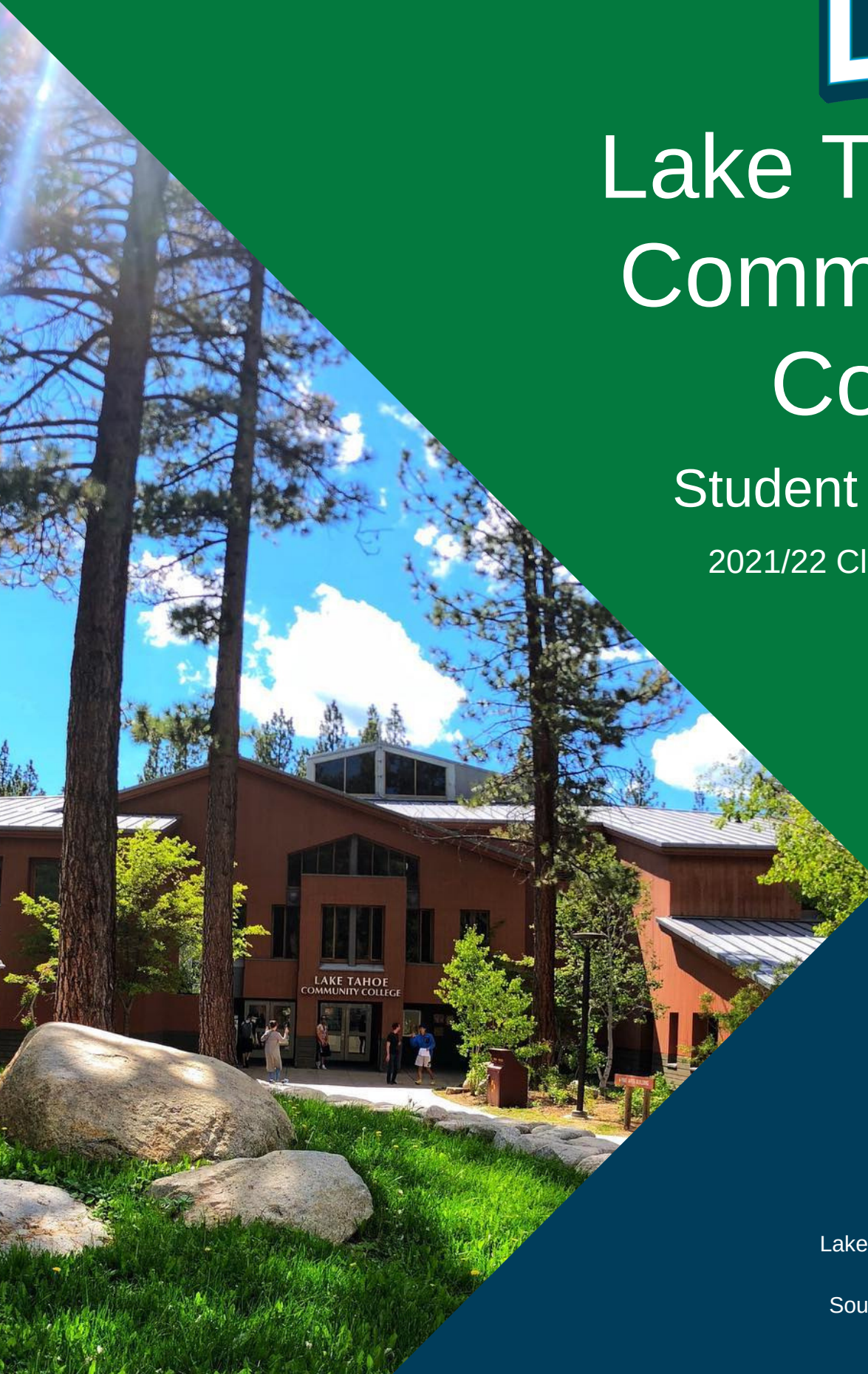




Lake Tahoe Community College

Student Activities

2021/22 Club Handbook



Office of Student Life
Lake Tahoe Community College
One College Drive
South Lake Tahoe, CA 96150
530-541-4660 x 206



Forms



LAKE TAHOE COMMUNITY COLLEGE

ADVISOR CHANGE FORM

Submit completed form to the Student Life Coordinator

Club Name: _____

Current Club Advisor: _____

New Advisor Name: _____

Full-time classified

Part-time hourly

Full-time faculty

Adjunct faculty

Contact Information

Email address: _____

Phone Number: _____

Office Number: _____

Required Signatures

Please make sure to turn this form into the Student Life Coordinator

New Advisor

Signature

Date

Student Life Coordinator

Signature

Date

Submit finished form to the Student Life Coordinator
Office A106 - amedrano@ltcc.edu



NEW STUDENT CLUB APPLICATION FORM

PLEASE PRINT OR TYPE

DATE: _____

CLUB NAME: _____

ADVISOR: _____

OFFICERS	NAME	SID#	EMAIL ADDRESS
----------	------	------	---------------

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

MEMBERS	NAME	SID#	EMAIL ADDRESS
---------	------	------	---------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OFFICE USE ONLY

Constitution Submitted: _____

Fiscal Services Orientation: _____

Student Life Coordinator: _____

Club Approval: _____

CONSTITUTION
of the _____ Club
of Lake Tahoe Community
College

Article I

Name and Membership

Section 1

The name of this organization shall be the _____ Club of Lake Tahoe Community College.

Section 2

All students currently registered at Lake Tahoe Community College shall be entitled to the privileges at outlined in this constitution.

Article II

Purpose of Organization & Mission Statement

The purpose of the _____ Club is to _____

Article III

Officers

Section 1

The elected officers of this organization shall be President, Vice President, Secretary, and Treasurer.

Membership in the _____ Club is open to all students of Lake Tahoe Community College.

Section 2

Term of office shall be one year. Officers may be re-elected and serve consecutive years. Should an officer become unable to perform the duties of the position and choose not to continue holding this office, the officer will be replaced by a majority vote of the first meeting per quarter with a minimum of 50% of the membership present at the beginning of the next quarter. The four officers plus the LTCC Faculty/Staff advisor shall comprise the Club's Executive Committee.

Section 3

It shall be the duty of the President to set the agenda, conduct meetings, keep records, and act as a spokesperson for the club.

Section 4

It shall be the duty of the Vice-President to assist the President as needed and function as the President in the President's absence,

Section 5

It shall be the duty of the Treasurer to keep track of funds raised through fundraising events or donations.

Section 6

It shall be the duty of the secretary to record the minutes of each official meeting and present them to the club for approval at the next meeting.

Article IV

Membership

Section 1

Meetings shall be held at least six times per quarter and shall be called by either the President or Vice- President at least one week prior to the meeting date. Membership is open to all students at Lake Tahoe Community College.

Section 2

A student may become a member of the _____ Club by expressing an interest in the club and attending two consecutive meetings.

Article V

Meetings

Meetings shall be held as needed. All members will be notified of scheduled meetings one week in advance.

Article VI

Parliamentary Authority

The State Parliamentary Authority through the adoption of which a society established its rules of order, i.e., "The rules contained in the current edition of Robert's Rules of Order shall govern the _____ Club of Lake Tahoe Community College in all cases to which they are applicable and in which they are not inconsistent with the constitution/Bylaws of the _____ Club of Lake Tahoe Community College."

Article VII

Quorum

Club meetings must include four club members and two officers in order to conduct business legally; including either the President or the Vice-President.

Article VIII

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 _____ Club of Lake Tahoe Community College at which it is presented.

Section 2

Following the approval of the amendment by the officers, this constitution may be amended by a 51% vote of the membership at the first meeting of the organization at which a quorum is present.

Article IX

Enacting Clause

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

FOUNDING STUDENT: _____ DATE: _____

CLUB ADVISOR: _____ DATE: _____

STUDENT LIFE COORDINATOR: _____ DATE: _____



LAKE TAHOE COMMUNITY COLLEGE

STUDENT CLUB LEADERSHIP FORM

Submit completed form to the Student Life Coordinator

Club Name: _____

Club Advisor: _____

Club Position	First and Last Name	Student ID	Preferred Contact Info:
President			
Vice President			
Secretary			
Treasurer			

Required Signatures

Club Advisors turn this form into Student Life Coordinator

Club Advisor

Signature

Date

Student Life Coordinator

Signature

Date

**Submit finished form to the Student Life Coordinator
Office A106 - amedrano@ltcc.edu**

Student Club Leadership Form:

DUE AFTER THE SECOND MEETING OF THE CLUB



LAKE TAHOE COMMUNITY COLLEGE

MID-QUARTER MEETING VERIFICATION

Forms must include all meetings and agendas notes

Name of Club:

Quarter and Year:

Advisor:

Contact E-mail Address:

Meetings: A total of six (6) are required per term. (May include regular meetings, fundraisers, and other events)

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

Required Clubs Participation Events:

Fall – Coyote Kick-off	September 10, 2021 - 11:00-2:00pm	Y	N
OR any Student Life Sponsored Event		Y	N
Winter – Black History Month	February 2022	Y	N
OR any Student Life Sponsored Event		Y	N
Spring – Senior Day	May 26, 2022	Y	N
OR any Student Life Sponsored Event		Y	N

Due:

FALL: OCTOBER 18

WINTER: FEBRUARY 24

SPRING: MAY 9

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

Advisor Signature

Date



LAKE TAHOE COMMUNITY COLLEGE

END OF QUARTER MEETING VERIFICATION

Forms must include all meetings and agendas notes

Name of Club:

Quarter and Year:

Advisor:

Contact E-mail Address:

Meetings: A total of six (6) required per term. (May include regular meetings, fundraisers, and other events)

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

Required Clubs Participation Events:

Fall – Coyote Kick-off	September 10, 2021 - 11:00-2:00pm	Y	N
OR any Student Life Sponsored Event		Y	N
Winter – Black History Month	February 2022	Y	N
OR any Student Life Sponsored Event		Y	N
Spring – Senior Day	May 26, 2022	Y	N
OR any Student Life Sponsored Event		Y	N

Due:

FALL: DECEMBER 3

WINTER: MARCH 18

SPRING: JUNE 17

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

Advisor Signature

Date

LAKE TAHOE COMMUNITY COLLEGE

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)

Student Services Office

ALL Events Require VP's Signature

VP of Student Services _____ Date: _____

Student Life Office

ALL Events Require Coordinator's Signature

Student Life Coordinator: _____ Date: _____

Scheduling Office

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

Scheduling Office: _____ Date: _____

Original/completed forms are to be returned to the Office of Student Life, Room A106

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 final confirmation is sent. **CANCELATIONS:** Notice must be given at least three business days prior to the 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 an 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:

Requestor's Signature

Date:

Administrative Approval/Signature (only for requests to host external groups)

Date

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

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

INTERNAL APPLICATION AND CONTRACT FOR USE OF FACILITIES

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

	Facilities Requested:		Facilities Requested:	Room Layout/Notes:
	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		Scoreboard	
	Library Plaza		Projector Cart with PC	
	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 (#_)	
	Ledbetter Terrace/Garden		Additional Chairs (#	
	Parking lot-specify area in notes		Additional Tables(#_)	
	Stafferanda		Podium	
	CPC Turf		Bleachers / Gym Floor Covers	
	Other:		Power Strip(#_)/ Extension Cord(#_)	
			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 the 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.

	THEATRE TECH Resources Requested:			Room 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 Bluetooth 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 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		=		TOTAL CASH					
									TOTAL CHECKS	
Exclude \$25.00 change from deposit if received.					TOTAL DEPOSIT					

FUNDRAISING ACTIVITY REPORT

Fundraised Item	Donation per Item	Number of Items	Total
Total Deposit			

Itemized List Prepared By: _____
Signature / Print Name

Questions? Call Fiscal Services x271



LAKE TAHOE COMMUNITY COLLEGE DISTRICT STUDENT CLUBS REQUEST FOR REIMBURSEMENT



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
VENDOR NAME			TAX	
MAILING ADDRESS			SHIPPING	
CITY	ZIP CODE			
PHONE NO.			TOTAL	

FISCAL SERVICES USE ONLY

Funds verified Paid, check number _____ Date _____

Back-up complete Account/Class _____