El Camino College

STUDENT LIFE & DEVELOPMENT

Empowering Students for Success

Student Organization Handbook

WELCOME

The Student Life and Development Office welcomes the opportunity to work with club officers/advisors and campus programs in continuing the tradition of providing excellent opportunities for students to engage and grow 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 or program. This manual also contains information regarding the Associated Students Organization (ASO) and the Inter-Club Council (ICC) for your reference. You will be working closely with ASO/ICC and may find that you need ASO and ICC support. Please review the enclosed materials to ensure that you know the proper procedures to find such support.

We have attempted to include current information wherever possible, however, keep in mind that policies and procedures change (even as this is published). For the most up to date information, please visit our website.
If you have questions or need assistance conducting business, please contact the Student Life and Development staff. We are here to support you. Have a great year!

Student Life and Development
Club/ Organization/ Program Contact Infomation

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STUDENT CLUBS

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 governing body authorized to charter new clubs and revoke existing clubs' charters.

Requirements for New Clubs

A registered club must meet the following requirements:

1. Include 10 or more registered ECC students who purchased the current semester ASO Benefits Pass.
   - It is strongly recommended that all members support the ASO benefits pass as it helps support the clubs via funding and access to events that will help grow membership and community
2. Identify a faculty (full-time or part-time) advisor who actively attends all club meetings and activities.
   - Note: Primary advisor must be faculty of El Camino College (full-time or part-time) and classified full-time staff can be co-advisors.
3. Hold all meetings/events (virtual or in-person) at the College during the regular school day
   - (Monday- Friday, 8:00 a.m.-9:00 p.m.). *Unless specific authorization to do otherwise is granted through the Student Life and Development Office.
4. 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.

STUDENT CLUBS

5. Has been chartered by the Inter-Club Council through ICC Cabinet and ICC General Approval
6. Have a written constitution on file in the Student Life and Development Office.
   - Constitution templates can be found here: https://bit.ly/ecc-icc-consitution-template
7. Have the club president or delegated member complete the Create a Club or Reactivate a Club form via Engage on the Student Life and Development Office website once an academic year. You will list your Club President & Club Treasurer on this form.
8. Have the Club Advisor(s) submit the Advisor Registration form once an academic year (or when registering a new person in the designated role).

Clubs that do not submit the required forms by the deadline with proper approval are considered unregistered/inactive clubs and will not have any of the club privileges listed in the next section. All submissions will be open for the academic year until the third to last month of the Spring Semester.

Clubs may hold regular meetings, activities, and events during the Fall and Spring Semesters.

Clubs may hold club-sponsored activities during Winter or Summer Intercession. Clubs are also permitted to meet or hold activities on/off campus during holidays or Spring Break. Unless authorized by the SLD team.

Students may not be left unsupervised while using ECC facilities, hosting virtual events, or off campus events. This includes decoration and setup time. (Chancellors Auxiliary Manual see pg 59 & FCMAT for ASB pg. 8-9)

STUDENT CLUBS

Club Privileges

Advantages of becoming a club include the ability to:

- 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
  - Note: promotional materials must be checked & stamped with the "SLD Approved" logo prior to being posted across campus.
- Take advantage of campus services
- Request funding from campus entities such as the Inter-Club Council (ICC) and CAUSE (Council for Advancing and Unifying Student Equity)

Starting a New Club

Inter-Club Council (ICC) is the official club-chartering organization on campus. During cabinet and general meetings of this organization, the vote for the new clubs' proposed chartering will occur. For a proposed charter to appear on the Inter-Club Council Cabinet and General Meeting agendas, completed forms must be on file in the Student Life and Development Office.

1. Complete and submit the Create a Club Form via Engage during the Fall or Spring semester.
   - The form requires 10 currently enrolled students interested in being in your proposed club. These 10 students must have paid the $15 ASO Benefits Pass.
     - The ASO Benefits pass helps support the clubs via funding and access to events that will help grow membership and community.
   - These 10 students must meet the GPA and unit requirement set by the District Policy.

STUDENT CLUBS

2. All student clubs require a part-time or full-time faculty member (professor or counselor) to agree 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. Advisors must complete the Advisor Registration online via Engage.
3. The form requires a copy of a typed constitution to be attached 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 constitution must be signed by the club's student representative and advisor. Constitution templates are available.
4. Please instruct the club's ICC Representative to attend all ICC General Meetings once all forms have been approved on Engage.

Roles & Responsibilities: Club Officers

Officers should abide by their club's constitution concerning 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
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.

STUDENT CLUBS

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. Keep the advisor informed of all club meetings and activities
   - Your advisor(s) are partners within the club processes and meant to be consulted and active collaborators throughout developing your ideas and meeting times.
5. Find out about Campus Policies
   - Club members are expected to comply with campus and district policies and regulations and to serve as role models for all ECC students. In addition, club members must abide by their club's constitution and rules. Failure to comply may result in consequences, including warnings, club suspension, club expulsion, referral to Discipline.
6. 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.
7. Keep Club in Good Standing at El Camino - Take Care of Business
   - Ensure that all appropriate information forms are obtained and filed in the Student Life and Development Office.

Eligibility Requirements for Club Officers

Eligibility requirements for the student officers (ASO, ICC, and student club officers) are determined by California Education Code 76061 (EDC 76061). The following standards apply only to Club Presidents and Club Treasurers:

1. Enroll in and complete a minimum of 5 units at El Camino College for each term of service with the exception of summer and winter terms.
2. Maintain a minimum cumulative and minimum semester grade point average of 2.0 during each term of service
3. Club Presidents and Club Treasurers must also have paid for a current ASO Benefits Pass. Other minimum standards for officers may be set in an individual club's constitution.

STUDENT CLUBS

Roles & Responsibilities: 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. For a Club to be recognized by the College, it must have a Faculty Advisor as their primary advisor. Classified staff as secondary advisors may be recognized by the Director of Student Life and Development (Board Policy 5401).

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**
   - Always be present during all meetings and events (held in-person on-campus or off-campus, as well as virtually) sponsored by the club to ensure observation of college policies and regulations.
   - Students may not be left unsupervised while using ECC facilities or participating in student club virtual events. This includes decoration and setup time.
2. **Oversee Club Objectives**
   - Advise students in planning, executing, and evaluating club activities and projects to establish a meaningful program consistent with the group's purposes and higher education.

STUDENT CLUBS

3. Mandatory Advisor Training Attendance
   - Attend a mandatory Advisor Training each semester scheduled by the Student Life and Development Office. Please refer to the Club Advisor's Page on the ECC Student Organizations main page. All advisors listed for the club's referral are expected to attend. There will be multiple Advisor Trainings offered during each semester. If you are unable to attend, please contact SLD Office (sdo@elcamino.edu) for accommodations. Missing Advisor Trainings without prior communication approved by SLD may result in club suspension.
4. 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.
5. 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 InterClub Council Advisor in the Student Life and Development Office can provide updated copies and clarification if needed.
6. 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 documented in the minutes. For auditing purposes, all club accounts are maintained in the Accounting Office. Off-campus accounts including Venmo and PayPal are not permitted. (Refer to Finance Handbook)
7. Sign All Request Forms & Club Documentation
   - Ensure that appropriate information is filed in the Student Life and Development Office.

ENGAGE

Engage is the online platform for El Camino College students to access student club and organization information, events, and more. Students can join student clubs at the click of a button, easily contact student club and organization representatives, RSVP for events, etc. Below is a breakdown of organizational tools student clubs have access via Engage (Linked in Resouced Page).

Roster

You can view your current student club roster, approve prospective club members, add/edit officer positions, invite people to your club, and send messages to your members.

About

Make sure to keep your club information current including social media links, email addresses and other contact information.

News

Draft and post articles regarding any updates from your club. Articles will be displayed on the Engage homepage when approved.

Gallery

Upload your club photos to show other students what kind of activities your club does!

Documents

Include important documents for your club members to access (i.e., club constitution, flyers, worksheets, etc.

Forms

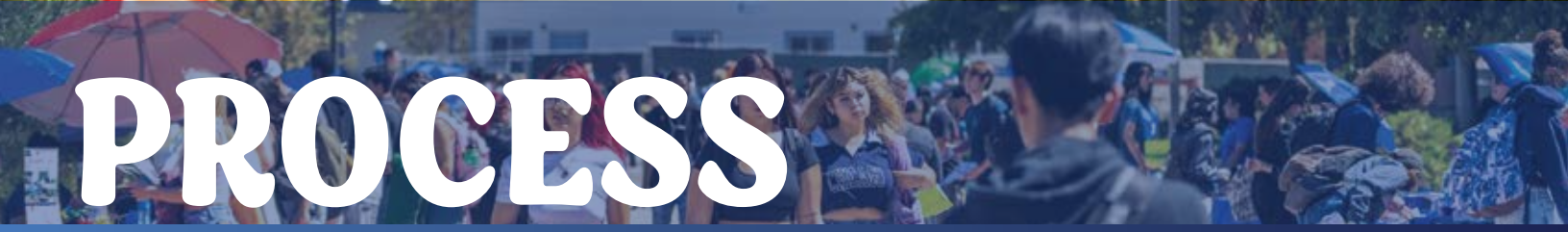
Create forms to gather input or other information from your student club members. Forms can be used for event RSVPs, activity sign-ups, etc.

Elections

Host your student club's election on Engage! Current student club members should be able to cast their votes.

Finance

Access your student club's current account balance through this tool. Please note that this tool is updated manually by the Student Life and Development Office and may not be updated to show more recent purchases.



PROCESS

All club meetings and events held in-person on campus or off campus, as well as virtually must be scheduled by completing the required paperwork noted below, which can be found on the Student Life and Development Office web page.
For student club meetings: complete a Room Request Form via Engage 🔗 (linked in Resource Page)
For all other student club events: complete create an event via Engage or email Student Life and Development Office at sdo@elcamino.edu or Student Service Technician Reina Diaz at rediaz@elcamino.edu for further questions.

Scheduling a Club Meeting or Event

1. Complete an Event Proposal via Engage at least 2 weeks prior to the planned meeting or event.
   - This is how clubs request rooms (facilities) and notify SLD of any off-campus fundraisers. Your advisor must sign the form to indicate they will be in attendance for the entirety of the club meeting or event. The form should be turned in to the Student Life and Development Office via Engage, as well as club meeting minutes for events showing that the event has been approved to take place. Please note that no event proposals will be processed unless your club is an approved active club for the semester.
2. Contact the Student Life and Development Office for help in determining which rooms and facilities are available and to make special arrangements for equipment and room set-up.

Procedures for Canceling an Event

If it is necessary to cancel an event, activity or meeting, please contact the Student Life and 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 help the College cancel any special set-up arrangements already 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.

OFF CAMPUS GUIDELINES

"An Excursion shall be defined as an extra or co-curricular, social, educational, cultural, club, athletic, or performing arts activity." (El Camino College Board Administrative Procedure 4300)

<u>Events & activities considered excursions of student clubs & organizations:</u>

- Conference or Event Attendance – Student(s) are attending on behalf of El Camino College
- Off-campus activities sponsored or co-sponsored by the El Camino College student club
- Activity attended by an El Camino College student club member funded by El Camino College

No one can decide for, advertise an event or activity, or represent El Camino College or an El Camino College student club or organization without the approval of the student club or organization, and Director of the Student Life and Development Office and/or the Vice President of Student Services. For additional information on El Camino College travel policies and procedures please see (Linked in Resource Page):

- ECC Administrative Policy -4300
- ECC Administrative Policy - 7400

Excursion Approval Process

1. The following documents need to be submitted via SLD webpage at least 4 weeks prior to the excursion:
   - Completed Student Travel Approval Form
   - Official club meeting minutes signed by club advisor and president
   - Itinerary or agenda for off-campus event or excursion
     - Must include address, check-in / out date & time of hotel or lodging accommodation
   - Brochure or program of conference or itinerary of the event if available

OFF CAMPUS GUIDELINES

2. Student club officers and advisors will be notified of excursion approval at least 2 weeks before. All student club excursions must be approved by the Director of the Student Life and Development Office and Vice President of Student Service
3. Excursion Waiver Forms completed by each student club member participant must be completed and submitted at least 1 week before the excursion to the Student Life and Development Office and sent to the campus police Clery Act officer.
4. Personal Vehicle Use Forms for each student club member using their own car must be completed and submitted at least 1 week prior to the event. The form must also include a copy of the driver's proof of insurance.

Requirements Throughout Excursion

1. Receive approval for the student club excursion through the above Excursion Approval Process
2. The student club advisor listed on the Excursion Approval Form must be present for the entire excursion
3. All student club members must conform to the Standards of Student Conduct listed in El Camino College AP 5500
4. All student club members must travel together using modes of transportation below

Below are the acceptable modes of transportation for student club excursion:

El Camino College Vans

El Camino College owns several 10-passenger vans through the Division of Health Sciences and Athletics. Vans are available on a first-come, first-serve basis. To book a van, a student club officer or advisor must contact the Division of Health Sciences and Athletics. Be prepared to provide information regarding dates, location, and the names of all drivers. All drivers must have completed the Safe Driver Program prior to the excursion.

OFF CAMPUS GUIDELINES

Rental Van

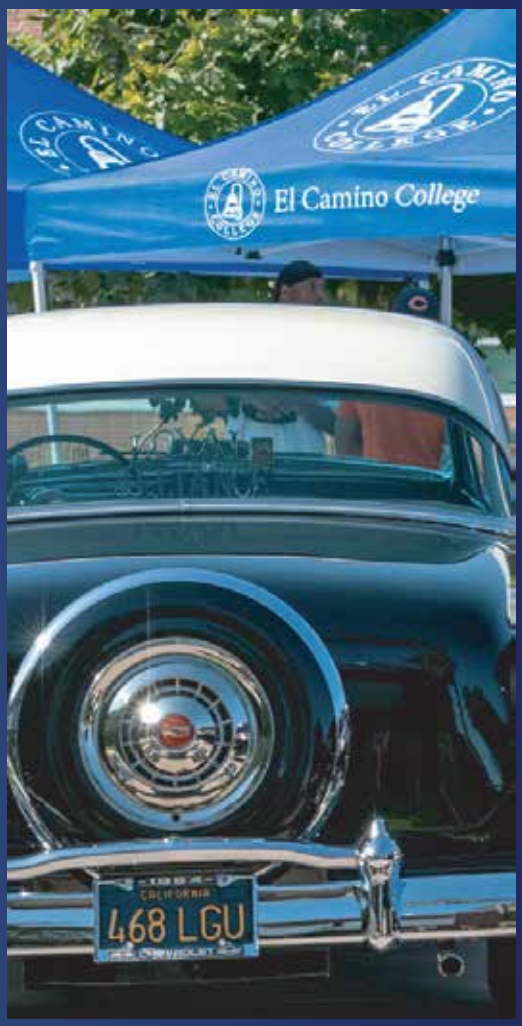
El Camino College works with several companies to secure rental vans for college travel. The Student Life and Development Office staff will assist the club in preparing a purchase order for payment. Be prepared to provide information regarding dates, location, and the names of all drivers. All drivers must have completed the Safe Driver Program prior to the excursion.

Charter Bus

El Camino College works with outside companies to secure charter buses. The Student Life and Development Office staff will assist the club in preparing a purchase order for payment. Be prepared to provide information regarding dates, location, and number of attendees.

Commercial Airline (Flights)

El Camino College works with a travel agency to book and purchase flights for travel on behalf of El Camino College. The Student Life and Development Office will assist the club in preparing a purchase order for payment. To book and purchase flights, all student club members and advisors must provide information such as full legal name, date of birth, and gender as shown on official government identification, as well as their El Camino College issued email address.



Private Vehicles

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 with the expressed approval of the office of Risk Management. All drivers must have completed the Safe Driver Program prior to the excursion. Please refer to the Excursion Approval Process above to complete the paperwork and documentation to allow personal vehicles.

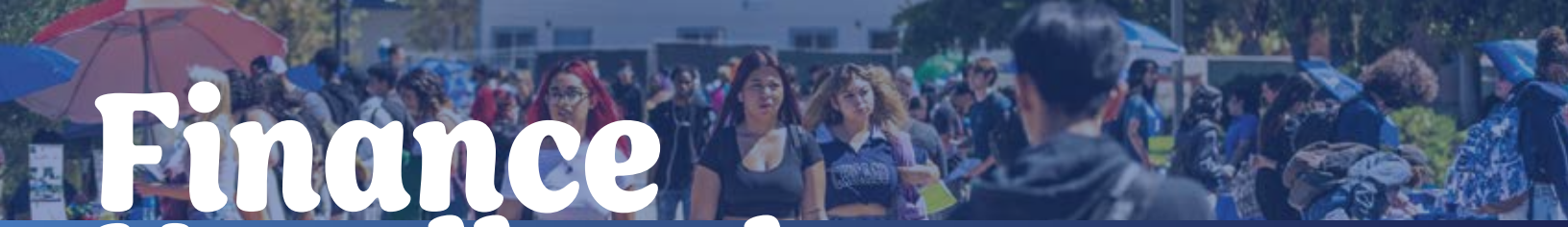
OFF CAMPUS GUIDELINES

Safe Drivers Program

The Safe Drivers Program is required for all El Camino College employees and students who plan to drive vehicles on college business.
Training specifically for student club members and their advisors may be organized by demand. Please contact the El Camino College Police Department (310)660-3100 to schedule your club's training.
All participants must present a valid California Driver's License at the training.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.
All faculty advisors are considered Campus Security Authorities (CSA) due to the role's significant responsibility for student and campus activities.
The role of the faculty advisors as the CSA is to report allegations of Clery Act crimes that they receive to the El Camino College Police Department that are made known to them in an accurate and timely manner to the El Camino College Police Department at 310-660-3100 or via the Campus Security Authority Reporting Form at www.elcamino.edu/clerycsareporting.
All faculty advisors shall complete annual mandatory CSA training to help them understand their role and responsibilities as a CSA. This training will be offered at all mandatory Club Advisor Trainings.



Finance Handbook

Introduction

This Finance Handbook explain the rules and regulations that govern the Associated Student Organization (ASO), ASO Funded Programs, InterClub Council (ICC), and all student clubs. The policies and procedures in this handbook comply with Fiscal Crisis & Management Team (FCMAT) and all El Camino Board and Administrative Policies.
All parties who receive funding from the Student Activity Fee (ASB) Fee must review this hanbook and comply with all regulations set forth by FCMAT, El Camino Board and Administrative Policies. These parties include the ASO funded programs, ICC and all student clubs.

Contacts

Please contact the Student Life and Development (SLD) Office if there are any questions or concerns regarding the Finance Handbook. The ASO and ICC Directors of Finance can be contacted in regards to finances for their organization. The information can be found below.

Student Life and Development Office
Email: sdo@elcamino.edu
Phone: 310.660.3593 ext. 3500

Anthony Tran
Accounting Assistant
atran@elcamino.edu

ASO Director of Finance
Email: asofinance@elcamino.edu

ICC Director of Finance
Email: iccfinance@elcamino.edu

Finance Handbook

Account Types

There are 3 different fund numbers that ASO oversees

Fund 71

ASO, ASO Funded Programs, and ICC all have 71 accounts codes. The revenue for these funds comes from the $15.00 ASO Benefits Pass (Student Activities Fees)

Fund 72

ASO has an additional account code for Fund 72. The revenue from this aacount comes from the $2.00 Student Representation Fee. This account can only be used for Advocacy as per California Education Code 76060.5

Fund 81

ALL STUDENT CLUBS are assigned a fund 81 account for their revenue and expenditure account. For assistance please contact atran@elcamino.edu. Clubs are allowed to request from ICC Club Support on Engage.

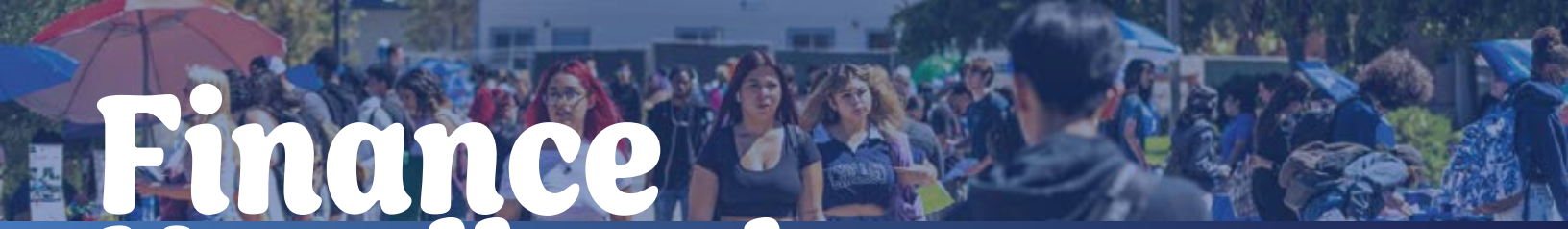
1. New clubs can only request up to $500 from ICC Club Support

Allowable Expenditure for Fund 71

All expenses from Fund 71 must abide by Fiscal Crisis & Malmanagement Team (FCMAT) and all El Camino Board and Administrative Policies. Please see a summarized list below from FCMAT:

- Magazines and newspaper subscriptions for student use
- Playground equipment
- Library Books
- Supplemental equipment for student use that is not normally provided by the school entity, such as telescopes and aquariums
- Field trips/ excursions and outdoor education/ science camps
- Extracurricular athletics cots, including costs for ticket sales, game officiating and security
- Costs for student social events
- Scholarships (under specific circumstances)
- Awards (trophies, plaques, medals, badges, pins and flowers for students only

When using these funds, ask youself what is the educational benefits of the purchase and how does it help the student body?



Finance Handbook

Unallowable Expenditures for Fund 71

All expenses from fund 71 that are unallowable can be found on the Fiscal Crisis & Malmanagement Team (FCMAT) manual. Please see a summarized list below from FCMAT below

- **Salaries or supplies that are the responsibility of the district**
  - **Expenditures that are the responsibility of the district, paid for by the district in the past, or items, services, or staff due to budget cuts will not be approved. This also includes salaries, office supplies, and equipment.**
- **Permanent Buildings**
  - **The construction of permanent buildings or repairs or maintenance of existing buildings are viewed as the responsibility of the district and therefore not allowed.**
- **Articles for the personal use of district Employees**
- **Expenses for staff meetings**
- **Expenses for faculty meetings**
- **Expenses for booster clubs, foundations, auxiliary organizations and other parent-teacher organizations**
- **Large awards (Unless board policy states otherwise)**
- **Gifts of any kind**
  - **Donations to other organizations or individuals using student activity fee funds is seen as a gift of public funds, therefore is not allowed.**
- **Employee appreciation gifts or meals**
  - **The ASO will not fund appreciation events, gifts, meals, etc. that solely benefit employees of the district. ASO funds are intended to be spent directly on students of the college.**
- **Employee clothing/attire**
- **Donations to other organizations except in special circumstances**
- **Donations to families or students in need**
- **Cash awards to anyone**

Finance Handbook

Allowable Expenditures for Fund 72

All expenses from fund 72 must be used for things for student advocacy. The student representation fee provides support for student government representatives who are presenting positions and viewpoints to representatives, offices, and agencies of local, district, and state governments. Please see a summarized list below:

- Provide effective student representation and participation in state-level community college shared governance and with governmental affairs representatives
- Leadership and advocacy training, awareness and information
- Attendance at conferences and meetings of student-centered, non-partisan organizations
- Advertisements consisting of information about legislative issues of interest to the student body
- Travel expenses for lobbying and/or advocacy of students
- Purchasing of equipment and supplies used for lobbying and/or advocacy
- Hosting non-partisan conferences or meetings on legislative issues
- Attending legislative activities like the SSCCC General Assembly
- Visiting the offices of local and state elected officials

Unallowable Expenditures for Fund 72

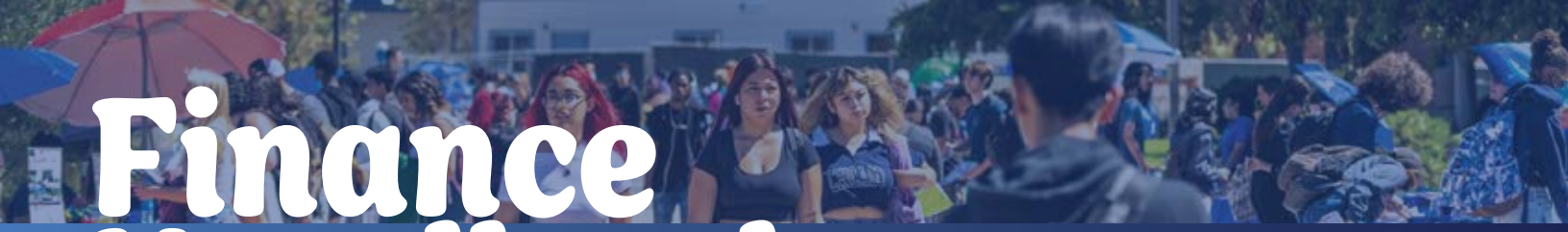
All expenses from fund 72 must be used for student advocacy. If it does not fall under the summarized list for allowable expenditures on page 4 of the finance handbook, it is not allowed.

Allowable Expenditures for Fund 81

All expenses from club Fund 81 must abide by Fiscal Crisis & Malmanagement Team (FCMAT) and all El Camino Board and Administrative Policies. Please see the list of allowable expenses from Fund 71

Unallowable Expenditures for Fund 81

All expenses from Fund 81 that are unallowable can be found on the Fiscal Crisis & Malmanagement Team (FCMAT) manual. Please see the list of unallowable expenses from Fund 71



Finance Handbook

Revenue/ Income

This section details how the ASO, ASO Funded Programs, ICC, and all student clubs can collect revenue that fall is line Fiscal Crisis & Malmanagement Team (FCMAT) manual and all El Camino Board policies.

Forms of Payment of Revenue

Cash and checks are the preferred forms or receiving revenue for ASO, ASO Funded, ICC, and student clubs. Zelle can also be used. For Zelle, please contact atran@elcamino.edu a week before event so it can be activated.

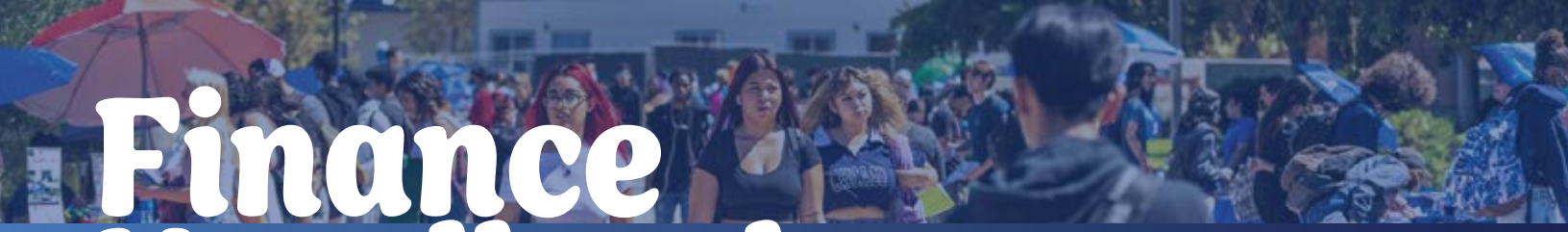
Procedure to collect cash or checks

1. Go to the Student Life and Development Office (COMS 103)
   a. If you are collecting cash or check for an event, request a cash box
   b. At the event, the person in charge of the cash box must maintain a record of who made the purchase and how much was received.
   c. At the end of the event, the cashbox must be returned to the SLD Office with the record of how much was received.
   d. Someone in the SLD Office will bring the money to the Cashiers Office and deposit it into the proper account.
   e. A confirmation email from atran@elcamino.edu will be send when it is dropped off. A separate email will be sent when funds have been posted.
2. If it is a one-time cash or check deposit, drop it off at the SLD Office.
   a. Someone in the SLD Office will give you a receipt.
   b. A confirmation email from atran@elcamino.edu will be send when it is dropped off. A separate email will be sent when funds have been posted.

Procedure to collect funds through Zelle

1. Contact atran@elcamino.edu or 310-660-3500 ext. 3507 seven days before event to get account information.
   a. If a last-minute request is needed, contact atran@elcamino.edu

- Further instructions will be provided by atran@elcamino.edu



Finance Handbook

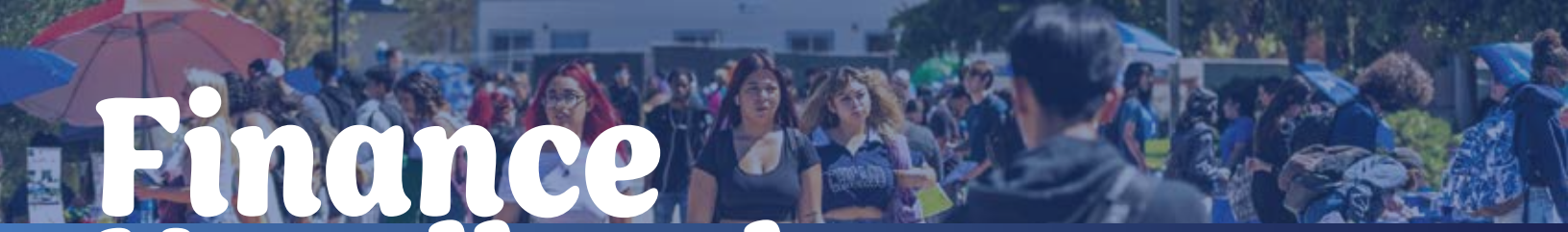
Allowed Revenue Practices for Fund 71

All revenue generated from Fund 71 that are allowable can be found on the Fiscal Crisis & Malmanagement Team (FCMAT) manual. Please see a summarized list below from FCMAT below.

- Athletic Events
- Admission Fees
  - Clubs are permitted to charge admission fees for their events. Revenue must be deposited into their club account immediately following the event through the SLD Office.
- Concession Sales
- Entertainment
- Advertising
- Fundraisers
- Publications
- Student Stores
- Cultural events/ international fairs
- Book Fairs
- Dances
- Merchandise Sales
- Scholarships and trusts
- Gifts and grants
- Interest earned
- Sale of surplus items
- Club Dues
  - Collection of Student dues must be written in the Student Club's constitution. Constitutions are kept on record with the SLD Office.
- Donations from off-campus organizations and entities
  - Donations must be deposited directly into ASO, ICC, or student club account. Checks can be mailed to the ECC Business Office.

Allowed Revenue Practices for Fund 72

Revenue for fund 72 is restrictive. If any type of revenue is raised, all funds in fund 72 must be used for Advocacy.



Finance Handbook

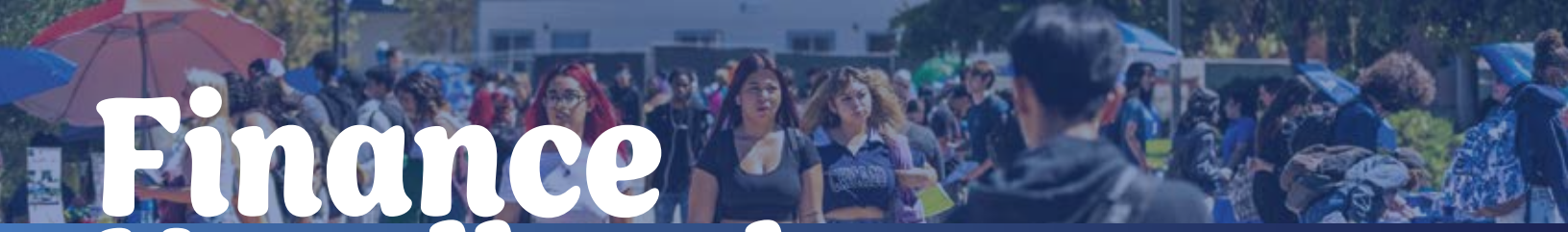
Allowed Revenue Practices for Fund 81

All revenue generated from Fund 81 that are allowable can be found on the Fiscal Crisis & Malmanagement Team (FCMAT) manual. Please see the list of allowed revenue practices from Fund 71.

Unallowed Revenue Practices for Fund 81

Unallowed revenue practices can be found Fiscal Crisis & Malmanagement Team (FCMAT) manual. Please see the summarized list below.

- Raffles or games of Chance
- 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 A MISDEMEANOR TO SELL TICKETS, AID AND ADVERTISE LOTTERIES (Section 321, 322, and 323)
- Activities that pose a liability, safety, or risk concerns. (Unless El Camino Risk Management Approves)
  - Mechanical or animal rides
  - Use of darts, arrows, or other weapons
  - Objects thrown at people
  - Use of Water tanks which a person is dunked
  - Destruction of cars or similar objects with hammers
- OFF CAMPUS ACCOUNTS
  - UNDER ANY CIRCUMSTANCE, ASO, ASO FUNDED PROGRAMS, ICC, AND STUDENT CLUBS ARE NOT ALLOWED TO HAVE ANY OFF-CAMPUS BANK ACCOUNTS, SLUSH FUNDS, OR PETTY CASH.
    - ANY DISCOVERY OF OFF CAMPUS ACCOUNTS NOT THROUGH STUDENT LIFE AND DEVELOPMENT OFFICE IS SUBJECT TO DISIPLINE.



Finance Handbook

Setting the Fiscal Year Budget

Associated Students Organization Fund 71

The ASO operating budget is set in the summer before the start of the academic year. The ASO Finance committee, consisting of ASO leaders, advisors, and El Camino Fiscal Office crafts the approves the budget with an official ASO Finance meeting. The ASO Senate must approve the budget through the senate meeting before any expenditures can occur.

ASO Funded Programs Fund 71

ASO Funded Programs receive an allocated budget from ASO every year. At the beginning of every Spring Semester, a form will open up for programs to request for ASO funding. Once the form is filled out in its entirety, the program will present to ASO at one the Finance Committee Meetings and will voted on by Senate.

- Funding is based on previous funding and program reports. New programs wishing for funding do not have to fill out program reports.

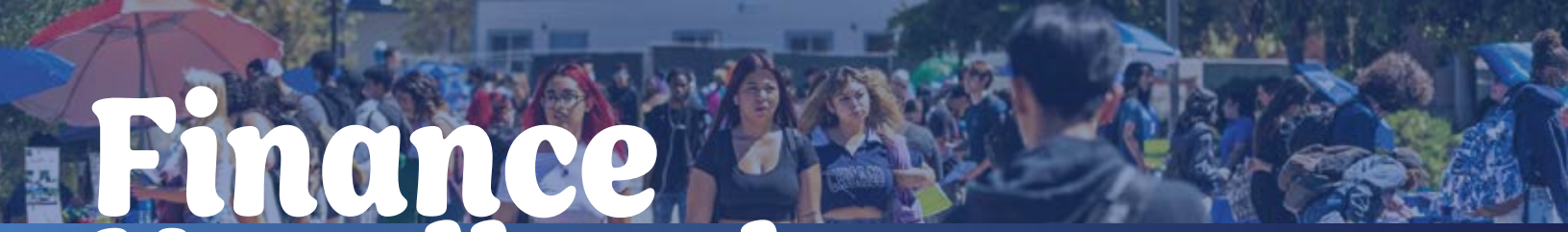
Interclub Council (ICC) Fund 71

The ICC budget is set in the summer before the start of the academic year. ICC members attend the ASO Finance meeting and get an allocation drafted with the ASO. Once it has been drafted, the ASO Senate will vote to approve.

Student Clubs Fund 81

Student Club accounts roll over year to year. Each student club should have a revenue and expenditure account. If you think your club does not have either, please contact atran@elcamino.edu. Only the Student Club President, treasurer, and advisor are granted access to account information.

- New Student Clubs are entitled to request funds from the ICC Club support account.
- ·Each ACTIVE club, as defined in Article II Section 3, is eligible to request funds from I.C.C. Club Support account. Each registered, INACTIVE club is eligible to request funds from I.C.C. Club Support Account within a $500 limit for the semester if they attend every General ICC Meeting of the current semester. Each club requesting funding will be required to state their inactive status at the time of the request.
- All budget requests must be made at least 2 weeks advance to the ICC Cabinet Meetings.



Finance Handbook

Payment Requisition Form

The Payment Requisition Form can be found in the Resource Page

Any expenditure from fund 71, 72, and 81 must fill out the Payment Requisition Form. This section will explain and guide you to fill at the form properly.

- **ALL ASO, ICC, and STUDENT CLUBS MUST HAVE SIGNED MINUTES ATTACHED TO THE FORM**
- **All Minutes have an agenda item number**
- **REIMBURSEMENT EXPENDITURES SHALL ONLY BE USED UNDER EMERGENCY CIRCUMSTANCES**
  - **ONLY THE ADVISOR CAN SUBMIT FOR REIMBURSEMENT**
  - **A REIMBURSEMENT TO EMPLOYEE FORM MUST BE FILLED OUT ALSO which is seen below**

El Camino Community College District

Reimbursement To Employee

(Use this form to obtain Dean/VP Approval Prior to making a purchase for reimbursement)

Requester Name
Requester Email
Date

Dept. Ref #
Employee ID#

Vendor/Payee Information

Name
Address
City, State, Zip
Website

Budget Approved ◯ Yes ◯ No

Amount	Fund	Object	Program	CEA	Dept
$ 0.00	Total Amount				

Please explain why a requisition for a Purchase Order cannot be submitted for this expenditure.

Please state the Business Purpose and Justication for the expenditure and how it benefits the college.

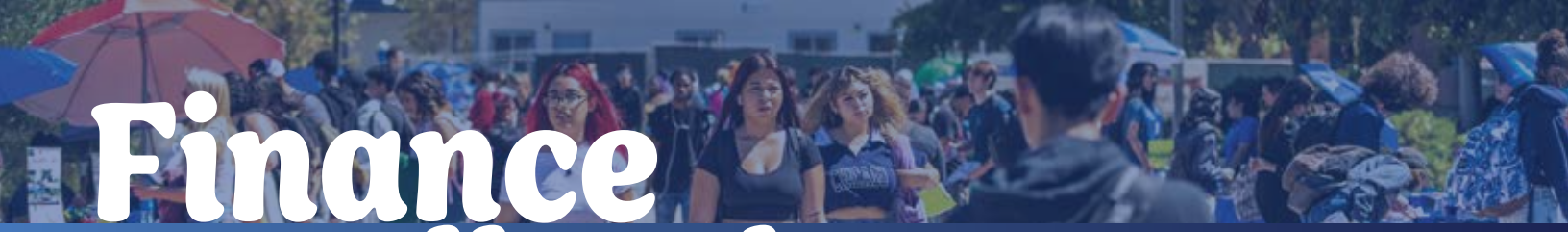
Please state the item descriptions or the expenditure being requested and include website link if available.

Requester Signature
Date

Dean/VP Name
Dean/VP Signature
Date

* Prior approval from Budget Administrator is required for reimbursement.
* Submit this form with requisition documentation.

- **Please Contact atran@elcamino.edu if accommodations must be made for reimbursement**
- **Please allow 5-10 business days to process the Payment Requisition form**
- **ASO programs are expected to follow the purchasing department's expectations**
  - **ASO FUNDED PROGRAMS MUST FILL OUT PAYMENT REQUISITION FORM IN ADDITION TO THE REQUISITION**



Finance Handbook

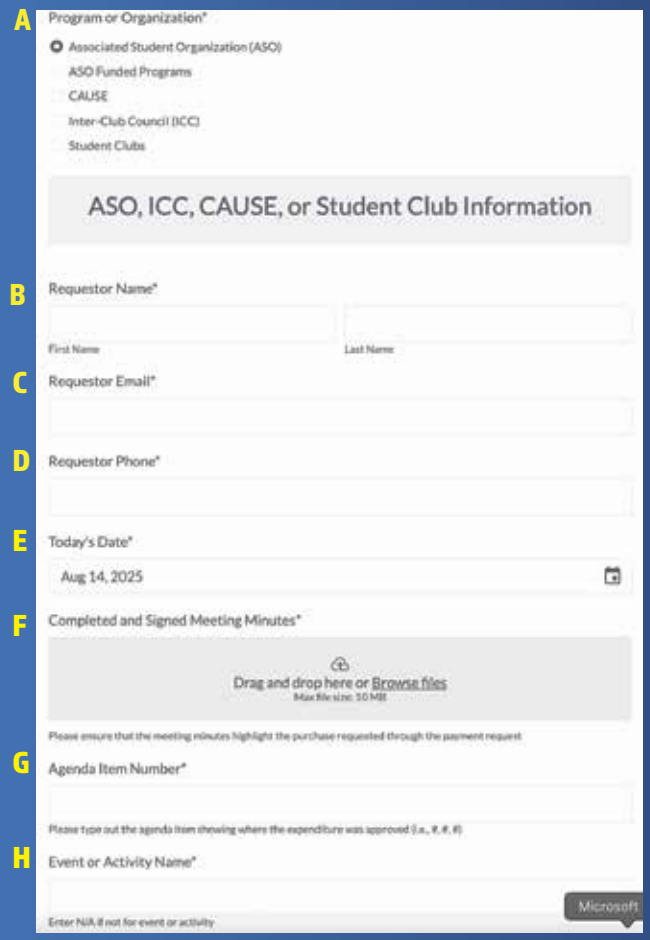
How do I complete form?

1. **Pick the Program or organization. There are 5 options**

Program or Organization*

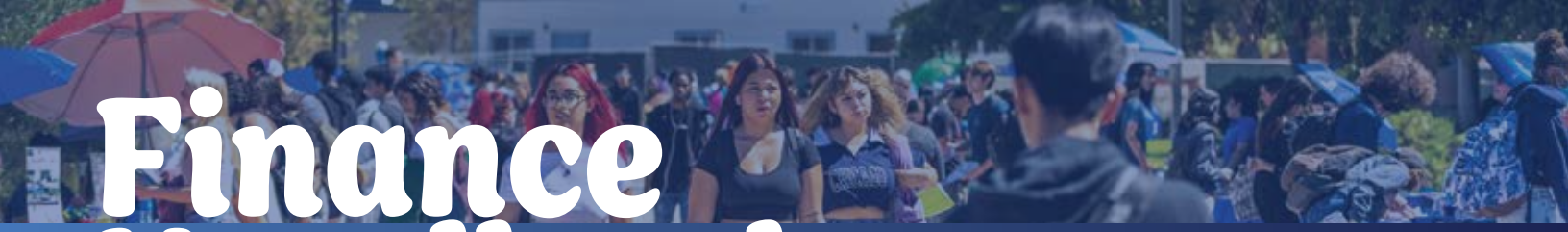
- Associated Student Organization (ASO)
- ASO Funded Programs
- CAUSE
- Inter-Club Council (ICC)
- Student Clubs

a. **ASO Funded Programs for is a little different**
b. **ASO Funded Programs requires Colleague Screenshots and Req Number**



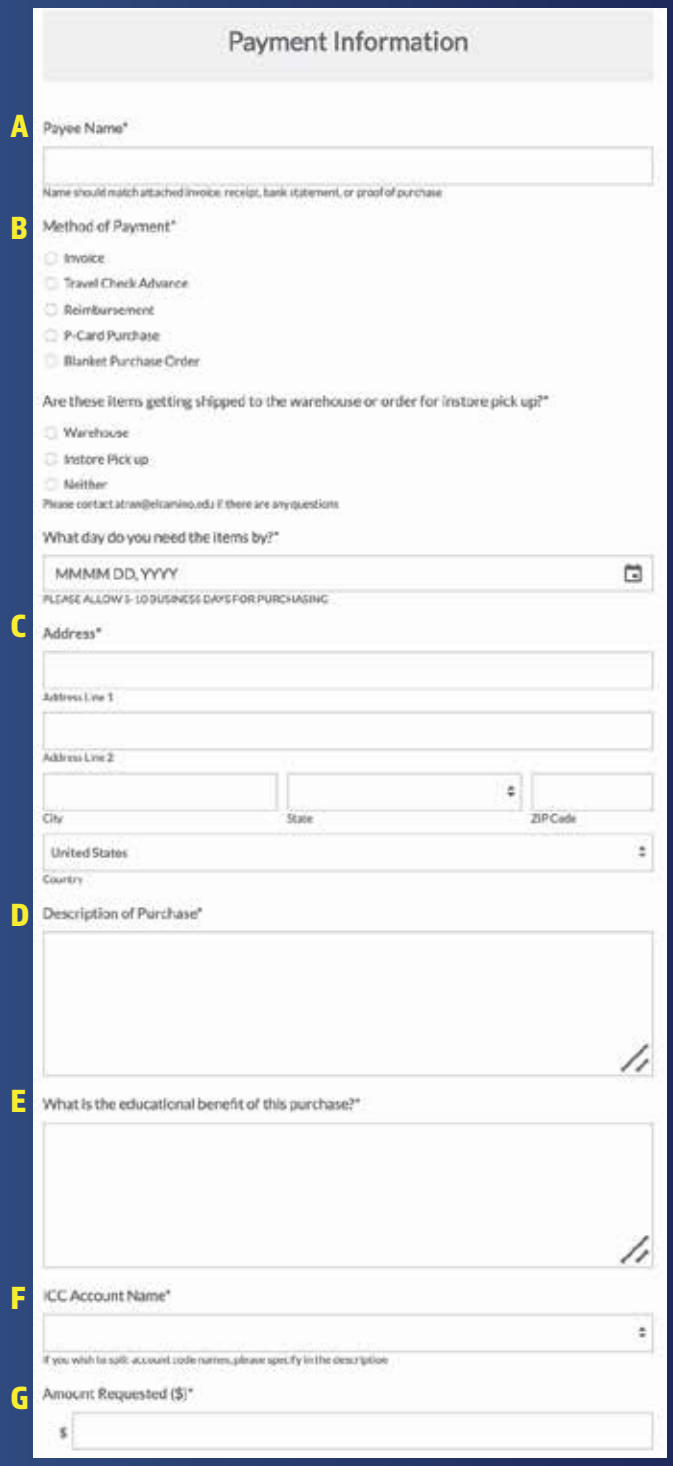
2. Fill out general information below

A. **Program or organization- Select Program**
B. **Requester First & Last- The person filling out the form**
C. **Requester Email- Your email address**
D. **Requester Phone- Your phone Number**
E. **Todays Date- Date should automatically populate**
F. **Complete and Sign Minutes- ATTACH YOUR MEETING MINUTES as a PDF (ASO FUNDED PROGRAMS DOES NOT NEED TO DO THIS (Meeting Minutes template can be found here)**
G. **Agenda Item Number- The item number on your meeting minutes**
H. **Event or Activity Name- The event or activity name. If not for event put N/A**



Finance Handbook

A. Payee Name- The people we are paying
B. Method of Payment- The form of payment in which we are paying
   1. Invoice- Vendor sends invoice and we send a check
   2. Travel Check Advance- Ask for this if going on a trip and need money for per diem so we do not have to do a reimbursement.
   3. Reimbursement- ONLY IN EMERGENCIES
   4. P-Card Purchase- Select this if you know the item has to be paid with a P-Card
   5. Blanket Purchase order- Use this if you want a BPO set up
C. The Address of the vendor
D. Description of purchase- Describe what the purchase is
E. What is the educational benefit of the purchase? - Describe the educational benefit of the purchase
F. Account Number- Account string to purchase
   1. If it is a student club, manually type in your club account number. Please contact



Payment Information

A Payee Name*

Name should match attached invoice, receipt, bank statement, or proof of purchase

B Method of Payment*

- Invoice
- Travel Check Advance
- Reimbursement
- P-Card Purchase
- Blanket Purchase Order

Are these items getting shipped to the warehouse or order for instore pick up?*

- Warehouse
- Instore Pick up
- Neither

Please contact atran@elcamino.edu if there are any questions

What day do you need the items by?*

MMMM DD, YYYY

PLEASE ALLOW 5-10 BUSINESS DAYS FOR PURCHASING

C Address*

Address Line 1

Address Line 2

City | State | ZIP Code

United States

Country

D Description of Purchase*

E What is the educational benefit of this purchase?*

F ICC Account Name*

If you wish to split account code names, please specify in the description

G Amount Requested ($)*

$

Finance Handbook

H

Invoice, Cart Screenshot, Receipts *

Drag and drop here or Browse files
Max file size: 10 MB

I

Is this the first time the individual or vendor has provided a service for the college this fiscal year?*

- Yes
- No
- Unsure

Please contact atran@elcamino.edu if there are any questions

H. Invoice, cart screenshot, receipts

i. If invoice is selected attach the invoice
ii. If travel check advance is selected, please provide a breakdown of how much the check needs to be
iii. If reimbursement attach the receipts, credit card statement, or screenshot of your bank statement showing that it was paid for. Also attach the reimbursement form.
iv. If P-card is selected, attach the cart of what you want to buy
v. If BPO attach a word doc with the amount needed for BPO

I. Is this the first time the individual or vendor provided a service this fiscal year?

i. Yes- Please request a W-9 and send to atran@elcamino.edu. If you need assistance with the W-9 please contact atran@elcamino.edu. Attach the W-9
ii. No- Select this if we have used the vendor be
iii. Unsure- Select this if you are lazy or do not know. Or select it if you are really unsure

Finance Handbook

Payment Requisition Form Appoval Process

All Payment requisition requests will go through the proper approval process as outlined in the ASO Constitution. If there are any issues or concerns with submitted requests, please contact atran@elcamino.edu
If the form is filled out incorrectly, an approver or designee will contact you for additional information and clarification.

Associated Student Organization

SDO Accounting Assistant → ASO Director of Finance → SDO Director → Fiscal Office Designee

ASO Funded Programs

Division Dean or Administrator → ASO Director of Finance → SDO Director → Fiscal Office Designee

Inter Club Council

SDO Accounting Assistant → ICC Director of Finance → SDO Director → Fiscal Office Designee

Student Clubs

SDO Accounting Assistant → SDO Director → Fiscal Office Designee

Finance Handbook

Purchasing and Receiving Process Timeline

After the Payment Requisition form has been submitted, please allow 5-10 business days to process. PLEASE PLAN AHEAD. The Purchasing team in fiscal will take the necessary steps to purchase the items.

Shipping times for items depend on multiple factors outside the district's control and purview. Therefore, the Student Development Office and Fiscal Offices are not able to provide exact dates. The Student Life and Development Office can give you a best guestimate.

1. All items that are purchased have to be shipped and received by the El Camino College Warehouse at 3400 Manhattan Beach Blvd Torrance, CA 90506
2. The El Camino College Warehouse team will confirm that all items were received
3. The Items from the warehouse will then be delivered to the Student Life and Development office. From there, a staff member from SLD will contact the person that the item is ready to be picked up.

All purchased items must be shipped and received by the El Camino Warehouse. Items are not allowed to be shipped to any other address.

Preferred Vendors

Shipping times are largely dependent on vendors. Preferred vendors are vendors that were used in the past by and could have quicker shipping times than using new vendors.

Please note you do not have to use these vendors. If you want to use a different vendor please contact atran@elcamino.edu for assistance.

Food Guidelines

All El Camino College entities ARE REQUIRED TO CONTACT PACIFIC DINING AT CATERING@ELCAMINO.EDU for first right of refusal before purchasing any food off campus unless:

1. Food purchased at restaurant is less than $500.00
2. Food is pre-packaged and shelf stable
    a. Things such as chips, candy, pretzels, etc.

PACIFIC DINING is THE official catering company that serves El Camino

Finance Handbook

Apparel, Branded Items, Promotional

Vendor	Minimum $50	City State
BrandInk	Yes	Irvine CA
Brown and Bigelow	Yes	Eagan MN
BSN Sports	Yes	Dallas TX
Dancewear Solutions	No	St. Louis MO
The Promotions Department	Yes	Torrance CA

Printing Services

Vendor	Minimum $50	City State
El Camino Copy Center	No	Torrance CA
Classic Litho & Design	No	Torrance CA
Platon Digital Graphics	Yes	Los Angeles CA

Office Supplies

Vendor	Minimum $50	City State
Complete Office	Yes	Cerritos CA
Uline	Yes	Chicago Il
Office Depot	No	Torrance CA
Staples	No	Torrance CA

Electronics

Vendor	Minimum $50	City State
B & H Photo Video	No	New York NY
Best Buy	Yes	Hawthorne CA
Golden Star Technology	Yes	Cerritos CA
Newegg	Yes	City of Industry CA
Samy's Camera	Yes	Los Angeles CA

Awards

Vendor	Minimum $50	City State
Thompson Trophy	Yes	Gardena CA

Travel

Vendor	Minimum $50	City State
Away We Go Travel	Yes	La Habra CA

Misc

Vendor	Minimum $50	City State
El Camino College Bookstore	No	Torrance CA
Amazon	No	Seattle WA
Costco	No	Hawthorne CA
Home Depot	No	Gardena CA
Target	No	Gardena CA

Food

Vendor	Minimum $50	City State
Pacific Dining	Yes	Torrance CA
Chick Fil A	No	Gardena CA
Chicken Maison	No	Gardena CA

Finance Handbook

Process to order from Pacific Dining

1. Browse the Pacific Dining Food Menu
2. Contact Pacific Dining at catering at catering@elcamino.edu for a quote
   - If you need assistance, please contact one of the SDO Advisors: tstrohl@elcamino.edu or atoney@elcamino.edu
   - If catering is for an event, please submit an event proposal form 2 weeks before
3. Submit final invoice through PaymentRequisitio Formstack

Process to order from a Different Vendor

Please note you are allowed to order from different vendors if the proper procedure is followed

For Food Purchases More Than $500.00

1. Obtain a quote from the off campus vendor
2. Request the following documents from the vendor
   a. Copy of Business License
   b. W-9
   c. Copy of Liability & Workers Comp Insurance showing that El Camino College District is covered
      - This is if they are coming on campus to cater.
3. Complete a Food Exemption Form
4. Submit the Food Exemption Form and all other documents to catering@elcamino.edu for approval.
   a. Please remember to submit event proposal form 2 weeks before event
5. Once Pacific Dining approves, please work with atran@elcamino.edu to work on paying vendor
6. Submit Payment Requisition Formstack

Finance Handbook

Closing out the Fiscal Year

The accounting assistant will assist in closing out the fiscal year for all ASO, ICC, and student club expenditures at the end of the year.

FOR ALL ASO FUNDED PROGRAMS

1. YOU ARE RESPONSIBLE FOR CLOSING OUT YOUR REQUISTIONS, PURCHASE ORDERS, BLANKET PURCHASE ORDERS IN COLLEAGUE AT THE END OF THE FISCAL YEAR.
2. THE ACCOUNTING ASSISTANT WILL MONITOR ALL EXPENSES AND EUCUMBRANCES AT THE END OF THE FISCAL YEAR. IF PROPER CLOSING PROCEDURES ARE NOT FOLLOWED IT WILL AFFECT WHETHER OR NOT YOU GET FUNDING FOR THE FUTURE.

Travel Expenses

ASO, ASO Funded Programs, ICC, and student clubs typically travel for conferences, off campus events, and miscellaneous trips. Policies and procedure regarding student travel can be viewed in more detail in the El Camino College Board and Administrative Policies (AP 3400 & AP 7400)

Please work with student development advisors to plan travel. All fiscal pieces will be handled by the accounting assistant

Reporting Expenses

Below are the expenses that must be reported

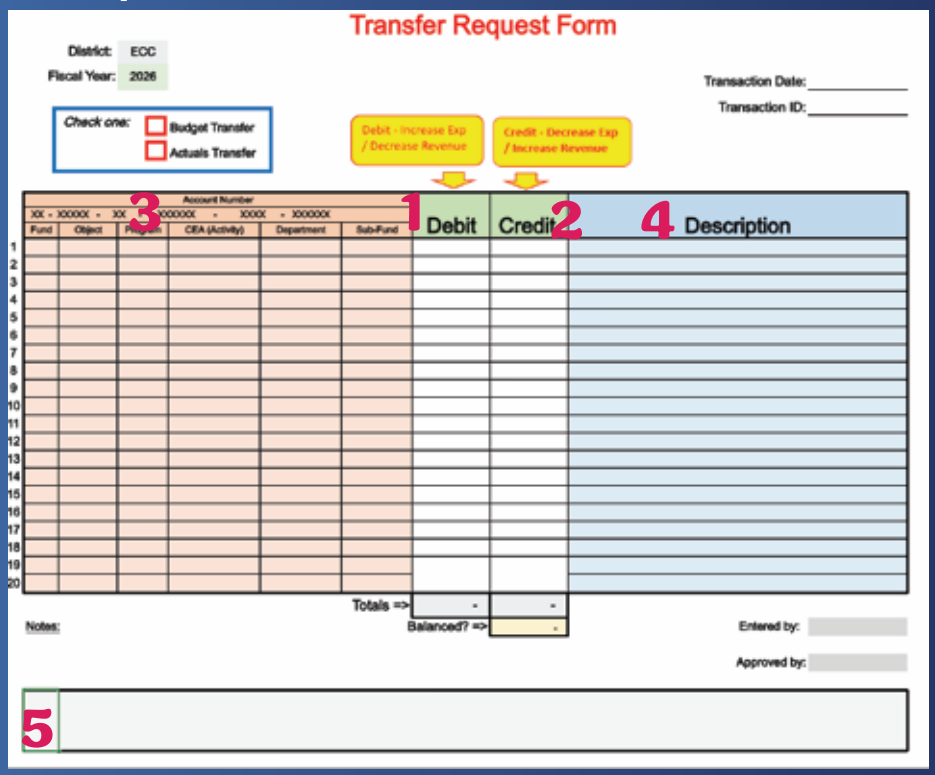
1. Airfare
   a. All Airline tickets will be booked through Away We Go Travel
2. Hotel & Lodging
3. Meal/ Per Diem
   a. Please submit for payment requisition Formstack request for a check advance for all travel with a breakdown of meals
   b. Per Diem Rates can be found here
   c. Please return all receipts and all unused funds to the SLD Office
4. Registration Fees
5. Transportation
6. Incidentals
7. Miscellaneous travel expense

Finance Handbook

Budget Transfer

In order to cover expenses, ASO, ASO Funded Programs, and ICC may need to complete budget transfers from one account to another. For all ASO and ICC requests, please contact atran@elcamino.edu

For ASO Funded Programs, please see the instructions below on how to complete the Budget Transfer Request Form.



Transfer Request Form

District: ECC
Fiscal Year: 2026

Transaction Date: _____
Transaction ID: _____

Check one: ☐ Budget Transfer ☐ Actuals Transfer

Debit - Increase Exp / Decrease Revenue

Credit - Decrease Exp / Increase Revenue

	3 Account Number						1 Debit	2 Credit	4 Description
	XX - XXXXX - XX	XXXXXX - XXXX - XXXXXX							
	Fund	Object	Program	CEA (Activity)	Department	Sub-Fund			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
						Totals =>	-	-	
						Balanced? =>		-	

Notes:

Entered by:

Approved by:

5

1. Identify the amount that the money will be transferred into (DEBIT)
   a. Enter the amount in the Debit Column
2. Identify the amount that the money will be taken out off (Credit)
   a. Enter the amount in the Credit Column
3. Fill in the account string under Account number
4. Fill in the description
5. Fill out the notes box with another description
   - ASO Funded programs please send to you Department Dean for approval.
   - Once the Department Dean has signed, please send to atran@elcamino.edu and rigonzalez@elcamino.edu for review
   - From there they will submit to fiscal services for the transfer

PUBLICITY

Purpose:

This handbook outlines guidelines and procedures/recommendations for the use of social media by student organizations in alignment with best practices across student life programming. The objective is to promote responsible and effective use of social media platforms to enhance communication, engagement, and community building within the college environment.

General ECC Clubs Social Media Policy Overview:

All content placed on ECC-affiliated sites must be public information related to ECC programs, services, students, faculty, or ECC sanctioned activities.

Content must comply with state and federal laws and regulations, including those related to protecting intellectual property rights and personal privacy.

Content must also comply with each online platform's posting policies. Be aware that online platform policies change frequently and with little or no notice. As an editor/content creator, it is your responsibility to stay up to date.

Non-authorized use of El Camino College's name and logo is prohibited. Permission to use the College's name or logo shall be approved by the Office of Student Life and Development & Marketing and Communications

Students are responsible for the content they post to social media. The College will neither indemnify students for anything they post on social media nor restrict speech on social media not associated with the College. However, all College policies and procedures apply to student activities on social media associated with the College. Violations of College policy or procedure taking place on social media are generally subject to the same penalties as if the violation had occurred on campus.

PUBLICITY

Registration of Social Media Accounts

Student organizations are encouraged to notify the Office of Student Life and Development when creating social media accounts. While registration is not required, completing the notification form helps the Office provide organizations with resources, guidance, and potential promotional support. Registration should include the following:

- Name of the organization,
- Primary faculty administrator(s) of the account, along with contact information (Name, email, work ext./phone number, ECC ID#)
- the primary student administrator on the account, along with contact information (Name, email, phone number, ECC ID#)
- URLs or handles of social media accounts
- the platforms on which the organization intends to operate (usernames & passwords)
- Please note, student organization/club based social media accounts should not be associated to an @elcamino.edu account.

It is recommended that any changes to the registered accounts or administrators be communicated to the Office of Student Life and Development.

Social Media Management

Access to social media accounts will be designated student administrator from the respective student organizations. It is highly recommended that advisors and students work collaboratively when creating social media content and share responsibility for overseeing and managing the content posted on these accounts.

Please be reminded that the social media accounts of student clubs and organizations are not personal accounts. These accounts are intended to represent your organization.

PUBLICITY

Best Practices for Social Media

1. Accuracy and Authenticity: Ensure that all information shared on social media platforms is accurate, truthful, and representative of the values and mission of the college and the respective student organization.
2. Respect and Civility: Foster an environment of respect and civility in all interactions on social media. Avoid engaging in or promoting any form of harassment, discrimination, or hate speech.
3. Professionalism: Maintain a professional tone and demeanor in all communications. Refrain from using language or imagery that may be deemed offensive, inappropriate, or unprofessional.
4. Confidentiality: Respect the privacy and confidentiality of individuals and sensitive information. Refrain from sharing personal or confidential details without appropriate consent.
5. Engagement and Responsiveness: Regularly monitor social media platforms for comments, messages, and mentions related to the organization. Respond promptly and courteously to inquiries, feedback, and concerns from followers and community members.
6. Copyright and Intellectual Property: Ensure that all content shared on social media platforms complies with copyright laws and respects the intellectual property rights of others. Obtain necessary permissions before using or reposting content created by others.

PUBLICITY

Social media is all about connecting with others, and your engagement can help build a vibrant community. Welcome new followers, respond to comments, and share useful information or resources when you can. This interaction will encourage people to return and stay engaged.

As a student club and/or organization, remember that your posts reflect not only on you but also the club. It's important to double-check your sources, facts, grammar, and spelling before sharing anything. Your audience relies on you to provide accurate information about your club. If you make a mistake, don't worry, correct it promptly and transparently. This approach will help you earn respect and trust within the online community.

Always take a moment to think about how your post might be received by the public. If something wouldn't be appropriate in a face-to-face conversation, on the phone, or in another setting, it's probably not suitable for club social media platforms. Keep in mind that our community includes people from around the world, so what you post locally can have a global impact.

Remember, what you post online can live on for a long time, as search engines can retrieve content years after it was originally shared. So, when in doubt, it's okay to hold off on posting. We encourage authenticity, but also professionalism, in your online interactions. Be mindful of how your words might affect potential students or the community. While it's natural to encounter different opinions, we aim to keep discussions respectful and avoid personal attacks. Criticizing others or institutions can reflect poorly on your club and may create unnecessary conflicts.

Finally, stay vigilant about the security of your social media accounts. As your audience grows, so does the potential for unauthorized access. Regularly monitor your sites to ensure everything remains secure and positive.

PUBLICITY

Enforcement:

- Violation of this social media policy may result in disciplinary action, up to and including the revocation of social media privileges for the offending student organization. The Office of Student Life and Development reserves the right to investigate reports of misconduct and enforce appropriate sanctions in accordance with college policies and procedures.

Review and Revision:

- This social media policy will be periodically reviewed and updated as necessary to reflect changes in technology, best practices, and regulatory requirements. Feedback and suggestions for improvement are encouraged and should be directed to the Office of Student Life and Development.

Approval:

- This social media policy for student organizations at El Camino College is hereby approved by the Office of Student Life and Development. It shall be effective immediately upon issuance.

E-mail

El Camino College Student clubs and organizations can request an El Camino College email address.
This also grants the student club or organization the opportunity to utilize the available Microsoft Office 365 software. Newly chartered student clubs must request a student club or organization
email from the SLD once the club is registered. They can be reached at sdo@elcamino.edu
The student club and organization El Camino College email address and the club advisor's email

Publicizing through Email

Student clubs and organizations can publicize their club events and meetings to listservs previously collected by the club or organization. In addition, club advisors can send emails to El Camino College contact lists that they have access to. The SLD Office, student clubs, and organizations do not have access to campus email groups of El Camino College.

PUBLICITY

Please see below for processes regarding publicity for student club and organization events and meetings, as well as campus resources available for student clubs and organizations.

Flyers

Flyers for student club and organization events and meetings must be submitted with the Event and
Meeting Proposal Form via Engage. The Event Proposal Form is due at least 2 weeks prior to the event.
[The SLD office will review and give final decision.]

FLYERS MUST INCLUDE THE FOLLOWING INFORMATION:

- Name of Event
- Date and Time
- Location
- "El Camino College" must be listed on the flyer
- Student club or organization name
- Short description, include at least one sentence that describes the activity
- Event Contact information such as an email address and/or phone number
- Accessibility/Accommodations Request:
  - Accommodations: El Camino Community College District encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided,please email as soon as possible, but no later than seven days prior to the event.

FLYERS MUST NOT INCLUDE:

- Inappropriate images or language
- Copyrighted images or language
- Images of people without their written consent

Posting Flyers

All student club flyers and posters posted on-campus must be approved by the Student Life and
Development Office. Approved flyers and posters will receive an approval stamp.

- When posting flyers or posters with tape, please only use blue or white painters tape. Other tapes that may damage the paint or surface of college property are notallowed.

PUBLICITY

Sandwich Boards

The Student Development Office has limited A Frames available for student clubs and organizations to utilize in publicizing their events or meetings. A Frames are available by reservation.
Please fill out the A Frame ad Canopy Request Form 🔗 found on the Student Life and Development Office page on Engage for availability and rental.

A Frames must be returned on the date agreed upon by the student club or organization and the
Student Life and Development Office. Failure to return the sandwich boards by the agreed upon date may result in the loss of privilege of utilizing sandwich boards for the student club or organization and charged for lost/damaged sandwich boards.

- All student club or organization flyers and posters must be removed within 1 week after the event or meeting has concluded. Publicity materials not removed within the allotted period after the event or meeting may affect the club's ability to host future activities and events.

Student Life and Development Office and Student Activities Center

The Student Life and Development (SLD) Office has available space for student clubs and organizations to post their publicity materials.
Please check-in with the SLD Office for available posting areas within the office and Student Activities Center.

Posting Inside or Outside of On Campus Buildings

Campus buildings and divisions in El Camino College may allow student clubs or organizations to post publicity materials within their buildings.
Please check in with the division office for approval before posting in designated areas. Make sure that as a club you take the flyer that has the SDO approved stamp as if it does not, your flyer may get denied posting privileges.

- You can find more information regarding El Camino's guidelines and policies in the Supporting Documents section of this handbook.

CLUB DISCIPLINE HANDBOOK VIOLATIONS

Standards for Student Club and Organizational Conduct

The College is committed to maintaining a safe and healthy living and learning environment for students, faculty, staff, and administrators. Recognized student clubs and organization behavior that is not consistent with the conduct and expectations outlined in the ASO/ICC Handbook is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences

Student Organization Member Responsibilities

1. Members of recognized student clubs and organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their club or organization, the College, and the District; to be civil to one another and to others in the campus community; and to contribute positively to student and college life.
2. The Student Life and Development Office outlines these expectations in the ASO/ICC Handbook to ensure that all recognized student club and organization officers and members understand and accept responsibility for the actions of themselves, their members, and guests. Members of recognized student clubs and organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their club or organization, the College and the District; to be civil to one another and to others in the campus community; and to contribute positively to student and college life.

Application of these Standards

Jurisdiction

- The Student Life and Development Office will exercise jurisdiction over the conduct of all recognized student clubs and organizations.
- Misconduct by members of a student club or organization will face discipline per the El Camino College District's Board Policy/Administrative Procedure 5500: Student Code of Conduct.
- Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the College, is within the jurisdiction of this Handbook and/or AP/BP 5500, regardless of whether it occurs on or off campus.
- The Student Life and Development Office has responsibility for adjudicating cases based on allegations of misconduct.

CLUB DISCIPLINE HANDBOOK VIOLATIONS

Process

1. Complaint Filed/Incident Reported
   - All complaints shall be submitted via Engage form to the ECC Director of Student Life and Development.
   - The College, through the Student Development Office, will investigate all reports of alleged violations of the Handbook and/or BP/AP 5500.
2. Notice to Student Club or Organization
   - In all cases, the Director of Student Development, or designee, will provide notice to the president and advisor(s) of the student club or organization.
   - The notice shall include:
     i. A description of the alleged violation(s).
     ii. A description of applicable policies.
     iii. A statement of the potential sanctions/responsive actions that could result.
     iv. A requirement for the president or advisor to meet with the Director of Student Life and Development or designee within ten business days.
       - The failure to contact the Director of Student Development, or designee, within ten business days shall constitute the student club or organization's waiver of their ability to provide a response to the alleged violation(s), and proceeding shall take place as if the student club or organization has not responded.

Interim Actions/ Restrictions

1. Dependent upon the severity of an incident, the Student Life and Development Office may impose interim sanctions on a student club or organization at the discretion of SLD Staff for reasons including but not limited to:
   a. Protect the District or College community from potential threats to health and safety;
   b. Protect any member of the community;
   c. Protect against substantial disruption to campus operation.
2. The Director of Student Life and Development, or designee, will inform the president and advisor of a student club or organization of any interim action/restrictions implemented pending investigation.
3. Interim actions/restrictions are effective immediately.
4. Interim actions/restrictions may include:
   a. Interim Suspension of student club
   b. Interim Restriction of student club

CLUB DISCIPLINE HANDBOOK VIOLATIONS

Investigation, Process, Findings, and Determination

1. The Director of Student Life and Development and/or designee will meet with the president and Advisor of the student club or organization to discuss the allegations.
2. The Director of Student Life and Development or designee may interview the reporting party, persons alleged to have violated the policies, witnesses, the advisor, and other persons having knowledge.
3. The Director of Student Life and Development or designee will then make a recommendation with one of the following findings:
   a. Not Responsible - In these cases, the Director of Student Life and Development or designee has determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of Responsible for the alleged violation(s).
   a. Responsible – The Director of Student Life and Development or designee determines that sufficient evidence exists, by the Preponderance of the Evidence standard, for a finding that the student club or organization is Responsible for the alleged violation(s).
4. If the student club or organization is found Responsible for the alleged misconduct, sanctions will be issues against the student club or organization.

Sanctions

Sanctions for conduct deemed a violation may be imposed on student clubs and organizations responsible for violating the Student Organization Handbook. Sanctions may include, but are not limited to, actions such as:

i. Withdrawal of recognition (Expulsion): Permanent involuntary separation of a student club from the college.
ii. Suspension of recognition: Involuntary separation of a student club from the College for a specified time.
iii. Probation: Designated period during which the student club is given the opportunity to demonstrate the ability to abide by the college's expectations of behavior articulated in the ASO/ICC Handbook. Suspension of specific privileges may occur, including the ability to host social functions, and use club funds may accompany this sanction.
iv. Restriction of privileges: Denial of specified privileges for a designated period, including but not limited to, use of college funds and facilities, and participation in campus activities.
v. Warning/Reprimand: A verbal or written notice of alleged violation.
vi. Restitution for losses: Compensation for loss, damage or injury.

Appeals

All appeals will be referred to the Dean of Student Support Services through the student grievances process.

Hazing

El Camino College is committed to providing an academic environment free of hazing. This procedure defines hazing and sets forth a procedure for the reporting, investigation, and resolution of complaints of hazing. This procedure protects current, former and prospective student.

ECC Definition of Hazing

Hazing- Any intentional, knowing, or reckless act committed against another person regardless of the willingness of such other person to participate, in connection with initiation, affiliation, or continued membership in a student orgnaization, that creates a risk of or causes physical or psychological injury beyond the reasonable risks of normal paricipation in the District or organization.
Hazing may include, but is not limited to: whipping, beating, striking, electronic, shocking; sleep deprivation, exposure to extreme elements, or excessive physical exertion; forced comsumption of alcohol, drugs, or other harmful substances; coerced sexual actss; activities that induce fear of bodily harm or violate local, state, tribal or federal laws.

Who is affected?

ECC Organizations: an organizations at the District in which two or more of the members are students enrolled at the District regradless of whether the organization is established or recognized by the District. A student organization may include a student club, society, association, athletic team, club sports team, fraternity, sorority, band or student government.

Conduct Pertaining to Campus Hazing Incident

Prohibited Conduct: The District prohibits students, student organization, and employees from engaging in, encouraging, or facilitating hazing. The District strictly prohibits retaliation against individuals who report hazing.

Reporting Hazing- Individuals may report hazing using the following methods:

- Immediate Danger: Call 911 or Campus Police at 310.660.3100
- The District will investigate reports of hazing promptly and with confidentiality protected to exent permited by the law.

Hazing

Investigating & Disciplinary Process

Any student, employee or third party who has knowledge of hazing activities or feels they have been a victim of hazing, harassment, intimidation, bullying or menacing is in violation of this policy and should immediately report their concerns to the Director of Student Development and/or submit a incident referral form. Upon receipt of any report of hazing by a student club/organization or student, the following procedures will be enacted.

Step 1

Identify the hazing, harassment, intimidation, or bullying act, include the day, time, location, name of individuals and/or organization involved. All information shall be provided in writing with strict confidentiality of all witnesses.

Step 2

The Director of Student Development, upon receipt of information, will promptly initiate an investigation. All individuals involved in the investigation will be informed regarding issues of retaliation and confidentiality. Furthermore, the club/organization Advisor and/or Dean will be notified of the allegations.

Step 3

Conduct interviews with the victims as well as the students accused of involvement in the hazing incidents. Address the entirety of the club or organization in question. Facilitate the opportunity for members to provide their responses in writing. Ensure that students are informed of the potential for disciplinary action. Consult with former members to ascertain the duration of these activities.

- What type of activities have you participated in for initiation or pledge activities?
- Have you ever been hazed?
- Have you ever been involved in hazing others? If you have, what part did you play?
- Broaden the investigation to other clubs and organizations.

Step 4

Upon the completion of all investigations, a report detailing the incident and the allegations against the student or organization will be disseminated to all parties involved. Appropriate sanctions, if applicable, shall be imposed upon either the student or the club/organization. Should the investigation determine that a student has committed an act of hazing or violated this policy in any manner, the student will be subject to disciplinary actions, which may include, but are not limited to, suspension or expulsion from El Camino College and/or participation in co-curricular or extra-curricular activities. Disciplinary action may also include referral for criminal prosecution.

Hazing

Annual Reporting and Transparency

- The District shall collect and report statistics on hazing incidents in its Annual Security Reports. (See AP 3515 Reporting of Crimes.)
- The District shall publish an annual Campus Hazing Transparency Report on its website. The Campus Hazing Transparency Report will summarize hazing incidents and identify the student organization found responsible for hazing. The District will update this report at least twice per year and maintain the Campus Hazing Transparency Report for five years.

Prevention and Education

The District will provide a comprehensive prevention and outreach program addressing hazing for students, employees, and the college police department. The comprehensive prevention program shall include components on identifying hazing, hazing prevention, and bystander intervention strategies. The District's outreach program shall inform students of the District's policy on the prohibition of hazing and include a process for contacting and informing the student body, athletic programs, and affiliated student organizations about the District's prohibition on hazing.

The District requires all students involved in student organizations, clubs, or athletic teams to complete hazing prevention training annually. Additionally, all employees who advise or oversee student groups must also complete hazing prevention training.

California State Law on Hazing

CRIMINAL PENALTIES FOR HAZING (Section 245.6(c-e))

- A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both.
- Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

STUDENT LIFE & DEVELOPMENT

STUDENT ORGANIZATION POLICIES AND GUIDELINES

EVENT APPROVALS

Planning an Event:

- **Event Proposal:** Submit a Facility Request Form at least 4 weeks in advance for on-campus events. Include event purpose, date, location, and expected attendance.
- **Venue & Logistics:** Reserve facilities and equipment through Student Life and Development. Finalize AV needs and seating arrangements.
- **Marketing Materials:** All promotional content must be approved by the Student Life and Development Office to ensure compliance with campus branding and accessibility standards.
- **Off-Campus Excursions:** Submit Travel Request Forms at least 30 days in advance. Liability waivers are required for all participants.

Event Conduct:

- Follow campus policies regarding space usage, noise levels, and prohibited items.
- Ensure advisors are present at major events to provide oversight.

Timeline for Success:

- **6 Weeks Before:** Identify goals, budget, and resources with your advisor.
- **5 Weeks Before:** Submit necessary forms and draft marketing materials.
- **3 Weeks Before:** Secure approvals for facilities, vendors, and promotional efforts.
- **1 Week Before:** Confirm logistics and conduct a final walkthrough.

FUNDING GUIDELINES

Submitting Funding Requests:

- Use the Check Request Form for event expenses, reimbursements, or purchases.
- Attach itemized budgets, vendor invoices, and justifications for requested funds.

Allowable Expenses: Supplies, guest speaker fees, travel, food, and marketing materials.

Non-Allowable Expenses: Personal gifts, alcohol, or donations to outside organizations.

Deadlines & Processing:

- Funding requests must be submitted 4 weeks in advance. Processing may take up to 2 weeks, depending on ASO, ICC, and Fiscal schedules.

Reimbursement:

- Reimbursement requires prior approval from Student Life and Development and is to be avoided at all costs.

MANAGING YOUR CLUB

Starting and Maintaining a Club:

- **New Club Formation:** Submit a Club Application, gather five members, and draft a constitution outlining your mission.
- **Annual Renewal:** Active clubs must submit renewal forms each semester and attend Inter-Club Council (ICC) meetings.

Club Advisor Role:

- Advisors must attend events, ensure compliance with policies, and provide guidance to officers.

For more information, please visit the Student Life and Development Office website at https://www.elcamino.edu/students/student-development/

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STUDENT LIFE & DEVELOPMENT

STUDENT ORGANIZATION POLICIES AND GUIDELINES

RISK MANAGEMENT

Safety Protocols:

- Assign a safety officer for high-risk activities. Review emergency procedures before events.
- Confirm that all participants in physical or off-campus activities sign liability waivers.

Vendor Insurance:

- Vendors and performers must provide proof of liability insurance listing El Camino College as an additional insured.

Incident Reporting:

- Report injuries, property damage, or safety concerns immediately to Campus Police and the Student Life and Development Office.

Key Contacts:

- **Student Life and Development Office:** Ricky Gonzalez | rigonzalez@elcamino.edu | 310-660-3593 x3500
- **Campus Police:** 310-660-3593 x3100 -OR- 911
- **Risk Management:** Leobardo Barrera | riskmanagement@elcamino.edu | 310-660-3593 x7806

RESOURCES AND TOOLS

Templates and Checklists:

- **Event Checklist:** Venue reserved ✅, forms submitted ✅, budget approved ✅, marketing approved ✅
- **Funding Request Checklist:** Itemized budget ✅, invoices attached ✅, submission deadlines met ✅

Frequently Asked Questions:

- How long does funding approval take?
  - Up to 2 weeks for committee review and processing.
- Can clubs fundraise?
  - Yes, with ICC approval and adherence to financial procedures.

Key Contacts:

- **Student Life and Development Office:** rigonzalez@elcamino.edu | 310-660-3593 x3500 | COMS 103
- **ICC Office:** icc@elcamino.edu | atoney@elcamino.edu | iccpresident@elcamino.edu

MAKING YOUR CLUB THRIVE

- Attend **Club Rush during the third week** of each semester to attract new members.
- Use the **Student Organization Handbook** for step-by-step guides on event planning, funding, and risk management.
- **Collaborate** with other clubs through ICC to host larger, inclusive events.
- **Attend** ICC events and meetings for updated policies and further trainings.

Let's make your events safe, inclusive, and successful!

For more information, please visit the Student Life and Development Office website at https://www.elcamino.edu/students/student-development/

ASO ASSOCIATED STUDENTS ORGANIZATION EL CAMINO COLLEGE

INTER-CLUB COUNCIL El Camino College

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El Camino College

CAMPUS POSTING GUIDELINES AND FREE SPEECH BOARDS

POSTING LOCATIONS AND POLICY

As we enter into the semester, an effort has begun to clean up postings across campus. Attached, you will find a map identifying free speech boards noted with a red star. New posting boards have been installed in key locations, including in front of Student Services, Distance Education, Library Lawn, and the Administration Building. Additional areas, such as service counters (yellow stars) and academic department boards (blue stars), are also designated for posting.

Please note that postings may no longer be made on:

- Windows
- Pillars
- Fences
- Doors
- Walls
- Other non-designated areas

Posting in offices or work stations on doors and windows must face inward.

Posting Best Practices:

- Use blue painter's tape to post flyers.
- Be mindful of space and leave room for other flyers.
- Remove outdated flyers promptly to make space for new ones.

STUDENT ORGANIZATION AND COMMUNITY POSTINGS

Promotional materials to be posted on indoor bulletin boards and at reception desks noted with blue and yellow stars on the map must be stamped with the "SDO Approved" logo before they can be posted. If they are not stamped, they should be directed to the Student Life and Development Office for review.

NOTE: The Student Life and Development Office only reviews and stamps Student Organization and Community postings. Departmental, faculty, and staff postings are reviewed by individual offices and require no stamp.

For any questions, please contact the Student Life and Development Office at sdo@elcamino.edu or 310-660-3593, x3500. For information, please visit Student Life and Development Office.

JOB POSTINGS

Postings related to job opportunities, internships, work credit, etc. should be directed to the Career Services Office, located in Communications Room 206, or by calling: (310) 660-3593 Ext. 6137.

El Camino College supports freedom of speech and expression. We are a diverse community and uphold each person in our community. Thank you for your attention to this matter.

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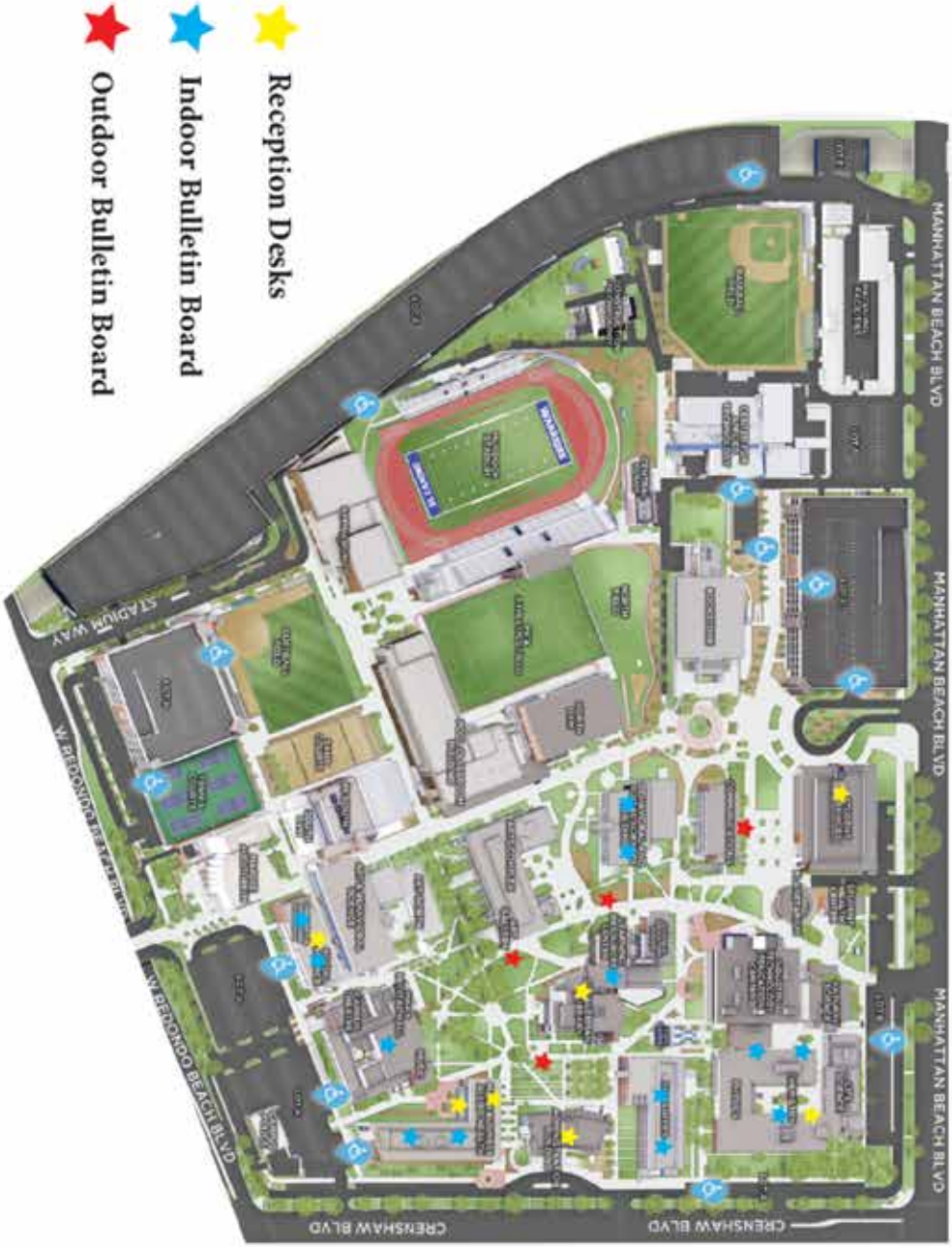
El Camino College

CAMPUS POSTING GUIDELINES AND FREE SPEECH BOARDS



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El Camino College

EVENT VIABILITY ASSESSMENT RUBRIC

STUDENT LIFE & DEVELOPMENT

EVENT NAME: _____ **TOTAL SCORE:** ____ / 40

SPONSORING ORG: _____ **SDO REVIEWER:** _____

Criteria	Score (1–4)	Comments
Purpose & Alignment *Does the event support the mission of the college and club/org?*		
Target Audience & Inclusion *Is the audience defined, inclusive, and likely to engage?*		
Event Planning & Timeline *Is there a realistic plan with dates, tasks, and responsibilities?*		
Resource Management *Are space, supplies, and budget needs identified and feasible?*		
Collaborations & Partnerships *Are other orgs, departments, or community partners involved?*		
Marketing & Outreach Strategy *Is there a clear plan to promote and engage the audience?*		
Risk Management & Compliance *Are risks addressed and policies followed?*		
Accessibility & Equity *Is the event inclusive and accessible to all students?*		
Educational, Social, or Cultural Impact *Will the event provide meaningful enrichment?*		
Sustainability & Legacy *Can the event be repeated, improved, or built upon in the future?*		

Scoring Guidelines

31-40 Points: Highly Viable - strongly recommended for approval
21-30 Points: Moderately Viable - recommended with minor revisions
11-20 Points: Low Viability - needs significant improvements before proceeding
0-10 Points: Not Viable - not recommended for implementation in current form

El Camino College

EVENT VIABILITY ASSESSMENT RUBRIC

STUDENT LIFE & DEVELOPMENT

PURPOSE

To evaluate proposed events by student organizations at El Camino College based on feasibility, alignment with college and organizational goals, and anticipated impact.

RUBRIC AND METRICS

Criteria	Excellent (4)	Good (3)	Developing (2)	Needs Improvement (1)
Purpose & Alignment	Clear event purpose that aligns with the mission of the college and organization.	Purpose aligns moderately well with college/org goals.	Purpose is vague or only loosely related to college/org mission.	Purpose unclear or misaligned with college/org goals.
Target Audience & Inclusion	Clearly defines a specific, inclusive audience and promotes broad student engagement.	Defines target audience and considers inclusivity.	Audience is somewhat identified; inclusivity needs improvement.	Target audience is unclear or exclusive.
Event Planning & Timeline	Comprehensive plan and realistic timeline with clear milestones and deadlines.	Solid planning with a few timeline gaps.	Timeline is incomplete or lacks clarity in planning stages.	Minimal or no planning evident.
Resource Management (budget, space, supplies)	All required resources identified, secured, and realistically budgeted.	Most resources identified and budget appears reasonable.	Budget or resource needs unclear or underestimated.	Major resource gaps or unrealistic budgeting.
Collaborations & Partnerships	Strong collaboration with other orgs, departments, or community partners.	Some collaboration evident.	Limited outreach or collaboration efforts.	No collaboration attempted.
Marketing & Outreach Strategy	Well-developed strategy to reach and engage the intended audience.	Basic outreach plan; some channels identified.	Limited marketing plan; missing outreach channels.	No clear outreach plan.
Risk Management & Compliance	All risks identified with mitigation plan; complies fully with college policies.	Some risks identified and mostly addressed; generally compliant.	Risks partially identified; some compliance issues.	No risk plan; potential violations of policy.
Accessibility & Equity Considerations	Event is accessible to all students and considers equity in design and implementation.	Some attention to accessibility and equity.	Limited attention to accessibility or equity.	Accessibility and equity not considered.
Educational, Social, or Cultural Impact	High potential for meaningful learning, social, or cultural enrichment.	Some educational or cultural benefit is evident.	Limited educational/social/cultural enrichment.	No clear impact or enrichment identified.
Sustainability & Legacy	Event can be sustained, improved, or replicated in future semesters.	Event may be repeated with some adjustments.	Sustainability not clearly considered.	One-time event with no long-term planning or documentation.

Scoring Guidelines

31-40 Points: Highly Viable - strongly recommended for approval
21-30 Points: Moderately Viable - recommended with minor revisions
11-20 Points: Low Viability - needs significant improvements before proceeding
0-10 Points: Not Viable - not recommended for implementation in current form

Resources

SLD Webpage

Engage

Engage Forms

- Create A Club Form
- Reactivate a Club Form
- A Frame & Canopy Request Form
- Room Request Form
- Event Proposal Form

Student Travel Form

Exersion Waiver Form

Personal Vehicle Use Form

Payment Requisition Form

Constitutional Template

Meeting Minutes Template

Administrative Procedures

Board Policies

FCMAT