This procedural manual serves as a general guideline to clubs and advisors. Please also refer to the Administrative Procedures Manual, the Board Policies Manual, and the FCMAT ASB Manual for more information.
Agriculture Leadership Club
Art Club
Auto Club
Business Leadership Club
Club Lovin’
Collaborative Dance Theatre Club
Culinary Club
Dental Hygiene Club-SADHA
(Student Member of the American Dental Hygienists’ Association)
Diesel 4X4 Club
disABILITY Awareness Club
Drama Club
ECEN
(Early Childhood Educators Network)
Environmental Horticulture Club
Equipment Operators Club
Fire Technology Club
GSA
(Gay Straight Alliance)
Intercultural Club
Intervarsity Christian Fellowship
LDSSA
(Latter-Day Saint Student Association)
Logging Sports Club

LUNA
(Latinos Unidos Networking Alliance)

NATIVE Club
(Native American Tradition in Valued Education)

Natural Resources Club

OAS-HIM Club (Health Info. Management)

PTK
PHI THETA KAPPA - BETA MU MU CHAPTER
Student Honor Society Organization

Pre-Med/Pre-Health Club

Rotaract Club

SCA (Society of Creative Anachronism)

Science Club

Student Senate
Student Government Organization

Technology Club

Veterans Organization

Welding Club

WHADT Club
(Welcoming Hearing and Deaf Together)
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Donations

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

Food Donations:
For food donations that will be sold or served on campus at 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 product is in conflict with Shasta College Food Services policies. 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/or approval.
Denise Axtell, Food Services Director: daxtell@shastacollege.edu

Under $500:
There is a donation request form that is located on our website that must be filled out and turned into the Dean of Students Office with official meeting minutes (approving the donation).

$500 or more:
There is a donation request form that is located on our website that must be filled out and turned into the Dean of Students Office with official meeting minutes (approving the donation). The donation will need to be approved by the Dean of Students Office, VP Student Services, President, and the Board of Trustees. Forms are found on the student organization website and in the Dean of Students Office. If approved, the student club/organization will be notified.

Solicited/Unsolicited Donations:
- You need to provide a list of businesses you would like to request donations from to the Shasta College Foundation, for their approval
- Provide the donor with a donation letter or donation request form
- Follow the guidelines for donations based on the value
- Provide the donor with a thank you letter
- The Shasta College’s Tax ID# can be added to the donation thank you letter, by the Business Office, upon request.

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/organization and therefore the Tax ID number is confidential. The Tax ID number is available upon request for donation letters or donors through the Business Office. To request the Shasta College Tax ID number please contact the Comptroller in the Business Office at 242-7680.

Starting a Club/Organization

Any group of currently enrolled students may organize a student club or student organization within Shasta College. The main function of a student club or organization is to conduct activities on behalf of students. It should also provide students with the opportunity to foster personal growth, expand intellectual development, and demonstrate ethical accountability, while promoting individual and civic responsibility.

Every school year the below steps need to be completed in order to form or keep a club or organization in active status.

1. Identify five or more people who want to join
2. Find an Advisor
3. Complete application
4. Write a constitution
5. Create a budget for the student club/organization (include balance)
6. Provide a signed advisor agreement
7. Petition the Student Senate to form a student club/organization
8. Submit original packet to:
   Dean of Students Office, Room 2308
   ATTN: Administrative Secretary
   11555 Old Oregon Trail
   P.O. Box 496006
   Redding, CA 96049-6006

9. New members and advisors need to attend a training session/meeting
10. Complete publication release form
GUIDELINES FOR WRITING A CONSTITUTION

Article 1. ORGANIZATION
   Section 1. Name of organization
   Section 2. Purpose and goal of the 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 to be able to vote on anything.)

Article 2. MEMBERSHIP-ELIGIBILITY FOR MEMBERSHIP
   For whom is this club/student organization designed?
   All Shasta College Clubs/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 advisor must be a member of the faculty who has
   agreed to serve as advisor.

Article 5. METHODS AND REQUIREMENTS TO AMEND THE
   CONSTITUTION

THINGS TO KNOW

Procedures:
   Everything that is done within the student club/organization has a proper procedure.
   It is extremely important to follow all procedures. If you are unclear of any proce-
   dure please contact Darlene Templeton in the Dean of Students Office. (530) 242-
   7623 or email her at dtempleton@shastacollege.edu

Trust Account:
   When a student club/organization is formed and revenue is raised or collected it is
   put into a trust account. The Shasta College Business Office creates and handles all
   funds the club/organization generates. All funds are considered public funds. The
   account will remain with the club/organization until it become inactive (two consec-
   u tive semesters).

Maintaining Active Status:
   Any club/organization that has been inactive for two consecutive semesters will be
   deemed null and void. All club or organizations monies in the trust account will re-
   vert to the Student Senate. The application for continuation must be received before
   the end of the second semester of inactivity.

Funds:
   Student clubs/organizations can obtain cash for operations through fundraisers, cash
   donations, or the Shasta College Student Senate. To request funds to start a club/
   organization from the Student Senate an official request must be made. The Student
   Senate has the option of denying this request or providing terms of reimbursement.
   There are specific procedures when accepting donations and organizing fundraisers.

Advertising/Publicity:
   Any use of printed or electronic media to promote a club or organization’s meetings
   or events is considered advertising. The Dean of Students Office can assist with ad-
   vertising if needed. Some examples are: flyers, posters, tickets, newspaper articles,
   Facebook, Shasta College website, videos, etc.

Website:
   Each student club/organization has the option to be included on the Shasta College
   Website. A staff member from the Dean of Students Office creates and maintains the
   webpages as long as official meeting minutes reflect what is to be put on the website.
   The website generally includes the organization’s home page, an events page, and
   contact page. Other pages and/or documents may be added upon request. It is the
   responsibility of the club/organization to proof the website on a regular basis.

Shasta College Events Calendar:
   Upon request, any event a club/organization wishes to publicize to the students of
   Shasta College may be added to the main Shasta College events calendar.

Clery Act:
   As part of the Clery Act we request that you report any suspected crimes or suspi-
   cious behavior to your advisor immediately. All reports will be kept confidential.
**PUBLICITY**

Student clubs/organizations are allowed to publicize their activities. The Dean of Students Office will assist student clubs/organizations with all publicity needs. The following are examples of approved avenues for publicity:

- Flyers
- T-Shirts
- Classified Listing
- Tickets for Event Activities
- Press Release
- Social Networking
- Shasta College Website
- Shasta College Calendar

All items that have public or campus-wide distribution or visibility require approval by the club and the club advisor. Fliers and donation letters require approval from the Dean of Students Office prior to distribution or use. Creativity is encouraged. When creating publicity items, you should check for correct grammar, punctuation, font type, general layout, and use of the Shasta College logo. If the Shasta College logo is not on the poster, banner, or flyer then the Dean of Students Office will need to stamp it. Consult with Darlene Templeton on the proper use of the Shasta College Logo.

**Pictures**

Student may take pictures of their meeting, events, or artwork. Please note that a Publicity Release Form is required whenever it is the intent of the student club/organization to make public (in any form of print, film, digital likeness, etc.) You may obtain these forms in the Dean of Students Office or on the club/organization webpage.

Pictures taken should be approved by the advisor before being used on a flyer, poster, website, slideshow, etc.

**Video:**

You may choose to create a video; however, you must complete a publication design request form and talk with Darlene Templeton to discuss the rules and regulations.

**Printing**

The Shasta College Printshop should be used for all printing and coping. The Printshop is considerably lower cost than commercial printers or copiers.

---

**BUDGET**

A budget is an itemized summary of likely income and expenditures for a set period of time. Student clubs/organizations will need to set a budget for a year at a time (Fall through Spring). A budget is an invaluable tool to help prioritize spending and manage club funds. Planning and monitoring a budget will help identify expenses, achieve financial goals, and plan for the future.

**Sample Budget**

<table>
<thead>
<tr>
<th>BALANCE:</th>
<th>$200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME:</strong></td>
<td></td>
</tr>
<tr>
<td>Car Wash</td>
<td>$100.00</td>
</tr>
<tr>
<td>Concession Stand</td>
<td>$300.00</td>
</tr>
<tr>
<td>Sale of Holiday Wreaths</td>
<td>$400.00</td>
</tr>
<tr>
<td>Sale of Buttons</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$900.00</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
</tr>
<tr>
<td>Refreshments for Meetings</td>
<td>$100.00</td>
</tr>
<tr>
<td>Printing</td>
<td>$100.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$300.00</td>
</tr>
<tr>
<td>Speakers</td>
<td>$200.00</td>
</tr>
<tr>
<td>General</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$900.00</td>
</tr>
</tbody>
</table>
AWS Shasta College Student Chapter
Constitution

ARTICLE 1. ORGANIZATION

Section 1. Name
AWS Shasta College Student Chapter

Section 2. Purpose
The AWS Shasta College Student Chapter is a group of Shasta College students and faculty dedicated to working with the community to better understand the professional role of our industry in society. Our main goal is to develop professional skills and network with industry partners and to serve the communities we live in.

Section 3. Meetings
Meeting will be held weekly in room 2608.

Section 4. Quorum
A quorum shall consist of 5 or more members.

ARTICLE 2. MEMBERSHIP ELIGIBILITY

Any full or part-time student, or employee of Shasta College.

ARTICLE 3. OFFICERS AND ELECTIONS

Section 1. Officers
- President
  Facilitates meetings and oversees all club activities.
- Vice President
  Co-facilitates meetings and co-oversees all club activities.
- Secretary
  Records minutes of meetings and monthly activities, and generates agendas.
- Treasurer
  Keeps financial records and reports them to members. Tracks budget and projections.
- Public Relations
  Provides connection between the club and the community through event promotion and public interaction.

---

**TICKET REPORT**

- **Activity:**
- **Date of Activity:**
- **Organization:**
- **Account Number:**
- **Approved by:** Director of Student Services
- **ASSC/Club Advisor:**
- **Vice President Student Services:**

**CHANGE FUND:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>$ 5.00</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>$ 1.00</td>
<td>$ 1.00</td>
</tr>
<tr>
<td>QUARTERS</td>
<td>QUARTERS</td>
</tr>
<tr>
<td>DIMES</td>
<td>DIMES</td>
</tr>
<tr>
<td>NICKELS</td>
<td>NICKELS</td>
</tr>
<tr>
<td>PENNIES</td>
<td>PENNIES</td>
</tr>
</tbody>
</table>

**TOTAL CHANGE FUND:**

<table>
<thead>
<tr>
<th>Total Change Fund</th>
<th><em>Total Cash Deposited</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cash Box #:** Bank Bag #

**To Be Picked up By:**

**Date:**

**Received by:**

**Date:**

---

**Color**

- **Roll/ or Ticket #’s**
- **Number of next ticket to be sold:**
  - **$**
- **Number of first ticket to be sold:**
- **Number issued as complimentary:**
  - **Price of ticket:**
  - **$**

**Sub Total of Tickets Sold:**

**Color**

- **Roll/ or Ticket #’s**
- **Number of Next Ticket to be sold:**
  - **$**
- **Number of First Ticket to be sold:**
- **Number Issued as Complimentary:**
  - **Price of Ticket:**
  - **$**

**Sub Total of Tickets Sold:**

**Report Completed by:**

**TOTAL TICKETS SOLD:**

**Less Cash Short:**

**Plus Cash Over:**

**TOTAL CASH DEPOSITED**

---
**EVENT TICKETS**

Only the Business Office gives out, approves, and releases tickets that are to be sold. Tickets may not be printed without approval from the Business Office and the Dean of Students Office.

1. Complete the top half of the ticket report and obtain proper approvals
2. Go to the Business Office window, with your official meeting minutes approving the use of tickets during your events, to request tickets
3. Follow all instructions given to you by the Business Office
4. If needed, get the tickets printed at the Shasta College Printshop

**Creation/Design of Tickets:**
You can design your tickets and send it to the Dean of Students Office for approval. You will also need approval from your clubs advisor, treasurer, and president. Remember to put the following on the tickets;
- Date of the event
- Price of the ticket
- Time of the Event
- Location of the Event

When creating your tickets, keep in mind that there can only be one price on a ticket. If the event requires two prices, two distinguishable tickets must be printed.

**Printing Tickets:**
If your tickets need to be printed, the tickets should be printed through the Shasta College Campus Printshop. The cost is substantially less than other printing shops.

You will need to turn in a copy of the official meeting minutes approving the printing charges, hand purchase requisition, ticket design, and the print order form to the Dean of Students Office. Please indicate that the tickets shall be sent to the Business Office.

**Other:**
Tickets will need to be picked up at the Business Office, Room 105. Remember to bring the Ticket Report Form with approvals and approved meeting minutes. It is recommended that you purchase a self-advancing ticket stamp, or hand number tickets at the Business Office. Keep track of all items sold, sale price, quantity sold, and revenue collected.

After the event, the Ticket Report Form must be completed and returned to the Business Office along with all money, unsold tickets, receipt book, and cash boxes.

---

**EXAMPLE CONSTITUTION**

- Sergeant of Arms
  Makes sure that everything is up and going. Ensures available supplies during events and activities.

**Section 2. Elections**
Election of officers shall be done by ballot votes with a majority plus one deciding vote.

**Section 3. Term of Office**
Term of office will coincide with the Shasta College academic semester.

**Section 4. Eligibility**
Any person who meets membership eligibility requirements and attends a minimum of 25% of meetings is eligible to vote in any election or vote. Any person who meets membership eligibility requirements is eligible for office. Officers must attend meetings on a regular basis.

**ARTICLE 4. REPRESENTATIVE TO THE INTER-CLUB COUNCIL (ICC)**

**Section 1. Election**
The ICC representative will be elected by the same procedure as club officers.

**Section 2. Eligibility**
Any person who meets membership eligibility requirements is eligible for office.

**Section 3. Term of Office**
Term of office will coincide with the Shasta College academic semester.

**ARTICLE 5. FACULTY ADVISOR**
Mark Smith (530) 242-2214

**ARTICLE 6. METHOD AND REQUIREMENTS TO AMEND THE CONSTITUTION**
Amendments to the constitution will be addressed during regularly scheduled club meetings. A majority plus one vote will be required for amendments to be made. Upon approval of an amendment, the Secretary will compose a revised Constitution and submit it to Student Services.
Official student club or organization meetings require that an Advisor be present, if the meeting is held on campus a Use of Facility (UOF) form should be completed and approved, and minutes should be taken.

Location:
When meetings take place on campus, you may use the club meeting room (Room 2068), located upstairs in the Student Center (cafeteria) without completing a UOF. If you would like to use a different location on campus you must follow the UOF procedures.

The club meeting room is reserved through the Dean of Students Office, room 2308. A five day notice is required to reserve the room. The room will remain locked while it is not in use. The key is held in the Dean of Students Office.

Food:
All outside food being served at meetings will need to be approved by the Director of Food Services. The director has the option of providing a one time approval or a year-long approval. Purchasing food with club funds will require a purchase requisition.

Individual members may bring their lunch, provided it is for his or her own consumption, without need of approval.

Dues/Fees:
The collection of dues is completely voluntary and cannot be a condition of membership or participation in activities, unless the activity requires a fee for all students and participants.

Minutes:
Accurate and legible minutes are important as they provide documentation authorizing club events, travel requests, purchases, 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 official and accurate meeting minutes, approvals for purchases (or other important items) will not be authorized. The minutes should include details of all proceedings.

Motions:
Each motion must be recorded in the minutes. 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 by...seconded by...discussion...vote results...motion passed/failed

Example: Convention Costs—Convention registration fees for the Happy Student Convention, held on July 31, 2013, in Los Angeles, CA, will cost $500; Motion by Jason Jones, seconded by Joe Smith, discussion……..., motion passed unanimously.
A cash box allows you to dispense cash from, and to place cash in, a secure and organized location.

The club should discuss the need for a cash box at an official meeting. You will want to discuss and approve the following: how much money will be needed and dimension (20s, 10s, 5s, 1s, and coins), who will pick up the cash box, approving signatures from officer, advisor, and the Dean of Students Office.

Please keep in mind that receipt records provide student club/organizations and the Business Office with records of payment for reimbursement and tax purposes.

You will need to keep track of items sold, sale price, quantity sold, and total revenue.

**Example:**

<table>
<thead>
<tr>
<th>Item Sold</th>
<th>Sale Price</th>
<th>Quantity Sold</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purple pen</td>
<td>$0.50</td>
<td>50</td>
<td>$25.00</td>
</tr>
<tr>
<td>Red eraser</td>
<td>$0.75</td>
<td>60</td>
<td>$45.00</td>
</tr>
<tr>
<td>Black book</td>
<td>$1.00</td>
<td>70</td>
<td>$70.00</td>
</tr>
<tr>
<td><strong>Total Deposit</strong></td>
<td></td>
<td></td>
<td>$140.00</td>
</tr>
</tbody>
</table>

**After the Event:**
- Count all cash and coins. If there is a lot of coins you will need to roll the coin.
- Complete a deposit slip (receipt book). A deposit slip shall be included with the cash deposited.
- If the student club/organization wishes to verify the deposit with the Business Office, it is recommended that an appointment be made prior to the deposit by emailing Angela Brock, abrock@shastacollege.edu

If you are using tickets, you will not use the cash box request form.

**THE CASH BOX MUST BE MONITORED AND ATTENDED BY TWO MEMBERS THROUGHOUT THE FUNDRAISER**
Any club/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) form with the Office of Administrative Services.

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

Planning Timeline: Form needs to be submitted ten (10) days prior to the event.

Before submitting a completed 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 members will be in attendance
- Whether food will be served (See below)
- Special publicity needs (i.e. a press release)
- Do you want the event to be posted to the website calendar
- Special Needs: tables, chairs, canopies, electrical outlets, multi-media equipment, microphones, speaker system, sound system, etc. Provide a layout diagram whenever possible.

Required material to request the facility for your event (room, area, campus property)
On Campus: Official meeting minutes stating the event is approved, Use of Facility (UOF) form, and document stating information about the event (aka: a solid game plan)

Off Campus: You are responsible for securing the off campus facility, obtain a certificate of insurance, official meeting minutes approving the event, an off campus UOF form, field trip form, and document stating information about the event (aka: a solid game plan)

Food Served
Shasta College Food Services caters to all Shasta College groups at the lowest price possible. In the event that you do not wish the Food Services to provide the food, then the Director of Food Services will need to approve.

Everything will need to be turned into the Dean of Students Office
Fundraisers

Any activity, on or off campus, specifically designed to raise money for a student club/organization is considered a fundraiser.

**DRAWINGS, RAFFLES, AND GAMES OF CHANCE ARE NOT ALLOWED**

Some past approved fundraisers:
- Rummage Sale
- Car Wash
- Entertainment Event
- Cultural Event
- Donations
- Clothing Sales
- Craft Sales
- Cash Donations
- Promotional Item Sales

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

When planning your fundraisers be certain to;
- Use the fundraiser check list
- Get approval and record in official meeting minutes
- Complete a use of facilities form (on or off campus form)
- Check out a receipt book from the Business Office
- Create an advertising plan
- Set a goal (how much money you expect to raise)
- Complete cash box request form
- If you are using printed tickets, fill out the ticket report form (cash box not needed if you use this)
- Food and beverage sales must be approved by the Director of Food Services. (530) 242-7770

---

**EXAMPLE OF USE OF FACILITY FORM**

**FACILITY USE APPLICATION**
(On Campus Group)

NOTE: Use of facilities must be applied for and will be scheduled through the office of the Vice President of Administrative Services.

Title of Event:

Facility Requested:

Date(s) Needed:

Time(s) Needed:

Pre-Event: From To
Event Time: From To
Post-Event: From To

Description of Event:

Sponsoring Club/Dept.:

Contact Person: Phone:

Number of Participants:

Email:

SPECIAL NEEDS: List equipment and furniture needed (e.g. tables, chairs, athletic equipment) and provide a diagram indicating room setup desired (location of tables, chairs, podium, etc.). Please note that audio/visual equipment is generally not available.

Is food to be served? Yes ☐ No ☐
If yes, call 242-7770

Do you have special publicity needs? Yes ☐ No ☐

Post on Shasta College web calendar? Yes ☐ No ☐

BUDGET CODE:

ACKNOWLEDGEMENTS (For Administrative Services Use Only):

REVIEWED: Instruction ☐ Athletics ☐

ADMINISTRATIVE SERVICES:

DATE:

DISTRIBUTION: Physical Plant ☐
Instruction ☐
Security ☐
Tech Support ☐
Requestor ☐
Athletics ☐
Food Services ☐
A field trip is any trip taken by any recognized Shasta College student, faculty, or employee, either academic, social, or student activity related, where the trip is an integral part of the group activities, either mandatory or voluntary.

Any student club/organization planning a field trip is required to do the following:

- Approval recorded in the official meeting minutes
- Fill out an application for student field trip
- All participating students must sign a Student Field Trip Notice
- All advisors/employees need to fill out a travel request form
- If a cash advance is needed, a purchase requisition is required (10 days prior)
- All non-student attendees must complete a voluntary activity waiver release and indemnity agreement
- Out-of-state field trip applications must be submitted at least 30 days prior to the scheduled date of the trip.
- In-State field trip applications must be submitted at least 10 days prior to the scheduled date of the trip.

Driving District Vehicles:
When a student is driving a District-owned or rented vehicle, he/she must obtain a driver’s license check from DMV. The director of transportation will need to approve the DMV check. All expenses, including gas, will be paid by the club/organization.

Providing Your Own Transportation:
When a student provides their own transportation they must submit their driver’s license, proof of insurance, and car information. You must carry a copy of all paperwork with you, including other passengers. Please make certain to check the correct box on the student field trip notice form.
Purchasing may include, but are not limited to; printing, office supplies, event supplies, reimbursements to an advisor or club member, food, etc. Each purchase must be approved by the student club/organization, approval must be reflected in the official meeting minutes, and approved by the advisor. If the amount is over $500 the Vice President of Student Services must also approve the purchase.

You are Required to:
* Obtain a quote from the vendor
* Complete a Hand Purchase Requisition (Be thorough)
* Attach official meeting minutes approving the purchase to the hand requisition. Highlight the section approving the purchase.
* Make certain the service or product being purchased is not from an employee, student, or company owned by either.
* Do not to make any commitment to a vendor without proper district authorization!

Computer related purchases:
All software, printers, computers, or computer related purchases must be reviewed by the technology department.

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 Dean of Students Office and approved by Administrative Services. No advertising may be made, or services received, before a contract is signed and approved.

Timelines:
15 days for processing
30 days for processing of contract requests

In some cases, vendors will not accept a purchase order (promise to pay) and will require a credit card or other form of payment. If that happens follow the steps above and then steps for reimbursement;

Steps for Payment/Reimbursement:
* Approve and record in meeting minutes the expenditure
* Complete a hand purchase requisition. The vendor will be the person being reimbursed for the expenses.
* The description of the item must say “To reimburse……for…….”
* Attach all original itemized receipts and documentation; emails, quotes, contract, etc.
* Attach approved meeting minutes

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APPLICATION FOR STUDENT FIELD TRIP

Field trip requests for out-of-state or out-of-country must be submitted at least 30 days in advance and require pre-approval by Cabinet and the Board of Trustees. All others should be submitted at least 10 days in advance and will be placed on the Board agenda as an informational item.

**Destination:**

**Date of Departure:**

**Date of Return:**

**Departure Time:**

**Return Time:**

**Purposes of Trip:**

Certified Member in Charge:

**Phone Ext:**

Division/Department:

**Budget Code:**

Cash Advance:

☐ No  ☐ Yes  Amount Requested $   

(Travel Request and Purchase Requisition Required)

**No. of Passengers/Participants:**

**Transportation:**

Meet at (no District transportation)

District Bus

District Van (Driver(s):)

District Auto (District credit card provided)

Personal Auto (mileage claimed through Business Office)

**Personal Auto Only:**

I am a District employee or designated volunteer authorized to transport students to and from activities. I understand that I am required to carry insurance on my vehicle with the following minimum limits for each occurrence: (1) Bodily Injury $50,000/100,000 and Property Damage $25,000 -OR- $100,000 combined single limit; and (2) Medical Payments Coverage $2,000 each person. I further understand that my insurance will be primary in the event of a loss.

Signature

Insurance Co.

Driver’s License No.

Vehicle Year/Make

**APPROVAL:**

Division Chair/Supervisor  Date

Appropriate Vice Pres.

Cabinet Pre-Approval  ☐ N/A  ☐ Yes  Date

Board Pre-Approval  ☐ N/A  ☐ Yes  Date

Administrative Services  Date

Transportation  Date
Approvals:
Field trips must be approved by the club/organization by the majority vote, advisor, division dean or supervisor, and the appropriate Vice-President. Field trips using club funds must also be approved by the Dean of Students.

Non Student Attendance:
Generally, only people officially registered in a class or activity and employees of Shasta College are authorized to participate in college field trips. Any exceptions must be specifically authorized by the Board of Trustees prior to the trip and they must fill out a non-student waiver. The non-student must pay their own way (the club cannot use funds to pay for non-students).

The student club/organization advisor attending a field trip is responsible for keeping a copy of all documentation with them while on the field trip. The Dean of Students office will keep all the originals.

Reimbursement Expenses/Rates

Maximum reimbursement for meals will be granted on the following basis:

- Breakfast $12.00
- Lunch $15.00
- Dinner $25.00

Employee Travel
The Board of Trustees must approve all employee travel meeting the following criteria prior to the travel date:
- Out-of-State
- Out-of-Country

*It is the club advisor's responsibility to be familiar with the AP, BP and FCMAT Manual policies.