

# THE 2011-12 CLUB HANDBOOK

FOR  
CAMPUS CLUBS OF HARTNELL COLLEGE



## **Mandatory Participation**

1. **Club Orientation: Thursday September 1, 2011**  
@ 2:00 PM in HCC 101 (ASHC Conference Room)  
No club activities will be approved for clubs who fail to attend/  
complete orientation 2011-2012.
2. **Club Days: (Panther Days) September 28<sup>th</sup> & 29<sup>th</sup>**
3. **Monthly ICC Meetings**  
Every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month at 2 PM in room HCC 101.

## **CLUB CHARTERING PROCESS**

Every school year the Inter-Club Council (ICC) and Associated Students of Hartnell College (ASHC) Senate must recognize all clubs. To become a recognized club, the following process must be completed and approved by the ICC and the ASHC Senate and be on file with the Student Life Coordinator in the Student Life Office:

1. A **Complete Club Application** listing Club Officers and Club Advisors – a club must have at least three officers to be recognized.

*Officers must be eligible to hold office.*

Eligibility– students must have a 2.0 cumulative grade point average and be enrolled in a minimum of 9.0 units throughout the term of office.

A copy of the club's *constitution* must be on file with the club application.

2. Club Officers **Must Attend Club/Activity Orientation**—It is highly recommended that advisors attend the orientation meeting also. New advisors need to attend an orientation session with the club officers.

**The initial orientation will be held on Thursday, September 1<sup>st</sup>, 2011 at 2:00 PM in HCC 101.** Clubs will **NOT** be eligible for club charter approval until the officers attend an orientation session with the Student Life Coordinator and Vice President of ICC and Activities.

**If your club officers cannot attend this meeting, please schedule another session with the Student Life Coordinator or Vice President of ICC and Activities.**

Club applications should be submitted TWO (2) weeks prior to the next scheduled ICC meeting. **ICC meetings are held every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. A club representative must be present at the meetings in order for the ICC to take action on the club application for charter.** Until this process is completed, your club will not be approved to schedule club activities, to use facilities or raise/utilize club funds.

If you have any questions about the club chartering process, please speak with the Student Life Coordinator in the Student Life Office – HCC 104 (Inside the Student Lounge), 755-6825.

## Inter-Club Council (ICC)

ICC is comprised of members from active clubs and the ASHC Senate. Each active club will elect an ICC Representative. The President of the club may serve as the *ICC representative*, or appoint a member to complete this responsibility. The Student Senate Vice President of ICC & Activities is the chairperson of the ICC.

**ICC meets every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month.** ICC meets to address issues that affect club activities, student government, and Hartnell College policies. Most importantly, **ICC in cooperation with ASHC Student Senate will coordinate the organization of campus-wide activities.** The ASHC Student Senate is the *governing board* of clubs and works together with ICC in implementing the ASHC/ICC Constitution and Hartnell College policies. Membership in ICC is automatic upon completing the chartering process.

## ICC Representative Guidelines

Only one (1) club representative will sit at the council table. ALL other club members must be seated in the audience.

Each club has only one (1) vote

*ICC Function:* The Inter-Club Council (ICC) will be the representative body to coordinate inter-club activities & funds, and promote communication & cooperation among clubs on campus. The ICC will be composed of one voting representative from each club representing cultural, educational, honorary, philanthropic and social events.

### If you are an ICC Representative you are responsible for:

- Attending ICC meetings the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month at \_\_\_\_\_ in room \_\_\_\_\_.
- Taking notes of the ICC meeting to report to your club
- Picking up your mail in the Student Life Office
- Voting (as your club directs you to) at the ICC meetings
- Reporting on your club activities to the ICC membership

If you are unable to attend an ICC meeting, try to have a club representative attend in your place or let the ASHC advisor know of your absence in advance. Be sure to inform your substitute of highlights of the previous meetings.

### \*\*\*\*\*Remember that the ICC by-law states:

Article IV, Section III: "A club's charter shall be revoked if the club's ICC representative has three unexcused absences in the academic year. Excused absences shall be determined by the ASHC advisor."



**CLUB CONSTITUTION**

ARTICLE I            CLUB NAME  
The name of this organization shall be \_\_\_\_\_  
\_\_\_\_\_

ARTICLE II           PUPOSE  
The purpose of this club is to \_\_\_\_\_  
\_\_\_\_\_

ARTICLE III           MEMBERSHIP  
Membership will be open to all students of Hartnell College. Club dues will be in the amount of \$\_\_\_\_\_. A student shall be considered a member of this club upon \_\_\_\_\_  
\_\_\_\_\_

ARTICLE IV           OFFICERS  
The officers of this club shall consist of President, Vice President, Treasurer, Secretary, and ICC Representative.  
  
The duties of the President will be to conduct all meetings and to maintain order. The duties of the Vice President will be to conduct meetings in the absence of the President. The Secretary will record the minutes of the meetings and take care of all correspondence. The Treasurer will be responsible for maintaining accurate financial records. The ICC Representative will attend all ICC meetings and act as a liaison between the Club and ICC.

ARTICLE V            ELECTIONS  
Elections will be held on a \_\_\_\_\_ basis. The term of office for all elected and appointed officers of the club shall be \_\_\_\_\_. Any candidate for office receiving a majority of votes cast shall be considered elected to the office.

ARTICLE VI           MEETINGS  
Meetings shall be conducted on a \_\_\_\_\_ basis and shall meet on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. in room \_\_\_\_\_  
\_\_\_\_\_.

**2011-2012 CLUB APPLICATION CONTINUED**

**ADVISORS**

All student organizations and/or clubs are required to have one or more full-time faculty/staff advisors selected by the student members of the organization or club.

**ADVISOR ROLE & RESPONSIBILITY**

- \*All club meetings on or off campus will have at least one advisor in attendance.
- \*Advisors must be aware of the plans and activities of the group and are responsible to ensure that these plans are in compliance with Hartnell College policy and procedures.
- \*Off-campus activities by student club members, i.e., field trips, conferences, etc., must be accompanied by an advisor or designee at all times.
- \*All after hour or weekend activities taking place on or off campus **MUST have an advisor present for the entire time of the activity.**
- \*Dances or concerts **MUST** have a MINIMUM **of TWO** advisors present during the entire activity.
- \***Advisor's signature** must be on all activity petitions, facility requests, purchase requisitions, food petitions, and contracts.
- \***Advisors will ensure** that proper accounting procedures are followed during all fund raising activities and that all money is deposited in club accounts immediately after each activity.

**ADVISOR LIABILITY**

It is the advisors' responsibility to become sufficiently knowledgeable of the purposes and activities of his/her organization so as to advise the members of the implications of their actions and the possible consequences of illegal or reprehensible behavior. Once this obligation has been fulfilled and the Vice President of Student services has been advised of potential difficulties in advance, the advisors' responsibility is completed.

I have read the advisor role, responsibility and liability of an advisor of a club and agree to serve as the advisor of the \_\_\_\_\_ club.

|            |           |      |
|------------|-----------|------|
| Print Name | Signature | Date |
|------------|-----------|------|

|            |           |      |
|------------|-----------|------|
| Print Name | Signature | Date |
|------------|-----------|------|

.....  
The ICC and ASHC Senate have reviewed this application and find it to be in compliance with all requirements and hereby deem this club an officially recognized member of the Hartnell College Inter-Club Council (ICC) for the 2010-2011 school year.

|                             |           |      |
|-----------------------------|-----------|------|
| ASHC President (Print Name) | Signature | Date |
|-----------------------------|-----------|------|

## **HARTNELL COLLEGE CLUB FINANCIAL POLICY**

### **I. OBJECTIVES**

This Financial Code is established to define policies and procedures for approving and expending all money under the control of Hartnell College and its club organizations in order to insure that all financial transactions will be made in the best interests of the students and in accordance with all pertinent HCC district, county, and state financial regulations. Only active Hartnell club members are eligible to received benefits and privileges outlined in this code. Only the Hartnell Business Office will provide club banking (deposit/withdrawal) services. **Off-campus bank accounts are illegal, according to the California Educational Code, and will not be allowed.**

### **II. INTER-CLUB COUNCIL BUDGET**

The ICC Chairperson and Vice Chairperson will be responsible for setting the annual budget for the ICC. The budget shall be approved by the ICC no later than the fourth ICC meeting of the of the fall semester by two-thirds vote of the membership present.

### **III. INTER-CLUB COUNCIL CLUB ALLOCATIONS**

The ICC Grant Committee will review grant applications and make their recommendations to the ICC membership. ICC membership will vote on applications and forward results to the ASHC Senate for ratification. In event of the ASHC Senate denying ratification, ICC may veto the decision by 2/3-majority vote of the entire ICC membership.

### **IV. DEPOSITS**

- A. Pre-numbered receipts and pre-numbered tickets must substantiate all money collected from any source, or other records that may be checked.
- B. **NO** part of the expenses of any event may be paid from money collected, but must be paid for in the manner described under purchase orders and requisitions.
- C. All club funds collected from any source shall be deposited on the first business day after receipt of funds. A copy of the deposit **must** be submitted to the Student Life Office.
- D. Banking of all funds and all official bookkeeping records shall be the responsibility of the Hartnell College Business Office.

### **V. EXPENDITURES**

All expenditures of club accounts shall follow the procedures outlined below. **No deficit spending will be allowed. No funds will be advanced on a petty cash basis.** Any club sponsoring an event needs to be able to provide a copy of the minutes from the club meeting which approved this event before requesting a check.

- A. A person seeking the funds from their club account shall fill out a purchase requisition (available at the Student Life Office) and secure the signatures of the Club Advisor, Club Treasurer or Club President. The Student Life Coordinator will ensure that funds are available and secure the signature of the Vice President of Student Services.

**Please ensure that all back-up documentation is attached to the requisition. (Receipts, contracts, W-9 forms, order forms, etc.)** Requisitions **WILL NOT** be processed without a club officer's and an advisor's signature on the requisition.

- B. The approved requisition will be forwarded to the Business Office for processing. Allow (5) working days to acquire signatures and date processing.

**Checks** – Upon receipt of an approved requisition, the Business Office will prepare the check. Ordinarily checks should be made payable to the vendor. The Business Office will mail them to the vendor unless directed to be hand-delivered. Checks to be hand-delivered may be picked up at the Student Life Office.

**Cash Advance** – Each cash advance must be limited to \$100 and will only be made out to the Club Advisor. If a larger advance is requested, the Business Office will make the determination if they can do so. No check will be issued for reimbursements if there is no receipt or invoice attached to the requisition.

**Purchase Orders** – Whenever possible, all goods or services must be acquired through a system of purchase orders. Purchase orders shall be obtained through the submission of a requisition through the Student Life Office and Business Office with the proper signatures obtained. After review and approval a purchase order number will be issued. Receipt of goods prior to payment must be reported in writing.

#### ❖ FEES AND PENALTIES

If a club fails to pay a bill within a thirty (30) day period, the ASHC Advisor will be authorized to deduct it from their club account upon informing the Club Advisor in writing. A \$10.00 service charge for each delinquent invoice will be charged to the club account and will go into the ICC fund.

#### ❖ MAINTENANCE OF RECORDS

- A. Every club shall maintain accurate records of all income and expenditures and shall open their financial records to audit by the Vice President of Student Services, or District Internal Auditor upon request. Hartnell College funded accounts may be reviewed by the Vice President of Administrative Services at any time.
- B. An annual audit of all clubs accounts and trust accounts will be made by a certified public accountant retained by the College District.

❖ **SERVICE CONTRACTS**

The Club Advisor, ASHC Advisor, and Club President **must sign contracts** of DJ’s, musicians/entertainers, speakers, etc. All contracts must be made out in triplicate; one copy shall remain the ASHC Advisor. Payment on contracts must be initiated by the regular requisition procedure, paid by the HCC District. Club members should NEVER make a direct payment to an individual contractor for their service to the Club and then try to get reimbursed from the Club. Our district policy requires that the HCC District, because of the tax law regulations, make all service payments. District also requires a W-9 form to be filled out for all contract services.

All persons being paid for services rendered to clubs shall fill out a contract and a W-9 form. **Payment without a contract or W-9 form on file will not be made.**

❖ **TRAVEL CLAIMS**

Club representatives must check with the ASHC Advisor about securing approval of trips and/or conferences and complete a Travel Authorization Expense Form. Anyone planning to claim reimbursement for travel expenses must complete a requisition in advance of the trip and the requisitions must be approved and signed by the Club Advisor, Club President, ASHC Advisor and Vice President of Student Services. Out of state travel must have the approval of the President of Hartnell College. The Board of Trustees must approve out of the country travel prior to the travel date.

Owners of private cars providing transportation for school activities must present written evidence of liability insurance, and be able to show a valid California State Driver’s License. They must also complete a Hartnell College Liability Release Form.

In no instance will the expenses claimed be more that the actual amount expended. **Written original receipts must verify all expenses.**

All participants in a program funded by their club shall sign a release form releasing Hartnell College of all liability in route to, from and during a club/organization trip.

***I have read, understand, and will follow the Financial Policy for my Club.***

\_\_\_\_\_  
Club President (Print Name)

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Club Treasurer (Print Name)

\_\_\_\_\_  
Club Treasurer Signature

\_\_\_\_\_  
Club Advisor (Print Name)

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Club Co-Advisor (Print Name)

\_\_\_\_\_  
Club Co-Advisor Signature

**HARTNELL COLLEGE**  
**Club Authorized Signatures**

**This signature page will be on file with the Business Office**

Club Name \_\_\_\_\_

Club Account # \_\_\_\_\_

\_\_\_\_\_  
Club President Signature                      Print Name                      Day Phone #

\_\_\_\_\_  
Club Treasurer Signature                      Print Name                      Day Phone #

\_\_\_\_\_  
Club Advisor Signature                      Print Name                      Day Phone #

\_\_\_\_\_  
Club Advisor Signature                      Print Name                      Day Phone #

\_\_\_\_\_  
Student Life Coordinator Signature                      Date Approved

## PARLIAMENTARY PROCEDURE

### What is Parliamentary Procedure?

Parliamentary procedure was designed to provide uniform rules or order for deliberative assemblies. It is meant to assist an assembly accomplish its work efficiently and fairly. Parliamentary procedure provides a set of standards and guidelines for making decisions and conducting business in most types of democratic meetings.

### Why Should We Use Parliamentary Procedure?

Parliamentary procedure rests on the principle of rights.

The right of the majority rule;

The right of the minority to be heard;

The right of the individual member to participate in the decision-making;

The right of all participants to be treated with courtesy and consideration.

### How Does Using Parliamentary Procedure Benefit My Organization?

Correctly used, parliamentary procedures can help your organization:

- Transact business efficiently

- Protect individual rights

- Maintain order

- Preserve a spirit of harmony (air and resolve conflict)

- Accomplish its goals

### How Should We Get Started?

- ❖ **Establish a quorum** – all organization meetings should have a specified number of members who must be present to take legal action on business matters. The actual number is usually stated in the bylaws as  $\frac{1}{2} + 1$  or over 50%.
- ❖ **Have and follow an agenda.**
- ❖ **Do only one thing at a time** – only one motion, only one subject, may be considered at a time. Only one person may speak at a time.
- ❖ **Maintain decorum and order during debate** – acknowledge that **all members have equal rights**. These include the right to make motions, debate and vote.
- ❖ **Respect power of the Chair** – the chair has the following authority:
  - To decide in what order speakers shall be recognized
  - To refuse to recognize members offering dilatory, absurd or frivolous motions, or motions intended, in the opinion of the chair, to obstruct business
  - To restrain speakers within the limits of the rules
  - To enforce good decorum
  - To appoint committees
  - To decide points of order
  - To vote in case of a tie

❖ **Understand and use basic parliamentary terminology**

- **Chair** is the presiding officer or the position from which that person presides
- **Floor** means the member's right to have the group's attention
- **Motion** is a formal proposal by a member in a meeting that the assembly take certain action
- **To second** a motion means to sponsor a motion by a second member who wishes the subject to be discussed by the assembly. Without a second, a motion most often "dies", that is, it will not be considered.
- **Amend** is to change a motion either by adding to it, taking from it, or by substituting some or all of it
- **Business, Order of...** is the regular program or agenda of a group

## ACTIVITY PLANNING

Any club activities that are planned must be socially and educationally acceptable and in accordance with all local and college regulations and policies.

In order to plan and have a successful activity, there are certain applications/petitions and forms that your club must submit to the Student Life Office for approval. All applications should be submitted at least **TWO WEEKS PRIOR** to the activity.

**REMEMBER:** ALL forms must be signed by a club officer, club advisor and the Student Life Coordinator before they can be processed. Activities **WILL NOT** be scheduled without the proper required signatures.

The following forms are required for all on and off campus activities:

- Activity Petition
- Facility Request with a Technical Check List Application

The following petitions/contracts must be on file with the Student Life Office only if applicable to the activity.

1. Food petition (for all food sales)
2. Police Security Contract (for all dances and concerts)
3. Entertainment Contracts (W-9 form needed for all paid and non-paid entertainers)
4. Vendors Agreement (all outside vendors must fill one out)
5. Speakers/Workshop Contracts
6. Travel Authorization (all club conference and field trip travel)
7. Liability Release Forms and Rosters (all club conference and field trip travel)
8. Vehicle Request Form (car and van rentals for field trips)
9. Deposit of Funds (all activities that generate revenue for club)

All applications/petitions and forms are available in the Student Life Office. All forms submitted must have the proper signatures and documentation attached for processing, i.e.; dances will not be approved or scheduled without required Security Contract, Entertainers Contract and chaperons, etc.

All forms submitted for processing must be signed by:

- Club Officer ( i.e., president, vice president, treasurer, secretary)
- Club Advisor
- ASHC Advisor/ Student Life Coordinator

The Student Life Office will forward all properly complete forms to the proper offices for processing, i.e., Vice President of Student Services, Facilities Coordinator, and Business Office.

## Description of Forms/Contracts/Applications

**ACTIVITY PETITION** – Clubs planning activities other than club meetings must submit an Activity Petition to the Student Life Office before scheduling the event. An advisor must be present at the activity if the activity is held on weekends and after 5:00 p.m. on weekdays. (Appendix A)

**FACILITY REQUEST** – Activities planned using campus facilities must have a Facility Request filled out and submitted to the **Student Life Office** for processing. **PLEASE DO NOT** submit the Facility Request to the Facilities Coordinator. They will return it if the request does not have the Student Life Coordinator's signature on it. This will delay your getting the facilities requested approved (Appendix B)

**TECHNICAL CHECK LIST** – If your activity needs special equipment, i.e., BBQ pit, lectern, microphone, etc. (Appendix C)

**FOOD SALES POLICY** – Clubs must complete a Food Sales Policy Petitions and have it approved by the Cafeteria Manager prior to scheduling a food sale. The petition must be submitted to the Student Life Office after obtaining the Cafeteria approval in order to schedule the sale date. **FOOD SALES CANNOT be approved/ scheduled w/out this petition on file.** (Appendix D)

**ENTERTAINMENT AGREEMENT** – All paid or non-paid entertainers, i.e., DJ's, dancers, etc., must have a completed contract on file with the Student Life Office. (Appendix E)

**SPEAKERS/WORKSHOPS** - All paid or non-paid speakers and workshop presenters must have a completed contract on file with the Student Life Office. (Appendix F)

**VENDORS** – All vendors must have a contract on file with the Student Life Office. They must supply a copy of their business license **and** insurance liability with the completed contract. (Appendix G) **Food Vendor** – (Appendix H)

**POLICE CONTRACT** – All dances and concerts must have a contract with the Salinas Police Dept. on file prior to scheduling the event. Dances that are open to the public require Salinas Police Dept. to provide security. A minimum of two officers are required per 100 attendees. **Two (2) advisors must be present at all dances and concerts.**

**FIELD TRIP ROSTER & LIABILITY RELEASE** – Clubs must submit a roster and liability release for all students attending a field trip or conference off campus to the Student Life Coordinator. **Funding for these activities will not be released without these forms on file. An advisor must accompany the students at all field trips or conferences.** (Appendix J)

## ACCESSING CLUB FUNDS

1. **PURCHASE REQUISITIONS** - Completed and signed purchase requisitions must be submitted to the Student Life Office for processing. Purchase Requisitions are necessary for all access to club funds. Proper documentation **must** accompany all purchase requisitions, i.e., club minutes, receipts, contracts, statements. **Cancelled checks will not be accepted by the Business Office as a receipt for reimbursement for out of pocket expenditures.** (Appendix K)
2. **ADVANCE PAYMENT** – An advance of no more than \$100 per event may be requested. The payment will be made only to the advisor of the club. Follow-up original receipts **must** be submitted within 24 HOURS of the activity. Failure to do so will prevent your club from being able to get any advances for future events.
3. **REIMBURSEMENTS** – A completed purchase requisition with attached original receipts **must** be submitted with a Purchase Requisition for all reimbursements.
4. **CLUB FUND DEPOSITS** – All clubs must deposit money earned from activities at the end of the business day. Deposit slips are available in the Student Life Office. All deposits must be made through the College Cashier Office. **Weekend or After Hour Activities** – Clubs should make arrangements in advance with College Campus Security to deposit funds through them at the end of the activity.

### COMPLETED PURCHASE REQUISITIONS MUST BE SIGNED BY:

- a. **Club President or**
- b. **Club Treasurer and**
- c. **Club Advisor**
- d. **Student Life Coordinator**
- e. **Vice President of Student Services**

**All contracts, applications, petitions and requisitions are available in the Student Life Office.**

## ASHC and HARTNELL COLLEGE POLICIES

The ASHC Senate and ICC have adopted the following policies:

*Club members and club advisors must be aware of these policies since they may have an impact on student club activities.*

- ❖ Dance Security Policy
- ❖ Food Policy
- ❖ Photo Copying Policy
- ❖ Field Trips
- ❖ Conference Attendance Policy
- ❖ Club Activities Conflicting Dates Policy
- ❖ Events Funding Policy
- ❖ Club Grants Policy

The Hartnell College Board of Trustees has adopted the following policies:

*Club members and club advisors must be aware of these policies since they may have an impact on student club activities.*

- Students Shared Governance
- Permanent or Semi-Permanent Works of Art
- Advisors and Sponsors for Student Clubs and Organizations
- Posting Policy
- Fund Raising/Solicitations on Campus

*Information about the above policies may be found at:*

[http://www.hartnell.edu/board/board\\_policies/](http://www.hartnell.edu/board/board_policies/)

**HARTNELL COLLEGE**  
**DANCE AND CONCERT SECURITY POLICY**

Because of the potential for gang violence at dances that are open to the public, Hartnell's Administration and Security Department are changing the requirement for security.

All dances or concerts that are open to the public **MUST** contract with the Salinas Police Department for off-duty police officers to handle all security.

|                     |                             |            |
|---------------------|-----------------------------|------------|
| <b>REQUIREMENT:</b> | 1-150 persons in attendance | 2 officers |
|                     | Each additional 50 persons  | 1 officer  |

**Each dance or concert will have a minimum of 2 officers on duty for a minimum of three hours. Officers will be on duty ½ hour before the beginning of the event and ½ hour after the end of the event.**

**COST:** Time and a half hourly rate of the officer working (Minimum of 3 hours)

**CONTACT PERSON:** Sgt. 758-7224, extension 224

Dances or concerts will **NOT** be approved without a contract for security from the Salinas Police Department on file. Contracts can be faxed to the Student Life Office at 831-770-6116. **NO EXCEPTIONS WILL BE MADE.**

## FOOD SALES POLICY

Hartnell's Food Service Manager must approve all club food sales prior to submitting the activity for approval and scheduling to the Student Life Office. A Food Sale Petition is available in the Student Life Office.

**This petition must be completed and approved by the Food Service Manager two weeks prior to the sale.**

1. All meats for food sales **MUST** be approved by Hartnell Food Service Manager
2. Hartnell Food Services Manager **MUST** approve solicited donations. Perishable food items may not be solicited for donation from private individuals. Fresh fruit and vegetables can be an exception.
3. All perishable foods **MUST** be kept under refrigeration prior to the sale in the cafeteria. If special equipment, i.e., warming trays, ice, etc., prior arrangements must be made two weeks in advance.
4. Meat items **MUST** be prepared under supervision of the Food Service Manager. Meat items **CANNOT** be prepared in individual's homes.
5. Baked goods **CANNOT** contain whipping cream or custard. All baked items must be individually wrapped. Whipped cream may be added at time of sale if kept under proper refrigeration.
6. Food servers must be in good health. Their hands must be washed prior to serving the food; they cannot have any open wounds or sores on their hands. All food servers must wear latex gloves while serving food.
7. The college shall at all times have complete supervision, direction, and control over all food sales.

## **POSTING/DISTRIBUTION OF PRINTING MATERIALS ON CAMPUS**

The Student Life Office **MUST** approve all posting and/or distribution of printed materials by clubs on campus. Clubs are responsible for removing out-dated material. Materials that do not have an approved stamp prominently displayed will be removed. (Appendix K)

It is the Club's responsibility to comply with the Posting/Distribution Policy of Hartnell College.

**\*NO MATERIAL** can be placed on car windshields

\*Clubs that repeatedly disregard the posting policy jeopardize their club charter

## **PHOTO COPYING POLICY**

If a Club needs 10 or fewer copies, they may use the copy machine located in the ASHC Senate Office. If a club needs to make 20 or more copies of printed material, they can request these copies via the VP of Communications & Public Relations. The cost of printing will be charged to the Club account. Arrangements need to be made through the Student Life Office. Club members are not allowed to make their own copies.

## **FIELD TRIP POLICY**

When Clubs arrange field trips for their members, they may request to rent a vehicle. A Vehicle Rental requisition form is available in the Student Life Office. The driver of the vehicle **MUST** be an approved driver by Hartnell College. **A MINIMUM FIVE-DAY NOTICE IS REQUIRED.** (Appendix L)

**All participants must sign** a "Hartnell Community College District Voluntary Field Trip/Excursion Emergency Medical Authorization/Transportation Acknowledgment & Release Form." (Appendix M)

\*An Advisor **MUST** accompany the Club members on all field trips.

\*The Club will be charged for the rental of all vehicles.

All necessary forms are available in the Student Life Office.

## CLUB ACTIVITIES CONFLICTING DATE POLICY

The ASHC Senate encourages and promotes Hartnell College Clubs to sponsor campus-wide and community involved activities.

Activities are scheduled through the Student Life Office on a first come basis. If two or more clubs are planning a major activity for the same date and time, the activity approval will be suspended and the Student Life Office will recommend:

1. Club Presidents and advisors of involved clubs, ASHC President and ASHC Advisor will meet to work out a compromise, i.e., extend activity to more than one day, rotate activity to a different club each year, etc. ASHC President will mediate the meeting.
2. If clubs cannot agree on a workable solution, the Inter-Club Council (ICC) will be asked to review the situation at the next ICC meeting and recommend a solution to the parties involved.
3. Activity will be approved based on either the solution that the clubs have reached or by the ICC recommendation.
4. If your club is not activated by the second (2<sup>nd</sup>) ICC meeting of the Fall semester, your club may forfeit any activities that have been planned in advance.

*9/93*

*ICC Approved: October 7, 1993*

*ASHC Senate Ratified: October 7, 1993*

## CLUB GRANTS POLICY

### Requirements for Grants/Co-sponsorships

A club may apply for up to \$200 for a grant and/or co-sponsorship of an activity. Clubs **MUST** apply for a grant/co-sponsorship up to two (2) weeks prior to the event and 1 week prior to the next ICC meeting. Please be aware that grants **WILL NOT** be considered for any events that have already taken place.

ASHC has a limited amount of funds available to use for grants and/or co-sponsorships of activities. Because of this limit, the ASHC Senate has placed a limit of **\$200 per grant per activity and a \$200 limit per co-sponsorship per activity**. Also because of these limits clubs may apply for one grant per activity at a time. Second grants or co-sponsorships **will not** be considered until the activity is completed for which the first grant or co-sponsorship was awarded. Clubs can apply for only two (2) grants and co-sponsorships per semester.

**If the funded activity does not take place and is not rescheduled within a two-week period, the ASHC Advisor will automatically withdraw the money transferred to the club account for the activity.**

“New clubs” may apply for a **LOAN** up to but not to exceed \$100 for use as seed money for their first fund raiser. Loans must be repaid within the first semester or immediately following the fundraiser. Failure to comply with the repay loan criteria may place a club in default status.

The consideration for awarding a grant and/or co-sponsorship will be based on the following criteria:

A club must have in its account 5% of the budgeted amount of the event for the grant and/or co-sponsorship requested.

### GRANTS

- a. Is a recognized Club of Hartnell College in compliance with the Club Constitution; ICC Constitution; ASHC Constitution and Hartnell College Policy. Has attended club orientation, and participated in Club Day.
- b. Club is not in default on any debts at Hartnell College.
- c. Club demonstrates “need” for grant.
- d. Activity is targeted to benefit all club members.
- e. Club has had or has applied for approval of a least one fund raiser for the activity for which the grant/co-sponsorship will be applied to.
- f. All proper paperwork for activity has been filed and approved.

A representative of the club must appear before the ICC and ASHC Senate with an oral report (A Grant will not be considered without proper representation at the ICC or Senate meeting.)

## CO-SPONSORSHIP

- a. Is a recognized Club of Hartnell College in compliance with the Club Constitution; ICC Constitution; ASHC Constitution and Hartnell College Policy. Has attended club orientation.
- b. Club is not in default on any debts at Hartnell College.
- c. Club demonstrates “need” for grant.
- d. Activity is targeted to benefit all club members.
- e. Club has had or has applied for approval of a least one fund raiser for the activity for which the grant/co-sponsorship will be applied to.
- f. All proper paperwork for activity has been filed and approved.

**A representative of the club must appear before the ICC and ASHC Senate with an oral report.** Co-sponsorship will not be considered without proper representation at the ICC or Senate meeting.

## POINT SYSTEM

Grants and Co-sponsorships will be reviewed on a point system. The above criteria will be worth a total of 100 points. A club must be awarded at least 70 points to qualify for consideration of the grant or co-sponsorship. The points for each criterion for both grant and co-sponsorship applications are as follows:

- a. 15 points
- b. 15 points
- c. 15 points
- d. 15 points
- e. 25 points
- f. 15 points

**TOTAL**            100 points

**A CLUB WILL BE FUNDED TO THE AMOUNT NEEDED TO ENSURE A SUCCESSFUL EVENT.** If the funded activity does not take place and is not rescheduled within a two-week period, the ASHC Advisor will automatically withdraw the money transferred to the club account for the activity.

Applications for grants/co-sponsorships **MUST** be submitted two (2) weeks prior to the activity and be in the Student Life Office no later than the Friday, 5:00 p.m. prior to the next scheduled ICC meeting. Back-up documentation **MUST** be attached, i.e., activity petition, contracts, food petition, etc. \*Grants and co-sponsorships **WILL NOT** be considered for any event that has already taken place.

**CLUB GRANT AND/OR CO-SPONSORSHIP APPLICATION**

Name of Club \_\_\_\_\_ [ ] Grant [ ] Co-sponsorship [ ] Loan

Date of Activity \_\_\_\_\_ Location of Activity \_\_\_\_\_

How will this activity benefit the club members and/or the students at Hartnell College (be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Club Account Number \_\_\_\_\_ Balance in Account \_\_\_\_\_

Estimated Activity Expenses \_\_\_\_\_ Estimated Income \_\_\_\_\_

A proposed budget will give the ASHC Senate and ICC information for a better consideration of your application. It is recommended that this budget worksheet be completed.

**PROPOSED BUDGET:** \_\_\_\_\_

|                                |                        |
|--------------------------------|------------------------|
| Estimated Total Expenses _____ | Entrance Fee _____     |
| Advertisement _____            | Sponsor Money _____    |
| Supplies _____                 | Other _____            |
| Performance Contract _____     | Services _____         |
| Facilities _____               | Equipment Rental _____ |
| Security _____                 |                        |

If activity for which funds are received is canceled, all funds received will be returned to the ASHC Senate ICC Account

Club President Signature \_\_\_\_\_ Club Advisor Signature \_\_\_\_\_

*For Office Use Only* \*\*\*\*\*

|                                 |                                    |
|---------------------------------|------------------------------------|
| Date Application Received _____ | Approved: [ ] Yes [ ] No           |
| Amount \$ _____                 | Signature of Committee Chair _____ |