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## Contact List

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>PHONE#</th>
<th>EMAIL</th>
<th>CAN HELP WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Coordinator</td>
<td>Shannon Leininger</td>
<td>992-2353 x3169</td>
<td><a href="mailto:ascccc@clark.edu">ascccc@clark.edu</a></td>
<td>Main Contact: All club questions</td>
</tr>
<tr>
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<td>992-2353 x3133</td>
<td><a href="mailto:asccpr@clark.edu">asccpr@clark.edu</a></td>
<td>Event Promotion &amp; Posting</td>
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<td>Student Life Front Desk</td>
<td>Staff</td>
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</tr>
<tr>
<td>Director</td>
<td>Sarah Gruhler</td>
<td>992-2406</td>
<td><a href="mailto:sgruhler@clark.edu">sgruhler@clark.edu</a></td>
<td>Policy &amp; Procedure</td>
</tr>
</tbody>
</table>

## Important Dates & Deadlines

### Fall Quarter
- Involvement Fair: Thursday, September 29, 2016 10am-1pm GSC
- Quarterly Report Due: Friday, December 2, 2016

### Winter Quarter
- Involvement Fair: Thursday, January 19, 2017 10am-1pm GSC
- Quarterly Report Due: Friday, March 17, 2017

### Spring Quarter
- Involvement Fair: Thursday, April 20, 2017 10am-1pm GSC
- One Time Funding Request Deadline: Friday, April 28, 2017
- Quarterly Report Due: Friday, June 16, 2017
Non-Discrimination Statement

Chartered student clubs must be open and available to any Clark student regardless 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.

You are considered an extension of Clark College and the ASCC and will be expected to conduct your programs and/or activities accordingly. The ASCC Constitution and Bylaws, this Club Handbook, the Student Code of Conduct, and the Clark College Policies and Procedures manual are a few of the documents which define appropriate club conduct.

Why Get Involved?

Clark College and ASCC recognize that student clubs contribute to the educational, social, recreational, personal and leadership development of students as well as the campus community.

The College and ASCC further recognize that students should be free to organize and participate in voluntary associations of their choosing, subject to College policies and ensuring that such associations are neither discriminatory in their treatment of other members or the campus community nor operate in a manner which interferes with the rights of others.

How to Start a New Club

Every club, even returning clubs, need to complete the charter process at the beginning of every fall quarter. New or returning clubs can charter or re-charter at the beginning of fall, winter, or spring quarter, so long as it is before the annual spring deadline. New clubs should also make necessary inquiries to be aware of any possible parallels to existing clubs, student organizations, or College programs/services.

STEP 1

A student interested in starting a club should acquire a Club Charter Application from the Office of Student Life or on the Student Life website: www.clark.edu/student-life.

STEP 2

Complete the Club Charter.

- Select a club name and form a Statement of Purpose. The Statement of Purpose should describe how the club will benefit the students of Clark College, and must be recognizable as open to all students.
- Seek a Club Advisor. This individual must be a Clark College employee and should preferably be a full-time faculty or staff member. Student Employees (such as Student Government officers or work-study students) are not viable advisors.
- Provide the potential advisor with a copy of the Letter of Position Acceptance for Club Advisors.
- Acquire the name, contact information and signature of the Club Advisor on the Club Charter Application. This is their written commitment to serve as the advisor. If the club has more than one advisor, all advisors should receive a copy of the Letter of Position Acceptance and should sign the Club Charter Application.
• Acquire signatures from ten (10) currently enrolled students who support the club.

STEP 3
The Club Coordinator will review the Club Charter
• If approved, the Club Coordinator will sign the Club Charter
• A club charter may be denied or held from approval at any point during the charter process for the following reasons:
  o Statement of Purpose is unclear or fails to reflect how the club will benefit the students of Clark College or it fails to state/imply that all students are welcome.
  o A similar club or student program already exists to the degree that the potential club could alter membership or financial stability of the existing student organization.
  o The College offers a similar/duplicate service for students.
  o Necessary charter information is not provided or does not meet guidelines (i.e. missing signatures, does not have ten (10) currently enrolled students interested, risk and liability for desired activity is too great for the participants/College etc.).

STEP 4
The Director of Student Life will review the Club Charter
• If approved by the Club Coordinator, the Director of Student Life will review the Club Charter. If approved, the club is now officially chartered. The Club Coordinator will contact the Club representative via email and provide information regarding Club Orientation.

• A Club Charter may be denied by the Director of Student Life for the reasons listed in step 3.
  o If denied, the Club Representative will meet with the Director of Student Life. If a satisfactory outcome is not attained, a final appeal may be made to the Dean of Student Success and Retention.

STEP 5
Once approved, the Club Representative must attend a club orientation. Upon completion, the club is now recognized by the College. The club may request a copy of the approved Club Charter.

NOTE: Advisors and other club members are encouraged to attend the club orientation session.
ASCC Chartered Club Privileges

An ASCC chartered club is entitled to:

- The right to use the name of the College or ASCC in connection with the club’s own name.
- Facilities scheduling and use of space on the Clark College campuses.
- Use of club funds and the financial services provided by the College.
- The right to conduct fundraising activities and use of the College name and ASCC when off campus.
- Use of other resources offered by ASCC/Student Life listed under the club resources section of this handbook.

Club Coordinator

The ASCC Club Coordinator works to support all clubs. It is the responsibility of the Club Coordinator to:

- Review and approve club charters
- Plan and implement club orientation and training sessions
- Be the first point of contact when clubs have questions or need help.
- Work closely with clubs in planning and coordinating club meetings and events
- Hold a quarterly workshop or social activity for the clubs to promote communication between clubs.
- Demonstrate a working knowledge of the procedures for facilities use, media requests and campus security requirements for all club events.
- Coordinate a quarterly event (excluding summer) for club recruitment.
- In coordination with the Director of Student Life:
  - Prepare the Club Service Funding annual budget.
  - Prepare and periodically update the Club Handbook.
  - Mediate conflicts between and within clubs.

Since it is the job of the Club Coordinator to support all clubs equally, the Club Coordinator may not hold a position within a club.

The Club Coordinator may be contacted by phone at (360) 992-2353 x3169 or by email at asccc@clark.edu. The desk of the Club Coordinator is located in The Office of Student Life, Penguin Union Building (PUB) room 160.

Organizing Your Club

Clubs must be open to all Clark College students. Club officers and voting members must be currently registered Clark College students. Clubs may have non-students as members, provided the majority of the membership is comprised of currently registered Clark College students. Club funds may not be used to pay for expenses related to non-students.
Club Advisor

The ASCC Executive Council and Office of Student Life recognize the faculty/staff member(s) who sign the club charter as the official advisor(s) to the club. Club Advisor status may be transferred, shared, or granted with use of the “Change of Advisor” form, which can be obtained from the Club Coordinator.

Clubs may have more than one advisor. It is up to the advisors to share information and responsibilities.

Clubs may have individuals who serve as community resources to campus clubs; however, these persons may not serve in a Club Advisor capacity; as such, community resources may not make arrangements for use of facilities, sign official paperwork or travel (as the advisor) with the club. Club funds may not be used to pay for any expenses related to the community resource person.

Club advisors are expected to:

- Be a resource person for the club. Serve as a liaison with other campus offices and staff.
- Read the ASCC Club Handbook and be familiar with the policies and procedures described in this document.
- Oversee 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.
- Sign all paperwork authorizing expenditures. The Student Life Office will not approve financial forms without the signatures of the club advisor and club student representative.
- Attend club meetings and events during the business day (8am-5pm) as available.
- Attend all after business hour events, or make arrangements for staff attendance if you are unable to participate. An advisor must be present for the duration of the event.
- Attend and assist with club trips, as necessary, or make arrangements for staff attendance if you are unable to participate. See ASCC Travel Packet and Administrative Policies and Procedure 315.040 – Field and Related Trips for more detailed information on travel requirements and attendance policies.
- Ensure all Travel and Risk Management paperwork is completed prior to all club travel off campus.
- Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regards to use of alcohol and narcotic substances at college sponsored events. Report any violations to the Student Life Office.
- Comply with College and State rules, regulations, and maintain confidentiality of student records
- Conduct yourself professionally and model effective leadership behaviors.
Relieving a Club Advisor of Duty
The Director of Student Life reserves the right to suspend or remove Advisor status for reasons including, but not limited to those listed under the Club Review section of this handbook.

Club members should first contact the Club Coordinator and set up a mediation meeting. This meeting would involve: club officers, club advisor, Club Coordinator, and the Director of Student Life. If, after the mediation meeting, the club wishes to relieve the advisor of duty, they must provide the advisor with a clear written statement approved by the club officers and the Club Coordinator.

The club should then hold a meeting where a vote to relieve the advisor of duty will take place. See Relieving a Club Officer of Duty for procedures on organizing a meeting and voting. Quorum is required to relieve an advisor of duty.

A new advisor should be found within one quarter to replace the old advisor. If, after one quarter, a club is unable to find a replacement advisor, the club will be disbanded.

Club Officers
Each club decides how to structure their club leadership to best meet the goals of their club. Clubs are required to have at least three officers, however the club may determine the roles and tasks assigned to each role. Clubs often have a President, Vice President, Executive Assistant, and Treasurer. Many clubs also have a Publicity Officer, Historian, and Parliamentarian. Keep in mind that regardless of the leadership structure, all choices pertaining to the club need to be made as a group.

It is the responsibility of the club to notify the Club Coordinator and Office of Student Life of any changes to club officers.

Nomination and Election/Selection of Officers
The nomination and election/selection of officers is an important process. The following points may be helpful:

- Discuss leadership qualities and the demands of each officer’s position. Stress to candidates that a leader should possess both ability and willingness to do the duties that their position entails.
- The current or outgoing President of the club should facilitate the selection of new officers. Members may be nominated by others or volunteer to run for office. Make sure nominees have agreed to be on the ballot.

After the appointment of the officers, the outgoing officers should hold a special orientation session for the new officers to acquaint them with their new duties in detail. Encourage new officers to contact the ASCC Club Coordinator to gain a better understanding of club policies and available resources.
Resignation of a Club Officer
If a club officer wishes to resign they must send an email to the Club Coordinator stating their resignation, and from what position they are resigning from and ensure all other club materials are up-to-date.

Relieving a Club Officer of Duty
To relieve an officer of duty, club members should provide the officer with a written statement as to why they are being asked to step down. This statement should be clear and approved by the Club Advisor and Club Coordinator.

Club members must then organize a meeting where a vote to relieve the officer will take place. This meeting and its purpose should be advertised to club members and the Club Advisor must be present.

The officer in question may choose not to attend the meeting; however, if the officer being relieved is present they have the option to make a statement on their own behalf.

A vote is then taken by the officer of highest rank who is not in question. Quorum, a simple majority (half plus one), is required to relieve an officer from duty. The Club Coordinator should then be notified of the vote’s outcome, and signature cards for the club updated.

If a club has its own ratified bylaws that detail a different process for relieving an officer, they are responsible to meet with the Club Coordinator and gain approval for their alternative process prior to enforcement.

Maintaining Your Club Status:

Quarterly Reports
Clubs are required to turn in a Club Quarterly Report by the last day of classes each quarter. This report will outline general club activities and club service funding activities that the club participated in or held, progress made within the quarter, club officer names, positions and the number of club members.

Failure to turn in a Club Quarterly Report by the deadline will result in the loss of your club’s charter.

Club Review
In addition, the Club Coordinator has the right to review the activities of a club and may for cause:

- Put a club on probation.
- Suspend a charter.
- Revoke a charter.

Reasons for probation, suspension and/or charter revocation include (but are not limited to):

- Lack of student support.
- Failure to adhere to federal, state and local regulations regarding college clubs, including, but not limited to, Clark College policies and procedures, ASCC Constitution and Bylaws, and the ASCC Club Handbook.
- Inappropriate use of College resources.
- Improper use of club funds.
- Student Code of Conduct violations, under investigation or completed.

Clubs may appeal probation, suspension and charter revocation decisions to the Director of Student Life. If satisfactory outcome is not attained, a final appeal may be made to the Dean of Student Success and Retention.
**Club Inactivity**

A club is considered unchartered if it has not submitted its quarterly report by the quarterly deadline, and must re-charter. All inactive clubs will be unable to access resources (funds, room reservations, etc.) until returning to active status.

When a club with an established club account remains inactive (ceases activity) for a period of one year, all funds in the club account will be returned to the ASCC Fund Balance.

**Summer Clubs**

In order to continue club activity during summer quarter, currently chartered clubs must do the following:

- Turn in a spring quarterly report by the deadline.
- Have three student leaders enrolled in summer classes on the Club Signature Card.

Please remember that in the summer resources are limited on campus; there is no Club Coordinator, the PUB offices are open limited hours, the student population is reduced, and Club Service Funding is not available.

As a club in the summer you will be able to host events, hold meetings, hold fundraisers, and book rooms on campus. All booking of rooms for meetings and events can occur after the signature card has been approved for the summer quarter.

**Club Budget**

Seed money of $100 for each new-chartered club will become available for use after the club has completed the charter and orientation process.

Clubs are funded by Services and Activities (S&A) Fees paid quarterly by Clark College students. This money provides funding for clubs and 38 student programs, including athletics, art, music, and other activities.

**Your Club Budget Account**

As new clubs are chartered, a budget number will be assigned and the Club Coordinator will notify you of the budget number when it is assigned. Clubs that are re-chartering will keep the budget number that has been assigned previously. Access to your club budget will be withheld until an ASCC Club Signature Card has been submitted and you have completed a club orientation.

Your club budget is an account, similar to a checking account, where your financial transactions, revenue (deposits) or expenditures (withdrawals), are incurred. **Know your account number.** Your account number is needed for all deposits and purchases, as well as making copies.

Club accounts are under the jurisdiction of the ASCC Student Government and are to be used to finance activities sponsored by the club. Those in charge of an activity may determine how money is to be spent so long as the expenditure is not an improper use of public funds, within the policies and requirements of Clark College, and the state statutes.

Once a month, your club will get a report on your account. The report will give you an itemized record of all purchases and deposits to your account.
Examples of Allowable Expenditures

A few examples of allowable uses are:

- Personal service contracts: For special services such as guest speakers or performers.
- Supplies: Paper and general office supplies, paint, and paint brushes.
- Travel: Expenses for lodging, meals, registration and transportation including college van rentals, car rentals, train or airplane tickets.
- Entry fees: Fees for extra and co-curricular programs and activities.
- Membership dues: Dues for associations benefiting the involvement of a college club.
- Trophies or certificates of award may be purchased to be given to students who have “earned them”.
- Providing refreshments at approved student activities (examples: graduation ceremonies, student activity or club meetings, student awards, student work sessions, etc.). Clubs must advertise for their event at least one week in advance when serving food.

Examples of Unallowable Expenditures

- Scholarships (an exception is made for athletic scholarships).
- Purchases of alcohol or tobacco.
- Gift Card purchases (Clark College Bookstore is the only allowable vendor).
- The gifting of any farewell gifts, flowers for bereavement, unless it is in return for participation.
- A club or other student groups purchasing any food or refreshments without the pre-approval of the ASCC Finance Director and the Director of Student Life, unless in travel status as a club member or advisor.

Check with the Office of Student Life for other restrictions using S&A Funding.

Making Purchases or Travelling

There are several approved ways to purchase goods or services. The club is responsible for compliance with the established purchasing rules, regulations, and internal procedures. The College will not assume responsibility for any obligation incurred that is not processed according to state and College procedures.

Before accessing club funds, a completed ASCC Club Signature Card with a minimum of three (3) student leaders and the club advisor must be on-file with the Office of Student Life. All requests for purchases or travel will be denied if the card is not on-file.

Documentation is required for all financial activity. This includes club meeting minutes showing a majority vote for the purchase and a quote, invoice, or agreement of cost. All processing times below are estimated.
All forms noted below are available in the Office of Student Life or online at: www.clark.edu/student-life.

**Methods of Purchasing Items**

- **Purchase Request** the standard way to purchase supplies, materials, equipment, pay membership fees, or catering services. This process takes 3 weeks for internal college processing plus additional time for shipping.

- **Invoice Voucher** used to pay for services, such as a performer or speaker. This process takes 3 weeks for internal college processing.

- **Petty Cash** used to reimburse personal funds used to purchase supply items for the club. The maximum reimbursement is $100.00 per (shopping) day, including tax and must include the original receipt. Computer related items cannot be reimbursed and personal purchases must not appear on receipt. This process takes 2 weeks for internal college processing.

- **Credit Card** available in the Office of Student Life to check out for small local purchases. The credit card may not be used to purchase food, travel related arrangements, computer related items, or make online purchases.

- **Costco Card** available by submitting a request to the Office of Student Life.

- **College Bookstore** purchases may be made by submitting a request to the Office of Student Life.

- **Blanket Purchase Order** pre-existing account with Fred Meyers and Domino’s available by submitting a request to the Office of Student Life.

**Travel**

All off-campus activities must be approved in advance on a Travel Request Form regardless of cost.

All students traveling on ASCC sponsored trips must have a minimum cumulative or previous quarter GPA of 2.0 with the exception of “first quarter college students” and be currently enrolled in five (5) credits (previous quarter registration will be used for travel during breaks).

The Office of Student Life must have on file copies of all required risk waivers and emergency contact information prior to the trip.

The Travel Request Authorization form must include date and times of departure and return, destination, purpose, itemized expenses with documentation, and the list of participants. All mileage and meal expenses are based on government rates. Check with the Office of Student Life to find the most current information.

**Travel Expense Voucher**

A Travel Expense Voucher is required upon return of a trip if the traveler received a travel advance and/or incurred expenses on the trip and must include the original receipt for each expense.
**Club Service Funding**

The purpose of Club Service Funding (CSF) is for ASCC to recognize and encourage the involvement of clubs and student organizations in the campus and community. In order to qualify for CSF, the Club Representative(s) must first complete a club orientation session.

CSF is allocated on a weekly basis during fall, winter and spring quarters by the Club Coordinator and the Director of Student Life. Club members may receive $10 per hour per member dependent on the event or activity. A club may earn up to, but not more than $1,000 dollars during fall and winter quarter. Spring quarter allocation will depend on the amount of money left in the budget.

**Eligibility Requirements**

- The event for which service funds are being requested should directly benefit a group other than the members of the club (i.e. attending a conference directly benefits only the club members, whereas, assisting with a conference on campus may benefit multiple groups and organizations).

- CSF forms must be completed correctly and filed with the Club Coordinator before the year-end deadline.

- The club must turn in a quarterly report form each quarter to the Club Coordinator.

- For any activities or events that clubs request CSF for, fliers/posters must be turned in to the ASCC Club Coordinator for approval two weeks in advance and posted at least one week in advance.

**Ineligible Events and Activities**

- Clubs cannot earn Club Service Funding for events where they are charging a fee or are part of a fundraiser. This includes fundraiser planning, preparation and picking up of supplies.

- CSF cannot be awarded for events where the club is otherwise being compensated (i.e. a club and/or member that is earning extra credit, class credit, or being paid to participate cannot be awarded CSF).

- Clubs cannot earn Club Service Funding for their own website development. If they choose to help another club with website development, then they can request funds upon the approval of the Club Coordinator and Director of Student Life. It is the duty of the club to keep an active and accurate log of hours spent on such a project.

- Non-students may not earn, request, file paperwork for, or otherwise attempt to get Club Service Funding for the club(s) they are affiliated with.

If clubs are unsure how a particular event counts towards Club Service Funding they can contact the Club Coordinator.

**Categories of Service**

There are five (5) categories of service that can be earned by a club:

- On-Campus Volunteering.
- Off-Campus Volunteering.
- Host an Event.
- Movie Event.
- Club/Involvement Fair.
On-Campus Volunteering

On-Campus Volunteering funds can be earned by helping at any events that occur on the Clark College campus. Events may be coordinated by the ASCC, Activities Programming Board, the Student Life Office, or another club or student program. Some examples of On-Campus Volunteering are donating blood, setting up or taking down an ASCC event, and ushering at a play.

Caveats Regarding On-Campus Volunteering

- Assisting ASCC with the overall set-up (placing tables) and takedown (putting tables away, disposing of trash, resetting the room) will require a separate sign-in sheet. Please be sure to sign in and out of the event. Not doing so will render the volunteer’s (not the club) hours ineligible for CSF.
- Clubs can only earn funding for donating blood if it is done at the Blood Drive sponsored on campus by Clark College Health Services. Club members attempting a blood donation may be awarded one hour of Club Service Funding, whether or not the donation was successful.

Off-Campus Volunteering

Off-Campus Volunteering funds can be earned with any off-campus service that the club participates in, with at least three (3) club members. The activity must be approved by the Club Coordinator and Club Advisor prior to the service.

There are additional forms needed for off-campus travel (even if no expense will be incurred), including, but not limited to, a Travel Request Authorization Form and a Risk Waiver Form. All forms must be filled out before the activity can occur. You need to turn in these forms at least two (2) weeks before your scheduled event to allow time for the paperwork to be processed.

Caveats Regarding Off-Campus Volunteering

- A Travel Request Authorization Form must be filed concurrently with the initial Off-Campus CSF Form for approval.
- If the Off-Campus CSF Form and Travel Request Authorization form are not correctly completed and turned into the Club Coordinator two (2) weeks before the event for each of the participants, then the event will not be counted towards CSF.
- The club must send at least three members for it to be counted as an official club event and for you to receive CSF.

Host an Event or Movie Event

Host an Event or Movie Event funds may be earned when an event is sponsored by one or more chartered clubs. Examples of club events are speakers, performers, community forums, lectures, movies etc.
Club events hours are counted as follows for sponsoring clubs:
- Two (2) hours of planning for each hour of the event
- A maximum of two (2) hours for set up
- The actual hours of the event
- A maximum of two (2) hours for takedown
- Hours may only be earned for hosting the event and individual member hours are not counted.

Example: If a club sponsors a four (4) hour event, then they will be able to receive up to sixteen (16) hours in Club Service Funding:

- Event Planning (4x2) 8 hours
- Set-up 2 hours
- Event 4 hours
- Takedown 2 hours
- Total Hours = 16 hours

Movie event hours are counted the exact same way for set-up, event, and takedown. However, a maximum of two (2) hours of planning is allowed for each movie event.

Caveats Regarding Host an Event and Movie Event
- Clubs receiving One Time Funding Request money for an event may not earn CSF for that event.
- There is a licensing fee required to show movies in a public setting. Please contact Darci Feider at dfeider@clark.edu for more information on planning a Movie Event.

Club/Involvement Fair
Club Fair or Involvement Fair is a special event with a fixed CSF rate for the entire event because it is an event that is expected to happen quarterly and all clubs are expected to be involved.

Club/Involvement Fair can only be counted for a maximum of three (3) hours total. No planning hours will be counted towards Club Service Funding. Clubs may only earn funding for their own club.

Caveats Regarding Host an Event and Movie Event
- Clubs receiving One Time Funding Request money for an event may not earn CSF for that event.
- There is a licensing fee required to show movies in a public setting. Please contact Darci Feider at dfeider@clark.edu for more information on planning a Movie Event.

The Club/Involvement Fair occurs the second Thursday of each quarter from 10:00 a.m. to 1:00 p.m. Contact the Club Coordinator to reserve a table for your club at asccc@clark.edu.
### ELIGIBLE FOR CLUB SERVICE FUNDING

#### On-Campus Volunteering
- Volunteering at an activity (serving food at ASCC event, hosting craft table at Family Night, ushering theatre event, etc.)
- Volunteering for the Clark Foundation (wearing the Penguin Mascot at a sport event)
- Reading books onto tape for Disability Support Services
- Working the concession stand at sport event
- Creating Centerpieces for Alumni-Student Dinner

#### Club Event/Movie
- Bringing a production to campus
- Planning/ hosting a campus-wide event
- Working with the art gallery to bring an exhibit to Clark
- Work on other club’s webpage
- Donation drive for charity
- Providing free services to students
- Volunteering for a community organization on campus
- Hosting a movie that is advertised to all students

### INELIGIBLE FOR CLUB SERVICE FUNDING

#### On-Campus Volunteering
- Participating in an activity (just eating food at ASCC event, bringing your family and doing crafts with them at Family Night, etc.)
- Tutoring
- Any work the club or individual students are being financially compensated for
- Any activity the students are receiving graded credit for
- Watching a sports event
- Any activity not approved through ASCC Club Coordinator

#### Club Event/Movie
- Being in a theatrical production
- Own club’s webpage design
- Fundraiser for club
- Event paid for via One Time Funding Request
- Hosting a movie solely for club
- Attending an off-campus conference
- Any Off-campus activity not pre-approved through ASCC Club Coordinator
Other Ways to Earn Money

Fundraising and Donations
Any club interested in holding a fundraising event or accepting donations must submit a Fundraiser Request Form to the Office of Student Life two weeks prior to the proposed date for approval by the Director of Student Life. Money raised becomes state funds and is subject to state guidelines. All guidelines for fundraising and accepting donations, including cash handling procedures, are addressed in the Fundraising and Cash Handling Packet.

One-Time Funding Requests
One-Time Funding Requests are granted through the annual collection of both unallocated and unspent Services and Activities (S&A) Fees. Your club may request a portion of this money to be used for events that are unusual in nature and that are not expected to happen again (e.g. a national conference in Washington D.C. that club members would like to attend). Currently, One-Time Funding Requests have no dollar limit. Executive Council Budget Committee, Chaired by the ASCC Finance Director, reviews requests weekly. To be eligible, your request must:

- A one-time request - unusual in nature and not expected to reoccur.
- From a recognized Clark College organization or group.
- Beneficial for the students of Clark College and/or the campus community
- Willing to provide monetary contribution depending on the size of request.
- For the use of students; all items covered under the normal College funding structure should not be submitted.

The One Time Funding Request Form is available in the Office of Student Life, Penguin Union Building 160 or on the Student Life website at: [www.clark.edu/student-life](http://www.clark.edu/student-life).

Submit requests by the annual deadline via email to the ASCC Finance Director at asccfd@clark.edu and to the Director of Student Life at sgruhler@clark.edu.

Club Events & Activities
When your club is considering planning an event, please pick up the Event Planning Checklist in the Office of Student Life or online at [www.clark.edu/student-life](http://www.clark.edu/student-life), or contact the Club Coordinator for extra assistance.

All club events or activities must adhere to all guidelines listed in the ASCC Financial Code. Please refer to the Club Budget section of this handbook for further details on accessing your club funds and making purchases. Please note, all contracts must be approved and signed by a Clark College staff or faculty member.

Once you have determined the details of your event, fill out an Event Request Form that indicates the date, time, location and other details of your event and submit it to your Club Advisor so they may reserve the room, media, and necessary set-up/supplies needed through the College reservation system R-25 Live.
If there are any changes prior to your event, work with your advisor to contact the Event Services Office to make needed changes.

**NOTE:** Clubs may be charged for event cancellations occurring less than 48 hours prior to the activity if additional personnel were scheduled or hired for the event.

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### Club Resources

Clubs have access to various resources through The Office of Student Life and ASCC. The following items are resources available to clubs. Club documents and resources can also be found at [www.clark.edu/student-life](http://www.clark.edu/student-life).

### Club Work Spaces

Two desks and computers are available for club use in the ASCC Office. Clubs may access them using their student lab account. They may be used for club business purposes such as creating agendas, typing meeting minutes, creating flyers, etc. Since the desks are in an office environment, club use is dependent upon appropriate office conduct. If someone is being disruptive, they may be asked to leave.

### Copier

Clubs are offered 50 free copies in black ink on either colored or white paper per quarter. Colored copies or overages will be charged to your Club Budget Account. For jobs in excess of 50 copies, we strongly recommend that your printing be sent to Production Printing. Student Life will copy Risk Waiver forms at no cost to clubs.

### Lockers

ASCC provides locker space for clubs to store club supplies. Your club may request a locker from the Club Coordinator at any time. These lockers are located in PUB 163 and have individual locks. The locker room is accessible through the Office of Student Life during business hours and through Security after hours. Only Club Advisors and members who are listed on the Club Signature Form will be granted access to the locker room.

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### Club Activity Promotion

There are a variety of ways to present information about club events to the Clark College community including posters, bathroom calendars, reader board messages and more. With all of the promotion methods, we will do our best to accommodate your desired advertising dates. Due to the volume of requests, there may be times we are not able to fulfill all requests. Please plan ahead so we have a better chance of meeting your needs.

To promote your upcoming event, or get assistance in creating promotion materials, please fill out an **Advertising Form** and submit to the ASCC Student Relations and Promotions Coordinator. The form may be found in the Office of Student Life or online at [www.clark.edu/student-life](http://www.clark.edu/student-life).
Mailbox
Each club has a mailbox located in the Student Life Office. Both off-campus and intercampus mail is delivered and picked up from the Student Life mailbag by 1:00 p.m. each day. Mail for your club will be placed in your mailbox. It is recommended that you check your mailbox at least once a week, as other clubs and organizations also use the boxes as a means of distributing information. Clark Mailing Address:

Clark College
Student Life - PUB 160
1933 Fort Vancouver Way
Vancouver, WA 98663

Other Resources and Supplies

- Butcher paper for posters and boards
- Colored Paper
- Markers, pens, poster markers, etc.
- Balloons – 20 per quarter
- Sandwich boards for advertisement*
- Popcorn Machine* - Popcorn and popcorn bags not included but are available for purchase in Student Life
- Table Clothes*
- And More…

Please reserve items at least a week in advance by emailing the Club Coordinator at asccc@clark.edu and/or studentlife@clark.edu