Student Club & Organization Procedures Manual

2012-2013

www.shastacollege.edu/clubs
Office of the Dean of Students
Room 2308
(530) 242-7626

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STUDENT CLUBS and ORGANIZATIONS GUIDELINES OVERVIEW

Campus clubs and student organizations (Referred to as Student Clubs and Organizations or clubs and organizations) are organized into three areas: interest groups (e.g. Intercultural Club, Sustainability Club, LUNA), college departmental groups (e.g. Culinary Club, Equipment Operators Club, Political Science Club) or local branches of national groups (e.g. Intervarsity, ROTARACT, PTK). Any group of students may organize a student club or organization within Shasta College. The main function of the club or organization is to conduct activities on behalf of the students. In addition, Student Clubs and Organizations provide students with the opportunity to foster personal growth, expand intellectual development and demonstrate ethical accountability, while promoting individual and civic responsibility.

Guidelines in this manual are for the following:

Meetings
Gathering on or off campus of the organization members and the Advisor for the purpose of conducting business (an Advisor must be present). (See Meetings Guidelines, page 3-4.)

Use of Facility
A form filled out when the Shasta College campus facilities are needed by the club or organization for an on campus activity. (See Use of Facility Guidelines, page 7.)

Field Trips
An activity where a club or organization’s members, and their Advisor(s), travel off campus as an organization for any length of time. (See Activities / Event Checklist, page 6 and Field Trip / Travel General Information & Guidelines, page 8.)

Publicity / Advertising
The use of printed (flyers, posters, tickets, article in the Lance, etc.) or electronic media (Facebook, Shasta College Website, Shasta College Events page, video, etc.) to promote an organization’s meetings or events. (See Publicity / Advertising Guidelines, page 10.)

Purchases (Expenditures)
A one time or repeated expenditure to further club or organization goals. All purchases must be approved by club or organization prior to purchase and documented in meeting minutes. (See Financial Procedures, page 14.)

Donations
Food, cash, scholarship, equipment or supplies given to an organization from the community or a business entity, without charge. (See Donation section, page 19.)

Food
Food served at an organization’s meeting or field trip, fundraiser or event. (See Meeting Guidelines; Food at Meetings, page 3 or Use of Facility Procedures; Food Served, page 7.)

Fundraiser
An activity (on or off campus) specifically designed to raise money for the club/organization. (See Event Ticket Control Procedures, page 13, Fundraiser Guidelines, page 20, Cash Box Request Procedures, page 24 and Receipt of Payments, page 25.)
ROLES of STUDENTS, FACULTY and SUPPORT STAFF

Advisors
Advisors work with the club or organization members to support the mission and goals of the club, and ensure adherence with all State, District and College requirements. (See Student Club and Advisor’s Agreement, Page 32.)

Club and Organization Members
Any member of the student body that expresses interest in the mission of the club or organization can sign up to be a member. Club and organization members work together toward common goals based on the club or organization’s mission statement. Benefits of club membership include exposure to events/activities, networking, further exploration of areas of interests, and team building skills. Members also learn how to run a club or organization, be part of a club or organization, and understand how to work with different levels of authority.

Student Senate
The Shasta College Student Senate (SCSS) approves club and organization applications/renewals. Through the Interclub Council, they also act as a coordinating council for all clubs and organizations on campus.

Office of the Dean of Students
The Office of the Dean of Students provides support, encouragement and guidance to students who wish to organize and assemble. This office supports the application process, approves marketing materials, approves field trips, approves and enters purchases into Datatel, provides account balance printouts, assists with Use of Facility Forms (UOF), updates websites, and provides guidance and assistance in achieving club and organization goals.

Academic Departmental Offices
Academic Departmental Offices can provide subject area expertise and linkages to department facilities. They offer guidance in filling out forms and provide initial approval of activities (final approval given by the Office of the Dean of Students).

Business Office
The Business Office (BO) receives a copy of the approved club or organization application which enables the club or organization to begin to conduct business. They also supervise and maintain the financial records and transactions for clubs or organizations. All money collected must be deposited with the BO and must comply with BO procedures.

Office of Administrative Services
The Administrative Services Office receives a copy of the approved club or organization’s application which enables the club or organization to begin to conduct business. They also approve Use of Facilities (UOF) requests for club or organization meetings and activities and approve Field Trip Requests.

Director of Food Service
The Director of Food Services approves the serving of food at all club or organization events. The Director may provide food, ingredients, facilities for preparation, and related supplies for all club or organization events. The stadium snack bar and a mobile snack bar are also overseen by the Director and can be used by the club or organization to raise funds. See the Director of Food Services for details about the use of snack bars for fundraising goals.
STARTING or RENEWING A STUDENT CLUB OR ORGANIZATION
AT SHASTA COLLEGE

Clubs or Organization Forms
All club or organization forms for renewals and events are located at the Shasta College Club/Organization Website at http://www.shastacollege.edu/clubs/forms/

Obtain Members
Identify five (5) or more people who are interested in joining your club or organization. You may have as many as you like, but five is the minimum number required. While you are still forming your club or organization, you may gather together without an Advisor in regular, non-instructional, student meeting places, such as the Student Center. The Office of the Dean of Students will assist with the formation of the new club or organization, including support for marketing and student recruitment.

Find an Advisor
Advisors
Find a certificated staff or faculty member (any instructor or counselor on campus expressing an interest and willingness to serve) to act as your Advisor. The Advisor must be available to attend your club meetings and activities and is responsible for ensuring that all paper work is in proper order.

Community / Organization Partners
Individuals from the community or a local, state, or nationally recognized Social Club may be affiliated with a club or organization and contribute funds, time and expertise to the club or organization as authorized by the Advisor and club or organization constitution. Contact the Office of the Dean of Students for further guidance.

Fill out an Application
At the beginning of each fall or spring semester, Clubs/Student Organizations wishing to become active and recognized must submit an Application for Student Club or Organization, page 26. Documentation must be submitted annually. All prospective club members must sign the Petition for Student Club or Organization (New/Renewal), page 29.

Write a Constitution / Budget
Write a club or organization constitution using the guidelines on Page 30, and a budget using the example on Page 31.

Get Approval
Turn in all the appropriate paperwork to the Office of the Dean of Students, Room 2308. Your club or organization application will be reviewed to ensure all questions have been answered. Upon acceptance by the Office of the Dean of Students, the application will be voted on (and ratified) at the next scheduled meeting of the Student Senate. Applications turned in by noon on Monday will be included in the Student Senate’s agenda for that week’s Student Senate meeting on Friday. Upon approval of your club or organization application, a copy of your application and the Student Senate’s minutes will be sent to both the Business Office and Administrative Services. You may then begin to conduct official business.
Meet
Once approved, you are now an official Shasta College Club or Organization. You may use the Club Meeting Room or request an available room on campus by filling out a Use of Facility Form (UOF), signed by your club or organization Advisor, and turning the form into the Office of the Dean of Students. Completing the UOF form ensures that the room is available for your club meetings, otherwise there are no assurances. After getting your flyer approved and stamped by the Office of the Dean of Students, you may post your meeting times, and hold meetings.

Publication Release Form
These forms are required whenever it is the intent of the club or organization to make public, via any print, film, digital likeness or videotape, a student’s artwork or image. Forms are found online at the Club/Organization website.

Fundraising / Field Trips / Events and Advertising / Purchasing / Food
If you plan to sell anything through your club or organization, go on field trips, distribute flyers, hold an event, etc., see Guidelines on pages 6-25.

Money
A club or organization obtains cash for operations through fundraisers, donations or the Student Senate. An official request must be made by the club or organization to the Student Senate for cash to start a club. The Student Senate has the option of denying this request or providing terms of reimbursement. The collection of dues is completely voluntary and cannot be a condition of membership (See Guidelines for Dues, page 14).

Trust Account
A trust account is created by the Business Office upon your first cash deposit. This account will remain with the club or organization until it becomes inactive. All money placed in this trust fund is considered public funds.

Maintaining Active Status
Any club or organization that has been inactive for two consecutive semesters will be deemed null and void and all club or organizations monies in the trust account will become the property of the general fund of the Student Senate. The application for continuation must be received before the end of the second semester of inactivity.

Policies
Various policies govern the guidelines in this club manual and include, but are not limited to: California Education Code, California Code of Regulations - Title 5, Penal Code, state Revenue and Taxation Code, Internal Revenue Code, California Constitution: Article 16, section 6, Good Business Practices, Shasta College Board Policies, Shasta College Administrative Policies, Shasta College Departmental Guidelines, Equal Access Act and the Civic Center Act.
MEETINGS GUIDELINES

Official club or organization meetings require that an Advisor be present, a UOF be in place (when on campus), and minutes be taken (an official record of all decisions and approvals).

Advisors
An Advisor must be present at official club or organization’s meetings (on or off campus).

Meeting Location
Meetings may occur on or off campus.

On Campus
When meeting on campus, you may use the Club Meeting Room (room 2068), located upstairs in the Student Center (cafeteria), or request a room on campus.

To use the Club Meeting Room
- The Club Room is reserved through the Office of the Dean of Students, and is available on a first-come, first-served basis. The room remains locked. The key may be obtained before the meeting from the Office of the Dean of Students.

To request a room on campus
- Determine if the room is available by visiting the Academic Departmental Office or the Office of the Dean of Students.
- Fill out a Use of Facility (UOF) Form.
- Turn the form into the Office of the Dean of Students.
- Completing the UOF ensures that the room is available for your club or organization meetings, otherwise there are no assurances.

Off Campus
Official club or organization meetings held off campus are considered a field trip (see Field Trip/Travel General Information & Guidelines; Off Campus Meetings, page 8).

Food at Meetings
Food may be present at a meeting. Before a club or organization serves food at a meeting, the Director of Food Service must be notified by the club or organization. The Director has the option of providing a one time or year-long approval. Food purchased by the club or organization requires a Purchase Requisition and applicable paperwork (see Financial Procedures, page 14).

Individual club or organization members may bring their lunches, provided it is for their own consumption, without need of approval.

Dues / Membership Fees
The collection of dues is completely voluntary and cannot be a condition of membership or participation in activities (unless activity requires a fee for all students).
Minutes
Clubs and organizations are required to keep official minutes that document proceedings for each meeting. The minutes should include details of all proceedings including:

- Financial matters (Budget)
- Approval of fundraising ventures
- Expenditure authorizations
- Changes to operating procedures; and,
- Attendance

Accurate and legible minutes are important as they provide documentation authorizing club events, travel requests, purchase orders, and any other fiscally related transaction. It is the responsibility of the club or organization’s secretary to provide appropriate minutes to the treasurer for all fiscal transactions. Without these minutes, approvals for purchases by the Office of the Dean of Students cannot be authorized.

The minutes may be organized as follows:

I. Introductory Data
   A. Presiding Officer
   B. Location, date and time of meeting
   C. Attendance at meeting
      1. Officers
      2. Number of members present
      3. Advisor(s)
      4. Guests

II. Activity Data
   A. Approval of minutes of previous meeting
   B. Report of Officers
   C. Activity of standing committees or special committees
   D. Actions/Decision
   E. Adjournment of the Meeting
   F. Date of Next Meeting

Note: See the next page for a sample of meeting minutes with basic procedures.

Motions
Each motion must be reported in the minutes as follows. The motion must be stated with the person who made the motion and the person who seconded the motion being named. Results of the voting must be given. A helpful way to record this is:

Item discussed – decision (motion) – motion by... seconded by... vote results ... motion passed.

Example
Convention Costs – The club will attend the Happy Student Convention, held on January 5, 2010, in Los Angeles, CA and will spend up to $500 for the registration and travel fees. Motion by Marci Jones, seconded by Joe Smith, vote results 10-3, motion passed.
SAMPLE MEETING MINUTES with BASIC PROCEDURES

1. Meeting was called to order by:

2. Meeting was located at:

3. Meeting date and time:
   Next Meeting’s date and time:

4. Minutes are reviewed by the club members and corrections are made. Approved minutes are signed by Secretary, submitted, and initialed by President.
   The minutes of the previous meeting were: _____Read and Approved
   _____Corrected and Approved as Corrected

5. Report of Officers
   President
   Secretary
   Treasurer
   Receipts and Expenses paid

6. Report of Committees by Chairperson of Committee
   (Opportunities to discuss the reports are provided later in the order of business. A copy of each report can be filed with the minutes. Clarification can be requested at this time.)
   Standing Committee Reports
   Special Committee (temporary) Reports

7. Decisions/Actions
   (Purchase Requisitions, Field Trips, Conventions, Fundraisers and other activities requiring discussion and approval by the club) see Motions on page 4

   The following purchase orders were approved:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>AMOUNT</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Motion:
   Moved By:  Seconded By:

8. Program of the Meeting
   (Any guest speakers, movies, slide presentation, etc.)

9. Adjournment
   (List of those in attendance)

10. Next Meeting Date
# ACTIVITY / EVENT CHECKLIST

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraiser</td>
<td>See <em>Fundraiser Guidelines and Checklist</em>, page 22</td>
</tr>
<tr>
<td>Non Fundraiser</td>
<td>Campout, Film Presentation, Retreat, Conference, Meetings, etc.</td>
</tr>
</tbody>
</table>

## Location

The Shasta College campus may be used by the organization without charge. Before using the Campus, the organization needs to obtain approval.

<table>
<thead>
<tr>
<th>On campus</th>
<th>Off campus</th>
<th>Event is off campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill out UOF, <em>[UOF Guidelines]</em>, page 7</td>
<td>Business location may require insurance</td>
<td>Submit <em>[Application for Student Field Trip, Student Field Trip Notice and Travel Request]</em> (if required).</td>
</tr>
<tr>
<td>Advisor approval, Office of the Dean of Students assistance, Administrative Services approval, coordination with various campus departments.</td>
<td>Submit information about the event and minutes to Administrative Services for approval to obtain a certificate of insurance.</td>
<td></td>
</tr>
</tbody>
</table>

## Advertising

For all the advertising options see *Publicity / Advertising Guidelines*, page 10

<table>
<thead>
<tr>
<th>Flyers / Posters</th>
<th>Tickets</th>
<th>Shasta College Website &amp; Events Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow <em>Publicity/Advertising Guidelines</em>, page 10</td>
<td>Follow <em>Event Ticket Control Procedures</em>, page 13</td>
<td>Follow <em>Publicity/Advertising Guidelines</em>, page 10</td>
</tr>
<tr>
<td><em>Purchase Requisition</em> (PR) for printing, Create flyer / poster, review by Office of the Dean of Students, review by Communications Design Coordinator, approval by President’s Office.</td>
<td>Fill out <em>Ticket Report Form</em>, appropriate signatures, PO for printing, create ticket, review by Office of the Dean of Students, review by Communications Design Coordinator, approval by President’s Office, print tickets, pick up tickets at the Business Office before distribution. Cash box may be needed. Deposit money with the Business Office.</td>
<td>Contact Office of the Dean of Students for placement of event on website and events calendar.</td>
</tr>
</tbody>
</table>

## Purchasing / Expenses

Purchases may be made through a vendor by a club or organization member or Advisor. Only those purchases recorded in the minutes (i.e. approved by the club or organization) will be paid.

<table>
<thead>
<tr>
<th>All purchases</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow <em>Financial Procedures</em> Page. 14</td>
<td>Fill out a PR, include minutes with receipts, invoices or other supporting documents regarding the purchase, include signatures, and bring the PR to the Office of the Dean of Students.</td>
</tr>
</tbody>
</table>

## Donations

Items for an event may be donated. For details see *Donations* Section, page19.

## Food Items

The selling and distribution of food on campus needs to be reviewed and approved by the Director of Food Services and included on the UOF, see *Use of Facility Procedures*, page 7.
USE OF FACILITY PROCEDURES

Any club or organization may be granted the use of the Shasta College campus and properties without charge, subject to the filing of a Use of Facility (UOF) with the Office of Administrative Services.

The UOF is first approved by the organization’s Advisor. The Office of Administrative Services (Administrative Services) provides final approval of UOFs. Guidance in filling out a UOF may be obtained at the Office of the Dean of Students.

Planning Timeline
(10) Ten days prior to the event, submit a UOF

Before submitting a completed, electronic UOF to Administrative Services, the following steps and information are required:

Discuss event information at an official meeting
- When and where the event is to be held on campus
- Title of the event
- Purpose of the event
- How many will be in attendance
- Whether food will be served (see Food Served below), the type of food and the source of the food (purchase or donation)
- Special publicity needs (i.e. a press release)
- Special Needs: tables, chairs, canopies, electrical outlets, multi-media equipment, microphones, speaker system, sound system, etc. (Provide a layout diagram)

Request the facility for the event (room, campus property)
On campus
- Minutes or an Advisor’s correspondence stating that the event is approved by the club or organization are required to reserve a facility. The Office of the Dean of Students may assist in determining whether a facility is available for use.

Off campus
- The club or organization is responsible for securing an off campus facility. To obtain a certificate of insurance (if required by the off campus facility), a document stating information about the event and the official minutes approving the event, should be submitted to the Office of Administrative Services no later than (10) ten business days prior to the event.

Food Served
- The selling and distribution of food on campus needs to be reviewed and approved by the Director of Food Services.
- The Office of the Dean of Students can set up an initial meeting with the Director.

Fill out the Use of Facility Form
- The UOF Form is available on the Clubs/Organizations Website and in the Office of the Dean of Students.
- The Office of the Dean of Student is available to assist with filling out the form and with providing an electronic UOF for submission.
FIELD TRIP/TRAVEL GENERAL INFORMATION and GUIDELINES

A field trip is any trip taken by any recognized Shasta College club or organization, either academic, social or student activity related, where the trip is an integral part of the group activities, either mandatory or voluntary.

Generally, if club or organization funds are used or if the gathering of Shasta College students and Advisor are representing (or can be considered by the general public as representing) the Shasta College club or organization, the event is considered a field trip. These events include, but are not limited to: club or organization meetings, community events attended by the club or organization as a club or organization, camping trips, trips to amusement parks & conferences.

Planning Timeline
10 days for local and one-day out of District trips
30 days for overnight and out-of-state trips

Persons Authorized on Field Trips (BP 4300)
Only those persons officially registered in a class or activity, employees of Shasta College affiliated with the class or activity, or designated college chaperones and drivers are authorized to participate in college field trips. Any exceptions must be specifically authorized by the Board of Trustees prior to the trip.

Student Insurance Coverage
Student insurance is a policy purchased by the students and is not provided by Shasta College or a condition of the Student Health Fee.

Coverage for Accidents
If an activity is on file as a Field Trip, it is considered a student related activity. Should an accident occur while on the field trip, students may use their student insurance. If the activity is not on file, then the student will not be able to use their student insurance.

Coverage for Travel
If students are traveling to or from the activity in a college owned and operated vehicle and an accident occurs, the student may use their student insurance. If the student travels to and from the activity in a privately own vehicle, the student may not use their student insurance.

Off campus Meetings
Official club or organization meetings held off campus are considered field trips. A Field Trip Request Form is required for each new meeting location. If several meetings in the same location are planned, they may all be covered at the same time by using one Field Trip Request and a Student Waiver: Multiple-Trip Form. The Advisor maintains the copies, and the originals are given to the Office of the Dean of Students. When necessary, a student attending a meeting without a waiver on file shall fill one out at the meeting.

Approvals Required
Field Trips must be approved by the Advisor, Division Dean or Supervisor, the Office of the Dean of Students, and the appropriate Vice-President. Once the request is submitted, it is then approved by the Shasta College Board of Trustees (Board). Out of state trips require additional approval by the Board. Final approval is recorded and communicated by the Administrative Services Office.
Travel Expenses
A hard copy *Purchase Requisition* is required for all travel expenses. This is needed prior to the field trip whether an advance is requested, or if the expense is to be reimbursed after the field trip. Minutes must be included with submission. Original invoices and/or receipts showing actual expenses MUST be submitted once travel is concluded. Receipts must provide a detail of expenses.

Students must complete all appropriate forms for field trip attendance. **Non-compliance will result in the student not being permitted to go on the field trip.**

**APPLICATION FOR FIELD TRIP**
1. Instructor/Advisor completes *Application for Field Trip* (Form BS-815:8/07) and submits the form to the Office of the Dean of Students with a copy submitted to the division dean.
2. Application is then submitted to the appropriate Vice-President for signature.
3. All in-state field trip requests will be submitted to the Board as an informational item and should be turned in to the appropriate administrator for approval at least ten (10) days in advance.
4. If the field trip is out-of-state or out-of-country, the application must be submitted at least thirty (30) days in advance and requires pre-approval by Cabinet and Board of Trustees.
5. If a cash advance is requested, an *Employee Travel Request* and *Purchase Requisition* are required to accompany the field trip application (along with minutes approving expense).
6. The office of the Vice-President of Administrative Services is the final signature to authorize the trip and will submit the approved application to the Transportation Department.

**STUDENT FIELD TRIP NOTICE**
1. All participating students must sign a *Student Field Trip Notice* (BS-810 for single trips or BS-811 for multiple trips), even if they are providing their own transportation. It is suggested that the instructor or Advisor fill in the destination and dates at the top of the form, make copies, and then distribute them for signatures.
2. The original signed copies shall be kept in the Office of the Dean of Students Office for one year and then destroyed.
3. A copy shall be carried to the activity by the Advisor for information in case of emergency.

**STUDENTS PROVIDING THEIR OWN TRANSPORTATION**
1. When no District transportation is provided and students are required to meet at the field trip site, each student is still required to complete a *Student Field Trip Notice*.

Please check the first space in the “Students Providing Their Own Transportation” section in this scenario.

2. When District transportation is provided, but a student chooses to make his/her own travel arrangements to the field trip site, he/she shall complete a *Student Field Trip Notice*.

Please check the first space in the “Students Providing Their Own Transportation” section in this scenario.
Guidelines

PUBLICITY / ADVERTISING GUIDELINES

Campus clubs and student organizations are allowed to publicize their club and/or the activities generated by their organization. Following are examples of approved avenues for publicity:

- Flyers & Posters, Banners
- Donation letters
- Shasta College WebPages
- T-shirts
- Press Releases
- Events Calendar
- Classified Listing
- Social Networking
- Pictures & Video
- Tickets for event activities

All items that have public or campus-wide distribution or visibility, with the exception of flyers that are distributed within an academic department’s area on campus, require approval by the President’s Office prior to distribution or use. The Office of the Dean of Students, and/or the Communications Design Coordinator will review the publicity item. The Coordinator then forwards a final version of the publicity item to the President’s Office for approval. Though creativity is encouraged, this process helps maintain the professional appearance of the publicity item by checking for correct grammar, punctuation, font type, general layout, and use of the Shasta College logo.

Planning Timeline
2-3 days for approval, once design is complete. Design time varies. Inquire with the Office of the Dean of Students and the Communications Design Coordinator for individual projects and timelines. Allow 3 days for printing of paper publicity items. Allow 5 days or more for Banners.

Flyers / Posters / T-Shirts / Banners

Creating the Publicity Item
For flyers, posters and t-shirts, the publicity item may be created by organization members or a request may be made (with the Advisor’s approval via email or signature) to the Communications Design Coordinator to create the publicity item. The Coordinator will need all information, pictures and any specialized graphics to be submitted electronically.

If the publicity item is created by the club or organization:
Bring or email the item to the Office of the Dean of Students for initial review.
The Office of the Dean of Students will then forward the item to the Coordinator for review.
The Coordinator will then work with the club or organization to create a final version.

If the publicity item is created by the Coordinator:
The Coordinator will work with the club or organization to create a final version.

When the final version of the publicity item is completed:
The Coordinator will forward the final version to the President’s Office for approval.
Once approved, the Coordinator will notify both the club or organization and the Office of the Dean of Students. Once notified, the club or organization may print and distribute their publicity item.

Printing Publicity Item
The Shasta College Print Shop will copy flyers, posters, letters, etc. at a cost that is considerably lower than commercial printers or copiers. Specialized paper needs are to be provided by the club or organization to the Print Shop. All other printing will need to be conducted by an approved off campus print shop or private vendor. (See Purchases from a Vendor / Company, page 15.)
Paying for Printing

- Printing Costs as of 8/2011 are:
  - .04/side up to 8 ½ x 11, and .08 if bigger up to 11 x 17.
  - .10/side in full color up to 8 ½ x 11, and .20/side full color if bigger, up to 11 x 17.
- Banner costs are $3/sq.ft., Sizes up to 3’ wide x 50’ long
- Approval for the print costs need to be in the minutes.
- A Purchase Requisition or Blanket Purchase Requisition needs to be turned in to the Office of the Dean of Students for copies made on or off campus. For copies made at the Print Shop, fill out a Print Request Form. The Advisor or Office of the Dean of Students will assist in this process.

Donation Letters / Press Releases and Classified Listings

For donation letters, press releases and classified listings, the document should be created by the club or organization (see Donations Section for guidance on writing a donation letter, page 19-21). Once written, donation letters need to go through the same process as a flyer (see previous page). For press releases and classified listings, the Advisor or the Office of the Dean of Students will forward the document to the President’s Office for approval. Press releases will be sent out by the President’s Office. Placement of the classified listing is the organization’s responsibility.

Shasta College WebPages / Events Calendar / Social Networking / Pictures & Video

Shasta College WebPages
Each club or organization may be included on the Shasta College Website. This website generally includes the organization’s home page, an events page and a contact page. Other pages may be added upon request. The Office of the Dean of Students creates and maintains these WebPages for the clubs. An Advisor or staff member related to the club may also maintain the WebPages with the permission of the Office of the Dean of Students. Students are not allowed to maintain the WebPages.

Text and document links are the standard content found on these websites. Also available are the options to add a custom events calendar or a YouTube video (see guidelines regarding Videos, page 12) to the club or organization’s webpage. Blogging is not yet available.

Shasta College Events Calendar
Any event a club or organization wishes to publicize to the students of Shasta College (e.g. club meetings, film showings, fundraisers) may be added to the Shasta College Events Calendar. The Office of the Dean of Students, or an administrative office, may add the event upon request.

Social Networking
A club or organization may wish to create an external club or organization site (such as Facebook, MySpace or Google.docs), to enable club or organization members to network via the internet. Any social network website may be set up by the club or organization. Once approved, the website is maintained by the club or organization members.

Guidelines
- The network site needs to be approved by the Advisor and the Office of the Dean of Students. The network site may also need approval by the President’s Office (check with the Office of the Dean of Students).
- The site and password must be on file in the Office of the Dean of Students.
Guidelines

- To protect students, no personal information may be on the club or organization’s website.
- To maintain professionalism, only those items which directly represent the club or organization (e.g. club or organization activities, accomplishments, etc.) may be posted on the website.

Pictures / Video
Students may take pictures and video of their meetings, events or artwork.
A Publicity Release Form is required whenever it is the intent of the club or organization to make public, via any print, film, digital likeness or videotape, a student’s artwork or image. These forms are available on the Student Clubs and Organizations website. The forms will be kept on file at the Office of the Dean of Students.

Pictures
Pictures taken should be approved by the Advisor before being made public through use on an organizational flyer, poster, website or in a slideshow. A publicity release form is required as stated above.

Video
A club or organization may choose to create a video for instructional, entertainment or informational purposes (e.g. how to run a meeting, advertisement of an event, taping of meetings, or skit for club or organization’s members related to the club or organization).
1. The cameraperson will need to meet with the Communications Design Coordinator before videotaping.
2. A Publicity Release Form needs to be obtained from each individual involved, attending, or captured on video, and kept on file with the Office of the Dean of Students.
   a. Everyone in attendance needs to be aware they are being photographed. Regardless of appearance on the video, a Publicity Release Form shall be signed and kept on file.
   b. If someone in attendance does not consent to a release form, they shall sit outside the camera’s viewing area. The video shall be reviewed to be sure that those individuals are not in the video before final release.
3. The Shasta College Logo (available on Docushare) needs to appear in the video. Merely mentioning Shasta College or panning a Shasta College sign is not sufficient. The Communications Design Coordinator may assist with the size, type and placement of the logo as well as give advice on the video itself.
4. The video shall be previewed by the Advisor.
5. The video shall be approved by the President’s Office.
6. Once approved, the video may be posted by the club or organization on any sanctioned public forum (e.g. YouTube or FaceBook).

Live Streaming
Student club or organizational meetings may be live-streamed so they may be viewed by Shasta College students via the internet or other media. There isn’t a mechanism for live-streaming through the Shasta College Website at this time. Club or organizations are responsible for finding an approved live-streaming service that will host their streaming event. Once approved by the Advisor, the request will then be reviewed by the Office of the Dean of Students. The President’s Office will provide final approval. The approval from the President’s Office is in effect until the end of the summer of the current calendar year. Once approved, the cameraman or videographer shall meet with the Communications Design Coordinator to go over media guidelines.
EVENT TICKET CONTROL PROCEDURES

Only the Business Office (BO) releases tickets for events before they may be sold. The following steps shall be taken to acquire tickets for an event. **Tickets may not be printed and sold without approval from the Office of the Dean of Students and distribution by the Business Office.**

**Ticket Report Form for Approval**
- Fill out a *Ticket Report Form* from the BO or Office of the Dean of Students, and obtain the approval of a club or organization Officer, Advisor and the Office of the Dean of Students.
- If the tickets are for a Student Senate event, the Student Senate treasurer or president, and the Student Senate Advisor shall sign the form.
- The *Ticket Report Form* has a space for requesting cash and must be filled out before approvals are obtained.
- A *Cash Box Request Form* is not needed when using the *Ticket Report Form*.

**Creation / Design of Ticket**
- Once approved, you may contact the Communications Design Coordinator. Various ticket designs are available through this office. If you wish to design your own tickets, they should be approved by the Communications Design Coordinator.
- There can only be one price on a ticket. If the event requires two prices, two distinguishable tickets must be printed.

**Printing of Ticket**
- Once designed, the tickets should be printed through the Campus Print Shop. The cost is substantially less than other printing shops in town. In addition, using our Print Shop insures that all tickets are accounted for, as the Business Office requires.
- Submit the ticket design to the Print Shop using a *Print Order Form* with the ticket design attached. This may be submitted as a hard copy or electronically. The Office of the Dean of Students may also submit it for you. After approval by the club or organization in an official meeting, include your account number or your *Blanket Purchase Order* number on the *Print Order Form*.
- Indicate that the tickets shall be sent to the Business Office on the *Print Order Form*.

**Pickup and Selling of Tickets**
- Once printed, the tickets will be sent to the Business Office.
- You will need to bring the *Ticket Report Form* with approvals to the Business Office in order for the tickets to be released. In addition, tickets must be pre-numbered, BY HAND, by a club or organization officer. It is recommended that you purchase a self-advancing ticket stamp, available at most office supply stores for less than $40.
- Complimentary passes must be in the form of pre-numbered tickets and must be accounted for in the same manner as tickets sold.

**Tickets Sold**
- After the event, the *Ticket Report Form* must be completed and returned to the Business Office along with the money, unsold tickets, and cash boxes (BO may also issue a *Receipt Book* and instructions).
- If the activity is at night, see *Cash Box Request Procedures*, page 24.
- The Business Office will verify the *Ticket Report Form* and money, deposit the money and issue a receipt, see *Cash Box Request Procedures; After the Event: Deposits*, page 24.
FINANCIAL PROCEDURES

Most accounting questions can be answered by the Office of the Dean of Students. The Office of the Dean of Students will refer all un-answer
ed questions to the Business Office.

All purchases require a Purchase Requisition, which becomes a Purchase Order, once approved by the Business Office. Purchases may include, but are not limited to, printing, office supplies, event supplies, reimbursements to an Advisor, etc.

Planning Timeline
Two (2) weeks for processing, once given to the Office of the Dean of Students.
Thirty (30) days for processing of Contract requests.

- Complete a Purchase Requisition (found online at the Club/Organization website or in the Office of the Dean of Students, room 2308)
- Attach meeting minutes and other documentation
- Make a copy for yourself and an extra copy to turn in with the original
- Turn into to the Office of Dean of Students
- The purchase requisition is converted to a purchase order in Datatel
- The purchase requisition is then approved by the Business Office before a purchase may be made.
- Purchases made prior to Business Office approval will be the responsibility of the individual.
- DO NOT MAKE ANY PURCHASE OR COMMITMENT TO A VENDOR WITHOUT PROPER DISTRICT AUTHORIZATION. (See Vendor Procedures, p.15)

District policy prohibits the purchase of goods or services from an employee of the District or an employee owned company.

Contracts
A contract is an agreement for a vendor to provide services for a set price, such as a D.J. for a dance. All contracts must be submitted by the promoter to the Office of Dean of Students and approved by Administrative Services at least 30 days before the activity. No advertising may be made, or services received, before a contract is signed and approved by the Vice-President of Administrative Services.

Equipment
Equipment purchases must have the approval of the Vice-President of the area. In order to be considered equipment, the item must have a value of $500 or more, which includes taxes and shipping. Equipment must be itemized on the requisition.

Computer Related Purchases
All software, printers, computers or computer related purchases must be reviewed by Technology Services before creating the requisition.

Trust Accounts and Budget Reports
Trust Accounts will remain with the club until it becomes inactive. All money placed in Trust Accounts are considered public funds. A balance of your account may be obtained from the Office of the Dean of Students. Only upon prior arrangement should balances be obtained by the Business Office.
Dues
Should voluntary fees be collected from students, each student shall be given a receipt (see Receipt of Payments, page 23). This documentation is important to ensure adequate records of cash exchanged and is required if a student withdraws from the organization and requests a reimbursement of fees.

Supplies
Supplies and materials are items that are expendable and quickly consumed or easily broken, damaged or lost. See Budget Guidelines for further explanations.

Collection of Money for Fundraisers
- page 13, Event Ticket Control Procedures “Ticket Pickup and Selling, Tickets Sold,”
- page 22, Cash Box Request Procedures and
- page 23 Receipt of Payments

Purchases from a Vendor / Company
Vendors/companies accept payment in the form of a purchase order (PO), a charge to a revolving credit line (using a blanket purchase order), or a check or other form of cash. A blanket purchase order is a purchase order that may be used when supplies are constantly needed from a vendor or not required to be listed, such as in the purchase of general supplies.

- You must make sure that the vendor is approved by Shasta College before entering into any contract. Vendors must be screened by Shasta College to ensure that no conflict of interest exists between the vendor and the College or the club or organization. Vendors must also submit documentation detailing their tax I.D. # and authorization to do business. Work with the Office of the Dean of Student Services to check or complete a Vendor Authorization. DO NOT MAKE ANY PURCHASE OR COMMITMENT TO A VENDOR WITHOUT PROPER DISTRICT AUTHORIZATION.
- BEFORE you decide to purchase an item from a company, determine what type of payment the company accepts, a purchase order, check or charge to a revolving line of credit (see page xx for a List of Vendors and Their Purchase Order Policies.)
- Purchases made prior to Business Office approval will be the responsibility of the individual.

Steps to make purchases from a vendor / company:
  a. Obtain a quote from the vendor/company.
  b. Approve the expenditure and record the approval in your club or organization minutes.
  c. Complete a Purchase Requisition Form (available in the Office of the Dean of Students) and obtain appropriate signatures.
  d. Submit quote, minutes, and completed Purchase Requisition Form to the Office of the Dean of Students where it will be entered into Datatel.
  e. The purchase requisition is then forwarded to the Business Office where the order is processed and a pink P.O. is generated and sent to the Office of the Dean of Students. Once this takes place, goods or services may be purchased / received / performed.
  f. An invoice/receipt for the goods or services must be turned into the Business Office with the original pink P.O. signed as having goods/services received.
  g. Payment to the Vendor/Company will be made according to the Calendar of Payables Schedule issued by the Business Office.
About Blanket Purchase Orders

- A blanket purchase order is a purchase order that may be used when supplies are constantly needed from a vendor or not required to be listed, such as in the purchase of general supplies.
- Purchases can be made through orders with the vendor/company, a revolving credit account or, a check.
- Equipment purchases are prohibited on blanket purchase orders.
- Blanket purchase orders may be increased before all funds have been unencumbered (used for purchases).
- The total purchases made on the blanket must not exceed the amount indicated on the face of the order.
- The amount of money listed on the purchase order will be encumbered and unavailable for other purchases until the purchase order is closed.

Steps for Reimbursement:

a. Approves the expenditure and record the approval in the club or organization minutes.
b. Purchase the item(s), obtain and keep an itemized original receipt(s) from the vendor(s).
c. Complete a Purchase Requisition Form (available in the Office of the Dean of Students) and obtain appropriate signatures. The ‘Vendor’ on this form will be the person being reimbursed, and the amount shall not exceed what has been approved in the minutes. This will be done as a confirming purchase order to the person being reimbursed. Submit the completed Purchase Requisition and minutes to the Office of the Dean of Students.
d. Submit itemized original receipt(s), along with a completed Purchase Requisition Form to the Office of the Dean of Students. Reimbursement to the individual will be made according to the Calendar of Payables Schedule issued by the Business Office.
ALLOWABLE EXPENSES

Expenses must:
- Promote the students’ general welfare, morale, and educational experience
- Be directly linked to the students’ benefit
- Be pre-approved
- Be outside of what the community college should provide, or has provided in the past, from their own general funding sources
- Be expended in a manner approved by the governing body

Examples of Allowable Expenses:
- Student Magazines and Newspaper Subscriptions
- Field Trips/Excursions
- Extra-Curricular Athletics Costs
- Student Store Products
- Social Events
- Library Books
- Scholarships

UANALLOWABLE EXPENSES

Ask these questions:
- Does the expense directly promote the general welfare, morale or educational experience of the students?
- Does the expense benefit students as a group?
- Are you sure the expense can’t be considered a Gift of Public Funds? According to the California Constitution, Article 6, section 6, expenses CANNOT be considered a gift of public funds.

If you answered NO to any of the questions above, the expense is probably unallowable.

NO = Do not spend club or organization funds!

Examples of Unallowable Expenses
- Salaries/supplies that are the responsibility of the college
- Donations
- Gifts of any kind
- Maintenance of college equipment/facilities
- Employee appreciation meals
- Employee clothing/attire
## COMMON VENDORS and PURCHASING PROCEDURES

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Type of Account</th>
<th>Process for using Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Buy</td>
<td>Charge Account – Best Buy Credit Card</td>
<td>DOS contacts Best Buy for Business with PO #</td>
</tr>
<tr>
<td>Best Buy for Businesses</td>
<td></td>
<td>Show PO and Credit Card (available at SC Business Office)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pick up item at store</td>
</tr>
<tr>
<td>Big 5 Corporate Office</td>
<td>Purchase Order Account</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Before 4 pm.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Let store manager know ahead of time: call him, then fax over the PO, so that the manager can contact the corporate office and get authorization #.</td>
</tr>
<tr>
<td>Cash and Carry United Grocers, Inc 1152 Hartnell Avenue</td>
<td>Revolving Charge Account</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show PO with Account # on it (Pink Slip)</td>
</tr>
<tr>
<td>Costco</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Dollar Tree 40 Lake Boulevard 2385 Athens Avenue</td>
<td>No Charge Account</td>
<td>Purchases with cash, check or credit card</td>
</tr>
<tr>
<td>Food Maxx 1330 Churn Creek Road</td>
<td>Can be set up</td>
<td></td>
</tr>
<tr>
<td>Kmart</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Moores Flour Mill 1605 Shasta Street</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Office Depot</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>R &amp; R Quality Meat Company 2105 East Street</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Raley's Supermarkets 201 Lake Boulevard</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Safeway</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Shopko 515 Lake Boulevard</td>
<td>Charge Account</td>
<td>Make purchases and bring to …</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guest Service Desk – not regular checkout</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show PO with Account # on it (Pink Slip)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only authorized people on file at ShopKo can sign PO</td>
</tr>
<tr>
<td>Target 1280 Dana Drive</td>
<td>Charge Account</td>
<td>Make purchases and bring to …</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guest Service Desk – not regular checkout</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show PO with Account # on it (Pink Slip)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No special signature required</td>
</tr>
<tr>
<td>WalMart 1515 Dana Drive</td>
<td>No Charge Account, instead…</td>
<td>Any register</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show PO, with authority to purchase</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Authorized by customer service manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>61 Action Code, duplicate receipt</td>
</tr>
<tr>
<td>WinCo 1050 Old Alturas Road</td>
<td>No Charge Account</td>
<td>Purchases with cash or check only, no POs</td>
</tr>
</tbody>
</table>
Donations

Various items of value may be donated to a club or organization for their use. Items donated may not be used for personal use by any student, faculty member or staff.

Tax ID Number (#)
Shasta College has nonprofit status by virtue of being a government entity, but they are not a private nonprofit 501(c)3 club or organization and therefore the Tax ID # is confidential. The Tax ID # is available upon request for donation letters or donors, through the Business Office. The Business Office will inform the organization of Shasta College policies. Generally, whoever is requesting the Tax ID #, whether donor or organization, shall contact the Comptroller in the Business Office.
A sample Sample Donation Agreement letter is provided on page 19.

Donation Requests / Approval

Food Donations
For food donations that will be sold or served on campus as a fundraiser, contact the Director of Food Services. The Director shall provide guidelines for safe food handling. She will also determine if the selling of the food is in conflict with Food Services. This may consist of a simple email to the Director detailing the items being donated or being requested. The Director will then review the request and provide guidance and approval.

Donations of $500 or More
For donations of $500 or more, the donation will need to be approved by the Shasta College Board of Trustees. Forms are found on the student organization website and shall be submitted to the President’s Office by the Office of the Dean of Students for review and placement on the Board Agenda. The Board meets on the second Wednesday of each month. Once approved, the organization will be notified by the President’s Office. (Based on BP 38200 & AP 3820)

Donations under $500
Donations under $500 do not need to be individually reported to the Board but shall be accepted or declined by the President/Superintendent. Forms are found on the Club/Organization website and shall be submitted to the President’s office by the Office of the Dean of Students. (BP 38200)

Donations to a Club – Solicited and Unsolicited
Solicited Donations – donations actively sought by a club member by contacting a business or individual
1. Send a list of businesses a club wishes to solicit donations from to Foundation for approval, and to prevent business from being solicited too often by Shasta College.
2. Provide the donor with a donation request form or letter, see Donation Letters, page 20. If there is only a verbal agreement, and the items are received, see step 4.
3. Follow the guidelines for donations based on the value, see Donation Requests/Approvals
4. Provide the donor with a donation thank you letter, see Donation Letters, page 20. Should the donor wish to use the donation for tax purposes, then state the general description of the item(s) donated and its (their) collective value.
5. The Shasta College’s Tax ID# can be added to the donation thank you letter, by the Business Office, upon request.

Unsolicited Donations – donations given to the club without solicitation by a club member
Follow steps 3-5 above
Guidelines

**Donation Letters**
Donation letters sent to donors, regardless of the value of the donation, need to be reviewed by the Shasta College Foundation Office to ensure that the prospective donor(s) receives a letter consistent with Shasta College policies. The Office of the Dean of Students may assist in the creation or editing of the letter prior to submission to the Foundation. This process of approval may take a day or two.

*Donations letters not using the template provided on the Shasta College Club/Organization website, shall be sent, with the Advisor’s approval, to the Communications Design Coordinator for approval and the insertion of the Shasta College Logo.*

Donation Letters* for Solicitation:
- The letter shall contain the following:
  - Club or Organization’s name
  - A graphic or logo representing the club or organization, if available.
  - The donor’s name, contact name (if available), address and contact information (if available)
  - What you want from the business (the number of donations / size of donation you would like to receive from the business)
  - Why you want the donation
  - When you want to have the donation
  - The contact persons number and email
  - Salutation and name of club officer with officer’s title
- The letter will be forwarded to the Foundation for review
  - The Foundation Office will let you know if you must also include a ‘tax write-off’ section with your letter, as well as any other procedures to follow
- Once approved, the letter may be printed, signed and distributed.

Donation Thank You Letters*:
- The letter shall contain the following:
  - Club or Organization’s name
  - A graphic or logo representing the club or organization, if available
  - The donor’s name and address
  - Body of the letter, mentioning how the club benefitted from the donation
  - If a donor wishes to use the letter for tax purposes, then include what the club received from the donor and the item(s) total value
  - Salutation and name of club officer with officer’s title
- The letter should be approved by the advisor and then forwarded to the Office of the Dean of Students for review and approval
- Once approved the letter(s) may be signed and distributed
- If a Tax ID# is requested, the letter will be forwarded to the Business Office
  - Once a Tax ID# is added, the letter may be signed and distributed

**Donation Agreement Form**
This optional form is provided for the convenience of the organizations should the donor request it.
DONATION BY A BUSINESS

The following business has agreed to donate merchandise and/or gift certificates to the club or organization name. The club or organization name agrees that its members will not personally gain from the donations received and will not personally sell nor keep the merchandise.

This agreement is for the business’ records. The club or organization name is thankful for your support. The business will receive a letter from Shasta College, acknowledging the donation, which may be used for tax purposes.

Name of Company: ____________________________________________________

Address of Company: __________________________________________________

Phone No. of Company: ________________________________________________

E-mail address: _______________________________________________________

Contact Name: ________________________________________________________

Donation: ____________________________________________________________

Value of Donation: ____________________________________________________

Pick-up Date or Date of Delivery: _________________________________________

Student organization name Representative Making Request:

_____________________________________________________________________

_____________________________________________________________________

Business Signature & Date

_____________________________________________________________________

Student organization name Representative Signature & Date

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
FUNDRAISER GUIDELINES

Fundraising events should contribute to the educational experience and should not conflict with the school’s educational programs. The funds are raised to benefit the entire club or organization, not individual students. Fundraising proceeds cannot be attributed to specific students for any reason.

Typically Allowed Fundraisers
- Rummage Sales
- Car Washes
- Entertainment Events
- Cultural Events
- Auctions*
- Raffles*
- Club Member Donations
- Donations
- Craft Sales
- T-Shirt/Clothing Sales
- Promo Item Sales

*Special procedures and rules apply to Auctions and Raffles. For approval and guidance, make an appointment with the Business Office for auctions and the Foundation for raffles.

FUNDRAISER EVENT CHECKLIST

<table>
<thead>
<tr>
<th>Purpose</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraiser</td>
<td>To raise money for the operations and goals of the club or organization.</td>
</tr>
</tbody>
</table>

| Location                                                                 |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| The Shasta College campus may be used by the organization without charge. Before using the Campus, the organization needs to obtain approval. |

<table>
<thead>
<tr>
<th>On Campus</th>
<th>Advisory approval, Office of the Dean of Students assistance, Administrative Services approval, coordination with various campus departments.</th>
</tr>
</thead>
</table>

| Off Campus                                                             |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| Business location may require insurance                                |

| Event is off campus                                                    |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| Submit Application for Student Field Trip, Student Field Trip Notice and Employee Travel Request (if required). |

| Advertising                                                             |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| For all the advertising options see Publicity / Advertising Guidelines. | page 10                                                          |

| Flyers / Posters                                                       |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| Follow Publicity/Advertising Guidelines, page 10                      |

| Tickets                                                                 |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| Follow Event Ticket Procedures, page 13                                |

| Shasta College Website & Events Calendar                              |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| Follow Publicity/Advertising Guidelines, page 10                      |

<p>| Purchasing / Expenses                                                  |
|------------------------------------------------------------------------|------------------------------------------------------------------|
| Purchases may be made through a vendor or by a club or organization member or Advisor. Only those purchases recorded in the minutes, (i.e. approved by the club or organization) will be paid. |</p>
<table>
<thead>
<tr>
<th>All purchases</th>
<th>Follow <em>Financial Procedures</em> Page. 14</th>
<th>Fill out a <em>Purchase Requisition</em>, include minutes with receipts, invoices and other supporting documents regarding the purchase, include signatures, and bring the PR to the Office of the Dean of Students.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Donations</strong></td>
<td>Items for an event may be donated. For details see <em>Donations Section</em>, page17</td>
<td></td>
</tr>
<tr>
<td><strong>Food Items</strong></td>
<td>The selling and distribution of food on campus needs to be reviewed and approved by the Director of Food Services and included on the UOF, see <em>Use of Facility Procedures</em>, page 7</td>
<td></td>
</tr>
<tr>
<td><strong>Cash Box</strong></td>
<td>Follow <em>Cash Box Request Procedures, page 22</em></td>
<td>8-10 days ahead: Obtain approval for cash box request from the club officer, Advisor, and Office of the Dean of Students. 7 days ahead: Submit form to the Business Office. Day of event: Pick up box at the Business Office.</td>
</tr>
<tr>
<td><strong>Deposit of Money</strong></td>
<td>Follow <em>Cash Box Request Procedures After the Event: Deposits, page 22</em></td>
<td>Return Cash Box to the Business Office with a tally sheet detailing the source of cash.</td>
</tr>
<tr>
<td><strong>Receipt for Payments</strong></td>
<td>Follow <em>Receipt of Payments Guidelines, page 23</em></td>
<td>Various forms of receipts include a handwritten receipt, ticket stub, cash register receipt or credit card machine receipt. All forms of receipts are obtained from the Business Office and require, with the exception of a receipt book, various forms of approval.</td>
</tr>
<tr>
<td><strong>Deposit of Money</strong></td>
<td>Follow <em>Cash Box Request Procedures After the Event: Deposits, page 22</em></td>
<td>Return Receipt Book (if used), cash and tally sheet detailing source of cash to the Business Office. Save all receipts and keep on file with club or organization fundraising event records.</td>
</tr>
</tbody>
</table>
CASH BOX REQUEST PROCEDURES

The purpose of a cash box is to dispense cash from, and to place cash in, a secure and organized location.

Planning Timeline
Eight (8) business days prior to the event, obtain all required signatures on a Cash Box Request Form, and submit to the Office of the Dean of Students.
Five (5) business days prior to the event, pick up fully executed Cash Box Request Form from the Office of the Dean of Students and submit to the Business Office.
Day of Event; pick up cash box.

Before the Event
The club should discuss the need for a cash box at an official meeting.
A complete Cash Box Request Form includes the following:
- Date of activity
- Items requested
  - Cash box, change, receipt box, night deposit bag
- Change requested
  - 20's, 10's, 5's, 1's, etc
- Who will pick it up
- Signatures from
  - Club or organization officer, Advisor, Office of the Dean of Students

Day of Event
- Any club or organization officer may pick up the cash box at the Business Office.
- Safe business practices require that the cash box be monitored and attended by two club or organization members throughout the fundraiser.

After the Event: Deposit
- After the activity, count the cash and roll any coins.
- Complete a deposit slip. A deposit slip shall be included with the cash deposited. Receipt records provide the club and the Business Office with records of payment for reimbursement and tax purposes.
- An example is as follows:

<table>
<thead>
<tr>
<th>Item Sold</th>
<th>Sale Price</th>
<th>Quantity Sold</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange pen</td>
<td>.50</td>
<td>50</td>
<td>25.00</td>
</tr>
<tr>
<td>Blue pen</td>
<td>.75</td>
<td>60</td>
<td>45.00</td>
</tr>
<tr>
<td>Red pen</td>
<td>1.00</td>
<td>70</td>
<td>70.00</td>
</tr>
</tbody>
</table>

  Total Deposit 140.00

- An overnight deposit option is available if prearranged with the BO. If a club or organization cannot deposit the cash the day of the fundraiser, prior arrangements must to be made with the Business Office.
- If the club or organization wishes to verify the deposit with the Business Office, it is recommended that an appointment be made prior to the deposit.
**RECEIPT of PAYMENTS**

When a purchase or donation is made to the club or organization, a receipt of payment is usually required. There are various forms of receipts that may be provided, including receipt books, cash register receipts, credit card receipts, ticket stubs and special event receipts.

**Receipt Book**
- The club or organization Advisor or officer may check out a Receipt Book from the Business Office without minutes or other written approval.
- Upon sale of merchandise or donation, the original receipt is given to the customer, and the copy remains in the book, which is then turned in with the money.
- The following information is required on the receipt:
  - Date....................... Date payment is made.
  - Received From...... Name of individual purchasing an item or making a donation.
  - Dollars............... Amount of money collected.
  - For...................... What the payment is for. PLEASE BE SPECIFIC.
  - How paid............... Check (✓) the method of payment.
  - By....................... Signature of the individual writing the receipt.
- If a receipt needs to be voided, the original and copy must be marked VOID and left in the receipt book.
- Money shall be turned into the Business Office promptly and must balance with the receipts.
- A receipt for the money deposited by the Business Office will be issued and the money will be deposited into the club or organization’s account.

**Cash Register**
- Cash registers are obtained through the Business Office.
- The Office of the Dean of Students may assist in providing initial contact with the Business Office.
- Certain cash registers may be programmed to provide an itemized receipt of items sold. This feature is typically used for large fundraisers where many items are being sold.

**Credit Card Machine**
- Credit Card machines are obtained through the Business Office.
- The Office of the Dean of Students may assist in providing initial contact with the Business Office.
- This form of receipt is also used for large fundraisers or when the use of a cash box would not be feasible because of the cost of the items being sold.

**Ticket Stubs**
Ticket stubs are considered a form of receipt to the individual purchasing the ticket. When feasible, it is recommended that ticket sales be turned into the treasurer or Advisor on a daily basis. The final deposit will be the responsibility of the treasurer or other officer.
Guidelines

**Event Fillable Receipt**

- A fillable receipt for customers may be created by the club or organization if a detailed receipt is necessary. The receipt must contain the name of the club or organization, the type, number and amount of goods/services sold, sales tax (if applicable) and the total sale.
- Example (permanent receipt items in bold, fillable in italics):

**Shasta College Student Club**

**August 6, 2010**

<table>
<thead>
<tr>
<th>Item Sold</th>
<th>Sale Price</th>
<th>Quantity Sold</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange pen</td>
<td>.50</td>
<td>2</td>
<td>1.00</td>
</tr>
<tr>
<td>Blue pen</td>
<td>.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red pen</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Subtotal</th>
<th>Sales Tax</th>
<th>Total Sale</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.00</td>
<td>.08</td>
<td>1.08</td>
</tr>
</tbody>
</table>

Signature of salesman  *J Doe*
STUDENT CLUB and ORGANIZATION ANNUAL APPLICATION PROCEDURES
(NEW or RENEWAL)

Each fall semester, clubs and organizations must turn in paperwork to apply for or to renew a club or organization in order for a club to become/remain active*. Clubs or organizations will be unable to conduct any official business until their renewal packet is received by the Office of the Dean of Students and approved by Student Senate. A complete club or organization application includes the following:

1. Application for Student Club or Organization (New or Renewal)
   (see page 26)

2. Petition for Student Club or Organization (New or Renewal)
   (see page 27)

3. A Copy of Club or Organization Constitution
   (You may obtain a copy of your constitution in the Office of the Dean of Students)
   (see page 28)

4. A Copy of Club or Organization Budget
   (see page 29)

5. A signed copy of the Student Club and Organization Advisor Agreement
   (see Page 30-31)

6. A mandatory training meeting with an Office of the Dean of Students Staff Member, the Student Club or Organization Advisor, and one Student Club or Organization Officer.

*BP 5405: “Any club or organization that has been inactive for two consecutive semesters shall be deemed null and void and all club organization monies shall become the property of the general fund of the Student Senate.”
APPLICATION FOR CLUB/STUDENT ORGANIZATION RENEWAL

Name of Club or Organization ________________________________

Purpose/Goal ________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Faculty Advisor __________________________ Phone # ___________________

Email ________________________________

Faculty Co-Advisor __________________________ Phone # ___________________

Email ________________________________

President ______________________________ Phone # ___________________

Email ________________________________

Meetings Day _______ Time _______ Place ________________________________

Website (Type & Access Info) __________________________________________

Club/Student Organization Officers (Position / Student Name & Phone # / email)

Vice President ______________________ / / 

Treasurer ____________________________ / / 

Secretary ____________________________ / / 

ICC Rep ____________________________ / / 

THIS FORM MUST BE TURNED IN WITH THE “PETITION FOR CLUB/STUDENT ORGANIZATION (NEW/RENEWAL)”, YOUR CLUB/STUDENT ORGANIZATION CONSTITUTION, BUDGET, AND ADVISOR AGREEMENT. FOR TRAINING (MANDATORY) CONTACT THE OFFICE OF THE DEAN OF STUDENTS AT (530) 242-7626

==================================================================================================================================================================

FOR OFFICE USE ONLY==================================================================================================================================================================

_____ to SCSS Advisor _____ on SCSS Agenda _____ Approved by SCSS _____ Met w/ DOS Staff

_____ Copy to Admin Serv _____ Copy to BO _____ Publicity Waivers _____ update Club Website

_____ update Club Listing _____ update Spreadsheet _____ on Outlook Distr. List _____ on Event Cal.

Student Club & Organization Procedures Manual 2012-2013

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PETITION FOR STUDENT CLUB or ORGANIZATION (NEW OR RENEWAL)

The undersigned, being active members of the Shasta College Student Body, do hereby request the Student Senate to approve the following student club or organization for the following calendar year:

<table>
<thead>
<tr>
<th>STUDENT CLUB or ORGANIZATION NAME</th>
<th>CALENDAR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The undersigned, having affixed their signatures, indicate interest in membership in the above student club or organization.

1. ____________________________ 1. ____________________________
   (Name Printed) (Signature)

2. ____________________________ 2. ____________________________
   (Name Printed) (Signature)

3. ____________________________ 3. ____________________________
   (Name Printed) (Signature)

4. ____________________________ 4. ____________________________
   (Name Printed) (Signature)

5. ____________________________ 5. ____________________________
   (Name Printed) (Signature)

6. ____________________________ 6. ____________________________
   (Name Printed) (Signature)

7. ____________________________ 7. ____________________________
   (Name Printed) (Signature)

8. ____________________________ 8. ____________________________
   (Name Printed) (Signature)

Signature of Faculty Advisor: ____________________________ Date: ______________

Signature of Faculty Co-Advisor: ____________________________ Date: ______________
GUIDELINES FOR WRITING A CONSTITUTION

Article 1. ORGANIZATION
Section 1. Name of club or organization
Section 2. Purpose and goal of the club or organization
Section 3. Time, place, and frequency of meetings
Section 4. Definition of a quorum
   (A quorum is the number of members that must be present in order for the
   club or organization to be able to vote on anything.)

Article 2. MEMBERSHIP-ELIGIBILITY FOR MEMBERSHIP
For whom is this Student Club or Organization designed? Remember that all Shasta
College Clubs or Organizations must be open to all registered Shasta College students.

Article 3. OFFICERS AND ELECTIONS
Section 1. Titles and duties of officers
Section 2. Election of officers
Section 3. Term of office
Section 4. Requirements for eligibility

Article 4. FACULTY ADVISOR
The club or organization Advisor must be a member of the faculty who has agreed to
serve as Advisor.

Article 5. METHODS AND REQUIREMENTS TO AMEND THE CONSTITUTION
SAMPLE BUDGET

A budget is a “plan” for income and expenditures.

INCOME:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Wash</td>
<td>$100.00</td>
</tr>
<tr>
<td>Concession</td>
<td>300.00</td>
</tr>
<tr>
<td>Sale of Holiday Wreaths</td>
<td>500.00</td>
</tr>
<tr>
<td>Sale of Buttons</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Total Income $1,000.00

EXPENSES:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refreshments for Meetings</td>
<td>$200.00</td>
</tr>
<tr>
<td>Printing</td>
<td>100.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>200.00</td>
</tr>
<tr>
<td>Speakers</td>
<td>200.00</td>
</tr>
<tr>
<td>General</td>
<td>300.00</td>
</tr>
</tbody>
</table>

Total Expenses $1,000.00
STUDENT CLUB and ORGANIZATION ADVISOR AGREEMENT

Serving as an Advisor to a Shasta College Student Club or Organization (hereafter referred to in this agreement as Student Organization) is a very rewarding experience. It provides an opportunity to interact with students and help them have a fulfilling and well-rounded college experience. Advisors are an essential part of the Shasta College Student Organization program and can make significant contributions to student success and retention.

Student Organization Advisors are responsible for ensuring that the college fulfills its obligations to students. Student Organization Advisors also ensure that Student Organization’s meetings and activities conform to the State Education Code, and to the District and College guidelines, policies and procedures.

Student Organization Advisors ensure that students have the opportunity to grow and learn from their co-curricular experiences. Advisors provide guidance and direction to students. Their mature judgment is invaluable to a Student Organization. Advisors help the Student Organization members to achieve the purpose for which it was organized, and provide continuity and support for the organization from year to year.

Please take the time to read the Student Club and Organization Procedures Manual so you will be aware of the guidelines and procedures the Clubs and Student Organizations are required to follow. Acquainting yourself with policies and procedures should prevent problems from occurring.

DUTIES AND RESPONSIBILITIES

1. Serve as the official representative of the college and liaison with the Office of the Dean of Students.
2. Work closely with the Student Organization to ensure a cooperative relationship between the Advisor and student members.
3. Be present at all official Student Organization meetings and activities. Official student organizational meetings and activities must be scheduled at times that are mutually agreed upon by the Student Organization Advisor(s) and student members. Co-Advisors are encouraged.
4. Advise students of the policies and procedures they must follow as a Student Organization.
5. Help each officer of the organization to understand his or her duties.
6. See that the continuity of the organization is preserved through constitutions, minutes and traditions. Ensure that past activities are adequately understood by succeeding officers and members.
7. Help students understand and apply democratic principles within the organization and in working with others.
8. Ensure that all reasonable steps are taken to protect the safety and welfare of all student members during meetings and activities.
9. Student Organization Advisors, as well as student officers, are responsible for ensuring that funds are properly collected, deposited and accounted for (see Student Club and Organization Procedures Manual). All funds collected by the Student Organization must be turned in to the Business Office to be deposited into the Student Organization’s account. No off campus accounts are permitted.
10. Sign all purchase requisitions for the Student Organization ensuring:
   a. A Student Organization officer also signs the form.
   b. The expenditure is appropriate; within all existing policies and Student Organization approval.
   c. Supporting evidence (original receipts or invoices AND minutes) are attached.
   d. The minutes reflect approval of the funds requested.

Advisors are also charged with assisting Student Organization members in completing all necessary paperwork *(Use of Facility Form, Application for Student Club or Organization*, etc.) for meetings, events, continuation of club, etc., as well as submitting the completed forms in a timely manner.

In agreeing to serve as an Advisor for this Student Organization, I commit to working with the Student Organization members, attempting to help them achieve their goals while upholding all State, District, and College requirements. I understand that serving as a Student Organization Advisor is voluntary and I will not receive compensation, load credit, release time or other benefits from the College for doing so. I agree to contact the Office of the Dean of Students if I have any problems or concerns.

My signature below attests that I have read and understand the Advisor Agreement and the Student Clubs and Organization Procedures Manual and agree to abide by the procedures therein.

_________________________________________  __________________________
Student Organization Advisor Signature        Date

_________________________________________  __________________________
Student Organization Co-Advisor Signature     Date

_________________________________________  __________________________
Student Organization Co-Advisor Signature     Date