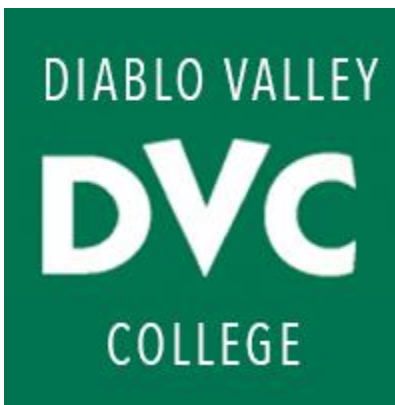


# Student Organization Handbook



## **Student Life Office**

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## Introduction

This handbook is designed for everyone involved with student organizations at Diablo Valley College. It is a resource guide that will familiarize readers with the policies and procedures related to running an effective student organization.

## Welcome!

Welcome to the Student Life Office at Diablo Valley College! Getting involved is a great way to get connected to the campus, meet people, make new friends, gain valuable leadership experience, develop organizational skills, and have fun!

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## Why Get Involved?

- ▶ Develop leadership and organizational skills
- ▶ Engage with diverse groups of people and learn about different cultures
- ▶ Make friends, work together on common goals
- ▶ Use and apply skills you learn in class
- ▶ More opportunities to connect to the campus
- ▶ Have fun!

## A Voice for Students

Through the cooperation of all student organizations and their members, students can effectively voice student needs, provide direction to the College's activities and progressive growth. The degree of good leadership, effective planning and critical thought used by each organization in the creation of its programs and activities will determine the extent and effectiveness of its influence on campus. Each campus organization formed with purpose to accomplish a goal.

## Objective of Student Organizations

Authorization for Diablo Valley College's Student Government and Student Activity Program derives from the California Education Code (Section 76060) and takes the form of **Governing Board policy 3003**, which places responsibility for total operation with the college President. The objectives of student organizations are as follows:

- ▶ To provide students the opportunity to participate in district and college governance.
- ▶ To participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on students as stated in **AP1009.01**
- ▶ To conduct activities, including fundraising activities, as may be approved by the appropriate college official

## Ways to Get Involved

- ▶ Join a student organization/club
- ▶ **Join the Inter Club Council (ICC)** – must already be a member of a club
- ▶ Join the **Associated Students of Diablo Valley College (ASDVC)**
- ▶ Join an ICC or ASDVC committee

## Benefits of Being a Recognized Club or Organization

### Plan Events and Activities on Campus

- ▶ Ability to reserve College rooms and outdoor spaces for events and activities.
- ▶ Permission to publicize, poster and reserve sandwich boards on campus including posting on the College Calendar.

### Recruitment and Visibility on Campus

- ▶ Inclusion in the on-line directory of student organizations

- ▶ Fall and Spring Club Day participation
- ▶ Club affiliation in the Inter Club Council, [DVCsync portal](#) and Facebook
- ▶ Permission to table on campus

#### **Permission to use the Diablo Valley College Logo**

- ▶ Clubs may use 'DVC', 'Diablo Valley College' and 'ICC' name and logo, in accordance with [Diablo Valley College 'Branding Style Guidelines'](#), and with pre-approval of artwork from both the DVC Marketing Department and Student Life Office.

#### **Manage Club Finances and Fundraising**

- ▶ Clubs have a financial account with the College
- ▶ Ability to fundraise on behalf of club with approval of Student Life Office
- ▶ Ability to request funds from ICC and ASDVC

### **Requirements of Clubs and Organizations**

- ▶ Notify the Student Life Office when there is a change in club or organization leadership, advisor or constitution
- ▶ Attend the weekly Inter-Club Council (ICC) Meetings
- ▶ Adhere to all local, state, and federal laws, the DVC Student Code of Conduct, and all college policies and procedures.
- ▶ Submit an Event on DVCsync for all events
- ▶ Clubs must have at least 6 members who are currently enrolled at DVC
- ▶ Club officers must be enrolled in at least 5 units and have a minimum 2.0 cumulative GPA.
- ▶ Clubs must have an advisor who attends all official meetings, events, practices, and/or games. Multiple advisors are encouraged.
- ▶ All club members should be listed on the DVCsync portal by joining
- ▶ Clubs must have a constitution posted on DVCsync organization profile
- ▶ Complete the recognition process through DVCsync
- ▶ Hold, on campus, club meetings a minimum of two meetings a month
- ▶ Receive advance authorization from Student Life Office for affiliation with off-campus organizations

## Club Charter/Recognition Process

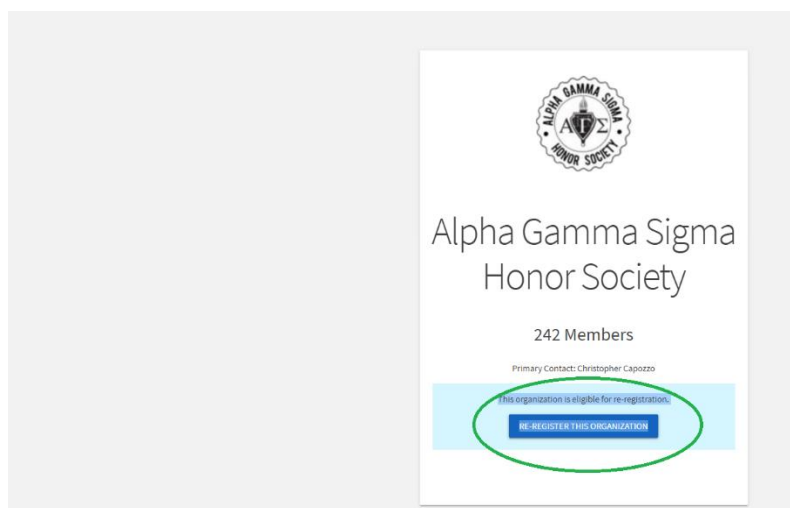
To renew your club for the next semester, you should already have an organization.

- Only Club Officers with “Manage” access can submit the Returning Student Club Registration
- Select “Manage” in the switchboard and open your Club Organization in “Manage” mode

You will see a Blue box that says “This organization is eligible for re-registration.”

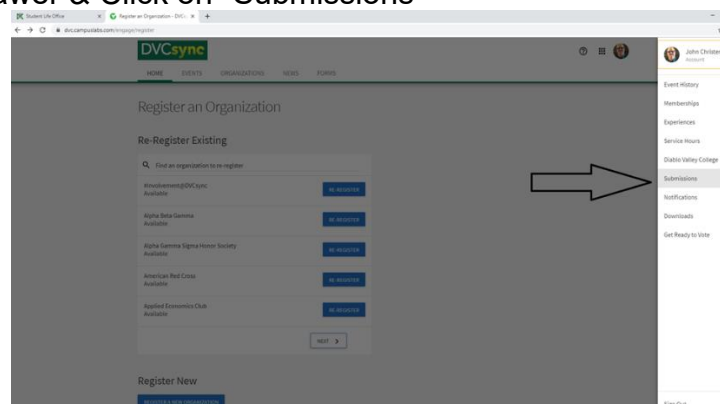
### RE-REGISTER THIS ORGANIZATION

- Click on the Blue Box and it takes you to the beginning of the Returning Student Club Registration. Follow the instructions and complete all required fields.



***In Order to Complete the Returning Student Club Registration, You Will Need:***

- 6 club Members including the 4 required Officer officer’s names (these people should be registered in at least 5 units for the upcoming semester and have a 2.0GPA or higher) student ID numbers, phone numbers & email addresses
- Your club’s preferred meeting time (consult your faculty Adviser)
- 3 options for a meeting room listed in order of preference
- If you are unable to complete the registration, you can exit without submitting the Registration and your entries will be saved. To return & complete later, go to your User Drawer & Click on “Submissions”



### ▶ Club Advisor Agreement Form

- Have your advisor log in to DVCsync
  - Join club
  - Click Forms Tab
  - Complete the Advisor Agreement
1. Club ICC Representative attend ICC Meetings – Thursday 3:30 – 5:00 Student Union Conference Room 204
  2. The Student Life Office will notify the Club President and Advisor(s) via their college email address and DVCsync of their recognition status.
  3. New and returning student organizations that do not submit all documents, via DVCsync, prior to the established deadlines will not be considered for recognition. The student clubs that miss this deadline will have an opportunity to establish their club during the following semester.

### Starting or Restarting a Club

1. Attend a New Club Workshop
  - ▶ Hosted by the Club Program Coordinator during the first four weeks of the semester. You will receive information regarding everything you need to know to get started. Check DVCsync or check with Club Program Coordinator for dates and time or workshop/s.
2. Find members
  - ▶ A minimum of 6 currently enrolled DVC students.
  - ▶ Officers are required to be currently enrolled in a minimum 5 units with a GPA of 2.0
3. Find an advisor(s)
  - ▶ Select an advisor(s) and include their information on club recognition paperwork.
  - ▶ Advisors must be a fulltime or part time permanent employee (faculty, classified staff or administrator) who possesses the skills and/or training necessary to advise the organization.
  - ▶ Classified staff members must obtain prior approval from their manager before agreeing to advise a club.
4. Submit DVCsync club registration for renewal or New registration to the Office of Student Life within 4 weeks of the start of the semester
  - ▶ From Switchboard, select Manager, find your club or Register New Organization in DVCsync
  - ▶ Club Recognition Form DVCsync
  - ▶ Advisor Agreement submitted in DVCsync
  - ▶ Create and upload a club constitution to DVCsync
5. Attend ICC meetings while organization is under review and processed

### Club Constitutions

#### Club Constitutions should include:

- ▶ Club Name
- ▶ Purpose



- ▶ Mission
- ▶ Membership criteria
- ▶ Officer positions: requirements, duties
- ▶ Election and impeachment of officers
- ▶ Meeting structure, frequency
- ▶ Amendments
- ▶ Type in your own words
- ▶ Check DVCsync organizations for samples

## Revising Club Constitutions

Follow the guidelines for amendments set forth in your constitution to make adjustments and submit a copy of the updated, approved constitution to the Club Program Coordinator for review. Constitution updates will be reviewed by the Student Life staff and the club will be notified in writing when the constitution has been approved.

## Club Meetings

- ▶ Meeting times will be selected by the club and rooms will be booked by the Club Program Coordinator based upon availability
- ▶ Club advisor(s) must be present for all meetings and events
- ▶ General club meeting must be on campus a minimum of twice a month

## Club Events

- ▶ Clubs must submit an Event with Advisor approval for any regularly scheduled meeting, event, conference, practice, fundraiser or game to the Club Program Coordinator at least **4 weeks** in advance. Two weeks is sufficient for off-site fundraisers that require no funds or campus space reservations.
- ▶ **Your advisor must be present for all official activities!**
- ▶ Advance approval from Club Program Coordinator & Student Life Manager is required for all events.
- ▶ Event must be approved prior to ANY event Advertising.
- ▶ Outdoor events using amplified sound should be held in the Commons area. The Club Program Coordinator will work with other campus departments to insure the amplified sound will not disrupt any student services or instructional areas of campus.
- ▶ When the meeting/activity/practice/game is over, **clean up the room or area and make sure everything is put back where you found it!**
- ▶ If there is potential risk involved with an event or activity as determined by the Student Life Manager and/or Club Program Coordinator, students will be required to complete a **Voluntary Activities Participation Form**.

## Event Planning Process

- ▶ Submit Event on DVCsync
- ▶ Submit a Budget Request on DVCsync
- ▶ Meet with Club Program Coordinator

- ▶ Off site: Submit signed Conference Attendance Agreement Forms for all attendees at least 1 week prior to event

### Items to Consider

- ▶ Where would you like the event to be held?
- ▶ How would you like the room to be set up?
- ▶ How many people will attend?
- ▶ Will you serve food?
- ▶ Request price quotes from caterers and other vendors
- ▶ Decorations?
- ▶ Cash handling?
- ▶ Travel times, prices, distance
- ▶ Advisor's time and availability
- ▶ What will you do if it rains?
- ▶ Advertising

### Food for Events

- ▶ All food must be served indoors and a club/organization representative must meet with the Club Program Coordinator at least 3 weeks in advance of the event to either review required food regulations or plan the menu.
  - If a club/organization will have an off campus food provider cater event:
    - a) Confirm all food provided by the off campus cater must be prepared/produced using a commercial, licensed facility.
    - b) Provide the Student Life Office at least 2 weeks in advance of the event a **Contra Costa Health Food Permit**. As of the writing of this handbook, the cost is \$35.00.
  - If a club/organization will have a campus food provider, Main Street Bistro (Cafeteria) or Hospitality, Restaurant Management (HRM), cater the event;
    - a) No health permit is required

### Travel

- ▶ All organizations must submit an Event on DVCsync
- ▶ All participants must have a Conference Attendance Agreement for each event on file with the Student Life Office at least one week in advance of event.
- ▶ All participants must be currently enrolled DVC students and official club members, listed on the club roster
- ▶ Any budgeted and authorized reimbursements will require original itemized receipts
- ▶ Club Advisor must be present during the entire event including travel if is funded by ICC, ASDVC or Club funds. **District Board Policy 3002**.
- ▶ Out of state travel requires District Governing Board approval in advance. Please contact the Student Life Office for the required forms at least 2 months in advance.
- ▶ ICC, ASDVC and Club funds may be used for Airline and Charter bus services only. Funding may not be used for BART, Local Bus Transit or Personal vehicles.

▶ College vans are available for use. The vans have the capacity for one (1) driver and nine (9) passengers. College employee must be the authorized driver. Contact College Facilities for availability and reservations.

### **Club Advertising**

- ▶ Before clubs/organizations can advertise (including Facebook, word of mouth, flyers, banners) about their meetings and events, the club/organization must submit an Event in DVCsync and have the request approved.
- ▶ All publicity must have noted “at/of Diablo Valley College”.
- ▶ DVCsync is the approved club websites. Any links to other DVC club/organization website must abide by the Acceptable Technology Use policy (see District and Statewide Policies).
- ▶ Flyers and banners must be submitted to the Club Program Coordinator for approval.
- ▶ Once flyers are approved the club must provide the Student Life Office eight (8) hard copies for the eight (8) bulletin boards around campus.
- ▶ Flyers may be posted in classrooms ONLY with instructors’ advance approval.
- ▶ Be sure to note on any publicity that a Sign Language Interpreter is available upon request (for students with disabilities who wish to attend).
- ▶ Banners will be posted on campus under the following guidelines:
  1. Banners must not be longer than 10 feet.
  2. Banners will be hung only at locations approved by the Student Life Office
  3. Banners should not be hung for a period longer than one week.
  4. No more than two banners per group will be permitted at one time
- ▶ Flyers and Banners are to be removed immediately after the event.

### **T-Shirts**

- ▶ Any club that would like to design and print club t-shirts must submit a Create an Event form to the Student Life Office and attach the artwork and design of the t-shirt.
- ▶ Once your club’s t-shirt design is approved by the Student Life Manager and/or Club Program Coordinator the club will be notified and can proceed with order.
- ▶ Artwork and designs that include the DVC Logo or wording “DVC” or “Diablo Valley College” must be in accordance with the **DVC ‘Branding Style Guidelines’** and pre-approved by both the DVC Marketing Department and the Student Life Office.

### **ASDVC and Club Workrooms**

- ▶ The workrooms are community space and should be respected as a space for students to work on club/organization projects.
- ▶ Meetings should not be held in the workrooms
- ▶ The Workrooms must be kept clean and organized.
- ▶ All equipment and furniture (computers, copiers, telephones, and supplies) are for student organization work related purposes ONLY
- ▶ If you are experiencing problems with any of the equipment or have a question, please contact a Student Life employee

- ▶ Each club and ASDVC officer will be assigned a copy code with a limited number of copies for copying meeting agendas, minutes, copying ASDVC/club correspondence or flyers.
- ▶ The college production lab maybe utilized for large copy jobs. There is a fee associated therefore the club must have funds available in their club account. Coordinate Production Lab work with the Club Program Coordinator.

### ASDVC and Club Storage Cabinets

- ▶ Storage bins are available on a first-come, first-served basis for club related purposes ONLY. (Do not store valuable items in them)
- ▶ Do not remove anything from another's storage space
- ▶ During the summer, the work room is cleaned out. Anything left behind will be disposed of.



### Production/Paint Room

- ▶ Check in your ID with the Student Life Office
- ▶ Place paper underneath the area you will be working to ensure ink/paint doesn't bleed through or spill onto the table or floor.
- ▶ Clean the work space and paint brushes when finished

### Financial Procedures and Guidelines

The Student Life Office recommends that all clubs become familiar with the procedures for financial integrity of student organizations and to create practices within the club to create and maintain its own finances. It is important that all clubs adhere to all college, local, state and federal policies and/or laws surrounding money handling.

### Officer Responsibilities

Your organization is responsible for its own finances and financial records. The Student Life Office will provide guidance if needed. In order to maintain good finances, it is necessary for more than one person to hold responsibility for financial transactions. One or more individuals in your organization (officers only), should be authorized to order goods and services. Only those people should make purchases on behalf of your group.

### Transition of Officers

The outgoing Treasurer should file all financial records for the past year (receipts, monthly statements, etc.).

## Bank Accounts

All financial transactions must be coordinated with the Student Life Office. Once income is generated by a student club, an on-campus account is opened for the club. No off-campus bank accounts are allowed.

## Budgeting

Clubs should create a budget that provides a basis for how the organization's funds will be used in the coming year. A budget should be developed and approved by the club members for each event that the organization plans.

Items to consider when creating a budget:

- ▶ Funding source (fundraiser, ICC allocation, ASDVC allocation, club funds)
- ▶ Event marketing
- ▶ Food +tax
- ▶ Decorations
- ▶ A/v or facilities costs
- ▶ Security
- ▶ Materials and supplies for event/activity

## Student Organization Income & Revenue

All individuals collecting cash revenue (donations, membership, ticket sales) on behalf of a club **must** receive cash handling training. The 'one-time infrequent events' training is required for each occurrence of cash handling or collection of club revenue. During the training, the cash handler will receive instruction on how to document receipt of cash and deposit receipts promptly either at the Student Life Office or Cashier Office for after hour deposit box. DVC does not accept personal checks, but will accept business checks. Checks should be made payable to Diablo Valley College, and the club's name should be referenced on the Memo line.

## Donation

Student clubs/organizations do not hold charitable status with the federal government. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c)(3) status) is a legal procedure, which commits the organization to rigorous annual reporting requirements. Student organization funds are held in trust by Diablo Valley College and Contra Costa Community College District therefore the District Tax ID 68-0342035 is used by the student organizations.

## Fundraising

Student organizations may plan events and activities in order to raise money for the club to accomplish the stated mission of the club. Fundraisers such as; aligning with a restaurant to share a percentage of sales on a specific date in exchange for the organization promoting patronage on that specific date; resale of items (e.g. t-shirt) at

an inflated price so the profits can support future organization events or activities are considered fundraising. All fundraising events and activities require create an event in DVCsync which than must be reviewed and pre-approved by the Student Life Office.

### Membership Fee/Dues

Student organization may collect membership fees/dues however the college is a public institution and the organization may not exclude any of the Student Body, therefore membership fee/dues must be optional. The constitution of the Student Organization must state that dues are optional and participation will not be declined because of non-payment. Not all members of the student body have the financial resources to pay membership fee/dues no matter how minimal the amount may seem.

### Financial Records

One of the most important ways of supporting an organization is through the maintenance of good financial records. Clear financial records and procedures help to ensure that the funds are expensed in accordance with the goals of the organization. Financial documents can also act as historical records, providing information on which past events were successful, which vendors had the best prices, and when activities took place. The Treasurer is encouraged to contact the Student Life Office for club account records.

### Student Organization Expense and Payments

Each club/organization defines the organizations mission in the constitution. Club disbursement must be in alignment with the club mission as stated in the constitution and only for club official business. Student organizations are not permitted to use the organization's account for individuals' expenses. By following some basic guidelines, your organization will be well on the way to sound financial management.

Prior funding approval is always required. The steps involved for the Student Organization to approve expenditures are for the student organization to discuss, motion and vote. Since student organizations are required to follow the 'Brown Act'. All expenditures must be voted on during the organizations general membership meeting using the organizations meeting minutes to document the vote and prior approval. Motion should specify details regarding what the expenditure paying for and what the maximum amount (limitation) allowable to pay for that expenditure.

### Disbursement

The **ASDVC check request form** inclusive with the proper signatures and backup documentation will initiate disbursement from Student Club/Organizations accounts. Payments will be made by check, except on rare occasions when determined by the Student Life Office a check is not feasible. Please allow 10 business days for processing a check.

## Requesting payment directly to vendors

This is always the best practice and in many situations, the only approved practice.

- ▶ In order to reimburse anyone for any purchase from Associated Student (AS) funds, the purchase must be properly approved in advance of the purchase, properly documented, and properly authorized. Pre-approval for all AS purchases is required, **FCMAT Manual** Chapter 6, page 64 paragraph 2, reference **California Education Code 76063** for community colleges.
- ▶ The ASDVC check request must have the signatures of following three persons Club/Organization advisor and Club/Organization student representative. The Student Life Office will obtain all other required signatories. **4CD Business Procedure 3.38 Policy** on Accounts for Clubs and **California Education Code 48933 (b)**
- ▶ Student Club/organizations are required to obtain a signed IRS W-9 form payee's who are other than DVC students or district employees. This is a common business practice and most vendors have easy access to prepared W-9 forms. A blank form may be found here <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ▶ Club/organization Meeting minutes documenting the organizations approval for the expenditure.
- ▶ Invoice/Sales Order from the vendor itemizing the expense.

## Requesting reimbursement for a purchase on behalf of a student club/organization

Always first check with the Student Life Office prior spending or committing your personal resources. We understand that situations arise which do not allow for direct payment to vendors by check are possible however staff have experience and can assist you regarding how best to navigate those situations without spending or committing your resources.

If personal resources are used for student organization expenses be sure you obtain a written receipt for the purchase and please be aware neither students or advisors may enter into a contractual agreement on behalf of a Student Organization.

- ▶ Make purchase with your cash or credit card and attain an itemized receipt detailing method of payment and retail information
- ▶ Submit an **ASDVC Check Request**, attach:
  - Original itemized and detailed receipt(s) or Invoice reflecting payment in full
  - Budget,
  - Club/organization meeting minutes documenting the organizations approval of expenditure
- ▶ Obtain signatures of following persons Club/Organization advisor and Club/Organization student representative
- ▶ The Student Life Office will obtain all other required signatories Submit within 5 business days of the purchase and allow 10 business days for the check request to be processed
- ▶ DVC students or district employees do not require W-9 forms.

**Payee's may not sign the check request. If you are the only advisor, please defer signature to the Student Life Program Manager.**

### Using Club Funds

- ▶ Discuss expenditure at club meeting and document approval of the activity and detailed expenditure(s) in the Club minutes
- ▶ Submit and Event on DVCsync and Budget Request on the Finance tab
- ▶ Once the event is approved by your advisor, Student Life, determine if you will pay via check or be reimbursed

### Requesting & Using ICC Funds

- ▶ Discuss expenditure at club meeting and document approval of the activity and detailed expenditure(s) in the Club minutes
- ▶ Submit Create an Event Form on DVCsync
- ▶ Submit Funds Request Form with detailed budget
- ▶ Present the Fund request at the ICC Ways & Means committee
- ▶ Present the Fund request at ICC General Meeting (Thursdays 3:30-5:00PM)
- ▶ If approved: determine how disbursement will be made; direct payment to vendor or reimbursement of personal funds. This may require discussion with the Club Program Coordinator.

### Requesting & Using ASDVC Funds

- ▶ ASDVC funds may be requested if the club needs more than the allocated \$3,000 from ICC.
- ▶ Discuss expenditure at club meeting and document approval of the activity and detailed expenditure(s) in the Club minutes
- ▶ Submit an Event on DVCsync
- ▶ Submit Budget Request on DVCsync Finance tab
- ▶ Present the Fund request at the Budget Oversight committee
- ▶ Present ASDVC Budget Fund Request at ASDVC
- ▶ If approved: determine how disbursement will be made; direct payment to vendor or reimbursement of personal funds. This may require discussion with the Club Program Coordinator.

### Overspend Approved Allocation

If your expenditure(s) varies from what was approved (ex. if fewer or more people attended than you requested funding for, or if your final activity varies from what you proposed), you will need to request that the ASDVC/ICC approve the variance BEFORE a reimbursement will be made. The Club/organization must document the variance and the reason for the variance.

Please be prepared to explain the variance and remember that your club/organization, ICC, or ASDVC may or may not approve it. Timeliness. Reimbursements and payments must be submitted





to the Student Life Office in a timely manner, preferably prior to the event. In no case will requests for reimbursement or payment be processed if submitted after the end of the spring semester.

### Inter Club Council

The purpose of ICC is to allow collaboration and information sharing between clubs and ASDVC in order to provide a supportive environment for club events and activities.

The Inter-Club Council is made up of one representative from each active club. The ICC Council is chaired by a representative who is both a club ICC representative and a ASDVC board member. ICC representatives nominate and elect their chair to serve for a period of one year (fall and spring semester). **Club may request funding from the ICC up to a maximum of \$3000 per event.**

### Inter-Club Council's standards for recognized clubs:

- ▶ Send a representative to all ICC meetings.
- ▶ File your Club Application or Register with the Club Program Coordinator by the fourth week of the semester
- ▶ Participate in at least six club tabling hours per semester
- ▶ Participate in all scheduled Club Days
- ▶ Adhere to the ICC Code and ICC Finance Code

\*See the ICC Code for complete rules related to student clubs.

### ICC Representative Are Club Officers

The Inter-Club Council is made up of one representative of each active club who can conduct themselves in a professional manner and abide by all rules and regulations, including fulfilling their role and responsibility as the ICC Representative.

- ▶ Since ICC representatives are considered club officers they must:
  - Be currently enrolled in at least 5 units
  - Have a 2.0 grade point average
  - No class conflicts with the ICC meeting Thursday 3:30 – 5:00 pm

### Join the ASDVC Board

Student Organizations including the Associated Student Body operates under **District Board Policy 3003**. Students who meet the requirements set forth in the **District Student Services Procedure 3008** and **ASDVC Constitution and By-laws** may become an **ASDVC board member**.

### Officer Positions

ASDVC Officers such as President and Commissioners are elected in the spring by open elections (see **ASDVC Election Code Bylaws**).

Working with the Student Life Manager, the ASDVC Board may develop additional procedures and processes as necessary, within college and district policies. If students are interested in student government, they are encouraged to petition the board and/or express their interests and concerns by attending an ASDVC Board meeting.

### Join an ASDVC Committee

Each ASDVC Board Senate member must serve as a representative to either a college committee, task force or ASDVC committee. Currently enrolled student who are not members of the ASDVC Board may also be approved by the ASDVC President and Student Life Manager to serve on college committees, with the understanding they must report on a regular basis during regularly scheduled ASDVC Board meetings.

### ASDVC Stickers

Revenue from ASDVC Sticker sales provides funding for the Inter Club Council (ICC), as well as supplies, materials and campus activities for student organizations. All students are encouraged to purchase a sticker.

In addition to supporting clubs the student possessing the sticker will benefit by receiving a 5% discount at the Campus Book Center. Other discounts at several area vendors, free admission to regular season, home athletic events; reduced rates and free food at events sponsored by the Associated Students.

### Advisors

Operation of Vehicles **4CD Business Procedure 8.11** – “District employees shall not transport students in their personal vehicles.”

Each advisor perceives his/her relation to a student club differently, however the college expects advisors to attend all club meetings and events, which they have given their approval authorization either hard copy sign off or electronic approval on DVCsync.

Given the myriad of purposes, activities, and objectives of various student groups, the role of the Advisor will vary in some degree between groups. The purpose of this section is to outline basic roles of an Advisor. Student clubs vary in their expectations and needs, so it is important that an Advisor develop an understanding with the organization they are to represent as to the nature of their involvement. The Advisor and club should agree on a set of expectations of one another from the start and should write this list down as an understanding between the club and the Advisor(s).

An Advisor accepts responsibility for keeping informed about activities of the club and for advising officers of the club on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of student clubs; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

## Expectations

- ▶ Become familiar with the Diablo Valley College and District Policies, the Student Organization Handbook, and other institutional guidelines that establish expectations for student behavior and activities.
- ▶ Refer students to resources
- ▶ As an employee of DVC you are expected to report all policy violations or potential violations to the appropriate college official.
- ▶ Become familiar with the organization's constitution and all other governing documents, so that you may advise effectively
- ▶ Stay aware of liability issues
- ▶ Meet with the officers of the organization you advise to discuss expectations for roles and responsibilities.
- ▶ Regularly attend executive as well as general meetings
- ▶ Be available outside of meeting time for advice
- ▶ Assist the organization in developing realistic goals for the academic year.
- ▶ Make sure that your supervisor and department support your serving as an advisor to a student organization.

## Liability

All College employees are covered under a self-insured liability that is managed by the College. This plan covers most liabilities against an employee that result from the employee's acts or omissions while in the performance of official duties for the College.

Activities/Incidents that may be excluded from coverage under the policy are:

1. Activities that do not arise out of or in the course of employment
2. Incidents involving private motor vehicles
3. Incidents involving the transportation of mobile equipment
4. War
5. Statutory coverage, such as workers' compensation
6. Nuclear incidents related to a nuclear facility
7. Injury or damage arising out of malfeasance in office or willful neglect or refusal of duty
8. Injury or damage which is intended or reasonably expected by the insured
9. Damage to College vehicles caused by other College vehicles
10. Property damage that is below the policy deductible.

The policy covers the individual liability of college employees and does not imply coverage of liability on behalf of the college. Additionally, as an advisor of a student club, you are the College's representative regarding the club's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities and operational procedures. If you have reason to question an action taken by the club, express your concern directly to the club in writing, include the date, the questionable action, a suggested alternative or warning.

There is no statement that will covers all the possible situations student organizations might encounter. If you have concerns about a situation unique to your organization or to a specific event sponsored by the organization, you advise, please contact someone from the Student Life Office or other campus staff who is knowledgeable about liability and risk management.

Although there is no way to eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants.

- ▶ Do not provide transportation in your private vehicles
- ▶ Advise organizations regarding approved methods of transportation including arranging the use of college owned vehicles.
- ▶ Do not personally handle organization funds, or assume signature authority of an off-campus bank account. Off campus accounts are prohibited.
- ▶ Advise organizations regarding fiscal responsibility

## Forms

Type of Form	When is it Required?
Club/Organization Registration	Clubs wishing to be active need to submit on DVCsync each semester.
Create an Event on DVCsync	<u>ALL</u> student club sponsored <u>gatherings</u> , activities, and events (including meetings, practices, fund-raisers, travel, tournaments, etc.)
ICC Budget Funds Request (ASDVC/ICC form) on DVCsync	Anytime a club needs to request <u>funds</u> (limit of \$3,000 per event)
ASDVC Budget Funds Request (ASDVC/ICC) submitted on DVCsync	When a club or organization needs to request <u>funds</u> from ASDVC
Contra Costa County Health Department Temporary Food Permit Application	When any event involves the <u>servicing of food</u> from an off-campus vendor. Fee applies
Conference Attendance Agreement	Any event involving <u>travel</u>
Consent and Release	Any event involving <u>travel</u>
Medical Consent	Any event involving <u>travel</u>
Voluntary Activities Participation Form	Any on-campus activity where <u>potential risk</u> is involved (including practices, games, demonstrations, etc.)
ASDVC Check Request	<u>Cash advances</u> , <u>reimbursements</u> , <u>payments</u> for performers. Must be accompanied with minutes stating approval, invoice, and original receipts

## DVCsync

### Creating a Personal Profile

A user profile shares information about the student, staff, or faculty member. The profile has a user's name, Insite email address, and space to add information about yourself and your photo.

Complete your user profile (please use insite portal email address)

- Click your name on the upper right corner
- Click My Account on the right side bar
- "My Account" is also referred to as your "User Drawer"
- Don't forget to add your picture!

The screenshot displays the DVCsync website interface. At the top left is the DVCsync logo. Below it is a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main content area features the heading "Explore Diablo Valley College" and a search bar labeled "Search Events, Organizations, and News Articles". A "Club Renewal" section contains a message: "In order to renew your club today, please enter your advisor/s information and 6 members as well as the required data." Below this is a "Memberships" section with a grid of club cards, including Alpha Gamma Sigma Honor Society, American Red Cross, Associated Valley Coll, Circle K International, Club Advisors, dvcoders, Horticulture Club, Inter-Club Council, and Internation. On the right side, a user profile drawer is open for "Todd Farr Account". The drawer lists various options: Event History, Memberships, Experiences, Service Hours, Diablo Valley College, Submissions, Notifications, Downloads, Get Ready to Vote, and Sign Out.

In your user Drawer, you can manage the following:

- Manage your personal profile, privacy settings, notification settings
- Upload your picture to your User Profile
- View a historical and current list of submissions (e.g., events, forms, elections, organization registrations)
- Create and submit Self-Reported Experiences
- View notifications from the Engage site that are relevant to you, your submissions, and the organizations you manage

There are privacy settings available under My Account Settings

### Advisor Agreement Form

- Club Advisor Agreement Form
- Have your advisor login to DVCsync
- Join club
- Click Forms Tab; Click on the Blue START Button of the Adviser Agreement Form
- Complete the Advisor Agreement

**See the DVCsync – Engage User Guide for additional details**

### **Policies for Clubs**

Clubs and organizations operate under College and District policy and the Student Life Office is responsible for making sure that the policies are adhered to.

**District policies and procedures** are available on-line. Click on the “Governing Board” tab, then select “Policies and Procedures.”

ASDVC and ICC have established additional policies for recognized student clubs, as outlined in their codes.

### **Alcohol and Other Drugs**

State law prohibits use of alcoholic beverages or other drugs at any on or off-campus events. Students who are found in violation of this policy will face disciplinary action by the College.

**Student Services Procedure 3027**

### **Copyright Policies**

Organizations wishing to show films must obtain advance permission from the copyright holder.

**Board Policy 4003**

### **Student Code of Conduct**

All student organizations must abide by the **Student Code of Conduct**. Copies are available in the Student Life Office or on the DVC website

**Student Services Procedure 3027**

### **FOOD SALES POLICY FOR STUDENT ORGANIZATIONS**

Each organization shall have the opportunity to sell food on campus two times each semester. Items sold must be commercially prepared and individually wrapped.

**ALL FOOD ITEMS MUST BE APPROVED IN ADVANCE BY STUDENT LIFE OFFICE. SUBSTITUTIONS ARE NOT PERMITTED.**

No two clubs shall have food sales on the same day, unless agreed upon by both clubs. A calendar will be maintained in the Student Life Office to reserve food sale days. Clubs having food sales must communicate with the DVC Cafeteria Manager and Hotel Restaurant Management Director with dates and planned service.

**Board Policy 5030**



## ACCEPTABLE TECHNOLOGY USE POLICY

### Board Policy 3002

## STUDENT ATTENDANCE AT CONFERENCES AND PARTICIPATION IN COCURRICULAR ACTIVITIES AND EVENTS

### Board Policy 4002

## STUDENT TRIPS

### Business Procedure 6.04

## USE OF COLLEGE FACILITIES

### Student Services Procedure 3025

## FREEDOM OF EXPRESSION

*Also see*

DVC Procedure 3025.01 Posting of Materials on Campus

DVC Procedure 3025.02 Advertising, Solicitation, Sales and Distribution of Commercial Materials

DVC Procedure 3025.03 Free Expression and Distribution of Non-Commercial Materials

## Policy Violations Related to Clubs

If a student club/organization fails to comply with any of the above college policies related to student organizations, the organization in question can expect one of the following:

- ▶ Reprimand or Warning
- ▶ Probation
- ▶ Loss of DVC recognition as a club/organization and ineligibility for a specific period of time

The specific level of action or response will be determined by the severity of the issue at hand. An appeal process will always be an option when an organization is notified of ineligible status via the Student Life Office. Appeals must be made in writing to the Student Life Program Manager.

In the event a club/organization is confronted with a violation, a club will be provided with the following due process:

- ▶ Written notice of the allegation/complaint.
- ▶ The opportunity to review and respond to the notification through a meeting with the Student Life Manager and/or Club Program Coordinator along with the club advisor (if desired) within 5 business days of the notice.
- ▶ The club or organization will receive written notification of the decision by the Student Life Manager and/or C Coordinator within 5 business days of the meeting or opportunity for a meeting deadline.