

Las Positas College

Student Club Handbook 2020-2021



LAS POSITAS
COLLEGE

Student Life Office
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www.laspositascollege.edu/studentlife

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*All URLs and websites listed within this handbook are subject to change without notice, which may require an Internet search.

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Welcome & Introduction

Welcome to the Las Positas College Student Life Office. Getting involved in student clubs is a great way to be connected to the campus, make new friends, gain valuable leadership experience, develop organizational skills, help build community on campus, and have fun.

The Student Club Handbook is designed for student club advisors and student club leaders at Las Positas College. The Student Club Handbook is meant to serve as a resource and a guide to help users familiarize themselves with applicable policies, procedures, and regulations that apply to establishing and running an effective and efficient student club.

Through the cooperation of all student clubs and their respective members, students can effectively voice student needs, provide direction to the college's activities, and guide the college's growth. The degree of good leadership, effective planning, and critical thought used by each student club in the creation of its programs and activities will determine the extent and effectiveness of its influence on-campus.

The Student Club Handbook was developed to abide by applicable federal and state laws and comply with applicable board policies and administrative procedures as approved by the Chabot-Las Positas Community College District, Board of Trustees.

The Student Life Office should be contacted if there are any questions, comments, or concerns regarding this Student Club Handbook.



Authorization and Applicable Laws and Regulations

Legal Basis for Creation of Student Clubs

Pursuant to California Education Code, Section 76060, the governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials.

In accordance with, and within the limitations set forth in the California Education Code, Section 76062, the governing board of any school district may authorize any organization composed entirely of students attending school within the district to maintain such activities as may be approved by the governing board. Activities are not to be in conflict with the authority and responsibility of the governing board and/or public school officials.

Board Policy and Administrative Procedure

Authorization of the Student Life Office and the Las Positas College Student Government derives from the California Education Code, Section 76060 and takes the form of board policies and administrative procedures as referenced below:

- Chabot-Las Positas Community College District, Board Policy 5400 – Associated Students
- Chabot-Las Positas Community College District, Administrative Procedure 5400 – Associated Students
- Chabot-Las Positas Community College District, Board Policy 5430 – Co-Curricular Activities
- Chabot- Las Positas Community College District, Administrative Procedure 5430 – Co-Curricular Activities

In accordance with board policy and administrative procedure, the objectives of the Student Life Office are as follows:

- To provide students the opportunity to participate in district and college governance;
- To participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on students; and
- To conduct activities, including fundraising activities, as may be approved by the appropriate college officials.

FERPA and the Collection of Sensitive Information

[Family Educational Rights and Privacy Act \(FERPA\)](#) According to the U.S. Department of Education website, “the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.”

For more information about FERPA, please refer to the [Las Positas College Admissions and Records Privacy FERPA Regulations](#) web page at <http://www.laspositascollege.edu/admissions/privacy.php>.

Maintain Student Confidentiality

Under the Family Educational Rights and Privacy Act (FERPA) and related laws affecting higher education, students have the right to confidentiality. Students have expressed fear of having their disability revealed to others. If their information is revealed to classmates or others without the student’s permission, it is a violation of confidentiality laws and the trust that the student has in the instructor and the college.

Exceptions: Mandated Reporters (required by law) - a student can be reported if the student is determined to be a danger to self or others, or when there is reasonable suspicion of child abuse or the abuse of a dependent adult.

Collection of Sensitive Information

The Student Life Office recognizes and respects the rights and concerns of all of the Las Positas College students regarding confidentiality.

The Student Life Office wants to make students aware that there are occasions that some sensitive information collected may be shared with limited parties. The Student Life Office will not share information collected with the general public. However, the Student Life Office will share this student information with college and district entities, including but not limited to the Administrative Services Office, the Ricoh Copy Center, and the Las Positas College Student Government (LPCSG), and student club advisors.

The Student Life Office collects sensitive information and to create databases for the use of sharing Student Life Office updates, reminders, and invitations to events.

Below is the list of sensitive information collected by the Student Life Office:

- 1) Student club advisor, officer, and club member’s complete names
- 2) Student club officer and student club ICC representative proxy’s student identification number (W#)
 - a. W#s are only collected for club officers and ICC representative proxy’s as this information is required so that the Program Coordinator of Student Life and Leadership or designee can run required eligibility checks.
- 3) Student club advisor, officer, and club member’s email addresses
- 4) Student club advisor, officer and club member’s contact telephone number

Student club officers and proxies agree to allow the Student Life Office to the collection and sharing of the information listed above to the entities as named above when each signs the Student Club Form and Student Club Form Signature Page.

Student club participants who have concerns regarding the collection and sharing of sensitive information may speak with the Program Coordinator of Student Life and Leadership.

Las Positas College Student Government

The Chabot-Las Positas Community College District Board of Trustees authorizes the establishment of the organization of the Las Positas College Student Government (LPCSG) to operate under the constitution approved by the Board of Trustees, and whose purpose as an organization is the welfare of all students of the college.

Mission Statement

The Las Positas College Student Government is a non-partisan organization focused on advocating for student equity, advocating for student interests, promoting student success, and promoting student engagement on-campus.

Vision Statement

The Las Positas College Student Government is committed to removing barriers to access and providing an atmosphere for better learning and personal growth. We are dedicated to representing student interests on local, state, and national levels by lobbying legislators, attending conferences, and serving on campus governance committees.

Preamble

The Las Positas College Student Government, a union of students formed to represent the interest of the student body, seeks to provide means for student representation by maintaining well-established lines of communication throughout the many areas of the community college environment.

Inter-Club Council

The Inter-Club Council (ICC), acting through its governance body, the Las Positas College Student Government under the direct supervision and guidance of the Program Coordinator of Student Life and Leadership, maintains the authority to recognize and supervise clubs on-campus.

The ICC is a representative body that coordinates club activities, allocation of student club and matching funds, and promotes communication and cooperation among clubs on campus. The purpose of the ICC is to bring together all student clubs for planning, coordination, advocacy, networking, and resource allocation, including funds. The ICC promotes educational, cultural, recreational, and social events for the students and the college community. The ICC encourages student participation in all aspects of the college community and campus life. The ICC establishes equitable and dynamic rules, regulations, and policies by which clubs shall coordinate their activities; and govern themselves in compliance with the ICC Constitution and Bylaws, the Chabot-Las Positas Community College District board policies, administrative procedures, and California Education Code.

Goals

The goals of the ICC are to serve its members and the Las Positas College community as effectively and enthusiastically as possible by hosting and facilitating all social, educational, cultural, honorary, philanthropic, and special interest events and activities of the student clubs on-campus.

Membership

Membership in the ICC consists of currently enrolled students at Las Positas College who are official members of any recognized student club. Student clubs are encouraged to have club members attend ICC meetings; however, each student club will have only one (1) vote to be made by their "ICC Representative" as outlined in the ICC Bylaws.

Inter-Club Council (ICC) Meetings

ICC meetings are typically held on the first and third Friday of each month during the fall and spring semesters. The ICC Chair is an elected student leader of the Las Positas College Student Government (LPCSG), under the supervision and guidance of the Program Coordinator of Student Life and Leadership, has the responsibility to assist in the governance of all recognized student clubs.

Each student club is required to designate an ICC representative to attend each ICC meeting. The ICC representative may also serve the student club in another capacity per club guidelines.

Student clubs may be declared inactive following two (2) unexcused absences from an ICC meeting per semester. In the event an ICC representative foresees an absence from an ICC meeting, they may send a preapproved proxy to the meeting on their behalf. If the student club is unable to send an ICC representative or preapproved proxy, the club advisor or student club leader should contact the ICC Chair via email within twenty-four (24) hours before the meeting to request an excused absence.

An ICC representative is required to share and relay information discussed at ICC meetings with their club. Additionally, the Program Coordinator of Student Life and Leadership recommends that each student club ICC representatives report their activities to the ICC Chair and the Council as a whole.

Student Club Membership

No student club may use any device or practice, which, in effect, implements any sort of selectivity of their membership. If a student club is found to be discriminating against a prospective member, the student club may be deactivated, and face consequences deemed appropriate by the college in accordance with Chabot-Las Positas Community College District, Board Policy 3410 – Nondiscrimination; and Board Policy 5500 and Administrative Procedure 5500 – Standards of Student Conduct.

Student clubs may not restrict their membership based on the following protected groups:

- Race
- Color
- National Origin
- Religion
- Sex (including pregnancy, childbirth, and related medical conditions)
- Disability (physical and mental)
- Age (40 and over)
- Citizenship Status
- Genetic Information
- Ancestry
- Marital Status
- Sexual Orientation
- Gender Identity and Gender Expression
- AIDS/HIV
- Medical Condition
- Political Activities or Affiliations
- Military or Veteran Status
- Status as a Victim of Domestic Violence, Assault, or Stalking

Student Club Recognition

The Program Coordinator of Student Life and Leadership or designee must also verify and authorize student club recognition in accordance with applicable Chabot-Las Positas Community College District board policy and administrative procedure, and all applicable federal and state laws and regulations. Student club recognition occurs every semester.

Becoming a recognized student club is a privilege at Las Positas College. Student club involvement offers students opportunities to be engaged leaders who help create community while enrolled at the college.

All recognized student clubs are members of the Inter-Club Council (ICC) and must meet all of the following requirements:

1. Student club membership must be open to all currently enrolled students at Las Positas College.
2. The student club advisor must be a current employee at Las Positas College.
3. The student club must have at least six (6) student club members at the time of recognition and maintain six (6) members for the club to continue in an active status.
4. Student clubs must submit a completed Student Club Form each semester.
5. The student club must annually submit a written constitution* to the Student Life Office.
6. The student club may not take action without the club advisor present and cannot meet without publicizing the date, time, and location of the meeting in advance.

The Student Life Office recognizes a student club upon submission of:

1. A completed Student Club Form
2. A student club's constitution annually
3. A complete list of all student club officers and club members
4. Identification of at least one club advisor
5. Eligibility requirements have been met and verified by the Student Life Office for all club officers and proxies

Upon the Student Life Office recognition, it will recommend the club's approval into the ICC.

Student Club Constitution

Student clubs are required to submit a written constitution to the Student Life Office annually. It is the club advisor's responsibility to maintain a copy of the student club's constitution for their records for future reviews and revisions

Each student club's constitution should state:

- Name and purpose of the club
- List of officers and description of the officer duties
- The election process for officers
- Termination process for officers
- Details of how decisions are to be made and how financial matters are to be managed
- Meeting requirements
- Methods to amend the club constitution

For recommendations on writing a club constitution and bylaws, please refer to the sample club constitution provided on the [Student Life Student Clubs Forms](http://www.laspositacollege.edu/clubs/forms.php) webpage at <http://www.laspositacollege.edu/clubs/forms.php>.

Student Club Officer Elections

In accordance with the Inter-Club Council (ICC) Bylaws, student clubs must have a President, a Vice President, a Treasurer, and an ICC Representative.

An officer may not hold more than one position of leadership within the student club, at any given time during their term, except for the additional duty of serving as the ICC Representative

Note: A student club advisor may not serve in any position of a student club officer, including but not limited to an ICC Representative.

Any student seeking to hold a position as a student club officer must at the time of election or appointment:

1. Be enrolled in at least one (1) course at Las Positas College during their term in office.
2. Maintain a cumulative grade point average (GPA) of 2.0 or higher.

The Student Life Office must verify that the student has met the above requirements to serve as a student club officer. During the verification process, if a student club officer has been determined to be ineligible, the Program Coordinator of Student Life and Leadership or designee will notify the club advisor. The student club officer who has not met eligibility requirements will be ineligible to hold office until college educational records demonstrate and confirm the requirements as noted above have been satisfied.

Description of the duties of each student club officer position can be found in the ICC constitution and bylaws referenced on the Student Life web site.

Student club officers are typically elected for an entire academic year (fall semester and spring semester). Student clubs outline the date in which officer elections will be held in the club's constitution. Some clubs elect officers during the last club meeting of the spring semester for the subsequent academic year, and other clubs elect officers in the fall semester for the current academic year. Please refer to your club's constitution for information on when elections are to be held.

Student clubs are strongly encouraged to announce officer elections to all current student club members at least two (2) weeks before the date of elections are to be held. Upcoming elections may be announced using: flyers on college bulletin boards and display cabinets (remember to have the Program Coordinator of Student Life and Leadership or designee approve the flyers); the club's web page (contact the Program Coordinator of Student Life and Leadership or designee to post this information online); and during club meetings before the election date. Announcing elections via flyers and the club's web page may potentially be a way of recruiting new student club members. As a reminder, student club advisors are expected to notify the Student Life Office of any club officer changes within ten (10) business days of the change.

A vote of all club members should elect student club officers. Club members may self-nominate or nominate another student club member to be an officer. Club members interested in running for office are encouraged to present information as to their qualifications or interest in the office to the voting members.

Student club members should refer to their club's constitution about how officers are elected. Some student clubs require a two-thirds vote to elect officers, others by a simple majority. Some clubs stipulate that officers shall hold a term of one (1) academic year. Some clubs have stated that if no new members are willing to serve in a specific position, a vote of the general membership can be taken to waive this rule and allow an officer to hold the same position twice. Some clubs allow the President to appoint any club member to any open officer position should that position not be filled by an election. All election rules should be agreed upon by the student club

membership before the election. Student clubs are expected to conduct the appointment or election of the officers ethically and fairly.

Questions regarding student club elections should be directed to the club advisor first and then, if necessary, to the Program Coordinator of Student Life and Leadership or designee.

Student club officers play an essential role in helping a club become and remain active and thriving. Being a club officer also provides students with an opportunity for personal growth and achievement. All club officers should be responsible for knowing the club's mission while keeping the club focused on their goals and objectives. Club officers should also assist other club officers in completing their duties. Serving as a club officer is a rewarding experience in which leadership skills are developed.

Student Club Officer Responsibilities

All student club officers have the following responsibilities as it relates to the Inter-Club Council (ICC) and the Student Life Office:

1. Each student club is required to have a designated ICC representative or preapproved proxy to attend each ICC meeting, typically held on the first and third Friday of each month.
2. At least one (1) club officer is required to complete training conducted by the Program Coordinator of Student Life and Leadership or designee on college procedures, including hosting activities, event coordination, and financial matters.
3. Plan meetings and activities that represent the student club's mission.
4. Notify the Student Life Office when there is a change in club leadership, advisor, or constitution within ten (10) business days of such change.
5. Adhere to all local, state, and federal laws and all college policies and procedures.
6. Submit a Student Club Form each semester and complete the club recognition process.
7. Have at least six (6) members who are currently enrolled at Las Positas College.
8. Student club officers must be enrolled in a minimum of one (1) class per semester and have a cumulative grade point average (GPA) of 2.0 or higher.
9. Student clubs must have a club advisor who will agree to attend all official meetings, events, and sponsored activities. Clubs may choose to have multiple student club advisors.
10. Maintain membership open to all currently enrolled Las Positas College students.
11. Not interfere or disrupt the orderly conduct of college business or operations.
12. Assume responsibility for the financial status, actions, and programs of the student club.
13. Officers may be elected or appointed by active student club members.
14. Non-students may participate in club activities and events as guests but may not vote or hold office.
15. All club officers and members should be listed on the Student Club Form.
16. Clubs must have a constitution on file annually with the Student Life Office.
17. Clubs must complete the appropriate forms for all activities, events, and fundraisers.
18. Hold on-campus club meetings with a minimum of one (1) student club meeting per month.
19. Receive advance authorization from the Student Life Office for affiliation with off-campus organizations.
20. It is the responsibility of the club officer to communicate with the student club advisor when there is a change of an assigned officer or a change in any contact information. The student club advisor must be the responsible party to then relay and confirm such changes to the Program Coordinator of Student Life and Leadership or designee.
21. Pursuant to California Education Code, Section 76063, student clubs may not be used as a conduit for personal financial gain or the establishment of a personal business. All club financial transactions shall be handled through an assigned college club account maintained by Las Positas College Administrative Services Office as referenced in the ICC constitution.

Student Club Officer Responsibilities to the Club Advisor

A student club advisor volunteers to be a resource and committed to taking on additional duties and responsibilities to help facilitate the mission of the club. As such, student club officers are expected to abide by the following guidelines:

1. The student club president or designee should set a regular day and time to meet with the club advisor to discuss the affairs and concerns of the student club.
2. The student club president or designee should ensure that the club advisor is available to attend all club meetings, activities, and events.
3. The student club president or designee should keep the club advisor informed of all activities, events, and programs promptly.
4. The student club president or designee must ensure that the student club budget and all expenditures be reviewed and approved by the club advisor.
5. The student club president or designee should report any violation of applicable board policies, administrative procedures, and local, state, and federal laws and regulations to the club advisor immediately.

ICC Representative Responsibilities

An ICC representative is responsible for attending the ICC meetings as the representative of the student club. They will serve as the primary contact for their student club and vote on their student club's behalf.

All club members and interested parties are welcome to attend ICC meetings. However, each student club can have only one official ICC representative. Only an official student club ICC representative is given the authority to cast votes on behalf of their club, which can be allowed one (1) vote on each agenda item.

The Student Life Office must receive the list of student club proxies (to include the complete name and student identification (W#) of each proxy) at the time of the Student Club Form submission as eligibility requirements must be met, verified, and approved by the Student Life Office in order for them to serve.

In the event that an ICC representative foresees an absence from an ICC meeting, they may send a preapproved proxy to the meeting on their behalf. An ICC representative shall not represent more than one (1) student club at any one (1) meeting, nor shall any student club have more than one (1) voting representative at any one (1) meeting.

An ICC representative is expected to:

- Attend all ICC meetings during the fall and spring semester (or send a preapproved proxy)
- Report all club activities and events to the ICC
- Report information and final decisions back to their respective clubs

Note: A club advisor cannot serve as an ICC representative.

Student Club Advisor Role

Student club advisors play an integral role in student life at Las Positas College. The Student Life Office values and appreciates the time and dedication student club advisors put forth voluntarily to support student engagement and leadership through student clubs. At no time are student club advisors compensated (monetarily or otherwise) for serving in the role of club advisor.

While each student club advisor perceives their relation to a student club differently, all student club advisors are expected to: attend all student club activities including all meetings; provide guidance; ensure compliance with all applicable policies and procedures; serve as a liaison to the Student Life Office regarding matters related to the student club. A student club advisor exists to ensure that students have the opportunity to grow and learn from co-curricular and extracurricular activities, and to ensure that the members of the student club have maximum freedom and responsibility while conforming to all applicable policies, procedures, and regulations. Currently employed Las Positas College faculty, classified professionals, and administrators are eligible to serve as student club advisors.

Student Club Advisor Expectations

All student club advisors are expected to perform the following duties on behalf of student club officers and student club members:

1. Ensure students understand and adhere to all college and district policies and procedures governing student life and student conduct.
2. Ensure students understand and adhere to all applicable California Education Codes, laws, and regulations.
3. Ensure that all reasonable steps are taken considering the safety and welfare of students during official student club-sponsored activities and events on and off-campus.
4. Serve as a resource and offer guidance to students to facilitate student club achievement by assisting in planning for activities and conducting meetings in compliance with proper procedures.
5. Ensure student clubs have a current constitution and that the student club officers and club members follow it.
6. Oversee any election or selection of officers and ensure that student club officers understand and carry out their assigned duties in accordance with their position.
7. Supervise the student club budget and oversee all financial transactions and records, including, but not limited to:
 - a. Approve expenditures along with the student club leadership and the Student Life Office;
 - b. Ensure the student club meets regularly and that minutes are being taken and kept appropriately documenting actions taken;
 - c. Review all budgets, financial reports, and transactions with student leaders;
 - d. Work with student officers when preparing the annual budget and revenue projection estimates;
 - e. Ensure that only valid expenditures are made and authorized by student club officers;
 - f. Review for completeness and accuracy when signing all college forms and club documents before distribution or submission to the Student Life Office or Administrative Services Office;
 - g. Ensure necessary back-up documentation, including original itemized receipts for expenses, are attached to forms or documents and submitted within the required ten (10) business days of the purchase;
 - h. Ensure proper cash control procedures are established and followed at all times;

- i. Receive training on college and district accounting procedures and practices from Program Coordinator or designee along with the student club president and treasurer and to ensure that the student club is keeping accurate records; and
 - j. Ensure all items purchased with student club funds are stored on-campus and keep accurate records of inventory of and maintain student club property at all times.
 - k. All cash advance checks must be reconciled with the Administrative Services Office within fourteen (14) business days of the purchase or event. Outstanding reconciliations are not permitted and will jeopardize the status of the student club's activities, funds, and possible deactivation.
8. Cash advances will be treated with the same requirements as that of a disbursement request. Supporting documentation of original itemized receipts for all expenses are to be submitted. Any balance of an advance that exceeds the itemized receipts is to be paid by the receiving club advisor.
 9. Attend all meetings, activities, and events held by the student club (on or off-campus) from the time the students arrive until the end of the activity or event. If you are unable to attend a meeting, activity, or event, you must assist students in finding an alternate advisor.
 10. Provide guidance and mentoring to students to achieve a worthwhile program and in fulfilling their general goals and objectives.
 11. Adhere to the Student Club Handbook.

Student Club Name Change

Student clubs must take the following steps if should the wish to change its official name:

1. Notify the club advisor of the intent and receive consent
2. Hold a student club meeting to vote for an official club name change
3. Submit the meeting minutes recording the vote of the club name change to the Student Life Office

Student club name changes require the approval of the Student Life Office and the Inter-Club Council (ICC). A copy of this documented action will be forwarded to the Las Positas College Administrative Services Office for an update to the student club fund information.

It will be the responsibility of the student club advisors and club officers to update signage, web pages, and other items or online sites with the new student club name.

Student Club Mergers

Two or more recognized student clubs must take the following steps if should the wish to merge:

1. Notify the club advisors of the intent and receive consent
2. Hold a student club meeting, with both (or more) of the pertinent clubs, to vote for an official club merger and possible club name change
3. Submit the meeting minutes recording the vote of the club merger and name change, if applicable, to the Student Life Office

Student club mergers and name changes require the approval of the Student Life Office and the Inter-Club Council (ICC). A copy of this documented action will be forwarded to the Las Positas College Administrative Services Office for an update to the student club fund information.

It will be the responsibility of the student club advisors and club officers to update signage, web pages, and other items or online sites with the new student club name.

Student Club Deactivation

The ICC and the Student Life can deem a student club deactivated if:

- A club has not submitted a Student Club Form and required documentation to the Student Life Office with the intent to reactivate for more than four (4) consecutive semesters.
- A student club fails to have representation at two (2) Inter-Club Council meetings in one (1) semester. The student club advisor and student club president will be notified via email and telephone, as recorded in the most recently available Student Club Form, to inform them of the absences and pending action of club deactivation.
- A club advisor has an outstanding reconciliation with the Administrative Services Office for cash advances received on behalf of a student club. The club status will be jeopardized, causing a hold on authorization to hold any activities and the use of club funds until further notice. The student club advisor and club president will be notified via email and will be allowed an opportunity to reconcile the advance successfully.
- A club has been found of misconduct or discrimination, as determined by the President of Student Services. Please refer to page 9 of the Las Positas College Student Club Handbook for details or rationale.

A student club will be deactivated when voted and agreed upon by a simple majority vote of the ICC. Deactivated student club funds will be transferred into the ICC general account after the student club has been inactive for two (2) consecutive semesters. Unclaimed student club items will be managed or disposed of by the ICC in collaboration with the Student Life Office.

New Student Club Member Recruitment Techniques

One of the goals of the Student Life Office is to involve as many students as possible in meaningful co-curricular and extracurricular activities and events that enhance their educational experience. Below are some tips for recruiting new students to get involved in a student club:

1. Host an informational recruitment table on-campus or virtually periodically throughout the semester and participate in Inter-Club Council (ICC) Club Day and Club Rush events.
2. Develop a sign-up sheet for new club members that includes a space to collect names, telephone numbers, and email addresses. Make sure pencils or pens are readily available.
3. Develop a brochure, flyer, or another marketing document to introduce the student club and highlight the activities, events, and programs hosted by the student club. Make sure to include contact information.
4. Designate a student club officer(s) to be responsible for contacting prospective student club members.
5. Develop and maintain a student club web page in coordination with the Student Life Office.
6. Create student club attire (e.g., t-shirt) to help bring awareness to the student club and encourage student club officers and members to wear the attire, especially during Club Day or Club Rush.

Useful tips:

- [Canvas.com](https://www.canvasltd.com/) is a free online software that provides templates of flyers, invitations, and other useful tools.

On-Campus Student Club Meetings, Activities, and Events

Attention: During the shelter-in-place, the Student Life Office student clubs are unable to meet in-person or hold any in-person fundraising events.

The Student Life Office suggests that all student clubs observe the [Centers for Disease Control](#) (CDC) recommendations as well as the [Alameda County Public Health Department](#) (ACPHD) and the [California Department Public Health](#) (CDPH) orders.

*Note that Alameda County and the California State public health orders are subject to change.

The Student Life Office asks everyone to wear face masks, maintain social distancing, and practice good hygiene. For more information, please refer to the [Las Positas College Student Health & Wellness Services](#) webpage at <http://www.laspositascollege.edu/healthcenter/index.php>.

Student clubs may hold on-campus and virtual weekly, bi-weekly, or monthly meetings and host or attend events with proper authorizations. A Facilities Request Form must be filled out, signed by the club advisor, and submitted to the Program Coordinator of Student Life and Leadership or designee no later than ten (10) business days before the activity, event, or meeting. College holidays are not included.

Requests to host a student club activity, event, or meeting that requires the usage of a college facility will not be processed on short notice. Student clubs may not hold meetings, activities, and events unless a Facilities Request Form has been submitted and approved by the Program Coordinator of Student Life and Leadership or designee. Student clubs are not allowed to directly contact the college district's Maintenance & Operations (M&O) or Information Technology Services (ITS) to request equipment, tables, chairs, reserve facilities, etc.

All questions or concerns to address with the above departments/offices must be presented to the Student Life Office, who will contact the appropriate parties on the student club's behalf.

When an activity must be rescheduled or canceled, student clubs must notify their club advisor as well as the Program Coordinator of Student Life and Leadership or designee immediately and no later than three (3) business days before the scheduled activity, event, or meeting.

Student clubs that fail to follow these procedures will be in jeopardy of: (1) not having access to their student club funds; (2) not having their student club requests processed; and (3) prohibited from holding club activities, events, or meetings. Student clubs may also be subjected to a "penalty fee" if activities, events, or meetings are not canceled without a minimum of three (3) business days advance notice.

The club advisor is required to consult with the Program Coordinator of Student Life and Leadership or designee when planning activities or events with outside organizations or groups while adhering to all college and district policies and procedures as well as all applicable local, state, and federal laws and regulations.

In accordance with the Americans with Disabilities Act (ADA), individuals with disabilities who need reasonable accommodations to participate in any meeting, activity, or event may request accommodations by contacting the Las Positas College Disabled Student Programs & Services (DSPS) at (925) 424-1510.

Student Life Office Suggestions for Virtual Communications

COVID-19 has effected and changed how many of the Las Positas College students and communicate and conduct business. Transitioning from face-to-face to virtual interaction has been a significant change and challenge for some.

The Student Life Office would like to offer suggestions and tips to assist in those technology transitions. Note that these are just suggestions and that the Student Life Office does not supply software or technology support nor hold any affiliation with the companies suggested.

*All URLs and web sites listed are subject to change without notice, which may require an Internet search.

Zoom

Many have instructors and advisors have turned to Zoom to host virtual meetings. Zoom is a software that offers video conferencing, webinars, and conference rooms. Zoom provides free accounts to those who create an account and download cloud-based software.

Students may sign up for a free [Zoom](https://zoom.us/) account at <https://zoom.us/>. Free accounts may have a possible reduction in user meeting time limits and capabilities.

The Student Life Office suggested that student club advisors initiate the scheduling and hosting of all the student club meetings, activities, and events to have better control against improper behavior, content, hacking, or “Zoombombing.”

Las Positas College employees may opt to create a [ConferZoom](https://conferzoom.org) account at conferzoom.org using their @laspositascollege.edu email address, which waives time limits and offers additional functionality than typical accounts.

For more information and instructions regarding how to create a ConferZoom account as well as tips and tricks, please refer to the [Las Positas College Online Learning Faculty Resources Canvas for Faculty ConferZoom](http://www.laspositascollege.edu/onlinelearning/faculty/canvas/conferzoom.php) web page at <http://www.laspositascollege.edu/onlinelearning/faculty/canvas/conferzoom.php>

Zonemail

Many people have trouble keeping up with emails because of multiple email accounts, junk mail filters, and even spam or hacking attempts.

Las Positas College assigns each student a college email account. The use of Zonemail will ensure that email sent to The Student Office and other Las Positas College departments will receive your email while notifying the receiver that the email is from a safe source. It also enables these entities the means to look up a school dedicated email address to send vital school information.

An additional benefit of using Zonemail for students, Zonemail has the option to forward emails to personal accounts such as Gmail, Yahoo, etc. This option will enable students to use an individual primary email account with the convenience of not having to check multiple email accounts.

For more information and instructions regarding Zonemail, please refer to the [Las Positas College Zone Information](http://www.laspositascollege.edu/ZoneInfo/index.php) web page at <http://www.laspositascollege.edu/ZoneInfo/index.php>.

The Student Life Office will implement a requirement for the use of Zonemail by student club officers and student government officers.

Google Voice

Many people want to stay connected with others via telephone calls and texting but face the dilemma of giving out their private telephone numbers.

Google Voice is free software that provides a telephone service that provides services for making calls, sending text messages, receiving and accessing voicemail, and call forwarding services from smartphones and computers.

The Student Life Office suggests the use of Google Voice, to students and staff, to make and receive calls and text messages without compromising your privacy.

For more information regarding Google Voice, please refer to the [Google Voice](https://voice.google.com/about) web page at <https://voice.google.com/about>.

Adobe Acrobat Reader

Adobe Acrobat Reader DC is the free, trusted standard for viewing, printing, and annotating PDFs. [Adobe Acrobat Reader DC](https://get.adobe.com/reader/) can be downloaded for free and found at <https://get.adobe.com/reader/>.

Office 365 for Education

Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork. It's available for free to students who are currently attending an academic institution (Las Positas College). Office 365 Education includes Office Online (Word, PowerPoint, Excel, and OneNote), and 1TB of OneDrive storage.

For more information regarding Office 365 for Education, please refer to the [Las Positas College Student Life Office 365 for Education](http://www.laspositascollege.edu/students/office365.php) web page at <http://www.laspositascollege.edu/students/office365.php>.

Requesting a College Facility

The [Facility Request Form](#) must be to request college facilities and equipment. This form may be found on the Student Life Office web page at http://www.laspositascollege.edu/clubs/assets/docs/Student_Life_Facilities_Request_Form_pdf_4.17.2020.pdf.

A Facilities Request form must be completed, signed by the club advisor, and submitted to the Program Coordinator of Student Life and Leadership or designee no later than ten (10) business days prior to the activity, event, or meeting. College holidays are not included. When an activity must be cancelled or rescheduled, student clubs must notify their club advisor as well as the Program Coordinator of Student Life and Leadership or designee immediately and no later than three (3) business days prior to the scheduled activity, event, or meeting.

Club advisors with access to 25Live Pro (online schedule software) may check availability but are still required to submit a completed Facility Request form to the Student Life Office to reserve a facility. Club advisors are not to schedule facility usage without the knowledge and approval of the Student Life Office.

Student clubs should detail the activity or event:

- Name of the club
- Title of the meeting, activity, or event and it's the purpose;
- The dates and times facility use will be needed, **including time for setting up and cleaning up**;
- Location(s) sought (Include a second option in the event your first choice is unavailable);
- The estimated number of attendees;
- Resources requested*(e.g., Tables, chairs, canopies, etc.);
- Registration or admission fee (if applicable)

* When resources are required, specify the type on the Facility Request Form. If necessary, use the back of the Facility Request Form or attach additional pages detailing the desire facilities, equipment, or description and diagram of the set up.

Student club officers must obtain the club advisor's signature and submit the Facility Request Form to the Program Coordinator of Student Life and Leadership or designee. The event is confirmed when the club advisor receives an email confirmation from the room scheduler.

Club advisors may review if a college facility is available on [25Live Pro](#) by clicking on the following web site: https://25Live_Pro.collegenet.com/pro/clpccd#!/home/dash . Access to 25Live Pro is required to utilize this feature.

Username: studentlifeuser

Password: authorized

Please refer to the [Las Positas College Facilities Use & Rentals Guidelines for Rental of Facilities Search for Events and Location](#) web page at <http://www.laspositascollege.edu/facilities/assets/docs/howtosearcheventslocation.pdf> for instructions and tips on how to search for events and locations on 25Live Pro.

Facilities are on a first-come, first-served basis, all requests are subject to availability, and review and approval by the Administrative Services Office.

Decorations / Set-Up / Clean Up

Student clubs are to be supervised by the club advisor while decorating any college facility. State fire regulations require ceiling or wall decorations of paper, cloth, or other materials to be nonflammable (California Code of Regulations, Title 19 (19CCR), and Title 24 (24CCR), along with National Fire Protection Association (NFPA) standards). Decorations cannot be pinned to draperies and hanging in such a way to tear or damage them.

Thumbtacks, nails, scotch tape, and other adhesives that destroy the finish of woodwork or painted walls may not be used to decorate.

Student clubs putting up decorations are responsible for taking them down. Failure to remove decorations may result in required payment to the college or district. Approval from the district's Maintenance and Operations (M&O) Department may be necessary for large, heavy, or unusually placed decorations.

Clean Up

The sponsoring student club is responsible for a reasonable amount of clean up after the event. All loose trash should be picked up; all furniture returned to its original place; all decorations removed, etc. Failure to clean up may result in required payment to the college or district.

Damages

The sponsoring student club shall be liable for damages to facilities caused by event attendees or organizers. Damage costs may be assessed by the appropriate college or district entity.

Charges

Any charge(s) of fees assessed will be billed back to the student club. Fees could be assessed at the civic center rate for any of the following reasons to ensure the student club event is successful:

1. Custodial for services for coverage of setting up, maintenance, breaking down, and cleaning up that are requested or required during the event;
2. Campus Safety & Security coverage for crowd control or the securing of money collected;
3. Maintenance and Operations (M&O) coverage of grounds or electrical, etc.;
4. Audio/Visual Technician for equipment needs or requested to be present during an event;
5. Theatre Technician is required to be present during the use of the auditorium, lecture hall, or theater;
6. Physical Education Equipment Specialist for requested use when needed for physical education or athletics areas or venues.

Useful tips:

- Plan ahead. See if your event may be affected by other campus events, weather, time, membership participation
- Set-up a budget to include any cost related to the event
- Make sure all facilities requests are completed (audio, tables, chairs, etc.)
- Purchase items for your event (decorations, napkins, plates, utensils)
- Set-up at least two hours before your event and set at least one hour for clean-up.

Advertising Student Club Functions

Student clubs are encouraged to advertise their student club functions, including, but not limited to, activities, events, and meetings. It is a great way to recruit new members. Student clubs are welcome to talk with the college newspaper, the college radio station, and other mass communication mediums. Student clubs may also ask instructors to announce their activities, events, and meetings during class time.

Student clubs are required to adhere to the following:

1. Student clubs are not allowed to send out email messages to college employees about student club activities, events, or meetings. However, club advisors may do so at their discretion.
2. Student clubs are not allowed to contact other college entities other than the Student Life Office in an attempt to advertise or organize club activities, events, or meetings, including advertising on the college web site.
3. Student club advertisement of activities, events, or meetings must be approved by the club advisor and the Program Coordinator of Student Life and Leadership or designee.
4. Student club publications including, but not limited to, brochures and flyers, must contain the student club's name and must be approved by the club advisor and the Program Coordinator of Student Life and Leadership or designee before posting.
5. Student club publications in their original state must be approved by the club advisor and Program Coordinator of Student Life and Leadership or designee before photocopies are to be made. Note the Student Life Office will not stamp approval of multiple copies of the same publication.
6. Student club publications shall be limited to 8 ½ (width) x 11 (length) inches.
7. Student club publications shall be limited to one (1) per bulletin board or display cabinet.
8. Student club publications shall be posted with pushpins only – please do not use staples.
9. Student club publication posting shall be respectful of postings made by other college or district entities by not covering, removing, or altering other publications.

Use of Copyright Information

The rules governing the showing of any copyrighted material (e.g., the playing of movies via videotapes, DVDs, or streaming companies (Netflix, Hulu, etc.) are a matter of Federal Copyright Law which are the same as those governing any other copyrighted performance. There are several principles in copyright issues; however, student clubs typically need only be concerned with a few of these principles, as noted below:

1. "Not-for-profit performance - Noncommercial" or "not-for-profit performance or use" is not a reliable indicator of whether a license is required. When the performance is "public," even if it is "not-for-profit," a license may be required.
2. Public versus private viewing only performances that are deemed not "public" are exempt from the requirement of a license from the copyright holder. A video screening that is "public" requires a license and the payment of a licensing fee to the copyright holder. A performance is considered "Public" when either the: (1) the performance is at a place open to the public, or (b) the performance is at a place where a substantial number of people who are not family members or friends gather.

Copy Center

Requests for photocopies of student club publications of a hard or electronic copy requires the submission of a [Ricoh/Las Positas College Copy Center Request Form](#). Photocopying requests must be approved and signed by the club advisor and can be submitted by the club advisor, the Program Coordinator of Student Life and Leadership or designee.

***Note, all club flyers being posted on-campus must have the original copy reviewed, approved, and stamped by the Program Coordinator of Student Life and Leadership or designee before they are to be photocopied for posting.**

Stamped originals can be scanned and electronically submitted to the Ricoh/LPC Copy Center by the student club advisor.

Please refer to the [Las Positas College Copy Center](#) webpage for business hours, location, and submission instructions.

Campus Bulletin Board Posting Policy and Procedures

Bulletin boards and display cabinets are provided for posting materials at campus locations convenient for use by students, employees, and members of the public alike. All materials displayed on bulletin boards and display cabinets shall clearly indicate the student club name, the title and description of the event, the date, time, and location of the event, and the contact information of the student club.

All materials must be reviewed and stamped with the date of posting by the Program Coordinator of Student Life and Leadership or designee. Materials displayed shall be removed no later than the "Remove by Date" set by the Program Coordinator of Student Life and Leadership or designee

Las Positas College reserves the right to restrict part of each public posting area for the promotion of campus activities. Student clubs are responsible for posting and removal of their material and shall not block or obstruct other content posted on bulletin boards or display cabinets. Student clubs are responsible for the removal of all materials on or before the stamped remove by date.

Please refer to the [Campus Bulletin Board Posting Procedure](http://www.laspositascollege.edu/clubs/assets/docs/College_Posting_Procedure.pdf) web page for more information at http://www.laspositascollege.edu/clubs/assets/docs/College_Posting_Procedure.pdf

Financial Information

The Administrative Services Office will assign each student club a specific club fund number upon the approval and recognition of the club made by the Student Life Office. The Student Club President and Treasurer must receive mandatory training on student club policies and procedures from the Program Coordinator of Student Life and Leadership or designee. Inter-Club Council (ICC) funds will not be made available to a student club until the Club President and Treasurer have attended the mandatory ICC training and submitted the required paperwork for the semester.

New student clubs are required to complete training before they may receive student club funds. If necessary, student clubs may be temporarily suspended by the Program Coordinator of Student Life and Leadership or designee if they do not follow student club policies or procedures.

Account numbers are required on all Disbursement Request Forms and deposit slips. Account numbers are made-up of four components:

FUND + ORGANIZATION + ACCOUNT + PROGRAM

The FUND number is unique for each student club. (The student club fund numbers are included on monthly ASB statements provided to club advisors.)

The ACCOUNT number will change depending upon the type of item/service being purchased or whether a deposit is being made.

Please contact the club advisor or the Program Coordinator of Student Life and Leadership or designee for the student club fund number.

Student Club Funding

Attention:

The Student Life Office is engaged in conversations with the Administrative Services Office regarding fundraising, matching funds, donations, and scholarship stipends. Please contact the Program Coordinator of Student Life and Leadership with any questions or concerns you might have regarding these matters. The Student Club Handbook will be updated when directives become available.

The Student Life Office would like to remind student clubs that there are certain operational costs to run a student club. Such costs may include but are not limited to: materials related to and needed to maintain the club (e.g., equipment, etc.); purchase of food, beverages, paper goods, etc. for club meetings, activities, and events; special purchases (e.g., t-shirts, etc.); memberships to honor societies, etc.; field trips and excursions; and, possible donations to other organizations.

Student clubs are eligible to receive funds for the fall semester and spring semester each academic year based on the amount of funding the ICC has received from the Student Activity Fees and the amount approved by the Las Positas College Student Government (LPCSG). As these are college fees, the funds must be administered within a college Associated Student Body (ASB) account only.

The Student Life Office through the ICC may provide funding for active student clubs in two ways:

Student Club Funds

Student clubs may receive up to \$500 (five hundred dollars) per semester (fall and spring), as determined by the Las Positas College Student Government (LPCSG). The club funds offered are dependent on the budget and approval of the LPCSG. Club funds will be distributed to clubs who have met the eligibility and approval requirements of the Student Life Office, has been recognized by the ICC, and by attending two (2) consecutive ICC club meetings.

Matching Funds

Student clubs may receive up to \$500 per semester as determined by the LPCSG. Student clubs may be eligible to receive matching funds if they have indicated their desire to receive matching funds via the Student Club Form, and they have fundraised during the semester. Student clubs may receive a \$1 for \$1 match of fundraised funds up to \$500 each semester. Note that matching funds are only for the money raised, not including expenses incurred for the actual fundraising activity or event.

Attention:

The Student Life Office is engaged in conversations with the Administrative Services Office regarding fundraising, matching funds, donations, and scholarship stipends. Please contact the Program Coordinator of Student Life and Leadership with any questions or concerns you might have regarding these matters. The Student Club Handbook will be updated when directives become available.

Student clubs are required to obtain approval from the Program Coordinator of Student Life and Leadership or designee before hosting any fundraising activity. A [Fundraising Proposal Form For Student Clubs](#) is used for this approval and may be found at http://www.laspositascollege.edu/clubs/assets/docs/Cub_Fundraising_Proposal_Draft.pdf.

The Fundraising Proposal Form For Student Clubs should indicate the type of fundraising sought, dates and times of the planned fundraiser, the name of club advisor to be in attendance, what the fundraising activity will involve, and how the fundraising activity represents or supports the student club's mission. The club advisor should review, approve, and sign the form before submission to the Program Coordinator of Student Life and Leadership or designee for final approval.

Student clubs are not allowed to sell raffle tickets or have a 50/50 fundraiser. A 50/50 fundraiser is where a student club sells raffle tickets in which the student club keeps 50 % of the money, and 50% of the money is awarded to the raffle winner.

Student clubs are only permitted to hold bake sales when the items are prepared by and purchased by a licensed vendor or store. Please refer to page 33 of the Las Positas College Student Club Handbook for details or rationale.

Fundraising Procedures

During and after a fundraising event, the student club should keep records on the Fundraising Proposal Form For Student Clubs of the following: (1) the actual sales, inventory, and disposition of remaining unsold goods; and (2) explanations for the differences in proceeds and projected sales.

Upon completion of the fundraising event, an amendment to the original Fundraising Proposal Form For Student Clubs and a copy of any flyer(s) that the student club used to promote the fundraising event must be submitted to the Program Coordinator of Student Life and Leadership or designee and attached to all Disbursement Request Forms.

Fundraising Money Handling

- Student clubs are required to use a cash box during any fundraising event. (The Student Life Office can provide a cash box for fundraising use upon request of a student club.)
- Fundraising money should be accepted via cash or check (checks must be payable to Las Positas College, though they can add the club name after - e.g. Las Positas College xxxx Club)
- No Venmo, CashApp, ApplePay, etc. Funds should not be collected in a manner that has a student or advisor collect the money electronically and then submit a lump payment from said student/advisor.
- Only cash or checks should be collected, and this money should be stored in a secure location until ready for deposit.

- Fundraising money should be deposited promptly at the end of the fund raiser to the Administrative Services Office (LPC Building 1600, 2nd floor, Room 1689). A deposit slip is filled out with the deposit. The deposit must be handed directly to an employee of the Administrative Services Office - do not leave the deposit unattended.
- In the event that the Administrative Services Office is closed, consult the Student Life Office for storage, or take the funds to Campus Safety and Security Office to be safely stored. It will be the student club's responsibility to return for the fund the next business day to turn them into directly to the Administrative Services Office.

Fundraising for Other Organization Guidelines

Donations to non-profit organizations may only be made when funds have been raised specifically for that organization. Student club funds obtained through fundraising or donations (e.g., t-shirt sales, event performance ticket sales, etc.) must be deposited directly into the student club's Associated Student Body (ASB) account before any disbursement of funds related to the expense(s) of the actual fundraising event.

Please refer to the Fiscal Crisis & Management Assistance Team ([FCMAT](#)) Manual for more information regarding fundraising guidelines. A printable version of the FCMAT Manual can be found at <https://www.fcmat.org/PublicationsReports/ASB-Manual-for-print.pdf>.

Per page 95 of the FCMAT Manual, the following may not be allowed:

- Activities that pose [a] liability, safety or risk concerns

Some fundraisers may not be allowed because risk or health and safety concerns prevent the district from obtaining insurance coverage (if the insurance carrier will cover the event, then a district may decide to allow it).

Examples include:

- Mechanical or animal rides.
- Use of darts, arrows, or other weapons.
- Objects thrown at people (e.g., pie toss).
- Use of water tanks into which a person is dunked.
- Destruction of cars or similar objects with hammers.
- Trampolines or mini-trampolines.

Contracts & External Vendors

When bringing in an outside performer, speaker, or when requesting goods or services from an external vendor, a student club may be required to enter into a legal contract. Club advisors, students club officers, and student club members are not authorized to sign into agreements on behalf of the college or district. Those that do not have this authority cannot bind the college or district to an agreement. Should an unauthorized individual sign a contract, the individual shall be held personally responsible for the contract and all that it entails, including all liability, should any legal action be taken, or for any payment of services rendered.

Student clubs must work with the Program Coordinator of Student Life and Leadership or designee to identify if a contract is needed or required for the activity or event. If it is determined that a contract is needed, **the student club should begin the paperwork process at least one month before the date the service is to be performed.**

The vendor will be required to submit the following forms to initiate the contract review and approval process:

- a. [Contract for Services](#)
 - b. [Independent Contractor Questionnaire](#)
 - c. [Vendor Profile Application](#)
 - d. [W-9](#)
- The [Chabot-Las Positas College Community College District Business Service Guide](#) and forms regarding Contract Services can be found at <http://www.clpccd.org/business/Contract.php>

To facilitate payment to the vendor, the Student Club will be required to submit:

- a. Disbursement Request Form (LPC form, use the ASB version)
- b. An invoice from the vendor

If there are concerns with the proposed contract or the activity or event itself, either the Chabot-Las Positas Community College District Business Services Office or the Program Coordinator of Student Life and Leadership or designee will notify the student club about those concerns. Incomplete or improper contract submission may delay the contract from being approved and may affect the date of the activity or event. Note at least fifteen (15) business days should be allowed to process the paperwork.

Reminder: The student club must also submit a completed Facilities Request Form for the date, time, and location of the prospective activity or event.

Ticket Sales

Student clubs shall not charge for admission to activities or events unless the use of pre-priced, pre-numbered tickets are used, and receipts are issued.

Raffle versus Opportunity Drawing

A raffle is a type of lottery in which prizes are awarded to people who pay a chance to win. Each person enters the game of chance by submitting a detachable coupon or stub from the paper ticket purchased. A raffle must be conducted under the supervision of a person age eighteen (18) or older. At least ninety (90) percent of the gross receipts from raffle ticket sales must be used by the eligible tax-exempt organization to benefit or support beneficial or charitable purposes in California. If participants are required to purchase a ticket in order to have a chance to win a prize, the drawing is subject to the provisions of the California Penal Code, Section 320.5, and related regulations.

The State of California stipulates that student clubs may host an opportunity drawing and not have to file with the state if all of the following are true:

1. It involves a general and indiscriminate distribution of the tickets;
2. The tickets are offered on the same terms and conditions as the tickets for which donation is given;
3. The scheme does not require any of the participants to pay a chance to win.

Student club officers and club advisors are encouraged to contact the Student Life Office before hosting a raffle or opportunity drawing.

Food and Beverage Information

Sales, Handling, and Preparation

Student clubs must comply with all local, state, and federal laws and regulations pertaining to the handling, preparation, and sale of food and beverages.

Student club member-only events which are not generally open to the public or where food and beverage are not for sale, the following does not apply.

The California Uniform Retail Food Facilities Law (CURFFL) Section 114015 prohibits food [and beverages] prepared or stored in a private home from being used, stored, served, and offered for sale, sold, or given away.

Food/Beverage Service

Student club officers and club advisors are encouraged to consult with the Program Coordinator of Student Life and Leadership or designee to confirm the current campus food vendor and their contact information. The Program Coordinator of Student Life and Leadership or designee shall have a current catering menu from said vendor available for student clubs to take into consideration in planning food and beverage service for activities or events. Although the current campus food vendor does not have a "First right of service" clause in its contract with the district, it is courtesy to consider said vendor as a first option before considering another external vendor.

If a student club chooses to use the services of the LPC Cafeteria Manager, the club must provide at least five (5) business days advance notice of the event, stating the day, time, and location and the estimated number of attendees, budget, and person in charge of the activity or event.

How to Make a Deposit

Attention:

The Student Life Office is engaged in conversations with the Administrative Services Office regarding fundraising, matching funds, donations, and scholarship stipends. Please contact the Program Coordinator of Student Life and Leadership with any questions or concerns you might have regarding these matters. The Student Club Handbook will be updated when directives become available.

Any money received in the event of fundraising or donation must be deposited immediately to the student club fund account. Under no circumstances should monies should be held by a student club advisor, officer, or member.

- Money should be deposited promptly at the end of the fundraiser to the Administrative Services Office (Building 1600, Second Floor, Room 1689). A deposit slip is filled out with the deposit. The deposit must be handed directly to an employee of the Administrative Services Office - do not leave the deposit unattended.
- In the event that the Administrative Services Office is closed, consult the Student Life Office for storage, or take the funds to Campus Safety and Security Office to be safely stored. It will be the student club's responsibility to return for the fund the next business day to turn them into directly to the Administrative Services Office.

A deposit slip is required to deposit any funds into a student club account. A deposit slip may be obtained in the Administrative Services Office. The use of a deposit slip may be required when reconciling funds from an advance.

A deposit slip should include: the student club name; date of the deposit, the deposit amount; the student club fund number (student club fund numbers are included on monthly ASB statements provided to club advisors); an indication of revenue was raised (note how the money was raised for example "fundraiser" or "other type of event.") or whether the deposit is a credit expense.

Deposition of Funds

All monies must be immediately deposited into the student club account in the Las Positas College Administrative Services Office using a deposit slip.

If the event occurs after business hours and the Administrative Services Office is closed, student clubs may ask the Office of Campus Safety and Security to secure the funds until the next business day. Student clubs must then retrieve the money from the Office of Campus Safety and Security and deposit the funds in the Administrative Services Office the next business day.

Money should not be brought to the Student Life Office at any time for safekeeping or deposit.

No student club officer, student club member, or club advisor may hold student club funds, nor may they reimburse themselves or others out of monies raised or collected from a fundraiser. All funds must be deposited into the student club's account following the Administrative Services Office guidelines before the club can initiate the submission of a Disbursement Request Form.

Spending Guidelines

Attention:

The Student Life Office is engaged in conversations with the Administrative Services Office regarding fundraising, matching funds, donations, and scholarship stipends. Please contact the Program Coordinator of Student Life and Leadership with any questions or concerns you might have regarding these matters. The Student Club Handbook will be updated when directives become available.

Student clubs have an obligation to discuss the following questions when deciding on expenditures:

1. How will the expenditure benefit the student club?
2. Will the expenditure be used to promote the general welfare, morale, and educational experience of students?
3. Will students who are not club members benefit from the experience or expenditure?

Student club funds should be used to benefit all student club officers and members or, if possible, all Las Positas College students. Funds should not be used to benefit individual students only.

Student club funds must be managed through a Las Positas College Associated Student Body (ASB) account. Student clubs must have funds in their account before submitting requests for reimbursements or cash advances. Student club balance sheets or reports are sent to club advisors monthly by the Las Positas College Administrative Services Office. Student club balances may also be obtained from the Program Coordinator of Student Life and Leadership or designee.

Student clubs are not allowed to purchase alcohol or tobacco with student club funds. Cash, gift cards, or other items that have monetary value cannot be used for prizes, raffles, or awards of any type. Such practice is considered a gift of public funds, which is deemed illegal.

The Student Life Office challenges each student club when deciding on how to use student club funds, to continue to focus on the goal of making a difference for the highest number of students possible.

Club Purchases and Expenditures

Student clubs may use their club funds to make purchases or expenditures that benefit the student club, student body, and community.

Student clubs may spend club funds when:

1. The student club must have an "active" status as confirmed by the Student Life Office;
2. Funds are confirmed to exist in the student club account;
3. The purchases and expenditures must be discussed and agreed upon in a student club meeting by a quorum vote;
4. Meeting minutes from the student club meeting and has been reviewed and approved by the student club advisor.

Important things to remember about purchases and expenditures:

1. All purchases and expenditures must be preapproved by a student club quorum vote and with a student club advisor's approval;

2. Supporting documentation will be required;
3. Do not make personal purchases on the same receipt as purchases on behalf of the club;
4. Reimbursements are not allowed for alcohol or tobacco.

Important things to be aware of when ordering/purchasing food or other items Out-of-Pocket:

1. Do not have the item shipped to a home address. Items must be shipped/delivered to the College. Put the advisor's name in the Attention line of the address for proper delivery to the advisor.
2. Receipts must show the name of the vendor, an itemized list of items and their charges, the total amount due, and proof of payment. Keep this in mind ahead of making purchases - if the vendor does not provide receipts with this information, consider shopping elsewhere.
3. Do not make personal purchases on the same receipt as purchases on behalf of the club.

Important things to be aware of when making Office Depot or Amazon Orders

1. Office supplies can be purchased via our Office Depot account. Please work with the Student Life staff to request items from Office Depot.
2. Do not have the item shipped to a home address. Items must be shipped to the College. Put the advisor's name in the Attention line of the address for proper delivery to the advisor.
3. The College has a business account with Amazon that includes Amazon Prime delivery. Fill out a Disbursement Request form to request items from Amazon. A printout of each requested item must be included.
4. Do not make personal purchases on the same receipt as purchases on behalf of the club.

Reimbursements

Reimbursement: To compensate with payment; especially, to repay money spent on one's behalf.

Example: A student club officer or club advisor uses their personal money to make a purchase on behalf of the student club (e.g., pizza and drinks for a club meeting, etc.). Money exchanged from the purchaser to a store or vendor. The purchaser will submit a Disbursement Request Form to request to be reimbursed for the money they spent.

The purchaser will receive a check to pay back the money they spent on behalf of the club.

When a reimbursement request is being made to repay a student club officer or club advisor, the disbursement form must include the purchaser's complete name, the purchaser's identification number (W#), and mailing address.

It is important to note that only the actual person who made the purchase will be reimbursed. A club advisor may not reimburse a student club officer or member for a student club related expense and then be expected to receive a reimbursement from the college.

Disbursements

Disbursement: To compensate with payment; to pay money on behalf of a client (or in this circumstance club).

Example: A student club has voted to purchase items for the use of the club (e.g., t-shirts to wear at club events as an advertisement for the club). A student club officer or club advisor contacted a store or vendor that then provided a quote or an invoice for the cost of the t-shirts. A Disbursement Request Form is submitted to pay the store or vendor to pay directly for the items or services being purchased or provided.

The store or vendor will receive a check to pay for supplying items or services for purchases made on behalf of the club.

Making a Disbursement Request

Although the Administrative Services Office officially titled the form as “Disbursement Request Form,” the form is used for both disbursements and reimbursements.

A financial definition of a disbursement is: To pay out, expend, usually from a public fund or treasury.

Purchases and expenditures on behalf of a student club are paid out through public funds. Therefore, the use of the same form (and terms) are interchangeable relating to student clubs.

Each student club is eligible to submit a Disbursement Request Form for expenses related to student club meetings, activities, events, and club expenditures.

Only approved club officers and club advisors are to make purchases on behalf of a club. All purchases must be discussed as a club meeting agenda item, approved by a quorum vote of the club members, and approved by the club advisor.

Reimbursement requests will not be accepted if approval requirements are not met before the purchases.

The Administrative Services Office requires that all disbursement requests are to be submitted as one fluid pdf document. The use of Adobe Acrobat will be needed to prepare, edit, and sign these forms.

Disbursement Requests are fillable pdf forms and will require the use of Adobe Acrobat Reader. Please make sure that you have Adobe Acrobat Reader installed on your computer. You can download a free version of [Adobe Acrobat Reader](https://get.adobe.com/reader/) at <https://get.adobe.com/reader/>. Download and save all forms in their respective programs.

The Administrative Services Office has created Instructions for Student Club Disbursement Requests to aid you in the preparation of your Disbursement Request Form. The [Instructions for Student Club Disbursement Requests](http://www.laspositascollege.edu/clubs/assets/docs/Student%20Life%20Office%20Use_Disbursement%20Request%20Instructions_Office%20of%20Administrative%20Services%204.28.2020.pdf) can be found on the Student Life web page at http://www.laspositascollege.edu/clubs/assets/docs/Student%20Life%20Office%20Use_Disbursement%20Request%20Instructions_Office%20of%20Administrative%20Services%204.28.2020.pdf.

The Administrative Services Office has also provided-signature process instructions. The [e-signature process](http://www.laspositascollege.edu/adminservices/E-Sign%20Website%20Text.pdf) instructions can be found at <http://www.laspositascollege.edu/adminservices/E-Sign%20Website%20Text.pdf>

Student Club Forms, instructions, and related information can be found on the [Student Life Student Club Forms](http://www.laspositascollege.edu/clubs/forms.php) web page at <http://www.laspositascollege.edu/clubs/forms.php>.

Itemized receipts are required for reimbursement. Club advisors, student club officers, and members are required to obtain an itemized receipt upon purchase. The college must have verification that no alcohol or tobacco was not purchased and that the student club only purchased approved items.

Disbursement requests must be submitted to the Program Coordinator of Student Life and Leadership or designee within ten (10) business days of the purchase, activity, or event that is related to the reimbursement. Any disbursement requests made after the required ten (10) business days are subject to possible rejection by the college.

Please be aware that there is a processing period of at least ten (10) business days. During the winter recession and spring break, the processing period is extended to twenty (20) business days once the request is received by the Las Positas College Administrative Services Office.

All submissions must go through a review and approval process by the Student Life, Student Services Office, President's (when applicable), and Administrative Services Offices.

Requirements for a Disbursement Request

Submission of a completed Disbursement Request Form is required to request a disbursement/reimbursement.

A [Disbursement Request Form](http://www.laspositascollege.edu/clubs/assets/docs/Disbursement%20Request%20Form%20-%20ASB.pdf) can be found on the Student Life Office web page at <http://www.laspositascollege.edu/clubs/assets/docs/Disbursement%20Request%20Form%20-%20ASB.pdf>.

Note: All forms should be downloaded and opened in their respective programs (Microsoft Excel, Adobe Acrobat Pro DC, etc.) to retain data and functionality. Do not fill out forms in your browser.

Additionally, to "e-sign" a fillable PDF form below, click on your respective signature field after completing the form and follow Adobe's popup to place your signature.

The following items must be submitted together when requesting a reimbursement:

1. A completed Disbursement Request Form (which can be found on the Student Life Office web page)
 - a) Purchaser or Vendor 's complete Name (The name of on the Disbursement Request Form must be the same as the name on any receipts or invoices);
 - b) Student identification number (W#) or vendor's tax identification number (if known or applicable);
 - c) Purchaser or vendor's complete mailing address;
 - d) Type of disbursement: Reimbursement, Direct-Pay, or Advance;
 - e) Student club name;
 - f) Description of purchase or expenditure;
 - g) Amount from each receipt which should then be tallied to a total amount;
 - h) Fund + Organization + Account + Program and distribution of funds (The Student Life Office can complete this information if the student club is not familiar with this process.);
 - i) Check disposition: Mailed to, campus mailbox, to the requestor, or other;
 - j) Date required;
 - k) Return copy sent to;
 - l) Signature of a club officer;
 - m) Signature of a club advisor

The Student Life Office designee will obtain the signatures of the Program Coordinator of Student Life and Leadership and Vice President of Student Services.

2. Original itemized receipts or invoices.

Receipts and invoices must include:

- a) The vendor information (name of the vendor and the vendor contact information);
- b) An itemized list of the item(s) purchased;
- c) The total purchase amounts;
- d) Verification of payment and the form(s) of payment was made (cash, credit card, check, debit card, etc.).
- e) Verification the item(s) were shipped and received (if applicable)

*Personal purchases are not allowable when using club funds. Therefore, the purchaser must make any personal purchases on a separate receipt or purchase invoice.

3. Student club meeting minutes

Student club meeting minutes are required as supporting documentation to request and receive approval to use student club funds. The purpose of meeting minutes is to document a majority consensus of a student club voted to approve an expense.

Meeting minutes are required to clearly include:

- a) The purpose for the motion
- b) The complete name of the person making the motion;
- c) The complete name of the person seconding the motion;
- d) An exact or approximated amount of money to be spent;
- e) A brief description of what the money will be used for;
- f) The amount of money approved by a vote for the purchase;
- g) The results of the vote of the motion- "Motion passed, motion approved"
- h) Roll call of each voter's complete name including the number of student club members (supporting, opposing, and abstaining vote).

If these items are not submitted together, your request will be returned to the student club advisor, which it will cause a delay in processing.

Under no circumstances is a student club to address the Administrative Services Office directly regarding the status of a Disbursement Request Form. All questions or concerns should be relayed through the Student Life Office who will act as a liaison with the Administrative Service Office or other appropriate offices/departments.

It is vital to note that the college's fiscal year begins on July 1 and ends on June 30 each year. Disbursement requests should adhere to the fiscal year calendar. Therefore, Disbursement Request Forms must be submitted to the Student Life Office no later than the last day of instruction.

Attention:

The Student Life Office is engaged in conversations with the Administrative Services Office regarding fundraising, matching funds, donations, and scholarship stipends. Please contact the Program Coordinator of Student Life and Leadership with any questions or concerns you might have regarding these matters. The Student Club Handbook will be updated when directives become available.

Per page 181 of the Fiscal Crisis & Management Assistance Team (FCMAT) Manual:

Donations to nonprofit organizations and students or families in need usually are not allowable because they are considered a gift of public funds, no matter how worthy the cause. ASB funds are legally considered public funds because they are raised through the district's tax identification number and under its nontaxable status. In general, fundraising that occurs on campus should be for the benefit of the ASB and not for other organizations. However, a student group may organize a fundraiser to support an outside organization such as a charity as long as the fundraising event is clearly identified as raising funds to donate to that charity. All donations should be in the form of checks made payable to the charity and should be picked up by or delivered directly to the charity so that funds are not deposited into the ASB account. If it is not possible to have the checks made directly to the outside organization, open a trust account within the ASB specifically for these donations (with district governing board approval), then write a check to the organization and close the account when the fundraiser is over. It is crucial to ensure that the district's governing board (not its designee) approves this fundraiser and that all paperwork associated with the fundraiser clearly documents that the only funds donated to the outside organization were those raised for that specific purpose. No funds from other clubs, inactive accounts, or fundraisers not approved by the governing board should be donated to outside organizations.

Another viable option is to work with a parent group that has its own tax identification number and sufficient internal controls and ask them to operate the fundraiser because groups such as this are not subject to the rules regarding gifts of public funds.

Many schools, especially elementary schools, like to hold what is often called a penny drive, during which students put collected pennies or other coins in jars and the money is then given to a designated charity. These are allowable but should be limited in their frequency, and the coin jars must be kept secure. Rather than depositing coins directly into the ASB account, ask the bank to count and issue the money directly to the charity, or use a coin counting machine. If the funds will be deposited into the ASB account, ensure that the governing board has approved the fundraiser. This is because if the governing board has determined that a specific expenditure will benefit the education of students by approving it, they have justified the expenditure as serving a public purpose and thus the expenditure is not considered a gift of public funds in the eyes of most courts.

The normal rules regarding prior approval apply to donation disbursements: as with all ASB expenditures, the approval should be documented using the expenditure approval form signed by the student representative, advisor and principal/school administrator, and noted in the club meeting minutes.

Under no circumstance should student groups donate funds to an individual needy student or family, or use school equipment for a charity fundraising drive. Those donations are not tax-deductible unless a legal foundation has been established for that student or family.

- The issue of a gift of public funds arises when a check is written from ASB and given or donated to another organization. This is why a food or can drive is allowable: rather than money from the ASB being used for the charity, students bring food from home to donate to the charity.

Cash Advances

Student clubs may request a cash advance of funds for student club related expenses. Cash advances are only issued and payable to club advisors and may take up to fourteen (14) business days to process. The student club advisor will be responsible and required for reconciling the advance with the Administrative Services Office within ten (10) business days of a purchase, activity, or event for which the advance was intended. Reconciliation requires that the student club advisor must submit receipts for purchases for or up to the total advance amount as well as return the remaining balance of the advance the directly to the Las Positas College Administrative Services Office.

How to Get an Advance from the Balance of Club Funds

Each student club is eligible to request cash advances for expenses related to student club activities if the student club has agreed on the expense.

An advance request is to be submitted on a Disbursement Request Form and in the same manner as a disbursement/reimbursement with the exception of the submission of the expenditure original receipts. Reconciliation of the expenditures must be the made by the receiving student club advisor to the Administrative Services Office within fourteen (14) business days of the purchase, expenditure, meeting, activity, event, field trip, or excursion. Any difference of money received and actual money spent must be repaid by the student club advisor to reconcile the full amount of funds received from the Administrative Services Office.

Key Points to Remember

1. Student clubs must confirm having existing funds in their account before requesting an advance.
2. Cash advances may only be issued and payable to club advisors and must be requested with a minimum of fourteen (14) business days in advance.
3. Describe in detail the intent of the advance under "Event Name or Product."
4. Student club meeting minutes showing the club's agenda item and vote by quorum to approve an advance request is to be submitted with the Disbursement Request Form to the Student Life Office.
5. The Student Life Office does not issue or reconcile student club advances.
6. The authorized student club officer, club advisor, and the Program Coordinator of Student Life and Leadership or designee signatures are required on the Disbursement Form.
7. Student club advisor must take receipts and remaining money directly to the Las Positas College Administrative Services Office to reconcile and close the advance.
8. The authorized student club officer, club advisor, and the Program Coordinator of Student Life and Leadership or designee signatures are required on the Disbursement Form.
9. Cash advances must be reconciled directly with the Las Positas College Administrative Services Office within fourteen (14) business days of the event or within fourteen (14) business days of the need for the advance.
10. The Student Life and Administrative Services Office reserves the right to limit or deny future advance requests, freeze a student club's account and suspend club activities should an advance not be reconciled.

Club Travel

Field Trips and Excursions

Student club advisors should be advised and aware that significant planning and steps must be taken for field trips and excursion.

The Student Life Office, in collaboration with the Las Positas College Administrative Services Office, has prepared a set of instructions and check lists to assist in the process to request and obtain approval by the appropriate parties.

Student club advisors are required to complete the appropriate travel forms as outlined in Chabot-Las Positas Community College District (CLPCCD), Board Policy 4300, and Administrative Procedure 4300 – Field Trips and Excursions.

General flow of paperwork for student club advisors:

STEP 1- Conference Leave Request Form

- 1) Fill out a [Conference Leave Request Form](#). (Although the form is titled Conference Leave this form is required for all travel (including field trips and excursions) by college employees.) This form can be found at <http://www.laspositascollege.edu/facultystaff/assets/docs/forms/ConferenceLeaveRequest.pdf>.
- 2) Attach documentation to support the travel request.
- 3) Submit the request to an immediate supervisor for the review, approval, and signature process.
- 4) Upon the immediate supervisor's approval, the signed request must be picked up by the requestor.
- 5) The supervisor approved request form and supporting documentation is to be forwarded by the requestor to the Program Coordinator of Student Life and Leadership of designee.
- 6) The Program Coordinator of Student Life and Leadership and the Vice President of Student Services will proceed with another review, approval, and signature process.
Upon the Program Coordinator of Student Life and Leadership and the Vice President of Student Services, the Student Life Office will submit the approved request form and supporting documentation to the Administrative Services Office who will proceed with the final review, approval, and signature process by the College President. * Out of state travel requires the review, approval, and signature process of the Chancellor.
- 7) The requestor and appropriate parties will receive an email from the Administrative Services Office with an assigned conference number ("C-Number").

*Banned states (Per AB 1887): Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, Texas, and Oklahoma.

STEP 2- Cash Advance Request Form

(Optional to request an advance of funds to prevent or reduce the amount of out of pocket expenses. Remember that reconciliation with the Administrative Services Office will be required within fourteen (14) days of completion of travel.)

Conference Cash Advance Form (This form is be used only for cash advances for conference purposes.)

- 1) Fill out a [Conference Cash Advance Form](#). (The same FOAP used on the Conference Leave Request Form is to be used on this form.) This form can be found at

<http://www.laspositascollege.edu/adminservices/assets/docs/Conference%20Cash%20Advance%20Form.pdf>

- 2) Attach a copy of an approved Conference Leave Request Form with the assigned conference number (“C-Number”) which includes the required signatures up to the College President’s level. (Chancellor level for out of state travel.)
- 3) Submit the completed Conference Cash Advance Form along with a copy of the Conference Leave Request Form to the Administrative Services Office.

OR

Disbursement Request Form (This form is only for cash advances for field trips or excursions.)

- 1) Fill out a [Disbursement Request Form](#) (Make sure to check the “Advance” box and obtain a signature of s student club officer.) This form can be found at <http://www.laspositascollege.edu/clubs/assets/docs/Disbursement%20Request%20Form%20-%20ASB.pdf>.
- 2) Attach a copy of an approved [Conference Leave Request](#) Form with the assigned conference number (“C-Number”) which includes the required signatures up to the College President’s level.)
- 3) Attach student club meeting minutes which includes: the agenda item indicating what the motions is for; how much was approved (either an exact amount or “up to”); the results of the majority consensus vote of the motion including “Motion passed, motion approved”; and roll call of each voter's complete name including the number of student club members (supporting, opposing, and abstaining vote).

STEP 3- CLPCCD Field Trip Request Form (Las Positas College)

*The Student Life Office suggests that student club advisors start working on this step while they await approval and confirmation of the Conference (Step 1) so that they can be better prepared to meet the final approval process. Collection of completed Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Form from student club members may delay the process.

- 1) Distribute blank and collect completed [Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Forms](#) from all planned participants of the field trip. This form can be found at <http://www.laspositascollege.edu/clubs/assets/docs/LPC Student Fieldtrip and Excursion Form.pdf>.
- 2) Fill out a [CLPCD Field Trip Request Form](#). This form can be found at <http://www.laspositascollege.edu/gv/assets/docs/LPC-FieldTripRequestForm.pdf>.
- 3) Attach all completed Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Forms from all planned participants of the field trip.
- 4) Submit the CLPCCD Field Trip Request Form with the attached completed Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Forms from all planned participants of the field trip to an immediate supervisor for the review, approval, and signature process.
- 5) Upon the immediate supervisor’s approval, the signed request must be picked up by the requestor.
- 6) The supervisor approved request form and supporting documentation is to be forwarded by the requestor to the Program Coordinator of Student Life and Leadership of designee.
- 7) The Program Coordinator of Student Life and Leadership and the Vice President of Student Services will proceed with another review, approval, and signature process.

Upon the Program Coordinator of Student Life and Leadership and the Vice President of Student Services, the Student Life Office will submit the approved request form and supporting documentation

to the Administrative Services Office who will proceed with the final review, approval, and signature process by the College President.

- 8) The requestor and appropriate parties will receive an email from the Student Life Office with a verification of approval and electronic copies of all the supporting documentation.
- 9) The student club advisor is required to print (or request hard copies from the Student Life Office) and carry all approved and supporting documentation during the field trip or excursion for emergency purposes.

STEP 4- Make Transportation Arrangements (When applicable)

- 1) The student club advisor is required submit a completed [LPC Request For Use Of District Vehicle/Gas Card Form](#) to the Maintenance and Operations (M & O) Office at least two (2) weeks prior to the departure date to make arrangements for van transportation when applicable. This form can be found at http://www.laspositascollege.edu/facultystaff/assets/docs/forms/VehicleRequestForm01_30_12.pdf.

Information Regarding the Use of the CLPCCD Field Trip Request Form for Student Clubs:

A [CLPCCD Field Trip Request Form](#) must be completed for all student club travel. All student club participants must also complete the Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Form. College employees attending the trip must also complete the CLPCCD Office of Business Services Conference Leave Request Form. Please submit these forms no later than two (2) weeks in advance for local events occurring within the district, four (4) weeks for in-state occurring outside of the district, and six (6) weeks for events occurring out of state. The club advisor is required to attend all student club field trips and excursions from start to finish.

Approval must be obtained before students can travel off-site on student club-sponsored field trips and excursions. Student clubs need to detail their field trip indicating the destination, purpose, departure date and time, and estimated return date and time. Indicate the names and student identification numbers, and club advisor(s) attending. Indicate the type of trip:

Class I: On-Campus

Class II: In District

Class III: Out of District

Class IV: Out of State

Please note that Class III and IV trips require the approval of the Las Positas College President. Student club travel to states subjected to California's ban on state-funded and state-sponsored travel per California Assembly Bill (AB) 1887 will not be permitted.

Student clubs may pay for appropriate travel when authorized by an approved CLPCCD Field Trip Request Form and Conference Leave Request Form. Additionally, student clubs must submit a Disbursement Request Form along with all relevant quotes, invoices, and approved club meeting minutes. Student club meeting minutes are required as supporting documentation to request and receive approval to use student club funds for all expenditures relating to field trips and excursions.

Alcoholic beverages may not be consumed nor purchased during college-sponsored field trips or excursions.

Accountability

Student club advisors who travel with students on field trips and excursions shall ensure that student contact information is provided on a completed and submitted Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Form in advance of the travel. The student club advisor will be responsible to print copies (or obtain copies from the Student Life Office) and carry a Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Form for all participants for the duration of the travel.

The student club advisors traveling with students will be provided with the emergency contact information for the Program Coordinator of Student Life and Leadership or designee. Club advisors are encouraged to contact the Student Life Office at any time during an authorized trip if there are any questions or concerns. In the event of an emergency and the Program Coordinator of Student Life and Leadership cannot be reached, the student club advisor is to contact the Campus Safety and Security Office at (925) 424-1690 or (925) 424-1699.

Transportation

Students shall be transported in commercially procured transportation whenever possible.

District vehicles are to be used only upon written request and approval. It is the responsibility of the student club advisor to read the [LAS POSITAS COLLEGE - DISTRICT VEHICLE DRIVER RULES](#) which can be found at <http://www.laspositascollege.edu/facultystaff/assets/docs/forms/VehicleDriverRules-09-23-11.pdf>. The student club advisor must then complete and submit a LPC REQUEST FOR USE OF DISTRICT VEHICLE/GAS CARD Form which can be found at http://www.laspositascollege.edu/facultystaff/assets/docs/forms/VehicleRequestForm01_30_12.pdf. Requests for the use of a district vehicle must be submitted to the M&O Office at LPC at least 2 weeks prior to departure date. *The use of district vehicles outside the state of California is not allowed.

Only club advisors are eligible to rent vehicles. Students are not permitted to rent vehicles for student club field trips or excursions. Buses and large or extended van rentals require a contract signed by a district authorized signatory.

Club advisors must have the appropriate class of driver's license to operate the intended vehicle and have the equivalent amount of seats and seatbelts per passenger.

Club advisors must ensure that the student club has identified the most efficient and cost-effective manner to travel to and from the field trip or excursion site. Club advisors and student club officers and members will not be reimbursed for travel that is not deemed cost-effective or where other travel arrangements may have been made to keep travel-related costs low.

Example #1 – Student club officers and members will not be reimbursed for individual travel to and from the same site for the same activity or event simply because each student club officer or member wanted to drive their own vehicle.

Example #2 – Student club officers and members will not be reimbursed for their decision to drive to Southern California when flying a commercial airline would have been deemed more cost-effective.

If student club funds are to be used to pay for rental vehicles, a club advisor must also be listed as eligible to receive reimbursement. If a club advisor does not meet the insurance requirements, the field trip or excursion may still be utilized, but the club advisor will not be eligible for reimbursement for the cost.

Note that mileage reimbursement for student club activities is not authorized.

Cash Advances for Travel

Travel cash advances may be issued to a club advisor with proper approval. Cash advances are to be indicated on the Disbursement Form. Please allow at least three (3) weeks for this process. Note that direct payment to vendors for purchases is preferred, and cash advances may not be issued where direct purchasing may be utilized (e.g., registration, lodging, airline tickets, banquet facilities, etc.).

Upon completion of the field trip or excursion, within five (5) business days after the field trip or excursion has taken place, the club advisor must submit the original itemized receipts and a copy of the Travel Request form, along with any monies not expended to the Las Positas College Administrative Services Office. All receipts must contain: vendor information (name of the vendor and the vendor contact information); an itemized list of the item(s) purchased; total amounts; an indication of the form(s) of payment (cash, credit card, check, debit card, etc.); and all receipts must be itemized. Note that if any item(s) purchased were shipped, the item must be delivered to the college campus and require documentation or verification that the item(s) were received.

Unreconciled cash advances may jeopardize club status including hosting of activities and events, limit or prohibit future advance requests, use of club funds, and possible grounds for club deactivation.

Contact Information

Club Advisor

The club advisor is always the first point of contact for the student club officers and members. Club advisors or student club presidents may consult with the Program Coordinator of Student Life and Leadership or designee when issues or questions arise about student clubs.

ICC Chair

The ICC Chair is available to answer any student club related questions and to help promote student club activities and events. Additional information regarding ICC is available on the Student Life Office web page.

Student Life Advisors

The Student Life Office has identified two employees who will serve in the role of student life advisor to assist club advisors, student club officers, or members. Student life advisors work directly with club advisors as it relates to hosting activities and events, approving publications, disbursements, reimbursements, facilities requests, fundraisers, etc. The Student Life Advisors are:

Josué Hernández
Program Coordinator of Student Life and Leadership
Student Services & Administration Building, Room 1643
Telephone Number: (925) 424-1494
Email Address: jahernandez@laspositascollege.edu

William L. Garcia
Vice President of Student Services
Student Services & Administration Building, Room 1669
Telephone Number: (925) 424-1405
Email Address: wgarcia@laspositascollege.edu

Student Life Administrative Assistant

The Student Life Office has identified an employee who will serve as a support for club advisors, student club officers, and club members. The Administrative Assistant may assist with the completion of all required student club documentation, interpretation and application of the Student Club Handbook, completion and review of facility and disbursement requests, update student club web pages, and much more. The Student Life Administrative Assistant is:

Adria Anderson-Kelly
Administrative Assistant
Student Services & Administration Building, Room 1643
Telephone Number: (925) 424-1496
Email Address: aandersonkelly@laspositascollege.edu

References

The Las Positas College Student Club Handbook was written in compliance or in accordance with the following:

[Alameda County Public Health Department](#) (ACPHD)

Americans with Disabilities Act

Campus Bulletin Board Posting Procedure

California Assembly Bill 1887 California Education Code

- Section 76060
- Section 76062
- Section 76063

California Code of Regulations

- Title 19
- Title 24

California Uniform Retail Food Facilities Law

- Section 114015

[California Department Public Health](#) (CDPH)

[Centers for Disease Control](#) (CDC)

Chabot-Las Positas Community College District – Board Policies and Administrative Procedures Board Policy 3410 – Nondiscrimination

- Administrative Procedure 3410 – Nondiscrimination
- Board Policy 4300 – Field Trips and Excursions Administrative Procedure 4300 – Field Trips and Excursions
- Board Policy 5400 – Associated Students Administrative Procedure 5400 – Associated Students
- Board Policy 5430 – Co-Curricular Activities Administrative Procedure 5430 – Co-Curricular Activities
- Board Policy 5500 – Standards of Student Conduct Administrative Procedure – Standards of Student Conduct

[Chabot-Las Positas College Community College District Business Service Guide](#)

Chabot-Las Positas Community College District – Forms

- [Conference Leave Request Form](#)
- [Contract for Services](#)
- [Disbursement Request Form](#)
- [Facility Request Form](#)
- [Field Trip Request Form](#)
- [Fundraising Proposal Form For Student Clubs](#)
- [Independent Contractor Questionnaire](#)

Chabot-Las Positas Community College District – Forms (Continued)

- [LPC Request For Use Of District Vehicle/Gas Card Form](#)
- [Ricoh/Copy Center Form](#)
- [Student Field Trip/Excursion Waiver and Medical Authorization Form](#)
- [Vendor Profile Application](#)
- [W-9](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Fiscal Crisis & Management Assistance Team \(FCMAT\) Manual](#)

[Inter-Club Council \(ICC\) Bylaws](#)

[Inter-Club Council \(ICC\) Constitution](#)

[Las Positas College Campus Bulletin Board Posting Procedure](#)

[Las Positas College - District Vehicle Driver Rules](#)

[Las Positas College Student Health & Wellness Services](#)

National Fire Protection Association Standards