

OFFICE OF STUDENT LIFE

**Procedures Manual  
Student Clubs & Organizations**

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**Shasta College**

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## INTRODUCTION / STARTING A CLUB

Congratulations on your decision to start a club or organization! Clubs are a great way to get to know fellow students, form bonds with your peers, and grow personally and professionally.

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. The main difference between clubs and organizations are clubs are purely local-based group of students, where as an organization is a local chapter of a state or national group (like Phi Theta Kappa, the honor society).

**Each** 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 a club 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 packet via email to:

[Studentlife@shastacollege.edu](mailto:Studentlife@shastacollege.edu)

Subject Line: Shasta College Club Application

9. New members and advisors need to join Shasta College Student Clubs Canvas page
10. Complete publication release form

## CURRENT CLUBS

### ACTIVE CLUBS:

*Accounting Club*

*Administration Of Justice Club*

*Agriculture Leadership Club*

*Auto Club (Formerly Scram)*

*Culinary Club*

*Diesel 4x4 Club*

*Ecen (Early Childhood Educators' Network)*

*Equipment Operators Club*

*Geo Adventure Club*

*Gsa (Gay Straight Alliance)*

*Hispanic Latino/A/X Initiative Club*

*Horticulture Club*

*Intervarsity Christian Fellowship*

*Knight's Student Athletes*

*The Lance*

*Logging Sports Club*

*Natural Resources Club*

*Pep Band*

## CURRENT CLUBS (CONT.)

*Phi Theta Kappa (PTK) - Beta Mu Mu Chapter - Student Honor Society Organization*

*Recording And Performing Arts Club*

*Rotaract Club*

*Sadha Class Of 2021*

*Science Club*

*Shasta College Club S.O.A.R.*

*Shasta College Students For Life*

*Social Work And Human Services*

*Student Senate - Student Government Organization*

*Tennis Club*

*Welding & Manufacturing Club*

*Women's Beach Volleyball Club (Formerly Sand Volleyball)*

# GUIDE 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

# EXAMPLE CONSTITUTION

## 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.

# 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.

## CLUB 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, and is a required part of your club application. Planning and monitoring a budget will help identify expenses, achieve financial goals, and plan for the future.

### Sample Budget

BALANCE: \$200.00

#### INCOME:

Car Wash	\$100.00
Concession Stand	\$300.00
Sale of Holiday Wreaths	\$400.00
<u>Sale of Buttons</u>	<u>\$100.00</u>

Total Income \$900.00

#### EXPENSES:

Refreshments for Meetings	\$100.00
Printing	\$100.00
Supplies	\$300.00
Speakers	\$200.00
<u>General</u>	<u>\$200.00</u>

# MEETING GUIDELINES

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 Office of Student Life, room 2308. A minimum 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 Office of Student Life.

## 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 or snacks, provided it is for their 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.

# EXAMPLE MEETING MINUTES

Note: All forms and examples in this manual are also provided under 'Forms' on website and Canvas page.

Shasta College \_\_\_\_\_ Club  
 Meeting Minutes for: \_\_\_/\_\_\_/2018  
 Location: Room 2520, Shasta College Main  
 Campus Minutes by: \_\_\_\_\_

Meeting called to order at: \_\_\_\_\_ AM / PM  
 Members in attendance: See attached sign-in sheet

**Approval of previous meeting minutes:**  
 A motion to approve the minutes of the previous \_\_\_/\_\_\_/2018 meeting was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Discussion: \_\_\_\_\_

**Officers Reports:**  
 President report was presented by \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: \_\_\_\_\_

Vice President report was presented by \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: \_\_\_\_\_

Public Relations report was presented by \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: \_\_\_\_\_

Secretary / Treasurer report was give by \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: \_\_\_\_\_

Advisor Report was presented by \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: \_\_\_\_\_

**Agenda Items:**

Club Meeting Minutes for: \_\_\_/\_\_\_/2018

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Discussion / Comments : \_\_\_\_\_

Item: \_\_\_\_\_  
 Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Discussion / Comments : \_\_\_\_\_

Item: \_\_\_\_\_  
 Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Discussion / Comments : \_\_\_\_\_

Item: \_\_\_\_\_  
 Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Discussion / Comments : \_\_\_\_\_

Item: \_\_\_\_\_  
 Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Discussion / Comments : \_\_\_\_\_

Item: \_\_\_\_\_  
 Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Discussion / Comments : \_\_\_\_\_

Item: \_\_\_\_\_  
 Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Discussion / Comments : \_\_\_\_\_

Item: \_\_\_\_\_  
 Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Discussion / Comments : \_\_\_\_\_

## USING CAMPUS SPACES (USE OF FACILITY)

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 Office of Student Life.

Planning Timeline: Form needs to be submitted a minimum of 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 OFFICE OF STUDENT LIFE**

# USE OF FACILITY FORM EXAMPLE



**Shasta College**

Approval No. \_\_\_\_\_

## FACILITY USE APPLICATION

(District Groups)

Note: Use of facilities must be applied for and will be scheduled through the Physical Plant Division, Facility Rental Office, located in Room 2702A or by calling extension #7939.

### EVENT INFORMATION - list each room by number, area by name (i.e. Cafeteria, Stage, Athletic Area)

Title of Event: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Stage Use Only: \_\_\_\_\_ Wall Open? Yes \_\_\_\_\_ No \_\_\_\_\_

Time(s) Needed \_\_\_\_\_

Date(s) Needed: Pre Event: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Event Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Post Event: From: \_\_\_\_\_ To: \_\_\_\_\_

### EVENT DETAILS

Description of Event: \_\_\_\_\_

Sponsoring Department/Club/Division: \_\_\_\_\_

Is an admission/registration fee being charged? Yes \_\_\_\_\_ No \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Email: \_\_\_\_\_

### SPECIAL NEEDS: List equipment & furniture needed: (tables, chairs, athletic equipment) and provide a diagram indicating room set up desired (location of tables, chairs, podium, etc.)

TOTAL TABLES: (round or long)	_____	TOTAL CHAIRS:	_____	EXTRA TRASH CANS:	_____
TOTAL CANOPIES:	_____	PA SYSTEM:	_____	ELECTRICAL NEEDED:	_____

### ADDITIONAL INFORMATION REQUESTED:

Will food items and/or refreshments be served? Yes \_\_\_\_\_ No \_\_\_\_\_

*\*If food and/or refreshments are to be served contact the Shasta College Food Services Director at extension #7770 prior to submitting your application to the Use of Facilities Office.*

NOTE: If event requires marketing/advertising, contact the college Marketing Department at extension #7514

### USE OF FACILITY OFFICE USE ONLY

REVIEWED

Physical Plant: \_\_\_\_\_ Athletics: \_\_\_\_\_ Food Services: \_\_\_\_\_

Campus Safety: \_\_\_\_\_ {Other} \_\_\_\_\_ {Other} \_\_\_\_\_

Use of Facilities Office: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION

Physical Plant: \_\_\_\_\_ Technology: \_\_\_\_\_ Requester: \_\_\_\_\_ Food Services: \_\_\_\_\_

Campus Safety: \_\_\_\_\_ Athletics: \_\_\_\_\_ Other: \_\_\_\_\_

Shasta College is an equal opportunity educator and employer

## FIELD TRIPS

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;

- Have club approve during a meeting, and that approval must be recorded in the official meeting minutes
- Fill out an application for student field trip
- All participating students must sign a Student Field Trip Waiver
- 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 45 days prior to the scheduled date of the trip.
- In-State field trip applications must be submitted at least 12 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/they 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 waiver form.

## FIELD TRIPS (CONT.)

### 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 Office of Student Life.

### 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 Office of Student Life 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.

# APPLICATION FOR STUDENT FIELD TRIP FORM



## 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: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Return Time: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Certificated 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 site (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 \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Vehicle Year/Make \_\_\_\_\_

**APPROVAL:**

Division Chair/Supervisor	_____	Date	_____
Appropriate Vice Pres.	_____	Date	_____
Cabinet Pre-Approval	<input type="checkbox"/> N/A <input type="checkbox"/> Yes	Date	_____
Board Pre-Approval	<input type="checkbox"/> N/A <input type="checkbox"/> Yes	Date	_____
Administrative Services	_____	Date	_____
Transportation	_____	Date	_____

# EMPLOYEE TRAVEL

SHASTA COLLEGE				EMPLOYEE TRAVEL REQUEST AND RECONCILIATION				
NAME & TITLE			EVENT					
LOCATION			DATES TO/FROM					
PURPOSE OF TRAVEL								
FUNDING SOURCE				BUDGET MANAGER SIGNATURE				
Account No:							DATE	
Account No:							DATE	
Professional Development: No <input type="checkbox"/> Yes <input type="checkbox"/>			11-00-06-000-67502-590800				DATE	
ESTIMATED EXPENSES				ACTUAL EXPENSES				
Estimated Cost				Actual Expense				
Lodging				Lodging				
Meals				Meals				
Mileage @ \$0.58				Mileage @ \$0.58				
Rental car/Airfare				Rental Car/Airfare				
Registration				Registration				
Other Expenses				Other Expenses				
Total Estimated Exp.	0.00			Total Expenses				
				Less Travel Advance				
				Less Cal Card				
				Less Prepaid				
				Due to District				
				Due to Employee				
Cash Advance Needed			YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Amount								
Check Number								
Date Issued								
Departure Date/Time				Return Date/Time				
PER DIEM MEAL-ACTUAL				OTHER EXPENSES ITEMIZED-ACTUAL				
DATE	Breakfast \$12	Lunch \$15	Dinner \$25	Total	Description	Actual Cost		
PRE-APPROVAL SIGNATURES				CERTIFYING SIGNATURES (AFTER travel)				
EMPLOYEE			DATE	I certify that this is a true record of actual and necessary expenses incurred by me in the performance of my duties.				
SUPERVISOR			DATE	EMPLOYEE			DATE	
Pre-approval confirms approval of the employees travel. ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED				SUPERVISOR			DATE	
VP APPROVAL			DATE					
CABINET APPROVAL			DATE	Certifying signature confirms the employee is entitled to the expenses claimed based on STTJCD Policy/Procedure. (AP 7400-Employee Travel)				
BOARD APPROVAL			DATE					

## CLUB PURCHASING

Purchases 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 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 Office of Student Life 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 purchases.

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

# PURCHASE REQUISITION FORM

## SHASTA COLLEGE STUDENT ORGANIZATION PURCHASE REQUISITION

Date: \_\_\_\_\_  
 Vendor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Quantity	Description of Item(s)-Give Complete Details	Unit Price	Amount
Use of Items Requested: _____		Subtotal:	
Org. Name: _____	Account No.: _____	Sales Tax:	
<i>Specify how vendor is to receive purchase order:</i>		TOTAL:	

Mailed     
  Picked up at Business Office     
  Other: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date of Approval: \_\_\_\_\_  
Student Organization Officer

Approved by: \_\_\_\_\_ Date of Approval: \_\_\_\_\_  
Faculty Advisor

Approved by: \_\_\_\_\_ Date of Approval: \_\_\_\_\_  
Director of Student Life

*Enter the meeting date on the proper line:*

Authorized by organization at the official meeting held on: \_\_\_\_\_

Authorized by Student Senate at the official meeting held on: \_\_\_\_\_

**For Business Office Use Only:** Business Office Approval Date: \_\_\_\_\_ Purch. Requisition No. \_\_\_\_\_ Purch. Order No. \_\_\_\_\_

SL/sg020116

# FUNDRAISING

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

# PURCHASE REQUISITION FORM

## Fundraiser Checklist

### Planning

- Hold a club meeting to discuss event details
- Determine what the fundraiser will be, where, when, and how you are going to do it
- Assign responsibilities
- Advertise

### Approvals

- Student Club/ Organization
- Advisor
- Dean of Students Office
- Director of Food Services (Only if food is involved)
- Business Office (If cash box, tickets, or receipts will be used)
- Administrative Services

### Location – On Campus

- Use of Facility
- Put up flyers
- Update website
- Coordinate with departments on campus

### Location – Off Campus

- Field Trip Request
- Student field trip notice and weaver
- Advisors: Fill out a travel request form
- May require insurance

### Forms

- Cashbox request
- Requisition
- Ticket Report Form
- Field Trip/Travel Request
- Use of Facility

### After Event

- All receipts
- Deposited money to the Business Office
- Counted all tickets used
- Turn in all requisitions and invoices
- Have follow-up meeting

### Notes/Other

- 
- 
- 
- 
- 
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## CASH BOX

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 denominations. (20s, 10s, 5s, 1s, and coins), who will pick up the cash box, approving signatures from officer, advisor, and the Office of Student Life.

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:

<u>Item Sold</u>	<u>Sale Price</u>	<u>Quantity Sold</u>	<u>Total Revenue</u>
Purple pen	\$0.50	50	\$25.00
Red eraser	\$0.75	60	\$45.00
Black book	\$1.00	70	<u>\$70.00</u>
Total Deposit			\$140.00

### 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.

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.**

# CASH BOX REQUEST FORM



## Shasta College

### CASH BOX REQUEST FORM

Activity:	
Date of Activity:	
Organization:	
Account Number:	

ITEMS REQUESTED:		CHANGE REQUESTED:	
<input type="checkbox"/>	CASH BOX	\$ 20.00	
<input type="checkbox"/>	CHANGE	\$ 10.00	
<input type="checkbox"/>	RECEIPT BOOK	\$ 5.00	
<input type="checkbox"/>	NIGHT DEPOSIT BAG	\$ 1.00	
		QUARTERS	
		DIMES	
		NICKELS	
		PENNIES	
		TOTAL CASH:	0.00

TO BE PICKED UP BY:		DATE:	
APPROVED BY:			
Organization Officer:		DATE:	
Organization Advisor:		DATE:	
Dean/Student Services:		DATE:	

### \*\*BUSINESS OFFICE USE ONLY\*\*

CASH OUT:		CASH IN:	
\$ 20.00		\$ 20.00	
\$ 10.00		\$ 10.00	
\$ 5.00		\$ 5.00	
\$ 1.00		\$ 1.00	
QUARTERS		QUARTERS	
DIMES		DIMES	
NICKELS		NICKELS	
PENNIES		PENNIES	
TOTAL CASH:	0.00	TOTAL CASH:	0.00
		<b>AMOUNT DEPOSITED:</b>	

Checked Out By:	Checked In By:
Date:	Date:

# 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 Office of Student Life.

Here's how:

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 Office of Student Life 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, the ticket design, and the print order form to the Office of Student Life. 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.

# TICKET REPORT

## TICKET REPORT

Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

Organization: \_\_\_\_\_ Account Number: \_\_\_\_\_

Approved by: ASSC/Club Officer \_\_\_\_\_

ASSC/Club Advisor \_\_\_\_\_

Vice President Student Services \_\_\_\_\_

**CHANGE FUND:**

\$ 20.00 \_\_\_\_\_  
 \$ 10.00 \_\_\_\_\_  
 \$ 5.00 \_\_\_\_\_  
 \$ 1.00 \_\_\_\_\_  
 QUARTERS \_\_\_\_\_  
 DIMES \_\_\_\_\_  
 NICKELS \_\_\_\_\_  
 PENNIES \_\_\_\_\_  
 Total Change Fund \_\_\_\_\_  
 Cash Box # \_\_\_\_\_ Bank Bag # \_\_\_\_\_

**CASH TO BE DEPOSITED:**

\$ 20.00 \_\_\_\_\_  
 \$ 10.00 \_\_\_\_\_  
 \$ 5.00 \_\_\_\_\_  
 \$ 1.00 \_\_\_\_\_  
 QUARTERS \_\_\_\_\_  
 DIMES \_\_\_\_\_  
 NICKELS \_\_\_\_\_  
 PENNIES \_\_\_\_\_  
 \*Total Cash Deposited \_\_\_\_\_

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 \$ \_\_\_\_\_

## PUBLICITY AND ADVERTISING

Student clubs/organizations are allowed to publicize their activities. Any use of printed or electronic media to promote a club or organization's meetings or events is considered advertising. The Office of Student Life will can student clubs/organizations with publicity if needed. Some examples are; flyers, posters, tickets, newspaper articles, Facebook, Shasta College website, videos, etc. Should a club wish to advertise any event or fundraiser outside of the college, the club must contact Peter Griggs will the Marketing and Outreach Department at Shasta College at (530) 242-7514 or pgriggs@shastacollege.edu. The Marketing and Outreach Department can assist the club with the development of flyers and other materials for use in advertising. If utilized the Marketing and Outreach Department, a Communication Request Form must be submitted to them before work.

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 Office of Student Life 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 Office of Student Life will need to stamp it. Consult with the Office of Student Life 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 Office of Student Life 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 the Office of Student Life 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.

# 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 procedure please contact the Office of Student Life in Room 2308 or call (530) 242-7623 for assistance.

## 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 consecutive 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 revert to the Student Senate. The application for continuation must be received before the end of the second semester of inactivity.

## Website:

Each student club/organization has the option to be included on the Shasta College Website. A staff member from the Office of Student Life 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.

## 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.

## 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:

*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).*

As part of Clery Act compliance, you must immediately report any suspected crimes or suspicious activity to your advisor or Campus Safety. Crimes include but are not limited to: stalking, assault, domestic/dating violence, drug or alcohol violations, theft, robbery, burglary, and any above listed with hate bias. Campus Safety will investigate all crime reports, and information is kept confidential when requested.

# 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. Contact information: Denise Axtell, Food Services Director: [daxtell@shastacollege.edu](mailto: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 Office of Student Life 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 Office of Student Life with official meeting minutes (approving the donation). The donation will need to be approved by the Office of Student Life, VP of Student Services, President, and the Board of Trustees. Forms are found on the student organization website and in the Office of Student Life. 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.

Name \_\_\_\_\_

Club/Organization \_\_\_\_\_

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.

## **STUDENT SERVICES DEPARTMENT**

### **Office of Student Life**

11555 Old Oregon Trail  
P.O. Box 496006  
2300 Building, Room 2308

### **Office of Student Life**

Ryan Loughrey  
Room: 2307  
Phone: 530.242.7623  
Email: [rloughrey@shastacollege.edu](mailto:rloughrey@shastacollege.edu)  
Website: [www.shastacollege.edu/clubs](http://www.shastacollege.edu/clubs)



# **Shasta College**