

The Office of Student Life

Club Advisors Mandatory Workshop

PRESENTED BY SONIA JUAREZ

Agenda

KEY PRESENTATION POINTS

Introduction

Club Advisors Responsibilities

Changes for 2025–2026

Forms

Copyright Compliance

Event 101

More Forms

Donation Letter

Questions?

Introduction



WHO ARE WE?

Student Life Staff

Sadie Grantham,
Director of Student Equity, Activities, and
Engagement

Sonia Juarez,
Student Life Coordinator

Kristen Girard,
Administrative Assistant II



Club Advisor's Roles & Responsibilities

Becoming a club advisor can be very rewarding as you serve as a mentor for our students. There are some mandatory responsibilities that come with this position. Before a perspective advisor agrees to this role, they must be aware of the commitment saying "yes" encompasses.

IMPORTANT CHANGES FOR 2025-2026

- Club Advisor(s) must be present at all meetings.
- If the advisor is not present, students cannot meet in the reserved room unsupervised- as per district policy.
- No food is to be eaten in the classroom without prior clearance from the Dean's office.
- All officers can only be officers in no more than two clubs.
- There is an overall two-year term, position limit that an officer can hold an officer position in any club
- Event proposals must be submitted and approved, prior to submitting a funding request form.
- Funding requests are due by **12pm** and must be received **four weeks prior to the event.**

THE ADVISOR'S ROLE

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 addition to their regular job and/or teaching assignment.



The advisor must be a full-time faculty or classified staff member. The club advisor may designate a substitute (full-time employee) if unable to attend an occasional meeting. Adjunct employees can be a co-advisor.

RESPONSIBILITY OF MEMBERS TO THEIR ADVISOR

Groups must plan their meetings at a time and place so their advisor is able to attend. A meeting is not official without their presence—no official 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:

- Setting up plans for the year's activities
- Helping members know, use, and understand established policies and procedures.
- Helping members develop habits of responsibility and service.
Note: the advisors should NOT do the work for the club members. Members 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 the club usage and only members may motion.

CONTINUED RESPONSIBILITY OF THE ADVISOR TO THE CLUB MEMBERS

- 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 the 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 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 district guidelines are followed.
- Ensure that all club members, as well as student participants complete a waiver of liability form.

FORMS

All club forms can be found at

<https://www.chaffey.edu/studentlife/clubs-orgs.php>

Forms we will be dicussing

- Event Proposal Form
- Club Minutes
- Funding Request
- Deposit Forms
- School Dude- must request log-in access
- Enterprise- must request log-in access
- IT Request Form
- Short Form Services Agreement- Sonia completes
- Waiver of Liability Form
- Transcript Inclusion Form
- Standardized Donation Form (sent upon email request only)

Forms that Go Hand in Hand



EVENT PROPOSAL FORM

Submit at least four weeks prior to the event and you must receive approval before the event can take place.

Must submit prior to submitting a funding request.

FUNDING REQUEST FORM

- Must be submitted online before 12pm on Tuesday, with check available on Thursday at 12pm in the campus store.
- There is NEVER ANY reimbursements
- Plan accordingly

CLUB MINUTES FORM

- Any reports
- Discussion of event
- Motion & approval of any financial expenses.
- NO student ID numbers should be included.

DEPOSIT FORMS

Any unspent cash & receipts must be turned into AD-102 within three business days after the event.

Copyright Compliance & Showing Movies on Campus



DO I NEED TO OBTAIN A LICENSE TO SHOW A MOVIE?

YES -- YOU NEED TO OBTAIN A LICENSE:

- If the showing of the video is **open to the public**, such as a screening at a public event, OR
- If the showing is in a **public space where access is not restricted**, such as a showing of a film for a class but in a venue that is open to anyone to attend, OR
- If persons attending are **outside the normal circle of family and friends**, such as a showing of a film by a club or organization.

NO-- YOU DO NOT NEED TO OBTAIN A LICENSE:

- If you are **privately viewing** the film in your home with only family and friends in attendance, OR
- If you are an instructor showing the film **in class as part of the course curriculum to officially enrolled students** in a classroom that is not open to others to attend, OR
- If the film is in the **public domain**.

Please use this guide to help you understand the copyright compliance and showing a movie through a student club on campus. Feel free to contact the Office of Student if you have any questions.

When you buy, rent, or borrow a DVD or videotape of a movie (or any other audiovisual work) made by someone else, you normally obtain only the copy, and not the underlying copyright rights to the movie. You certainly are free to watch the movie yourself, but, beyond that, your rights are very limited by law. In particular, you do not have the right to show the movie to "the public." In most cases, doing that requires a separate "public performance" license from the copyright owner as outlined in the Federal Copyright Act. To determine whether you need such a license, you must determine whether what you want to do would constitute a "public performance", and, if so, whether there are any exceptions that would allow you to proceed legally without a license. The Federal Copyright Act specifies that copyrighted materials like movies can be used publicly if properly licensed.

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.

Copyright Compliance and Showing Movies on Campus

- 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.

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.

A club would like to host a movie night and have a Q & A discussion after the showing of the movie, is this permissible without obtaining the license?

The short answer is no. As reviewed by the College's legal team, their response to the question as to whether the copyright laws permit a student club, as part of a club event, to show a movie and have a discussion immediately following the movie, the answer is no; such viewing is not permissible without obtaining proper permission from the copyright owner. Please see discussion below:

“Section 110(1) of the Copyright Act allows instructors and students to perform or display a copyrighted work (e.g., a movie) without seeking permission of the copyright owner in the course of *face-to-face teaching activities at a nonprofit educational institution in a classroom or similar place devoted to instruction*. There are no restrictions on the type or length of work for this purpose. This means you can show a full-length movie, play a full recording of a song, or show any image without a license *as long as it's within the classroom*. “

The face-to-face exemption covers a "classroom or similar place devoted to instruction." However, the courts have consistently found that the exception **does not apply to social club or recreational screenings of films or any exhibition that is not in “classroom”** (or “similar space devoted to instruction” where there is face-to-face instruction between teacher and student and where the exhibition relates to the educational instruction).

What if the movie is shown in a classroom setting and it is not shown for recreational purposes, but instead educational purposes?

Copyright Compliance and Showing Movies on Campus

The classroom setting is less important as the fact that “educational *instruction*” has to be connected to an **actual college course**; anything else is considered “recreational” as it pertains to this law.

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.

Event Timeline

01

Why are we
hosting this
event?

02

Create your
list/desired
outcome

03

Budget

04

Choose
Practically

05

Submit Event
Proposal

06

Work with
Vendors

07

Work on the
Intinerary

08

Market your
Event

09

The Day Of

10

Evaluate the
Event

SET-UP OF EVENT

STEP 1

Submit Event Proposal- Students Submit

STEP 2

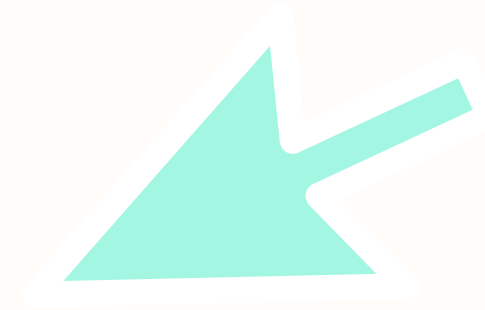
Enterprise- reservation of room or area where event will take place

STEP 3

School Dude- reserve tables, chairs, etc.

STEP 4

IT Request Form- reserve AV, such as podium, projector, speakers & microphone.



ADVISOR HAS ACCESS ONLY

MARKETING THE EVENT

- Word of Mouth
- Flyers- must be approved & stamped prior to posting
- Online Presence
- Only club advisors can submit flyer requests thru Lithography

MAKE SURE THERE IS
ROOM ON THE FLYER FOR
THE STAMP: LEAVE A
2 X 2 WHITE AREA



FACEBOOK

Get the word out about your event.



INSTAGRAM

Get the word out about your event.



TWITTER

Get the word out about your event.

MORE FORMS

Short Form Services Agreement

A short form services agreement is required for services that are supplied by an individual, a company, or an organization for an agreed upon fee. Chaffey College employees cannot be paid through these agreements. *Sonia must complete these agreements.*

Waiver of Liability

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 life for the entire academic year.

Transcript Inclusion Form

When an officer is in good standing for six months or more, their position can be posted to their official transcript. This is for officer's only.

Risk Management



07/17/2023

Dear Student Group Program Sponsor:

This letter is intended to introduce our organization Club of Hard Knocks as an officially chartered student club that is approved and in good standing with Chaffey College. Our student club seeks to achieve thru team building skills and activities.

We have 20 active members who are involved with our student organization and engaged with student life on our campus.

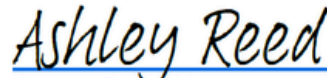
We request your kind consideration to support our student organization so we can continue to pursue our goals. Any cash or in-kind support that you can provide would go a long way to benefit our members and activities, as well as help our student organization attain our educational purpose/mission.

If you would like to donate, please send checks payable to Chaffey College Auxiliary with the club name in the Memo line and mail to:

Chaffey College- Office of Student Life
c/o Club of Hard Knocks
5885 Haven Avenue
Rancho Cucamonga, CA 91737

Donors will be presented with a letter of thanks as well as an acknowledgment for your tax-deductible donations. A Federal Tax ID number is available upon request. Thank you for your consideration in support of our club!

Sincerely,



Ashley Reed (Jul 17, 2023 09:53 PDT)

Club President

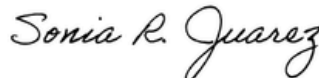


Sasha Rodriguez (Jul 17, 2023 09:57 PDT)

Club Advisor

Professor of Arts

Verified by:



Sonia R. Juarez
Student Life Coordinator
sonia.juarez@chaffey.edu
(909) 652-6589

Donation Letter

Email:

sonia.juarez@chaffey.edu

SONIA JUAREZ

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909-652-6589

Accounting Department

FANNY MCSHANE

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**Contact
Information**

