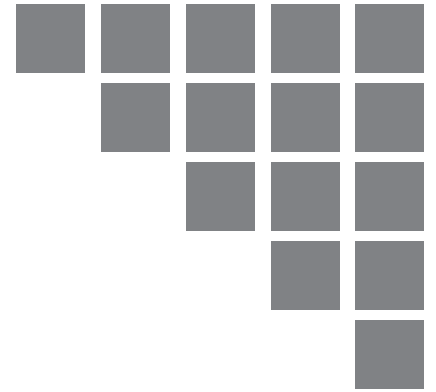


# THE Guide



*The Handbook for Student Leaders*

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**LOS MEDANOS COLLEGE**

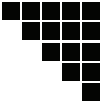
OFFICE OF STUDENT LIFE

Policies & Procedures

2012-2013

LOS MEDANOS  
COLLEGE

# Welcome!



## Dear Student Leader:

WELCOME to your new leadership position. The Office of Student Life wishes for you to be the most successful leader you can be. Therefore, we have prepared this handbook to help you understand and broaden your knowledge of LMC and the various resources and policies which impact your organization. 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. The purpose of this handbook is to introduce you to the various resources and services available to LMC chartered clubs.**

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!

**“Life is  
either  
a great  
adventure  
or it is  
nothing  
at all.”**

**—Helen Keller**

Feel free to stop by the Office of Student Life for advisement 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,

Dave Belman  
Director of Student Life

Demetria Lawrence  
Student Life Coordinator

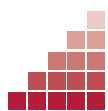
Ashley Adams  
Student Life Coordinator

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## CHARTERED ORGANIZATIONS

### Student Clubs & Organizations

Clubs and organizations are a vital part of Los Medanos College. Clubs and organizations are seen as an extension of the classroom learning experience. 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 view of life 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 that a student club/organization offers, officially recognized student clubs 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 Artists.

- Campus Mailbox.
- LMC email account & 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
- Opportunity to apply for funding from ICC and/or LMCAS. (see ICC funding policies).
- Access to supplies such as paper, poster materials, marking pens, etc.

### Steps to Chartering

In order for any club/organization to become recognized by Los Medanos College, it must have the approval of the LMC Administration, the Contra Costa Community College District and conform to 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 turn it in 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 your meetings and events.

### ***Financial Signature Card (Blue).***

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

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

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

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

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

Additionally, clubs that are inactive for more than 2 years will be fully deactivated. Unless otherwise expressed the Club Constitution, funds from deactivated clubs will be given to the ICC.

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 LMC Experience.

## **Club Policies**

Student clubs and organizations are responsible for upholding Los Medanos College policies related to student clubs and cannot act on behalf of the College unless authorized to do so by the LMC Student Life Office. 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, LMCAS, ICC, and this

handbook.

3. Have and follow a club constitution and by-laws.
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 and duties, 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. Be sure that your club has a copy in its file, to use as a quick reference.

Your club's constitution was drawn up by its chartered members. You may find that your constitution needs revision. If so, follow the guidelines set forth in your constitution for making changes and then submit a copy of the updated and approved constitution to the Student Life Office. If there is a problem within your club/organization, refer to your constitution and advisor to help guide you. If serious problems arise, be sure to contact your advisor first, then the Student Life Coordinator and if necessary the Director of Student Life.

**"The ultimate  
measure  
of a person is  
not where they  
stand  
in moments of  
comfort and  
convenience,  
but where they  
stand  
at times of  
challenge  
and controversy."  
—Martin Luther King Jr.**

## **Probation & Suspension**

All club charters are approved by the Office of Student Life. Chartered clubs are expected to follow all College 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 may also be subject to individual sanctions.

## Club Mail & Email

Every chartered student club on campus has a mailbox in the Student Life Office located in the GA Building.

**“Attitudes are contagious.  
Are yours worth catching?”**

—Unknown

This mailbox serves as a place for you to receive information and to inform others of activities that you and your club members may be interested in.

Your mailbox must be checked and emptied at least once a week. All U.S. Mail addressed to

your club or a member of your club is delivered to this mailbox. Listed below is your club mailing address should anyone off campus need to reach you:

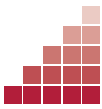
[Club Name]  
Los Medanos College  
2700 East Leland Rd.  
Pittsburg, CA 94565

## Copy Machine Use

Chartered clubs are permitted to use the Copy Machine in the Student Life Office to support their club. Each club is provided with a unique code for in order to access the machine. The copy services is provided for official club purposes, and not for personal use. Clubs found in appropriately using the machine may lose the ability to make future copies or face additional sanctions.

# Office of Student Life

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



## OFFICE OF STUDENT LIFE

### Mission

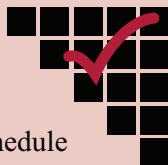
We provide leadership development opportunities that support students in becoming agents of positive social change.

The Office of Student Life is designed to help students achieve their goals as leaders in their groups and communities. Club officers and advisors are encouraged to use the office and make appointments with the staff on any activity or club matter.

The Office Student Life is comprised of a variety of programs and services including LMCAS, Student Ambassadors, Student Clubs and Organizations, and Leadership Programs.

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

- ☒ Contact student government officials such as the president, VPs, or senators.
- ☒ Meet with a senator. Senators schedule times when they are available to students in the office.
- ☒ 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
- ☒ In coordination with the Student Government become involved in political efforts that affect students.
- ☒ Meet with and organize efforts with various student leaders concerning student needs in academics, cultural affairs, activities, or political issues.



### 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 with the outreach, recruitment, and retention of LMC students by hosting at College Events, providing information and directions during the beginning of each semester, leading campus tours, and holding information sessions for students throughout the year.

### 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, film discussion series, and more. All LMC students are encouraged to participate in the many opportunities provided by the office.

## The Guide

Published yearly each September, the Office produces a Student Officer Handbook called The Guide, listing information, services, and organizations to support student groups in their success. This book is distributed to all Officers who attend the yearly club orientation workshops. Chapters include ICC Guidelines, Money Management, Advertising, and Leadership Tips.

## The Advisor

Interested in advising a student group? The Office of Student Life produces a one-page brochure that details the pertinent information you need to know for advising a student group. This includes the benefits that co-curricular activities have on academic achievement, how effective advisement of student organizations strengthens the development of a student organization and its members, as well listing basic roles and responsibilities for the advisor.

## Club Days

Throughout the year, the Student Life Office works with the Inter-Club Council to hold Club Days. These events offer a festive atmosphere where student clubs can market their organizations to LMC students. Activities include fundraisers, food sales, music, and fun activities.

## Campus Bulletin Boards

The Office of Student Life maintains and coordinates posting on official campus bulletin boards in the College Complex. To have your flyer posted, bring 5-10 copies of the posting to the office for approval. The student life staff will post and remove your materials for you. In addition, materials will also be forwarded to the Library and Brentwood Center for posting.

To post in the Math Building or Science Building, please contact the Department Chairs for those areas for approval and instructions.

## Club Mailboxes

Located in the Office of Student Life, mailboxes are provided for students to communicate to all registered student clubs and organizations on campus as well as to receive federal US mail.

*The mailing address is:*

### Club Name

Los Medanos College  
2700 East Leland Rd.  
Pittsburg, CA 94565

## 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. Students will then be contacted confidentially by the Director of Student Life.

# 10 Ways to Get More Done in Less Time

- Monitor your time for a week to see how you actually spend your time. The results are always surprising.
- Create a schedule for yourself as a guide, but be willing to be flexible when necessary.
- Prepare a list each night of things you hope to accomplish the next day.
- Improve efficiency by "bunching" activities. For example, plan one afternoon a week for running errands such as shopping, banking, etc.
- If a project seems overwhelming, divide it into smaller tasks and complete one immediately.
- Use your personal time clock; know your own best working style.
- Set time limits for projects and activities.
- Concentrate on one thing at a time.
- Give yourself time off and special rewards when you've done important things.
- **Remember: The less time you feel you have to spare, the more important it is for you to plan your time carefully.**

---

## Office Use Policies

The office seeks to create a comfortable and inviting space for students to achieve their leadership and campus involvement goals and to support the primary purposes of the office.

The **Primary Purposes** of the office are:

- Student Life Department for the College
- LMCAS (Student Government), LMC Clubs, and Student Ambassadors office space
- Support/Meeting Space for Student Leaders and Leadership Programs

### Office Conduct Policy:

The office is a common work space designed to support the primary purposes above. All students using the office are expected to be respectful of the work/use of the office by other students in the space. Additionally, people using the office are asked to be conscious of their volume in conversations as it has a large impact on everyone in the office, 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 mission and purposes of the office. Computers are to be used only for the purposes below and not for other personal use such as Facebook, MySpace, YouTube, watching movies, etc. Priority use for the open lab computers is as follows:

- Authorized paid Student Employees
- LMCAS Board Members (Officers, Senators, & Representatives)\*
- Club Officers\*
- Student Ambassadors & Other Student Leadership Projects\*
- Personal Academic Use

*\* For official office use related to their organization, not personal use.*

Only Full-time Staff and authorized paid student employees may use the Coordinator's desk/computer.

### 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 Full-time Student Life staff or an authorized paid student employee.

### After Hours Access:

Only the following people may have the office unlocked by Police Services and use the office after hours:

- Student Employees  
(Only to complete work responsibilities with prior approval from the office Staff.)
- LMCAS Board Members  
(Officers & Senators)  
(Only for official purposes related to LMCAS projects. LMCAS members take full responsibility for the space while using it.)

Hosting unauthorized students in the office after hours is not allowed. Any student found violating these policies, including hosting unauthorized students or using the office without approval, may be subject to violations of the Student Code of Conduct.

### Inclusion & Equity:

This office is grounded in values of social justice which include the goal of full and equal participation of all groups in a society that is mutually shaped to meet their needs. Social justice includes a vision of society that is equitable where all members are physically and psychologically safe and secure. Because of this, people in the office are expected to treat other individuals with respect, dignity, and full validation of their humanity at all times.

# 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. Each club can be represented in ICC, which promotes engagement in community college activities.

The Inter-Club Council is allocated funds by the LMC Student Senate each academic year with which to operate. The Inter-Club Council meets on a regular basis to determine how these funds could be used by each club/organization and then forwards these recommendations on to the administration for approval. 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 of 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

All clubs and organizations that are 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 Inter-Club Council (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.

**“A  
problem  
is a  
chance  
for you to  
do  
your best.”**

**—Duke Ellington**

### Chairing Meetings & Minutes

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

A paid Minutes Taker is employed by the LMCAS with the duties of taking minutes of the scheduled ICC meetings for that semester. Minutes will be posted and archived on the LMC Website.

### Attendance at ICC Meetings

ICC will meet weekly throughout each semester. The meeting schedule 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 either via e-mail or announcements during ICC meetings.

All ICC Representatives **must** be present at all meetings or send a representative to act in his/her place.

Should a club or organization have an unexcused absence, that club/organization will have to wait one more meeting before requesting any funding from ICC. (i.e. If absent January 7, attends January 14, the club will not be able to request funding until January 21). Each club can have up to two unexcused

absences per semester.

Each unexcused absence beyond that will result in a 5% deduction from funding requests submitted to ICC during the rest of that semester.

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. 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 based on date of charter/re-charter.

If a club wants to be reconsidered in quorum again, the club representative and advisor must attend an ICC meeting or speak with the Student Life Coordinator to present their plea to be reconsidered in the ICC quorum.

## Requesting Funds from ICC

The Inter-Club Council meets on a regular basis to determine how funds allocated by the LMCAS, could be used by each club/organization.

The Inter-Club Council maintains a balance of \$10,000 every academic year to be used by the ICC membership for activities and events. Up to \$1,000.00 may be allocated for scholarships. In order to use ICC monies, clubs must be eligible and abide by the following procedures.

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 Student Life Office in order to request funding from ICC.

## Funding Requests

When requesting funding from ICC, a club/ organization must complete an ICC Budget Request Form. Budget Requests must include the Club Advisor's signature.

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

- All 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 he or she represents. 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.

**“Anything  
possible...  
is  
pass  
the word.”**

**—Rita Mae Brown**

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. 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.

**“To  
Change  
One’s Life:  
Start  
immediately.  
Do it  
flamboyantly.  
No  
exceptions.”  
—William James**

## 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

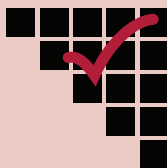
### What CANNOT be Requested:

- 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

## ICC Advertising Requirements

### **\$1 - \$200:**

- **Student Life Bulletin Board Postings (7-10 copies)**
- **Banners**
- **Student Life E-Newsletter Ad**



### **\$201 - 500:**

- **Student Life Bulletin Board Postings**
- **Banners**
- **Student Life E-Newsletter Ad**
- **LMC Experience - Newspaper Ad**
- **LMC Web Banner**
- **Tabling in the Quad**

### **\$501 - \$700:**

- **Student Life Bulletin Board Postings**
- **Banners**
- **Student Life E-Newsletter Ad**
- **LMC Experience - Newspaper Ad**
- **LMC Web Banner**
- **Tabling in the Quad**
- **Flyers in Student Life Mailboxes**
- **Inter-Campus mailing**
- **Electronic Signboard (Marquee)**
- **Email to all staff and faculty**
- **TV Monitors**

## 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. Clubs must show proof that money was spent for fundraising purposes.

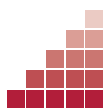
## ICC Advertising Policy

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.

# 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.

Because LMC chartered clubs/organizations are considered a part of the college structure, 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 your 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 Student Life Office. Use the proper forms (as described below) to deposit and withdrawal 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 give you the account number.

Once the form is complete bring the form and

money to the Cashier's Office. Money should 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-Friday: 8:00 A.M. – 4:30 P.M.). In the past, some clubs have collected dues, etc., over several months and then made a deposit—accounts can be overdrawn if funds are being held.

Be as discreet as possible when transporting money around the campus by using an envelope or something else that is not obvious. 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 insure 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 Student Life Office 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 from the purchase, this must be re-deposited into the club account.

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 Cashiers 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 to the Cashiers Office.**

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 insure 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 fund-raising activities on or off campus.

1. Any fundraising activities held on campus by a student clubs/organizations must be scheduled with the Student Life Office 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. Club table must be staffed by club members only. (When inviting an off-campus vendor to help fundraise, the 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 Quad for more than five continuous days. See the Student Life Coordinator for exceptions.

5. To insure equipment and space reservations, food sales must be reserved one week 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 Student Life Office for reservations.
5. Money raised from the fundraiser MUST be deposited into the club account the same day.
6. 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 fund-raising 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 Student Life Office.

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

**Car Washes:** Ask one of the local gas stations if you can have a car wash there. Be sure to give them plenty of advance notice. Selling advanced tickets to the car wash is also a good idea.

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

**Flea Markets:** Collect old and discarded items from people and take them to a flea market to sell.

**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 Foundation Office (Mailbox #30). 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 fund-raising off-campus, you must also contact the Foundation so that they are aware of your fund-raising activities. This insures 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.

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

### ICC:

ICC Budget request forms must be completed and submitted to the Student Life Coordinator one week prior to the next scheduled ICC meeting. Refer to Section 3: ICC Guidelines for more information on ICC funding requests.

### LMCAS:

Club/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 President or Advisor at least five (5) days prior to the next scheduled LMCAS Board Meeting for consideration.

# Planning an Activity or Event

SCHEDULING  
CAMPUS FACILITIES  
EVENT POLICIES  
ADVISOR ATTENDANCE



## SCHEDULING

### Scheduling Procedures

The success of student activities often depends on the proper facility and the appropriate timing in scheduling. Many students underestimate this aspect of their events. 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. There are only sixteen weeks and weekends in a semester. Your event's success depends on your ability to work with other groups and trying not to overlap in scheduling.

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. Forms for events that take special set-up or will start or go beyond usual operating hours should be completed and submitted a minimum of two weeks prior to the event.

### 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.

## 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 Activities 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 insure your reservations.*

Cafeteria (Dining)	110
Cafeteria (Dance)	125
Little Theater	124
Community Room (L-109)	110
L-105 / L-106	15
Recital Hall	130

The Special Event Form must be submitted at least 30 days prior to the date of the event. In the case of all Special Events a pre-event meeting will be held with the Student Life Coordinator, Club Advisor, Student Club representative, and Police Supervisor. All Special Events must be approved before any advertising commences.

### Use of the Community Room

When you are booking the Community Room please have your advisor contact Eileen Valenzuela.

Standard set up for the room is Theater Style with 104 chairs. If you want a different set up you must submit a Campus Facilities Requisition form.

If you rearrange the room on your own please remember to return the room to the standard set up.

## Use of Campus Services

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

**Central Services:** Duplication of materials, 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.

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 the IT help site help desk (indicate Media Services as the call type): <http://lmc pitfs1/sitehelpdesk/user/log.asp>.


If the equipment is available your advisor will receive confirmation from Media Services. Laptops, DVD, VHS tapes, and CD 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 clubs/organizations 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:

**DEADLINE!** No further requests for materials for the activity should be processed at this point unless it is an emergency situation. Many things such as checks and equipment reservations can not be accommodated on such short notice.

### ✓ After the event:

Evaluate the event. Thank the performers.

## Food Sales & Fundraisers

To insure equipment and space reservations, food sales must be reserved one week 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 Student Life Office for reservations.

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

## Raffle 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:

**All persons who request a ticket must be given one.**

You can not 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 pre-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, if any
- 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), **you must obtain a Public Performance License** (typical range: \$300.00 - \$500.00) for each individual film. You can get a license from a licensing agent (see the list provided below), which allows you the right to screen your film publicly on the LMC campus. This license is required even if your film is offered to the public for free and is educational in nature.

You 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. You have 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)

Filmmakers 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/>

## 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, he/she 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

6. All dances must be approved at least 30 days in advance by Police Services and the Office 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 10:30pm. 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 knows who to let back in to the event from the restroom. If a dance patron exhibits obvious 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.

## 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 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 organizational 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, organization 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, 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.**

## 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.

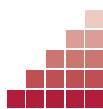
It is particularly important that advisors are present when:

- 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 violation of 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 Director of Student Life.*

# Advertising & Publicity

POSTING POLICIES  
BULLETIN BOARD GUIDELINES  
BANNERS



## 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 way to counteract such materials is 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 remove any and all publicity that your organization has posted which has become either outdated or unattractive**
- **DO be respectful of other organizations postings. In an effort to create a fair community, be courteous of others materials as you would like them to be of yours.**
- **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 Board in the College Complex. All individuals or organizations wishing to post on these LMC bulletin boards must bring 5-10 copies of their postings directly to the Office of Student Life for 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, or 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 or 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 handrailings as they can cause cuts.**
- **DON'T post anything involving alcohol**
- **DON'T ignore the posting policy**

## Publicizing Your Event

The following are some ways in which your club/organization's event can be publicized. For a complete list of advertising methods see The Advertiser handout created by the Office of Student Life. 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 three (3) 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 turned into the Office of Student Life.**

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

**Radio: Various radio stations may publicize the event over the air. A statement should be written for their use.**

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 Artists create banners and/or flyers to help advertise their event. Banners and/or flyers will be prepared to your specifications. To request this service, complete the Banners and Flyers request form and submit it 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 are to be hung on approved windows and wood railings on level 3 of the college complex.

Masking tape (not scotch tape) must be used to hang banners on the windows of the Student Life Office.

It is the responsibility of the club to hang the banner(s). Banners should be removed within 1-2 days after the event.

### 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 Student Life Office windows.

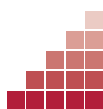
**“There is NO such thing as bad publicity.”**

**—Anonymous**

6. Publicity may not be affixed to or left on cars in

# Advisor's Responsibilities

ADVISOR INFORMATION  
ADVISOR ELIGIBILITY  
ADVISOR'S LIABILITY



## ADVISOR INFORMATION

### Background

LMC recognizes the significant learning that takes place outside the formal classroom. In addition to the knowledge gained in class sessions, 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 can and does play 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 effective ness, 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, faculty, and staff when considering serving as an advisor. We hope this answers your questions, if not, please call us at (925) 439-2181, x. 3266.

### 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 University 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 his or her 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 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 can not attend, an exception must be request from the Director of Student Life. 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 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 of the funds request
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 insure a cooperative relationship between the club/organization membership.
6. Help each Club Officer understand his/her 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 all reasonable steps are taken to insure 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 chose to act contrary to the advisor's advice or conflict arises.

## Advisor 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 Director of Student Life approves the advisors, whose term is one year, with options for unlimited renewal.

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

- Names, addresses, phone numbers, and schedules of all officers
- Meeting schedules (including agendas) in advance of the meetings
- 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.

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## 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.

**“One's work  
should be  
practiced  
as a form  
of  
friendship.”**

**—Unknown**

By completing the advisor approval process, a faculty or staff member is provided a record that she or he is fulfilling a College-related duty. Those advisors who fulfill that duty in a non-negligent manner

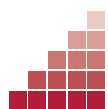
are indemnified by the College for their actions. That is, if legal action is taken against a group and its advisor, the College will defend the advisor.

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 her/his advice regarding activities not in accordance with policy, she/he is even more 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.

# Leadership Resources & Tips

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

### Introduction

This section highlights many of the leadership development opportunities available to you. Most of these are free of charge or require a small fee. Take advantage of them today.

*You'll be a better leader for doing it!*

### Annual 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 you and your organization going for the year. It is designed to assist current and emerging leaders to work more effectively in organizations and as individuals.

### UC Berkeley Leadership Symposium

Join a group of LMC students in attending the UC Berkeley Student Leadership Symposium!

The Cal Student Leadership Symposium is an annual student leadership conference at UC Berkeley dedicated to bringing together and inspiring student leaders in our community. Through workshops and networking opportunities, Leadership Symposium attendees are connected with essential tools to be agents of positive social change and leaders on campuses and in their communities.

Space is limited for this event and you must sign-up in advance.

### Leadership Courses

The Office of Student Life provides leadership development courses each year. These courses can be found under the Human Services Department in the Course Catalog and Schedule.

Classes focus 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

Your group can't take in one of the many workshops offered at the annual retreats? Is there a specific organizational problem and/or challenge your group is facing? The Office of Student Life can help. Custom designed workshops are also available. Call the Office of Student Life well in advance so one of these professionals 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. Feel free to stop by the office to pick up the entire series.

## 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 burned 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. Decide if you will recruit all year or only at the beginning of the year.

Always follow-up with everyone who indicates an interest in your group. Even if you are not seeking new members, or you do not feel there is a good match between the organization and the individual, you should acknowledge the person's interest. The way you handle this contact will make a lasting impression.

Be sure you go out of your way to make a new member feel comfortable and welcomed. Remember how you felt the first time you attended a meeting and didn't know anyone!

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

## Agendas and Minutes

Planning an efficient agenda is the best way to insure 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 leader and other members who have something to add to it. It should be compiled a minimum of 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, help you keep someone else from detering the group from your 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 you make today 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 you'd like 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 you want to achieve from the project delegated. Be as thorough as you need to, but no more. Leave room for the delegate's creativity. This will provide information you need to share with the delegate.
3. List the expertise and skills needed to do the job. You might prioritize them since there are probably no perfect matches of people for your project needs; also be aware that you may need to provide 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 aspects of your 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.*

**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 Eachother

**SGC** • Shared Governance Council

**SLO** • Student Life Office

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

**STAC** • Student Trustee Advisory Council

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# LOS MEDANOS COLLEGE

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