

# THE Guide



*The Handbook for Student Leaders*

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**LOS MEDANOS COLLEGE**

OFFICE OF STUDENT LIFE

Policies & Procedures

2016-2017

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LOS MEDANOS  
COLLEGE

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# Welcome!



## Dear Student Leader:

WELCOME to your new leadership opportunity. The Office of Student Life wishes for you to be the most successful leader you can be. Therefore, we have prepared this handbook to introduce the various resources and services available to LMC chartered clubs. In this handbook, you will find guidelines, suggestions, procedures, policies, and resources.

**While reading this handbook, you will find text highlighted in bold from time to time. This will help to inform you of special notes or important instructions to keep in mind.**

LMC provides a range of opportunities for student involvement and leadership beyond the classroom. Our philosophy is that leadership is a process rather than a position, and that students can be leaders in many different ways.

The Office of Student Life encourages you to seek out experiences that will challenge and support your classroom learning.

Clubs are a great opportunity for leadership experiences that are essential to a successful education: social development, leadership skills, professional contacts, opportunity to practice classroom theories, true life practical experiences, etc. Your leadership experience can be a fun and meaningful part of your education at LMC. It all depends on you!

Feel free to stop by the Office of Student Life for advice on issues, should you need it throughout the year. The Office of Student Life exists to serve the needs of all student leaders. Congratulations and have a great year!

Sincerely,

John Nguyen  
Student Life Coordinator

**“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”**

**—John Quincy Adams**



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# Introduction

## CHARTERED ORGANIZATIONS

The Office of Student Life produces a Handbook for Student Leaders; listing information, services, and organizations to support student groups in their success. Chapters include ICC Guidelines, Money Management, Advertising, and Leadership Tips. It is encouraged to take notes and utilize the blank space provided.



## CHARTERED ORGANIZATIONS

### Student Clubs & Organizations

Clubs and organizations are seen as an extension of the classroom learning experience, and are a vital part of Los Medanos College (LMC). Students are encouraged to organize and participate in clubs that reflect their interests.

Clubs and organizations serve the following functions and purposes:

- Enriching educational opportunities by allowing students who have special interests to advance their knowledge in these fields through the clubs and organizations.
- Holding events which involve the community to make this college truly a “community college.”
- Learning to work with different types of people from different backgrounds.
- Helping others broaden their perspectives by presenting different points of view.
- Developing qualities of leadership as well as experiencing cooperation in a group setting.
- Becoming better prepared to carry out duties of responsible leaders in our diverse and global society.

### Benefits of Chartering a Club

In addition to the leadership opportunities, officially recognized student clubs/organizations enjoy many benefits such as:

- Use of the Los Medanos College name for approved events.
- Assistance from the Office of Student Life in supporting your organization.
- Use of campus facilities and equipment for approved events.
- Establishment of a club account with the LMC Business Office.
- Assistance from the Office of Student Life graphic artist.

- Campus mailbox & computer access.
- Ability to hold fundraisers on campus.
- Participation in activities, contests, conferences and events which benefit your club members.
- Use of copy machines and printing equipment for student club business.
- Collaborating with other campus clubs and organizations through participation in ICC.
- Opportunities to apply for funding from ICC and/or LMCAS (see pg. 12 for ICC funding policies).
- Access to supplies such as paper, poster materials, marking pens, etc.

### Steps to Chartering

Any officially recognized club/organization must have the approval of the LMC Administration, the Contra Costa Community College District and must uphold the requirements set up by the Education Code of the State of California. These approvals are granted by the Office of Student Life.

To charter a new club or re-charter an existing club, you must complete the following:

**1. Complete a Club Chartering Packet and submit it to the Office of Student Life. The Club Chartering Packet must include:**

**4 Club Officers who are responsible for the club.**

- Only currently enrolled students may serve as officers. Club Officers must maintain a 2.0 cumulative GPA or better.

**1 Club Advisor.**

- Only full-time LMC employees can act as an advisor.
- Advisors must sign an Advisor Agreement each year.
- Students should seek an advisor who will be actively involved in supporting the club/organization in reaching its goals and be

available to attend club meetings and events.

### **Club Payment Account Form.**

#### **2. An approved Club Constitution.**

- Constitutions must include required text provided by the Office of Student Life.
- Clubs do not need to submit constitutions every year. A new constitution should be submitted when a group makes any change to the document.

#### **3. Have 2 Officers attend the Student Club Orientation.**

- 2 Officers must attend an orientation each semester.
- Orientations are scheduled throughout the first few weeks of each semester. Clubs chartering later in the semester will need to make an appointment for an orientation.

Each Spring, clubs/organizations continuing from the previous semester are required to update their information (officers, advisors, meeting times) with the Office of Student Life by submitting a Club Re-Charter Form. If this information is not updated, the club/organization will lose chartered status.

Additionally, clubs/organizations that are inactive for 2 years will be deactivated. Unless otherwise expressed in the Club Constitution, funds from deactivated clubs will be given to the ICC account.

Clubs/organizations may recruit members by tabling, hosting a membership drive, publicizing the club on the campus bulletin boards, or having a feature written in the school newspaper (LMC Experience).

## **Club Policies**

Student clubs/organizations are responsible for upholding Los Medanos College policies related to student clubs/organizations and cannot act on behalf of the college/district unless authorized to do so by the LMC Office of Student Life. Each club/organization must:

1. Have an active LMC faculty or staff advisor.
2. Follow policies and procedures of LMC as

described by the college, ICC, the district, and this handbook.

3. Have and follow a club constitution and/or bylaws.
4. Have a current Club Charter Packet on file with the Office of Student Life.

## **The Need for a Constitution**

Each club is required to have a constitution which states its purpose and intent, officers' responsibilities, election and meeting process, and other important information that assist each group. **Club Constitutions must follow the template provided by the Office of Student Life. Template is provided on page 31 of The Guide.** Be sure that the club/organization has a copy in its file, to use as a quick reference.

The club's constitution is created by its chartered members. If the constitution needs revisions, follow the guidelines set forth in the constitution for making changes and then submit a copy of the updated and approved constitution to the Office of Student Life.

## **Probation & Suspension**

All club charters are approved by the Office of Student Life. Chartered clubs are expected to follow all college and district guidelines and policies including those outlined in this handbook. Any club that violates these guidelines is subject to probation or suspension of their charter. Clubs will be notified in writing of any sanctions that they may receive including the length that they will last. Furthermore, individuals violating the policies outlined in this handbook and code of conduct may also be subject to individual sanctions.

If there is a problem within the club/organization, refer to the constitution and advisor to help guide the group. If serious problems arise, be sure to contact the advisor first, then the Student Life Coordinator.

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## The Advisor

If there is a faculty/staff member interested in advising a student group, the Office of Student Life produces a packet that details the pertinent information advisors need to know. This includes the benefits that co-curricular activities have on academic achievement, how effective advising of student organizations strengthens the development of student club/organization and its members, as well as listing basic roles and responsibilities for the advisor.

## Club Days

Throughout the year, the Office of Student Life works with the Inter-Club Council (ICC) to hold Club Days. These events offer a festive atmosphere where student clubs/organizations can market and advertise all that they do for LMC students. Activities include fundraisers, food sales, music, and other fun activities.

# Office of Student Life

LMCAS - STUDENT GOVERNMENT  
STUDENT AMBASSADORS  
STUDENT CLUBS & ORGANIZATIONS  
LEADERSHIP PROGRAMS

## OFFICE OF STUDENT LIFE

### Mission

The Office of Student Life provides leadership development opportunities that support students in becoming agents of positive social change and responsible members of a diverse and global society.

The Office of Student Life is comprised of a variety of programs and services including LMCAS, Student Ambassadors, Student Clubs and Organizations, and Leadership Programs. These opportunities are designed to help students achieve their goals as leaders in their groups and communities. Club officers and advisors are encouraged to use the office as a resource and make appointments with the staff on any activity or club matter.

### People come to the Student Life Office to:

- Contact student government officials.
- Pick up forms and/or submit Student Club Check requests.
- Get information on campus events and activities.
- See the agendas for all public LMCAS and ICC meetings.
- Become involved in political efforts that affect students with the Student Government.
- Meet with and organize efforts with other student leaders concerning student needs in academics, cultural affairs, activities, or political issues.

### Student Learning Outcomes

The Office of Student Life is dedicated to the development of the whole student, particularly throughout their co-curricular experience. Office staff works to achieve the following Student Learning Outcomes.

Students who participate in LMCAS will:

1. Be able to effectively follow the LMCAS bylaws and parliamentary procedures during senate meetings.
2. Be able to actively engage in the shared governance process through college committee involvement.

Students who participate in the IMPACT Retreat will:

1. Develop an understanding of their own leadership style and how it relates to others.
2. Learn skills and strategies for being effective leaders in their programs, clubs, and organizations.

### LMCAS (Student Government)

The Los Medanos College Associated Students (LMCAS) is the official student government at LMC. Their primary purpose is to advance the welfare of all students. They do this by providing programs and services designed to meet the varied needs of students, sponsoring activities and events, and representing the student body on many college and district committees.

### Student Ambassadors

Student Ambassadors are a select group of student leaders who represent the diverse population of Los Medanos College. These students assist the Office of Student Life at LMC by being a strong supportive staff. Student Ambassadors have a variety of responsibilities such as programming and hosting various college events as well as providing information and directions throughout the semester. They provide much support to the LMC community.



## Student Clubs & Organizations

The Office of Student Life provides support and advising to all LMC clubs. The office provides resource materials and supplies for club use including computers, copier, and advertising materials. In addition, the office advises and coordinates the Inter-Club Council and holds orientations and retreats for club leaders.

## Leadership Programs

The Office of Student Life provides a variety of leadership development programs and opportunities to support the many student leaders engaged throughout the fabric of LMC. These programs include orientations, workshops, courses, campus retreats, trips to regional conferences, and more. All LMC students are encouraged to participate in the many opportunities provided by the office.

## Campus Bulletin Boards

The Office of Student Life maintains and coordinates posting on official campus bulletin boards in the College Complex. To have a flyer posted, bring 12-15 copies of the posting to the office for stamp approval. **The student life staff will post and remove all club/organization materials.** In addition, materials will also be forwarded to the Library and Brentwood Center for posting.

To post in the Math or Science building, please contact the department chairs for approval and instructions.

## Grade Appeal Process

Students who believe they were assigned an incorrect grade for a class may file a Grade Appeal form and seek to have the grade changed. The grade must be challenged within one year using the official form.

Students can pick up the form from the Office of Student Life and file it with the Office of Student Life. Further details can be found online at: <http://www.losmedanos.edu/students/procedures.asp> Students will then be contacted confidentially by the Director of Student Success & Support Program.

### Tips for Self-Care Stress/Time Management Skills

- 1 • Concentrate on one thing at a time. If a project seems overwhelming, divide it into smaller tasks and complete one at a time.
- 2 • Create a schedule for yourself as a guide (i.e. deadlines, this may even include breaks). This allows you to plan your time carefully; be willing to be flexible when necessary.
- 3 • Assert yourself. During the semester, academics and social responsibilities will both require much more time. With the help of a schedule, you can realistically set deadlines and priorities. When you have a lot going on, learn to say no and admit when you have a lot on your plate.
- 4 • Fitting exercise into a busy schedule isn't always the easiest thing, but there is strong evidence that regular physical activity helps reduce stress.
- 5 • A healthy diet is important to maintain. That means fruits and vegetables and actually bringing food for those long days on campus.
- 6 • SLEEP. Sleeps affects concentration, memory and the ability to learn, and is integral to being healthy.
- 7 • Find a QUIET place with no distractions, (i.e. technology) to self-reflect about what is going on and to practice self-care.

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## Office Use Policies

The office seeks to create a comfortable and inviting space for students to achieve their leadership and campus involvement goals:

### Club Mail:

Each chartered student club/organization on campus has a mailbox in the Office of Student Life located in the GA Building. This mailbox serves as a place to receive information and to inform others of activities that the club members may be interested in. The **club's mailbox must be checked and emptied at least once a week.** All U.S. mail addressed to a club or a member of the club is delivered to this mailbox. Listed below is the mailing address should anyone off campus needs it:

[Club Name]

Los Medanos College

2700 East Leland Rd. Pittsburg, CA 94565

### Office Conduct Policy:

The office is a common work space. All students using the office are expected to be respectful of other students working/using the office space. Additionally, people using the office are asked to be conscious of their volume in conversations, and to respect people when they ask for others to speak more quietly.

### Computer Use:

Open lab computers are to be used for functions related to the mission of the office. Priority use for the open lab computers is as follows:

- Student Ambassadors and the Graphic Design Artist
- LMCAS senate members (Officers, Senators, & Representatives)\*
- Club officers\*
- Other student leadership projects\*
- Personal academic use

*\*For official office use related to a club/organization, not personal use.*

Only full-time staff and student ambassadors may use the reception desk.

### Copy Machine Use:

Chartered clubs are permitted to use the copy machine in the Office of Student Life to support their club. Each club is provided with a unique code in order to access the machine. This allows access to up to 25 sheets (handbills) per day. Clubs found inappropriately using the machine may lose the ability to make future copies or face additional sanctions. The copy services is provided for official club purposes, and not for personal use.

### Supplies/Materials/Equipment:

The supplies, materials, and equipment (including the copy machine) are provided to support the mission and purposes of the office. Abuse of these materials will not be permitted. Use of the materials and equipment for other purposes (individual use) may only be allowed with permission from the Student Life staff or an authorized paid student employee.

### Inclusion & Equity:

The Office of Student Life is grounded in values of social justice. Social justice is defined as both a process and a goal that includes the knowledge, skills, and dispositions needed to create learning environments that foster equitable participation of all groups and seeks to address issues of oppression, privilege, and power. All people in the office are expected to treat other individuals with respect, dignity, and full validation of their humanity at all times.

Social justice is the responsibility of everyone here at Los Medanos College which includes all members feeling physically and psychologically safe and secure. We have a social responsibility to students, the community, and the larger global community. This includes seeking to meet the needs of all groups, raising social consciousness, and repairing past and current harms to our campus and the external community.

**“Sometimes people try to destroy you, precisely because they recognize YOUR power—not because they don’t see it, but because they see it and they don’t want it to exist.” —bell hooks**



# Inter-Club Council (ICC) Guidelines



## INTER-CLUB COUNCIL

### Purpose

The Inter-Club Council (ICC) is the coordinating body for all clubs and organizations on campus. ICC is a voluntary organization which promotes engagement in community college activities, and all LMC clubs are eligible to participate in ICC.

The ICC is allocated funds by LMCAS each academic year with which to operate. The ICC meets on a weekly basis to determine how these funds could be used by each club/organization. ICC funds are district funds and, therefore, the district should be accountable for the expenditure of them.

The purpose of the ICC is to:

- Recognize clubs and monitor active clubs' status.
- Give guidance to new clubs.
- Serve as a forum for expression by clubs on any matters considered to be of importance to them.
- Coordinate events and activities among clubs and promote cooperation between clubs.
- Increase communication between clubs and LMCAS.
- Organize club days to provide awareness of student clubs.
- Work with LMCAS regarding all funding for clubs.

### Membership

ICC is a voluntary organization and all chartered and recognized Los Medanos clubs and organizations are eligible to be members of the ICC.

- Each chartered club/organization at Los Medanos College shall be represented by one of its members at the ICC.
- Each club representative must be a registered student at Los Medanos College not hired in a faculty or classified staff position by the college.
- Any permanent college employee who wishes

to be an active member of the ICC needs to get approval from the college president.

- Each ICC Representative shall represent a specific club/organization. Representatives may represent more than one club/organization if authorized by the club. No representative may represent more than 3 clubs at a given meeting.
- Each ICC representative may cast one vote on behalf of the club(s) and/or organization(s) they represent at a specific meeting.
- The Student Life Coordinator shall act in an advisory capacity.

### Chairing Meeting & Minutes

At the first ICC meeting of each semester, the members of ICC will elect a chairperson for the semester.

**“YOU** are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand.” —Woodrow Wilson

## Attendance at ICC Meetings

- The weekly ICC meetings, scheduled throughout the semester, will be set at the beginning of each semester. Special meetings may be called by the ICC Chair. Individuals who want to be informed about ICC will be informed via e-mail or announcements during ICC meetings.
- All ICC representatives **must** be present at all meetings or send a representative to act in their place.
- Should a club or organization have an unexcused absence, that club/organization will have to wait one more meeting before requesting funding from ICC (e.g. If absent January 7, attends January 14, the club will not be able to request funding until January 21). Excused absences must be sent to ICC Advisor.
- If a club/organization is absent for more than three consecutive meetings in a semester, that club/organization will not be considered in the quorum membership, and the club/organization will not be able to submit funding requests for the remainder of the semester and/or participate in voting.
- Newly chartered/re-chartered clubs must comply with the attendance policy based on the date of charter/re-charter approval.
- If a club is removed from membership and wants to be reconsidered again, the club representative and advisor must attend an ICC meeting to be reconsidered.

## Requesting Funds from ICC

The ICC meets on a regular basis to determine how funds allocated by the LMCAS could be used by each club/organization for activities and events.

Up to \$1,000.00 may be allocated for scholarships which must be coordinated with the Scholarship Office.

Ideally, the total amount allocated for ICC use will be divided in equal amounts for the Fall and Spring semesters. The amount of money requested for each semester should not exceed these equal amounts. Recognized clubs and organizations must

have a current approved charter on file in the Office of Student Life in order to request funding from ICC.

In order to use ICC funds, clubs must be eligible and abide by the following procedures:

### Funding Requests

When requesting funding from ICC, a club/organization must complete an ICC Funding Request Form. Budget requests must include the club advisor's signature.

The ICC Funding Request Form must be completed and submitted to the Student Life Coordinator one week prior to the next scheduled ICC meeting.

- All on-time submitted budget requests will be placed on the ICC meeting agenda.
- ICC Representatives are encouraged to ask questions regarding submitted budget requests prior to voting.
- Only budget requests for the amount and purpose specified will be voted upon.
- Multiple budget requests for single event/activities cannot be submitted.

### Voting on Funding Requests

Voting on budget requests can be done by a show of hands or secret ballot.

Each club/organization shall have one vote. If an ICC Representative is representing two or more clubs, this person is counted in respect to the amount of clubs they represent. The Student Life Coordinator or ICC Chair may tally the votes. Each budget request must be approved separately by a 2/3 vote of all voting members present.

When submitting budget requests, clubs/organizations must disclose the total cost of the event with breakdown for the event/activities. Funds that are allocated to the club are not to exceed \$700 for items that are allowed to be paid with ICC funds (refer to the section below).

ICC may allocate matching funds up to half (not exceeding \$700) of the total cost of items that can be requested from ICC. This will leave the club/

organization responsible for fundraising the remaining cost of the event.

Every attempt should be made by the club/organization to raise funds. However, in the event that the club/organization is unable to raise funds for the event, the club/organization may request additional funding from ICC. The club/organization will need to show proof that ample time, sufficient, and realistic fundraising events were conducted. ICC will review this information and may choose to fund an additional amount up to \$100 to help the club/organization.

Budget requests may be submitted for the upcoming semester during the previous semester with written justification that the funds are needed as early as possible (i.e. deadlines). The request for these funds will be taken out of the upcoming semester budget.

If a club/organization uses ICC funds, the money requested will be used to pay for invoices incurred from the event. Absolutely no cash advances will be made with ICC money, unless it is for seed money.

Budget requests may be submitted for the upcoming semester during the previous semester with written justification that the funds are needed as early as possible (i.e. deadlines). The request for these funds

will be taken out of the upcoming semester budget.

If the club does not use all or part of the requested funds, the money will be put back into the ICC general account for future requests.

### **ICC Collaborative Events:**

The Inter-Club Council may plan its own events such as Club Days and other activities. For such activities, the ICC may spend up to \$1,000 of ICC funds on each event. All ICC collaborative events must include 2/3 of the ICC members in the planning and coordination of the event and are subject to the approval of the ICC Advisor.

## **What Can & Cannot be Requested**

According to Board policy, the items listed below can and cannot be requested for use of ICC money.

Any items not mentioned will be discussed to see what category they fall into. When requesting funding for items that are under “items that can be requested,” the event/activity must be advertised and open to all LMC students at both the Pittsburg and Brentwood campus.

### **What CAN be Requested:**

- Bus Rental
- Decorations
- Films
- Printed Materials
- Refreshments for Events
- Student Workers
- Fundraising Expenses
- Conference Registrations
- Facility Rental
- Performers
- Publicity Costs
- Speakers
- Staff Costs (including overtime)
- Postage

### **What CANNOT be Requested:**

- Car Rental
- Donations
- Food
- License Fees
- Mileage
- Scholarships, Grants, Loans
- Food for Regular Club Meetings
- Certificate Fees
- Gas Reimbursement
- Gifts for Club Members
- Meals (luncheons, dinners, etc.)
- Clothing (t-shirts, jackets, etc.)
- Trophies, Plaques, Awards

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## Seed Money

Seed money is for the specific use of fundraising. The ICC may fund a new club up to \$50.00 and it is a one-time payment. This money is a cash advance and does not have to be repaid back unless used inappropriately. Seed money must be requested and approved by the board and can only be given to chartered clubs.

## ICC Advertising Policy

In order to request funding from the ICC, the event for which the funding request is being submitted **MUST** be adequately advertised to the LMC student body. When submitting a funding request, a club must also present their plan for advertising their event to the LMC community based on the amount of the request. The selected advertising plan **must** be executed **at least one week prior** to the scheduled event. Clubs must complete the ICC Advertising Requirements as directed on this page. Failure to execute proper advertisement will result in a 10% deduction from the next attempted funding request.

**“Anything  
is possible...  
Pass the word.”**  
—Rita Mae Brown

# Money Management

CHECK REQUESTS  
CASH ADVANCES  
CLUB DEPOSITS

## FINANCIAL POLICIES

### Club Finances & Expenses

In accordance with Board Policy 3003, all student organizations are required to do their banking through the college, and accounting for the funds will be performed by the District Accounting Office. Club advisors, as well as student officers, are responsible for seeing that these funds are properly collected, deposited, and accounted for.

LMC chartered clubs/organizations are considered a part of the college structure, therefore, any matter which deals with finances will involve the LMC Business Office where all official financial records are maintained. An unofficial record is kept in the Office of Student Life.

**If a club is inactive for more than two (2) academic years, the club account will be closed. Any unspent funds will be transferred to the ICC unless otherwise described in the club constitution.**

Most expenses incurred by a club/organization can be paid out of the club/organization's account. However, some items such as alcoholic beverages cannot be purchased with club/organization funds.

Club finances are to be handled through the college via the Office of Student Life. Use the proper forms (as described below) to deposit and withdraw money from the club account. Remember that authorized signatures are required for all financial transactions.

### Club Deposits

When depositing funds into the club/organization account, complete the Student Club Deposit form. The form should include your club name and account number. The Student Life Coordinator can provide the account number.

Once the form is complete, bring the form and

money to the Cashier's Office. Money must be deposited in the cashier's office on the same day it was collected if the event is held during the normal working day (Monday-Thursday: 8:00 A.M.– 4:30 P.M and Friday 9:00 A.M.– 1:00 P.M.). **Several months worth of collected dues CANNOT be deposited at one time** (according to district policy).

Be as discreet as possible when transporting money around the campus. When transporting large sums of money, it is suggested to *request an escort from Police Services*.

A receipt is given to the club/organization for money turned in. The money collected, will become deposited in your club/organization's account.

When checks are made out to your club/organization, be sure that the check is made payable to your club/organization, as well as to LMC. For example: LMC Badminton Club. **Both the club/organization's name and college name are important to ensure that the check is deposited in the proper account.**

### Check Requests

Club funds are withdrawn by completing a Student Club Check Request form. All expenditures must be voted on and approved in advance by the club at an official meeting with your advisor present. To obtain money from the club account, complete the Student Club Check Request form and return the form to the Office of Student Life with the following documentation:

- Original receipts and/or invoices.
- Official typed minutes detailing the expenditure along with a vote authorizing the expense.
- Signatures of approved student officer and advisor.

Club Check Requests are processed on a weekly schedule beginning on Wednesday, so please plan accordingly. Complete Check Requests submitted by 12:00 Noon on Wednesday will be ready for pick up at the Cashier's Office the following Wednesday.



**Check Requests submitted after this deadline will have to wait an additional week.** If the request is not complete when received, it may take longer to process. We recommend that you turn in your requests far in advance to avoid any delays.

Any Check Request made to pay an invoice from a business of more than \$600 must also include a completed W-9 form.

## Cash Advances

A student club/organization may choose to authorize a cash advance to purchase supplies or other materials needed for an event. **A cash advance may not exceed the amount of \$200.**

In the event that a cash advance is needed, the club may request an advance using a Check Request. Students who receive a cash advance are responsible for turning in a Cash Advance Reconciliation Form with all receipts for items purchased. In addition, if there is change remaining from the purchase, this must be re-deposited into the club account using a Student Club Deposit form. Receipts must be turned in within two weeks after a cash advance has been processed.

Receipts must be turned in within two weeks after a cash advance has been processed. Receipts/Invoices must indicate:

- Name of business
- Date and time of purchase
- Proof of payment

**“In the moment that you carry this conviction... in that moment your dream will become a reality.”**

**—Robert Collier**

Organize your receipts before submitting them. Receipt totals should match the amount requested. Receipts must also clearly indicate an itemized list of items purchased. When submitting receipts to the Business Office, tape receipts to a 8 ½ x 11 piece of paper and turn them in with a complete Cash Advance Reconciliation Form.

**Student clubs/organizations will not be able to submit additional cash advance requests until the receipts and change from the previous request have been submitted as follows:**

1. A Cash Advance Reconciliation Form with receipts has been submitted to the Business Office.
2. Any remaining change has been submitted to the Cashier’s Office with a Student Club Deposit form.

Cash advances must be approved by the club members. The expenditure must appear as an action item on a regular club meeting agenda and be voted upon by the club members. If a member or advisor spends funds without club approval, no reimbursement will be made until and unless the club approves the expenditure(s). **To ensure the safety of club funds, if the cash advance is lost or stolen, the student who received the advance must replace the funds to the club account.**

The Business Office and Student Life Office reserve the right to limit and/or deny the cash advance amount and number of requests from a club based on club’s financial history.

## Insufficient Funds

If a check written to your club/organization comes back to the college due to insufficient funds, **the check writer would have to pay an additional \$15 service charge.** Your club/organization is automatically charged the service charge as well as the amount of the check until the check writer has cleared the insufficient check and service charge with the Business Office.

## Fundraising

Student clubs/organizations may conduct fundraising activities on or off campus.

1. Any fundraising activities held on campus by a student club/organization must be scheduled with the Office of Student Life a week in advance.
2. Club name and proposed use of funds should be identified with a visible sign. Information regarding the club purpose is helpful.
3. When inviting off-campus vendors to help fund-raise, club members must be present at all times with signage that states the event is a club activity.

4. Clubs cannot hold a fundraiser in the Quads for more than five continuous days. See the Student Life Coordinator for exceptions.
5. To ensure equipment and space reservations, food sales must be reserved one week in advance, but no more than two weeks in advance. Only one food sale will be scheduled per day. No two clubs shall have food sales on the same day, unless agreed upon by both clubs. Contact the Office of Student Life for reservations.
6. Money raised from the fundraiser **MUST** be deposited into the club account the same day.
7. Club members participating in off campus fundraising activities must complete and sign both Excursion/Field Trip Notice and LMC Code of Conduct Agreement.

The following are a few of the fundraising activities that clubs/organizations have held in the past. They are listed to give your club/organization an idea of the variety of ways to make money. Other fundraising ideas can be obtained through the Office of Student Life.

**Bake Sales:** Obtain a location on campus and have a sale of baked goods.

**Dances:** Have a dance in the LMC Cafeteria. It's a fun way to make money. If you have good publicity and a popular DJ, you'll draw a crowd!

**Donations:** Your club can solicit local businesses for support or sponsorship. Coordinate these efforts with the LMC Foundation.

**Ecology Drives:** Clean up the environment by collecting aluminum cans and glass containers. These items can be recycled for money.

**Drawings:** Ask local merchants if they would donate some items, and have a drawing. The drawings we have had in the past have been successful.

## Donations to Clubs

Los Medanos College clubs are **not non-profit organizations** that can give receipts for tax-deductible donations. If a club wishes to receive a tax-deductible donation, complete the Gift

Acceptance form and return it via LMC Campus Mail to the LMC Foundation Office. These donations must be coordinated and receive approval from the Foundation Director. This process may take up to 2 weeks, so plan accordingly.

If you plan to do any fundraising off-campus, you must also contact the foundation so that they are aware of your fundraising activities. This ensures that they can respond to any questions they might receive from community members.

## Funding Requests: ICC & LMCAS

The two most popular sources of funding for clubs are the Inter-Club Council (ICC) and LMCAS (LMC Associated Students). It is important to remember that both organizations only fund events and programs, and will not just give clubs money to spend on anything.

LMCAS gives money to the ICC each year to fund club events. Therefore clubs that are members of ICC are encouraged to request funds from ICC first, and then if additional funds are needed, to go to LMCAS.

### ICC:

ICC Funds Request forms must be completed and submitted to the Student Life Coordinator five (5) business days prior to the next scheduled ICC meeting. Refer to ICC Guidelines pg. 12 for more information on ICC funding requests.

### LMCAS:

Clubs/organizations requesting financial support from LMCAS must complete the LMCAS Funding Request form. The form must be completed in full and submitted to the LMCAS Advisor at least five (5) business days prior to the next scheduled LMCAS Senate Meeting for consideration.

# Planning an Activity or Event

## SCHEDULING

### Scheduling Procedures

The success of student activities often depends on the proper facility and the appropriate timing in scheduling. Facility availability is limited, therefore planning as early as possible is highly recommended. The scheduling of facilities on a campus this small is challenging, so it is easy to overlap with other groups. Clubs/Organizations need to go to the Student Life Coordinator to check availability and to file form. There are only sixteen weeks and weekends in a semester. An event's success depends on the club's ability to work with other groups and avoid overlap in scheduling.

### Event Approval

Scheduling the use of facilities is permitted for recognized clubs and organizations that have been chartered through the Office of Student Life.

**All student club events and activities are subject to the approval of the Office of Student Life.**

**All club events and activities that meet the following criteria must receive approval from the Office of Student Life using the Special Event form:**

- Attendance of more than 75 people expected.
- Event held after 5:00pm on Friday or on weekends.
- Event held after 9:00pm any night.

The Special Event form must be submitted at least 30 days prior to the date of the event. For all Special Events, a pre-event meeting will be held with the Student Life Coordinator, Club Advisor, Student Club representative, and Police Supervisor (for they must be at all events categorized as Special Events). All Special Events must be approved before any advertising commences.

## Campus Facilities

*The following is an estimated room capacity (standard set-up) of the most commonly used rooms by the students at LMC. Again, this is standard set-up. Some rooms can be reconfigured and therefore allow in some instances, for a greater capacity. Please talk to the Student Life Coordinator to get specific information for your event. Remember to complete all Staff Use of Facilities form and return them as soon as possible in order to ensure your reservations.*

Cafeteria (Dining)	102
Cafeteria (Dance)	125
Little Theater	124
Community Room (L-109)	104
L-105 / L-106	15
Recital Hall	130

### Reserving Facilities

To reserve your facility/space, your advisor must complete the Staff Use of Facilities form including your club account number in case you need to be charged for campus services. For events that require a standard set-up and are held during usual operating hours, the scheduling form should be completed and submitted a minimum of one week prior to the event.

### Use of Campus Services

Clubs/organizations may be charged for services in the following areas:

**Central Services:** Duplication of materials and postage.

**Media Services:** Staff to run equipment ordered.

**Maintenance/Custodial:** Use of staff to set up for and clean-up after events.

**Police Services:** Use of staff for event security. Clubs may request funds to cover facility/service costs through ICC.

## Use of Campus Services (Cont.)

If anyone uses the club name to request any of these services where there is a cost involved, the club will have to pay for the cost unless funds have been previously allocated for the item from ICC. If the club will not pay for the costs, the individual who did not get the proper authorization beforehand will have to pick up the cost.

## Audio/Visual Equipment

A 24 hour notice is required to reserve audio and visual equipment. To request this service, your advisor must submit a “ticket” via email through the Media Services department.

If the equipment is available, your advisor will receive confirmation from Media Services. Laptops, DVDs, VHS tapes, and CDs must be checked out at the Media Services counter by your advisor.

## Free Speech

On the LMC campus, all persons may exercise the constitutionally protected rights of free expression, speech and assembly. However, such activities must not interfere with the right of the college to conduct its affairs in an orderly manner and to maintain its property, nor may they interfere with the college’s obligation to protect the rights of all to teach, study, and freely exchange ideas.

These free speech regulations mean to assure the right of free expressions and to minimize the interference with the college’s responsibilities as an educational institution.

## Suggested Event Planning Timeline



The following activity timeline is a guide for club/organization planning events. In any case, the sooner the club/organization begins planning an event, the better. Remember to schedule all events through the Office of Student Life to avoid conflicts in activities.

### Two months before:

Line up performers and confirm a date with them.

### Six weeks before:

Reserve facilities.

### One month before:

Create and release Publicity.

### Three weeks before:

Schedule and confirm any equipment needed.

### One week before **DEADLINES!**

#### **Request Funding:**

ICC- Five (5) business days prior.

LMCAS-Five (5) business days prior

No further requests for materials for the activity should be processed at this point unless it is an emergency situation. Checks and equipment reservations cannot be accommodated on short notice.

### After the event:

Evaluate the event. Thank the performers.

## Food Sales & Fundraisers

To ensure equipment and space reservations, food sales must be reserved one week in advance, but no more than two weeks in advance. Only one food sale will be scheduled per day. No two clubs shall have food sales on the same day, unless agreed upon by both clubs. Contact the Office of Student Life for reservations.

Clubs may barbecue in approved outdoor areas only. All barbecues need facility use approval. This may be requested with the assistance of the Club Advisor. The club is responsible for the proper disposal of coals (in the garbage) if they are used.

All club food sales are subject to approval by the Office of Student Life including food sold, materials used, and preparation/serving methods.

## Raffles & Free Drawing Guidelines

Raffles and gambling are illegal in California apart from rare exceptions. However, a **FREE DRAWING**, may be held with prior approval from the Office of Student Life, as long as they adhere to the following:

**Anyone who requests a ticket must be given one.**

Clubs/organizations cannot require a donation, purchase, or any other form of payment to obtain a ticket for the drawing. Events must be clearly advertised as a “Drawing” or “Free Drawing” and cannot be called a “Raffle” or “Lottery.”

The following information must be clearly posted where tickets are distributed or printed on each ticket:

- The date, time, and place of the drawing.
- Whether or not the ticket holder must be present to win.
- The name of the sponsoring student group.
- The organization benefiting from the drawing.
- A list of prizes.
- Information stating that no donation, purchase or any other form of payment or consideration is necessary to participate.

## Film/Movie Screenings

In order to screen a film on campus (including an “academic” film), a **Public Performance License must be obtained** (typical range: \$300.00 - \$500.00) for each individual film. Licenses can be obtained from a licensing agent (see the list provided below), which allows clubs/organizations the right to screen the film publicly on the LMC campus. This license is required even if the film is offered to the public for free and is educational in nature.

Clubs/organizations are required to provide the Office of Student Life with a copy of the license that specifies the title and screening date of the approved film.

**There are, however, a few exceptions to purchasing a license. You may screen the film publicly without a purchased license if:**

1. The film is in the Public Domain; or
2. The club/organization has written permission from the film’s producer or other holder of the right to grant such permission; or
3. The film is obtained from a company that provides a Public Performance License with the purchase of the film.

List of Non-theatrical movie distributors and Public Performance Licensing Agents:

Swank: [www.swank.com](http://www.swank.com)

Criterion: [www.criterionpicusa.com](http://www.criterionpicusa.com)

New Yorker Films: [www.newyorkerfilms.com](http://www.newyorkerfilms.com)

First Run/Icarus Films: [www.frif.com](http://www.frif.com)

October Films: [www.octoberfilms.co.uk](http://www.octoberfilms.co.uk)

Filmakers Library, Inc.: [www.filmakers.com](http://www.filmakers.com)

Women Make Movies: [www.wmm.com](http://www.wmm.com)

For more information on federal laws concerning film screening on-campus, visit the Federal Copyright Website: <http://www.copyright.gov/title17/>

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## LMC Dance Policy

The following Dance Policy was developed to promote the efficient and orderly use of campus facilities for student dances. The college seeks to promote enjoyable dances for students in a safe environment. Failure to comply with campus regulations and policies pertaining to dances may result in the cancellation of the dance by appropriate campus officials.

1. The publicity for the dance must be approved in advance by the Office of Student Life. Publicity must occur on the LMC campus.
2. Entrance to dances will be limited to college students and/or persons at least age of 18 or older. Identification needs to be presented. Once a person leaves the dance, they cannot re-enter. The sponsoring club will adhere strictly to this rule.
3. Flyers will indicate that identification needs to be presented, that the in/out rule will be enforced, and possession of drugs and/or alcohol will lead to arrest. The flyers will also state where dance attendees will park (Lot C for all Cafeteria events). Before flyers are printed, the original flyer will be submitted to the Police Services and the Office of Student Life for approval.
4. Police Services will determine staffing of dances on an event-by-event basis. Clubs are responsible for the cost of police services necessary for dances, however two police officers for each of the first two dances of each semester will be provided at the cost of Police Services. Clubs may only receive the free security benefit once per semester.
5. In the case of all dances, a pre-dance planning meeting will be held with the Police Supervisor, Club Advisor, Student Life Coordinator and appropriate Dean, or designee, Student Club representative, and musical representative. At this meeting, the following should be discussed:
  - Staffing of the dance by police and faculty/staff
  - Role of the advisor at the event
  - Role of the police at the event
  - Role of student club leaders at the event
  - Hours of operation
  - Expected dance attendance and capacity
  - Dance location, including entrances and exits
  - Dress code regulations

- Marketing plan and publicity
- Music choice and options

6. All dances must be approved at least 30 days in advance by Police Services and the Office of Student Life. This date must be approved before any promotional material goes out to the public. Therefore, the pre-dance planning meeting must be held at least 30 days prior to the date of the dance.
7. The club advisor must be present for the duration of the event and the sponsoring club will have an adequate amount of representatives working at the dance enforcing the no smoking, no drinking, and no drugs policy.
8. Dances may only be held in the cafeteria. The capacity for the dance will be determined at the Dance Planning meeting taking into consideration the level of security and staffing being provided. The capacity of any dance shall not exceed 125 persons.
9. The entrance to the dance will be designated by Police Services. Access to the campus during a dance is strictly prohibited. Those who are not in the designated dance area will be asked to either return to the dance or leave the campus. All persons attending the dance will be subject to search by Police Services.
10. Once the dance has started, patrons must enter within the first 2 hours of the start time, and no later than 10:30 P.M. Once capacity has been reached, no admittance is permitted even if people vacate the dance. Wrist bands will be provided by the Office of Student Life for patrons to wear so Police Services know who to let back into the event from the restroom. If a dance patron exhibits inappropriate behavior, he/she will be asked to leave.
11. All dances must end no later than 12:00 midnight. However, Police Services and/or LMC Staff reserve the right to end the dance early at their discretion.
12. If cash sales are collected at the door, all cash must be stored in the Police Services safe immediately following the event. Cash should then be picked up on the next business day and deposited into the club account at the Business Office.
13. A post-dance meeting will be held within 2 weeks of the event (with the same people listed above) to review the dance.

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## Group Accountability/Expectations

Los Medanos College emphasizes the importance of individual responsibility and accountability in the lives of its students. Additionally, the rights and duties of recognized student clubs and organizations also carry with them an obligation on the part of their members, collectively, to uphold the policies and community standards of LMC.

This statement of group accountability acknowledges that unacceptable behaviors by individuals functioning as members or officers of a student organization may have consequences for those individuals as well as for the organization. Also, the privilege of being an officer of a student organization carries with it particular responsibility for the reasonable anticipation and prevention of foreseeable violations of college and district policies, resulting from either deliberate or negligent behavior of the organization's members or guests.

In general, a recognized student organization may be held accountable for the behavior of its members and guests on its premises, at events sponsored (or co-sponsored) by the organization, or when a group including significant numbers of members or guests violates college policies. Organizations that violate college policies and/or the Student Code of Conduct are subject to sanctions. It is the responsibility of the organization's officers or those in charge of an event to identify foreseeable problems that may arise and to take timely corrective action.

When necessary and/or appropriate, the organization's officers or members are invited to ask for assistance from college offices such as the Office of Student Life or Police Services, as well as outside agencies (police, fire department, and ambulance).

## Off-Campus Events & Field Trips

Any field trip or activity involving off-campus student participation that is sponsored and/or coordinated by a student club, must be approved by the Office of Student Life.

All students participating in the activity must complete and sign both an Excursion/Field Trip Notice and LMC Code of Conduct Agreement. Two copies should be made of each form. One copy must be with the Advisor at the event and the other filed with the Student Life Office (prior to the event).

**The Advisor of the club is required to be present for the duration of any off-campus activity (see Advisor Responsibilities section pg. 26).**

**“The ultimate measure of a person is not where they stand in moments of comfort or convenience, but where they stand at times of challenge and controversy.”**

**—Martin Luther King Jr.**

## POSTING ON-CAMPUS

### On-Campus Publicizing Policy

Posters, signs, and banners help communicate information about your club and its activities and opinions on issues to the campus community. Sometimes, however, signs have been posted with hurtful and/or hateful messages and meanings toward an individual group. While there will always be disagreements over what may constitute appropriate content, there can be no question, particularly in a college environment, that freedom of expression as guaranteed by the First Amendment of the Constitution, is a protected right.

Accordingly, the campus community is asked to be tolerant of differing points of view and to respect the right of others to express themselves. While certain materials may be offensive to some people, the appropriate ways to counteract such materials are through discourse, criticism, and the expression of contrary points of view.

*Clubs and organizations wishing to promote and publicize on campus must do so according to the policies and procedures outlined in this section handbook.*

## POSTING DO'S

- **DO be respectful of other organizations' postings. In an effort to create a fair community, be courteous of others materials.**
- **DO be creative in your postings.**

### Bulletin Board Posting Guidelines

The Office of Student Life supervises and authorizes all campus publicity on official Student Life bulletin boards in the College Complex. All individuals or organizations wishing to post on these LMC bulletin boards must bring 12-15 copies of the postings directly to the Office of Student Life for stamp approval and posting. The posting, distributing or disseminating of printed materials that advertise, publicize or otherwise provide notice of activities, events or information are subject to the following regulations:

1. All printed materials must include the name and contact information of the sponsoring individuals and organization.
2. All printed materials written in a language other than English must be accompanied by an English translation.
3. Any printed material deemed to be slanderous, libelous, obscene, offensive, or pornographic will not be accepted for posting.
4. Except as specified in these guidelines, no printed material may be placed on or against, attached to, or written on any structure or natural feature of the campus, such as, but not limited to doors, walkways, roads, posts, fences, waste receptacles, plants, shelters, or vehicles in the parking lots.
5. No printed materials may be left unattended on campus grounds or inside buildings without prior permission from the Office of Student Life.

## POSTING DON'TS

- **DON'T post on doors, or walkways. Such posting limits mobility and access. Do not use staples in wood hand railings as they can cause cuts.**
- **DON'T post anything involving alcohol.**
- **DON'T chalk the campus.**



# Publicizing Your Event

The following are some ways in which clubs'/ organizations' events can be publicized. Activities should be publicized at least two weeks in advance to help ensure good attendance.

**LMC Experience: The college newspaper may write a story leading up to the event. The paper would appreciate at least two (2) weeks notice. Any article which is to be in the newspaper needs to be turned in before Monday at noon for the Friday edition.**

**Press Release: Press releases can be written up. Such stories are sent to the community newspapers. There should be at least four (4) weeks notice for a press release.**

**Posters/Banners: Posters can be made and hung up on campus. Posting should be done at least two weeks before the event is to take place. Graphic Artists have been hired by the Student Life Office to make posters for your events; ask the Student Life Coordinator about this service. A Banner Request Form should be submitted to the Office of Student Life.**

**Flyers: Flyers (8 1/2 x 11 in) or smaller can be distributed to students and placed in faculty and staff mail boxes.**

6. Publicity may not be affixed to or left on cars in the LMC parking lots.
7. No posting may be done in the Admissions & Records, Library, Math, or Science Buildings without permission from the specific department.

## Banners

Student clubs/organizations may request to have the Student Life Graphic Artist create banners and/or flyers to help advertise their event. Banners and/or flyers will be prepared to the requested specifications. To request this service, complete the Banners and Flyers Request form and submit it to the Student Life Office. Please allow five (5) business days for 1-2 banners and seven (7) business days for 3 banners.

Clubs may also use the art supplies in the Student Life Office to create their own banners. Banners will be hung by Student Life staff in approved locations of the college complex.

### Banners for Student Elections:

Individual students who are candidates in official student elections may make and hang a maximum of 1 banner. Campaign banners may not exceed 3' x 6' in size and may not be hung on the Office of Student Life.

## Definitions

**Promote:** Cultivate; move forward to improve and advance. An overall plan for communicating information about an event or generating interest. May include advertising, publicity or other components.

**Advertise:** Show-off, display. Purchased coverage of events.

**Publicize:** Advance information to encourage attendance or support. Non-purchased media coverage of programs and informational materials distributed by volunteers.

# Advisor's Responsibilities

## ADVISOR INFORMATION

### Background

LMC recognizes the significant learning that takes place outside the formal classroom. In addition to the knowledge gained through academic curricula, the ability to communicate well, to develop, promote, implement, and evaluate ideas and activities, and to initiate desirable change are necessities for each educated person. LMC students are expected to function effectively in teams, both as leaders and as members. Clubs and organizations offer valuable experiences to develop these skills.

The out-of-the-classroom experience plays a crucial part in student development. The research of leading scholars indicates that participation in student clubs and organizations supports the retention and persistence of the students involved. This is particularly the case for first-generation college students and students from underrepresented backgrounds.

Each year, many faculty and staff volunteer to serve as advisors for these clubs and organizations. Each is a valuable partner in the personal development of the students involved. While providing a formal link with college administration in interpreting state laws and college policy, their most important contribution is in advising about organizational effectiveness, finances, communication, interpersonal effectiveness, and personal growth. It is through the aid of the advisors that individual students develop the qualities of effective leadership.

This section has been assembled by the Office of Student Life to answer the questions most commonly asked by students, and faculty, and staff who are considering to serve as an advisor. We hope this answers your questions. If not, please call us at (925) 473-7554.

### To be successful in carrying out the myriad responsibilities of an advisor, each advisor should:

- Be familiar with and thoroughly understand the purpose of the organization and how it augments the educational process.**
- Be informed of college policies, regulations and procedures, and know how to effectively interpret them for the student organization.**
- Make sure that all business proceedings are conducted promptly and properly.**
- See that all activities are properly scheduled.**
- Get to know each member of the group, their needs and desires, and relate this knowledge to the student's activities within the group.**
- Work closely with the officers and committee members, helping each carry out their responsibilities efficiently, using this relationship as an extension of the educational process.**
- Encourage the officers and individual members to preserve the continuity of the group by keeping good records, writing reports, and making other appropriate efforts to document the group's history.**
- REMEMBER to enjoy the experience, because if the advisor does, so will the students.**

## Advisor's Eligibility

Any full-time employee of the college who is at least 21 years old and not on leave of absence during any part of the year is eligible. Students select their own advisor. The Student Life Coordinator approves the advisors, whose term is one year, with options for unlimited renewal.

## Advisor's Responsibilities

An advisor's primary responsibility is to make a strong commitment to the group and to aid in the personal growth of the individuals in that group. Above all, advisors should be available to students on an individual and group basis, and maintain an open and honest relationship with members.

Advisors serve as the official representative of the college and liaison with the Office of Student Life for their club(s). In their role, the advisor bears full responsibility for the group's activities as well as the group's liability.

As such, all LMC Advisors are required to:

1. Be present at all official club meetings and activities including off-campus club activities. When the advisor cannot attend, an exception must be requested from the Student Life Coordinator. If an exception is not granted, the activity will not be allowed to be held.
2. Ensure that various college, district, and state laws, policies, and processes are upheld. Interpret these in order to assist students with leading their club and planning programs/events.
3. Serve as an authorized signature for club check requests and ensure that:
  - a. An authorized student officer also signs the form.
  - b. The financial expenditure is correct within all existing policies and club approval.
  - c. Supporting evidence (original receipts or invoices AND club minutes) is attached.
  - d. The club minutes reflect detailed approval.

4. Serve as an authorized signature for the appropriate scheduling of campus facilities and requests for college services and equipment.
5. Work closely with the club/organization to ensure a cooperative relationship between the club/organization membership.
6. Help each club officer understand their duties and encourage club officers to plan programs and activities that make definite contributions to the educational needs of the students.
7. Assist students in the preparation of program planning, being a critical supporter of their activities, and help evaluate programs and activities after completion.
8. Ensure that continuity of the organization is preserved through constitutions, minutes and traditions, and that its past activities are adequately comprehended by succeeding officers and members.
9. Ensure that reasonable steps are taken to ensure the safety and welfare of club/organization members.
10. Inform the Office of Student Life on what the club/organization is doing, especially if students act contrary to the advisor's advice or conflict arises.

### **The officers of the group should assist the advisor by providing:**

- Names, addresses, phone numbers, and schedules of all officers.
- Schedules (including agendas) of all meetings in advance.
- Help in finding a substitute advisor when the primary one is unavailable.
- The courtesy of being asked well in advance of an activity at which the advisor is expected to participate.

## Advisor's Liability

Entering into an agreement to serve as an advisor should not be taken lightly, as advisors share liability for the actions and activities of the club as well as the club's fiscal liabilities. However, a well-informed advisor who is visibly involved with the group should have no undue concern for possible legal action.

By completing the advisor approval process, a faculty or staff member is provided a record that they are fulfilling a college related duty. Those advisors who fulfill that duty in a non-negligent manner are indemnified by the college for their actions. That is, if legal action is taken against a group and its advisor, the college will defend the advisor.

An advisor who is familiar with appropriate laws, policies, and procedures and is aware of the planned activities of the group, ensuring that they fall within the limits of appropriate laws, policies, and procedures is clearly acting in a non-negligent manner and no punitive damages should be assessed. If the advisor informs the Office of Student Life when the club fails to heed their advice regarding activities not in accordance with policy, they are then further protected.

To educate advisors on liability issues, the Office of Student Life offers an informative Advisor Training workshop each year in August (or by request). It is suggested that advisors attend this workshop at least once every two years.

## Advisor Attendance at Events

The college recognizes that student leaders and advisors work cooperatively in the development of club programs and activities. In order to reduce the level of risk involved with the programs, the college expects that advisors will review applicable guidelines with the students. In addition, **advisors are required to attend all student planned events and activities in a supportive and developmental role.**

It is particularly important that advisors are present when:

- The activity is deemed high-risk by the Office of Student Life.
- The requesting student organization has a history, within the past two calendar years, of violating college policy which has been documented and placed on file in the Office of Student Life.
- The requesting student organization is currently on probation by the college.
- The club activity is held off-campus.

*Requests for exceptions to this requirement must be made to the Student Life Coordinator.*

**“Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others.”**

**—Jack Welch**

# Leadership Resources & Tips

LEADERSHIP RESOURCES ■■■■  
RECRUITMENT/RETENTION ■■■■  
EFFECTIVE MEETINGS ■■■■  
RECOGNITION ■■■■



## LEADERSHIP RESOURCES

### Introduction

This section highlights many of the leadership development opportunities available to club/organization members. Most of these are free of charge or require a minimal fee. Take advantage of them today.

*You'll be a more successful leader for doing it!*

### IMPACT Leadership Retreat

Each Fall, the Office of Student Life sponsors a leadership retreat for student leaders. Usually held on a weekend, the retreat brings together students from a variety of programs, clubs, and organizations. The retreat includes a keynote speaker, workshops, lunch, and plenty of great information to get clubs/organizations going for the year. It is designed to assist current and emerging leaders to work more effectively in organizations and as individuals.

### Leadership Courses

The Office of Student Life often provides leadership development courses for credit. These courses can be found under the Academic/Career Success in the Course Catalog and Schedule.

Classes focus on making change as responsible leaders in a diverse and global society. Topics in these classes include leadership theories, skill building, communication and conflict, and group dynamics.

To learn more about what is currently being offered, visit the Office of Student Life.

### Requested Leadership Workshops

The Office of Student Life can help if a club/organization cannot attend any of the workshops offered at the annual retreats. The Office of Student Life can also help if there is a specific organizational problem and/or challenge a group is facing. Custom designed workshops are available. Call the Office of Student Life well in advance so one of the professional staff has time to work with you and your group to design a quality program.

### Leadership Tip Sheets

Produced annually by the Office of Student Life, these small publications offer simple advice on topics such as: Backwards Planning, Publicizing Your Event, Making the Advisor Connection, Time Management, and more. The sheets can be found at the end of the guide beginning on page 33.

If clubs'/organizations' members would like individual copies, feel free to stop by the office to pick up the entire series!

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## Recruiting/Retention Tips:

One of the greatest challenges facing a student organization is recruiting and retaining volunteers. It is not unusual to see a group start the year with 25-50 new and eager potential members only to end the year with four or five burnt out leaders. Careful planning and shared responsibility can help to alleviate this scenario and lead to organizational success.

Recruitment should happen in stages. Begin planning in the Spring for successful recruitment in the Fall. The club/organization should decide if they will recruit all year or only at the beginning of the year.

Always follow up with everyone who indicates an interest in the club/organization. Even if the club is not seeking new members, or it may not seem as though it would be a good match between the organization and the individual, a club should acknowledge the persons interest. The way a club's members handle this contact will make a lasting impression.

Often times a first meeting where a student may not know anyone can be nerve-racking. To alleviate a potential member's angst, club members should go out of their way to make a new member feel comfortable and welcomed.

Find out about the new member. What are their interests, skills and knowledge base. Try to make a good match based on this information and the organization's needs. **Praise and thank-yous cannot be offered too much.**

## Agendas and Minutes

Planning an efficient agenda is the best way to ensure that meetings are expedient, yet thorough. It is strongly suggested that each member have a copy of the agenda to refer to during the meeting.

The agenda is normally developed by the club officers and other members who have something to add to it. It should be compiled a minimum of three (3) days before the meeting, in order to allow time to obtain materials, information, or resources needed to cover that item.

In planning an agenda for a meeting, consider what has to be accomplished and also what should be done in light of the group's goals. Agendas, passed out before a meeting, helps keep non-listed items from deterring the group from its goal. It also gives others an identified time to address the group with their concerns.

Although it is a natural tendency for groups to think only in terms of "here and now," the decisions a group make in the meeting may have a significant impact on the organization in future years. Consequently, it is extremely important that a thorough and accurate record of all organizational meetings be maintained. The minutes are a record of what is done and planned or suggested. Generally, personal opinion of members and extraneous discussion should be avoided. The minutes are signed by the person that records them.

## Effective Delegation

In order for any organization to be effective, delegation will have to play a major role. The following information has some key concepts to keep in mind when thinking about delegation:

1. Think of a project or job to delegate. For early experience at delegating, try to choose a small one - but don't make it an errand.
2. Jot down the job results that need to be achieved from the project delegated. Be as thorough as necessary, without being too demanding. Leave room for the delegate's creativity. This will provide necessary information that must be shared with the delegate.
3. List the expertise and skills needed to do the job. There will likely be no perfect match of people for a project's needs. This then may require some training.
4. Determine the degree of difficulty.
5. Decide on the completion date.
6. Select a person to delegate the project or task to.
7. Clearly communicate all expectations to the person including the completion date.
8. Trust them AND hold them accountable for their work.

# Frequently Used Acronyms

*The following acronyms are commonly used on this campus, many times referring to certain clubs. Though not necessarily used in this handbook, they may be useful to you as you acquaint yourself with the campus and its resources and services.*

**ACE** • Academy for College Excellence

**AGS** • Alpha Gamma Sigma

**AMSA** • American Medical Student Association

**A/V** • Audio/Visual (Media Services)

**BSU** • Black Student Union

**CCC** • Contra Costa College

**CCCCD** • Contra Costa Community College District

**CCCSAA** • California Community College Student Affairs Association

**DGC** • District Governance Council

**DST** • District Student Trustee

**DSPS** • Disabled Students Programs & Services

**DVC** • Diablo Valley College

**EOPS** • Extended Opportunity Programs & Services

**FAFSA** • Free Application for Federal Student Aid (Financial Aid)

**HR** • Human Resources

**ICC** • Inter-Club Council

**IDEA** • Institutional Development for Equity & Access (Committee)

**LMCAS** • Los Medanos College Associated Students

**MESA** • Math, Engineering, Science Achievement

**PO** • Purchase Order

**PTEC** • Process Technology

**SACHE** • Students with Abilities to Coordinate to Help Each Other

**SGC** • Shared Governance Council

**SLO** • Student Life Office

**SSCCC** • State Senate for California Community Colleges

**STAC** • Student Trustee Advisory Council

# Constitution Template

*Use this template for your constitution and customize it for your club/organization.*

**IMPORTANT:** You must include the required text in your constitution. If you do not, your club charter request may not be approved.

## Article I-Name of club/organization

Section I. The name of the club/organization.

## Article II - What is your group's purpose?

Section I. Briefly describe the purpose and objective of your organization.

Section II. What is hoped to be accomplished by the club?

## Article III - Membership

Section I. Describe who is eligible for membership?

Section II. Are there any restrictions on students (e.g., GPA, class standing, etc.)?

[REQUIRED MEMBERSHIP LANGUAGE]

**Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.**

[REQUIRED ANTI-HAZING STATEMENT]

**We will not haze according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).**

## Article IV - Officers/Elections

Section I. List the officers by title (e.g., President) or define the leadership structure if another system is used (e.g., spokesperson by consensus).

Section II. List eligibility requirements.

Section III. Describe the process and required majority of votes by which your officers will be elected.

Section IV. What time of year will selection occur?

Section V. Stipulate term of office.

Section VI. How will officers be removed or replaced?



### Article V - Meetings

- Section I. How often will the group meet?  
Section II. Will there be a call for special emergency meetings?  
Section III. How will you notify people of emergency meetings?  
Section IV. Please explain your club/organization's quorum process? (Quorum is the minimum amount of members needed to have a meeting. This is a majority count. Meaning 50% of a club's members plus one).

### Article VI - Finances & Banking

- Section I. All monies shall be banked at Los Medanos College.  
Section II. If any, how often dues be collected? If not, please indicate this in the constitution.

### Article VII – Constitutional Amendments

- Section I. Who can propose an amendment?  
Section II. How are they proposed?  
Section III. How will you notify active members that an amendment is going to be voted upon?  
Section IV. Incorporate into your constitution that an amendment will need a 2/3 majority vote from your active membership in order to pass.

*\*Please Note: Because amendments change the structure of the group, it is important to have 2/3 approval from the members at large.*

[REQUIRED AMENDMENT CLAUSE]

**All amendments, additions or deletions must be filed with the Office of Student Life  
within one week of adoption.**

### Article VIII – Dissolution

*\*\*Each point must be addressed\*\**

- How will dissolution be decided?
- What is the required majority of votes to dissolve the group?
- What will you do with the unspent funds?

**IMPORTANT: Any club that is inactive for two (2) or more years will have its account closed.** Unless otherwise instructed by the club constitution, **all unspent funds will be given to the ICC.** It is very important that your **club constitution states what should happen to unspent funds** if the club account is closed.

# Leadership Tip Series

# Office of Student Life

## Leadership Tip Series

# Strengthening the Advisor Relationship

### *Defining an Advisor:*

*An advisor is one who shares insights, provides a different perspective, and counsels. Advisors for student organizations assume a variety of roles while having three main functions.*

### **Three Main Functions:**

- ⇒ To help with the growth and development of students.
- ⇒ To add to the continuity of the group as members graduate. Advisors can provide consistency and communicate the goals, legacy, and history to future generations of members.
- ⇒ To assist in the area of program content and purpose.

#### ***Appropriate Roles of the Advisor***

- Sharing specific knowledge in the development of students and implementation of events (i.e. clarifying policies and procedures; advice on meetings and organizational development; professional development).
- Attending the organization's meetings & events.
- Contributing ideas and suggestions regarding recruitment and events.
- Providing historical continuity for the organization.

#### ***Inappropriate Roles of the Advisor\****

- Running the student organization meetings.
- Taking care of last-minute event details.
- Having veto power over decisions.
- Helping clean up after program.
- Recruiting new members for the organization.

*\* As perceived by officers and advisors*

*Items outlined below are suggestions you may consider discussing with your advisor to help develop your organization.*

- ⇒ Meet with your advisor at the beginning of the year. Discuss expectations that you both have regarding your roles.
- ⇒ Meet with your advisor weekly to touch base and keep them informed regarding the organization, projects, or events. This includes relaying meeting details, advisor reports, minutes, checking in with them when details change.
- ⇒ Develop a strategic planning retreat for the organization.
- ⇒ Discuss your group's history, traditions, major accomplishments, fundraisers, events, etc.
- ⇒ Review the organization's constitution together.
- ⇒ Explore the relationships your group might have with others (ideas for co-sponsorship, recruitment, etc.).
- ⇒ Review your budget.
- ⇒ Discuss strategic goals for the organization to share with group members and receive input.

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# Office of Student Life

## Leadership Tip Series

# Planning for Successful Events & Programs

*One of the most challenging and rewarding tasks an organization will encounter is planning an event.*

### Process

#### **Make a list.**

Make a list of tasks that must be completed before the event. Include:

- ⇒ Publicity and advertising.
- ⇒ Space/facility reservations.
- ⇒ Food and security.
- ⇒ Any other details specific to your event/program.

#### **Use a calendar & keep record.**

- ⇒ Using a calendar, start with the last task before the event.
- ⇒ Record it all on the planning calendar and consider all components. If things need to be completed by a specific date, work backwards and plug them into the calendar.

#### **Task completion.**

Proceed with the next to last task and so on until you have included all tasks up to the most immediate one.

#### **Delegate.**

After all deadlines are decided upon, delegate tasks to team members.

The key to success is having a plan of action to accomplish every task required to ensure a great event. An effective method of planning an event is to start from the day of the event and work backwards to the present day. By creating an agenda of tasks and projects, you are more likely to complete your tasks in a timely manner and ensure a successful event.

- ⇒ By working backwards, you run less chances of running out of time or overlooking an important component of the event.
- ⇒ This process of careful pre-planning gives your organization a better chance for allowing time to complete the tasks efficiently and effectively.

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*Your organization must do three things each year to remain functional.*

### Recruitment & Retention of Members

**Recruitment is not enough.** A major factor to the lifeline of any organization is its membership.

Attracting new people to a group brings new ideas and provides longevity. However, recruitment is not enough; new members must be retained. Since experienced members provide continuity and leadership in a group, the healthy interaction of new and experienced members is vital to any organization.

**Actively involve members.** Too often groups fail to initiate sincere and consistent efforts to actively involve new members. Recruitment may be an annual group project. Retention is an ongoing process.

### Selection of Leadership

**Structure your selection process.** In most organizations, the selection of leaders is conducted through some formalized electoral process.

While elections are not required, some structure for determining leadership is necessary for an effective officer transition. The leaders of a group provide direction and encourage participation of all members. The selection of an effective leadership team is very important for an organization. Though the successes or challenges groups experience do not reside entirely with the leaders, they do play an influential role.

### Establishing Group Objectives

*Each year, it is necessary for the members of an organization to establish new group objectives. This function has two primary purposes:*

**Goals lead to involvement.** Obtain the maximum involvement of all members in the planning of the yearly program.

**Goals help avoid confusion.** All members should be aware of organizational objectives. Effective group dynamics is a key objective since it provides the foundation from which a group is capable of articulating and achieving other objectives.

## Leadership Tip Series

### Things to Consider:

**Appeal:** Who is your audience? Will they be attracted to your promotion? Do the promotional items convey or reinforce the image of your event (entertaining, informational, dealing with controversial issues)?

**Appropriate:** Does your promotion include hurtful and/or hateful messages and meanings toward an individual group? Does it encourage tolerance and respect toward differing views? Is it inclusive to a diverse audience?

**Location:** What are traffic patterns on campus? Where will people see your publicity?

**Information:** How much is necessary? Is the information presented clearly?

“If you think advertising doesn’t work, consider the millions of Americans that now think yogurt tastes good.”

-Joe L. Whitley

**Timing:** How much time do you have for meeting your planning deadlines? When should your publicity and/or advertising be released? Should it all go out at once or different times for different locations?

**People power:** Do you have enough people to work on publicity, promotion, and advertising? Who will post the publicity and when?

**Budget:** Do you have funds to cover promotional expenses? Will the response or audience size be worth the amount of money spent?

**Restrictions:** Are there any contractual restrictions imposed by a performer? Are there any campus promotion rules or regulations to consider?

*Please refer to page 23 of the Handbook for Student Leaders for LMC on-campus posting policies. Refer to page 24 for more on-campus publicity ideas.*

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# Office of Student Life

## Leadership Tip Series

# Public Speaking

“The most valuable of all talents is never using two words when one will do.”

**Public speaking is one of the most feared activities by a large portion of the population.**

We talk to people all the time, yet the thought of talking in front of a group of people can be terrifying.

As frightening as it may be, think about it—if no one wants to speak in front of others, imagine what a marketable skill it must be! Employers may look very highly upon those potential employees who have experience in, and are not afraid of, presenting products or explaining strategies to groups. Wouldn't it be nice to do this without tossing and turning in bed for weeks getting clammy hands and tripling your heart rate in a matter of seconds? It can be done...it just takes a bit of work (and a positive attitude).

**Practice, practice, practice.** Practice speaking in front of others any time you can. Even if just by voicing an opinion in a meeting or asking a question in class, it is a step in helping you project your voice and get used to that “all eyes are on me” feeling.

**Be prepared.** When you are first learning to speak publicly, it is usually best to be prepared rather than “winging it.” Make an outline with key points and phrases.

**Start low-risk.** Your first speech should not be on a controversial topic to a group of 5,000 angry people. Instead, practice in your “comfort zone”—with friends, coworkers, or housemates.

**Chill out.** Learn different relaxation methods to use before and during your presentation. Remember that most of the people in your audience are probably scared to death of giving speeches themselves. Most audiences are kind to a speaker who is well-prepared.

### *Tips for how to speak*

- Use your time effectively. Be as interesting as you can. Use clear, understandable statements. Be brief!
- Be yourself. You will be most believable and comfortable if you act naturally.
- Enthusiasm!!! Speak with as much enthusiasm as you can muster. If you appear bored, there is no way your audience will be excited.
- Narrow your focus. It is difficult to cover a big topic in just a few minutes. Only discuss what you have time for.
- Maintain eye contact. Talk to your audience.

### *What exactly do you say?*

- Skip the ums, ers, and ahs. Make a conscious effort to avoid this (practice helps). You want people to note your facts, not how many times you say “um.”
- Consider your listeners. Your speech to a group of college graduates would probably be quite different from your speech to first graders. Know your audience and consider what would be appropriate for them.
- Know your opener. Know the beginning of your speech inside and out.
- Use other tools to keep everyone's attention.

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### 1. Have a planning meeting

#### Assess your financial status and needs.

- How much will your program cost?
- What is the current balance in your organization's account?
- Set fundraising goals and be sure to make it realistic.

#### Use a calendar to chart your plan.

- Identify regular meetings, newsletter deadlines, executive meetings, etc.
- Determine your program dates.
- Select a good time for a fundraising activity. Timing is crucial. Don't overwhelm the members.

### 2. Develop a Fundraising Program

#### Four basic ways to raise money.

- Selling memberships, goods, etc.
- Charging a fee for a service.
- Organizing a special event.
- Asking for donations.

### 3. Planning the Fundraiser

#### Choosing the right fundraiser.

- What are your members' interests and skills?
- What are all of the costs?
- Meet with your advisor.
- Is everyone in the organization enthusiastic about the idea?
- Check with the Office of Student Life for rules and regulations.

#### Begin planning the fundraiser.

- Use a backwards planning calendar to help organize the details.
- Go to Student Life for Event Planning & Registration consultation.
- Plan your publicity campaign.
- Get the whole organization involved.
- Delegate tasks (food, equipment, reservations, flyers, etc.). Don't forget to follow up regularly with those involved.

#### 4. The event. Have fun with it!

**5. Event Follow up.** (Secure receipts of deposits, thank all contributors, evaluate the event, make future recommendations).

*Please refer to page 20 of the Handbook for Student Leaders for more fundraising ideas.*



## Leadership Tip Series

Do you manage time... or does time manage you?

*Effective time management is a conscious decision where we decide what is important and then plan our time and our lives around these things. The key is to use proactive thinking.*

*There are no time management tools that work for everyone all of the time. Instead, we need to decide what works best for us, as an individual, at this point in time.*

### Tips for Saving Time

- ⇒ **Be detail-oriented. Not a perfectionist** — Being detail-oriented is a good trait. Trying to be perfect sets you up for defeat; nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. Set achievable goals that can also be challenging.
- ⇒ **Assert yourself**—You want to say no, but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important.
- ⇒ **Learn to prioritize**—People who do not know how to prioritize often become procrastinators. A “to-do list” places items in order of importance. One method is the ABC list. This list is divided into A, B, or C. Section A needs to be done that day. Section B needs to be completed within the week, and those in Section C needs to be done within the month. Some work best with a simple list. Choose a style that works best for you.
- ⇒ **Combine activities**—Being distracted is different from multi-tasking. Combine activities into a time spot (i.e. Doing homework while doing laundry; not playing video games and studying). Let it work for you. This should not be another source of stress.

### Benefits of Time Management

- ⇒ **Reduces procrastination**—if you schedule specific periods of time to complete activities, you will be less likely to put tasks off until the last minute.
- ⇒ **More control, less stress**—this means not waiting until the last minute and rushing to complete tasks. Always feeling behind increases anxiety.
- ⇒ **Completing more tasks**—means that you can complete more tasks and be more successful in what you do.
- ⇒ **Enjoy your free time**—knowing that you have completed your tasks and met your deadlines can make you feel less guilty about taking time for yourself.

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