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.



2013-2014 CLUBS

ALLY - Lisa Shafer x749 shaferl@ltcc.edu

Art - Colleen Sidey ccsidey@mail.ltcc.edu

Associated Student Council - Anna Lee x741 <u>alee@ltcc.edu</u>/Danny Masellones x221 <u>masellones@ltcc.edu</u>

Badminton – Tim Johnson x557 johnson@ltcc.edu

F.B.L.T. (Future Business Leaders of Lake Tahoe) – Eric Sturgess x223 sturgess@ltcc.edu

Geology – Scott Valentine x313 <u>valentine@ltcc.edu</u>

Green Environmental – Beth Marinelli-Laster x291 marinelli-laster@ltcc.edu

Honor Society (Alpha Gamma Sigma) – Bruce Armbrust x314 armbrust@ltcc.edu

International – Maxine Alper x439 <u>alper@ltcc.edu</u>

Math – Larry Green x341 <u>drlarrygreen@gmail.com</u>

Performing Arts League – Kurt Munger x359 <u>munger@ltcc.edu</u>

Rotaract - Kindred Murillo x210 <u>murillo@ltcc.edu</u>

Soccer - Mike Spina x287 spina@ltcc.edu

Science, Research & Engineering - Cathy Cox x368 cox@ltcc.edu

Table Tennis – Walter Morris x246 <u>morris@ltcc.edu</u>

Volleyball – Jen Spina <u>spinaj@ltcc.edu</u>

Need more info on club life? Contact Alba Morales in Student Services

morales@ltcc.edu - (530) 541 - 4660 x231

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 <u>ten</u> 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 to the Dean of Student and Academic Support Services (forms are available in Student Services).

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 Dean of Student and Academic Support 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 Dean of Student and Academic Support Services.

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 Dean of Student and Academic Support Services (the following officers must be selected: President, Vice-President, Secretary, and Treasurer).
- 2. Submit a club constitution to the Dean of Student and Academic Support Services.
- 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 Dean of Student and Academic Support Services 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 Dean of Student and Academic Support Services.

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 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 six times per quarter, and to participate in at least one college-wide student life function *per quarter*:

FALL – Back to School BBQ and Halloween Fest WINTER: Chili Cook-off SPRING: Spring Fling

- **#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.
- **#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: Alba Morales 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 3rd 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. These forms are due to Alba Morales in Student Services on or before the following dates:

FALL: OCT 11 WINTER: JAN 24 SPRING: APRIL 25

*End of Quarter Meeting Verification: Due at the end of the 10th 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 events or meetings each term in order to remain "active". This information is due to Alba Morales on or before the following dates:

FALL: NOV 29 WINTER: MAR 14 SPRING: JUNE 13

#4. MARKETING: All club promotions, events, and membership recruiting are to be under the direct supervision of the Advisor. As part of the marketing plan for the Student Life program, Advisors are required to submit a monthly flyer which contains event and general information about their club for use on the Student Services slide show presentation. This flyer will also be posted on the Student Club board, as well as the club website. All clubs are to have 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. Website/Passport updates and information must be submitted to Lisa Shafer. The flyer is to be submitted to Alba Morales by the first of every month. Alba will then disseminate to the slide show, the bulletin board, and the website page.

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 Dean of Student and Academic Support 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. Facility Use forms are available in Student Services or Fiscal Services.

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. Bake sales and food sales are limited to twice per month during Coffee Cart hours.

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 in advance (normally two weeks) of the date of the activity, and must be submitted no less than 72 hours prior to the event. Facility use forms should be submitted to Lisa Shafer in Student Services and should be accompanied by a Club Activity form. Once the activity is approved by the Dean of Student and Academic Support Services, facility usage requests will be submitted electronically to the new EMS system by the Student Services Office for final approval by Scheduling (Ricki Rozga).
 - 2. 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.
 - 3. 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 Student Services or the 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. College Vehicle forms are available in Student Services or Fiscal Services

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 Dean of Student and Academic Support Services should approve other materials. Board Policy Manual, Section 7.23 outlines regulations and procedures regarding the posting of materials.

LAKE TAHOE COMMUNITY COLLEGE CLUBS/ASC CASH HANDLING PROCEDURES

LAKE TAHOE COMMUNITY COLLEGE

"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
 - o The individual responsible for the deposit will verify the collection amount
 - o The individual responsible for reconciliation will verify that the amount deposited equals the amount collected
 - o 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

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

Concessions

- Prior to and at the conclusion of each event, an inventory count of all concession items is performed and recorded
- Tally sheets listing items and amounts sold are completed for each day
- Pre and post event inventory is reconciled with the tally sheets of items sold
- The individual responsible for the inventory counts will not perform collecting, depositing, or reconciliation duties

Other Services Available

• Cash boxes and \$25 change funds may be checked out through Fiscal Services

Contact information:

Avril Harcourt Ext. 201 Fiscal Services Technician

Forms

NEW STUDENT CLUB APPLICATION FORM

PLEASE PRINT C	OR TYPE		DATE:
CLUB: _			
ADVISOR: _			
OFFICERS	NAME	SID#	PHONE NUMBER
President: _			
Vice President: _			
Secretary: _			
Treasurer: _			
MEMBERS	NAME	SID#	PHONE NUMBER
_			
_			
_			
_			
_			
_			

	OFFICE USE	ONLY
Constitution Submitted:		
	DATE	SIGNATURE
Fiscal Services Orientation:		
	DATE	SIGNATURE
Dean of S&ASS:		
	DATE	SIGNATURE
Club Approval:		
	DATE	SIGNATURE

RECOMMENDED FORMAT FOR CONSTITUTION OF CLUBS OR ORGANIZATIONS

The <u>constitution</u> should establish the fundamental principles on which the club is to operate.

	Constitution of the	club.
ΔΡΤΙΟΙ:	E I – Name of the Organization	
	The name of this organization shall be	
ADTICL	THE Drawn of Ourseinstien	
Section 1	<u>E II – Purposes of Organization</u> (Brief statement of the general purpose of the organization)	
ADTICL		
AKTICL.	E <u>III – Officers</u> The elected officers of this organization shall be: (list all officers).	
Section 2	: Term of office shall be : It shall be the duty of the President : It shall be the duty of the Vice President (4.11)	·
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).	
ARTICL	E 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.	
ARTICI	EV – Meetings	
Section 1	Meetings shall be held (weekly monthly bi-wee	-klv)
Section 2	Meetings shall be held (weekly, monthly, bi-weeklings shall be called by (list officer) at least one week in adv	rance.
	EVI – Parliamentary Authority	
Section 1	The State Parliamentary Authority, through the adoption of which a society establishes it	s 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	
ARTICI	E VII – Quorum	
	(State specifically the minimum number of members which must be present at a meeting in	n order to transact business
000010111	legally).	in order to transact pasiness
<u>ARTICL</u>	EVIII – Amendments	
Section 1	The proposed amendment must be in the hands of the club officers no later than one week	x before the scheduled meeting of
	the (list club), at which it is presented.	
Section 2	the (list club), at which it is presented. Following the approval of the amendment by the officers, this constitution may be amend	ed by a (state what
	majority) vote of the membership at the first meeting of the organization at which a quoru	ım is present.
ARTICI	E IX – Enacting Clause	
	This constitution shall become effective upon approval of the following individuals:	
	secome encourse apon approximent one rome wing interstance.	
CLUB PI	RESIDENT: DATE:	
CLUB AI	DVISOR: DATE:	
	F STUDENT SERVICES: DATE:	



Lake Tahoe Community College CLUB RENEWAL 2013-2014

Name of Club
Place, Day and Time of Meeting
Quarter and Year
Advisor
*Contact E-mail Address **This E-mail Address will be used to disseminate information and undates relating to cl

	NAME (Print Clearly)	ID. Number	Phone No.
President			
E-mail Address			
Vice President			
E-mail Address			
Secretary			
E-mail Address			
Treasurer			
E-mail Address			
Other			
E-mail Address			
Other			
E-mail Address			
Other			
E-mail Address			
Other E-mail Address			
Other			
E-mail Address			
LTCC Representative		Date:	

Due: FALL - OCT. 11 WINTER - JAN. 24 SPRING - APRIL 25

^{**}This E-mail Address will be used to disseminate information and updates relating to club Operations and to notify clubs of upcoming Lake Tahoe Community College events.

^{***}Officers must agree with those designated in your constitution



Lake Tahoe Community College End of Quarter Meeting Verification 2013-2014

COMMUNITY	Name of Club				
CCLUECE	Quarter and Year				
	Advisor				
	Contact E-mail Address				
Meetings: Total of six (6)	required per term. (may incl	ude regular 1	meeting, fu	ndraisers, and otl	her events)
1.	4.				
2.	5.				
3.	6.				
Participation in Quarterly	All-Club Event:				
Fall – Back to School BBQ Halloween Fest	October 8, 2013 - 11:30-1:0 October 31, 2013 - 12:00-1:		N N		
Winter – Chili Cook-Off	January 21, 2014 - 12:00-1:0	00 Y	N		
Spring – Spring Fling	May 20, 2014 - 11:30-1:00	Y	N		
Due: FAL	L: NOV 29 WINTER	: MAR 14	SPR	ING: JUNE 13	
My signature belov	v certifies that the above pre	sented infor	mation is c	omplete and accu	rate.
Advisor Signature		 Date			



Lake Tahoe Community College Student ActivitiesCLUB ACTIVITY APPROVAL FORM

Club Sponsoring Activity:	
Type of Activity:	
Activity Date:	Activity Time:
Location of Activity:	
Facility Use Form Submitted:	(if needed please attach copy)
Advisor or staff person who will supervis	se activity:
Price for admission/Price for sale of item	ns:
Contact person:	Phone:
	opropriate forms been completed?
* Does activity involve off campus do (If yes, please contact the Foundation	nations e.g. ~ raffle prizes? \Box Yes \Box No ation at ext. 245)
Foundation Director:	Date:
* The following signatures are require	ed:
Club Officer:	Date:
Advisor:	Date:
Dean of S&ASS:	Date:
Office of Fiscal Services	Date:

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

Office/Club Requ	estor:			Date:			
Representative:			_ Phor	ne:			
Facilities Request	ed:	Equipme	nt Requ	ested:	Ro	om Layout:	
Board Roon	1		CR/DVI				
Aspen Roon	n	VCR /	DVD P	layer			
A106		Project	tor	•			
Creekside		Podiur	n w/ Mi	icrophone			
Classroom	(#of Desks)	Project	tor /Cor	nputer			
Commons	,	Additi	onal Ta	bles (#	of tables)		
Student Cen	ter	Interne	et Conn	ection	-		
FEC		Screen	l				
Gym		Film S	creenin	g (DVD, VH	S, Screen)		
Theatre			ng Equi				
Choir Roon	n		Equipn	•			
Date of Use: Will participants to Other Requests:	Time State Time State	arts: No □ Purp	Time I	Ends:	_		
Requestor's S	Signature				D	ate	
		(For	Facility 1	Use Only)			
_		ove request	IS □	IS NOT □	approved.		
Reason:							
Contract Valid:							
Room Reserved:		Print					
Calendared:		Signature					_
Ma Me Stu	int & Ops			D	ate Received		

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Field Trip Notice and Medical Authorization Adult

Class:	Advisor:		_
Destination:			-
Departure Date and Time:			-
Return Date and Time:			-
The undersigned understands that Regulations, Subchapter 5, Section Community College District, office out of or in connection with my part of the event of any illness or injury surgical or dental diagnosis or treat	n 55450, and by my signature bears, agents and employees harm ticipation in this activity. Thereby consent to whatever to whatever to the second consent to whatever to the second consent to whatever to the second consent to whatever the second consent to white second consent to whatever the second consent to white second consent to wh	pelow, I understand that less from any and all lial x-ray, examination, anes	I hold Lake Tahoe bility or claims arising thetic, medical,
necessary for my safety and welfa responsibility of the participant.			
Printed Name:	Date:		_
Signature:	Phone:		-
Address:			-
If under 18 years of age signature	of parent or guardian:		-
Medical Insurance Carrier	Policy No.	Address	
In the event of illness or accident,	please notify:		
Name	Address	Phone	
If you have any spec	ial medical problems, please attach a	description to this sheet. Th	ank you.

All students participating in a field trip must complete this form and submit it to the Student Services office prior to the trip.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT VEHICLE RESERVATION FORM

SUBMIT THIS FORM TO MAINTENANCE & OPERATIONS DEPT.

		Date of Request:			
Departure:				a.m.	p.m.
Day	[Date Tim	е		
Return:				a.m.	p.m.
Day	[Date Tim	е		
Destination:					
Address					
Conference Date(s) & Time:					
onference/Travel Form #		Est. Round Trip Mileage			
Budget Code:					
assenger Names:					
Vho else will be driving this ve	ehicle?				
	certify that I have	e a valid driver's license and th	nat I unders	stand	and will
		s regarding the operation of t			
•	_		_		
Driver's signature:		Home Phone:_			
-					
-	ition available if the colle	ge vehicle is not available.	YES	١	10
-	tion available if the colle	ege vehicle is not available.	YES	١	10
-		ege vehicle is not available.	YES	٨	10
I have alternate transporta Maintenance Department	t:		YES	N	NO
I have alternate transporta Maintenance Department Vehicle is available as requ	t: uested: YES NO	Driver Notified on:	YES	<u> </u>	10
I have alternate transporta Maintenance Department	t: uested: YES NO	Driver Notified on:		N	1O
Maintenance Department Vehicle is available as required. Vehicle, key, credit card are	t: uested: YES NO nd travel log pick-up sch	Driver Notified on: eduled for:	Date	p.m.	1O
I have alternate transporta Maintenance Department Vehicle is available as requ	t: uested: YES NO	Driver Notified on:	Date		



Lake Tahoe Community College District LTCC STUDENT ACTIVITIES FUNDRAISER TALLY

Club Name :			Activity/Event Date:	
Activity/Event:				
Item Description	Tally Marks	Total Tally	Price Each	Amount
			Page Total	
Prepared by:		<u> </u>	Total All Pages	
Signature:			Cash Receipts	

Page _____ of ____

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Over/(Short)



ASC/Student Club Deposit Request (Complete one form per deposit)

Checks \$ C		_		
Checks \$C		Depos	it Detail	
	urrency \$	Coin	\$	Total Amount: \$
			Less Ch	ange Fund (if applicable):
				Total Deposit: \$
Source of funds:	Attach any requir	ed documentation	to this form.	Retain copies for Club file.
Prepared By:				Date:
		Club N	∕lember si	Authorized
Verified By:		Oldbit	Nombor 31	_ Date:
Fiscal Service	es signature			
Deposit l	Date:	By: A	cct/Class	
IAKE				
IAKE TAHOE			_	
LAKE TAHOE COMMUNITY		Student Clu	b Depos ne form per de	it Request
IAKE TAHOE COMMUNITY Same of Club:	ASC/S	Student Clu (Complete or	ne form per de	it Request
IAKE TAHOE COMMUNITY	ASC/S	Student Clu (Complete or	ne form per de	it Request posit)
LAKE TAHOE COMMUNITY COLLEGE	ASC/S	Student Clu (Complete or Depos	ne form per deD it Detail	it Request posit)
LAKE TAHOE COMMUNITY COLLEGE	ASC/S	Complete or Depos Coin	ne form per de D it Detail \$	it Request posit) rate:
TAKE TAHOE GOMMUNITY COULEGE Checks \$ Co	ASC/S	Complete or Depos Coin	ne form per de D it Detail \$	it Request posit) ate: Total Amount: \$
IAKE TAHOE COMMUNITY COLLEGE Checks \$ College Source of funds:	ASC/S	Complete or Depos	it Detail Less Ch	it Request posit) Pate: Total Amount: \$ ange Fund (if applicable): Total Deposit: \$
IAKE TAHOE COMMUNITY COLLEGE Checks \$ College Source of funds:	ASC/S urrency \$	Depos Coin	it Detail Less Ch	it Request posit) rate: Total Amount: \$ ange Fund (if applicable): Total Deposit: \$
IAKE TAHOE COMMUNITY COLLEGE Checks \$ College Source of funds:	ASC/S	Depos Coin	it Detail Less Ch	it Request posit) Pate: Total Amount: \$ ange Fund (if applicable): Total Deposit: \$ Retain copies for Club file. Date: Authorized
IAKE TAHOE COMMUNITY COLLEGE Checks \$ College Source of funds:	ASC/S urrency \$	Depos Coin	it Detail Less Ch	it Request posit) Pate: Total Amount: \$ ange Fund (if applicable): Total Deposit: \$ Retain copies for Club file. Date: Authorized



A.S.C./Student Club Request for Funds LAKE TAHOE COMMUNITY COLLEGE DISTRICT

(fill out one form per vendor or activity)

ganization		Date:	
k the appropriate action(s):	Purchase Order RequestStudent or Advisor Reimbursement	☐ Vendor Check Request: ☐ Advance payment (prepay) ☐ Invoice to follow ☐ Invoice attached, goods rec	
	AUTHORIZAT	ION	
Attach copy of the me	-	e funds and administrative appl use of funds. Reimbursements Services.	
Meeting date			
ASC/Club approval		Date	
Advisor approval		Date	
	VENDOR/PURC	HASE INFORMATION	
	VENDOR/PURC		nmount).
List separately all items to be	VENDOR/PURC purchased. Include price per unit, tax,	HASE INFORMATION shipping and total (or not to exceed" a	nmount).
List separately all items to be	VENDOR/PURC purchased. Include price per unit, tax, Description	HASE INFORMATION shipping and total (or not to exceed" a	
List separately all items to be Qty. Item #	VENDOR/PURC purchased. Include price per unit, tax, Description	HASE INFORMATION shipping and total (or not to exceed" a	nmount).
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List separately all items to be Qty. Item #	VENDOR/PURC purchased. Include price per unit, tax, Description	HASE INFORMATION shipping and total (or not to exceed" a Unit Price Tax Shipping TOTAL	nmount).
List separately all items to be Qty. Item #	VENDOR/PURC purchased. Include price per unit, tax, Description r:	HASE INFORMATION shipping and total (or not to exceed" a Unit Price Tax Shipping TOTAL	Tota

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:		
Minut	es Submitted By: Date:		
Adviso	or's Approval:		

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

Meeting Icebreakers and Games

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