Conducting Club Business

**Assistance**

The Club Advisor(s) should be the first point of contact for all Clubs. Cynthia Ross, the Student Life Advisor, is available to answer questions regarding Club procedures, dates or deadlines, and must approve all Club-related forms and requests.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Ross</td>
<td>424-1297 (Bldg. 1700)</td>
<td><a href="mailto:cross@laspositascollege.edu">cross@laspositascollege.edu</a></td>
</tr>
<tr>
<td>Student Life Advisor (SLA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheri Moore</td>
<td>424-1408 (Room 1314)</td>
<td><a href="mailto:slmoore@laspositascollege.edu">slmoore@laspositascollege.edu</a></td>
</tr>
<tr>
<td>Staff Assistant to SLA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mario Jaramillo</td>
<td>424-1490 (Bldg. 1700)</td>
<td><a href="mailto:mjaramillo@laspositascollege.edu">mjaramillo@laspositascollege.edu</a></td>
</tr>
<tr>
<td>ICC Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christina McCandless</td>
<td>424-1634 (Bldg. 100)</td>
<td><a href="mailto:cmccandless@laspositascollege.edu">cmccandless@laspositascollege.edu</a></td>
</tr>
<tr>
<td>Administrative Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Accounting and Account Numbers**

Each LPC Club will be assigned an account number. It is mandatory that at least one club member (preferably the President, Treasurer, or ICC Representative) attend training provided by the Office of Student Life. Failure to do so may result in loss of club funds.

**Auditing**: The College is required to audit Club records. At the beginning of each academic year, the Office of the Vice President of Student Services and the Office of the Vice President of Administrative Services require Clubs provide a Proposed/Forecast Budget. These Offices also require that each Club conduct their own recordkeeping.

Please refer to the Associated Student Body/Co-Curricular Funds Account Information sheet for current Club account numbers.
Associated Student Body/Funds Account Information

Please see the Student Life Web Page for this information.
Advertising and Marketing
Before Clubs can advertise about meetings and events, the Club must have a place to meet and ensure that the Advisor can attend. Clubs must always have an Advisor at all meetings and activities whether on-campus or off-campus. Once a location is found, Clubs must prepare the LPC Club Request for Facilities, Equipment & Support form, obtain the signature of the Club Advisor(s) and submit the form to Cynthia Ross, the Student Life Advisor one week prior to an activity or meeting.

Various advertising methods: Clubs are allowed to post approved flyers on any of the 25 college bulletin boards with push pins. The electronic signboard is also available. Be aware that there is a two-week submittal process. Clubs are welcome to talk with the college newspaper, LPC Express, and the radio station, KLPC. All Club meetings and activities are posted on the College Activity Calendar on the college web site under Student Life. Students may also ask instructors to announce their activities during class time. Clubs may make arrangements with the Office of Student Life to post their paid-for banner on the established rebar at the entrance of the college.

Posting Procedures: All campus postings must contain the college name or initials as well as the Club’s name and must be approved by the Club Advisor and Student Life Advisor before being posted. (If there is no stamp on the flyer, it will be removed and recycled.) All flyers will be stamped with the removal date of two weeks from posting; exceptions may be made by the SLA. Place only one flyer per bulletin board and do not cover another flyer. Flyers may be posted inside the Student Dining Room on the ICC bulletin board (not on windows, glass-covered bulletin boards, or storage cabinet doors). Clubs may not post flyers until the Club Advisor receives a copy of the LPC Club Request for Use of Facilities, Equipment & Support form stamped “EVENT CONFIRMED.” The size of the flyer is limited to 8-1/2 x 11”. One poster with a size of 11” x 17” may be used which may be posted inside the Student Dining Room on exterior walls. The College screens for culturally sensitive material. If the Club is unsure, discuss this with the Club Advisor or Student Life Advisor. If a Club would like a flyer distributed to faculty mailboxes, the Club must receive approval from the SLA and provide the Office of Student Life with 300 copies after the flyer is stamped by the SLA.

ASLPC Meetings
ICC representatives are not required to attend the ASLPC meetings. However, important decisions regarding ICC as a whole are made at these meetings. If you do not choose to attend the ASLPC meetings, it is a good idea to read their minutes to be aware of issues as well as current and future events. Also, the ASLPC and ICC work toward getting students on this campus involved through both bodies of government. To increase Club membership and become more involved in the college, you may want to think about becoming a senator in the ASLPC. Senator packets are available in the ASLPC Office, Room 1709.
**Constitution and By-Laws**

When a Club changes their Constitution and/or By-Laws, the Club is required to submit a copy to ICC and the Office of Student Life within 30 days of final approval. It is also required that the following information be included on the last page of said documents:

<table>
<thead>
<tr>
<th>Club Meeting Approval Date: (attach meeting minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Advisor’s Signature:</td>
</tr>
<tr>
<td>Date ICC Chair Received:</td>
</tr>
<tr>
<td>Date Office of Student Life Received:</td>
</tr>
</tbody>
</table>

Established:
Amended: (should list all past and current dates)

**Copy Center**

The phone number for the Ricoh Copy Center is 424-1850, and the building is located just east of B. 1200. Their hours of operation are: Monday – Thursday from 7 a.m. to 7 p.m. and Friday from 7 a.m. to 5 p.m.

Each Club is assigned a Copy Center account number by the Office of the Vice President of Administrative Services. The Copy Center requires the completion of the Ricoh/LPC Copy Center Request form with the signature of the Club Advisor. If the Club desires colored copies, the Club will require the approval of the Student Life Advisor. (Please allow an extra 24 hours for these approvals.)

Once a new Club has been approved by the ICC and the Authorized Signature form, Proposed Club Budget form, and Club Constitution are received, a copy center account number will be established. The Student Life Advisor will provide each club with their account number. Cynthia Ross has a copy of all Club copy codes in the Student Life Office.

All Clubs utilizing the Copy Center will be invoiced quarterly. Clubs will be responsible for preparing disbursement and processing payment. It would be advantageous if the Copy Center forms for completed jobs be submitted to the assigned Club Treasurer to assist with keeping track of costs.

**Equipment Requirements**

Clubs can request the use of college-owned equipment, such as podiums, pianos, projectors, etc., by discussing their needs with the Club Advisor and completing the LPC Club Request for Use of Facilities, Equipment & Support form. Please note that students may not operate college equipment. Club Advisors are responsible for all equipment used. Charges for services may apply depending upon day/time/size of event.
Rental of equipment not owned and operated by the college requires approval from the Office of Student Life. Requests must be submitted 3-4 weeks in advance.

**Event Planning and Room Reservations**
Las Positas College benefits from organized activities/events sponsored by their various departments and/or Student Clubs. Prior to completing the appropriate paperwork, the following needs to be determined:

1. Confirm the desired dates with the Club Advisor. Please note that the Club Advisor must be in attendance at all Club activities.
2. For Student Center facility requests, check the availability with the Student Services Student Life Assistance in Room 1314 (x. 1408).
3. Complete the LPC Club Request for Facilities, Equipment & Support Form and obtain signatures from the Club Advisor and the Student Life Advisor.
4. Once the paperwork with “EVENT CONFIRMED” stamped on it has been returned, announcements for the event can be made.

Facilities available for Club meetings/events include, but are not limited to:

**Student Center:**
- Small Dining Room (capacity 30)
- Large Dining Room (capacity 75)
- Club Room (capacity 25)
- Patio (capacity 30)

**Others:**
2401 Reading Room, 2420 Lecture Hall, 801 Theater, 802 Dressing Room, PE Complex, Athletic Field, etc.

Club members and their respective Advisor(s) should arrive a minimum of 30-60 minutes prior to their event time to set up. It is the Club’s responsibility to make sure that they have all necessary supplies and/or equipment. After the event, Clubs need to make sure the area is clean and the equipment is secure and in the same condition/position as it was when delivered.

Las Positas College encourages working with the local community. If an activity/event is to be planned with an outside organization or group, the Club’s Advisor needs to speak with the Student Life Advisor.

Please adhere to the “Event Planning Timeline” in this section when planning Club events. When an activity must be cancelled or rescheduled, Clubs must notify their Club Advisor as well as the Student Life Advisor immediately upon cancellation.
Event Planning Timeline

Las Positas College benefits from organized activities/events sponsored by their various departments and/or student clubs. Please adhere to the following timeline with regard to planning Club events.

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Size of Event</th>
<th>Internal Turnaround</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>less than 25</td>
<td>1 week</td>
</tr>
<tr>
<td>Small Event</td>
<td>less than 75</td>
<td>1 week</td>
</tr>
<tr>
<td>Minor Event</td>
<td>less than 100</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Minor Event</td>
<td>less than 100</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Large Event</td>
<td>100-200</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Large Event</td>
<td>100-200</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Major Event</td>
<td>over 200</td>
<td>6-8 weeks</td>
</tr>
</tbody>
</table>
**Funding and Fundraising**

Funding is available for Clubs. Club funds can only be disbursed based on the amount of funding the ICC has which comes from the Student Activity Fees. As these are college fees, they must be within a college ASB account only. Clubs are not allowed to establish a bank account with an established banking institution. There is a formal process and mandatory training is required of all Club Advisors and the Club officers in order to access new Club money.

In order to seek funding assistance, ICC can provide funding for active Student Clubs in two ways:

1. **Club funds:** Up to $500 per semester as determined by the ASLPC. Please be aware of submittal deadlines.
2. **Matching funds:** Up to $500 per semester as determined by the ASLPC. Please be aware of submittal deadlines.

Fundraising is another way a Club may earn money. If a Club desires to sell items, the Club should refrain from selling products that are sold in the Bookstore and/or the Cafeteria. An exception is made for food and beverage items. If there are questions, the Club Advisor should discuss them with the Student Life Advisor. When selling food or beverages on campus, details must be included in the fundraising proposal. The College discourages competitive selling of the same item(s). Should there be more than one activity/event planned, the ASLPC Director of Events and the Student Life Advisor will work with the respective Clubs to reach an agreement. **PLEASE NOTE: Clubs are not allowed to sell raffle tickets or have a 50/50 fundraiser.**

Please note that if a Club raises money for a “cause,” such as a book drive or raising money for breast cancer research, it is recommended that the money the Club receives be made out to the cause (i.e. Susan G. Komen Foundation) rather than the Club receiving money directly and then attempting to make a donation from their account. Donations from the Club account can be considered a gift of public funds if not handled properly.

Money collected or raised during an event on campus must never be taken off-site. All moneys must be 1) submitted to Christina McCandless, Administrative Services (B. 100) with a completed deposit slip; 2) secured in the ASLPC Student Office safe (B. 1700) until the deposit can be completed with Administrative Services; or 3) given to Campus Security (B. 1600) until the deposit can be completed with Administrative Services.

**Gifts and Donations**

Whenever a Club receives a gift or donation, it must be reported to the Club Advisor. It is college policy to notify the CLPCCD Board of Trustees of all gifts and donations and then send an appropriate acknowledgement. Donations may be used for matching funds. For “goods” valued at over $200, the Club Advisor must notify the Office of the Vice President of Student Services who will prepare the appropriate Board paperwork.
**Guest Speakers (and Parking)**

Clubs need to work with their Club Advisor and the Student Life Advisor when inviting guest speakers. A Guest Speaker form must be filled out two weeks prior to the event. Clubs should have a Club member greet any guest speaker upon arrival. Guest speakers need to be aware of the parking permit requirements of the college. There are several options for obtaining a parking pass for a Club speaker. Parking permits can be requested for guest speakers by the group hosting the event through the Office of Student Life. This should be noted on the Guest Speaker form. Another option is to either have the Club purchase the temporary parking pass from the parking pass machine or the Club’s guest speaker will be responsible for buying one.

**ICC Meetings**

One officer from each Club must attend all of the regularly scheduled ICC meetings. The representatives from each Club make up the ICC. Without representatives, the ICC cannot function and Clubs cannot be funded. If a representative from your Club is not in attendance at the ICC meetings, then your Club will receive an unexcused absence for that meeting. Clubs may be declared inactive following two unexcused absences per semester as outlined in the ICC Constitution, Article V, Section I. Delegates should have a written report about their Club prepared for every meeting.

If your Club does not want to receive an unexcused absence for a meeting, please contact the ICC Chair at (925) 424-1490. Please leave a message stating your Club’s name, your name, the reason for the absence, and a phone number or email address where you can be reached if any questions arise. Additionally, please try to send another Club delegate.

Please remember that the position of an ICC representative is extremely important in that it is the liaison between the governing student body and the student Clubs. It is imperative that representatives keep Club members and Club Advisors informed of the content of ICC meetings. ICC representatives should also make informed decisions when voting at ICC meetings. If possible, issues should be discussed with the Club before voting. If not, representatives should vote with the interests of the Club in mind.

**Liability and Insurance Coverage**

College policies require paperwork for all activities that are not scheduled academic courses. This audit process assures that events and activities will happen and that there is proper liability coverage. Clubs that invite outside participants to LPC for events may be required to purchase liability coverage. Contact Cynthia Ross, the Student Life Advisor, for additional information.

The college reserves the right to deny activities when there is a possibility of dangerous or unsafe practices. If a Club would like to have an activity that would involve an outside company bringing equipment or merchandise on-campus, it is required that a pre-planning meeting be scheduled with the Club Advisor, the Student Life Advisor, the Vice President of Student Services and the Administrative Services to determine if the event can occur.

**Logo**

Permission to use the college name or logo on external publications must be received from the Office of Student Life prior to publication.
Mail
Clubs that are in active status have a Club mail pouch in Building 100. The mail pouches are within a secured area and Clubs are requested to select 1-2 individuals that will be responsible for picking up the Club’s mail. Please introduce yourself to the switchboard staff in Building 100. Should there be a change in assigned duties within your Club, please have the new responsible party notify the Switchboard. Failure to pick up mail may result in it being sent to your Club Advisor or recycled.

Noise Policy
Las Positas College has a noise policy. Should a major activity be planned that involves food, music, and loud noise, discuss this with the Club Advisor and seek approval from the Office of Student Life at the time paperwork is submitted.

Rush
Rush, also known as Club Days, is sponsored by the ASLPC to encourage new membership within the ASLPC and the ICC as well as promoting campus life. All Clubs are encouraged to participate and seek new membership. Most Clubs do this by having informational packets and handouts ready to give away as students walk by. The ICC votes on a theme for each Rush. The ASLPC provides food for students. Sometimes Clubs are invited to attend other events put on by the ASLPC or Student Services, including the LPC Major Exploration Faire, the LPC Expo, Transfer Day, and the Employment Fair. For more information regarding Club Days and dates, please contact the ASLPC or check the college web page.

Vehicles and Parking
No vehicles are allowed on college parkways, walkways, pathways or driveways unless previous approval is received from the Director of Security. If a Club is attending an overnight or weekend activity where a vehicle needs to be left on campus, special prior arrangements must be made with the Security Office. Paperwork and a special overnight parking pass must be received or the vehicle may be towed.
Processing Forms

This section provides instructions for processing the various forms that may be required for LPC Clubs.

Important points to remember:

1. All forms must be complete. Failure to provide the requested information may result in a processing delay.

2. All forms, where noted, must be accompanied by the required documentation (e.g. original receipts, minutes, etc.) or will be returned to the Club.

3. All forms must be submitted to the Student Life Advisor for approval and signature.

4. Please adhere to the deadlines when submitting certain requests (refer to the Calendar & Deadlines section for the Student Club Deadlines).

5. All club forms can be found on the LPC web site under Student Life.
**ASB Request for Disbursement**

The ASB Disbursement Forms are used to disburse money from a club account. Appropriate college paperwork and back-up documentation, including club meeting minutes or a Funding Approval Form, quotes, invoices, and original receipts, are **REQUIRED** to be submitted with this form. Failure to include any one of these items will result in a delay.

Key points to remember:
1. Advances can only be made to Club Advisors.
2. Advances must be reconciled with Administrative Services within 10 days of the event or within 10 days of the need for the advance.
3. If a disbursement is made to a student, the student’s “W” identification number and an address must be included on the form. If the disbursement is made to an individual who is not a student, a social security number must be included.
4. Clubs must provide a complete Funding Number-Organization Number-Account Number from which to disburse.
5. Please describe in detail what the purchase is for under “Event Name and/or Product.”
6. Reimbursement of gratuity/tips is **not allowed in any instance for anyone**.
7. The following signatures are required on this form:
   a. Authorized Club Officer
   b. Club Advisor
   c. Student Life Advisor
8. Requests for Disbursements **must** be submitted to the Student Life Advisor within thirty (30) days of the event. The college reserves the right to freeze a club’s account should an advance not be cleared. When an account is frozen, no money will be disbursed. Also, please be aware that there is a processing period of ten (10) college days and during the winter and Spring Breaks, the processing period is extended to thirty (30) days once the request is received by Administrative Services.

**ASLPC/ICC Club Request for Use of Facilities, Equipment & Support**

This form is used to request LPC facilities and/or equipment. Clubs should detail the activity indicating the purpose, registration or admission fee, estimated number of attendees, etc. Indicate the dates and times the facility is required, allowing time for setup and cleanup. If equipment is required, specify the type on this form. If necessary, use the back of the request form or attach additional details for layout of tables, chairs, podium, etc. Obtain the Club Advisor’s signature and submit this form to the Student Life Advisor. *(Please note: This form replaces both the Request for Use of Las Positas College Facilities and the Request for Use of College Equipment and Support forms previously used)*

**Authorized Signatures**

Each academic year, the Vice President of Administrative Services requires all clubs to complete an “Authorized Signatures Signature Sample” form. This form requires signatures from the Club Treasurer, Club President, and Club Advisor(s). If there are multiple Club Advisors, **all** advisors must sign the form. Please use multiple forms as needed. This form needs to be submitted to the ICC Chair.
Club Contact Information
This form provides contact information for the Club Representative, Club Advisor and Co-Advisor, President, Vice-President, Secretary, and Treasurer. It also provides information about meeting dates, times, and locations. This form needs to be submitted to the ICC Chair. A copy will be provided to Christina McCandless in Administrative Services.

Club Report
Club delegates must submit a written report to the ICC chair about their Club at each ICC meeting indicating the last and next club’s meeting dates as well as recently held and upcoming events. In addition, this form may be used to submit requests for future ICC meeting agenda items. Please have this form completed before the start of each ICC meeting.

Deposit Slip
This form is used to deposit funds (checks or cash) into a Club’s account. Indicate the Club/organization name, date, deposit amount and account number on the form. Also indicate how the revenue was raised or whether the deposit is a credit expense. If the money was raised through “Fundraising” or “Other,” please be specific as to the activity. The Deposit Slip and monies should be taken directly to Christina McCandless in Administrative Services in B. 100. No Club member or Club Advisor may hold Club monies; nor may they reimburse themselves or others out of monies raised or collected. All monies must first be deposited into the Club’s account and then the appropriate ASB Request for Disbursement may be submitted.

Electronic Message Board Request
Once a Club activity has been approved by the Student Life Advisor, Clubs may use the Electronic Message Board at the entrance of LPC to advertise their activity. Requests must be received at least 14 days prior to the run date. Please submit your request to the Student Life Advisor for approval.

Funding Approval
Clubs may use this form in lieu of typed meeting minutes for motions requiring funding approval. Clubs are required to indicate the name of the student who made the motion, and the name of the student who seconded the motion. Please indicate the name of the motion and either the “up to” or “exact” amount. All decisions on motions must indicate the number of club members supporting, opposing, or abstaining the motion. Motions concerning $600 or more require a Simple Majority Approval by a roll call. Please submit this form to the Student Life Advisor for approval.

Fundraising Proposal to ICC
Clubs are required to obtain approval before holding any fundraising activity. Indicate the type of fundraising (please be specific), dates and times, the Club Advisor in attendance, what the activities involve and how the activity represents the Club’s mission. Obtain the Club Advisor’s signature and then submit this form to the ICC chair for approval. Once approved, it will be submitted to the Student Life Advisor for approval. (PLEASE NOTE: Clubs are not allowed to sell raffle tickets or have a 50/50 fundraiser.)
**General Outline for a Constitution**

All new Clubs are required to complete a General Outline for a Constitution before a Club can be approved by the ASLPC and/or the ICC. The Constitution outlines the following:

- Name of the Organization
- Purpose of the Organization
- Membership
- Qualifications and Elections of Officers
- Duties of the Officers
- Executive Council
- Impeachment and Replacement of Officers
- Committees
- Advisor
- Responsibilities
- Amendments to the Constitution

In addition to requiring the Club Advisor’s Signature, the Club Constitution requires three key dates:

- Club Meeting Approval Date (attach meeting minutes)
- Date ICC Chair Received Constitution
- Date Office of Student Life Received Constitution

Please refer to Section II, Inter-Club Council (ICC), for a sample of the ICC Constitution.

**Guest (Speaker)**

Clubs who invite guest speakers on-site are required to complete a Guest Speaker form at least two weeks prior to the Club event. Indicate the guest speaker’s name and position as well as the discussion topic. Obtain the Club Advisor’s signature and then submit the form to the Student Life Advisor.

Auditing practices require an Internal Revenue 1099 Form to be completed if payments to guest speakers are $600 or more. In addition, Club meeting minutes noting approval for club funds must be attached to the Guest Speaker form.

**Proposed Club Budget**

Each academic year, the Vice President of Student Services requires all clubs to submit a “Proposed Club Budget.” Under the “Expenses” section, please list all possible activities and events, including supplies and equipment for each. Under the “Income” section, please list all possible fundraising or donations expected. Obtain the Club Advisor’s signature and submit this form to the ICC Chair.
Request to ICC for Club Funds
Clubs may request funds by completing this form and attaching a completed Proposed Club Budget and a completed Authorized Signature “Signature Sample” form. Clubs must obtain the Club Advisor’s signature on all forms and then submit these forms to the ICC Chair along with a verification of the Club’s account balance obtained from Christina McCandless in Administrative Services (B. 100). The ICC Treasurer will prepare disbursement and obtain approval from the Student Life Advisor. Please be aware of the deadline for the Request to ICC for Club Funds in the Calendar and Deadlines section of the Guide Book.

Request to ICC for Matching Funds
Clubs that need additional assistance for their bi-yearly or annual conferences or major activities can hold fundraising activities that could be matched by ICC. Up to $500 per semester or up to $1,000 per academic year may be requested by each ICC Club. Complete the form, obtain the Club Advisor’s signature and submit this form to the ICC Chair along with the Club’s Proposed Club Budget, the Supplemental form for Fundraising Activity, and a verification of the Club’s account balance obtained from Christina McCandless in Administrative Services (B. 100). Original receipts and deposit slips MUST be attached to the request. If approved, the ICC Treasurer will prepare disbursement and obtain approval from the Student Life Advisor.

Clubs may request additional money after submitting requests for both club disbursements and matching funds per semester. A Club representative may present the request to the ICC after which it must be approved by the ICC with a 2/3’s vote. Please be aware of the deadline for the Request to ICC for Club Funds in the Calendar and Deadlines section of the Guide Book.

Request to Organize a New Club
Individuals who wish to organize a new Club must complete this form by detailing the name, purpose and goals of the new club and obtaining a Club Advisor’s signature as well as eight (8) student members of the club. This form is submitted to the ICC Chair and must be approved by the Student Life Advisor.

Ricoh/LPC Copy Center Request
Clubs may use this form to request the copy services of Ricoh. Use the copy center account number provided to your Club. Requests for color copies must be approved by the Student Life Advisor.

Student Life Off-Campus
Approval must be obtained before students travel off-site to Club-sponsored activities. Please detail the trip indicating the destination, purpose, departure date and time and estimated return date and time. Estimate the number of students and advisors 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 LPC President and requires a minimum of 9 weeks to process.
**Student Life Off-Campus: Attendee Listing**

This form is used in conjunction with the Student Life Off-Campus Form. Please list full names of all students attending the activity.