Office of Student Life

Club Handbook
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Welcome to the Folsom Lake College Club Community!

The Office of Student Life is here to assist students, faculty, and staff in their efforts to enrich the lives of our students and our surrounding community. Please refer to the OSL whenever you are beginning to plan an event or special project.

We are here to help you!

Club advisors may wish to work directly with other departments on campus, but they also have the option of requesting our assistance in planning and coordinating on-campus events. Clubs are responsible for their finances, their event planning, and their publicity. We would love to point you in the right direction and aid you as work to produce meaningful events and projects.

The next few pages should provide you with a brief guideline of our policies and recommendations.
Clubs are Entitled to the Following:

- Use of the Club Workroom downstairs in the Roost
  Computer/Printing Access
  Mailboxes
  Publicity Supplies

- Use of campus facilities and equipment when appropriate reservation and use policies are followed.

- The opportunity to publicize using on-campus resources
  
  Electronic-media marketing through FLC
  Flat-screen publicity televisions at FLC
  Bulletin boards

- Access to and use of a Club Financial Account

- Membership and participation in the Inter-Club Council

- Relationship and opportunity for collaboration with Student Government

- Ability to create, plan and execute unique student activities and campus programs according to your personal interests and vision
Club Responsibilities

Club Presidents and Club Members Must:

- Respect and follow district/campus policies and procedures.
- Represent the student body and the college with integrity.
- Coordinate and cooperate with fellow clubs, student government, and other campus entities (administration, student services, etc.)
- Promote open club membership,
- Accurately and effectively publicize meetings and campus activities.
- Hold regular meetings (at least once a month) and maintain records (minutes, reports, etc.)
- Maintain contact and communication with Club Advisor, Student Government and the Office of Student Life.
- Regularly attend ICC meetings and participate in ICC events
- Provide leadership by example and guidance for fellow FLC students.
Events and Activities

Event Planning Procedures

1) Select a date and time for your event.

2) Submit a Proposal (form 1) at least two weeks in advance:
   A. To the Office of Student Life.
   B. To Student Government for approval.

3) Ask your advisor to reserve facilities through Colleen Johnson or the Office of Student Life (copy the OSL on all correspondence)

4) Ask your advisor to complete a work request for table/chair/other equipment set-up at least one week in advance

5) If traveling, your advisor will review travel guidelines and complete the appropriate forms

6) Create publicity items for event (flyers) and submit electronically to the Office of Student Life at least two weeks in advance:
   A. For approval before posting
   B. In order to request placement of event on college website, flat-screens, etc..
Events and Activities

8) **Execute**
   A. Have a firm plan in place before the day of the event including time scale, resources and personnel.
   B. Bring your “A-Game,” you set the tone of your event. Your attitude and energy will determine your success.

9) **Evaluate**
   A. Was your event/ project a success? Why or why not?
   Keep a record of what worked for you and what you would like to change in the future.
The Inter-Club Council

What is the Inter-Club Council?

The ICC is a collaborative effort among clubs to communicate with one another and the Office of Student Life. Clubs are required to have a representative present at least once per semester. Information regarding upcoming meetings will be distributed to the advisor and president of each club. Any club member may represent the club at an ICC meeting. It is the advisor’s responsibility to inform club members of upcoming ICC meetings. A five point deduction* will be applied per semester to those clubs who fail to attend ICC meetings.

*Exceptions will be made for clubs who are logistically unable to attend meetings, please see the Student Life Assistant for more detail.

An ICC newsletter will be distributed at the beginning of each month and clubs will be expected to send their updates to the Office of Student Life by the last Tuesday of every month. Communication is key when promoting the interests of Folsom Lake College students, and ICC should be at the forefront of this exchange.
Club of the Year

What is it?

“Club of the Year” is a program that has been created to enhance campus activities and improve student involvement on campus. Points are awarded to clubs each semester according to the guidelines listed below. The point system is designed to reward clubs who are active on campus, to encourage clubs to host events and activities, and to create projects for the benefit of FLC students and the campus community. The “Club of the Year” award will be presented to the winning club’s President at the annual Student Recognition Reception at the end of the Spring Semester.

How do we score points?

Points are awarded in the following categories:
1) Campus Enrichment.
2) College Hour.
3) Student Life Participation.
4) Club Meetings.
5) ICC Meetings.
6) Workshops.
7) Student Senate Meeting Reports.
8) Club Collaboration.
9) Special Opportunities offered by Student Life.
Recognition

Clubs and Student Government are the backbone of student life on campus. Beyond the “Club of the Year” award, special recognition will be paid to clubs who positively impact their community and/or the Folsom Lake College campus.

Campus Impact Award: Awarded to the club on campus who most positively affects the students, staff, and faculty throughout the year.

Community Impact Award: Awarded to the club on campus who most positively influences or creates change in the community.

*These awards to be determined at the discretion of the Office of Student Life

We encourage all advisors and club members to attend the Student Award Ceremony held at the conclusion of the spring semester. It is important to recognize the hard work put forth by our amazing clubs and advisors!
Important Contacts

The Office of Student Life is here to help facilitate the success of your club. If you need help with anything from understanding campus policies to planning a successful event, we are here to answer your questions and point you in the right direction. We appreciate your efforts and look forward to hearing about your club. Please feel free to contact us at any time.

Student Life

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Event Planning Contacts

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