This handbook is designed to help students, faculty, and staff learn more about starting and running a successful student club at Chaffey College.
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Club Handbook Introduction

This handbook is designed to help students, faculty, and staff learn more about starting and running a successful student club at Chaffey College. It will help familiarize you with the policies, form, documents, and procedures that you need to follow as well as provide you with some information to assist you with the development of your club. Please review this handbook and become familiar with it.

IN VolvEMent = SUCCESs

A student’s involvement with clubs and student government will not only make their educational pursuits more enjoyable, but will afford the student the opportunity to gain special skills in communication and leadership which enrich the Chaffey community and will become life-long assets.

In fact, the National Survey of Student Engagement (NSSE Studies) shows that student success is directly linked to student involvement. NSSE measures student involvement in academic and co-curricular programs and activities, and the effect they have on students. According to NSSE, the higher the student involvement levels the higher their grades are and further studies support these findings. Amy Hawkins, a researcher at Purdue University, says, “Participation in student organizations can lead to the development of social and leadership skills, higher retention rates, heightened self-confidence, improved satisfaction with college, the ability to see course curriculum as more relevant, and further success after college.”

We look forward to your involvement at Chaffey College!
Steps for Starting a New Student Club

Any student interested in starting a new club will need to take the following steps:

**STEP #1 - Contact the Office of Student Life.** It is recommended that you discuss your intent to start a new club with an Office of Student Life staff member because they will assist you with any information you may need to complete the steps required to create your club. Review the student club privileges and responsibilities. All student clubs are required by the Office of Student Life through the Inter-Club Council (ICC) Bylaws to fulfill a number of different requirements, obligations and responsibilities.

**STEP #2 - Recruit other Chaffey students who are interested in joining this new club.** Each student club is required to maintain a membership roster of at least seven (7) active club members. We encourage you to advertise the intent to start a club by posting approved flyers on campus and by attending an ICC meeting to inform representatives who may know of other students with the same interest.

**STEP #3 - Recruit a Club Advisor.** Find an Advisor who will be actively involved in supporting the club’s goals and activities. Advisors must be a full time, permanent employee (faculty or classified staff) of the district who will be present at all club meetings and official functions. If the club cannot find an advisor, the Office of Student Life can assist in trying to find a club advisor. Once you have found an advisor, please consult with them prior to setting meetings and scheduling activities.

**STEP #4 - Create a Club Constitution.** All clubs are required to maintain a constitution. You should work with your club members to create your club constitution. A club constitution is a document, which states the club’s purpose, the roles of its members and how club business should be conducted. There is a sample club constitution for guidance on how to create your constitution, but you should feel free to adjust the structure and contents depending on your club’s purpose and needs.

**STEP #5 - Select and Elect Club Officers.** All clubs must have a President, Vice-President, Treasurer, Secretary, and ICC Representative. Officers may only hold one officer position within a club.

**STEP #6 - Submit the Student Club Chartering Form online.** Once you have all of your club’s original members and officers, an Advisor, and a constitution, you must fill out a Club Charter Form online, which you can find on the Office of Student Life website.

**STEP #7 - New Clubs - Review and Approval at the Inter-Club Council.** For new clubs, after submitting your club application, the Office of Student Life will notify you of an appointment with the ICC. You are REQUIRED to attend this meeting to present and discuss your proposed club with members of ICC. Please come prepared and ready to answer questions. ICC members will vote to approve or deny your new club charter. For returning clubs, the Office of Student Life will review your charter application and notify once you have been approved or denied.

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Privileges and Responsibilities of Student Clubs

Student Life entitles the club and its members to the following privileges and responsibilities afforded to active student clubs at Chaffey College:

**Club Privileges**

All recognized student clubs will enjoy the following privileges:

- The use of the name "Chaffey College" in your correspondence and advertising. You, and all members of your club, are, however, liable for your events and actions; Chaffey College is not.
- The use of buildings, grounds, equipment, and services of the College when available and officially scheduled.
- The club will be listed on the current club roster along with related contact information.
- Clubs have access to support services, including publicity and programming assistance.

**Club Responsibilities**

All recognized student clubs have the following responsibilities:

- The club must be open to all currently enrolled students who are enrolled in at least one (1) unit and in good standing with the College. Additionally, all club officers must have and maintain a minimum GPA of 2.00.
- The club must maintain at least seven (7) members.
- The club must have an advisor who is a full time, permanent employee (faculty or classified staff) of the district who will be present at all club meetings and official functions.
- The club must observe all Inter-Club Council (ICC) policies, Chaffey College and District policies, and federal, state and local laws.
- The club must renew their charter each year if they wish to be recognized for the following academic year.
- The club must have an approved charter document and must maintain up-to-date club records; including a charter document, officer list, active membership roster, balanced budget, and a calendar of sponsored events/programs with the Office of Student Life.
- The club must elect one (1) student ICC Representative to attend all Inter-Club Council meetings. The dates/times will be determined by the Office of Student Life.
- The club must meet at least twice a month and inform the Chaffey student body (through Student Life) the dates, times, and locations of all meetings.
- The club must submit club minutes for each club meeting throughout the year using the online Club Minutes Form.
- The club must follow established policies and procedures for all club financial transactions, accounting, use of facilities and services, etc. This includes keeping all funds in the Chaffey-provided account.
- The club shall raise the majority of their financial support.
- The club must participate in club rush each semester it is chartered and is encouraged to reach out to and gain interest from the entire Chaffey community as much as possible (through events, advertising, social media, ICC activities, e-mails, etc.).
- The club must commit to participating in a minimum of one (1) community service project per academic year.
• The club must provide for the smooth transition of your organization from semester-to-semester and from year-to-year.
• The club cannot restrict membership based upon: national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because a potential member is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
• The club may not practice any type of hazing or unlawful initiation rituals.

Club Constitution Information

Importance of a Constitution

Each club or organization needs a constitution stating its purpose and intent, officers and duties, election and meeting processes, and other important information that assists the club members in running their clubs. It is the responsibility of the Club President to make sure that each club member has access to a copy of the club constitution, and that the Office of Student Life also has the most up-to-date copy. It is also a good idea for a club to keep a copy of its constitution available for quick reference.

In general, the original club constitution is drawn up by the first members of the club. As the club continues to grow, revisions may be needed. If so, follow the regulations as set forth in your constitution. Each club must resubmit their Constitution through the Student Club Chartering Form each year for approval. Constitutions for new clubs may be submitted at any time during the year, as long as the ICC is in session.

Club Officers

A student club should elect a set of officers for a defined term. Club officers include a President, Vice-President, Treasurer, Secretary, and Inter-Club Council Representative (ICC Rep.). Other officers may include Commissioners of specific areas such as activities, fund raising, communications, etc. The responsibilities of each officer’s position must be included in the club’s charter/constitution or bylaws. It is the responsibility of the members to notify the Office of Student Life should there be any change in officers during the school year by filling a Club Change Petition Form. All five officers must be in good standing with the College, enrolled in at least one (1) unit throughout the academic year and have a minimum GPA of 2.00. There are no appeals for students who do not meet the minimum GPA and unit requirements. Officers may only hold one officer position within a club.

General Club Officer Responsibilities

The club belongs to its members and it is the Officers responsibility:
• To see that the business of the club is conducted in an orderly, efficient, and proper manner
• To see that the club operates according to its constitution and bylaws with general reference to the Robert’s Rules of Order.
• To see that the group works toward accomplishing its goal and objectives.
• To help keep the group friendly and collaborative in which each member is given an opportunity to express him/herself and participate in the club’s program. If an officer’s conduct becomes unprofessional, he/she should remove him/herself from the meeting.
• To typify to others through attitude and actions, the organization itself. An officer is its representative as well as its leader.
• Be enthusiastic, outline needed work, and follow through to see the work is being done by those who have accepted responsibility.
• To budget time well and to give proper balance to academic programs as well as co-curricular activities.
• Evaluate meetings in terms of what has been accomplished and what benefits members have received.
• Keep in close contact with club advisor. Without his/her approval or presence at meetings, the club and its offers do not exist.
• Inform ICC and the Office of Student Life about all upcoming events.

Duties of Club Officers

The duties, as listed here, are general duties of the five (5) main officers of any club/organization. Each club/organization should have a supplemental list of specific duties that are designed to fit the special functions and interests of their group. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of officer.

Duties of the President

• To be an effective president:
  o Convene and chair all club meetings.
    ▪ Know the proper procedure for conducting a meeting.
    ▪ Have basic knowledge of Parliamentary Procedures.
  o Be impartial. Avoid expressing your personal opinions.
  o Prepare an agenda for each meeting.
    ▪ Check the minutes of the preceding meeting to make certain you are not forgetting important business to be discussed or finished.
• Understand and follow your constitution.
• May represent the club at ICC meetings if the ICC Rep. is not able to attend.
• Set an example for your organization in fairness, courtesy, and cooperation.
• Represent your group or see that a person is appointed to represent your group at all campus meetings where representation is requested.
• Must know and abide by the regulations set forth in this handbook.
• Carry out the group’s decision. Advisor should counsel the president if their individual agenda gets in the way.
• Know the College policies and regulations and see that they are followed at all meetings and activities of your organization.
• Keep your advisor informed about all meetings, make certain they are invited to all meetings, and be certain they are consulted before making plans for special meetings and events.
  o THE COLLEGE REQUIRES YOUR ADVISOR TO ATTEND ALL CLUB MEETINGS AND ACTIVITIES. Be sure to check with your advisor to make certain they can attend before plans are started for activity.
• Know the duties of the other officers and help them in carrying them out.
• Ensure a master plan is prepared for the year’s activities. Each club should have a project or goal for fall and spring semesters.
• Do not try to do all the work yourself. A good president delegates responsibilities to others. It is their role to follow up, check and recheck to see the work is being done. Total participation of all members of a group makes for a strong organization.
• May propose and vote upon all club matters.
Duties of the Vice President

- Be prepared to take over the president’s responsibilities when the president is unable to carry out their duties for any reason. The vice president must be familiar with all the duties of the president.
- Be ready to assist the president any way possible.
- Assume and carry out all special duties that may be assigned to you by the constitution, the president, the executive committee or the members.
- Attend all executive committee meetings and meetings of the organization.
- Know and understand your club’s constitution and bylaws
- May propose and vote upon all club matters.

Duties of the Treasurer

- The Treasurer is responsible for all funds of the club, including:
  - Keeping an accurate balanced budget for the club.
  - Be familiar with and accurately follow all club financial procedures.
  - Collect all moneys. A receipt should be given for all moneys collected.
  - Deposit all funds at the Accounting Services in the club’s account. (All clubs are required to keep all moneys in the account maintained by the Accounting Services Department.)
  - Sign all requisitions along with the advisor and one other officer for the withdrawal of funds.
- Make certain the club expends money in keeping with the approved budget and within college policy and regulations.
- Make a treasurer’s report at monthly meetings of the organization listing receipts, expenditures, and balance on hand.
- See all bills are paid promptly and any remaining funds are re-deposited.
- May propose and vote upon all club matters.

Duties of the Secretary

Records and distributes minutes for all club meetings. Responsible for handling club correspondence and publicity, including providing up-to-date club files with Student Life and ICC.

- Record and keep accurate, permanent records of the club (minutes, documents, etc.)
  - Maintain an accurate list of members, their Panther e-mail addresses and telephone numbers.
  - Record all club meetings minutes using the online Club Minutes Form.
    - The Club Minutes Form must be completed and submitted within 24-hours of the club’s meeting.
- May propose and vote upon all club matters.

Duties of the Inter-Club Council Representative (ICC Rep)

- Attend all ICC meetings.
- Will inform their club of any college-wide activities discussed in ICC meetings.
- Will inform ICC, via their club report, of their club’s activities and projects during ICC meetings.
- Maintain a current calendar of ICC activities.
- May propose and vote upon all club matters.

Skills of Effective Club Officers

Here are some skills of effective club officers. Club officers may contact the Office of Student Life for assistance in these areas.
• Oral communication skill - Effective expression in “one-on-one” or group situations.
• Oral presentation skill- Effective expression when presenting ideas or tasks to individuals or groups.
• Written communications skill- Clear expression of ideas in writing and in good grammatical form.
• Motivation- The extent that one experiences personal satisfaction from involvement in programs and activities.
• Initiative- Self-starting rather than passive acceptance; taking action to achieve goals beyond those called for; origination of action.
• Leadership- Utilizing appropriate interpersonal styles and methods in guiding individuals or groups toward task accomplishment.
• Planning and organization- Establishing a course of action for yourself and/or others to accomplish a specific goal.
• Analysis- Relating and comparing data from different sources, identifying issues, securing relevant information.
• Judgment- Developing alternative courses of action and making decisions that are based on logical assumption and reflect factual information.
• Management- Establishing procedures to monitor and/or regulate procedures, tasks, or the job; taking action to monitor the results of delegated assignments or project.

Club Advisor

An advisor is an integral part of every organization. The Advisors volunteer to work with student groups because they are interested-it is a contribution they make in an addition to their regular job and/or teaching assignment.

The advisor must be a full-time faculty or a full-time classified staff member. The club advisor may designate a substitute (full-time employee) if unable to attend an occasional meeting. Just as you have responsibilities to your advisor, so does the advisor have responsibilities to the group and to the college.

Responsibility of Members to their Advisor

Groups must plan their meetings at time and place so their advisor is able to attend. A meeting is not official without their presence- no financial business can occur.

• Check all dates with your advisor before scheduling meetings or social activities.
• Officers must keep the advisor fully informed of the programs and activities of the club.
• Ask the advisor for his/her opinion and advice when problems come up in the organization. Make use of his/her background and experiences with the organization and the college.
• The president should set a time for meeting REGULARLY with the advisor to discuss the affairs of the organization.

Responsibility of the Advisor to the Club Members

• Be a resource person and offer guidance to the students in the following:
  o Setting up plans for the year’s activities.
  o Helping members know, use, and understand established policies and procedures.
  o Helping members develop habits of responsibility and service.

Note: The advisors should NOT do the work for the club members. Member should be permitted to try out new ideas and even fail occasionally if they do not follow through on their responsibilities.
• Supervise the finances of the organization with the student treasurer assisting. If you feel an idea is fiscally unsound express concern to the members.
• Attend all meetings and social activities of the organization.
• May not motion; club money is for club usage and only members may motion.
• Give guidance and instruction to members of the club in scheduling and achieving their activities.
• Know the constitution of the organization and the duties of the officers.
• Encourage participation by all members.
• Dismiss any club member whose actions are disruptive/harmful to the organization or college. The advisor has the authority to dismiss a student for verbal threats and/or misconduct. The Chaffey College Discipline Policy applies to student organizations. Consult Dean, Student Discipline for guidance in discipline issues.

Responsibility of the Advisor to the College

• Know and understand the district regulations and policies as well as those related to clubs and organizations and insure they are observed.
• Attend all regular meetings, special meetings, and any other events sponsored by the organization, or arrange for a designee if you cannot attend. Check personally with the faculty/classified substitute to make certain he/she understands his/her function and the students have made proper arrangements with the substitute. The substitute may not sign club paperwork; only the advisor of record may process and thus be liable for financial endeavors.
• Monitor all fiscal actions closely insuring all district guidelines are followed.
• Keep all waivers of liability forms for outside events for the calendar year before discarding.

Sample Club Constitution

General Constitution

The Constitution of the club will guide the purpose and operation of the group from year-to-year and after you have graduated or transferred from Chaffey. The Constitution of a club contains the fundamental principles, which govern its operation and establish the specific rules of guidance by which the group is to function. The process of writing a constitution will serve to clarify your purpose, explain your basic structure and provide the foundation for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions.

ARTICLE I

Name – Purpose

Section i: The name of this club/organization shall be:

(What is the name of your club/organization?)

Section ii: The purpose of this club/organization shall be to:

(Briefly describe the purpose and objective of your club/organization. This will be used online, so please be sure the club/organization’s purpose is accurately reflected.)

ARTICLE II
Membership

Section i: Membership shall be granted to all Chaffey Community College students enrolled in 6-units or more and who are in good standing with the College. Furthermore, members must:

(Add any further responsibilities of club members.)

ARTICLE III

Officers

Section i: Clubs must minimally elect the following officers: President, Vice-President, Treasurer, Secretary and ICC Representative and these elected officers are the only recognized officers for transcript inclusion. All elected officers are expected to uphold the club constitution and attend all regular and special meetings and club sponsored events.

Section ii: The duties of the club officers shall minimally include:

A. President: Serves as the official representative of the club. Convenes and chairs club meetings. Sets club meeting agendas. May propose and vote upon all club matters.

B. Vice President: Assists club president with all club matters. May propose and vote upon all club matters.

C. Treasurer: Oversees all club monies; including, but not limited to, all collections, deposits, and records. Is responsible for following all club financial procedures and providing a report at each meeting. May propose and vote upon all club matters.

D. Secretary: Records and distributes minutes for all club meetings. Responsible for handling club correspondence and publicity, including providing up-to-date club files with Student Life and ICC. May propose and vote upon all club matters.

E. ICC Rep.: Attend all ICC meetings and report issues to ICC and/or their club. Submit club meeting days, times, and location to Commissioner of ICC. Maintain a current calendar of ICC activities. May propose and vote upon all club matters.

(Add any additional duties for the club officers.)

Section iii: The election of officers shall take place:

(When specifically, will elections take place?)

Section iv: The term of an officer shall be held for an academic year. Further term(s) shall be granted by election within the club and finalized upon any future chartering guidelines.

Section v: Vacancies shall be filled by a 50% majority vote of its members.

Section vi: Officers, amendments and any other measures shall be up for recall by a majority vote of the body.

ARTICLE IV

Meetings

Section i: Meetings shall be held: The club meets on (day) at (time) every (week/other-week/1st & 3rd week/etc.) in (location/building/room).
If the time, date or location changes, please advise Student Life and the Commissioner of ICC as soon as possible.

Section ii: The membership shall be notified via their Chaffey email and/or by phone within 48 hours before any special meetings take place.

ARTICLE V
Quorum

Section i: Quorum shall be 50% of the membership, plus one, in order to conduct official business at a meeting.

ARTICLE VI
Amendments

Section i: An amendment may be initiated by any member of the club and may be passed by a two-thirds majority vote with the approval of the club President and Club Advisor.

Section ii: Any amendments, officer elections and any other measures shall be up for recall by a majority vote of the body.

Section iii: All constitutional amendments, additions or deletions must be filed by the club Secretary with Student Life within one week of the adoption.

ARTICLE VII
Dissolution

Section i: Any club that is inactive for two (2) consecutive academic years (not including summer) will automatically be dissolved by the Office of Student Life.

Section ii: With 50% majority vote of its members a club may dissolve the group. Club dissolution must be filed by the club Secretary with the Office of Student Life within one week of the vote.

Section iii: Any funds held within a dissolved club account shall be transferred into the ICC account.

ARTICLE VIII
Bylaws

Section i: The Bylaws shall be the governing tools by which this club/organization operates in addition to the Constitution.

(Please add any club Bylaws here.)
What makes a Successful Club?

It is difficult to formulate a list of principles that will insure a successful club for all groups. Groups have different purposes and individuals, and some of them are able to experience success using methods that may not work for other groups.

However, there are a few basic principles that seem to be common for all clubs that may assist in laying the foundation for a successful club.

• Clubs must have a meaningful reason for existing. There must be a purpose that the club members understand and that they are able to explain to others.
• The club’s goals should be developed by the entire membership. These can be short-range goals, accomplished in a short period of time, but also include long-range goals toward which the year’s efforts are directed. Club’s without a purpose and clear-cut goals frequently fail to interest members.
• Participation of all members contributes to a successful club. All members should have opportunities to speak and express opinions. Ask opinions of those who do not volunteer to speak up and express them. Help each member feel important to your club. See that the entire group has the opportunity to make decisions about plans, activities and solutions to problems.
• Clear communication and easy access to club information. This can be accomplished only when officers and members sit down and outline their activities and meetings in advance and review them throughout the year.
  ◦ Well planned meetings with clear agendas are essential for a successful club.

Meetings

Having clear goals, enthusiasm, organization and preparation for meetings are key. Here are some tips to make your meetings productive and worthwhile for entire group:

• Come prepared. Don't forget to bring your calendar, laptop, cell phone, or old-fashioned paper and pencil.
• Use an agenda. Arrive with an outline of what you need to accomplish with the scheduled time.
• Follow basic parliamentary procedure, but handle business informally when it seems appropriate.
• Watch for nonverbal communication. Smiles, frowns, raised eyebrows and sleepy head nods are just some of the nonverbal signs students will exhibit to help you gauge how the meeting is going.
• Think visually. But they’re used to PowerPoint, a whiteboard or useful handouts, provide something tangible for participants so that they can better comprehend what you were saying.
• Be sure to recognize new members and guests and make them feel welcome.
• Stick to the clock. Start your meeting on time and finish on time.
• Express appreciation to those who have made contributions to the meeting.

Agendas

A good meeting agenda serves as a guide to the members, making the meeting more efficient and productive. An effective meeting agenda states what activities will take place during the meeting and it serves various important functions:
It requires the club officers and members to think what needs to be accomplished.
When provided ahead of time, the agenda lets members know what to expect during the meeting and allows them to prepare as necessary.
It reminds the members of what there is left to cover if time gets to be an issue.

An agenda should be made before each meeting with advice from the executive committee and the advisor.

Sample Agenda

The following is a sample agenda.

**Club Name Agenda**  **Date/Time/Location of Meeting**

I. **Order of Business:** The club President will call meeting to order stating the date and time and a roll call will be taken verbally.

II. **Approval of Previous Minutes:** Read and approve minutes from previous meeting.

III. **Club Officer/Advisor Reports:** The club officers and advisor will give their reports, as necessary.

1. ICC Rep Report:
2. Secretary Report:
3. Treasurer Report:
4. Vice-President Report:
5. President Report:
6. Advisor Report:

IV. **Committee Reports:** Any committees within the club will give their reports, as necessary.

V. **Old Business:** List any items that were discussed from the previous club meeting that were unfinished or now required a vote.

VI. **New Business:** List any items that have not been discussed at previous club meeting and/or items for upcoming events. This is where all expenditures should be listed. First a motion must be made for the particular expenditure and the amount, then someone else must second and then the club may vote on the expenditure and amount. This process must be done for each club expenditure.

VII. **Approved Expenditures:** List approved expenditures, amounts, and vote tally. Example: Food for Club Rush - $50 - 10 ayes/2 nays

VIII. **Announcements and Comments:** This is the time where individuals may speak regarding general topics.

IX. **Adjournment:** This requires a verbal “motion to adjourn” from a member as well as a “seconded.” The club President will adjourn the meeting stating the time the meeting ended.

Team Building

What is Team Building?

“When a team in an organizational development context embarks upon a process of self-assessment in order to gauge its own effectiveness and thereby improve performance it can be argued that it is engaging in team building, although this may be considered a narrow definition.” (Wikipedia)

The process of team building includes:

- Clarifying the goal and building ownership across the team.
- Identifying the inhibitors to teamwork and removing or overcoming them, or if they cannot be removed, mitigating their negative effect on the team.
To assess itself, a team seeks feedback to find out both:

- Its current strength as a team.
- Its current weakness.

To improve current performance, a team uses the feedback from the team assessment in order to:

- Identify any gap between the desired state and the actual state.
- Design a gap-closure strategy.

Membership and Participation

The main key to membership is “motivation.” You will need to excite and encourage students to become part of the club.

- Find out what the Club’s purpose is; set goals.
- Strive to meet those goals.
- Be an active club.
- Sponsor activities regularly.
- Meetings are required and should be scheduled regularly.
- Strive to be the best club on campus.
- Advertise club meeting dates and times.
- Recruit fellow students to join the club.
- Meet other students with similar goals and interests.
- Contribute to a positive campus environment!

Retaining Members

In order to retain members, the group will need to acquire member loyalty, interest, and best effort. One of the best ways to do this is by giving members a sense of belonging. Letting all members know that they are welcome and needed by allowing them to be part of the planning and execution of objectives will help them feel respected and appreciated.

Communication is also an important element in retaining members. By being upfront with students about goals, objectives and policies this gives members important tools. They will be able to decide if the group values are consistent with their own and how they will contribute to the total outcome of the group.

As with recruiting, retention should also be an ongoing objective for the group. Current members of the organization that drift away take with them good experiences or leadership that could benefit the group.
Keys to Retaining Members: Information
Make sure to give the members all of the information they need to develop into fully functioning team members. It is important to establish rules and recognize policies to set standards for your organization early on. This will minimize “surprises” for members and give them both boundaries and goals.

Easy Ways to Boost Member Morale
- Offer feedback
- Provide a sense of unity
- Compliment good work
- Initiate recognition; social interaction
- Allow for new challenges

Conditions for Suspension of Student Clubs
A recognized student club may have its official status suspended for any of the following actions:

1. Club advisor resigns.
2. Club action(s) which violate Chaffey College and District policies, and federal, state and local laws or otherwise create substantial disruption of the orderly operation of the college.
3. Club ICC Rep has three (3) or more unexcused absences from ICC meetings in one semester.
4. Repeated failure to comply with the club responsibilities.

Please review ARTICLE VII - Attendance Policy and Club Suspension or Probation in the Inter-Club Council Bylaws for a detailed description of the process for a club being suspended.

Transcript Inclusion Request
The Office of Student Life, Admissions and Records and Accounting Services currently recognizes five (5) officers for each chartered club: president, vice president, treasurer, secretary and the ICC Representative; these officer positions are the only one currently placed on the Activities Transcript. If club officers would like their involvement in co-curricular activities to be included on their transcript, they need submit the online Transcript Inclusion Form. They must have actively served a minimum of six (6) months in the same office with the club and their club must have been chartered by the end of October in order to have the officer position placed on their activities transcript. Additionally, the club advisor must agree the officer performed well and sign Transcript Inclusion Form. The deadline for submitting the Transcript Inclusion Form will be announced after Spring Break each Spring semester. Note: Activities transcript inclusions will only occur six (6) months after completion of 2018-2019 year.
Inter-Club Council Bylaws

ARTICLE I – Name, Purpose, Goals & Objectives

Section I: The name of this organization shall be Inter-Club Council (ICC).

Section II: The purpose of this organization shall be to assist clubs and to encourage student engagement and increase participation across the entire student population at Chaffey. ICC will provide administrative and financial support to chartered clubs and will assist by promoting communication, cooperation and participation between clubs.

Section III: The goals and objectives shall be:
A. To maintain a high-level of communication between clubs, the Office of Student Life and student government.
B. To assist in coordinating club events and activities, promoting cooperation between clubs, the Office of Student Life and student government to enrich student life at Chaffey College.
C. To promote awareness of student clubs, their events/activities and other college programs or departments that directly support students.
D. To recognize and award clubs and/or individual club members for their outstanding accomplishments and contributions to student life on campus.
E. To promote club participation in community service projects, it will be the responsibility of each club to commit to participating in a minimum of one (1) community service project per academic year.
F. In collaboration with the Office of Student Life, ICC shall be responsible for creating and executing a minimum of one community service project, per semester.

ARTICLE II - Membership

Section I: Membership Eligibility
A. ICC shall consist of two (2) Office of Student Life Representatives (Chair & Admin.), one (1) Student Government Representative, and one (1) ICC Representative (ICC Rep) from each club that is officially chartered.
   (1) An Office of Student Life representative will Chair ICC.
   (2) All Student Government members are eligible for the positions on the ICC.
   (3) Clubs shall select one (1) of their members to serve as their ICC Rep on the Inter-Club Council (ICC).
   (4) Each club shall be allowed one (1) representative and one (1) vote on all ICC matters.
   (5) No ICC Representative shall represent more than one club at ICC meetings.
   (6) Every ICC member, with the exception of the Office of Student Life representatives, have the right to vote on any issue that comes before the Council during an official ICC meeting. The Chair of ICC will only vote to break a tie.

ARTICLE III - Officers

Section I: Duties of ICC members are as follows:
A. Chair of ICC shall:
   (1) Chair ICC and preside over all ICC meetings, enforce these By-Laws, prepare and post the agenda and appoint a person(s) or committees as necessary to expedite the business of the Inter-Club Council;
(2) Set meeting dates of the ICC;
(3) Assist in the formulation and development of new clubs;
(4) Foster club participation in all Student Life and student government programs and activities;
(5) Present to Student Government the recommendations to charter and for the suspension of any club;
(6) Co-Chair the ICC/Student Life Community Service Committee along with an appointed ICC Representative(s)
(7) Report on the status of the ICC to the Student Government Executive Board during the Student Government Executive Board meetings;
(8) Report on the status of the ICC to Student Government during Student Government meetings;
(9) The Chair of ICC shall have voting privileges only in the case of a tie.

B. ICC Administrator shall:
(1) Assume the duties of the ICC Chair in the Chair’s absence;
(2) Take the minutes during all ICC meetings, compile the minutes for posting and distribution
(3) The ICC Administrator shall be responsible for maintaining a central filing system of all correspondence pertaining to clubs and all ICC meeting minutes and agendas.
(4) Maintain an active roster of all club’s members and officers and a current calendar of all club meetings and activities;
(5) Inspect the roll and notify a club’s advisor and president when the club’s ICC representative has incurred an absence from ICC meetings;
(6) Record all points for the ICC point system;
(7) Assist the Commissioner of ICC in preparing and posting ICC agendas;
(8) Assist in the coordination and planning of activities sponsored by the ICC;
(9) The ICC Administrator shall have voting privileges only when acting as Chair and only in the case of a tie.

C. Student Government Representative shall:
(1) Serve as a liaison between ICC and Student Government to inform each organization of student/club issues and activities;
(2) Attend and actively participate in all ICC scheduled meetings and activities;
   (a) If the Student Government Rep is unable to attend a scheduled ICC meeting, an Alternate Representative may fill their position and voting rights at that meeting;
(3) Vote in all matters brought before ICC;
   (a) The Student Government Representative will be allowed only one (1) vote.

D. ICC Reps shall:
(1) Serve as a liaison between ICC and their respective club to inform each organization of student/club issues and activities;
   (a) Each ICC Rep shall represent only one (1) club;
(2) Attend and actively participate in all ICC scheduled meetings and activities;
   (a) If the ICC Rep is unable to attend a scheduled ICC meeting, an Alternate Representative (must be an officer of that club) may fill their position and voting rights at that meeting;
(3) Vote in all matters brought before ICC;
   (a) Each club will be allowed only one (1) vote.

ARTICLE IV - Meetings

Section I: The meetings will be run by the Chair with reference to Robert’s Rules of Order and must comply with the Brown Act.
Section II: ICC will meet four-five (4-5) times during the Fall and Spring academic semesters on Fridays at 12:30-2:30pm (this time is subject to change based on majority vote by ICC members).
A. The actual meeting dates and location will be set by the Chair of ICC.
B. During extraordinary circumstances, the Chair of ICC has the power to call for a special or emergency meeting outside of the regularly scheduled time.
C. When there are no actionable business items, the Chair of ICC has the power to cancel a meeting.
D. The first meeting of the semester will be no later than the 4th Friday during which classes are in session.
E. The last meeting of each semester will be prior to the week of Finals.

ARTICLE V - Quorum

Section I: A quorum of 50% of ICC members and officers, plus one (1), shall be necessary to conduct official business.
A. Exceptions to quorum may be made without a formal vote in the event that the Chair of ICC and the ICC Administrator deems it necessary in an emergency or in extraordinary circumstances.

Section II: A vote by a simple majority of those present shall be necessary to pass any motion requiring a vote.

ARTICLE VI - Attendance Policy and Club Suspension

Section I: A club is considered to be active and in good standing if:
A. It follows all the club responsibilities as outlined on the Student Club Chartering Form and in the ICC Club Manual including but not limited to:
   (1) Maintain up-to-date club records; including an approved charter, active officer and membership list, balanced budget, and a calendar of sponsored events/programs with the Office of Student Life.
   (a) Any changes to a club’s name, officers, advisor, or constitution must submit a Club Change Petition Form to the Office of Student Life for approval within two (2) weeks of those changes.
   (b) New clubs must submit their Student Club Charter Form to the Office of Student Life for approval within two (2) weeks of their first meeting.
   (2) Have an advisor who is a full time, permanent employee (faculty or classified staff) of the district who will be present at all club meetings and official functions.
   (3) The club must elect one (1) student ICC Representative to attend all Inter-Club Council meetings.
B. It holds at least two (2) meetings a month.
   (1) If club meeting minutes are not submitted, the club may be considered inactive.
C. Its ICC Representative has two (2) or less absences (per semester) from ICC meetings beginning with the first meeting once the club’s charter has been approved.
D. Has upheld all policies as outlined with the By-Laws for Inter-Club Council.

Section II: A club may have its official status suspended for any of the following actions:
A. Club advisor resigns.
   (1) A temporary suspension letter will be sent to the club president by the Office of Student Life informing them to temporarily suspend all club meetings and activities and the steps needed to lift the temporary suspension.
The club in question will have two (2) weeks from the date notification was sent by the Office of Student Life to find a new club advisor and to submit a Club Change Petition Form to the Office of Student Life to make the change official. If the club in question does not find a new advisor within those two (2) weeks, the Office of Student Life will notify the club president that a review and vote for suspension will take place at the next ICC meeting.

B. Club action(s) which violate Chaffey College and/or District policies, and/or federal, state and local laws or otherwise create substantial disruption of the orderly operation of the college.

1. The severity of the violation will be determined by the Office of Student Life and will result in the following:
   a. A warning letter will be sent to the club president and advisor notifying of the situation, steps needed to correct actions and possible consequences for failure to comply with steps outlined within the warning letter or further violations.
   b. A notification letter will be sent to the club president and advisor that a review and vote for suspension will take place at the next ICC meeting.
   c. A suspension letter will be sent to the club president and advisor informing them to immediately suspend all club meetings and activities and that a review and vote for suspension will take place at the next ICC meeting. In serious matters, the Office of Student Life reserves the right to immediately suspend a club without a review and vote.

C. Repeated failure to comply with the club responsibilities as outlined in the ICC Club Manual including, but not limited to timely and proper filing of administrative and accounting documents and forms.

1. A warning letter will be sent to the club president and advisor notifying them of the situation, steps needed to correct actions and possible consequences for failure to comply with steps outlined within the warning letter or further violations.
2. A notification letter will be sent to the club president and advisor that a review and vote for suspension will take place at the next ICC meeting.

D. Club has three (3) or more unexcused absences from ICC meetings in one semester.

1. It is the responsibility of the ICC Rep to contact the Office of Student Life to receive information missed due to the ICC Rep's absence at an ICC meeting.
2. If an ICC Rep is tardy more than fifteen (15) minutes after call to order at an ICC meeting, an absence will be recorded.
3. A warning letter will be sent to the club president and advisor if the ICC Rep incurs two (2) absences during a semester. After the third (3rd) absence, the Office of Student Life will notify the club president and advisor that a review and vote for suspension will take place at the next ICC meeting.

Section III: A club who is up for review and a vote for suspension has the right to present a defense during the review to the ICC.

A. The club must notify the Office of Student Life of their intent to present a defense to ICC within 72-hours of the next ICC meeting.

Section IV: After the review of the club, the Chair of ICC will call for a vote for suspension. If quorum is established, then a two-thirds vote of ICC members in attendance is required to suspend the offending club for the remainder of the current semester.

A. The Office of Student Life will report on the status of the club suspension to the Student Government Executive Board during the Student Government Executive Board meeting and to Student Government as well.
Section V: A suspended club immediately loses all privileges granted to student clubs and their student leaders and it is considered inactive for the remainder of the current semester. Suspension will include termination of use of all privileges afforded student clubs including use of Chaffey College facilities and equipment and the freezing of club accounts.

Section VI: A club may appeal a suspension to the Student Government Executive Board.
A. The appeal must be made in writing to the Student Government President/Student Trustee.
   (1) The Student Government Executive Board will review the appeal, along with all pertinent ICC minutes and may request the club president to a meeting for further inquiry into the appeal.
   (2) Within two (2) weeks of reviewing the appeal, the Student Government Executive Board will send a notification letter to the club president and advisor stating that they have either upheld the suspension or have lifted the suspension and placed the club on probation for the remainder of the current semester
B. Clubs on probation will not lose any privileges granted to student clubs, but may have additional steps or guidelines imposed on them in order to correct and/or prevent any further club violations.
   (1) Probation guidelines will be clearly outlined within the notification letter from the Student Government Executive Board.

Section VII: A club that has been suspended may apply for reinstatement at the beginning of the following fall or spring semester by submitting a Student Club Charting Form.

Section VIII: Clubs, which are inactive for two (2) consecutive academic years (not including summer sessions), will have all funds in the club account, removed and deposited in the Office of Student Life auxiliary account for club support.

ARTICLE VII - ICC Point System

Section I: The Club of the Year and ICC Point System encourages active participation and club collaboration in Chaffey College, Office of Student Life, Student Government, ICC, and inter-club sponsored events and activities.

Section II: The Club of the Year is awarded to the club that accumulates the most ICC Points and to be eligible for the Club of the Year honors, the club must actively participate:
A. In both the Fall and Spring semester of the current academic year;
B. In the Fall and Spring semester Club Rush event;
C. In one (1) Student Government sponsored event;
D. In one (1) co-sponsored event with another club;
E. In one (1) approved Community Service Project.

Section III: ICC Points will be earned based on execution, collaboration, and active participation of events and activities.

Section IV: ICC Points will be earned as follows:
A. ICC Point System Chart
### Activity Points Earned Per Activity Maximum Potential Points per Academic Year

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points Earned Per Activity</th>
<th>Maximum Potential Points per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit club meeting minutes</td>
<td>10 Points (per club meeting minutes submitted)</td>
<td>250 Points</td>
</tr>
<tr>
<td>Sponsor a club event</td>
<td>25 Points (on Rancho’s Campus)</td>
<td>250 Points</td>
</tr>
<tr>
<td>ZS Points (on Chino’s or Fontana’s Campus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend ICC Meeting</td>
<td>15 Points (per ICC meeting attended)</td>
<td>150 Points</td>
</tr>
<tr>
<td>Co-Sponsor an event with another club or campus department</td>
<td>15 Points (on Rancho’s Campus)</td>
<td>100 Points</td>
</tr>
<tr>
<td></td>
<td>25 Points (on Chino’s or Fontana’s Campus)</td>
<td></td>
</tr>
<tr>
<td>Participate in an approved Community Service Project</td>
<td>50 Points (on campus)</td>
<td>100 Points</td>
</tr>
<tr>
<td>Co-Sponsor an event with Student Government</td>
<td>25 Points (on campus)</td>
<td>50 Points</td>
</tr>
<tr>
<td>Participate in Chaffey Annual Events</td>
<td>25 Points (Tailgate)</td>
<td>50 Points</td>
</tr>
<tr>
<td></td>
<td>25 Points (Trunk or Treat)</td>
<td></td>
</tr>
<tr>
<td>Participate in Club Rush</td>
<td>25 Points (Fall)</td>
<td>50 Points</td>
</tr>
<tr>
<td></td>
<td>25 Points (Spring)</td>
<td></td>
</tr>
</tbody>
</table>

1,000 Total Possible Points

B. The ICC Point System is subject to change and the Office of Student Life will notify all clubs if there are any changes made to the ICC Point System Chart.

Section V: To support the Club of the Year and ICC Point System, the Office of Student Life shall:
A. Review the ICC Point System each year and publish guidelines for how points will be recorded and awarded by the first (1st) ICC meeting of the Fall semester;
B. Be responsible for allocating, maintaining and monitoring ICC Points for each club;
C. Make the final determination of the winners and the prizes awarded;
D. Award the Club of the Year at the Student Government Awards Ceremony.

ARTICLE VIII - Amendments

Section I: An amendment may be initiated by any member of ICC and may be passed by a two-thirds (2/3) majority vote.

Section II: Any amendments or other measures shall be up for recall by a majority vote of the body.

ARTICLE IX - Dissolution

Section I: Dissolution will be decided by the Office of Student Life only after consultation with ICC members and the Student Government Executive Board.

Section II: ICC may vote to recommend the Office of Student Life to take action to dissolve the council.
A. Dissolution requires a two-thirds vote.
Services Provided for Clubs

The Office of Student Life provides a variety of support services to chartered clubs on campus.

Use of Facilities

* Please note: that only your faculty advisor will have access to the online reservation and set-up request systems.

Any recognized student group may utilize campus facilities during regular work hours by completing an online request via the reservation system called Enterprise, which can be accessed by using Chrome at http://infosilem.chaffey.edu/scheduling/index.php. Again, only your faculty advisor may submit a reservation request and they must be submitted to the Facilities Rentals Office no less than ten (10) working days prior to requested use. All requested (facility) must be submitted using the online Enterprise system.

For event set-ups: tables and/or chairs, you will use a different online request system called “MySchoolBuilding.com”. This service allows you to submit work requests directly to the maintenance department via the Internet. The account has to be created prior to submitting request. Please contact IS Repairs for the form to request an account for your club.

Regulations Regarding Use of District Facilities by District Entities

1. Any recognized District entity or individual staff member may, subject to availability and proper approval, use District facilities for educational related meetings and activities. Such facility usage must be consistent with the purposes of community colleges
2. The use of facilities by District entities and staff is free of charge. However, charges will be made to cover District cost directly related by the facility use during certain times (weekends/ holidays). Examples of such changes are security, custodial costs and costs for materials consumed.
3. District entities and staff wishing to use District facilities must follow the Procedures for use of District Facilities and must adhere to these regulations, as well as all applicable laws and District policies.
4. The sponsoring entity is fully responsible for all loss or damage to District property during the period of use of such property.
5. All books, pamphlets, posters, and other items of literature that may have been used or distributed during the period of use must be removed at the end of the use period.
6. No law or District policy shall be violated during the occupancy of District facilities.
7. The sponsoring entity is responsible for the removal and proper disposal of all decorations, props, equipment, or other devices it might use in connection with an event. All are to be removed as soon as practicable after the event; but, in any event, not later than 8:00 AM of the next school or business day.
8. The sponsoring entity is responsible for the return of facilities in the same condition as they were at the time of entry for normal sweeping and final disposal of trash.

Procedures for Use of District Facilities by District Entities

1. Application: Use of facilities beyond the normal, routine operations of the District requires the submission of a facilities request using the Enterprise online system. The facilities request must be submitted via Enterprise to the Facilities Rentals Office no less than ten working days prior to the requested use. All applications must be submitted by the club advisor using the online Enterprise system, which can be accessed by using Chrome at infosilem.chaffey.edu/scheduling. Questions can
be directed to Maria Kort, Purchasing Services/Facilities Scheduling at 652-6182 or via e-mail maria.kort@chaffey.edu. Office hours are Monday-Friday 7:30 Am -4:30 PM.

2. **Event set-ups:** [https://www.myschooldbuilding.com](https://www.myschooldbuilding.com)
3. **Approvals:** Requests will be approved via email and forwarded to the club advisor.
4. **Calendar Clearance and Arrangements:** The Facility Rentals Office will handle all applicable calendar clearances, facilities arrangements and arrangements for ancillary services as needed.
5. **Billing:** Charges for special arrangements or services, if any, will be billed prior to the use of the facility. Billing is due and payable upon receipt.

**Food Sale Day Regulations**

The Health Department allows certain food on campus in LIMITED venues. Additionally, the Executive Director, Business Services oversees the Dining Commons contract with Fresh and Natural (our food vendor on campus). The District’s contract with Fresh and Natural provides them with the right to on-campus food and catering. Matthew Chang is the point of contact for Fresh and Natural and he can be reached at matthew.chang@chaffey.edu.

Bake sales are permitted on selected days (excluding cream pies/tarts which are prohibited). Bake sale items must be individually wrapped. As for serving beverages, a Pepsi contract is in place. Aquafina is the water Pepsi distributes. All food must be displayed on a clean table.

Information will be provided by the Office of Student Life.

**Communication**

The Inter-Club Council (ICC) is the best way to keep the lines of communication open between your clubs, the Office of Student Life, and student government. ICC will meet approximately every three (3) weeks; check the activity calendar for dates and times.

Please feel free to contact the Office of Student Life on any matter pertaining to your club, such as events, finances, publicity, or organization of volunteers. We are here to help you with the support to provide successful and meaningful events for the students.

**Literature Posting Procedures**

Literature refers to any handbill, newspaper, pamphlet, circular, placard, poster, booklet or book that is machine-printed, typed, duplicated or handwritten or printed on paper, cloth, or other material and is handed out, placed in areas for easy pickup, placed on tables or displayed by posting on bulletin boards or walls. Students are allowed to distribute and display literature with limitations. Please see “Literature” in the Student Handbook for more information.

**California Education Code**

Section 76120

*Exercise of free expression by students; adoption of rules and regulations*

The governing board of the community college district shall adopt rules and regulations relating to the exercise of free expression by students upon the premises of each community college maintained by the district, which shall include reasonable provisions for the time, place, and manner of conducting such activities. (Soliciting by for-profit agencies is not allowed unless in Partnership with the Chaffey College Foundation.)
Such rules and regulations shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed material or petitions, and the wearing of buttons badges, or other insignia, except that expression which is obscene, libelous or slanderous according to legal standards, or which so incited as to create clear and present danger of the commission of community college regulations, or the substantial disruption of the orderly operation of the community college, shall be prohibited.

If the literature to be posted or distributed is in question with or violates the above regulations, the college administration discretion may be the deciding factor as to whether such literature can be circulated. Any violation of the above mentioned regulations could result in disciplinary or legal action against all parties involved.

Financial Ethics

Club members and their advisors are expected to know and follow the procedures for proper handling of club funds as outlined in this handbook. Please remember that club advisors must attend all meetings and activities of the club and that club business is only considered legal when the club advisor is present.

No club funds may be expended without having been approved at a regular club meeting and actions recorded in club minutes prior to expenditure. (See Financial Procedures for further information.)

Do not use a personal credit card and/or debit card. Club members or advisors should not spend their own money first and expect to be repaid; request funds in advance for any purchase or activity. You should request a check, cash the check and then use the cash to pay for the items.

Any funds collected by a club must be deposited in the club account. Bills or expenses should not be paid out of funds collected, but rather processed through the Purchase Order/Check Requisition process as covered in this handbook.

Poor fiscal management including, but not limited to, debts owed by a club that are not paid promptly will endanger a club’s status. The Dean of Student Life may suspend a club and/or freeze the club’s account and deny any requests for activities due to poor fiscal management.

Account Balances

- Beginning each fiscal year, Accounting Services will provide each club/organization with its account balance, which has been carried forward from the prior year.
- On a monthly basis Accounting Services will send balance sheets to the Office of Student Life for each club/organization showing month prior to date and year to date balance by the end of the following month.
- It is an individual club/organization’s responsibility to reconcile its records with the balance sheet. If discrepancies occur, call Accounting Services at (909) 652-6023.
- Clubs, which are inactive for two (2) consecutive academic years (not including summer sessions) will have all funds in the club account, removed and deposited in the Office of Student Life auxiliary account for club support.

Checks

- Requisitions for checks must be in to Student Life on Tuesday by 2:00 PM for checks to be available the following Thursday morning at 10:30 AM for pickup in the Bookstore.
• Checks will be available for pickup in the Bookstore, Monday through Thursday, 7:30 AM to 7:00 PM and Friday from 7:30 AM to 3:00 PM. The check will be held for 30 days. **After 30 days the unclaimed checks will be returned to Accounting Services.**

• Upon return of the unclaimed check(s) from the Bookstore, Accounting Services will request a response from the club stating the date the check will be picked up at Accounting Services. **If check(s) remain unclaimed for another 30 days, it will be canceled and the club/organization must reinitiate paperwork for the payment process to be repeated.**

• Notify Jennifer Favia (Campus Store Customer Service Window) in advance if your club’s check(s) need to be cashed at the Bookstore, particularly, if your check(s) is/are over $100.

• Checks are considered “stale-dated” six (6) months after date of issue (Citizen’s Bank policy). Checks outstanding six (6) months after issuance will be canceled.

**Deposits**

• Deposits may be made to Julia Huang in Accounting Services, located in the old Administration Building Room 102, during their business hours (Monday through Friday from 8:00 AM to 4:00 PM). If in the event Julia is not available, please give your deposit to an Accounting Services staff member.

• Individual Club “Deposit Slips” are **needed** for each activity and are to accompany the deposit/money and required supporting documents.

• Re-deposits of unused funds, if more than one, must be on a separate deposit slip and deposited within **three days from the event date**.

• **Do not combine special cash activity deposits with ticket sales or bake sales at any time. Ticket sales and any other income needs to be deposited separately.**

**Depositing Funds**

• Complete the Deposit Slip form. Take **all three copies** to Accounting Services with money to be deposited in a sealed envelope. A completed deposit slip must accompany all deposits.

• Indicate on the Deposit Slip form the activity from which the funds were procured. A separated deposit slip must be completed for each activity.

• Attach a copy of the Income Potential (previously submitted with the fundraising proposal and facilities use form) for all proceeds must be reconciled against amount of deposit. Any discrepancies between the actual proceeds must include a written explanation.

• Turn in the completed Deposit Slip, Income Potential and money to Julia Huang, Accounting Services in a sealed envelope.

• After verifying funds, Julia Huang or designee will sign the Deposit Slip, attach receipt to club copy and return to club. The remaining two copies will be distributed to Accounting Services and Student Life.
  - No funds will be received unless the organization’s name appears on approved list of clubs
  - Accounting Services will maintain all back-up documentation
  - Deposits may be submitted until June 30th for the current fiscal year. Deposits submitted after that date would be credited to next year’s account.
Letter from the Campus Store

August 1, 2018

Chaffey College

Club Advisors, Officers, and Members:

The Campus Store provides club check cashing services. Special Activity checks can be cashed when funds are available, please verify availability at the Customer Service Window or by calling ext. 6563. Note: Only checks made payable to your club will be cashed.

Check cashing hours for the Rancho Campus Store are Monday through Thursday, from 7:30 AM to 7:00 PM and Friday, from 7:30 AM to 3:00 PM.

The Campus Store takes great pride in serving the students here at Chaffey College; suggestions are appreciated to help us reach our goal of being a “customer driven” operation. Thank you and have a great year!

Sincerely,

Dawn Hatfield

Interim Campus Store Administrator
Club Purchase Order Procedures

Prior to ordering items, you must utilize the following purchase order procedures.

1. Fill in current date
2. Fill in the club or organization’s name and number that are making the request.
3. Give the name of the vendor. **Vendor must fill out W-9 form.**
4. Give the address of the vendor include the zip code.
5. Fill in the information regarding the type of equipment, supplies and/ or services required; indicate the units, the price of each unit, and the amounts. Totals must also be indicated on all Club Purchase Order Forms. Please include sales tax and/ or shipping if this will be charged from the vendor. A written quote must be submitted.
6. Club Minutes Form submitted via Formstack.
7. Clubs must have a valid signature of the advisor and two student officers. Then submit the completed request for the Dean of Student Life for signature, which is required.
8. The request will then be forwarded to Accounting Services for verification of funds.
9. Upon receipt of the purchased items an authorize club representative must sign the invoice and return the signed invoice with a copy of the Club Purchase Order for payment to Student Life, which in turn will forward it to Accounting Services. Please indicate if you want to pick up the check or have it mailed.
10. Upon completion of processing, the check is sent to the Cashier in the Bookstore. The check can be picked up after 11 AM on Thursdays. Identification is required for check pick-up.
11. If submitting a conference registration or membership application, fill the form out completely. For these items, additional back-up invoices and receipts could be required.
   - All completed Club Purchase Order and/ or invoices must be returned must be returned for processing of payment promptly. Any delays submitting completed documentation will result in late payments.
   - All Club Purchase Order forms submitted must have prior authorization as indicated on referenced meeting minutes.

Check Request Form Procedure

Complete the Check Request Form

1. If you are paying a speaker or a DJ for an event you would use a check request form (p.29). In addition to a check request form you would need to submit a personal service contract (p.47) and a W-9 form (p.48). These forms must be completed prior to the lecture or performance. Payment will be made within 30 days of receiving the invoice after the event/activity.
2. The speaker and/or DJ (performer) will need to provide an invoice on the day of the event/activity to the club; an authorized club representative must sign the invoice and return the signed invoice to Student Life, which in turn will forward it to Accounting Services.
3. Payment will be made within 30 days of receiving the invoice after the event/activity.

Transfer of Funds Procedure

This transfer of funds form is used to transfer funds from one club account to another club account, i.e. giving money to another club. Request must be backed up with highlighted club minutes.

- The club/organization transferring funds from their account fills out the top portion of the form with an explanation of what the funds are to be used for and/ or why the club is receiving the funds. Explanation must include names of two persons authorized to sign for recipient.
• Club Minutes form via Formstack.
• Obtain authorized student and advisor signatures.
• Submit the transfer of funds form to Student Life.
• Upon approval of transfer, Student Life will forward the form to Accounting Services for processing. The transfer will be processed internally.

Personal Service Contract Procedure

A personal service contract is required for services that are supplied by an individual, a company, or an organization for an agreed upon fee. Personal Service Contracts are valid for no more than one fiscal period. Chaffey College employees cannot be paid through Personal Service Contracts.

All Personal Service Contract requests are to be viewed by Student Life and Accounting Services on an individual basis. Once approved, the appropriate forms need to be completed and submitted to Student Life prior to Services being rendered. Payment will be made within 30 days after receiving invoice, after the activity/ event.

Forms Required
  ▪ Personal Service Contract
  ▪ Request for taxpayer identification number and certification

Payment Processing

Submit Club Purchase Order Form along with two sets of highlighted minutes following the regular Purchase Order procedure.

A Personal Service Contract invoice signed by the contractor must accompany the Personal Service Contract when payment is requested. Make sure the invoice is numbered.

Special Activities Cash Fund Procedure

A Special Activities Cash Fund may be required for the following reasons: club gathering, supplies needed or when vendor(s) and exact amounts are unknown. A Purchase Order should be done if the vendor is known and will accept. A check request form should be completed for contract personnel.

• Complete the Special Activities Cash Fund form. The president, treasurer, advisor and Dean of Student Life must approve the Special Activity Cash Fund.
• Submit as you would as regular request with two copies of highlighted minutes.
• If money is available, check(s) may be cashed in the Bookstore. The best time to cash a check in the Bookstore is on Thursday morning (club checks only). If the Special Activity Cash Fund request is over $100, it is best to contact the Bookstore prior to Thursday and verify if funds will be available.
• **Within three working days after the activity**, you must deposit the remaining funds with the Special Activity Cash Fund deposit slip and attach receipts. Even if you don’t have any money left from expenditure, you must submit a receipt. Failure to do so can result in club suspension or probation.
• Last day to submit the Special Activity Cash Fund or Club Purchase Order Form is **May 22, 2018**.
Expending Account Funds Forms Directory

The Forms that must be filled out prior to the activity are listed below. Incomplete paperwork can/will delay processing in Accounting Services. Sample pages are given. Prior to any purchase order, the Office of Student Life must approve all paperwork.

Regular Purchases

- Club Purchase Order Form
- Club Minutes Form
- Price quote from vendor (in writing)

Payment Request

- Club Purchase Order Form
- Signed Invoice

Check Request

- Check Request Form
- Club Minutes Form
- Price Quote from vendor (in writing)

Special Activity Cash Fund (not to exceed five hundred dollars)

- Special Activity Cash Fund form
- Special Activity Cash Fund procedures
- Club Minutes Form
- Redeposit

Transfer of Funds

- Transfer of Funds Form
- Club Minutes Form

Deposit Slips

- Special Activity Cash Fund Deposit Slip must be filled out when re-depositing funds along with receipts attached.
- Club Account Deposit Slip-checks only are used for check deposits.
- Club Account Deposit Slip-cash only are used for cash deposits.

Back to Top
Typical Fundraising Activities

The following are forms that must be filled prior to any fundraising activity. Sample forms are given.

Product Sale

- Activity Proposal (initial request)
- Online Enterprise Request (if on campus)
- School Dude www.myschooldbuilding.com (if on campus)
- Consignment Income Potential (submit for approval)
- Consignment Income Potential (submit when completed)
- Deposit Slip- Checks Only or Deposit Slip- Cash Only

T-Shirt Sale

- Activity Proposal (initial request)
- Online Enterprise Request (if on campus)
- School Dude www.myschooldbuilding.com (if on campus)
- Consignment Income Potential (submit for approval)
- Consignment Income Potential (submit when completed)
- Deposit Slip- Checks Only or Deposit Slip- Cash Only

Opportunity Drawing

- Activity Proposal (initial request)
- Online Enterprise Request (if on campus)
- School Dude www.myschooldbuilding.com (if on campus)
- Ticket Income Potential
- Deposit Slip- Checks Only or Deposit Slip- Cash Only

Ticket Income Potential

The Ticket Income Potential form is used for opportunity drawings.

- Must be indicated in club minutes.
- Fill out top portion of form with club/organization name, type of activity, and beginning and ending date of activity.
- Put number of tickets requested in No. Issued column. If you request tickets without printed value, please enter value you are going to designate for these tickets.
- Submit to Student Life.
- Upon approval of activity, Student Life will submit form to Accounting Services for issuing tickets. Tickets are available in Accounting Services.
- When activity has been completed, fill out remainder of form and submit with deposit slip.
Ticket Income Potential form should be turned in to Student Life at least one week prior to the need of tickets.

When making a deposit, make sure all tickets are accounted for, either by returning or depositing money.

**Consignment Income Potential**

The Consignment Income Potential form is used when you have an actual account of items that you are selling such as shirts, candy bars, hats, food, jewelry, etc.

- Fill out top portion of the form with club/organization name, type of activity, beginning and ending date of activity and description of items sold.
  - A. No. of units received per invoice: in this area, put name of items purchased for sale.
  - B. Unit Price: intended selling price.
  - C. Income Potential (units x price): multiply the number of units by the intended selling price.

- Club advisor does not sign this form until after the activity or event.
- Submit to Student Life so we can make a copy for Accounting Services to be included with club Activity Proposal.
- When activity has been completed, fill out remainder of form and submit with Deposit Slip.
  - D. Units Sold: actual items sold.
  - E. Unit Price: Transfer unit price from line B
  - F. Income (D x E): multiply line D times line E

Income: totals of amounts on line F.

Over/short difference between your income and your deposit Total Deposit
Club Forms & Financial Documents

The following pages contain the current forms and documents used by all clubs for official business. Please know that all these forms are subject to change and the Office of Student Life is actively digitizing a majority of these forms so that they may be completed and submitted online. As changes or updates are made to these forms, the club’s ICC rep, president, and advisor will be notified via their Chaffey issued email.
Club Chartering Form

Student Club Chartering Form

New or Returning Club *
- New
- Returning

Date *
- Sep
- 26
- 2018

Name of Club *
Please be sure to spell the name of the club correctly.

Club's Acronym or Shorthand (only if your club has one)
example: Associated Students of Chaffey College is "ASCC"

Approval of this Club Chartering Form by Student Life entitles the club and its members to the privileges and responsibilities afforded to active student clubs at Chaffey College.

All recognized student clubs will enjoy the following privileges:
- The use of the name "Chaffey College" in your correspondence and advertising. You, and all members of your club, are, however, liable for your events and actions. Chaffey College is not.
- The use of buildings, grounds, equipment, and services of the College when available and officially scheduled.
- The club will be listed on the current club roster along with related contact information.
- Clubs have access to support services, including duplicating, publicity and programming assistance.

All recognized student clubs have the following responsibilities:
- The club must be open to all currently enrolled students who are enrolled in at least one (1) unit and all club officers must maintain a minimum GPA of 2.25.
- The club must maintain at least seven (7) members.
- The club must have an advisor who is a full time, permanent employee (faculty or classified staff) of the district who will be present at all club meetings and official functions.
- The club must observe all Associated Students of Chaffey College (ASCC) and Inter-Club Council (ICC) policies, Chaffey College and District policies, and federal, state and local laws.
- The club must renew their charter each year if they wish to be recognized for the following academic year.
- The club must have an approved charter and must maintain up-to-date club records, including a charter document, active officer and membership list, activities budget, and a calendar of sponsored events/programs with the Office of Student Life.
- The club must elect one (1) student ICC Representative to attend all Inter-Club Council meetings. The dates/times will be determined by the Commissioner of Inter-Club Council with approval of the ICC Advisor.
- The club must be a member of the Inter-Club Council and have an authorized representative to attend all Inter-Club Council meetings.
- The club must submit club minutes for each club meeting throughout the year using the online Club Minutes Form.
- The club must follow established policies and procedures for all club financial transactions, accounting, use of facilities and services, etc. This includes keeping all funds in the Chaffey-provided account.
- The club shall raise the majority of their financial support.
- The club shall participate in club rush each semester it is chartered and is encouraged to reach out and gain interest from the entire Chaffey community as much as possible through events, advertising, social media, ICC activities, e-mails, etc.
- The club must commit to participating in a minimum of one (1) community service project per academic year.
- The club must provide for the smooth transition of your organization from semester-to-semester and from year-to-year.
- The club cannot restrict membership based upon: national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because a potential member is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
- The club may not practice any type of hazing or unlawful initiation rituals.

These privileges and responsibilities are an official agreement between ASCC, Office of Student Life and all student clubs and organizations. Failure to comply with these responsibilities may result in a recognized student club having its official status suspended.

I've read and understand the responsibilities of becoming a Chaffey student club or organization *

- Yes, I understand
- No, I do not understand

Club President Name *
First Name
Last Name

Club President Signature *

Date *
- Sep
- 26
- 2018

Use your mouse or finger to draw your signature above.
**Club Chartering Form Continued**

### Club Officer List

Please remember that club officers must be currently enrolled in at least one (1) unit and have a minimum GPA of 2.25. Also, be sure that all student IDs have 7-digits.

Please know that the club officer's names and Chaffey email will be made public for purpose of better communication and visibility on campus; their student ID and phone numbers will not be made public.

<table>
<thead>
<tr>
<th>Position</th>
<th>First Name</th>
<th>Last Name</th>
<th>Student ID</th>
<th>Chaffey Email</th>
<th>Phone Number</th>
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<tr>
<td>President</td>
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<td>Vice-President</td>
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<td>Treasurer</td>
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<td>Secretary</td>
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<td>Inter-Club Council Representative (ICC Rep.)</td>
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### Club Membership List

Please list the remaining club members here. **Do not re-list the club officers in this section.**

Please remember that you must have at least seven (7) **total members** (including the club officers) who are currently enrolled in at least 1-unit and in good standing with the College.

Also, again, please be sure that all student IDs have 7-digits.

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<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Student ID</th>
<th>Chaffey Email</th>
<th>Phone Number</th>
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General Constitution

The Constitution of the club will guide the purpose and operation of the group from year-to-year and after you have graduated or transferred from Chaffey. The Constitution of a club contains the fundamental principles, which govern its operation and establish the specific rules of guidance by which the group is to function. The process of writing a constitution will serve to clarify your purpose; explain your basic structure and provide the foundation for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions.

Please be aware that Chaffey student club Constitutions are public documents.

Date:

ARTICLE I

Name: Purpose

Section I: The name of this club/organization shall be:

Section II: The purpose of this club/organization shall be to:

Briefly describe the purpose and objective of your club/organization. This will be used online, so please be sure the club/organization’s purpose is accurately reflected.

ARTICLE II

Membership

Section I: Membership shall be granted to all Chaffey Community College students enrolled in 6-units or more and who are in good standing with the College. Furthermore, members must:

ARTICLE III

Officers

Section I: Clubs must minimally elect the following officers: President, Vice-President, Treasurer, Secretary and ICC Representative and these elected officers are the only recognized officers for transcript inclusion. All elected officers are expected to uphold the club constitution and attend all regular and special meetings and club sponsored events.

Section II: The duties of the club officers shall include:

A. President: Serves as the official representative of the club. Convenes and chairs club meetings. Sets club meeting agendas. May propose and vote upon all club matters.

B. Vice-President: Assists club president with all club matters. May propose and vote upon all club matters.

C. Treasurer: Oversees all club monies, including, but not limited to, all collections, deposits, and records. Is responsible for following all club financial procedures and providing a report at each meeting. May propose and vote upon all club matters.

D. Secretary: Records and distributes minutes for all club meetings. Responsible for handling club correspondence and publicity, including providing up-to-date club files with Student Life and ICC. May propose and vote upon all club matters.

E. ICC Rep: Attend all ICC meetings. Inform the club on any college-wide or ICC events and report their club’s activities to ICC. Maintain a current calendar of ICC activities. May propose and vote upon all club matters.

Section III: The election of officers shall take place:

When specifically will elections take place?
Club Chartering Form Continued

Section 4: The term of officer shall be held for an academic year. Further term(s) shall be granted by election within the club and finalized upon any future chartering guidelines.

Section 5: Vacancies shall be filled by a 50% majority vote of its members.

Section 6: Officers, amendments and any other measures shall be up for recall by a majority vote of the body.

ARTICLE IV
Meetings

Section 1: Meetings shall be held:
The club meets on __________ at ________ every _______ in ________

Day __________ Time __________ week(weekdays/weekend/sem.)

If the time, date or location change, please advise Student Life and the Commissioner of ICC as soon as possible.

Section 2: The membership shall be notified via their Chaffey email and/or by phone within 48 hours before any special meetings take place.

ARTICLE V
Quorum

Section 1: Quorum shall be 50% of the membership, plus one, in order to conduct official business at a meeting.

ARTICLE VI
Amendments

Section 1: An amendment may be initiated by any member of the club and may be passed by a two-thirds majority vote with the approval of the club President and Club Advisor.

Section 2: Any amendments, officer elections and any other measures shall be up for recall by a majority vote of the body.

Section 3: All constitutional amendments, additions or deletions must be filed by the club Secretary with Student Life within one week of the adoption.

ARTICLE VII
Dissolution

Section 1: Any club that is inactive for two (2) consecutive academic years (not including summer) will automatically be dissolved by the Office of Student Life.

Section 2: With 50% majority vote of its members a club may dissolve the group. Club dissolution must be filed by the club Secretary with the Office of Student Life within one week of the vote.

Section 3: Any funds held within a dissolved club account shall be transferred into the ICC account.

ARTICLE VIII
By-Laws

Section 1: The by-laws shall be the governing tools by which this club/organization operates in addition to the Constitution.

Advisor Information

Advisor’s Name
First Name ___________________ Last Name ___________________

Is this a new or returning advisor for your club?
□ New □ Returning

Specific Title of Position at Chaffey
______________________________

Department/Office
______________________________

Advisor’s Chaffey Email
@chaffey.edu

Chaffey Phone Number
______________________________
Club Change Petition Form

Please ensure all values are in a proper format.

Club Petition Change(s)

Minutes must be uploaded with this form.

Your Name *

Your Panther Email Address *

Club *

Please select your club's name.

What club petition change(s) are you making? *

- Change Club Name
- Change Club Advisor
- Change Club Officer(s) and Signature Authority

How many Club Officer(s) would you like to change?

1  2  3  4  5

Current Club Name *

Please select your club's name.

New Club Name *

Current Club Name *

Please select your club's name.

New Club Name *

Current Club Advisor's Name *

First Name

Last Name

New Club Advisor's Name *

First Name

Last Name

New Club Advisor's Chaffey Email *

No file chosen

Please upload your club minutes which approve these changes.

Choose File

Submit Form
# Club Purchase Order Form

## Club Purchase Order

<table>
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<tr>
<th>Date:</th>
<th>Club Name:</th>
<th>Club#:</th>
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<tbody>
<tr>
<td>Date of Event:</td>
<td>Purchase Order #:</td>
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<tr>
<td>Vendor:</td>
<td>Address:</td>
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<tr>
<td>City:</td>
<td>State:</td>
<td>Zip:</td>
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<tr>
<td>Special Instructions:</td>
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<tr>
<th>Quantity</th>
<th>Description</th>
<th>Estimate Cost</th>
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<tr>
<th>Tax</th>
<th>Shipping</th>
<th>Estimated Total</th>
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</thead>
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To Be Valid, This Purchase Order Must Be Properly Signed

Authorized Student Signature

Advisor’s Signature

Authorized Student Signature

Dean of Student Life

Accounting Services Approval

---

**Office Use Only**

Funds Available _____ Funds Not Available _____ Unauthorized Expenditure _____

White- Accounting Services  Yellow-Student Activities  Pink- Club

Revised 06/16
Club Minutes Form

Please submit this form within 24 hours of the club's meeting.

All chartered student clubs at Chaffey College must fill out and submit this Club Minutes Form any time they hold an official meeting. Submission of this form is the responsibility of the club's secretary, or whichever member has been designated by the club's president. Whenever there is an expenditure from the club's budget, it MUST be denoted in this form under New Business.

As always, if there are any questions or concerns regarding this process, please contact the Office of Student Life.

STUDENTS - Please fill out the first page and then follow the instructions to send the form to your Club Advisor who will review and then submit the form to the Office of Student Life.

CLUB ADVISORS - Please review the first page, then sign on the second page and then submit the form.

Club *
Please select your club's name:

Date and Time of Club Meeting *
Aug 1, 2016

Location of Club Meeting *

IV. Club Committee Reports *
If there are no club committee reports, write "no club committee reports."

V. Old Business

 VI. New Business

VII. Approved Expenditures
Club's Budget Before Today's Meeting *

Club's Budget After Today's Meeting *

Did your club approve any expenditures during the meeting? *
Yes  No
These club minutes have been respectfully submitted by:

Your Name *

First Name

Last Name

Your Chaffey Email *

panther.chaffey.edu

Date/Time *

STUDENTS - Now click the “Save and Resume Later” button below and then click the “Save and get link” button.

You will need to forward the link provided to your Club Advisor, who will then sign and submit the form on behalf of your club.

Once your faculty advisor has submitted the form, you’ll both receive a copy for your records.

CLUB ADVISORS - Please review the first page, then sign on the second page and then submit the form.

Save and Resume Later

Club Advisor Approval

This section must be completed by your club advisor.

Advisor’s Name *

First Name

Last Name

Advisor’s Chaffey Email *

advisor.chaffey.edu

By signing below, you are approving these club minutes.

Advisor’s Signature *

Date *

Aug 07 2018

Save and Resume Later
Club Check Request

Date: __________  Club Name: ______________________  Club #: ______
Vendor: __________________  Address: __________________
City: __________________  State: __________  Zip: ______
Special Instructions: __________________
Date of Event: __________

<table>
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<tr>
<th>Quantity</th>
<th>Description</th>
<th>Estimate Cost</th>
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</tbody>
</table>

Tax
Shipping
Total

CK#

To be valid, this check requisition must be properly signed

Authorized Student Signature

Advisor’s Signature

Authorized Student Signature

Dean of Student Life

Accounting Services Approval

Office Use Only

Funds Available  Funds Not Available  Unauthorized Expenditure

White- Accounting Services  Yellow-Student Activities  Pink- Club

Revised 6/16
Office of Student Activities
Special Activity Cash Fund

<table>
<thead>
<tr>
<th>Name of Club/Organization</th>
<th>Club#</th>
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<tbody>
<tr>
<td>Activity/Event</td>
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<tr>
<td>Activity/Event Date</td>
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<tr>
<td>Amount Requested $</td>
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</table>

We, the undersigned, authorize withdrawal of above amount from our regular organization account in order to establish a cash fund for the above activity. The maximum amount to be withdrawn is $500.00.

We further agree to deposit any unused portion within three (3) working days after the activity with the receipts for the expended amounts attached to the deposit slip. We understand failure to provide any required documentation could result in club suspension.

<table>
<thead>
<tr>
<th>President</th>
<th>Date</th>
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<tr>
<td>Treasurer</td>
<td>Date</td>
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<tr>
<td>Advisor</td>
<td>Date</td>
</tr>
<tr>
<td>Director of Student Activities</td>
<td>Date</td>
</tr>
<tr>
<td>Accounting Services Approval</td>
<td>Date</td>
</tr>
</tbody>
</table>

White- Accounting Services
Yellow- Student Activities
Pink- Club
Revised 10/15
Deposit Slip- Special Activity Cash Fund Form

Chaffey College

Deposit Slip
Special Activity Cash Fund

Club/Organization

Received By

Date Deposited

Deposited By

Activity/Event Name

Receipts (attached) | Amount
--- | ---

| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |

Total Receipts $______

Cash | Amount
--- | ---

| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |
| | $______ |

Total Cash $______

Special Activity Cash Fund Amount $______

Less Receipts $______

Deposit: $______

(Should be the same as Total Cash)

White- Accounting Services Yellow- Student Activities Pink- Club

Revised 7/13
<table>
<thead>
<tr>
<th><strong>Club Accounts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of Funds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer From:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Transfer To:</th>
<th>Amount: $</th>
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</table>

<table>
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<tr>
<th>Explanation:</th>
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<tbody>
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</tbody>
</table>

**Attach Minutes**

<table>
<thead>
<tr>
<th>Authorized Student Signature</th>
<th>Advisor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Authorized Student Signature</th>
<th>Director of Student Activities</th>
</tr>
</thead>
</table>

White- Accounting Services       Yellow- Student Activities       Pink- Club

Revised 6/10
Club Event Proposal Form

Please submit this Event Proposal Form at least two (2) weeks prior to the event date. As always, if there are any questions or concerns regarding this process, please contact the Office of Student Life.

STUDENTS - Please fill out the first page and then follow the instructions to send the form to your Club Advisor who will review and then submit the form to the Office of Student Life.

CLUB ADVISORS - Please review the first page, then sign on the second page and then submit the form.

EVENT PLANNER CONTACT

NOTE: You will be the main contact person for this event for all future event-related communication.

Event Planner Name:* 
First Name: __________________________
Last Name: __________________________

Chaffey Email:* __________________________
panther@chaffey.edu

Phone Number:* __________________________

Name of Sponsoring Student Club:* __________________________
If your club is not listed here, select “Other” and contact the Office of Student Life.

Co-Sponsors:* 
Yes ¨ No ¨ 
Are there any sponsoring clubs, offices, departments, or outside agencies?

Event Description:* 
Please provide a brief description of the event and how it connects to or supports the purpose of the club.

Event Date:* 
Date: _________, _________

Event Start Time:* 
Time: _______________ 

Event End Time:* 
Time: _______________ 

Estimated Attendance:* 

Event Set-Up Time:* 
When will set-up begin for the event?

Event Breakdown/Clean-Up Completed By Time:* 
Breakdown/Clean-Up will begin after the event ends.
Club Event Proposal Form Continued

Do you already have a flyer or promotional material for this event?
☐ Yes  ☐ No

Does this event include a performer, speaker, or vendor?
☐ Yes  ☐ No

EVENT LOCATION
Has the location been reserved by your advisor?
☐ Yes  ☐ No

Campus *

Building/Location *

Room/Area *

EVENT FUNDING
Do you need to request funding for this event? *
☐ Yes  ☐ No

STUDENTS - Now click the "Save and Resume Later" button below and then click the "Save and get link" button.
You will need to forward the link provided to your Club Advisor, who will then sign and submit the form on behalf of your club.
Once your faculty advisor has submitted the form, you'll both receive a copy for your records.
CLUB ADVISORS - Please review the first page, then sign on the second page and then submit the form.

Save and Resume Later

Next

Your club advisor must complete this section.

As their advisor, I have reviewed and approve this event proposal.

Advisor's Name *

Advisor's Chaffey Email *

achaffey.edu

Advisor's Signature *

Date/Time *

Use your mouse or finger to draw your signature above

48
http://infosilem.chaffey.edu/scheduling/index.php

*Club Advisor must make all room reservations.
*Club Advisors are the ONLY ones who will have access to this screen.
# Consignment Income Potential Form

**Club/Organization:** ____________________________  
**Beginning Date:** ____________________________

**Activity/Event:** ____________________________  
**Ending Date:** ____________________________

**Description of Items Sold:** ____________________________  
**Prepared By:** ____________________________

<table>
<thead>
<tr>
<th>Item 1</th>
<th>Item 2</th>
<th>Item 3</th>
<th>Item 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**A. No. of units rec’d per invoice:**  
**B. Unit Price:** $____ $____ $____ $____  
**C. Income Potential:** $____ $____ $____ $____  

**Total Estimated Income:** $________________

*(Please submit with Activity Proposal involving funds)*

**D. Units Sold:**  
**E. Unit Price:** $____ $____ $____ $____  
**F. Income (D x E):** $____ $____ $____ $____

Income (Total of all Items on Line F) $________________

**Over/Short:** $________________  
**Total Deposit:** $________________

Reviewed By: ____________________________  
(Advisor)  
Ext. ____________________________

(Note to Advisor: DO NOT SIGN UNTIL AFTER ACTIVITY)

---

**For Office Use Only**

---

____ Approved  
____ Denied  

Director of Student Activities

White - Accounting Services  
Yellow - Student Activities  
Pink - Club

Revised 8/13
# Ticket Sales Income Potential Form

**Club/Organization:**

**Activity/Event:**

**Beginning Date:**

**Ending Date:**

### Tickets Requested

<table>
<thead>
<tr>
<th>No. Issued</th>
<th>Ticket Value</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1.00</td>
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<tr>
<td></td>
<td>$0.50</td>
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<td></td>
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</tbody>
</table>

Potential Income: $   

**Issued By:** __________________________  **Verified By:** __________________________

### Tickets Returned

<table>
<thead>
<tr>
<th>No. Issued</th>
<th>Ticket Value</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1.00</td>
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<td>$0.50</td>
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</tbody>
</table>

Value of Tickets Returned: $   

**Issued By:** __________________________  **Verified By:** __________________________

**Income (Potential Income Less Returned Tickets):** $   

**Deposit:** $   

**Extension:** __________________________

**Returned By:** __________________________

(**Note to Advisor:** Do not sign this form until after event)

---

**For Office Use Only**

____ Approved  ____ Denied  

Director of Student Activities  

White- Accounting Services  

Yellow- Student Activities  

Pink- Club Notification  

Revised 8/13
<table>
<thead>
<tr>
<th>Check Written By</th>
<th>Amount</th>
<th>Check Written By</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total Checks $  

Total Deposit $__________
### Club Account Deposit Slip

**Cash Only**

<table>
<thead>
<tr>
<th>Cash</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>.01</td>
<td>$_______</td>
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<tr>
<td>.05</td>
<td>$_______</td>
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<tr>
<td>.10</td>
<td>$_______</td>
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<tr>
<td>.25</td>
<td>$_______</td>
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<tr>
<td>.50</td>
<td>$_______</td>
</tr>
<tr>
<td>1.00</td>
<td>$_______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.00</td>
<td>$_______</td>
</tr>
<tr>
<td>10.00</td>
<td>$_______</td>
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<tr>
<td>20.00</td>
<td>$_______</td>
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<tr>
<td>50.00</td>
<td>$_______</td>
</tr>
<tr>
<td>100.00</td>
<td>$_______</td>
</tr>
</tbody>
</table>

**Total Cash** $_______

**Total Deposit** $_______

---

White: Accounting Services  
Yellow: Student Activities  
Pink: Club

Revised 7/13
Assumption of Risk & Waiver, Release & Indemnity Agreement Form– Form A

Chaffey Community College District
WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT
(Field Trips/Excursions/Events or Activities)

GUIDELINES

Field trips and excursions should be included in the Course Outline of Record as a “method of instruction.” Field trips and excursions should be included in the description of the courses printed in the schedule of classes in order to inform students who register for that course that there will be a field trip required. Field trips and excursions should also be included in the course syllabus as a best practice. A waiver is not required for the following in-state field trips:

A. Students participating in curriculum related field trips as a requirement of a course are not required to sign a waiver agreement form.

B. Students required to report to other locations as a requirement of a course are not required to sign a waiver agreement form.

C. Students receiving a course grade for completing extra-credit or out-of-class activity recommended by the instructor are not required to sign a waiver agreement form.

Students who refuse to complete the required waiver of liability, assumption of risk, and indemnity agreement form shall be excluded from the event or activity. Each participant will complete either the waiver for adult activity form or the waiver for minor activity form.

Club Activities

Students participating in a club activity are required to complete the applicable waiver of liability form. The signed form shall be retained in the office of Student Activities or designee.

Athletics

Students participating in athletic/sports programs are required to complete the applicable waiver of liability form. The signed form shall be retained in the office of Kinesiology, Nutrition & Athletics.

Educational Programs

A. Voluntary Participation: Students who volunteer to participate in college events, excursions, and/or activities must complete the applicable waiver of liability form.

B. Out-of-State Field Trips: All students participating in an out-of-state field trip or excursion whether voluntarily or required must complete the applicable waiver of liability form.

The school/office initiating waiver agreement form(s) shall retain signed forms on file for one year from the date of the field trip/excursion.

Reference: The provisions of California Code of Regulations, Title 5, Education, Div. 6, California Community Colleges, Chap. 6, Curriculum and Instruction, Subchapter 3, Alternative Instructional Methodologies, Article 2, Field Trips and Excursions- 55220(b) provides that: “All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

All adults taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a statement waiving such claims.”

I have read and understand the Waiver of Liability, Assumption of Risk, and Indemnity Agreement Guidelines. *

☐ Yes, I understand.
WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT
Chaffey Community College District

Participant’s Name:*  
| First Name | Last Name |

Is the participant an adult:*  
[ ] Yes  [ ] No
Only select “Yes” if the participant is 18 years of age or older.

Chaffey Panther Email:*  
@panther.chaffey.edu
Your Chaffey Panther email address is the initial of your first name, your last name, and the last 4-digits of your student ID number. Example: bill.smith00124567@panther.chaffey.edu

Chaffey Student ID:*  
This is a 7-digit number. DO NOT include your initials.

Phone:*  

School Site:*  

Name of Class or Activity:*  
Chartered Student Club/Organization Activities

Waiver: In consideration of being permitted to participate in any way in *

Any approved activities by any chartered student club or organization recognized by the Office of Student Life for the 2018-2019 academic year.
Personal Service Contract

Date: ____________________  Club: ____________________

Nature of Service: ____________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Hourly Rate: ________________  Estimated Cost: ________________

Vendor: _________________________________________________________

Address: _________________________________________________________

Social Security No.: ____________________  Phone No.: ________________

Date(s) to be performed: ___________________________________________
__________________________________________________________________
__________________________________________________________________

Date(s) of payment(s): ____________________________________________
__________________________________________________________________
__________________________________________________________________

It is understood and agreed that vendor in the performance of this agreement is an independent contractor and not an employee of the District. Vendor also agrees that District Worker’s Compensation or unemployment insurance does not cover him/her under this agreement.

Club President ____________________  Vendor ____________________

Club Advisor ____________________  Director of Student Activities ____________________

White- Accounting Services  Yellow- Student Activities  Pink-Vendor  Golden Rod- Club

Revised 6/30/09
Request for Taxpayer Identification Number & Certificates (Form W-9)

Name (as shown on your income tax return)

Business name/described entity name, if different from above

Part or type of instruction

Part 1
Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the “Name” line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II
Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below), and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return for real estate transactions. Item 2 does not apply: For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w-9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, or contributions made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requestor) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,

• A partnership, corporation, company, or association organized or organized in the United States or under the laws of the United States,

• An estate (other than a foreign estate), or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners’ share of effectively connected taxable income from such business. Further, in certain cases, where a Partner W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X

Form W-9 (Rev. 5-2013)
Transcript Inclusion Form

For Club Officers who have been in good standing and served a minimum of six (6) months and merits this transcript inclusion.

STUDENT SECTION

Name *

First Name

Last Name

Chaffey Student ID *

This is a 7-digit number. DO NOT include your initials.

Chaffey Panther Email *

@panther.chaffey.edu

Your Chaffey Panther email address is the initial of your first name, your last name, and the last 4-digits of your student ID number. Example: Bill Smith ID # 0123456 Chaffey Panther email address would be - bsmith3456@panther.chaffey.edu

Club Name *

Please select your club's name:

Officer Position Held *


Transcript Inclusion Form continued

Please select the semester your officer position began:*  
- Summer 2018  
- Fall 2018  
- Spring 2019  
Only one semester may be selected.

Please select the semester your officer position ended:*  
- Summer 2018  
- Fall 2018  
- Spring 2019  
Only one semester may be selected.

STUDENTS - Now click the "Save and Resume Later" button below and then click the "Save and get link" button.

You will need to forward the link provided to your Club Advisor, who will then sign and submit the form on your behalf.

Once your faculty advisor has submitted the form, you’ll both receive a copy for your records.

CLUB ADVISORS - Please review the first page, then sign on the second page and then submit the form.

Save and Resume Later
When requesting official transcripts online, please be sure to check the box Student Life Transcript so Admissions knows not to send out until your officer position has been posted to your transcript.
Copyright Compliance and Public Performances

The Federal Copyright Act specifies that copyrighted materials like movies can be used publicly if properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one’s home.

What exactly is a public performance?
A public performance is the exhibition of a movie that is shown outside of someone’s home.

Why should I obey copyright law?
Violating copyright law through unauthorized use of a movie:

- Could result in expensive fines and fees and negative publicity.
- Prevents those who worked hard on a film from receiving their just compensation.
- Essentially steals motivation to create from authors, computer programmers, playwrights, musicians, inventors, movie producers and more.

A public performance licensing fee includes money paid to the entire cast and crew who worked on the film from start to finish. If these men and women do not receive this hard-earned revenue through sources like licensing fees, they may no longer invest their time, research and development costs to create new movies.

Who does copyright law apply to?
This law applies to everyone, regardless of:

- Whether admission is charged.
- Whether the institution is commercial or nonprofit.
- Whether a federal, state or local agency is involved.
- What year the movie was produced.

This means colleges, universities, public schools, public libraries, day care facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses and more all must properly license movies to show them publicly.

Do I need a license to show a movie for educational purposes? This activity is covered under the “Face-to-Face Teaching Exemption,” right?
It depends. Under the “Face-to-Face Teaching Exemption,” copyrighted movies may be shown in a college or university setting without copyright permission only if all criteria are met:

- A teacher or instructor is present, engaged in face-to-face teaching activities.
- The institution must be an accredited, nonprofit educational institution.
- The showing takes place in a classroom setting with only the enrolled students attending.
- The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
- The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.
This means the "Face-to-Face Teaching Exemption" does not apply outside the nonprofit, in-person, classroom teaching environment. It doesn't apply to movies shown online – even if they're part of course-related activities and websites. It also doesn't apply to interactions that are not in-person - even simultaneous distance learning interactions. It doesn't apply at for-profit educational institutions either. For specific requirements, please reference The Copyright Act of 1976, Public Law No. 94-553, 90 stat 2541: Title 17; Section 110(i), or consult your copyright attorney.

Do we need a license even if we don’t charge admission? What if someone owns the movie?
Yes. A license is required for all public performances regardless of whether admission is charged. The rental, purchase, lending or download of a movie does not provide the right to exhibit it publicly outside the home unless the screening is properly licensed.

If I purchased a license to show a movie, can I show that movie whenever I want?
Unfortunately, no. Licenses are valid for a specific, designated time frame. There are no annual licenses available to colleges and universities.

A small group is having an informal gathering in our facility. Do we still need a license?
Yes. A license needs to be obtained regardless of the number of people attending the screening if the movie is being shown outside the home.
Most Commonly Called Numbers
Calling from an outside line? (909) 652-XXXX

Accounting Services, Club Accounts    AD Building
Julia Huang    x6023
julia.huang@chaffey.edu

Campus Police    Campus Center East (CCE)
x6911

Facilities/Reservations    AD Building- 180
Vacant    x6182
http://infosilem.chaffey.edu/scheduling/

IT Department    IS Building
PA System/Projectors    x6789
isrepairs@chaffey.edu

Lithography    Skills Lab Building
Print shop    x6741
lithomaster@chaffey.edu

M & O/ Tables/Chairs    M & O
Joanna Bentley    x6716
https://login.myschoolbuilding.com

Marketing/Marquee/Advertising    Skills Lab Building-17
Rachel Galindo    x6113
http://www.chaffey.edu/mediarequest.shtml

Student Life    x6590
sonia.juarez@chaffey.edu    x6589