

Club & Organization Handbook

S.A.L.P.

Student Activities & Leadership

Grays Harbor College

1620 Edward P. Smith Drive

Aberdeen, WA 98520

salp.ghc.edu



Welcome to Student Activities!

Thank you for choosing to get involved with Grays Harbor College Student Activities & Leadership Program(S.A.L.P.) The mission of our office is to provide you with out-of-classroom opportunities that complement your classroom learning, refine and teach you life skills, develop you as a productive citizen, and enrich your life. Our hope is by participating in these experiences you will learn to communicate effectively, be a productive team member, become aware of civic responsibility, and be able to live peacefully in a diverse world.

I expect there are many reasons why you got involved with a learning experience offered by our office. Maybe you want to continue doing work you began somewhere else. Maybe you want to learn more about your career field or build your resume. Perhaps you want to develop new skills or you want to serve your community. You might want to seek out adventure and have fun.

Whatever the reason, know that Student Activities & Leadership, ASGHC, and the Activities Board are privileged to work alongside of you, and are here to support you in whatever ways we can. This handbook is one way we can provide you with information and a tool to help your club/program navigate GHC'S systems and processes for planning events and spending student funds.

There are a variety of ways to get involved on campus. Explore as many things you can: the drama, music department, student clubs, athletics, volunteer programs, transfer trips, leadership conferences, study abroad opportunities and a leadership class offered annually.

Thanks again for being a part of ASGHC and S.A.L.P., and Welcome!

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Grays Harbor College Club & Organization Handbook (2009-2010)

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Student Activities & Leadership Program - Contact List

| | | | |
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| Other People or Departments You May Need to Contact | | | www.ghc.edu |
| Gloria Fenton | Room & Campus Scheduling | MIB 2325 gfenton@ghc.edu | 360-538-4114 |
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| Cashier's Office | Money deposits | MIB- Cashier Window | 360-538-4032 |
| Diana Grigsby | Kitchen & Food Services | HUB Cafateria dgrigsby@ghc.edu | 360-538-4105 |
| Custodial Services | Clean up assistance | | 360-538-4020 |
| Sarah Alvarez | Audio/Video Equipment | salvarez@ghc.edu | 360-538-4055 |
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Fax Number: 360-538-4293 (for official club business only – see Student Activities Coordinator for outgoing fax use)

Starting A New Club On Campus

Getting Started Starting a new club or student organization at Grays Harbor College can be an exciting activity, provided you have the time, dedication, and enthusiasm necessary to make your effort successful. Included in this section is a summary of the procedures required to get going, followed by an explanation of each step.

- 1. Decide on the purpose of your organization.** Determine the focus of your club.
- 2. Contact the Coordinator of Student Activities for start up information.** The Coordinator of Student Activities, will assist you with the initial requirements of becoming an official student organization. The major requirements are having ten members, an initial plan of activity to get started, a staff or faculty advisor and an approved club charter. What's the charter, anyway? A charter outlines the purpose of your club and includes the rules, which state how your organization operates. A sample charter is attached. Don't let the terminology intimidate you. Stop by and get started today!
- 3. Motivate students to join. Have a plan.** This may be the one of the most challenging tasks involved with getting started. At least ten interested members are required to start a club. Consider distributing flyers, using word of mouth advertising, making use of college bulletin boards, and possibly writing an article or announcement in the online bulletin board. Securing student membership is a critical part of establishing your club, so make sure to "get the word out." And then once students show up, make sure to keep them coming, rather than a start-up meeting.
- 4. Find an advisor.** All student organizations are required to have a college staff or faculty member as advisor. Try to find an instructor or other employee who has an interest in your club activities and can put in the time and energy necessary to help establish and maintain your organization. Inform the Coordinator of Student Programs who your new advisor will be.
- 5. Conduct regular meetings.** People who are interested in your club will be recruited to an activity, so make sure you focus your meetings on the activities of the club and not on the details of setting up a club. But be sure to take some time to discuss the overall intentions of the group and determine who will serve as temporary officers until the club charter is approved and regular elections are held. You have to have a club president, secretary and treasurer. Also, set a regular meeting time—either weekly or bi-monthly.
- 6. Adopt a Charter.** The charter deals with the fundamental laws of your club. It explains the statement of purpose, organizational structure, and defines the operational procedures of your student club. When writing your charter, try to keep it clear and simple. A sample charter is attached which may be helpful as a guide for your organization. Additional copies of both forms are available from the Coordinator of Student Programs.
- 7. Submit the Charter for Approval.** Charters for Grays Harbor College student organizations are reviewed by the coordinator of student programs and then approved by the ASGHC Student Council. It is necessary to have a representative of your organization present at the Council meetings in which our charter is being reviewed. The normal approval process involves three readings of your charter. Before submitting your proposed charter, it would be helpful if you talked to the ASGHC Vice President. You can contact this person via the Student Council office in 200 Bldg.
- 8. Request seed money to get going.** Funds may be available as seed money to get your organization underway. The usual amount available to start up organizations is \$150. During the budgeting process in Spring Quarter your organization will be eligible to receive funding for the next school year. Contact the ASGHC Treasurer at 538-4087 or the Coordinator of Student Activities & Leadership at 538-4078 for information about funding.
- 9. Enjoy your activities.** Now that you've got your organization "off the ground" the fun begins. You are faced with deciding what objectives to pursue and what activities to undertake. You might consider reading the section in the handbook which gives some guidelines on how to select activities and goals. A key to maintaining interest in your group is to have a central focus which binds the membership together. Decide on a few objectives and then design activities (social, service, fundraising, and possibly professional) which fulfill your objectives.

Don't hesitate to stop by the Student Activities & Leadership Program to get any and all questions answered!

How To Write A Club Charter

At first glance, writing a charter for your new organization may seem like a complex task. However, by the following the format below and examining the sample charter on the following page as a reference you should be able to compose a charter which works for your organization. If you do run into a problem or have questions, contact the Coordinator of Student Programs for assistance.

Your charter should be written clearly and simply, and should include the following:

Article I Name of Organization or Club

The name of this organization shall be....

Article II Purpose

It shall be the purpose of this organization to (promote, organize, recognize, ect.)

Article III Aims and Goals

Statement relating the type of activities which the organization will sponsor or participate in while attempting to achieve the stated purpose.

Article IV Membership

This section should describe membership criteria and who is eligible for membership in the organization. Currently enrolled Grays Harbor College students are eligible for membership. Organizations will adhere to practices that are non-discriminatory.

Article V Decision Making Structure

Describe the powers and duties of each of the organization's officers and how they are elected or selected. Explain how and when organizational decisions are made.

Article VI Amendments

Statements which describe the process necessary to amend or change this charter. Amendments to this charter must be approved by the ASGHC Student council.

Article VII Operating Procedures, By-laws, and Standing Rules

Specific statements related to the organization's day-to-day operations, and the general rules the membership must follow.

Article VIII Meetings

Regular meetings of this organization shall be held (monthly, bi-monthly, weekly, etc.). Specify who shall have the responsibility to notify members of the meeting and the method of notification used i.e. phone call, mailing, prior meeting, flyer, etc. Do you wish to meet during quarter breaks? Summer quarter? Will Robert's Rules of Order be used to govern meetings of this organization?

Article IX Dues (optional)

Members shall pay dues in the amount of (x) on a monthly, quarterly, yearly basis. Specify who shall have responsibility for maintenance of the account and provisions for accounting procedures.

Example Club Charter

ARTICLE I. GRAYS HARBOR COLLEGE HUMAN SERVICES CLUB

- Section 1. The name of the organization shall be Grays Harbor Human Services Club also known as HUST Club.

ARTICLE II. PURPOSE

- Section 1. It shall be the purpose of the organization to provide information, assistance, and support to and for Human Service students and the community at large.

ARTICLE III. MEMBERSHIP

- Section 1. Only students currently enrolled at Grays Harbor College in the Human Service program and any other students currently enrolled at Grays Harbor College with like interests may hold active voting membership.
- Section 2. Administrators, faculty, staff, and graduate (Associate in Applied Science in Human Services) Alumni may hold non-voting associate membership.
- Section 3. Active membership is defined as attending fifty percent of the meetings and regular participation in club activities.

ARTICLE IV. OFFICERS

- Section 1. Executive Officers of this club shall be President, Vice President, Secretary, Treasurer, and Community Liaison.
- Section 2. The term of office shall be from the first meeting in the Fall quarter following the Spring elections and terminate at the last meeting of the Spring quarter.
- Section 3. Only current GHC HUST voting members who are currently enrolled at GHC may run for office.
- Section 4. A majority of votes from the quorum in attendance is needed to obtain office.
- Section 5. Officers not active in the duties of their positions may be removed by the vote of the Executive Board or asked for resignation.
- Section 6. Voluntary resignation of officers must be submitted at least fifteen (15) days prior to date of resignation to allow candidates to come forward at a following meeting. If this is not possible the club President will appoint an existing officer or active member to function in the interim, until elections can take place.
- Section 7. Elections of officer(s) to finish the term of a vacating officer shall be at the next meeting after notification of office vacancy.
- Section 8. The term of office shall be from the first meeting in the Fall quarter following the Spring elections and terminate at the last meeting of the Spring quarter.
- Section 9. Duties of the officers:
- a. President – The President shall preside over all meetings, set meeting agenda, reserve meeting and event spaces, call all scheduled and non-scheduled meetings to order, will attend or assign another club officer to attend GHC Club Coordinating Council meetings, appoint committees, and assign any other task to HUST club members.
 - b. Vice President- The Vice President will assume the responsibilities of the President in his/her absence, assist the President as needed, promote club events, act as historian to gather photographs and/or flyers of events held, and any other tasks assigned or volunteered to do.
 - c. Treasurer- The Treasurer will be in charge of the money for the club, will be asked to attend all functions where money changes hands, and keep a detailed log of the spending and receiving of money for the club. The Treasurer will create the financial budget with the other officers and present the budget to the ASGHC Student Government Budget Committee.

- d. Secretary- The Secretary will take notes of meeting minutes and attendance, keep club records, post meeting minutes prior to the next club meeting, read and provide results of all club decisions, keep the GHC Web board updated, post in the cafeteria of meeting times, also create and circulate the quarterly club newsletter.
- e. Community Liaison- The Community Liaison will promote club activities off and on campus with local media, maintain an updated brochure for the club, and will represent the club at the Club Fair that is held once each quarter for new students.

ARTICLE V. MEETINGS

- Section 1. Regular meetings of the HUST club will be held twice monthly on campus with the default time of Monday afternoon at 1:00pm.
- Section 2. Officer meetings shall occur twice monthly at a time agreed upon by officers currently in office.
 - a. Official club administrative business shall only be conducted during the officer's meetings.
 - b. At least one of the officers shall attend the Club Coordinating Council meetings whenever such meetings are scheduled.
 - c. Any votes will need a majority of the quorum.

ARTICLE VI. ELECTIONS

- Section 1. Election for officers, with the exception of the Vice President shall be held by the second scheduled club meeting of the Spring quarter in April for those taking office in the next academic year (the following Fall quarter). The newly elected officers will begin training with the current officers until the last scheduled meeting in Spring, when the new officers will take over the Board. All interested person wanting to obtain office must notify the club and prepare a three minute or less speech and present to the club on Elections Day.
- Section 2. The term of office shall be from the last meeting in the Spring quarter following the Spring elections and terminate at the last meeting of the next Spring quarter
- Section 3. Elections for the Vice President will be held at the last scheduled club meeting in November or the first meeting in December.

ARTICLE VII. FINANCE

- Section 1. All club finances shall be handled in accordance with the rules set forth in the Grays Harbor College Financial Code.

ARTICLE VIII. DUES

- Section 1. There shall be no dues.

ARTICLE IX. AMENDMENTS AND BYLAWS

- Section 1. This charter may be amended by a majority of all voting members.
- Section 2. Bylaws may be adopted by a sixty (60) percent majority vote of a quorum at a previously declared meeting.
- Section 3. All final bylaw(s) changed by the club will be official after the ASGHC Student Government has approved of the change(s).

ARTICLE X. COMPLIANCE

- Section 1. This club shall comply with all the Grays Harbor College non-discrimination rules and laws.

General Policies for Clubs

1. Clubs must maintain at least ten members to be recognized as an official club of ASGHC. Without ten members, a club may lose their recognition status and funding.
2. A club must have a Grays Harbor College employee (faculty, staff or administrator) serve as an advisor.
3. The club must submit a completed Club Renewal Form (list of officers, emails, & advisor info) to the S.A.L.P. Office in the fall of the academic year.
4. Membership in the club/organization must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, martial status, or veteran status. (See GHC Students Rights & Responsibilities, WAC 132x-60-040), except in cases where the Vice President for Student Services determines there exists “reasonable justification for exceptions directly related to the purpose of the organization.” The membership of student clubs and organizations must be composed solely of students enrolled in credit bearing courses at Grays Harbor College.
5. Faculty, staff, and administrators may hold non-voting associate membership.
6. Chartered groups may be organized to promote and purpose that fits within the mission of the college and is legal, which involved educational, recreational, or social interests.
7. When a club becomes recognized, it agrees:
 - a. To abide by the ASGHC constitution and policies;
 - b. Not to present a demonstrated danger, act of violence, or disruption of any ASGHC activity or any college facility;
 - c. Not to violate state or federal laws;
 - d. That no individual member of the club will personally profit from any activity affiliated with the club, or use approved, budgeted ASGHC funds for any expenses unrelated to club needs, nor solicit funds for personal use from other club members.
8. If a student leader who receives a stipend is found in violation of these guidelines or has violated the GHC Student Rights & Responsibilities they will automatically be removed from office.
9. Guests (anyone who is not enrolled in GHC credit) are welcome to club meetings as an invitee by the club. He or she cannot hold office, vote, or do any of the regular ongoing leadership duties required to keep a club running.
10. Clubs are required to keep record, which may be requested for review by ASGHC.
 - a. Minutes of each meeting
 - b. Current member roster with phone numbers and email
 - c. Copies of all receipts (Business Office and otherwise)
- 11. Failure to abide by Grays Harbor College policies and procedures, the ASGHC Constitution, and ASGHC Policies, will result in review and possible loss of ASGHC club charter status. (See “Revoking ASGHC Club Recognition Status” for details.)**

Club Charter Process

In order to conduct business on campus, hold meetings, and present campus events and activities, a student club or organization must obtain official recognition from the Associated Students of Grays Harbor College (ASGHC). Club recognition guidelines are as follows:

1. Pick up an ASGHC Club Charter Packet from the Student Programs and Leadership Office (203 A), the ASGHC office, or online at www.salp.ghc.edu (search forms).
2. Read the packet and the ASGHC Constitution and thoroughly draft by-laws and fill out a Renewal of Recognition Form. Be sure to include the names and signatures of at least ten currently enrolled GHC students and the name and signature of an advisor. Please list a main contact person (club representative), including phone and email address.
3. Please list contact information including an active email address of one club member who is willing/able to attend Club Coordinating Council (CCC) meetings.
4. Turn in the forms to the ASGHC or Student Programs and Leadership office.
5. A club representative must attend ASGHC meeting and present the ASGHC with draft by-laws and a brief description of the club's intent. The ASGHC officers may ask questions at this time. A decision will usually be made at the same meeting.

Grays Harbor College Disclaimer

By recognizing a club, the college does not assume responsibility for the club's action or activities, nor does it imply that the college in any way endorses the club's stated aims, objectives, policies, or practices. Clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club may not use the college name without the express written authorization of the college, except to identify its institutional recognition.

Maintaining Club Status

1. Attend all ASGHC Club Coordinating Council (CCC) meetings: If a charter status is granted, a representative must attend 2/3 CCC meetings and be prepared to give a brief report of club activities and financial status.
2. Maintain Club Membership: The club/organization must demonstrate student interest by maintaining a minimum membership roster of ten currently enrolled Grays Harbor College students.
3. Follow ALL General Policies for Clubs
4. Renew Each Fall Quarter: Returning clubs file an updated Club Renewal Packet annually with the Student Activities & Leadership office.
5. Quarterly Update: All clubs complete a Quarterly Update Form at the beginning of each quarter to update any officer changes, to list accomplishments of the previous quarter, and to report any upcoming activities.

Revoking Club Charter Status

ASGHC may revoke or deny club charter status if the club:

1. Does not abide by the ASGHC constitution and/or bylaws, or policies set in this packet;
2. Commits an act(s) of violence;
3. Fails to submit Club Renewal of Recognition, or attend CCC meetings;
4. Disrupts campus activities or classes in session at Grays Harbor College;
5. Violates state or federal law;
6. Commits an action prohibited by the ASGHC as listed above;
7. Does not abide by the Policies and Procedures set by Grays Harbor College.

The ASGHC Vice President of Communication & Records in an official email (with a copy placed in the club box) will notify the club representative and advisor when club charter status has been revoked. At this time, the club may appeal to the ASGHC Council to regain recognized status. If the ASGHC does not approve the appeal, the club funds, with the exception of revenue generated, will be returned to the general clubs' budget, and the club will have to re-submit an application for recognized club status.

Club Actions Prohibited by the ASGHC

1. Off campus bank accounts of any kind are **not** allowed.
2. Personally profiting from a club or soliciting from club members is prohibited.
3. The purchase, either with personal or S&A funds, and serving, or selling of alcoholic beverages/illegal drugs at any club sponsored function, including meetings, conferences, and events is prohibited.
4. Individuals not employed by Grays Harbor College are prohibited from serving as a club advisor.
5. Unapproved fundraising activities are not allowed. (See "Fundraising Information" for details.)
6. Food may not be purchased with club funds unless the event is open to the general ASGHC population and thoroughly advertised. (See "Food Purchased with S&A Funds" for details.)
7. Hazing of any kind will not be tolerated.
8. Clubs may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status.
9. Clubs/Programs may not use S&A funds for implementing fundraising activities for outside organizations (non-profits, political organizations, etc.) UNLESS it is part of their parent organization's charter.
10. Religiously affiliated clubs/programs may not use S&A funds for worship and/or proselytization.

**** Please read the entire ASGHC constitution and by-laws for complete understanding of ASGHC functions. You will be held responsible for any information presented in the ASGHC constitution and this handbook. ****



Student Activities & Leadership Renewal of Recognition & Quarterly Update Form

Name of Club: _____ Quarter/Year: _____

Club Advisor: _____ Email: _____

Club President: _____ Phone: (____) _____

E-Mail Address: _____

Club Coordinating Council Representative: _____ Phone: (____) _____

E-Mail Address: _____

Club Directory: Student Programs will post on the Grays Harbor College website, a directory of student clubs/organizations for potential members seeking to contact student clubs.

Club President: Please indicate below if you consent to having your email address listed in the online directory by placing your initials in the spaces below:

_____ What is your GHC student e-mail address for the Clubs website? (This will be an _____@chokermail.ghc.edu email address.)

_____ Can we give out your personal email address to interested students?

Club Meeting Information: (so interested students can find you)

(Please circle) S M T W T F S Time: _____ Location: _____

Activities - Past Quarter
Please list activities and events that have been presented by the organization during the past quarter.

Activities - Upcoming Quarter
Please list activities and events that you hope to present during the upcoming quarter (please include dates if possible)

Signed: _____
Club Representative Date

_____ _____
Club Advisor Date

Student Activities & Leadership
Student Organization Membership Form



Name of Club: _____

1. President: _____ Phone: _____ Email: _____

2. Vice-President: _____ Phone: _____ Email: _____

3. Secretary: _____ Phone: _____ Email: _____

4. Treasurer: _____ Phone: _____ Email: _____

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Club Organizational Structure

The nomination and election of officers is an important process. Elected officers form an executive committee and should assume the leadership of the organization. Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining those duties prior to the election process. It is also important that all students understand that the most essential qualities for any officer are enthusiasm, interest, flexibility, and willingness to devote the necessary time to make the organization a success.

Here are some common responsibilities of officers:

President

- Has overall responsibility for the operation of the club
- Calls and presides at all meetings
- Reviews and approves all financial activity
- Maintains complete and up-to-date files

Vice President

- Perform the duties of President in his/her absence or inability to serve
- Other duties as needed
- Coordinates efforts to recruit new members
- Works closely with Treasurer and President to plan club events and fundraising activities

Treasurer

- Be responsible for the general supervision of the finances of the club
- Be responsible for the preparation of a budget
- Maintain up-to-date financial records
- Learn the rules for handling fundraised money or revenue on campus
- Give a financial report at each meeting
- Processes all financial paperwork needed by the college to expend club funds and pay club bills

Secretary

- Keep an up-to-date membership roster
- Keep full minutes of all meetings and record all action taken by the club
- Maintain a complete file which includes minutes, copies of all contracts, current correspondence
- Be responsible for all official club correspondence
- Works closely with President, Vice President, and Treasurer to plan club events and fundraising activities.

Constitution or Other Additional Help

If you need help with meeting structure, or would like to create a constitution for your club/organization, please contact the members of the ASGHC or Student Activities and Leadership office.

Responsibilities of ALL Club Officers

Club Charter: Make sure the club charter is filled out properly and turned in as soon as possible to the Associated Students of Grays Harbor College office (203) or SALP office (203 A). Clubs are responsible for notifying the Student Activities and Leadership office when there is a change in club president, CCC representative, treasurer, club advisor, or club meeting times. The Student Activities and Leadership office usually only communicates only with the club president, CCC Representative and advisor designated on the club charter form. Please note that clubs are required to have a full-time faculty or staff member serve as club advisor.

Club Coordinating Council: Attend 2/3 Club Coordinating Council meetings or arrange for a representative to attend. If you do not attend these meetings, you may lose your recognized club status.

Quarterly Club Fairs: Participate in all ASGHC sponsored club fairs.

Liaison to ASGHC/Student Activities: Act as a liaison in matters dealing with the Student Activities & Leadership office. Submit appropriate paperwork and accurate information for expenditures to the Student Activities & Leadership office. Make sure to receive approval from your advisor and the Student Activities and Leadership office before spending club money. The club advisor and treasurer must first sign all financial forms before they can be approved.

Enforcement of Policies: Be responsible for enforcing the ASGHC Constitution and Club Handbook.

Record Keeping: Minutes of each meeting, current roster of active members with phone numbers and email addresses, copies of all receipts for expenditures, maintenance and review of budget, record keeping of expenditures, club budgeting procedures, samples of all public relations work to advertise club meetings (posters, signs, fliers, correspondence).

Post Meeting Minutes to club area on ASGHC Web board log <http://classweb.ghc.edu/WB/?boardID=asghc>

Meetings: Each club holds regular, publicized meetings. Conduct meetings in an organized, business-like manner. The following is a typical outline for a meeting:

- Call to Order
- Roll Call
- Introductions
- Approval of Minutes
- Officer Reports
- Unfinished Business
- New Business
- Announcements
- Adjournment

Anatomy of a Club & Organization Meeting Agenda

I) Call to Order

- President says, "I now call this meeting to order on (say date and time)". Time and date are recorded.

II) Roll Call

- President asks, "Can I have a roll call beginning from my left?" Members state name and position. Secretary records the names of those present for the minutes.

III) Approval of Minutes

- Voting item. Follow voting procedures. The secretary records who said what at every phase of the vote.

IV) Statements from the Gallery

- If there are people in the audience visiting the president states, "Would any of our visitors in the gallery like to speak?" If someone indicates they do, the president asks, "Could you please stand and state your name for the record." The secretary records the name and a synopsis of his or her statement. You do not vote during statements from the gallery. It's a time for people to introduce themselves and talk about any concern, issue, or idea that they want to share, which may or may not have to do with something on the agenda. But you vote on business items under new and old business. You could also put visitors on the agenda here who want to report something to the senate but where no vote is required.

V) Work Session

- This is a facilitated session to help with the planning of student government programs and for the professional development of members. This is only to be used when all members can engage in the activity. It could be anything from brainstorming an activity, discussing conflicts, learning a new skill, managing communication or problem solving. This can be lead by any ASGHC council member, the advisor or an invited guest.

VI) Reports

- There is no vote here. The president simply facilitates and helps people stay on track. Each member gives a report during their time that pertains to their activities in the past week, projects they are working on (if they aren't on the agenda elsewhere) and campus governance meetings they've attended.
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Senate
 - f. Advisor

VII) Executive Session

- This is a private session for the council members and one member of the media. This is only called under special circumstances and you can vote during this session. This is normally not on the agenda. Anytime executive session is called the rules of executive session should be reviewed.

VIII) New Business

- Voting items are under here. All votes are public. The secretary records who said what at every phase of the vote.

IX) Old Business

- Voting items that were "tabled" by a motion in the previous week go here. The secretary records the process.

X) Announcements

- President asks: "Are there any announcements?"

XI) Adjournment

- Voting item. No discussion is allowed on a motion to adjourn.

Responsibilities of Club Advisors

It is a compliment to be asked to serve as an advisor. It is also a significant responsibility, because the advisor is acting on behalf of the College in the event of an accident, injury, or disciplinary situation. Club advisors must be Olympic College employees. The role of the advisor is based upon the nature and type of activities specific to each student organization and thus varies significantly according to the style demanded by individual student organizations. However, the specific responsibilities performed by each advisor are similar. Advisors are not expected to perform the duties/tasks of clubs; rather, they are encouragers, resource referral agents, guides, and mentors. Advisors are also expected to be aware of club events and issues and intervene as needed.

Interest and Familiarity: Be thoroughly familiar with the nature and objectives of the club. Read the Club Handbook and be familiar with the policies and procedures described in this document. Attend club meetings regularly. Take an active part in forming club policies and procedures of operation. Support the mission and focus of the student club on campus.

Approve and Monitor Expenditures: Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds. Sign all paperwork authorizing expenditures. The Student Programs and Leadership Development office will not approve financial forms without the signatures of the club advisor and club treasurer. Refer to the Club Handbook and call the Student Programs and Leadership Development office regarding financial transactions, fundraising, and other funding questions.

Monitor Record Keeping: Monitor good record keeping of all club events, meetings, and plans. Any activity involving the exchange of money is particularly important and must meet college requirements for accountability and state auditing.

Attend Club Activities: Attend club trips and major events – making sure to be present throughout the entire activity – or make arrangements for another faculty or staff member to attend if you are unable to participate. Advisors must drive the Grays Harbor College van if it is used for a club activity. Advisors, or their GHC employee designee, must also be present at activities/events at which money is handled.

Student Conduct: Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regard to use of alcohol and narcotic substances at college sponsored events. Report any violations to the Student Programs and Leadership Development office.

Resource/Liaison: Be a resource person for the club. Serve as a liaison with other campus offices and staff. Please notify the Student Programs and Leadership Development office of any changes in the club officers or advisor.

Teamwork/Guidance: Encourage teamwork within the group and provide guidance in decision-making, trust building, and goal accomplishment.

Club Advisor Resignation: *An advisor may need to resign from their role for a variety of reasons. When this action becomes necessary, the following steps should be taken to ensure that the club does not lose its club status.*

1. Club advisor submits a letter of recognition to the S.A.L.P. office as soon as the decision has been made.
2. Club advisor, S.A.L.P. Coordinator, and club member meet to discuss possible replacement advisors
3. A replacement advisor must be identified and trained prior to the resignation of the outgoing advisor.
4. Club property and records must be turned over to the club via the Student Activities Office.

Student Activities & Leadership Office Services for Clubs & Organizations

The Student Activities and Leadership Office provides the following services and resources to assist club leaders:

Office/Event Supplies:

Basic office and event supplies (pens, markers, paint & butcher paper) are provided to clubs. Additional supplies require purchases be charged to the organization's budget.

Office Space

Clubs/Organizations can use the clubs' office space in the 200 Building. This space is only available for official business of the organization. There is a computer for club leaders to create letters, memos, spreadsheets, and other printed documents. Only official club business is allowed on these computers.

Copying and Printing

Each recognized campus club has a 4-digit copy code that they are assigned. It is important to keep this copy code private and only use it for official club business. All copies are charged to your club's budget and will be reflected in the monthly budget report.

Fax Services

If you need to have something faxed, please stop by and ask someone in the Student Programs and Leadership Development office to assist you. You may only send and receive official club business documents with the Grays Harbor College fax machine.

Room Reservations

Student clubs/organizations may use Grays Harbor College classrooms and conference rooms at no charge. For all classrooms, conference rooms, and meeting spaces a facility use application must be submitted to Gloria Fenton at gfenton@ghc.edu in campus operations at a minimum one week in advance.

Budget Management

All club funds are overseen by the ASGHC Treasurer and the Coordinator of Student Activities & Leadership. Both are available to answer budget questions and to help you with expenditure procedures.

Consultation Services

The Student Activities & Leadership office is available to provide club leaders and advisors with event planning advice, advertising and fundraising ideas, as well as guidance on how to effectively manage their organization.

Services and Activities Fees (S&A Fees)

The Services and Activities Fee (S&A Fee) is collected through Enrollment Services at the time tuition is paid. The fee goes to many different things on campus related to student life. The maximum amount a college can charge a student is determined by the State Legislature in Olympia and the Grays Harbor College Board of Education determines how much under this amount it will charge students each year.

The amount of the S&A fee is approximately \$54 per Full Time Equivalent student (FTE). The ASGHC S&A Budget Committee recommends annual allocations for ASOC programs and services and regulates these funds. The S&A Fee is considered state dollars so club funds are state dollars. State dollars need to be used responsibly and follow all federal, state, and local rules governing this money.

Each spring all Clubs & Organizations are required to fill out Services & Activities Budget Request and subsequently present and defend the request in front of the S&A Budget Committee.

**Grays Harbor College
2008-2009**

Services and Activities Budget Request

Name of Organization: _____ Date Submitted: _____

Student Representative: _____ Position: _____

Email: _____ Phone: _____

Advisor: _____ Phone: _____

Please complete the following: **(Please use the back if more space is needed)**

Organization Description:

Highlights of Major Accomplishments during the 2007-2008 year:

What does your club currently plan on completing before June 30th 2008?

Rationale for Funding:

Why should your organization be funded at the amount requested? What would occur without full funding?

Grays Harbor College
Service and Activities Fund

Organization: _____

| OBJ. | Description | 2007/08 | 2008/09 | Difference |
|---------------|------------------------------|---------|---------|------------|
| EA | Supplies and Materials | \$ | \$ | \$ |
| ED | Rental | \$ | \$ | \$ |
| EF | Printing | \$ | \$ | \$ |
| EG | Dues/Membership/Fees | \$ | \$ | \$ |
| ER | Purchased Services | \$ | \$ | \$ |
| EZ | Other | \$ | \$ | \$ |
| GA | In-State Sub & Lodging | \$ | \$ | \$ |
| GB | In-State Air Transportation | \$ | \$ | \$ |
| GF | Out-State Sub & Lodging | \$ | \$ | \$ |
| GG | Out-State Air Transportation | \$ | \$ | \$ |
| GN | Motor Pool Services | \$ | \$ | \$ |
| NB | Client Services | \$ | \$ | \$ |
| NZ | Grants to Students | \$ | \$ | \$ |
| Totals | | \$ | \$ | \$ |

IMPORTANT: In the Budget Request Packets you will be required to fill-out an additional page explaining proposed spending in each category listed above.

Allocations for Conferences

Name of Organization: _____

Please itemize all money that your organization has spent in the **2007-2008 year** for attending conferences. Please indicate whether the money spent was from your S & A budget or from fundraised money.

| | | | |
|------------------------------------------------------|----|----|----|
| Conference name, date, time, location # of attendees | 1. | 2. | 3. |
| Lodging, Transportation, Meals, Other misc. costs. | \$ | \$ | \$ |
| Registration Costs | \$ | \$ | \$ |
| Total | \$ | \$ | \$ |
| | | | |
| Total From S & A Fees | \$ | \$ | \$ |
| Total From Fundraised Money | \$ | \$ | \$ |

Please itemize **projected** amount to be requested on conferences for **2008-2009**. This should include fundraised money and S & A Fee money.

| | | | |
|------------------------------------------------------|----|----|----|
| Conference name, date, time, location # of attendees | 1. | 2. | 3. |
| Lodging, Transportation, Meals, Other misc. costs. | \$ | \$ | \$ |
| Registration Costs | \$ | \$ | \$ |
| Total | \$ | \$ | \$ |
| | | | |
| Total projected S & A Fees | \$ | \$ | \$ |
| Total From Fundraised Money | \$ | \$ | \$ |

Club Funding Process

Once a club is officially recognized by the ASGHC, they are eligible to receive a certain amount in seed money. For additional monies the club must present a budget request to the ASGHC. Please note that all club funds must be processed through the Associated Students of Grays Harbor College. Clubs are NOT allowed to maintain off-campus bank accounts. Club seed money not used in the current school year will not be available after June 30th of the chartering year. Non-seed money (money that was fundraised) will still be available. Active clubs that would like additional funding have a few options available to them:

1. The club may organize fundraising events or activities. See “Fundraising” in this handbook for additional information
2. The club may seek out another club/program or college department to co-sponsor their event or activity.
3. The club may seek in kind or cash donations from outside sponsors, as long as this fundraising activity is approved by the Director of Student Programs and Leadership Development.
4. Clubs may seek third party funding from non-GHC organizations with prior approval.
5. Clubs may request funding from the ASGHC Club Fund by submitting a proposal to the ASGHC.

Spending Club Money

It is important to remember that all club budgets are state dollars and are subject to college and state policies.

1. The club advisor, and Coordinator of Student Activities must approve all expenditures before money is committed. Submit a Purchase Requisition with your advisor’s review prior to using your club’s money.
2. All funds generated by club activities must be turned in to the cashier’s office within 24 hours and will be deposited into the club account.
3. Request for checks for activities should be made at least 2 weeks days in advance.
4. Items purchased with S&A funds are property of GHC. Personal use of these items outside of club or ASGHC related activities is not allowed. If a club’s recognition status is revoked, supplies and equipment must be returned to the Student Activities and Leadership office.



Different Club Funds: 522, 570 & 840

522 – Associated Students Accounts for revenues and expenditures associated with locally approved student activities. 522 accounts do not roll over every year. At the end of the fiscal year (July 1) all budgets are zeroed and any remaining balance is put into your building fund for student space in new building.

570- Auxiliary Enterprises Self-sustaining activities that are not related to the educational mission of the college. Community theme or cultural or recreational nature & Source of funds primarily user fees. Fund raising, concert bands, seminars, sports camps, etc.

840– Agency off campus fundraised real money. This money may be used to purchase items that you are prohibited from purchasing out of your 522 account. You may also donate the money in this account to local service agencies. In order to put money into this account, you cannot use campus or state resources when raise funds for this account. These purchases still need to fit the mission of your club and be reasonable club purchases. Your off campus, 840 account, does not roll over and is never zeroed. On-campus S & Fees cannot be put into your 840 account; however, money raised that fit the 840 account criteria can be put in the 522 account; it just cannot be moved over. Accounts for funds in the custody of the college but not belonging to it. *Examples:* Relay for Life, fundraising receipts for specific donation purpose – i.e. Beyond Survival donation by Human Services; GHAB fundraising for non-profits; Presidents Fund; BAC meeting registrations, etc.

Reimbursement

Grays Harbor College strongly discourages reimbursing personal funds spent by an advisor or a student for club/program expenditures. This is because: 1) the item must be pre-approved by the program or club advisor and the Coordinator of Student Activities and Leadership; 2) the purchaser may have to wait longer for the reimbursement than they expected; and 3) the preferred method of payment for the college is submitting a requisition with a vendor through the purchasing office. If a student or advisor makes a pre-authorized expenditure, s/he must provide receipts in order to be reimbursed.

Purchasing Food with S&A Funds

Purchasing food with S&A funds (club money) is not allowed unless the Coordinator of Student Activities and Leadership grants specific permission. Clubs (and other S&A funded programs) may not purchase food for regular meetings with S&A funds. Refreshments may be purchased and served at special meetings (meetings that otherwise could not be held at any other time, other than a regular meal hour) or events open to the general student population. Clubs/programs may serve food at large events, such as BBQ's, if the event is open and publicized to all Grays Harbor College students. Depending on the type of food additional permits may be necessary. At a minimum food servers must carry a Food Handler's Permit.



Process for Using Club Funds

1. Complete appropriate purchasing form:
 - To use the GHC credit card for supplies- see the Coordinator of Student Activities & Leadership
 - To pay a performer or speaker – complete a Performer/Speaker contract and an A-19
 - All other purchases –Fill out a Purchase Requisition Form
2. Get advisor's signature authorization on necessary purchasing forms and/or cc: direct charges in an email to your advisor and Student Activities & Leadership Coordinator
3. Return completed forms to the Coordinator of Student Activities and Leadership for approval PRIOR to making purchases or mailing performer/speaker contracts out.
4. The club purchases the item(s) from the vendor and/or mails out the contract. **KEEP ALL ORIGINAL RECEIPTS AND PAPERWORK.**

Purchase Requisition

Deposit Form & Inventory Sheet

Fundraising at Grays Harbor College

The Grays Harbor College Financial Code, Student Activities & Leadership office, and the State of Washington mandate that certain procedures be followed for record keeping and accountability. Any Grays Harbor College program or ASGHC recognized club supported by S&A dollars engaging in fundraising must comply with the Student Activities & Leadership Fundraising policies. All of these policies and procedures as well as authorization forms are available at the Student Activities office, 200 Bldg. 203A

The Student Activities & Leadership office developed these processes and forms based on certain types of fundraisers. However, we realize that some programs or clubs may need to develop their own specific fundraising procedures. Programs may do so with the review and permission of the Student Activities & Leadership and Business Office.

Fundraisers:

- Donations (Tangible & intangible items) - Make Donation Receipts and Donated Items Log
- Bake Sale - Use the Tangible Item Sale Log and Deposit Slip
- Sale/ Tangible items(s) or Service(s) - Use the Tangible Item Sale Log and Deposit Slip
- Event or Performance - Use two-part numbered tickets and Deposit Slip

IMPORTANT Before any program or club generates revenue through a fundraising activity, it must complete and submit the Fundraising Request Form **at least two weeks prior** to the fundraising activity. Clubs must have a Student Activities and Leadership-approved system that tracks and documents all aspects of revenue collection. If a program or club does not abide by these instructions and policies, it could face delay or denial of future fundraising authorization. If you need a cash box and petty cash at the beginning of your fundraiser, request this on your Fundraising Request Form.

****Clubs/programs cannot use S&A funds to raise money for outside organizations.**

It is a state law that revenue generated by a fundraising event **must be deposited within 24 business hours of receipt of revenue**. If a program or club's event or activity is after business hours, clubs/programs must secure funds on campus and then make the deposit the next business day. Money raised from fundraising and donations will be available after ten (10) working days of a request to spend the funds. This allows time for the Accounts Payable office to issue a check.

Donated funds, if given for a specific activity may only be used for that specific activity.

IMPORTANT When doing a fundraiser is making sure that you receive the appropriate fundraising authorization and supplemental forms must be completed and handing in. We have to have these forms before any fundraising activity occurs, and we must keep careful records of all revenue collection.

Detailed Fundraising Descriptions

Auctions: can be a great way to raise large amounts of money. This is especially true if the program or club auction items or services are donated from individuals or organizations. However, it must be verified that soliciting donations does not conflict with an GHC Foundation fundraising or donation drives. Contact the Student Activities office to help ensure there are no conflicts. Please be sure to follow the rules regarding soliciting donations when planning an auction.

Event or Performance Fundraising Procedures and Instructions When holding an event or performance such as a dance, dinner, play, dance production or musical concern for which admission is charged, a program should abide by the ticketing procedure and the donations procedure, if necessary. Community dinners, such as spaghetti feeds, have been successful in our community for raising money. Dances and other performance events can be successful and fulfilling club events, but they are difficult to raise revenue over the cost of production. However, if it's a worthwhile event for your club or organization you should pursue it.

Sale—Bake sales are easy and popular fundraisers for student club and organizations. To give the kitchen one month the Event/Activity Registration form for the bake sale should be turned in **THREE WEEKS** in advance. The S.A.L.P. office will not allow two bake sales or similar fundraisers to happen on the same date.

1. Please fill out a fundraising request form and clear the date with the Student Activities office and then to proceed to fill out facility usage form with the office of scheduling.
2. The cafeteria sells baked goods on Wednesdays; in an effort to “not compete” bake sales are encouraged not fall on a Wednesday.
3. Your program will need to keep track of the sale of baked goods. The revenue log sheet must be used during the sale. Using a log, list the sale price of each baked item. Keep good records of all sales and reconciliation.
4. If you need a change fund, complete a change fund request form two weeks in advance in order to get all of the needed signatures. The change fund is considered a “loan”. At the end of the sale the change fund must be deducted from the total bake sales and returned to the Cashier's office.
5. At the conclusion of the bake sale, reconcile all money with your Advisor or the Student Activities Office. After the bake sale has been reconciled and witnessed by an advisor or the S.A.L.P. office, take the revenue and the change fund (which need to be deposited separately), and a copy of the revenue log sheet to the business office.

Sale—Raffle Any student group or organization wanting to hold a raffle must first get approval signed by the Coordinator of S.A.L.P. Raffles, as with all gambling activities, must follow the rules set forth by the State of Washington Gambling Commission as well as GHC's policies. The following is the procedure for holding a raffle on campus.

1. Fill out a Project Work Plan. Have this request form approved by the office of S.A.L.P. prior to holding the raffle
2. If you are seeking donations for your raffle, please see the donations policy.
3. Pre-numbered tickets are available in a roll in the Student Activities office or program or club may provide their own. All tickets must be pre-numbered prior to selling. Printed tickets must be approved by the Student Activities Office prior to selling. Tickets must have a detachable section bearing the same numbers as the ticket or chance.
4. You must have posted at the sight of sale or printed directly on the ticket the following:
 - a. Raffle must have a definite start date and drawing date and time.
 - b. All Prizes and value.
 - c. Contact information and sponsoring organization.
 - d. Cost of each chance.
 - e. Whether an entrant is required to be present at a raffle drawing to be eligible to win.

5. Each raffle ticket must be sold for the same prices as every other raffle ticket. NO free tickets shall be awarded.
6. Every ticket seller will keep a log of every ticket sale. And keep a master log of who is selling which ticket numbers and how many they have sold.
7. Deposits must be made within 24 hours of collection of revenue. For example, if the raffle is going to happen for two weeks, then there may be a deposit to make daily.
8. Have all deposits, your master sales log and unsold tickets reconciled and witnessed with your advisor or the S.A.L.P. office. All tickets must be accounted for.
9. All money must be deposited to the business office within 24 hours of receipt. There must be two signatures on the deposit form, one witness and one depositor.

Sale-Service/Tangible Items When selling tangible items (such as t-shirts, candy, flowers, literary magazines, concessions, mugs, artwork) or services (advertising, car wash, gardening) complete a revenue log for tracking the distribution of these items. Receipts for all revenue collected must also accompany each deposit. Make all deposit verifications through the Student Activities office and provide a revenue log and/or receipts for each deposit. Students have been successful selling all kinds of items and services in the past. If you can think of something people will want, it will probably sell. Items and services that have sold in the past: massages, car washes, holiday wreathes, flowers and mugs.

Other while the fundraisers identified have procedures in place, this does not prelude a program/club having a fundraiser that does not have a process in place. Please come by the S.A.L.P. office for assistance and direction in following procedures and forms for a fundraiser that qualifies as “other”.

Ticketing Procedure You may be selling tickets for a fundraiser or to help pay for the cost of an event. Student Activities recommends using Microsoft publisher templates for creating tickets. You can get help creating tickets in the Media Lab in the library or by asking for help in the S.A.L.P. office. If you’re unsure of how to manage the ticketing process or how to make suitable tickets, please make an appointment with the Coordinator of S.A.L.P. Below are the guidelines for tickets:

- You will need a master distribution log to help you keep track of how many tickets are held responsible for both the incoming cash, the unsold tickets and keeping a sales log or receipts for reconciliation.
- Each seller will need a log of ticket sales or will need receipts. (Receipt books can be found in the Student Activities Office)
- Programs/clubs must be pre-approved before use.
- All revenue must be deposited on a daily basis. Please follow guidelines for handling revenue.
- All sold/unsold tickets must be reconciled at the end of sales.

***TIP:** For ease of distribution and reconciliation, it is essential that tickets priced differently are colored differently or the number sequences should be specified for presale v. door sales. It is also helpful to have either performance/event date printed on the ticket or have a differentiate between performances or events occurring on more than one date concurrently.

Donations Many clubs and programs will seek donations outside of the college in order to help offset the cost of the fundraiser or for an event. It must be verified that soliciting donations does not conflict with an GHC Foundation fundraising or donation drives. Contact the Student Activities office to help ensure there are no conflicts.

Consider the following when planning and holding an auction.

1. Receipts must be given to any individual or organization that donates items or services. If a tax ID number is requested by the donor, please contact the Student Activities Office for that information. The receipt must include the following information: date, name of organization or service, item/service description or cash amount, estimated value of item(s), name of program/club representative who received the actual donation. Receipt books can be found in the Student Activities office or in the Business Office.
2. All donations must be kept in a secure location by the advisor. All cash donations need to be deposited within 24 hours of receipt.
3. One business day prior to the fundraiser, all donated items/services receipts must be on file with the S.A.L.P. Office.
4. If you are reselling the donation, such as at an auction, a receipt of purchase must be issued to the individual who buys the items/ services.
5. Any item or services not sold or used need to be documented, and kept in a secure place by the program/club advisor.

Upon the conclusion of the fundraiser, within one business day, all revenue and receipts need to be brought to student activities for verification and deposit.

Cash Handling Rules and Tips

Deposit Rules All money generated through an event has to be reconciled and deposited through the GHC Business Office. An advisor or the Coordinator of Student Activities is required to witness and approve the reconciliation and deposit.

Change Funds If an activity needs to provide change, the Business Office can issue a fund. The change fund is considered a temporary “loan” of change and must be deducted from funds raised. Paperwork for a change fund needs to be filled out at least one week in advance and requires the approval of the Coordinator of S.A.L.P. After the revenue has been reconciled the change fund needs to be deposited. Change funds need to be deposited separately from revenue and it should be clearly marked on the deposit form that you are returning a change fund.

Requisition Forms—Requesting Payment Requisition forms are how you request to pay a vendor, performer, conference fee, lodging costs, or a store for your purchases. More information on Requisition forms can be found under the “Forms” section of this handbook. This is the main way that student clubs/organizations make purchases.

Credit Card Purchases Sometimes students like to make purchases for their event/fundraiser at a store that doesn’t take requisition forms. In this case the student may ask to go on a shopping trip with the Coordinator of Student Activities. Purchases on the credit card need to be approved in advance by your advisor just like when using a requisition form. Also, you will need to plan in advance with the Coordinator of Student Activities your shopping trip.

Reimbursements Sometimes students have last minutes purchases that they need to make for an event or a fundraiser. It may happen that the college needs to reimburse a student for a legitimate expense. Depending on the amount of the reimbursement, it may take up to two weeks to receive payment. The following are the guidelines for reimbursements:

- The purchase must be under \$50
- The purchase must be pre-approved by the club/organization advisor and fit within all of the rules regarding purchasing.
- Receipt(s) must be attached to the reimbursement form. And the student address and student ID number must be included on this form.

GRAYS HARBOR COLLEGE

FUNDRAISING REQUEST FORM SPORTS TEAMS AND CLUBS

- **PER STATE REGULATIONS, ALL FUNDRAISED MONEY MUST BE DEPOSITED WITH THE BUSINESS OFFICE WITHIN 24 HOURS OF THE EVENT.**
- This form **MUST** be completed with all necessary signatures and submitted to the Athletic Director or Coordinator of Student Activities **AT LEAST TWO WEEKS** prior to the start of your fundraising campaign or event. (GHC Staff Development approved by Chief of HR Dave Halverstadt)
- **Original** with all signatures and completed information to Business Office; **photocopy** for Athletic Dept. or Coordinator of Student Activities

TEAM/CLUB Information

Team/Club: _____

Coach/Advisor: _____ Phone number: _____

Email address: _____ Account Number: _____

EVENT/FUNDRAISER Information

Event Title: _____ Location: _____

Start Date & Time: _____ End Date & Time: _____

Description of Event: _____

FINANCIAL Information

Estimated Income: _____ - Estimated Expenses: _____ = Estimated Profit: _____

Will you need petty cash and a cash box to start your event? _____ How much? _____

What does your team/club plan to do with any profits generated by this event?

How will this fundraising activity be tracked/recorded? _____

Coach/Advisor Signature: _____ Date: _____

A.D. or Coord. Student Activ. Signature: _____ Date: _____

Business Office Approval _____ Date: _____

After the event information

Final Income: _____ - Final Expenses: _____ = Profit: _____

Revised Sept 2009

Travel Procedures

If your club/organization is planning to attend a workshop/conference or go on a retreat or field trip, all information regarding the event must be submitted **at least THREE WEEKS prior** to the event or conference registration deadline in order for the proper paperwork to be submitted and payment processed on time.

Club/Organization Travel Paperwork:

Conferences

- When attending workshops/conferences, please turn in the Request for Advance Approval of Travel at least **three weeks** prior to the registration deadline.
- Cash Advance for Student Activities Travel covering meals that aren't included in conference registration
- Other items that need be included with your Travel Paperwork:
 - A list of all students (with Student ID numbers) attending the conference.
 - A completed registration form for the conference
 - A conference agenda
- All persons registered for the conference must be enrolled for at least 1 credit at the time of registration and the conference.

Retreats/Field Trips

- When planning a retreat or field trip, meet with the Director of Student Programs and Leadership Development at least **TWO MONTHS** prior to the event.
- Items you will need for your retreat/field trip from campus are:
 - Retreat agenda, which must reflect the *educational benefits* of the retreat or field trip
 - All persons planning to attend the retreat must be enrolled for at least 1 credit at the time of approval and the retreat*** Retreats and field trips should not be held at "resorts" or facilities perceived as purely "recreational." Conference centers are most appropriate for retreat purposes.*

Mode of Travel

- **College-owned vehicle.** To secure a college-owned vehicle, complete a Request for Advance Approval of Travel and submit it to Gloria Fenton in MIB 2325.. Grays Harbor College students are allowed to drive the college van once they have passed the van driving class. An Grays Harbor College employee **must** be on the trip – no exceptions.
- **Privately-owned vehicle.** If using a privately-owned vehicle, submit proof of round trip mileage (attach MapQuest listing).
- **Air travel or other methods.** If using air travel or other methods, contact the Coordinator of Student Activities & Leadership **before** making any arrangements. Grays Harbor College has a contracted travel agency.

Upon Return

The next business day following the trip, receipts from the hotel, van rental, and any other miscellaneous expenses must be submitted.

Student Activities & Leadership

Project Work Plan



Event Name: _____ Today's Date: _____ Event Date: _____
 Club/Organization: _____
 Project Manager Name: _____ Email: _____ Phone #: _____

1. Use the Project Plan as a Template for planning and conducting a successful event.
2. Submit Project Work Plan to SALP three weeks for assistance in executing event.
3. Keep a copy for your organizations records.

Part I: What Forms Do You Need?

1. *Using a classroom or other space on campus?* Fill out a **Facility Use Application**
2. *Doing a fundraiser?* Fill out a **Fundraising Request Form** (2 week notice minimum required)
3. *Collecting money?* Turn in a **GHC Activity Deposit Form** to Business Office at end of day
4. *Does your event involve food?* One **Food Handlers Permit** required at duration of event
5. *Going off campus?* Fill out a **Request for Advance Approval of Travel**, and **Cash Advance for Student Activities Travel** form (not included in Project Work Plan packet)
6. *Recommended For All Events:* Fill out an **Event Wrap-Up and Debriefing** worksheet

Part II: Tasks to be Completed & Date Due

| Week | Tasks to be completed: | Due Date | Team Member | Date Completed |
|------|---------------------------------------------------------------|----------|-------------|----------------|
| | Task 1: Event/Agenda Schedule Tentatively Finalized | | | |
| | | | | |
| | Task 2: Meet with group To Approve Project Plan | | | |
| | <i>Fundraising Request Form (2 weeks notice)</i> | | | |
| | <i>Request for Advance Approval of Travel Form</i> | | | |
| | <i>Cash Advance for Student Activities Travel Form</i> | | | |
| | Task 3: Fundraising Goals & Budget Allocation Set | | | |
| | | | | |
| | Task 4: On Campus Location Secured | | | |
| | <i>Facility Use Application Form</i> | | | |
| | <i>Food Handlers & Temporary Food Service Permit</i> | | | |
| | Task 5: | | | |
| | | | | |
| | Task 6: Equipment, Materials, Supplies & Resources | | | |
| | | | | |
| | Task 7: Advertising Design | | | |
| | | | | |
| | Task 8: Posting Misc. Advertising | | | |
| | | | | |
| | Task 9: Arrange Volunteers for Duration of Event | | | |
| | | | | |
| | Task 10: Event | | | |
| | | | | |
| | Task 11: Event Wrap-Up & Debriefing | | | |
| | | | | |

Part III: Backwards Plan

| | Week 1 | Week 2 | Week 3 | Week 4 | Day of Event |
|--------------------|---------------|---------------|---------------|---------------|---------------------|
| Logistics | | | | | |
| Publicity | | | | | |
| Hospitality | | | | | |
| | | | | | |
| | | | | | |

Part VI: Day of Event

| Time | Name | Phone | Email |
|-------------|-------------|--------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Part IV: Project Sign-off:

1. Project manager _____ date: _____
2. Advisor _____ date: _____
4. Student Activates Coord. _____ date: _____

Facility Use Application

Planning An Event

Skills That Can Save, Time, Energy, & Sanity

So, you're going to plan a big event, but you don't know where to start. Don't panic. This handout is designed to help you through this process and smooth out the rough spots of planning and preparing for a successful and memorable event.

The first step is to determine why you are putting on the event. Some questions that may help you clarify what you are doing and why include:

- What do you want to achieve by having this program?
- What are your organizational goals and how will this event help you meet them?
- What do you, as the planners, want to get out of this experience?
- Is there a current need or an interest in this program area?
- Are other similar programs being offered?
- Has a similar event been held in the past?
- What was the response?
- Are your members enthusiastic about organizing this event?
- Is organizing this program worth your members' time?
- Is there enough time to thoroughly organize, publicize and promote the program so that it will be successful?

Once you have satisfactorily answered these questions, planning the program is really quite easy if you follow

Five simple steps:

1. Identify Needs
2. Develop Program Goals and Objectives
3. Organize Program Plans
4. Implement Plans
5. Evaluate the Event

Identify Needs Who is the audience and what does the audience want to see or experience with this kind of program? What are the audience's needs? What method of assessment will you use to determine this (e.g., word-of-mouth, surveys, or a suggestion box)? How big do you want this program to be? Does the type of event you're planning limit the audience size? If so, how will you determine who can attend?

Develop Program Goals and Objectives After you have identified your program's audience and needs, which ones do you want to have your event address? Define specifically what you want the participants to learn or experience from the program. This will be the goal of your program or event. Be clear about the kind of program you are planning, i.e., social, cultural, educational or a fundraiser. Brainstorm the types of programs and themes that will match your goals. Examples - speakers, film, dance, bake sales, trip, food, festival, athletic event, etc. Decide on a program within your budget. Discuss the options within your group and make a decision.

Organize Your Plans Then, ask what you specifically need to do to accomplish your objectives. When do you want to hold this event? Coordinate your program with other scheduled events; it's best not to compete for an audience. Be sure to consider whether or not you have enough time to make all the necessary arrangements and whether or not your members will be able to complete all of their tasks. Many program planners find it helpful to make a time line working in reverse; start at the day of the event and fill in publicity deadlines, facility agreements, etc. This can help you see if you are being realistic or if you are setting yourself up to be unable to meet your obligations. Getting everything down on paper is an arduous process but it can be very rewarding and a great learning experience. It will give you a tremendous sense of accomplishment. For many, this process is rewarding as the program itself.

Scheduling Facilities Where you hold your program is very important. Facilities can determine audience size, date, and time. It can set the mood for formal, informal, workshop or auditorium style. Determine the program needs - chairs, tables, lighting, sound, stage, open space, cooking area, ticket booths, etc. – and find a space suited to the program.

Establish a Detailed Budget How much money do you have to work with? Will revenues need to be generated? What kind of resources do you have at your disposal to raise money and or cover costs? If you plan on charging admission, it is important to consider what costs you anticipate this fee will cover as well as how much you can reasonably expect participants to pay. Other questions to address are: Will there be a reduced rate for early registration? Will students be charged less than faculty, staff and community participants? Will tickets/registration be taken at the event or beforehand? Project all expenses and income and brainstorm additional funding sources, if necessary. Constantly review real expenditures in relationship to estimated cost.

Publicity There are many different ways to publicize an event – emails, posters, flyers, banners, kiosks, bus signs, newspaper ads, direct mailings, public service announcements, etc. Other "free" publicity resources are: The ASGHC Message Board, The flat-screen in the HUB, The GHC Website, and The Reader board,.

Program Details, Follow-Up and Clean-Up Be sure to make a list of what needs to be done before, during and after the event. What are your equipment needs? Do you need registration tables? Do you need special power hook-ups for speakers, computers, and telephones? Be sure to ask your speakers what materials or equipment they need in order to do their part. Are you providing food?

Implement Plans Be very clear in the beginning who will perform what tasks and what roles and expectations everyone has of each other. Be realistic when delegating tasks and responsibilities. Give people enough time to complete their work and assign to them things that are within their capabilities--set people up to succeed!

Evaluate the Event The evaluation process is three fold: 1) the audience's feedback, 2) the presenter's experience and recommendations, and 3) the planner's thoughts and recommendations. Each group should be asked whether they feel the program accomplished what it was intended to. What went well? What could have been better?

There are several different methods of obtaining this information but the most often used one is a written evaluation distributed following the program. When the program planners evaluate the event be sure to find out whether there was sufficient time allowed for planning and implementation. Did the program reach the goals and objectives? What should be done next time that wasn't this time? Did the anticipated audience attend? A well thought out and thorough evaluation is an educational aspect of programming. It allows you to learn from your successes and learn what is to be improved. Evaluations can also serve in a historical file for the organization and can be a useful reference for future programmers.

Some General Tips on Program Planning

- In the ideal program, everything runs so smoothly that the participants may see little evidence of pre-planning or behind the scenes work.
- Don't compromise on details or settle for second best.
- Don't assume anything or allow situations to continue that make you uncertain or nervous. Meet all problems head-on, sensitively and firmly.
- People support what they help create, so involve as many people as meaningfully as possible in the planning process.
- Usually something goes wrong, but if you're properly prepared and avoid panicking, almost any problem can be solved.

Steps to Successful Backwards Planning

1. List the general areas that need to be completed for a successful event. This may include:
 - a. Promotion
 - b. Facility/equipment reservations
 - c. Refreshments/hospitality
 - d. Lodging/travel arrangements
2. Based on what you know about your school's timelines, assign due dates to these activities (i.e. cutting a check, reserving facilities, using equipment, etc).
3. Using a calendar, or a spreadsheet, start with the day of the event and envision what will be successful about this event (i.e. large attendance, well organized, perfect location, proper materials and equipment).
 - a. Write it on your planning calendar on the appropriate date, and then consider its components.
 - b. If there are components of this task, which need to be completed, work backwards with them and plot them on the calendar.
4. Proceed with the next task to be completed until all tasks are list on planning calendar.

Backwards-Planning Example

It is now September 3 and your organization has scheduled a program for November 1. As you look at the list of tasks that need to be completed, you decide that one of the components is distributing promotional flyers.

The dates you have assigned to each component of distributing flyers are as follows:

- Distribute flyers (October 18) - promo should be available two weeks prior to any event.
- Pick up flyers from copy center - (October 14)
- Identify volunteers to distribute flyers (October 9)
- Take flyer to copy center (October 7)
- Design layout of flyer (October 2)
- Determine text for copy (September 30)

Complete this same process with each task that needs to be completed prior to your group's program.

An Event Checklist: Small Event Use the following checklist when arranging small-scale events to ensure that nothing is forgotten. Adapt it to suit the characteristics of your event.

ROOM AND EQUIPMENT

- Complete appropriate forms
- Organize room or venue use
- Obtain all necessary equipment
- Tidy up room after event

FOOD

- Decide whether to have food
- Purchase the food
- Reimburse whoever bought food
- Obtain sponsorship for food

PUBLICITY

- Design/Post posters
- Distribute flyers
- Advertise on campus messageboard
- Advertise on website/via e-mail
- Spread the word

CONTENT

- Speaker:
- Book speaker
 - Arrange to meet speaker
 - Directions to speaker
 - Confirm speaker

Other Activity:

- Set clear aims for activity
- Permission if necessary
- Obtain all resources/equipment
- Brief all involved

AFTERWARDS

- Clean up
- Distribute unused food
- Bank or donate profits

Event Set-Up and Clean-Up Guidelines

As you begin planning your event, it will be important to reserve the room early and plan the set-up for your event. Contact Gloria Fenton at gffenton@ghc.edu for room and space reservations on campus.

If any set-up will take place a WORK ORDER will need to be filled out. Please be sure to specify event time, set-up request, etc. Log onto ghc.edu/forms to submit your WORK ORDER.

Information needed on the Facility Use Application:

Drawn map of how you want the event set-up. The map should include:

- Chairs/tables – general idea of how they should be arranged
- Stage, microphones, or any other equipment
- Estimated number of people attending
- Is food going to be served?
 - What type of food? (Cake/coffee? Snacks? BBQ? Catered meal?)
 - What type of service? (Self serve, sit-down dinner?)
- Do you need extra garbage cans/recycling bins?

This information will help your set up crew better prepare for your event and make sure that the restrooms, tables/chairs, carpets, etc. are ready to go, and it helps them estimate the time needed for clean-up of the event.

Also, please note that “self clean-ups” will reduce the cost of an event, but the picking up of floor garbage, clearing tables of trash, and pushing in chairs makes up only a small percentage of the duties that are required to return an area to its "ready" state for the next event. “Self clean-ups” should be limited to the above listed tasks. Any other tasks, such as the rearranging of furniture by untrained staff could lead to fire code and occupancy rating violations, injury to students, faculty, or staff, and damage to property. This also applies to “self set-ups” where trained Facilities personnel are necessary for the proper moving and positioning of equipment and furniture.

Advertising On-Campus

Format

- All posters must be designed in a clean, professional format.
- Posters must clearly provide all necessary information for the public.
- Posters and fliers must include which club/organization is sponsoring the activity. If you have any questions, please contact Student Activities & Leadership Office.
- To advertise on the HUB TV send a PowerPoint Slide to csvoboda@ghc.edu
- To advertise on the reader board send content to mhood@ghc.edu

Location

- Clubs & Organizations have their own bulletin board in the HUB for clubs to post their meeting times, events and activities.
- Posters and fliers can be hung on campus where there are bulletin boards for this purpose. You may need to provide your own tacks.
- No fliers may be posted on windows in the HUB except near the entrance to the HUB near the Bookstore & Admissions/Records.
- “Cheer style” posters must have an approved stamp from Student Activities or Student Services. A take down date must be in the bottom right hand corner along with the APPROVED stamp.
- Posters must be removed the next working day following the event.
- All posting and removal of fliers and posters is the responsibility of the sponsoring club/organization.