Inter Club Council
Handbook
2017-2018
What is ICC?

**Purpose**
The Inter Club Council (ICC) will be the representative body to coordinate inter-club activities and funds, promote communication and cooperation among clubs on campus. The ICC will be composed of a voting representative from each club representing cultural, ethnic, religious, educational, honorary, philanthropic, and social interests. The Inter Club Council will be recognized as the Inter Club Council, Inter-Club Council, I.C. Council, I.C.C., or ICC. The ICC shall serve as the representative of all chartered clubs on campus to the College of the Canyons Associated Student Government.

**Contact**
Student Leaders Main Contact: John Perkins, Vice President Inter Club Council
- [asg_vpicc@Canyons.edu](mailto:asg_vpicc@Canyons.edu)

Club Advisor Main Contact: Jess Love, Student Services Coordinator
- [jess.love@canyons.edu](mailto:jess.love@canyons.edu)

**Expectations**
**Student Leaders**
- Read ICC Agenda: [http://www.canyons.edu/Offices/StudentDevelopment/Pages/Inter-Club-Council.aspx](http://www.canyons.edu/Offices/StudentDevelopment/Pages/Inter-Club-Council.aspx)
- Attend ICC Meetings 2:30pm-3:30pm, STCN 129: 9/25, 10/9, 10/23, 11/6, 11/20
- Vote on official ICC business
- Share information with Club Members in a timely manner

**Advisor(s)**
- Read ICC Agenda: [http://www.canyons.edu/Offices/StudentDevelopment/Pages/Inter-Club-Council.aspx](http://www.canyons.edu/Offices/StudentDevelopment/Pages/Inter-Club-Council.aspx)
- Follow up with ICC Rep/Club Officers regarding ICC attendance
  - Attendance will be shared with Advisors after every ICC meeting

**Mandatory Paperwork for Fall 2017**
***Spring 2018 dates will be shared in December***
The best way to fill out these forms is to pull them up on a laptop during your next Club meeting and just pass it around until each form gets filled out.

- **Club Information Form**
  Link: [https://goo.gl/forms/975goF4TO8lGE5MA3](https://goo.gl/forms/975goF4TO8lGE5MA3)
  Due: Monday, September 25th by 11:59pm
- **Club Membership Roster**  
  Link: [https://goo.gl/forms/XsAtyUygIIaxZri2](https://goo.gl/forms/XsAtyUygIIaxZri2)  
  Due: Monday, September 25th by 11:59pm

- **Club Advisor Agreement**  
  Link: [https://goo.gl/forms/8V8SDnBsZzTm6B2p1](https://goo.gl/forms/8V8SDnBsZzTm6B2p1)  
  Due: Monday, September 25th by 11:59pm

- **Student Development Transcript Program**  
  Link: Will be e-mailed out in October  
  Due: Friday, November 19th by 11:59pm

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**Club Advisor Agreement/Expectations**

Serving as an advisor to a College of the Canyons' club is a very rewarding experience. It provides an opportunity to interact with students and to help them have a fulfilling and well-rounded college experience. Advisors are an essential part of the College of the Canyons club program and can make significant contributions to student success and retention.

Club advisors are responsible for ensuring that the College fulfills its obligations to students. Club advisors also ensure that club meetings and activities conform to the State Education Code, District, and Associated Student Government guidelines, policies, and procedures.

Club advisors ensure that students have the opportunity to grow and learn from their co-curricular experiences. Advisors provide guidance and direction to students. Their mature judgment is invaluable to a student group. Advisors help the club members to achieve the purpose for which it was organized and provide continuity and support for the organization from year to year.

Each advisor will be asked to attend Mandatory ICC Training. Please take the time to read over the documents provided during this training and let the Student Services Coordinator know if you have any questions or concerns.

**Club Advisors are expected to:**

- Serve as the official representative of the College and liaison with the Office of Student Development.
- Work closely with the club to ensure a cooperative relationship between the advisor and club members.
- Be present at all official club meetings and off-campus events.
- Be accessible and check in on club events that are taking place on campus.
- Advise students of the policies and procedures that they must follow as a club.
- Help each officer of the organization to understand their duties.
- Ensure the continuity of the organization is preserved through constitutions, minutes, and traditions.
• Help students to understand and apply democratic principles within the organization and in working with others.
• Ensure that all reasonable steps are taken to protect the safety and welfare of all club members during club meetings and activities.
• Club advisors, as well as student club officers, are responsible for ensuring that funds are properly collected, deposited, and accounted for.
• Sign all check requisitions for the club and ensure that: The club president or treasurer also signs the form, make sure the expenditure is appropriate within all existing policies and club approval, supporting evidence (original receipts or invoices and club minutes) is attached and the club minutes reflect approval of the funds request.
• Assist club members in completing necessary paperwork (i.e. Facility Request Form, Membership Roster, Clubs Information Form, etc.).
• Ensure that the club designates an Inter Club Council (ICC) Representative to attend the ICC meetings.

In agreeing to serve as an advisor for this club, I commit to working with the club members, attempting to help them achieve their goals, and upholding all State, District, and College requirements. I agree to contact the Office of Student Development if I have any problems or concerns.

**Program & Event Information**

**Date and Time:**
- Consult Academic and College Events Calendar, Club Members and Advisor(s)
- Consider Dates & times that work best for your target audience
- Submit Event to College Events Calendar
  - Create/log-in to a College Event's Calendar account
  - Click on “Log-in” in the upper right hand corner
  - Click on “Get Started”
  - Only use COC information (i.e. COC Email address/Advisors office phone number or College's main line:(661) 259-7800) NO PERSONAL INFORMATION!!!
  - What is requested should be approved by a Club Advisor before it’s posted

**Location:**
- Class Room
  - Advisor must ask the Dean of their Department
- Student Center Room 128 or 12
  - E-mail jess.love@canyons.edu or Advisor can place on Outlook Calendar hold on: STCN 129 and/or STCN 128 through their Outlook account
- Any Other Locations: Flag Pole, Seco Alcove, Honor Grove, Cafeteria etc.
  - Club Advisor must fill out the Civics Centers Employee Facility Request Form
  - Request Form must be submitted AT LEAST TWO WEEKS PRIOR to the EVENT DATE
  - Civic Center Form Link: [http://app.canyons.edu/offices/CivicCenter/form/request.as](http://app.canyons.edu/offices/CivicCenter/form/request.as)
Other Resources:

- If you would like to reserve the Popcorn Machines, Cotton Candy Machine, Snow Cone Machine or Speakers to use at one of your programs please fill out the Student Development Material Reservation Form. If you have questions or concerns please contact Robin Herndon at Robin.Herndon@canyons.edu.

Cancelations

- If you need to cancel an event, you MUST EMAIL the following information to the people specified below or your Club could lose the privilege of reserving space and other rescues on campus in the future
  - What you need to share in your e-mail:
    - What Club you are with
    - Why you need to cancel
    - Day, time, location and resources you reserved that you will no longer need
  - If you reserved Facilities, you need to contact:
    - Robin Williams: Robin.Williams@canyons.edu
    - Rick Lopez: Rick.Lopez@canyons.edu
    - Chellie Louis: Chellie.Louis@canyons.edu
  - If you reserved AV, you need to contact:
    - Joe Lanthier: joseph.lanthier@canyons.edu

Food:

- Any type or amount of food (food includes drinks) a Food Permit must be submitted
- Food Permit MUST BE filled out AT LEAST TWO WEEKS PRIOR to EVENT DATE!!!
- Food Permit Link: [http://www.canyons.edu/Offices/StudentDevelopment/Pages/Club-Forms.aspx](http://www.canyons.edu/Offices/StudentDevelopment/Pages/Club-Forms.aspx)

Club Account & Funds

- Purchase Order (P.O.)
  - P.O.’s can be picked up and signed out at the Student Development Office
  - Needs to be filled out and submitted with an invoice from an approved vendor to Melinda in order to have a check cut
  - Allow up to at least two weeks to processes

- Cash Box
  - Cash Box Request Forms can be found on our website and must be submitted to Melinda for possessing no less than two weeks out from your event date.
  - If at least two weeks’ notice is not given your club will be only be able to use the cashbox and won’t be given any money.
  - Link to form: [http://www.canyons.edu/Offices/StudentDevelopment/Documents/Cash%20Box%20Request%20Form.pdf](http://www.canyons.edu/Offices/StudentDevelopment/Documents/Cash%20Box%20Request%20Form.pdf)
• **Deposit Form**
  
  o Deposit Forms can be found on our website
  o All checks collected must be made out to COC ASG
  o If not occupied your Club may use the Student Development Office conference room to count your money
  o Funds will be deposited within a week/7 business days after this form and funds are submitted to Melinda
  o Link to Form: http://www.canyons.edu/Offices/StudentDevelopment/Documents/Deposit%20Form.pdf

• **Fundraising Forms**
  
  o Fundraising Forms can be found in the Student Development Office
  o When collecting funds to be giving to nonprofit entities donors must know in writing where their donations are specifically going
  o At least two weeks is needed to process Fundraising Forms

• **Matching Funds Application**
  
  o The Matching Funds Application can be found on our website
  o After the application is completed it must be submitted to the Vice President of the Inner Club Council at least one week prior to the ASG Senate meeting you wish to request funds at
  o Application Link: http://www.canyons.edu/Offices/StudentDevelopment/Documents/Club%20Forms/MatchingFundsAppRev106.pdf

• **ASG Grant Proposals**
  
  o More information regarding grant proposals will be shared during ICC meetings in the fall and spring semesters

• **ASG Grant Process**
  
  ***More information will be shared during ICC meetings in the Fall
  o The Associated Student Government is governed by a student elected A.S.G. Senate. The A.S.G. Senate acts on all financial matters upon recommendation from the A.S.G. Finance Committee. The Finance Committee is composed of the ASG Finance Board. The Committee will review all properly submitted grant/ budget requests. The use of student body funds is governed by the A.S.G. Financial Code and the California Educational Code.
  o Upon turning in the grant application, a sign-up sheet will be available at the front desk of the Office of Student Development where a representative(s) from the organization
requesting a grant must sign up for a specific grant hearing committee time. At your scheduled time, you will be asked to appear before the Finance Committee to answer any questions the committee may have and to present your grant request.

- After the A.S.G. Senate has taken action on the budget requests and the final budget is approved, your organization will be notified of approval/denial of its request. The request may be approved, but may not to be to the total amount requested. The organizations receiving funds will be advised on the procedure for disbursement of the grant funds. Upon notification of funds awarded to campus clubs, departments, or programs, the club advisor or department supervisor must agree to the stipulated terms of ASG as how funds will be used.

**Travel**

- **Excursion Request Form**
  - Needs to be submitted AT LEAST 3 WEEKS BEFORE TRIP
  - Board approved and then sends request to Contracts Office
  - Advisor(s) can access form through the Intranet: [https://intranet.canyons.edu/](https://intranet.canyons.edu/)
  - Click on “College Forms” in upper left hand corner
  - Find “Excursion Request” in “Fiscal Services” section
  - Contact Sabrina Stowbridge with questions

- **Liability Waiver**
  - Once Board approves Contracts will send Advisor(s) a Master Waivers for students to fill out
  - Make copies and to take with you
  - Send originals back to Contracts
  - Master Waiver is good for semester
  - If you have minors (under 18yrs) and your trip will be overnight, you must contact Contracts and get a separate waiver
  - Contact Sabrina Stowbridge with questions

**Training Information**

- **Student Leader Prezi**
  - Link: [https://prezi.com/5r0gnstozecy/student-leader-inter-icc-training/?utm_campaign=share&utm_medium=copy](https://prezi.com/5r0gnstozecy/student-leader-inter-icc-training/?utm_campaign=share&utm_medium=copy)

- **Club Advisor Prezi**
  - Link: [http://prezi.com/hs2ogicmj1a/?utm_campaign=share&utm_medium=copy](http://prezi.com/hs2ogicmj1a/?utm_campaign=share&utm_medium=copy)