

SCC

Club Advisor

Handbook

REVISED SEPTEMBER 2009

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Letter from Student Activities

September 17, 2009

Advisors:

Thank you so much for investing your energy, experience, enthusiasm, and time to the noble cause of advising a student club. Without your commitment, the club could simply not exist. We are so grateful for your involvement in enhancing the lives of our most involved students.

The Student Activities Office staff are here to assist you with the art of advising. Our goal is to support you, your students, and your club in the activities that fuel the students' fire. We encourage you to take full advantage of what we have to offer, and to always ask questions.

As you are probably aware, advising a student club in a State of Washington community college system involves understanding and cooperating with policies and procedures. The SCC Club Advisor Handbook provides you with the key information which you need to succeed.

We are more than happy to attend a club meeting and inform students of pertinent policies and how best to work with our office and the school.

Thanks again for your dedication. We look forward to a fun and exciting year at SCC!

Regards,

Student Activities Staff

Student Activities Staff



Alison Pau

Program Coordinator

Office: 6-0114E (next to Student Activities Office)

Phone: 533-8606

E-mail: apau@scc.spokane.edu

Primary contact for: Associated Student Government, Student Activities Council, club posters, travel



Sandra Journey

Administrative Assistant

Office: 6-0125 (Student Activities Office)

Phone: 533-7081

E-mail: sjourney@scc.spokane.edu

Primary contact for: Administrative support

**Student
Activities
Office Hours:
Mon-Fri,
7am-4pm**



Marie Goetz

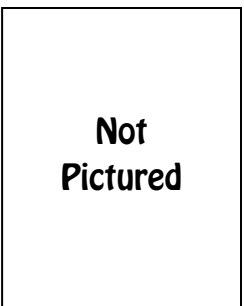
Program Coordinator

Office: 6-0114G (next to Student Activities Office)

Phone: 533-8657

E-mail: mgoetz@scc.spokane.edu

Primary contact for: Club expenditures/budgets, Lair events scheduling



Tom Hollingshead

Building Coordinator

Office: 6-0125 (Student Activities Office)

Phone: 533-8132

E-mail: thollingshead@scc.spokane.edu

Primary contact for: Event A/V needs, room set ups



Kimberlee Chin

Building Coordinator

Office: 6-0114E (with Alison)

Phone: 533-8606

E-mail: kpayne@scc.spokane.edu

Primary contact for:

Responsibilities of Club Advisors

You should be prepared to:

1. Attend all organization's meetings. Assist the organization's officers in planning their programs, activities and budgets.
2. Supervise financial procedures and the expenditure of funds, including travel and fundraising, of the organization as outlined in the CCS Treasurer's Cash Handling Procedures Manual <http://www.ccs.spokane.edu/getdoc/d41a1f53-1724-4a73-94ef-0cb353ed4900/budgetstudorg.aspx>
3. Maintain current records of the organization to include a list of current officers (with a minimum of 5 members) and an updated club constitution.
4. Ensure your club or organization is represented at the required Associated Student Council (ASC) and Student Activities Council (SAC) meetings according to the ASC Constitution. Clubs and Organizations are required to attend a total of five meetings (any combination of ASC and SAC meeting) per quarter.
5. Work closely with the Student Activities staff. Please help them help you by following their requests, particularly as it concerns deadlines for paperwork and information.
6. Attend and supervise activities your group sponsors.

Creating a Club

When there is an interest of several students (at least five) to form a new campus club or organization, the following criteria needs to be followed:

1. Find a faculty advisor.
2. Develop a club charter, guidelines and constitution. The name, purpose and goals of the organizations should be included within these documents (samples are available from the Student Activities Office).
3. Develop a schedule and plan for meetings and programs.
4. List all students interested in being a member.
5. Discuss the club with the Associate Dean of Student Services located in the Student Activities Office at the Lair.
6. Submit a request to the Associated Student Council (ASC) to be put on a future agenda. The ASC meets every Wednesday at 3:00 pm in the Lair upstairs conference room. Several members should attend to make a presentation to the ASC.
7. Make copies of the club charter/guidelines/constitution for ASC to review prior to meeting.
8. The ASC will take action to approve or disapprove the club's charter. Upon approval, the club is sanctioned on campus.
9. A \$100.00 budget to work with the first year may be requested. The next year, the club will follow procedures for funding as outlined in the S&A Fees manual.

Club Budgets

LINE ITEM SPENDING

The budget approved for each club by the Associated Student Council and CCS Board of Trustees includes line items for expenditures. The club is responsible for ensuring that spending throughout the year adheres to these line items...and we are here to help you succeed in that endeavor! On a quarterly basis (or more often upon request) you will be provided with a budget worksheet that tracks your line item expenditures. This worksheet will help you plan your club spending throughout the year in order to ensure that line items of the budget are not overspent. Careful planning of club activities/spending is critical. **NOTE: The A.S.C. must approve line item changes exceeding \$100. Failure to do so will be taken into consideration during the budgeting process for the next academic year.**

CARRY FORWARD

Clubs who have held fundraisers throughout the school year may be eligible to “carry forward” some of that fundraised money to the following year’s budget. Carry forward of funds from one school year to the next is calculated according to the following formula:

$$\begin{array}{c} \text{Total deposits from club fundraisers – total costs of fundraisers} \\ = \\ \text{Balance eligible for carry forward} \end{array}$$

The following criteria must also be met in order for funds to be eligible for carry forward:

1. The carry forward amount cannot exceed the budget balance at the end of the school year.
2. Any additional monies allocated to the club from ASC/SAC during the school year will be subtracted from the balance eligible for carry forward (*this does not apply to IRP clubs receiving additional funding for national competition).

Mark your calendars!

June 11, 2010

Last day for club expenditures
(p-card, purchase orders, petty cash, etc.)

June 18, 2010

All receipts (petty cash, purchase order,
p-card, etc.) must be turned in to the
Student Activities Office for processing

Deadlines for club purchases will be
strictly adhered to for the
2009-2010 school year!

Purchasing

Any time you are interested in using club funds to purchase items you will need to contact the Student Activities Office. We work directly with the District Purchasing Office to coordinate any purchases. **Only the District Purchasing Office has the authority to place a binding order with a vendor; any individual who commits to purchase from a vendor without prior approval from Purchasing will be personally liable for payment to that vendor.**

There are basically five methods for purchasing items with club funds:

- 1) Purchasing Credit Card (**preferred method!)
- 2) Purchase Order
- 3) Blanket Purchase Order
- 4) Petty Cash
- 5) Internal Requisition

The following information should help you to decide which spending method is right for your activity:

1) PURCHASING CREDIT CARD

The “p-card” is available for use by CCS employees who have completed the required training through the District Purchasing Office (training can be scheduled by contacting Rod Ramer at x5325 or [click here to be connected with additional instructions](#)-make sure you scroll down to bottom of page!). Once training has been completed, the club advisor may check out the p-card by contacting the Student Activities Office. The card functions similar to a personal credit card and can be used for purchases locally or via the Internet or telephone. **To ensure availability of p-card, reserve in advance by contacting Sandra Journey 533-7081. Receipts for purchases must be attached to a completed Club Purchase Tracking Form.**

Pros:

- ☞ Items can be purchased same day in most cases (no paperwork delays!)
- ☞ Items can be purchased through on-line vendors

Cons:

- ☞ Requires employee training prior to use
- ☞ Limited to employee use only—no students are allowed to use the card for purchases

2) PURCHASE ORDER

The District Purchasing Office is processing requests from the entire CCS District (mind boggling amounts!) so in most cases a **minimum of three weeks** is needed to properly process purchase orders. Please adhere to the following guidelines for processing purchase requests through the Student Activities Office:

- a) Provide the Student Activities Office with pertinent information related to the order, including detailed description of item (size, quantity, color, brand, model/part #, estimated cost, suggested vendor, contact person, name, address, phone #, etc.)
***You are encouraged to use the Purchase Request Form, located in the forms section of your handbook or on the club advisor web page at <http://www.scc.spokane.edu/?clubadv>*
- b) Student Activities will process the purchase requisition through Purchasing, who will obtain quotes (if necessary) to get the lowest priced bid and issue a purchase order

- c) Notify Student Activities when your items are received and they will approve the order for payment (if you receive an invoice, it must be turned in immediately to Student Activities—the vendor cannot be paid until we okay the invoice and return it to Purchasing)

Pros:

☞ Students are allowed to use purchase orders for purchasing items

Cons:

☞ Processing time—you should allow three weeks minimum for p.o. processing

3) BLANKET PURCHASE ORDER

Similar to a regular purchase order, this type of p.o. is used when you will be purchasing multiple times from the same vendor throughout the school year (ex. Fred Meyer for club supplies, etc.). In order to process the paperwork for this type of purchase order the Student Activities office will need to know the amount you intend to spend at the specific vendor for the school year (ex. “Not to exceed \$500” for the 09-10 school year)

- a) Student Activities will notify you when the purchase order is received; a copy of the purchase order can be picked up at the Student Activities Office and must be presented to the vendor when items are purchased
- b) Turn in receipts to the Student Activities Office within 24 hours of the purchase; the vendor cannot be paid without these receipts

Pros:

☞ With an Advisor’s permission, students are allowed to use blanket purchase orders for purchasing items

☞ Paperwork can be completed at the beginning of the school year and blanket p.o. utilized throughout the year without completing any additional paperwork

Cons:

☞ Processing time—you should allow three weeks minimum for p.o. processing

4) PETTY CASH

Petty cash purchases are discouraged. However, if a purchase is made the receipts may be turned in for reimbursement as long as the following criteria are met:

- a) must have Student Activities approval **before** purchase is made
- b) personal purchases are **NOT ALLOWED** on the same receipt you are submitting for reimbursement
- c) a maximum of \$100.00 per event is allowable for reimbursement
- d) the **original** receipt must be submitted to the Student Activities Office w/name, address & SID# of person to be reimbursed

Pros:

☞ Provides a means for making purchases on a short time frame or with vendors who do not accept purchase orders or VISA

Cons:

☞ Requires personal expenditure of cash

☞ Purchases cannot exceed the \$100.00 per event limit

☞ Processing reimbursements cost the college approximately \$150 (considering employee time for processing).

5) INTERNAL REQUISITION

Purchases made through district or campus vendors are processed according to the type of purchase (see below for examples):

- a) Office supplies may be purchased through Office Depot. A supply catalog is available in the Student Activities Office. These orders will be processed through the Student Activities Office.
- b) Letterhead, envelopes, etc. may be ordered through the Central Receiving Dept. at the District Office. An Internal Requisition form and supply list are available from the Student Activities Office.
- c) Bookstore purchases require an Internal Requisition form, which can be picked up from the Student Activities Office. Once a bookstore purchase is made the receipts must be turned back in to the Student Activities Office.
- d) Other on-campus purchases (bakery, floral shop, work center, graphics, etc.) can be made by contacting the departments directly and following these procedures:
 - 1) notify Student Activities Office of expenditure
 - 2) fill out necessary forms or provide respective department w/club budget #

Speakers/Entertainment

Certain procedures must be followed in order to pay speakers, entertainers or other individual providing a service to the College. Proper processing time—**a minimum of four weeks!**—should be allowed in order to ensure policies are followed and that Client receive payment on the day of your event. A [Personal Services Contract Worksheet](#) with the following information will need to be completed and returned to the Student Activities Office for processing:

- a) name, address, phone #, & Social Security # or Tax ID # of person providing the service
- b) date, time & location services are to be provided
- c) type of service being provided
- d) fee for services to be rendered

Student Activities will process this information through the District Purchasing Office. The speaker/entertainer will be mailed forms that must be completed and returned to the District Office prior to a check being issued for their services—please remind your speakers/entertainers to watch for these forms and return them in a timely manner!

***This form can be found in the forms section of your handbook or on the club advisor web page at <http://www.scc.spokane.edu/?clubadv>*

Fundraisers

Fundraisers are an excellent way for your club to generate additional funds for special projects, purchases, etc.—**HOWEVER**, they do require advanced planning and adherence to strict state and CCS guidelines. Please make sure the following guidelines are followed when planning and conducting club fundraisers:

1. The club must submit a [Fundraising Approval Form](#)** to the Student Activities Office at least two weeks prior to the proposed event. The Student Activities Office will notify the club if and when approval for the fundraiser has been granted. No purchases/expenses related to the fundraiser may be incurred prior to this approval process.
2. Only one event which involves food (including bake sales) and two total fundraising events per day will be allowed in the Lair (first requests will be given priority).
3. Accountability for cash and/or items with cash value must be maintained. During the fundraiser, the club must utilize [Fundraising Tally Report](#)** to keep track of items sold. The Fundraising Tally Report and all fundraising revenues must be reconciled and deposited with the Cashier's Office on a **DAILY BASIS** as well and copies of all paperwork turned in to the Student Activities Office.
4. A temporary cash working fund and cash box may be obtained through the Cashier's Office. To order this fund, please contact the Cashier's office (Building 50 or x7025) at least three days in advance of your event.
5. Funds and valuable items must be secured in the Student Activities Office or through other approved security methods when not in use during the course of the event.
6. All fundraising transactions must be reconciled and a signed [Fundraising Reconciliation-Raffle Summary Form](#) turned in to the Student Activities Office within two business days after the close of the event. All fundraised funds (including temporary working funds) must be deposited with the Cashier's Office immediately after the fundraiser has been completed.
7. All fundraising expenses must be processed through the District's purchasing department (via purchase order, purchasing card or petty cash reimbursement). Fundraised money may not be used to reimburse students for out-of-pocket expenses or to purchase items for fundraisers prior to depositing monies with the Cashier's Office.

SPECIAL FUNDRAISERS—RAFFLES/BINGO

Because they are monitored by the Washington State Gambling Commission, raffles and bingo games have special rules that must be followed! If your club is planning a raffle or bingo game, please make sure you know and follow these rules:

1. A copy of the raffle/bingo license needs to be posted at the site where you are conducting the event (a copy is available from Alison Ninmann).
2. All prizes offered must be available at the time and place of the event.
3. All participants must be informed of the rules for the event:
 - a. The cost of each ticket
 - b. What prizes are being given away
 - c. The date & time of the drawing
 - d. The location of the drawing
 - e. Whether the entrant must be present at the drawing to win

SPECIAL FUNDRAISERS—RAFFLES/BINGO (CONTINUED)

4. All tickets must be sold for the same price:
 - a. No discounts for buying more than 1 ticket (i.e. you cannot sell one ticket for \$1/ six tickets for \$5).
 - b. Ticket prices may not change during the entire raffle/drawing.
5. The **Fundraising Reconciliation-Raffle Summary Form**** must be completed and turned in to the Student Activities Office immediately following the close of the raffle/bingo. Along with this form you must turn in ALL tickets sold, including the winning tickets.

CHARITABLE FUNDRAISING

Student organizations may conduct fund raising activities for charitable purposes under certain conditions:

1. S&A funds or other state resources cannot be used to support a fund-raising event for charitable purposes. The college is to be compensated from private funds for any direct costs associated with the fund-raising activity, such as facility use or equipment use. The college may allow de minimis use of facilities with NO expectation of reimbursement, as follows:
 - a. Use of a table at no charge to conduct fund-raising sales in the student center;
 - b. Use of and placement of bins for collection of goods for donation;
 - c. Use of college computers to create advertisements, flyers, tickets, etc. **NO PRINTING ON COLLEGE COMPUTERS IS ALLOWED!**
2. The activity must be conducted for the benefit of a bona-fide charitable organization.
3. All printed and oral communication regarding the fundraiser must identify the intended purpose of the activity and indicate that the proceeds will not be commingled with student organization funds. The communication should further state that the funds are to be held in trust by the college exclusively for the intended purpose of the activity.
4. A temporary working fund is not allowed for fundraising activities for charitable purposes.

***This form can be found in the forms section of your handbook or on the club advisor web page at <http://www.scc.spokane.edu/?clubadv>*

More detailed information on club fundraising can be found in the CCS Treasurer's Cash Handling Procedures Manual, located in the CCS Policy Manuals section of your handbook, or online at <http://www.ccs.spokane.edu/getdoc/d41a1f53-1724-4a73-94ef-0cb353ed4900/budgetstudorg.aspx>

Food Facts

Everyone knows, if you want people to show up to an event, you serve food! As a club conducting “food events” in the Lair Student Center, there are some guidelines you must follow in the procurement, preparation and presentation of food to the general public. SCC clubs are required work with Sodexo to meet their food and catering needs. However, it is understood that some food items can only be found at specialty businesses and can be at found at a lower cost. The following guidelines should help answer any questions you may have about preparing and/or selling food in the Lair. Any questions regarding these guidelines should be directed to John Trent (jtrent@scc.spokane.edu), the Sodexo manager or his assistant Laura Sells (LSells@scc.spokane.edu) they can be reached at 533-7424 or 533-7088.

1. Clubs may obtain cold, non-potentially hazardous food items from either Sodexo or another school-approved source, such as a supermarket. These cold items include, but are not limited to, cheese, lettuce, tomatoes, bakery items, etc.
2. Clubs may prepare hot food items-to-order at their club fundraising activity, such as grilled quesadillas. Any hot food item used in this preparation must be obtained from Sodexo or a licensed caterer or restaurant. Any cold meat items used in this preparation must be purchased from Sodexo or another school-approved source.
3. If clubs obtain any cold food or any other supplies from Sodexo for their fundraising activities, they will be billed at catering prices. To offset these costs you may apply for additional funds in the Student Activities Office.
4. If clubs are serving a prepared hot food item, such as chili or a pre-cooked meat, they must obtain these items from either Sodexo or a licensed caterer or restaurant. For reasons of food safety, clubs are not allowed to sell home-prepared hot food items at their fundraising activities.
5. Clubs may obtain single-service items, such as plates, napkins, and/or plastic silverware, from either Sodexo or another school-approved source.
6. Clubs may contract with another caterer to provide the food and service at a club-sponsored banquet if this caterer is providing an authentic ethnic food experience that Sodexo cannot supply for the SCC students.
7. Clubs need to provide **at least two weeks** notice to the Student Activities Office and to Sodexo if any products will be ordered from them.

RULES ON FOOD PROVIDED BY AN OUTSIDE ENTITY

1. If clubs are obtaining all food items from another caterer or school-approved source, they are responsible for cleanup of the general area and also any service items.
2. If clubs are obtaining all food items from another caterer or school-approved source, they are responsible to make sure the food items are prepared and served in a sanitary manner and held at the appropriate safe temperatures according to the Spokane County Health Department guidelines, see www.nal.usda.gov/fnic/foodborne/index.html. Clubs will need thermometers and temperature charts for recording acceptable food temperatures; these are available on a limited basis from Sodexo.
3. If clubs are obtaining all food items from another caterer or school-approved source, the other source should provide the necessary service items, such as bowls, serving spoons, aluminum foil, vinyl gloves, etc.
4. Campus clubs are welcome to have “potluck” meals in the conference rooms in the Lair, as long as these meals are not sold to the public.

Travel

SCC Student Activities works and complies with the Travel Guidelines set through the District Business Office. Please click on the following links to review the guidelines advisors are required to uphold while traveling with their club: 1. [Travel Procedures](#) and scroll to bottom to page for 2. [TRAVEL TRAINING- For the Weary Traveler](#).

Please read the following information carefully if your club intends to travel at any time throughout the school year.

WHO IS ELIGIBLE TO TRAVEL?

In order to travel to a club activity or event, each student must meet the following criteria:

- a. Be currently enrolled at SCC taking a minimum of 10 credits**
- b. Have a cumulative GPA of at least 2.0**
- c. Complete a Student Travel Contract prior to each trip**

HOW DO I GET THE TRAVEL BALL ROLLING?

The first step in traveling is to submit your travel information to the Student Activities Office a **minimum of three weeks prior to your scheduled departure date**. This allows time for completing the paperwork, securing the proper signatures, and sending the travel documents to the District Business Office for processing. In order to process your travel, the Student Activities Office will need the following information:

- 1) Names and SID numbers of travelers (including club advisors)
- 2) Make sure to check that all student are eligible (refer to eligibility above)
- 3) Dates and times of travel (be exact on departure and return times, as per diem is calculated based on these times)
- 4) Copy of agenda/registration for conference/workshop you will be attending
- 5) Details regarding hotel or overnight accommodations, if necessary
- 6) Intended mode of transportation
 - a) Fleet Vehicles—names and license numbers for drivers who have already passed the driver's safety training and been approve by Facilities to drive (15 passenger vans require additional training, which must be completed prior to travel—call the Student Activities Office for more information on trainings)
 - b) Airlines—tickets may NOT be purchased prior to your travel documents being approved by the proper administrators—ticket purchase **must** be coordinated through the Student Activities Office
 - c) Personal Vehicles—students will NOT be allowed to travel to out of town conferences/events in their personal vehicles (exceptions may be made on a case by case basis through the Student Activities Office)
- 7) Include information how you will be paying for travel (through club money, money fundraised, etc)

***We encourage you to submit this information on the Club Travel Request form, located in the forms section of your handbook or on the club advisor web page at <http://www.scc.spokane.edu/?clubadv>*

Once the Student Activities Office has received the necessary information, we will process the paperwork for your travel and obtain the necessary signatures. Once the proper signatures are obtained we can purchase airline tickets, make hotel reservations, etc. **THE DISTRICT BUSINESS**

OFFICE HAS IMPLEMENTED A TRAVEL CARD SYSTEM; WITH THIS SYSTEM NO RESERVATIONS MAY BE MADE PRIOR TO ADMINISTRATIVE APPROVAL ON TRAVEL DOCUMENTS AND ALL RESERVATIONS WILL NEED TO BE COORDINATED THROUGH THE STUDENT ACTIVITIES OFFICE.

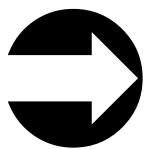
HOW ARE WE PAYING FOR THIS?!

Submitting your paperwork in advance ensures that we will have plenty of time to request a travel advance to cover the cost of meals, hotels, shuttle fees, etc. A couple of days prior to your departure you will want to pick up your travel advance (in the form of a check made payable to the advisor) and/or the travel card from the Student Activities Office. As the advisor you will be responsible for cashing the check and accounting for the money (meal advances require student/advisor signatures on a meal allowance form).

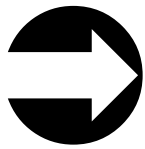
THE WEARY TRAVELERS RETURN

While in travel status you will need to keep receipts for all expenses for which you have received an advance (other than meals) or for which you wish to be reimbursed. These receipts, along with the signed meal allowance form and travel card will need to be returned to the Student Activities Office **within two business days of your return**. Receipts include airline ticket stubs or itineraries (if e-tickets), gas receipts, parking receipts, shuttle receipts, hotel receipts, etc. In addition, any excess monies from the travel advance will need to be turned in at this time.

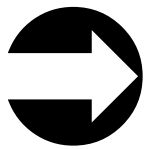
travel checklist



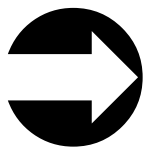
Travel Request Form submitted to the Student Activities Office for processing at least three weeks prior to departure date.



Student Travel Contracts completed, signed and returned to the Student Activities Office prior to departure date.



Per diem, travel card & packet picked up from the Student Activities Office prior to departure date.



All receipts, airline itineraries, meal allowance forms, travel cards, etc. turned in to the Student Activities Office within two business days of your return.

CCS Policy Manuals & Forms

Treasurer's Handbook

[Click here for link to Handbook](#)

Webpage with Resources for Club Advisors: <http://www.scc.spokane.edu/?clubadv>

Forms

- [Club Fundraising Tally Report](#)
- [Fundraising Reconciliation-Raffle Summary Form](#)
- [Fundraising Approval Form](#)
- [Student Activities Purchase Request](#)
- [Personal Services Contract Worksheet](#)
- [Travel Request Form](#)
- [IRP/National Competition Travel Request Form](#)
- [Fleet Request](#)
- [Student Travel Agreement](#)
- [W-9](#)
- [Activity Submission Form for Stipends](#)
 - **Due for 2009-2010 Academic Year no later than May 7, 2010 (include anticipated events through June 30, 2010).**