ASSOCIATED STUDENTS OF ORANGE COAST COLLEGE

CLUB HANDBOOK
2011-2012

“Orange Coast College is an equal opportunity employer and community college, and does not discriminate against students, employees or any other person on the basis of ethnicity, gender, disability or any other class protected by State and Federal Laws. Orange Coast College is committed to excellence through diversity, and takes pride in its multicultural, diverse environment.”
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INTERCLUB COUNCIL

The InterClub Council (ICC) consists of all Associated Students of Orange Coast College registered and approved clubs. Orange Coast College is home to over fifty student clubs that unite students through shared interest, including, but not limited to, academics, recreational activities, art, and cultural backgrounds.

The SGOCC Student Senate grants jurisdiction and power to the ICC in Article VI of the ASOCC Constitution. The following are the expressed duties and responsibilities of the ICC as stated by the SGOCC Student Senate:

Section A: Purpose

The InterClub Council, hereafter referred to as the ICC, shall be the student-led representative body of ASOCC Clubs to serve the interests of ASOCC Clubs.

Section B: Composition

Clubs

1. ASOCC Clubs are approved and registered student-led collegiate groups of ASOCC members who share a common vested awareness, forming to meet a variety of social, cultural, political, recreational, religious, and other interests.
2. Each member of an ASOCC Club shall be considered a member of the ICC.

ICC Delegates

3. Each ASOCC Club shall be entitled to appoint one ICC Delegate from its own membership to cast votes on ICC matters on behalf of said club.
4. Each ASOCC Club, through their chosen delegate, shall be allowed to participate in elections for the ICC Board.
5. ICC Delegates must attend ICC meetings pursuant to the by-laws of this constitution.

ICC Board

6. There shall be an ICC Board, elected by ICC delegates, to govern and serve the interests of the ICC.
7. The membership of the ICC Board shall be specified in the by-laws.
8. The ICC Board shall serve from the second Monday of May to the second Sunday of May, inclusive.

Section C: Powers and Responsibilities of the ICC

9. The ICC shall have the power to pass ASOCC club policies and procedures referred to in the Orange Coast College Official Club Handbook.
10. The ICC shall meet at least once a month during the academic semester.
11. The ICC shall be a cohort for ASOCC Clubs to network with one another, discuss direct outreach mechanisms to the student body, and provide leadership development among club officers and members.

Additional Powers and Responsibilities of the ICC Board

In addition to the responsibilities listed in the ASOCC Constitution, the ICC Board is also responsible for:

1. The ICC Board shall govern the ICC and set policy for ASOCC Clubs where applicable.
2. The ICC Board shall be responsible for organizing meeting of the ICC no less than once per month during the fall and spring semesters.
3. The ICC Board shall meet at least once a week during the academic semester.
4. Each member of the ICC Board shall maintain a minimum 2.0 cumulative Grade Point Average and 5 units of enrollment throughout their term.
5. The ICC Board shall have the power to create positions and appoint individuals to these positions in order to serve the interest of the ICC.
6. The ICC Board shall approve ASOCC Club registration, renewals, and events.
7. The ICC Board shall keep in constant communication with ASOCC clubs throughout the semester.
8. The ICC Board shall attend at least one (1) club meeting for each semester per club. He/She shall then report on the activities and needs of these clubs to the ICC Board at the ICC Board Meetings.
9. The ICC Board shall educate clubs and student organizations about available resources and opportunities.
10. The ICC Board shall organize campus-wide ASOCC Club events (i.e. Club Rush & Coast Day).

ICC, headed by the ICC President and the other officers, shall sponsor club events, organize campus-wide club activities, and hold monthly meetings with active clubs. These meetings start at noon in the on the first Tuesday of each month when fall and spring semester classes are in session. For the 2011-12 academic year, the dates of the meetings will be:

- 2011 Fall semester – October 4th, November 1st, December 6th
- 2012 Spring semester – February 7th, March 6th, April 3rd, May 1st

ICC meetings are held at 12:00 noon on the first Tuesday of the month in the Student Center Lounge.

Please refer to ICC Monthly Meetings, page 21 for important information about these mandatory meetings.

InterClub Council Position Descriptions

President
The InterClub Council President is required to comply with the following general duties and guidelines as quoted from ARTICLE VI, Section C of the ASOCC Constitution and the Additional
Powers and Responsibilities of the ICC Board section (Page 6) of the Club Handbook. The President’s duties and responsibilities also include:

1. The President of the ICC shall be the liaison between the ICC and the SGOCC Student Senate.
2. The President of the ICC shall chair meetings of the ICC and the ICC Board.
3. The President of the ICC shall maintain on-going communications with clubs and student organizations and promote club involvement.
4. The President of the ICC shall provide mentorship to ASOCC Club presidents and chairs.
5. The President of the ICC shall prepare and conduct a Monthly Meeting at which each club shall have a representative.
6. The ICC President will appoint officers as needed (i.e. Vice President, Secretary, Treasurer, etc.).
7. The ICC President shall form any and all necessary organizational bodies to meet the goals and responsibilities of the ICC.

Vice President
General duties of the position shall include, but not be limited to the following:

1. The Vice President of the ICC shall be responsible to carry out the duties as outlined in the ASOCC Constitution and the “Additional Powers and Responsibilities of the ICC Board” section (Page 6) of the Club Handbook.
2. The Vice President of the ICC shall fulfill the duties of the ICC President in the event that the President may be absent, unable to perform his/her duties, or the position is vacant.
3. The Vice President of the ICC shall assist the ICC President in his/her duties.
4. The Vice President of the ICC shall chair and conduct ICC Board Elections during the semester in which the terms of the serving ICC Board expire.
5. The Vice President of the ICC shall act as meeting parliamentarian.
6. The Vice President of the ICC shall maintain and update club policies and procedures referred to in the Orange Coast College Official Club Handbook as needed.
7. The Vice President of the ICC shall provide mentorship to ASOCC Club Vice Presidents and Chairs.
8. The Vice President of the ICC shall be a resource and assist clubs in identifying and implementing fundraising activities.

Aside from the ICC President and Vice-President, who are elected by the clubs, other positions may be established by the ICC President in conjunction with the Vice President and the ICC Advisor. Following is a list and description of the positions usually identified by the President. Students may apply for these positions and a selection for each is made by the ICC President and the ICC Advisor. These positions are subject to change at the discretion of the elected ICC President.

ICC Director of Communications

1. The Directors of Communications shall be responsible to carry out the duties as outlined in the ASOCC Constitution and the “Additional Powers and Responsibilities of the ICC Board” section (Page 6) of the Club Handbook.
2. The Directors of Communications shall produce and post publicity for all ICC sponsored events and activities. Regular publicity shall include, but not be limited to, the following: ASOCC publicity boards, ASOCC sandwich boards, ASOCC table tents, club mailboxes, OCC on-campus computers, at OCC on-campus food facilities, etc.

3. The Directors of Communications shall maintain all ASOCC publicity boards and sandwich boards on campus as used by the ICC.

4. The Directors of Communications shall work in coordination with the ASOCC professional staff to better develop and maintain the section titled “Clubs” on the ASOCC website via the OCC website, making pertinent documents and resources more available to students.

5. The Directors of Communications shall assist with all ICC sponsored activities.

6. The Directors of Communications shall commit to one (1) ICC office hour per week.

7. The Directors of Communications shall join, as a regular member, at least one (1) club per semester.

8. The Directors of Communications shall fulfill other duties and responsibilities as may be assigned.

**ICC Director of InterClub Relations**

1. The Directors of InterClub Relations shall be responsible to carry out the duties as outlined in the ASOCC Constitution and the “Additional Powers and Responsibilities of the ICC Board” section (Page 6) of the Club Handbook.

2. The Directors of InterClub Relations shall assist the ICC President with developing and facilitating informative workshops for each ICC Monthly Meeting.

3. The Directors of InterClub Relations shall assist the ICC President with composing and distributing club surveys at ICC Monthly Meetings as needed.

4. The Directors of InterClub Relations shall notify each club that does not have a representative at the Monthly Meeting that it cannot miss any more meetings for the remainder of the semester. This shall be done within two weeks of the Monthly Meeting.

5. The Directors of InterClub Relations shall assist with all ICC sponsored activities.

6. The Directors of InterClub Relations shall commit to one (1) ICC office hour per week.

7. The Directors of InterClub Relations shall join, as a regular member, at least one (1) club per semester.

8. The Directors of InterClub Relations shall fulfill other duties and responsibilities as may be assigned.

**ICC Director of Campus Relations**

1. The Director of Campus Relations shall be responsible to carry out the duties as outlined in the ASOCC Constitution and the “Additional Powers and Responsibilities of the ICC Board” section (Page 6) of the Club Handbook.

2. The Director of Campus Relations shall act as the liaison between ICC and on-campus publications such as the *Coast Report*, the student newspaper, and the *Coast to Coast*, an online publication.

3. The Director of Campus Relations of the ICC shall produce a minimum of (1) press release for publication for every ICC sponsored event and activity.

4. The Director of Campus Relations of the ICC shall produce a minimum of (1) article, on
a weekly basis, for publication spotlighting an ASOCC club for the Coast Report.

5. The Director of Campus Relations shall compose thank you notes as appropriate, have ICC Board members sign them, and then distribute them to the recipients.

6. The Director of Campus Relations of the ICC shall assist with all ICC sponsored activities.

7. The Director of Campus Relations shall commit to one (1) ICC office hour per week.

8. The Director of Campus Relations shall join, as a regular member, at least one (1) club per semester.

9. The Director of Campus Relations shall fulfill other duties and responsibilities as may be assigned.

**ICC Director of Logistics**

1. The Director of Logistics shall be responsible to carry out the duties as outlined in the ASOCC Constitution and the “Additional Powers and Responsibilities of the ICC Board” section (Page 6) of the Club Handbook.

2. The Director of Logistics shall revise, update, correct, etc. the Master Project Sheet for all ICC events and activities.

3. The Director of Logistics shall be familiar with ASOCC equipment, props, facilities, supplies, and materials and shall assist all other members and clubs in securing and using these things for their events and activities.

4. The Director of Logistics shall assist the ICC Advisor in maintaining and inventorying the ASOCC equipment, props, supplies, and materials relevant to the College Life Program.

5. The Director of Logistics shall assist with all ICC sponsored activities.

6. The Director of Logistics shall commit to one (1) ICC office hour per week.

7. The Director of Logistics shall join, as a regular member, at least one (1) club per semester.

8. The Director of Logistics shall fulfill other duties and responsibilities as may be assigned.

**ICC Secretary**

1. The ICC Secretary shall be responsible to carry out the duties as outlined in the ASOCC Constitution and the “Additional Powers and Responsibilities of the ICC Board” section (Page 6) of the Club Handbook.

2. The ICC Secretary shall take and transcribe minutes and record attendance at all official ICC and ICC Board Meetings.

3. The ICC Secretary shall update a monthly calendar with ICC and ICC Board meeting dates, campus, ASOCC Club, or SG0CC events, actions, or campaigns, and any other information which may be relevant to ICC members.

4. The ICC Secretary shall provide mentorship to ASOCC club secretaries.

5. The ICC Secretary shall assist with all ICC sponsored activities.

6. The ICC Secretary shall commit to one (1) ICC office hour per week.

7. The ICC Secretary shall join, as a regular member, at least one (1) club per semester.

8. The ICC Secretary shall fulfill other duties and responsibilities as may be assigned.

**ICC Historian**
1. The ICC Historian shall be responsible to carry out the duties as outlined in the ASOCC Constitution and the “Additional Powers and Responsibilities of the ICC Board” section (Page 6) of the Club Handbook.
2. The ICC Historian shall take photographs or videos of all ICC sponsored activities.
3. The Historian shall create photograph slideshow presentation that contains pictures from all ICC and club-sponsored activities when needed (i.e. End-of-Semester Luncheon).
4. The ICC Historian shall maintain the ASOCC picture case/board in the ASOCC office.
5. The ICC Historian shall make sure all ASOCC digital camera batteries are charged before ICC sponsored activities.
6. The ICC Historian shall collect all newspaper clippings and correspondence related to ICC and the clubs.
7. The ICC Historian shall assist with all ICC sponsored activities.
8. The ICC Historian shall commit to one (1) ICC office hour per week.
9. The ICC Historian shall join, as a regular member, at least one (1) club per semester.
10. The ICC Historian shall fulfill other duties and responsibilities as may be assigned.
STARTING A CLUB

Before you begin the process of forming a new campus club, we urge you to research and review existing active clubs. These clubs have been formed to meet a variety of social, cultural, political, recreational, and religious interests. You may find an existing club that already meets your needs. There are many benefits to joining an existing club. It is often more effective to combine forces than duplicate efforts and/or services thereby creating competition for resources such as finances and members. Most clubs are eager for new members; they want new talent, ideas, enthusiasm, and commitment. If there is a club currently meeting the same basic interests as yours, it makes the most sense to join them and become allies.

If you are unable to identify an existing club that will satisfy you, by all means, start your own. There may be other students out there with interests similar to yours.

Starting a new club can be like starting a new business… many fail during the first year. We urge you to consider the following:

**Club Purpose**
- How do you define your club?
- What are your proposed goals?
- What do you hope to accomplish?
- How will you serve the students and/or community?
- Who will be your advisor?
- If your organization is an academic interest group, is there an academic department with which you can or will be affiliated?
- What makes your club unique?

**Club Membership**
- Are there other people you already know who want to join?
- How will you recruit other members?
- How will you convince them to join?
- What will this group have to offer? Can they find this elsewhere?

**Club Structure**
- Will this be a formal, long-term group or are you forming to work on a particular, one-time only issue and/or activity?
- What Officers will you have? How will they be selected and for how long?
- Will you be drafting a Constitution and Bylaws to address procedures?
- How often will you meet?
- When will you meet?

It is important that you are able to answer these questions because potential members will be asking these of you. Be prepared!
Registering a Club

1. Obtain a full-time OCC employee to serve as the advisor of your club. Part-time faculty members may be approved to be a club advisor by gaining the approval from the Dean of Student Services. For more information on this process, please contact the College Life Office at (714) 432-5507.

2. Obtain an **Official Club Registration and Renewal Form**, an **Official Club Officer Registration form**, and a **Club Handbook** from the ASOCC Office.

3. Fill out the **Official Club Registration and Renewal Form** completely, including:
   - Obtaining your club advisor’s signature.
   - Listing 5 club members who are currently registered OCC students and have paid the current semester’s College Service Charge.
   - Obtaining meeting location from Class Scheduling Technician (signature required). The technician’s office is located within Instructional Services in the Administration building.
   - Developing a brief summary of the club objectives.

4. Fill out the **Official Club Officer Registration Form** completely including:
   - Filling out this form and returning with the **Official Club Registration and Renewal Form** to the ASOCC office within two (2) weeks of the club’s approval.
   - The club advisor must sign the form and has primary responsibility for the club account.

5. Return **Official Club Registration and Renewal Form**, and the **Official Club Officer Registration form** to the ASOCC no later than Thursday at 2:00 p.m. to be acted upon at the following Tuesday’s ICC Board meeting.

The club advisor will receive a confirmation email, a copy of the **Club Handbook**, and a copy of the pending District Board of Trustees meeting dates and deadlines to submit agenda information when the club has been approved.

Upon approval, the ICC InterClub Relations Officer will inform the student contact listed on the **Official Club Registration and Renewal Form** of the club’s status. The club will be assigned a mailbox in the ASOCC Office. For more information, please contact the ASOCC Office at (714) 432-5507.

Renewing a Club

Every spring semester each club must renew their status to remain an active club on campus. Renewing is easy. Pick up an **Official Club Registration and Renewal Form** from the ASOCC Office and complete the following:

- Obtaining your club advisor’s signature.
- Listing 5 club members who are currently registered OCC students and have paid the current semester’s College Service Charge.
- Obtaining a meeting location from the Class Scheduling Technician (signature required). The technician’s office is located within Instructional Services in the Administration building.

***Please note: A new **Official Club Officer Registration Form** must be submitted each semester***
The form must be submitted to the ASOCC Office by the 5th Tuesday of the spring semester in order to be considered an active club on campus and be eligible for start-up funds. Renewal is immediate and InterClub Council approval is not necessary. Clubs that do not meet this deadline will need to go through the entire registration process and be approved by the InterClub Council to become an active club for the spring semester.
Choosing an Advisor

All registered student clubs, organizations, activities, and events must be supervised and advised by a full-time employee of OCC faculty at all times. Many members of the OCC faculty and staff would enjoy volunteering their time and are just waiting to be asked. Advisors volunteer to work with student clubs because they want to do it and they feel they can make a contribution to the organization’s success.

Consider carefully when choosing an advisor. For example, if your club is an academic interest group, check with the academic department to see if there is a member of that department who may be interested in advising. Clubs may choose to have more than one advisor, so that advisor responsibilities may be divided. Advisors should consider the weight of being an advisor. Some of the responsibilities are:

- Must attend all regularly scheduled meetings of their club.
- Must attend and supervise the functions and special events of their clubs in its entirety, i.e. “first in, last out”.
- See that the club adheres to policies and rules of Orange Coast College as well as obey local statues and state laws.
- Ensure that a club representative attends the monthly ICC meeting so that the club remains in active status.
- Make sure copies of club meeting minutes are maintained and filed.

Potential advisors should obtain a copy and read the Club Handbook, especially the Advisor Guidelines section (page 49). They need to review all of the advisor’s policies, procedures, guidelines, and helpful hints as well as the rest of the Club Handbook. The advisor’s signature is required on all Official Club Registration and Renewal Forms, Special Events Forms and possibly other forms. For more information, please refer to Advisor Information section on page 49. Additionally, all advisors must be on-file with the ASOCC Office. If there is not enough room on the Official Club Registration and Renewal Form, please add all additional advisors on a Club Addendum Form.

Recruiting New Members

New members are the life of any organization. They provide new ideas, enthusiasm, and potential officers. Because everyone wants new members and new clubs are starting all the time, the competition for new members can be intense. Here are ways to help your club successfully recruit and retain new members.

Club Rush

ICC hosts Club Rush in the Quad on the third Tuesday of the fall and spring semesters. It is a great forum for clubs, potential or active, to recruit new members. You do not need to be an official club to participate in Club Rush. You must reserve a table for the event by signing up in the ASOCC Office.

Coast Day

Coast Day is a celebration for all campus clubs. Held once each semester, prizes are awarded to clubs for competitions in various activities and for decorating their booths. Many students are attracted to the
event so active clubs should take advantage of this opportunity to recruit members by distributing information such as club meeting times and dates and upcoming club events.

*Club Orientation Meeting*

Plan an orientation meeting during your regular club meeting time to acquaint prospective members with your club:

- Show slides of previous events.
- Display a scrapbook, awards, newsletters, etc.
- Invite former club officers.
- Have an official welcome and brief explanation of your club, introduce your officers, and announce upcoming events and projects (have handouts available).
- Put your best foot forward without deceiving prospects as to who you are.

*Word of Mouth*

Word of mouth is the most effective way to recruit for your club. Encourage your current members to spread the word among other currently registered OCC students and to invite a new person to each meeting or activity.

At anytime, potential or established clubs may set-up an information table in the Quad. Reserve a table by filling out a *Special Events Application* (see the *Forms Index* on page 55). At your table, have handouts of upcoming meetings and activities and the purpose of your club. Scrapbooks and/or awards are helpful too.

Above all, keep your members active and involved. Let them know that their contributions are needed and appreciated. Following these steps will lead to a more enjoyable and rewarding experience for both the new members and the club as a whole.

*Club Officer Positions*

Successful clubs elect officers that are good leaders and managers. Here are some suggested positions and descriptions to consider:

- **Club President** – Acts as executive leader of the club and responsible for the day-to-day operations including, but not limited to, preparing agendas, supervising officers and club meetings.
- **Club Vice President** – Fulfills duties of the President any time the President may be absent and/or when the position becomes vacant. Assists President in their duties.
- **Historian** - Takes photos, collects memorabilia, and/or takes videos of all club activities for both fall and spring semesters for the end-of-the-year showcase.
- **ICC Representative** – Attends all ICC monthly meetings and reports back to club on meeting discussions, upcoming campus events, and other related business. Acts as a liaison between ICC and the club. Completes and submits all official paperwork for club to ASSOC Office.
- **Secretary** – Assists President in preparation of agenda. Shall take and transcribe minutes at all official club meetings. Compiles and copies handouts and publicity items. Writes and sends all correspondence for the club.
• Treasurer – Reviews and makes recommendations to club on matters pertaining to income and expenditures of club funds. Works closely with advisor and Bursar’s Office in management of funds. Submits financial reports to club as requested.
Keeping Your Club Active

To remain an active club on campus, certain requirements must be met throughout the fall and spring semesters. Please make note of the following policies:

- Mandatory club attendance at all ICC monthly meetings, including Coast Day, effective with the first meeting after the ASOCC InterClub Council has officially approved the club. Should the club be unrepresented at more than one ICC meeting per semester, it will be declared inactive by ASOCC and will be ineligible to request approval of any activity or funds. An appeal may be submitted to the ICC President who will present it to the ICC Board. It will be considered at the Tuesday meeting after submittal and the club will be notified within 2 days of the ICC Board’s decision.

- Clubs approved by the ASOCC InterClub Council during the fall semester must renew their club status for the spring semester to remain an active ASOCC club. To renew, complete the Official Club Registration and Renewal Form and turn it into the ASOCC Office by the 5th Tuesday of the spring semester. Clubs that do not meet this deadline will be declared inactive and will need to go through the entire registration process to become active for the spring semester.

- Clubs must meet regularly on campus each semester and plan specific events to give members a sense of purpose and goals to achieve or be declared inactive with no possibility of reinstatement for the current semester.

Constitutions, Agendas, Minutes and Recordkeeping

Constitution
All clubs are encouraged to prepare a club constitution. The following is a suggested format to assist you in preparing your club’s constitution.

Articles and sections should be stated in sentence form. The titles and content of articles and sections will vary, but the general format should be as outlined. All topics in the following suggested form should appear in either the constitution or the by-laws of every organization.

XYZ Club Constitution

ARTICLE I – Organization Name

ARTICLE II - Purpose

ARTICLE III - Membership
  Section 1. Eligibility for membership
  Section 2. Special requirements (if any)

ARTICLE IV - Officers
  Section 1. Titles and duties of officers
  Section 2. Term of office
Section 3. Eligibility for office

ARTICLE V - Elections

ARTICLE VI - Meetings
Section 1. Frequency of regularly scheduled meetings
Section 2. Attendance requirements
Section 3. Quorum requirements
Section 4. Special meetings

ARTICLE VII - Amendments

(Statement of the way in which the constitution may be amended)

If membership dues are to be charged, there should be an article titled “Dues” stating the amount, period of time covered, penalty for non-payment, etc. This article logically follows the one on membership.

Agendas, Minutes and Recordkeeping
It is mainly the responsibility of the President, Secretary, and the Advisor to develop club meeting agendas. Meeting minutes should be taken and transcribed primarily by the Secretary. Minutes from the current year’s meetings are valuable in preparing agendas because they contain reminders of unfinished business. Minutes from previous years are also helpful because they provide information about regularly scheduled yearly business. Meeting minutes should include the following:

- Type of meeting (i.e. general, business, board, committee)
- Date, time, and place
- List of members or guests present and/or absent
- Time of call to order
- Approval and/or amendments to previous meeting minutes
- Record of a summary of the discussions from committee reports, officer reports, old and new business, advisor reports, member updates, and open forum.
- Record of all voting results
- Time of adjournment
- Nomination or submission and transcriber’s name
- Time, date, and place of next meeting

The chair or an executive officer should review a draft of the minutes before a final copy is produced. Members should receive a copy of the minutes by the next meeting and a master copy should be maintained in a notebook or flashdrive for the archives after the members have approved the minutes.

Below is a suggested format in preparing agendas and minutes:

XYZ Club Meeting
AGENDA/MINUTES

Date
Place/Location

Call to Order:
President. Secretary should record the time the meeting begins.

Roll Call:
Secretary should take roll.

Minutes Additions/Corrections/Approval:
Have Secretary read last meeting’s minutes or distribute copies of minutes and dispense with reading. Approval of previous meeting minutes.

Committee Reports:
Updates on any special or standing committees (activities, publicity, etc.)

Officers Reports:
President, Vice President, Treasurer, ICC Representative

Old Business:
Business handled or discussed at last meeting.

New Business:
Business that has never been officially discussed with the group before.

Advisor’s Report:
A time for the advisor to speak.

Member Updates:
Announcements made by members of the club.

Open Forum:
A time for non-agenda items to be discussed - not necessarily official.

Adjournment:
President ends meeting. Secretary should record the time.

Running Fun and Effective Meetings

Do your members dread attending meetings because they are dull, unproductive, disorganized, and too long? With proper planning and preparation, any meeting can be effective and fun.

Organizational meetings have several functions. They give members a chance to discuss and evaluate goals and objectives; keep members informed of current activities; provide a forum for communication and decision-making; and help to keep the group cohesive. If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will “run itself”. The following are some tips to help make your next meeting successful, productive, and even fun.
Before the Meeting

- Define the purpose of the meeting. If you cannot come up with a purpose, don't have it.
- Develop an agenda with officers and the advisor.
- Distribute the agenda and circulate background material, lengthy documents or articles, prior to the meeting so members will be prepared, feel involved, and will be up-to-date.
- Start meetings on time and stick to your time limit. Remember, members have other commitments. They will be more likely to attend meetings if you make them productive, predictable, and as short as possible.
- Use visual aids for interest, e.g. posters, diagrams, etc. Post a large agenda up front for members to refer to.

During the Meeting

- Greet members/visitors and make them feel welcome, even late ones when appropriate.
- Review the agenda and set priorities for the meeting.
- Stick to the agenda.
- Encourage group discussion to get all points-of-view and ideas. You will arrive at quality decisions and have members motivated. They will feel that attending meetings is worth their while.
- Encourage feedback. Ideas, activities, and commitment to the club may improve when members see their impact in the decision-making process.
- Keep discussion on topic toward an eventual decision. Feel free to ask for only constructive and non-repetitive comments. Tactfully end discussions when they are getting nowhere, becoming destructive or unproductive, and/or getting off the topic.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader should be a role model by listening, showing interest, appreciation, and confidence in club members. However, they should also be able to admit their mistakes.
- Summarize agreements reached and end the meeting on a unifying or positive note. For example, if attendees number fewer than 10, have members volunteer thoughts of things they feel are good or successful, reciting a group’s creed, or a good of the order.
- Remind club members of date, time, and place for the next meeting.

After the Meeting

- Write-up and distribute minutes to club officers within 3 or 4 days. Quick action reinforces importance of meetings, reduces error of memory, and prepares minutes for distribution at the next official club meeting.
- Discuss any problems during the next meeting with other officers; come up with ways improvements can be made.
- Follow-up on delegation decisions. See that all members understand and carry out their responsibilities.
- Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of the meetings. Weak areas can be analyzed and improved for more productive meetings.
ICC Monthly Meeting

ICC holds a monthly meeting with all active clubs on the 1st Tuesday of each month when the fall and spring semester classes are in session. They start at noon and last approximately one hour. The ICC Monthly Meeting will take place in the Student Center Lounge unless stated otherwise. For the 2011-12 academic year, the dates of the meetings are:

- 2011 Fall semester – October 4th, November 1st, December 6th
- 2012 Spring semester – February 7th, March 6th, April 3rd, May 1st

It is mandatory that a club representative attends every monthly meeting effective immediately after official approval by the ASOCC InterClub Council (see Registering a Club on page 12.) It is suggested that a specific member be designated to attend the meetings. A club is allowed to miss only 1 monthly meeting per semester or it will be declared inactive and will lose all active status privileges and entitlements. An appeal may be submitted to the ICC President who will present it to the ICC Board. It will be considered at the Tuesday meeting after submittal and the club will be notified within 2 days of the Board’s decision. Advisors and other club members are welcome and encouraged to attend the ICC Board meeting.

If no club member can attend the ICC Monthly Meeting or if the club’s membership would experience a hardship by having to attend the ICC Monthly Meeting, a club member must contact the College Life Coordinator located in the ASOCC Office at (714) 432-5727.

The monthly meetings enable ICC to keep the clubs informed about campus events that involve and/or affect clubs and/or the campus in general. Club members are invited to share their views and opinions about these events and other issues if they so desire. The end of each meeting is devoted to the self-introduction of club representatives and the sharing of club news and upcoming events. Although this is considered one of the most important parts of the meeting, representatives are not required to speak during this time if they do not wish to do so. However, it is a good way to advertise club needs and activities and all are encouraged to participate.

Applying for Funds

Once the ASOCC InterClub Council approves a club, it may request funds throughout the fall and spring semesters. A SGOCC Fiscal Affairs Council Request for Funding form, which may be obtained in the ASOCC Office, must be submitted to the SGOCC Fiscal Affairs Council in order for a club account to be set up in the Bursar’s Office. The Council meets each week on Thursday from 2:30-4:30 p.m. All requests must be submitted by Noon (12:00 p.m.) on the Thursday of the week prior to the meeting at which it will be considered. Please note the following policies for club funding:

- Each semester, every approved club is entitled to a $75.00 start-up stipend by completing an SGOCC Fiscal Affairs Council Request for Funding form available in the ASOCC Office. Upon approval, a club account will be set up in the Bursar’s Office. If an account already exists, the funds will be deposited into it.
- If a club was approved in the fall semester, has remained active throughout that semester, and has been renewed for the spring semester, but did not apply for start-up funds in the fall, it may not request the fall semester $75.00 in the spring semester.
• A club that misses more than 1 InterClub Council meeting is considered to be inactive (see ICC Monthly Meeting on page 21). Once inactive, a club cannot become reactivated for the purpose of the start-up funds until the following semester.

• Funding for things such as conferences, special events, workshops, and guest speakers is also available. In order to apply for funding for these needs, the club must submit an SGOCC Fiscal Affairs Council Request for Funding form. The Fiscal Affairs Council will interview a club representative, and then make a recommendation regarding the request to the SGCOCC Student Senate on the following Wednesday. Once the SGCOCC Senate approves the application, funds will be transferred to the club's account at the Bursar's Office within approximately one week of the approval.

• The Bursar’s Office does not open club accounts until either they receive notice of approval of start-up funds from ASOCC or the club makes a deposit of funds from other sources (i.e. donations, fundraising, etc.). Each club must also have an Official Club Officer Registration form (available in the ASOCC Office) on file with the ASOCC Office in order to have access to their account at the Bursar’s Office. This form designates who has access to the account.

Clubs are supported through the payment of the College Services Charge and a percentage of the OCC Bookstore sales. All club members are expected to support college services through payment of this $15.00 per-semester charge.

CAMPUS RESOURCES FOR CLUBS

The ASOCC InterClub Council is committed to providing support and assistance to all registered clubs in order to help them succeed. The following is a list of services available and each club is encouraged to make full use of them. To use these services or if your club needs something that is not included here, please stop by or call the ASOCC Office at (714) 432-5507 and we will help in any way we can.

Club Services

Start-up Money
Once a club is approved by the ASOCC InterClub Council, it is entitled to a $75.00 start-up fund. A SGOCC Fiscal Affairs Council Request for Funding form must be submitted to the SGOCC Fiscal Affairs Council in order to receive these funds. This procedure is also one of the ways to set-up an account for the club. The committee meets on Thursdays at 2:30 p.m. and requests are due by Noon (12:00 p.m.) of the Thursday prior to (a week before) the meeting at which it will be considered. Seventy-five dollars is available for every semester that the club is approved and active, however, an application must be submitted each semester. (See Applying for Funds on page 21)

Other Funding
Besides start-up funds, clubs may request money for one-time events and activities such as: publications, fundraisers, equipment and supplies, travel, guest speakers, and food for special events. Almost anything will be considered as long as it is not related to an instructional program. If in doubt, contact the SGOCOCC Vice President of Fiscal Affairs (through the ASOCC Office) or ask for information in the ASOCC Office.

Mailboxes
Each club is assigned a mailbox soon after they are approved by the ASOCC InterClub Council. The boxes are located in the ASOCC Office. The office is open Monday and Tuesday from 8:00 a.m. until
5:00 p.m., Wednesday and Thursday from 9:00 a.m. until 6:00 p.m., and Fridays from 9:00 a.m. until 12:00 p.m. It is wise to check the box regularly because this is one of the main forms of communication used with the clubs.
Phones
A number of phones are provided for club use. They are located in the ASOCC Office and in the Club Workroom (see Workroom on page 24).

Workroom

All clubs are welcome to use the Club Workroom located in the Student Center. It is equipped with supplies to make posters, compile scrapbooks, and for other creative applications. A large work table in the room may be used for a variety of club purposes. This room is kept locked while not in use, so you will need to go to the ASOCC Office to get the key. Notify someone in the ASOCC Office when supplies are low so they may be replenished and available for the next user.

Computers

Computers, with various software applications, are available for club members to use in the ASOCC Office.

Copy Machine

A copy machine is located in the ASOCC Office for club use. This copier is for on-campus club publicity only. The maximum number of copies that may be made per event is 35. Please note that copy privileges will be revoked for abuse of this policy. Please see the ASOCC Office’s front desk in order to use the copy machine.

Electric Cart

For those heavy or other-side-of-campus jobs, an electric cart is available to help. Anyone using the cart must possess and maintain a valid and unrestricted California Driver’s License and they must complete an Unpaid Student Drivers form which is available in the ASOCC Office. The State Vehicle Code requires all drivers to acquire a California Driver’s License within 30 days of entry into California, so no one with an out-of-state or out-of-country License will be eligible to drive a cart until they have a valid California Driver’s License in their possession. Before using the vehicle, it is recommended to reserve the cart ahead of time in order to assure that it is available when you need it. Contact the ASOCC Office to make a reservation and to obtain the key. All drivers must obey on-campus driving procedures or driving privileges will be revoked.

Publicity Boards/Stakes/Sandwich Boards/Banner Poles (see more information under Publicity Guidelines and Tips on page 26)

ASOCC maintains 7 publicity boards located throughout the campus and 1 posting grid in the Student Center on which fliers about club activities may be posted. Fliers may also be affixed to no more than 20 wooden stakes that may then be placed in the grass along the walkways on campus. Posters may be taped to sandwich boards and placed strategically around campus. Small table tents (approximately 4 x 6 in size) are available for use on the Cafeteria and Library tables. All flyers and posters must be approved by the ASOCC Office prior to distribution and removed by the date of the event or within 2 weeks from posting. Tape for attaching flyers to sandwich boards, and staples for attaching flyers to stakes and publicity boards are available in the ASOCC Office. The cart (see above) may be used to access the boards across campus. It is up to each club to post its own publicity. ICC and the ASOCC Office will be happy to assist when/if students are available. Contact the ASOCC Office to make a reservation for any of the above. All publicity must be removed by the club immediately after the
event or at the end of the posting date. Failure to do so may result in loss of posting privileges by the club.

The ASOCC Office maintains a poster-making machine for use by clubs. You must submit a Poster Order Form (available in the ASOCC Office) at least 48 hours in advance and attach the original flier from which the poster is to be made with your request. This is usually the same as the flier that is used to publicize events. Students may be allowed to use the poster-making machine if they have received proper training to do so, otherwise an ASOCC Office representative will make the posters. As noted above, all publicity must be first approved by the ASOCC Office prior to posting and distribution.

Club-supplied banners may be hung on the poles over 2 of the walkways on the Quad and 1 near the Lit/Lang building. Please see the OCC Posting Policy on page 29 for details about hanging banners. Call the ASOCC Office at (714) 432-5507 to make a reservation.

**Web Publicity**

Clubs may submit items to be added to the Calendar of Events on the OCC website. The calendar features events hosted by ASOCC and campus clubs. These events would include seminars, fundraisers, cultural celebrations, etc., but do not include club meetings. Information should be provided 4 weeks prior to the event date. This is a new service that will be maintained by College Life and will be updated regularly. Contact the Student Activities Assistant in the ASOCC Office or call (714) 432-5507.

**OCC Computer Desktop Backgrounds**

Clubs and student organizations have the opportunity to have their approved flier placed on the background of the desktop of OCC student computers. These requests are handled on a first come, first serve basis. In order to have your flier placed on the background of the computers please follow these steps:

1. They must present a hard copy with the “ASOCC Approved, Post Until ____” stamp.
2. They need to provide the flyer as a .bmp file. I will NOT modify anything. I will send it back to the creator to revise.
3. They need to provide an e-mail and phone number contact.
4. Items will be posted based on first-come, first-served; however, I reserve the right to modify this when necessary.
5. If tow groups want posting at the same time, I will look at when the event takes place and post accordingly.
6. There must be at least 3 full days of posting before the event (don’t ask me to post today if the event is tomorrow!).
7. Finished .bmp size should be 4” by 5.5” (which displays as full height and about 8” wide). The displays are set to 1024x768.
   a. TEST the wallpaper – save the file somewhere on your c: drive. Then, right click on your desktop, click properties, click the Desktop tab, scroll through and click on your file. Apply, OK. Minimize all your apps and see if the wallpaper appears as you would like leaving about 2” on either side.
8. Send the file via e-mail to swhitesside@occ.cccd.edu and hand carry the hardcopy to Computing Center 107.

**BBQs**
ASOCC owns several propane BBQs that are available to clubs for events and fundraisers. They must be reserved well in advance with the ASOCC Office and there are policies for its use that must be adhered to or the club will no longer be allowed to use them. The club is responsible for providing its own propane and storing its own tanks. An advisor must be present AT ALL TIMES while in use by the club. Per District policy, no sharp knives may be used for cutting meat and other food. It should be brought to campus already proportioned for its use. BBQs must be returned cleaned and ready-for-use or the club will lose use privileges for the remainder of the year.

**Publicity Guidelines and Tips**

When done effectively, **publicity** can:

- Promote
- Engage
- Inform
- Invite
- Involve
- Educate
- Clarify
- Excite

**Effective publicity** should have a central theme, i.e. logo, style of lettering, color scheme, graphics. It should also be neat and readable, but most of all creative! Below are some sample publicity items. Note how the eye is drawn to these simple, yet eye-catching fliers.

For more information and posting ideas, please read the **OCC Posting Policy** on page 29.

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**Points Opportunity**

Earn some extra points for your club by assisting in one or both of the following events:

**Science Night**

- Translators Needed: Must be fluent in Korean, Spanish or Vietnamese.
- Tuesday, March 21
  - 6:00 p.m. to 10:00 p.m.
- Contact Tom Jones at 714-432-0202 ext. 5555

Possible Points:
- Assistance first hour – 20 pts
- Assistance of 5 or more – 5 pts
- Assistance second hour plus – 10 pts

Note: Fill out a form and return it to the ASOCC office.

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**InterClub Council**

**ASOCC/College Life**

**Join a Club... Start a Club... Get Connected**

**Club Rush**

**Tuesday, February 18**

**Quad Area**

**10 a.m. to 2 p.m.**

Stop by the ASOCC Office located in the Student Center to register your club and sign-up for a table. Call 432-5507 for more information.

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**Coast Report**

The campus newspaper is published every Wednesday during the fall and spring semesters. Contact the newspaper staff at (714) 432-5763 or stop by the Coast Report Office in Journalism 101 regarding
news releases about your club events. Additionally, all press releases can be emailed to editor@coastreportonline.com.

**Communications and Marketing Office**

Communications and Marketing is a planned effort to inform the local community of the aims, objectives, activities, programs, accomplishments, and personnel of Orange Coast College.

Media distribution is accomplished through print, radio, television, numerous publications (such as college newspapers, catalogs, schedules, brochures, bulletins, etc.), news releases, news pictures used in the media, community service events, college signs, billboards, and face-to-face contact. This office publishes the Coast-to-Coast electronic newsletter that is sent to all staff each week.

The Communications and Marketing Office is responsible for all news releases and photos sent from the college to the local media. If you have material you wish to appear in the local media, please contact the Community Relations Office in Watson Hall on the 4th Floor at (714) 432-5725.

**Before you contact the Communications and Marketing Office, be sure the event has been approved by the ICC or both the ICC and the District Board of Trustees. If you do not know whether it has been approved, check with the ASOCC Office.**

**What Provides a News Story or News Picture?**

- An event the public would like to know about and/or attend, e.g., a lecture, concert, banquet, play, etc.
- An event involving a sizable group of people, e.g. an honor, award, scholarship, fellowship, leader at a conference, etc.
- Something unique, e.g., hot air balloon lift-off, talking robot, etc.
- Something involving human interest, e.g., mother of ten receives an A.A. degree, student signs movie deal, etc.

**How to Prepare Materials**

- Bring your news material to the Communications and Marketing Office (Watson Hall, Rm. 487) at least 14 days prior to the event. The release will be distributed within a few days.
- If you would like pre-publicity photos of an event, contact the Communications and Marketing Office as soon as possible prior to the event.
- The Communications and Marketing Office prefers that the photos they take be used for media distribution only.

**What To Do When Contacted Directly By The Media**

You may be contacted directly by a newspaper, photographer, radio or television reporter. If you are the logical person to furnish the information and have the facts, tell him/her what he/she wants to know. If the questions are of a sensitive nature, refer them to the College President's Office (714) 432-5712 or the Communications and Marketing Office (714) 432-5725.

- **Do** be friendly, positive, helpful, accurate, etc.
- **Don’t** ever speak “off the record” or assume information.
Club Photos
ICC encourages clubs to take photos at their meetings and during their events throughout the year. If you share them with ICC, they might be used to compile a showcase of some kind (scrapbook, video, CD presentation, etc.) that will be featured at the End-of-the-Year Luncheon. Clubs are also invited to make their own showcase to display at the same time.
OCC Posting Policy

In order to keep the OCC campus looking pristine, and to afford all clubs and departments the opportunity to advertise their programs, the following posting policy is in effect.

ASOCC Publicity Boards/Posting Grid (for ASOCC and club publicity only)
- ASOCC will post materials as student staff is available during the week. Please submit posting materials to the ASOCC Office in person.
- All materials must be stamped with approval from the ASOCC Office.
- Materials must be written in English or provide a complete English translation.
- All materials must be in good taste and aesthetically compatible with the OCC environment.
- A maximum of 1 flyer is permitted in each of the 7 ASOCC Publicity Boards and the 1 posting grid in the Student Center, on a space available, first-come, first-served basis.
- Nothing will be posted that obscures previously posted materials.
- Materials will be removed after the event on the next scheduled posting date.

Sandwich Boards
- Posters are made by ASOCC personnel and are $2.50 or $5.00 per poster. Order forms are available in the ASOCC Office.
- A maximum of 3 sandwich boards may be placed around campus for any one event.
- An event may be posted on a sandwich board for a maximum of 10 working days, on a space available (first come, first served basis). Exceptions may be made for posters listing a series of themed events (see the ASOCC Office for clarification/approval).
- See ASOCC Publicity Boards/Posting Grid (see page 29) for materials guidelines.
- It is the responsibility of clubs to take down its publicity the day after the event and return the sandwich boards to the ASOCC Office.
- Crisis Alert sandwich boards have priority and precedence over all other publicity. (For the first 24 hours of a Crisis Alert, Crisis Alert sandwich boards will be placed on campus.)

Stake Posting
- Permitted throughout campus, with a maximum of 20 allowed per event.
- Stakes must be placed in the grass only and numbered 1 through 20.
- Posters on stakes shall be no larger than 11”x17”.
- Stakes must be made of wood and can be purchased at a hardware store.
- Stakes must be pre-approved by the ASOCC Office and removed by the day after the event.
- Stakes not removed by the above deadline become the property of the ASOCC Office.

Free Posting (a location map for public posting of materials is located following this policy)
- Unapproved posters and flyers may be posted:
  - In the corridor of Classroom & Lab classrooms, across from Room 110 (use thumbtacks only).

Banners on Poles over Walkways
- Three outdoor banner standards are available to approved clubs. They are located on campus in the following areas: north side of Quad, south side of Quad, and just east of the Literature and Language building.
• The ASOCC Office must approve all banners.
• Banners are hung on a first-come, first-served basis, although SGOCC/College Life banners, and in some cases certain events or departments, will take precedence over club banners.
• Banners must not exceed 15’x 4’.
• Exceptions in size may be granted at the time of the reservation, if the club has old banners that exceed this size. However, no banner over 20’ will be approved and new banners should not be made to exceed 15’x 4.’
• Call the ASOCC Office at (714) 432-5507 to make a reservation.
• Once the reservation has been made, the club advisor must submit a work request to Maintenance and Operations that includes the location of where to pick up the banner, the location to hang, the date to hang, the date to remove, and where to return the banner.
• A banner may be hung for a period of no more than 10 days at a time.

Regulations: Do not post materials on…
Bricks/Sidewalks       Planted Garden Area   Trash/Recycle Cans
Buildings             Posts/Railing           Trees
Kiosk in Quad         Sculptures             Vehicles
Light Poles           Traffic Control Signs   Windows

Violations of this policy could result in the suspension of posting privileges for the club or department indefinitely.
College Print and Design Services

The ASOCC Office provides the following items free of charge to clubs whose events have been approved by the ASOCC InterClub Council:

- Butcher paper for banners
- Paint and ink supplies
- ASOCC copier usage

Please be advised that there are a maximum number of copies that may be made on the copier located in the ASOCC Office. **This copier is for on-campus club publicity only. The maximum copies that may be made per OCC event is 35.** These copies should be used on stakes (20), posted in ASOCC publicity boards (7), and on the ASOCC posting grid in the Student Center (1). Copy privileges will be revoked for abuse of this policy.

When more than 35 copies per OCC event are needed, clubs may request copies from an outside source such as Fedex Office or Office Max or from our on-campus print shop Reprographics.

To utilize Reprographics’ services, the club advisor will need to submit a memo to Reprographics requesting a copy card for the club, a stated dollar amount to be placed on the card, and the student officer who will be assigned to use the card. This assures Reprographics that your club has funds with which to pay for copy services. A copy machine is also available there for club use and once your advisor has a letter on file with Reprographics, you may use the copy machine and have the charges billed to your account. For more information, please contact 714-432-5877.

Accounting Services

The College is required to follow a number of rules, regulations, laws, and codes to “pay the bills.” Some of these will appear to be cumbersome and unnecessary. However, all of them have evolved in order to provide a safe fiscal environment for you, your club, Orange Coast College, and the Coast Community College District. It is important that you read **ALL** of this section if you will be using club funds for any purpose. If merchandise or services are ordered without authorization or if bills are not submitted in a timely manner, the club account may be frozen and the club will not be permitted to use funds in the account until the fiscal problems are resolved. Failure to follow these policies may result in your club not being able to pay vendors or individuals. It can be a complicated process that may not be addressed in just one of the following paragraphs, so you must read the entire section in order to safeguard your funds. Lastly, clubs must be active, registered clubs in good standing to utilize their funds. If you have any questions regarding this process, please contact the College Life Coordinator in the ASOCC or call (714) 432-5727 for assistance.

Collection and Handling of Money

1. **All club funds must be deposited in the Bursar’s Office.** The official accounting of funds will be the responsibility of the Bursar’s Office, under the direction of the Vice President of Administrative Services of Orange Coast College. Clubs are not allowed to hold off-campus accounts for any reason.

2. As few people as possible should handle money.
3. Club advisors are responsible for supervising the handling of finances for all events, setting up procedures for ticket sales, overseeing expenditures of club funds, and in preparing reports of income and expenditure.

4. Funds shall be collected only by authorized agents of the club. Club advisors are responsible for ensuring that funds are properly collected and deposited with the Bursar’s Office as soon as possible. A receipt will be issued for the deposit.

5. If the Bursar's Office is closed during the event (e.g., a weekend or an evening), contact Campus Safety (714-432-5017) to obtain access to the Bursar’s Office drop safe.

**Expenditure/Withdrawal of Funds**

Authorization (signatures) of the advisor(s) and a student club officer are required before any merchandise or service is ordered and before withdrawal of student funds. Only signatures of those students listed on the *Official Club Officer Registration* form as having access to club finances will be accepted. In addition, all Purchase Order Requests, Check Requests, invoices, and change fund requests require the Dean of Student Services signature. Please submit all forms and paperwork to the ASOCC Office.

Three ways club funds may be used:
- To purchase and pay for merchandise.
- To pay for services (independent contractors such as guest speakers, vendors, etc.).
- To request a change fund for a club event.

Expenditure of funds or withdrawal of cash may require the completion of 1 of 2 forms. They are the *Request for Purchase Order* form and the *Check Request/Transfer* form.

Before submitting a *Request for Purchase Order* form or a *Check Request/Transfer* form, you must submit a request for approval to the District Board of Trustees for some events other than regularly scheduled meetings. The ASOCC Office submits a blanket board approval item at the beginning of each year that covers most events, but some activities will need specific District Board approval. The deadline to submit requests for approval is approximately four to six (4-6) weeks before the meeting, and a list of the deadlines may be found in the ASOCC Office. Please be aware that the Board considers requests at most of their meetings, but not all, so you need to check deadline dates well in advance of your activity. Late items will not be accepted. Please see the Dean of Student Services Secretary or the College Life Coordinator for assistance in submitting your District Board approval requests.

District Board approval is required for activities that include, but are not limited to, the following:
- Catered Food
- Fundraising (Most fundraisers are covered by an ASOCC blanket Board approval, but please verify with the College Life Coordinator or the Dean of Student Services Secretary).
- Equipment rental or acquisition
- Travel and lodging expenses
• Service-related expenditures - Independent Contractors (speakers, entertainers, photographers, etc.)

District Board approval is required for your club’s special event. Without it, the Bursar’s Office is unable to pay for any service related (independent contractor) expenses, equipment providers, reimbursements, or food expenses. The Board approval must be accurate. If the date of the event, the amount to be funded, or independent contractors change after the approval, an Addendum to the Board Item must be submitted. Contact the College Life Coordinator or the Dean of Student Services Secretary if your event changes from the approved Board Agenda item.

Any service-related expenditure will also require a completed Independent Contractor Agreement, all of which need individual District Board approval. Please read the following section about service-related requests. The club advisor and a club officer should make an appointment with the Accounting Coordinator (714-432-5926) in the Bursar’s Office during the early planning stages of these activities to make sure that all accounting legal requirements are being met throughout the progress of the event.

**Request for Purchase Order Forms**

The process for using a Request for Purchase Order has been developed in order to maintain an accurate accounting system, ensure sufficient funds from the club account exist for the purchase of supplies and materials, to verify that adequate approvals for purchases have been completed, to determine if any legal issues exist, to verify adequate District Board approvals have been completed, and to determine if any other departments are required to review the purchase (i.e. Maintenance & Operations, Information Technology, etc.)

- Request for Purchase Order forms are used for purchases that exceed $25.00.
- They must be completed and submitted before the merchandise is ordered.
- They will take from five (5) to ten (10) working days to process, so please submit them as far in advance as possible.
- To complete one, you will need to know your club’s account number, the name and address of the person or company (vendor) from whom the purchase is being made, and a detailed list of the items to be purchased and the price (including tax).
- Any information omitted from the Request for Purchase Order may delay the purchase, so be sure it is complete.
- After the form has been signed by both the club advisor and a designated student representative of the club, submit the Request for Purchase Order to ASOCC Office. ASOCC will forward it to the Dean of Student Services and the Bursar’s Office for processing.
- One copy of the completed Request for Purchase Order will be sent to the vendor, another to the club (via the club mailbox in the ASOCC Office), and the third remains in the Bursar’s Office.
- The club must not pay cash for any services or materials listed on a Request for Purchase Order once it has been submitted. All payments will be made with an Orange Coast College check issued from the Bursar’s Office.
- Once an order has been received, vendors must submit an invoice to the club in order to get paid. This invoice must be submitted to the ASOCC Office to have it processed.
It is wise to first check with the Bursar’s Office to see if the selected vendor is already in the system. If they are not, the vendor will need to complete a \textit{W-9} form before they can be added. The form may be obtained in the ASOCC Office, from the Bursar’s Office, or online from the Coast Community College District website (please see the section below for navigating the website.) This is a mandatory procedure so that the Bursar’s Office will not issue a check without a \textit{W-9} on file for each vendor. This requirement may delay the process a little, so please allow for the delay if the vendor is new to OCC. In addition, The Bursar’s Office is required to submit payment information for individuals/unincorporated vendors to the California Employment Development Department. The minimum wait to process a check to a vendor who is not incorporated is thirty (30) days, so submitting a \textit{W-9} form for these vendors as soon as possible will reduce the amount of time the vendor will have to wait for his/her check. It is probably wise to alert them to this fact at the beginning of the relationship with them.

\textbf{Service-Related Expenses (Independent Contractors/Entertainers)}

\textit{A Request for Purchase Order} is required any time an individual or a business provides a service. These service-related purchases are similar to purchases for materials and supplies but must meet additional legal requirements before the service may be used. \textbf{Examples} of service-related purchases are: speakers, entertainers, equipment rentals, or consultants.

- Payment to individuals, service-related invoices or independent contractors, and unincorporated businesses require separate Coast Community College District Board approval and must be submitted as a Board Agenda item.
- Payments made directly to unincorporated businesses, individuals, and independent contractors require the completion of an \textit{Independent Contractor Agreement} form. These forms are available online from the Coast Community College District website at www.cccd.edu. From the home page click on “Faculty and Staff”, then on “Forms”, then on “Risk Services”, then on “Independent Contractor Agreement and Instructions”, then on the appropriate form which is most likely the \textit{Standard Release of Liability (Referee/Official/Performer/Musician)} form. If in doubt as to which form to use, please contact the ASOCC Office at 714-432-5507 or the Bursar’s Office at 714-432-5926.
- Checks to individuals, service related invoices or independent contractors, and unincorporated businesses require the Internal Revenue Service \textit{W-9} form. These forms are available at the Bursar’s Office, the ASOCC office, and online from the Coast Community College District website and must be submitted with the completed \textit{Independent Contractor Agreement} form. (See directions above for navigating the website, the form is labeled \textit{W-9 Form for use with Independent Contractor Agreement}).
- The completed \textit{Independent Contractor Agreement} form, including the \textit{W-9} form, must be submitted with the Board Agenda item, which then is signed by the Vice-Chancellor, Administrative Services upon approval.
- The completed \textit{Independent Contractor Agreement} and \textit{W-9} forms must also be included with the \textit{Check Request/Transfer} form when submitted to the ASOCC Office, after the District Board approval. The Dean of Student Services will sign the forms and forward them to the Bursar’s Office for processing. The Bursar’s Office will not process the paperwork until after District Board approval, so please do not submit it until after the approval.
- The Board item, \textit{Check Request/Transfer}, \textit{Independent Contractor Agreement}, \textit{W-9} form, and invoice must have the same vendor name.
• One copy of the actual Check Request/Transfer will be sent to the Dean of Student Services Office and one copy will remain with the Bursar’s Office.
• Reimbursements may be delayed or denied if all procedures are not followed properly.
• Once the service has been completed, Independent Contractors, individuals, or service-related companies need to submit an invoice to the club in order to be paid.
• The submitted invoice needs to then be signed by the club’s advisor and a student officer who is listed on the Official Club Officer Registration form. Once both signatures have been secured, the invoice needs to be taken to the ASOCC Office. ASOCC will then forward the forms to the Dean of Student Services signs and the Bursar’s Office for processing.
• Payments will be made directly to independent contractors or service companies per the invoice, providing it agrees with the Check Request.
• The Bursar’s Office is required to submit payment information for individuals/unincorporated vendors to the California Employment Development Department. The minimum wait to process a check for vendors who are not incorporated is 30 days. Therefore, submitting the W-9 for this type of vendor as soon as possible reduces the time the vendor will have to wait for payment.
• IMPORTANT: Students and advisors may NOT sign contracts with independent contractors, service companies, vendors, etc., on behalf of the club. Only the college President and the Vice-President of Administrative Services may do this.

When in doubt, contact the ASOCC Office at 714-432-5507 or the Bursar’s Office at 714-432-5599 for further information about accounting procedures.

Check Request/Transfer Form

The Check Request/Transfer form has 2 purposes that pertain to clubs. They are:

1. To reimburse club members who paid invoices of under $25.00 directly to a vendor with personal funds.
2. Obtaining a change box for a fund-raising event. Please provide a one (1) week notice.

A Request for Purchase Order does not need to be submitted for expenses under $25.00. Club members may buy supplies and be reimbursed by completing a Check Request/Transfer form. Food Stamps should never be used to purchase items, supplies, or food for club events.

• After the form has been filled out and signed by the club's advisor and a student officer who is listed on the Official Club Officer Registration form, it should be submitted to the ASOCC Office for approval and they will then forward it to the Dean of Student Services and the Bursar’s Office for processing.
• Reimbursements may take up to 7-10 business days to process.
• Original receipts and/or invoices must be included with the Check Request/Transfer form. These receipts/invoice should only have items for the club or be for club use (no personal items should be included on the same receipt).
• Remember to list account numbers on the form.
• Check Request/Transfer forms may be obtained from the Bursar’s or the ASOCC Offices.
Request a Change Fund

To obtain a change fund for a fundraising event, your club will need to complete a Check Request/Transfer form one (1) week before the event. The Check Request/Transfer form can be obtained in the ASOCC Office or in the Bursar’s Office. Submit the completed form, with the appropriate signatures (the club's advisor and a student officer who is listed on the Official Club Officer Registration form), to the ASOCC Office for approval. The form will be forwarded to the Dean of Student Services and the Bursar’s Office where your change fund will be ready for pickup. You may call the Bursar’s Office about three (3) days after you submit the form to see if it is ready for pickup, but it may take up to one (1) week before it will be ready. Unless otherwise listed on the Check Request/Transfer form, only the advisor(s) or a student club officer is authorized to retrieve the change fund.

Points to Remember for all Accounting Procedures

- Clubs must be active, registered clubs in good standing to utilize their funds.
- Purchase orders are required for payment on all purchases/invoices over $25.00 (see Request for Purchase Order).
- All invoices/receipts must indicate the purpose, price, date, and the place of the purchase. These invoices/receipts should only have items for the club/club use (no personal items should be included on the same receipt).
- An incomplete form (any of them) will delay the process so be sure to provide all necessary information when it is submitted.
- Students or advisors will not be reimbursed for payments made for services to independent contractors.
- Expenses should be submitted in a timely manner in accordance with appropriate accounting recording periods.
- Receipts for personal expense reimbursement older than 30 days are subject to review and/or non-payment. Receipts older than 30 days must be accompanied with a memo of explanation which is also signed by the club advisor.
- Receipts for personal expense reimbursement of more than $50.00 are subject to review and/or non-payment. They must be accompanied with a memo of explanation.
- The club advisor and a designated club officer must sign all deposits, Purchase Order Requests, and Check Request/Transfer forms before any club funds will be moved.
- All expenditures require the Dean of Student Services signature.
- If merchandise or services are ordered without proper authorization, the club account may be frozen and the club will not be permitted to use funds until the problems are resolved.
- Similarly, if bills are not submitted in a timely manner, the club account may be frozen and the club will not be permitted to use funds until the problems are resolved.

Planning Events, Field Trips and Fundraising

All special events, field trips, and fundraising efforts must go through an application process and be approved by the InterClub Council. To apply, requests must be submitted by filling out a Special Events Application form available in the ASOCC Office. Special Event approvals take a minimum if one week and must be approved in advance of the beginning date of the event. Depending upon the event, District Board approval, which takes approximately four to six (4-6) weeks, may also be
Planning special club events, field trips, and fundraisers for your club can be a fun, educational, and exhausting. It helps to be as organized as possible because a lot of planning should be involved. Here are some areas to ponder when planning a special event:

**Event Purpose:** Why are we doing it? What are we trying to accomplish? What are our goals: educational, fundraiser, to build community, to serve, to entertain, to honor?

**Intended Audience:** Who are the target groups? Who is likely to attend? Who are we trying to reach?

**Budget:** How much do we have in our club account? How much do we need? What funding is available? Should there be income to defray expenses?

### OCC Procedures for Speakers, Entertainers, and Events

Clubs are eligible and encouraged to invite speakers and/or entertainers to make presentations for a variety of reasons. All events, with or without speakers and/or entertainers, must be approved by the ICC (see *ASOCC Approval* on page 41). Some events and speakers/entertainers will also require approval by the Coast Community College District (CCCD) Board of Trustees. The deadline to submit requests for approval is four to six (4-6) weeks before the meeting and a list of the deadlines may be found in the ASOCC Office. Please be aware that the Board considers requests at most meetings, but not all, so you need to check deadline dates well in advance of your activity. Late items will not be accepted. See the College Life Coordinator or the Dean of Student Services Secretary for assistance in submitting the request. The ASOCC Office and the Dean of Student Services Office reserves the right to approve or deny the submittal of requests based on College policies.

The following is a guide that indicates which approval(s) will be required for most situations. It must be followed, or the event cannot take place. Please refer to the *Accounting Services* section (page 32) for CCCD Board of Trustees approval for payments related to these services. Please feel free to ask the ASOCC Office staff for clarification if in doubt.

#### Events with a film

Many clubs show films at either their meetings or for the campus at large. Sometimes they are used for fundraising purposes. Films, however, are copyrighted and clubs must provide proof of permission to be shown in a public forum from the producers. Movies rented through SWANK are approved for showing and they can be reached 800-876-5577 or at www.swank.com. The OCC Library also has movies to which they own the public viewing rights. Please confer with an OCC Reference Librarian to ensure that the college does in fact own the rights to the movie. Documentation of permission for showing must be given to the ASOCC Office before the event along with your *Special Events Application*.

#### Event with a Speaker and/or Entertainer from Off-Campus

**All paid speakers/entertainers** from off-campus must be approved by the Coast Community College District Board of Trustees (CCCD). **IMPORTANT:** please refer to *Accounting Services/Service Related Expenses* on page 35 for important information about paying a speaker/entertainer.
Additionally, the club/student organization must submit a *Special Events Application* along with a speaker biography to the ASOCC Office. All *Special Events Applications* must be approved prior to the event.

- Submit name(s) of speaker/entertainer and a description of the event for CCCD Board approval to the ASOCC Office or the Dean of Student Services Office. A schedule of board meetings is available in the ASOCC Office. CCCD Board approval takes approximately four to six (4-6) weeks – please plan accordingly.
- Submit biography of speaker/entertainer to the Dean of Student Services Office at least ten (10) days prior to the event. Include name, title, affiliation/employer, and a brief biographical description (should describe speaker’s/entertainer’s expertise).
- Publicity prior to approval of the event must include the statement “Pending District Board approval.”
- Paid speakers must have a *W-9* form on file or must fill-out and submit one to the Bursar’s Office. Those speakers failing to do so will not be paid. Also, an *Independent Contractors Agreement* form is required for all paid speakers/entertainers. Speakers must comply with all CCCD accounting policies in order to be paid. If you have any questions about these requirements, please visit the ASOCC Office.

**Unpaid speakers/entertainers** from off-campus do not require District Board approval. However, the speaker/entertainer must fill out a *Volunteer Activity Participation* (VAP) form found in the ASOCC Office before the event, and submit the completed form to the ASOCC Office. Additionally, the club/student organization must submit a *Special Events Application* along with a speaker biography to the ASOCC Office. All *Special Events Applications* must be approved prior to the event.

All speakers shall be informed of the following conditions in advance:

- The speaker’s qualifications shall be made known to the audience as accurately and completely as possible.
- The speaker shall allow students and faculty the opportunity to ask questions. The length of the question period shall be designated by the sponsoring club or department.
- Off-campus speakers are subject to all rules and regulations governing bona fide students. Any violation of these rules and regulations may result in removal of the speaker from the campus.
- The sponsoring department or club and its club advisor must make all arrangements for the speaker and must assume responsibility for the speaker’s conduct on campus as is dictated by the CCCD policies.

If an unpaid speaker wants to sell their product (i.e. a book, CD, DVD, etc.), approval must by sought from the ASOCC and the Dean of Student Services Office prior to the event. Additionally, clubs SHOULD negotiate that receive at least 10% of the profits. It is strongly recommended that this be negotiated with them and 20% is a more acceptable amount.

Donations may be given to a presenter at an event, but they must be given to him/her directly by the donors. No club member may handle donations in any way. Doing so will deem them payment for services and will require financial paperwork.

**Event with a Speaker and/or Entertainer from OCC**
District approval *is necessary if:*

- Speaker is being paid.
- Speaker/Event is open to off-campus attendance (i.e. non-students or non-full-time employees).

District approval *is not necessary if:*

- Speaker is not being paid (speaker must fill out a *Volunteer Activity Participation* form found in the Dean of Student Services Office).
- Speaker/Event is only open to OCC students, faculty, staff, and administrators.

**Event with No Speaker or Entertainer**

District approval *is necessary if:*

- Food is being served (see additional procedures listed below)
- If the club is traveling off-campus for any reason.
- Event is an overnight and/or hazardous trip.
- Any expenses are incurred.
- Off-campus visitors/attendees are coming to OCC.

District approval *is not necessary if:*

- If travel is to the OCC Sailing Center and no money is being spent on the event.

**Quad Noise Restrictions**

Moderate amplification for concerts on the Quad is allowed from 12:00 to 1:00 p.m. only. Per District policy, the noise decibel level cannot exceed 60 in any part of a classroom. If complaints are received from surrounding classrooms and offices, the event organizers will be given one chance to modify the noise to an appropriate level. After a second complaint, the event will be ended immediately.

**Policies Regarding Food at Events**

The selling of food at events, other than bake sales, requires District Board approval. If an event is approved without the inclusion of selling something at it, nothing may be sold. However, donations for provided food products (i.e., water) may be requested.

The OCC Cafeteria/Catering Department has the first opportunity to accept or deny all events involving food. However, food may be contracted or donated by a professional caterer or restaurant. In this case, the professional caterer must provide the ASOCC Office with proof of a $1,000,000 liability/$2,000,000 aggregate insurance policy.

When food is given out or sold on campus at an outdoor event, two (2) forms must be filled out and submitted to the Orange County Health Care Agency. These are the *Application for Health Permit Exemption* form and a form letter from the OCC Foundation indicating that we are a nonprofit association. Both may be obtained in the ASOCC Office. Events held inside of an OCC building where food is being served do not require completion of these forms.
The Cafeteria will provide ice to clubs for club activities, but it must be requested from them in advance and may need to be picked up from Starbucks or the Field House by the football stadium. Call the Cafeteria office at 714-432-0202, ext. 26435 for assistance with this request.

A club holding a BBQ or serving more than snack-type food should have access to warm water and soap during the event in order to maintain Health Department standards.

**ASOCC Approval**

All events require approval from the InterClub Council prior to the event. Requests must be submitted to the ASOCC Office by 2:00 p.m. on Thursday to be approved the following Tuesday. Once it is approved by the ICC, the event should be promoted with flyers, posters, etc. Printed publicity must be approved by the ASOCC Office prior to posting.
Release Statements
The Dean of Student Services Office bears all responsibility for approval and denial of non-college speaker/entertainer requests. Denial will be based on time, place, and manner only. The Dean of Student Services Office shall make every reasonable effort to consult with appropriate student, faculty, and/or administrative representatives concerning denial of requests within a timely manner. After consultation with the Dean of Student Services, the student, faculty, and/or administrative representative may submit a written request asking for the reasons for the denial. The Dean of Student Services shall provide the opportunity for the expression of opposing or contrasting views.

Invitation of a speaker/entertainer does not imply endorsement of the speaker and his/her views by the Coast Community College District, Orange Coast College, the Associated Students of Orange Coast College, or the sponsoring clubs or departments.

Field Trips
A club planning an off-campus event, a day-trip, an overnight excursion, and/or hazardous activity must follow specific procedures as outlined by the Coast Community College District. District Board approval is required for any overnight and/or hazardous activity. The deadline to submit requests for approval is approximately four to six (4-6) weeks before the meeting and a list of the deadlines may be found in the ASOCC Office. Please be aware that the Board considers requests at most meetings, but not all, so you need to check deadline dates well in advance of your activity. Late items will not be accepted. See the College Life Coordinator or the Dean of Student Services Secretary for assistance in submitting your Board requests.

Some examples of what might be considered hazardous activities are mountain climbing, snowboarding, scuba diving, jet skiing, rock climbing, bungee jumping, skydiving, hang-gliding, target shooting, etc. If in doubt, please check with the ASOCC Office. The following guidelines should be followed and will help in planning a field trip.

1. Obtain a Special Events Application and a District Field Trip Request form from the ASOCC Office. While the ASOCC Special Events Application may be approved within one week (see ASOCC Approval on page 41), the District’s Field Trip Request approval will take four to six (4-6) weeks to be approved. You must plan your trip and approvals accordingly as the District will not approve events after the fact. See the College Life Coordinator or the Dean of Student Services Secretary for assistance with this form.

2. Return the Special Events Application to the ASOCC Office for inclusion on the next ICC meeting agenda. Return the District Field Trip Request form to the ASOCC Office for approval. It will then be forwarded to the Vice President of Student Services for a signature. A list of all participants on the field trip must be in the President's Office prior to departure. All participants must be currently enrolled as students at OCC. The club advisor will be notified when the trip has been approved by the District Board of Trustees.

3. If a district bus is required, the advisor may reserve it through the District Transportation Department. The advisor MUST accompany the club on the bus. Buses that seat up to 55 people and are available at a cost to the club. Please call 714-438-4731 for more rate information and assistance in securing a vehicle.

4. District vans are also available for field trips. Advisors and students may drive the vans if they have completed the District Driver Training Safety Program. Contact the Environmental
Health & Safety Specialist at 714-438-4812, a **minimum** of four days in advance, to set up this training.

5. If students will be driving their own vehicles to an off-campus event or fieldtrip, a District *Driver Authorization Form*, which may be obtained through the Business Office in the Administration Bldg. or the ASOCC Office, must be completed by the student. Students should return them to their advisor who will, in turn, give them to the Business Office before the trip. Approval from the Dean of Student Services must be secured prior to the traveling event.

6. If club members are carpooling to a one-day event, driving in private vehicles, and meeting/leaving off-campus, they should all fill out a *Voluntary Activities Participation form* and submit it to the ASOCC Office. The form may be found in the ASOCC Office or on the CCCD website under “Faculty & Staff,” “Forms,” “Risk Services,” “Waivers & Release Forms,” “VAP OCC GWC CCC Form.”

7. If club members meet on campus and depart from there, they need to fill out a *Waiver for Use of Personal/Non-District Transportation form*. It can be found on the CCCD website under “Faculty & Staff,” “Forms,” “Risk Services,” “Waivers & Release Forms,” “Waiver Personal Transportation Use District” or can be picked up in the ASOCC Office. Approval from the Dean of Student Services must be secured prior to the traveling event.

8. Off-campus or traveling events require that each participant must complete:
   - *Conference Attendance Agreement*
   - *Medical Consent Form*

These forms are available in the ASOCC Office. The original agreement and a copy of the *Medical Consent Form* must be on file with the ASOCC Office **prior** to departure. The club advisor must be in possession of the *Medical Consent Form* during the entire trip.

Clubs whose members will be using their own vehicles to deliver articles collected for a drive of some kind (food, clothing, books, etc.) do not need District Board approval unless reimbursement for expenses is requested.

**Fundraising Ideas**

Auctions, car washes, candy bar sales, flower sales, and bake sales are some fun and effective ways to earn funds for your club. Clubs wanting to sell clothing must get approval from the Orange Coast College Bookstore and the Fashion Department if it involves clothing that the Fashion Dept. has historically sold every year at its sale.

Opportunity drawings are also an excellent way of making money. Opportunity drawing prizes may include donations from local merchants such as dinners for two, massage and spa certificates, CD’s, $50.00 in free gas at a local service station, a free parking pass for the semester, $50.00 coupons for books in the college bookstore, free ski lift passes, etc. However, they must be called “opportunity drawings”, not “raffles” and may not be conducted as such. Opportunity drawings are legal in the state of California; raffles are illegal and are, therefore, not permitted on the OCC campus. Please see *Opportunity Drawings vs. Raffles* on page 44 to determine whether your drawing is legal or not.

As with any event, all fundraisers must be approved by the InterClub Council. To apply, fill out and submit a *Special Events Application*, available in the ASOCC Office (see *ASOCC Approval* on page 41). Although approval by the ICC takes only one (1) week, some events will require CCCD District Board approval, so it is important that you plan well ahead for your fundraiser. The deadline to
submit requests for approval is four to six (4-6) weeks before the meeting and a list of the deadlines may be found in the ASOCC Office. Please be aware that the Board considers requests at most meetings, but not all, so you need to check deadline dates well in advance of your activity. Late items will not be accepted. See the College Life Coordinator or the Dean of Student Services Secretary for assistance with your Board request.

**Opportunity Drawings vs. Raffles**

Drawings are not illegal if conducted in a very specific way. School administrators and staff who sanction an illegal drawing could potentially go to jail. However, there are some basic rules that apply to all drawings. First, tickets are **not sold**, but are given as receipts for donations to a not-for-profit organization (registered as a 501c3 organization with the Internal Revenue Service (IRS) or public agency) and this must be clearly stated on all the literature and publicity advertising the drawing. Second, tickets must be given out free to those who do not wish to make a donation. All literature and publicity must note that a person need not donate to be eligible for the drawing and the place where free tickets are available must also be clearly stated. Drawings conducted by Orange Coast College clubs must be conducted with the approval of the Orange Coast College Foundation, the non-profit 501 (C) 3 support organization for the college. Before clubs start an opportunity drawing they must meet with a representative of the Orange Coast College Foundation to have their drawing approved. To schedule an appointment with the OCC Foundation Director please call (714) 432-5126.

**Reserving College Facilities and Equipment**

**Use of facilities on campus must always be reserved.** Reservations for the Student Center Lounge, Student Center Lounge Conference Rooms, and the Quad may be made in the ASOCC Office. When reserving one of the rooms, please provide the date(s) and time(s), anticipated attendance, and anticipated food or equipment needs. These rooms are used extensively so make your reservations as soon as possible.

For following facilities, you will need to call the numbers indicated:

- Horticultural Center ............................................................... 714-432-5881
- Classrooms ............................................................................ 714-432-5694
- On Friday, after 3:00 p.m. or on the weekend ....................... 714-432-5881
- Student Center Dining Room/Captain’s Table ...................... 714-432-0202 ext. 26435

**Furniture and equipment** (tables, chairs, plants, podium, AV equipment, shutters, etc.) in the Student Center Lounge may be rearranged in a format that is best fit for the event for which it has been reserved. However, the requester is required to return the room to its original order. A floor plan is provided with the Lounge Use Agreement form given to the requestor when the reservation is made. When making the reservation, be sure to add time for set-up and tear-down.

**Media equipment** may be ordered by your club advisor through the Support Center/Digital Media Department. The Support Center number is 714-432-5500.
The ASOCC Office has a limited amount of tables, chairs, sandwich boards, and other miscellaneous equipment available for club usage. To use this equipment, a reservation must be made well in advance through the ASOCC Office. Please return all keys, furniture, equipment, props, and carts as quickly as possible after you are done with them.

Security and/or parking arrangements must be made for events of 100 or more people or for off-campus guests. The club advisor must make these arrangements with Campus Safety at 714-432-5017.

It is a good idea to confirm all details 2 or 3 days prior to an event. If the event is cancelled or postponed, be sure to notify all parties/offices included in the original planning.

**All events must be submitted for the ASOCC InterClub Council approval on a Special Events Application and should be submitted at least two (2) weeks prior to the activity. Some requests may require CCCD Board approval** so it is important that you plan well ahead. The deadline to submit requests for approval is four to six (4-6) weeks before the meeting and a list of the deadlines may be found in the ASOCC Office. Please be aware that the Board considers requests at most meetings, but not all, so you need to check deadline dates well in advance of your activity. Late items will not be accepted. See the College Life Coordinator or the Dean of Student Services Secretary for assistance with the Board request.
CLUB POINTS AND END-OF-THE-YEAR AWARDS

A variety of awards will be presented to clubs at the ICC End-of-the-Year Luncheon in May. Listed here are the awards and the criteria for earning them.

Club of the Year

As the title implies, this award is given to the outstanding club of the year. In April, clubs will apply for consideration by completing an application that will need to include information about:

- How students were served by the club
- How did the college and/or community benefit from the club
- Club sponsored events
- Club Constitution and By-Laws if available (extra points will be given for this inclusion)

Besides the completed application, a showcase of some form should also be submitted. A variety of media may be used for the showcasing such as a scrapbook, video, 3-dimensional object, narrative, etc.

Emphasis will be placed upon how students, the college, and/or the community benefited from the club’s existence.

President’s Award for Community Service Excellence

This prestigious award honors a club that sponsored an event that provided outstanding community service to the students, the college, and/or the community. “Events” might include, but not be limited to, a conference/symposium, a drive, a fund-raiser, and service to another group. The possibilities are boundless. The award will be presented by the Orange Coast College President at the End-of-the-Year Luncheon.

To be considered for this award, the event must have occurred after the club registration was approved by the ASOCC InterClub Council and during the current school year. Any advisor or student who is a member of a registered club may complete the nomination form. A student or advisor may submit a nomination for more than one event; however, a student or advisor may not nominate the same event twice.

ICC Service Award

The ICC Service Award will be given to the club that earns the most club points during the year. Club points will be awarded in accordance with the following:

Events

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring an event</td>
<td>100</td>
</tr>
<tr>
<td>For participating in other events (including participation, planning, set-up, tear-down, etc.) for up to one (1) hour</td>
<td>20</td>
</tr>
</tbody>
</table>
Add for five (5) or more club members present  
5 points

Add for every hour after first hour  
10 points

Various club competitions throughout the year that earn points  
Various

Not to exceed one hundred (100) points for any one event.

It is the responsibility of clubs to make sure their points are recorded with the ASOCC Advisors Assistant (Eva).

Advisor of the Year

This award was developed to recognize outstanding examples of leadership, guidance, and support by the advisor of a registered club. It targets those who volunteer their expertise and time to help students develop and grow into not only responsible citizens, but into leaders as well.

Any full-time faculty, staff, administrator, or pre-approved part-time faculty member employed by Orange Coast College and who is actively involved as the advisor of a registered club is eligible for consideration. Any student who is a member of a registered club may complete a nomination form. A student may nominate more than one advisor; however, a student may not nominate the same advisor twice.

Rookie Club of the Year

This award will be given to a club that has been newly formed during the present school year. Criteria for selection will be the same as for Club of the Year.

Club Officer of the Year

This award is meant to recognize an outstanding example of leadership, work ethic, and integrity by a club officer. It targets those who are dedicated to the success of all club members and activities, in addition to going above and beyond what is expected of them as an officer.

Any club officer is eligible. This may include, but not be limited to, President, Vice President, Secretary, and Treasurer. The person must have been an active member of the club during the current year. Officers may be nominated by another member of the same club or by the advisor(s) of the club.

All awards are assigned by the end of April and announced at the ICC End-of-the-Year Luncheon in May. A notice with more information about applications, nominations, and deadlines will be distributed by the beginning of April.
IMPORTANT INTERCLUB COUNCIL CONTACTS

ASOCC Office ................................................................. 714-432-5507
ASOCC Coordinator, Student Leadership, Carla Martinez ...................... 714-432-5185
ASOCC Advisors Assistant, Eva Shaffer .................................................. 714-432-5507
Coast Community College District Office ............................................. 714-438-4600
College Life Coordinator, Michael Morvice ........................................... 714-432-5727
Community Ed/After Hours and Weekend Reservations – Karen Latham ... 714-432-5881
Dean of Student Services, Dr. Kate Mueller ............................................. 714-432-5741
Dean of Student Services Senior Secretary, Tere Vasquez ....................... 714-432-5741
ICC President, Sammi Abraham ............................................................... 714-432-5507
ICC Vice President .................................................................................. 714-432-5507
ICC Secretary ......................................................................................... 714-432-5507
ICC Publicity Director ............................................................................ 714-432-5507
ICC Co-Club Coordinators ................................................................. 714-432-5507
ICC Entertainment Director .................................................................. 714-432-5507
ICC Historian ......................................................................................... 714-432-5507
ICC Awareness Coordinator ................................................................. 714-432-5507
Maintenance and Operations .......................................................... 714-432-5590
OCC Food Services, General Manager, Thomas Selzer ......................... 714-432-5854
OCC Food Services, Senior Secretary, Rosio Salcedo .......................... 714-432-0202 ext. 26435
Scheduling Technician/Classroom Reservations-Nathalie Ferraro ........... 714-432-5694
Student Center Cafeteria/Dining Room/Captain’s Table/Catering .......... 714-432-0202 ext. 26435
Support Center/Digital Media Department ........................................... 714-432-0202 ext. 26495
Vice President of Student Services, Kristin Clark .................................. 714-432-5765
ADVISOR INFORMATION

Club Advisor Responsibilities and Expectations

Club advisors must be a currently employed full-time faculty, staff, or administrator of the College and must retain that status to continue to serve as an official advisor. Rare exceptions to this policy are permitted, but must first be approved by the Dean of Student Services. For more information regarding this exception, please contact the ASOCC Office at (714) 432-5507.

1. Advisors are required to attend all regularly scheduled meetings of their club. Without the presence of an advisor, the club cannot meet.
2. Advisors are required to attend and supervise the functions and special events of their clubs in their entirety, i.e. “first in/last out.”
3. Advisors shall be familiar with the College’s policies and rules that govern student clubs.
4. Advisors are expected to ensure that their club adheres to the policies and rules of Orange Coast College as well as obey local statutes and state laws.
5. Advisors should be familiar with the constitution and by-laws of their club and be prepared to render assistance with their interpretation.
6. Advisors should ensure that a club representative attends the InterClub Council (ICC) meeting that is held at noon on the first Tuesday of every month in the Student Center Lounge during the fall and spring semesters. Advisors are also welcome to attend the ICC meeting and encouraged to do so.
7. Advisors should be available to meet with club officers and/or members when they request help.
8. Advisors have access to the college-maintained financial records of their club. These records should be reviewed periodically.
9. Advisors should meet regularly with executive officers of the club for the following reasons:
   • to assist with the development of club programs
   • to discuss club goals and directions
   • to discuss the financial status of the club
   • identify or address problems and potential solutions
   • to identify strengths that may be improved
10. Advisors need to ensure that copies of meeting minutes are recorded and filed.
11. Advisors are encouraged to work with the ASOCC staff to provide club officers the special skills they require to be successful.
12. Advisors are invited and welcome to contact the College Life Coordinator at (714) 432-5727 for assistance with any questions, problems, or to discuss club statues that may be of interest or importance to the college.

Club Advisor Guidelines

1. Individuals should not accept an invitation to serve (or continue to serve) as Club Advisor if they are not prepared to fulfill the expectations of the role.
2. It would be advantageous for advisors to accept a position with a group whose interest parallel their own.
3. Advisors should attempt to learn the names of organization members as quickly as possible.
4. Although an advisor’s role is voluntary, they are expected to uphold the best interest of the college at all times.
5. It is important for advisors to obtain the “pulse” of their group by developing a sense of the group’s personality. This will elevate the level of advising effectiveness.

6. Advisors should not hesitate to engage in the general discussion of organizational matters at meetings; however, normally they should not dominate discussions or become the focus of attention.

7. The appropriate role of advisors is not to become “one of the gang” nor is it to remain conspicuously aloof from the group. The effective advisor is one who will render advice when it is requested and offer counsel when appropriate.

8. Advisors should not hesitate to provide constructive criticism when it is deemed necessary; likewise, positive club accomplishments should be appropriately acknowledged.

9. At times, advisors must be willing and prepared to tell their group that what it is doing or planning to do is wrong or inappropriate.

10. Advisors can expect to be asked to provide quick solutions to problems that they will be unable to render as rapidly as the group would like. Please feel free to contact the College Life Coordinator at (714) 432-5727 for assistance in these moments.

11. It will benefit advisors to realize that students may not accept their advice as valid and beneficial. Advisors should expect to be challenged; however, this should not be interpreted as an indication that their services are no longer required.

12. Advisors might be called upon to serve in the particularly sensitive role of personal confidant in organization-related matters. The advisor should provide assistance to the person seeking advice (usually in regard to a problematic situation). However, the advisor cannot compromise their relationship with the group by showing favoritism to one or a small group of individuals.

13. In addition, advisors might be asked to serve as a personal counselor by individuals with problems unrelated to their organizational affiliation. It is up to the advisor to choose how to handle these situations, keeping in mind that they must maintain the same professional posture that they should take when dealing with any student. Please feel free to consult with the Dean of Student Services (714-432-5741) if you are uncertain about how to respond to a student in this situation.

14. The voluntary association between advisors and their respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, the advisor should resign. The advisor is encouraged to resign if members are not upholding their end of the affiliation. In this instance, you are urged to consult with the College Life Coordinator at (714) 432-5727 to discuss the situation.

15. If a club has more than 1 advisor, it is important that both of them are working together and are aware of what the other is doing at all times. Unless the advisors are working together, the club may become divided and ineffective.

16. Advisors should realize that interest, imagination, and enthusiasm are wonderfully contagious.

**Club Advisor Event Responsibilities**

Club advisors should allow student officers maximum freedom and responsibility in the planning and operating of all events. However, it is the duty of the club advisor to see that all responsibilities are met and the events are carefully planned. The advisor should be informed of all plans being made and be responsible for the following:

1. All events must be approved by the ASOCC InterClub Council at their regularly scheduled weekly meeting, which are held on Tuesdays. A *Special Events Application* must be submitted no later than Thursday at 2:00 p.m. to be acted upon at the following week’s meeting. **All events must be approved prior to their scheduled date and time.**
2. Some events will also require approval by the Coast Community College District (CCCD) Board of Trustees. The deadline to submit requests for approval is four to six (4-6) weeks before the meeting and a list of the deadlines may be found in the ASOCC Office. Please be aware that the Board considers requests at most meetings, but not all, so you need to check deadline dates well in advance of your activity. Late items will not be accepted. See the College Life Coordinator or the Dean of Student Services Secretary for assistance in submitting the request. The Dean of Student Services Office reserves the right to approve or deny the submittal of requests based on College policies.

3. Please note that for events held Fridays after 3:00 p.m., Saturdays, or Sundays you must complete a Use of Facilities form which may be obtained by calling (714) 432-5881 in the Maintenance & Operations Office. This is the office that oversees weekend events.

4. It is the responsibility of advisors to oversee expenditures of club funds. Signature of both the advisor(s) and a student club officer who is listed on the Official Club Registration form are required before any merchandise or service is ordered if it is to be paid from a club account. If merchandise or services are ordered without authorization or if bills are not paid in a timely manner, the club account may be frozen and the club will not be permitted to use funds in the account until the fiscal problems are solved. (See Expenditures/Withdrawal of Funds on page 33).

5. Advisors are responsible for supervising the handling of finances at all events; assisting in setting up procedures for ticket sales; and in formulating reports of expenditures and income. All funds of the organization shall be deposited in the Bursar’s Office.

6. It is the responsibility of advisors to prohibit the use of intoxicants by students during any event sponsored by the College. Students failing to cooperate should be reported to the Dean of Student Services Office at (714) 432-5741.

7. All clubs and organizations should have a budget for each event that may need to include stand-by custodial, maintenance help, and possibly security. You will need to submit a work order to Maintenance and Operations (M&O) and Campus Safety to provide for this.

8. The advisor should see that the area of the campus used for any event (including meetings) is left clean and free of litter.

9. In case of injury to students during any college event, the advisor should see that first aid is given and that medical aid is secured, if necessary. Written reports of accidents or injuries must be made to the Student Health Center as soon as possible. EVENTS NOT APPROVED BY THE ASOCC AND THE CCCD ARE NOT COVERED BY CAMPUS INSURANCE.

10. Hazing is not permitted at Orange Coast College.

Club Advisor Field trip/Excursion Responsibilities

Any event that causes a student group to meet off-campus or travel to an alternate location is considered a field trip/excursion. Some examples of a field trip/excursion include trips to restaurants, off-campus outdoor activities (i.e. picnics, hiking), off-campus fundraising (i.e. television show tapings, restaurant-sponsored fundraisers). Therefore, as an advisor, there are several requirements that must be fulfilled before the trip occurs. It is strongly recommended that you schedule a meeting with the College Life Coordinator at (714) 432-5727 to discuss some of the necessary details when planning student field trips/excursions.

1. All field trips/excursions require approval by the Coast Community College District (CCCD) Board of Trustees. The deadline to submit requests for approval is four to six (4-6) weeks before the board meeting and a list of the deadlines may be found in the ASOCC Office. Please be aware
that the Board considers requests at most meetings, but not all, so you need to check deadline dates well in advance of your activity. You must plan your trip and approvals accordingly as the **District will not approve events after the fact.** Late items will not be accepted. See the College Life Coordinator or the Dean of Student Services Secretary for assistance in submitting the request. The Dean of Student Services Office reserves the right to approve or deny the submittal of requests based on College policies.

2. If the advisor will be reimbursed for their travel with the club (i.e. mileage, admission to an event, conference registration, purchase of tickets) a **Conference Authorization Request** form must be completed and submitted for approval by the Coast Community College District (CCCD) Board of Trustees. The deadline to submit requests for approval is four to six (4-6) weeks before the meeting and a list of the deadlines may be found in the ASOCC Office. Please be aware that the Board considers requests at most meetings, but not all, so you need to check deadline dates well in advance of your activity. Late items will not be accepted. See the College Life Coordinator or the Dean of Student Services Secretary for assistance in submitting the request. The Dean of Student Services Office reserves the right to approve or deny the submittal of requests based on College policies.

3. All club field trips/travel must be approved by the ASOCC InterClub Council at their regularly scheduled weekly meeting, which are held on Tuesdays. A **Special Events Application** must be submitted no later than Thursday at 2:00 p.m. to be acted upon at the following week’s meeting. **All events must be approved prior to their scheduled date and time.**

4. There are also OCC/CCCD forms that each participant must fill-out and submit to the ASOCC Office prior to the field trip/excursion. These forms are:
   - **Conference Attendance Agreement**
   - **Medical Consent Form**
   - **Voluntary Activity Participation Form**

   Each of these forms is available in the ASOCC Office and must be completed in their entirety. The advisor will receive a copy of the **Conference Attendance Agreement** and the **Medical Consent Form** to take with them on the field trip/excursion.

5. If students will be driving or riding in non-district vehicles (i.e. personal vehicles, rental vehicles, etc.), each participant must also fill out a **Waiver for Use of Personal/Non-District Transportation**. Please see the ASOCC Office for copies of this form or find it on the [www.cccd.edu](http://www.cccd.edu) website under the “Faculty & Staff” link, then click the “Forms” link, followed by clicking on the “Risk Services” link, and finally clicking on the “Waivers and Release Forms” link.
BY-LAWS

ICC Board Positions

1. The President and Vice President of the ICC shall be elected by club delegates as outlined in the ICC Election Policies. These positions will constitute the ICC Elected Board.

2. All other positions that make up the ICC Board shall be identified at the discretion of the newly elected ICC President. These positions might include, but shall not be limited to, Director of Communications, Director of InterClub Relations, Director of Logistics, Secretary, Treasurer, and Director of Campus Relations and will be classified as “appointed” positions.

Election/Selection Processes for Positions

3. The ICC election procedure for the elected positions shall commence sometime after the beginning of March and end by the middle of April, according to the established timeline found in the Election Packet.

4. If no one applies during this procedure, the process will be duplicated as soon as possible until the positions are filled.

5. The appointed positions, as identified by the newly elected ICC President, shall be selected by the President, the Vice President, and the ICC Advisor, from an application pool.

6. In the event that the ICC Board has not been elected/selected by the second Monday in May (i.e. no one applied during the application period and subsequent election/selection processes must be established), the current ICC Board shall remain in office until a new Board is elected/selected or until the end of the spring semester, whichever occurs first.

Vacancies

7. Should the ICC President need to be replaced during his/her term, the ICC Vice President shall assume the duties of the President.

8. Should the ICC Vice President need to be replaced before the start of the fall semester, the runner-up with the most votes in the spring Vice President election shall be offered the vacant position. If the runner-up refuses the position, it shall then be offered to the next runner up candidate, and so on, until the seat is filled.

9. If the position cannot be filled in this manner, the ICC President shall conduct a complete election process to replace the position.

10. Should the ICC Vice President need to be replaced during his/her term and it is after the start of the fall semester, but before October 31, the ICC President shall conduct a complete election process to replace the position.
11. If the vacancy occurs after October 31, the ICC President shall accept letters of application for the position from the existing ICC Board members. He/she shall accept the letters for a week after a specified date and he/she, along with the ICC Advisor, will make a selection from the applications within the following week. The new ICC Vice President will be introduced at the first ICC Monthly Meeting to occur after the selection.

12. If no one from the ICC Board accepts the position, the ICC President will announce the vacancy at the next ICC Monthly Meeting and offer to accept letters of application from the ICC membership for a timeline established by the ICC President prior to the Monthly Meeting. The President and the ICC Advisor will then make a selection from the applications.

13. If the position cannot be filled within these guidelines, it will be declared vacant until the next normal election process.
## Maneuvering Through Forms

<table>
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<tr>
<th>FORM</th>
<th>PURPOSE OF FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASOCC Request for Funding Form</strong></td>
<td>Used to request funds from the SGOCC Fiscals Affairs Council. This includes club start-up funds and requests for special funds. A club member must attend the SGOCC Fiscal Affairs Council meeting at which the request is being considered for special funds. Depending on the nature of the request, it may be wise for the advisor to attend as well. A club member does not need to be present when requesting start-up funds.</td>
</tr>
<tr>
<td><strong>Check Request/Transfer Form</strong></td>
<td>Used to request that a check be drawn on a club account. It is also used to reimburse club members who have purchased an item on behalf of the club. In this case, an original receipt must be attached to the completed form. Both the advisor and a club officer listed on the Official Club Registration Form must sign the request. This form can also be used to request a cash box from the Bursar’s Office.</td>
</tr>
<tr>
<td><strong>Driver Authorization Form</strong></td>
<td>Used when a student will be driving their own vehicle to an approved off-campus event or field trip. Approval for use of personal vehicles must be sought from the Dean of Student Services prior to the event. It should be completed and given to the club advisor who will then forward it to the Business Office before the trip. The form may be obtained from the ASOCC Office or the Business Office.</td>
</tr>
<tr>
<td><strong>Field Trip Request Form</strong></td>
<td>A co-curricular club (one that is linked or related to a class program) may use this form to request the use of vans and/or buses (with or without driver(s)) to go on field trips related to the purpose of the club. This form will require the advisor’s signature.</td>
</tr>
<tr>
<td><strong>Medical Consent Form and Conference Attendance Form</strong></td>
<td>Both forms must be completed by every student attending a conference, field trip, or off-campus event. All students must have paid the current semester’s College Service Charge. The advisor must carry these forms during the trip.</td>
</tr>
<tr>
<td><strong>Official Club Officer Registration</strong></td>
<td>Must be filled out in order to establish club officers no later than 2 weeks following the ASOCC InterClub Council approval of the Official Club Registration and Renewal Form, each semester. If this form is not turned into the ASOCC Office, officers will not have access to club account funds.</td>
</tr>
<tr>
<td><strong>FORM</strong></td>
<td><strong>PURPOSE OF FORM</strong></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Official Club Registration and Renewal Form</td>
<td>Must be filled out in order to establish the club and to permit any meetings, event, and participation in activities as well as to permit access to any pre-existing monies from the previous year. An advisor is required for approval. The <strong>Official Club Registration and Renewal Form</strong> must be filled out completely. Often the Class Scheduling Technician will be unable to assign permanent meeting rooms until after the third week of the semester. However, a temporary meeting room may be assigned until a permanent one is available.</td>
</tr>
<tr>
<td>Request for Purchase Order Form</td>
<td>Used to purchase items over $25.00. The club advisor’s signature is required.</td>
</tr>
<tr>
<td>Request for Temporary Parking Permits</td>
<td>Required for off-campus speakers and vendors. They should be requested a week in advance and requires the club advisor’s signature.</td>
</tr>
<tr>
<td>Special Events Application</td>
<td>Used to request approval by the ASOCC InterClub Council to hold any event other than regular club meetings that does not include a guest speaker. Required for such events as information tables, holding bake sales, car washes, speakers at club meetings, and attendance at conferences or field trips. The advisor is <strong>required</strong> to be present at all club-sponsored activities. The few exceptions to the rules must be approved by the College Life Coordinator or the Dean of Student Services.</td>
</tr>
<tr>
<td>Voluntary Activity Participation (VAP) Form</td>
<td>This is a form that is used when students will be participating in high-risk activities, field trip/excursion, or event which are not covered under the District Board Approvals. Additionally, this form must be completed by non-student/non-CCCD employees when participating in club events/activities (i.e. guests of students, non-paid guest speakers/presenters).</td>
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Sample Forms

(If viewing online, please visit the ASOCC Office for copies of the forms)
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