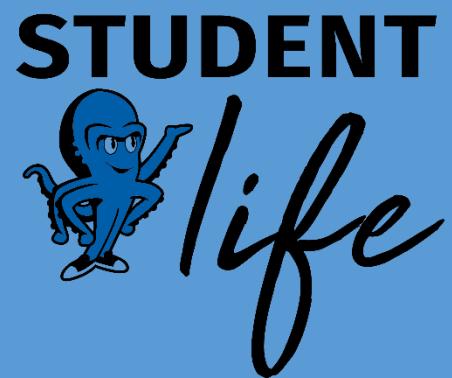


CLUBS AND ORGANIZATIONS HANDBOOK



OFFICE OF STUDENT LIFE POLICIES AND GUIDELINES

Student Life | Clubs & Organizations Handbook

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OFFICE OF STUDENT LIFE

The Office of Student Life brings you many ways to make the most of your time at SPSCC. Get involved with events, clubs, student leadership and more.

Hours: Monday-Friday 8:00am - 5:00pm

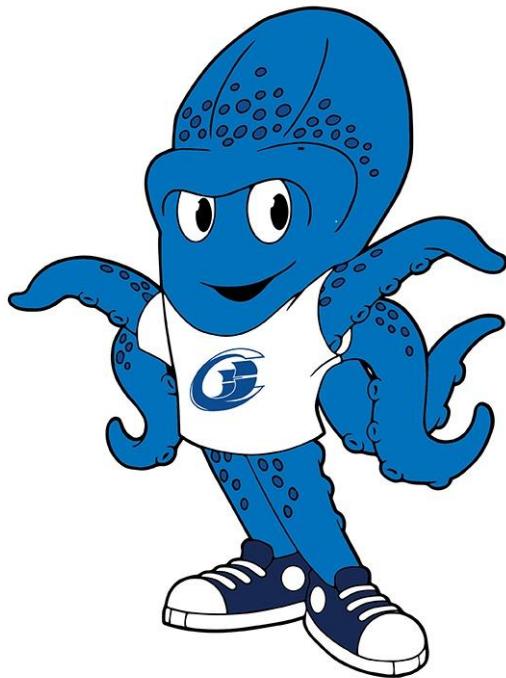
Location: Student Union Building (Building 27), first floor

Phone number: 360-596-5212

Email: studentlife@spfcc.edu

OFFICE OF STUDENT LIFE MISSION STATEMENT

The Office of Student Life fosters student success by cultivating belonging, engagement, wellness and learning through co-curricular programs and experiences. Using a student-centered approach, we intentionally create and support opportunities and experiences that promote equity, respect and collaboration among our campus and local community.



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STAFF & SUPPORT NETWORK

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Senate
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Vacant
Vice President of Finance, ASB Senate

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@spfcc.edu, 360-596-5361

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CLUB OVERVIEW

A club is an opportunity to build and create community during your academic studies. Enrolled students at SPSCC are encouraged to create their own clubs or join already established clubs. The OSL team is here to support each and every club in their events and activities.

STARTING A NEW CLUB

Newly chartered clubs and organizations shall be automatically allocated \$300 to be spent during the academic year once they have been reviewed and approved by the ASB Senate. New clubs and organizations can charter until the first Friday of March and still receive the full allocation of \$300. **No clubs or organizations may charter after the March deadline.**

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 Vice President of Clubs & Orgs and the Student Life Fiscal Specialist.

RE-CHARTERING 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. **All returning clubs and organizations from the previous academic year must re-charter by the last Friday in October.** A returning club can charter after the deadline, but will be chartered a new club with an allocation of \$300.

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TERMINOLOGY

New Club – a club that is chartering for the first time.

Rechartered Club – a club that is returning from the previous academic year.

Active Status – Clubs who has completed a charter packet and has been recognized by the ASB Senate. Active clubs have full access of their funding and club resources after completing club orientation. Clubs can register up until the first Friday of March.

Good standing – Adhering to Club rules outlined in this Handbook, consistent membership of 5+ members, mandatory attendance in Club Roundtable, ensuring that all paperwork is submitted in a timely manner and is correct.

Suspension – When a club loses all resources and funds based on the following reasons:

- Missing two consecutive club roundtables

- Failing to complete a quarterly status report

- Failing to submit required paperwork

- Violating policies set forth in Student Life governing documents

- Inappropriate use of the purchasing card, cash boxes, or fundraiser protocols

- Failure to replace/report a club Officer/Advisor within two weeks of vacancy

Inactive – Have not turned in a Club Charter Packet or been recognized by ASB Senate.

Club Charter Packet – series of documents that outlines what your club is, what your club does, roster of officers, members, and Advisor, club constitution, and advisor agreement.

Services & Activities Fees (S&A) – Fees included in student tuition for the support of student activities and programs throughout the academic year.

Tabling – Single six-foot table with two chairs used to promote or recruit for Club Activities and events.

Club Officers – Currently enrolled SPSCC students taking six (6) or more credits per quarter.

Club Members – Any currently enrolled SPSCC student who does not hold an Officer position.

Club Advisor – Full time Faculty or Staff member at SPSCC.

Club Roundtable – Required meeting held twice a quarter facilitated by the Vice President of Club & Organizations; to share important club updates, events, and information, report on club funds status and activity, and provide support where needed.

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CLUB GUIDELINES AND REQUIREMENTS

CLUB OFFICER RESPONSIBILITIES:

- Must attend mandatory orientation and training sessions provided by OSL
- Facilitate club meetings and activities that are available to all students
- Inform OSL of club activities, meeting times, and locations
- Participate in Club Fair
- Submit quarterly Club Status by appropriate deadlines
- Recruit members to fill vacant positions (i.e. Officers or Advisors)
- At least 1 Club officer to attend the mandatory Round Table meetings held each quarter. If a club officer can't attend, they must designate a member to attend on the club's behalf.
- Adhere to Club Handbook, Senate Constitution, By-laws, and Financial Code in the execution of Club Activities
- Record meeting minutes for business meetings

CLUB ADVISOR RESPONSIBILITIES:

- Obtain approval from direct supervisor to serve as Club Advisor
- Acknowledge that the Club Advisor role is completely voluntary by signing the Advisor Agreement in the Club Charter packet
- Approve all club purchases
- Assist the Club in:
 - formulating long term goals and short term projects
 - managing club budgets, funds, and resources
 - adhering to purchasing policies as outlined in the Fiscal Training and Financial Code
- Maintain communication with the OSL staff
- Attend club meetings where business is being voted on and any club events happening outside of Business hours (Monday – Friday, 8am – 5pm)
- Must be present during all club travel
- Reserve campus spaces using 25Live portal
- Complete Purchase Card Training with OSL Fiscal Specialist, sign Designated Card User Agreement in order to make any local purchases or pick ups

CLUB STATUS

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

Good Standing Clubs

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

- Follow Club policies and rules outlined in the Clubs and Organization Handbook, Senate Constitution, By-Laws, and Financial Code.

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- Have a consistent membership of 5 or more currently enrolled students.
- 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.
- 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:

- Missing two consecutive club roundtables.
- Failing to complete a quarterly Club Status report.
- Failing to follow travel guidelines.
- Violating policies or rules put forth in Student Life governing documents.
- Inappropriate use of the purchasing card.
- Failure to replace and report a club officer/advisor within **two weeks of vacancy**.
- Failing to adhere to proper handling of cashbox/fundraised money outlined later in the document.
- 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 ASB Student Senate. Clubs that have been suspended are included in inactive clubs as well.

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CLUB RESOURCES: WHAT WE HAVE FOR YOU TO USE?

CAMPUS SPACES:

Club advisors are responsible for reserving spaces in 25Live for any club events or meetings

Classrooms, conferences rooms, outdoor and additional event spaces are available with approval free of charge

Reservations are approved on a first come first served basis

Club tabling is permitted in Building 27

EQUIPMENT, SUPPLIES, DECORATIONS:

The OSL has an inventory of equipment, supplies, and decorations available for club use.

Items can be checked out and must be returned within forty-eight hours of event completion

OSL Front Desk can provide an inventory list and assist with checkout

PROMOTIONAL RESOURCES:

OSL provides A-Boards, event laptops/iPads, and a limited amount of free print materials to promote your club activities and events

- A-Boards or Sandwich Boards – free standing promotional signage measuring 24 x 30 inches and 24 x 36 inches
 - Clubs may check out up to three A-boards two weeks prior to their event or meeting
 - Club may check out additional A-boards on the day of their event to support with crowd management
 - A-boards must be returned to OSL within 24 hours after the event, except for Friday events in which case returns are permitted on Mondays
 - Individuals who sign for A-boards upon check out are responsible for returning them
 - A-boards are only to be used by OSL, SPSCC affiliated events/programs and cannot leave campus without express approval from Director of Student Life
- Laptops, iPads– can be checked out through the OSL
 - Club members will be trained on access and user functions upon check out
 - Club members are expected to uphold the standards of use as mentioned in the SPSCC Student of Code (see Interwebs use)
- Promo Room – Provides a variety of promotional services to students, faculty, and staff. Each registered club event is eligible to receive a “free suite package” consisting of:
 - 25 – 8.5 x 11 flyers

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- 6 – A-board posters
 - 6 – balloons in bundles of three
 - If this free suite package does not suffice, clubs may use club funds to print additional materials
- Flyers, posters, handbills and banners – Printed or handmade advertisements must include Club Name, contact information, date, location of the event and a brief description/overview of the event
 - Grounds for denial of request:
 - Graphic or obscene imagery or language
 - Omitting the S&A Fee, Accommodation Statements below and/or Open to All SPSCC Students
 - Missing key event information
 - Inappropriate use of SPSCC Branding Toolkit
 - Handbills should not be left out on public spaces (i.e. cluttered stacks on tables)
 - Required Statements:
 - “Open to all SPSCC Students”
 - “This event is funded by S&A Fees”
 - “For reasonable accommodation requests, please contact Access Services at access.services@spfcc.edu”
- Posting of Promotional Materials – permission to post promotional materials is not required if posted in designated posting areas. However permission for posting in non-designated spaces on SPSCC property must be obtained by Dean of Student Engagement & Retention.
 - No posting allowed on railing unless paint protection devices are used, permission for any such posting must have prior approval by Dean of Student Engagement & Retention
 - No materials will be posted or tacked on trees or the covered walkway, gazebo(s).
- Designated Posting Boards: SPSCC clubs are permitted to post on the following
 - Public Boards – to be used by community members for the dissemination of public information, for the time limit 2 weeks prior to event, will be removed 2 weeks after the event or by the end of the quarter
 - College Boards – to be used by college staff and officially sanctioned groups for notices about events, academic offerings, employment opportunities, and other college business; will be removed 2 weeks after original posting date or by the end of the quarter
- Campus Digital Signs: digital message boards located in almost every building on campus and a great tool for sharing free information about your club events. Contact the OSL for assistance with submitting your digital slide.

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- Social Media: SPSCC platforms and handles can be obtained by communicating with the Director of Student Life. If a club/activity wishes to create their own accounts, usernames and passwords must be shared with the Director of Student Life. Inactive clubs or clubs with violations will lose access to their social media pages and handles until status is remedied. All social media posts, pages, handles, and content must adhere to the SPSCC Student Code of Conduct and Non-discrimination policies.
- Eventbrite: Student Clubs may request an Eventbrite page through the Office of Student Life. Student groups can use Eventbrite to manage ticketed events, events with limited capacity, or events that are open to the larger community.
- Tabling: The Office of Student Life can provide tabling space in Building 27. Clubs may reserve a single six-foot table with two chairs with Advisor approval through 25Live. An event registration is required to table, please note that during large scale events on campus tabling may not be permitted.

STUDENT LIFE VANS:

OSL has four designated SPSCC vans that can be used for approved travel requests. Advisors must complete Van Training in order to become a designated driver and are the only persons permitted to drive the vans. Contact the Office of Student Life for more information and submit your van request.

CLUB FUNDS AND PURCHASING: HOW MUCH CAN YOU SPEND ON WHAT?

SERVICE AND ACTIVITY (S&A) FEES

Services and Activities (S&A) programs are funded by tuition fees by for by enrolled students. Each enrolled student pays a portion of these fees based on their credit enrollment status. The S&A Fee Committee is composed of primarily students, who meet annually to determine allocations for the upcoming academic year based on enrollment projections, program information, and funding requests.

Advisors and Club Officers will receive information for the upcoming S&A Fee Budget Committee cycle in early December and is expected to be returned by designated date in January.

Active clubs in good standing will need to submit a request for full funding by the determined deadline to receive a \$1,000 allocation for the next academic year. Clubs who submit their budget request by the January deadline will receive their full allocation the following fiscal year, if they recharter by the October deadline.

Inactive clubs from the previous year or new clubs who missed last year's budget cycle can still request funding for a total of \$300 to be allocated in the current academic year.

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CONTINGENCY FUNDS

SPSCC maintains a budget fund, known as Contingency funds to help support clubs and activities with events that exceed their allocated budget. Contingency funds are awarded throughout the year for student clubs and programs. Funds are available on a first come-first served basis.

CONTINGENCY FUNDS PROCESS:

- 1) Determine with your club and Advisor what funds are needed for your desired event or activity.
- 2) Complete the Contingency Request Form available on the Office of Student Life website.
- 3) Meet with the Vice President of Clubs and Organizations to review your request.
- 4) Submit the completed packet with all of the required documentation to the OSL Welcome Desk or via the Student Life email. HINT: Specificity is key to streamlining the request process, be thorough, and provide supporting documentation.
- 5) ASB Student Senate will review your request and may invite you to a meeting to answer additional questions if needed. Requests can be resubmitted at this stage if the ASB Student Senate requires modifications or edits.
- 6) If no further clarification/information is needed, Student Senate will modify, approve, or deny the request.
- 7) Once a final decision has been made, clubs will receive communication from the Director of Student Life. All decisions are final and cannot be appealed.

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.

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:

- Events or activities at which food is provided, are open to all SPSCC students
- The event must be promoted around campus and on the Student Events Calendar
- Registration may be used to plan for appropriate amounts of food.

TIPPING & GRATUITIES for Food Service or delivery workers is permissible at a set rate of 15% for seated dining and 10% for delivery. This percentage 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 permitted. All meals and gratuities may not exceed the WA State Per Diem per individual (see WA State Per Diem Color Map for more information).

EQUIPMENT purchases over \$300 or those requiring substantial storage space must be approved by the Director of Student Life. Once approved the club should work with the OSL staff to determine the appropriate form of purchasing and storage. Any tech purchases will need to be vetted and approved by IT Department before purchase can be completed.

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APPAREL Costs per individual apparel item may not exceed \$25. The apparel items must include either "South Puget Sound Community College" or "SPSCC" in its design. Images used in the apparel design must abide by copyright laws (see SPSCC Branding Tool Kit for more information). Clubs or organizations wishing to purchase apparel must provide the OSL with a list of intended recipients (including names and student ID numbers) as part of their purchase request. Upon delivery students will need to show proof of identity in order to pick up their apparel items. Surplus or abandoned items will be stored in the OSL for a term of two years. If student intend to purchase an apparel item that exceeds \$25, they must do so on a pre-order basis. Then students must pay the difference to the OSL prior to completing the purchase.

The intent of apparel items should be to advertise and promote the club. Purchase requests for all apparel must be finalized (i.e. designed, approved, ordered, and received) by the end of winter quarter. This allows for a full quarter of apparel use before the end of the academic year. **No apparel purchase will be approved or permitted after winter quarter.**

PERFORMANCE AGREEMENTS are contracts that are required by the college for guests or services invited to campus. A performance agreement will be approved by the Director of Student Life upon review of the event request. A student or advisor should never commit funds on behalf of the college. Please contact the Director of Student Life if you are unsure if your event/activity requires a performance agreement.

GUIDELINES FOR PURCHASING

To request purchases for events/activities, clubs must work with their advisors and complete the Club Purchase Request Smartsheet. Any questions on this process can be submitted into clubpurchases@spfcc.edu. The workflow for club purchases is as follows:

1. Complete the Club Purchase Request Smartsheet. The form must be submitted by the Club Advisor with attached meeting minutes for purchase approval.
2. Form must be submitted with all requested information completed.
3. The request will be reviewed by the Fiscal Specialist for accuracy, ensure S&A compliance and confirm that funds are available for purchase. Any forms with missing information will be denied and sent back to the club to complete.
4. Requests will be sent to the Director of Student Life for final review and approval.
5. Once the request has been vetted and approved, the Fiscal Specialist will notify the club of its purchase status and will either complete the purchase or coordinate a P-Card checkout with the Advisor.
6. The OSL Fiscal Specialist will purchase supplies that are available via vetted vendors. All purchases made will be shipped directly to the campus and the OSL.
 - a. OSL Fiscal Specialist will be responsible for making all online purchases, phone purchases, including item requiring delivery, registrations, tickets, air travel, hotel lodging, car rentals, etc.
 - b. Club Advisors are permitted to check out a p-card to make local purchases.
 - i. P-cards are available during regular business hours and can be made available for late night or weekend events on a case-by-case basis.
 - ii. Advisors must complete the purchasing with the OSL Fiscal Specialist prior to

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checking out a p-card.

- iii. Inappropriate use or mishandling of a p-card will be evaluated on a case-by-case basis and may result in a warning or having p-card privileges revoked. Depending on the severity and nature of the offense purchasing privileges may be removed from the entire club. Failure to return receipts or proof of purchase documents may also result in the revocation of p-card privileges.
- 7. Before submitting a request for equipment or supplies, please refer to the Office of Student Life to see what items are already on hand for Club use. Unused supplies or supplies from inactive clubs will be reallocated to the general club inventory for check-out.

Please note: any requests that are not completed properly will be sent back for revision and will delay the purchasing timeline.

Timeline:

- **1 week prior:** small catering for less than 15 people
- **2 weeks prior:** supply requests (Amazon, etc), large catering orders for 16+ people, and performance agreements
- **8 weeks prior:** all travel requests

CLUB TRAVEL

The club travel process is very important. There are many elements that need careful planning and coordination. In preparing for club travel, please request a Travel Orientation with the OSL Fiscal Specialist. During said orientation your club will be provided guidance on submitting travel requests.

Things to keep in mind:

- All travel requests must be submitted 8 weeks prior to the desired travel date.
- Club travel must be approved by all club members to ensure that the travel options were extended to the group at large. Copies of email conversations or meeting minutes can be used as supporting documentation.
- Only students enrolled for six or more credits are eligible for travel. The Director of Student Life will complete an academic credit check for all students submitting travel waivers. Any student not meeting this required must be removed from the travel roster.
- All club travel utilizing S&A fees must be made with licensed transportation.
- Any exceptions to the use of private transportation and carpooling requires express consent from the Director of Student Life on a case-by-case basis.

FUNDRAISING

Fundraising can be a great way to build momentum and become more visible on campus. If your club is interested in a fundraiser activity, you must request a Fundraising Orientation with the OSL Fiscal Specialist at least 4 weeks prior to the event. During said orientation your club will be provided guidance on this process.

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Things to keep in mind, there are many different types of fundraisers including:

- Any monies collected that exceed the cost of the event will be considered “fund raised” money.
- 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.
- Event entry fees: clubs and organizations may charge an event entry fee to raise money.
 - Clubs can decide on a set fee or a sliding scale.
 - Any event that includes non-students must have an entry fee.
- Donations: properly collected donations are defined as private funds
 - 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.