

CLUBS

Edmonds Community College

**2017–2018
CLUB HANDBOOK**

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WELCOME

Organizing and Joining Clubs

Edmonds Community College (CC) grants authority to the Associated Students of Edmonds Community College (ASEdCC) to charter and fund student clubs. Students are free to organize and join associations to promote their common interests, provide such groups are not in conflict with the educational goals of the college, relevant laws and college regulations. Student chartered groups shall be open to all students on a non-discriminatory basis.

The ASEdCC Constitution and Financial Code define a club at Edmonds CC as:

“A group of Edmonds Community College students collectively organized based on a mutual interest, hobby, or instructional program whereby the primary outcome of club functions and activities relates to benefiting the common interest of club members, or provides general welfare for the entire student body.”

Learning and Growing

The Center for Student Engagement & Leadership (CSEL) views participation in clubs at Edmonds CC as voluntary and a privilege. It is an opportunity for students to join together to learn and practice leadership skills, develop friendships, contribute to the life of the campus by providing activities or services, and to have fun. Clubs have access and opportunities that individual students do not have. The more students involved in clubs, the stronger the club system will be.

A strong club system is built by students who work together, plan together and have fun together. Collaboration and common interest are the heart of the Edmonds club system. The possibilities are endless!

Your Club's Responsibility

It is important for club officers/ members/advisors to be familiar with the State/College/ Office of Student Life policies and procedures. This happens through the club training and club website. The training covers rules and regulations all clubs are required to follow. More importantly, the training provides a built-in network for club officers to make connections with other clubs.

DIRECTORY

CSEL Club Team Contact Information

Location: Brier 252

Club Events Programmer: (425) 640-1581
Mentari Arinardi mentari.arinardi@email.edcc.edu

Club Administration Programmer: (425) 640-1581
Kallista Salim kallista.salim@email.edcc.edu

Executive Officer for Clubs: (425) 640-1581
Verena Girgis asedcc_clubs@email.edcc.edu

Club Manager: (425) 640-1579
Lew Latimer llatimer@email.edcc.edu

College Departmental Directory



Scan QR code with your smart phone or visit:
<http://employees.edcc.edu/directory/directory.pdf>

CHARTERING

Club Chartering Process

All clubs seeking recognition are required to complete the club chartering process. To do so you must submit a completed Club Chartering Packet to Center for Student Engagement and Leadership (CSEL). Chartering packets are available at the CSEL Office (Brier 252) or online at <http://www.edcc.edu/csel/clubs.html>.

The Club Advisor and two Club Members are required to attend club training, which is conducted by the Club Administration Programmer after the completed Chartering Packet has been submitted.

Each club will receive a club edmail account and a link to a Google website. The google site will allow clubs to post their meeting schedules and past/upcoming events and activities. This will allow clubs to establish effective communication with fellow EdCC Students by providing access to club information, activities, meeting dates and times. In order to ensure the proper use of this resource we would like at least 2 officers/members from each club to attend a Google Site Training Workshop (optional for advisors), with TOAN Nguyen, START Coordinator.

I. Statement of Purpose

This can either be a sentence or a paragraph. It is the most important piece of information for your club to develop. It is the reason the club exists and defines how the club will accomplish its purpose.

II. Constitution, Outline of Structure, or Organizational Pattern

These are the guidelines that govern the club which also describes the leadership structure.

- How Club Officers/ Club Leaders are selected
- How club decisions are made
- How the club is structured

It is important to remember that once a club decides on the structure and operating procedure, they must adhere to it.

CHARTERING

III. Statement of Financial Structure

This describes how the club will expend funds and who will manage the financial affairs.

IV. Outline of Activities

The club must list potential activities or programs it would like to sponsor.

V. Indication of Student Interest

The club must have the support and signatures of at least five currently enrolled Edmonds CC students and at least two students must attend club officer training before the club will be chartered. Active membership is defined as being involved in the majority of the club meetings and activities. Clubs that do not maintain at least five active members at all times will have their club account frozen until they provide an updated record of five active members.

VI. Advisor Agreement

Clubs must have an EdCC faculty or staff advisor (full or part time). Students are NOT able to serve in an advisor role for clubs. The advisor is required to attend Club Advisor training each year the club is chartered. The advisor is the official representative for Edmonds CC and should be willing to provide support, guidance, and assistance in support of club activities. Community members can serve as co-advisors, but may not sign paperwork.

RESPONSIBILITIES

Student Programs Grants the Following Rights to All Chartered Clubs:

- To use the name of Edmonds CC in connection with the club name
- To apply for funds as outlined in the ASEdCC Financial Code
- To schedule College facilities in accordance with the scheduling policy
- To post information about the club in accordance with the college posting policy

Maintaining Active Club Status

All mandatory officer and advisor trainings must be up to date*

It shall be the responsibility of the club to maintain on-going communication through the Quarterly Report to include the following:

- Information containing quarterly activities sponsored by clubs
Clubs must sponsor a minimum of one activity (event/meeting) per month to be considered active
- A list of at least five active members
- Update an officer or advisor changes, including contact info
- The Quarterly Report should be submitted no later than the last day of each quarter to the Club Administration Programmer, in order to remain active and receive funding
- Clubs are only considered active during Fall, Winter, & Spring Quarter

*Any new officers or advisors must also complete all mandatory training

ADVISORS

Advisor Role

Club Advisors play a vital role to ensure that student involvement within the club is meaningful and productive. The most successful clubs are those in which the advisor takes an active interest in the group. The role of the advisor is to support and help guide the club, not to make decisions for the club. The Club Advisor serves a dual role in serving both the interests of the club and the College. It is essential that advisors are fully aware of their responsibilities.

Advisor Responsibilities:

- Attend all events held after 5pm both on and off campus, Monday through Friday
- Advisors must attend all weekend and holiday events
- Have a thorough knowledge of the purpose and objectives of the club
- Have a commitment to and enthusiasm for the club
- Provide guidance and oversight pertaining to policies and procedures
- Encourage participation of club membership in activities and services
- Promote professionalism within club membership
- Oversee club disciplinary issues using the Student Code of Conduct
- Be knowledgeable of CSEL policies and procedures to include: the Financial Code of the ASEdCC for chartered clubs, Student Rights and Responsibilities Code of Conduct.
- By signing the Facilities/ Activities Request Form you oversee the club conduct
- Encourage opportunities within the group that will contribute to student development
- Facilitating club decision making related to expenditure of club funds
- Participate annually in Club Advisor Training
- Advisor is the only person authorized to handle all fundraised cash proceeds/deposits and purchase club-related supplies/food, etc.
- Complete the Small Purchasing & Ethics Training prior to purchasing

OFFICERS

Officer Duties and Responsibilities

- Have knowledge of the club's purpose and objectives
- Participate in Club Officer training
- Be knowledgeable of CSEL policies and procedures
- Inform the Club Advisor and CSEL Club Team of all club events and activities.
- Oversee the submission of the CSEL Request Form 10 business days in advance (graphics request 4 weeks in advance)
- Attend club meetings and programs
- Track club financial records
- Club Officers may not make club purchases using College Funding
- Club Officers can handle cash with advisor oversight during fundraising, but may not make deposits
- Submit Quarterly Club Reports to the Club Administration Programmer by the last day of each quarter
- Provide leadership and oversight for club administration
- Club Officers can only serve in a leadership role in two clubs at the same time

FUNDING

An Overview

The ASEdCC has authority over all club funding, financial transactions and accounts. CSEL is the primary budget authority for club expenditures and has the responsibility of ensuring that club funds are expended and deposited in accordance with the ASEdCC Financial Code, Edmonds CC policy and Washington State law and auditing practices.

Each club must keep records of income and expenses. The club financial officer must work with the CSEL Club Team and Fiscal Staff to maintain accurate records and process financial transactions in a timely manner. If discrepancies occur between the club's records and the CSEL's accounting, they need to be resolved as soon as possible.

Fiscal Guidelines:

Clubs that do not have at least five active members at all times will have their club account frozen until they update their membership roster.

For accounting purposes the first money spent in a club account will be the Quarterly Operating Allocations (\$200), not fund-raised money.

A club may not have an off-campus bank account.

When ASEdCC and club fund-raised money are deposited into the same account, it is considered "co-mingled".

All non-perishable club supplies are considered state properties.

Any and all property purchased by individual clubs must be mailed to a college address and remain on campus.

Clubs must use the ASEdCC logo to recognize the use of the student funds on all printed materials and acknowledge ASEdCC verbally at their event to help increase awareness of when and where student funds are used.

Quarterly Allocations

After a club's charter is approved, it will be assigned a budget number and eligible for a Quarterly Operating Allocation of \$200.00 (as long as the chartering process is complete by the end of the seventh week of the designated quarter).

Each quarter the club maintains its active status it is eligible for an additional \$200.00 in operating funds up to a total of \$600.00 per academic year. The club may expend quarterly allocated funds

for the general operating costs.

Club funding is only available Fall, Winter, and Spring Quarters.

Clubs will not be reimbursed for expenditures incurred prior to officially chartering.

Clubs are responsible for tracking their financial expenditures. If discrepancies occur between the club's records and CSEL's accounting, they need to be resolved as soon as possible. Consult with the Club Team if you have fiscal questions.

Disposition of remaining Quarterly Operating Allocations at the end of the year will revert back to the ASEdCC Capital Reserve. Clubs may only expend money that is available in their club account.

All negative balances will be carried forward to the next fiscal year.

*Please refer to the ASEdCC Financial Code and the "Guidelines for Permissible Use of Services and Activities Fees" (Killian Outline).

DO NOT use ASEdCC funding (Quarterly Operating Allocation and fund raised matching monies) to:

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- Influence political campaigns
- Buy tobacco or alcohol
- Buy religious materials
- Purchase firearms
- Give away as a scholarship/ donation/ gift/ prize

Fund-raised Money & Matching Funds

Fundraising:

CSEL supports and encourages clubs to raise funds or secure sponsorship for programs that support the program or club. It is important that fundraising guidelines are followed because the laws and policies that guide fund-raising activities are governed by the State of Washington. At all times, the college reserves the right to approve or limit any fundraising activity, when it is in conjunction with the use of the name and facilities of Edmonds CC.

Financial records should be kept on file with the Club Advisor/ Officers. All records will be available to the CSEL staff as well as the Washington State Auditor's Office.

A CSEL Request Form is required prior to conducting fundraising. This form should include the purpose and intent of the

fundraiser prior to approval. Also, when doing any fundraising activity, the name of the sponsoring organization and the intended use of the funds must be clearly stated or visible to those contributing. All fund-raised money must be used solely for the specific stated purpose(s).

Fund Raised Money Matched by CSEL:

The ASEdCC will match dollar-for-dollar any money a club raises, up to \$300.00. The \$300 match will occur once the fundraised money is deposited into the club account.

Disposition of remaining fund-raised and matching funds at the end of the academic year will be carried over into the club's account and can be used the next fiscal year as long as the club is chartered. If the account remains inactive for the next academic year, all funds will return to the ASEdCC Capital Reserve.

DO use fund-raised money to:

- Buy club supplies
- Buy club snacks
- Give away as prize in recognition for participation up to \$50 (no giftcards)
- Once fund-raised money is deposited (co-mingled), it cannot be used as a donation

Ideas for Fundraising:

1. Selling items: This type of fund raising shall be advertised to on-campus students and staff only. Example: bake sale

2. Event admissions: Clubs may charge admission to their event through ticket sales, with tickets obtained through the CSEL office.

3. Cash Donations: Clubs may ask for cash donations.

4. Non-Cash Donations/ In-Kind Services: Clubs may ask for non-cash donations. These would then be used as either prizes or giveaways for a club sponsored event. In-kind Services- A club may provide a service free of charge to another group for a service they are willing to provide the club.

5. Raffle: A raffle happens when tickets are sold to win a prize. A club must register with the CSEL Club Team to explain their intent. Separate state guidelines cover raffles because they are regulated through the Washington State Gambling Commission. In accordance with the State Office of Financial management and the Attorney General's Office. Cash prizes of \$50.00 or less may be given away, per person, per event, unless funds for prizes are

FUNDING

generated through donations or ticket revenue.

6. Off Campus/Community Fund raising or sponsorships: If a club wishes to approach community organizations or businesses for sponsorship or to raise funds, the College Foundation office must be notified through the program manager, and approval for such activity given to the club members and advisor. The Foundation will assist the group in developing appropriate materials and contacts and issue tax-deductible receipts to acknowledge funds or sponsorships raised.

Form available from the Club Team. Approval & completion of the proposed project is required in order to be eligible for funding reimbursement. Funding is disbursed on a first-come first-serve basis.

All fund-raised revenue must be counted by the advisor and one club representative and delivered to the CSEL front desk in an envelope for deposit the same day it is collected. Envelopes are available at the CSEL front desk. The funds will be deposited into the club account by the CSEL Fiscal Technician.

Community Outreach

Clubs are encouraged to participate in Community Outreach activities. Once a year clubs can receive \$100 for their participation in a targeted outreach project by completing Community Outreach Application

FORMS & CONTRACTS

CSEL Request Form

Please allow a **minimum of 10 business days** to process your request.

The advisor and a club member must sign on all request forms.

Cashbox

A cash box may be checked out by the advisor for up to \$50.00 from the Cashier's Office to make change for club event.

Please have the advisor return the cash box to the Cashier's office.

Reimbursement

Reimbursements can only be issued to club advisors that provide the original receipts with an itemized list of purchases. The receipt should also clearly show the name and address of the business in English. Use of food stamps is prohibited. All reimbursement occurs in check form.

P-Card (Purchasing Card)

Professional part- or full-time EdCC Staff may purchase using a P-Card.

- After a transaction is made, the advisor completes a CSEL Request Form and submits it to CSEL with a copy of both

the "cardholder activity" form and receipts at the end of each month the P-Card is used.

A club member must sign all reimbursement requests

For purchases made using personal funds: Reimbursement will occur through the A-19 form and issued in a form of check to the advisor

Payment

In this section, clubs can request payment in advance by providing an invoice from a business or agency. (checks are issued through the Business Office through mail or pick-up) Clubs can also hire performer(s) who are contracted for services by filling out a Personal Services Contract. *see section titled Personal Services Contract. If clubs contract with college Catering or the Black Box Theater, payment is facilitated through on-campus Cost Transfer process that is conducted by the CSEL Fiscal Technician.

Ticket

To request pre-printed tickets in a roll for an event or a fund-raising activity, clubs must provide 10 business days in advance to process the request.

The CSEL Graphics Team can create custom designed tickets for events, and clubs need to allow 4 weeks advance notification to process the order.

Any revenue generated by the sales of tickets in advance cannot be used until the event has occurred.

Advanced ticket sales are sold through the Black Box Theater Box Office.

PLEASE NOTE: Once issued, all tickets are equivalent to cash money, and clubs are responsible for reconciling for those tickets issued to them in advance and after the event.

The Club Representative signing the receipt for the tickets is held responsible for the value.

Personal Services Contract*

Clubs may want to contract with a speaker or performer. Vendors are required to have a business license and tax ID number. Contracts are used to pay for rendered services. CSEL has generic contracts to use or a performer may send their own contract.

A club officer, member, or advisor may never sign any contract. Please work with the CSEL Club

Team. A contract is a legal and binding obligation for the College. All contracts must be reviewed and signed by the Director for Student Programs or designee. If questions arise about expenditures, the CSEL Club Team and Fiscal Technician will determine the legitimacy of expenditures.

Purchase Justification Form

Any food items that the Club purchases and are consumed during their activities (meetings/fundraiser/event/etc.), the Purchase Justification Form must be submitted. Whereas the front page of the form must always be completed, the back page of the form must be filled out when clubs have groups of 50 students or less consuming food.

EVENTS

On-Campus Events

A chartered club has the privilege of scheduling college facilities and space. All chartered clubs are able to use campus space without being charged a fee. To schedule space on campus, clubs must fill out the “Room Request” on the CSEL Request Form.

Vending Examples – Clubs can schedule space to hold a fund-raiser or an informational table or display.

Campus space is not guaranteed until approval is confirmed. All CSEL Request Forms must be signed by the Club Advisor and a Club Representative.

The following areas require additional approval:

The person scheduling the event is responsible for the room during that scheduled time including: set-up, tear-down and clean-up. All reserved spaces need to be reset to their original configuration (see room set-up diagram in individual rooms).

Please Note:

- The kitchen area (BRI 104) is not available to clubs for refrigeration, storage, or event preparation.
- Student Government has allocated \$15,000 for all 522 accounts (including clubs) to hold events in the Black Box Theatre. Use of these funds is on a first come-first serve basis.
- All sale of refreshments for events and fund-raising activities are purchased ready-to-serve, prepared in advance, and individually wrapped. Clubs must wear gloves when handling food. Any food that is brought onto campus needs pre-approval from Kelli Cain, in Catering (kelli-cain@email.edcc.edu. Kelli will also provide information about required permits depending on the size and scope of the event.
- A **purchase justification form** must be completed for all food purchases by clubs. If 50 or less people consume the food, they must each sign the backside of the form.

EVENTS

Conducting Activities and Events During Non-Operating Hours
Normal College Operating Hours: M-F 8:00AM – 5:00PM

The following guidelines govern programs that are sponsored by clubs that occur after 5:00 PM Monday thru Friday or at any time on Saturdays, Sundays and Holidays.

The purpose for these guidelines is to ensure the safety of students, campus facilities, and property through professional supervision and advising, at all club events outside of normal college operating hours. The Club Advisor is required to attend all events held after 5pm.

Security and Supervision for Club Events

- Additional supervision/ security will be required if a club has expected attendance of 60 or more people or if the general community is invited.
- Additional security in the form of off-duty police may be required depending on the nature of the event and the level of risk. Extra security costs are the responsibility of the club.
- In the event that an advisor is not available or present, the event will not be able to begin or continue until an advisor is present.
- An alternative advisor may be chosen by the club and the Club Advisor, to attend the event.
- The club is responsible for ensuring the CSEL Club Team knows about the supervision structure.
- Security requirements will be determined by EdCC Campus Security.
- If it is determined that the event requires additional security, Edmonds CC Security Officers will have first opportunity to work the event as per regulations governing the contracting out of labor.

PLEASE NOTE:

Be familiar with campus security/ emergency procedures. Security's night phone number on the campus phone system is #1501 or 425-754-0154 on any other phones.

All events end at midnight. Exceptions to this must be discussed with the facilities coordinator and if approved, your club will be charged for extra custodial and security staff.

FOOD & PUBLICITY

Food Services

Food for club events falls under these four categories:

1. Foods consumed privately for the club's sole purpose. Example: club meeting – not intended for re-sale
2. Ready for sale snack food, homemade baked goods, individually wrapped for purchase at a club fundraiser
3. Catered foods from EdCC Triton Catering
4. Catered foods from outside vendors/restaurants

The college and clubs are responsible to adhere health requirements indicated by the Department of Health (www.snohd.org) to ensure public safety in the handling of all foods.

All foods consumed by ASEdCC Chartered Clubs require completion of the Purchase Justification Form.

Approval is required, **in advance**, from Triton Catering for any and all foods brought to campus. Contact: Kelli Cain, kelli.cain@email.edcc.edu

Publicity & Posting

Advertising Section of the CSEL Request Form

CSEL employs two part-time graphics' students who develop posters/ flyers/ handbills and digital signage. To generate a graphic request, fill out the CSEL Request Form. Please allow 10 business days for processing and development and another 2 weeks for posting your advertising. You have the option of having our graphics' team create your advertising or creating your own. If your club is developing your own advertising, it is required to submit Photoshop or PDF format of your design. All flyers must be approved by the CSEL Club Team. The Posting Agent (CSEL employee) handles all posting. Please see CSEL Request Form for detailed dimensions.

Digital Signage

Digital Signage is a visual communication medium that informs the campus community about events at Edmonds Community College. Digital Signage is also referred to as the Triton Student Network (TSN).

Posting

All College posting is regulated and enforced by CSEL. It is important that each club comply with the posting regulations. Materials are posted on designated bulletin boards, which the CSEL Posting Agent handles. Unauthorized postings will be removed.

PLANNING GREEN

A Guide to Planning Greener Events & Meetings

Clubs are encouraged to participate in sustainable practices when planning events and conducting club activities. Below is a link that provides guidelines to help clubs implement sound approaches to using recyclable products, composting and creating a greener footprint.

<https://docs.google.com/a/email.edcc.edu/file/d/0B45ZfkxWZKTqbDFDT3dEMVfzNkE/edit>



TRAVEL

Club Travel

For attendance and travel purposes, eligible students are those who are currently enrolled and who have completed at least 6 EdCC credits. If travel occurs between quarters eligibility is determined by the student's status and the previous quarter. Participating students must comply with all expectations of student conduct while traveling. Funding may not be used for staff or faculty, with the exception of an advisor(s) traveling to the subsidized activity. Upon completion of travel, a written report must be submitted to the ASEdCC Executive Board within 30 days. Failure to submit a report may negatively impact any future travel funding requests.

Club Travel Guidelines

Through the annual ASEdCC Service and Activity Fee budget process, the ASEdCC may allocate funds for travel. Departments and programs in their annual budget requests must indicate the type and destination of their travel in the narrative portion and show the amount in the line item request. Supplemental funding can be requested for travel through the ASEdCC Executive Board at a regularly scheduled meeting no later than 10 days prior to the date of travel. Funding for travel is limited to currently enrolled students and advisor(s). Verification of current status must be submitted to the ASEdCC Executive Board.

Chartered clubs travel is governed by the guidelines below:

1. The ASEdCC Executive Board may allocate funds during a regularly scheduled Executive Board meeting to chartered clubs for attendance at conferences, meetings, competitions and performances for travel expenses.
2. Travel funds are allocated only to ASEdCC chartered clubs (522 accounts) in good standing.
3. If a Club wishes to rent a van, they will want to contact Dee Olson at dolson@edcc.edu.
4. A clubs' matching funds are considered as part of their 50% fundraised money.
5. A club must first use its entire club budget to receive the match

TRAVEL

unless the Executive Board makes an exception.

6. The maximum travel subsidy for a chartered club is \$3000 per fiscal year.

7. Clubs who are requesting funding from the ASEdCC Executive Board must submit the Travel Packet to the ASEdCC Executive Board for review and a decision at least 10 working days prior to the date of departure. The travel packet requires the names and enrollment status of each student who is traveling and the advisor's signature.

Club Travel Process

1. CSEL Request Form – Please complete and review with CSEL Club Team. This form is REQUIRED and will tell us more about your Club's Travel Agenda.

All forms are available at CSEL (Brier 252) in the Triton Student Center. Make sure to indicate that your group will travel off-campus and will provide information indicating who, what, when, where and how long the Club will travel.

2. Travel Authorization / Expense Voucher – To travel on club business or expend funds to travel on a club- sponsored activity the club must complete a Travel Authorization Form.

This gives the club permission to travel on behalf of the college.

Reimbursed travel expenses are governed by state per-diem and mileage rates. The Travel Expense Voucher must be completed upon return to the college. Obtain the form from the CSEL Club Team.

3. Car Rental – Clubs have access to the College contract for rental vehicles. Please talk to the CSEL Club Team for more information

