

Conducting Club Business

Assistance

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

Cynthia Ross
Director of Student Life

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Student Life Assistant

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Christina Aboud
ICC Chair

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Administrative Services

424-1636 (Bldg. 100)

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. ICC funds will not be made available to the Club until training has been completed.

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 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 ASLPC/ICC Club Request for Facilities, Equipment & Support form, obtain the signature of the Club Advisor(s) and submit the form to the Director of Student Life 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. 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 ICC/Student Clubs Home page 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 Director of Student Life 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 via e-mail of the ASLPC/ICC 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 Director of Student Life. 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. All approved ASLPC minutes are posted on the ASLPC web site. 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 and on the ASLPC web site.

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:

Club Meeting Approval Date: (attach meeting minutes)	
Club Advisor's Signature:	
Date ICC Chair Received:	
Date Office of Student Life Received:	

Established:

Amended: (should list all past and current dates)

Copy Center

The phone number for the Ricoh Copy Center is 424-1850. Please refer to the LPC Copy Center web site at <http://www.laspositascollege.edu/facultystaff/copyCenter.php> for their hours and location.

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 Director of Student Life. (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, Club Contact Information, and Club Constitution are received, a copy center account number will be established. The Director of Student Life will provide each club with their account number and their Club copy code.

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 ASLPC/ICC 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 ASLPC/ICC Club Request for Facilities, Equipment & Support Form and obtain signatures from the Club Advisor and the Director of Student Life.
4. Once the paperwork with “EVENT CONFIRMED” stamped on it has been returned via e-mail, announcements for the event can be made.

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

Student Center:

- Large Dining Room (capacity 75)
- Club Room (capacity 25)
- Patio (capacity 30)

Others:

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.

LPC 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 Director of Student Life.

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 Director of Student Life ***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. **Requests will not be approved under short deadlines!!!**

<u>Type of Activity</u>	<u>Size of Event</u>	<u>Internal Turnaround</u>
Meeting	less than 25	1 week
Small Event	less than 75	1 week
Minor Event No assistance needed from M&O, Security or Tech Staff	less than 100	2 weeks
Minor Event Assistance needed from M&O, Security and/or Tech Staff	less than 100	2 weeks
Large Event No assistance needed from M&O, Security or Tech Staff	100-200	3 weeks
Large Event Assistance needed from M&O, Security and/or Tech Staff; external participants attending	100-200	4 weeks
Major Event Assistance needed from M&O, Security and/or Tech Staff; external participants attending	over 200	6-8 weeks

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 \$300 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 Director of Student Life. 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 Director of Student Life will work with the respective Clubs to reach an agreement. Money collected in the form of a check needs to be payable to "LPC" and the Club Name. Please do not endorse the back of the check. ***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, left in a desk drawer, left in the trunk of a car, or left unsecured in any way. All monies must be 1) immediately deposited into the club account with Administrative Services (B. 100) using a deposit slip; 2) secured in the ASLPC Student Office safe; or 3) given to Campus Security (B. 1600). With options 2 and 3, the Club ***MUST*** retrieve the money the next day the college is open and deposit the monies with Administrative Services as noted above.

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 Director of Student Life 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 are required to submit a written report (using the Club Report form) at every ICC 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. Please use the **"Talking Points"** section of the ICC/Student Club web site to keep your Club informed about important ICC information. 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 the Director of Student Life 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 Director of Student Life, 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 on a regular basis. 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. Requests for Disbursement for Club Advisors and Club Members are put in the Club's mail pouch after they are processed by Administrative Services.

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.

Recruiting Club Members

Please refer to the Recruitment Techniques on the Club Procedures web site for specific techniques for recruiting new members to your Club. In addition, please be aware that you are not allowed to target or harass students with your personal views.

Rush/Club Days

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 Student Life web site.

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.