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Welcome to the Folsom Lake College Club Community!

Office of Student Life (OSL)
- Assists students, faculty, and staff in their efforts to enrich the lives of students and the surrounding community
- Available to guide with planning and coordinating on-campus events

Club and Events Board (CAEB)
- CAEB is a collaborative effort among clubs to communicate with one another and the OSL
- Clubs are required to have a representative for a minimum of 3 CAEB meetings per semester

Club President’s Handbook
- Outlines the OSL’s policies and recommendations
- Please refer to this handbook when planning an event or special project

Why should clubs attend CAEB meetings?

- Earn Club of the Year points with each meeting that your club attends!
- Any club member may represent the club at a CAEB meeting
- CAEB generally meets the 2nd & 4th Tuesday of each month from September through April in FL1-8
- Clubs who fail to attend CAEB meetings may have their charter revoked
Club Privileges

Use of the Club Workroom (FR-105, Falcon's Roost lower level)

Use of campus facilities and equipment

Publicity via on-campus resources

Access to and use of a club financial account

Membership and participation in the Club and Events Board (CAEB)

Create, plan and execute unique student activities and campus programs

Membership and leadership skills and gain experience

Collaboration with the Associated Students organization (ASFLC)

Computer/printer access, mailboxes, publicity supplies

When appropriate reservation and use policies are followed

Electronic-media marketing through FLC, flat-screen publicity TVs at FLC, bulletin boards

According to their personal interests and vision
# Club Responsibilities

<table>
<thead>
<tr>
<th>Club Responsibilities</th>
<th>Represent the student body and the college with integrity</th>
<th>Provide leadership by example and guidance for fellow FLC students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect and follow district/campus policies and procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regularly attend CAEB meetings and participate in CAEB events</td>
<td>Coordinate and cooperate with fellow clubs, ASFLC, and other campus entities (Administration, Student Services, etc.)</td>
<td>Maintain contact and communication with the Club Advisor, CAEB, and the Office of Student Life</td>
</tr>
<tr>
<td>Promote open club membership</td>
<td>Hold regular meetings (at least once a month) and maintain records (minutes, report, etc.)</td>
<td>Accurately and effectively publicize meetings and campus activities</td>
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</table>

Clubs coordinate their own Events and Special Projects:

- Finances
- Event Planning
- Publicity
Club of the Year is a program that has been created to enhance campus activities and improve student involvement on campus. The Club of the Year award is presented to the winning club’s President at the annual Student Recognition Night at the end of the Spring semester.

The point system is designed to reward clubs that 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.

Points are awarded to clubs each semester in the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points per Event/Month</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus Enrichment</strong></td>
<td>5</td>
<td>Sponsor an event on campus that targets FLC students and is designed to enhance student life (event cannot be used for College Hour points as well)</td>
</tr>
<tr>
<td><strong>College Hour (noon-1p)</strong></td>
<td>4</td>
<td>Sponsor a college hour event main campus—Tuesdays/Wednesdays EDC—Thursdays</td>
</tr>
<tr>
<td><strong>Student Life Participation</strong></td>
<td>3</td>
<td>Participate in approved campus events hosted by CAEB or other clubs. Clubs must make their presence known and/or be actively involved in the event.</td>
</tr>
<tr>
<td><strong>Club Meetings</strong></td>
<td>10</td>
<td>Holding regularly scheduled meetings throughout the semester. <em>Copies of the minutes must be submitted to the OSL.</em></td>
</tr>
<tr>
<td><strong>CAEB Meetings</strong></td>
<td>3</td>
<td>Club has a delegate attend and participate in a CAEB meeting</td>
</tr>
<tr>
<td><strong>Workshops</strong></td>
<td>3</td>
<td>Club members attend approved leadership development workshops</td>
</tr>
<tr>
<td><strong>Campus Participation</strong></td>
<td>3</td>
<td>Participate in an event hosted by Administration, Student Services or other campus entity</td>
</tr>
<tr>
<td><strong>Club Collaboration</strong></td>
<td>10</td>
<td>Co-host (plan &amp; execute) a CAEB approved event with another chartered club.</td>
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<tr>
<td><strong>Special Opportunities</strong></td>
<td></td>
<td>offered by the OSL</td>
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</tbody>
</table>
Club Recognition

List your activities and corresponding points using the information on page 6. Submit your points each semester to the Office of Student Life (FR-113) by **January 15** for the **Fall semester** and **May 1** for the **Spring semester**.

Don’t forget to also submit your club minutes for the semester if you want points for your meetings!

Clubs and ASFLC 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 that most positively affects the students, staff, and faculty throughout the year**

**Community Impact Award**
- **Awarded to the club on campus that most positively influences or creates change in the community**

We encourage all Advisors and Club Members to attend the Student Recognition Night held at the conclusion of the spring semester. It is important to recognize the hard work put forth by our amazing Clubs and Advisors!

*These awards to be determined at the discretion of the Office of Student Life.*
Events and Activities

Event Planning Procedure

Select a date & time for your event at least 8 weeks in advance

Pick up an event planning packet from the OSL at least 6 weeks in advance

Ask your advisor to reserve facilities with the appropriate contact depending on the location and copy the OSL Supervisor on all correspondence

Submit a Campus Event Proposal form (available from Advisor) at least 4 weeks in advance to the OSL & CAEB for approval

If travel is involved, your Advisor will review the travel guidelines & complete the appropriate forms

Ask your Advisor to complete a work request for tables/chairs/equipment set-up at least 2 weeks in advance

Create publicity items for the event (flyers) & send them at least 2 weeks in advance to the OSL Supervisor for approval before posting & in order to request placement of the event on the college website, flat-screens, etc.

Execute*

Evaluate
Was your event/project a success? Why or why not?**

*Have a firm plan in place before the day of the event including a timeline, resources, and personnel (Event Planning Checklist template available from Advisor). Bring your ‘A’ game: You set the tone of your event. Your attitude and energy will determine your success.

**Work with your Advisor to record what worked and what should be changed in the future.
# Fundraising

**All fundraising efforts must meet the following criteria:**

- Be consistent with the stated purpose of the club and mission of Folsom Lake College
- Adhere to the policies and regulations of the Los Rios Community College District
- Comply with all local, state, and federal laws
- Must be approved in advance by the Student Life Supervisor
- Must be scheduled through the campus event scheduling process
- All on-campus fundraising efforts require coordination with the FLC Foundation if they involve solicitation of parents, businesses, alumni, and friends of the College

## Fundraising Application

- Applications for fundraising activities must be submitted four weeks prior to the event
- An itemized revenue/expense projection must be submitted with the application

## At the Event

- A currently enrolled student club member and the Club Advisor (or a qualified replacement) must be present during the entire event
- The intended use of the funds must be posted at the event and all funds must be used in this manner (funds raised shall not be used for any illegal purposes or personal gain)

## Merchandise & Services

- Sales must not conflict with the normal merchandise and services of the college bookstore, cafeteria or other departments of the College unless approved by mutual agreement
- The merchandise or service offered for sale must be for the purpose of raising funds for the club or for the benefit of a charitable organization
- The club is responsible for paying all taxes imposed by the State of California
- **Clubs are not allowed to sell raffle tickets to raise funds**

## Fundraising for a Charitable Org

- On their letterhead, the charitable organization must: acknowledge their support of the fundraising effort, verify their nonprofit status, and indicate when they expect to receive the donation (this letter must accompany the fundraising application)
- Funds must be deposited in a special account through Business Services and disbursed directly to the designated organization

## Fundraising for the Club

- All profits from the fundraiser must be deposited in the club’s campus account within one business day of the conclusion of the event
Club Accounting

Deposits

- Chartered clubs are given a one-time initial deposit of $75.00 after attending 3 CAEB meetings
- Clubs are responsible for their own fundraising and fiscal planning

*Funds raised for an outside organization will be held in cash envelopes in Business Services until transferred to the designated organization (for more information, go to the Fundraising section on page 9)
Club Accounting

Expenditures

All club expenditures:
- Must be approved by the Club Advisor
- Must be noted in the club meeting minutes and transferred onto a Club Minutes for Expenditure Approvals form (page 12) (electronic version also available)

Original receipts are required for all reimbursements and must not include non-club items.

Campus-Based Requisition forms should be filled out for all expenditures (page 13).

Funds in club accounts cannot be used to make donations to charity organizations as it would be considered a gift of public funds.

Approved Methods of Expenditure

- Vendor Payments
  - Checks issued directly to the company to campus approved vendors only

- Purchase Orders
  - A “promise to pay” from your club account to campus approved vendors only

- Revolving Check
  - A “blank” check made payable to the vendor and issued to the Club Advisor with a “Not to Exceed” amount

- Reimbursements
  - A check will be generated to “pay back” the purchaser once an original receipt has been submitted*

*Requests for reimbursements are not guaranteed approval
*Students are discouraged from using their personal funds toward club purchases
Club Minutes for Expenditure Approvals
Submit with Requisition to Business Services

Club Name: ___________________________ Meeting Date: ___________________

This meeting was called to order by: _______________________________________

The following motions for club expenditures were made and approved:

<table>
<thead>
<tr>
<th>Motion/Purpose</th>
<th>Payable To</th>
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</table>

Minute Report prepared and submitted by club representative:

Name: ___________________________ Student ID #: ___________________

Club Office Held: ____________________________________________

Signature: ___________________________ Date: ___________________

Distribution: Original – Business Services with Campus Based Requisition Copy – Club Files
### CAMPUS-BASED REQUISITION

**DATE**

**VENDOR**

**ADDRESS**

**CITY**

**STATE** **ZIP**

**REQ. # CBF**

**PO REQUIRED**

**P.O. # CBF**

**DATE REQUIRED**

<table>
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**Check Distribution**

- Call Student, Hold for pick up # ________________
- Call ________________, Hold for pick up # ________________
- Forward to ________________
- Inter-Campus mail to ________________
- USPS mail
- Other

**Sub-Total**

**Sales Tax**

**Freight**

**TOTAL**

**Account Name**

**Bus Unit**

**Account**

**Fund**

**Department**

**Program**

**Class**

**Project**

**Amount**

$ _______________

**Account Name**

**Bus Unit**

**Account**

**Fund**

**Department**

**Program**

**Class**

**Project**

**Amount**

$ _______________

**AUTHORIZED**

Club Officer/Requestor

**APPROVED**

Faculty Advisor/Administrator

**Business Services Use Only**

**Budget Checked**

Vendor ID

**Voucher #**

Date

**Warrant #**

Date

**WHITE-YELLOW-PINK: BUSINESS OFFICE**

**GOLDENROD: ORIGINATOR**

Rev. 7/13
Club Travel
Paperwork and Procedures

1. Pick a date and destination
   Make travel arrangements as far in advance as possible in order to save on travel expenses and ensure time to secure funding.

2. Procure necessary funding

3. Ask your Advisor to complete a Travel Authorization Form and have it signed by the Advisor’s Instructional Dean
   - In-State Travel - Minimum 4 weeks before departure for traveling within the state
   - Out-of-State Travel - Minimum 6 weeks before departure
     - Traveling out of state requires approval from the Chancellor
     - A letter of request must be submitted to the Chancellor at least 6 weeks in advance of departure

4. Complete Waiver/Assumption of Risk forms (students and faculty)

5. Have all travelers read and sign the Student Standards of Conduct Agreement

6. Keep all receipts for reimbursement
Club Travel

Methods of Transportation

- Should you and your club members transport yourselves to the destination/event, each participant must complete the **Addendum to the Agreement to Participate and Waiver/Assumption of Risk Form** (ask your Advisor for the form)
- **Both the LRCCD waivers and the Addendum** should be submitted to your Advisor to submit with the Travel Authorization Form

Using a District Vehicle

- Consider using a District vehicle for your travel if travelling with a smaller group of students (seven or fewer)
- You or your Club Advisor could be authorized drivers by going through the District’s online driver training and DMV record pull
- Use of a District vehicle is free and so is the gas!
- For more information, contact the Office of Student Life

Hiring a Bus

- If your club has a large membership and a willingness to spend club funds for shared transportation, you may want to consider hiring a bus
- Reserving a bus requires some advanced planning due to limited availability

International Travel

- International travel requires different paperwork and deadlines
- Please see Genevieve Siwabessy in the Office of Student Life before planning international travel
FLC Publications and Posting Guidelines

General Posting Guidelines

- Flyers, posters, banners, and other materials need to include a “remove by” date and the FLC logo
- The sponsoring group or individual is responsible for removing all flyers, postings, and adhesive materials by the date indicated on the item
- Materials shall not be placed over or obstruct the view of previously posted materials or directional, emergency or warning signs. College Police Officers have the express right to remove an item that clearly causes a safety hazard.
- Slurs and/or denigration of any cultural group or individual are strictly forbidden
- Any item that has not followed the Publications and Posting Guidelines process is subject to removal

Flyer Requirements

- Name of the club
- General information about the meeting/event
- Day, time, and location of the meeting/event
- Specify the campus (Folsom, El Dorado Center or Rancho Cordova Center)
- Contact information for the club President/representative or Advisor (email and/or phone)
- The FLC/OSL/CAEB stamp of approval
- Approval by the Student Life Supervisor

NOTE: An electronic flyer template is available from the Office of Student Life

Where can flyers and posters be placed?

- Flyers, posters, and other promotional materials can be placed in designated posting areas. Check with the Student Life Supervisor for the latest information.
- Classrooms
- A-Frames
Student Conduct Guidelines

A student enrolling in one of the Los Rios colleges may rightfully expect that students, faculty, and administrators will maintain an environment in which there is freedom to learn. Student conduct must comply with federal and state laws, college rules and regulations, and District policies and regulations. Students who violate such rules and regulations are subject to disciplinary action.

Disciplinary Offenses
Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action (the list of offenses follows):

- Willful disobedience, disruptive behavior, profanity or vulgarity, or the abuse of the college
- Persistent serious misconduct
- Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials
- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college
- Unauthorized entry to or use of the facilities
- Forgery, alteration, or misuse of college documents, records, or identification
- Obstruction or disruption of teaching or other authorized college activities
- Theft of or damage to property, or the possession of stolen property belonging to the college, a member of the college community, or a campus visitor
- Misconduct which results in injury or death to a student or college personnel, or which results in damage to any real or personal property owned by the District
- Soliciting or assisting another to do any act which would subject a student to discipline
- Assault or battery, sexual assault, abuse, or any threat of force or violence directed toward any member of the college community
- Use, possession, distribution or being under the influence of alcoholic beverages, narcotics, or dangerous drugs
- Knowing possession of or use of explosives, dangerous chemicals, or deadly weapons on college property
- Without permission, accessing, altering, damaging, copying, deleting, destroying, or otherwise using any data, computer program, computer system, or computer network
- Smoking in any posted no-smoking area
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.
Your Club Info

Club Name: ____________________________________________________________

Academic Year: ______________________________________________________

Meeting Days and Times: _____________________________________________

Meeting Location: _____________________________________________________

### Officers

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>President</td>
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<tr>
<td>Vice President</td>
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<td>Secretary</td>
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<td>Treasurer</td>
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<td>CAEB Rep</td>
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<td>Other</td>
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### Members

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Club Meeting Roster

Club Name: ____________________________________________

Date: ________________________________________________

Officers in Attendance

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Student ID #</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>President</td>
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<td>Vice President</td>
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Members in Attendance

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CAMPUS CLUB SIGNATURE FORM
(This form will be submitted to the Business Services Office)

Name of Club: __________________________________________

This is to certify that the persons named herein have been authorized to sign requisitions on
the funds of this account.

Club Account Number: BANFL 9550 81 FL.VA.BSOF 00000 _____________ (insert Account
Number) 400C

President’s Name (Print): ____________________________ ID #: ______________

Signature: ____________________________ Date: ______________

Treasurer’s Name (Print): ____________________________ ID #: ______________

Signature: ____________________________ Date: ______________

Advisor’s Name (Print): ____________________________ ID #: ______________

Signature: ____________________________ Date: ______________

Co-Advisor’s Name (Print): ____________________________ ID #: ______________

Signature: ____________________________ Date: ______________

No signatures other than the above will be recognized on requisitions. This is for your protection.
The original is sent to the Business Office; a copy is filed with the Office of Student Life, and the
Club Advisor receives a copy.

Student Life Supervisor: ____________________________ Date approved: __________