



**STUDENT ACTIVITIES**  
**2019/20 Advisor Handbook**

# Student Club Activities Handbook

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# LAKE TAHOE COMMUNITY COLLEGE

## STUDENT ACTIVITIES PROGRAM

At Lake Tahoe Community College, we believe education should not stop when a student leaves the classroom. LTCC's student activities offer students opportunities for continuing personal growth and development, the chance to develop leadership skills, prepare for civic responsibility, explore new areas of interest, and interact with others. Campus clubs and organizations represent a wide variety of student interests. The college encourages student participation in extracurricular activities, while authorizing and facilitating the development of student-initiated clubs.

This guide is designed to provide information to both students and club advisors regarding how to start a club, important procedures and policies regarding student clubs, and the services available to support campus clubs and organizations.

**Need more info on club life? Contact Shauna Brunea in the Student Life**

**Office [sbrunea@ltcc.edu](mailto:sbrunea@ltcc.edu) – (530) 541– 4660, Ext.477**

# Policy and Procedures

## STARTING A NEW CLUB

Participating in student clubs and organizations is an enjoyable and educational activity and a great way to get involved and meet people with similar interests. *You must have a minimum of ten students who are enrolled in at least three units interested in forming the club, an approved advisor from the LTCC faculty or staff,* and submit a Club Application form and a Club Constitution to the Office of Student Life (forms are available in the office of Student Life).

Occasionally students have questions about how to find an advisor. Generally, an advisor needs to be a full-time member of the faculty or staff at LTCC (exceptions can be made for faculty or staff working at least 50%). Other exceptions can only be made by the Vice President of Student Services. The best way to approach finding an advisor is to find a person who you know shares the interests of the club. If you have questions or need ideas about who to contact about being an advisor, you should contact the Office of Student Life.

Once you have indicated an interest in forming a club, you need to complete a few steps in order to be considered an active club. Waitlisted club applications are reviewed and generally approved on a first come - first served basis. The steps include:

1. Provide a list of officers, members, and the advisor to the Office of Student Life (the following officers must be selected: President, Vice-President, Secretary, and Treasurer).
2. Submit a club constitution to the Student Life Coordinator.
3. Arrange a meeting with the advisor, the club president and treasurer with the Accounting Assistant in charge of club accounting for a review of financial procedures.
4. Arrange a meeting with the advisor and club president with the Vice President of Student Services and the Student Life Coordinator for a club procedures orientation.

Upon completion of the above listed procedures and availability of funding, the club will receive authorization of official club status from the Office of Student Life.

Note: Organizations must abide by and enforce all college policies, rules, and regulations established by the Lake Tahoe Community College Board of Trustees and the California Education Code.

## ADVISOR RESPONSIBILITIES

Extracurricular organizations provide enhanced opportunities for students to grow and learn outside of the classroom walls. It is because of this that Lake Tahoe Community College provides support to advisors for taking the time to serve in a leadership role for these social and academic groups. We believe that club advisors are one of the most important factors in the development of a functional and successful club. In addition to providing direction and leadership for the group, there are additional duties advisors are expected to perform. The following list of Advisor Duties has been designed to help advisors execute their duties for the club.

1. **INVOLVEMENT:** Advisors are the primary contact for students interested in joining, they are the *supervisor of any events or meetings* which the club sponsors... they are essentially the “face” of the club. They are required to attend all club events and meetings. Clubs are required to meet at least four times per quarter, and to participate in ALL club required events.
2. **FINANCIAL GUIDANCE:** Fiscal responsibility is essential for a viable club. The Advisor is the ultimate authority of the clubs financial transactions, and is responsible for ensuring the club is following all fiscal policies and procedures within the college. All fundraising, expenses, and other financial transactions are to be directed by the Advisor, and the Advisor is responsible for ensuring the submission of the proper forms for fiscal services. The Inter-Club Board (ICB) is charged with identifying and guiding student events. Clubs may petition to the ICB for funds to support a club event on campus and recommendations from the ICB are forwarded for approval from the Student Senate of LTCC.
3. **OFFICIAL CLUB PAPERWORK:** It is important that the extracurricular program area operates in a functional and cohesive manner; therefore, it is imperative that each club advisor follow certain deadlines for paperwork necessary to receive their stipend. Club Advisors are to submit paperwork by the indicated deadlines: The Student Life Coordinator will send out reminders as the dates approach but it is the responsibility of the Advisor to adhere to all deadlines.

**\*Initial Club Renewal Form:** Due at the end of the 3<sup>rd</sup> week of each quarter. It is the advisors’ responsibility to insure that all students listed are registered in a minimum of 3 units each quarter and at least ten members listed. (Registered students will be confirmed through the Office of Student Life and the Registrar’s Office). **“Active Club” availability is first come, first served.** Twelve clubs will assume active status for the 2018/19 academic year. Following the close of the spring term, the “Active Club” list will be reset. All advisors and students who are interested in being active for the 2019/2020 academic year will begin recruiting and supplying appropriate paperwork. All paperwork/forms are due to Student Life Coordinator in the office of Student Life on or before the following dates: **FALL: OCT 5**      **WINTER: JANUARY 25**      **SPRING: APRIL 26**

**\*End of Quarter Meeting Verification:** Due at the end of the 10<sup>th</sup> week of each quarter. It is the advisors’ responsibility to send a list of dates their club held a meeting during each quarter. Regular club meetings, fundraising events and college-wide club events should be listed. A club must have at least 6 (six) events/meetings each term in order to remain “active”. This information is due to Julie Booth on or before the following dates: **FALL: NOV 21**      **WINTER: MAR 15**      **SPRING: JUNE 14**

4. **MARKETING:** All club promotions, events, and membership recruiting are to be under the direct supervision of the Advisor. As part of the Activities and Organizations Comprehensive Program Review, Advisors are required to remain active in the Coyote Corner App and a presence on the website. Advisors must provide a link to a club Facebook page (if available), or keep their LTCC “page” up to date and current. Assistance for website updates for the Club page (<http://www.ltcc.edu/campuslife/student-clubs.php>) must be submitted to the Marketing Office.

## CLUB ACTIVITIES AND USE OF FACILITIES

Student clubs are encouraged to develop and participate in a variety of activities. Club activity approval forms must be submitted for signature to the Vice President of Student Services prior to the event.

Student clubs are entitled to use college facilities for meetings and special events. The Board adopted procedures regarding requests for the use of facilities must be followed (see below). In some cases, clubs may be expected to defray the cost of facility and/or equipment use.

Clubs requesting use of facilities for fundraising events may be denied if another club has reserved the space for fundraising of a similar nature (e.g. food sales). Unless all clubs agree to share the space for such fundraising, priority is given to the club that submits the necessary paperwork first.

### Public Use of District Facilities, Application Procedure (Board Policy 7.27D)

#### A. Limitations and Deadlines for Application(s)

1. All requests for use of facilities should be submitted, approved and scheduled in advance, **no less than 1 (one) week prior to the event**. Internal Application and Contract for Use of Facilities Form should be submitted to the appropriate offices for signature and are to be accompanied by a Club Activity form. Once the activity is approved by the impacted offices and the Vice President of Student Services, facility requests will be submitted for final approval by Scheduling. To book general club meetings, advisors are to contact scheduling via email or submit the Internal Application and Contract for Use of Facilities Form. ***Please contact Scheduling for any event or meeting cancellations, preferably 72 hours in advance.***
2. The Internal Application and Contract for Use of Facilities form is to be filled out and turned in if a club is requesting any power strips, extension cords, or other equipment for their activity. Guidelines are listed on the form for reference. To view campus availability, access the EMS Web App at: <http://ltcc-ems4/emswebapp/BrowseForSpace.aspx>
3. Groups or organizations may make application one (1) year in advance but confirmation will not be made sooner than 30 days before the beginning of the quarter in which use is requested unless an exception is granted by the Superintendent/President.
4. No use of the buildings or grounds shall be granted for a period exceeding one (1) quarter. The use is renewable and revocable at the discretion of the Board of Trustees at any time subject to College program needs.

## CLUB FIELD TRIPS AND TRAVEL

Student clubs that wish to include activities or field trips that include travel must complete the appropriate field trip waiver forms. These forms are available in Instruction Office. It is the preference of the college that students arrange their own transportation and meet at the site of club-sponsored field trips. If necessary, the advisor can provide directions to the field trip location and meet students at the site. While Board policy does not prohibit driving students to and from college events, such as field trips, this is discouraged.

Advisors: driving one's own vehicle is discouraged - whether to a field trip or on other college business. The most obvious reason to use a district or rented vehicle for trips is that of liability. If you drive students in your own car, for instance, and are in an accident, your insurance company will pay all damages up to your maximum coverage. Only after all of your liability insurance has been exhausted will college insurance start to pay for the claim. If using a district owned vehicle, then the college insurance pays for the liability claims. The college vehicle is available for club advisors to use for club activities and is included in this manual.

## TRANSPORTATION OF STUDENTS ON COLLEGE ACTIVITIES

(Board Policy 7.18)

- A. Travel by chartered and/or rented vehicle must be approved by the appropriate administrator. Requests will be submitted to Fiscal Services at least two (2) weeks in advance of the date of the proposed trip.
- B. Chartered vehicles, district vehicles or rented vehicles may be used for field trips, athletic trips and other activity trips where attendance of students is desired. All carriers used shall be licensed by the appropriate state and federal agencies. Drivers must be appropriately licensed and insured.

All busses shall have been inspected and approved by the California Highway Patrol. The bus driver shall have a valid California School Bus Driver's Certificate. The College may contract with another school district for transportation by bus.

- C. All trips involving students in chartered vehicles will be supervised by a faculty member in each vehicle.
- D. Voluntary student car pools may be used as part of authorized field trips. Student drivers will not be reimbursed for any expenses incurred when voluntary car pools are used as the means of transportation on field trips. No instructor shall direct either the use of student automobiles or assign passengers. Advisors may provide written directions to a route that students could choose to follow to get to a site. Waivers of liability will be required of all participants.
- E. Voluntary student car pools, involving both the student driver and passengers, will not be covered by the District's insurance. The District's insurance will cover all students during the actual period of the field trip, beginning when the responsible faculty member begins the class on location and ending when the class is officially terminated on location.
- F. Waiver of liability ("Field Trip Notice and Medical Authorization" and/or "Voluntary Activities Participation, Acknowledgment, Assumption of Potential Risk and Medical Authorization" and/or "Employee/Volunteer Personal Vehicle Use") forms will be required of all participants.

## ADDITIONAL SERVICES

### Duplicating:

Student clubs may use the college Reprographics services for club materials. Forms for duplication requests are available in the Reprographics department and you must allow a 48-hour turnaround time for duplication. The Reprographics department is in room B100.

### Posting information on campus bulletin boards:

Student clubs may use campus bulletin boards to publicize meetings and activities and to recruit new members. The Vice President of Student Services should approve other materials. Board Policy Manual, Section 7.23 outlines regulations and procedures regarding the posting of materials.

# LAKE TAHOE COMMUNITY COLLEGE CASH HANDLING PROCEDURES



“Cash” is defined as currency, coin, checks, and money orders.

## Purpose

- To provide guidelines for appropriate cash handling procedures
- To ensure the adequate safekeeping, prompt deposit, and proper accounting for all funds received by any LTCC student organization
- To ensure that proper controls are in place to prevent mishandling of funds

## Authorization and Oversight

LTCC Board Policy 7.03: The Vice President of Administrative Services shall be responsible to the Superintendent/President for the proper accounting of all District funds. All funds received are considered to be “District Funds” and will be administered by the Vice President of Administrative Services in coordination with appropriate administrators.

Student organizations must be authorized to receive cash by Fiscal Services, and are required to follow the prescribed cash handling procedures. Fiscal Services will conduct periodic reviews, and any department found to be noncompliant may lose their cash handling privileges.

## Cash handling procedures include the following:

- Accounting for cash as it is received
- Segregation of duties for cash collection, deposits, and reconciliation
- Adequate safeguarding of monies
- Prompt deposits of cash received
- Reconciliation of deposit forms to supporting documentation

## General Standards

- All checks must be made payable to **LTCC Student Activities**, must be endorsed immediately, and may not be assigned to any other party
- A valid form of identification, such as a driver’s license, is required with each check received. The initials of the recipient, the identification type, with the issuing state and number, should be noted on the face of the check
- Checks should have a preprinted address and telephone number. If not, it must be written on the upper left of the check when identification is confirmed
- All cash receipts are to be deposited at Fiscal Services, without any portion being used to cash personal checks or as a petty cash fund
- A completed deposit form and all supporting documentation, such as tally sheets and unused tickets, should be submitted with each cash deposit
- All deposits are to be submitted at the end of each day of activity. If after hours or a weekend, monies should be secured on campus until the next business day
- No monies are to be removed from the campus for safekeeping



## Segregation of Duties

- The proper segregation of duties will be maintained to ensure strong internal controls
- No one individual should be responsible for more than one of the cash handling components. For example: collecting, depositing, and reconciling duties should be assigned to separate individuals
  - The individual responsible for the deposit will verify the collection amount
  - The individual responsible for reconciliation will verify that the amount deposited equals the amount collected
  - The advisor will be responsible reviewing and signing all deposit slips

## Ticket Sales

- Pre-numbered tickets are required for all events where tickets are sold. When issued, these tickets are to be logged and signed for in Fiscal Services
- Responsibility for ticket sales and ticket-taking must be separated
- Cash receipts are reconciled to the number of tickets sold per the ticket log
- Leftover tickets are to be accounted for and retained in a secure location
- Reconciliation includes verification of pre-numbered tickets, ticket log, and total cash received to the actual deposit

## Complimentary Tickets

- Event manager must pre-approve the number of complimentary tickets issued and to whom
- All complimentary tickets are signed for by the recipient
- Event manager approving the issuance of complimentary tickets will maintain a signature log and collect all unused tickets at the conclusion of the event
- Another individual should review the reconciliations

## Other Services Available

- Cash boxes and \$25 change funds may be checked out through Fiscal Services. One (1) week notice is required for these services.

## Contact information:

Georgillis Ortega

Fiscal Services Technician, ext. 271

[ortega@ltcc.edu](mailto:ortega@ltcc.edu)

# Forms

# NEW STUDENT CLUB APPLICATION FORM

DATE: \_\_\_\_\_

PLEASE PRINT OR TYPE

CLUB NAME:

\_\_\_\_\_

ADVISOR:

\_\_\_\_\_

OFFICERS

NAME

SID#

EMAIL ADDRESS

President:

\_\_\_\_\_

Vice President:

\_\_\_\_\_

Secretary:

\_\_\_\_\_

Treasurer:

\_\_\_\_\_

MEMBERS

NAME

SID#

EMAIL ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## OFFICE USE ONLY

Constitution Submitted: \_\_\_\_\_  
DATE SIGNATURE

Fiscal Services Orientation: \_\_\_\_\_  
DATE SIGNATURE

Vice President of Student Services: \_\_\_\_\_  
DATE SIGNATURE

Club Approval: \_\_\_\_\_  
DATE SIGNATURE

RECOMMENDED FORMAT FOR CONSTITUTION OF CLUBS OR ORGANIZATIONS

The constitution should establish the fundamental principles on which the club is to operate.

Constitution of the \_\_\_\_\_ club.

ARTICLE I – Name of the Organization

Section 1: The name of this organization shall be \_\_\_\_\_

ARTICLE II – Purposes of Organization

Section 1: (Brief statement of the general purpose of the organization)

ARTICLE III – Officers

Section 1: The elected officers of this organization shall be: (list all officers).

Section 2: Term of office shall be \_\_\_\_\_.

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

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

Section 5: (Add more sections to cover the duties of all officers).

ARTICLE IV – Membership

Section 1: The membership of this club is open to all students at Lake Tahoe Community College.

Section 2: How to become a member.

ARTICLE V – Meetings

Section 1: Meetings shall be held \_\_\_\_\_ (weekly, monthly, bi-weekly).

Section 2: Meetings shall be called by \_\_\_\_\_ (list officer) at least one week in advance.

ARTICLE VI – Parliamentary Authority

Section 1: The State Parliamentary Authority, through the adoption of which a society establishes its rules of order, i.e., “The rules contained in the current edition of \_\_\_\_\_ shall govern the \_\_\_\_\_ in all cases to which they are applicable and in which they are not inconsistent with the Constitution/Bylaws of the \_\_\_\_\_.”

ARTICLE VII – Quorum

Section 1: (State specifically the minimum number of members which must be present at a meeting in order to transact business legally).

ARTICLE VIII – Amendments

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

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

ARTICLE IX – Enacting Clause

Section 1: This constitution shall become effective upon approval of the following individuals:

CLUB PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

CLUB ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

VICE PRESIDENT, STUDENT SERVICES: \_\_\_\_\_ DATE: \_\_\_\_\_





# Lake Tahoe Community College End of Quarter Meeting Verification 2019-2020

Name of Club \_\_\_\_\_

Quarter and Year \_\_\_\_\_

Advisor \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

*Form only required IF club has not submitted  
Club Activity & Meeting forms totaling six (6) meetings/events per quarter.*

Meetings: Total of six (6) required per term. (May include regular meeting, fundraisers, and other events)

- |    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

*Required Clubs Participation Events:*

Fall – Transfer Day OR any Student Life Sponsored Event	October 2, 2018 - 10:00-1:00 pm TBD	Y	N
Club Day/Halloween Fest	October 31, 2017 - 12:00-1:00pm	Y	N
Winter – OR any Student Life Sponsored Event	TBD		
Spring – CultureFest, Featuring Community Games OR any Student Life Sponsored Event	May 19, 2018 - 12:00-4:00pm TBD	Y	N

**Due:** FALL: OCT 5      WINTER: JANUARY 25      SPRING: APRIL 26

My signature below certifies that the above presented information is complete and accurate.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date



# Lake Tahoe Community College Student Activities CLUB ACTIVITY APPROVAL FORM

- 1) A 5 business day notice is required for bookings that do not require tech or maintenance assistance for set-up
- 2) A 10 business day notice is required for bookings that require tech and/or maintenance assistance for set-up.
- 3) A 30 day notice is required for large events where tech and/or maintenance personnel are required for extensive set-up.

Club Sponsoring Activity: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

*\* If activity involves travel, have all appropriate forms been completed?*

Waiver Form?  Yes  No

Emergency Notification Form  Yes  No

Activity Date: \_\_\_\_\_ Activity Time: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone/Cell/Ext: \_\_\_\_\_

Advisor or staff person who will supervise activity: \_\_\_\_\_

Club Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please circulate through the following offices applicable to the activity/meeting:**

**Foundation Office**

**Signature Required for ANY Off-Campus Donations/Requests (e.g. ~ Raffle Prizes)**

Foundation Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Fiscal Services Office**

**Signature Required for ANY Event Sales/Donations**

Fiscal Services Representative: \_\_\_\_\_ Date: \_\_\_\_\_

(\* Does Activity Require a Cash Box?  Yes  No) (\*\$25 Change Needed?  Yes  No)

**One Stop Office**

**ALL Events Require Deans Signature**

Vice President of Student Success: \_\_\_\_\_ Date: \_\_\_\_\_

**Scheduling Office**

**ALL Events Require One Week Notice for Approval & Attached Internal Facilities Form**

Scheduling Office: \_\_\_\_\_ Date: \_\_\_\_\_

*Original/completed forms are to be returned to the Office of Student Life, Room E101*

**LAKE TAHOE COMMUNITY COLLEGE DISTRICT**  
**INTERNAL APPLICATION AND CONTRACT FOR USE OF FACILITIES**

- A 5 business day notice is required for bookings that do not require tech or maintenance assistance for set-up (EMS Web APP requests allowed for these requests only).
- A 10 business day notice is required for bookings that require tech and/or maintenance assistance for set-up.
- A 30 day notice is required for large events where tech and/or maintenance personnel are required for extensive set-up.

Requests received less than the required approval times may be denied. This is only a request until a final confirmation is sent. CANCELATIONS: Notice must be given at least three business days prior to scheduled event.

LTCC Requestor/Dept.: \_\_\_\_\_ Ext: \_\_\_\_\_ Application Date: \_\_\_\_\_

This section is to be filled out only if requesting to sponsor/host an external group:

Group Represented (being hosted): \_\_\_\_\_ Type of Group\* : \_\_\_\_\_

\*Group Types: (NON-PROFIT, PROFIT, LOCAL YOUTH, PUBLIC AGENCY, OTHER). Proof of 501 (C)(3) may be required. If payment is determined to be required from outside agency, an external application will need to be submitted in lieu of this internal form.

Reason/explanation: \_\_\_\_\_  
\_\_\_\_\_

Event/Purpose of Use: \_\_\_\_\_

\*Date(s) of Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Time: Start: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM. \*Please note above if times are different for multiple day requests.

Set-up/take-down time needed: \_\_\_\_\_ (total hrs. before) \_\_\_\_\_ (total hrs. after)

Number of participants expected: \_\_\_\_\_ Will participants be charged? Yes / No

If Yes, Purpose of charges? \_\_\_\_\_

Other Requests/Notes: \_\_\_\_\_  
\_\_\_\_\_

***This contract is subject to all LTCC policies and all applicable laws of California.***

Requestor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Approval/Signature (only for requests to host external groups) \_\_\_\_\_ Date: \_\_\_\_\_



**LAKE TAHOE COMMUNITY COLLEGE DISTRICT**  
**INTERNAL APPLICATION AND CONTRACT FOR USE OF FACILITIES**

LTCC representatives are responsible for coordination of set-up/take-down and resource requests for events. LTCC representative(s) must be present at event.

Liability Insurance with Lake Tahoe Community College named as the additional insured is required for all external groups for use of space on campus. If requesting the synthetic field, The Community Play Consortium must be listed as the additional insured.

Please mark corresponding box(es) below or circle resources as needed. Additional information may be required, if technology requests are needed. Additional information may need to be submitted into School Dude.

<input checked="" type="checkbox"/>	<b>Facilities Requested:</b>	<input checked="" type="checkbox"/>	<b>Resources Requested:</b>	<b>Room Layout/Notes:</b>
	Board Room		Media / Computer Lab Technician	(Please draw or attach room layout or provide additional notes)
	Aspen Room		TV/DVD Combo / USB DVD Player	
	A106		Document Camera	
	Creekside		Microphone / Speaker	
	Classroom		Projector Cart with PC	
	Library Plaza		Scoreboard	
	Table in Commons		Portable Projection Screen	
	Dance Studio		Webcam/Microphone	
	Gym		Conference Camera	
	*Theatre		Portable Projector – off-site use	
	BIO/ CHM Lab		Portable Blue Tooth Speaker	
	Green Room		Custodial Set-up/Take down	
	Student Center		Pop-up tents (# __ )	
	Computer Labs		Additional Chairs (# __ )	
	Ledbetter Terrace/Garden		Additional Tables (# __ )	
	Parking lot-specify area in notes		Podium	
	Stafferanda		Bleachers / Gym Floor Covers	
	CPC Turf		Power Strip (# __ ) / Extension Cord (# __ )	
	Other:		Garbage Cans (# _____ )	
			Stage (Height/Size _____ )	
			Banners (location/date _____ )	
			Other:	

\*If requesting the Theatre, see page 3 for specific Resources.

NOTE: For Tech equipment: Zoom/Skype/Virtual Meetings -Please specify if conducting a video call, conference call, or only observing, as a camera and/or microphone may be required. Board Room is VGA only and has HDMI/VGA Projectors. If using your own lap top, additional adaptors may be required. Conference Cameras are used for distance interviewing or higher profile video calls. Document Camera requires a screen or projector.

**SCHEDULE PRODUCTION USE ONLY**

The above request is approved: Y / N If No, Reason: \_\_\_\_\_

Room(s) reserved: \_\_\_\_\_ Date: \_\_\_\_\_

Proof of Liability Insurance: Y / N Expiration: \_\_\_\_\_

**LAKE TAHOE COMMUNITY COLLEGE DISTRICT**  
**INTERNAL APPLICATION AND CONTRACT FOR USE OF FACILITIES**

Please mark corresponding box(es) below or circle resources as needed. Additional information may be required, if technology requests are needed. Additional information may need to be submitted into School Dude.

<input checked="" type="checkbox"/>	<b>THEATRE TECH Resources Requested:</b>	Layout/Notes:
	Theatre Technician	
	Concession Stand	
	Box Office	
	Green Room	
	Projector Cart with PC	
	Microphone / Speaker	
	Portable Projection Screen	
	Film Showing	
	Head Mics	
	Lavalier Mics	
	Portable Blue Tooth Speaker	
	Built in Projection and Screen	
	TV/DVD Combo / USB DVD Player	
	Sound Equipment	
	Light Equipment	
	Stage (Height/Size _____)	
	Other:	

Additional Comments:

**LAKE TAHOE COMMUNITY COLLEGE DISTRICT  
VEHICLE RESERVATION FORM**

**SUBMIT THIS FORM TO MAINTENANCE & OPERATIONS DEPT.**

Driver Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Departure: \_\_\_\_\_ a.m. p.m.  
Day Date Time

Return: \_\_\_\_\_ a.m. p.m.  
Day Date Time

Destination: \_\_\_\_\_  
Address

Conference Date(s) & Time: \_\_\_\_\_

Conference/Travel Form # \_\_\_\_\_ Est. Round Trip Mileage \_\_\_\_\_

Budget Code: \_\_\_\_\_

Passenger Names: \_\_\_\_\_

Who else will be driving this vehicle? \_\_\_\_\_

I, \_\_\_\_\_ certify that I have a valid driver's license and that I understand and will abide by all District and State rules and regulations regarding the operation of the College vehicle.

Driver's signature: \_\_\_\_\_ Home Phone: \_\_\_\_\_

I have alternate transportation available if the college vehicle is not available. YES NO

---

**Maintenance Department:**

Vehicle is available as requested: YES NO Driver Notified on: \_\_\_\_\_  
Date

Vehicle, key, credit card and travel log pick-up scheduled for:

\_\_\_\_\_ a.m. p.m.  
Day Date Time

Comments: \_\_\_\_\_

M&O: Keys picked up by: \_\_\_\_\_  
Name Day Date



# LAKE TAHOE COMMUNITY COLLEGE DISTRICT

## Student Club Deposit Report



Name of Club: \_\_\_\_\_

Deposit prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)

Source of Funds (Event): \_\_\_\_\_

**FISCAL SERVICES USE ONLY**  
**\* Club Deposit Check List\***

- Complete one form per deposit
- For Ticket Sales**, a "Ticket Recap" form is attached
- \$25.00 change was returned (if applicable)
- Cash box was returned
- Student Activities Cash Box Log (binder) was signed
- Checks are payable to **LTCC Student Activities**
- Cash verified by Fiscal Services \_\_\_\_\_

(Print name)

(Date)

To be prepared by the authorized club member:

**CASH REPORT**

\$ 1.00 bills	x		=		Pennies	x		=	
\$ 5.00 bills	x		=		Nickels	x		=	
\$ 10.00 bills	x		=		Dimes	x		=	
\$ 20.00 bills	x		=		Quarters	x		=	
\$ 50.00 bills	x		=		Dollar coins	x		=	
\$100.00 bills	x		=		<b>TOTAL CASH</b>				
<b>TOTAL CHECKS</b>									
Exclude \$25.00 change from deposit if received.					<b>TOTAL DEPOSIT</b>				

**FUNDRAISING ACTIVITY REPORT**

Fundraised Item	Donation per Item	Number of Items	Total
<b>Total Deposit</b>			

Itemized List Prepared By: \_\_\_\_\_  
Signature / Print Name

Questions? Call Fiscal Services x271



# Student Clubs Request for Reimbursement

## LAKE TAHOE COMMUNITY COLLEGE DISTRICT



Club Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Check all that apply: (Complete one form per vendor and/or activity)**

- Vendor Check Request (Attach invoice and W9 if applicable)
- Student or Advisor Reimbursement (Attach receipt(s) of good(s) received)
- Donation/transfer to other Clubs
- Other: \_\_\_\_\_

Date Stamp

### AUTHORIZATION

- All purchases are subject to verification of available funds and administrative approval.
- Please attach a copy of meeting minutes approving this use of funds.
- Reimbursements to an advisor require the approval of the V.P. of Student Services.

Meeting date: \_\_\_\_\_  Minutes attached

Club approval: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor approval: \_\_\_\_\_ Date: \_\_\_\_\_

V.P. of Student Services: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approval (For Club Advisor reimbursement(s) only)

### VENDOR/ PURCHASE INFORMATION

List all items to be purchased separately. Include price per unit, sales tax, shipping and total (or "not to exceed" amount).

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
<b>VENDOR NAME</b>			<b>TAX</b>	
<b>MAILING ADDRESS</b>			<b>SHIPPING</b>	
<b>CITY</b>	<b>ZIP CODE</b>			
<b>PHONE NO.</b>			<b>TOTAL</b>	

----- FISCAL SERVICES USE ONLY -----

- Funds verified      Paid, check number \_\_\_\_\_ Date \_\_\_\_\_
- Back-up complete      Account/Class \_\_\_\_\_

# Resources

## SUCCESSFUL CLUB MEETINGS

With a little planning and preparation, your club meetings can be productive and fun. Meetings are held for members to discuss goals and objectives, keep updated on current plans, and deal with other club business. Here are some tips to assist with your next meeting:

### ***Before the Meeting:***

1. Define the purpose of the meeting. If there doesn't appear to be a purpose, don't have the meeting.
2. Develop an agenda with the officers and advisors. An example might include:
  - I. Call to order
  - II. Approval of Agenda
  - III. Correction and approval of minutes from the last meeting
  - IV. Officer's reports
  - V. Committee reports
  - VI. Unfinished business
  - VII. New business
  - VIII. Adjournment
3. Distribute the agenda and circulate background material, such as lengthy documents or articles, prior to the meeting so members will be prepared and feel involved.
4. Choose an appropriate meeting time. Set a time limit and stick to it. Remember that members have other commitments.
5. If possible, arrange members so they face each other. For larger groups, try u-shaped rows. A leader has better control when she/he is centrally located.
6. Choose a location suitable to the group size. A larger room is more comfortable and encourages individual expression.

### ***During the Meeting:***

1. Greet members and visitors and make them feel welcome, even the late-comers.
2. Start on time. End on time.
3. Have the club secretary take minutes during the meeting.
4. Review the agenda and set priorities for the meeting.
5. Stick to the agenda.
6. Encourage group discussion to get all viewpoints and ideas. You will have better quality decisions as well as highly motivated members.
7. Encourage their feedback. Ideas, activities and commitment to the organization improve when members see their impact in the decision-making process.
8. Delegate responsibilities and establish due dates.
9. Summarize agreements reached and end the meeting on a positive note. For example, have members' volunteer thoughts of things they feel are good or successful, or a good of the order.
10. Set a date and time for the next meeting.

### Meeting Minutes:

*When requesting funds for any reason, including purchasing items, reimbursements or paying speakers, please include the following information in your minutes:*

1. Meeting time, date, and location
2. First and last names of all members and guests that are present
3. The purchase must be formally approved by the majority, include a motion to accept or reject the item
4. Include the purchase date, vendor name, description of item/s, the amount, and the purpose
5. Include the signature and date of the secretary and advisor at the bottom of the minutes

### After the meeting:

1. Propose and distribute minutes promptly. Quick action reinforces the importance of meeting and reduces error of memory.
2. Discuss any problems during the meeting with officers, so improvements can be made.
3. Follow up on delegation decisions. See that all members understand and carry out their responsibilities.
4. Give recognition and appreciation to excellent and timely progress.
5. Put unfinished business on the next agenda.
6. Conduct a periodic evaluation of meetings. Weak areas can be analyzed and improved for more productive meetings.

### Parliamentary Procedure:

Parliamentary procedure is a set of rules developed over many years to help meetings run smoothly and efficiently and to protect the rights of the people who participate in those meetings. Robert's Rules of Order has been the generally accepted guide to parliamentary procedure in the United States for well over 100 years. Although parliamentary procedure is in no way required by clubs to conduct their meetings, it provides one possible method. You may want to consider using this to get your started. Here are a few basic terms from Robert's Rules.

**Chair** - The person who presides over a meeting is called the chair.

**Quorum** - A quorum is the minimum number of members required to be present for an organization to conduct business; generally two-thirds.

**Floor** - when the chair acknowledges and offers a member an opportunity to speak, that person "has the floor." Whatever topic the group should be discussing is "on the floor."

**Motion** - A motion is a proposal, made by a member, for the organization to take action. "I move to form a committee," or, "I move to approve the budget."

**Second** - Most motions require a second. After a motion is made, another member says, "I second," the motion is before the group, and the group votes on it. If there is no second, the motion is not before the group, no vote occurs, and no action can be taken.

**Table** - To "table" is to postpone for consideration at a later time.

**General consent** - To expedite routine businesses, the chair may use a procedure called general consent. The chair proposes an action and asks if there are any objections. IF there is none, the action is adopted. If there is objection, then a motion, second, and vote are required.

**Adjourn** - To adjourn is to end the meeting. The chair can adjourn by general consent or a member can move to adjourn.



Guidelines for  
LTCC Club - Meeting Minutes

CLUB: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

1. **CALL TO ORDER Time:** \_\_\_\_\_
2. **ATTENDANCE** - Meeting Attendees (list all members present - first & last names):
3. **ADDITIONS, CORRECTIONS, AND APPROVAL OF THE AGENDA**
4. **ACTION ITEMS**
  - A. Consent Agenda - Note items as Passed (#Yes and #No)
    - Approval of Previous Minutes as corrected
  - B. Unfinished Business
  - C. New Business
5. **REPORTS & DISCUSSIONS ITEMS**
  - A. Unfinished Business
  - B. New Business
  - C. Reports
6. **OPEN FORUM**
7. **ADJOURNMENT Time:** \_\_\_\_\_

Minutes Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## **Advisor “Tool Kit” for Success**

*There are several resources available for club advisors to use in their quest to develop a more effective and strong organization. Below are just a few relevant links with some great ideas.  
Enjoy!*

### **Meeting Planning**

[http://www.ehow.com/how\\_7614845\\_run-club-meeting.html](http://www.ehow.com/how_7614845_run-club-meeting.html)

### **Meeting Icebreakers and Games**

[http://insight.typepad.co.uk/40\\_icebreakers\\_for\\_small\\_groups.pdf](http://insight.typepad.co.uk/40_icebreakers_for_small_groups.pdf)

### **Fundraising Ideas**

<http://services.juniata.edu/osa/100FundraisingIdeas.html>

### **Event Ideas**

<http://voices.yahoo.com/alcohol-free-party-ideas-college-students-3927850.html?cat=7>

### **Marketing your Club and your Events**

<http://www.heartland.edu/studentEngagement/market.jsp>