





center for leadership and service

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CLUBS AND STUDENT ORGANIZATIONS

In order to conduct business on campus, hold meetings, and present campus events and activities, a student club or organization must obtain official recognition from the Associated Students of Highline Community College (Student Government).

On the Club Recognition form you will be asked to articulate how your club or organization will focus its intent to provide valuable leadership and service opportunities to further the goals of ASHCC and the Center for Leadership and Service and the college.

Before agreeing to serve as a club officer or an advisor please read the Club Handbook, carefully paying special attention to sections related to officer and advisor responsibilities.

Clubs seeking official recognition by the Associated Students of Highline Community College (ASHCC) will be required to submit a written document which outlines the general purpose and mission of the club. We expect that this mission or purpose speaks to the values of the guiding documents referenced here.

ASHCC Constitution

Article II: Section 1. Purpose:

The purpose of the ASHCC is to be of service to students through campus, community and legislative activities as well as leadership development. Additionally, to be the representatives for students on the campus and in the community, and to foster cooperation among students, staff, faculty, administration, and the Board of Trustees.

Highline Community College Strategic Initiatives

The college administration with input from the faculty, staff and students at Highline has developed and reported the below listed values and direction of the college.

1. Achieve excellence in teaching and learning.
2. Enhance a college climate that values diversity and global perspectives.
3. Strengthen and expand the presence and role of the college within the communities it serves.
4. Sustain an open, honest and collaborative environment that is responsive to the needs of the college community and that promotes good stewardship of the college's financial resources.

ASHCC Financial Code

Article II: Objectives.

The raising and expending of 522 Funds by Highline Community College student organizations has the objective of enhancing the general educational experience and maximizing the success of every student by providing a meaningful variety of healthful, educational, cultural, recreational and social programs, activities, and services

Article IV: Section 1. Purpose.

The purpose of student clubs, organizations or programs is to provide communities and spaces that contribute to leadership development and/or service opportunities to the campus or community.

Center for Leadership and Service Mission

The Center for Leadership and Service provides communities and experiences to enhance growth and learning outside the classroom. Students are invited to engage in leadership and service roles through hosting campus activities and programs. The Center for Leadership and Service ensures environments are created that promote student involvement and success and that teach the tenants of Servant Leadership: honoring connection and relationships, emphasizing social justice awareness, and promoting action as a global citizen.

Community Service

Although not an all inclusive list we identify "community service" as service to Highline students as well as campus, local, state, regional, national, and international communities.

Community

A group viewed as forming a distinct segment of society possessing like interests and agreed upon goals. Groups are formed around unity and common identity development.

Service

To provide aid, assistance, care, support, encouragement, motivation and resources to further the goal or mission of the community.

On the Club Recognition form you will be asked to articulate how your club or organization will focus its intent to provide valuable leadership and service opportunities to further the goals of ASHCC and the Center for Leadership and Service and the college.



ADMINISTRATION & IMPLEMENTATION

Administration of the Highline Community College Club and Organization program is developed and determined by the Club Program Advisor in accordance with the ASHCC Constitution, the college's Strategic Initiatives, and ASHCC Financial Code.

Before agreeing to serve as a club officer or an advisor please should read the Club Handbook, carefully paying special attention to sections related to officer and advisor responsibilities.

Significant points guiding the formation and maintenance of recognized student clubs are addressed below.

Club Membership

Club leaders must complete and submit a Club Recognition Form to Student Programs—Center for Leadership and Service after considering the below listed conditions.

- Clubs must demonstrate and maintain membership of no less than five currently enrolled students.
- Membership of student organizations must be composed solely of registered students at Highline Community College.
- Faculty, staff, and administrators may hold non-voting associate membership.
- Members from the community at large are welcome to attend club meetings
- Clubs must be open to all students.
- Each club must have a Highline full-time faculty or staff member to act as the club advisor.
- Student organizations may be formed to promote or support any legal purpose.
- All Highline Community College clubs are invited to apply for funding.

Formal Recognition

A club representative must attend an ASHCC Student Council session.

- This person will be expected to present the club's purpose statement to the ASHCC and be prepared to answer questions about how the club contributes to the service of Highline Community College students and/or our community.

Orientation to Center Services

Club officers (and other interested persons) must attend an informational session on club processes and procedures along with basic event planning.

- Attendance is required prior to proposing any club activities or events.



OFFICER RESPONSIBILITIES

Club Recognition Form

Ensure the club recognition form is filled out properly and submitted as soon as possible to Student Programs—*The Center for Leadership and Service*.

Liaison to Student Programs

Club leaders will act as liaisons in matters dealing with Student Programs--*The Center for Leadership and Service*.

- Club leaders are responsible for submitting appropriate paperwork to the Student Programs office to hold events or activities and to expend club funds.

Club Updates

Club leaders are responsible for notifying Student Programs—*The Center for Leadership and Service* of any change in club name, president/official representative or treasurer, club purpose and/or club meeting times. An updated roster of regularly attending club members will be requested at least quarterly. Club leaders are required to submit a quarterly update form at the beginning of winter and spring quarters.

Enforcement of Policies

Be responsible for adhering to and enforcing policies and procedures outlined by the Club Handbook.

Recordkeeping

Maintain records of meetings, minutes, travel and expenditures. Develop and maintain a record of club budgeting procedures.

Approval of Expenditures

Approve all expenditures to be made on behalf of the club.

Budget Status

Communicate the status of the club budget on a regular basis to the club.

Participation in the College Governance Process

Clubs are strongly encouraged to have a representative attend ASHCC Student Council meetings on a regular basis. This is an opportunity for clubs to be actively involved in the student governance of Highline Community College. Valuable information is disseminated and funding and policy decisions are made at these sessions. One representative from each recognized club is eligible to cast his/her vote on all decisions to be made at the ASHCC Student Council sessions.



ADVISOR RESPONSIBILITIES

It can be rewarding experience to serve as a club advisor. It is a significant responsibility in that the faculty or staff advisor is acting on behalf of the College in the event of an accident, injury or disciplinary situation. Serving the students well requires time and energy. Advisors must be available on campus to lend assistance and attend functions of the club. Advisors must be full-time Highline Community College faculty or staff members.

Interest and Familiarity

Be thoroughly familiar with the nature and objectives of the club. Be familiar with the policies and procedures outlined in the Club Handbook. Attend club meetings regularly.

Approve and Monitor Expenditures

- Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds.
- Sign all paperwork authorizing expenditures before submitting to the Center for Leadership and Service.

Monitor Recordkeeping

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

Attend Club Activities

Attend all club trips and major events – making sure to be present throughout the entire activity – or make arrangements for another faculty or staff member to attend if you are unable to participate. If this is your intention, please report this to the Club Program Advisor, Jodie Robinett x3535 or jrobinet@highline.edu. Any exceptions to this policy must be approved by the Club Program Advisor. We ask clubs and their advisors to propose events on date where the advisor can be present.

Student Conduct

Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regard to use of alcohol and narcotic substances at college sponsored events and report any violations to the Club Program Advisor.

Resource/Liaison

Be a resource person for the club. Serve as a liaison with other campus offices and staff.



SERVICES AND RESOURCES

Student Programs—*The Center for Leadership and Service* provides the following services and resources to assist club leaders:

Office Supplies

Basic office supplies (pens, notepads, etc.) are provided free to clubs and can be accessed in Student Programs--The Center for Leadership and Service.

Mail and Mailboxes

Each club and organization will have a mailbox in The Center for Leadership and Service. You may use this address to receive club related correspondence.

Club Name
Highline Community College, MS 8-3
P.O. Box 98000
Des Moines, WA 98198-9800

Club Lockers

A limited number of secure lockers are available – for storing club materials. Clubs should complete a Locker Request Form and submit it to the Club Consultants. Locker requests are first-come first-serve based on availability.

Telephones, Fax, and Messages

Telephone and FAX services are available for official club business. In addition our front desk will take phone messages for the club. (206) 878-3710 x 3536.

Club Conference Room

A conference room to be utilized for club meetings is found on the 3rd Floor of the Highline Student Union. To schedule this room for your regular club meetings, contact the Club Consultants at (206) 878-3710 x3894 or clubteam@highline.edu.

Computers

Computers are available in The Center for Leadership and Service for creation of documents relative to the club activity and management of club email and web resources.

Copying

A copy machine is available for organization use. Advanced notice for copy requests is appreciated.

Room Reservations

Use of campus classrooms and conference rooms for meetings or events is at no charge to student clubs or organizations.

- Room reservations for weekly meetings are available on a quarterly basis, while reservations for events/activities are available on a case-by-case basis.
- For all but weekly club and organization meetings, no room reservations will be finalized until the event has been approved.

Consultation Services

The Club Consultants, as well as other Student Programs staff are available to provide club leaders and advisors with event planning advice and support, as well as guidance on how to effectively manage their organizations.

Prior Approval

The Club Program Advisor, Jodie Robinett, must first approve all club events and fundraisers. No expenditures will be authorized and no event planning support will be granted until this approval is obtained. Prior Approval for Event Planning Forms are available in the Center for Leadership and Service. We require that the form be submitted including any appropriate supplemental documents no less than 3-4 weeks prior to the event. For medium to large scale events we required no less than 6-8 weeks for planning and implementation of the event(s). For very large scale events very detailed plans and follow up will be required. We require 3-5 months advance request for approval and support. An additional planning form and meeting(s) with a club consultant will be required.



EVENT PLANNING & FUNDRAISING

Event Planning Form

The primary document that must be submitted to begin the event or activity proposal is the Event Planning Form. Any and all club activities will involve the use of this form must include:

- Full description of event/activity
- Student coordinator's contact information
- Reference to associated service component
- Room & equipment reservation and set up requests
- Food requests
- Request for supplies or decorations
- Information on any performer or speaker for the event

- Design and/or printing requests
- Signatures of the club advisor and the lead student coordinator for this project.

Each of these items to be included on the Event Planning Form may have necessary supplemental forms. Please be sure to submit the supplemental forms with your packet. If you are unsure of what forms are necessary to plan and implement your activity, please contact a Club Consultant at 206-878-3710 x 3894 or clubteam@highline.edu

Event Description

The event description should be detailed information about the nature, scope and its intended goals.

Reference Associated Service Component

In that a service component must be articulated we suggest you give appropriate thought and attention to this section.

Room & Equipment Reservation and Set- up Requests

When submitting your Event Planning form, Center staff will check on availability of your desired room on the desired date. If available, the Club Consultant will tentatively reserve the room. If not, the Club Consultant will check for alternatives and contact the club leader.

If the student group does not follow up with the appropriate completed paperwork by the deadline stated, the room reservation will be released.

Equipment such as tables, chairs, and audio-visual equipment will also be arranged through Conference Services with the assistance of the Club Consultants. There is no charge for clubs to use rooms and equipment.

Food at Events and Meetings

Any food purchases made by student clubs and organizations must be approved in advance by the Club Program Advisor and the Associate Dean of Student Programs and Leadership.

Union Café Catering

In general, when clubs want to provide food at an on-campus event or a meeting the food must be purchased through Union Café Catering. Minimal exceptions apply and are detailed below.

These exceptions do however come with expectations and guidelines. Please contact the Club Consultants for more information. It is imperative that we follow college food service guidelines.

Potlucks

In the case of potlucks, the food policy does not apply. When an event is clearly advertised as a potluck or is intended as a supplement to a regular club meeting, homemade food may be served.

Bake Sales

An exception to the exclusive ordering of food through Union Café is in the case where student clubs or organizations sell or serve baked items. These types of activities must first be approved through the club program staff.

Off-Campus Events

If an off-campus club activity involves food, the requirement to purchase food through the college food service provider does not apply. The Prior Approval for Food Form must be completed

Sandwich Boards

Sign boards are available to advertise approved events and can be reserved through the front desk in Student Programs. These boards are also available to advertise regular club meetings. Student groups may reserve sandwich boards on a first-come, first-serve basis to publicize their events/activities.

Graphic Design Services

Student Programs-- *The Center for Leadership and Service* provides graphic design services at no charge. With adequate notice, our student designers will work with you to create promotional materials for your meetings and/or events. Design services are under high demand so as much advance notice is possible is needed. Standard lead time is two (2) weeks prior to the date of desired posting, not to be confused with two (2) weeks prior to the event.

Requests for Graphic Design Services should be included on the Prior Approval for Event Planning Form. In addition, a Design Request Form should be completed and submitted.

Color Printing

For color printing of organization designed flyers, please complete a Design Request Form and submit it to the Student Programs front desk, club consultants or a member of the Design Team.

- An electronic copy of the flyer/poster must accompany the request form (email, disk or USB drive).
- Please leave a small amount of white space in one of the corners of the flyer so that the required "approved for posting" stamp can be used.
- Federal guidelines require that we place on each poster/flyer to be posted on campus an accommodations statement. For club generated flyers please do not forget this requirement.

If you need accommodations due to a disability, please contact Access Services by _____ (date two weeks prior to event) at (206) 878-3710, ext. 3857 (voice) or (206) 870-4853 (TDD).

Laminating Services

With the approval of the Design Team Advisor, Jodie Robinett, Student Programs front desk may be able to provide complimentary laminating services.

Posting Policy

When placing posters and flyers around campus, make sure to follow the posting procedures described in this handbook.

Security

When holding dances or other similar events at Highline, it is expected that clubs and organizations provide adequate security. The cost of providing this security should be addressed in the funding request associated with the activity.

Tickets

When selling tickets for an event or a fundraiser, clubs are expected to coordinate production, distribution and sales through Student Programs.

Student Programs--may be able to create the tickets for the club. To arrange for standard tickets (which are similar in design to those produced by ticket agencies like Ticketmaster) or a special ticket design (to be created by the Graphic Design Team) include this request on your Event Planning Form. In addition, please complete in full a Ticket Request Form.

Tickets may be sold out of our office and/or students can check out tickets to sell to interested individuals. Arrangements for tickets, sales, distribution and other cash management issues will be negotiated directly with Marta Reeves, Student Programs office assistant.

Raffles

Raffles are considered to be a form of gambling and thus are carefully regulated by the State of Washington. To ensure strict adherence to these regulations, requests for approval for conducting raffles are expected well in advance of the proposed drawing date. Only student groups may facilitate a raffle. Again once a raffle has been approved the student(s) will work directly with Marta Reeves, Student Programs office assistant.

When submitting a request to conduct a raffle, please include with your Event Planning Form, a ticket request form, an MSR to purchase the prize to be awarded, and a cash-box request form if appropriate.

Outside Solicitation

Approval must be obtained prior to any plan to solicit gifts or raise funds by approaching individuals, businesses or agencies outside of the campus community. Before requesting or accepting financial or other donations from outside groups, please review your plans with the Club Program staff.

Cashbox(es)

If a fundraiser involving sales where you project the need to give change to customers, please complete and submit a "Cashbox Request" and submit it to the Club Consultants. The follow-up process for actually obtaining the cash will be explained by the Club Consultants.



FUNDING AND FINANCIAL MATTERS

All Highline Community College clubs are invited to apply for funding.

- Clubs and organizations are eligible to apply for up to \$100.00 per quarter to support club community building and outreach activities.
- Clubs and organizations may apply for a financial allocation to support large scale community building service events and activities.
 - The level of funding and other resources is to be determined by the Club Program Advisor on a case-by-case depending on the nature and scope of the event or activity.
 - Clubs applying for such funding must demonstrate substantial service to the community.
 - The number of supported large marquis events will be determined by the Club Program advisor.
- Fundraising projects of student clubs and organizations are subject to the college fundraising policy.
- Funds generated in any manner by a recognized student organization will be held for that organization by the college.
- All club funds must be processed through Student Programs—The Center for Leadership and Service. Highline student organizations are not authorized to maintain off-campus bank accounts.
- The fiscal affairs of all recognized student organizations are subject to the provisions of the ASHCC Financial Code.

Financial Policies and Procedures

Purchases/Expenditures

A Materials and Service Request Form (MSR) is the form to be used in most cases when requesting the purchase of supplies, materials or services. The MSR is an internal Highline Community College document required by the Financial Services office when requesting purchases.

The MSR most typically leads to the generation of a Purchase Order which is the college's promise to pay after receipt of materials or services.

Other Purchasing Options

If a purchase order is not appropriate, the student will be advised on alternatives. In all cases, an MSR form should be submitted for the desired materials. In rare cases persons may be reimbursed for purchases made without the use of a purchase order.

Before making any purchases it is crucial that you obtain staff approval. This prior approval requirement also applies to staff/faculty advisors of student groups. A minimum of verbal approval from Jodie Robinett is required. Without prior approval, it is likely your expenses will not be reimbursed.

Payment to Performers, Speakers, Etc:

To pay anyone to provide a service as part of an event or activity, the college requires a contract be processed prior to the event.

The "draft" contract must be approved by the college contract manager prior to submittal for signature to the vendor.

At a minimum the following information must be submitted electronically:

- Name , Address, and Phone of Contractor
- Social Security Number or Tax ID
- Date(s) and Time(s) of Service
- Associated event/activity
- The specific service to be provided
- The amount to be paid to service provider

We recommend you submit contract information to Student Programs at least 3-4 weeks prior to the planned event.

Once the information has been submitted and the contract is approved by the college contract manager, arrangements will be made to facilitate the process.

PLEASE NOTE: Students and/or Club Advisors are not authorized to make any verbal or written commitment to any service provider. Only the college contract manager has this authority.

Revenue

All revenue from ticket sales, food sales etc. must be turned into Student Programs—*The Center for Leadership and Service* the same day these funds are received unless prior arrangements have been made with Marta Reeves, Student Programs office assistant. Those depositing funds will be provided with receipts.

Gifts and Donations to Charitable Groups

Clubs often want to conduct fundraisers for donation to charitable groups. State funds cannot be used for this purpose however, to support the goals of the club; we may make arrangements to conduct the fundraiser with the support of the Highline Community College Foundation. Please contact the Club Consultants for more information.

Given the complex and often confusing nature of the "no gifting" rule, please consult with the Club Consultants if you are considering any expenses that might be construed as gifts.

All financial documents must be signed by the club treasurer and the club advisor. *The Center for Leadership and Service* staff will not authorize payments or reimbursements without these signatures.

In order to help you keep better track of your club's finances, it is recommended that you keep copies of all forms and receipts for your files.

ASHCC Financial Code

Please refer to the ASHCC Financial Code for further information on use of S&A (Services and Activities) funds.



OFF-CAMPUS TRAVEL PROCEDURES

When students are participating in an official club event that requires off-campus travel, there are a few specific guidelines to follow:

- A Prior Approval for Student Travel Form must be submitted along with the Event Planning form at least four to five weeks in advance of the trip.

- The club advisor, or another designated faculty or staff member, must join the students on the trip and be present during the entire length of the program.
- Each student is required to complete and sign an informed consent form.
- Any supplemental travel documents required will vary depending on the nature of the trip. The Club Consultants will review the travel form and coordinate the completion of additional documents.
- Students participating in official Highline events that take place off-campus are subject to all the rules and regulations outlined in Highline's Code of Student Conduct, including its Student Rights and Responsibilities code (WAC 132I-120).
- Club funds generally may not be used to support travel outside Washington, Oregon, Idaho or British Columbia. However, if club members are planning to travel outside the region, they may seek an exemption from ASHCC and the Associate Dean for Student Programs and Leadership.



POSTING PROCEDURES

- Student Programs—*The Center for Leadership and Service* must give advance approval for all posting on public bulletin boards (not including classroom and HSU Community Boards).
- Approval is indicated by a date stamp applied to each poster or flyer to be distributed. This "stamp of approval" is provided by Student Programs—*The Center for Leadership and Service* staff.
- Student Programs—*The Center for Leadership and Service* reserves the right to deny the posting or distribution of flyers or posters if information or material is commercial, obscene, and/or unlawful, or if contrary to the mission and goals of the college.
- The Student Programs—*The Center for Leadership and Service* is located in the Highline Student Union, 3rd floor.
- Only posters promoting events, classes, programs or services sponsored by Highline Community College or its official departments or organizations (including recognized student clubs and organizations) will be allowed on the campus bulletin boards (refer to the next page for locations).
- Student Programs—*The Center for Leadership and Service* reserves the right to impose limits regarding size, quantity, and duration of display.
- Posters/flyers for events, classes, programs or services must clearly identify the sponsoring Highline Community College group, organization, or department.
- These posters must be removed the next working day following the event or 30 days after the posted authorization date, whichever comes first.
- Removal is the responsibility of the sponsoring group, organization, or department.

- Unless designated as a posting area, all areas on campus are considered non-posting zones.
- Non-posting areas include - but are not limited to – campus directories, painted walls, columns, stairwell steps, elevators, exterior glass, and building entrance/exit doors.
- Exceptions to this policy must be approved in advance by the Associate Dean for Student Programs and Leadership (or his/her designate).
- Some specialized posting may require the approval of designated building manager.
- Materials found posted in unauthorized places or areas, or materials not approved by Student Programs—*The Center for Leadership and Service* will be removed. Posters or flyers without the required date stamp (as noted above) will also be removed.
- Torn, damaged or weathered flyers or posters will be removed from the campus bulletin boards before the deadline date.
- Covering other approved flyers is prohibited.
- Offensive postings will be removed.
- Three Community Boards are located inside the Highline Student Union (one on each of the three floors) to announce non-campus events and activities or job opportunities.
- These boards do not require prior approval from Student Programs—*The Center for Leadership and Service* but will be monitored to ensure information or material is not obscene, and/or unlawful, or contrary to the mission and goals of Highline Community College.
- Poster/flyer size can be no larger than 8 ½ x 14.
- No commercial or sales advertising is permitted on campus bulletin boards, other than designated “community boards” in the HSU.
- Posting of Banners:
 - Banners for (1) one day, all campus events can be displayed on the 2nd floor railing in the Highline Student Union for five (5) days prior and including the day of the event.
 - Banners for all campus, (1) one week events and (i.e.: MLK Week, Unity Week) ticketed events for all campus activities may be authorized for fourteen (14) days prior and including the day of the event.
 - Only Velcro straps obtained in Student Programs—*The Center for Leadership and Service* can be used to secure the signs on railings. All banners must be authorized by Student Programs—*The Center for Leadership and Service* and “stamped approved for posting”.