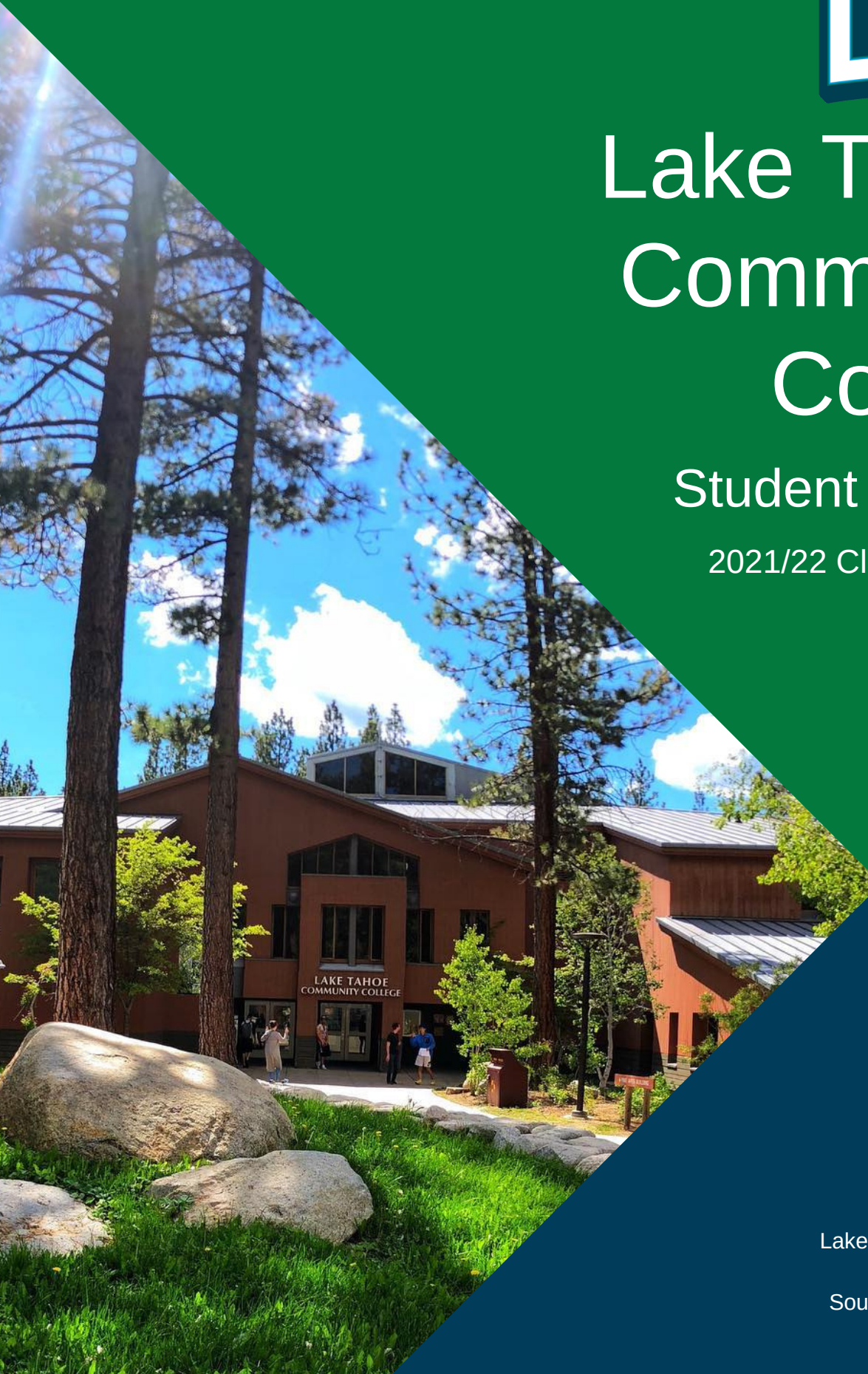




Lake Tahoe Community College

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 139



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.

WHAT IS A CLUB?

A club is a group of students with a designated purpose who are regulated by the Office of Student Life. A student club is defined for these purposes as a group of Lake Tahoe Community College currently enrolled students, staff and faculty who connect that share a common interest.

Clubs are intended to be a student learning experience, the everyday functions of clubs are to be handled by student club members, although clubs must have an advisor.

Only currently enrolled credit students may be club members, serve as officers or vote on club matters. In addition, all clubs must complete the recognition process (quarterly paperwork, ICB meetings, and minimum group meetings, etc.) in order to be recognized by the Office of Student Life.

WHAT IS AN ADVISORY GROUP?

Student Advisory Groups are crucial to Student Life on campus and are linked to the Office of Student Life. Advisory groups are meant to allow students to meet under a common interest to see if they would like to take steps to create an official club.

This option is meant for student groups that lack the number of students required to become a club, for those who do not want to create an official group, and for those who just want to see what student life is like!

Advisory groups still require regulation through the Office of Student Life. If you are planning on using any facilities ensure you have a faculty or staff member present except for the Student Center, Commons, and campus outdoor areas.

Need more info on club life?

Contact Shauna Brunea, the Student Life Coordinator, in the Student Life Office

sbrunea@ltcc.edu – (530) 541- 4660, Ext. 139

Policy and Procedures

STARTING A NEW CLUB

Participating in student clubs and organizations is an enjoyable and educational activity. This is an opportunity to gain leadership skills 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 Student Life Coordinator. The best way to approach finding an advisor is to find a person who you know shares the interests of the club and ask them if they would be the advisor. 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. Contact the Student Life Coordinator about the first steps to becoming a club. The coordinator will provide you with the initial paperwork.
2. Provide a list of officers, members, and the advisor to the Office of Student Life (the following officers must be elected: President, Vice-President, Secretary, and Treasurer).
3. Submit a club constitution to the Student Life Coordinator.
4. 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.
5. Arrange a meeting with the advisor and club president with 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.

CLUB PRIVILEGES & EXPECTATIONS

PRIVILEGES:

- Use of the LTCC name and logo
- Use of the facilities as a meeting space with booking and approval
- Posting of club materials on and off campus per college & district procedures
- Ability to host on-campus events & programs with the approval from the Office of Student Life
- Ability to participate in the ICB and access club funding
- Access to club funding
- Support from the Office of Student Life

EXPECTATIONS:

- Turn in paperwork by the deadline each quarter
- Meet at least 4 times per quarter (can include events)
- Communicate meeting times and dates with the Student Life Coordinator Inter-Club Board attendance is mandatory; these meetings are once per quarter It is encouraged that clubs attend campus events
- Update and publicize club activities via marketing and the Coyote Corner app

ADVISOR INFORMATION

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.

BENEFITS OF BEING AN ADVISOR

- Stipend: you receive a stipend for every quarter you host a club.
- Leadership Experience: You will help the club meet its goals, keep club leaders on track, and lead the students to success.
- Supporting Students: You not only create a connection with our amazing students, but you help them create connections and build community with each other! This is crucial to student retention and success.
- Resume Building: This extra-curricular looks amazing on a resume! It shows that you are engaged in your community.

ADVISOR RESPONSIBILITIES

The following list of Advisor Duties has been designed to help advisors execute their duties for the club.

INVOLVEMENT:

Advisors are the primary contact for students already involved in the club and those interested in joining. Advisors will need to meet with their club members at the beginning of each quarter to discuss the expectations, roles, and responsibilities of club members. Advisors are required to attend all club events and meetings. Advisors must **supervise any events or** meetings which the club sponsors, they are essentially the “face” of the club. Clubs are required to meet **at least four times** per quarter, and to participate in ALL club-required events. Advisors are responsible for recruiting new members to their club and are encouraged to use events, social media, bulletin boards, and other creative means to recruit new students. Advisors should be familiar with the college's policies and procedures and should familiarize the club members with these policies.

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 to Fiscal Services. Consult with Fiscal Services for financial guidance.

OFFICIAL CLUB PAPERWORK:

It is important that the extracurricular program areas operate in a functional and cohesive manner; therefore, it is imperative that each club Advisor follows certain deadlines for the paperwork necessary to receive their stipend. **Club Advisors are to submit paperwork by the deadlines indicated below.** The Office of Student Life, specifically the coordinator, will send out reminders as the dates approach, but it is the responsibility of the Advisor to adhere to all deadlines.

ELIGIBILITY:

It is the responsibility of the Advisor to certify the eligibility of all club members. This includes making sure that the members are currently enrolled students in a minimum of 3 credits.

OFFICIAL CLUB PAPERWORK

The important paperwork listed below is due every quarter your club is active. This paperwork is handled by the club advisor.

Initial Club Renewal Form:** Due at the start of the 3rd week of each quarter. It is the advisors' responsibility to ensure 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. 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 2021/2022 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: OCTOBER 4

WINTER: JANUARY 24

SPRING: APRIL 25

***Advisor Stipend Form:** Due at the start of the 6th week of each quarter. It is the advisors' responsibility to fill out and sign the Advisor Stipend Form. This form provides the benefit of payment to advisors for hosting clubs in the form of a stipend. This information is due to the Student Life Coordinator on or before the following dates:

FALL: OCTOBER 18

WINTER: FEBRUARY 24

SPRING: MAY 9

***Mid Quarter Meeting Verification:** Due at the start of the 6th 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 4 (four) events/meetings each term in order to remain "active". This information is due to the Student Life Coordinator on or before the following dates:

FALL: OCTOBER 18

WINTER: FEBRUARY 24

SPRING: MAY 9

***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 (six) events/meetings each term in order to remain "active". This information is due to the Student Life Coordinator on or before the following dates:

FALL: DECEMBER 3

WINTER: MARCH 18

SPRING: JUNE 17

Please turn all the paperwork above on time; the later the paperwork is turned in the more delayed stipend payment will be and the later the club will be able to meet in the quarter which then affects our student club members.

CLUB ACTIVITIES & EVENTS

Student clubs are encouraged to develop and participate in a variety of activities. Club activity approval forms must be submitted for signature to the Student Life Coordinator prior to the activity/event. See event planning information in the Resources Section of the Club Handbook for tips on how to plan events.

1. Always plan ahead. Rooms tend to fill up quickly at the beginning of the quarter. If you would like to use a specific room, then it is in the club's best interest to put your room request into scheduling as early as possible.
2. A Club Activity Approval form must be submitted to the Student Life Office **at least one week prior to the activity**. Check with the Student Life Coordinator to make sure the event being planned does not interfere with other upcoming events. If there are any expenses associated with the activity, make sure to speak with Fiscal Services. All forms may be found at ltcc.edu/clubs. If your paperwork is received less than a week prior to your event, it will not be approved.
3. Do not purchase supplies, publicize the event, or take further steps until the Coordinator of Student Life has approved the activity. Once the activity has been approved, the club Advisor will receive an e-mail with a copy of the signed approval. *If you make purchases before you receive approval and the event is not approved, you will not be reimbursed for these expenses.

MARKETING CLUB ACTIVITIES & EVENTS

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**. Advisors are requested to provide any social media links (if available) or keep their LTCC "page" on the website and in the Coyote Corner app up to date and current. Assistance for website updates for the [Club page](#) must be submitted to the Marketing Office. Advisors may ask their club members to assist in the efforts of posting on social media and sharing club activities on media platforms.

To submit an event to the Marketing department, prepare essential event information. This will help the Marketing department advertise your event. Include the following:

1. **Event name**
2. **Date of event**
3. **Sponsoring organization**
4. **Time of event**
5. **Location of event**
6. **Fundraising item/ Ticket prices (and where to buy them)**
7. **Description of the event**

ADDITIONAL SERVICES

ON-CAMPUS PRINTING:

Student clubs may use the college Reprographics services for club materials. Provide a graphic of the material (pdf, .png, .jpg), the size of the material to be printed (e.g. 9x11), whether it's color or black and white, and a number of copies. Allow for a 48-hour turnaround time for printing. The Reprographics Department is in room B100 and the email is reprographics@ltcc.edu.

POSTING INFORMATION ON CAMPUS BULLETIN BOARDS:

Student clubs may use campus bulletin boards to publicize meetings, activities, and to recruit new members. The Student Life Department will approve all materials. See Board Policy Manual, Section 7.6 23 outlines regulations and procedures regarding the posting of materials.

USE OF FACILITIES:

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

Clubs requesting the 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.

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 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 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.

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**. The 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 Student Life Coordinator, 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 event or meeting cancellation, 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 a room. If there are any power strips, extension cords, or other equipment needed for their activity, a School Dude IT submission must be made, as well. Guidelines are listed on the form for reference. To view campus availability, access the EMS Web App at: <http://ltcc-ems4/emswebapp/BrowseForSpace.aspx>. For a School Dude submission, go to Passport, login, click School Dude IT, follow the link and submit the form.
3. Groups or organizations may make an 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.

TRANSPORTATION OF STUDENTS FOR COLLEGE ACTIVITIES (BOARD POLICY 7.18)

1. 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.
2. 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.
3. All buses 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.
4. All trips involving students in chartered vehicles will be supervised by a faculty member in each vehicle.
5. Voluntary student carpools may be used as part of authorized field trips. Student drivers will not be reimbursed for any expenses incurred when voluntary carpools 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.
6. Voluntary student carpools, 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/staff member begins the class on location and ending when the class is officially terminated on location.
7. 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.
8. **[Link to Vehicle Reservation Form](#)** - this is only available via Adobe Sign. If the link does not work, go to the Purchasing home page and click Vehicle Reservation Form.



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 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 non-compliant 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 for 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.

SPENDING:

- Clubs have access to their fundraised money; you must meet with Fiscal Services to inquire about and receive the monies.
- The money in a club's account belongs to that club and therefore all decisions to spend money should be approved by a vote of the members at an official club meeting. Plan ahead! Obtain club approval weeks in advance of anticipated expenditure.
- Club Funds will not be moved from the club account without signed club meeting minutes. It is the responsibility of the designated club officer (usually the treasurer) and the club Advisor to ensure that the approved expenditure is properly handled by initiating and processing the appropriate financial forms through the Fiscal Office and providing a copy of the club's minutes (which are signed by the club's president or treasurer and advisor, clearly approving expenditure in a dollar amount for the activity or event).

PURCHASING PROCEDURE :

- Once you have spending approved by your club, have the minutes, and purchasing information ready, please contact Fiscal Services to start the purchasing process.
- Fiscal Services will act as the purchasing and payment entity. Fiscal Services will guide you through the process to purchase the items.

FUNDRAISING - GENERAL INFORMATION & PROCEDURE:

- Student organizations may raise funds for their organization by means of sponsoring approved fundraisers. Clubs are encouraged to be creative in their ideas. Clubs can host a bake sale, movie night, craft sale, etc.
- Clubs can ask the Foundation to add a donation link to the Foundation webpage, this way clubs can send donors to donate digitally. For more information, email the Foundation Director, Nancy Harrison at harrison@ltcc.edu.
- Clubs looking to sell products in an online platform must have the Advisor manage the sales and must send the total funds received, along with a list of related expenses to those items to Fiscal Services. Please consult the Fiscal Services & Payroll Technician before proceeding with this form of fundraising.

PROCEDURE FOR FUNDRAISING:

1. Clubs may raise money for their organization by sponsoring fundraisers.
2. The fundraiser must be approved by the club members in advance of the event.
3. Next, you will need to submit a Club Activity Form to obtain approval for hosting the event
4. Then, a space must be scheduled to host the fundraiser meaning an Internal Application and Contract for Use of Facilities Form must be submitted to the Scheduling Department.
5. It is encouraged that the advisor and club work with the Marketing department to advertise the fundraising event.
6. Prepare for the event by buying any needed items
7. Make sure to follow all fiscal guidelines for cash handling.

Contact information:

Lauren Holecheck
Fiscal Services & Payroll
Technician 530.541.4660 x 271
holecheck@ltcc.edu

EXPENDITURE TYPE	FORMS TO SUBMIT	IMPORTANT NOTES
<p>REIMBURSEMENT - for purchases already made Examples: Items that are bought with personal cash or on a credit card</p>	<ol style="list-style-type: none"> 1) Club Minutes to Fiscal Services 2) Request for Reimbursement Form 3) Original Receipts or Bank/Credit Card Statement 	<ul style="list-style-type: none"> •Provide name and mailing address of person to be reimbursed •Must provide original receipts for all purchases and attach them to the Request for Reimbursement Form (in forms section of handbook) •No cash will be given, check only
<p>VENDOR/ CONTRACTING SERVICES -</p> <ul style="list-style-type: none"> • For entities clubs are looking to hire Examples: Bands, guest speakers, food vendors • No verbal agreements/contracts are allowed 	<ol style="list-style-type: none"> 1. Club Minutes with names of potential vendors/contracts to Fiscal Services 2. Ask vendor for an estimate or invoice 3. Work with the Fiscal Services Department to secure payment to the vendor & other relevant information needed by Fiscal 	<ul style="list-style-type: none"> • Provide contract 2 weeks before event • Contact the Fiscal Services Department to initiate the the paperwork • Payment is handled through the Fiscal Services Department
<p>PURCHASE ORDERS -</p> <ul style="list-style-type: none"> • For ordering goods and supplies • Examples: T-shirts, prizes, supplies • Meeting minutes must indicate dollar amount from club account and if the materials are going to be used for fundraising 	<ol style="list-style-type: none"> 1. Club Minutes to Fiscal Services 2. Attach written Quote/Invoice from vendor with total cost to the 	<ul style="list-style-type: none"> • It takes approximately 2 weeks to issue a purchase order number • See the Fiscal Services Department • Provide a written quote or invoice from the vendor • Provide vendor name and address • Provide description of items, amount, tax and shipping costs • Indicate if pre-payment is needed or a deposit • Payment will be sent to the vendor directly

Contact information:

Lauren Holecheck
Fiscal Services & Payroll
Technician 530.541.4660 x 271
holecheck@ltcc.edu



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? Yes No

Full-time faculty? Yes No

Contact Information

Email address: _____

Phone Number: _____

Office Number: _____

Required Signatures

Human Resources turn this form into Student Life Coordinator

Human Resources

Signature Date

Student Life Coordinator

Signature Date

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

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: _____

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:

CLUB PRESIDENT: _____ DATE: _____
CLUB ADVISOR: _____ DATE: _____
STUDENT LIFE COORDINATOR: _____ DATE: _____



LAKE TAHOE COMMUNITY COLLEGE

CLUB RENEWAL

Name of Club _____

Place, Day and Time of Meeting _____

Quarter and Year _____

Advisor _____

*Advisor Contact Email _____

****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**

Club Position:	First & Last Name	Student ID	Preferred Contact Info:
President			
VP			
Secretary			
Treasurer			
All Other Officers or Members			

Club Renewal Form Due Dates:

FALL: OCTOBER 4

WINTER: JANUARY 24

SPRING: APRIL 25



LAKE TAHOE COMMUNITY COLLEGE

MID QUARTER MEETING VERIFICATION

Form only required IF club has not submitted Club Activity & Meeting forms totaling two (2) meetings/events per quarter.

Name of Club:

Quarter and Year:

Advisor:

Contact E-mail Address:

Meetings: A total of six (4) 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	TBD	Y	N
Winter – Black History Month	TBD	Y	N
OR any Student Life Sponsored Event	TBD	Y	N
Spring – Senior Day	May 26, 2022 - TBD	Y	N
OR any Student Life Sponsored Event	TBD	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

Form only required IF club has not submitted Club Activity & Meeting forms totaling four (4) meetings/events per quarter.

Name of Club:

Quarter and Year:

Advisor:

Contact E-mail Address:

Meetings: A total of six (4) 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	TBD	Y	N
Winter – Black History Month	TBD	Y	N
OR any Student Life Sponsored Event	TBD	Y	N
Spring – Senior Day	May 26, 2022 - TBD	Y	N
OR any Student Life Sponsored Event	TBD	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 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

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

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: _____

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

Day Date Time A.M. P.M.

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				
\$ 50.00 bills	X		=		Dollar coins				
\$ 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



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 _____



Resources

SUCCESSFUL CLUB MEETINGS

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:
 - a. Call to order
 - b. Approval of Agenda
 - c. Correction and approval of minutes from the last meeting
 - d. Officer's reports
 - e. Committee reports
 - f. Unfinished business
 - g. New business
 - h. 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 on 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 the 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 the 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 you 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)
 - i. 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: _____

Guide to Event Planning

1. Ask yourself these questions:
 - a. What is the purpose (social, fundraising, educational, fun, recruitment)?
 - b. Who will be interested in attending (students, special groups, community)?
 - c. How many people are you expecting?
 - d. What's your budget? Will you be able to cover all expenses?
 - e. How much help and support are your club members willing to provide?
2. Decide when it would be best to plan the event and select alternatives. Day or evening? Weekday or weekend? During College Hour (Tuesdays/Thursdays, 12-1 pm)?
3. Decide which venue or room would be best suited and select alternatives.
4. Discuss the planning of the event with the advisor of the organization. The advisor is responsible and must attend.
5. Make preliminary contact with performers, lecturers, etc.
 - a. Discuss availability.
 - b. Discuss possible set-up arrangements.
 - c. If a fee is involved or not, an ECC contract should be completed prior to the event.
6. Present a verbal or written proposal to your club and let them decide whether to sponsor the event.
 - a. Eventually the event or activity must be approved by vote and recorded in minutes.
7. Club meeting minutes approving the event will be required

Guide to Event Planning

There are several resources available for clubs and advisors to use in their quest to develop a community for their club members. Below are just a few relevant links with some great ideas.

Enjoy!

Meeting Planning

Meeting Icebreakers and Games