

INTER-CLUB COUNCIL CLUB HANDBOOK

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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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, forms, 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.

INVOLVEMENT = 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's privileges and responsibilities. All student clubs are required by the Office of Student Life through the Inter-Club Council (ICC) Bylaws to fulfill a few 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 full-time, permanent employees (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.

STEP #6 - Submit the Student Club Chartering Form online. Once you have all 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 be 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 you once you have been approved or denied.

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 and must adhere to Chaffey College's Nondiscrimination Policy located in the student handbook. Additionally, all club officers must have and maintain a minimum GPA of 2.00.
- The club must have 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 the 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) of 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 submit an event proposal for each club event.
- 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 most of their financial support.
- The club must 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.
- At the discretion of advisor, some clubs may have additional requirements and forms that must be adhered to join or participate in club activities.

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.

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, if the ICC is in session.

Club Officers

Club officers include a President, Vice-President, Treasurer, Secretary, and Inter-Club Council Representative (ICC Rep.)- **these are the only recognized officer positions approve by the district.** 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.

Membership and Participation

The main key to membership is “motivation.” You will need to be excited 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!

Sample Club Constitution

General Constitution

The Constitution of the club will guide the purpose and operation of the group 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 5-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 the 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/every other week/1st & 3rd week/etc.) in (location/building/room).

If the time, date or location changes, please advise Student Life 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, 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 tool by which this club/organization operates in addition to the Constitution.

(Please add any club Bylaws here.)

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 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 a 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:
 - 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 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.

Section I: Written Reprimand

- A. Any club member who violates the club Constitution or Bylaws or who fails to meet the responsibilities of their position may be issued a written reprimand by the Faculty Advisor with consultation with the Dean of Student Affairs.
 - B. If it is determined by the Faculty Advisor that there is just cause for a written reprimand, the Faculty Advisor will send the club member in question a written reprimand via email. The written reprimand shall notify the club members in question of the following:
 - (a) The basis of the written reprimand.
 - (b) Possible steps and/or timelines to correct actions or behaviors.
 - (c) Possible consequences for failure to comply with corrective steps, up to and including removal from office.
- 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 ensure, 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 ensuring all district guidelines are followed.
- Ensure all waivers of liability forms for outside events are submitted online for the current calendar year.
- Attend mandatory Clery Act training annually.

Club Officers

A student club should elect a set of officers for a defined term. It is the responsibility of the members to notify the Office of Student Life whether there should be any change in officers during the school year by filing a Club Change Petition Form. All five officers must be in good standing with the College, enrolled in at least five (5) units 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. There is a two-year term limit for officer positions.

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 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 others through attitude and actions, the organization itself. An officer is its representative as well as its leader.
- Be enthusiastic, outline the 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 the 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.

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.

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:
 - Convene and chair all club meetings.
 - Know the proper procedure for conducting a meeting.
 - Have basic knowledge of Parliamentary Procedures.
 - Be impartial. Avoid expressing your personal opinions.
 - 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.
 - 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 responsibility to others. It is their role to follow up, check and recheck to see the work 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 the money. A receipt should be given for all the money collected.
 - Deposit all funds at the Accounting Services in the club's account. (All clubs are required to keep all money 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 of 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.
- Vote for the approval or non-approval of a new/returning club's charter using the online form.
- Maintain a current calendar of ICC activities.
- May propose and vote upon all club matters.

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 on-line Transcript Inclusion Form. They must have actively served a minimum of six (6) months in the same office as the club and their club must have been chartered by the end of October to have the officer position placed on their activity's 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 the current academic year.**

What makes a Successful Club?

It is difficult to formulate a list of principles that will ensure a successful club for all groups. Groups have different purposes and individuals, and some of them can 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 can 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. Clubs 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 can 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 the 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. PowerPoint or useful takeaways, you can email the 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 of any items that were discussed from the previous club meeting that were unfinished or now required a vote.*
- VI. **New Business:** *List of all items that have not been discussed at previous club meetings and/or items for upcoming events. This is where all expenditures should be listed. First a motion must be made for the 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's 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.*

Points to Enhance Team Effectiveness

- Determine a specific team goal
- Learn the strengths of each team member
- Clarify group expectations and discuss college policies
- Identify barriers that keep the team from achieving the goals
- Use effective communication skills
- Develop a plan to accomplish the goal
- Put the plan into action
- Evaluate the plan and the procedure

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:

- It's current strength as a team.
- It's current weakness.

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

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

Retaining Members

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 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

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 should 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 one (1) Office of Student Life Representative (Chair &/or 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 allow 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, except for 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 ICC the recommendations to charter and for the suspension of any club.
- (6) Co-Chair the ICC/Student Life Community Service Committee along with any 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 the 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) Assist the Commissioner of ICC in preparing and posting ICC agendas.
- (7) Assist in the coordination and planning of activities sponsored by the ICC.
- (8) 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 vote 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 11:00-12:00pm via Zoom (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 held on a Friday in September during which classes are in session.
- E. The last meeting of each semester will be prior to 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 if 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 active and in good standing if:

- A. It follows all the club responsibilities as outlined in 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.
 - (2) The club in question will have two (2) weeks from the date the 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.
 - (a) 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. The 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 Reps 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 the ICC within 72- hours of the next ICC meeting.

Section IV: After reviewing 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 by 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 Chartering 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) approved Community Service Project.
- E. Submit club nomination form.

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
Participating in an approved Community Service Project	50 Points (on campus)	100 Points
Co-Sponsor an event with Student Government	25 Points (on campus)	50 Points
Participating in Chaffey Annual Events	25 Points (Tailgate) 25 Points (Trunk or Treat)	50 Points
Participating in Club Rush	25 Points (Fall) 25 Points (Spring)	50 Points
		250 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 TBA

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.

Events 101

It is very important to submit an event proposal at least two (2) weeks prior to the scheduled event. Please make sure to receive confirmation from the Office of Student Life stating the event has been approved.

Steps to Creating a Successful Event

1. Why are we hosting this event?

Sit down with your Club/Advisor and talk about the goal of the meeting/event. Is it to reach out to the community? Is it recruiting new members? Is it to publicize the Clubs Mission? Also make sure that your topic is truly relevant to your audience.

2. Create Your List/Desired Outcome

Once this has been decided, define your target audience. Establish your event size. Write down what you vision this event to be. Write down details such as location, speakers, number and quality of participants, food, and fun activities.

3. Budget

As a Club, know your budget before you start planning your event. Once a budget has been decided, stick to it. Shop around, but don't wait too long deciding about your eventual event location.

The possibility of not receiving a quote in a timely manner is high. You can eliminate this risk by getting multiple quotes. Use a budget spreadsheet listing the major cost items of your wish list – location rental, speakers, meals, audio/visual equipment, printed materials, giveaways, and fun extras. Avoid surprises when renting a facility or working with vendors by getting all agreements in writing. Remember “It’s only an idea until it’s in writing!” Remember to limit the number of people authorized to make purchases and check all invoices against written quotations.

4. Choose Practically

Get to know the campus. Cost will obviously be a factor in choosing where to hold your event and what services to provide, but so will attendance. Chaffey College is a wealth of resources for club events. You want to select a location that is centrally located and well known for other successful events.

5. Submit event Proposal

Submit via online club documents. Be sure to get approval before you move ahead.

6. Working with Vendors

Your location is set, now the fun begins. Work with the service providers of the items in your budget spreadsheet as early as possible. Understand what will be provided in each case. Review contracts and cancellation policies carefully. (For instance, if you need a power source and extension cords and/or dropping off and picking up chairs/tables).

7. Work on the Itinerary

Draft a detailed timeline for your event. Say your event starts at 10am and ends around 2pm. Do you plan to feed your presenters? What about the volunteers? Assume nothing. Ask questions, more questions, and still more questions. After the day’s agenda is complete, remember to thank everyone for their contribution. Plan for success. Work closely with the Conference Coordinator of the meeting for ideas and inspiration on food and beverage options, set-ups, decor and anything else you might need for your next event. Your participants will feel more connected, inspired and accomplished.

8. Marketing your Event

Create a logo and scheme for your event. Connect via social media, rally your troops to spread the word through e-mail and in classrooms. If appropriate, make use of local event listing sites. Make sure you communicate a clear RSVP, Date, Day, Time and contact information.

9. The Day Of

Eliminate the unexpected. Be in control of every aspect: Be well rested, eat so you are less stressed. Communicate actively with your participants and vendors in advance so they know where to be and what to expect. Get their contact information and make sure they have yours. Tour the facility before your event begins to make sure your staff is in place, and everything is in order. As things wind down and invoices come in, review them line-by-line so that you can resolve disputes on the spot. And

Finally, should you not be present, keep in contact with your guests and clients. Assign additional contact people who will act as onsite coordinators. Plan for a stress-free “Day Of”. Make sure that everything is said and done on the day of the event.

10. Evaluating the Event

Congratulations on getting the job done! Let’s see what you can learn next time. Have your participants fill out an evaluation form and look for common pieces of feedback. Don’t forget to follow up!

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, chairs, and/or EZ-ups, you will use a different online request system called <https://login.myschoolbuilding.com/msb>. This service allows you to submit work requests directly to the maintenance department via the Internet. **The account must be created prior to submitting request. Please contact IS Repairs for the form to request an account for your club.**

Food Sale 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. Please send request to DiningCommons@chaffey.edu and copy Dawn.Hatfield@chaffey.edu.

Type of Catering Request:

#1 – Food Delivery/Pickup Only: Food that will be picked up or delivered without prepping or serving on campus. A *Purchase Order* will be issued.

The process will require an approved requisition, and attachment of the following:

- Fresh and Natural first consideration email including a justification if using a different cater.

#2 - Prepare/Serve On-Campus – A caterer who will prepare and serve food on-campus. An *Authorized Catering Services agreement* will be issued.

The process will require an approved requisition and SciQuest form, and attachment of the following:

- Fresh and Natural first consideration email including a justification if using a different cater.
- Signed Authorized Catering Service Usage Terms and Conditions
- Copy of Current Business License
- Copy of Current Health Permit
- Copy of Current Certificate of Insurance.

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. 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 the student government. ICC will meet approximately once a month; check the Inter-Club Webpage 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 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 properly handling 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 received via Formstack on Tuesday at 12:00 PM** for checks to be available the following Thursday afternoon at 12:00 PM 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 9:00 AM to 1:00 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 the check(s) remain unclaimed for another 30 days, it will be canceled, and the club/organization must re-initiate paperwork for the payment process to be repeated.**
- Notify Jennifer Favia (Campus Store Customer Service Window) in advance if your club's check(s) needs 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 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 Fanny 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.**

Letter from the Campus Store

August 1, 2025

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 the cheques made payable to your club will be cashed.

Checking hours for the Rancho Campus Store are Monday through Thursday, from 7:30 AM to 7:00 PM and Friday, from 9:00 AM to 1:00 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

Campus Store Administrator

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.**

Purchases

- Club Funding Request Form
https://chaffeycollegehspartnerships.formstack.com/forms/club_funding_request_form
- Club Minutes Form
https://chaffeycollegehspartnerships.formstack.com/forms/club_minutes_form
- Price quote from vendor (in writing)
- Redeposit

Transfer of Funds

- Transfer of Funds Form
- Club Minutes Form
- Contact Sonia Juarez sonia.juarez@chaffey.edu to assist with this process.

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.
- Email sonia.juarez@chaffey.edu for the above-mentioned deposit slips.

Club Purchase Order Procedures

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

1. Complete the Club Funding Request Form.
2. Give the name of the vendor. **The vendor must fill out W-9 form.**
3. Give the address of the vendor include the zip code.
4. 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 Funding Request Forms. Please include sales tax and/ or shipping if this will be charged from the vendor. A written quote must be submitted.
5. Club Minutes Form submitted via Formstack.
6. Clubs must have a valid signature of the advisor and two student officers. Then submit the completed request for the Coordinator of Student Life for signature, which is required.
7. The request will then be forwarded to Accounting Services for verification of funds.
8. Upon completion of processing, the check is sent to the Rancho Campus Bookstore. The check can be picked up after 12 PM on Thursdays. Identification is required for check pick-up and cashing.
9. 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.

Check Request Form Procedure

Complete the Club Funding Request Form

1. If you are paying a speaker or a DJ for an event you would use a check request form. In addition to a club funding request form, you would need to submit a personal service contract, and a W-9 form. Contact Sonia Juarez sonia.juarez@chaffey.edu to assist with the process. 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, which in turn will forward to Accounting Services.
3. Payment will be made within 30 days of receiving the invoice after the event/activity.

Special Activities Cash Fund Procedure

A Club Funding Request Form 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 Club Funding Request form. The president, treasurer, advisor and Coordinator, Student Life must approve the Club Funding Request Form.
- Upload a PDF approved version of the minutes to the form. Use the ones that Sonia sends to you.
- 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 afternoon (club checks only). If the Club Funding Request Form 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/event**, 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.
- The last day to submit the Special Activity Cash Fund or Club Purchase Order Form is **May 26, 2026**.

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. Requests must be backed up with 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 people authorized to sign for recipient.
- Club Minutes form via Formstack.
- Contact Sonia Juarez sonia.juarez@chaffey.edu to assist with this process.

Typical Fundraising Activities

The following are forms that must be completed prior to any fundraising activity.

Product Sale

- Event Proposal (initial request)
https://chaffeycollegehspartnerships.formstack.com/forms/club_event_proposal_form
- Online Enterprise Request (if on campus)
- School Dude www.myschooldbuilding.com (if on campus)
- Deposit Slip- Checks Only or Deposit Slip- Cash Only

Opportunity Drawing

First, we no longer recommend holding opportunity drawings, as most opportunity drawings are raffles which are regulated in CA State Law (Penal Code section 320.5 and related regulations).

The State of California stipulates that you **can** hold an opportunity drawing (and not have to file with the State) if **all the following are true**:

- It involves a general and indiscriminate distribution of the tickets.
- The tickets given away have the same winning opportunities as the tickets for which a donation is given.
- The scheme **does not require** any of the participants to pay for a chance to win and that fact is clearly advertised.

Selling tickets and stating that you will give a ticket away for free “if asked” **does not comply** with these requirements and really is a raffle. Regardless, prizes awarded in an opportunity drawing are treated the same way as prizes won in a raffle in the eyes of the IRS.

Raffles

If participants are required to purchase a ticket to have a chance to win a prize, the drawing is subject to the provisions of Penal Code section 320.5 and related regulations as a raffle.

Ticket Income Potential

The Ticket Income Potential form is used for opportunity drawings.

- Must be indicated in club minutes.
- Contact Sonia Juarez sonia.juarez@chaffey.edu to assist with the process.
- Submit Event Proposal to Student Life.
- Upon approval of activity, Student Life will inform Accounting Services about the issuing tickets. Tickets are available in Accounting Services.
- When activity has been completed, fill out the remainder of form and submit with deposit slip.
- Ticket Income Potential form should be turned in to Student Life at least two weeks prior to the need of tickets.
- When making a deposit, make sure all tickets are accounted for, either by returning or depositing money.

Depositing Funds

- Complete the Deposit Slip form. Take **all copies** to Accounting Services with money to be deposited in a sealed envelope. A complete deposit slip must accompany all deposits.
- Indicate on the Deposit Slip form, the activity from which the funds were procured. A separate deposit slip must be completed for each activity.
- Turn in the completed Deposit Slip, receipts and any unspent monies to AD-102, Accounting Services in a sealed envelope for all proceeds must be reconciled against amount of deposit. Any discrepancies between the actual proceeds must include a written explanation.

- After verifying funds, a designee will sign the Deposit Slip, attach receipt to club copy and return to club.
 - No funds will be received unless the organization's name appears on the 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 will be credited to next year's account.

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 charges are security, custodial costs and costs for materials consumed.
3. District entities and staff wishing to use District facilities must follow the Procedures for the 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.
2. **Event set-ups:** <https://www.myschooldbuilding.com>
3. **Approval:** 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.

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 the invoice, after the activity/ event.

Forms Required

- Event Proposal
- Request for taxpayer identification number and certification
- Contact Sonia Juarez sonia.juarez@chaffey.edu to assist with the process.

Payment Processing

Payment will be made within 30 days of receiving the invoice after the event/activity.

Club Forms, Financial Documents & Other Requirements

The following pages contain the current forms, in no order, 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 most 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.

1. Club Chartering Form: https://chaffeycollegehspartnerships.formstack.com/forms/club_chartering_form
2. Club Funding Request: https://chaffeycollegehspartnerships.formstack.com/forms/club_funding_request_form
3. Club Minutes: https://chaffeycollegehspartnerships.formstack.com/forms/club_minutes_form
4. Club Petition Change: https://chaffeycollegehspartnerships.formstack.com/forms/club_change_petition_form
5. Donation Letter: email sonia.juarez@chaffey.edu for standardized donation letter.
6. Event Proposal Form: https://chaffeycollegehspartnerships.formstack.com/forms/club_event_proposal_form
7. ICC Club Report: https://chaffeycollegehspartnerships.formstack.com/forms/club_report
8. Transcript Inclusion: https://chaffeycollegehspartnerships.formstack.com/forms/transcript_inclusion_form
9. Voting for Clubs: https://chaffeycollegehspartnerships.formstack.com/forms/votes_for_new_returning_clubs
10. Waiver of Liability: https://chaffeycollegehspartnerships.formstack.com/forms/club_waiver_of_liability
11. Email sonia.juarez@chaffey.edu for all club deposit forms.

Other Requirements:

At the discretion of the advisor, some clubs may have additional requirements and forms that must be adhered to join or participate in club activities.

Online Enterprise Schedule Web Client (Room Reservations) and Set-ups

1. Enterprise: <http://infosilem.chaffey.edu/scheduling/index.php>

***Club Advisors must make all room reservations.**

2. Myschoolbuilding: <https://login.myschoolbuilding.com/msb>

***Club Advisors are the ONLY ones who will have access to this screen.**

Most Called Numbers

Calling from an outside line? (909) 652-XXXX

Accounting Services, Club Accounts	AD Building
Fanny McShane	x6023
fanny.mcshane@chaffey.edu	

Campus Police	Campus Center East (CCE)
	x6911

Only Club Advisors may contact the individuals listed below

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

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

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

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

CATERING APPLICATION REQUEST FORM

1. Caterer's Name: _____
2. Contact Name & Title: _____
3. Phone Number: _____ Secondary Phone Number: _____
4. Email Address: _____
5. Physical Address: _____

City: _____ Zip Code: _____
6. Date of Event: _____
7. Set-Up Time Required: _____
8. Clean-Up Time Required: _____
9. Event Start Time: _____ Event End Time: _____
10. Event - Campus and Location: _____

Please upload the completed request form and the following attachments to SciQuest.

☐
☐
☐
☐
☐

Fresh & Natural – Attach the first consideration email including a justification if choosing a different caterer.

Signed Authorized Catering Service **Usage Terms and Conditions**

Copy of Current **Business License**

Copy of Current **Health Permit**

Copy of Current **Certificate of Insurance** (Chaffey Community College District is to be named as Additional Insured and Certificate Holder)

Submission:

All documents must be submitted via e-mail.

Department Contact (Print Name): _____

Phone (ext.): _____

Requisitioner (if different from Department Contact above): _____

Chaffey College – Catering Services Application Form

Page 1 of 1

(Fall 2024)

AUTHORIZED CATERING SERVICE
USAGE TERMS & CONDITIONS
(Attachment to Caterer's Request Form)

Caterers must be approved in advance and comply with City, College, County, and State permit requirements. Please refer to the *Caterer's requirements listed below*. Only food provided by an authorized caterer is permitted on the premises. All documents required must be submitted to the Department Contact at least fourteen (14) days before the event date.

Caterer Requirements

1. **Copy of current Health Permit** – Health permit must be current and effective for the event date. Caterer health permit must match the caterer's business license and certificate of liability insurance.
2. **Copy of current Business License**
3. **Copy of current Certificate of Insurance** (Chaffey Community College District is to be named as Additional Insured and Certificate Holder)
4. Alcoholic beverages are not allowed on the premises.
5. **Serve only those beverages approved by the District and in compliance with the existing Pepsi-Cola contract (see list at <https://www.pepsico.com/our-brands/creating-smiles/our-products>);**
6. **USE OF DISTRICT EQUIPMENT IS PROHIBITED.** Caterer is responsible for providing all necessary equipment required for catering services. Catering staff is required to stay until the conclusion of the catering services. Trash must be dumped into the dumpster, any trash left behind or dirty work area may result in a cleaning fee determined by the District.
7. **OUTDOOR CATERING AREAS:** Caterer is responsible for leaving all outdoor catering areas clean. Caterers using the outdoor areas for catering services must provide grease-resistant floor mats, cardboard, or plastic to place underneath the catering equipment. Outdoor cooking can only be done in designated areas. Any stains left behind or dirty work areas may result in a cleaning fee determined by the District.
8. Please see below for a list of appropriate cleaning supplies: Dawn dish detergent and hot water (NO BLEACH PRODUCTS)
9. All events must conclude at the specified event end time, including move-out and cleanup.
10. All decorations and visual aids must be freestanding and may not be nailed, stapled, taped or tacked to the walls, ceiling or other fixtures. Removal of any facility decorations is not allowed. Use of flamed candles and any type of fire devices or pyrotechnics are not permitted. Use of electric candles is permitted.
11. Preferred no use of Styrofoam products provided to customers.

Caterer Printed Name: _____

Caterer Signature: _____

Date: _____

