



**Club
&
Organization
Handbook**



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CLUBS AND ORGANIZATIONS: WHERE DO THEY FIT IN?

A Component of Student Development

Student clubs and organizations come under the general supervision of the Office of Student Development as a component of the student activities which are available on campus. In addition, because the basis of these clubs and organizations involves self-governance and planning of club activities and events by students for the campus, clubs and organizations also have a reporting relationship to the Associated Student Government and the Inter Club Council.

Definition of Clubs and Organizations

Student clubs and organizations are groups in which membership is:

- (1) composed of College of the Canyons students and other appropriate persons, e.g. College faculty and staff, and;
- (2) entirely responsible for the conduct of various sponsored activities as well as the daily affairs of the group.

Although club membership may be extended to non-students, such as staff, faculty, or alumni, only currently enrolled students at the College may be eligible for officer status. In addition, a significant number of the overall club membership must be COC students in good standing with the Office of Admissions and Records and all other COC departments and offices.

A student club or organization is further characterized as:

- (1) A chartered College student group - one that successfully completes the chartering processes administered by the Office of Student Development and receives official recognition through the Associated Student Government and the Inter Club Council.

Conditions of Membership

Membership in all student clubs and organizations must be open to the entire student body of COC. In order to guarantee equal human rights for the student body of COC, equal opportunities shall be afforded all students without regard to race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or physical disability.

I. CHARTERING AND REGISTRATION OF STUDENT CLUBS

Chartering Process

The chartering process for clubs and organizations involves a procedure for recognition by three entities:

- (1) The Office of Student Development offers official on-campus status which entitles the group to use the College name and most campus facilities;
- (2) the Associated Student Government to be eligible for ASG funding and services; and
- (3) the Inter Club Council (ICC). Clubs and organizations which are pending charter will be reviewed in terms of both their congruence with the educational mission of the campus and the level of risk involved for both the students and the College.

Any student group wishing to be registered and chartered as a student club or organization at College of the Canyons must complete the appropriate registration forms provided by the Office of Student Development, Student Center, Room S-102. The following information must be provided, and the following guidelines must be adhered to in order to complete the process:

1. A full-time faculty or staff member must act as the advisor to the club or organization;
2. A Petition for Charter (see page 5) must be completed with the names of at least seven (7) currently enrolled students;
3. Submit a Chartering Form (see page 6) with the names of the current officers of the club or organization;
4. Using the Sample Constitution for Clubs and Organizations (see pages 7-8), establish a club constitution being sure to provide in writing a clear indication of the purposes, goals, and governing aspects to be undertaken by the club; name the organization (no club or organization shall register a name identical to the name of a previously/presently chartered group); review constitution draft with the appropriate personnel in the Office of Student Development and the Associated Student Government;
5. Submit three (3) copies of the constitution to the Office of Student Development;
6. Submit minutes from an official meeting of the founding members reflecting voting and adopting of the group's constitution and selection of interim officers;
7. The A.S.G. Constitutional Review Committee will make a recommendation on the granting of a club charter to the Inter Club Council and the Associated Student Government. The

granting of College recognition shall be determined by the Office of Student Development;
and

- 8. The Office of Student Development will notify the club of their status in writing.

College of the Canyons
Office of Student Development
Petition for Club Charter

SAMPLE FORM

Name of Club/Organization: _____

Type of Organization: _____

Individual Requesting Charter: _____

Name

Street

City

Zip Code

Phone Number

Email

Faculty Advisor: _____

Name

Department

Extension/Phone Number

List below the names of at least seven (7) currently enrolled COC students who will be members of the club/organization:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>COC ID#</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing below, we agree our policies and practices will in no way conflict with the regulations of the State of California, College of the Canyons, the Inter Club Council or the Association Student Government.

Signed: _____

Individual Requesting Charter

Date

Faculty or Staff Advisor

Date

Approved for ICC and ASG Review:

Office of Student Development

Date

Approved for ICC and ASG Recognition:

ASG Vice President of Inter Club Council

Date

College of the Canyons
Office of Student Development
Club and Organization Chartering Form

SAMPLE FORM

Please type or print all information clearly!

Date: _____

Club/Organization Name: _____

Brief Description of Club/Organization (This description is used in Student Development and ASG publications and for release to the public. It must be completed legibly each time you update this form)

When and where does your organization meet? _____

Officers (All Officers must be COC Students):

	President/Chair	Vice President	Treasurer	ICC Representative
Full Name:	_____	_____	_____	_____
Address: City,	_____	_____	_____	_____
State, Zip:	_____	_____	_____	_____
Phone #: (____) _____-_____	(____) _____-_____	(____) _____-_____	(____) _____-_____	(____) _____-_____
E-Mail:	_____	_____	_____	_____

Only officers listed on this sheet will have the authority to represent the club in dealings with the College, community, or Associated Student Government.

Club Advisor

Full Name: _____ Address or Department: _____ Phone Extension: _____

Club/Organization National, State, Or Local Affiliation (if any): _____

I hereby certify that the members of (organization name) _____ enjoy local autonomy in the selection of new members without discrimination on the basis of race, sex, sexual orientation, religion, national origin, or disability. I also certify that my club/organization has read the current Club and Organization Responsibilities and subscribe to them in principle.

Signed: _____
Club or Organization President/Chair

Approved: _____
Office of Student Development

Important: All information on this form is made available for release to the public

Office of Student Development and Associated Student Government Sample Constitution Guide for Clubs and Organizations

Purpose

List reasons for forming this organization, as well as organizational goals. Keep in mind that organization goals must be inclusive (See Article II, section 3)

Article I Name

State the official name of the organization including the name of any affiliate organization (national, state, or local). This will be the name used for official purposes and advertising.

Article II Membership

Section 1: Any person duly registered at College of the Canyons in good standing with the Admissions and Records office, and fulfilling the membership requirements of the organization may be a member. *(Word for word)*

Section 2: Membership requirements. Please define what the requirements for membership are.

Section 3: In order to guarantee equal human rights for the student body of College of the Canyons, equal opportunities shall be afforded to all students without regard to race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or physical disability. *(This is a mandatory inclusion, and must be word for word. If any word of Section 3 is not included, your constitution will not be approved.)*

Section 4: Classification: State any classification categories that apply to your group, i.e., active, inactive, alumni, honorary, etc. *(Must be explained or described.)*

Section 5: Privileges of membership. Specify by classification, privileges of membership (i.e. to attend meetings, to speak at meetings, to vote, to hold an office, to nominate, to be a candidate for office, etc.). Voting privileges should be restricted to College of the Canyons student membership.

Article III Officers and Advisors

Section 1: List the title of the officers which will serve the organization (i.e. President, Chair, Director, Vice President, Secretary, Treasurer, ICC Representative, etc.). *NOTE: All clubs and*

organizations must have an ICC Representative.

Section 2: Qualifications for holding office (*All officers must be College of the Canyons students*)

Section 3: State length of term for officers

Section 4: Duties of officers: List specific duties of officers listed in Section 1 above.

Section 5: Should a vacancy occur, it shall be filled...How will the vacancy be filled (i.e. by special election, by appointment of remaining officers, etc.)

Section 6: The Executive board shall include the following officers. (List those that apply)

Section 7: In order to be a recognized and chartered club on campus, and therefore able to apply for Associated Student Government funds, it is necessary to have a faculty or staff advisor. (DO NOT NAME ADVISOR IN THIS SECTION)

Article IV Elections

Section 1: Time of elections

Section 2: Election procedures

- A. Method of nomination
- B. Method of voting
- C. Candidate receiving a majority (50% + 1 vote) will be declared the winner.
- D. Special election procedures (*Define what they are*)

Section 3: Run-off election procedures (*In case of a tie or no majority describe your run-off election procedures*)

Section 4: A petition of (2/3 or 3/4, choose one) of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of two-thirds of the total voting membership.

Article V Meetings

Section 1: The time, date, and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term. (*Must be included*)

Section 2: Frequency of meetings.

Section 3: Special meetings (Who can call them, how will members be notified, how far in advance can special meetings be called - *special meetings may not be called with less than 24 hours notice*)

Section 4: Quorum for regular and special meetings shall be ...

*A quorum is the minimum number of voting members who must be present at a meeting before any official decisions can be made. This number should be slightly less than the number of people who usually attend your meetings - yet large enough so that a few officers cannot control the entire organization.

Section 5: Rules for this organization shall be (Robert's Rules of Order, Revised Ed., or Sturgis' Standard Code of Parliamentary Procedures)

Article VI Finances

Section 1: Fiscal/Operating year. *(Be specific - we recommend your fiscal year to be the same as the Associated Student Government, July 1 - June 30).*

Section 2: Dues (if any)

Article VII Committees (If your club/organization has, please include. If not, state that you do not have)

Section 1: Standing committees: (list those that apply, such as membership, finance, social, etc.)

Section 2: Selection of standing committees (state the method of selecting these committees).

Section 3: Powers and Duties of standing committees: (Define the powers and duties of each standing committee).

Article VIII Amendments

Section 1: Proposed constitutional amendments or changes shall be presented to the organization in writing at least one meeting before it may be voted on.

Section 2: Approval by (2/3 or 3/4, choose one) of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Section 3: A copy of any alteration to this document must be filed with the Office of Student Development.

Article IX Ratification and Enactment

Section 1: This constitution shall become the official governing document of the organization, upon ratification by a (2/3 or 3/4, choose one) vote of the membership, and approval and acceptance by the Office of Student Development, the Inter Club Council and the Associated Student Government.

Club President/Organizer

Date

Club Advisor

Date

A.S.G. Vice President of Inter Club Council

Date

Assistant Dean, Student Development & Retention

Date

Privileges of Clubs and Organizations

Once a club or organization has been chartered and granted formal recognition by the Office of Student Development, the Inter Club Council and the Associated Student Government, it is then eligible to utilize the following privileges:

1. Using the name of College of the Canyons as part of the group's name or related to publicizing the group;
2. Recruiting members on campus;
3. Holding meetings and events on campus;
4. Using certain College services and facilities through proper procedures (i.e. buildings, grounds, etc.);
5. Using certain properties and facilities of the Associated Student Government through proper procedures (these services include publicity supplies, poster machine, etc.);
6. Depositing funds with the Office of Student Development by maintaining a fund account with the Associated Student Government and following proper accounting procedures;
7. Using designated bulletin boards and kiosks for publicizing activities and events on campus;
8. An organization mailbox inside the Associated Student Government Office;
9. Eligibility for Associated Student Government funding, including matching club funds, and submitting requests to be part of the Associated Student Government Annual Budget.

III. RESPONSIBILITIES OF CLUBS AND ORGANIZATIONS

Chartered clubs and organizations and their members represent College of the Canyons and the Associated Student Government, and therefore, they have a responsibility to conduct themselves in such a manner as to give a favorable impression of College of the Canyons to the community and to fellow students. In exchange for the advantage of having privileges, the following minimum standards are required for all chartered clubs:

1. Policies must be consistent with those of the Associated Student Government, the Inter Club Council, and with the purpose, policies and regulations of the College, including regulations involving non-discrimination and hazing.
2. Select and maintain an authorized advisor from the C.O.C. faculty or staff when using Associated Student Government funds and campus facilities.
3. Schedule all social functions and meetings according to the approved procedure for scheduling events.
4. Maintain an active on-campus program and fulfill the purposes stated in the organization's constitution.
5. Assume all responsibility for clean-up after on-campus events.
6. Submit to the Office of Student Development and the Associated Student Government an accurate membership roster and list of officers and advisors at the beginning of each fall semester, and at other times when necessary.
7. Review the organization's constitution and bylaws every year and file two copies of the most recent revision of the organization's constitution and/or bylaws in the Office of Student Development.
8. Maintain accurate financial records and abide by all Associated Student Government and the Inter Club Council rules and regulations.
9. All officers and a majority of the members must be registered C.O.C. students.
10. Post meeting agendas at least 72 hours prior to the meeting to comply with the Brown Act (California's Open Meeting Law).

Group Responsibility

Student clubs and organizations planning and carrying out their activities bear the responsibility for doing so in accordance with College regulations and the law. Failure to accept the responsibilities of group membership/sponsorship may subject the organization to temporary or permanent suspension of charter,

cancellation of College recognition, and/or loss of support (use of facilities, procurement of funds, etc.), probation, or other appropriate action.

Definition of an Activity Related to a Group

An activity is considered to be related to a club or organization when one or more of the following circumstances exist:

1. The activity being sponsored was planned in an official meeting of the organization; or
2. The context of the activity (the presence of the group's officers, the presence of a significant proportion of the group's members, or publicity identifying the event, for example) indicated that it was the product of the organization per se.

WHAT MAKES A SUCCESSFUL CLUB OR ORGANIZATION?

It is difficult to formulate a list of principles which will ensure a successful organization. Groups have different purposes and varied members and some organizations are able to experience success using methods which would bring failure to others. However, there are a few basic principles which seem to be common for all organizations and these are listed to assist in laying the foundation for a successful organization.

1. Clubs and organizations must have a reason for existing. They must have a meaningful program. There must be a unity or purpose which the membership understands, is able to explain to others, and constantly works to achieve.
2. Goals which the entire membership sets up should be established for each organization. People support what they help to create. These may be short-range goals which should be accomplished in a short period of time, but there should also be long-range goals toward which the year's efforts are directed. Groups that fail to have clear-cut goals frequently elicit mediocre interest from members and have activities which result in mediocre accomplishments.
3. There must be continuity in the activities of the organization between meetings. This can be accomplished only when officers and members sit down and outline their activities and meetings in advance for the semester or even for the year. Between meetings there should be follow-up work through committees, publicity stories in the newspaper, bulletin notices, posters, etc. Keep your own members as well as others aware of your accomplished group.
4. Well-planned meetings are essential. A printed agenda with a copy for each member is one of the best ways of planning. The best agendas are those which are prepared by the executive board, or cabinet, and the advisor at a meeting held at a scheduled time in advance of the regular club meetings. The executive board should not make decisions for the group - its purpose is to think through problems and ideas to make recommendations to the group.
5. Participation of all members contributes to a good organization. A common bond of fellowship should be engendered. A variety of social, recreational, and cultural activities should be

developed so that they present both a challenge to the initiative of each member as well as eliciting his/her support. All members should be given opportunities to speak and express themselves. Appoint each member to a committee or give them some kind of special responsibility at least once during the semester and more often if possible. Help each member to feel important to the group. See that the entire group has the opportunity to make decisions about plans and solutions to problems. The minority should not direct an organization; there should be a majority decision on all issues which come before the group.

6. One of the most important meetings of each year is the first. It sets the tone of your group for the entire year. Therefore, the leadership should prepare and organize it. They should know what is going to be done, should ensure that it be a friendly meeting, and should make certain that all members know what has been accomplished.
7. Enthusiasm with a **CAPITAL E** is a must. The officers should remember that if they are not enthusiastic about their group, the members will not be. Remember, enthusiasm, as well as other attitudes, is contagious. Because of this, the officers set the tone for the entire group. Do not consent to serve as an advisor if you cannot be enthusiastic, if you do not believe in your group and what it stands for, and what it can accomplish. Believe your group is capable of being the best on campus. Let members know through enthusiastic interactions and solid advice that the organization has **THINGS TO DO, AND IS DOING THEM!**
8. Regularity of meeting time and place is essential for satisfactory meetings of the organization; critically evaluate your meetings. Cooperation with other organizations, both student and faculty, should be engendered. Perhaps this would assist your club in more advantageously channeling its efforts, as well as fulfilling its objectives.
9. Encouragement of members to assume projects related to service on the campus and in the community should be a priority.
10. Recognition by the leadership that academic achievement is the responsibility of the individual, and that the organization cannot act as a vehicle for creditable achievement, is essential if the organization is to fulfill its objectives. However, it should also be recognized that an organization can, through the special competencies of many of its members in various courses, provide tutorial assistance to those individuals incurring academic difficulties.

MEETING INFORMATION

The Agenda and Taking Minutes

Depending on how you look at it, attending meetings is either the most rewarding...or the most painful...part of being a club member. Ideally, time spent in meetings should provide direction and incentive to clubs, but too often lack of planning and meager opportunity for involvement turns members off. Like it or not, the success of an organization depends on how well its member attend to "business" matters, and meetings are the best way to facilitate communication. The trick is to make meetings work for you, not against you.

This section outlines some general ideas about running meetings, and details how "important tools" can make or break a meeting: the agenda - the blueprint for what business will be considered; and the minutes - the record of what has happened before the meeting.

Things to Remember when Running a Meeting:

Make certain that a meeting is necessary before you convene. Unnecessary meeting can cause members to lose interest in the group.

Always develop an agenda and post it on the designated clubs and organizations bulletin board in the Student Center.

Start on time; be prepared; keep to the agenda.

Create a climate where people feel free to disagree.

Don't end the meeting without confirming what must be done before the next meeting.

Summarize at the end of the meeting.

The Agenda

The chairperson should come to the meeting with a list of topics to be brought up for discussion. This list, called an agenda, is necessary for smooth productive meetings. Each group member should have a copy of the agenda.

Establish an agenda. This is a valuable tool for several reasons.

When you develop an agenda, do it at least one week prior to the meeting. However, before creating the agenda, ask the members of your organization if they have any topics to bring up at the meeting. If so, include the topic on the agenda. This gives your membership an opportunity to help in the planning of the meeting. This will also eliminate any surprises of unknown topics for discussion and not waste time.

Secondly, an agenda forces you to follow an orderly progression of topics.

Arrange the topics in order of time you think it will take to dispense with the topic. Start with the shortest amount of time and end with the greatest amount of time. By following this pattern you will be able to dispense with more topics in a shorter amount of time. If you anticipate a lengthy discussion and schedule it at the end of the agenda you will be able to prevent this

topic from taking time from the meeting which is needed for other topics. By having the lengthy topic at the end of the meeting you may be able to defer discussion into a committee or the next meeting.

Limit your meeting to a specified time period. Meetings should not last more than one hour. People tend to get bored and lose interest after more than one hour.

Take clear concise minutes. Record all voting decisions, all motions, and deferred topics. This will serve as a permanent record and the minutes can be used for planning the next meeting.

A typical agenda looks like this:

INSTITUTION NAME	
ORGANIZATION NAME	
DATE, TIME	
LOCATION	
I.	CALL TO ORDER
II.	QUORUM COUNT
III.	MINUTES APPROVAL
IV.	AGENDA APPROVAL

- V. INTRODUCTION OF GUESTS
- VI. CORRESPONDENCE
- VII. REPORTS
 - A. CHAIRPERSON
 - B. OFFICERS
 - C. ADVISOR
 - D. COMMITTEES
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. DISCUSSION ITEMS
- XI. ANNOUNCEMENTS
- XII. PROGRAM
- XIII. ADJOURNMENT

Taking Minutes

One of the most important administrative tasks is taking minutes. Minutes are the administrative record of the group, and help keep members up to date on where the group is headed, as well as what has been accomplished. Since they are important, minutes need to be accurate and understandable.

What Minutes Do:

- Keep absent members informed.
- Help follow up on assignments and decisions.
- Help formulate the agenda for the next meeting.
- Give continuity to the organization.
- Provide a valuable review of traditions and procedures of the organization.

What the Secretary (or whoever else takes minutes) Should Do:

- Be ready with all correspondence received since the last meeting.
- Read correspondence as directed by the group.
- Read minutes of the previous meeting as directed by the president.
- Listen to the content of motions introduced on the floor, and ensure that the content accurately reflects what the monitoring member intended.
- Record the names of the motioning member and the second.
- Let the president know when a motion lacks a "second" before discussion begins.
- Record the exact vote on all matters that require a 2/3rds majority.
- Get name and affiliations of guests who make presentations to the organization.
- Record action taken by the group after each report or presentation.
- Keep track of time limits on individuals and agenda items.
- Keep a record of the names, addresses, and telephone numbers of members.

What Minutes "should" Include:

- Name of group, type of meeting (general, regular, special, etc.), place, date, time.
- Major agenda items in an easily identifiable format.
- Names of persons present and those absent.
- Quorum count, call to order, and the name of the chairperson.
- Corrections and approval of the last meeting's minutes.
- The exact wording of motions, name of maker and second, and the result of the vote.

- The exact wording of committee assignments, including what their powers and responsibilities include, the date its report is due, and the names of the members.

What Minutes "should not" Include:

- Points of order, parliamentary inquiry, questions of privilege.
- Points made in debate (all you need is the wording of the motion and the vote), unless it is a committee meeting.

Remember: Be as concise as possible. There is no need to cover more than is necessary.

IV. OTHERS' EXPECTATIONS OF ADVISORS

District and College Expectations

The following Santa Clarita Community College District Board policies pertain to student clubs and organizations and their advisor(s):

517.1 District Sponsored Events

- A. Activities and events sponsored by any student group recognized and chartered by the Associated Student Government and the College will be properly supervised by members of the faculty, administration, or staff.
- B. For the purposes of this policy, the Associated Student Government shall also be recognized as a student organization.
- C. All activities will be approved by the advisor and the coordinator of student activities before being placed on the Civic Center calendar.

D. Events using District resources will end by 12:00 midnight, unless special approval is granted by the Superintendent-President to extend the time.

E. Every organization using District facilities will provide for the clean-up of the facilities immediately after such use.

F. In case of injury to a student during any College event, Security personnel will be called and the Student Health and

Wellness Center notified. The advisor will see that first-aid is given, and that medical aid is secured if necessary. A

written accident report must be made to the Student Services Office by the advisor.

C. Every organization using College facilities will provide for the clean-up of the facilities immediately after such use.

D. In case of injury to a student during any College event, Security personnel will be called and the Student Health and Wellness Center notified. The sponsor will see that first-aid is given, and that medical aid is secured if necessary. A written accident report must be made to the Student Services Office by the sponsor.

517.2 Trips or Excursions

A. Trips or excursions made by student groups will be subject to the same regulations as field trips.

517.3 Advisors

A. Advisors will allow student officers appropriate freedom and responsibility in planning and operating all events.

However, the advisor will be responsible for proper guidance and supervision.

B. The advisor has the authority to postpone or call off the event if it is not properly planned with the procedures and

parameters as set forth by the College Civic Center, the Office of Student Development, or District policy in

accordance with Education Code 76062.

C. Instructors and staff serve as advisors to student clubs and organizations. Through their education and experience

They offer guidance and counsel to these groups. No student club will be approved unless there is a faculty or staff

advisor. Overall coordination is the responsibility of the student activities coordinator.

D. Advisors are expected to attend all activities and events of their respective student groups, including, but not limited to,

night meetings, dances, and meetings for which a guest speaker has been invited.

E. Advisors are expected to be present at all meetings of their student group at which official business is conducted.

- F. During the College year, faculty or staff may be asked to be responsible for supervision at student events. Faculty or staff accepting these invitations are expected to be in attendance at the function until it is completed. In the event the person supervising cannot attend, they shall be responsible for arranging for a substitute from the faculty or staff and for so notifying the student activities coordinator.

Students Expectations of Advisors

Generally, the advisor's contact with the organization will take place in one of two settings:

- (1) discussions with one or more student officers about the group's goals, directions, responsibilities, etc.; and
- (2) attendance at club meetings and other group activities.

The following are 10 of the more frequently identified expectations student leaders of clubs and organizations have of their advisors.

A Student Leader Expects an Advisor:

1. ...to assist the group in formulating long-range goals and in planning and initiating short-term projects.
2. ...to serve as a resource person. Often times, the advisor has had previous experience and can provide the officers and members with background information on how things were done in the past.
Also, the advisor is expected to serve as a resource person for alternative solutions to problems confronting the group.
4. ...to assist the officers with College procedural matters.
5. ...to represent the group and its interests, and when and where appropriate to act as an advocate.
6. ...to assist with the evaluation of group projects, performance, and progress.
7. ...to suggest ways and highlight opportunities that permit the improvement of leadership and personal development skills.
8. ...to be available when emergency problems arise.
9. ...to practice what one preaches; to serve as a role model and/or mentor.
10. ...to be a friend.

GRASPING THE ART OF ADVISING

The following information is provided to assist advisors of clubs and organizations with their roles and responsibilities. Advisors are encouraged to utilize this section of the handbook as a resource to complement their advising interests and skills.

Advisor's Responsibilities

Generally, the advisor's responsibilities to the organization are to:

1. Be familiar with District and College policies and procedures, and with the constitution of the Associated Student Government and the club or organization he/she advises.
2. Assist the officers and members in becoming acquainted with these policies.
3. Encourage and assist the club in carrying on an active and significant program.
4. Be available to sign disbursements, requisitions, applications, etc.
5. Call to the attention of the officers of the organization any serious failure of the group or its members in assuming responsibilities and assist in overcoming these problems.
6. Be present at all scheduled meetings and social functions of the organization.
7. Be sure the organization submits on time all forms requested by the College.
8. Assist in the planning of club functions and keep abreast of all club activities.
9. Assist in formulating an annual budget, as well as one for individual activities.
10. Maintain an active liaison function between the organization and the Office of Student Development.

Advisory Functions

1. **Maintenance Functions:** Following are the advisory activities that serve merely to maintain the existence of the student organization and to keep it out of difficulty:
 - heading off situations that may create problems for the organization,
 - advising the group away from activities which break the College's rules,
 - serving as an example of intellectual values,
 - arbitrating intra-group disputes,
 - providing direction for establishing an organization budget,
 - approving requisitions and purchases,
 - providing advice when called upon,
 - updating the Office of Student Development about changes in the organization's roster of officers or constitution.

2. **Group Growth Functions:** Those advisory activities that improve the operation and effectiveness of the organization and help it progress toward its goals include:
 - providing long-term continuity within the organization,
 - teaching the techniques and responsibilities of good leadership,
 - assisting in the orientation and training of new officers,
 - teaching the officers the principles of good organizational and administrative practices,
 - developing self-discipline and responsibility among group members,
 - teaching the elements of effective group orientation,
 - developing procedures and plans for actions,
 - assisting in setting realistic goals and objectives,
 - keeping the group focused on its goals,
 - assisting in the planning and evaluation of programs.

3. **Program Content Functions:** In this area, the advisor assumes a genuine educational function, one that can parallel, compliment, or supplement the formal curriculum offering of our institution by:
 - stimulation of the intelligence and abilities of student participants by helping them to plan activities that will contribute to their intellectual development,
 - introducing new program ideas,
 - helping the group apply principles and concepts learned in the classroom,
 - pointing out new perspectives and directions to the group,
 - supplying expert knowledge and insights from experience.

The Role of the Advisor

1. **Teaching:** It is in this area that the advisor can be most helpful by:
 - Serving as a resource expert in the area of academic excellence,
 - Pointing out new perspectives and directions to the group,
 - Helping members apply principles and skills learned in the classroom,
 - Assisting group members in the development of insight into their problems,
 - Assisting in the identification and development of new leadership,
 - Assisting in setting high standards for organization programs,
 - Serving as a role model in the acceptance of diversity issues and concerns.

To teach effectively in the co-curricular environment, advisors must participate actively not just waiting to be called upon, but making contributions when they feel it is appropriate.

2. **Consultation on Programs:** Advisors should expect that they will be consulted regularly by the officers concerning development of activities and programs. They should know what projects or events are being planned and should offer their ideas and suggestions freely. If they are not being consulted, they should insist that it be done.

3. **Providing Continuity:** The turnover of officers and members in a student organization is continual, and often the only link with the immediate past is through the advisor. Student organizations often possess a rich history of accomplishment, ritual, or traditional programs and responsibilities that endure from year to year because they are meaningful to the members. The advisor can orient new officers and members to this history and help them build on it. The group

should not be limited in its creativity by confining itself to traditional activities, and there is little reason to repeat past mistakes or errors in judgment if the advisor can point out the shortcomings which existed in the past.

4. **Counseling Individual Students:** The sympathetic interest in an individual student has long been a traditional role of the advisor in the history of higher education. This relationship may be among the most rewarding experiences of the staff/faculty member and the students.
5. **Interpretation of Policy:** As a representative of College of the Canyons to the organization, the advisor is constantly in the position of interpreting the institution's policies and regulations pertaining to student organizations. Advisors should see that the organization and its members know what the policies are, why they exist, and the channels to be followed to obtain exceptions of these policies. Advisors should consult the Office of Student Development for questions concerning the interpretation and application of policies or regulations.
6. **Supervisory:** Although the advisor's major responsibility is not regulatory or disciplinary, the advisor, as a member of the College community, has a responsibility to both the institution and the organization to keep their interests in mind. As a representative of the College, advisors may need to remind the group of appropriate College regulations or, on occasion, actually step in to prevent the organization from violating public or institutional policies. Whenever possible, the advisor should work with and through the responsible officer of the organization to maintain standards and to control individual misbehavior. Most problems can be identified for the officers to handle and procedures can be established to deal with them. Responsibility for self discipline and internal regulations is in itself a learning experience for the officers and the organization and an important step in maturation.
7. **Financial Supervision:** The advisor should spend some time in supervising the club's financial records and the treasurer's work. The advisor should be aware of the nature, extent, and pattern of the group's expenditure's and income, and introduce corrective measures when necessary. Particular attention should be paid to accounts receivable, the current balance, and the prompt payment of bills.
8. **Organizational Meetings:** The advisor should attend all regular and special meetings of the club in order to keep informed and to be available for consultation or to introduce ideas and suggestions.
9. **Scholastic Aspects:** The advisor should have a general idea of the scholastic achievements of the club members and should know the specific standing of those members who carry time-consuming responsibilities.
10. **Organizational Records:** The advisor should see that at least the treasurer and secretary maintain adequate records and minutes of club activities. The files and records of the organization should be located in a central, easily accessible area.

◆ **Twenty Helpful Questions for Advisors**

There are many varied aspects connected with assuming the role of an advisor for any club or organization. It is with this thought in mind that these twenty questions have been prepared. It is sincerely hoped that this self-study sheet will help you in assuming your responsibilities as an advisor.

1. Have I thought about my responsibilities as the advisor of a student organization?
2. Do I know the purpose of the organization?
3. Do I know how to find a copy of the organization's constitution?
4. Have I **read** the organization's constitution?
5. Have I discussed my role as an advisor with the organization's leadership?
6. Have I discussed my role as an advisor with the Office of Student Development?
7. Do I enhance the officers' and members' interest in the organization?
8. Do I know personally the members of the organization and do they know me?
9. Do I meet with the organization's leaders on a regular basis?
10. Are the organization's projects and activities evaluated yearly for their value to the organization and others?
11. Have I discussed individually and collectively with the officers their objectives and goals for the organization?
12. Have I discussed with the Office of Student Development the assistance and facilities available to student organizations on campus?
13. Does my organization make use of the assistance and facilities available?
14. To what extent do I have quality informal contacts with the students in the organization?
15. Do the majority of members in the organization participate on committees, at meetings, or on projects?
16. Is group participation distributed broadly or limited to only a few volunteers?

17. Are meetings and activities announced effectively so that everyone can plan to be present?
18. How much do I involve myself with the organization's programs and projects?
19. Do I send all necessary information to the Office of Student Development in a timely fashion?
20. Do I maintain effective communication with the members and officers of the organization?

◆ **What the Advisor Can Expect from Members:**

To be kept informed of the overall programming of the organization.

To be consulted on a regular basis concerning programs, events, and activities.

To be notified well in advance of the schedule of meetings and events.

To be provided with copies of agendas and minutes of all meetings.

To be regularly updated on the financial condition of the organization.

To be provided the opportunity to express an opinion on issues which affect the welfare of the organization and the prestige of the College.

To be informed immediately of situations that arise that might cause problems for the organization or any member.

To recognize that an advisor should not be committed to any type of obligation unless he/she agrees to the commitment.

Appendix A

Scheduling Club Events on Campus

The procedure for scheduling an official student club activity on campus is outlined below:

1. A Facility Request Form (see page 26), is available in the Office of Student Development (S-102). This form must be completed and submitted to the Office of Student Development three weeks prior to the proposed activity with signatures of the student chairperson and the advisor. The club or organization should, at the time of submitting the form to the Office of Student Development, designate a specific representative to be available to explain all details of the activity or event.
2. The Assistant Dean of Student Development and Retention will review the request to help ensure all questions have been answered and that the request is complete. Upon approval by the Assistant Dean of Student Development and Retention, the completed form will be forwarded to the Civic Center Office by the Assistant Dean of Student Development and Retention for final approval. Club officers will be notified whether their request has been approved, denied or needs revision.
3. All cancelled activities or events should be reported promptly, in writing, to the Civic Center Office. In addition, any changes to the request must also be submitted on a Change of Facility Request Form to the Civic Center Office by noon on the Tuesday of the week before the event.
4. In addition to submitting a Facility Request Form, clubs/organizations must also register event with the Office of Student Development. Clubs/organizations may register their event by completing and submitting either an On-Campus Event Registration Form (see page 24) or an Off-Campus Event Registration Form (see Page 25). Event registration forms must be signed by the club/organization's advisor and submitted to the Office of Student Development 2 weeks prior to the date of the event.
5. Any club that will be serving food at an on-campus event will also need to complete and submit a Food Permit Form to the Office of Student Development 2-3 weeks prior to the event.

Things to consider BEFORE you fill out the Facility Request Form and Event Registration Forms:

- **AVAILABILITY** - Facilities staff can give you a quick idea of whether a particular facility is available. You should be familiar with the facilities available before submitting a request.

- ESTIMATED ATTENDANCE - How many participants/guests do you expect? This number affects seating arrangements, rest room requirements, parking and assigned personnel.
- EQUIPMENT AND SET-UP NEEDS - Try to establish ahead of time what you would like to have and what your minimum requirements are. In some cases, the College may not have the equipment available that you need; the facilities staff will let you know early so you can make other arrangements.
- NORMAL HOURS OF EVENTS - Events should be scheduled during normal hours of College operation. Evening events should conclude by 10 p.m.; resets and clean up after 10 p.m. will result in overtime labor charges to your club. Special arrangements must be made for weekend events; these usually will involve extra costs for overtime and security. All costs incurred are the sole responsibility of the individual club or organization.
- ADVISOR'S AVAILABILITY - All clubs and organizations must identify a faculty or staff advisor who will be present to supervise any activity or event planned by the club to be held on campus. Events without advisors will not be approved

College of the Canyons
Office of Student Development
On-Campus Event Registration

SAMPLE FORM

Name of Organization: _____

Person Responsible for Event: _____

Name

Position in Organization

Street Address

City

Zip

Phone Number

Date of Event: _____

Month

Day

Year

Time of Event: FROM: _____ TO: _____

Location: _____

Name

Contact Person

Street Address

City

Zip

Phone Number

Nature of Event (Describe): _____

Number of People Expected to Attend: _____

Special Arrangements

(To be completed upon consultation with the Office of Student Development)

Type of Security Arranged (Check One):

- Licensed Agency
- Sworn Peace Officer

Member of Organization
Responsible for Security: _____

Member of Organization Responsible
for Clean-Up After Event: _____

If any contracts have been made with outside corporations/organization, attach signed copies of all contracts.

Signature: _____
Person Responsible for Event Date

Advisor Date

Reviewed By: _____
Office of Student Development Date

College of the Canyons
Office of Student Development
Off-Campus Event Registration

SAMPLE FORM

Name of Organization: _____

Person Responsible for Event: _____

Name

Position in Organization

Street Address

City

Zip

Phone Number

Date of Event: _____
Month Day Year

Time of Event: FROM: _____ TO: _____

Location: _____
Name Contact Person

Street Address

City

Zip

Phone Number

Nature of Event (Describe): _____

Number of People Expected to Attend: _____

Special Arrangements

(To be completed upon consultation with the Office of Student Development)

Type of Security Arranged (Check One):

- Licensed Agency
- Sworn Peace Officer

Member of Organization
Responsible for Security: _____

Member of Organization Responsible
for Clean-Up After Event: _____

If any contracts have been made with outside corporations/organization, attach signed copies of all contracts.

Signature: _____
Person Responsible for Event Date

Advisor Date

Reviewed By: _____
Office of Student Development Date

College of the Canyons
Office of Student Development
Food Permit Form

SAMPLE FORM

Name of Organization: _____

Person Responsible for Event: _____

Name

Position in Organization

Street Address

City

Zip

Phone Number

Date of Event: _____

Month

Day

Year

Time of Event: FROM: _____ TO: _____

Location: _____

Nature of Event (Describe): _____

Number of People Expected to Attend: _____

Please describe the food that will be served:

Non-Perishable Food: _____
(Cookies, donuts, breads, muffins, cakes without custard or whipped cream icing or filling)

Perishable Food: _____

(Potentially hazardous foods may support the rapid growth of bacteria capable of causing food poisoning. Examples include but are not limited to: whipped cream, custard filled or iced cakes, poultry, pork or beef products, potato, macaroni, fish, or chicken salads, and meat, poultry, or fish sauces.)

Location where food will be prepared: _____

If purchased, name & address of supplier: _____

How will perishable foods be stored during transit: _____

How will perishable food be stored during service: _____

Signature: _____
Person Responsible for Event Date

Advisor Date

Reviewed By: _____
Office of Student Development Date

**COLLEGE OF THE CANYONS
ON-CAMPUS FACILITY REQUEST FORM
Civic Center Department, Ext. 3240**

SAMPLE FORM

Date of Request: _____ Name of Requestor: _____ Phone Number: _____

Organization: _____

Nature of Event/Name of Group: _____

Date(s) of Event: _____

Supervision by: _____

I/We agree to abide by and conform to all rules and regulations concerning use of District property and will reimburse the District for any costs due to violation of said rules and regulations:

Signature of Responsible Party

Signature of Division Chair, Department Head (if necessary)

Facilities Reserved	Date	Hours of Event	Hours of Set-Up	Comments/Special Arrangements

EQUIPMENT REQUIRED:

- | | | |
|------------------------|-------------------------|----------------------------------|
| _____ Number of Tables | _____ Tape Recorder | _____ Computer (PC or Mac) |
| _____ Number of Chairs | _____ CD Player | _____ Software |
| _____ Mike | _____ Projection Screen | _____ Computer Projection System |
| _____ Podium | _____ Slide Projector | _____ Internet Access Required |
| _____ Spotlight | _____ Flipchart | _____ Power Point Presentation |
| _____ Stage | | |
| _____ Piano | Other: _____ | |

SEATING (attach diagram if necessary):

- _____ Conference
 _____ Classroom
 _____ Theatre
 _____ Other

Date Copies Sent: _____

OFFICE Use Only

Approved for Calendar: _____

Date: _____

Appendix B

Procedure for Accessing A.S.G. Club Accounts

The following guidelines must be used when withdrawing funds from the Associated Student Government club accounts held in trust by the Associated Student Government and supervised by the Office of Student Development.

- 1) A purchase order form (see page 28), available in the Office of Student Development (S-102), must be filled out correctly to begin the process of withdrawing club funds.
- 2) Make sure the correct account number and account title are entered on the purchase order. Break down the costs and what they are for and enter on the lines provided. Incorrect or incomplete purchase order forms will be returned thus, slowing down the process.
- 3) Obtain all correct signatures before submitting purchase order to the Office of Student Development. A student officer of the club and the club advisor must sign on the lines provided.
- 4) Once the above steps are completed, submit the purchase order with the attached original receipts or invoice to the Office of Student Development.
- 5) Receipts for purchases such as conference travel and/or hotel registration may be submitted upon return to campus. However, if receipts are not turned in for such items, services for accessing funds will be suspended until receipts are submitted. There is no exception to this step.
- 6) Purchase orders must be submitted to the Office of Student Development a minimum of 7 business days before a check is needed.

There will be no exceptions for any part of this process.

The Office of Student Development and the Associated Student Government provide these services for the benefit of the student clubs and organizations at College of the Canyons. Correct accounting and auditing procedures must be maintained as stipulated by the California Education Code 76063 and SCCC Board policy 516.1.

DEPOSITS/CASHBOXES

All funds raised by the club shall be deposited with the Office of Student Development using a properly completed Deposit Form (see page 29).

Cashboxes are available for on-campus fundraising activities such as club bake sales. Cashbox requests should be included on a Facility Request form under "Equipment Needed - Other." A minimum notice of 48 hours prior to the event must also be given to the Office of Student Development in order to request a cash box. A properly completed Cashbox Sheet must be returned with the cashbox and the funds raised (see page 30).

**College of the Canyons
Cashbox Sheet**

SAMPLE FORM

Event: _____

Date of Event: _____

DEPOSIT TO BE MADE:

_____ Through the Associated Student Government Business Office

Ticket Sales

	<u>Record</u>						
<u>TICKET PRICE:</u>	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	
Last Ticket No.	_____	_____	_____	_____	_____	_____	
First Ticket No.	_____	_____	_____	_____	_____	_____	Total Tickets
Sold _____	_____	_____	_____	_____	_____	_____	
(Total Tickets Sold x \$ _____ Dollar Value)	_____	_____	_____	_____	_____	_____	

TOTAL CASH VALUE OF ALL TICKETS SOLD: \$ _____

Cash Reconciliation

Column A (Total Ticket Sales and Starting Cash)	Column B (Actual Cashbox Dollar Count)
\$2.00 Ticket Sales \$ _____	Checks \$ _____
\$1.75 Ticket Sales \$ _____	\$20.00 bills \$ _____
\$1.50 Ticket Sales \$ _____	\$10.00 bills \$ _____
\$1.00 Ticket Sales \$ _____	\$ 5.00 bills \$ _____
\$.75 Ticket Sales \$ _____	\$ 2.00 bills \$ _____
\$.50 Ticket Sales \$ _____	\$ 1.00 bills \$ _____
\$.25 Ticket Sales \$ _____	\$.50 \$ _____
Total Cash Value of All Tickets Sold \$ _____	\$.25 \$ _____
Starting Cash \$ _____	\$.10 \$ _____
	\$.05 \$ _____
Column A Total of Ticket Sales Cash Value + Starting Cash \$ _____	Column B Total of Actual Cashbox \$ Count \$ _____

**(Total Column "A" should equal
Total Column "B" - If not, the
Reconciliation is over or under)**

If applicable:
Cash - over or under \$ _____
(Circle one)

VERIFIED BY: _____
Receipt#: _____
(signature) _____

SPECIAL NOTE: _____

ASSOCIATED STUDENT GOVERNMENT CLUBS & ORGANIZATIONS MATCHING FUNDS POLICY

I. ESTABLISHED CLUBS & ORGANIZATIONS

A. Established clubs and organizations are eligible for up to \$250.00 in matching funds each fiscal year from the Associated Student Government under the following conditions:

- 1) The group must be chartered through A.S.G. and the Office of Student Development.
- 2) The group must be recognized by the Inter Club Council (ICC) and adhere to all A.S.G. and I.C.C. rules and regulations.
- 3) The group must be active and in good standing with A.S.G. and I.C.C.

B. Matching funds may be requested in \$50.00 increments, from a minimum of \$50.00 to the maximum of \$250.00.

- 1) In order to apply for matching funds an established club must:
 - a. Fill out an application for A.S.G. Matching Funds (see page 17) and;
 - b. Show proof that the group has raised the money to be matched.

C. If the group participates in the A.S.G. Annual Budget process and the amount allocated to the group is less than \$300.00, then the group is eligible for matching funds for the amount it would take to increase the total allocation to the group to \$300.00 for the fiscal year.

Example: Annual Budget allocation: \$250.00; eligible for addition \$50.00 through matching funds process.

D. If the group becomes inactive, the amount for which the group is eligible will be reduced \$50.00 from the beginning total of \$250.00 each fiscal year.

II. NEW CLUBS & ORGANIZATIONS

A. Newly chartered clubs and organizations are eligible for A.S.G. matching funds under the following conditions:

- 1) The group must be chartered through A.S.G. and the Office of Student Development.
- 2) The group must be recognized by the I.C.C. and adhere to all A.S.G. and I.C.C. rules.
- 3) The group must be active and in good standing with A.S.G. and I.C.C.

B. Newly chartered clubs and organizations will be awarded matching funds in the following manner:

- 1) New clubs will be awarded matching funds in a four-stage process until they are deemed as established groups by the A.S.G. and the I.C.C.
 - a. First active semester: Eligible for \$50.00 in matching funds
 - b. Second active semester: Eligible for \$100.00 in matching funds
 - c. Third active semester: Eligible for \$150.00 in matching funds
 - d. Fourth active semester: Eligible for \$200.00 in matching funds
- 2) If any new club or organization becomes inactive during one of the above stages, the group will remain at that level of eligibility until it becomes active again and must repeat that stage before moving on to a higher level of eligibility.
- 3) Application for matching funds is the same as for established clubs and organizations.



ASSOCIATED STUDENT GOVERNMENT MATCHING FUNDS APPLICATION **SAMPLE FORM**

Complete this form and turn it in to the Associated Student Government Vice President one week prior to the meeting you wish to request funds. Senate meetings are Wednesdays at 2:00 p.m.

Full name of club or organization _____

Amount of funds requested: \$ _____

Explain in detail your specific need for these funds: _____

Will this be an ongoing need? _____

If so, explain: _____

How will these funds serve the students of College of the Canyons? _____

Where does your budget normally come from? _____

Is the Associated Student Government your first attempt at obtaining these funds?

If not, where else have you tried? _____

ASSOCIATED STUDENT GOVERNMENT ANNUAL BUDGET PROCESS

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 A.S.G. President, Vice President, Student Trustee, Senator of Business Affairs, CA State Student Representative, and Fundraising Coordinator. The Committee will review all properly submitted budget requests. The use of student body funds is governed by the A.S.G. Financial Code and the California Education Code.

During the Spring semester, each campus club, organization, and department are eligible to apply for A.S.G. grant funds for the next fiscal year (July 1 - June 30) and will receive Annual Budget Request forms. Club Advisors will receive a request form in their mailbox located behind the switchboard.

The following criteria is used by the A.S.G. Finance Committee to evaluate Annual Budget Requests:

1. Benefit(s) to students, the Associated Student Government and the College.
2. Revenue producing aspects of the program/activity.
3. Evidence that the responsible person for the program/activity, has diligently searched for funds outside of the Associated Student Government.
4. Number of students involved in the planning and/or assisting in the program activity.
5. Number of students to benefit from the program.
6. Management of the program. Who is ultimately responsible for the success of the program/activity?
7. Evidence of a similar program already in existence at C.O.C. and/or local community.
8. Success of past programs/activities sponsored. Past poor planning may be deemed as grounds for non-funding.
9. Degree of participation by the Associated Student Government in the program/activity.
10. Degree to which the program/activity fits the overall direction of the Associated Student Government.
11. Content of the request. Is the program well thought out? Have some possible conflicts been resolved? Is the amount of the request accurate?

Appendix C

College of the Canyons Office of Student Development Posting Procedures

A privilege enjoyed by chartered clubs, organizations and departments at C.O.C. is the publicizing of events and activities that take place on campus. Off-campus groups may also be granted such privilege with appropriate sponsorship. One method of publicizing is to post materials in appropriate designated areas, including bulletin boards and/or kiosks.

It is strictly forbidden for flyers or posters of any kind to be affixed to trees, glass, walls, windows buildings, light poles and/or cars in the parking lots.

VIOLATIONS: Violations of posting procedures will result in reprimand of the violating organization and may result in the loss of privileges. Materials affixed in forbidden areas will be removed immediately.

The following are policies and procedures governing posting on campus:

1. The C.O.C. Office of Student Development is responsible for regulating the posting and removal of all on-campus and/or off-campus publicity posted or distributed on campus.
2. All materials to be posted or distributed must clearly bear the name of the sponsoring organization and/or department, **must be no larger than 11-1/2" x 14-1/2"**, and **must be stamped "APPROVED FOR POSTING"** by the Office of Student Development. A copy of all materials to be posted or distributed must be kept on file with the Office of Student Development. **A maximum of 20 approved copies can be posted on campus at one time.**
3. The time limit for posting on bulletin boards and/or kiosks is three weeks for on-campus groups and two weeks for others.
4. Organizations are cautioned that they must bear the responsibility for all materials they wish to display on campus. As sponsors, they are subject to the same laws applying to private individuals, including libel, defamation, sedition, and the regulations cited in Section 42352, Article IX of Title V.
5. Only non-commercial literature may be posted. It is prohibited to use bulletin boards or kiosks for commercial advertising by individuals, groups, organizations and/or commercial entities. Rooms for rent may be posted on the Housing Board coordinated through the Office of Student Development. Employment offered may be placed through the job Placement Office.
6. Only one flyer per board and three per kiosk are allowed for each event. All others will be removed immediately. Any materials posted covering other posted materials will be removed.
7. Materials posted by chartered groups and departments must not conflict with policies of the State of California, nor with those of C.O.C. or the Santa Clarita Community College District. Materials may not include the name of C.O.C. unless that name is a recognized portion of the

organization's name, or unless it is an activity sponsored by C.O.C. Otherwise, the name C.O.C. may only be used to designate the location of the event.

8. After the event publicized is over, the sponsoring organization is responsible for removal and correct disposal of posted materials.

POSTING LOCATIONS

There are sixteen bulletin boards and kiosks located on campus. The number in brackets indicates the number of boards at that location. Bulletin boards and kiosks are located in the following areas:

Outside of the Classroom Center (kiosk)	(1)	
Lower level of the Bonelli Center (I Building), first floor (2 kiosks)		(6)
West Bonelli stairwell landing	(1)	
Walkway between the Boykin Lab Building (L Building) and the Bonelli Building		(1)
Lecture Hall, L-105, west entrance between the entry doors	(1)	
East Bonelli stairwell landings	(2)	
Technical Buidling hallway	(1)	
P.E. Building hallway	(1)	
Cafeteria inside entrance wall	(1)	
Student Center, inside Student Lounge, near the Bookstore		(1)

Classroom Bulletin Boards

Materials may be posted in classrooms only on bulletin boards. Posters and flyers must be completely posted on the board not overlapping other posted material. **DO NOT post materials during instruction hours or otherwise disrupt classes.**

Poster Bulletin Boards

Approved posters may be posted in the Student Center building on **poster bulletin boards only**, located at the left of the cafeteria entrance and the rear wall of the Student Lounge.

