



El Camino College

Student Development Office

MEMORANDUM

TO: Associated Students Organization
ASO Funded Programs
Inter-Club Council
Student Clubs
Student Equity Advisory Council

FROM: Student Development Office

DATE: August 26, 2020

SUBJECT: Student Organization Handbook Updates and COVID-19 Addendum

The Student Development Office has been working diligently the past Spring and Summer 2020 semesters to provide excellent service and encourage a vibrant virtual student life at El Camino College. COVID-19 has prompted the move of services and procedures to a virtual medium, and changes to policies and procedures listed in the Student Organization Handbook. Below is a list of changes to the Student Organization Handbook, procedures, and forms.

Club Registration

Students clubs and organizations are required to register once an academic year beginning the Fall 2020 semester. Previously, registration was required each Fall or Spring semester.

Clubs can complete the [Club Registration Form](#) online.

Reference: Student Organization Handbook (Page 4-5)

New Student Club Charter & Petition and Reestablishing a Retired Club Form

The [New Student Club Charter and Petition](#) and [Reestablishing a Retired Club Form](#) has been moved to an online form.

The form still requires 10 students who have paid the Student Activities Fee, at least one faculty advisor, and a constitution. Emails requesting confirmation of participation in the club will be sent to listed students and faculty advisor(s). The procedure has been further clarified in the Student Organization Handbook and the form.

Student Club Meetings & Events

It is recommended for student clubs to utilize virtual platforms such as Zoom, Discord, Google Hangout, or other platforms to meet and host events. No meetings or events will be permitted on the El Camino College physical campus. Faculty advisors MUST be in attendance for the entire duration of all meetings and events including setup and ending. All California Community College employees have access to [CCCConferZoom](#) to host meetings and events for up to 300 participants. Student clubs are recommended to fill out the [Student Activities Survey](#) instead of the Room Request Form to report meeting times for official student club meetings.

The [Event Proposal Form](#) has also be moved to an online form.

Reference: Student Organization Handbook (Page 4, 7-8)

Off-Campus Activities & Excursions

For the safety of students, employees, and the community, physical off-campus activities and excursions will not be permitted.

Reference: Student Organization Handbook (Page 9-11)

Food Guidelines

Due to the campus closure, Pacific Dining is not providing catering services for any student events. Student clubs can provide food for students through food delivery services. It is recommended by Purchasing and Risk Management to discard of original packaging upon receiving food items and wash your hands before consuming any food items. A Food Exemption Form is not required.

Reference: Student Organization Handbook (Page 12-13)

Publicity

Physical banners, paint, sandwich boards, and t-stands are not available for use from the Student Development Office. Students will not be allowed on campus to physically post or advertise meetings or events. Student clubs are recommended to utilize virtual services for marketing listed in the Student Organization Handbook.

Reference: Student Organization Handbook (Page 14-15)

Finances

Collection of student club money and fundraising revenue through money transferring phone applications or software is still unacceptable at this time. Fundraiser activities will be reviewed on a case-by-case basis. Revenue from the fundraiser must be deposited directly into the student club account.

Purchases of physical awards, uniforms, or physical flyers must be shipped and received by El Camino College facilities and not to individual homes. Due to the campus closure, it is *highly* recommended that student clubs avoid purchasing items that require shipping and receiving. Purchases and pickup will be handled on a case-by-case basis.

Reference: Student Organization Handbook (Page 16-19)

The [Check & Requisition Request](#) Form was transitioned to an online form beginning last Spring 2020 semester. Student clubs and organizations can contact the Student Development Office or ASO and ICC Directors of Finance with any questions or concerns.

Reference: Student Organization Handbook (Page 16-19)

The Student Development Office is still committed to the success of student clubs and organizations at El Camino College. The office still continues to develop and refine our policies and procedures to better serve students, especially in a virtual environment. Please contact SDO at sdo@elcamino.edu with any questions or concerns you have regarding student clubs and organizations.

Best Regards,

Student Development Office
El Camino College
sdo@elcamino.edu