



HARTNELL COLLEGE

ASHC

CLUB HANDBOOK

**FOR CAMPUS CLUBS or ORGANIZATIONS of
HARTNELL COLLEGE**

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CLUB CHARTERING PROCESS

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

1. Registration

A complete club registration listing club officers and club advisor(s) – a club must have **five** officers; **(three minimum: President, Treasurer, and ICC Representative)** and at least one faculty/staff advisor to be recognized.

Officers' eligibility – students must have a 2.5 cumulative grade point average and be enrolled in a minimum of 9.0 units throughout the term of office.

2. Orientation

Clubs are eligible for charter once officers have attended a mandatory club orientation session.

3. Club Governing Documents

Submit a club constitution or mission statement and three (3) Club objectives for the semester/academic year.

***Due:** ICC meeting following club ratification.*

4. Community/Campus Service Project

The purpose of the Community/Campus Service Project is to engage club members to participate in activities, programs or services that improve Hartnell College and/or the Salinas Valley community. Your service project should be decided among your club membership. The Office of Student Life can assist you in identifying a service project.

5. Reports

a. Submit a mid-semester and end of semester report to ICC/ASHC on the progress of club objectives and community/campus service projects. Include a tentative plan of activities, and fundraisers.

A club representative must be **present at the ICC 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, contact the Office of Student Life, C140, 831-755-6734.

OFFICERS RESPONSIBILITIES

All members must agree to the following duties assigned by each officer. No one student shall hold more than one position per semester. In the case of the ICC Representative unable to attend ICC monthly meetings, members may carry out duties.

President

Shall preside at all meetings and acts as principal host at all club functions

Be familiar with the constitution/bylaws (if any) and/or mission/objectives of the club and ASHC, the specific duties of the office, and basic parliamentary procedures. Also, be familiar with college policies and procedures affecting club operations.

Prepare an agenda for each meeting.

Appoint committees as directed and define their responsibilities. See that committees act and report promptly and fully.

Soon after assuming duties, should plan, in conjunction with the Vice-president, activities and events for the year ahead.

Consult and confer regularly with the club advisor, but remember that the activities of the organization should be planned and carried out by students, not by the advisor. *Refer to: Advisors Roles and Responsibilities page.*

Vice-President

Must perform the duties of the President in his or her absence.

Succeed the President position if the President resigns or is removed.

Coordinate the election process for club members.

After assuming duties, should plan, in conjunction with the President, activities and events for the year ahead. This can often be delegated to a planning committee, but the vice-president is responsible for seeing that planning is done.

Be responsible for submitting the following:

- b. A copy of the club's constitution or mission statement, goals, community project and bylaws (if any).
- c. A list of officers for each semester for the particular club, along with a notice of meeting time, place and frequency of scheduled meetings. Update notice if any changes occur.
- d. Submit Mid-term and End of Semester reports on club goals, activities and community projects.
- e. Submit a tentative plan of activities, and fundraisers.

Perform other official tasks as assigned. Take a full share responsibility for helping the club to function effectively.

Treasurer

Shall maintain club budget oversight and management. Prepare a statement of such finances for

each meeting.

Keep an accurate file of financial statements and club budget.

Participate and help coordinate all student fundraising activities.

Prepare and process all financial forms including: deposit all profits, reimbursement requests, purchase orders, vendor forms, check requests, and other financial forms. Submit forms to the Office of Student Life.

Assume responsibility for coordination, preparation, and presentation of the club annual budget.

Secretary

Arrange for a meeting place and other physical facilities as necessary.

Notify members as to the date, time, and place of each meeting.

Publish agendas for all club meetings.

Record and maintain a permanent record of all club meetings including records of agendas, minutes and actions taken by the club membership. These should be available for ready reference at club meetings.

Prepare, manage and process all other forms (including activity petition forms, facilities requests etc), contracts, schedules, charts, and letters concerning club business.

In the absence of a Secretary, the President and Vice-President must coordinate to provide duties otherwise stated in the Secretary description.

ICC Representative

Attend ICC meetings of each month.

Taking notes of the ICC meeting to report to your club.

Pick up club's mail in the Student Life Office.

Voting (as your club directs you to) at the ICC meetings.

Reporting on club's 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 ICC Director know of your absence in advance. Be sure to inform your substitute of highlights of the previous meetings.

Members At-Large

Shall ensure the full representation of club at Hartnell College campuses

Shall complete specific duties designated by the club

Shall serve on ICC committees related to events and activities

ADVISOR ROLES AND RESPONSIBILITIES

STUDENT/ADVISOR PARTNERSHIP

All student clubs and organizations are required to have one or more faculty/staff advisors selected by the club members. The club members in partnership with the advisor should plan a quality program of activities that follow the club mission and goals.

ADVISOR ROLE & RESPONSIBILITIES

- Understands and assists in developing the club's mission and goals.
- Be familiar with the club's constitution/by laws or mission/goals, finances, and activities.
- 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 policies and procedures including Hartnell's Student Code of Conduct.
- Advisors should make an effort to ensure officers are meeting required duties and responsibilities, and provide advice when needed.
- Advisors will ensure that proper financial accounting procedures are followed during all fundraising activities and that all funds are deposited in club accounts immediately after each activity.
- Advisor's signature must be on all club activity forms including: facility requests, change orders, purchase requisitions, food petitions, and contracts.

HARTNELL POLICIES ON STUDENT CLUBS AND ADVISORS

- Off-campus activities by student club members, i.e., field trips, conferences, etc., must be accompanied by an advisor or designee at all times. Advisors are responsible for travel authorizations.
- All after-hours or weekend activities taking place on or off campus **MUST have an advisor present for the entire time of the activity.**
- Dances or entertainment **MUST** have a minimum of **TWO** advisors present during the entire activity.

ADVISOR LIABILITY

It is the advisor's 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.

INTER-CLUB COUNCIL (ICC)

ICC is comprised of members from active clubs and the ASHC. 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 ASHC Director of ICC is the chairperson of the ICC.

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.

ICC meets to address issues that support club activities, student government, and Hartnell College policies. Most importantly, ICC, in cooperation with ASHC, will coordinate the organization of campus-wide activities. The ASHC 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.

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.

ICC Representative Guidelines

Only one (1) club representative will sit at the council table. ICC Representatives may only represent a maximum of TWO Clubs - ALL other club members must be seated in the audience.

Each club has only one (1) vote.

If you are an ICC Representative you are responsible for:

- Attending ICC meetings twice per month
- Taking notes of the ICC meeting to report to your club
- Picking up your mail in the Office of Student Life
- 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.

Club Participation Guideline

The Inter-Club Council coordinates activities that promote student involvement on campus. ICC expects all active clubs to participate in the club activities and events planned by the ICC throughout the school year.

Club Charter Deactivation

ICC and ASHC Advisor may deactivate clubs who are in serious violation of ICC and/or Hartnell College policies, procedures and/or Student Code of Conduct. Deactivation of a club shall mean that the sanctioned club will be inactive for the duration of a specific deactivation period. During this deactivation period, the club may not hold or attend any events, conferences, on or off campus. The Deactivation Period may last up to one year.

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, including Hartnell's Student Code of Conduct.

In order to plan and have a successful activity, there are certain processes, applications, petitions and forms that your club must submit to the Student Life Office for approval. Each form may require a different timeline to be processed; contact the Office of Student Life for instructions and deadlines. Financial forms and payment forms may take extra time to process. We ask that you plan accordingly.

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

Activity Planning Processes

1. Receive approval of Activity/expenditure by Club membership, and reflected in official minutes.
2. Submit an Activity Petition form and official minutes to the Office of Student Life.
3. Submit additional required forms. The following petitions/contracts must be on file with the Office of Student Life only if applicable to the activity.
 - Facility Request with a Technical Checklist Application (for facilities Reservation) Food petition (for all food sales). Must be signed by Food Services Manager ▪
 - Police Security Contract (for all dances and concerts)
 - Entertainment Contracts (W-9 form needed for all paid and non-paid entertainers)
 - Vendor Agreement (all outside vendors must submit to Purchasing Department)
 - Speakers/Workshop Contracts
 - Travel Authorization (all club conference and field trip travel)
 - Liability Release Forms and Rosters (all club conference and field trip travel)
 - Vehicle Request Form (car and van rentals for field trips)
 - Deposit of Funds (all activities that generate revenue for club)

All applications/petitions and forms are available in the Office of Student Life office and web page. 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/ Office of Student Life Director

DESCRIPTION OF FORMS, CONTRACTS and 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.

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 Director's signature on it. This will delay getting the facilities requested approved.

TECHNICAL CHECKLIST – If your activity needs special equipment, i.e., BBQ pit, lectern, microphone, tables, chairs etc.

FOOD SALES POLICY – Clubs must complete a Food Sales Petition and have it approved by the Food Services Manager prior to scheduling a food sale. **Form requires a 4-week in advance approval.** 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.**

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

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

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.

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 Office. **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.**

This Financial Code is established to define policies and procedures for approving and expending all money under the control of Hartnell College and its clubs/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, state and district financial regulations. Only active Hartnell club members are eligible to receive 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 ASHC will be responsible for setting the annual budget for the ICC.

III. INTER-CLUB COUNCIL CLUB ALLOCATIONS

ASHC has established a budget for activities and events. Clubs who seek funds for activities may request ASHC funding of a club activity through a Grant proposal.

The ICC Grant Committee will review grant proposals and forward their recommendations to the ASHC for ratification.

IV. DEPOSITS

All clubs must deposit money earned from activities at the end of the business day. Weekend or After-Hour Activities – clubs should make arrangements in advance with the Office of Student Life to deposit funds the next business day.

- A. Pre-numbered receipts and pre-numbered tickets must substantiate all funds collected from any source, or other records that may apply.
- 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 of receipt of funds. Deposits should be made at the Office of Student Life.
- D. Banking of all funds and all official bookkeeping records shall be the responsibility of the Hartnell College Business Office.

V. ACCESSING CLUB FUNDS

Clubs should plan ahead and approve expenditures accordingly. Hartnell College Business Office requires a minimum of **three to four week processing time** before a payment, check, or reimbursements are made. All expenditures of club accounts shall follow the procedures outlined below.

- A. Club members seeking the funds from their club account shall fill out appropriate paperwork (available at the Office of Student Life). Include the following information/documentation:
 - Minutes from the club meeting which approved expenditure (required)
 - Signatures of the club Advisor, club Treasurer or club President. The Office of Student Life will ensure that funds are available and secure the signature of the ASHC Advisor. Requisitions **WILL NOT** be processed without a club officers' and an advisor's signature on the requisition.
 - A check request form with attached original itemized receipts must be submitted for all reimbursements. No check will be issued for reimbursements if there is no receipt or invoice attached to the requisition.
 - If a club wishes to give away gift cards, club members **MUST** obtain the gift card recipient's name and Hartnell email address for reimbursement. If a recipient's name is not included, the club/member will not be reimbursed.
 - **Back-up documentation e.g. quotes, new vendor forms, invoices, receipts,**

contracts, W-9 forms, order forms, etc.

Note: NO DEFICIT SPENDING WILL BE ALLOWED. No funds will be advanced on a petty cash basis.

B. The approved requisition will be forwarded to the Business Office for processing. Plan for three four weeks between the time the request is submitted to when the vendor will receive payment. This is assuming the request and supporting documentation submitted is complete, contains appropriate signatures, and there are sufficient funds. Payment for expenditures may be issued in one of the following methods:

- Check - Upon receipt of an approved requisition, the Business Office will prepare a check. Ordinarily checks should be made payable to the vendor. The Business Office will mail checks to the vendor unless directed to be hand-delivered. Checks to be hand-delivered may be picked up at the Office of Student Life.
- Change Order – Each change order 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.
- 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 and documentation (quotes, new vendor forms, etc). After review and approval a purchase order number will be issued. Receipt of goods prior to payment must be reported in writing.

VI. 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 Office of Student Life, 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.

VII. SERVICE CONTRACTS

The Club Advisor, ASHC Advisor, and Club President must sign all contracts. Payment on contracts must be initiated by the regular requisition procedure, paid by the 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 District, because of tax law regulations, make all service payments.

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.

VIII. TRAVEL

Club representatives must check with the Director of Student Life about securing approval of trips and/or conferences and complete a Travel Authorization Expense Form (8 weeks prior to travel). 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 Hartnell College President. The Board of Trustees must approve out of country travel prior to the travel date.

Owners of private cars providing transportation for school activities must be approved by the Administrative Service Office prior to Travel.

In no instance will the expenses claimed be more than the actual amount expended. Written original receipts must verify all expenses. Meal expenditures must include itemized receipt.

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

ASHC PROCEDURES and HARTNELL COLLEGE POLICIES

The ASHC and ICC have adopted the following procedures:

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

- Food Sales
- Posting/distribution of printing materials on campus
- Field Trips (Academic Affairs Procedure)
- Club Grants

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.

- Standards of Student Conduct (BP 5500; AP5500)
- Students Shared Governance (BP 2005)
- Computer, Electronic Communication, and Network use (BP 3720)
- Permanent or Semi-Permanent Works of Art (BP 2360)
- Advisors and Sponsors for Student Clubs and Organizations (BP 5506)
- Posting Policy (BP 3920)
- FundRaising/Solicitations on Campus (BP 3910)

Information about the above Board Policies may be found at: http://www.hartnell.edu/board/board_policies/

FOOD SALES PROCEDURES

Hartnell's Food Services Manager must approve all club food sales. **Food Sale petitions for Panther Club Days must be turned in on the 2nd ICC meeting of each month. All other food sale petitions must be turned in to the Office of Student Life for approval four weeks prior to the food sale.** A Food Sale Petition is available in the Office of Student Life or ASHC webpage.

Food Sales Guidelines

Club's not following these guidelines will lose their food sales privileges since these violations can result in a Department of Health ban on all future food sales for all clubs! Please help us continue with these fundraisers which benefit all Hartnell Clubs.

1. All meats for food sales **MUST** be approved by the Food Service Manager.
2. The 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. All perishable foods **MUST** be kept under refrigeration in the cafeteria prior to the sale.
3. If special equipment (i.e., warming trays, ice, etc.) is needed, prior arrangements must be made two weeks in advance.

4. All cooked/baked goods and Meat items **MUST** be prepared under supervision of the Food Service Manager. These 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 food; they cannot have any open wounds or sores on their hands. **All food servers must wear latex gloves and hair nets while serving food.**
7. All Food items must be kept under appropriate temperature, and follow the guidelines provided by the Food Service Manager.
8. 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 approves all postings 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.

It is the club's responsibility to comply with the Posting/Distribution Policy of Hartnell College. (BP 3920)

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

FIELD TRIP PROCEDURE (ACADEMIC AFFAIRS)

When a field trip is offered to students participating in a special program (like clubs) or through the Associated Student Body and College funds are paying for transportation or any portion of their trip, the following instructions apply:

- Each student completes and signs a Hartnell Community College District Voluntary Field Trip/Excursion Emergency Medical Authorization/Transportation Acknowledgment & Release Form (***Student Field Trip form***).
- An Advisor **MUST** accompany the Club members on all field trips for the entire duration of the trip.
- One copy of the signed Student Field Trip form is carried with the instructor/advisor for emergency information.
- A Travel Authorization form must be completed by an employee of record (instructor, advisor, etc.)
- One copy of each signed Student Field Trip Form (or a roster of attendees) must accompany the Travel Authorization form and the Purchase Requisition for payment, approved by the Vice President of the area.
- One copy of the signed Student Field Trip form is sent to the Vice President for emergency purposes **prior to** the trip and maintained until after the date of the trip.
- For multiple field trips, a list of dates and locations may be attached so that students do not have to complete more than one Student Field Trip form each semester.

- On the day of the field trip, **before leaving, or prior to the trip** if information is known, a roster of attendees should be delivered to the Office of the Vice President of the area, so they will have a true list of attendees.

CLUB GRANTS PROCEDURES

Requirements for ASHC Club Grants/Co-sponsorships

A club may submit a proposal for an ASHC grant and/or co-sponsorship of an activity. Clubs **MUST** submit a proposal 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. Proposals are reviewed on a case by case basis and require Clubs to partially fundraise the request.

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.

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

GRANTS & CO-SPONSORSHIP

- a. Is a recognized Club of Hartnell College in compliance with the Club Constitution or mission/goals; 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 grants.
- d. Activity is targeted to benefit all club members and Hartnell College.
- f. All proper paperwork for activity has been filed and approved.

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

Proposals for grants/co-sponsorships **MUST** be submitted three (3) weeks prior to the activity and be in the Office of Student Life no later than the Friday, 5:00 p.m. prior to the next scheduled ICC meeting. All appropriate 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 PROPOSAL

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 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/ICC Account

Club President Signature _____

Club Advisor Signature _____

For Office Use Only

Date Application Received _____
Amount _____

Approved: ☐ Yes ☐ No
Signature of Committee Chair _____