



ANTELOPE VALLEY COLLEGE

Club Handbook

March 10, 2015

Students *who* **get involved** *in college* **complete** *at a* **higher** *rate* *their degree or academic goals* *than those who* *do not get involved*

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ANTELOPE VALLEY COLLEGE

Student Life and College Activities
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Welcome to this year's ICC. We are so pleased that your group is up and running. We hope that this Handbook will help you in planning and organizing your meetings and activities. We have created a handbook for the club president and the advisor. As we move through the year, please let us know if you need additional information to make your experience more enjoyable.

The Vice President of Club Affairs can be reached at vpca@avc.edu and Dr. Zimmerman can be reached at 722-6300, ext. 6354 or jzimmerman@avc.edu. Both of them are located in the Student Life and College Activities Office in SSV 180.

We wish you a great year and we look forward to working together.



How to Activate a Club

The Club Activation/Re-Activation application and My AVC Group Agreement can be found at myAVC, groups, ICC, files, club forms.

Complete the entire application. Your application will be used to confirm meeting time and location. It is very important to fill out all the information for the Officer Positions including phone number and AVC email address.

When a club has a change in officers please complete another Activation application with the new officers' names and information. Also send the Accounting Assistant an email so reports can be directed to the correct officers.

Clubs must also complete a Club Constitution. This form is found at myAVC, groups, ICC, files, constitution template.

When activating your club bring the Club Activation application, myAVC Groups Policy Agreement, and Club Constitution to an ICC meeting.

After your club has been activated all officers and members must go to myAVC Groups and join the club.

List all (including officers) club members with name, signature and student number.
Remember, you must have a minimum of 10 members.

	Print Name	Student #	Student Signature
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
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16	_____	_____	_____
17	_____	_____	_____
18	_____	_____	_____
19	_____	_____	_____
20	_____	_____	_____
21	_____	_____	_____
22	_____	_____	_____
23	_____	_____	_____
24	_____	_____	_____
25	_____	_____	_____

Antelope Valley College
myAVC Groups Policy Agreement

GROUPS POLICY:

Public groups that are of general interest to students and faculty will be approved. These groups must not promote activities that are illegal, against AVC policy, or that violate the rights of others. Restricted groups may be created only if they are associated with a sanctioned group or if the group leader has obtained permission from the Dean of Student Life.

MEMBERSHIP POLICY:

Group members should accord themselves in a professional and respectful manner when publishing content on the group web site. Members agree not to publish content that is illegal or offensive to other group members and agree to share their user names and email addresses for the publication or distribution of copyrighted materials or licensed software.

I have read and understood the school's policies on Groups.

Print Name

Position

Student ID #

Phone Number

AVC Email Address

Signature

Club Name

Antelope Valley College
myAVC Groups Policy Agreement

Print Name Position

Student ID # Phone Number AVC Email Address

Signature

Club Name

Print Name Position

Student ID # Phone Number AVC Email Address

Signature

Club Name

ANTELOPE VALLEY COLLEGE
Student Life Office

CLUB CONSTITUTION

Purpose (List Reasons for forming the club, along with the club goals)

Article I **Name of Club**

Article II **Membership**

1. Any student enrolled in Antelope Valley College is eligible for membership.
 2. Membership Requirements (Dues or GPA)
-
-

Article III **Officers and Advisors**

1. List the titles of officers who shall serve the club (i.e. President, Vice President, Secretary, Treasurer, ICC Representative, etc.)
2. Each officer holds office for _____

Article IV **Elections**

1. Elections will be held (every year or semester, explain) _____
 2. Procedures for elections are _____
-

Article V **Meetings**

1. Meetings will be held _____
-
- (List time, date, and place of regular meetings).
2. Quorum for all meeting of this club shall consist of a majority of the members plus one. (Explain if different)

Article VI **Amendments**

1. Proposed constitutional amendments or changes shall be presented to the origination in writing at least one meeting before it may be voted on.
2. A copy of any alteration to this document must be filed with the Student Life and College Activities Office
3. The club can add any other Article they see fit.

Date Constitution was approved: _____

GUIDELINES FOR CONSTITUTIONS

The following outline and questions are designed to help writes a constitution for an club. The constitution should contain statements concerning enduring aspects of the club. Items that are subject to frequent revision should be included in the bylaws.

PREAMBLE

This section should be a statement of the group's establishment and purpose of the Constitution. The preamble should contain the name of the club.

ARTICLE I. Name

Section 1. What is the exact title to be used in addressing this club?

ARTICLE II. Purpose

Section 1. What is the purpose? Is fostering a broad educational goal? Is it a social, cultural, or political aim? Why was the group founded?

Section 2. This section should be a statement of the group's willingness to abide by established college policies.

ARTICLE III. Membership

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?

Section 2. Voluntary withdrawal of membership may be provided for.

Section 3. Nondiscrimination clause should be provided for and include the following: race, color, religion, creed, sex, or sexual orientation.

ARTICLE IV. Officers

Section 1. How many officers are there? What are their titles and duties? Will officers constitute an executive committee? Description of any standing committees should be included, probably in the bylaws.

ARTICLE V. Operations

Section 1. How are officers selected? What type of ballot? When are they elected, and for what period? Who is eligible for office? When do officers assume office? How may officers be removed? Clarify the role of the advisor.

ARTICLE VI. Finances

Section 1. How will the club finance its activities? Will there be membership dues each semester?

ARTICLE VII. Amendments

Section 1. How are amendments to be proposed and by whom? Should there be a delay before voting on amendments? How are the amendments to be voted upon?

Guidelines for BY-LAWS

By-laws are intended to deal with the day-to-day rules governing the club. These might have to change in order to accommodate new conditions or circumstances. Hence, they should be reviewed and updated at least annually.

1. **Meetings**: Stipulate the frequency of the meetings, possibly the day of the week, and even the time and location.
2. **Officers**: List any additional duties or responsibilities assigned to the various officers, which have not already been covered on the constitution.
3. **Committees**: Name any standing committees and the method to be used for selecting chairperson and committee members. State the duties and responsibilities of these committees. (Consider composition, appointment, function, power, duties, membership, financing and publicity).
4. **Financial**: Provide for initiation fees, dues, and other assessments (if any); also details regarding delinquencies.
5. **Elections**: State all elections rules and procedures not already covered in the constitution. Be sure to include procedures for filling vacancies and procedures for voting.
6. **Amendment of by-Laws**: Stipulate the method for amending the By-Laws. The requirements for amending the By-Laws should not be as great as those for amending the constitution.

Student Club Officer Roles

Each club writes its own constitution and bylaws, which should outline the basic role of each club officer. It is solely up to the members of the club to assign responsibilities to a specific officer. This reviews some possible position responsibilities. It is intended to assist you in constitutional development and to help you answer the question, *“Now I’ve been elected, what am I supposed to do?”*

Although a student club’s constitution lists some specific position’s responsibilities, each officer should have the freedom to personalize his/her office. Individual interest areas and skills often dictate the amount of time an officer spends on a particular responsibility. However, a good officer never forgets what the basic responsibilities are.

Role of the President

Some Potential Responsibilities

- President attend all meetings of the Club
- Calls special meetings of the Club
- Schedules all practices, workshops, and other activities of the Club
- Obtains appropriate facilities for Club activities
- Prepares and files any report required
- Appoints committee chair people
- Completes annual Recognition Forms
- Attends Recognized Student Club activities
- Represents the Club at official functions
- Maintains contact with the Club Advisor
- Maintains contact with affiliated department or section
- Remains fair and impartial during Club decision making process
- Votes in cases where there is a tie
- Coordinates Club elections

Role of the Vice President

Some Potential Responsibilities

- Assume the duties of the President as needed
- Serve as an ex-officio member of standing committees
- Plans officer’s Orientation and Club retreats
- Coordinates the Club recruitment efforts
- Represents the Club at official functions
- Remains fair and impartial during Club decision making processes
- Coordinates the Club elections

Role of the Secretary

Some Potential Responsibilities

Keeps a record of all members of the Club
 Keeps a record of all activities of the Club
 Keeps and distributes minutes of each meeting of the Club
 Creates and distributes agendas for each meeting of the Club
 Notifies all members of meetings
 Coordinates the Club's calendar of events
 Schedules all practice, classes, and other activities of the Club
 Obtain appropriate facilities for Club activities
 Prepares and files any report required
 Handles all official correspondence of the Club
 Collects Club mail from the advisor or wherever mail is received
 Represents the Club at official functions
 Remains fair and impartial during Club decision making processes
 Coordinates the Club elections

Role of the Treasurer

Some potential Responsibilities

Keeps all financial records of the Club
 Keeps a record of all activities of the Club
 Collects Club dues
 Prepares and submits financial reports to the members
 Prepares an annual budget
 Prepares all budget requests for funds
 Submits Club bills with minutes to the Accountant
 Is familiar with accounting procedures and policies
 Advises members on financial matters (i.e. vendors, ticket selling procedures)
 Coordinates fund raising drive
 Represents Club at official functions
 Remains fair and impartial during Club decision making processes

Other possible positions

Parliamentarian, Activities Director, Recruitment / Retention Director, Academic Coordinator, Liaisons, Community Service Director, etc.

Membership and Recruiting

New members are the lifeblood of every club. They bring new ideas, increase the club's person power, foster club growth, prevent member burn out, and take over leadership roles when you leave.

People join clubs for many reasons. They want to get involved, meet new people, and make new friends; they want to develop skills and have fun. Groups need new members because they bring new ideas and talents, in addition to replacing old members. It is vital that an club has as well-conceived and executed recruitment and retention plan.

Recruitment and Retention is the responsibility of every member of your club! Every member must be involved in the planning and implementation of recruitment and the retention campaign. Some clubs create a Membership Development Committee that oversees the design and implementation of a recruitment campaign, maintains membership information, plans and implements members training programs, coordinates the leadership section/ election process and plans social function to enhance team building.

The following suggestions will make your club's recruitment efforts more successful:

Know and Understand Your Club

It is important that both the leadership and membership know what the club goals and objectives are.

- Have and club meeting to discuss goals and objectives. Are your goals accurate? Is it time to update them? Where do you plan for the future club to be in six months? A year?
- Decided on a direction to take. During this "club housekeeping" process, a certain theme or direction should become clear. What is this?
- Develop a membership profile. What type of people do you need to help the group succeed? Who would you like to have join? Who would complement your current membership?

Set Recruitment Goals

Now that you know the type of people you are interested in recruiting, the next step is to set some recruitment goals. How many new members can your club reasonably assimilate into the group? Will you allow people to join at any time or only during a pre-designed recruitment period? Will you hold a mass meeting or is this membership by invitation only?

- Keep your membership profile in mind. When designing your recruitment strategy, ask yourself what places do these prospective members most likely frequent? Do they have special interest? What kind of publicity would attract their attention?
- Remember what made you get involved. Probably the most important step in designing a recruitment strategy is for you to think back to when you first became involved. What attracted you? How were you recruited? If you weren't how did you hear about the group? Why have you stayed involved?

Get Everyone Involved

Have your current members identifying people they know who might want to get involved. Personally invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity you can use.

- Talk about your group. Tell people what you have to offer them. Ask them about themselves and really listen.
- Sell your club and the benefits of membership. Tell them how the club and the benefits of membership. Tell them how the club can benefit from someone like them. Personalize the message to each potential member. Let them know how their talents, skills and interests would help the club.

Design and Advertising Campaign Using Visual Elements

Recruitment campaigns need to have a visual element as well. Have those members with artistic talents work on your posters, flyers, banners, bulletin boards, etc. Be creative. Get the publicity up early enough. (Read the section in this handbook regarding Publicity and Promotion to make your publicity as effective as possible.) Your publicity can be effective only if it's noticed.

Plan a Special Welcoming Meeting

Many groups find it beneficial to have a meeting or ceremony to welcome new members. Group participation in some form of official initiation process is one way to make your members feel wanted, needed and appreciated.

Hold an Orientation for New Members

Develop and conducting a club recruitment campaign is very important. Yet, as we all well know, retaining these new members is another matter entirely.

- Don't make a mistake- Train your new recruits. All too frequently, groups skip any form of orientation and just place their new recruits directly on committees or club projects.

- Teach them about your club. Although involvement is crucial to the longevity of the group, understanding the club and its goals and objectives, structures, norms, and taboos is equally important. By taking the time to orient new members to the privileges and responsibilities of membership, you create a more educated membership- people who can make significant contributions to the club.
- Elements of a successful orientation program:
 - The rights and responsibilities of members
 - Club governance, operating policies, and procedures
 - Club history, traditions, and programs
 - Assimilation of new members into the club
 - An overview of campus services, activities, programs for student clubs
 - Information about any support groups or affiliations a group may have

Recruitment Tips and Suggestions

- Set up a series of **Informational Meetings**.
- Create a **Brochure** that will answer questions and serve as a resource.
- Develop a **Slide Show** that will “Tell the Whole Story.”
- Set up Informational **Tables** in high traffic areas.
- Contact those new students who requested information about your club by way of **information request cards**.
- **Reach** out to **Staff and Faculty** who will encounter students searching for involvement- Academic Departments and etc.
- Set up a Recruitment Table at every event you sponsor and or ask each current member to “**Bring a Friend**” to your next meeting.
- Make **Announcements** at all of your programs.

Retention Program- Tips and Suggestions

Have a Retention Campaign. Continually recruiting and training new members takes a lot of time and energy. Set new members up for continued involvement. An Incorporation Packet gives new members information about the club and current members’ information about the new members.

Incorporation Packet

Interest From-

Personal data, skills, experience, expectations, class/work scheduled, interest areas

Statement of Club Philosophy and Goals-

A copy of the Constitution. Description of what your club does, for who, and why.

Committee and Position Description-

It should be specific, without limiting creativity and individuality.

Club Flow Chart-

Shows leadership positions, helps people understand how the club functions.

Analyze the needs of your members. Remember why people get involved in the first place and then meet those needs.

Recruitment Tips

- Remember that a personal contact is always better than 1000 flyers and newspapers advertisements. People join clubs because they like the people they find there. Nothing can replace the simple act of getting to know someone and asking them to join the club.
- Get scheduled to make a brief introduction of your club.
- Co-sponsor campus events so that you get more viability.
- Ask key people to give recommendations of possible members and leaders. These recommendations can come from any place.
- Don't expect a person to come to a meeting in a room full of people he/she doesn't know. Offer to meet the student somewhere and go to the meeting together. Then make sure you personally introduce that person to others in the group.
- Have a membership drive.
- Feed potential members. College students are attracted to free food.
- Recruit people by the issue that interests them. There are people very interested in one issue; you can recruit them to head up a program on that issue.
- When someone has expressed an interest in getting involved to any degree in your club, immediately get them involved and give them a meaningful task to do.
- Go out of your way to make new members or potential members feel like "players" right away.
- Go person to person and talk to students about the club and invite them to come to an event later in the week.
- Get exclusive rights to a really cool "members only" job for the club.
- Hold meetings and events in comfortable, visible, easy-to-come-to places.
- Make a list of all of the advantages of being a member. This could include public speaking opportunities, or any number of other things. Use this list of advantages as your major selling points for new members.
- Always take photos at meetings and events, and then put together a scrapbook for prospective members to see.
- Create a display that you can set up on campus.
- When working to recruit members, always try to think in terms of "what's in it for them."
- Have an informational meeting.
- Rent a video camera and make your own recruitment video. It's ok if it's amateur and sloppy, just make it funny! Show your group members at an event. Show a few minutes of a typical meeting. Show your members hanging out, playing cards. Whatever? The more hilarious, the better.
- Print up business cards for your members to carry. Be sure to have a place for members to write his/her own name and number, but the card should also say, "Open meetings! Please come!"

From Dathe, T. and Tumbarello, T. "Advising 101" UMR-ACUHO, 1999

Officer Transition

One of the most important functions of an advisor is to assist in the transition from one set of club officers to the next. As the stability of the club, the advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year giving extra support to new officers throughout the year.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

The Team Effort

The team effort involves the outgoing-officer board, the Advisor, and the incoming-officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/notebooks for their office and updating those together
2. Discussion topics should include:
 - a. Completed projects for the past year
 - b. Upcoming/incomplete projects
 - c. Challenges and set-backs
 - d. Anything the new officers need to know to do their job effectively.

The Advisor's roll may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks. "If an outgoing officer doesn't know how something was done, or doesn't have records to pass on the new officer, you can help that officer by providing the information he or she doesn't have.

The structure of a team effort retreat can take many forms. The Advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

One-on-One Training, Advisor with Officers

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the Advisor to educate the incoming officers. In that situation, there should be a joint meeting of the new officers as described in the above outline. After that meeting, the Advisor should meet individually with each officer; examine the notebook of the previous officer (or create a new one).

Things to include in a new notebook:

1. Any forms the officers may need to use.
2. Copies of previous meeting agendas.
3. A copy of the club's constitution and bylaws.

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the club. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

Parliamentary Procedure

What is Parliamentary procedure?

Parliamentary procedure is a set of rules for conducting meetings. It allows for everyone to be heard and to make decisions without confusion.

Today, Robert's Rule of Order, Newly Revised is the basic handbook of operation for most clubs, clubs, and other groups. Robert's Rules can be found in most libraries.

A Very Abridged Version of Robert's Rules

The degree of order needed at a meeting is dependent upon the size and purpose of the group. The following are some basics of Robert's Rule of Order, which may be helpful for groups that need a degree of normality in conducting business.

The Motion

You may make a motion when you want the group to take some action: to send a letter, to accept a report, to hold a special meeting, to spend money for some special purpose, etc.

Introduce the motion by saying, "I move that," followed by a statement of the proposal. You cannot discuss the motion until someone has seconded it. This is done to reduce the number of discussions on a subject in which no one else in the groups is interested.

The Amendment

Amendments are offered in the same way as a motion. You may offer an amendment when you agree substantially with the motion which has been made but want to make some changes before it is adopted.

Amending the Amendment

Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must relate to the motion and the amendment. It is in order only when it relates to both. No more than two amendments may be made to one motion.

Substitute Motion

The substitute motion is sometimes used when there is a motion and two amendments on the floor in order to save time at the meeting. If there does not seem to be substantial disagreement with the motion and the two amendments, a substitute motion incorporating all three into one motion may be made and accepted by the chair.

NOTE: If you disagree with a motion or an amendment, you do not defeat it by trying to change the sense of the motion through amendment. You speak against the motion or amendments and urge the membership to vote against them. Then new motions calling for different action may be made and considered.

Speaking on Motions and Amendments

When you want to speak at a meeting, you raise your hand and ask the chair for the floor. As soon as you are recognized by the chair, you may proceed to speak either for or against the motion or amendments being considered.

When several members wish to speak at the same time, these guiding principles should determine the decision of the chairman:

1. The chair should show preference to the one who made the motion.
2. A member who has not spoken has first choice over one who has already spoken.

If the chair knows the opinions of members discussing the measure, he/she should alternate between those favoring and those opposing it.

Motion to the Table

If you wish to postpone or end debate on an issue, you may also make a motion to table. Such a motion is not debatable, and if it is seconded by one other member, the motion must be put to an immediate vote by the chair. The chair may discuss the reason for tabling with the member.

Calling a Question

In order to speed up the meeting and eliminate unnecessary discussion, a member can “call the question”. The chair will call for dissent. If you want the motion to be discussed further, raise your hand. If there is no dissent, voting on the motion takes place.

Voting

Voting on a motion can be as formal as using written ballots or as casual as having the chair ask if anyone objects to the motion. The most common practice is to call for a show of hands or a voice vote of ayes and nays. Only members present at the time may vote unless the rules of the club allow for proxies or absentee ballots.

A simple majority of votes cast will pass most motions. During elections when more than two candidates are running for an office, your club constitution should specify whether a majority or

plurality is necessary. These rules can also call for other requirements depending on the issue on which the vote is held.

When the Chairperson Can Vote

Assuming that the chairperson is a member of the club, he/she has the right to vote whenever a written or secret ballot is used. With any other method of voting, to protect the impartiality of the chair, he/she should vote only when it will change the outcome. (i.e. a tie)

Point of Information, Of Order

If at any time during the meeting you are confused about the business being discussed or if you want the motion that is being considered more clearly explained, you may rise to ask the chair for a point of information. After you are recognized, ask for the explanation which you desire.

If you disagree with any of the chair's rulings, or if you believe that the person who is speaking is not talking about the business being considered, you may raise a point of order and state your objection to the chair. The chair then is required to rule one way or another on your point of order.

NOTE: This section of the Advisors Handbook does not pretend to cover all situations or answer all questions. It is meant to introduce you to some information which will suit many groups' needs.

Parliamentary Procedures at a Glance

Here are some motions you might make, how to make them and what to expect of the rules.							
TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RE-CONSIDERED?
Adjourn Meeting	"I move that we adjourn."	NO	YES	NO	NO	Majority	NO
Call an Intermission	"I move that we recess for .."	NO	YES	NO (1)	YES	Majority	NO
Complain about Heat, Noise, ect.	"I rise to a question of privilege."	YES	NO	NO	NO	NO VOTE	NO
Temporarily Suspend Consideration of an Issue	"I move to table the motion."	NO	YES	NO	NO	Majority	No (2)
End Debate and Amendments	"I move the previous question."	NO	YES	NO	NO	2/3	YES(3)
Postpone Discussion for A Certain Time	"I move to postpone the discussion until ..."	NO	YES	YES	YES	Majority	YES
Give closer Study of Something	"I move to refer the matter to committee."	NO	YES	YES	YES	Majority	YES (4)
Amend a Motion	"I move to amend the motion by..."	NO	YES	YES (5)	Yes	Majority	YES
Introduce Business	"I move that ..."	NO	YES	YES	Yes	Majority	YES
Notes:	(1) Unless moved when no question is pending. (2) Affirmative votes may not be reconsidered.						
	(3) Unless vote on question has begun. (4) Unless the committee has already taken up the subject. (5) Unless the motion to be amended is not debatable.						

The motions listed above are in order of precedence. Below there is no order.							
TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBAT-ABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RE-CONSIDERED?
Protest Breach of Rules or Conduct	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE (6)	NO
Vote on a Ruling of the Chair	"I appeal from the chair's decision."	YES	YES	YES	NO	Majority	YES
Suspend Rules Temporarily	"I move to suspend the rules so that .."	NO	YES	NO	NO	2/3 (7)	NO
Avoid Considering an Improper Matter	"I object to consideration of this motion."	YES	NO	NO	NO	2/3	YES (8)
Verify a Voice Vote by having Members Stand	"I call for a division," or Division!	YES	NO	NO	NO	NO VOTE	NO
Request Information	"Point of Information..."	YES	NO	NO	NO	NO VOTE	NO
Take Up a Matter previously Tabled	"I move to take from the table..."	NO	YES	NO	NO	Majority	NO
Reconsider a Hasty Action	"I move to reconsider the vote on ..."	YES	YES	YES (9)	NO	Majority	NO
Notes:							
(6) Unless the chair submits to the assembly for decision.							
(7) A 2/3 vote in <u>negative</u> is needed to prevent consideration of main motion.							
(8) Only if the main question has not been debated yet.							
(9) Unless the motion to be reconsidered is not debatable.							

Sample Meeting Agenda

- I. Call to Order**
The chairperson says, "The meeting will please come to order."
- II. Roll Call**
Members say "present" as their name is called by the secretary.
- III. Minutes**
The secretary presents a record of the last meeting.
- IV. Officers' Reports**
Officers give a report to the group when called on, usually limited to a time if necessary.
- V. Committee Reports**
First come reports from "Standing" committees or permanent committees, then "ad hoc" or special committees.
- VI. Special Reports**
Important business previously designed for consideration at this meeting.
- VII. Old Business**
Items left over from previous meetings.
- VIII. New Business**
Introduction of new topics.
- IX. Announcements**
Inform the assembly of other subjects and events.
- X. Adjournment**
The meeting ends by a vote or general consent.

Sample Agenda A

Antelope Valley College

Club Name Agenda

3041 West Ave K, Lancaster, CA 93536

DAY, DATE

TIME P.M. LOCATION

NOTICE IS HEREBY GIVEN that the CLUB NAME of the Antelope Valley College will meet on DATE. Public Testimony will be invited in conjunction with the discussion on each item. All CLUB NAME meetings are held in locations that are wheel chair accessible. For more information, please contact CLUB NAME President OR ADVISOR NAME.

- I. CLUB ITEMS
 - 1.1 Call to Order
 - 1.2 Pledge of Allegiance
 - 1.3 Roll Call
 - 1.4 Adoption of the Agenda
 - 1.5 Approval of Minutes
 - 1.6 Financial Report

- II. PUBLIC FORUM

This time is reserved for members of the public to address the CLUB NAME on issues not already appearing on the Agenda. A limit of five (5) minutes per speaker shall be enforced. There shall be a 15-minute limit per topic.

- III. DISCUSSION ITEMS

This time is reserved for discussion regarding any item that may not already appear on the agenda. A limit of (5) minutes per speaker shall be enforced. There shall be a 15-minute limit per topic.

- IV. ACTION ITEMS

- 4.1 **CLUB NAME Appointments and Committee Updates.**

(This item is placed on the agenda to discuss and possibly take action on the CLUB NAME appointments.)

- 4.2 **CLUB NAME Events**

(This item is placed on the agenda to discuss and possibly take action on goals and activities that CLUB NAME formulate.)

4.3 CLUB NAME Events

(This item is placed on the agenda to discuss and possible take action on CLUB NAME related events).

V. REPORTS

Advisor's Report
President's Reports
Vice President Reports

VI. ANNOUNCEMENTS /UPCOMING MEETINGS AND EVENTS**VII. ADJOURNMENT**

Sample Agenda B

1. **CALL TO ORDER** – Vice President Nik Wong called the meeting to order at 5:30 pm.
2. **ROLL CALL**
 - PRESENT:** Isaiah Garrison, Nik Wong, Navin Marimuthu, Sonja Choriki, k Ryan Shore, Daniel Barnhart, Elizabeth Brown, Lisa Dallapiazza, Matthew Dockter, Alex Furois, theresa Lombardi, Richard Nixon, Jinise Osborne, Mary Owen, Ashlee Rangitsch, Sarah Schied.
 - EXCUSED:** Steve Kirby, Dustin Ahrens, Jordan Jones, Quincy Linhart, Jamie Slaugh
 - ABSENT:** Rebecca Olson
3. **PROXIES** – Daniel Barnhart for Jordan Jones, Ashlee Rangitsch for Jamie Slaugh, Sarah Schied for Dustin Ahrens
4. **APPROVAL OF THE MINUTES** – 3/25/2014
5. **GUESTS/REPRESENTATIVES – HEROES**
 - Chris Voller, JATO** – Update on conference experience
 - Trinity & Shelby, Student Health Services** – Presentation on tobacco policy
6. **UNFINISHED BUSINESS**
7. **OLD BUSINESS**
 - a. **FB#32: International Food Fair** – stays vetoed
 - b. **FB#38: Travel funds for Samantha Bushman** – Senator Dustin Ahrens motioned for the travel funds for the sum of \$1332.61 be allocated from the conference travel budget for Samantha Bushman to attend the ABAI conference in Minneapolis, MN, May 25 – 28, 2015.

Transportation expenses	\$510.30
Meals	\$162.00
Lodging	\$748.44
Conference Registration	\$494.00
Total	\$1914.74
Less money raised:	(582.13)
Total Request Travel Budget:	\$1332.61

Voted: 14 (Yea), 0 Nay, 0 Abstentions

Motion Passes

8. NEW BUSINESS

Fb#39: Theresa Lombardi motioned to purchase group T-Shirts from TheGraphicEdge for \$850.00 from the Events budget.

40 Shirts @ 4.99	\$199.60
Logo set up	\$ 40.00
Shipping & Tax	\$ 21.56
Total Request Funds	\$296.16

Vote: 14 (Yea), 0 Nay, 0 Abstentions

Motion Passes

9. ADVISOR REPORTS – Dr. Stacy Klippenstein: Summer Classes begin soon so sign up soon.

10. EXECUTIVE BOARD REPORTS –

President –

VP –

ICC Rep –

11. ANNOUNCEMENTS –

Student Leadership nominations deadline extended to Friday, 4/5/14

Awards Ceremony, Wednesday, 4/16/14 @ 3:00

Ultimate Frisbee Event, May 2 @ 2:00, Rawley Duntley Park

12. ADJOURNMENT – 6:29 pm

Sample Club Agenda

Antelope Valley College Unicorn Club Agenda

3041 West Ave K, Lancaster, CA 93536

Friday, February 22, 2013

1:45 P.M. LOCATION

NOTICE IS HEREBY GIVEN that the Unicorn Club of the Antelope Valley College will meet on February 22, 2013. Public Testimony will be invited in conjunction with the discussion on each item. All Unicorn Club meetings are held in locations that are wheel chair accessible. For more information, please contact Unicorn Club President, Missy Peters or Advisor, Dr. Tulip.

I. CLUBAL ITEMS

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 Adoption of the Agenda
- 1.5 Approval of Minutes
- 1.6 Financial Report

II. PUBLIC FORUM

This time is reserved for members of the public to address the Unicorn Club on issues not already appearing on the Agenda. A limit of five (5) minutes per speaker shall be enforced. There shall be a 15-minute limit per topic.

III. DISCUSSION ITEMS

This time is reserved for discussion regarding any item that may not already appear on the agenda. A limit of (5) minutes per speaker shall be enforced. There shall be a 15-minute limit per topic.

IV. ACTION ITEMS

4.1 Unicorn Club Appointments and Committee Updates.

(This item is placed on the agenda to discuss and possibly take action on the Unicorn Club appointments.)

4.2 Unicorn Club Events

(This item is placed on the agenda to discuss and possibly take action on goals and activities that Unicorn Club formulates.)

4.3 Unicorn Club Events

*(This item is placed on the agenda to discuss and possible take action on **Unicorn Club** related events).*

V. REPORTS

Advisor's Report

President's Reports

Vice President Reports

VI. ANNOUNCEMENTS /UPCOMING MEETINGS AND EVENTS

VII. ADJOURNMENT

Sample Club Minutes

Antelope Valley College Unicorn Lovers Club Minutes

3041 West Ave K, Lancaster, CA 93536

1:45 pm, Friday, February 8, 2013

The Executive Council of the Antelope Valley College met on February 8, 2013. For more information, please contact Unicorn Lovers Club President Missy Peters, mpeters@avc.edu.

I. CLUBAL ITEMS

1.1 Call to order 01:53 p.m.

1.2 Pledge of Allegiance: Lead by Sunny Baker

1.3 Roll Call:

President – Missy Peters – Present

Vice President, Naomi Buttercup -- Present

Treasurer – Milo Mathews - Present

Secretary – Melody Cook – Present

Members Present: Cory Burnett, Paulo Morales, Jagger Nelson, Mindy Brown, Lavender Fetters, Star Titus.

Membership is 10, Quorum is 6, 7 were present, Quorum is established.

Guests: Sissy Samuels, Gracey Ross, Skye Smith were present during meeting.

1.4 Adoption of the Agenda:

Moved to adopt the agenda by Melody Cook seconded by Milo Mathews.

Motion passed 6/0/0.

1.5 Approval of the Minutes-

Moved to approve the minutes from February 1, 2013 by Melody Cook, seconded by Irene Pinkerton. Motion passed 6/0/0.

1.6 Approval of Financial Report.

Moved to approve financial report year to date by February 8, 2013, Naomi Buttercup, seconded by Arnold Green. Motion passed 6/0/0.

II. PUBLIC FORUM

Gracey Ross introduced herself to the group and provided a brief presentation regarding National Unicorn Day. She explained the importance of bring the existence of unicorns to the community colleges on a statewide level. Questions & Answers regarding fulfilling such an event was discussed broadly and information was shared. Because Gracey was able to successfully coordinate a previous National Unicorn Day event last year she was able to answer questions and concerns.

III. DISCUSSION ITEMS

While reciting the Unicorn Club's mission statement Brandon Streets expressed his opinion that the Unicorn Club should celebrate National Unicorn Day. He stated that we must continue to show support of the unicorn. He concluded by saying that Dr. Tulip is willing to attend the event as the advisor.

Evelyn Munster would like the club to have a table at Community Day that's coming up April 25, 2013. This is a great way for the club to attract new members and true believers.

IV. ACTION ITEMS

4.1 Unicorn Club Appointments & Committee Updates

Moved to approve appointment of Connie Poole to the position of ICC Representative by Melody Cook, seconded by Milo Mathews, Motion passed, 6/0/0.

4.2 Unicorn Club Events

Moved to approve National Unicorn Day event on March 4, 2013 with an up to budget of \$50 for food, by Milo Mathews, seconded by Sunny Baker, Motion passed, 6/0/0.

Move to approve a table at Community Day, April 25, 2013 to promote the Unicorn Club and its mission with an up to budget of \$20 for flyers, by Irene Pinkerton, seconded by Arnold Green, Motion passed, 6/0/0.

V. REPORTS

Advisor Reports: Dr. Tulip announced that those whom attended the Valentine's Day Dance Event did an awesome job although she wished to see more Unicorn club members there.

Executive Board Reports:

- President – Missy Peters really wants the club to get more true believers involved. She encouraged the club members to be on the lookout for new members.
- Vice President -No Report
- Treasurer – Milo Mathews - We need to keep raising funds for the club. Any ideas will be looked at.
- Secretary – No Report

VI. ANNOUNCEMENTS /UPCOMING MEETINGS AND EVENT

The next Unicorn Club meeting is Friday, February 22, 2013 @ 1:45p.m.

VII. ADJOURNMENT

Moved to adjourn the meeting at 2:51 p.m. by Milo Mathews, seconded by Irene Pinkerton, Motion passed 6/0/0.

The meeting was adjourned at 2:51 p.m.

Fundraising

Many student clubs have big plans and excellent ideas for programs or services. However, few clubs have the finances to make these plans real. It is important for student clubs to have some kind of fundraising plans and to execute those fundraisers with the utmost professionalism, accountability, and legitimacy.

Fundraising events can be a lot of fun for all involved. It is important to make the fundraising project a group effort and to get as many people involved as possible. Not only will you have more help to accomplish your goals, but you will also get more people interested in giving money. The key to being successful in fundraising is to be creative and to keep your goal in mind.

Members of your club will not get excited or interested in your fundraising efforts if they do not know where the money will go. In addition, members of the community will not give unless there is a good cause. Make sure that the reason you are raising money is a legitimate cause, and let everyone know why you are raising funds.

Planning Your Fund Raiser

- Set a realistic goal
- Ask for suggestions from your members. What do the members want to do? Brainstorm for ideas.
- Find out what has been done before. What worked? What didn't? Why? How can you improve?
- Check into local and state regulations. Check College policy.
- Involve all segments of your group, not just the officers. People contribute to what they create. Get as many volunteers for your project as possible. Make sure they understand the cause and are willing to contribute their time and effort.
- Determine your market: college students, community, parents, etc.
- Know your overhead.
- Advertise wisely.
- Let everyone know your expectations in advance and update on progress. Using a goal poster is a great idea; make sure that poster is displayed prominently.
- Recognize everyone involved in the planning and implementation of the fundraising project. Reward those who achieve. Make certificates, ribbons, or other type of small rewards for everyone who volunteered for the project.

- Thank supporters. Give your big donors some kind of tangible reminders of how they contributed to a good cause. Create and maintain good will with these contributors, because they will tend to help in the future.
- Complete a written evaluation or report. Make sure you include:
 - Contact names, addresses, and phone numbers
 - Time lines and important dates
 - Suggestions of things to do differently

A Few Fundraising Ideas

The following are ideas for creative fundraising projects. This list just touches the surface of all the many projects available to raise money. Just be creative and do some great brainstorming for other ideas.

- | | |
|-----------------------|------------------------|
| • Recycling drive | Candy sale |
| • Rummage sale | Drive-in movie |
| • Marathons | Decathlons |
| • Best Beard contest | Road Rally |
| • Talent Show | Car washes |
| • Kite flying contest | Paper airplane contest |

Here are more ideas....

- Sell candy canes at holiday time.
- Sell buttons with school spirit slogans.
- Board game/Bowling tournaments.
- Sell flowers for special occasions.
- Hand out advertising flyers for companies.
- Carnival booth at Homecoming.
- Pie auction. Bid for privilege of throwing a pie into another person's face.
- Sell small throw pillows with the name of your club glued on in felt.
- Check with local trucking or car rental companies to wash their vehicles.
- Sell miniature paddle with your club's name painted on it.

Program Planning Checklist

Over the course of time, your student club will most likely plan a program of some kind. Programs can range from social to educational, for a cause or simply for fun. When planning a program, there are many factors to consider:

The who, what, when, where, why and how factors:

Who is involved with the Program

Who will be involved with planning and implementing the program? Are committees appropriate and who will be on them? Who needs to approve the program?

What—Description of the Program

What will the program accomplish? Is it necessary? What is your target population (Math student, Photography student)? How many people do you estimate attending?

What are the costs involved with the Program

Consider food, supplies, advertising, tickets, prizes, transportation off campus, etc. Should the program be co-sponsored with another group?

When will the Program happen

Does the date conflict with major exams, holidays, or other important events around campus?

Where will the Program be held

Locations include spaces in and around the quad area, campus classroom, or off-campus sites.

How will people know about the Program

What needs to be done to advertise the program – posters, email, and personal contact? When does the advertising need to go out? Who will be in charge of coordinating ads?

Why?

What is the purpose of our program? What are our goals? Why are we doing this? How does this program support the vision and scope of our group?

Have you considered the following?

Gender bias and gender-neutral language; religious backgrounds, rituals and traditions; diverse racial and/or ethnic populations; needs for students with disabilities; economic limitations faced by some students; heterosexual bias and diverse sexual orientations.

Inclusive Programming

When programming, it is important to be mindful of the differences of the people in the community. Individuals striving to create, and maintain, inclusive communities must ask the following questions: “Whose perspectives, experiences, viewpoints, and voices are included?” Below, you will find general questions to assist your community building efforts:

Have you considered gender bias and gender-neutral language in your programming?

Did you assume that only men in your community will be interested in participating in Chess? Did you assume that only women will be interested in doing a crafts project? *(Western society assumes that boys are supposed to act one way and girls another. Do not do the same.)*

Have you considered religious backgrounds, rituals and traditions in your programming?

If you have food at your event, will students of diverse religious traditions be restricted from eating it (some Jewish or Islamic traditions, and non-eating of pork)?

Will you have food at an event when certain students are fasting due to religious commitments and beliefs?

In the month of December, will you have a Christmas party (while not acknowledging the other religious celebrations during the month)?

The U.S. along with its practices and traditions has been heavily influenced with Christianity. Be aware of how these beliefs have been engrained in your actions and ways of thinking, especially around the beliefs of other people.

Have you considered diverse racial and/or ethnic populations in your programming?

Will your event attract people of different races and/or ethnic groups?

Will your event culturally affirm, or demean, people of diverse racial and/or ethnic groups?

Does your advertisement indicate, whether in pictures or words, that this event will be appreciated by people of different races or ethnic groups?

Do not program as if the people in attendance will be of one particular race or ethnic group.

Have you considered the needs of student with disabilities in your programming?

Is the activity location accessible by wheelchair?

If you are having a speaker, will there be an American Sign Language ‘Interpreter’?

If you are passing out handouts, are fonts large enough for individuals with seeing impairments?

Do not assume that all students are able-bodied.

Event Planning Timeline

NOTE: This timeline is to be used to spark ideas and reminders for you to create your own timeline specifically tailored to your needs. Please keep in mind that every college department maintains deadlines that may in all likelihood be different than the ones appearing here. Also note that many of the items can be done in advance of their deadline, or, if in a rush-after they should have been completed.

- Survey students
 - Beyond board/committee and friends
 - Do you have a target audience built-in?
 - Phone/paper surveys –consider raffle
 - Use event evaluations to solicit more ideas
- Review past program evaluations and reports
- Establish budgets
- Determine audience: campus-only, only to general public, all-ages, family, etc.
- Choose events
 - Does it meet your mission?
 - Does it move your club forward?
 - Does it serve/help your target audience?
- Get ICC Approved
 - Check other calendars for conflicts
 - Your own club
 - Other student clubs
 - Athletics
 - Campus Events
 - Academic calendar (Avoid finals, Spring Break, etc.)
 - Holidays (school, religious (more than just Christian))
- Reserve locations/venues
 - Complete the Facilities Request Form, Check List and Schematic three weeks in advance.
 - Sound – microphones, tape decks/CD players, amps, speakers, cords, stands
 - Lights – bulbs, dimmers, wiring, gels
 - Staging – platforms, seating for audience, caution tape
 - Special needs – projector, screens, recording equipment, musical instruments (piano will need to be tuned), music stands, lecterns, furniture (couch, side table, etc.) mats, access to water
 - Have a place B in case of rain for outdoor events
- Consider liabilities/risk associated with event
- Identify possible co-sponsors
- Decide upon need for tickets, costs
- Consider people power needed for event – be realistic with your resources

- Create event checklist/calendar with specific dates and people responsible for each item on list
- Contract performers **NOTE:** Contracts are sometimes-complicated legal documents. **DO NOT** sign any contract, or agree verbally without appropriate permission from your advisor and the Dean of Student Life. All Contract forms are in the Student Life Office.
- Reserve Hotel for performers
- Obtain meal tickets/plan for performer meals
- Order supplies
 - Decorations
 - Tickets
 - Wristbands
 - Raffle tickets
 - Flowers
 - Awards
 - T-shirts
- Identify target marketing groups
- Identify/contract ticket outlets
- Get information to the Executive Director of PR/Campus Information Office

One Month in Advance

- Start promotion for event – announcements to media, teaser campaign
- Confirm Hotel and meals – retain confirmation numbers
- Arrange for performer payment with the Club Accountant
- Meet with supervisor/tech director for space to ensure equipment is working and will meet performer needs
- Order food for event
 - Backstage refreshments
 - Meals for performer(s)
 - Meals/snacks for crews
 - Concessions
 - How many people do you expect to attend?
 - What can you afford?
 - Meet with campus catering to arrange food order
 - Complete appropriate forms
 - Seek donations if appropriate
- Don't forget vegetarians
- Confirm security
- Arrange parking
- Talk with campus media for advertising and coverage of event
- Contact other local media
- If open to the public, contact other local schools, clubs, etc.

- Start determining staffing needs – be specific with duties and responsibilities
- Use committees – delegate responsibility and authority
 - PR Crew
 - Photographer
 - Ticket-takers
 - Concessions
 - Security
 - Load-In and Load-Out Crews
 - Runners/Gophers
 - Electrician
 - Sound Board
 - Spotlight Operators
 - Film Projectionists
 - Master/Mistress of Ceremonies
 - Welcome Committee, Guest Liaison(s)/Host(s)
 - Driver(s)
- Delegate creation of signage needed
 - “No photos/recording devices”
 - Directional signs
 - Sponsorship banners including board/committee banner
- Design Marketing Campaign/Publicity – very important

Three Weeks Before

- Distribute promotional materials/advertising
- Pick up supplies (obtain cash advance if necessary/able)
- Start ticket sales
- Finalize volunteer staff (you cannot do it all!)
- Create access badges/passes and list recipients

Two Weeks – One Week Before

- Second round of promo
- Word of mouth promotion campaign
- Confirm paperwork for check is in process
- Confirm all details with performers agency
- Send performer information pack
- Make sure all board/committee members and volunteers will be attending the program
- Gather performer welcome pack materials

Day of Event

- Get there early – make sure supplies are ready to go
- Place signs and decorations
- Hand out flyers/handbills
- Everyone wear committee/board/event t-shirt if possible
- Make sure someone is at venue to greet guest
- Make sure all appropriate persons are there for sound check (security, performer, tech crew), provide water/soda/juices if possible
- Make sure all volunteers are in place
- Don't forget check(s)
- Keep talking up the event
- Make sure performer is introduced at beginning and thanked at end of program
- Provide water for stage
- Keep event on schedule
- Make sure volunteers have breaks if they are working entire event (delegate this responsibility)
- Clean-up following performance
- Inventory equipment and assess damage for repairs and reordering (such as light bulbs)

Post –Event Evaluation

- ◆ Return all rented or borrowed equipment
- ◆ Remove all advertising displays
- ◆ Settle with all ticket outlets
- ◆ Turn in receipts
- ◆ Deposit cash
- ◆ Restock/order supplies if necessary
- ◆ Thank advisor, members, volunteers, etc. for job well done
- ◆ Send thank-you to agent, performer along with photos and letter of recommendation if appropriate
- ◆ Clip and send reviews to agent or performer
- ◆ Jot down notes for file and future programs
- ◆ Complete program evaluation/summary form – ideally with input of committee and volunteers

Role of ICC

ARTICLE IV

Campus Clubs

SECTION I: The goal of ICC is to promote membership and interest in college clubs, and coordinate all club functions such as club days.

SECTION II: In order to become an authorized campus club, a completed application and constitution must be prepared and submitted to the Student Development and College Activities office. After all paperwork has been verified, the Vice President of Club Affairs will report to ASO information regarding the club(s).

SECTION III: Each club shall prepare a list of all club members and officers on a semester basis and submit to the Student Development and College Activities Office.

SECTION IV: Each Club is required to inform ICC of all club events and activities on and off campus at least 2 weeks in advance. The Vice President of Club Affairs shall report these events and activities to ASO.

SECTION V: ICC representatives are encouraged to attend the weekly meetings to maintain campus unity. Those clubs that have a representative at the majority of the ICC meetings will be able to request grants from ASO for club activities and events.

SECTION VI: Clubs which are inactive for more than two (2) years may have any and all funds in their club treasuries removed and deposited within the Associated Student Club's general fund, upon a majority vote by ASO.



How to Complete an ICC Event Planning Form

This form is a planning guide to help clubs plan and promote a successful event. The form can be worked on during club planning meetings to assure all areas are covered.

Contracts for Off Campus Vendors, Speakers/Performers, and W-9's are available in SSV 180.

Inter-Club Council Event Planning Form

****Begin the planning process at least 5-7 weeks from the date of the event to ensure that you have enough time to plan and promote the event. Turn in at least 4 weeks prior to event. ****

Date Submitted _____ **Received By** _____

Coordinator of Event _____

What (Name of Event) _____

Why (ILO's) _____

When (Date and Time) _____

Where (Location and Setup/Layout – include extra trash cans) _____

What Activities (Speaker, Music, Movies, Food, etc) _____

Cost (Speakers/Performers, Food, Decorations, etc.) _____

Accommodations for Performers/Speakers (Airfare, Hotel, Meals, Parking Permit, Directions, etc.) _____

Decorations Setup _____

Contacts (Name, Phone Number, and Email) _____

How Promote (Flyers, Banners, Email, Kiosk, Campus Bulletin Boards, etc.)

Who will Set Up Event _____

Who will Help During Event _____

Who will Clean Up After Event _____

After you determine allof the above, fill out a Facilities Request Form, Checklist and Schematic (to reserve the date, time, location, and setup), a IMC Event Request Form (if need any special equipment), a Style Guide for Flyers, a Publications Form (to get your flyer approved), and Contract with W-9 for Payment for Speakers/Performers.

Signature of Coordinator _____

Comments _____



How to Complete an ICC Event Approval Form

The Club ICC Representative must attend an ICC meeting to present events that the club will holding. The ICC will move to approve or deny the event. The Club ICC Representative must have the following information:




- Activity/Event
- Date of the Event
- Location
- Time of the Event
- A brief description of the event. If selling - What? What is the purpose of the Event?
- Submit the completed Facility Use Form, Checklist, and Schematic
- When selling items a Cash Box Request form must also be completed

When approved the Facility Use For, Checklist and Schematic will get submitted it to Facilities for final approval. If there is a problem the club will be notified.

Event Approval Form

(Club Name) moves to approve.

ICC Meeting Date

Activity/Event Name: _____			<input type="checkbox"/> Check This Box if you need volunteers
Event Date: _____			
Event Time: _____		Event Location: _____	
Full description of the Event: _____			
OFFICE USE ONLY: Approved Not Approved Date:			
Comments:			
<input type="checkbox"/> Activated Club <input type="checkbox"/> Facility Request Form <input type="checkbox"/> Check List Form <input type="checkbox"/> Map/Schematic <input type="checkbox"/> Calendar Checked (Date /Time Available) <input type="checkbox"/> Trip Request <input type="checkbox"/> Approved Event Form			
Activity/Event Name: _____			<input type="checkbox"/> Check This Box if you need volunteers
Event Date: _____			
Event Time: _____		Event Location: _____	
Full description of the Event: _____			
OFFICE USE ONLY: Approved Not Approved Date:			
Comments:			
<input type="checkbox"/> Activated Club <input type="checkbox"/> Facility Request Form <input type="checkbox"/> Check List Form <input type="checkbox"/> Map/Schematic <input type="checkbox"/> Calendar Checked (Date /Time Available) <input type="checkbox"/> Trip Request <input type="checkbox"/> Approved Event Form			
Activity/Event Name: _____			<input type="checkbox"/> Check This Box if you need volunteers
Event Date: _____			
Event Time: _____		Event Location: _____	
Full description of the Event: _____			
OFFICE USE ONLY: Approved Not Approved Date:			
Comments:			
<input type="checkbox"/> Activated Club <input type="checkbox"/> Facility Request Form <input type="checkbox"/> Check List Form <input type="checkbox"/> Map/Schematic <input type="checkbox"/> Calendar Checked (Date /Time Available) <input type="checkbox"/> Trip Request <input type="checkbox"/> Approved Event Form			



How to Complete the Reservation Form

This form is for clubs to join with scheduled ASO or SAC events to promote your club. Sometimes space is limited therefore if you want to participate get your form in early. For on campus clubs there is no fee to participate.

- Company Name – Club Name
- Non-Profit – Yes
- Representative/Contact Person – Club Representative
- Request for Additional Equipment – Table, Chairs, Canopy, Cash Box, Electricity, etc.
- Address, City, State, Zip – AVC Address
- Email – Club Representatives _____@avc.edu
- Telephone – Club Representative Phone number
- A brief description of what your club will be promoting during this event – What is your club promoting? Membership?
- Number of Representatives Attending – Number of club members attending
- Prize donation for the opportunity drawing - Will the club be awarding any prizes?
- Press Release in name or picture –
- Print Name – Club Representative
- Signature – Club Representative
- Date
- Turn in the form by the deadline date at the bottom.



ANTELOPE VALLEY COLLEGE

Student Development and College Activities

3041 West Avenue K Lancaster, CA 93536
(661) 722-6300 ext. 6354 • Fax (661) 722-6355

We invite you to attend our

Welcome Week

From Monday, August 20 thru Thursday, August 23, 2012
from 11:00 a.m. to 2:00 p.m. (set-up begins at 10:00am)

Reservation form

Company name:		Non-profit: yes__ no__	
Representative/ Contact person:		Request for additional equipment:	
Address:	City:	State:	Zip:
E-mail:			
Telephone:			
A brief description of what your organization will be promoting during this event:			
Number of Representatives Attending:			
Prize donation for the opportunity drawing: yes__ no__			
Antelope Valley College has permission to use this company's name in local press releases and classified advertisements in regards to this event. yes__ no__			
Print name:	Signature:	Date:	

Please return your reservation form and fee to the Antelope Valley College, Student Development and College Activities Office no later than **Thursday, August 2, 2012.**

Please make checks payable to Antelope Valley College. A receipt will be mailed to you.

You will receive conformation of your request.

If you have any questions, please contact
Student Activities Council at (661)722-6300 ext. 6354

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How to Complete a Facility Use Request – Main Campus Facilities

1. Access the Antelope Valley College website. AVC.edu.
2. From the top green bar select administration.
3. Scroll down the page to Administrative Services. Select Facilities.
4. Scroll down to the Third Column. Select FS Forms. Select the Main Campus form.
5. Complete the form on line and print it off.
6. Get signatures from the Requestor, Authorized Representative, and Club Advisor.
7. Go to SSV 180. Ask for a Map of the location you've chosen for your event and a Checklist form.
8. Mark on the Map where you want your event set up.
9. Turn in your Facility Use Request, Event Schematic and Checklist form.
10. After the Dean signs the form they will be scanned and set to Facilities. A copy will be sent to your advisor confirming the approval of the date and time of your event.

The Facility Use Form can be accessed by [click here](#).

Event Schematics and Checklist forms can be accessed on myAVC, groups, ICC, files, club forms.

FACILITIES SERVICES – CAMPUS EVENTS

FACILITY USE REQUEST – MAIN CAMPUS FACILITIES

FOR AVC ON CAMPUS GROUPS ONLY – COMPLETED AND SIGNED REQUEST MUST BE RECEIVED NO LATER THAN THREE WEEKS PRIOR TO EVENT DATE

Requested Date of Use: _____ AVC/Community Co-Sponsored Event: Yes No

AVC Organization/Group Name: _____ Estimated Attendance: _____

Event Name: _____

Facility Access Schedule: _____ Start Time: _____ am/pm End Time: _____ am/pm

Event Schedule: _____ Start Time: _____ am/pm End Time: _____ am/pm

Facilities Requested for Use: (Check all facilities required for event)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Boardroom SSV 151 | <input type="checkbox"/> Library Plaza | <input type="checkbox"/> Student Lounge | <input type="checkbox"/> Bookstore Hallway |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> SCT Covered Patio | <input type="checkbox"/> Fine Arts Quad | <input type="checkbox"/> Gym Quad |
| <input type="checkbox"/> LS Lawn Westside | <input type="checkbox"/> APL Quad | <input type="checkbox"/> H&S Quad | <input type="checkbox"/> SOAR HS Lawn |
| <input type="checkbox"/> Parking Lot # _____ | <input type="checkbox"/> Other: _____ | | |

Event Requirements:

Will Admission Fee, Collection or Solicitation of Funds be Made: Yes No

Sound/PA System: Yes No

Tables/Chairs/Pop-Up Tent: Yes No Will Food be available at Event: Yes No

**Please see Food Rules & Regulations*

Additional Security: Yes No Electrical Outlets Required: Yes No

If ANY items are marked "Yes", a Facility Use Worksheet must be completed and submitted with this request.

For all co-sponsored events, costs for Events staff, custodial services, security and any damages related to the event will be charged to:

Fund # _____ Account # _____

All individuals who provide signature approval for this Facility Use Request agree that they have read, understand and agree to the Rules and Regulations for Use of District Facilities as referred to in Administrative Policy 6700, Page 32AP.

Requestor, Name

Signature, Date

Authorized Representative, Name

Signature, Date

Responsible Dean/Director, Name

Signature, Date

For ASO Events Only:

ASO Club Advisor, Name





Signature, Date

NOTE: AT LEAST ONE OF THE INDIVIDUALS PROVIDING APPROVAL FOR THIS EVENT MUST BE IN ATTENDANCE AT THE EVENT AT ALL TIMES

Facility Use Request: Worksheet / Check List

Event Name: _____ **Event Date:** _____

Request # _____ **Map / Schematic Attached:** **Yes** _____ **No** _____

<u>Tables / Chairs:</u>	<u>Quantity</u>	<u>Other Items:</u>	<u>Quantity</u>
6' Rectangle:	_____	Tents: 10x10	_____
8' Rectangle: (Limited)	_____	A-Frames: (Sign)	_____ 
6' Round: (Limited)	_____	Stanchions:	_____ 
Chairs:	_____	Power Cords:	_____
<u>Sound System / PA:</u> (X)		Trash Cans:	_____
Campus Events:	_____	Recycle Cans:	_____
IMC:	_____	BBQ:	_____
ASO:	_____	Ice Tubs:	_____ 
(ASO / Clubs ONLY)	_____	Hot Water Pot:	_____
ASO Smart Cart:	_____	Water Jugs:	_____
(ASO / Clubs ONLY)	_____	Raffel Barrel:	_____
Microphone:	_____	Barricades:	_____ 
Flags:	_____	Cash Box:	_____
Podium:	_____	Other:	_____

Note: Tents are for AVC use ONLY and are subject to weather (WIND)



ANTELOPE VALLEY COLLEGE
 Antelope Valley Community College District
 3041 West Ave. K
 Lancaster, CA. 93536
 (661) 722-6300 Ext. 6296

RULES AND REGULATIONS FOR USE OF DISTRICT FACILITIES

Conduct

- ❖ When a request for use of District facilities is made by any organization, the User will be responsible to ensure that the rules and regulations of the Board of Trustees and other applicable laws are adhered to. In the event the User fails to adhere to these rules and regulations, future requests for use of District facilities may be denied.
- ❖ Use of alcohol or illegal drugs is strictly prohibited.
- ❖ School officials will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property. The Board reserves the right to require police protection for all activities held on school property when it deems such protection desirable.
- ❖ When the use of facilities is granted to any group qualifying under the terms of the Civic Center Act for the purpose of instruction in the ideas or beliefs of the group, it will be the responsibility of the user to notify in writing all those who attend the meetings that the ideas and information disseminated do not have the endorsement or approval of the District and are in no way associated with the instructional program of Antelope Valley Community College District. This information must also be announced at the beginning of each meeting.
 - In the case of meetings limited to one evening, proper notification will consist of a written statement approved by the District and given to each person in attendance.
 - In those instances when classes are conducted for two or more meetings, the User will have the additional responsibility of sending a letter to the home address of the parents of all minor students attending the meeting.
- ❖ User shall offer no gratuities to school personnel nor shall school personnel accept gratuities from the User.
- ❖ When appropriate, a District employee may be assigned to facilities being used by outside groups. It shall be the duty of this employee to see that rules and regulations are enforced and to report any violations or attempted violations to the Director of Facilities. If the Board believes that District rules and regulations have been violated, they may revoke permits previously given to the organization in question and may refuse to grant additional permits.

Supervision

- ❖ When using District facilities, the User will furnish adequate adult supervision and will be responsible for properly caring for such facilities and leaving them in good condition. Cost of any damages shall be borne by the User.
- ❖ Use of District facilities shall be under the supervision of an authorized representative when deemed appropriate by the District.

Safety

- ❖ The User shall at all times during the use and occupancy of the premises thoroughly comply with all ordinances, laws and regulations affecting the use and occupancy thereof, including all state and local fire ordinances and health and safety laws.
- ❖ Injuries to event participants shall be reported to the District Security Office.

Waiver of Liability

- ❖ All participants from off-campus groups will be required to sign a waiver of liability.

Facilities Access

- ❖ The facility to be used will be opened upon presentation of the User's copy of the approved Facilities Use Request and/or contract.
- ❖ Facilities will be opened only at times designated on the "Facility Use Request Form." Time for rehearsal, decorating or any other use will be at the prevailing rate. District employees are not obligated to have the buildings open at any time other than the times shown on the approved use form nor are they authorized to open buildings or facilities not specifically requested and previously authorized.

Parking

- ❖ All Users shall adhere to posted parking regulations.

Smoking

- ❖ Smoking shall be prohibited in all buildings on campus as well as within 25 feet of the entrance to buildings or structures on campus.

Food Service

- ❖ Consumption or sale of food or refreshments will not be permitted unless prior arrangements have been made with Campus Events.

Posting of Literature, Signs or Banners

- ❖ Posting of any literature, signs or banners advertising any on-campus event or program must receive prior approval by the Student Development Office.
- ❖ Signage may not be erected or assembled on District premises without approval by the District.
- ❖ The User is responsible for removing any advertisement or handout material at the end of the event. A cleanup fee will be imposed for advertisements or handouts not removed from the premises.

Structures and Equipment

- ❖ No structures may be erected or assembled on District premises nor may any electrical, mechanical or other equipment be brought thereon without prior written approval of the District.

Aircraft

- ❖ Aircraft-related activities are prohibited. This includes manned or unmanned, powered or non-powered aircraft of any type including helicopters, ultra-lights, hang gliders, hot air balloons, parachuting, etc.

Facilities Capacity & Fire Regulations

- ❖ At no time shall there be more persons admitted to any room or facility than the legal seating capacity will accommodate. Flammable decorations, including stage scenery, shall be fire resistant or flame proofed in accordance with the requirements of the State Health & Safety Code. No device which produces flame, sparks, smoke or explosions, shall be used in any District facility. The use of any material or device which constitutes a fire hazard is expressly prohibited.

Equipment Usage

- ❖ All additional property and / or equipment provided or rented by the User must meet applicable city, county, state and federal safety requirements.
- ❖ District-owned equipment, materials or supplies of any nature that are not a part of the approved permit are off limits to the Users.
- ❖ User shall not be permitted to remove or displace furniture or apparatus (including but not limited to lights, curtains, ceiling pieces, etc.) except with permission and under the supervision of the District representatives in charge.

Inspection for Damage to District Property

- ❖ District property must be protected from damage and mistreatment and ordinary precaution of cleanliness maintained.
- ❖ Prior to and immediately following the event, a representative from the District and a representative from the User in charge shall conduct a visual inspection of the area(s) used, to determine existing conditions and to note any damage, unusual "wear and tear" or situations requiring extra labor on the part of the District work force directly attributable to the User. If the facility is found damaged, abused or dirty after use, the User agrees to be financially responsible. An additional charge for cleaning and / or repair will be billed to User for repair or cleaning. It is the responsibility of the User to contact District personnel assigned to the event to make arrangements for the inspection.
- ❖ User shall be responsible for returning any furniture and / or equipment that has been moved from its proper place.
- ❖ Any removal of District fixtures or other damage to the District property including, but not limited to, unbolting, unscrewing, defacing, painting or other damaging of District facilities is strictly prohibited and may subject User to a fine, repair charges and / or termination of use or occupancy of District property. In the event of damage to property or equipment, the User shall notify the District representative as soon as possible.

The undersigned has read and hereby agrees to abide and enforce all Rules and Regulations, including insurance requirements, pertaining to the use of District facilities as stated above:

Organization (User): _____

Signature of Authorized Representative: _____

Print Name

Title

Address: _____

Phone: _____ Fax: _____ Other Phone Numbers: _____

Publicizing Your Event

The following tips may be helpful in publicizing your opportunity or event. Use some, or use them all just make sure to get special permission when required.

On Campus

- Contact the Dean of Student Life to get your event advertised through myAVC announcement, publicize on Banner, add to campus magazines
- Create flyers for posting on campus bulletin board. Get approvals as necessary.
- Create table tents for display.
- Have a display or table in one of the high traffic areas with free giveaways.
- Go to a department head or faculty/staff meeting or directly contact faculty/staff to make sure they know about your event. They may announce it in class!
- Use A-frame boards around campus to display with posters around campus.
- Announce your event in the ICC meeting.
- Make sure student Senators know about your event and publicize it to their constituents.
- Announce your event in your classes.
- Use Social Media.

Community

- Create flyers for posting in the community. Grocery stores, churches, daycare centers, department stores, laundry mats, and other high-traffic establishments are good, depending on whom you are targeting.

Tips for Everywhere

- Word of mouth is important! Get people excited about your event. Talk it up and involve others.
- Use BIG posters (i.e. butcher paper) or odd sizes to catch peoples' attention.
- Purchase professionally made stickers, or make them yourself with sticker kits (available at most discount stores), or with Avery labels through your laser printer!
- REMEMBER – People LOVE to be in the know, they love freebies, and you can't beat free food!

Information provided by Shana Warkentine Meyer, K-State at Salina

Club Copies

Each club will complete a copy contract at the beginning of each year. This allows Clubs to have copies made for club events. Each club is allotted 200 Black and White copies and 50 Color copies per month. If the club goes over their allotted amount they will be charged the current going rate for copies.

Club flyers must be approved by the Dean of Student Life and Activities.

The person at the counter will make the copies of the approved club flyer(s).

Retreats and Workshops

WHY SHOULD YOUR CLUB HAVE A RETREAT or WORKSHOP?

Club retreats and workshops enable student clubs to briefly get away from the distractions of school and work and to focus on the needs of the club and the needs of the individual members of the club. Planning for the future will enable an club to operate more efficiently. By setting goals and planning together, members of an club can operate more effectively as a team.

ESTABLISH THE PURPOSE FOR YOUR RETREAT OR WORKSHOP

Some topics might include: Team Building, Skills Training, Communications, Goal Setting, Problem Solving, Planning, Learning, Orientation, Socializing, Transition, Revitalization, Conflict Resolution

DETERMINING WHO THE RETREAT OR WORKSHOP IS FOR

New Officers, Executive Board, All Club Members, etc.

SELECTING A FACILITY

On Campus or Off Campus; convenience vs. isolation; Urban or Rural Getaway. When looking for an off campus retreat location consider nearby summer camps. They often charge cheap rates in the off season. Be sure to check availability, accessibility, and accommodations. Don't forget about costs and contracts.

TRANSPORTATION

If your event is off campus, members should be provided with adequate and safe transportation.

FOOD AND DRINK

Before deciding on a menu, consider cost, cooking facilities, preparation and clean up. Try cooking together it makes a great team building activity. On a tight budget? Consider potluck.

SELECTING THE BEST FORMAT

- Workshops present by an "expert" – advertising, program planning, public speaking, fund-raising, etc.
- Experiential Exercises-team building, brainstorming, communications skills, ropes course, etc.
- Recreational Exercises, skiing, hiking, canoeing, biking, etc.

SELECTING THE FACILITATORS AND PRESENTERS

Club Officers, Club Members, Faculty Advisor, Faculty Members, AVC Staff and Administrators.

PLANNING THE RETREAT OR WORKSHOP

Have members sign up to participate on committees. Remember people support what they help to create.

Suggested committees: Transportation, Food/Drink, Lodging, Recreation, Programming, Clean-up.

RESOURCES IN DEVELOPING YOUR WORKSHOPS AND EXERCISES

Structures experiences books, reference books, videotapes; Faculty Advisor; Faculty Members

EVALUATING YOUR RETREAT

Evaluation Forms: Ask members what they thought of the experience. What would they change? What would they keep the same? Ask the presenters what they thought of the experience. What could have made it better?

Sample Retreat or Workshop Schedule---Unicorn Club---Club Retreat

What To Bring: Sleeping bag or linens and blanket pillow. Clothes that can get dirty!
Comfortable walking shoes. Your imagination! Towel and personal toiletries. A hat of any kind.

Travel Information: We will meet in the College Parking Lot at 8 a.m. on Saturday, February 22.
We will return to campus at 5:00 p.m. on Sunday, February 23.

Agenda:

DAY ONE

8:00 a.m. Depart College Parking Lot
9:30 a.m. Arrive Black Forest Lodge
10:00a.m. Icebreaker
11:00a.m. Communication Skills Exercise
Noon Build our own Sandwich Lunch
1:00 p.m. Icebreaker/Energizer
1:15 p.m. Creativity Exercise
3:15 p.m. Unicorn Ridge Hike
4:30 p.m. Pizza Bake
5:30 p.m. Sing for your supper-
Wear your hat
6:15 p.m. Free time (except for the clean-up crew)
6:45 p.m. Energizer
7:00 p.m. Team Win Lose or Draw/Pictionary
8:30 p.m. Free time-Good night

DAY TWO

8:30 a.m. Breakfast
9:00 a.m. Unicorn Tracking
11:00a.m. Icebreaker
11:20a.m. "The Tails of Unicorns "
Presenter: Lily Tulip
Noon Lunch
1:30 p.m. Goal Setting and Action
Planning for the year
2:45 p.m. Closing
3:00 p.m. Pack van for 3:30 p.m.
departure



How to Complete a Trip Request

In order to travel anywhere for campus related business, a trip request must be filled out and signed. Trip requests are sent to the Board of Trustees so the school is aware of who will be traveling. The Trip Request form can be found on the Business Services/ home page under travel. It should be filled out online. The link is:

<http://www.avc.edu/administration/busserv/Travel.htm>

When a student club is going on a trip, they must fill out the trip request, gain approval at an ICC/ASO meeting and the Dean of Student Life. Turn it in to SSV 180. Trip Requests are supposed to be filed before the monthly Board of Trustees meeting. Without Board of Trustee's approval, travel reimbursements cannot be submitted (if necessary).

To fill it out:

- Write the name of the person(s) taking the trip on the line by Person Taking the Trip. It should be the name of the person driving the vehicle or the Advisors name.
- Fill out the date, departure time, return time, and the purpose of the trip.
- Fill out the name of the students taking the trip. Everyone's name must be written down. If a student is on the trip and their name is not on the list, AVC is not responsible if an accident occurs. When students plan on carpooling, type a side note by the names stating that they will be carpooling and provide the names of the other drivers.
- Check the type of transportation. When students are taking a district vehicle, check District Vehicle. When students are driving their own personal Vehicle, check Personal Vehicle. For trips that require plane travel, a district vehicle is requested to car pool to and from the airport.
- When driving, look up the direction to the destination and find out the number of miles it is to and from the destination. Print this information. On the Trip Request type in the number of miles where it says Mileage for personal auto. The computer will automatically calculate the expense.
- For trips that require hotel, parking, airfare, registration fees, and meal money, please enter the amounts on the corresponding line. The computer will generate the expense total.
- Print the form out.

- When someone is driving, have them initial by the line that states that they have a valid Driver's License and that they have valid insurance. If they do not have one of the two or both, THEY MAY NOT DRIVE.
- Have the person taking the trip sign where it says Signature of the Person Requesting Trip.
- Turn in the Trip Request, along with the club minutes stating that the trip was approved to Dr. Zimmerman in the Student Life office. She will sign it and it will get sent to the Vice President of Student Services and the Business Office for approval.
- When using a District Vehicle a copy of the Trip Request will be sent to Facilities for the reservation of the vehicle.
- After the trip is approved by the Board of Trustees, a copy of the Board approved Trip Request will be sent to the person taking the trip. If reimbursements are needed for any trip expenses, they will not be approved without a copy of the board approved trip request.

To access the Student Travel Policy and Procedures [click here](#).

To download the Trip Request form [click here](#).



ANTELOPE VALLEY COLLEGE
Office of the Dean of Student Life and Services
(661) 722-6354 ☎ Fax (661) 722-6355

Field Trip Waiver and Medical Authorization Form – Minor

Please print the following information:

Dear Parent/Guardian:

_____, _____, has my permission to participate in
(Student's Name) (Date of Birth)
the following activity: _____.
(Destination & Date)

In the event of any illness or injury, I do hereby consent to whatever X-ray, examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. It is understood that the resulting expenses will be the responsibility of the parent/guardian.

As stated in the California Education code Section 35330, I understand that I hold the Antelope Valley Community College District, its officer, employees, and agents harmless from any and all liability and claims arising out of , or in connection with my child's participation in this activity.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in that individual being sent home at his/her and/or parent's/guardian's expense.

Signature of Parent or Guardian _____ Date _____

Signature of Student _____ Date _____

Student Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Health Insurance Company _____

(Please bring a copy of your insurance card with you.)

Please list any medical conditions as well as medications and usage. _____

IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT:

Name Relationship to minor

Telephone Numbers



ANTELOPE VALLEY COLLEGE

Office of the Dean of Student Life and Services

(661) 722-6354 ☎ Fax (661) 722-6355

Field Trip Waiver and Medical Authorization Form

Please print the following information:

Destination: _____ Dates: _____

Student's Name: _____ Date of Birth: _____

Student's Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Health Insurance Company: _____

(Please bring your medical insurance card with you.)

Please list any medical conditions and any medications and usages: _____

IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT:

Name: _____ Relationship _____

Contact Phone Number: _____

As stated in the California Education Code Section 35330, I understand that I hold the Antelope Valley Community College District, its officers, employees, and agents harmless from any and all liability and claims arising out of or in connection with my participation in this activity.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

Signature: _____ Date: _____



Business Services Area
Student Travel
Policy & Procedures

Policy

Student travel and field trips in support of District programs or functions may be allowable and require supervision from a District employee. The purpose of this policy is to cover what is considered an allowable expenditure in these circumstances.

Travel requests must be allowable under Education Code, Government Code, the Budget and Accounting Manual (BAM) and Board Policy. All travel requires board approval. If travel occurs before board approval, it will have to be ratified (Board approved-after-the-fact) and could delay reimbursement. This does not alleviate pre-approval requirements from the division Dean/Director, supervising Vice President and Director of Business Services. Traveling without pre-approval could result in personal liability, meaning it may not get reimbursed.

Please check with the Dean of Student Planning and Development first to see if the travel is approved through the Associated Student Organization (ASO). If it is not, then follow the District processes below.

Procedures

Forms

The following forms can be found on the Business Services Travel webpage, <http://www.avc.edu/administration/busserv/travel.html>:

- **Trip Request Form**
 Required Approval Signatures: Traveler, Dean/Director, Program Coordinator (if applicable), Vice President/President, and Director of Business Services
- **Auxiliary Services Request/Auxiliary Requisition Form**
 Required for travel being paid from Auxiliary funds. See step 3 under "Steps to Processing Travel Requests" below.
- **Request for Travel Reimbursement Form**
 Required Approval Signatures: Director of Business Services. Please note, Dean/Director and Program Coordinator (if applicable) signatures are only required if the Total of all Travel Expenses is 10% or greater than the total amount listed on the Trip Request form.
- **Mileage only Reimbursement Form**
 Required Approval Signatures: Traveler, Dean/Director, Program Coordinator (if applicable), Vice President/President, and Director of Business Services

- **Hotel/Motel Transient Occupancy Tax Waiver Form**
Required for all hotel stays in California
- **Revolving Cash Fund Voucher**
To be submitted for referee costs
- **Meal Money Signature Form**
Upon return of the athletic event, submit a Meal Money Signature Form to the Business Services Area.

Athletics

- Board of Trustees approved Games
 - Trip Request not required
 - Requisitions will be submitted for Hotel, Meal Money, and Entry Fees as applicable
For auditing purposes, the board communication of the approved schedule will need to be attached to **each** Requisition submitted for board approved games.
- Games not approved by Board of Trustees
 - Trip Request will be submitted for Hotel, Meal Money, and Entry Fees as applicable
 - Requisitions not required

Meal Money for Athletes

Meal money requests may be submitted using a purchase requisition. The request must have the events with dates and estimated number of students. The meal reimbursement may not exceed the following amounts:

**Breakfast: \$10 (Departing between 12am-11am)*

**Lunch: \$15 (Departing between 11am-4pm)*

**Dinner: \$25 (Departing between 4pm-7pm)*

**Post Game: \$6 (Game concludes after 7pm)*

* The amounts above represent the maximum rate for meals. At the discretion of the coaches, rates may be less for team meals.

Upon return of the athletic event, submit a Meal Money Signature Form to the Business Services Area.

Meal money only does not require a trip request if it is an approved athletic event.

Meal Money for Non-Athletic Events

In the Other Expenses section of the Trip Request Form, please note "Meal Money need by XX/XX/XXXX" and note amount in the subtotal. Upon return of trip, submit a Meal Money Signature Form to the Business Services Office along with any other required documentation (e.g. Request for Travel Reimbursement Form).

Steps to Processing Travel Requests

All travel and reimbursements must be pre-approved prior to travel being booked or incurring any expense. The following are steps for processing travel requests:

All required travel documentation must be completed and received by the Business Services Area a minimum of 5 business days prior to the first day of travel to be processed. Requests submitted less than 5 business days prior to the first day of travel will be the responsibility of the traveler to book and obtain reimbursement from the District or the traveler can contact their department VP to book the travel with a District Travel card.

The following are steps for processing travel requests:

1. If flight, hotel, and/or rental car is needed, contact Jack Fry Travel (e-mail: deborah.buxton@jackfrytravel.com , phone: (661) 945-6911) and obtain a quote. The turn around time for a quote is less than one business day. Jack Fry Travel requires the legal name on your state issued ID and birthdate for all reservations along with the following information for each type of reservation:
 - a) Flight (airfare rates are not guaranteed until booked):
 - i. Flight information (Flight numbers, airport, dates, city, etc.)
 - ii. Window/aisle seat preferences (no guaranteed)
 - or
 - i. Travel dates
 - ii. Place traveling to and from
 - iii. Preferred airport
 - iv. Preferred times
 - v. Window/aisle seat preferences (no guaranteed)
 - b) Hotel (hotel rates are not guaranteed until room is reserved):
 - i. Hotel Name or preferred area
 - ii. Check-in/check-out dates
 - iii. Number of guests and guest names
 - iv. Bed preference
 - c) Car Rental:
 - i. Pick up/drop off location
 - ii. Pick up/drop off dates
 - iii. Size rental (compact for 1-2 passengers, mid-size for 3 or more travelers)
2. Complete a Trip Request form and obtain all necessary signatures.
Refer to the section Allowable Expenditures when completing your Trip Request form.

3. Attach any additional documentation (Jack Fry Quote, Conference Information, Occupancy Tax Waiver form, etc.) to the Trip Request form.
If your travel is being paid with Auxiliary Funds, you must also attach a completed Auxiliary Services Requisition. The item description should reference the trip information and a NTE (not to exceed) amount. The total should be the NTE amount.
4. Forward Trip Request form and attached documentation to the Business Services Area for processing.
Once received by the Business Services Area, the Trip Request form (and attached documentation) will be verified for completion and budget checked. Next, Purchasing will process the Trip Request form into a Purchase Order to encumber the funds (except for Auxiliary Accounts), forward the approved quote to Jack Fry Travel with PO number to book if applicable, and process any conference registrations if noted. Jack Fry will contact the vendor with any questions and forward all travel confirmations. If any of the quoted prices from Jack Fry Travel have increased by more than 10%, Jack Fry Travel will contact the Purchasing Department to obtain approval of the increase from the fund manager (Dean/Director/Program Manager) before moving forward with the reservation.
5. Upon return of trip, complete a Request for Travel Reimbursement Form for items to be reimbursed, attach the items listed below, and obtain all necessary signatures.
 - a) Board Approved Trip Request Form
 - b) All receipts including lodging
 - c) Meal Money Signature Form
 - d) Any other necessary documentation (conference agenda, etc.)
6. Forward Request for Travel Reimbursement form (and attached documentation) to the Business Services Area for processing.
Once received by the Business Services Area, the Request for Travel Reimbursement form will be verified for completion and budget checked. It will then be forwarded to Accounts Payable to process a reimbursement check to the traveler/requester.

Allowable Expenditures

Since it is the responsibility of each traveler to be good stewards of tax payer dollars, reasonable accommodations need to be made. Due to the volume of District travel, the purchasing department is able to negotiate cost effective rates with airlines, hotels and rental car companies. Please make sure to submit a purchase requisition (PR) to the purchasing department to reserve accommodations, such as hotel, rental busses, airfare, conference fees and tournament fees. Please annotate on the PR that a trip request is in process. Trip detail confirmations are the responsibility of the requesting party.

- *Hotel. Hotel stays are allowable if the travel is expected to be overnight or if the individual will be traveling more than 12 hours in one day (for example, 2 hours drive time each way with a 8.5 hour conference schedule would be 12.5 hours of traveling). Premium accommodations should be avoided because the District will only reimburse reasonable accommodations. If the expense is found to be premium, the employee may incur personal liability for the difference. With your Trip Request form, please submit a Jack Fry Travel quote and an Occupancy Tax*

Waiver Form (if the hotel is in California) through the Business Services Area to book your hotel and ensure there is no personal liability on the part of the employee.

- *Air. Airfare is allowable for economy class. If business class or first class rates are used, the District will only reimburse the economy class rate. With your Trip Request form, please submit a Jack Fry Travel quote through the Business Services Area to book your airfare and ensure there is no personal liability on the part of the employee.*
- *Parking. Overnight parking at a hotel is allowable if approved in advance on the Trip Request form. Please use the most cost effective solution and submit a receipt for reimbursement.*
- *Airport parking. Airport Parking is allowable if approved in advance on the Trip Request form. Please use the most cost effective solution and submit a receipt for reimbursement.*
- *Baggage fees. Baggage fees are allowable if approved in advance on the Trip Request form; the District will only reimburse one (1) baggage fee. Please use the most cost effective solution and submit a receipt for reimbursement.*
- *Conference Fees. On the Trip Request form, please check either "pay via website" box and include the website name or the "pay by check box." Attach your conference registration information to the Trip Request form and please submit to the Business Services area to process your registration and ensure there is no personal liability on the part of the employee.*
- *Tournament Fees. On the Trip Request form, please check either "pay via website" box and include the website name or the "pay by check box." Attach your conference registration information to the Trip Request form and please submit to the Business Services area to process your registration and ensure there is no personal liability on the part of the employee.*
- *Referee Costs. Please submit a request for revolving cash showing for referee costs at least one week in advance of the event. A check will be prepared and ready for disbursement prior to the event.*
- *Shuttles and rental buses. Shuttle and rental bus costs are allowable if approved in advance and there are no district vehicles available. With your Trip Request form, please submit a Travel Booking Information form through the Business Services Area to book your shuttle/rental bus and ensure there is no personal liability on the part of the Traveler.*
- *Meals. Meals are reimbursed at a per diem rate. Meals will not be reimbursed if provided by the conference or hotel. The current daily rates are as follows:*
 - *Breakfast: \$10 (Departing between 12am-11am)*
 - *Lunch: \$15 (Departing between 11am-4pm)*
 - *Dinner: \$25 (Departing between 4pm-7pm)*
- *Mileage rate. The current allowable mileage rate is \$0.56 per mile. Mileage is to be calculated from one work site to another. When traveling, the approved travel location(s) are to be used to calculate mileage. Mileage is not to be calculated from a traveler's residence. Employees who choose not to carpool to the same location may not be reimbursed by the District, unless approved in advance by the travelers supervising Vice President.*

District vehicles: The District has vehicles, such as vans and buses that can accommodate several people traveling to the same location. Please be sure to contact the Campus Events Office to schedule the use of a vehicle.

Travel to States Outside of California

Per Education Code 35330, no student expenses shall be reimbursed using District funds for travel outside of the state of California.

References: California Community Districts Budget & Accounting Manual, Government Code, California Education Code, Board Policy and Administrative Policy

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
TRIP REQUEST

PO #

Contact Jack Fry Travel for a quote on Airfare, Hotel, and Car Reservations as they will be booking these items for the District. Attach quote to travel documents and forward to the Purchasing Department. **Include all applicable tax and fees in your subtotals below.** Please visit the Travel website for more information regarding travel processes and procedures, <http://www.avc.edu/administration/busserv/travel.html>.

Person Taking Trip: _____	Date(s) of Trip: _____
Destination: _____	Departure Time: _____
Purpose of Trip: _____	Return Time: _____
Trip Justification Statement: _____ (continue on additional paper if necessary)	
Others Taking Trip: _____	
Title of Class (for field trips): _____	# of Students: _____

Transportation: **District Vehicle** Vehicle Assigned _____ Disable Vehicle Requested: Yes No
(check one) **Personal Vehicle** (*have each driver initial and print names below)

_____ I certify that I have a valid driver's license for use in the U.S.A. for the dates above (for driver of vehicle).
*initials *Name(s): _____
(note names and mileage amount if more than one personal vehicle being driven)

_____ I certify that I have valid automobile insurance for the vehicle that will be used for the dates listed above
(for personal vehicle).
*initials

Off Campus Notice Only

No Cost to District

ESTIMATED EXPENSE OF TRIP						Subtotals	
Personal Auto Mileage:	Miles: _____	X	Rate: _____	\$0.56		\$0.00	
Airfare: _____							
Car Rental: _____							
Transportation:	*Shuttle: _____	Taxi: _____	Parking: _____			\$0.00	
Lodging:	Nights: _____	X	Rate: _____			\$0.00	
Conference/Registration Fee: <input type="checkbox"/> Pay via website _____ <input type="checkbox"/> Pay by check							
Meals:	Breakfast: _____	Lunch: _____	Dinner: _____			\$0.00	
Jack Fry Travel Booking Fee:	Total # of Airline Reservations (\$25 each): _____					\$0.00	
	Total # of Car Rental and Hotel Reservations (\$5 each): _____						
Other Expenses: _____							
*Contact Campus Events for transportation to airport. If they are unavailable, the district will reimburse shuttle expenses to the traveler up to the cost of Super Shuttle.						TOTAL EXPENSES	\$0.00

Account Name: _____ **Account #:** _____

Signature of Person Requesting Trip: _____

Date: _____

Approvals

Dean/Director: _____

Date: _____

Program Coordinator (if applicable): _____

Date: _____

Vice President/President: _____

Date: _____

Budgeting

One task group's face is the development of a plan to be fiscally responsible with funds. A budget can be a helpful method for keeping track of group funds.

A Budget is:

- A tool for planning and controlling club funds.
- A formal written guideline describing your club's future goals expressed in financial terms within a set period of time.
- A detailed statement of estimated income and expenses.
- A historical record of the club's activities during a given periods.

A Budget can:

- Help refine goals that reflect the realistic resource environment.
- Compel club members to use funds, efficiently and appropriately.
- Provide accurate information to adjust, analyze, and evaluate programs and activities.
- Aid in decision making.
- Provide a historical reference to be used for future planning.

Developing a Budget

- Begin preparations a month or more before the close of the current year.
- Prepare an outline of the club's planned activities for the coming year.
- Do careful studies, investigations and research of funding, cost and resources.
- Determine the available funds in the club account
- Estimate expected income and when it is expected to be available (dues, sales, etc.)
- Get price quotations on big expenditures, delegate responsibilities to members.
- Rank order by their relative importance, which activities/programs are the widest expenditures of funds.
- Choose programs to initiate; ask how much is available to allocate.
- Negotiate as necessary: eliminate or limit less essential expenditures.
- Revise, review, coordinate, cross-reference, and then assemble into a final budget; the budget must be flexible to anticipate conditions which might have been overlooked during planning.

Managing the Budget

- Once approved, adapted and prepared, it should be monitored closely
- Set and maintain a minimum cash balance
- Formulate procedures and policies needed to achieve objectives
- Keep an accurate log of financial transactions (income/expenses); maintain in a record book (check and balance records regularly.)
- Set up internal controls designed for safeguards and accurate accounting data.
- Control cost-allow only approved expenditures
- After the budget period has elapsed, determine the outcome of each expense and revenue.
- Review the monthly Budget Report and report discrepancies to the Accountant right away.



How to Request a Cash Box

The Club must have the event approved through the ICC meeting process or by the Dean of Student Life before requesting a Cash Box.

Clubs may request a cash box for fundraising events. If a cash box is needed and the event is on campus, the club must note it on the Facility Use Check List form. When the event is off campus the club must complete a request for Cash Advancement Request Form for a cash box.

Clubs will have to come to SSV 180 to complete a Request for Cash Advancement Form to request the specific denomination of cash and coin needed for the event.

The request must state what the event is, the time of the event, what will be sold, and who will be picking up the cash box. The cash box can be picked up in the Student Life Office on the day of the event.

The cash box will contain a Cash Count Form and a Deposit Slip that **MUST** be filled out correctly. (See How to Return a Cash Box)

The cash box with all the money, the cash advance and all the money earned must be returned after the event, if during the day, or the next business day, if off campus, to SSV 180.

To access the Cash Box form go to myAVC, groups, ICC, files, Club Forms.



BOX # _____

Associated Student Organization

Antelope Valley Community College · 3041 W. Ave K · Lancaster, Ca · (661) 722-6300 Ext 6354

Student Development Office SSV-180

REQUEST CASH BOX CASH ADVANCEMENT FORM

Cash Advances are intended to enable Student Organizations to have cash on hand for events.
**The Student Organization must return forms filled out to Student Development 5 days prior to the event
 in order to receive a cash box**

Name of Event: _____

Event Date: _____

Club Name: _____

Contact Name: _____

Email: _____

Phone: _____

Reason for Expenses: _____

Date of Expenses: _____

Approver Name: _____

Approver Signature: _____

ICC Approved on _____ Dean Initial _____

Denomination of Funds

_____ x 1.00 _____
 _____ x 5.00 _____
 _____ x 10.00 _____
 _____ x 20.00 _____

Penny (in \$.50 rolls) _____

Nickels (in \$2 rolls) _____

Dimes (in \$5 rolls) _____

Quarters (in \$10 rolls) _____

Total _____ 25.00

By signing below I agree to fully return these funds and funds for deposit within 24 hours of the advancement.

Print Name: _____ Date: _____

Signature: _____

Instructions for Receiving Advancement:

1. Turn in this form with your Facility Use Request Form to Student Development office – SSV 180
2. Pick up Cash Box no earlier than 2 hours before the event, if event falls on a Saturday you may pick up cash box at 3:00 pm on Friday.
3. Return of the Cash Box and funds must be on the first business day after the event.
4. The Cash Count Form and Deposit Slip are in the Cash Box.
5. Complete the Seller's section of the Cash Count Form and return it with the cash box.
6. Complete the Deposit Slip for all monies above the cash advance amount and return it with the cash box.
7. The club will receive a receipt for all monies turned in after the event.



Associated Student Organization
Antelope Valley College * 3041 W. Ave K * Lancaster, CA 93536 * (661) 722-6300 Ext 6354

CASH ADVANCEMENT REQUEST FORM

Cash Advances are intended to enable Student Organizations to have cash on hand for events.
The Student Organization must return forms filled out to Student Development 5 days prior to the event in order to receive a cash box

Name of Event: National Unicorn Day

Today's Date: February 22, 2013

Club Name: Unicorn Club

Contact Name: Missy Peters

Email: mpeters@avc.edu

Phone: 661-555-1122

Reason for Expenses: Fundraiser

Date of Expenses: March 4, 2013

Approver Name: Missy Peters

Approver Signature: _____

ICC Approved on February 22, 2013 Dean Initial _____

Denomination of Funds

<u>20</u>	x 1.00	<u>20.00</u>
<u>1</u>	x 5.00	<u>5.00</u>
_____	x 10.00	_____
_____	x 20.00	_____

Penny (in \$.50 rolls) _____
Nickels (in \$2 rolls) _____
Dimes (in \$5 rolls) _____
Quarters (in \$10 rolls) _____

Total 25.00

By signing below I agree to fully return these funds and funds for deposit within 24 hours of the advancement.

Print Name: _____ Date: _____

Signature: _____

Instructions for Receiving Advancement:

1. Turn in this form with your Facility Use Request Form to Student Development office – SSV 180
2. Pick up Cash Box no earlier than 2 hours before the event, if event falls on a Saturday you may pick up cash box at 2:30 pm on Friday.
3. Return of the Cash Box and funds must be on the first business day after the event.
4. The Cash Count Form and Deposit Slip are in the Cash Box.
5. Complete the Seller's section of the Cash Count Form and return it with the cash box.
6. Complete the Deposit Slip for all monies above the cash advance amount and return it with the cash box.
7. The club will receive a receipt for all monies turned in after the event.



How to Return a Cash Box

The cash box with all the money including the advanced funds must be returned after the event or the next Business Day if the event is on the weekend..

The cash box will contain a Cash Count Form and a Deposit Slip that MUST be filled out correctly.

How to fill out the Cash Count Form

- The top section must be filled out completely by the club. The name that is filled out in the sellers section is responsible for the cash during and after the event.
- The “Beg Fund” will be filled out by the Student Life Office.
- The amount that is written on the “Total Cash” line, in the “Beg Fund” column is your Beginning Balance.
- At the end of the event, it is the Seller’s responsibility to count the money.
- The seller must fill out the yellow section (center column) of the Cash Count Form.
- The form is broken up in to 3 sections: Bills, Rolled coin, and Loose coin
- The seller count section has 2 columns. In the first column write the amount of the specific currency you have and in the second column write the total amount of that specific currency.
 - Ex: If you have three \$5.00 bills, you would write 3 in the first column of the 5’s section and \$15.00 in the second column.

Include the original funds that were in the box.

- Fill out all the sections and write the subtotal on the line provided below each section.
- On the extra line below the loose coin section, write the total cash amount.
- The seller/ person who completed the final count MUST sign on the cashier signature line.
- Bring the cash box and the completely filled out forms back to the Student Life Office to make a deposit in to your club account.
- The cash count will be verified and a receipt will be issued for your deposit.

How to fill out the Deposit Slip

- Date is the date of the deposit
- Depositor is the person making the deposit

- ACCT Name is the Club name
- Fundraiser is the how the money was earned you are depositing
- Signature #1 is one of the two people counting the deposit
- Signature #2 is second of the two people counting the deposit
- **DO NOT INCLUDE THE CASH ADVANCE ON THE DEPOSIT SLIP.** Take out the Cash Advance Amount and put it to the side.
- List the total amount of each type of bill next to the appropriate denomination and total
- List the total amount of rolled coin next to the appropriate denomination and total
- List the total amount of loose coin next to the appropriate denomination and total
- List the check by the bank number, the amount and total
- List all the totals of each type of money and compute a total deposit at the bottom
- Please use Black or Blue ink only to fill out the deposit slip

All deposits must be turned in to the SSV 180 after the event or the next business day if the event was on a weekend.

If you have any questions, please contact:

Nancy Blundell
661-722-6300 xtn: 6856
nblundell@avc.edu

To access the Cash Count Forms go to myAVC, groups, ICC, files, Club Forms.



Count all money in the box including the \$25.00 start up funds

Cash Count Form

Event _____
Organization _____
Date _____
Seller _____

Bills			Beg Fund			Seller Count			Office Count		
1	x			1	x			1	x		
5	x			5	x			5	x		
10	x			10	x			10	x		
20	x			20	x			20	x		
50	x			50	x			50	x		
100	x			100	x			100	x		
TOTAL BILLS											

ROLLED COIN

Penny - \$0.50	x			0.5	x			0.5	x	
Nickle- \$2	x			\$2	x			\$2	x	
Dime - \$5	x			\$5	x			\$5	x	
Quarter - \$10	x			\$10	x			\$10	x	
TOTAL Rolled										

LOOSE COIN

Penny \$0.01	x			\$0.01	x			\$0.01	x	
Nickle \$0.05	x			\$0.05	x			\$0.05	x	
Dime \$0.10	x			\$0.10	x			\$0.10	x	
Quarter \$0.25	x			\$0.25	x			\$0.25	x	
Half \$0.50	x			\$0.50	x			\$0.50	x	
Dollar \$1.00	x			\$1.00	x			\$1.00	x	
TOTAL Coin										
TOTAL Cash										

Checks		Sub Total	_____
List on Back		Total Cash	_____
Check Total	_____	Total Rolled Coin	_____
		Total Loose Coin	_____
		Total Checks	_____
Total Deposit	_____	Less Starting Cash	_____
Tape Total	_____	Total Deposit	_____
Difference +/-	_____		

Cashier Signature _____
Accounting Assistant II _____

Notes _____



Count all money in the box including the \$25.00 start up funds

Cash Count Form

Event National Unicorn Day
Organization Unicorn Club
Date 3/14/14
Seller Milo Mathews

Bills		Beg Fund		Seller Count		Office Count	
1	x	20	20.00	1	x	60	60.00
5	x	1	5.00	5	x	6	30.00
10	x			10	x	1	10.00
20	x			20	x	1	20.00
50	x			50	x		
100	x			100	x		
TOTAL BILLS		<u>25.00</u>		<u>120.00</u>			

ROLLED COIN

Penny - \$.50	x		0.5	x		0.5	x
Nickle- \$2	x		\$2	x		\$2	x
Dime - \$5	x		\$5	x		\$5	x
Quarter - \$10	x		\$10	x		\$10	x
TOTAL Rolled							

LOOSE COIN

Penny \$.01	x		\$0.01	x		\$0.01	x	
Nickle \$.05	x		\$0.05	x	8	.40	\$0.05	x
Dime \$.10	x		\$0.10	x	6	.60	\$0.10	x
Quarter \$.25	x		\$0.25	x	4	1.00	\$0.25	x
Half \$.50	x		\$0.50	x			\$0.50	x
Dollar \$1.00	x		\$1.00	x			\$1.00	x
TOTAL Coin				<u>2.00</u>				
TOTAL Cash		<u>25.00</u>		<u>122.00</u>				

Checks		Sub Total	_____
List on Back		Total Cash	_____
Check Total		Total Rolled Coin	_____
		Total Loose Coin	_____
		Total Checks	_____
Total Deposit	_____	Less Starting Cash	_____
Tape Total	_____	Total Deposit	_____
Difference +/-	_____		

Check 5.00
 \$ 127.00

Cashier Signature Milo Mathews
Accounting Assistant II _____

Notes _____



How to make a deposit

1. All bills must face the same direction.
2. One dollar bills need to be counted into bundles of 20's with a paper clip to secure each bundle. When you have five bundles, these need to be rubber banded into bundles of 100's. Please keep the paper clips on the bundles of 20's. When you have less than 20 bills keep them together.
3. Five, Ten and 20 dollar bills need to be paper clipped into bundles of 20 bills. When you less than 20 bills keep them together. Keep the denominations separate.
4. Loose coin need to be rolled. When you make your deposit in the office SSV 180 coin rolls will be provided. If you do not have enough for a roll we will provide you with a Ziploc bag.
5. Checks need to be in bank number order. The bank number is usually in the upper right hand corner. Example: 16-21, 16-66, 90-7032, etc.
6. All money should be counted with another person from you club.
7. Bring your deposit to SSV 180. There it will be verified and you will receive a club receipt.

Filling out the deposit slip

Complete the form using ink not pencil.

1. The Depositor: Is you.
2. The Account Name: The name of the club that you want the money to be credited to.
3. The Fundraiser: How the money was earned that you are depositing.
4. Signature 1: Your Signature
5. Signature 2: The other person that is also counting the money with you from your club.
6. Date: Put the date you are turning in the deposit
7. Put the total amount of each type of bill next to the appropriate denomination and total.
8. Put the total amount of rolled coin next to the appropriate denomination and total.
9. Put the total amount of loose coin next the appropriate denomination and total.
10. List the check by the bank number, the amount and total.
11. List all the totals of each type of money and compute a total deposit at the bottom.
12. Please **use Black or Blue ink only** to fill out the deposit slip.

To access the Deposit Slip forms go to myAVC, groups, ICC, files, Club Forms.

Take out your starting cash before you count your deposit

Deposit Slip

DEPOSITOR _____ Date _____
 ACCT Name _____
 FUNDRAISER _____
 SIGNATURE #1 _____ Bank Number _____ Amount _____
 SIGNATURE#2 _____

CHECKS

LESS START CASH _____

CASH COUNT TOTAL _____

_____ X 1 = _____

_____ X 5 = _____

_____ X 10 = _____

_____ X 20 = _____

_____ X 50 = _____

_____ X 100 = _____

SUB TOTAL CASH _____

ROLLED COIN TOTAL _____

_____ Penny X .50 = _____

_____ Nickel X \$ 2 = _____

_____ Dime X \$ 5 = _____

_____ Quarter X \$10= _____

SUB TOTAL Rolled _____ Sub Total Checks _____

LOOSE COIN TOTAL _____

_____ Penny X .01 = _____

_____ Nickel X .05 = _____

_____ Dime X .10 = _____

_____ Quarter X .25 = _____

_____ Half \$ X .50 = _____

_____ Dollar X 1.00= _____

SUB TOTAL LOOSE _____

Bank Bag # _____ Receipt # _____ Entered in WB _____

Take out your starting cash before you count your deposit

(Sample) Deposit Slip

DEPOSITOR Milo Mathews Date 3/14/2014
 ACCT Name Unicorn Club
 FUNDRAISER Horn Sales
 SIGNATURE #1 _____ Bank Number _____ Amount _____
 SIGNATURE#2 _____ 16-66 5.00

CHECKS

LESS START CASH _____

CASH COUNT TOTAL _____

40 X 1 = 40.005 X 5 = 25.001 X 10 = 10.001 X 20 = 20.00

_____ X 50 = _____

_____ X 100 = _____

SUB TOTAL CASH 95.00

ROLLED COIN TOTAL _____

_____ Penny X .50 = _____

_____ Nickel X \$ 2 = _____

_____ Dime X \$ 5 = _____

_____ Quarter X \$10= _____

SUB TOTAL Rolled _____ Sub Total Checks 5.00

LOOSE COIN TOTAL _____

_____ Penny X .01 = _____

8 Nickel X .05 = .406 Dime X .10 = .604 Quarter X .25 = 1.00

_____ Half \$ X .50 = _____

_____ Dollar X 1.00= _____

SUB TOTAL LOOSE 2.00

Bank Bag # _____ Receipt # _____ Entered in WB _____

SUB TOTALSTotal Cash 95.00

Total Rolled Coin _____

Total Loose Coin 2.00Total Checks: 5.00Total deposit: 102.00



How to Request a Check

A check request is needed when a club is asking for money from their account for club related activities. Any money that is to come out of Club Accounts must be approved by your specific club and approved by the Inter Club Council (ICC). If it is not approved, the check request will be denied.

Check Request are not only for reimbursement but for ordering directly from a company. Make sure to attach all the necessary information, order form, company name, address, and phone number. Also include a contact from the club in case there are questions.

Check Requests can be turned in at any time. The Accounting Assistant will verify the funds in the club account, the ASO Treasurer or President signature is needed for approval, and the Dean of Student Life will sign approval. The request will be taken to the Vice President's office for signature and approval.

Reimbursements can be turned in up to a month after the receipt date. Any later and the request will be denied. The exception is end of the fiscal year when requests must be turned in by June 1.

How to Fill out a Check Request

1. Fill out the date
2. Check whether the check is to be picked up or mailed
3. If picked up is checked, fill in the name of the person picking up the check. If different from the Payable to, please include a phone number and email address.
4. Fill out the account name. The account name is your club name.
5. Fill out the payable to section. Make sure that this is spelled correctly because this is the name that will appear on the check.
6. Fill out the address information. Make sure this is correct because if the check is to be mailed, this is the address that will be used.
7. Fill out the phone number
8. Fill out the email. This should be the avc.edu mail address.
9. In the quantity section, fill in the quantity.

10. In the description, write what the check is for. Be detailed, but to the point. This gets written in the memo section of the check.
11. Fill out the amount.
12. Get the signatures from the Club representative and the advisor.
13. Attach your club minutes that state that a check needs to be written, the amount, what the check is for and that it was approved by the club. If possible, please highlight this section to make it easier to find.
14. Attach the original receipt or invoice to the request form.
15. The expenditure date on the original receipt must be after the minutes date.
16. Turn the completed request in at the Student Life Office (SSV 180).
17. After all approval signatures are gathered the check will be created.
18. Check signer Signatures will be collected.
19. The check will be released when two of the Board of Trustee approved signers have signed the checks.

If you have questions please contact: Nancy Blundell, 661-722-6300, x6856, nblundell@avc.edu

To access the Check Disbursement forms go to myAVC, groups, ICC, files, Club Forms.

CHECK DISBURSEMENT REQUEST

DATE _____ PAYABLE TO: _____
 CHECK IS TO BE: _____ ATTN: _____
 MAILED _____ ADDRESS: _____
 PICKED UP _____ _____
 PICK UP NAME _____ CITY, STATE, ZIP _____
 ACCT NAME _____ PHONE NUMBER _____
 PO# _____ EMAIL _____@avc.edu

PLEASE TYPE OR PRINT CLEARLY

QUANTITY	DESCRIPTION	AMOUNT	CHECK #
		Request Total:	

Receipts and meeting minutes must be attached. All receipts and any unused funds must be submitted immediately following the event.

NOTE: All requested signatures are required for payment three (3) working days prior to processing.

REQUESTED BY:

APPROVED BY:

 Club Representative Date

 ASO Treasurer / President Date

 Advisor / Sponsor Date

 ASO Advisor Date

ICC Approved Date _____

 AVC Vice President Date

ASO Approved Date _____

 Verification of Available Funds Date



How to Complete a Lost Check Request

Vendor Check is Lost or Not Received

When a club requests a Check Reimbursement for a Vendor and the Vendor does not receive the check a Request for Replacement of a Lost Check must be completed. The club representative will fill out the form.

- Name of Payee on the Check – This was who the Lost Check made out to
- Address of Payee – This is the address of the payee of the Lost Check
- Check Number – The number of the Lost Check
- Issue Date – The date the Lost Check was written
- Amount – Amount of the Lost Check
- Pick Up/Mail – How the Lost Check was disbursed
- Club Name – The Club Account Name the Lost Check was written
- Date of this Request – The date the club is completing this form
- First and Last name of Requesting Person – Name of the club representative
- Telephone Number – Phone number of the club representative
- Write the circumstance the Lost Check was lost or not received
- Check Endorsement – Mark if the Lost Check was endorsed
- Signature – Signature of the Payee or Person Certifying the Lost Check
- Date Signed – The date the form was signed
- Print Name of Payee or Person Certifying
- Telephone Number – Phone number of the Payee or Person Certifying
- Title of Person Certifying the Lost Check - Position held in the club
- Name of Vendor
- Address of Vendor

Attach a copy of the original request, invoice, and minutes with this form. A replacement check will be put through the check request procedure and a new check will be printed. The club may be responsible for any bank fees incurred.

Club Member Loses a Reimbursement Check

When a club requests a Check Reimbursement for a Club Member and the Club Member does not receive or loses the check a Request for Replacement of a Lost Check must be completed. The Club Member will fill out the form.

- Name of Payee on the Check – This was who the Lost Check made out to
- Address of Payee – This is the address of the payee of the Lost Check
- Check Number – The number of the Lost Check
- Issue Date – The date the Lost Check was written
- Amount – Amount of the Lost Check
- Pick Up/Mail – How the Lost Check was disbursed
- Club Name – The Club Account Name the Lost Check was written
- Date of this Request – The date the club is completing this form
- First and Last name of Requesting Person – Name of the club representative
- Telephone Number – Phone number of the club representative
- Write the circumstance the Lost Check was lost or not received
- Check Endorsement – Mark if the Lost Check was endorsed
- Signature – Signature of the Payee or Person Certifying the Lost Check
- Date Signed – The date the form was signed
- Print Name of Payee or Person Certifying
- Telephone Number – Phone number of the Payee or Person Certifying
- Title of Person Certifying the Lost Check - Position held in the club

Attach a copy of the original request, invoice, and minutes with this form. A replacement check will be put through the check request procedure and a new check will be printed. The club may be responsible for any bank fees incurred.

To access the Lost Check forms go to myAVC, groups, ICC, files, Club Forms.

Antelope Valley College
Associated Student Organization
Affidavit and Request for Replacement of Lost Check

DESCRIPTION OF CHECK

Name of Payee on Check				Student ID #	
Address of Payee					
Check Number	Issue Date	Amount	Pick Up	Mail	Club Name
Date of this Request	First and Last Name of Requesting Person		Telephone Number		

CERTIFICATION To be completed by person requesting replacement check

As payee or legal custodian, if a replacement check is issued, a **stop payment** will be placed on the original check and **I am responsible for any fees if I attempt to cash the original check.**

Write in Longhand the circumstances which caused the loss, mutilation, destruction, etc.

The check _____ was **not** endorsed _____ was endorsed _____ was endorsed "For Deposit Only"

I certify, under penalty of perjury, that the above information is true and correct. I understand that should I locate the original check, I am legally obligated to return it in to the Student Development Office.

Signature of Payee or Person Certifying	Date Signed
---	-------------

Print Name of Payee or Person Certifying	Telephone Number
--	------------------

Title of Person (Completed if person signing Affidavit is not the Payee)

Complete the following if Vendor name and address are different from payee's.

Name of Vendor

Address of Vendor

Submit this form and a copy of the Check Reimbursement Student Development and College Activities, SSV 180
Attn: Accounting Assistant II

For Office Use Only

Check Outstanding	Date Paid				
Replacement Sent	Mailed	Pick Up	Who Picked Up		
Replacement Approved by	Replacement Check No.		Date Approved		
Other Action					



How to Complete a Grant Proposal Request

The Associated Student Club (ASO) proudly conducts many student activities, programs, events, and supports clubs on campus and highly encourages student participation in all areas on campus. We request that all parties requesting monies look for additional funding sources such as fundraisers, other supporters, etc. Most likely the ASO grant may cover a partial or entire amount of the requested financial need.

The following qualifications must be met in order to receive funding:

Criteria

- The funds must provide a direct student benefit, which must be clearly outlined on the Request Form.
- AVC Administrator(s) or club advisor must approve the event/project.
- Applicants must publicly acknowledge ASO's support (e.g. a banner saying "Brought to you by ASO", with the ASO logo printed on literature, etc.)
- Club, group, program, or individual applicant must promote the ASO stickers at their event/program. (Travel trips excluded).

Timeframe

- Applications Deadline: 4 weeks prior to the proposed event/program
- Decisions Made: The next scheduled ASO meeting after applications are submitted. (generally one week later)
- Funds Awarded: Upon approval of ASO minutes (generally one week later)
ASO will contact the applicant/recipient, in writing, directly upon approval

Conditions

- A STUDENT must present the Grant Proposal to the ASO executive council during a regular or special agenda meeting. If no student is present to present the request, the grant proposal will be rejected.
- The club/ group/ team requesting a grant must commit to participate in an ASO/ SAC sponsored event (i.e. Homecoming activities, ticket booth, etc.).

Directions

1. Fully complete the Grant Request Proposal Form
2. Compose and attach Detail Report to Grant Request Proposal Form
3. Submit paperwork promptly to ASO — Minimum of 4 weeks prior to event/project

Additional information

Even if all criteria are fully met, funds are not guaranteed. ASO reserves final discretion to grant awards. Awarded funds shall not be used for salaries or stipends. Awards are based on availability of funds in the ASO budget. If any club does not fully use their funding, the remainder must be returned directly to ASO.

To access the Grant Proposal forms go to myAVC, groups, ICC, files, Club Forms.

Grant Proposal Request Form

Please complete and submit this application to the Student Life and College Activities Office, Student Services Building, Room 180. Any questions may be directed to the Student Life Office at (661) 722-6354. Incomplete applications or applications not meeting the criteria will not be considered. The Associated Student Club (ASO) will review applications and make awarding decisions.

Application Deadline: At least 4 weeks before proposed activity.

Applicant Name: _____ Date Submitted: _____
 Club Affiliation: _____ Amount Requested: _____

Activity Category:

Program/Event Equipment Travel
 Other: _____

Name of Administrator or Club Advisor: _____

Signature of Administrator or Club Advisor: _____

Supporting Administrator or Club Advisor's brief statement: (Please state why you support this grant)

Applicant: Please compose and attach to this form a 1-2 page report, neatly typed, detailing the following objectives:

1. Description of event/project
2. Objective/Goal of event
3. Timeframe/Scheduling (Date, time, how long, venue)
4. Performance Outcomes: Who will be involved, who will benefit from these/this activity(s) and how will success be measured
5. ASO Advertisement: As a student representative body, we would like students to know what we are doing and where we are giving financial assistance. Please acknowledge ASO in your activity (print ASO logo, hang an ASO banner, etc.) and detail in your report how this will be accomplished
6. Explain what your club/group will do that will support campus events that ASO/ Student Activities Council sponsors.
7. Budget: Create a detailed breakdown of exactly how monies will be spent. (Include where other funds will be coming from.) All funds that support the event/project need to be included.

Some Common Problems for Clubs

ATTENDANCE

Sometimes attendance falls. Reasons for this maybe that the club members don't feel needed. It is important for the officers to make sure all members have an active part in developing the goals and influencing the activities of the club. Another way to get students involved is to invite their opinions in meetings. Ask them what they think, or if they have any ideas. Another important step is for the executive members to hold the attention of the general members at meetings. If the meetings are too long or are unorganized, member attendance will decline quickly.

Morale

If morale seems low try lifting the spirits of the club by turning a meeting into a pizza party or social event. Plan a program that won't just benefit the club, but the whole campus community. Have a retreat with the executive officers to find out their thoughts and opinions on the morale problem.

Lack of Follow Through

What do you do if students don't follow through with ideas and plans? It is important to make sure responsibilities are being delegated. Sometimes when students are overwhelmed they are unable to finish tasks. It is important for the advisor to talk to the student or students involved to get to the bottom of the problem.

Abundance of Committee Work

What do you do when everything gets referred to a committee? Are too many committees being formed and no work or planning being accomplished? If so, make sure that committees are only formed for big projects. Make sure there is enough work involved so that all members have a task to perform.

Domination at Meetings

Meetings dominated by one student or a group of students often are ineffective. It is important that the group benefit from all of the member's ideas. It is important to single out individuals who look like they might want to participate.

Motivation

What do others want?

It is NOT money or personal gain that most people want. They want intrinsic satisfaction. People will work harder for intrinsic satisfaction than they will for monetary income. The following are some ways that you as a leader can help people satisfy those intrinsic needs:

People Need to Feel Important

See people as worthwhile human beings loaded with untapped potential; go out of your way to express this attitude.

Give Praise

Reinforce for continual achievement. All people need praise and appreciation. Get into the habit of being “praise-minded.” Give public recognition when it is due.

Give People Status

The more status and prestige you can build into a committee or an club, the more motivated the members become. There are many status symbols you can use to make others feel important. For example, develop a “Member of the Week/Month” Award or “Committee Chairperson of the Month Award. In addition, simply treating people with courtesy is a way of giving them status.

Communicate

People like to know what is going on in the club. They want to be told about problems, objectives, and “inside information.” They feel recognized and important when they are kept informed. Two-way communication within the club is necessary in order to achieve a mutual understanding. Mutual understanding leads to motivation.

Give Security

People need more than financial security. People will look to you for intrinsic satisfaction. For example, they must know that you like them, respect them understand them and accept them not only for their strong points, but also for their weaknesses.

People Need You – People Need People

They need you to give them what they want and need: intrinsic satisfaction. When you give them what they want, they will give you what you want. This is what motivation is all about. It is not something you do to other people, but something they do for themselves. You give them the reasons and that makes you the motivator – a person who gets things done through others.

Develop Purpose

Always explain why. Instill in the members that their assistance is vital for success. Share ways that participation can encourage personal growth.

Encourage Participation in Group Goal Development

Include all members when planning goals. Consider and follow through on members' suggestions. Remember that we support that which we help to create.

Develop a Sense of Belonging

People like to belong. Those who feel like they belong will more likely invest themselves.

Specific Ways to Increase Motivation

- Give others credit when it is due them.
- Use "We" statements, and not "I".
- Play up the positive and not the negative.
- Make meetings and projects appear attractive and interesting.
- When you are wrong, admit it.
- Use members' names often.
- Let members in on the early stages of plans.
- Be fair, honest, and consistent – show no favoritism.
- Be careful what you say – do not gossip
- Listen to others.
- Expect only the best and be proud when members achieve it!

GRAPE Theory of Motivation

Growth Being able to increase one's skills and competencies, performing new or more complex tasks, participating in training programs.

Recognition Promotion within the club, praise for achievements, positive and constructively critical feedback, receiving an award, printed references to an individual's activities, being "listened to."

Achievement The opportunity to solve a problem, to see the results of one's efforts, to reach goals that one has established to create a "whole" tangible product.

Participation Involvement in the club decision making, planning and scheduling one's own work and controlling one's own work activities.

Enjoyment! Having fun in a warm, friendly, supportive atmosphere.

Qualities of a Healthy Club

Healthy clubs.....

- Communicate and listen
- Affirm and support
- Teach and respect
- Develop a sense of trust
- Have a sense of play and humor
- Share responsibility
- Teach right and wrong
- Have a balance of interaction
- Respect the privacy of one another
- Value the services of others
- Foster open communication
- Admit to problems and seeks help.

5 Outcomes of Healthy Clubs

1. Increased energy and zest as a result of all people feeling connected.
2. Increased empowerment to act or be in the club because all members are active within it.
3. Increased knowledge of self and others. All members have more clarity about their thoughts and feelings.
4. Increased sense of self-worth, which enables all members to feel empowered and able to act beyond the club.
5. Increased sense of self-worth resulting in a desire for more connection rather than less.

50 Ways to Give Recognition to Volunteers

- Smile
- Put up a volunteer suggestion box
- Treat to a soda
- Ask for a report
- Send a birthday card
- Arrange for discounts
- Treat to ice cream
- Plan annual ceremony occasions
- Recognize personal needs and problems
- Be pleasant
- Post honor roll in reception area
- Respect their wishes
- Give informal socials
- Keep challenging them
- Send a thanksgiving card to the person's family
- Say "Good Morning"
- Greet by name
- Provide a pre-service training
- Help develop self-confidence
- Award plaques to sponsoring group
- Take time to fully explain
- Be verbal
- Give additional responsibility
- Afford participation in team
- Respect sensitivities
- Enable to grow on the job
- Send newsworthy information to the media
- Say "Good Afternoon"
- Honor their preferences
- Create pleasant surrounding
- Welcome them to staff meals
- Have a public reception
- Take time to talk
- Defend against hostile or negative staff
- Make good plans

- Throw a pizza party
- Plan a theater party
- Recommend to prospective employer
- Utilize as consultants
- Praise them to their friends
- Say “Thank You”
- Be a real Person
- Plan occasional extravaganzas
- Send impromptu fun cards
- Attend a sports event
- Have a picnic
- Smile
- Well, not quite 50 ideas
- But you get the idea by this point

Checklist to Personalize Your Manual

1. How to register a student club
2. Alcohol policies
3. Use of college facilities
4. Fundraising
5. How to update student club information
6. Policy/procedure manual for the campus (or where to find it)
7. Poster policy
8. PR ideas
9. Trip approval forms
10. Student club website information/forms
11. Account help /information
12. Crisis information
13. Info on awards banquets/recognition opportunities
14. Important dates
15. Offices/resources on campus
16. How to on: media services, dining services/catering; mail services; printing requests; security requests; purchasing; room Reservations
17. Any special requirements your campus has of recognized groups
18. Phone list/contact info for important members and groups

Congratulations!

Thank you for volunteering to be an Advisor

Discuss with the group where and when you would like your club meetings.

The normal practice is that Faculty advisers find a room for their club to meet as they know the day & time and to which rooms they might have access. They use Adastra which is available to all and utilize the following steps:

1. Log on as a guest,
2. Select the department for which you work.
3. Use your own AVC email to receive the confirmation.

If the advisor has difficulty with this process, they should get assistance from the Admin Assistant in the department for which they work.

Advisor Expectations

It is expected that each Advisor will maintain regular contact with his/her club. An Advisor accepts responsibility for keeping informed about activities of the club and for advising officers of the club on the appropriateness and general merits of policies and activities.

Advisors attend all club meetings and activities or events on or off campus. She/he will need to establish times to be available for officers to get signatures of required forms for activities or events. Monthly financial reports will be sent to each club advisor, president and treasurer.

Benefits of Advising

There are many benefits associated with becoming an advisor to a student club. Here are some:

- The satisfaction of seeing and helping students learn and develop new skills
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences
- Developing a personal relationship with students
- Furthering personal goals or interests by choosing to work with an club that reflects one's interests
- Sharing one's knowledge with others.

The Role of Advisor Checklist

This form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student clubs.

Directions: The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility. For each statement, reasons according to the following scale:

1=Essential for the advisor 2=Helpful for the advisor to do 3=Nice, but they don't have to
4=Would prefer not to do 5=Absolutely not an advisor's role

1. Attend all general meetings _____
2. Attend all executive committee meetings _____
3. Keep official file in his/her office _____
4. Attend all other club activities _____
5. Explain college policy when relevant to the discussion _____
6. Help the president prepare the agenda before each meeting _____
7. Serve as a parliamentarian of the group _____
8. Speak up during discussion _____
9. Be quiet during general meetings unless called upon _____
10. Assist club by signing forms only _____
11. Speak up during discussion when he/she has relevant information or feels the group is making a poor decision _____
12. Take an active part in formulation of the creation of group goals _____
13. Indicate ideas for discussion when he/she believes they will help the group _____
14. Be one of the group except for voting and holding office _____
15. Request to see the treasurers books at the end of each semester _____
16. Check the secretaries minutes before they are distributed _____
17. Receive copies of official correspondence _____
18. Store all group paraphernalia during the summer and between changeover of officers _____
19. Inform the group of infraction of its bylaws, codes and standing rules _____
20. Keep the group aware of its stated objectives when planning events _____
21. Mediate interpersonal conflicts that arise _____
22. State perceptions of his/her role as advisor at the beginning of the year _____
23. Let the group work out its problems, including making mistakes _____
24. Take the initiative in creating teamwork and cooperation among officers _____

25. Let the group thrive or decline on its merits; do not interfere unless requested to do so _____
26. Represent the group in any conflicts with member of the college staff _____
27. Be familiar with College facilities, services, and procedures for group activities _____
28. Take an active part in the orderly transition of responsibilities between old and new officers _____
29. Cancel any activity when he/she believes it has been inadequately planned _____

20 Tips for Advisors to Increase Club Productivity

1. Know what the students expect of you as an Advisor.
2. Let the group and individual members know what you expect of them.
3. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
4. Assist the group in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the club.
5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things will need to be accomplished to meet the goals.
6. Assist the group in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the group learn through involvement by providing opportunities.
7. Know and understand the students with whom you are working. Different groups require different approaches.
8. Assist the group in determining the needs of the people the group is serving.
9. Express a sincere interest in each member. Encourage everyone to be responsible.
10. Assist the members in understanding the group's dynamics and human interaction. Recognize that at times the process is more important than the content.
11. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
12. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.
13. Use a reward system and recognition system for work well done.
14. Develop a style that balances active and passive group membership.
15. Be aware of the various roles that you will have: clarifier, consultant counselor, educator, facilitator, friend, information source, mentor, and role model.
16. Do not allow yourself to be placed in the position of chairperson.
17. Be aware of institutional power structure—both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the group from semester to semester (not mandatory but encourages)
19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Keep a sense of humor!

Top Ten Tips for Effective Advisors...from other Advisors

We asked seasoned student club advisors, "If you could tell a group of fellow advisors anything to make them better advisors, what would you tell them?"

1. The most important thing you can do to help them is gain their trust. If you've done that, almost everything else will take care of itself.
2. Do what you say you will do.
3. Read what they ask you to sign before you sign it!
4. When they tell you they've thought of everything, keep asking them questions.
5. Don't expect a thank you note after everything you do to help the students out. Not expecting it will make it that much sweeter when it does come.
6. You don't have to be an expert on everything. Just use your best judgment. No one is a perfect advisor.
7. Be an encourager. Take the opportunity to praise the good things they're doing.
8. Choose your battles. Sometimes I have to challenge my students to keep them from making the gravest of mistakes, but other times I know that confronting them on something trivial could be far more damaging than letting them fail. Encourage students to take initiative and don't give all the answers.
9. Don't let them forget to take care of themselves and their studies.
10. Stay involved, be available, and attend meetings and events.

Top Ten Tips for Effective Advisors...from Student Leaders

We asked student club leaders, "If you could tell a group of advisors anything to make them better advisors, what would you tell them?"

1. The best advisor I ever had made me feel like she always had time for me, even though I know how busy she was.
2. Remember that this is our student club experience, and while we want you be part of it, we don't want you to control it...even if that means letting us mess up.
3. Use your connections to help us get things done.
4. Get to know us on a personal level. Every once in a while, it's okay to ask us questions about things other than the club.
5. Sometimes we need help with things that have nothing to do with the club, and it's good to know that you're willing to be there for that.
6. Return my calls and e-mails as soon as you can. As bad as this sounds, sometimes I haven't exactly planned a whole lot of time for waiting to hear back.
7. If you're going to tell us something won't work, please help us figure out how it *can* work instead of leaving it at that.
8. We like to see you at our events sometimes...not just the meetings.
9. Be a friend.
10. Don't be afraid to bring some snacks with you to our meetings!

Advisor Roles

Each advisor perceives his/her relation to a student club differently. Some Advisors play very active hands on role in working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the club. It is expected that each Advisor will maintain regular contact with his/her club. An Advisor accepts responsibility for keeping informed about activities of the club and for advising officers of the club on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of student clubs; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Given the myriad of purposes, activities, and objectives of various student groups, the role of the Advisor will vary in some degree between groups. The purpose of this section is to outline basic roles of an Advisor. As groups vary in their expectations and needs, it is important that you, as an Advisor, develop an understanding with the club you are to represent as to the nature of your involvement. The Advisor and group should agree on a set of expectations of one another from the onset and should write this list down as a contract between the group and the Advisor. Remember this might change from year to year depending on the needs of the students and group.

Following are some of the roles you may assume as an advisor:

Mentor

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect student to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about daily or relationship issues, conflicts they are having with other

students, or to have conversations about their ideas and thoughts on different subjects. It is important to know when to listen and when to refer to other resources.

Team Builder

When new officers are elected or new members join the club, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationship of the students between one another and the advisor. Positive relationships help the club succeed and to work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the club and give them the opportunity to learn what it takes to build a team.

Conflict Mediator

Inevitably, students are going to join the club with difference agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the club. Ask them how they think they can work together, point out the club's mission, and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individual could be helpful. Chances are that no one has met with the student previously and discussed how his /her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective Agent

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a

tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions in the student took that seem to contradict their self-perceptions. When student discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on their successes and failures.

Educator

As an advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometime this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, student will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their "cheerleader" to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the College to the experiences they will have in the community.

Policy Interpreter

Student clubs operate under policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans.

As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an Advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.

Roles of an Advisor

Other Roles as an Advisor

Mechanic	Knows how to fix and fine tune
Psychic	Can read people's minds
Gambler	Willing to take risks
Musician	Keeps things in harmony
Analyst	Figures out all the angles
Diplomat	Knows what to say when
Disciplinarian	Confronts the people
Caretaker	Always aware of feelings
Mediator	Has to sit in the middle
Actor/Actress	Plays all the parts well
Counselor	Has a listening ear
Architect	Makes the plans and foundation
Soldier	Knows what battles to fight
Administrator	Takes care of the paperwork
Gopher	When no one else will do it
Quality Control	Makes sure performance is up to par
Friend	There for support
Devil's Advocate	Looks at all sides
Teacher	Leads by example
Author	Who else write all those memos?!
Juggler	Handles more than one thing at a time
Motivator	Gotta keep them going
Navigator	Can get people from one point to another
Gardener	Helps others grow
Lawyers	Know the liabilities
Auditor	Knows financial status

Advising Do's

Each advisor and club leadership should openly discuss what kind role the advisor should play with the club. Some clubs have a pool of advisors to assist them with different aspects of the club (financial, programming, etc.) some advisors have a high level of involvement with every aspect of the club; others have a very limited role. It is up to the club and the advisor to set the parameters of involvement.

With those thought in mind, the following list is a guideline to the “dos” of student club advising:

- Assist officers with procedural matters. Be knowledgeable of the club's purpose and the constitution and help the generational membership adhere to them.
- Be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies.
- Empower students to take action and to take satisfaction in seeing the student club succeed.
- Allow the group to succeed, and allow the group to fail. Learn when to speak when not to speak. Remember to let the students make the decisions while you provide guidance and advice.
- Represent the group and its interest in staff and faculty meetings. Reach out to other advisors or departments (i.e. Student Clubs) for assistance.
- At the beginning, develop clear expectations about the role of the advisor and your relationship to the club.
- Read the group's constitution.
- Get to know all the members on an individual level. Learn what they want to get out of the club. Maintain a complete officer and membership list with contact information (or know where to easily find one).
- Develop a strong working relationship with all the officers. Establish as needed meetings with individual members of the club who need additional guidance in their officer or committee positions.
- Discuss concerns with officers in private and praise them in public.
- Meet with the officers and help them set goals. Encourage the Executive Board to disseminate reports (such as financial reports) to the general membership on a regular basis.
- Orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.

- Help to resolve intragroup conflict.
- Enjoy the impact you can have on the students' development. Help to develop the leadership potential within the group.
- Be visible and attend group meetings and events. At the same time, know your limits. Establish an attendance schedule at club meetings, which is mutually agreed upon by the advisor and the student club.
- Know your group's limits. Help students find a balance between activities and their academic and personal responsibilities.
- Keep your sense of humor and enthusiasm. Share creative suggestions and provide feedback for activities planned by students.
- Serve as a resource person. The advisor does not set the policy of the group, but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any club are ordinarily active only as long as they are students, the advisor can serve as a continuity factor of the group.
- Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport.
- Be available in emergency situations.
- Head off situations that might give rise to poor public relations for the student group or College.
- Introduce new program ideas with educational flavor; point out new perspectives and directions to the group; and supply the knowledge and the insight of experience.
- Carefully review monthly financial reports from the club treasurer or Accountant. Familiarize yourself with the group's financial structure, from where the treasury is derived (dues, fundraising), for what the money is used, how money is allocated, and how the money is budgeted; assist in budget development and execution.
- Learn the strength and weaknesses of the group. Offer support when necessary; but also people to make their own mistakes and learn from them.
- Encourage feedback and the evaluation process.
- Plan and encourage attendance at leadership training.
- Do things right and to do the right things. Guide and assist student in becoming responsible leaders.
- Provide support. Give the group autonomy but offer feedback, even when it is not solicited. Let the group work out its problems, but be prepared to step in when called upon to assist.

Once again, this is not meant to be totally inclusive or applicable to every club, but it may serve as a guideline when determining the role that you will play.

It is also important to bear in mind the job of the Advisor is not always an easy one. At time you may have to make difficult decision or take an action which is not popular with the club. It is important to realize that your first responsibility is to the health and well- being of the students and to uphold campus and community policies and regulations. It may be necessary on occasion to use your authority to ensure that you meet these responsibilities.

Advising Don'ts

- Know it all.
- Be the leader or “run” the meeting.
- Say I told you so.
- Impose your own bias.
- Manipulate the group, impose, or force your opinions.
- Close communications.
- Tell the group what to do, or do the work on the president or other members of the executive board
- Take everything so seriously.
- Take ownership for the group, be the “parent.” Or the smothering Advisor.
- Miss group meetings or functions.
- Be afraid to let the group try new ideas.
- Become such an advocate that you lose an objective viewpoint.
- Allow the club to become a one-person club.
- Be laissez-faire or autocratic.
- Assume the group handles everything okay and doesn't need help.
- Assume the club's attitudes, needs and personalities will remain the same year to year.

Some information adapted from Schreiber, V. and Pfleghaar, E. “Supervising vs. Advising”, UMR-ACUHO, 1999

Responsibilities of the Student Club to the Advisor

The responsibilities of Student Club to their advisor include, but are not limited to...

- Establishing and sharing a job description for the advisor that clearly defines his/her responsibilities and anticipated lines of communication anticipated.
- Notifying the advisor of all meeting, activities, and programs. Establishing an attendance schedule at club meetings, which is mutually agreed upon by the advisor and student club.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with your advisor to discuss club matters.
- Consulting the advisor prior to making significant changes to the structure of the Club.
- Consulting the advisor when any significant club policy changes are made.
- Allowing the advisor to share their thought and ideas.
- Showing respect and value for the advisor whom the club chosen to serve as guide and mentor.
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs.

Some information provided by Jon Kapell, Associate Director of Campus Activities, Drexel University.

Questions You May Want to Ask the Club

- How much involvement is expected or needed?
- How often does the group meet?
- How many major activities does the group plan per semester?
- How experienced are the student leaders?
- How do your skills match the needs of the club?
- What are some of the problem areas that your club specifically needs advisory assistance in dealing with?" Ask for past examples?
- What are some of the ways the Advisor can be more helpful to the group?
- Will the Advisor be a silent observer at meetings or an active participant?
- Should you interrupt during meetings if you think the group is getting off track? How? When?
- If things get unruly, should you interrupt or remain silent?
- Is the Advisor expected to give feedback? How? When?
- Are there areas of the club that are "hands off" to the advisor?

Office of Student Leadership Development Programs at East Carolina University

Advising Styles and Skills

Situational advising allows you to change your advising style to match the development needs of the individual or club you advise. Your advising style is the way you advise when you work with someone. It is how you conduct yourself, over time, when you are trying to influence the performance of others.

ADVISING STYLES

You will need to vary these based on your assessment of the students/groups readiness level. Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa.

Directing: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.

Coaching: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.

Supporting: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Uses this style with students/groups that are just starting to understand the concepts that will lead to success – the group is just starting to “get it”.

Delegating: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.

ADVISING SKILLS

Flexibility: You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.

Diagnosis: You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response – it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.

Contracting: You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.

TROUBLESHOOTING

The following lists are provided so that an advisor may have a better idea of the types of problems he/she may face with their club (Lorenz and Shipton, 1984). This list is not all inclusive, but may serve as a guide for the Advisor.

Leadership problems

- The leader does not consult with the club before making significant decisions.
- The leader appears to lack self-confidence, is non-assertive, and lacks interest in club.
- A rivalry exists between leaders in the club.
- The leader has work overload, and too many time-conflicts.

Membership Problems

- Low attendance at meetings.
- Members have low satisfaction and morale, are bored, do not communicate well, feel left out or are apathetic.
- Members compete for attention.
- An individual member's goals differ from those of the club.
- There exists a lack of trust among member.
- Programs fail.
- There is a lack of ideas.

Club Problems

- Meetings are disorganized.
- Meetings are too long.
- The club suffers from financial problems.
- There is no continuity from one year to the next.
- The club has no "plan of action".

Inner-Club Problems

- Disagreement between an club and other student clubs.
- Disagreement with institutional policies and procedures.

Advisor Problems

- Club members avoid the advisor.
- Club members do not pay attention to advisor's advice.
- The advisor is overwhelmed by their responsibility.
- The advisor assumes a leadership function.

Information provided by Jim Mohr, Advisor for Student Clubs and Greek Life, Easter Washington University.

Liability and Risk Reduction

As an advisor of a student club, you are the college's representative regarding the club's activities. As such, you are expected to give reasonable and sound advice to your club about such things as programs, use of facilities and operational procedures. If you have reason to question an action taken by the club, express your concern directly to the club in writing, including the date, a suggested alternative to the questionable action, a warning, etc.

It is important to remember that, in general, while we need to be concerned about liability, we can seriously damage the educational process by being paranoid about it. Just as there is no specific statement that explains faculty liability for every possible classroom incident, there is none that covers all the possible situations student clubs might encounter. If you have concerns about a situation unique to your club or to a specific event sponsored by the club you advise, please contact the Dean of Student Life who is knowledgeable about liability and risk management.

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Here are a few things that your club can do to identify and reduce risk:

- Complete a Pre-Event Planning Form to clarify the needs and expectations of participants.
- Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving minors, or travel).
- Identify options for reducing risks by including, but not limited to:
 - Hiring a third party vendor or contractor
 - Preparing liability waivers, if necessary
 - Providing advanced training
 - Assuming a "worst-case scenario" and preparing for it in order to reduce likelihood of it occurring
 - Utilizing waivers that outline the specific nature and risk associated with the event
 - Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved
 - Assess the capability of the group to manage risk.

- Identify the challenges in managing risk, as well as resources to assist in your planning.
- Develop a plan of action in reducing risk.
- Communicate with everyone involved (officers, members, advisors, participants, facilities staff, Dean, etc.)

Advisor/Student Evaluation and Feedback Tool

Please take 15-20 minutes to share your thoughts on the questions and statements listed below. Your feedback is valuable to my professional development.

Please use a scale of 5 - 1 to rate your answers, 5 being the best score.

1) I am satisfied with the amount of time our advisor spends with our group. 5 4 3 2 1

Comments:

2) I am satisfied with the quality of time our advisor spends with our group. 5 4 3 2 1

Comments:

3) I am satisfied with the amount of information our advisor shares with our group. 5 4 3 2 1

Comments:

4) I am satisfied with the quality of information our advisor shares with our group. 5 4 3 2 1

Comments:

5) Our advisor is familiar with the goals of our group. 5 4 3 2 1

Comments:

6) Our advisor advises our group in a way consistent with our goals. 5 4 3 2 1

Comments:

7) Our advisor adjusts his/her advising style to meet our needs. 5 4 3 2 1

Comments:

8) Our advisor is a good listener. 5 4 3 2 1

Comments:

9) Our advisor understands the dynamics of our group. 5 4 3 2 1

Comments:

10) Our advisor role models balance and healthy living. 5 4 3 2 1

Comments:

11) Our advisor challenges me to think. 5 4 3 2 1

Comments:

12) Our advisor allows me room to make and execute decisions. 5 4 3 2 1

Comments:

Advisor's Agreement Worksheet

This worksheet can be a means of communicating expectations of the club-advisor relationship. Both the advisor and officers of your club should review each item. Club members check off what you expect from the advisor in the "Org" column. Club advisor(s) should check off those items he/she feels are appropriate for him/her to fulfill in the "Adv" column. From this, both parties can come to agreement.

The Advisor agrees to...	Club	Advisor	Agreement
Attend all general meetings of the club			
Attend all officer meetings			
Call meetings of the officers when deemed necessary			
Explain College policies where appropriate			
Explain College Policy to the membership once a year			
Help the president prepare the agenda before each meeting			
Serve as parliamentarian to the group			
Speak up during discussion when you feel the group is about to make a poor decision			
Be quiet during general meetings unless called upon			
Provide resources and ideas to the group			
Take an active part in formulating goals for the group			
Act as a member of the group, except in voting and holding office			
Receive a copy of all correspondence			
Request the treasurer's books at the end of each semester			
Keep the official files in her/his office			
Let the group work out its problems, including making mistakes			
Request a written evaluation at the end of each semester			
Cancel any activities that you believe have been inadequately planned			
Approve all candidates for office in terms of scholastic standing; periodically check their GPAs			
Take an active part in officer transition and training			
Represent the group in any conflict with members of the College staff			
Mediate conflicts as they arise			
Veto a decision when it violates a by-law or constitution			
Keep the group aware of its stated goals, purpose and objectives			