CLUBS & ORGANIZATIONS HANDBOOK

ASSOCIATED STUDENTS OF
CLOVER PARK TECHNICAL COLLEGE
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Club Charter Process
In order to conduct business on campus, hold meetings, and present campus events and activities, a student club or organization must obtain official recognition from the Associated Student Government (ASG). Club recognition guidelines are as follows:

1. Pick up a Club Charter Packet from the Student Leadership & Service Center.
2. Read the charter packet, the Clubs Handbook and fill out necessary forms.
3. Turn in the completed Charter Packet to the Office of Student Involvement in the Student Center, Room 206.
4. A club representative will be notified about attending a Student Council meeting to present the charter packet. Council members may ask questions at this time. Club officers must attend an orientation provided by the Office of Student Involvement after the organization has been approved by the Student Council.

Maintaining Club Status

1. All Clubs and Organizations are required to sponsor at least one (1) activity or fund raising event for the general student body each quarter, excluding summer.
2. Chartered organizations may submit an annual budget request to the Services & Activities (S&A) Budget Committee each year.
3. A student representative of each club or organization must attend a Club Council Meeting at least once a month and give a brief report of club activities. The representative has the ability to voice the position of their club on official matters during this monthly meeting.
4. No Student Council representative will be permitted to represent any club or organization on campus for the purpose of adhering to the attendance requirements previously set forth in this section.
5. Club or Organization representatives will receive attendance credit for only one student organization at a Club Council Meeting.
6. Clubs and Organizations and their members will be required to abide by all rules and regulations set forth in the Constitution and Bylaws, the Student Code of Conduct and the Clubs Handbook.
7. Each fall quarter, Clubs and Organizations are required to renew their charter by submitting a charter packet, by-laws (if needing to be updated) officer list and advisor consent form to be approved by the Student Council and filed with the Office of Student Involvement.

Failure to abide by any of these requirements may result in probation and/or loss of sanction and funding. Extenuating circumstances may be taken into consideration by the Student Council.
General Policies for Student Organizations

1. Clubs must maintain a current officer list to be recognized as an official club of ASG. Without the required number of officers, an organization may lose their status and ability to operate on campus.
2. A club must have a CTPC employee (faculty, staff or administrator) serve as advisor.
3. The club must present an application to the Student Council for review and attend a council meeting where the club will make a presentation to become recognized.
4. The club’s charter is binding from the day it is issued through June 30th of the following year.
5. Membership in the Club/Organization must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status.
6. Some organizations are chapters of national associations whose by-laws require certain limitations on membership. Membership limitations must be contained within the parent organization’s by-laws and can only limit membership on class standing, academic standing, and/or major.

When a club becomes recognized, it agrees:

1. To abide by the ASG constitution and by-laws and Clubs Handbook.
2. Not to present a demonstrated danger, act of violence, or disruption of any ASG activity or any college facility;
3. Not to violate state or federal laws;
4. That no individual member of the club will personally profit from any activity affiliated with the club, or use approved, S&A funds for any expenses unrelated to club needs, nor solicit funds for personal use from other club members.
5. A Club may have its charter revoked if it fails to comply with the provisions under which the charter was issued and the ASCPTC Constitution and Bylaws.
6. A club may have its charter revoked if it is considered to be inactive for two consecutive quarters OR if it fails to have a member participate in the Club Council Meetings.

Student Involvement Office Club Disclaimer

By recognizing a club, the college does not assume responsibility for the club’s action or activities, nor does it imply that the college in any way endorses the club’s stated aims, objectives, policies, or practices. Clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club may not use the college name without the express written authorization of the college, except to identify its institutional recognition.
RECOGNIZED GROUPS vs. CHARTERED ORGANIZATIONS

WHAT IS A RECOGNIZED GROUP?
✓ Has access to campus resources and limited funding (basic printing & supplies)
✓ Can meet and host group activities on-campus 8-5pm, M-F
✓ Does not need a club advisor

HOW MANY STUDENTS MAKE A GROUP?
✓ A Group is comprised of 5 currently enrolled CPTC students

ONCE THE GROUP REGISTRATION FORM IS RECEIVED...
✓ Check that the form is complete with a student.cptc.edu email address to verify student enrollment
✓ Check that the mission statement is attached to the form
✓ Verify meeting times, dates and locations
✓ Verify contact information for interested students

CLUB COUNCIL MEETINGS
✓ Groups are not required to attend Club Council meetings

WHAT IS A CHARTERED ORGANIZATION?
✓ Has access to campus resources and limited funding (basic printing & supplies)
✓ Can meet and host club activities on-campus 8-5pm, M-F
✓ Must have a CPTC faculty or staff member as an advisor
✓ Can request travel funds through the submission of a travel request

HOW MANY STUDENTS MAKE A CLUB OR ORGANIZATION?
✓ A recognized club is comprised of 10 or more currently enrolled CPTC students

ONCE THE CLUBS SANCTION PACKET IS RECEIVED...
✓ Check that the form is complete with a student.cptc.edu email address to verify student enrollment
✓ Check that the by-laws and mission statement is attached to the form
✓ Verify meeting times, dates and locations
✓ Verify contact information for interested students

CLUB COUNCIL MEETINGS
✓ At least one Club or Organization representative must be present at the Club Council meetings each month
Responsibilities of ALL Club Officers

**Club Charter:** Make sure the club charter is filled out properly and turned in as soon as possible to the Office of Student Involvement (Student Center, Room 206). Clubs are responsible for notifying the Office of Student Involvement when there is a change in club name, club officers, and club purpose or club meeting times.

**Attend Club Council Meetings:** Have a club representative attend at least one ASG Club Council meeting per month. If you do not attend these Club Council meetings, you may lose your recognized club status.

**Liaison to ASG /Student Involvement:** Act as a liaison in matters dealing with the Student Council /The Office of Student Involvement. Submit appropriate paperwork and accurate information for expenditures to Office of Student Involvement. Make sure to receive approval from your advisor and the Student Involvement Office before spending club money.

- **Enforcement of Policies:** Be responsible for enforcing the Club Handbook within your club function.

- **Record Keeping:** Maintain minutes of each meeting, current roster of active members with phone numbers and email addresses, copies of all receipts for expenditures, club budgeting procedures, samples of all public relations work to advertise club meetings (posters, signs, fliers, correspondence).

- Build a sense of community within the club and promote leadership development of individual self and club members.

- Manage club publicity and have your contact information updated through the ASG club website.

- Notify the ASG Clubs Officer of any changes in club name, meeting times/locations, designated leaders, and club purpose.
Responsibilities of Club Advisors
It is a compliment to be asked to serve as an advisor. It is also a significant responsibility, because the advisor is acting on behalf of the College in the event of an accident, injury, or disciplinary situation. Club advisors must be CTPC employees (faculty, staff, or administrators).

Interest and Familiarity:

- Be thoroughly familiar with the nature and objectives of the club.
- Read the Club Handbook and be familiar with the policies and procedures described in this document.
- Attend club meetings regularly.
- Take an active part in forming club policies and procedures of operation.
- Support the mission and focus of the student club on campus.

Review and Monitor Expenditures:

- Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds.
- Sign all paperwork for expenditures.
- The Office of Student Involvement will not approve financial forms without the signatures of the club advisor and club treasurer.
- Refer to the Club Handbook and call the Office of Student Involvement regarding financial transactions, fundraising, and other funding questions.

Monitor Record Keeping:

- Monitor good record keeping of all club events, meetings, and plans.
- Any activity involving the exchange of money is particularly important and must meet college requirements for accountability and state auditing.

Attend Club Activities:

- Attend all club trips, major events, and events at which money is handled – making sure to be present throughout the entire activity – or make arrangements for another faculty or staff member to attend if you are unable to participate.

Student Conduct:

- Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regard to use of alcohol and narcotic substances at college sponsored events.
- Report any violations to the Office of Student Involvement.
Room & Equipment Reservations
No room or equipment reservations will be permitted until the Student Involvement Office has approved the proposed activity.

- Student clubs/organizations may use Clover Park Technical College classrooms and conference rooms at no charge. For all classrooms and meeting spaces a Club & Activities Action Form must be submitted to the Student Involvement Office a minimum of three weeks prior to event.
- The Student Involvement Office shall have the ability to approve forms submitted within the three week minimum.
- Please see department staff regarding the use of instructional space on campus.

Student leaders who reserve space on campus are:
- Responsible for leaving the room better than you found it. Please reset the room to the way it was when you entered.
- Responsible for securing materials and technology in the room.
- Permitted to be in the room during scheduled hours and must vacate the room at scheduled time.
- Only permitted to use rooms they have reserved in advance with prior approval.

Food & Drink Policy

- All food orders require the submission of a Food Vendor/Catering Worksheet available online at www.cptc.edu/asgforms. All paperwork must be submitted two weeks in advance.
- No food at business meetings purchased with state resources. Exception: Potlucks.
- Food may be served at events open and publicized to the general student population.
- Food servers must carry a valid Food Handler’s Permit issued by the Pierce County Department of Health. If the club is serving food at an event open to the public event, the club must work with the Pierce County Department of Health to obtain the appropriate permits.
- Bake Sales may require additional paperwork and permits. Please see Student Involvement Staff.
- No food orders will be processed without prior approval and the completion of necessary paperwork.
Travel Procedures  
*(FOR CHARTED ORGANIZATIONS ONLY)*

When students are participating in official club events that require off-campus travel, the campus organization should consult with the Student Involvement Office prior to beginning any travel procedure. There are a few specific guidelines to follow:

- The club advisor, or another designated college employee, must join the students on the trip and be present during the entire length of the program unless other arrangements are made at the discretion of Student Involvement Staff.

- Paperwork must be submitted at least two months in advance to the Student Involvement Office.

- Out-of-state or international travel requires approval from the College President.

- All persons registered for the conference must be enrolled for at least 1 credit at the time of registration and the conference.

- Students participating in official Clover Park Technical College events that take place off-campus are subject to all the rules and regulations outlined in Clover Park Technical College’s Code of Student Conduct, including its Student Rights and Responsibilities code (WAC 1321-120).

- When submitting paperwork, please be sure to include the following supplemental documents:
  - A completed registration form for the conference
  - A conference agenda, which must reflect the *educational benefits* of the trip

- All recognized groups and organizations can request funding for travel arrangements from Student Council during the current fiscal year for which travel is intended. If travel funding is being requested during the first quarter of the fiscal year when the council is not in session (July 1-October 1), the requesting party may submit an S&A fund request during the annual S&A Budget process.

All information regarding the event must be submitted to the Student Involvement office *at least three weeks prior* to the event or conference registration deadline in order for the proper paperwork to be submitted and payment processed on time or risk denial of funding. Out of state trips need to be approved at least *2 months* in advance.
**Club Funding**

**Services and Activities Fees (S&A Fees)**

The Services and Activities (S&A) Fee Committee is a college committee composed of students that allocates money from Services and Activities Fees. These fees are paid by each enrolled student every quarter as a portion of their tuition and are used to fund many different student activities and programs. The S&A Committee is presented with budget requests by program directors, club advisors and students, and makes budget recommendations.

The annual S&A budget is approved by the Clover Park Technical College president and authorized by the Board of Trustees. Programs such as Associated Student Government, Program Board, Student Food Bank, graduation, awards ceremony, nearly 50 on-campus jobs, clubs, and many other student services are made possible due to S&A fees.

The Student Involvement Office monitors and authorizes expenditures of these funds.

**Club Funding Process**

Organizations that become recognized during the academic year may be awarded up to $500.00 as start-up funds, subject to budget constraints and the approval of Student Council. Groups that become recognized during the academic year may be awarded up to $250.00 as start-up funds, subject to budget constraints and the approval of Student Council. Funding guidelines for start-up funds are as follows:

1. All monies awarded to recognized organizations and groups must be spent before more is requested.
2. The funds awarded must be consistent with the mission of the organization.
3. A group may only be allotted up to $250.00 per quarter.
4. Start-up funds may not be used for travel.
5. Groups and Organizations may apply for additional funding from Student Council.

Clubs and Organizations that received S&A funding for the current fiscal year are eligible to seek additional funding through fundraising, grants or requesting additional funds through Student Council.

**Funding Requests**

The Associated Student Government (ASG) welcomes funding proposals from recognized clubs/programs that support activities and programs that foster a vibrant campus community at Clover Park Technical College. Funding proposals must be submitted one weeks in advance of the next regularly scheduled committee meeting so the budget committee can review the funding request. Incomplete applications will not be considered. Requests will be evaluated based on clarity and compliance with council guidelines. Once the council has received your request, the Vice President of Student Council will notify you about the status of your request and schedule a date and time for your presentation.
Each spring the Services and Activities (S&A) Fee Committee allocate money from S&A fees paid by all students at Clover Park Technical College to programs, organizations and student services that are made possible due to S&A fees. The 2015 process will go from mid-January through early March each academic year.

To access funding request documents please visit cptc.edu/funding requests. If you have additional questions, please contact the Student Involvement Office at 253-589-5780 or involvement@cptc.edu.

**Spending Club Money**
It is important to remember that all club budgets are state dollars and are subject to college and state policies.

1. The Director of Student Involvement must approve all expenditures before money is committed.

2. All funds generated by club activities must be turned in (with a deposit slip) to the Cashier’s Office within 24 hours and will be deposited into the club account. Please see Student Involvement Staff for appropriate budget code.

3. Request for checks for activities should be made at least 10 working days in advance. It is important to give the Accounts Payable office time to meet your needs.

4. If any club requests money from the ASG and fails to use any or all of the allotted money for the stated purpose, the unused funds will return to the Services and Activities (S&A) General Fund to be reallocated.

5. Items purchased with S&A funds are property of CPTC. Personal use of these items outside of club or ASG related activities is not allowed. If a club’s recognition status is revoked or club does not re-charter, supplies and equipment must be returned to the Student Programs office.

**Reimbursement**
Advisors and students may be reimbursed for items purchased for club activities and events that have been previously approved. The purchaser will need to bring the original receipt to the Student Programs office, fill out the appropriate paperwork with the Director of Student Involvement. Reimbursements may take up to 2-3 weeks.
**Fundraising**

The CTPC Financial Code, Student Involvement office, and the State of Washington mandate that certain procedures be followed for record-keeping and accountability. Any CTPC program or recognized organization supported by S&A dollars engaging in fundraising must comply with the Student Involvement Fundraising policies.

The Student Involvement office developed these processes and forms based on certain types of fundraisers. However, we realize that some programs or clubs may need to develop their own specific fundraising procedures. Programs may do so with the review and permission of the Student Programs and Business Services offices.

**IMPORTANT:**

Before any program or club generates revenue through a fundraising activity, it must complete and submit the **Clubs & Activities Action Form** to the Director of Student Involvement at least **three weeks prior** to the fundraising activity. Clubs must have a Student Programs-approved system that tracks and documents all aspects of revenue collection. If a program or club does not abide by these instructions and policies, it could face delay or denial of future fundraising authorization. If you need a cash box and petty cash at the beginning of your fundraiser, request this on your Fundraising Request Form.

**Clubs/programs cannot use S&A funds or resources purchased with S&A funds to raise money for outside organizations**

It is state law that revenue generated by a fundraising event **must be deposited within 24 business hours of receipt of revenue.** If a program or club's event or activity ends after business hours, clubs/programs must secure funds on campus, and then make the deposit the next business day.

If a program or club needs an exception to this rule, it must request an exception from the Director of Student Involvement. A reasonable exception to this rule might be a club that uses its student members as sales persons for tickets or tangible goods. The student may need to solicit sales over the period of a week, as opposed to coming in each day to deposit funds with the advisor. A rationale for an exception needs to accompany each authorization form. The Student Involvement office and/or the CTPC Business Services office will then determine if such an exception is acceptable.

Money collected from fundraising and donations will be available after ten (10) working days of a request to spend the funds. This allows time for the Accounts Payable office.

Donated funds, if given for a specific activity may only be used for that specific activity.
### Forms

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<th>I Want To….</th>
<th>Form Needed</th>
<th>Advance Notice Needed</th>
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<tr>
<td>Purchase Supplies</td>
<td>Purchasing Worksheet</td>
<td>Two (2) weeks</td>
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<tr>
<td>Buy Food or Refreshments</td>
<td>Food Vendor/Catering Worksheet</td>
<td>Two (2) weeks</td>
</tr>
<tr>
<td>Host an event or activity on campus</td>
<td>Clubs &amp; Activities Action Forms</td>
<td>Two (2) weeks</td>
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<tr>
<td>Request additional money from the budget committee</td>
<td>Contingency Fund Request</td>
<td>Three (3) weeks</td>
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<td>Travel</td>
<td>Travel request checklist for each Traveler</td>
<td>Two (2) months for out of state travel</td>
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<td></td>
<td>Agenda</td>
<td>Three (3) weeks for instate travel</td>
</tr>
<tr>
<td>Host a fundraiser</td>
<td>Clubs &amp; Activities Action Forms</td>
<td>Three (3) weeks</td>
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<tr>
<td>Reserve the Ballroom in Building 23</td>
<td>Please Contact: Jennifer Justice, Event Services 253-589-5783 <a href="mailto:jennifer.justice@cptc.edu">jennifer.justice@cptc.edu</a></td>
<td>Two (2) weeks</td>
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<td>Printing posters</td>
<td>Print Order Form</td>
<td>Two (2) weeks</td>
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<tr>
<td>Reserving Rooms 209, 212 or other spaces on campus</td>
<td>Student Involvement Staff 253-589-5780 <a href="mailto:involvement@cptc.edu">involvement@cptc.edu</a></td>
<td>Two (2) weeks</td>
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All of the forms can be found at the Student Leadership and Service Center (Student Center, Room 107) or online at [cptc.edu/asgforms](http://cptc.edu/asgforms)
IMPORTANT FALL QUARTER DATES

Clubs & Organizations Orientation Sessions
*All Club Orientation Sessions will be in the Student Center; room varies*

October 1 @ 4 PM in Room 209
October 2 @ 2 PM in Room 209
October 7 @ 2 PM in Room 209
October 9 @ 3 PM in Room 212

Club Council Meetings
*All Club Council Meetings will be on Wednesday; location varies*

October 1 @ 3:00 PM in the Student Center, Room 209
November 5 @ 3:00 PM (Location TBD)
December 3 @ 3:00 PM (Location TBD)

Student Council Meetings
*All meetings will be on Tuesday at 3:30 PM in the Student Center, Room 209*

September 23
October 7
October 21
November 4
November 18
December 2

Budget Request Meetings
*All meetings will be on Tuesday in the Student Center, Room 212. Times noted below.

September 30 (4:30 PM)
October 14 (3:30 PM)
October 28 (4:30 PM)
November 11 (3:30 PM)
November 25 (4:30 PM)
December 9 (3:30 PM)

Other Important Dates
*Leadership Luncheon*  October 14, 11:30-12:30 PM
*Leadership Luncheon*  November 18, 11:30-12:30 PM
*Leadership Luncheon*  December 2, 11:30-12:30 PM