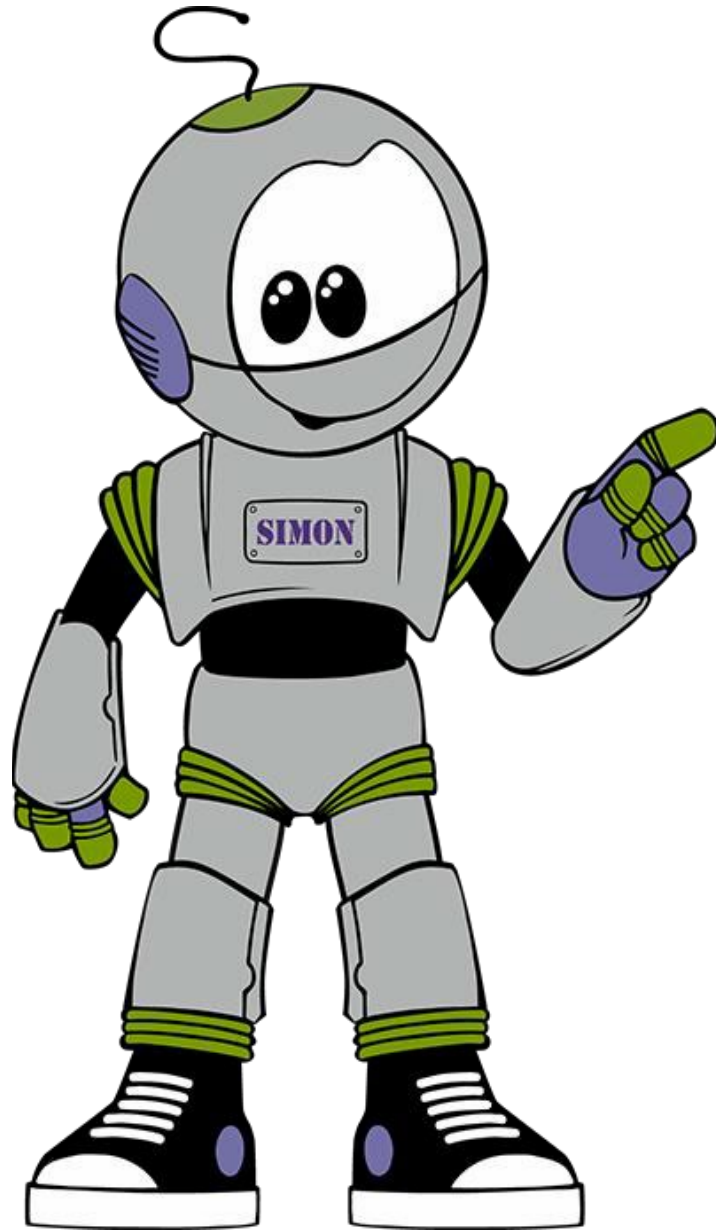


CPTC Clubs & Communities Handbook



2025-2026

Clover Park Technical College

Non-Discrimination Statement

Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Sarah Addington, Manager of Student Disability Services, 253-589-5755, sarah.addington@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499.

Department of Student Life Disclaimer

By recognizing a student community or club, the college does not assume responsibility for the club or community's actions or activities, nor does it imply that the college in any way endorses the club or organization's stated aims, objectives, policies, or practices. Student communities and clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A student community or club may not use the college name without the express written authorization of the college, except to identify its institutional recognition.

Student Engagement = Student Success

Based on decades of research, data shows the more a student is involved and engaged, both in and out of the classroom, the more likely they are to be successful in achieving their goals.

Communities and Clubs at Clover Park Technical College

www.cptc.edu/clubs

Student Life and the Campus Activities and Advocacy Board (CAAB) recognizes the importance of building community and developing a sense of belonging. Student Communities and Clubs are a great way to get involved, make new connections, and build community. These communities and clubs provide opportunities for students to get involvement and experience both professional and personal growth.

Purpose of Clubs and Communities

- Clubs and Communities are what the members make it
- Clubs and Communities are created with an idea/passion
- It can be fun, dedicated to a specific cause, viewpoint, or culture
- Clubs and Communities host regular meetings on campus
- Clubs and Communities host activities and events on campus
- Clubs and Communities host are a voice on campus
- Inspiring student awareness, activism, philanthropy and community service

Benefits for Clubs and Communities

- Access to Department of Student Life resources, including printing, graphic arts requests, advertising/marketing, room reservations, supply check-out, etc.
- Free marketing and graphics through Student Life's graphics team. The graphics team can create advertising materials, such as posters and social media posts, logos, and other graphic needs
- Eligible for funding for club meetings, events, and activities

General Policies for all Student Clubs & Communities

1. Clubs must maintain a current officer list to be recognized as an official club of the Campus Activities & Advocacy Board.
2. Without the required number of officers, an organization may lose their status and ability to operate on campus
3. A club must have a CPTC employee (faculty, staff, or administrator) serve as an advisor
4. The club advisor must sign an advisor agreement and keep it on file with the Department of Student Life
5. The club must present a completed registration packet to the CAAB for review and attend a CAAB Meeting where they will be asked questions about their student organization and submitted materials before a decision is made about charter status
6. The club's registration is binding from the day it is issued through June 30 of the current fiscal year
7. Membership in the club must be open to all students and may not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal
8. Some clubs are chapters of national associations whose bylaws require certain limitations on membership. Membership limitations must be contained within the parent organization's bylaws and can only limit membership on class standing, academic standing, and/or major

When a Club Becomes Registered, it Agrees:

1. To abide by the ASCPTC Constitution and Bylaws, the CPTC Student Code of Conduct, and the Clubs & Communities Handbook
2. Not to present a demonstrated danger, act of violent, or disruption of any CAAB activity or any College facility
3. Not to violate state or federal laws
4. That no individual member of the club or community 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 registration revoked if it is considered to be inactive for two consecutive quarters OR if it fails to have at least one member participate in one quarterly CAAB Meeting

Three Club Levels

There are 3 different club levels with slightly different criteria and privileges at CPTC. Clubs have the ability to choose their club level depending upon the extent of involvement and activities they would like to lead.

Below are the different levels of clubs:

- **Communities**
- **Club Level 1**
- **Club Level 2**

Community and Clubs Requirements

Communities

- No minimum member requirement, but students need to be currently enrolled at CPTC
- Student(s) have an idea or interest in building a community and works with Student Life staff to help create the space and programming to support the students build their community
- Can meet regularly on campus with a dedicated meeting room space as long as Student Life staff is available
- Not required to attend CAAB Business Meetings
- Not required to attend Club Council
- Not required to host quarterly events
- Not eligible to travel
- Does not have a dedicated budget

Level 1 Club

- Requires a minimum of **3 currently enrolled CPTC students**
- Club Officers are encouraged, but not required to be recognized as a Level 1 Club
- Club Advisors are encouraged, but not required to be recognized as a Level 1 Club
- Required to attend one CAAB Meeting a quarter
- Can meet regularly on campus with a dedicated meeting room space (Monday-Friday, 9-4p)
- Access to Department of Student Life resources, including printing, graphic arts requests, advertising/marketing, room reservations, supply check-out, etc.
- Can host activities and events on campus, with prior approval from the Department of Student Life. Hosting events and activities is not mandatory, however if the club plans to host an event or activity we ask that the club works closely with Student Life Staff.
 - Eligible for funding for club meetings, events, and activities

Level 2 Club

- Requires a minimum of **5 currently enrolled CPTC students**
- Minimum of **3 club officers** are required
- A Club Advisor (current CPTC employee) is required (max. of 2 Club Advisors)
- Required to attend CAAB Meetings (minimum 1 time per quarter)
- Required to host quarterly activities and events on campus
- Access to Department of Student Life resources, including printing, graphic arts requests, advertising/marketing, room reservations, supply check-out, etc.
- Can meet regularly on campus with dedicated meeting room space outside of Monday-Friday, 9-4p
- Can request funding from CAAB for activities/events/projects/meeting throughout fall, winter, and spring quarters.
- Has the ability to travel on field trips or club related activities, with required participation of a faculty/staff Club Advisor. (And is dependent on College travel restrictions).

Club Registration Process

Student Clubs and Communities can register for club status throughout fall, winter and spring quarters. The Campus Activities & Advocacy Board does not meet in Summer quarter and will not approve any student clubs or communities during this time. CAAB will also not approve any funding requests/purchasing during summer quarter. Student Clubs and Communities are not required to be active during summer quarter.

In order to conduct business on campus, hold meetings, and present campus events and activities, a student community or club must obtain official recognition from the Campus Activities and Advocacy Board (CAAB). The process for obtaining recognition from CAAB is as follows:

1. Complete a club or community registration form and submit the completed form to involvement@cptc.edu
2. Complete a new club officer/advisor orientation with a Student Life staff member
3. Complete a new club officer training with a Student Life staff member
4. Submit a club Constitution & By-laws document to Student Life staff
5. Appear in front of the CAAB during their Business Meeting to request sanctioning/recognition. (A date will be coordinated by a representative from the Department of Student Life).

Club Meeting Requirements

CAAB Meetings

- Required for **Level 2 and Level 1 Clubs**
- At least one club representative must be present at a minimum of one (1) CAAB Meeting each quarter outside of the initial sanctioning/recognition CAAB meeting
- Department of Student Life staff will inform club representatives the date and time of CAAB meetings

Responsibilities of ALL Level 1 and Level 2 Club Representatives

1. Annual Registration Form

Make sure the online registration form is filled out properly and turned in, ideally, at the start of Fall Quarter, or as soon as your club is established. Clubs are responsible for notifying the Department of Student Life when there is a change in club name, club officers, club purpose, or club meeting times.

2. Quarterly Update Form

Club representatives are also responsible for filling out the Quarterly Update Form at no later than the third week of the new quarter (fall, winter and spring only) to maintain club status throughout the academic year.

3. Liaison to CAAB/Student Life

Act as a liaison in matters dealing with CAAB/The Department of Student Life. Submit appropriate paperwork and accurate information for expenditures to the Department of Student Life. Make sure to receive approval from your advisor and the Department of Student Life before spending approved club funds.

4. Enforcement of Policies

Be responsible for enforcing the Clubs and Communities Handbook within your club function.

5. 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, and samples of all public relations work to advertise club meetings (posters, signs, fliers, correspondence, etc.).

Legacy Papers: It is encouraged that each Club Officer create a document for the incoming officer(s) to share their experience, relevant information, applicable records, etc. as a training document to better prepare incoming officers for their new role.

6. Manage Club Publicity

- Work with the Department of Student Life to have your contact information updated on the CPTC Clubs website
- Distribute club meeting minutes to all club members and share with Club Council
- Build a sense of community within the club and promote leadership development of individual self and club members.
- Notify CAAB and/or the Department of Student Life of any changes in your club name, meeting times/locations, designated leaders, and club purpose.
- Submit requests for social media advertisement no less than seven (7) business days from desired advertising date.

7. Inventory

Clubs are required to maintain accurate inventory of club supplies purchased with S&A fees, fundraised dollars, and any other college funds. Inventory is due on a quarterly basis.

Responsibilities of Club Advisors

It is a great compliment to be asked to serve as a club advisor. It is also a significant responsibility. Club advisors must follow all Department guidelines regarding student clubs. Club advisors are also acting on behalf of the College in the event of an accident, injury or disciplinary situation. Club advisors must be CPTC employees (staff, faculty or administrators), and must get prior approval from their supervisor and department staff before serving as a club advisor.

Interest and Familiarity

- Be thoroughly familiar with the nature and objectives of the club.
- Read the Clubs & Communities Handbook and be familiar with the policies and procedures in this document
- Attend club meetings regularly
- Support the mission and focus of student clubs 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/approve all necessary paperwork
- Refer to the Clubs & Communities Handbook and contact the Department of Student Life regarding financial transactions, fundraising, and other funding questions

Monitor Record Keeping

- Monitor 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.
- If the club advisor is unable to participate in the activity, they are responsible for making arrangements for another CPTC employee (staff, faculty, or administration) to attend in their place and to communicate this change with the Department of Student Life in a timely manner.

Student Conduct

- Be aware of the expectations set forth in the CPTC Student Code of Conduct, especially in regards to use of alcohol, marijuana, and narcotic substances at college sponsored events.
- Report any violations to the Department of Student Life.

Resignation of a Club Advisor

- If a Club Advisor wishes to resign, they must notify their club and send an email to the Department of Student Life at involvement@cptc.edu stating their resignation and effective date.
- All resigning Club Advisors must ensure all club materials are updated and given to the club and to the Department of Student Life.

How to Find a Club Advisor

Club members are encouraged to consult with The Department of Student Life to find a good match as a Club Advisor. Clubs are more than welcome to reach out to familiar faculty and or staff.

Room & Equipment Reservations

No room or equipment reservations will be permitted until the Department of Student Life has approved the proposed activity

- Student clubs may use Clover Park Technical College classrooms and conference rooms at no charge for club sponsored events and activities.
- Clubs should work with the Student Life Staff to reserve a space on CPTC campus or borrow equipment
- It is recommended that clubs try to book the space at least three (3) weeks in advance of the event or activity due to limited space and availability

Club Representatives Who Reserve Space On Campus Are:

- Responsible for leaving the room better than when they 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 space at the previously scheduled time
- Only permitted to use rooms they have reserved in advance and with prior approval
- Please note - the club advisor(s) will need to be included on all room reservations

Food & Drink Policy

- All food orders for events and meetings need to be purchased by a Student Life staff member
- All food orders for events and meetings need to be delivered by the vendor or be picked up by a Student Life staff member, unless otherwise agreed to
- All food orders for events require the submission of Food and Catering Request Form

- **Food/Catering requests should be submitted a minimum of 15 business days (3 weeks) in advance of the proposed event.**
- 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, the club must work with the Department of Student Life to obtain appropriate permits
- **No food orders will be processed without prior approval and the completion of the necessary paperwork.**

Other Requirements

- Only students, faculty and staff with a current and valid food handler's card may handle food before and during an event
- A copy of a valid food handler's card must be provided to the Department of Student Life in advance of the event
- Any student, faculty or staff member consuming food must "check-in" to your event by signing an event sign-in form
- Clubs are required to turn in Event Sign-In forms to the Department of Student life 24 hours after the event.

Failure to abide by any of these requirements may result in your food privileges being revoked by the Department of Student Life.

Travel Procedures (FOR REGISTERED CLUBS ONLY)

When students are participating in official club events that require off-campus travel, the club should consult with the Student Life Department 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 Life Staff.
- Paperwork must be submitted at least two months in advance to the Department of Student Life for all in-state travel.
- Paperwork must be submitted at least three months in advance to the Department of Student Life for all out-of-state travel.
- 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 students traveling must attend a pre-travel meeting with Department of Student Life staff
- All students traveling must complete a Travel Contract and an Emergency Contact Form.

All recognized groups and organizations can request funding for travel arrangements from Student Government 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 Department of Student Life at least eight 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 3 months in advance.

Please note, that submitting travel requests by the stated deadlines does **NOT** guarantee approval.

After Travel

Upon return of club travel, club representatives will be required to present a “report out” at the next scheduled CAAB Meeting to share their experience, new knowledge/skills learned, industry connections, and more.

Club Funding

Services & Activities Fees (S&A Fees)

The Student Budget Committee is a college committee composed of students that allocates money from Services & 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 Student Budget 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 after the Campus Activities & Advocacy Board approved the proposed budget. Programs such as Associated Student Government, Program Board, Student Food Bank, graduation, awards ceremony, nearly 50 on-campus student jobs, clubs, and many other student services are made possible due to S&A fees.

The Clubs and Community budget comes from the Services and Activities Fee and is subject to limitations based on permissible use of S&A Fees (Killian Outline) and policies set forth by the Department of Student Life.

The Department of Student Life monitors and authorizes expenditures of these funds.

Club Funding Process

Step 1: Research and Plan with your Club

Why do you need funding and what are you going to spend the money on? Does it benefit your club/community and the CPTC student population? Research the items or experience you want to purchase or bring to campus. While you are researching think about the date, location, quantity, prices, taxes, shipping costs, delivery fees, etc. Once you buy the item where are you going to store the item?

Step 2: Meet with the Department of Student Life

Schedule an appointment with a Student Life staff member to go over your plans for the activity or event. You can schedule a meeting by emailing Danny.Lee@cptc.edu. In the email please provide your availability and also information about your activity or event that you are planning.

Step 3: Request Funding from CAAB

CAAB welcomes funding proposals from recognized clubs, communities, and programs that support activities and programs that foster a vibrant campus community at Clover Park Technical College. Funding proposals must be submitted at least one (1) week in advance of the next regularly scheduled CAAB meeting and/or by the stated deadline, in order for CAAB to review the funding request. Incomplete applications will not be considered. Requests will be evaluated based on clarity and compliance with CAAB guidelines.

Step 4: Present the Funding Request to CAAB

After the funding request has been reviewed by the Department of Student Life, the club or community will present to CAAB the next CAAB Meeting. The student presenting has to be a member of the club or community and currently enrolled at Clover Park Technical College. The voting members of CAAB will ask questions about the necessity of the fund, then approve or deny the funding request.

Step 5: Coordinate Purchasing

After CAAB approves the request, the club or community is responsible for following up with the Department of Student Life to coordinate purchasing. Please work with the department to fill out the appropriate forms, such as the Purchase Order Request Form, Food and Catering Request Form, Travel Request Form, Contract Services Form and Event and Activity Form. All of these forms can be found at: www.cptc.edu/student-life/forms

Spending Club Monies

1. It is important to remember that all club budgets are state dollars and are subject to college and state policies.
2. The Director of Student Life or designee must approve all expenditures before money is committed.
3. If any club requests money from the CAAB and fails to use any or all of the allocated money for the stated purpose, the unused funds will return to the Clubs & Communities budget to be reallocated for another club budget request throughout the year.
4. Items purchased with S&A funds are property of CPTC. Personal or instructional use of these items outside of the club or CAAB related activities is not allowed. If a club's recognition status is revoked or the club does not re-charter, supplies and equipment must be returned to the Department of Student Life
5. The Financial Code of the Associated Students outlines the general guidelines of permissible spending. As a general rule, the department will not approve of spending requests that are similar in nature to services and support mechanisms that are available to CPTC free of charge (i.e. website/domains, physical and digital storage, meeting space, etc.)

Reimbursement

The Department of Student Life does not encourage club members and advisors to purchase items/services with their own money. Clubs are encouraged to follow the purchasing process set forth by the Department of Student Life to make purchases on behalf of the club.

Club Forms

All forms can be found at <https://www.cptc.edu/student-life/forms>

I Want To...	Form & Contact Information	Advance Notice Needed
Submit Club Registration Form	<u>Club Registration Form</u>	One (1) week
Submit Community Registration Form	<u>Community Registration Form</u>	One (1) week
Submit a Quarterly Update Form	<u>Club Quarterly Update Form</u>	Due the 3 rd week of the quarter
Purchase Supplies	<u>Purchase Order Request Form</u>	Three (3) Weeks
Buy Food & Light Refreshments	<u>Food & Catering Request Form</u>	Three (3) Weeks
Host an Event or Activity on Campus	<u>Event and Activity Request Form</u>	Five (5) Weeks
Pay Outside Vendors	<u>Contract Services Form</u>	Three (3) Weeks
Travel	<u>Travel Request Form</u>	Two (2) Months for in-state travel Three (3) months for out-of-state travel
Reserve Rooms on Campus	Contact Department of Student Life at Danny.Lee@cptc.edu	Three (3) Weeks
Design and/or Print Posters	Contact Department of Student Life at Jessica.Wallack@cptc.edu	Four (4) Weeks

IMPORTANT 2025-2026 Dates

CAAB Meetings

Email correspondence will go out at the beginning of the quarter regarding CAAB Business Meetings dates and times.

Fall 2025 – Registration Form Due no later than November 14, 2025

Winter 2026 – Quarterly Update Form Due January 23, 2026

Inventory Form due January 23, 2026

Spring 2026 – Quarterly Update Form Due April 17, 2026

Inventory Form due April 17, 2026

Purchasing Deadline – May 8, 2026

Please note, all dates are subject to change.