



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

Office of Student Life

CLUB ADVISOR HANDBOOK

Updated July 2013

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Congratulations on becoming a Folsom Lake College Club Advisor!

You have taken on an exciting and important challenge in developing our students and contributing to the FLC campus experience. This packet is intended to serve as a guide and resource to you in your role as a club advisor. Should you have a question that is not addressed in this booklet, please be sure to contact the Office of Student Life.

Communication between the Office of Student Life and advisors is essential to the growth and success of our clubs. Consider yourself a member of the Office of Student Life team as a club advisor! In order to get you off to a good start and on the same page as the Office of Student Life, advisors are required to meet with Genevieve Siwabessy for an Advisor Orientation. Please contact the Office of Student Life to schedule your brief orientation.

Office of Student Life – Genevieve Siwabessy, Student Life Supervisor
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As an extension of the Student Life team, please review the Mission and Goals of the Office:

Mission Statement

The Office of Student Life is committed to providing training and leadership experiences to assist in the development and organization of students at Folsom Lake College.

Goals

- Promote learning in and out of the classroom
- Support a variety of campus activities for our students and campus community
- Embrace civic responsibility with ethical, responsible, and environmentally sustainable events and programs
- Promote cross cultural understanding
- Encourage students to become involved in campus life while achieving their educational and life goals
- Participate in the college governance process

What is a club?

Purpose

- To enrich Folsom Lake College and its surrounding community through extracurricular activities
- To create opportunities for students with like interests to flourish, both academically and socially

Club Requirements

- ✓ Must have advisor and student officer/s
- ✓ Must hold regular meetings
- ✓ Must attend **at least three** Clubs and Events Board (CAEB) meetings per semester
- ✓ Must adhere to Office of Student Life, Folsom Lake College, and Los Rios Community College District regulations

(Re)Charter procedure

In order to be considered an active club, charters are to be filed with the Office of Student Life within the first* month of each semester. Approved charters are good for the entire academic year but may be revoked if a club does not fulfill the minimum CAEB meeting attendance requirement.

**Alternative arrangements can be made with prior approval from the Student Life Supervisor.*

Clubs and Events Board (CAEB)

CAEB is a collaborative effort among clubs to communicate with one another and the Office of Student Life. Communication is important when promoting the interests of Folsom Lake College students and CAEB should be at the forefront of this exchange.

- Clubs are encouraged to attend all meetings, but **are required to have a representative present at a minimum of three CAEB meetings per semester.**
- Information regarding upcoming meetings will be distributed to the advisor and president of each club, but any club member may represent the club at a CAEB meeting.
- It is the advisor's responsibility to inform club members of upcoming CAEB meetings. Clubs that fail to attend CAEB meetings may have their charter revoked.

Advisor Responsibilities

Your role as club advisor is to provide the necessary tools for your club officers and members to achieve their goals in a supportive learning environment.

Club advisors are responsible for the following:

- ✓ attending **all** club meetings and events (Advisors **must** be present at each meeting and events.)
- ✓ facilitating the development of student leadership
- ✓ be familiar with and encourage the basic use of Parliamentary Procedure
- ✓ proof-read, approve, and submit **all** publicity to the Office of Student Life **before** posting
- ✓ review and approve club constitution and charter
- ✓ encourage club participation and club-member outreach
- ✓ serve as the primary contact for event planning and facility reservation
- ✓ serve as a Campus Security Authority (CSA)

Tips for club advising:

Do

- Set-up the group to succeed
- Take ownership of the group
- Be visible
- Be consistent with your actions
- Teach leadership
- Keep your sense of humor
- Inform group of policies

Do Not

- Control the group
- Miss group meeting or functions
- Close communications
- Act as the president
- Be afraid to let the group try new things
- Take everything so seriously
- Manipulate your group
- Leave club business completely up to the students

Serving as a Campus Security Authority (CSA)

Faculty advisors to student organizations are considered Campus Security Authorities (CSA), defined by the Clery Act, as a result of your function having significant responsibility for student and campus activities. If someone tells you about a crime or an incident that may be a crime, record the information and submit a report to LRPD. Just get the facts and LRPD will take care of the rest. Your role is to get the information the person is willing to tell you and not to investigate to determine who's at fault or find the perpetrator. When using the report form, do not identify the victim unless s/he gives you permission. If in doubt, go ahead and report it or contact Captain Valerie Cox, our District's Clery Compliance Officer, at coxv@scc.losrios.edu.

The following crimes must be reported: **criminal homicide** (murder, non-negligent/negligent manslaughter); **sex offenses** (forcible/non-forcible); **aggravated assault; robbery; burglary; motor vehicle theft; arson; hate crimes; and liquor, drugs, and weapons arrests AND disciplinary referrals for students and employees**. Be sure to document when the crime or incident occurred and when it was reported to you. The law requires that the crime is reported for the calendar year in which it was first reported to a Campus Security Authority – not when it occurred or reported to police. A crime must be reported if it occurred on campus, on LRCCD property, on public property adjacent to campuses, or on property closely related to the College (e.g. Rancho Cordova Center and adjacent areas). You should not include crimes unrelated to LRCCD such as a crime that occurred at another college or while away from campus during a non-sponsored activity, but tell the student about reporting options and refer for help.

Be sure to inform the person about options for reporting to the police or any available confidential reporting process. Just understand that it is up to them to report the crime. Let the person know that you may be required to report the incident as an anonymous statistic, but will not identify anyone involved. Additionally, let the person know of any resources for victims' assistance programs, medical treatment or counseling services available to them on campus or in the community. Information pamphlets are available from LRPD and the Campus Health Centers.

Below are some questions that you should ask the person reporting the crime:

- Is a violent crime in progress? Is it a continuing threat? (If so, call police immediately!)
- Has the victim sought or is the victim in need of assistance/services?
- What happened? How, when, and where did it happen? Is there an identified suspect?
- Has the incident been reported to police or to another CSA?
- Does the victim wish to remain anonymous?

Fill out the form as best as you can. Some information is better than none!

Clery Handbook: www2.ed.gov/admins/lead/safety/handbook.pdf

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Club Accounting

Chartered clubs are given a one-time initial deposit of \$75.00. Club accounts are maintained through the Business Services Office and a monthly account summary will be sent to you. Should you not have access to your account summary, you are welcome to inquire with the Office of Student Life for your account balance. **Forms for purchases and deposits should be submitted to the Office of Student Life and not directly to the Business Services Office.**

Clubs are responsible for their own fundraising and fiscal planning. Before your club engages in a fundraiser, please be sure to inform the Office of Student Life with the details of the activity using the Authorization to Conduct Fundraising Form. If you need to use the campus Tax ID number, you will also have to request approval from the VPSS **prior to** providing it to a donor (business or individual). Keep in mind that there are also campus sources for funding that your group should consider if the goal is to raise funds for a specific club activity. These sources include: the FLC Foundation, the Professional Development Committee, the Patron's Club, and CAEB.

Money from accounts that are inactive for two or more years will be transferred into the Associated Student account used to provide start-up funds for newly chartered clubs.

Account Expenditures

1. All club expenditures must be approved by the club advisor.
2. All club expenditures must be noted in club meeting minutes.
3. Original receipts are required for all reimbursements.
4. Campus-Based Requisition forms should be filled out for all expenditures.
5. Approved methods of expenditure include:
 - a. Vendor Payments: Checks issued directly to the company
 - b. Purchase Orders: A "promise to pay" from your club account
 - c. Revolving Check: A "blank" check made payable to the vendor and issued to the club advisor with a "Not to Exceed" amount
 - d. Reimbursements: A check will be generated to "pay back" the purchaser once an original receipt has been submitted*

**Requests for reimbursements are not guaranteed approval. Consider obtaining pre-approval for reimbursement from your Dean before you use your own money to purchase any goods or services on behalf of the club.*

Account Deposits

1. Complete Deposit Slip and deliver to the Office of Student Life with the full amount to be deposited.
2. A receipt of the deposit will be sent to the club advisor.
3. Funds raised for an outside organization **cannot** be deposited directly into club account. Funds raised for an outside organization will be held in cash envelopes in Business Services until transferred to the designated organization.

Fundraising Guidelines

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or club/organizational budget enhancement. The guidelines that follow must be adhered to in order to conduct fundraising efforts under the auspices of Folsom Lake College.

All fundraising efforts must meet the following criteria:

- be consistent with the stated purpose of the club/organization and mission of Folsom Lake College;
- adhere to the policies and regulations of the Los Rios Community College District; and
- comply with all applicable local, state and federal laws.

The following guidelines pertain to all fundraising sponsored by students.

All on-campus fundraising efforts by individual students, student groups, or by recognized student clubs and organizations must be approved in advance by the Student Life Supervisor and be scheduled through the campus event scheduling process.

Applications for fundraising activities by recognized student clubs and organizations should be completed and submitted **four weeks prior** to the event to ensure that there is enough time to evaluate the request and schedule and plan for the event.

A currently enrolled student club member and the Club Advisor (or qualified replacement) must be present during the scheduled hours of the event.

Each campus organization is responsible for any fundraising activity it sponsors and must put its name on all advertising associated with the sale and follow posting policies for advertising the event. The intended use of the funds raised must be posted at the event and all funds raised must be used in this manner.

Sales of any kind may not be in conflict with the normal merchandise and services of the college bookstore, cafeteria or other departments of the College unless approved by mutual agreement in advance of sale.

The merchandise or service offered for sale by the recognized student organization or College department must be for the purpose of raising funds for the organization or for the benefit of a charitable organization.

If fundraising is taking place to provide a donation to a charitable organization, a statement acknowledging their support of the fundraising effort written on their letterhead must be submitted along with the fundraising application their support of the activity. The letter should include their verification of their non-profit status and indicate when they expect to receive the donation.

All funds raised for charitable organizations must be deposited in a special account through Business Services (**not** your Business Services club account) and disbursed directly to the designated organization.

If the fundraising effort involves the retail sale of merchandise or services, the student group or organizations is responsible for paying all taxes imposed by the State of California in connection with the sale of merchandise or services.

Please note that student clubs are not allowed to sell raffle tickets to raise funds because “they are not nonprofit organizations exempt from state tax as defined in the Franchise Tax Code. Rather, school entities are exempt from tax by virtue of being a government entity” (ASB Accounting Manual, 2009, p. 79). Additionally, because student clubs are **not** nonprofit organizations, they are **not** authorized to provide donors the campus Tax ID without prior approval from the VPSS. Please contact OSL if you need further assistance.

An itemized revenue/expense projection must be submitted with the Authorization to Conduct Fundraising application.

All profits from the fundraiser must be deposited in the organization’s campus account within 1 business day of the conclusion of the event.

Fundraising projects that involve solicitation of parents, businesses, alumni, and friends of the College require coordination with FLC Foundation.

Funds raised shall not be used for any illegal purposes or personal gain.

Planning Tips

It is important to consider that your fundraising effort is about more than just raising funds. How well you do with planning and implementing your event is a reflection of your group’s credibility. Here are some tips that should be helpful for event planning and implementation.

- Start your process by developing a timeline from the date you would like hold the event and move backwards. This way you can determine if you have given your group enough time to meet deadlines for submission of paperwork.
- Be creative and choose an idea that will capture people’s attention. Look for opportunities to partner with other groups and to capitalize on their talents and traditions.
- Schedule your event at a time when you are likely to maximize participation and map out your publicity plan. Remember to adhere to posting guidelines.
- Be sure that you have budgeted properly for your event. You should carefully develop a realistic budget of expenses and revenues that address what you will need to spend up-front including charges for facility usage and publicity, if necessary.

List of Forms

A. Campus Club Signature Form

used to verify authorized signatures for club account activity

B. Club Minutes for Expenditure Approvals

used as evidence for club approval of purchases made with club funds

C. Campus Based Requisition

used for any club account expenditure request

D. Cash Receipt Reconciliation

used for the deposit of funds into the club account

E. ASO Funding Request Form

used to request funding support from CAEB

F. Authorization to Conduct Fundraising Form

used to request approval for club fundraising activities

Events and Activities

Event Planning Procedures

1. Select a date and time for your event.
2. Submit a Campus Event Proposal **at least 4 weeks** in advance:
 - a. To the Office of Student Life
 - b. To the Clubs and Events Board for approval
3. Check facility availability and make reservations with Campus Operations
4. Complete and sign a Work Request form for table/chair/other equipment set-up **at least 2 weeks** in advance (Work Request forms can be found in the Office of Student Life)
5. Create publicity items for event (flyers) and submit to the Office of Student Life **before** posting
6. Identify any other forms that will need to be completed for your event such as:
 - a. Campus Based Requisition – to purchase supplies or food
 - b. Aramark Request – to arrange for catering or other food
 - c. Authorization to Conduct Fundraising Form – to raise funds for your club
 - d. A/V Request – for audio/visual set-ups for your event

Facility Reservation

1. Club Advisors are responsible for all facility reservations made for club activities
2. Facility reservations are made through Campus Operations, but be sure to copy the Office of Student Life (or Genevieve) on all emails regarding facility use on campus
3. Facility reservations should be made **at least 2 weeks** in advance of the event
4. If your event is an outdoor event, please be mindful that **amplified sound is permitted on the following days from noon-1pm:**
 - a. Tuesday and Wednesday (main campus)
 - b. Thursday (El Dorado Center)

List of Forms

A. Event Planning Overview

used to illustrate the planning process

B. Planning Checklist

used as a start-up checklist for event planning

C. Event Responsibilities

used as a start-up task sheet for club members involved in the event planning process

D. Authorization to Conduct Fundraising Form

used to request approval for club fundraising activities

E. Campus Event Proposal

used to request OSL & CAEB approval for club events (required)

F. Event Action Plan

used for clubs to check-in with OSL & CAEB with their planning progress and needs (required)

G. LRCCD Work Request

used for set-up requests such as tables and chairs (include a diagram when possible)

H. Aramark Event Agreement

used to verify consultation with Aramark for any event serving/selling food

I. Media Services Form

used for any event requiring A/V support (submit this form using the FLC Insider)

J. Media Relations Form

used for any event requiring publicity support (submit this form using the FLC Insider)

K. Personal Release

used to obtain authorization to post student/staff photos taken at events on a club Facebook page, poster, etc.

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Travel Guidelines

Traveling with your club is one of the most exciting (and challenging) aspects of being a club advisor! Below are some basic guidelines and an outline of the procedures you need to follow in order to travel with students.

Paperwork and Procedures

1. Pick a date and destination. Make travel arrangements as far in advance as possible in order to save on travel expenses and ensure time to secure funding.
2. Procure necessary funding
3. Complete a Travel Authorization Form and have it signed by your Instructional Dean
 - a. In-State Travel - Minimum 4 weeks before departure for traveling within the state
 - b. Out of State Travel - Minimum 6 weeks before departure
Traveling out of state requires approval from the Chancellor. A letter of request must be submitted to the Chancellor at least 6 weeks in advance of departure.
4. Complete Waiver/Assumption of Risk forms (students and faculty)
5. Have students read and sign the Student Standards of Conduct Agreement
6. Keep all receipts for reimbursement

Some additional considerations...

Self-Transportation –

Should you and your club members transport yourselves to the destination/event, each participant must complete the “Addendum to the Agreement to Participate and Waiver/Assumption of Risk” form. Both the LRCCD waivers and the Addendum should be submitted with your Travel Authorization form to your Dean.

Using a District Vehicle –

Consider using a district vehicle for your travel if you are travelling with a smaller group of students (7 or fewer). You, and even one of your students, could be authorized drivers by going through the district’s online driver training and DMV record pull. Use of a district vehicle is free and so is the gas! For more information, feel free to contact the Office of Student Life.

Hiring a Bus –

If your club has a large membership and a willingness to spend club funds for shared transportation, you may want to consider hiring a bus. Reserving a bus requires some advanced planning due to limited availability. Submit the Bus Request form to your Dean and the VPA’s Administrative Assistant will check on availability and obtain a price quote.

International Travel –

International travel requires different paperwork and deadlines. Please see Genevieve Siwabessy before planning international travel.

List of Forms

A. LRCCD Travel Authorization and Reimbursement Claim

used to obtain approval for any club activity requiring travel even if there is not expense to report (required)

B. Instructions for In-State Travel

used as a guide in completing the travel form for in-state travel

C. Instructions for Out-of-State Travel

used as a guide in completing the travel form for out-of-state travel

D. LRCCD Agreement to Participate and Waiver/Assumption of Risk

used for any club activity beyond a regular meeting on-campus (required)

E. Student Standards of Conduct Agreement for Field Trips

used to inform the students and the advisor of FLC's standards of conduct during any club sanctioned off-campus event (required)

F. Addendum to the "Agreement to Participate and Waiver/Assumption of Risk"

used only if participating club members plan to provide their own transportation to/from the activity

G. Request to Use College Vehicle

used to reserve the use of a college vehicle

H. Bus Travel Request

used to request and reserve a bus for travel

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Club Awards

Club of the Year

“Club of the Year” is a program created to enhance campus activities and improve student involvement. Points are awarded to clubs each semester according to the guidelines listed below. The point system is designed to reward clubs who are active on campus, to encourage clubs to host events and activities, and to create projects for the benefit of FLC students and the surrounding community. The “Club of the Year” award will be presented to the winning club’s president during the Student Recognition Night at the end of each spring semester.

How do we score points?

If you would like your club to compete for “Club of the Year,” Club Advisors & Presidents should track your activities and corresponding points using the information below. Submit your points each semester to the Office of Student Life (FR-113) by deadlines below, so she can track your progress.

Fall semester points – **January 15** / Spring semester points – **May 1**

Point Criteria

- **Campus Enrichment:** **5 points/event**
Sponsor an event on campus that targets FLC students and designed to enhance student life.
- **College Hour:** **4 points/event**
Sponsor a college hour event – Tuesdays/Wednesdays 12-1P
- **Student Life Participation:** **3 points/event**
Participate in approved campus events hosted by CAEB or other clubs
Clubs must make their presence known and/or be actively involved in the event.
Note – Judged events award extra points as follows:
1st: 10 points / 2nd: 8 points / 3rd: 6 points / 4th: 4 points / 5th: 2 points
- **Campus Participation:** **2 points/event**
Participate in an event hosted by Administration, Student Services, Instruction or other campus entity.
- **Club Meetings:** **8 points/semester**
Club holds regularly scheduled meetings throughout the semester
Copy of minutes from the meetings must be submitted to the Office of Student Life.
- **Workshops:** **3 points/workshop**
Club members attend approved leadership development workshops
- **Clubs and Events Board (CAEB) meetings:** **2 points/meeting**
Club’s delegate attends and participates in a CAEB meeting
Meetings are the 2nd and 4th Tuesdays of the month at 2:30p in FL1-8 on the main campus.

Clubs and Associated Students are the backbone of student life on campus. Beyond the “Club of the Year” award, special recognition will be paid to clubs who positively impact their community and/or Folsom Lake College.

Campus Impact Award*: Awarded to the club on campus who most positively affects the students, staff, and faculty throughout the year

Community Impact Award*: Awarded to the club on campus who most positively influences or creates change in the community

We encourage all advisors and club members to attend the Student Recognition Night held at the conclusion of the spring semester. It is important to recognize hard work put forth by our amazing students and advisors

**These awards are to be determined at the discretion of the Office of Student Life*

Important Contacts

The Office of Student Life is here to help facilitate the success of your club. If you need help with anything from understanding campus policies to planning a successful event, we are here to answer your questions and point you in the right direction. We appreciate your efforts and look forward to hearing about your club. Please feel free to contact us at any time.

<p>Student Life Supervisor Genevieve Siwabessy siwabeg@flc.losrios.edu (916) 608-6603 main campus – FR-114 EDC – B-263</p>	<p>Aramark Sara Tverberg flc-foodservices@flc.losrios.edu (916) 608-6737 main campus – Falcon’s Roost Cafeteria</p>
<p>Club and Events Board flc-asocaeb@flc.losrios.edu (916) 608– 6591 main campus – FR-106 (Lower Roost) EDC – B-122</p>	<p>Media Services David Hindi hindid@flc.losrios.edu (916) 608-6610 main campus – Aspen Hall, FL1-122</p>
<p>Operations Supervisor (facilities requests on Main Campus) Colleen Johnson johnsoc@flc.losrios.edu (916) 608-6585 main campus – Campus Services, CS-212</p>	<p>Public Information Services Office Kristy Hart hartk@flc.losrios.edu (916) 608-6993 main campus–College Administration, CA-111</p>
<p>El Dorado Center Supervisor (facilities requests at EDC) Adrienne Andrews andrewa@flc.losrios.edu (530) 642-5716 EDC – B-244</p>	<p>Los Rios Police Department (916) 558-2221 (dispatch) main campus – FR-140 EDC – B-128</p>
<p>Business Services Dee Visentin visentd@flc.losrios.edu (916) 608-6608 main campus – College Administration</p>	

