

Club Service Funding

Packet

**CLUB SERVICE** **FUNDING**

The purpose of Club Service Funding (CSF) is to recognize and encourage the involvement of clubs and student organizations in the campus and community. In order to qualify for Club Service Funding, the Club Representative(s) must first attend “Club Service Funding Training”.

Highly active clubs are financially rewarded for providing events and activities and/or supporting events and activities that promote the educational, cultural, athletic, and social well-being of Clark College students and our community. Some of the ways that the clubs can benefit Clark College and community are by:

* Fulfilling the club’s goals
* Becoming more involved in the campus and community
* Generating energy and enthusiasm for the campus
* Providing human resources for the community
* Developing skills for interpersonal relationships
* Developing team and individual organizational skills

**Who?**

* The Associated Students of Clark College (ASCC) allocates funds into a CSF budget. The ASCC Club Coordinator and Director of Student Life or designee coordinate the CSF program.

**What?**

* CSF refers to funding that the ASCC allocates to highly active clubs for their service to the campus and the community.

**When?**

* Club Service Funding is allocated on a weekly basis during fall, winter and spring quarters by the Club Coordinator and the Director of Student Life.

**Why?**

* The ASCC provides funds to the clubs so that they can fund activities that further their goals in accordance with their Statement of Purpose.

**How much?**

* Club members will receive $10 per hour per member of CSF.
* A club may earn up to, but not more than $1,000 dollars during Fall and Winter quarter. Spring quarter will depend on the amount of money left in the budget.
* Club Representatives can earn $10 of Club Service Funding for attending necessary trainings, up to $40, or 4 people. Club Service Funding earned by attending various trainings will be awarded automatically.

## How to Earn the Money

**Eligibility Requirements**

* Club Service Funding forms must be completed correctly and must be filed with the Club Coordinator before the quarterly deadline.
* The club must attend at least three (3) Club Committee meetings per quarter.
* The club must turn in a quarterly report form each quarter to the Club Coordinator.
* At least three (3) different club members must volunteer hours during the quarter for the club to qualify for Club Service Funding.
* A student representative (per club signature card) from the club must attend a “Club Service Funding Training.”
* The representative’s that attend the Club Leadership Training are the representative/s that will be responsible for signing the CSF forms that are turned in at the end of each quarter. Multiple students from each club are eligible and encouraged to be trained as signatories for CSF.
* 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.
* A list of advertisement methods can be found on pages 26-28 of the Club Handbook.

Additionally, 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).

**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 that is earning extra credit for a class by participating or being paid to be present at the event cannot be awarded CSF).
* Clubs cannot earn Club Service Funding for their own web site development. If they choose to help another club with web site development, then they can request funds upon the approval of the Club Coordinator and Club Committee Advisor. 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.
* Club Service Funds may not be earned in conjunction with fundraising events.

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

**Categories of Service**

There are six (6) categories of service that can be earned by a club:

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

**On-Campus Volunteering**

On-Campus Volunteering funds can be earned by helping at any events that occurs on the Clark College campus. Events may be coordinated by the ASCC, Activities Programming Board, the Student Life Office, 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.
* A club that volunteers at another club’s event may earn more hours than the sponsoring club. The total amount earned will be dependent on the number of volunteers assisting.

**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. Additionally, the Club Representative(s) will need to attend “Travel Training” before off-campus service can occur. 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 Club Service Funding 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. Before you can host an event on campus, the Club Representative(s) must attend “How to Plan an Event Training” which is offered either through Club Committee or in an individual meeting with the Club Coordinator.

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

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](mailto: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 Fair can only be counted for a maximum of four (4) hours total. No planning hours will be counted towards Club Service Funding.

**Committee Service**

Committee service funds may be earned when clubs participate as members of approved campus, ASCC, or tenure review committees. The ASCC Vice-President assigns students to committees; there is a separate application and Club Service Funding form required for this type of service. (Gray Form)

**Caveats Regarding Committee Service**

* To avoid conflicts of interest the following committees are not eligible for CSF: Activities Programming Board, ASCC Club Committee, ASCC Constitution and Bylaws, ASCC Executive Council, and ASCC
* Services & Activities Fee Committee. All other campus committees are eligible for CSF unless the Club Coordinator or Director of Student Life, or another appointed designee notifies you otherwise.
* No more than two (2) members of the same club can serve on the same committee.
* No more than four (4) club members can request funding for serving on committees.
* A club member serving on a committee will only turn in a Club Service Funding form at the end of the quarter, with all meeting dates and times written on the form.

# Below you will find a short summary of events that will or won’t be eligible for CSF. This is not meant to be an all-inclusive list. If you have any questions regarding the eligibility of an event, please contact the Club Coordinator.

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| **On-Campus Volunteering**  **Eligible for CSF** | **On-Campus Volunteering**  **Ineligible for CSF** |
| 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 | 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/Movie**  **Eligible for CSF** | **Club/Movie**  **Ineligible for CSF** |
| 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 | 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 |
| **Committee**  **Eligible for CSF** | **Committee**  **Ineligible for CSF** |
| ASCC Elections Committee  ASCC Finance Committee  Planning Committees  Tenure Committees  College Committees | ASCC Executive Council  ASCC Activities Programming Board  ASCC Club Committee  Committees within own club  Judicial Review Committee |