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The Center for Leadership & Development

The Center for Leadership and Development is excited about your interest in Student Clubs and Organizations. Students are encouraged to join one of our 40+ clubs or even create their own! We recognize that Student Clubs provide a valuable service to the ARC community by providing leadership development, activism, public service, and social and cultural interaction. The CL&D have resources that can help you build up your Club and is the hub for student life. The CL&D office is located in the Student Center (next to Starbucks).

Clubs and Organizations can be established out of specialized interests of students such as Academics, Cultural/Ethnic Backgrounds, Campus Programs, or Political Philosophy, students are encouraged to organize and participate in club activities. Basically, if you have an interest in forming a club in nearly any topic, you can create a club for it. Joining a club or Student Government can enrich anyone's experience at American River College. The CL&D staffs are dedicated to providing you and your club with a setting that encourages personal and organizational growth. The CL&D staff will assist you with programming, organizing, and coordinating student sponsored activities and events.

If you have any questions, comments, or concerns feel free to contact the Center for Leadership & Development by phone at (916)-484-8471 or by email at arcstudentleadership@arc.losrios.edu

Who We Are



Dr. Joshua Moon-Johnson: Dean of Student Services, Equity Programs and Pathways

JohnsoJ2@arc.losrios.edu

Oversee departments such as: TRIO Journey, Veterans & STEM, Educational Talent Search, Upward Bound, Center for Leadership and Development, Equity Programs, International Student Programs

Brett Sawyer- Student Life Supervisor

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Student Senate and Campus Activities & Event Board Advisor
Los Rios Student Advisory Council (SAC) Advisor
Oversee CLD operations



Boo Curiel - SAGE Student Ambassador SPA

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Supervise 15-20 SAGE student ambassadors
Develop professional development and student workshops
Help coordinate Access cards

Mario A. Rodriguez-Student Activities SPA

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Advise and guide clubs and organizations
Work with faculty advisor
Assist Campus Activities and Events Board with programs



Jane Lay-Clerk II Center for Leadership and Development

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Oversee front desk staff and operations
Payroll/Office Management

Introduction

The Center Leadership and Development compiles this document in conjunction with the Clubs and Events Board with the goal to provide you with an accurate and up-to-date handbook. As such this handbook may go through periodic revisions and updates.

New, ReNew, Reactive Club

To form a new club, renew an existing club, or to reactivate an inactive club you must complete and submit the documents identified in this guide to The Center for Leadership & Development. *Club charters are submitted to the Club & Events Board for approval.* A club's charter may be revoked by the CL&D for any of the following reasons:

1. The resignation of the faculty advisor
2. Non-compliance with the policies and regulations of American River College, The Los Rios Community College District, or a breach of the California State Education Code.
3. Not abiding by the rules set forth by the CL&D regarding the administration and maintenance of a club and its associated accounts.

The CL&D also maintains records and copies of the documents contained or named herein.

Privileges of Recognized Student Clubs

1. Recognition of affiliation (i.e. use of the name 'Club of ARC,' or 'Club, ARC Chapter,' etc.)
2. Support from Faculty Advisors, the CL&D, CAEB, and Student Senate.
3. Listing of club in official publications, as well as, online and digital presence.
4. Use of facilities, grounds, services, and equipment, when available, for official meetings and events.
5. Participation in Club Days, other club oriented activities, information fairs, and CL&D workshops.

6. Use of a Club Trust Account and Business Services support.
7. Use of CL&D Club mailboxes, ARC and CL&D addresses - *Mailboxes should be checked periodically. Important documents, such as checks, bills, and official correspondences are delivered here and should not be left over prolonged periods. The CL&D assumes no risk or liability once the mail is placed in your box.*
8. Participate as a voting member for CAEB and have representation for your club.
9. Access to the Club Room to set up club meetings and/or events, workshop or program.
10. Access to supplies in Club Room/CLD Office such as: banner paper, markers, letter stencils, assorted of color, use button maker for purchase, stapler, tape.

Student Clubs: The Basics

A student club is a recognized body of students coming together for a particular purpose (i.e. to share a culture or heritage, to assist in the pursuit of an academic major, a common religious belief, a common political philosophy, and/or to socialize and have fun). As a recognized club, you are afforded certain privileges such as tabling, participating in Club Days, and access to a Club Trust Account.

Classification, Privileges and Creating a Club

(It's Easier Than You Think)

Forming a club can seem like a daunting task, but this guide should make it manageable. The steps listed in this section are the procedures you will need to follow in order to be a recognized ARC club. To realize these goals, certain exceptions are made for clubs attempting to form during the first few weeks of the semester. The first Club Day of each semester is an open event and unofficial Clubs are welcome (and encouraged!) to participate. The Club and Events Board handles the publicity and set up so it is a great way to increase club awareness and membership.

Once your club has been approved, you are granted all the aforementioned privileges and your charter will remain active for one academic year so long as the following requirements are met:

1. Maintains the following material in the CL&D:
 - a. Current approved constitution
 - b. Current approved club packet
2. Conducts activities on behalf of the students
3. Conducts business in accordance with state, local, and District policies and regulations
4. Maintains their Club Trust Account.
5. Immediately updates club packet should anything change.
6. All officers meet the minimum eligibilities:
 - a. Enrollment in five (5) semester units at ARC
 - b. Grade Point Average is 2.0 or better

Forming a New Club

- Collect names and Student ID numbers, of ten (10) interested students.
- Determine the purpose and name of the student club.
- Find a faculty advisor and have them read and sign all necessary sections of the Club Charter Packet. (Note: A faculty advisor can begin the chartering process on the students' behalf.)
- Complete the Club Charter Packet and have the President, Vice-President, and Treasurer sign all necessary sections.
- Compose a constitution and submit it with the charter packet.
- Submit the Club Charter Packet to the Center for Leadership and Development for approval.
- <http://www.losrios.edu/legal/Policies/P-2000/P-2312.pdf>
- Clubs will need to submit Room Reservation form each semester
 - See Policy – 2000
 - Students P-2312
 - Student Organizations and Activities

1.3 All club members shall be enrolled in the college at the time of membership and for the term of membership. **1.4** All club officers shall be enrolled in a minimum of five (5) semester units at ARC and shall maintain the minimum standards of scholarship prescribed for community college students by the District (good standing with a minimum 2.0 GPA).

Note: All necessary documents must be submitted by the date set by the CL&D.

Renewing a Club – a club must be renewed each academic year:

- Find your current faculty advisor and have them read and sign all necessary sections of the Club Charter Packet. (Note: A faculty advisor can begin the chartering process on the students' behalf.)
- Complete the Club Charter Packet and have the President, Vice-President, and Treasurer sign all necessary sections.
- Submit the Club Charter Packet to the Center for Leadership and Development for approval. Clubs petitioning to be renewed that already have their most recent constitution on file do not need to submit it again.
- Clubs will need to submit Room Reservation form each semester

Note: All necessary documents must be submitted by the date set by the CL&D.

Reactivating a Club with an existing name:

- Collect names and ID numbers, of ten (10) interested students.
- Find a faculty advisor and have them read and sign all necessary sections of the Club Charter Packet. (Note: A faculty advisor can begin the chartering process on the students' behalf.)
- Complete the Club Charter Packet and have the President, Vice-President, and Treasurer sign all necessary sections.
- Clubs will need to submit Room Reservation form each semester
- Submit the Club Charter Packet to the Center for Leadership and Development for approval. Clubs petitioning to be renewed that already have their most recent constitution on file do not need to submit it again.
- Submit a new or revised constitution to be approved by the CL&D Supervisor
- Check club Trust Account to verify any available funds.

Forming an Interest Group:

- Complete the Club Charter Packet and have initial member sign off
- Submit the Club Charter Packet to the Center for Leadership and Development for approval to be notified it will be an interest club for Semester
- Once approved will meet with SPA monthly to check progress and help build constitution
- Able to table at Club Day to recruit and outreach to members and eboard position
- Interest Group will have some semester to establish itself to be a club
- Clubs will need to submit Room Reservation form each semester



Spring 2019 Active Clubs

- Amateur Radio Club
- American Association of University Women @ ARC
- American Marketing Association (AMA)
- American Medical Student Association (AMSA)
- ARC Animation Club
- ARC Business Club
- ARC International Life Club
- ARC Society of Hispanic Professional Engineers (SHPE)
- Asian American Club
- Biotechnology Student Club @ ARC (BARC)
- Black Student Union (BSU)
- Coalition of Undocumented Students & Allies
- Community of Voices
- Computer Science Club
- Embedded Systems
- Fashion Club
- Game Dev Club
- Gender Sexuality Alliance (GSA)
- Honors Club
- Latinos Unidos
- LWW (Life is Worth the Walk)
- Mathematical Association of ARC (MAARC)
- Motor Sport Club
- Muslim Student Association
- NAMI on Campus - ARC
- Native American Student Union
- Phi Theta Kappa
- Ping Pong Club
- Profound Message Center (P.M.C.)
- Progressive Political Coalition
- Puente
- Research Club
- Respiratory Care Club
- SACNAS
- Sigma Phi Sigma
- Sign That Club
- SOARD Club
- Sociology Club
- Solar Regatta
- Student California Teachers Association (SCTA)
- Student Nursing Association
- Transcendence
- Umoja Sakhu
- The Wisdom Keepers
- Women in Stem



Sample Club Constitution

The Club Constitution must establish the fundamental principles the club will utilize to operate. If requested, the Constitution/Bylaws of clubs shall be shared with students, campus departments, etc.

Article I - Name of the Club

Section 1: The name of this organization shall be “Club Name”

Article II - Purpose of the Club

Section 1: This section can be as brief or as detailed as you would like. It should include a general outline of what your club stands for and what it would like to accomplish.

Article III - Officers of the Club

Decide what officers your club will have, how and when they will be elected, the term of office for each will hold and how vacancies will be filled. For example:

Section 1: The elected officers of this Club shall be: (List office titles only, no personal names)

Section 2: Term of office will be...

Section 3: It shall be the duty of the President ..., etc.

Section 4: It shall be the duty of the Vice President ... etc.

Section 5: (Additional positions can be added)

Article IV - Qualifications for Membership

(See Non-Discrimination & Sexual Harassment section of “AMERICAN RIVER COLLEGE GUIDE TO STUDENT RIGHTS AND RESPONSIBILITIES”)

Section 1: List requirements and qualifications necessary to become a member without regard to race, color, marital status, religion, national origin, sex, age, disability, or sexual orientation.

Article V - Meetings

Determine the frequency of general meetings and establish procedures. Also, special meetings shall be addressed.

For example:

Section 1: (Frequency of meetings)

Section 2: (Procedure of calling special meetings)

Article VI – Election and Impeachment

Section 1. All club officers shall be elected before _____ and will serve a term of _____. The time between elections and _____ shall serve as a transition period for new officers.

Section 2. Officer elections will consist of the following three step process:

1. Nominations

2. Platform Speech

3. Elections

Section 3. Impeachment

A. Details of what can be considered requirements for impeachment.

B. Minimum number of votes to pass the vote for impeachment.

Article VII - Parliamentary Authority

Section 1: The rules contained in the current edition of Robert’s Rule of Order, Newly Revised, shall govern the (Club Name) in all cases to which they are applicable and in which they are not inconsistent with the Constitution/Bylaws of the (Club Name).

Article VIII - Quorum

Section 1: State the minimum number of members who must be present at a meeting in order to transact business. (Should not be less than four members)

Article IX - Amendments (State how and when the constitution can be amended.)

For example:

Section 1: The proposed amendment must be in the hand of the club officers no later than one week before the scheduled meeting of the (Club Name), at which it is presented.

Section 2: Following the approval of the amendment by the officers, this constitution may be amended by a (State what majority) vote of the membership at the first meeting of the Club at which a quorum is present

Article X - Enacting Clause

This constitution shall become effective upon arrival of the Club President, Club Faculty Advisor or Leadership and Development Supervisor.

I have read, understand and agree to the contents of this document.

Signature Club President _____

Signature Faculty Advisor _____

CL&D Supervisor _____

Date Approved _____

Important Dates

ASB Master Calendar Fall 2019

Subject to change—All locations to be confirmed
ASB Major Events

Monday, Aug. 26th
Welcome Week Kickoff

Thursday Sept. 5th
Welcome Day— Campus Departments/Vendors

Thursday, Sept 12th
Club Day/Mental Health Day

Tuesday, Sept 17th
Constitution Day

Friday, Sept 27th
Fall LRCCD Leadership Summit (FLC)

Thursday Oct 10th
Club Day

October 25-27
CCCSAA Student Leadership Conference, Sacramento CA.

Thursday Nov 7th
Club Day

Friday Nov 22-24
Circle of Change Conference, Los Angeles, CA



Clubs & Events Board Meetings

Meetings held Tuesdays at 10:30am, in the Student Center Boardroom, except as otherwise posted

August
27

September
3, 10, 17, 24

October
1, 8, 15, 22, 29

November
5, 12, 19

December
3, 10

Joint Budget Committee Meetings

Meetings held Thursdays, in the Student Center Boardroom, except as otherwise posted.

September
19

October
17

November
14

December
12



How to Run a Meeting

When holding a meeting, the presiding officer, sometimes officers, are typically responsible for maintaining order and moving the meeting along. Remember, the degree of formality depends on the size of the club and the consensus of its members. Here are a few guidelines to keep in mind.

1. **Reserve your room:** You can obtain the form from the Center for Leadership and Development
2. **Be on time (That means early!):** The officer or officers, responsible for running the meeting should arrive before the meeting is scheduled to begin. That gives them time to set up the room and assure the club is ready to conduct the meeting. Be sure to communicate the meeting time, date, and location at least 72 hours prior to the club meeting.
3. **Start Promptly:** Always start your meetings when you planned to, if possible. Having a regular schedule for club meetings will help members plan for the meetings.
4. **Be Organized:** In order to help keep all of your business in order and prevent things from getting lost, create a meeting agenda. (Page 11)
5. **Be Composed:** A presiding officer should lead by example and always remain composed and objective. A smile or a sense of humor could just save the day.
6. **Document:** Have the club secretary or communications officer take accurate meeting minutes. The meeting minutes should describe decisions made by the club membership.



Basic Agenda Outline

This is a basic outline of an agenda. Each club will need to compose one that works best for them but these are the basic parts that most agendas will need.

Club Name

Date of Meeting

Location of Meeting

- I. Call to Order
- II. Welcomes and Ceremonies - *(Presiding Officer's or Advisor's Remarks)* -----3 Minutes
- III. Roll Call - *(List members who are in attendance; and members who are absent.)* ----- 2 Minutes
- IV. Approval of the Agenda - *(Review, Correct, Approve)* ----- 2 Minutes
- V. Approval of Previous Minutes - *(Review, Correct, Approve)* -----3 Minutes
- VI. Officer Reports - *(Reports from officers on their given tasks, and duties.)*----- 5 Minutes
- VII. Committee Reports - *(Reports from standing or special committees)* -----5 Minutes
- VIII. Previous/Unresolved Business ----- 15 Minutes
- IX. New Business -----20 Minutes
- X. Adjournment ----- 1 Minute

Basic Minutes Outline

This is a basic outline of minutes. Each club will need to compose one that works best for them but these are the basic parts that most minutes will need.

Club Name
Date of Meeting
Location of Meeting

- I. Call to Order -10:30am
- II. Welcomes and Ceremonies -10:31am - *Welcomes Received* ----- 3 Minutes
- III. Roll Call -10:33am - (*List members who are in attendance and members who are absent.*)-- 2 Minutes
- IV. Approval of the Agenda -10:35am – (*Review, Correct, Approve*) - - - -----2 Minutes
- V. Approval of Previous Minutes-10:37am - (*Review, Correct, Approve*)- - - - - 3 Minutes
- VI. Officer Reports -10:39am (*Reports from officers on their given tasks and duties.*)- - - - - 5 Minutes
- VII. Committee Reports -10:46am(*Reports from standing or special committees*)- - - - - 5 Minutes
- VIII. Previous/Unresolved Business -10:50am - - - - - 15 Minutes
- IX. New Business -10:58am - - - - - 20 Minutes
- X. Adjournment -11:24am - - - - -1 Minute

Example Minutes

**Avenger's Club
December 13, 2016
Community Room 1**

I. Call to Order - 2:00 p.m.

The meeting was called to order at 2:00 p.m. in Community Room 1 on Tuesday, December 13, 2016. Quorum was established with seven out of eight members being present.

II. Welcomes and Ceremonies - 2:01 p.m. 3 minutes

Welcomes were received.

III. Roll Call - 2:03 p.m. 2 minutes

Members that were present:

- *President-Nick Fury*
- *Vice President-Thor*
- *Treasurer-Hulk*
- *Secretary-Captain America*
- *Historian-Tony Stark*
- *Club Member-Black Widow*
- *Club Member-Hawkeye*

Members that were absent:

- *Club Member-Deadpool*

IV. Approval of Agenda - 2:05 p.m. 2 minutes

Motion: Black Widow moved to approve the December 13, 2016 meeting agenda. Seconded by Hawkeye.

Vote: The December 13, 2016 agenda was approved unanimously.

V. Approval of Previous Minutes - 2:07 p.m. 3 minutes

Meeting minutes for Wednesday, December 6, 2016 were reviewed and approved without objections.

VI. Officer Reports - 2:09 p.m. 5 minutes

- *President's report on next assignment given by Nick Fury.*
- *Vice President's report on new president given by Thor*
- *Treasurer's report on funds allocated for city damage given by Hulk.*
 - *\$100.00 allocated for October Clubs Day*
 - *\$200.00 reimbursement check given to Tony Stark for banquet deposit*
 - *\$1000.00 allocated for club scholarship*
 - *\$2,500.00 currently in account*
 - ***\$1,200 in account after accounting for allocations and reimbursement***

VII. Committee Reports - 2:14 p.m. 5 minutes

- *Special Committee - Updates on Loki's whereabouts reported.*

VIII. Previous/Unresolved Business - 2:19 p.m. 15 minutes

Previous Issue:

Sequel to Age of Ultron?

- *Hulk moved to postpone this agenda item to next week's meeting. Seconded by Hawkeye. **Motion passed** with Tony Stark and Captain America voting against the motion.*

Scholarship for Training Avengers

- *Black Widow moved to reduce the amount of funds allocated towards the Training Avengers Scholarship from \$500 to \$300. Seconded by Hulk. **Motion passed** with Tony Stark voting against the motion.*

- *Black Widow moved to approve the Training Avengers Scholarship. Seconded by the Hulk. **Motion passed** unanimously.*

Fun Run

- *Thor moved to allocate \$1000.00 for the “Feed the Hulk” Fun Run taking place in New York City on July 3, 2017. Seconded by Black Widow. **Motion failed** with Thor and Black Widow voting in favor of the motion.*

Unresolved Business:

- *City buildings and roads remain under construction due to new villains attempting to overthrow the Avengers. Cost of construction continues to add up.*
- *Solutions to reduce city damage remain unresolved.*

IX. New Business - 2:34 p.m.

20 minutes

- *New Business: A call for more Avengers has been suggested by the city for more supervision and protection. Should Avengers require more members for improved city Protection? Possible solution to the unresolved business of rising construction cost.*

X. Adjournment - 2:54

1 minute

- *The meeting was adjourned at 2:55 p.m. by President Nick Fury.*



Working with a Club Advisor

All official student clubs on campus must have a faculty advisor, though classified staff may sign on as co-advisor. Advisors are primarily responsible for the following items. (To help with the volume of need a co-advisor is recommended.)

LRCCD Policies and Regulations <http://losrios.edu/legal/Policies/P-2000/P-2312.pdf>

1.0) Campus Clubs and Organizations

1.2) Every club must have a faculty advisor in order to operate on the campus.

THE RESPONSIBILITIES OF AN ADVISOR:

The exact role an advisor plays in a club is determined by the club itself and the needs that the Club might have. It is the responsibility of the student leadership of the club to inform the advisor of their needs.

1. Provide the basic orientation, continuity, and knowledge of the activities, traditions, and services of the club.
2. Assist in planning meaningful events, activities and projects that are consistent with the purposes of the group and/or with the goals of the club.
3. Attend all club activities, meetings and/or any other special events designed by the student club, whether it is held on or off-campus and remain at the event until it is over. Violation of this policy may result in the termination of the club charter.
4. Encourage development, initiative, responsibility, and leadership of the student members.
5. Ensure that the club complies with all college and district policies, rules and regulations.
6. Be familiar with the constitution of the club and be prepared to render assistance with their interpretation and helping officers understand their duties.
7. See to it that minutes of meetings are maintained (when an advisor resigns or retires, all records should be filed in the CL&D).

8. Provide guidance to the financial activities of the group; ensure that expenditures are permissible; prevent club from incurring debts that it is unable to pay.
9. Promote communication with the CL&D Office.

ADVISOR SIGNATURE REQUIREMENTS:

In many cases an advisor's signature is needed for a club to conduct business on campus, here are a few examples of things an advisors will need to sign.

1. ARC Facilities Request Form
2. Reimbursement Request Form
3. Funding Request Forms
4. Club charter documents
5. Travel requests

CHANGING ADVISORS:

When a student club is changing advisors there are two main things that need to happen.

1. The outgoing advisor should notify the Center for Leadership and Development with the effective date of their resignation.
2. The Student Club and the incoming advisor should notify the CL&D via email with the date of the transition.



Money & Accounting

CONTROLLING PHILOSOPHY:

- ARC requires strict adherence to rules and procedures be observed. The observance ensures that good practices are maintained and everything accounted for an audit process.
- Clubs must be chartered, active, and in good standing to use their funds.
- Bank accounts outside of the District are not permitted
- All club financial transactions are required to take place at Business Services
- Additional documentation may be requested (Club Minutes, flyers, etc.) to accompany requisition for payment and/or reimbursement

DEPOSITS:

Deposits can be made by cash or check by completing the Club Deposit Form in the CL&D. All deposits must be made in person with the **required signature** (executive officers). The CL&D will deposit funds through Business Services. The completion of the transaction will be stored in the club's file and copy given to club officer. All funds must be deposited the following business day.

Note: Should a club or organization fail to re-charter four (4) consecutive semesters, the club's financial account shall be frozen and all remaining account funds shall revert back to the Associated Student Body, Clubs and Events Board. No funds, once reverted, shall be returned. A new club will have to be started.

FUNDRAISING PARAMETERS:

Fundraising is defined as an event where a student club receives funds through sale, auction, or donation.

- Fundraising is available to current chartered clubs.
- All funds raised must be deposited into the corresponding club account.
- Food sales can only be allowed after those members who will handle food have taken a food safety class provided by the CL&D

RAFFLES, DRAWINGS & GAMES OF CHANCE:

School entities, including student clubs, are not authorized to participate in raffles.

EXPENDITURES:

Follow all guidelines set down by the CL&D and the ARC Receiving Office

Minutes:

- All expenditures require a signed copy of the student club minutes be attached to a Purchase Requisition form and/or a Purchase Order form. The officer or principle member responsible for preparing the minutes must sign the minutes
- ***Club Minutes must be turned in with Campus Based Requisition form, approving expenditures.***

- It is in the student club's best interest when approving expenditures, to approve a "not to exceed" amount in the event that the estimated expenditure is not exact.
- When submitting minutes, please highlight the corresponding motion/section.

Other Supportive Documentation (Required as appropriate for the expense):

- Copy of the event flyer
- Resume or description of the performer's/lecturer's experience
- Conference description or agenda

REIMBURSEMENT:

A member of a student club may be reimbursed for items purchased for use by the student club.

To be reimbursed:

- Complete a Request for Reimbursement form.
- Attach club minutes approving the reimbursement.
- Attach original receipts. Please keep personal purchases on a separate receipt and/or transaction.
- Submit all completed forms and accompanying documentation to the Center for Leadership and Development Office.
- Please put Los Rios ID # on the reimbursement form to verify student/faculty member.

NOTE: Student Clubs are prohibited from entering into contracts with independent contractors, service providers, vendors, or the like.

GIFTS & DONATIONS:

Cash or check donations intended for a recognized club and/or the ARC ASB shall be deposited into the club/organization Trust account.

Checks are made payable to "American River College". Donors must note, on the "memo line" on the check or in a separate letter, the specific name of the club/organization receiving the donation. If the donation is for a specific scholarship sponsored by the student Club, the donor must specify in a letter that the donation is for the purposes of a particular scholarship. The club/organization shall recognize and accept or decline the donation in a meeting (this must be reflected in the meeting minutes). To keep track of donations received, clubs shall develop a table or Excel spreadsheet to record donations. The table shall include the following information: date received, donor name, amount of the donation, and the purpose of the donation. This information must be provided to the Center for Leadership and Development on a regular and consistent basis for audit purposes.

Donors shall receive either a receipt or letter from the club confirming receipt of the cash/check donation. A copy of the receipt or letter must be provided to the CL&D at the time the donation(s) are deposited into the club account.

POINTS TO REMEMBER:

- Clubs must be active, chartered clubs in good standing to utilize their funds.
- Invoices/receipts should only show items for the club use (no personal items should be included on the same receipt).
- Any incomplete form will delay the process so be sure to provide all necessary information when it is submitted.
- Students or advisors will not be reimbursed for payments made for services to independent contractors.
- Expenses should be submitted within the same academic year of occurrence.
- Receipts for personal expense reimbursement older than 30 days are subject to review and/or non-payment. Receipts older than 30 days must be accompanied with a memo of explanation, which is also signed by the club advisor.
- The club advisor and a designated club officer must sign all deposit and expense forms.
- All expenditures require signature approval of the Vice President of Administration, Club Advisor, designated Club Officer and the Dean of Student Services. (Reference: Education Code 76063; LRCCD P-2314 Section 2.1, LRCCD R-2314 Section 2.1)
- If merchandise or services are ordered without proper authorization, the club account may be frozen and the club will not be permitted to use funds until the problems are resolved.

Similarly, if bills are not submitted in a timely manner, the club account may be frozen and the club will not be permitted to use funds until the problems are resolved.



Fundraising Ideas

30 Unique Fundraiser Ideas for College Groups

Fundraising can consume an organization, leaving little energy for members to pursue the group's true purpose. With these creative fundraising ideas categorized from low to high effort levels, you'll save your group time and look like a genius!

Time and Effort: Low

(1-2 Geniuses needed on planning committee)

1. **Candy Crush-a-Thon.** Pull an all-nighter playing Candy Crush or the latest game craze. Charge an entry fee, make it high energy with music, and sell candy to boost funds. The player who outlasts everyone wins a gift card to the local coffee shop. The players at the highest level get a glittery phone case or silly prize. Use SignUpGenius for RSVP's or to sell sponsorships or tickets.
2. **Episode Marathon Night.** Pick a favorite show and host a marathon night with another group. Charge a small entry fee. Vote on your favorite character, episode, or jump-the-shark moment. Ask trivia questions or play bingo with popular one-liners, and remember to have cheapie prizes on hand.
3. **Family Recipe Cook Off.** A new spin on the chili cook off: have everyone cook their favorite family recipe. Charge an entry fee and give prizes to the winners. Make sure participants bring a copy of the recipe. Consider adding this to an existing party or event. Gather supplies and coordinate participants with a sign up!
4. **Blind Bowling or Costume Putt-Putt Night.** Work with a local bowling alley or putt-putt golf course to receive a percentage of ticket and concession sales. Make sure to select a unique place that has a festive atmosphere with private event facilities and fun/live music. Put a twist on it with blindfolds for a couple of the rounds, or playing the game in costumes. Buy a tacky prize or trophy that can be passed around year after year. You can also turn this into a tournament that includes lunch or dinner to boost sales.

-
1. **Bid on the Best Room or Parking Space.** If your organization owns a convenient parking space or much-sought-after room in the organization's building, don't just give it to the President! Ask members to email a bid for the room or space. Highest bidder wins.
 2. **Serve-it-Up Night.** Negotiate with a local restaurant, ice cream parlor, or grocery store to donate a percentage of proceeds to your organization on a particular night. Work with a venue that will let members scoop, serve, or check out!
 3. **Mystery Pizza Delivery.** Send a busy friend a pre-paid pizza! Work with a local vendor to receive a percentage of proceeds on a certain night when callers mention your organization's name. Design a cute card and give them to the pizza delivery vendor for those surprise, mystery deliveries.

4. Arcade/Go-Cart/Sporting Events. Work with a local arcade and fun center, or even a sports team to reserve their location or reserve tickets at a group price. The venue should give you a percentage of the proceeds. You promote the event - they do the work and send you a check!
5. Have a Fundraiser Within a Fundraiser – A Basket Raffle. So you’re hosting a speaker series or a dance? Assign each “class” within your organization a themed basket that will be raffled off: Sports, Night Out, Gift Cards, Summer Fun. Each class is responsible for filling their basket with donated items. Tips: 1) Check websites of local sports teams and resorts to see if you can request a donation. 2) Locally owned, independent retail stores or restaurants (rather than chains) are often more willing to donate gift cards. 3) Ask parents who own businesses that could donate. Remember! People need more than one raffle ticket (one drawing per basket), so make more \$ and sell them in bulk: 15 for \$10.

SAMPLE

6. “Taking it a Step Higher” Capital Campaign. A unique twist on the same ‘ole capital campaign: try a “footprint” version. Decide on different levels of donations: Red-\$25, Blue-\$50, Yellow -\$100. Once money is pledged, host a quick party or event where members paint donors’ feet the appropriate color, and then each donor literally stamps his/her footprint on a banner to be displayed. Above all the footprints, paint the words “Taking it a Step Higher.” Voila! Marketing genius! Genius Tip: Use online sign ups to collect money, so you can send to out of town family and friends who want to participate with a cash donation.

Date	Location	Available Slot
11/19/2009 (Thu.)	Location 1	Drinks (2) Sign Up Snacks Sign Up
11/23/2009 (Mon.)	Location 2	Drinks (2) Sign Up Snacks Sign Up
11/30/2009 (Mon.)	Location 1	Drinks (2) Sign Up Snacks Sign Up
12/7/2009 (Mon.)	Location 3	Drinks (2) Sign Up Snacks Sign Up
12/19/2009 (Sat.)	Location 1	Drinks (2) Sign Up Snacks Sign Up

Date	Location	Item to Bring
11/19/2009 (Thu.)	Location 1	Drinks (2) Sign Up Snacks Sign Up
11/23/2009 (Mon.)	Location 2	Drinks (2) Sign Up Snacks Sign Up
11/30/2009 (Mon.)	Location 1	Drinks (2) Sign Up Snacks Sign Up
12/7/2009 (Mon.)	Location 3	Drinks (2) Sign Up Snacks Sign Up
12/19/2009 (Sat.)	Location 1	Drinks (2) Sign Up Snacks Sign Up

Date	Location	Item to Bring
1/26/2009 (Wed 5:30PM - 6:30 PM)	Main Street Center	Drink Sign Up Snacks Sign Up
1/26/2009 (Wed 5:30PM - 6:30 PM)	Main Street Center	Drink Sign Up Snacks Sign Up
1/26/2009 (Wed 5:30PM - 6:30 PM)	Main Street Center	Drink Sign Up Snacks Sign Up
1/26/2009 (Wed 5:30PM - 6:30 PM)	Main Street Center	Drink Sign Up Snacks Sign Up
1/26/2009 (Wed 5:30PM - 6:30 PM)	Main Street Center	Drink Sign Up Snacks Sign Up
1/26/2009 (Wed 5:30PM - 6:30 PM)	Main Street Center	Drink Sign Up Snacks Sign Up

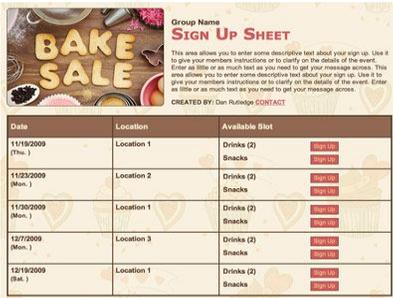
Time and Effort: Medium

(3-4 Geniuses needed on planning committee)

1. Public Service Announcement/Social Media Challenge. Tap into skills of students on campus and ask for video submissions on a particular topic, which will serve as a Public Service Announcement (or recruiting video) from your group. Ask for donations from friends and family, and give a percentage as a cash prize to the winner. Pick an important topic and include a list of firm guidelines, due date, and a contact person. Select three winners and post them on your social media site. The one with the most likes, shares, or votes wins the cash prize. Use [SignUpGenius Payments](#) for collecting money to fund the project! **SAMPLE**

2. Sweat-a-Thon. Get fit and raise money at the same time! Work with the campus gym to “check in and out” members as they log hours. Set a month-long group goal and promote it. Have participants ask parents and friends to be sponsors.
 3. Fitness Band Challenge. Use the latest technology gadget to establish a month-long step goal. Make sure to have participants link fitness bands to an App for legitimacy. Set a group goal and ask for sponsors, like the example above.
-

1. Skit/Karaoke/Talent Night. Host a Karaoke, Talent, or Saturday Night Live-inspired Skit Night, in tandem with another college group. Set some guidelines upfront, and hold auditions if needed. Charge an entry fee, sell popcorn, vote on the best one, and show clips from past year’s winners in between acts. Winners get a “free pass,” from a required group meeting or event. Choose to up the ante with a cash prize.
 2. Seasonal Selling. Look at the calendar and sell something when folks are in the mood to spend money. On the last weekend before summer vacation, hold a car wash. During a football game, sell tailgating gear. Near Mother’s Day, sell handmade cards. For Valentine’s Day, sell Carnations, Sing-a-Grams or Candy-Grams for personal delivery!
 3. Sell Care Packages on Move-In Day. Position members outside freshman dorms to help parents move in their children. Make sure everyone has on matching T-shirts! Position a table off to the side, selling care packages with commonly used, lesser known items that you need on campus: panic whistle, non-perishable food, coffee, Gatorade, water cup with university logo, etc.
 4. Video Game Tournament. Host a video game (or board/card game tournament). Charge an entry fee for participants and audience members. Post house rules and set time limits so you can stay on schedule. Ask local businesses to [donate prizes](#). [Selling concessions](#) or hosting a 50/50 [raffle](#) during the event will help you monetize the it further. Use SignUpGenius to organize teams and time slots.
 5. Oozeball Tournament. Together with some other organizations, ask the university to temporarily turn an outdoor sand volleyball court into a mud pit. Charge an entry fee for teams to enter the tournament. Use SignUpGenius to setup teams and time slots, like the above example.
 6. Powder Puff Game. Host a girl’s football game, with the guys as cheerleaders! Sell tickets to the game. Be sure to research and set rules.
 7. Break the Balloon Silent Auction. Stuff balloons with silly and awesome prizes and tasks: clean a room, make a meal, gift cards, free passes, butler for a day. Students bid on a balloon. Each winning bidder pops his/her balloon to reveal what’s inside! Check the websites of local sports teams and resorts to see if you can request a donation. Locally owned, independent retail stores or restaurants (rather than chains) are often more willing to donate gift cards. Consider adding this to an existing event.
-



Time and Effort: High

(5-6 Geniuses needed on planning committee)

1. TV Show Competition. Think Dancing with the Stars, America’s Got Talent, or American Idol. Set up a link for audience members to vote on their phones during the show. Make sure judges stay positive and have a simple rating system. Test this with a smaller group first, then go campus wide next year.
2. Parent/Son or Daughter Golf or Tennis Tournament. Work with a local golf or tennis club to host a one day tournament. Many moms and dads would LOVE to come play golf and spend the day with their college-age kid! In place of Mom or Dad, invite alumni and friends. Charge an entry fee that covers expenses and makes a profit. Have a roving concessions golf cart or ask for a percentage. Get the club to donate a free round of golf or tennis to the winning team members, or give a silly t-shirt for Mom and Dad to wear proudly. Use SignUpGenius to recruit teams. [SAMPLE](#)
3. All in the Family Event. Host a family-friendly event during Parents Weekend. Get crazy and do cupcake wars, a darts tournament, or hire a dance student to come and teach a ballroom dance to parent/child pairs. Ask parents to bring “awkward family photos.” Set up a silly photo booth with a decorated sheet as the background. Take pictures with your phone and email them later. The more effort you put into this event, the more you can charge Mom and Dad! Skip paper tickets and use SignUpGenius for event registration.
4. Selfie-Themed 10K. Organize a Campus 5 or 10K with a cool theme: Selfies! Runners take photos of themselves with certain campus landmarks in order to finish the race. Post on social media later - instant marketing and perfect pictures for everyone to enjoy 20 years later! Other cool 5k themes include: Midnight on the Green, Campus Sunrise Run, Circle the Stadium, Blindfold Run with a Buddy. Use SignUpGenius to register participants and pay for the entry fee. [5k SAMPLE](#)
5. Speaker Series. Set up a series of interesting speakers. Charge an entry fee and ask your speaker to donate their time. You don’t need someone famous to make this worthwhile. Tap into alumni, professors, counselors, or community members working in relevant job fields.

6. Open Mike/Read Your Childhood Diary Night. Host an Open Mike night. Poetry, music, comedy, all talents are welcome. A recent trend: Reading your childhood/teenage diary! Sell tickets. Use SignUpGenius for RSVP's. Have concessions and a raffle.
7. TV/Movie Themed Silent Auction. Use SignUpGenius to create a "Wish List" of donations, and then host a Silent Auction or bingo night with a theme from a favorite show/movie: House of Cards, Hunger Games, Downton Abbey. Don't forget to ask locally owned businesses for related gift cards, and research websites to ask for donations of sports tickets or hotel stays. [Silent Auction SAMPLE](#)
8. 80's Prom. Host an 80's prom. Come dressed in big hair and stone-washed jeans, play 80's songs, and have a costume contest. Add a second-hand clothing sale during the prom. Don't forget a photo booth with a decorated sheet/props as the backdrop, using phones for pictures and email them later! This could be fun for Parents Weekend too.
9. Dancing/Art/Grammar/Knitting/Math Lessons. Surely you have members with these skills! Set up booths where everyone shows off their skill or knowledge, with a quick [tutoring session](#)! Charge per person.
10. Battle of the "Lip Syncs." A new twist on Battle of the Bands...battle it out with a Karaoke competition! Have prizes, raffles, and concessions and charge an entrance fee. Choose an idea, make a plan and get to it. You'll be raking in

Team Builders for Members and E-board

<https://www.wrike.com/blog/team-building-games/>

Ice Breakers for the Members

<https://icebreakerideas.com/icebreakers-college-students/>



FOOD SALES GUIDELINES FOR ARC STUDENT CLUBS

In accordance with the American River College, ARAMARK, and Center for Leadership and Development (health) protocol, the following guidelines are established for student clubs to have a clear understanding of the procedure to sell food on the ARC campus on designated club days.

FOOD SALE POLICY:

All food sales should be scheduled through the Center for Leadership and Development at least four (4) weeks prior to the event. (depending on the complexity of requests)

- Food sales may only take place during club days.
- All club members who will be handling food **MUST** have completed a Food Handling Workshop offered at the beginning of each semester through the CL&D.
- Your completed food request form has to be returned to the CL&D with advisors signature 2 – 4 weeks prior to the event.
- A Quote will be received from ARAMARK 3 - 4 weeks prior to the event.
- You will then accept or decline ARAMARK'S quote at least 2 – 3 weeks prior to the event.

WHAT FOODS CAN BE SERVED?

- Food items can be purchased through ARAMARK. The cafeteria staff will be responsible for packing/maintaining food at the proper temperature until it is delivered to you or until you pick it up. (whatever arrangement has been made)
- Pre-packaged food and food prepared by a 3rd party licensed vendor. Proof that the vendor is licensed may be required.
- Pre-Packaged Baked Goods/Candy: Pre-packaged perishable or non-perishable baked goods or candy can be sold with proper care of items being sold.
- If selling Ice Cream – it must be frozen and or stored in dry ice during the selling period. Dairy products must be refrigerated.

WHAT FOOD ITEMS CANNOT BE SERVED?

- NON-PEPSI BEVERAGES (if you sell beverages, you may only sell Pepsi products, i.e. Pepsi, Sierra Mist, Mug Root Beer, etc.)
- Absolutely NO Alcoholic beverages allowed

IMPORTANT INFORMATION:

- When you purchase food from ARAMARK it is NON-REFUNDABLE.
- ARAMARK does not provide food storage for unsold/left over food
- If you do NOT purchase through ARAMARK, all food **MUST** be purchased from a 3rd party licensed vendor.

- If purchased from a 3rd party licensed vendor, ALL receipts must be kept.
- The Food Handling Certificate and receipts must be visibly displayed on club table in a sheet protector.

FOOD SELLING LOCATIONS:

- Club Day (Student Center Patio)
- Food from a third party vendor is only permitted during Club Day.

FOOD HANDLING:

- If your club wishes to sell heated foods, the club must rent chafing dishes to keep food at a proper temperature. (Warming trays may be rented; look in the yellow pages under “Rental Service Stores”)
- Food requiring refrigeration needs to be iced before and during the entire event.
- Items must be displayed and stored off the floor/ground and must be covered at all times

SANITATION:

- Please do not participate in a food sale if you are experiencing a cold, flu symptoms, or have an open wound or sore.
- Wash hands thoroughly with soap and water before handling food. You MUST use plastic gloves and tongs when serving or handling food.
- The person handling the food may not handle the payments or money for the food.
- Frequently sanitize area (tables, counters, utensils) with hot soapy water.
- If condiments are used, single service packets are recommended.
- If you have NOT completed the Food Handling Workshop, you may NOT serve food.

CASH HANDLING:

- An authorized club official needs to complete and submit a Club Deposit Form with the money to the Center for Leadership and Development as soon as possible after the event.

If your club is interested in serving food on club day – you must communicate your interest to the SPA in the CL&D at least three weeks prior to the event.

Publicity

The purpose of the following rules and regulations of American River College is to provide its students, faculty, and staff an opportunity to distribute and display written or printed materials on campus to the extent that such materials does not disrupt or impair the responsibility of the college as an educational institution or interfere with the free flow of persons, traffic and regular activities of the College. (Reference: Education Code 76120; LRCCD R-1313 and R-2411)

Limitations of Posting for Student Clubs:

1. Prior to posting – all materials for posting must be approved and stamped by the CLD.
2. ARC clubs and organizations are responsible for the posting and removal of their flyers. Make sure to remove all of the tape when removing flyers or posters from surfaces. Remove all posters and publicity materials by 4:00 p.m. the day after the event. If the event is held on a Friday, publicity items **MUST BE REMOVED BY NOON** the following Monday. Ask CL&D staff for a map of the college so you can mark where you posted information. This will help when removing the postings.
3. All materials shall clearly indicate:
 - a. · Sponsoring individual, club/organization, Advisor's signature
 - b. · The ARC logo or the words “American River College”
 - c. · Type of activity
 - d. · Time, date and location of activity
4. Materials to be distributed, displayed or circulated pursuant to this regulation will not be obscene or pornographic, pervasively indecent and vulgar, slanderous or libelous as well as racially slanderous through language or depiction
5. All materials must be written in English, or if written in another language must include an English translation alongside, on the same page of the document
6. Materials shall be posted for the announcement of meetings or events only, not to impart philosophy or opinion
7. Displays in classrooms or offices are at the discretion of Area Deans and the appropriate faculty
8. Materials shall not be placed over or obstruct the view of previously posted materials or on directional, emergency, or warning signs
9. Large banners may be using wooden stakes, A or H Frames, but not on bricks or windows.

Let the CLD know about your marketing and public relations by filling out the form so we can help you market your club better.

Travel

The CL&D Office will be happy to help with arranging travel for clubs. The CL&D will offer guidance and support with booking hotel, airfare and register your club for conferences they would like to attend. However, it is the club's responsibility to ultimately book all travel arrangements and submit travel requisitions on time. Please contact the CL&D Office for assistance in getting your club on the road.

It is the club's responsibility to account for all costs associated with attending a conference **prior to** completing travel paperwork. This includes, but is not limited to transportation, lodging, registration, and meals. Travel authorization is **required** prior to any travel taking place. All students attending a conference must also complete the following forms: Standard of Conduct, Waiver/Assumption of Risk, and Medical Consent. Completed forms must be submitted to the CL&D 48 hours prior to travel departure. It is important to note that club advisor/s must travel with students to all conferences.

- Travel Forms are located in Business Services or the Center for Leadership and Development.
- In State Prior Approval (1 month prior)
- Out of State Prior Approval (2 months prior)
- Sign in sheet for hotel and food (upon return)
- Request and keep all **itemized** receipts (Hotel, Bridge Tolls, Food, Taxis, Lyft, etc.)
- Cash advance (at least three weeks prior to date registration is due)

Not following this process will delay payments & reimbursements

Please contact the CL&D for assistance in getting your club on the road

The above deadlines for travel are set forth by Los Rios District to allow for processing and booking times. Please plan ahead as much as possible to avoid not being able to attend a conference, field trip etc. Any travel requisition not submitted by these deadlines will not be approved by the CLD, nor will any reimbursement be approved using club funds if travel occurred without prior CLD and Business Office approval.

Student Rights, Free Speech & Assembly

<http://losrios.edu/legal/Regulations/R-2000/R-2411.pdf>

Regulation – 2000

Student Rights and Responsibilities P-2411

1.3 Free Assembly 1.3.1 Students shall have the right to hear speakers on any subject and on-campus recognized student organizations shall have the right to present speakers on any subject. In addition, students shall have the right of free assembly on each campus subject to regulations that assure the regular functioning of the institution.

1.3.2 The policies and regulations shall include reasonable provisions for the time, place and manner of conducting these activities, but shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia. (Education Code § 76120) 1.3.2.1 Expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited. (Education Code § 76120)

Quick Reference Guide for Student Club Advisors and Officers

This Quick Student Club Reference Guide has been created to assist you. As a club advisor or officer we recognize that your time is important. We hope this guide will help you with maneuvering through the processes for Club Travel, Deposits, Fundraising, Food Sales and Requisitions. Please keep in mind as you refer to this guide that the Student Club Handbook has more detailed information. Also, if in doubt – please call on the CLD to assist you. (916) 484-8471

Travel - ARC Student Clubs cannot travel as a club to a conference, field trip, or any other activity that is sponsored by the club without an Advisor. If a club chooses to travel to an event sponsored by the club – The advisor must complete a Travel Authorization (TA).

Ed. Code, §§ 76063 and 76064 and LRCCD Regulation 2314

- Left side of the TA must be completed by the Club Advisor
- Submit all supporting documentation regarding your conference or field trip with your TA
- Students must also complete a Student Code of Conduct and Travel Waiver that must be submitted with the TA
- The Advisor must have his/her department dean sign off on the TA before submitting it to the CLD
- CLD will have the Equity, Programs and Pathways Dean sign off on the TA
- After the TA is reviewed for completion, the TA along with all supporting documentation will be submitted to the Business Services Office (BSO)
- To ensure proper and timely reimbursements - request and keep all **itemized** receipts; hotel, bridge tolls, food, taxis, Lyft, etc.

To avoid delays in processing your Student Club Travel Paperwork

Do not submit your TA to the BSO/All travel must be submitted to CLD

Requisitions - Requisitions are used for reimbursements, cash box request, payments for purchases and used as a Purchase Order (PO) for club purchases. All requisitions will require the signature of the club president, the club treasurer and the club advisor. Additional documentation may be requested for some reimbursements, payments, and/or purchases. Such as: minutes, flyers, etc. If you are not sure if your requisition will need accompanying documentation please call the SPA at 484-8475.

All Reimbursements require original detailed/itemized receipts!! In some cases you may need a bank statement to accompany the request for reimbursement.

Deposits - Deposits can be made by cash or check by completing the Club Deposit Form in the CL&D. All deposits must be made in person with the **required signature** (executive officers). The CL&D will deposit funds through Business Services. The completion of the transaction will be annotated in the club's financial account that can be accessed in PeopleSoft.

Fundraising – Fundraising on campus is considered the sale of materials, products or merchandise (non-food). If your club is interested in fundraising on a day other than Club Day please contact the CLD for more details.

Food Sales on Club Days - There are three club days per semester – club members who will be selling and handling food on any club day must attend a food handling workshop prior to the club day in which they want to sell food. Food handling workshops are facilitated by the CLD.

Appendix

P-2312 Club Officer and Member Requirements:

<http://losrios.edu/legal/Policies/P-2000/P-2312.pdf>

P-2443 Drug and Alcohol:

<http://losrios.edu/legal/Policies/P-2000/P-2443.pdf>

R-8341 Travel and Reimbursement Requirements:

<http://losrios.edu/legal/Regulations/R-8000/R-8341.pdf>

Waiver for Activities:

<http://www.losrios.edu/~risk/Studentwaiver.pdf>

ASB Accounting Manual, Fraud Prevention Guide and Desk Reference:

<http://fcmat.org/2015-asb-accounting-manual-fraud-prevention-guide-and-desk-reference/>

Glossary

New Club: A new club is one that has never existed by name or otherwise at ARC.

Renewing a Club: A club that has been active consecutively each semester and now wishes to renew the club with the same name and project grant number.

Reactivating a Club: Start again with an existing club name after not being active for no more than three consecutive semesters

Inactive: A club that has not been active in any form for three semesters or more. To Reactivate an Inactive club it will be considered a New Club even if you wish to use an existing name. Also see New Club.

Interest Group: A group that is looking to become a club next semester. Students are usually looking for members to join and can recruit for one semester at club day

Club Day: Is an event where clubs and organizations can table to promote, outreach and show off their club. During club day you are able to fundraiser for your club, if you get CLD approval.

Executive Board (E-board): this is a group of members that are officers that hold positions like president, vice president, treasurer, secretary, public relations, liasion, CAEB Representative.

Advisor: Is a current ARC faculty member that advise the student organization, act as a support, sounding board and mentor. Advisor attend club meetings and sign off on important documents for the club.organization.

Travel - ARC Student Clubs cannot travel as a club to a conference, field trip, or any other activity that is sponsored by the club without an Advisor. If a club chooses to travel to an event sponsored by the club – The advisor must complete a Travel Authorization (TA).

Ed. Code, §§ 76063 and 76064 and LRCCD Regulation 2314

Requisitions - Requisitions are used for reimbursements, cash box request, payments for purchases and used as a Purchase Order (PO) for club purchases. All requisitions will require the signature of the club president, the club treasurer and the club advisor.