



South Puget Sound
COMMUNITY COLLEGE

STUDENT LIFE

Clubs & Organizations Handbook 2021-2022

POLICIES AND GUIDELINES

Student Life | Clubs & Organizations Handbook

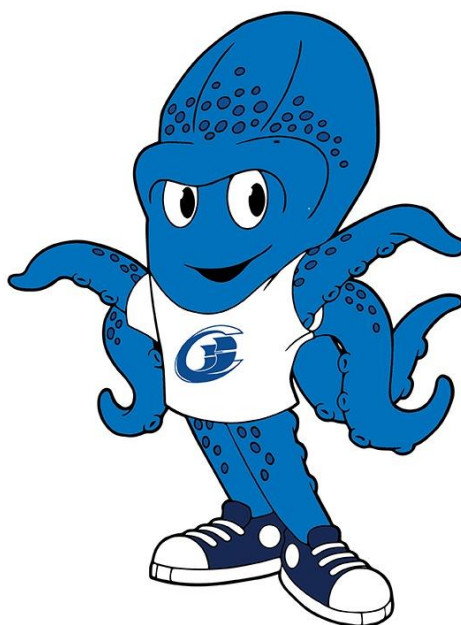
TABLE OF CONTENTS

Student Life Contact	4
Non Discrimination Statement	4
Starting a New Club	4
Re-Chartering a Club	4
Club Guidelines	5
Club Officers/Members	5
Club Advisors	5
Definition of Club Status	5
Active Clubs	5
Good Standing Clubs	6
Suspension	6
Inactive	6
Club Resources	6
Campus Spaces	6
Equipment/Supplies/Decorations	7
Promotional Resources	7
Office of Student Life Staff	7
Access to Funding	7
New Clubs	7
Re-Chartered Clubs	7
Club Meetings	7
Location	7
Frequency	8
Contingency Fund Process	8
Services & Activities Budget Development Process	8
Club Activities	9
Club Travel	9
In-State	9
Out of State/International	9
Reserving a State Motor Vehicle	10
Reserving SPSCC Designated Vans	10
Private Vans & Chartered Buses	10
Conference Agenda/Itinerary	10
Researching Flights & Hotels	10
Meals While in Travel Status	10
Multi-day Travel	11
Acceptable Use of Funds	11
Guidelines for Purchasing	11
Acceptable use of Purchasing Card	11
Food Purchases	12
Equipment Purchases	12
Apparel Purchases	12
Performance Agreements	13
Fundraising	13
Types of Funds	13
Limitations	13

Types of Fundraising	14
Cashbox/Receipt/Deposit Process	14
Club Promotion	15
Sandwich Boards (A-Boards)	15
Promotion Room	15
Campus Digital Signs	15
Flyers, Posters & Banners	15
Posting of Promotional Materials	16
Social Media	17
Eventbrite	17
Sidewalk Chalk	17
Tabling	17
Public Film Screening & Video Showings	17
Religious & Political Activities	18
Clubs Forms Matrix /Clubs Purchasing Matrix	19



South Puget Sound
COMMUNITY COLLEGE



Student Life Contacts

Electra Gupton (she/her)
Director of Student Life
egupton@spscc.edu
360.596.5217

Sruthi Suresh
Vice President of Clubs and Organizations
ssuresh@spscc.edu
360-754-7711

Melissa Harris (she/her)
Student Life Fiscal
Specialist
mharris14@spscc.edu
360.596.5407

Vinnie Nguyen
ASB President
vnguyen17@spscc.edu
360-596-3560

Non Discrimination Statement

South Puget Sound Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age. Student Life interprets The South Puget Sound Community College Non Discrimination Policy, as it relates to a Registered Student Organization (RSO), to mandate acceptance of all comers. In practice, this means RSOs must allow any currently enrolled South Puget Sound Community College student to participate, become a member, or seek leadership positions in the organization, regardless of their status or beliefs.

Contact:

Sam Dotson, Executive Human Resource Officer
ssoto@spscc.edu
360.596.5361

Starting a New Club

1. Pick up a Student Club/Organization Charter Packet in the Office of Student Life or on our website. Use this document as your guide.
2. Find **5** registered South Puget Sound Community College students who share your interest and are committed to being club members.
3. Find a full-time faculty or staff member who is willing to advise your club, travel with your club, and assist with paperwork.
4. Complete a Club Charter Packet and return to the Office of Student Life.
5. Official Senate recognition of your clubs should be determined within one week of submission.
6. Set up Club Orientation with Director of Student Life or Student Life Fiscal Specialist.

Re-charting a Club

Returning clubs must complete a Charter/Re-charter Packet with currently enrolled students and a full-time faculty or staff advisor.

A student club must officially be re-chartered by the Student Senate on an annual basis in order to access club funds and resources. Annual re-chartering occurs in the fall. **Failure to re-charter by the**

end of the fifth week of fall quarter will result in forfeit of previously allocated club funds.

Club Guidelines

Clubs are required to follow the below guidelines. Failure to do so may result in change of club status.

Club Officers/Members

- a. Club Officers: Must be currently enrolled SPSCC students taking 6 or more credits per quarter.
- b. Club Officers: Attend mandatory orientation and training sessions provided by Office of Student Life.
- c. Facilitate club meetings and activities that are available to the whole campus community.
- d. Inform Office of Student Life of club activities, meeting times and locations.
- e. Participate in quarterly Club Fairs.
- f. Submit quarterly Club Status Reports by the appropriate deadlines.
- g. Maintain a club membership of at least 5 currently enrolled SPSCC students.
- h. Abide by the policies and guidelines put forth in the Clubs and Organizations Handbook.
- i. Designate a club representative to attend club roundtable meetings hosted by the Vice President of Clubs and Organizations.
- j. Adhere to the Senate Constitution, By-Laws, and Financial Code.

Club Advisors

- a. Maintain status as a full-time faculty or staff member at South Puget Sound Community College.
 - Part-time or adjunct staff or faculty may serve as secondary club advisors (co-advisor) but may not take on full club advisor responsibilities.
- b. Acknowledge that the role of Club Advisor is completely voluntary. Advisor responsibilities that conflict with work duties or that happen during work time will need to be approved by an appropriate supervisor.
- c. Assist the club in formulating long-term goals and planning short-term projects.
- d. Assist the club in maintaining high ethical standards when managing their budget and resources by following all club policies and procedures. Maintain open and timely communication about expenditures with Student Life staff. Support the club in providing services and activities to all SPSCC students.
- e. Attend club meetings where business is being voted on and registered club event(s) that happens outside of the Monday-Friday 8am-5pm hours.
- f. An Advisor or Co-advisor must be present for any time that the club is in travel status.
- g. Use 25Live system to reserve campus space for club activities.
- h. Serve as Designated Card User for the club. Complete brief p-card training and make any local purchases or pickups that require a credit card.

Club Status

A club's status may determine the club's access to resources and funding.

Active Clubs

Clubs that have turned in a completed Charter Packet and been recognized by the ASB Student Senate. Active clubs have full access of their funding and club resources after completing club orientation. Clubs

can register up until the end of the second week of the Spring Quarter.

Good Standing Clubs

Clubs are in good standing status automatically upon being recognized by the Senate. Maintaining good standing will require the club to:

- a. Follow Club policies and rules outlined in the Clubs and Organization Handbook, Senate Constitution, By-Laws, and Financial Code.
- b. Have a consistent membership of 5 or more currently enrolled students.
- c. Participate in mandatory Club Roundtable meetings. Clubs are allowed one excused meeting absence per quarter. A Club can be excused by contacting the VP of Clubs and Organizations prior to the Club Roundtable.
- d. Ensure that all paperwork (purchasing, travel, etc) are submitted on time and correct.

Suspension

Suspension status will result in a club losing all resources and funds based on the following violations:

- a. Missing two consecutive club roundtables.
- b. Failing to complete a quarterly Club Status report.
- c. Failing to return required travel paperwork.
- d. Violating policies or rules put forth in Student Life governing documents.
- e. Inappropriate use of the purchasing card.
- f. Failure to replace and report a club officer/advisor within two weeks of vacancy.
- g. Failing to adhere to proper handling of cashbox/fundraised money outlined later in the document.
- h. Failing to follow proper policy regarding ticket sales and receipts.

A warning of suspension will be issued to club representatives and the club advisor describing the violation and proposed remedy. The club will be given an opportunity to resolve the problem depending on the severity of the offense, or good standing status may be removed immediately.

Clubs will need to issue a statement to the VP of Clubs and Organization and Director of Student Life explaining the issue at hand and proposed remedy within 5 business days of the notice being delivered to the club.

Inactive Clubs

Previously chartered clubs are considered inactive if they have not turned in a Club Charter Packet to Student Life and been acknowledged by the Student Senate.

Club Resources

Clubs in good standing have access to the following campus resources:

Campus Spaces

Student clubs are allowed to use designated spaces (conference rooms, classrooms, outdoor spaces and other additional event spaces) for approved club events, meetings and activities. All spaces are free to

use and are available to be reserved through the 25Live system. Campus spaces are available on a first-come, first-serve basis and must be reserved by your club advisor.

Equipment/Supplies/Decorations

The Office of Student Life has an inventory of equipment/supplies/decorations available for club use. Items can be checked out and must be returned by the deadline. The front desk of the Office of Student Life can provide an inventory list and assist with checkout.

Promotional Resources

The Office of Student Life provides A-boards, event laptops and iPads, cameras, and a limited amount of free print materials to help promote your club activities and events.

Office of Student Life Staff

The Campus Activities Board (CAB) and Director of Student Life are here to support your club's events and initiatives. Contact CAB or the Director of Student Life to discuss how to collaborate and achieve your club's mission and goals.

Access to Funding

Clubs are required to remain in good standing in order to have access to funding (including S&A Fees and fundraised money).

Please refer to the **Senate Financial Code** for more information regarding club funding/procedures.

New Clubs

Newly chartered clubs and organizations shall be automatically allocated \$300 (\$100 per quarter) at the beginning of Fall Quarter. Clubs and organizations chartered after the fifth week of fall and/or winter quarter shall be allocated \$50 for that quarter plus \$100 for each remaining quarter of the school year.

Clubs may not charter after the second week of spring quarter and will only receive \$50 for the quarter. There is no club activity or spending during the summer.

Re-Chartered Clubs

For most returning clubs, an annual budget was allocated the previous Spring quarter. Access to these funds begins as soon as the club has been officially recognized by the Student Senate in the Fall upon completion of the club orientation. If a club fails to recharter by the fifth week of fall quarter, their funds will be redistributed and they will need to form as a new club.

Club Meetings

Club meetings are a great opportunity to connect with your peers, SPSCC community, recruit new members and plan other activities and events. All meetings and events must be open to all SPSCC students and advertised accordingly.

Location

To ensure open access and optimal attendance, clubs meetings must be hosted on campus in an easily

identifiable space. The location and time of the meetings must be provided to the Vice President of Clubs and Organizations at the beginning of each quarter. Any changes or cancellations to meeting times and locations must be communicated to the Vice President of Clubs and Organizations in the club status update form. The same rules apply to any virtual meetings and events hosted, as well. Clubs should share a Zoom link and any additional information regarding virtual events to the Vice President of Clubs and Organizations.

Frequency

Active clubs are required to meet at least once per quarter to determine official business of the club. However, clubs are highly encouraged to consider meeting more than once to continue to engage their members and increase club momentum.

Contingency Fund Process

Contingency Funds are awarded throughout the year to student clubs and programs. Funds are available on a first-come, first-serve basis. Here is the basic process for requesting Contingency Funds:

1. Discuss with your club and advisor about what you need additional money for. Whether it's an event or supplies, there must be a clear and transparent answer for how and what the funds will be used for and how it will serve the students of SPSCC.
2. Complete a Contingency Request Packet. The packet can be found at the Student Life front desk or at <https://spscc.edu/callouts/common-forms-clubs>
3. Meet with Vice President of Clubs and Organizations to make sure your request meets the requirements, is permissible, and ready for review.
4. Submit the completed packet with all of the required documentation to the Student Life front desk.
5. Meet with the Student Senate to discuss the request and answer any questions. Vice President of Clubs and Organizations or designee will contact the club to schedule a time to meet.
6. Student Senate reviews request and makes a final decision.
7. Director of Student Life will send an email to club representatives, advisor and Student Senate detailing the final decision. All decisions by the Student Senate regarding contingency requests are final and cannot be appealed.
8. Contingency requests may be resubmitted in their entirety taking into consideration the senate recommendations.

Services & Activities (S&A) Budget Development Process

The basic S&A Budget Development Process is as follows:

1. Office of Student Life will do a call for all budget requests for the upcoming year
2. During the final club roundtable of the fall quarter, the clubs budget request process will be explained
3. Clubs submit budget requests by specified deadline
4. S&A Budget Development Committee deliberates
5. S&A Budget initial allocation appeals process begins
6. Final S&A budget allocation confirmed

Late Budget Proposals Will Not Be Accepted.

Additional information about this process will be emailed to all clubs and club advisors throughout the budget process. See Financial Code for detailed schedule.

Club Activities

The Office of Student Life staff are a resource for you to discuss how to plan a successful event. When your club is considering planning an event, you must fill out an **Event Registration Form** or **Travel Request Form** (available at the Student Life Front Desk and online).

On-campus events must have a completed Event Registration Form on file **3 weeks in advance of the proposed event**. Incomplete forms will not be accepted. All events are subject to approval by Student Life.

All events must be advertised and open to all club members and SPSCC students. All approved events will be advertised on the Student Life Calendar. For information on providing disability accommodations, please contact Access Services and Event Services.

All club events or activities must adhere to all restrictions, obligations, and guidelines listed in the Senate Financial Code.

Club events and activities can contain a number of elements including speakers, performers, supplies, and sometimes travel. Please use the **Club Forms Matrix (starts on page 19)** to determine the appropriate forms and deadlines to ensure that all elements of your event/activity are approved.

Club Travel

The club travel process is very important. There are many elements that need careful planning and coordination. Before you travel, you must complete a travel orientation with the Fiscal Specialist. Please refer to the Club Forms Matrix for details on the paperwork and deadlines for approved club travel. When preparing and planning for travel, please refer to the Washington State and destination guidelines as most of this has changed due to COVID restrictions. Keep in mind:

In State

- Travel Forms are due **3 weeks** before the travel date.

Out of State/International

- Travel Forms are due **8 weeks** before the travel.
- Club Leaders and Advisor(s) must meet with the Director of Student Life or the Fiscal Specialist prior to submitting any paperwork.

Club travel must be approved by the club members. **When travel is requested, the group must show that the travel opportunity was made available to the group at large.** This could be through providing a copy of a group email, meeting minutes, or other record of approval.

Only students enrolled for 6 or more credits are eligible for club travel. Student Life will complete an academic credit check for all students submitting travel waivers. Student Life will notify the club of any students not meeting this requirement and ask that they be removed from the travel roster.

All club travel utilizing S&A fees must be made in license vehicles or on airlines. **Private transportation and carpooling is not permitted for club travel unless authorized by the Director of Student Life.**

Reserving a State Motor Vehicle

State motor pool vehicles are preferred for club travel. Vehicles come in various sizes and are appropriate for small and large groups. Passengers are limited to faculty, staff, and students. Drivers for state motor pool vehicles must be registered in the state system. Only club advisors will be allowed to act as drivers for club travel.

Reserving SPSCC Designated Vans

The Office of Student Life has acquired 4 designated SPSCC vans that can be used for travel requests. Advisors must complete van training in order to become a designated driver and are the only ones allowed to drive. In order to request a van, please contact the Office of Student Life for more information on requests and rates.

Private Vans & Charter Buses

For club travel events that include many students or long distances, a private van or charter bus may be the best transportation option. If you think you may need a charter or private vehicle services, please contact the Office of Student Life.

Conference Agenda/Itinerary

Most travel will include a conference agenda that you can easily attach to your request. For instances where travel does not include a conference, your club will be required to provide a detailed itinerary which includes:

- Departure and arrival information
- Travel arrangements
- Lodging information
- Meals
- Daily timeline including all scheduled activities
- Accurate cost estimates associated with any planned activities

More information can be found in the Club Forms Matrix.

Researching Flights & Hotels

While you are responsible to get cost estimates for your flights/hotels, you are under no circumstances allowed to book/confirm these requests. Consider the following points while gathering your information:

- Ensure that when calling your hotel that you ask if there are any rooms available at the state rate.
- Be mindful of flight layovers versus direct flights.
- Be aware of departure and arrival times.
 - Additional time may be required to get to and from the intended destination. You will, also, need to consider the additional time you will need to get to the airport early for check-in. Be sure to consider these additional times as part of your scheduling.
- Include information on getting to and from the airport to the hotel, such as vehicle rentals, hotel shuttle or public transportation.

Meals While in Travel Status

- Meal per diems are only awarded for overnight travel.

- Overnight travel is only approved that exceeds 50+ miles.
- You may only request per diem for meals not provided during your conference.
- P-card meal purchases are NOT permitted while in travel status.
- Please refer to <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel> for current rates.

Multi-day Travel

Multi-day travel can be very expensive, which can hinder a club from being approved. Some options that have been used to address this challenge are shortening the trip, adjusting group size, flying on alternate days, fundraising, and/or having each attendee contribute to the overall cost.

For more information concerning per diem, accommodations, and other travel aspects, please refer to the **Club Forms Matrix** or **Club Purchasing Matrix**.

Acceptable Use of Funds

All club events or activities must adhere to all restrictions, obligations, and guidelines listed in the Senate Financial Code. All club purchases must be approved BEFORE expenses are made. **Expenditures made with personal funds will not be reimbursed.**

Guidelines for Purchasing

Purchasing paperwork must be submitted 2 weeks prior to an event or activity date (Please see **Club Purchasing Matrix** for detailed requirements). Keep in mind that shipping times and busy purchasing periods may delay your order, so please plan ahead. Once completed paper work is submitted:

1. Student Life staff will review the forms for completeness, confirm that money is available within the club budget and inform you of approval.
2. The Fiscal Specialist will purchase supplies that are available online. All purchases made will be shipped to the campus and directed to Student Life.
3. Purchases that must be made at a local store will require an advisor to check out a Purchasing Card (P-Card). Cards are available for use during business hours and can be made available for late night or weekend events on a case-by-case basis.
 - a. Advisors must complete the **Purchasing Training** with the Student Life Fiscal Specialist before they can check out a P-card.

To check out a Purchasing Card, an advisor can contact the Student Life Fiscal Specialist or Director.

Personal Reimbursement IS NOT permitted for any club purchases.

Acceptable Use of Purchasing Card for Club Advisors

The purchase card can only be used to purchase goods at local stores for club activities approved by the Director of Student Life. Club advisors are **NOT** approved to make any online purchases. Any online or phone purchases, including deliveries, registrations, tickets, etc., will be completed by Student Life staff.

Acceptable purchases may include:

- Club Equipment and Supplies (i.e. decorations, prizes, crafting materials, etc.)
Before submitting in a request to purchase equipment or supplies, please refer to the Office of Student Life inventory to see what items are available. Equipment and supplies must be inventoried annually. Unused supplies or supplies from inactive groups will be reallocated to a general club inventory for check out.
- Food Purchases for On-Campus Events
Your advisor is authorized only to spend up to the approved allocation in the submitted Purchase Request.

Inappropriate use or mishandling of a P-Card will be evaluated on a case-by-case basis and may result in a warning or the P-Card privileges being revoked from the advisor. Depending on the severity and nature of the offense, privileges may be removed from the entire group. Failure to return receipts or purchasing documents may also result in the revoking of P-Card privileges.

Food Purchases

Food is a great way to encourage more active participation at your meetings and events. Clubs may purchase food for events in the following cases:

- The food items support the goal and mission of the club and/or the event.
- The event or activity at which food is provided is open to all SPSCC students. The event must be listed on the clubs calendar. *Registration may be used to plan for appropriate amount of food.*

Food purchases for club events may only be made after a Purchase Request is approved.

Tipping and gratuities for food service or delivery workers is allowed at a set rate of fifteen percent (15%) for seated dining and ten percent (10%) for delivery. This percent may be in addition to a delivery charge but not in addition to a service charge or mandatory gratuity. If a mandatory large party gratuity is automatically charged at or above 15%, an additional tip is not allowed.

Tipping and gratuities for meals served on campus may not exceed the state per diem per individual.

The state per diem includes any allowable tax, tips or gratuities. For example: If state per diem is a max of \$21 per person for lunch, and you have purchased food that amounts to \$19 per person and tax is \$1.85, you will not be able to tip 15% (\$2.85) because that would bring your total expenditure per person to \$23.70 which is above the allowable max.

Equipment Purchases

Equipment purchases over \$300 or those requiring substantial storage space, must be approved by the Director of Student Life. Once approval is attained, the group should work with Student Life staff to determine the most appropriate form of purchasing and storage.

Apparel Purchases

Cost per individual apparel item may not exceed \$25. The apparel item must include either "South Puget Sound Community College" or "SPSCC" in its design. Images used in the apparel design must abide by copyright law. Groups purchasing apparel must redeem each apparel item with the name and student ID of the club member recipient. Surplus apparel will be stored in Student Life.

If students intend to purchase an apparel item that exceeds \$25, they must do so on a preorder basis.

Then students must pay the difference to the Office of Student Life prior to completing the request.

****The intent of apparel items should be to advertise and promote the club. Purchase requests for all apparel must be finalized (including designed, approved, ordered and receive) by the end of Winter quarter. This allows a full quarter of apparel use before the end of the academic year. No apparel purchases are allowed after the Winter quarter.**

Performance Agreements

Performance Agreements are contracts that are required by the college for guests or services invited to campus. Initiation of a Performance Agreement will commence once a **Performance Agreement Form** is approved by the Director of Student Life. A student or advisor should never commit funds on behalf of the college. Please contact the Office of Student Life if you are unsure if your event/activity will require a Performance Agreement.

Fundraising

There are many ways for student clubs to fundraise money for their group. Fundraising can be a great way to build group momentum and become more visible on campus. When your club is ready to host a fundraiser, you will need to submit the appropriate forms – see **Club Forms Matrix**. To avoid confusion or delay, it is best to meet with the Director of Student Life as you develop your fundraiser to ensure your activities and intent are permissible under state law. Here are some important guidelines to keep in mind as you begin planning your fundraiser.

Types of Funds:

- **Seed Money:** Moneys used for any activity or event that utilizes S&A funds or free college facilities and resources.
- **Private Funds:** Moneys collected from any activity or event that does not use the S&A budget, free campus space or free college resources available to clubs.
 - These activities may still use campus space and college resources as long as they pay fair market value or restrict activities to designated public areas on campus.

Limitations:

- Where fundraising activities have used **seed money**, all resulting revenues are considered to have been commingled with state funds and are under college and state spending restrictions pertaining to public funds.
 - Funds raised with **seed money** or college facilities cannot be donated to individuals or external organizations.
 - All funds generated using **seed money** must be deposited into the club's designated college account.
 - Fundraised money deposited into the account will not expire and will roll over from year to year as long as the club charts in the current year by the appropriate deadline. Failure to re-charter on time will result in all previous funds being redistributed to the S&A Contingency account.
- Where fundraising activities have resulted in the collection of **private funds**, such funds must be held in a segregated account, separately accounted for.

- These funds are no longer subject to state and college use policies and will retain their private character until depleted or redistributed via the Foundation's account practices.

Types of Fundraising:

- Selling Food: all clubs and organizations are prohibited from cooking food for any event or fundraiser.
 - All food items must be commercially prepared, in its original wrapper, and displayed/served on a clean, sanitized surface.
 - Any money collected that exceeds the cost of the event (**seed money used**) will be considered fundraised money.
- Event Entry Fee: clubs and organizations can charge an event entry fee to raise money. Clubs can decide on a set fee or sliding scale.
 - Any event that includes non-students **MUST** have an entry fee or equivalent for any non-student attending, except those events which fall under the time honored tradition outlined in the SPSCC Financial Code.
 - Any money collected that exceeds the cost of the event (**seed money used**) will be considered fundraised money.
- Apparel: the sale of apparel must be done on a pre-order basis so that an accurate number of items are ordered/purchased.
- Donations: properly collected donations are defined as **private funds** (described above).
 - Donations must be collected on the free will of the donator, outside of any entry fee or sliding scale fee.
 - There shall be no "suggested donation" solicitation, and no discrimination for non-donating participants.

Cashbox/Receipt/Deposit Process:

- Any club/organization wishing to check out a cashbox must schedule a meeting with Fiscal Specialist as outlined on the Cashbox Request Form.
 - **Only** club representatives and advisors **who attend** Purchasing training are permitted to handle the cashbox and receipt process in any way.
- Cashboxes must be checked out the day of the event and returned at the earliest possible time after the event. For late night/weekend events, cashbox must be returned at the earliest time on the next business day.
- Receipts must be collected and detailed for every exchange, including the name of the collector on behalf of the club or organization.
- Improper use or handling, or failure to adhere to scheduled times will result in student clubs/organizations entering in suspension status, as outlined in the Club Status section.
 - Displays of blatant disregard for this policy, theft or other related violations of the SPSCC Student Code of Conduct may result in personal responsibility to the offender.

Club Promotion

Sandwich Boards (A-Boards)

Plastic sandwich boards are available for check out at the Office of Student Life front desk. Clubs may borrow up to 3 sandwich boards for a two-week period leading up to the event. This limit applies to sandwich boards owned by individual groups. Clubs may check out additional boards the day of to use for directions or crowd management. Sandwich boards are to be returned to the Office of Student Life front desk within 24 hours of the event ending. Events ending on a Friday should have sandwich boards returned by the following Monday. The individual who checked out the sandwich boards is responsible for returning them.

Sandwich boards are only to be used by affiliates of Student Life, other SPSCC campus departments, and SPSCC conference services clients. Sandwich boards are not to leave the campus unless approved by Director of Student Life.

Promotion Room

Advertising is one of the most important parts of planning an event. The Student Life Promotion & Outreach staff are available to help your club produce event programs, flyers, and posters. Each registered club event is eligible to receive a free suite package which consists of: twenty-five (25) 8.5"x11" flyers, six (6) sandwich board posters, and six (6) balloons (in bundles of 3). If the free suite package is not enough, clubs may use club funds to have additional materials printed. Please contact the Office of Student Life front desk for a list of Promotion Room services, prices, and deadlines or check the website for additional information.

Campus Digital Signs

Digital message boards are located in almost every building on campus and are a great way to share information about your club and/or event for free. The Student Life Promotion & Outreach staff can help your club submit a digital slide.

Flyers, Posters, and Banners

Flyers, posters, or other printed materials must include the Club name and contact information, date and location of the event. They must, also, include the S&A fee and accommodation statement. Any flyers without this information will not be approved.

- S&A Fee Statement: This event is funded by S& Fees
- Accommodation Statement: For reasonable accommodation requests, please contact Access Services at access.services@spscc.edu

Banners can be hung over the second floor balcony in Building 27 (Student Union Building) for the posting of college-sponsored information, meetings and events. These banners must not exceed six (6) feet in length and three (3) feet in width. Posting time is for no more than 3 weeks for events and one quarter for club meeting information. Event banners will be removed following the event and stored at the Office of Student Life front desk until the end of the quarter. Any banners remaining at the end of the quarter either hung up or at the Student Life front desk, will be recycled. BLUE painters tape, available from the Office of Student Life front desk must be used on the second floor railing.

Posting of Promotional Materials

Permission for the posting of materials and literature on college property is not required in designated posting areas on the campus. Permission for the posting of materials and literature in non-designated spaces on college property shall be obtained from the following college officials:

1. The Dean of Student Engagement and Retention for the posting of materials in non-designated areas in the Student Union Building, the Center for Student Success, hallways, within buildings, and those areas located on campus outside of college buildings.
2. No posting will be allowed on railings unless paint protection devices are used. Permission for any such postings must have the prior approval of the Dean of Student Engagement and Retention.
3. The appropriate college vice president for permission for the dissemination and distribution of materials in other areas of the college campus, buildings, or facilities.

In addition, the following apply to the posting of materials:

4. No posting of obscene materials.
5. No materials will be posted or tacked on trees or the covered walkway gazebo(s).

There are 2 types of designated boards for the posting of materials and clubs/organizations are allowed to post on both:

1. **Public Boards:** These boards are open for public posting of information. To serve the largest number and to allow for fair access for all individuals, materials posted on these general-use boards will remain in place for a period of two (2) weeks. Following this period, the entire board will be cleared off by the Office of Student Life. It is the responsibility of the individual(s) posting their materials to retrieve their information prior to the clearing of the board if they wish to retain them. Materials posted on public boards may not be screened for content prior to posting.
2. **College Boards:** These boards are designated for use by college staff and officially sanctioned groups for notices about events, academic offerings, employment opportunities, and other college business. Any public postings on these board will be immediately removed and discarded by the Office of Student Life. Individual boards will be clearly identified as either public or college boards.

Officially sanctioned clubs may have access to additional posting opportunities such as campus A-boards, digital TV screens, and banner space. Access to these opportunities will be granted per the Office of Student Life.

Handbills are great for approved tabling events and word of mouth promotion. While handbills can be effective for promotion, these items should NOT be left out on public spaces, such as stacked up or left cluttered on a table. To reduce clean up and environmental impact, handbills should not be placed or left after tabling event has been completed.

For flyering in the City of Olympia, Olympia City Code Section 09.40.100 prohibits the posting of handbills on publicly owned structures in Olympia. Those cited for violation of this article are subject

to a \$1,000 fine and restitution costs. Clubs are to use lawful posting methods ONLY.

Social Media

If a group is interested in creating a social media presence utilizing the affiliation of the college (aka SPSCC Automotive Club Facebook Group), administrative credential information (username & password) must be provided to the Director of Student Life. Any additional profiles/accounts should, also, be shared with the Director of Student Life such as gaming accounts, etc. This will allow the department to take down the site should it become inactive or if future group leaders want access to revive the site. Club social media sites without credentials on file will be asked to take down their sites. Social media sites affiliated with sanctioned student groups fall under institutional and department-level expectations of conduct and non-discrimination policies. Students utilizing or maintaining the sites found in violation of any of these expectations will subject to appropriate disciplinary actions.

Eventbrite

Student Clubs may request an Eventbrite page through the Office of Student Life Promotion Room. Student groups can use Eventbrite to manage ticketed events, events with limited capacity, or events that are open to the larger community. Please contact Student Life to learn more about how Eventbrite could support your event goals.

Sidewalk Chalk

Using sidewalk chalk is a great way to advertise for your club. Student Life has sidewalk chalk available for checkout and can also provide students with buckets and other materials to help with the cleaning process. Please following the chalking guidelines:

- Chalk is limited to standard non-toxic, water soluble “sidewalk chalk”
- Other types of sidewalk marking, including liquid or spray-on chalk or sidewalk chalk paint is not allowed.
- Sidewalk chalk advertising is limited to clubs for the promotion of the group, meetings or events. The club is required to identify their name in or adjacent to the chalking.
- Chalking is not permitted by individuals or those not affiliated with SPSCC.

Tabling

The Office of Student Life can provide tabling space in Building 27 and 22. Clubs may reserve a single six (6) foot table with two chairs at the Student Life front desk or through 25Live with Advisor approval. Tabling is occasionally not available when large events are scheduled. An Event Registration Form is required to table.

Public Film Screenings & Video Showings

A public performance license must be obtained when showing a film or video during non-classroom use. This requirement applies regardless of an admission fee charged to attendees or whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. Rental or movie purchase does not include a license to show a film publicly.

All rentals and performance licenses take time to obtain. After your club has decided to show a film,

please contact the Student Life staff for guidance on acquiring the film rights. Keep in mind that film rights generally cost between \$250 and \$1,000 for commercial films.

Special films with existing institutional rights may be available in the library.

- <https://library.spscc.edu/start/videos>

Religious and Political Activities

Due to state and federal laws, several guidelines govern religious and political activities on campus.

Religious: S&A fees can be provided to religious student groups for non-religious purposes on the same basis as other student clubs and organizations. Religious student groups may use campus facilities the same as any other student groups, even if the use is of religious nature. However, S&A fees cannot provide for, or be used as seed to fundraise for, religious workshop, exercise, or instruction.

Political Activities: The use of public funds, including S&A fees, for directly or indirectly making any contribution or expenditure of anything of value in connection with a local, state, or federal election is prohibited. Any contribution to a political candidate or political endorsement is included in the prohibition. The State of Washington places additional limits on the use of public facilities and funds for partisan political activities, including that no college employee may use or authorize the use of any college facility, directly or indirectly, for purposes of assisting a campaign for election of any person to office, or for the promotion of, or opposition to any ballot proposition. This prohibition includes student organization

Club Forms Matrix

I want to....	Guidelines	Forms Needed	Advance Deadline
Host an event	<ul style="list-style-type: none"> ○ All events must be approved by advisor and Director of Student Life ○ All events must be open to all students and clearly advertised 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Club Reflection Event Evaluation 	3 weeks 1 week post event
Reserve a space (indoor and outdoor)	<ul style="list-style-type: none"> ○ All event spaces must be submitted through the advisor using 25Live 	<ul style="list-style-type: none"> ○ Event Registration Form 	3 weeks
Buy food or refreshments	<ul style="list-style-type: none"> ○ Food can only be purchased as part of a registered club event or meeting ○ The food purchase cannot exceed state per diem for the expected number of individual attendees (must check https://ofm.wa.gov for current rates) 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Club Reflection Event Evaluation 	3 weeks 1 week post event
Purchase supplies, decorations, equipment.	<ul style="list-style-type: none"> ○ Before purchasing supplies or decorations, club must check club storage room first. ○ Equipment purchases \$300+ must be approved as a line item in the club operational or contingency budget 	<ul style="list-style-type: none"> ○ Event Registration Form 	2 weeks
Host a fundraiser.	<ul style="list-style-type: none"> ○ Must follow guidelines as listed in the handbook. 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Fundraiser/Cashbox Request (before and after event) 	3 weeks 3 weeks before and day after event

I want to....	Guidelines	Forms Needed	Advance Deadline
Hire a performer or speaker.	<ul style="list-style-type: none"> ○ Students may not contract with existing college faculty or staff during regularly scheduled work period or for services they already offer to the college as part of their scope of work ○ Contracts must be all-inclusive for the final price (ex. meals, accommodations, etc included in final price) ○ Contractors must be able to justify their pricing either through market comparisons, comparable prices charged to other institutions or through publicly posted prices. ○ Contractor must completed all required forms and submit in a proper invoice. ○ Contractors offering kickbacks or other forms of commission are strictly prohibited. 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Performer Agreement Form ○ W9 Form ○ DRS Form if \$600+ ○ Club Reflection Event Evaluation Form 	3 weeks 3 weeks (6 weeks preferred) 3 weeks (6 weeks preferred) 3 weeks (6 weeks preferred) 1 week post event
Print and/or laminate posters, print flyers, and/or check out A Boards.	<ul style="list-style-type: none"> ○ Flyers can only be posted in designated areas around campus. ○ S&A fees and Accommodation language must be on all flyers. 	<ul style="list-style-type: none"> ○ Promotional Request Form (online) 	2 weeks

I want to....	Guidelines	Forms Needed	Advance Deadline
Purchase club apparel (shirts, hats, scarves, etc)	<ul style="list-style-type: none"> ○ The purchase must be approved as a line item in the club operational or contingency budget. ○ Any imagery on the apparel must be original or copyright free. ○ The apparel must say the club name and “South Puget Sound Community College” or “SPSCC”. ○ Any modification to the campus logo must be approved by the Public Relations Office, please contact Director of Student Life first. ○ Apparel items may not exceed \$25 (printed and shipped). ○ Excess apparel items must be stored with Office of Student Life. ○ Club members may redeem items with valid student ID. ○ Apparel items must be approved, purchased, and procured by the end of Winter Quarter 	<ul style="list-style-type: none"> ○ Event Registration Form ○ Quote/Invoice for items with picture of description 	3 weeks

I want to....	Guidelines	Forms Needed	Advance Deadline
<p>Purchase Promotional Materials <i>Items to be given away to the general student population at events and club fairs.</i></p>	<ul style="list-style-type: none"> ○ Any imagery on the items must be original or copyright free. ○ The items must say the club name and “South Puget Sound Community College” or “SPSCC”. ○ Any modification to the campus logo must be approved by the Public Relations Office. ○ Individual cost for promotional items may not exceed \$5 (printed and shipped). 	<ul style="list-style-type: none"> ○ Event Registration Request Form ○ Quote/Invoice for items with picture of description 	<p>3 weeks</p>
<p>Purchase an Award, Prize or Gift Card <i>Prizes or awards won by the student population through college surveys or activities are also considered taxable, and subject to reporting when applicable. There must therefore be a record of all gift cards/certificates.</i></p>	<ul style="list-style-type: none"> ○ Gift cards may not be given as compensation or appreciation for faculty, staff, or other employees of the college. ○ Gift card amounts should not exceed \$25. ○ The method through which a gift card or prize recipient is selected must be clearly outlined in the Purchase Request Form. ○ Recipient information must be provided to the Student Life office once the gift cards has been given out. 	<ul style="list-style-type: none"> ○ Event Registration Request Form ○ Quote/Invoice for items with picture of description 	<p>3 weeks</p>

I want to....	Guidelines	Forms Needed	Advance Deadline
Show a film or movie	<ul style="list-style-type: none"> ○ Public movie and film screenings are strictly regulated under law. Any time a club publicly (through flyers, social media, or word of mouth) promotes a screening, rights to show the film must be secured. ○ Film rights typically range from \$500 -\$1000 depending on release date and/or popularity. Please work with the Student Life staff to connect with the appropriate film purchasing company. ○ Certain films and documentaries may be shown at a free or reduced price, particularly those owned by independent or education agencies. ○ The SPSCC library may also have films that groups can show where the institution has already purchased the screening rights. 	<ul style="list-style-type: none"> ○ Event Registration Request Form ○ Invoice 	3 weeks

