Club Advisor Responsibilities | 16 |
| 5.2 The Role of Club Advisors | 17 |
| 5.3 Support for Club Advisors | 18 |

| | |
|---|----|
| SECTION 6. PROCESSES..... | 18 |
| 6.1 Scheduling a Club Meeting or Event..... | 18 |
| 6.2 Procedures for Canceling an Event..... | 18 |
| 6.3 Are Special Arrangements Needed for the Activity? | 19 |
| 6.4 Off-Campus Activities Guidelines | 20 |
| 6.5 Food Guidelines | 21 |
| SECTION 7. CLUB FINANCES..... | 22 |
| 7.1 CLUB ACCOUNTS | 22 |
| 7.2 Club Income | 22 |
| 7.3 Procedures for Collecting Club Money | 23 |
| 7.4 How to Sponsor a Fundraiser | 23 |
| 7.5 Fundraising Suggestions | 24 |
| 7.6 Requesting Funding From the Inter-Club Council..... | 24 |
| 7.7 Club Expenses | 25 |
| 7.8 Processing Financial Forms | 25 |
| 7.9 Financial Paperwork – Which Form to Use..... | 26 |
| SECTION 8. RESOURCES AND CAMPUS SERVICES..... | 27 |
| 8.1 Tips for Planning an Activity | 27 |
| 8.2 Scheduling the Venue or Room | 27 |
| 8.3 Publicizing Your Event..... | 28 |
| 8.4 Additional Publicity Suggestions..... | 30 |
| 8.5 Posting or Distributing Fliers and Banners..... | 30 |
| 8.6 Campus Services for Student Organizations..... | 32 |
| 8.7 Printing and Photocopy Services - ECC Copy Center | 34 |
| 8.8 Quick Club Reference Directory..... | 35 |

SECTION 1. INTRODUCTION

1.1 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 within 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!

1.2 STUDENT DEVELOPMENT OFFICE STAFF

DR. GREGORY J. TOYA, DIRECTOR OF STUDENT DEVELOPMENT

- Oversees the Student Development Office staff and operations
- Co-Adviser to the Associated Students Organization (ASO) Student Senate and Division Councils
- Student Conduct Administrator
- Chair, Commencement
- Chair, Auxiliary Services Board
- Member, Assessment, Intervention, and Management of Safety (AIMS) team

Email: gtoya@elcamino.edu

RUDI LOPEZ, ADMINISTRATIVE ASSISTANT

- Assists the Director of Student Development
- Assists with the student discipline
- Assists with coordinating the Maxient Student Conduct Management System
- Assists the Auxiliary Services Board Committee
- Assists with planning and coordinating of commencement

Email: rlopez@elcamino.edu

CHRIS DELA CRUZ, STUDENT SERVICES SPECIALIST

- Adviser, Student Equity Advisory Council (SEAC)
- Co-Adviser, Associated Student Organization (ASO)
- Co-Adviser, Inter-Club Council (ICC)
- Assist equity and diversity student clubs
- Coordinates equity and diversity student events

Email: chdelacruz@elcamino.edu

DEBBIE ALLISON, STUDENT SERVICES SPECIALIST

- Co-Adviser to Inter-Club Council and Student Clubs
- Co-Adviser to the Associated Student Organization Student Senate and Division Councils

Email: dallison@elcamino.edu

MARI BAQUIR, STUDENT SERVICES TECHNICIAN

- Verifies and maintains eligibility requirements of the Associated Student Organization (ASO), and the Inter-Club Council (ICC)
- Schedules reservations of the Student Activities Center building and Library Lawn on behalf of various ECC groups
- Serves as liaison between external organizations and El Camino departments regarding Free Speech

Email: mbaquir@elcamino.edu

ERICA SOOHOO, SPECIAL SERVICES PROFESSIONAL

- Manages day-to-day operations of the Warrior Pantry
- Manages Metro U-Pass program
- Manages the Metro U-Pass, Warrior Pantry, and SDO webpages

Email: esoofoo@elcamino.edu

DELMYN CONCHAS ROCHA, CLERICAL ASSISTANT/ACCOUNTING ASSISTANT (PART-TIME)

- Verifies the accuracy of invoices and other accounting documents or records (e.g. check request, cash request, contracts, blanket purchase orders)
- Submits requisitions on behalf of the ASO, ICC and student clubs
- Authenticates account balances for ASO, ICC and student club treasurers
- Assists with front desk duties and provides student event support

Email: dconchas@elcamino.edu

LAWRENCE A. MORENO, ASB PROMOTIONS SPECIALIST (PART-TIME)

- Manages Auxiliary Service Benefits (ASB): events, discount vendors, promotions, web pages, etc.
- Manages amusement parks/attraction tickets (sold at the Marsee Ticket window)
- Monitors and approves school flyer postings

Email: lmoreno@elcamino.edu

MELISSA UNDERWOOD, CLERK (PART-TIME)

- Staffs the department's front desk and provides general assistance to customers
- Assists free speech organizations

Email: munderwood@elcamino.edu

RICHARD "RICK" WOODS, PHOTO ID TECHNICIAN (PART-TIME)

- Operates the photo ID machine
- Prints El Camino College ID cards

Email: rwoods@elcamino.edu

FOR GENERAL QUESTIONS, PLEASE CONTACT THE STUDENT DEVELOPMENT OFFICE

- Email: stdevoffice@elcamino.edu
- Telephone: 310-660-3593, ext. 3500
- Location: Student Activity Center, Rm. 160

1.3 WHAT IS A CLUB?

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

REQUIREMENTS FOR CLUBS

1. A student organization will be recognized if they meet the following requirements:
2. Are composed of ten or more currently registered ECC students
3. Have an advisor who shall attend all meetings and activities
4. Hold all meetings at the College during the regular school day (Monday-Friday, 8:00 am-9:00 p.m.)
5. Use a democratic plan for the selection of members in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.
6. Have been chartered by the Inter-Club Council.
7. Have a current written constitution on file in the Student Development Office.
8. Submit a current and completed Club Registration form to the Student Development Office each semester.

Clubs that do not submit a Club Registration form are considered unregistered clubs and will not have any of the club privileges listed in the next section. If a club does not register for two consecutive major semesters (Fall and Spring), they will be considered retired. For more information about retired clubs, read the section "Reestablishing a Retired Club."

Clubs may hold meetings, activities, and events during the Spring and Fall semesters only. No clubs may hold club-sponsored activities during Winter or Summer Intercession. Clubs are also not permitted to meet or hold activities on campus during holidays or Spring Break.

CLUB PRIVILEGES

- The advantages of becoming an authorized campus club are that the organization may:
- Use the name of the College as part of the organization's name
- Submit room reservations for campus facilities
- Recruit students on campus
- Advertise meetings and events at campus posting locations
- Take advantage of campus services
- Request funding from campus entities such as the Inter-Club Council and Student Equity Advisory Council

ACTIVE CLUBS

- An active club is defined in the ICC Constitution as a club that does the following:
- File a "Club Registration" form (required each semester)
- Have an ICC representative or Club President attend at least 70% of the ICC general meetings per semester
- Have club representatives participate in at least 3 of the activities sponsored by ICC
- Abide by federal, state and local laws including the California Education Code, ECC Board Policies, Administrative Procedures and the ECC Inter-Club Council Constitution

1.4 STARTING A NEW CLUB

Inter-Club Council (ICC) is the official club-chartering organization on campus. During a general meeting of this organization 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 General Meeting agenda, completed forms must be on file in the Student Development Office. Pick up a packet entitled "How to Charter a Club" in the Student Development Office which contains the necessary forms and instructions on how to start (charter) a new club.

PROCEDURES FOR CHARTERING A CLUB

1. Complete a form titled "How to Charter a Club" and obtain the signatures of 10 currently enrolled students interested in being in your proposed club. These 10 students must have paid the fee for a current El Camino College ASB sticker on their Student ID card.
2. On the same form, obtain the signature of a part-time or full-time faculty member (professor) who agrees to serve as the advisor for your club. A club may have more than one advisor. Additionally, the secondary advisor may be a full-time ECC staff member.
3. Submit a copy of a typed constitution that reflects a democratic plan for selection of members without regard for the individual's actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law. The copy must be signed by the club's student representative and advisor.
4. During the Fall or Spring semester, submit the above completed forms to the Student Development Office. The due date is listed on the petition. A copy will be distributed to the ICC Review Board Commissioner.
5. The ICC Review Board Commissioner will place on the ICC Cabinet Meeting agenda your proposal to become a club. Prepare to have an official club representative attend this meeting.
6. After receiving a recommendation by the ICC Cabinet, the proposed club will be placed on the agenda of the next ICC General meeting for chartering. Prepare to have a club representative attend this meeting and upon approval, instruct the club's ICC Representative to attend all subsequent ICC 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.

1.5 REESTABLISHING A RETIRED CAMPUS CLUB

A club is considered retired if no Club Registration form is submitted for two consecutive major semesters (Fall and Spring semester). Retired clubs will lose all club privileges and must be reestablished before holding any meetings, activities, or events.

A club may be reestablished if:

- The club's charter is in good standing and has not been revoked by the ICC
- The club's purpose has not changed
- The club is composed of 10 or more currently registered ECC students with current ASB stickers.
- The club has at least one ECC faculty advisor (it is advisable to contact the past advisor, but not mandatory that the advisor 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

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.

Contact the Student Development Office to schedule a meeting room by completing a Calendar Date Requisition (CDR) Form.

- Hold a club election to determine officers.
- Complete a Club Registration form and file it with the Student Development Office by the due date.
- Read the section in this Handbook for "Club Officers." It provides a checklist of things to do.

SECTION 2. INTER-CLUB COUNCIL (ICC)

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.

2.1 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 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. An online copy is available on the ICC web page and a hardcopy can be requested in the Inter-Club Council Office located in the Student Activities Center.

2.2 MEMBERSHIP OF THE INTER-CLUB COUNCIL

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

ELIGIBILITY REQUIREMENTS AND SERVICE LIMITATIONS FOR CLUB REPRESENTATIVES AND ICC OFFICERS

The following standards as outlined in ECC Board Policy 5505 and the ICC Constitution apply to ICC 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.
- Students who are limited to under six units by the Special Resource Center or counselor may hold the presidency of a campus club providing they enroll in and complete a minimum of three units each term in service and provide documentation of this recommended limitation.
- 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, ICC, or as a club president.

2.3 ICC CABINET MEMBERS AND ADVISOR

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

ICC PRESIDENT is elected by the student body to preside over all ICC 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 ICC Student Senate Representative. Circumstances may arise whereby the President shall serve as the ICC Student Senate Representative. The President also appoints members of the Cabinet (other than Vice President) subject to ICC approval.

ICC VICE PRESIDENT is elected by ICC to preside over ICC 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.

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

ICC COMMISSIONER OF FUNDRAISING is appointed by the President and shall be responsible for all ICC 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 events.

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

ICC 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.

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

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

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

ICC COMMISSIONER OF DIVERSITY is appointed by the President and shall be responsible for acting as ICC's liaison to the Student Equity Advisory Council (SEAC). In this capacity, they must attend all SEAC and ICC meetings.

THE ROLE OF THE ICC ADVISOR

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

2.4 ICC PROGRAMS AND EVENTS

The following is a description of programs and events that the ICC 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 ICC cabinet and ICC advisors. 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 ICC cabinet plans this get-together for club representatives, officers and advisors near the beginning of each semester to give everyone an opportunity to meet, socialize and exchange ideas in an informal setting.

BLOOD DRIVES

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

HOMECOMING ACTIVITIES

- This is ICC'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 ICC 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 and activities highlighting or featuring 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 puzzle mania, volleyball, obstacle course, tug-o-war, scavenger hunt, and mind games. The winning clubs receive trophies at the ICC Spring Awards Banquet.

WORLD TOUR FESTIVAL

This spring ICC 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 ICC representatives, club advisors, the year's most active clubs, and outstanding individual achievements.

SECTION 3. 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.

3.1 ELIGIBILITY REQUIREMENTS AND SERVICE LIMITATIONS (BOARD POLICY 5505)

The following standards and service limitations apply only to Club Presidents and/or ICC 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 and winter terms. 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 and submit a letter from their counselor with this unit limit addressed.
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, ICC or have been a club president for more than 5 semesters or 3 years (Club President only)
4. ICC Representatives must also have paid for a current ASB sticker for their student I.D. card.

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

3.2 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 officer roles in the future.
4. *Find Out About Campus Policies*
Consult with the club advisor 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.

THE FOLLOWING INFORMATION IS REQUIRED EACH SEMESTER:

- Club Registration form
- Calendar Date Request for club meetings

THE FOLLOWING INFORMATION IS REQUIRED WHEN APPROPRIATE:

Minutes of Club Meetings signed by the President, or Treasurer, and Advisor. Club meeting minutes are required for all forms below:

- **Calendar Date Requisition Form (CDR)** must be completed when scheduling 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 Service Exemption 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, speakers, bands, and performers) and is paying for these services. Must be submitted 2 weeks prior.
- **Presenter/Lecturer/Panel Member Sign-In Form** whenever there is a person or group providing free services as a presenter, lecturer, or panel member
- **Financial Forms** whenever money from the club treasury is spent

These forms are found in the Student Development Office.

3.3 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. You can also contact the club's previous advisor for more information.

2) *Getting organized*

- Meet with your fellow officers and advisor 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 Advisor when determining club meeting times and events. Refer to the "Club Advisor" 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, typically in a conference room located on the 2nd floor of the Bookstore Building.

- Club members must participate in at least 3 of the activities sponsored by ICC 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.

5) *Keeping club records*

- Minutes of meetings should be kept in one location (physical or electronic) to more easily make copies to back up financial transactions and for reference purposes.
- Set up an archive system with the Club Advisor so that each semester's club business gets stored (physically or electronically) in one location. The current files should be easily accessible to all members. However, towards the end of the semester, the records should be turned over to the advisor. 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. A 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.

3.4 SUPPORT FOR CLUB OFFICERS

CLUB ADVISORS

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

INTER-CLUB COUNCIL

The Inter-Club Council supports clubs by planning campus activities involving club participation and providing a forum at the ICC 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.

Email: stdevoffice@elcamino.edu

Phone: (310) 660-3593, ext. 3500

SECTION 4. 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:

4.1 SETTING UP A MEETING

Tips for the Club President:

- 1) Contact your club advisor to make sure that he/she can attend. Advisor attendance at club meetings and events 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
 - Ice-breakers (games to "get acquainted")
- 5) Notify members of the meeting by the phone, email, or other method. 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.

4.2 RUNNING A MEETING

Tips for the Club President:

- 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 should leave the meeting feeling that the minority point of view has been expressed, but that the majority opinion has prevailed.

4.3 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.

SAMPLE AGENDA FORMAT

| | |
|---|---|
| <i>[Name of your Club]</i> | |
| Agenda for the Meeting of <i>[Date]</i> | |
| I. | Call to order |
| II. | Roll Call |
| III. | Approval of Minutes |
| IV. | Officer's Reports – Make sure officers are prepared to report |
| V. | Unfinished Business <i>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.</i> |
| VI. | New Business <i>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.</i> |
| VII. | Announcements <i>These are items in which no approval is needed</i> |
| VIII. | Adjournment |

It might be helpful to indicate the dates, times and locations of the next meeting at the bottom so that members may plan ahead.

4.4 MINUTES OF THE CLUB MEETING (REQUIRED)

Clubs must record minutes at each meeting and have them available to members and to the Student Development Office 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 advisor, the club president or the club treasurer in order for the minutes to be considered official.

SAMPLE MINUTES FORMAT

Your minutes should follow your agenda format. The below is a simplified example of meeting minutes.

| |
|---|
| <p><i>[Name of your Club]</i> Minutes for the Meeting of <i>[Date]</i></p> <p>I. Call to order The meeting was called to order at 1:07 pm by the President</p> <p>II. Roll Call <input checked="" type="checkbox"/> A. Wong <input checked="" type="checkbox"/> H. Fisher <input checked="" type="checkbox"/> S. Yamada <input checked="" type="checkbox"/> B. Jones <input type="checkbox"/> K. Matsumaru <input type="checkbox"/> J. Candless <input checked="" type="checkbox"/> F. Marsh</p> <p>III. Approval of Minutes <i>[Look over minutes from the previous meeting and make changes if information is correct.]</i></p> <p>IV. Officer's Reports <u>Finance Officer A. Wong provided an updated budget report.</u> <u>President H. Fisher reported about meeting with ICC regarding active status.</u></p> <p>V. Unfinished Business 5.1 Movie Night <u>There was continued discussion about what movie to show during Movie Night. Star Trek was determined as the best option. 9 Yes, 3 No. Star Trek will be shown during Movie Night.</u></p> <p>VI. New Business <i>[Below is a sample of different entries]</i> 6.1 Officer Appointments <u>S. Yamada was considered as the Publicity Officer. 11 Yes, 1 No. S. Yamada is now the Publicity Officer.</u> 6.3 Movie Night Fundraising <u>B. Jones suggested to spend \$50 from the club treasury for Movie Night fundraising. The items that will be bought are chips and sodas from Costco. It was approved unanimously.</u></p> <p>VII. Announcements <u>H. Fisher announced that the ICC Blood Drive will occur on Oct. 16-18.</u></p> <p>VIII. Adjournment <u>The meeting was adjourned at 2:00 pm</u></p> <p>Club President (signature): _____ Club Advisor (signature): _____</p> |
|---|

4.5 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 what motivates others (answers to questions 7, 15, 16) and how you can reward members (answers to questions 9, 10, 12, 13).

- 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:

SECTION 5. CLUB ADVISORS

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 Advisor. Classified staff secondary advisors may be recognized by the Director of Student Development (Board Policy 5401).

5.1 CLUB ADVISOR RESPONSIBILITIES

The advisor serves as representative of the College and is the chief link between the College and the club. The advisor 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 and 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 Advisor 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. Off-campus accounts including, but not limited to, Venmo and PayPal are not permitted.

6) *Sign All Request Forms & Club Documentation*

Ensure that appropriate information is filed in the Student Development Office. See below for the list of club-related forms.

THE FOLLOWING INFORMATION IS REQUIRED EACH SEMESTER:

- Club Registration form
- Calendar Date Request for club meetings

THE FOLLOWING INFORMATION IS REQUIRED WHEN APPROPRIATE:

Minutes of Club Meetings signed by the President, or Treasurer, and Advisor. Club meeting minutes are required for all forms below:

- **Calendar Date Requisition (CDR)** Form must be completed when scheduling club meetings 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 Advisor's signature on this form indicates that he/she will be present for the entirety of the event.
- **Excursion Forms** for off-campus events. Must be submitted 4 weeks prior.
- **Food Service Exemption Form** whenever food is served or distributed 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) and is paying for these services. 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.
- **Presenter/Lecturer/Panel Member Sign-In Form** whenever there is a person or group providing free services as a presenter, lecturer, or panel member. Meeting minutes must include the possible names of persons rendering the service.
- **Financial Forms** whenever money from the club account is spent.
- **Cash Request Form** can only be used for cash withdrawal from club funds from the Cashier's Office by the Club Advisor 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.

5.2 THE ROLE OF CLUB ADVISORS

The advisors to clubs and organizations are volunteer personnel who, out of interest and dedication, give their time and talents to the program. Students must realize that advisors are not compensated for their participation in any club activities. Every effort should be made to arrange meetings and events so that advisors can attend without undue hardship, for at least one advisor must attend the entirety of all club meetings and club sponsored events (including off-campus events). Clubs that have meetings or events without an advisor present may be subject to penalties including, but not limited to, suspension of the club.

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

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

5.3 SUPPORT FOR CLUB ADVISORS

The Inter-Club Council Advisor oversees and supports the activities and events of Inter-Club Council and is available as a resource to club officers and advisors by providing the "how to" of programming events and activities. The ICC Advisor is available to assist students by explaining policies, procedures, and directing them in filling out the appropriate paperwork. Club advisors 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 Student Activities Center.

SECTION 6. PROCESSES

All club meetings and events held on campus or off campus must be scheduled by completing and filing a form called a Calendar Date Requisition (CDR) which may be obtained in the Student Development Office, located in the Student Activities Center, and on the Student Development Office web page. CDR submissions may be submitted to the Student Development Office or emailed to the Student Services Technician. The information contained in this section will be helpful in planning activities and events.

6.1 SCHEDULING A CLUB MEETING OR EVENT

- 1) Obtain and complete a "Calendar Date Requisition" (CDR) Form at least 2 weeks prior to the planned meeting or event. This is how clubs request rooms (facilities). Your advisor must sign the form to indicate that he or she will be in attendance for the entirety of the club meeting or event. The CDR form should be turned in to the Student Development Office, as well as club meeting minutes for events. Please note that no paperwork will be processed unless your club has filed a current "Club Registration" form for the semester.
- 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 venue or room is available. Club account funds will also be checked to see if there is enough to cover for event expenses.
- If the venue or room is available, the CDR form is given to the Director of Student Development for approval of the event.
- The activity is logged by the Student Services Technician and a copy of the CDR is kept in the office.
- An electronic copy of the approved CDR form will also be provided to the CDR requestor and Club Advisor.

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

6.2 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. This may enable another group to use the venue or room 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.

6.3 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: For use of a TV, projector, DVD, or sound system it will be necessary for your faculty advisor to place a request to Media Services Office 2 weeks ahead of time by going to www.elcamino.edu/about/depts/mediaservices/.
- Move or set up equipment/furniture: Is the venue or room set up the way you want it? On page 2 of the CDR you can request tables, chairs, power cords, extra trash cans, etc. Submit a neat, understandable diagram of the way the room or venue is to be arranged 2 weeks prior to the event to the Student Development Office. The Student Development Office will then initiate a work order to have the room set up.
- Food/Bake Sales or Refreshments at an Event: A "Food Services Exemption Form" must be turned in if you are planning an event where food will be served or sold. 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 startup 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.

6.4 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**, for example:
 - 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 (AP 4303).
- 2) Be supervised by a qualified advisor.
- 3) Observe ECC Board Policies and Administrative Procedures, including BP 5500 regarding student conduct.
- 4) Submit Excursion Waiver Forms for each student attending and Travel Request Reimbursement forms for Advisors (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 advisor 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 advisor 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 advisor. The club advisor 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.

6.5 FOOD GUIDELINES

ECC organizations are required to contact Pacific Dining (catering@elcamino.edu) for first consideration before purchasing any food for sale or distribution. If possible, Pacific Dining will work with your group to provide catering. If there are specific reasons why your organization does not wish to use Pacific Dining (budget restrictions, ethnic food, etc.) mention so in the email. If Pacific Dining grants permission for food items to be

purchased elsewhere, attach proof of this permission to the Food Service Exemption Form (available in the Student Development Office) and email it to Andy Nasatir (anasatir@elcamino.edu), Michael Pascual (mopascual@elcamino.edu) and the Student Services Technician.

Events with ten (10) people or less and/or food services worth \$50 or less are not required to go through Pacific Dining for first consideration. Organizations falling within this category may go directly to their choice of food vendor and do not need to fill out the exemption form.

Note that if your food items are store-bought, pre-packaged, and not delivered to ECC by a company or restaurant, copies of the business license, liability insurance, and workers compensation insurance do not need to be attached to the Food Service Exemption Form. Additional instructions are on the Food Services Exemption Form, which may be applicable to your organization. Please review the form carefully and contact the Student Development Office if there are questions.

For a copy of Pacific Dining's catering menu with pricing, please contact catering@elcamino.edu.

SECTION 7. CLUB 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.

7.1 CLUB ACCOUNTS

After a new club has been chartered by ICC, 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.**

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 advisors with the procedures for depositing and spending money.

ACCESSING ACCOUNT INFORMATION

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

7.2 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 ICC 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).

7.3 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.**

7.4 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. Clubs may not sponsor off-campus merchandise vendors to sell on campus.

SELLING OR DISTRIBUTING FOOD

ECC organizations are required to contact Pacific Dining (catering@elcamino.edu) for first consideration before purchasing any food for sale or distribution. If possible, Pacific Dining will work with your group to provide catering. If there are specific reasons why your organization does not wish to use Pacific Dining (budget restrictions, ethnic food, etc.) mention so in the email. If Pacific Dining grants permission for food items to be purchased elsewhere, attach proof of this permission to the Food Service Exemption Form (available in the Student Development Office) and email it to Andy Nasatir (anasatir@elcamino.edu), Michael Pascual (mopascual@elcamino.edu) and the Student Services Technician.

Events with ten (10) people or less and/or food services worth \$50 or less are not required to go through Pacific Dining for first consideration. Organizations falling within this category may go directly to their choice of food vendor and do not need to fill out the exemption form.

Note that if your food items are store-bought, pre-packaged, and not delivered to ECC by a company or restaurant, copies of the business license, liability insurance, and workers compensation insurance do not need to be attached to the Food Service Exemption Form. Additional instructions are on the Food Services Exemption Form, which may

be applicable to your organization. Please review the form carefully and contact the Student Development Office if there are questions.

For a copy of Pacific Dining's catering menu with pricing, please contact catering@elcamino.edu.

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).

7.5 FUNDRAISING SUGGESTIONS

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 items
- Sundae sale
- Valentine flowers
- Fashion Show
- Walk-a-thon
- Coupon books
- Bake sale
- Car wash
- Laugh grams
- Booth at a local carnival
- Restaurant fundraiser
- Movie night
- Snow-cone sale
- Treasure hunt
- Candy grams
- Basketball shootout
- Battle of the bands
- Dunk tank
- Lunch box auction
- Go to a TV taping
- Craft sale
- Frisbee contest
- Board game day
- Chess tournament
- Guess how many jelly beans in a jar
- Faculty baby picture contest

7.6 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 "ICC 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; Student Equity Advisory Council for cultural and diversity clubs; and the ECC Foundation.

ECC 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.

7.7 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 advisor 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 advisor, clearly approving expenditure in a dollar amount for the activity or event).

7.8 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 advisor (or it will be sent back to you)
- 3) Authorized by the appropriate persons
 - a) Club President OR Treasurer
 - b) Club Advisor
 - c) Director of Student Development

7.9 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.

| TYPE OF EXPENSE TRANSACTION | WHAT FORMS TO USE | COMMENTS |
|--|--|--|
| <p>CASH <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"> 1) Club Minutes 2) CASH REQUEST 3) Recap sheet | <ul style="list-style-type: none"> • Submit paperwork 4-5 days before cash is needed • <u>Cash will only be issued to the Advisor at the Cashier's Office</u> • Advisor must return original receipts and left over funds along with a recap sheet within 24 hours |
| <p>REIMBURSEMENT <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"> 1) Club Minutes 2) CHECK REQUEST 3) Recap sheet 4) Original Receipts or Bank/Credit Card Statement | <ul style="list-style-type: none"> • Submit paperwork 2 weeks before check is needed • Provide name and mailing address of person to be reimbursed • Must provide original receipts for all purchases and attach them to a recap sheet • No cash will be given, check only |
| <p>CONTRACTING SERVICES <u>Examples:</u> Bands, guest speakers, DJs</p> <ul style="list-style-type: none"> • No verbal agreements/contracts are allowed • District Employees are not to be compensated for club events and through club funds • Gift cards cannot be used as a form of payment | <ol style="list-style-type: none"> 1) Club Minutes with names of possible people rendering the service. 2) CONTRACT, IRS Tax Forms W-9, & CA 590 3) PURCHASE REQUISITION 4) Statement of Services Performed | <ul style="list-style-type: none"> • <u>Provide contract 2 weeks before event</u> • See the Student Development Office to initiate an online purchase requisition. • Statement of Services Performed need to be submitted to Student Development Office to process payment after the event • Usually payment will be mailed to the performer within 2 weeks <u>after</u> the event |
| <p>PURCHASE ORDERS <u>Examples:</u> T-shirts, equipment, supplies, hotel payments, airline tickets, advertising costs</p> <ul style="list-style-type: none"> • 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) | <ol style="list-style-type: none"> 1) Club Minutes 2) PURCHASE REQUISITION 3) Written Quote/Invoice from vendor with total cost. | <ul style="list-style-type: none"> • It takes approximately 2 weeks to issue a purchase order number • See the Student Development Office to initiate an online purchase requisition • Provide a written quote, invoice or order form from the vendor • Provide vendor name and address • Provide description of items, amount, tax and shipping costs • Indicate if pre-payment is needed • Payment will be sent to the vendor after the merchandise has been received |
| <p>BLANKET PURCHASE ORDER <u>Example:</u> If the club is going to have copies printed at the ECC Copy Center</p> | <ol style="list-style-type: none"> 1) Club Minutes 2) PURCHASE REQUISITION (completed by Student Development Office) | <ul style="list-style-type: none"> • See the Student Development Office to initiate an online purchase requisition • Indicate how much money the club anticipates spending for the year. The club must currently have that much in their club account. • 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 • When the club requests copies at the ECC Copy Center, the Purchase Order number should be indicated on the request form • A blanket Purchase Order is only good thru June 30th of each fiscal year |

- ❖ 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.

SECTION 8. RESOURCES AND CAMPUS SERVICES

8.1 TIPS FOR PLANNING AN ACTIVITY

GETTING ORGANIZED

1. **Start by establishing goals and objectives.** Ask yourself these questions:
 - What is the purpose (social, fundraising, educational, fun, recruitment)?
 - Who will be interested in attending (students, special groups, community)?
 - How many people are you expecting?
 - What's your budget? Will you be able to cover all expenses?
 - How much help and support are your club members willing to provide?
2. **Decide when it would be best to plan the event and select alternatives.** Day or evening? Weekday or weekend? During College Hour (Tuesdays/Thursdays, 1-2pm)?
3. **Decide which venue or room would be best suited and select alternatives.**
4. **Discuss the planning of the event with the advisor of the organization.** The advisor is responsible and must attend.
5. **Make preliminary contact with performers, lecturers, etc.**
 - Discuss availability.
 - Discuss possible set-up arrangements.
 - If a fee is involved or not, an ECC contract should be completed prior to the event.
6. **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.
7. **Club meeting minutes approving the event will be required.**

8.2 SCHEDULING THE VENUE OR ROOM

As soon as possible, check with the Student Development Office to make sure that the venue is available. Tentatively schedule the venue if necessary. If another organization requests to use the venue at the same date and time, the organization that provides completed paperwork first is given priority.

Complete a Calendar Date Requisition (CDR) form and include club meeting minutes approving the event. If any money is being used in regards to this meeting or event, provide club meeting minutes with the dollar amount to be used out of the club account.

DO NOT MEET OR HAVE YOUR EVENT until your CDR is approved by the Director of Student Development

SET-UP ARRANGEMENTS

1. Refer to the section “Are Special Arrangements Needed?”
2. 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 –see “Selling or Distributing Food” on page 24

8.3 PUBLICIZING YOUR EVENT

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.

Read the “Additional Publicity Suggestions” section in this handbook for more information.

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

1. Get as many students involved as possible--this will take organization.
2. Arrange for ticket-sellers, ushers, refreshment sellers, etc.
3. Arrange for student decorators and clean-up crews to make sure that you leave the venue 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.
4. 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 advisor prefers to assume this role.
5. 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.)
6. 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.
7. Reconfirm the advisor will be present.
8. Establish an agenda or program for the event.

DAY OF THE EVENT

1. Be sure the event starts on time and ends on time.
2. Enjoy the event that you worked so hard to organize.
3. If problems arise, seek help from your advisor.
4. 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

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

8.4 ADDITIONAL 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 list
- Establish an email distribution list
- Fliers and 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 AND 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

8.5 POSTING OR DISTRIBUTING FLIERS AND BANNERS

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 KIOSKS

- Approval by: Student Development Office – each poster or flier must have an approval stamp
- Size Limit: No larger than 11" x 17"
- How many: 7 copies
- Procedure: Bring your fliers to the Student Development Office. Only authorized staff may post publicity on kiosks (on scheduled days).

CLASSROOM BULLETIN BOARDS

- Approval by: Individual instructors

BUILDING BULLETIN BOARDS

- Approval by: Division in charge of each building or portion of the 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).

FOR DISTRIBUTION OF FLIERS

ECC student organizations 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)

CAMPUS INFORMATION COUNTERS

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

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 and 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

- 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'
- 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

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 advisor for assistance.

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.

CAMPUS DISTRIBUTION VIA THE CAMPUS MAIL SERVICE

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 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
- 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

ECC Marketing and Communications 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 Marketing and Communications Office at least 5 weeks in advance of the event to find out how to submit information for publication.

8.6 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 AND CASHIER'S OFFICE

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 (1st 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 advisor 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, ext. 3100.

FACILITIES PLANNING AND 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, PACIFIC DINING

Location: Fiscal Services/Bookstore Building (2nd floor). ECC organizations are required to contact Pacific Dining (catering@elcamino.edu) for first consideration before purchasing any food for sale or distribution. If possible, Pacific Dining will work with your group to provide catering. If there are specific reasons why your organization does not wish to use Pacific Dining (budget restrictions, ethnic food, etc.) mention so in the email. If Pacific Dining grants permission for food items to be purchased elsewhere, attach proof of this permission to the Food Service Exemption Form (available in the Student Development Office) and email it to Andy Nasatir (anasatir@elcamino.edu), Michael Pascual (mopascual@elcamino.edu) and the Student Services Technician.

Events with ten (10) people or less and/or food services worth \$50 or less are not required to go through Pacific Dining for first consideration. Organizations falling within this category may go directly to their choice of food vendor and do not need to fill out the exemption form.

Note that if your food items are store-bought, pre-packaged, and not delivered to ECC by a company or restaurant, copies of the business license, liability insurance, and workers compensation insurance do not need to be attached to the Food Service Exemption Form. Additional instructions are on the Food Services Exemption Form, which may be applicable to your organization. Please review the form carefully and contact the Student Development Office if there are questions.

For a copy of Pacific Dining's catering menu with pricing, please contact catering@elcamino.edu.

THE UNION (STUDENT NEWSPAPER)

Location: 1st 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.

INTER-CLUB COUNCIL OFFICE

Location: Activities Center West Wing, AC 156. Make arrangements with an ICC 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 ICC Budget Request Packet
- Obtain a copy of current or past agendas and minutes of the ICC meetings

8.7 PRINTING AND PHOTOCOPY SERVICES - ECC COPY CENTER

- Services are available only for those organizations that have initiated a blanket purchase order or "BPO" 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 permitted

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.

QUICK CLUB REFERENCE DIRECTORY

CLUB PRIVILEGES

| | |
|---|--------------------------------------|
| Mail boxes | Student Development Office (counter) |
| Mail for on-campus delivery..... | Student Development Office |
| Telephone for club business..... | Inter-Club Council Office |

PLANNING AN EVENT

| | |
|---|-----------------------------------|
| Scheduling a facility on campus - CDR..... | Student Services Technician - SDO |
| Set-up Arrangements – requesting furniture, equipment - CDR..... | Student Services Technician - SDO |
| Tables for Recruitment or Fundraising - CDR | Student Services Technician - SDO |
| Food Services – Catering, Refreshments..... | Pacific Dining |
| Food Sale – Food Services Exemption Form (from SDO) | Pacific Dining |
| Off-Campus Vendors | Not permitted on campus |
| Parking permits for guest speakers or performers..... | Administrative Assistant - SDO |
| Security Arrangements..... | ICC Advisor & Campus Police |
| Off-Campus Trips – Excursion Procedures and Waiver Forms... .. | Student Services Technician - SDO |
| Tips for Planning an Activity | ICC Advisor - SDO |

PUBLICITY

| | |
|--|---|
| Print Copies at Copy Center | Accounting/Clerical Assistant - SDO |
| Banners - Obtain ink and paper to make a banner | Student Development Information Counter |
| Publicity Approval Stamp - banners/fliers/handouts..... | Staff - SDO |

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. | ICC Advisor - S.D.O. |
| Fundraising Approval | Director - S.D.O. |

SUPPORT AND ADVISEMENT

| | |
|--|----------------------|
| Campus Rules & Policies | ICC Advisor - S.D.O. |
| New Club – How to Charter A Club packet..... | ICC Advisor - S.D.O. |
| Club constitution – Obtaining a copy or making changes..... | ICC Advisor - S.D.O. |

NOTE: "SDO" is Student Development Office, "ICC" is Inter-Club Council