LAS POSITAS COLLEGE

Las Positas College





Student Life Policies & Procedures Handbook

2026–2027

LEADERSHIP COMMUNITY ENGAGEMENT STUDENT SUCCESS

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Student Life Policies and Procedures Handbook

Las Positas College • 2026–2027 • Amended October 16, 2026

This handbook provides procedures for student clubs, LPCSG officers and advisors, including recognition, governance, finance, events, travel, advisor transitions and concern resolution. Contact Student Life for assistance with forms and required approvals.

This edition incorporates the approved revisions. Applicable law, district policies, collective bargaining agreements and governing documents remain controlling. Approval of this handbook does not itself amend those authorities; the implementation requirements at the end identify actions that need separate authorization.

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Student Life and governing authority

Welcome and purpose

Welcome to the Las Positas College Student Life Office. Getting involved in Student Life 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 Life & Leadership Policies and Procedures Handbook is designed for advisors and student leaders at Las Positas College. The Student Life & Leadership Policies and Procedures Handbook serves as a resource and guide to help users familiarize themselves with applicable policies, procedures, and regulations to establish and run effective and efficient Student Life entities.

Through the cooperation of all Student Life entities 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 Life entity in the creation of its programs and activities will determine the extent and effectiveness of its influence on-campus.

The Student Life & Leadership Policies and Procedures 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 Program Coordinator of Student Life and Leadership or designee should be contacted if there are any questions,comments, or concerns regarding this Student Life & Leadership Policies and Procedures Handbook.

Authority and governing precedence

Student Life and LPCSG operate under applicable federal and California law, CLPCCD Board Policies and Administrative Procedures, and authorized college procedures. LPCSG must follow its Constitution and Bylaws within that authority. Conflicts must be referred to Student Services and the appropriate district office rather than resolved by changing this handbook alone. Use Education Code sections 76060–76067 for community-college associated students, including section 76063 for expenditure approvals.

Include BP/AP 5400, 5410, 5420 and 5430. Use the FCMAT Community College Associated Student Body Manual as guidance for controls and procedures; do not describe every FCMAT recommendation as law or as an adopted district rule without evidence of adoption.

Open membership and nondiscrimination

Club membership and participation must remain open to currently enrolled LPC students without unlawful discrimination under BP/AP 3410. The district policy includes protections relating to immigration status, genetic information, pregnancy, perceived characteristics, and association with protected persons or groups. Apply the complete current district policy rather than a shortened handbook list. Open membership does not waive the adopted qualifications, elections, appointments or term limits for leadership positions. A student's inability to pay club dues must not prevent participation; the advisor must arrange an inclusive solution.

Student privacy and eligibility records

Collect only the information needed for club recognition, eligibility verification, communication and approved transactions. Explain the purpose and authorized recipients on each form. Student identification numbers, academic records, disability information and other sensitive records must be handled through restricted college systems. Do not place them in public agendas, minutes, shared recruitment lists or promotional material. Share education records only with authorized personnel who have a legitimate educational interest, valid consent or another applicable legal basis under BP/AP 5040.

An application signature alone is not blanket permission to disclose education records. Student Life verifies leadership eligibility privately and communicates the necessary eligibility outcome to the advisor. Student Life identifies which forms require student identification numbers and limits access to authorized recipients. Refer requests for records and questions about disclosure to the authorized district process.

Organizational responsibilities

The CLPCCD Board of Trustees establishes district policy. College and district administrators exercise their assigned oversight, fiscal and operational responsibilities. Student Life coordinates club administration, eligibility review, records, activities and required referrals. LPCSG exercises the student-government authority assigned by its governing documents. Club officers lead their organizations with advisor guidance and required oversight.

LPCSG governance and public meetings

Mission and vision

The Las Positas College Student Government's (LPCSG) mission is to advocate for students at Las Positas College in making the campus an inclusive, enjoyable, and equitable space. We are a nonpartisan organization that is passionate about facilitating and improving student life on our campus and representing our students at the local, state, and national level by making students' critical issues known. The Las Positas Student Government's job is to educate and involve students in LPC's democratic process and support them in their journey of higher education.

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.

LPCSG membership and officer structure

LPCSG includes the Executive Board, Senate, advisor participation and the LPC Student Trustee under its governing documents. Executive officers are elected and senators are appointed through the governing process. Consult the current Constitution, Bylaws and approved officer roster for positions, membership and voting rights. Student Services must reconcile differing membership limits in AP 5410 and the Constitution and Bylaws; this handbook does not establish a replacement numerical limit.

LPCSG officer eligibility and governance participation

Student Life verifies LPCSG officer eligibility at application and throughout the term under Bylaws Article II and BP/AP 5410. Requirements include good standing, at least five LPC credit units and a cumulative GPA of at least 2.0, subject to the adopted DSPS and district adult-education exceptions; LPC as the home campus; and the additional record and conduct qualifications in Article II. Executive officers must satisfy the additional restrictions in Article II, including resigning senator and club officer positions before the oath of office.

Student Trustee eligibility is governed separately by district policy. Each LPCSG officer serves on at least one college or district committee and submits the required report within 48 hours after the committee meeting. Consult the current committee directory and appointments. Terms, vacancies, attendance, stipends and removal follow the applicable bylaw articles.

Club governance and approval authority

LPCSG authority and required approvals

1. Matters assigned to the LPCSG Senate by governing documents or duly adopted procedures require formal Senate action. Existing examples include new club recognition under Article XIV section 2 and matching-fund requests under section 6.I. Name changes and mergers follow the formal approval procedures in "Unique club names and formal name changes" and "Club mergers and transfer of assets".

2. Student Life reviews submissions for completeness, eligibility and procedural requirements and coordinates referral when Senate action is required. Club internal approval, Senate approval and administrative authorization serve distinct purposes; obtain and document each required approval.

3. LPCSG actions remain subject to applicable law, CLPCCD Board Policies and Administrative Procedures and required College approvals. Senate action does not authorize an otherwise prohibited activity or expenditure.

4. Returning-club activation, officer eligibility checks, advisor selection and other assigned tasks follow their specific procedures. Do not require a Senate vote for every club-related action merely because it concerns a club.

5. Use the FCMAT Community College Associated Student Body Manual as fiscal and governance guidance within the applicable District framework. FCMAT does not independently grant LPCSG exclusive final authority. Its Chapter 2 recognizes student decisions, required administrative co-approval and the governing board's ultimate authority.

Requests for Senate consideration and public participation

1. Any student, club member, advisor, employee or member of the public may request Senate consideration of a club-related matter within LPCSG's authority. Submit through the published agenda-request process, identifying the concern, requested action and relevant supporting documentation.

2. Any person may attend an open LPCSG Senate meeting and provide public comment consistent with applicable meeting rules. Prior approval from a club advisor or Student Life is not required to attend or provide public comment.

3. Requesting Senate consideration does not guarantee agenda placement at a particular meeting, a formal hearing or approval. Consideration and action must meet applicable agenda-posting requirements and governing documents. Observe the regular-meeting posting deadline and the earlier submission deadline needed to prepare the agenda.

4. Matters requiring Senate action shall receive a formal vote documented in the minutes. Public comment alone does not authorize action on an unagendized matter; any exception must be independently authorized by applicable law.

5. Student Life and the responsible LPCSG agenda officers coordinate the request and communicate its status or appropriate referral. Requests outside Senate authority shall be directed to the responsible office.

Questions about procedural compliance

1. A person questioning an approval process may request an explanation identifying the applicable requirement, decision-making authority, steps completed, outstanding requirements, relevant approval record and available review route.

2. Student Life provides or coordinates an appropriate response while protecting confidential information. Disagreement with an outcome does not by itself establish a procedural error. Review alleged errors on their facts and document needed corrections.

3. A request to reconsider an LPCSG decision follows applicable governing documents and parliamentary procedures. Administrative review does not create an automatic right to a new Senate vote.

Administrative review and protected reporting

1. Students and advisors retain the right to raise concerns with the Dean, Vice President or appropriate office. Contacting an administrator does not substitute for a required LPCSG Senate vote, waive a deadline or supply another required authorization.

2. Administrative review shall respect matters reserved for Senate action while preserving lawful College and District oversight. Any corrective direction should identify the applicable authority, reason and required next steps; authorized officials may act within powers assigned to them.

3. Faculty status, employee classification, seniority or length of advising service does not independently confer an exemption from club procedures, priority or additional approval authority.

4. Personnel matters, confidential student records, discrimination or harassment allegations and formal grievances shall be referred to the proper institutional process rather than adjudicated in a public Senate proceeding. No Senate appearance or vote is required to submit a protected complaint; "Student Life concerns grievances and escalation" applies.

Agendas minutes and public meeting compliance

LPCSG Executive Board and Senate meetings, and committees subject to open-meeting requirements, must comply with the current Brown Act and governing documents. Post regular agendas at least 72 hours in advance in a public location

accessible at all hours and on the college website; provide the required distribution. Special meetings require at least 24 hours' notice and the required notice recipients; the bylaws restrict a special agenda to one action item.

Include required public comment opportunities even where a bylaw agenda list omits a separate label. Do not use parliamentary procedure to add unposted business except where law expressly permits it. Do not treat an ordinary deadline or planning problem as a statutory emergency. Closed sessions require specific lawful authority and required notice; confidentiality alone does not establish that authority. Establish quorum before action and record motions, amounts, attendance and individual votes.

Submit minutes for Senate consideration. Post meeting minutes only after they are approved by the Senate, within 24 hours of that approval. Make nonexempt records distributed to a majority available under Government Code 54957.5 through the required public-access process rather than assuming distribution only at the meeting is sufficient. Before authorizing remote member participation, identify the current statutory route, authorizing resolutions and access conditions.

Confirm applicability of 2026 Brown Act changes with district guidance; do not rely on expired pandemic exceptions.

Club meeting records

Club minutes must document the meeting date, attendance, officer quorum, advisor presence, motions, seconds, amounts and purposes, individual votes and the result of each action. Do not include confidential student or personnel records. Submit approved club minutes monthly to the Directors of Clubs and with any request requiring them. Posting of LPCSG Senate minutes follows the Senate-approval and 24-hour rule above.

Student clubs and officer responsibilities

Club representation

The Inter-Club Council is not an active LPC governance body. Clubs communicate with the LPCSG Directors of Clubs and Student Life. Use Club Representative where an individual club's approved constitution assigns that role. Update templates and linked documents to remove obsolete ICC offices, attendance requirements and approvals. Do not create a new representative attendance requirement through this editorial correction.

Club eligibility and semester activation

A club must have at least four club officers and one club advisor under Bylaws Article XIV. Each officer must meet the adopted unit and GPA requirements, including the stated exceptions. Student club officers must have LPC as their primary campus and must not have any holds on their student record. An LPCSG Executive officer cannot hold club office. The advisor submits the semester application; applications open before instruction begins and close six weeks after it begins.

Student Life conducts eligibility checks. Eligible new clubs are placed on a regular Senate agenda for recognition consideration. The Senate votes on new recognition. The Director of Clubs or designee requests the new FOAP and notifies the club. Eligible returning clubs receive activation notification from the Director of Clubs or designee following the application and eligibility review. Required constitutions and local agreements remain part of the Student Life application process.

No additional five- or six-member minimum is imposed by this handbook.

Officer eligibility

Club officers must maintain at least five LPC credit units and a cumulative GPA of at least 2.0, subject to the adopted DSPS and district adult-education exceptions. LPC must be their primary campus, and officers must have no holds on their student record. LPCSG Executive officers may not hold club office. Student Life verifies eligibility privately and notifies the advisor of the eligibility outcome. Students who do not meet the requirements may not hold office until the record establishes eligibility.

Club officer terms and quorum

Students may serve as officers of a particular club for no more than two academic-year terms, consecutive or nonconsecutive, and may hold office in no more than two clubs in a semester. A club officer may hold only one position in each club. Club quorum means 50% + 1 of the officers: more than half of the officer membership, rounded to the next whole person (for example, three of five officers). The advisor must also be present as required by Article XIV; the advisor is not counted as an officer. State officer eligibility, term limits, elections, quorum, financial votes, amendments and vacancies in the constitution. Announce officer elections at least two weeks in advance and report officer changes to Student Life within ten business days.

Club constitution and elections

Maintain a current constitution stating the official name, purpose, open membership, officer positions, eligibility, elections, terms, quorum, financial decisions, amendments and vacancies. Submit it with the semester application and submit approved amendments to Student Life. Club members may nominate themselves or another eligible member. Conduct elections fairly under the constitution, announce them at least two weeks beforehand, and report officer changes within ten business days.

Officer duties

• Plan meetings and activities that support the club's mission; attend required training and communicate with the advisor and Student Life.

• Maintain current application, constitution and contact information. Report leadership, advisor and constitutional changes within ten business days.

• Meet with the required officer quorum and advisor presence, document decisions, submit approved minutes, and obtain all approvals before activities or spending.

• Keep participation open to currently enrolled LPC students. Follow applicable conduct, safety, fiscal and facility requirements; do not use the club for personal financial gain or private business.

• Hold at least one student club meeting per month, obtain advance authorization for outside affiliations, and complete required activity and travel forms.

Member recruitment

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

1. Host an informational recruitment table on-campus or virtually periodically throughout the semester.

2. Develop a sign-up sheet for new members that includes a space to collect names, telephone numbers,and email addresses. Ensure that confidential information is not made public for online recruitment.

3. Develop a brochure, flyer, or another marketing document to introduce the entity and highlight the entity's activities, events, and programs. Make sure to include pertinent event details and contact information.

4. Designate an entity officer(s) to be responsible for contacting prospective members.

5. Develop and maintain an entity webpage in coordination with the Student Life Office.

6. Create an entity brand. Example: Consider creating a logo for publications, attire, etc., to help draw attention, interest, and loyalty while bringing awareness to the entity.

Useful tips

• Use college-approved design tools and templates for flyers and publicity; confirm current access and licensing.

• Use approved short links for printed materials. Confirm the destination before publishing and avoid services that require students to share unnecessary personal information.

• Use an approved QR-code tool and test the destination, accessibility and continuing availability before distribution.

Unique club names and formal name changes

Each recognized club must use a unique official name that does not duplicate or create a reasonable likelihood of confusion with another LPC club. Every change to an official club name requires approval by a formal LPCSG Senate vote at a properly noticed meeting. Student Life review, advisor consent, informal conversations or an administrative record update do not replace that vote.

Name review standards

1. Student Life reviews the proposed full name, abbreviation, alternate spelling and public-facing title against the active club directory, returning and inactive club records, pending applications and Administrative Services account names. Keep a record of the search and any potential conflict.

2. Assess names as a whole, including word order, pronunciation, abbreviation, purpose and how the name would appear on a flyer or account. Reversing the same words, changing punctuation or substituting an ampersand does not by itself make a name distinct. For example, Robotics and Engineering Club and Engineering and Robotics Club may remain confusingly similar.

3. A club does not gain exclusive ownership of an academic subject or viewpoint through this procedure. Apply the same objective name criteria to all clubs. Where similar subject areas are legitimate, ask for a meaningful distinguishing term rather than rejecting the subject or mission. Every official club name must end in “Club”; avoid “Association” in the name to keep the designation consistent. Do not use another organization’s protected name, trademark, logo or copyrighted artwork without permission where required. Document required permission and do not imply an unapproved affiliation. Names are generally a trademark or affiliation issue; artwork may also be protected by copyright. A club sharing an academic program’s name does not have to use the program coordinator as its advisor; officers select an eligible advisor. Shared subject matter or a program name does not authorize intermingling club and program funds, accounts, inventory, approvals or official identities. Keep each club’s finances and authorizations separate; use the approved merger or transfer process for any combination.

4. If the proposed name conflicts, Student Life sends the applicant or advisor the conflicting name and a written explanation, with suggested distinctions when useful. The club may submit an alternative or request reconsideration through “Student Life concerns grievances and escalation”. Review archived names and account identity before assuming an inactive club's name or balance is available. BP 3900 protects expression, including political viewpoints. Apply objective standards to misleading affiliation, unauthorized protected marks, confusing names and content prohibited by applicable law or district policy. Do not reject a name merely because its viewpoint is political, controversial or unpopular.

Club authorization and submission

1. The club advisor and officers first determine whether this is a continuing club with a new name, a new organization, or a merger. Use the merger procedure when more than one club or account is involved.

2. Place the proposed name change on the club meeting agenda. Establish quorum and hold the vote required by the club constitution's amendment rules. Record the old name, proposed name, reason, effective date requested, motion, second and individual votes.

3. Submit a Name Change Request to Student Life and the Directors of Clubs with the approved minutes, advisor confirmation, amended constitution, current FOAP, proposed abbreviation, leadership changes and a statement addressing account continuity. Do not use a new name to claim another club's funds.

Formal LPCSG Senate approval

1. After name and eligibility review, the Directors of Clubs submit the request for a regular Senate action agenda early enough for the required 72-hour posting. The agenda item identifies both the current and proposed names and the action requested.

2. A club officer presents the request. The Senate acts with quorum through a formal motion and recorded vote under its governing rules. Minutes identify the names, approved conditions, effective date and vote outcome. A name is not approved solely by appearing on the agenda.

3. Student Life sends written notice of approval, denial or requested revisions to the advisor and club officers. Any different name proposed after approval, denial or revision must undergo review and a new formal vote; it cannot be substituted administratively for the name actually approved.

Record updates and effective use

1. After the recorded Senate approval, Student Life forwards the approved minutes and request to Administrative Services to update the correct existing account name or perform the separately approved account action. Preserve the old-to-new name history and the FOAP connection for audit purposes.

2. Student Life updates the club register and website and provides confirmation. The advisor and officers then update the constitution, forms, signage and promotional materials using the exact approved name. Use the existing official name until the authorized effective date and record confirmation.

3. Maintain one permanent file containing the request, name-conflict review, club vote, amended constitution, Senate vote and administrative confirmation. A name change does not create a new annual $500 allocation or erase obligations or restrictions associated with the account.

Club mergers and transfer of assets

Each merging club must approve a common merger resolution through its own valid voting process. Record each club's quorum, vote, advisor approval and minutes. The resolution must identify the purpose, effective date, surviving or new club, name, officer selection, constitution, account to remain open or be created, account closures, and disposition of cash, commitments and equipment. Obtain review and approval from the club advisors, LPCSG and the administrator responsible for Student Services through the authorized college process. Administrative Services performs approved transfers and retains the account history. No transfer may be made solely because clubs have similar names or related interests, or without due process.

Club deactivation and remaining balances

For inactivity review, Student Life reviews only semester applications to determine whether a club has failed to apply for one academic year. Do not use meeting agendas, minutes or event records to determine inactivity. Document the application periods reviewed, notify the last known advisor and officers, and allow correction of an inaccurate application record before a decision. Align this application-based definition with Article XIV before implementation.

Separately review balances, outstanding obligations, fund restrictions and inventory with Administrative Services before any authorized transfer following deactivation; these fiscal records are not evidence of activity for this review. Follow due process for the deactivation and transfer and document the outcome. Suspension for noncompliance is a separate process under “Coordinator authority and club activity suspension”.

Coordinator authority and club activity suspension

When a club violates the Student Life Handbook or applicable CLPCCD Board Policies or Administrative Procedures and fails to follow a written corrective action plan to address the violation, the Program Coordinator of Student Life and Leadership, acting for the Student Life office within the authority confirmed by Student Services, may suspend the club’s official activities for the remainder of the current semester. The decision must identify the semester end date and may not continue indefinitely. Article XIV section 7.E authorizes Student Life to suspend a noncompliant club for one semester. The Coordinator acts within the authority confirmed by Student Services.

Notice and corrective action plan

1. The Coordinator documents the specific rule, conduct, dates and supporting information. Send written notice to the club President and advisor explaining the concern, supporting records, proposed corrective action and how the club may respond or correct an error.

2. Give the club a reasonable opportunity to respond before determining the finding and plan. Where the concern involves the Coordinator or a conflict of interest, refer the determination to an uninvolved Student Services administrator.

3. Issue a written corrective action plan stating required actions, responsible officers or advisor, completion deadlines, evidence of compliance, available assistance and follow-up dates. Identify which recommendations are required actions. Declining optional advice alone is not grounds for suspension.

4. Explain that failure to follow the required plan may lead to suspension for the remainder of the semester. Document delivery, the club’s response, assistance provided and justified written deadline adjustments.

Suspension decision and scope

1. If the club fails to follow the plan, the Coordinator reviews the evidence and the club's explanation. The decision must be proportionate to the documented violation and explain why corrective action was insufficient.

2. Send the written decision to the club President and advisor and notify the supervising Dean. Identify violated rules, unmet actions, reasons, effective date, precise semester end date, activities covered, remaining obligations and review route. Retain supporting records in the restricted club file.

3. During suspension, the club may not hold official meetings, events, fundraisers, recruitment activities or trips, or initiate new spending or facility reservations in its club capacity. Student Life coordinates approved cancellations, refunds, existing obligations and protection of funds through Administrative Services. Necessary corrective work or closeout requires written authorization.

4. Suspension does not itself forfeit or transfer club funds, deactivate the club for inactivity, remove individual students from college or impose individual student discipline. Members retain their individual rights under district policy. Refer individual discipline to the authorized student conduct process.

Review safety and return to activity

1. The notice explains how to request review by the Dean or an uninvolved Student Services designee, with the disputed facts and requested remedy. Apply "Student Life concerns grievances and escalation" and controlling district grievance procedures; local review does not pause formal filing deadlines or automatically lift a suspension.

2. Raising a concern, contacting the Dean or using a grievance process is not a rule violation or evidence of noncooperation. No suspension may retaliate against a good-faith complaint.

3. Refer urgent safety concerns immediately to the appropriate college safety or Student Services authority. Document any immediate protective pause under the applicable emergency authority separately; this procedure does not expand emergency powers.

4. Before the next semester's activities, Student Life checks eligibility, activation requirements and required corrections and issues written status confirmation. Unresolved issues require a new documented decision under the controlling process; the previous suspension may not simply roll over beyond its end date.

Club advisors

Advisor qualifications and financial signing authority

Club advisor appointments and participation must follow Bylaws Article XIV. Full-time faculty or staff may serve, and adjunct faculty require dean approval. An advisor or approved co-advisor must attend official club activities and oversee records, budgets and facilities requests. Student Services and district Business Services must confirm the designated financial-advisor signature arrangement under Education Code 76063 and AP 5420 before the advisor signs in that capacity.

A staff advisor's operational role must not be assumed to establish statutory financial-signature eligibility. Maintain the confirmed designation in writing and refer unresolved cases to the authorized district office. “Advisor roles and employment responsibilities” separately defines voluntary club advising, faculty and classified employment responsibilities, and compensation controls.

Advisor roles and employment responsibilities

For this handbook, club advisor means an eligible full-time faculty member, adjunct faculty member or staff member who voluntarily provides guidance, oversight and continuity to a recognized student club. This role is distinct from the individual’s classified or faculty employment classification, contract and assigned duties. Voluntary club advising does not create an entitlement to compensation, a stipend, release time or Faculty Hour F payment. No advisor may receive compensation or F-hour credit from Student Life, LPCSG or club funds for voluntary club advisor hours.

This rule does not cancel salary, benefits, paid work time or compensation legally or contractually due for a separate authorized employment assignment. Adjunct faculty who serve as club advisors do so as volunteers in the advising role, subject to the separate-assignment and compensation protections above.

Advisor role and eligibility

1. Club officers select the advisor. Article XIV section 1.D permits full-time faculty or staff; adjunct faculty require dean approval. Apply the separate financial signatory qualifications in “Advisor qualifications and financial signing authority” rather than assuming advisor status supplies every fiscal authorization.

2. The advisor guides students in planning, governance, policy compliance and financial stewardship while students carry out officer responsibilities. Guidance does not remove required oversight, presence at official activities or financial responsibilities under Article XIV section 4.

3. Record the advisor designation and acknowledgment each semester. The title club advisor does not change an employee’s bargaining unit, classification, job description, supervisor or contract. The Program Coordinator’s assigned Student Life and LPCSG responsibilities remain distinct from voluntary club advising. Annual reaffirmation and advisor transitions follow the procedure “Advisor selection annual review and concerns”; semester acknowledgments remain required.

Faculty advisor employment responsibilities

1. Voluntary club advisor service by full-time or adjunct faculty is not an F-hour assignment, overload, release-time award or paid special assignment merely because the faculty member advises a club. Student Life, LPCSG and clubs cannot promise those employment benefits.

2. A separate district-authorized faculty assignment must be evaluated and approved under the applicable collective bargaining agreement and employment procedures. The club advisor rule cannot cancel compensation required for such an assignment.

Classified advisor employment responsibilities

1. Voluntary club advising does not replace classified duties or authorize unpaid required work. Keep the voluntary role distinct from assigned services, schedules and compensable work; address any overlap through the applicable employment process.

2. Record and compensate required work under the governing agreement and law. Do not direct off-the-clock work or label it voluntary to avoid payment. Resolve staffing and schedule conflicts before activities are approved.

Compensation and acknowledgment controls

1. Do not submit or approve advisor stipends, F-hour claims or other compensation from student organization funds for voluntary club advising. Neither a club vote nor an LPCSG Senate vote creates employment compensation authority.

2. The advisor acknowledgment identifies the voluntary guidance role and its compensation restriction. It is not a waiver of wage, contract or bargaining rights. Do not require employees to sign away compensation owed for assigned work.

3. Resolve conflicts with assigned work, overtime or separately paid faculty assignments through the applicable employment process before scheduling activities. Arrange eligible co-advisor coverage when needed. Required trip coverage remains subject to “Field trips conferences and excursions”.

4. Expense reimbursement is distinct from compensation for hours. Allowable employee expenses require the appropriate separately authorized district process and funding source; they are not automatically payable from club funds.

Advisor selection annual review and concerns

Advisor responsibilities and student leadership

1. Advisors maintain reasonable communication and availability, fulfill required meeting, activity, financial and safety responsibilities, support student leadership, and cooperate with Student Life on approvals and documentation.

2. Club officers remain responsible for planning, communication, officer duties and compliance. Dissatisfaction with an advisor’s enforcement of a valid requirement does not by itself establish misconduct.

3. Apply the same club procedures to full-time faculty, adjunct faculty and classified advisors. Eligibility, employment assignments and compensation remain subject to “Advisor qualifications and financial signing authority”, “Advisor roles and employment responsibilities”, District requirements and applicable agreements.

Annual advisor reaffirmation

1. Each academic year, club officers review the advising relationship and confirm the proposed advisor using their authority under Article XIV sections 4.A.i and 5.G and any consistent club constitutional provisions. The advisor confirms willingness and availability to serve.

2. Review communication, availability, fulfillment of responsibilities, support for student leadership and the club’s current needs. Student Life records the designation and written acceptance. Continue semester acknowledgments under “Advisor roles and employment responsibilities”.

3. Length of service alone is neither grounds for removal nor a guarantee of continued designation. A founder or long-serving advisor may continue when officers select that person, the person agrees and eligibility requirements are met. There is no automatic advisor term limit.

Student concerns and impartial review

1. Any club member may raise a concern with Student Life without officer approval, an advisor signature or a club vote. Provide specific examples, dates, relevant documents and the assistance requested. Student Life assists students who need help documenting concerns.

2. Use “Student Life concerns grievances and escalation” to screen the concern and determine the correct recipient. Routine concerns may be addressed through a facilitated discussion when appropriate. Do not require direct confrontation or mediation for safety concerns, alleged retaliation or serious misconduct. Refer conflicts involving the Coordinator to an uninvolved supervisor or designated office.

3. The reviewer considers relevant information and gives affected parties a reasonable opportunity to respond. Possible outcomes include clarification, a communication agreement, training, an improvement plan, co-advising or an advisor transition. Personnel investigations and discipline remain with authorized institutional officials.

4. Routine concerns involving clubs or Student Life will receive a response. Provide the outcome or a status update while review continues. This procedure does not impose a fixed response period or replace formal filing deadlines.

Advisor replacement and transition

1. Club officers may select or replace their advisor under Article XIV section 5.G without proving misconduct. Follow applicable officer decision-making provisions and any consistent club constitutional requirements for notice, quorum and voting. Student Life helps resolve procedural gaps before action is taken.

2. An individual concern does not require a vote. An organizational selection or replacement must be documented through the club’s authorized decision-making process. The outgoing advisor’s consent is not an additional condition for a properly authorized replacement.

3. Student Life records the incoming advisor’s written acceptance and coordinates the effective date. A Senate vote is not added to advisor selection by this procedure; see “Club governance and approval authority” on the limits of Senate jurisdiction.

4. Coordinate the transfer of records, pending requests, equipment, financial signatory records and authorized institutional access. Use authorized access reassignment; do not share personal credentials. Club funds and property remain under Student Life administration and custody, with required Administrative Services financial controls and disbursement authority.

5. If no eligible advisor is available, Student Life identifies activities requiring advisor coverage and may help arrange authorized interim coverage. Do not conduct activities without required supervision or approvals. Replacing an advisor does not determine employee discipline or alter employment rights.

Reporting protections and records

1. Prohibit retaliation for good-faith concerns, participation in review, requests for an advisor change or use of an authorized complaint route. Apply “Student Life concerns grievances and escalation” to allegations requiring a formal grievance or specialized reporting office.

2. Keep sensitive allegations and personnel information in restricted institutional records. Public club minutes should record the organizational action and necessary transition details without including confidential allegations. Explain necessary disclosures; do not promise absolute confidentiality.

Financial procedures

Student fees and restricted uses

The student representation fee and student activity fee are separate funding sources. BP 5030 establishes a $2 representation fee each term and permits a student to request exemption by the deadline without giving a reason. Representation revenue supports the governmental representation and advocacy purposes described in that policy, including statewide student organization purposes; it must not be treated as an unrestricted event or club subsidy.

Activity-fee revenue supports authorized co-curricular and extracurricular activities and eligible officer compensation. The Student Activity Fee is $10. Confirm the applicable waiver process and fund coding with Administrative Services. Maintain separate accounting for each source and honor source-specific restrictions.

Accounts and FOAP

All club and LPCSG funds are administered through authorized college ASB accounts. A FOAP identifies the Fund, Organization, Account and Program; use the current coding supplied by Student Life and Administrative Services on each financial request. Obtain balances from official statements and preserve each organization's account identity. Do not use personal accounts or mix club, program, departmental or outside-charity funds. A shared name, advisor or program affiliation does not authorize a transfer.

Three approvals before expenditure

The Student Activity Fee is $10. Before any ASB expenditure, obtain the required approvals of the district official or authorized designee, the designated advisor and a student representative through the approved college system. A vote and approved minutes are necessary documentation: club expenditures require the authorized club vote, and LPCSG expenditures require the Senate vote. Neither replaces the three fiscal approvals required by BP/AP 5420.

The Associated Students budget also requires annual approval by the College President and Chancellor under AP 5420. Administrative Services maintains and disburses the funds and supports the annual audit. Advisor qualification means qualification to sign the required financial approval, not simply eligibility to volunteer as a club advisor. AP 5420 identifies the financial advisor signatory as a full-time district employee. An adjunct may serve as a volunteer club advisor with the required dean approval, but that designation alone does not satisfy the full-time financial-signatory requirement.

Student Services and Administrative Services identify the authorized financial signatory and confirm compliance with Education Code 76063 and the related FCMAT guidance discussed in "Advisor qualifications and financial signing authority".

Budget approval and readiness to spend

Clubs may spend only after approval. The club must be active, have an established FOAP and sufficient funds, and approve its budget at a meeting with officer quorum and required advisor presence. Record the motion, second and vote. Submit the approved minutes and budget journal, complete the required review and budget-transfer approvals, and obtain confirmation that the authorized funds are available. Submission of minutes or a journal alone does not authorize spending.

The bylaw reference to one day after journal submission does not waive any approval or purchasing requirement. Each expenditure must have all required prior district, advisor and student approvals and remain within its approved purpose and amount. Amend and approve the budget or expenditure before making a changed commitment.

Club allocations and budget transfers

Set the normal allocation at $500 per eligible club per academic year, subject to the adopted LPCSG budget, available funds and required approvals. Article XIV authorizes up to $500 annually. Eligible new clubs receive the approved transfer

after recognition, FOAP establishment and required training without a second funding request. Eligible returning clubs submit a formal annual request. Do not issue another allocation because a semester begins, officers change or the club changes its name.

Allocation does not authorize spending before the budget, journal and district expenditure approvals. Apply “Annual club allocation” for the detailed approval, notification and allocation-register procedure. Allocated budget transfers must go through due process: document the request and authorization, obtain required votes and fiscal approvals, process and record the transfer, and notify the club. Submission alone is not approval or authority to transfer funds.

Annual club allocation

The standard allocation is $500 per eligible club per academic year, subject to the adopted LPCSG budget, available funds and required approvals. This is not a separate $500 allocation each semester. Article XIV permits up to $500 annually; the normal award is $500, subject to the conditions above. Fundraising matching support is a separate program.

Eligibility and application

1. The club advisor submits the semester application, constitution, officer information and required Student Life agreements by the published deadline. Student Life verifies recognition or activation and officer eligibility. Club officers must have LPC as their primary campus and must not have any holds on their student record.

2. The club President and Treasurer complete the required Student Life financial training. The advisor and officers identify the club's planned activities, current balance and proposed budget.

3. Student Life keeps an annual allocation register showing the club name, FOAP, academic year, approval record, allocation amount, transfer date and notification date. This register prevents duplicate awards across fall and spring or after an officer change.

New club allocation

1. The Director of Clubs or designee initiates the new FOAP setup request through the authorized college process. Account setup is preparatory and does not confer recognition, funding approval or permission to spend. Complete any recognition prerequisite required by Administrative Services before final account activation.

2. The Directors of Clubs place the eligible new club on a properly posted Senate agenda for recognition and the proposed $500 startup allocation. The agenda need not identify the funding source; required accounting records must still identify the authorized source. The Senate records its formal vote. After recognition, FOAP establishment, required training and all funding and transfer approvals are complete, Student Life initiates the approved transfer through due process without requiring a second funding request.

3. Student Life notifies the club advisor, President and Treasurer of the recognized name, FOAP, allocation and remaining steps required before spending. Allocation does not authorize an expenditure.

Returning club allocation

1. After semester activation, a returning club submits one formal annual funding request to the Directors of Clubs. Include advisor confirmation, current balance, planned activities, a proposed use of the $500 and minutes documenting the club's request.

2. The Directors of Clubs verify that no annual allocation has already been awarded. Route the request through the approved LPCSG funding process and include a formal Senate action when required to authorize the allocation or transfer. Record the amount, purpose, source and decision in the minutes.

3. Student Life initiates the approved transfer and provides written notice. A returning club is not automatically eligible for a second allocation because a new semester begins or its name changes.

Spending controls and funding decisions

1. The club approves its budget and individual expenditures with the required quorum, minutes and votes, submits the budget journal, and obtains the district, advisor and student approvals before spending. Confirm budget readiness and the journal timing under “Budget approval and readiness to spend”. Officer quorum is 50% + 1, meaning more than half of officers rounded to the next whole person; three of five officers is a quorum. Required advisor attendance is separate. Spending begins only after approval, not after submission of minutes.

2. Use funds for approved student and club purposes. Do not transfer this allocation to another club, department or outside beneficiary without a separately authorized process. Personal spending and unauthorized retroactive reimbursement remain subject to the bylaws.

3. An existing balance must be disclosed for budget review. A large balance alone is not an automatic disqualification under Article XIV; do not invent an unpublished balance cutoff. Any reduced, deferred or denied request must identify the authorized reason, responsible decision maker and available reconsideration route in writing.

4. New eligibility conditions, a guaranteed entitlement regardless of available funds, or a higher award require the appropriate governing approval. Record exceptions and budget limitations consistently rather than making informal commitments.

Matching fundraiser profits

A club may request up to $500 in matching fundraiser profits each semester. Submit the request to the Director of Clubs or designee early enough for a regular Senate agenda posted at least 72 hours before the meeting. Provide club minutes approving the fundraiser and the fundraiser's purpose. Obtain LPCSG Senate approval before the fundraiser; a request after the event is not eligible. After the approved fundraiser, submit the deposit slip to Administrative Services. The Director of Clubs then initiates the approved matching transfer. Match profits rather than gross receipts or expenses. Matching funds are for club use and cannot support outside organizations, nonprofits or humanitarian groups.

Allowable expenditures

Use the following LPC expenditure guide in place of the former 118-item school-level chart. Every allowable category requires a documented student purpose, an authorized funding source, sufficient funds, the appropriate vote and approved minutes, and all district, advisor and student fiscal approvals before spending. A category listed here is not independent purchase authorization.

Student Life and Administrative Services confirm any category-specific restriction before a commitment. Purchased gift cards and cash prizes remain prohibited under local procedures. Donated gift cards, scholarships, awards, recognition items and other disputed categories do not become allowable merely because FCMAT describes circumstances in which another institution may permit them. Obtain a written determination under applicable LPC policy before promising or purchasing an exception.

Category and funding source	Purpose and restriction	Approval and reference
Club or LPCSG supplies and equipment · authorized ASB account	Approved student activities; no personal purchases, alcohol or tobacco. Deliver to campus and record inventory where applicable.	Prior student vote and three fiscal approvals; BP/AP 5420; purchasing and inventory controls.
Food and catering · authorized activity or club funds	Approved activity; comply with food-service agreements, health permits and vendor requirements.	Prior fiscal approvals plus required contract or purchase order; food-service procedure.
Field trips and conferences · approved travel budget	Authorized student or employee travel; no unapproved commitments or duplicate meal claims.	Organizational and college travel approvals, C-number and President approval; BP/AP 4300 and AP 7400 as applicable.
Representation activities · representation-fee funds	Governmental representation and advocacy purposes; not an unrestricted club or event subsidy.	Required student action and fiscal approvals; BP/AP 5030 and 5420.
Purchased gift cards and cash prizes · ASB funds	Prohibited under existing local spending controls.	No purchase without a separately authorized policy change; expenditure guide.
Donated gift cards scholarships awards and dues · source to be confirmed	No new exception is granted by this guide; verify purpose, source restrictions and applicable policy first.	Written Student Life and Administrative Services determination and all required approvals.
Outside-charity collections · separately authorized arrangement	No transfer of ordinary club balances or matching funds; identify beneficiary and segregate receipts.	Advance institutional approval and accounting instructions; charity-fundraising procedure.
Personal purchases and private benefit · ASB funds	Prohibited; do not use personal Amazon accounts, EBT purchases or deliveries to personal homes for club transactions.	Follow approved direct payment or procurement; club-finance bylaws and local purchasing controls.

Purchasing and delivery

Use approved college procurement accounts and payment methods. Consult Student Life before planning an expenditure over $500. Ship purchases to campus with the advisor’s name and delivery location, retain itemized receipts or invoices, and document receipt of goods. Do not use personal purchasing accounts or promise reimbursement based solely on an informal agreement.

Personal spending reimbursements and advances

Use approved direct payment, authorized procurement or a properly approved advance for club and LPCSG conference expenses. Article XIV, Section 6.H prohibits personal spending for clubs, and Article XI, Section 7.F prohibits participating LPCSG officers from spending personal funds on conference expenses. Do not promise reimbursement for purchases that violate those rules or lack required prior approval. Distinguish an employee's authorized travel claim under AP 7400 from student club purchases.

Submit itemized evidence and reconcile advances through the approved college process. Student Life and Administrative Services provide the applicable reconciliation deadline in writing when an advance is authorized, distinguishing purchase advances, student travel advances and employee travel reports. AP 7400 requires employee conference expense reports within ten days after travel; its 60-day tax-reporting rule is not permission to postpone reconciliation.

An itemized receipt is the vendor’s detailed record showing its name, transaction date, each item or service purchased, quantities and prices, tax and total. Include proof of payment when not shown on the receipt. A card slip showing only a total is not an itemized receipt. Approved per diem claims follow the applicable travel rules and are distinct from reimbursement of actual itemized meal costs.

Disbursement request documentation

Use the current Administrative Services form and electronic routing instructions. Submit the complete request through Student Life with the correct entity name, payee and vendor information, purpose, amount, FOAP, required fiscal approvals, approved minutes, invoice or itemized receipt, proof of payment when applicable, and receiving evidence. Provide student identifiers only where the authorized form requires them and through restricted systems.

Minutes supporting an expenditure must identify the motion, mover, second, approved amount or spending ceiling, purpose, officer quorum and vote result. Include the individual votes required by the governing process. A request for payment does not authorize a purchase retroactively.

For an otherwise authorized transaction with a missing receipt, obtain the required approval of the current Missing Receipt Statement and attach it to the request. A missing-receipt form does not cure an unapproved or prohibited purchase. Send status questions through Student Life, which coordinates with Administrative Services.

Cash handling deposits and electronic payments

Use a documented cash box and beginning change balance. Two people, including the supervising employee, count collections together and sign a dated count record. Keep collections separate from change funds and do not spend proceeds directly. Deposit receipts intact through Administrative Services daily under the current LPC procedure. If that office is closed, use the approved Campus Safety storage process and retrieve and deposit the funds the next business day; confirm office locations and custody documentation.

Do not take funds home or place them in personal accounts. Personal Venmo, PayPal, Cash App, Zelle and card readers remain prohibited. Cash and checks are the current local collection methods unless Business Services authorizes a college-controlled electronic collection system in writing. Any authorized electronic method requires reconciliation, access controls, fees and refund procedures; FCMAT does not universally ban institution-controlled electronic payments.

Fiscal year closing and processing deadlines

The fiscal year runs July 1 through June 30. Administrative Services issues the current annual closing instructions for purchasing, P-Card activity, disbursements and receipt of goods or services. Use that year's notice rather than carrying forward a prior year's calendar dates. Plan early enough for ordering, delivery, approval and posting within the applicable deadlines. The treatment of prepaid expenses and costs crossing fiscal years must follow Business Services instructions.

Refer to current processing estimates without promising a fixed payment date. Keep local submission deadlines clearly distinguished from district closing requirements, and reconcile them with the bylaw restriction on prior-academic-year reimbursements. Student Life submission deadlines are two weeks before the last day of instruction. Publish the corresponding dates each semester and plan for any earlier applicable district purchasing or processing cutoff.

Events facilities and fundraising

Club activity calendar and facilities

Club activities must be open to all students and follow the handbook and district policies. Under Article XIV, clubs may not conduct club activities during LPC-recognized breaks or holidays, summer session or winter session. Obtain prior approval for off-campus activities and complete required field-trip and waiver forms. Submit facilities requests at least ten business days before the activity and cancellation notices at least three business days before the scheduled event; larger events may require more time.

Advisors use their authorized college access or the current facilities availability instructions. Do not publish login credentials in the handbook. A facilities availability check does not reserve a room. Plan advisor coverage, accessibility, staffing, setup, cleanup and costs before confirming an event.

Facilities requests and use

Advisors use their own authorized 25Live access to check availability and submit the current Facility Request Form through Student Life. Checking availability does not reserve a room. Student Life coordinates M&O, ITS, furniture, equipment, staffing and other resources. Do not publish or share login credentials. Confirmation is provided through the approved scheduling process.

Facilities Request & Expectations

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

Student Life entities 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. Entities should not directly contact the college Maintenance & Operations (M&O) or Information Technology Services (ITS) to request equipment, tables, chairs, reserve facilities, etc. All questions, concerns, or requests of such departments/offices must be presented to the Student Life Office, who will contact the appropriate parties on the entities' behalf.

Submissions and requests will not be processed on short notice. Student Life entities should detail the activity or event:

- Name of the entity/organization/club
- Title of the meeting, activity, or event and its 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 setup. If the resources required are services such as stagehands, campus security, etc. fees may be assessed by the Administrative Services Office Entity officers must obtain the entity 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 entity's advisor receives an email confirmation from the room scheduler.

Changes and cancellations

Notify the advisor and Student Life immediately when an event changes or is canceled, and provide at least three business days' notice when possible. Any applicable cancellation charge must follow the authorized facilities process. Address noncompliance through the corrective-action and review procedures; a missed deadline does not itself authorize forfeiture of funds.

Events with an Outside Organization(s)

An entity advisor must 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 and all applicable local, state, and federal laws and regulations.

Accommodations (ADA)

In accordance with the Americans with Disabilities Act (ADA), individuals with disabilities who need 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.

Facility Use Responsibilities

Set Up and Decorating

Student Life entities should plan and reserve a college facility/location/resources to suit the needs of the membership and public, such as seating, tables, trash receptacles, podium, microphone, sound systems, projection equipment, etc. Consider the allocation of time and assistance to set up meetings, activities, and events. Entities are to be supervised by the entity's advisor while decorating any college facility. State fire regulations require ceiling or wall decorations of paper, cloth, or other materials to be non-flammable (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.

Entities 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

Student Life entities are responsible for the reasonable clean-up after a meeting, activity, and 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

Student Life entities 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 Life entity. Fees could be assessed at the civic center rate for any of the following reasons to ensure the entity's 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 service when needed for physical education or athletics areas or venues.

Event planning checklist

Begin event planning at least two months ahead where practicable, allowing additional time for contracts, travel or major events. Confirm the purpose, audience, date, location, budget, officer vote, advisor coverage, accessibility, equipment, facilities, publicity, food, safety, staffing, setup and cleanup. Obtain approvals before purchasing or announcing commitments. Use approved direct payment or procurement rather than personal spending.

Food and beverage service

Before food sales, distribution or preparation, Student Life and Administrative Services confirm the current California Retail Food Code requirements, vendor documents and applicable permits with the responsible college and local health authorities. Do not assume that member-only food is exempt. Follow the food-service contract, liability and health-permit requirements in “Contracts inventory and financial records.”

Contracts inventory and financial records

Club and LPCSG approval of an expenditure does not authorize a student or advisor to bind the district to a contract. Route agreements, performers and vendor services through Student Life, Administrative Services and Purchasing for the authorized signatory under BP/AP 6150 and 6330. Confirm vendor and service requirements before work begins. Maintain inventory and custody records for property purchased with club funds, and document approved transfers and disposal.

Maintain an organized transaction file containing the budget, minutes, prior approvals, purchasing record, invoice or itemized receipt, receiving evidence, payment record and deposit or reconciliation documents as applicable. Separate authorization, custody and reconciliation duties when practicable. Retain records under BP/AP 3310 and the applicable audit or legal hold; use the authorized BP/AP 3300 process for public-records requests. For food, catering and food-truck requests, obtain the required quote, contract or purchase order before service.

Follow the campus food-service agreement, including the required Fresh & Natural quote, and submit food-truck documents at least one month before the event under the published Administrative Services process. Food trucks require evidence of liability insurance of at least $1 million; college-paid vendors also require the purchasing documents and, when applicable, a W-9 and vendor profile. Student Life and Administrative Services confirm current health permits, food-handler or other food-safety requirements, authorized locations, facilities needs, insurance endorsements and any additional event permits with the responsible offices.

Do not assume an event approval replaces a food contract, health permit or insurance approval. Only the authorized district signatory may execute an agreement; students and advisors may not accept liability terms on behalf of the district.

Fundraising and games of chance

Use preapproved fundraisers with documented student authorization, advisor supervision, expected revenue, expenses and inventory. Raffles, 50/50 drawings, opportunity drawings and other games of chance are prohibited. FCMAT's community-college manual advises against these activities. Any proposal to permit a drawing requires district legal and risk review and an authorized policy decision before implementation. Use numbered admission tickets and reconcile issued, sold, complimentary, voided and unused tickets against receipts and deposits. Document discrepancies and remaining merchandise after each event.

Fundraising requests

Submit the current Student Life fundraising request before advertising or collecting money. Identify the club or LPCSG entity, student purpose, method, beneficiary, date, location, expected receipts, expenses, inventory and supervising advisor. Obtain the advisor's approval and Student Life authorization. Any requested LPCSG matching funds require a separate Senate approval before the fundraiser.

Food sales must satisfy the food-service requirements; bake-sale items must come from an authorized licensed vendor or store under the campus process. Do not offer class extra credit for fundraising participation. Follow the cash-counting, deposit and inventory-reconciliation procedures for every event.

Donations and outside charity fundraisers

Ordinary club and LPCSG funds must serve the authorized student purpose and may not be redirected to a charity or individual merely because the cause is worthy. Review any outside-charity fundraiser with Student Life and Administrative Services before advertising or collecting money. Clearly identify the beneficiary and obtain the required institutional approvals and accounting instructions. Use checks payable directly to the charity when the authorized process permits it.

If the college is to hold the proceeds, obtain an approved separate accounting arrangement before collection; do not mix the receipts with unrestricted club funds. Retain fundraiser authorization, beneficiary information, collection records and proof of final delivery. Matching funds are not available for outside-charity purposes. There is no two-events-per-year limit. Each fundraiser must still complete the applicable approval process.

Field trips conferences and excursions

Field trips conferences and excursions

An official club or LPCSG field trip, conference or excursion may proceed only after the required organizational and college approvals are complete. Begin planning before commitments are made. Use the current district-approved waiver and medical authorization forms; this handbook does not create an additional release of liability or promise that a waiver eliminates every claim.

Trip authorization

1. The advisor submits a Conference Leave Request through the division approval process, with the trip purpose, dates, destination, itinerary, participants, supervising advisor, transportation, lodging, accessibility needs, funding, estimated costs and risks. Complete the required field-trip request and participant forms. Field trips must have a C-number and College President approval. A C-number generated on submission is not evidence of final approval; obtain the approved request before making commitments or departing.

2. The club or LPCSG records its travel and expenditure approval in meeting minutes. Obtain a separate LPCSG funding action where its funding authorization is required. Obtain the advisor's supervisor approval and route the conference leave and field-trip requests through the applicable college process.

3. Student Life confirms trip classification, signatories, forms and deadlines with Student Services and Administrative Services. Club activities must also comply with the semester and break restrictions in Article XIV. Do not use a private-trip label to bypass approval for activity conducted in the club's or LPCSG's name.

4. For Class II field trips, AP 4300 requires submission at least two weeks before the trip. Class III and IV requests require at least six weeks, with the final signatory receiving the form two weeks before departure. These longer timelines supersede the handbook's general one-month planning advice. International trips require Board approval and must be planned far enough ahead for the Board schedule. Confirm additional employee and out-of-state routing before booking.

5. No student, officer or advisor may represent a pending trip as approved or promise reimbursement. Use approved procurement and payment methods after all necessary approvals. Apply employee travel rules separately from student club and conference spending restrictions.

Participant forms and readiness

1. Collect the current Student Field Trip or Excursion Waiver and Medical Authorization for each participant. Obtain parent or guardian signatures for minors where the approved form requires them. Explain the trip and allow questions; do not add unapproved liability language.

2. Prepare a final roster and securely collect emergency contacts and only the medical information required by approved forms. Arrange requested accommodations through the appropriate college office. Separate sensitive records from public agendas, minutes and promotional documents.

3. Prepare the risk and supervision plan: designated advisor or approved co-advisor coverage, headcounts, emergency meeting points, communication, weather or cancellation conditions, lodging arrangements and supervision responsibilities. Confirm that participants understand conduct expectations and how to request help.

4. Verify that the approved transportation method, driver authorization, insurance arrangements and vendor or facility agreements are complete. Students may not sign district transportation or lodging contracts. Any change of vehicle, driver, destination or supervising employee requires review before it is used.

5. Before departure, Student Life and the advisor are recommended to complete a readiness checklist confirming written approvals, funding, current forms, roster, supervisor coverage, accessible arrangements, emergency contacts and

approved transportation. A participant missing required forms or authorization may not depart on the official trip until the requirement is met.

Travel conduct and supervision

1. The approved advisor remains responsible for supervision throughout the official itinerary. Use headcounts at departures, arrivals and transitions. Follow the authorized itinerary, transportation and lodging arrangements. Apply LPCSG conference attendance and group-travel requirements where relevant.

2. Communicate material changes immediately to Student Life and the approving office and obtain any needed amended authorization. Do not add an unofficial activity, extend a stay or incur additional costs in the organization's name without approval.

3. Maintain professional conduct, observe district student conduct standards and protect participant privacy. Do not leave a participant without a safe supervision or return plan. Escalate a serious conduct issue to the authorized college administrator; this travel checklist does not replace disciplinary procedures.

Emergencies and incident reporting

1. For immediate danger or a medical emergency, contact emergency services at the trip location first and follow their instructions. Provide reasonable immediate assistance within the advisor's role and training.

2. Notify Campus Safety and the designated Student Life or Student Services emergency contact promptly after urgent safety needs are addressed. Account for all participants and coordinate safe supervision, transportation and return arrangements with the authorized office.

3. Document the date, time, location, persons involved, observed facts, response and witnesses using the college's incident reporting process. Preserve relevant records and submit them securely to the designated office; do not circulate medical information or investigative details to the club or on social media.

4. Refer requests for official statements through the approved communications process. Coordinate risk, insurance and legal questions with the authorized district office. A signed participant waiver is not a substitute for supervision or incident reporting.

After return

1. After return, submit required itemized evidence, attendee records, payment and advance reconciliation documents, unused funds and the activity report through the approved process. Report any incident and outstanding obligation before closing the trip file. Complete the applicable per diem claim or reconciliation using the approved destination rate and travel dates, identify provided meals and make required deductions. Attach the approved Conference Leave Request, C-number, agenda and required expense documentation. Do not claim both per diem and actual reimbursement for the same meal.

2. Employee conference expense reports are due within ten days under AP 7400. Use the deadline provided in writing by Student Life and Administrative Services when the student or club advance is authorized; see “Personal spending reimbursements and advances”.

3. Retain the approvals, itinerary, roster, forms, risk review, contracts, transaction records and incident referrals under the appropriate access controls and record-retention rules. Record lessons and changes needed for the next trip.

Travel timelines mileage and employee claims

Obtain the entity's documented approval and all required college approvals before travel or financial commitments. Start Student Life planning at least one month ahead, but comply with longer district deadlines where applicable. AP 4300 requires at least two weeks for Class II field-trip requests and six weeks for Class III and IV requests, including receipt by

the final signatory two weeks before departure. Confirm the trip classification and Student Services routing, particularly for club trips rather than instructional trips.

Foreign field trips require Board approval. Confirm the current additional routing for out-of-state travel before booking. Complete the applicable conference leave, field-trip request, participant waiver and medical authorization, and transportation documents; preserve emergency contacts securely. For employee travel, apply AP 7400: authorized business mileage is reimbursable at the current IRS rate with supporting route or log information; conference reports are due within ten days; eligible per diem follows current GSA rates and excludes provided meals; travel-status meals may not be charged to the district procurement card.

Separate employee rules from student funding and conference rules. Student mileage reimbursement is not established by AP 7400 and requires confirmation of the applicable student travel policy and funding authority. Confirm student mileage eligibility and funding approval before any commitment.

Publicity communications and resources

Official communications and media requests

Official statements released on behalf of LPCSG must be screened by the President, Vice President, Director of Outreach and LPCSG Advisor before release under Article XI, Section 10. Article I, Section 6.A.x requires formal approval from the Advisor, Director of Outreach and President for officers reporting LPCSG business, activities or events to newspapers or publications. Route requests for an official organizational response to the Director of Outreach and the required reviewers.

The Advisor reviews official publications under Article I, Section 7. Use official logos in accordance with Article XI, Section 9 and applicable branding guidance. Obtain district review of any implementation that could restrict individual students' personal expression or lawful communication with the press. Do not apply Board Trustee spokesperson rules to student leaders as though they are trustees.

Copyright and official logos

Use the Hawk mascot artwork, LPCSG logo and LPC logo only in the approved form for authorized organizational materials. Obtain official files from the responsible college or district office. Approval of a club, event or budget does not by itself authorize alteration of institutional artwork or grant permission for an outside party's use.

Official assets and design standards

1. Use the current official artwork and applicable branding guidelines. Preserve proportions, colors and required clear space. Do not redraw, distort, recolor, replace lettering or combine an official mark into another logo contrary to the applicable guidelines. The LPC logo webpage expressly states that employees and students are not authorized to modify the official LPC logos.

2. Student Life coordinates requests for Hawk or institutional artwork with LPC Marketing and Communications and district Public Relations, Marketing and Government Relations. Obtain the appropriate authorized mascot version rather than assuming a promotional image or downloaded file is an approved logo. Public Relations review applies where required for official publicity. Official club and LPCSG flyers and postings must receive Student Life approval and the Student Life stamp before posting or distribution. This organizational approval requirement does not govern individual personal expression protected by district policy.

3. Artwork may involve copyright, trademark and licensing rights. Do not claim a registered copyright or trademark, add a registration symbol, promise exclusive rights, or issue a license without confirmation from the responsible institutional office. Questions about ownership, permission and lawful exceptions are referred to that office and district counsel as needed.

Request and approval process

1. Before printing, ordering merchandise or publishing an organizational design, the advisor submits the final artwork, purpose, audience, medium, quantity, proposed vendor, outside partner and any requested alteration to Student Life. Submission target: submit at least ten business days before the production commitment; allow more time when Senate action or institutional review is needed.

2. For LPCSG materials, the Director of Outreach coordinates review with the LPCSG Advisor and other required reviewers. A newly created official LPCSG logo requires a formal Senate approval under Article XI, Section 9 and must include the mascot, official colors and organization name or abbreviation. Senate approval does not authorize alteration of the LPC institutional logo or override district branding requirements.

3. Student Life refers institutional-logo, Hawk, co-branding, sponsor, merchandise and external-use questions to the appropriate marketing or district brand authority. Document the approval and any conditions before releasing artwork to

a vendor. A routine use of an existing approved logo does not require a new Senate logo-adoption vote solely because it appears on a new flyer.

4. Use the exact approved proof. Material changes after approval must be resubmitted. Keep the proof, approval, permitted use and production record in the event or purchase file. Confirm that artwork, photographs, fonts and third-party materials used with the logos have the needed permissions.

Vendors merchandise and outside partners

1. Provide a vendor only the approved production file and written instructions identifying the permitted order. Do not permit a vendor to use the artwork for unrelated products, advertising or sales without institutional authorization. Ensure the authorized purchaser handles required contract and procurement steps.

2. Obtain brand-authority review before using marks in sponsorships, partner materials, product sales or designs that imply college endorsement of an outside organization. Do not create a club version of the college logo or use institutional marks for an individual's private business.

3. For a request to redraw the Hawk, create an event-specific adaptation or generate an altered mark with an AI tool, obtain brand-authority direction first. Ask for an approved version or approved commissioned artwork rather than treating a generated image as official. Document any permission and its limits.

Concerns and corrective action

1. Report suspected misuse of an official organizational mark to Student Life with the material and location. Student Life verifies the facts and consults the applicable brand authority before requesting correction, replacement or removal from materials it controls.

2. Any formal infringement notice, vendor dispute or legal demand must come through the authorized institutional process. Branding review is not an automatic finding of infringement and must not be used to suppress lawful criticism, reporting or personal expression. Refer disputed uses for appropriate review.

Posting and bulletin boards

Official club and LPCSG flyers and postings must receive Student Life approval and the Student Life stamp before posting or distribution. Identify the sponsoring organization, event information and required posting date, use authorized locations, and follow the current campus removal schedule. BP/AP 3900 governs expression; official organizational review does not impose an approval requirement on protected personal speech.

Technology resources and contact information

Use college-approved communication systems and current student technology support resources. A college email address helps identify a sender but does not guarantee a message or attachment is safe. Verify unexpected requests and protect passwords and student information.

Use the current Student Life and LPCSG websites for office hours, contact information, officer and club directories, applications and forms. Consult current college directories for Administrative Services, Campus Safety, DSPS, the Copy Center, Library and technology support. Confirm locations, software availability and service requirements before relying on a prior edition.

Direct club-operating questions to the advisor, Student Life or the Directors of Clubs. The LPCSG President is also a first contact for routine operational concerns. Official media requests follow the Director of Outreach review process. Obtain approved artwork and the Student Life stamp before sending organizational materials for printing.

Concerns grievances and review

Student Life concerns grievances and escalation

Use this procedure to identify the appropriate recipient, record the concern and seek a fair resolution. Routine Student Life or LPCSG operational concerns normally begin with the responsible club advisor, LPCSG officer or Student Life Coordinator. Direct contact with the Dean is permitted when appropriate and is not, by itself, misconduct or grounds to deny review. This procedure does not require permission from the person complained about or a Senate vote to file a complaint.

Choose the correct reporting route

1. For routine questions about club activation, funding, facilities, forms, name changes, event arrangements or communication, contact the club advisor, Student Life or the LPCSG President. The Directors of Clubs may assist with club matters; the appropriate LPCSG officer may assist with officer responsibilities. Do not distribute a sensitive complaint broadly merely to follow an ordinary email-copying practice.

2. For an unresolved operational concern, or a concern about a Student Life employee, contact the Dean responsible for Student Life. If the Dean is involved in the concern, contact the Vice President of Student Services or appropriate designee. The student may approach a supervisor or college administration directly when they are uncomfortable addressing the person involved; LPC's published grievance process permits this route.

3. For a student grievance alleging an adverse effect on student rights or status, use BP/AP 5530 and the official college grievance channel. The Vice President of Student Services or designee is the Grievance Officer for noninstructional matters. Staff employment grievances follow the applicable HR or collective bargaining process rather than this student procedure.

4. For discrimination, harassment, sexual misconduct, threats, violence, retaliation concerns or suspected serious financial misconduct, use the designated institutional reporting office and applicable district process promptly. Do not require confrontation, mediation or completion of this routine sequence before reporting. For immediate danger, contact emergency services or Campus Safety.

Submit a routine concern

1. Provide your preferred contact information, the club or office involved, dates, a factual description, the decision or conduct being questioned, the requested resolution and relevant documents. Describe any prior contacts. A student does not have to obtain the subject's signature or approval to submit a concern.

2. Use a secure channel for education records, medical information or sensitive allegations. Identify a need for confidentiality, an accommodation or a different reviewer. The receiving office explains who needs the information to review or route the concern; it does not promise absolute confidentiality.

3. The recipient records receipt, screens for safety and conflicts of interest, and determines whether the concern is routine, a formal grievance or another specialized report. Student Life must not decide the merits of a complaint against its own staff through an internal officer vote.

Routine response and escalation

1. Routine concerns involving clubs or Student Life will receive a response. The responsible recipient communicates the outcome or provides a status update while review continues. Formal grievance deadlines remain governed by the applicable district procedure.

2. A person without a conflict reviews the available records and gives the parties a reasonable opportunity to provide relevant information. The written response identifies the issue, applicable procedure, decision, reasons, corrective steps where appropriate and the next available review route, while protecting confidential information.

3. If dissatisfied with a routine Student Life response, the student may send the Dean the original concern, response and requested review. The Dean may review, assign an uninvolved administrator, facilitate resolution or refer the matter to the proper formal process. Further review proceeds through Student Services or the applicable district process; informal routing does not create a new appeal over a decision that district policy makes final.

4. Keep the concern record, response and referral in the appropriate restricted institutional file. Share only the operational outcome needed by club or LPCSG leaders. A routine referral is not an investigation finding or automatic sanction.

Formal grievance deadlines and protections

1. AP 5530 requires a Statement of Grievance within ten defined days of the incident or learning its basis, whichever is later. File it even while informal efforts continue. The Grievance Officer advises the student of rights and responsibilities within five working days.

2. AP 5530 defines its days separately from calendar days, provides hearing and appeal deadlines, and allows changes to time limits by mutual concurrence. Consult that procedure immediately rather than waiting for an informal response. Student Life cannot pause a deadline or extend it unilaterally.

3. Student conduct discipline, financial aid actions and police citations have separate processes. Formal discrimination or harassment matters use their designated complaint procedures. Refer to the controlling policy for the investigation, hearing, decision and appeal; do not create a parallel LPCSG grievance hearing.

4. No person may penalize, threaten, remove, reduce funding, limit participation or disadvantage someone because they raised a concern or used a complaint route in good faith. Separate any independently supported conduct or eligibility matter from the complaint and apply the authorized process. Provide accessible submission options and the opportunity to seek assistance.

Implementation requirements and references

Separate governing actions

The handbook revisions have been accepted for incorporation. This acceptance does not document an LPCSG Senate bylaw-amendment vote, district policy amendment or delegation of administrative authority.

Before implementing removal of the new-club officer-attendance condition, the semester-application-only inactivity definition, or a FOAP setup sequence that differs from Article XIV, complete the required bylaw amendments and confirm Administrative Services routing. Until then, controlling governing documents prevail.

Student Services must reconcile LPCSG membership limits and officer structure across the Constitution, Bylaws and AP 5410. Use the current authorized roster without introducing an inconsistent handbook limit.

Student Services and Business Services confirm the designated financial-advisor signatory under AP 5420 and Education Code 76063. Operational club advising, including adjunct volunteer service, is distinct from this financial designation.

Student Services confirms the Coordinator's implementation authority and review recipient for club suspension. Student Life and Administrative Services provide written advance-reconciliation deadlines and confirm any disputed expenditure category before authorization.

Apply objective club-name standards and BP 3900. No blanket prohibition on political or controversial viewpoints is implemented. Formal complaint rights, compensation required for separately assigned work, and other controlling legal or contractual protections remain in effect.

Student Life maintains the effective implementation dates, approval records, current forms, contacts and an annual revision log. Update operational links and procedures when the responsible office issues a change.

Governing references

Use the current versions of the authorities below. Section references explain the basis for the handbook; FCMAT guidance does not independently amend district policy or grant exclusive approval authority.

• California Education Code sections 76060–76067, including section 76063 for associated-student expenditure approvals.

• CLPCCD BP/AP 5400, 5410, 5420 and 5430: associated students, elections, finance and co-curricular activities.

• CLPCCD BP/AP 3410, 3430, 3900, 5040, 5500, 5520 and 5530: nondiscrimination, harassment, expression, records, conduct and grievance procedures.

• CLPCCD BP/AP 3300, 3310, 4300, 6150, 6330 and 6700, and AP 7400: records, travel, contracts, purchasing and facilities.

• LPCSG Constitution and Bylaws, including the April 29, 2026 edition reviewed for this amendment and subsequent duly adopted revisions.

• FCMAT Community College Associated Student Body Manual, 2026: governance, clubs, fiscal controls, fundraising and expenditures.

• Current faculty and classified collective bargaining agreements and applicable employment law govern separately assigned work.

Official resources

LPCSG Bylaws revised and approved April 29 2026

FCMAT Community College Associated Student Body Manual 2026

CLPCCD policy and procedure index

LPC official logo use

CLPCCD LPC Style Guides and Logos

LPC Student Grievance Process

AP 5530 Student Rights and Grievances

Chapter 3 General Institution

Chapter 4 Academic Affairs

Chapter 5 Student Services

Chapter 6 Business and Fiscal Affairs

CLPCCD Faculty Agreement 2025 to 2028

US Department of Labor public agency volunteer guidance

Chapter 7 Human Resources

https://www.laspositascollege.edu/adminservices/fieldtrip.php

https://www.laspositascollege.edu/adminservices/conferences.php

https://www.laspositascollege.edu/adminservices/studentmeals.php

https://www.laspositascollege.edu/adminservices/food.php