



**CLUBS & ORGANIZATIONS  
HANDBOOK**

**ASSOCIATED STUDENTS OF  
CLOVER PARK TECHNICAL COLLEGE**

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## **Club Charter Process**

In order to conduct business of campus, hold meetings, and present campus events and activities, a student club or organization must obtain official recognition from the Associated Student Government (ASG). The process for obtaining recognition from ASG is as follows:

1. Complete a club registration packet found online at: <http://www.cptc.edu/involvement/asgforms>
2. Complete a new club officer/advisor orientation with the Student Life Engagement Coordinator (You will receive an email with available time slots).
3. Complete a new club officer training online through Canvas
4. Submit club Constitution/By-laws to the Student Life Engagement Coordinator (A template/sample will be provided).
5. Appear in front of Student Government at an ASG Business Meeting to request sanctioning/recognition. A date will be coordinated by a representative from the Department of Student Life.

## **Maintaining Club Status**

1. All chartered clubs and organizations are required to advertise and host regular club meetings throughout Fall, Winter, and Spring quarters.
  - a. Regular club meetings are defined by each club and organization. We suggest holding meetings no less than once a month and no more than once a week.
  - b. Due to COVID-19, It is encouraged that all club meetings should be held virtually through the end of Fall 2020. This could extend through the 2021 Winter and Spring quarters depending on federal, state, local, and college policies and mandates.
  - c. Please connect with Department of Student Life staff if an in-person meeting is needed.
2. All chartered clubs and organizations are encouraged to sponsor at least one (1) activity or engagement opportunity for the general student body each quarter, excluding summer.
  - a. Due to COVID-19, It is encouraged that all club events and engagement opportunities should be held virtually through the end of Fall 2020. This could extend through the 2021 Winter and Spring quarters depending on federal, state, local, and college policies and mandates.
  - b. Please connect with Department of Student Life staff if an in-person meeting is needed.
3. All chartered clubs and organizations must submit a quarterly update form by the end of the third week of each quarter, except for summer quarter.
4. Chartered organizations may submit a budget request in winter quarter to the Services & Activities (S&A) Budget Committee to request funding for the upcoming academic year.
5. A minimum of one student representative of each club or organization must attend at least one ASG Business Meeting each quarter and give a brief report of club activities. The representative has the ability to voice the position of their club on official matters during these meetings.
6. No Student Government representative will be permitted to represent any club or organization on camps for the purpose of adhering to the attendance requirements previously set forth in this section.
7. Club or Organization representatives will receive attendance credit for only one student organization at an ASG Business Meeting (ie. If a student is involved in more than one club or organization, they cannot attend an ASG Business Meeting on behalf of more than one club or organization at a time).

8. Clubs and organizations and their members will be required to abide by all rules and regulations set forth in the ASCPTC Constitution and Bylaws, the CPTC Student Code of Conduct, and the Clubs & Organizations Handbook.
9. Each fall quarter, clubs and organizations are required to renew their club charter by submitting a club registration form to the Student Government after being filed with the Department of Student Life.

***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 Government.***

### **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 CPTC employee (faculty, staff, or administrator) serve as an advisor.
3. The club advisor must sign an advisor agreement and keep it on file with the Department of Student Life.
4. The club must present a completed charter packet to the Student Government for review and attend an ASG Business Meeting where they will be asked questions about their student organization and submitted materials before a decision is made about charter status.
5. The club or organization's charter is binding from the day it is issued through June 30 of the current fiscal year.
6. Membership in the club or 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.
7. Some clubs or organizations 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 & Organizations Handbook.
2. Not to present a demonstrated danger, act of violent, 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 or organization 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 is considered to be inactive for two consecutive quarters OR if it fails to have at least one member participate in the ASG Business Meetings.

## **Department of Student Life Disclaimer**

By recognizing a club or organization, the college does not assume responsibility for the club or organization'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. Clubs and organizations may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club or organization may not use the college name without the express written authorization of the college, except to identify its institutional recognition.

## **Certified Groups vs. Registered Organizations**

### **What is a certified group?**

- Has access to campus resources and limited funding (basic printing & supplies)
- Can meet and host group activities on campus, M-F, 8a-5p
- Does not need an advisor
- Does not need to attend ASG Business Meetings
- Does not need club Bylaws

### **How Many Students Make a Group?**

- A group is comprised of 3 or more currently enrolled CPTC students

### **Once the Group Certification is Received:**

- Check that the form is complete with accurate contact information
- Check that the purpose statement is included in the form
- Verify meetings times, dates, and locations
- Verify there are three (3) or more members in the group

### **ASG Business Meetings**

- Groups are not required to attend ASG Business Meetings

### **What is a Registered Club or Organization?**

- Participates in the annual S&A Budgeting Process and is awarded a designated budget
- Can meet and host club activities on and off campus, both within and outside of the standard M-F, 8a-5p operating hours
- Must have a CPTC employee as a an advisor
- Must abide by approved club Bylaws
- Can request travel funds through the submission of a travel request
- Required to attend ASG Business Meetings

### **How Many Students Make a Registered Club or Organization?**

- A recognized club or organization is comprised of five (5) or more currently enrolled CPTC students

### **Once the Club Registration Form is Received:**

- Check that the form is complete with accurate contact information
- Check that the Bylaws and purpose statement is included in the form

- Verify meetings times, dates, and locations
- Verify there are five (5) or more members in the club or organization

### **ASG Business Meetings**

- At least one club representative must be present at a minimum of one (1) ASG Business Meeting each quarter.

### **Responsibilities of ALL Club Officers**

**Registration Form:** Make sure the online registration form is filled out properly and turned in at the beginning of each fall quarter. 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.

**Attend ASG Business Meetings:** Clubs are responsible for having a minimum of one (1) club representative attend at least one (1) ASG Business Meeting per quarter. If you do not attend these business meetings, you may lose your recognized club status.

**Liaison to ASG/Student Life:** Act as a liaison in matters dealing with the Student Government/ 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 club funds.

**Enforcement of Policies:** Be responsible for enforcing the Clubs & Organizations Handbook within your club function.

**Presence:** Clubs are required to utilize Presence, a digital platform, to post and advertise club events and meetings.

- Club Officers are responsible for making sure their organization page is updated with accurate club information on a quarterly basis.
- Club Officers are responsible for creating events in Presence (for meetings and other club activities) at least five (5) business days in advance of the event date.

**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.

**Manage Club Publicity:** Have your contact information updated on the CPTC Clubs and Organizations webpage as well as the club's Presence page.

- Distribute club meeting minutes to all club members and share with the ASG Clubs and Organizations Committee.
- Build a sense of community within the club and promote leadership development of individual self and club members.

- Notify the ASG Clubs and Organizations Committee of any changes in your club name, meeting times/locations, designated leaders, and club purpose.
- Submit requests for social media advertisement no less than ten (10) business days from desired advertising date.

### **Responsibilities of Club Advisors**

It is a compliment to be asked to serve as a club 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 CPTC employees (staff, faculty, or administration).

### **Interest and Familiarity:**

- Be thoroughly familiar with the nature and objectives of the club.
- Read the Clubs & Organizations Handbook and be familiar with the policies and procedures 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 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 & Organizations 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.

### **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.

## **Room & Equipment Reservations**

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

- Student clubs/organizations may use Clover Park Technical College classrooms and conference rooms at no charge for club sponsored events and activities.
- Clubs should contact the Department of Student Life at [involvement@cptc.edu](mailto:involvement@cptc.edu) or 253.589.5780 to inquire about room reservations.
- 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.

## **Student Leaders 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 will need to be included on all room reservations.

## **Food & Drink Policy**

**NO FOOD AND CATERING REQUESTS, POTLUCKS, BBQ's OR FOOD REQUESTS OF ANY KIND WILL BE PERMITTED THROUGH FALL 2020. This will be revisited at the start of Winter 2021 with the possibility of extending this decision into the 2021 academic year.**

## **Travel Procedures**

Due to COVID-19, no travel will be permitted in Fall 2020. This could extend through the 2021 Winter and Spring quarters depending on federal, state, local, and college policies and procedures.



## **Club Funding**

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

The Services & Activities (S&A) Fee 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 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 student jobs, clubs, and many other student services are made possible due to S&A fees.

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

### **Club Funding Process**

Clubs that become recognized during the academic year may be awarded up to \$600 per quarter as start-up funds, subject to budget constraints. Groups that become recognized during the academic year may be awarded up to \$250 as start-up funds, subject to budget constraints. Funding guidelines for start-up funds are as follows:

- All monies awarded to recognized organizations must be spent before more is requested.
- The funds awarded must be consistent with the mission of the organization.
- A group may only be allotted up to \$250.
- Start-up funds may not be used for travel.
- Clubs and Organizations may apply for additional funding from Student Government

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

### **Funding Requests**

The Associated Student Government (ASG) welcomes funding proposals from recognized clubs, organizations, 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 committee meeting and/or by the stated deadline, 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.

Each winter the Services & Activities (S&A) Fee Committee allocates 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 process will go from mid-January through early march each academic year and provides funding for the upcoming fiscal year.

Please visit <http://www.cptc.edu/involvement/fundingrequests> to access additional funding request documents. If you have additional questions, please contact the Department of Student Life at 253.589.5780 or [involvement@cptc.edu](mailto:involvement@cptc.edu).

### **2020-2021 S&A Budget Allocations**

As a result of COVID-19, the student budget committee was instructed to revise the budget that was submitted to the college administration in March and include a 20% reduction (\$180,360 decrease). To ensure that the Associated Student Government can be flexible and responsive to the needs of the student body in the months ahead, **student organizations received a pro-rated amount of their original allocation for summer and fall quarters only.**

Student clubs and organizations are encouraged to submit a supplemental request in fall quarter for the remainder of academic year (winter and spring quarters). Please contact the Department of Student Life if you have any questions.

### **Spending Club Money**

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. 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 Life Staff for appropriate budget code(s).
4. If any club requests money from the ASG and fails to use any or all of the allocated money for the stated purpose, the unused funds will return to the Services & 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 the club or ASG 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.
6. 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**

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 itemized receipt to the Department of Student Life and fill out the appropriate paperwork. Reimbursements may take up to 2-4 weeks.

## **Fundraising**

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

The Department of Student Life 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 Life Department, Business & Finance Office, and the College Foundation.

**Important:** The College Foundation requires that all requests to fundraise for the academic year be submitted to their office by September 1.

Before any program or club generates revenue through a fundraising activity, it must get approval from the Department of Student Life *at least three (3) weeks prior* to the fundraising activity. Clubs, organizations, and programs must have Student Life approved system that tracks and documents all aspects of revenue collection. If a program, organization, 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 the fundraiser, be sure to request this on the Fundraising Request Form.

**\*\*Clubs, organizations, and/or 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 revenues. If a club, organization or program needs an exception to this rule, it must request an exception from the Director of Student Life in advance of the event. A reasonable exception to this rule might be a club that uses its student members as sale persons for tickets or tangible goods. The student(s) may need to solicit sales over the period of a week, as opposed to coming in each day to deposit funds with an advisor. A rationale for an exception needs to accompany each authorization form. The Department of Student Life and/or the Business & Finance Office will then determine if such an exception is acceptable.

Money collected from fundraising and donations will be available after ten (10) business days of a request to spend the funds. This allows time for the Business & Finance office to process the deposit.

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

## Club Forms

All forms can be found at <http://www.cptc.edu/involvement/asgforms>

I Want To...	Form & Contact Information	Advance Notice Needed
Submit Club Registration Form	<a href="#">Club Registration Form</a>	One (1) week
Submit a Quarterly Update Form	<a href="#">Club Quarterly Update Form</a>	Due the 3 <sup>rd</sup> week of the quarter
Purchase Supplies	<a href="#">Purchase Order Request Form</a>	Three (3) Weeks
Buy Food & Light Refreshments	<a href="#">Food &amp; Catering Request Form</a>	Three (3) Weeks
Host an Event or Activity on Campus	<a href="#">Club Activity Request Form</a>	Five (5) Weeks
Pay a Guest Speaker	<a href="#">Contract Services Worksheet</a>	Three (3) Weeks
Request Additional Money From the Budget Committee	<a href="#">ASCPTC Contingency Fund Request Form</a>	Four (4) Weeks
Travel	<a href="#">Travel Request Form</a>	Two (2) Months for in-state travel Three (3) months for out-of-state travel
Reserve Rooms on Campus	Contact Student Life at <a href="mailto:involvement@cptc.edu">involvement@cptc.edu</a> or call 253.589.5780	Three (3) Weeks
Design and/or Print Posters	Contact Student Life Engagement Coordinator at <a href="mailto:jessica.wallack@cptc.edu">jessica.wallack@cptc.edu</a> or call 253.589.5734	Four (4) Weeks

## **IMPORTANT 2020-2021 DATES**

### **ASG Business Meetings**

Email correspondence will go out at the beginning of Fall 2020, Winter 2021 & Spring 2021 quarters regarding ASG Business Meetings dates and times.

All Fall 2020 ASG Business Meetings will take place virtually.

### **Registration Form**

All registered clubs and organizations must submit a completed registration form no later than Friday, November 20\*, 2020.

### **Mid-Year S&A Budget Request**

All registered clubs and organizations must submit a completed mid-year S&A Budget Request no later than Friday, November 27\*, 2020.

### **2021-2022 S&A Budget Request**

All registered clubs and organizations must submit a completed S&A Budget Request no later than Friday, February 5\*, 2021.

*\*Dates are subject to change. Should this date change, communication will be sent to the email address on file with the Department of Student Life.*