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# THE ROLE OF THE ADVISOR

The role of a student club advisor is a complex one. Advisors must work with students with unique personalities from a variety of backgrounds and must help those students come together to form a cohesive group. As an advisor, you'll need to be a counselor, teacher, coordinator, supervisor, evaluator, resource person, and public relations agent. Very few people have had formal training on how to be a student club advisor, and therefore very few people feel comfortable in the role. But be assured that if you are willing to commit yourself to helping students develop their skills and knowledge, you've already taken a major step in becoming an excellent advisor.

## The Advisor's Job

An enthusiastic, organized, and well-informed advisor is essential to a successful student club. The task of advising requires a sincere commitment and willingness to give of your talents and time. Moreover, your role as an advisor should not be viewed as something separate or distinct from your teaching responsibilities. Ideally, the student club activities should fit into your instructional program.

The tasks involved in advising a student club are diverse. To effectively advise a club, you will need to:

- Make a commitment to the club for a certain period of time each week;
- Familiarize yourself with the college's goals, procedures, and policies pertaining to student clubs and communicate them to club members;
- Encourage and stimulate involvement of all students;
- Assist students in developing an understanding of group process and leadership skills;
- Assist students in setting goals and developing plans for achieving those goals;
- Encourage teamwork and cooperation among members;
- Ensure that members' contributions and accomplishments are recognized;
- Attend club meetings and activities on a regular basis;
- Inform the director of Student Life in advance when a club activity has the potential to impact relations with another person, business, or club within or outside of the college (i.e., fundraisers, protests, or written communications).

**Note: While the college does not prohibit free speech, the Office of Student Life must be informed of the actions of agents of the ASSVC. Student clubs will be held responsible for any actions they take that violate the Code of Student Conduct.**

## Pressures and Pitfalls of Advising

Most simply, advising is guiding and supervising the club's members and activities. An advisor also functions as a powerful role model for members. Although this role carries its own pressures, understanding some other aspects of the advisor's role can help lessen the pressure. The members, not the advisor, should lead the club; members should be involved and active, not passive. The members should learn by doing; they need to be

challenged. An advisor is always needed and will always be busy, but should assist the members in assuming as much responsibility as possible. This means that the advisor must assist students in preparing for their duties and responsibilities. An advisor needs to get to know the club members, help identify strengths and weaknesses in skill areas, and provide assistance in leadership development.

If the demands of advising become overwhelming, keep in mind that you don't have to be in this alone! You may want to try the team advising approach to help lighten the load. Two advisors, for example, can share the duties and assist each other. If you decide to use the team advising approach, it's important that the advisors on the team get together and discuss each individual's responsibilities. It's also a good idea to write down each advisor's responsibilities to avoid any future misunderstanding. Even if you don't use a team advising approach, don't overlook the support you can get from other student club advisors at the college. They can offer assistance, suggestions, or just plain sympathy when things haven't gone exactly as you'd planned.

It is easy to get caught in some traps that decrease members' development and involvement. These pitfalls include:

- Supporting and engaging with active members, forgetting the less active ones;
- Allowing your own ideas as the advisor to dominate student discussions ;
- Losing sight of the overall purposes of the club and placing major emphasis upon "success" rather than upon skill and leadership development;
- Pre-judging student's abilities, interests, and aptitudes;
- Doing all the work for students out of concern that students won't, "do the job right";
- Missing "teachable moments" when club members could use constructive criticism.

**Remember that each student should gain something of value by being a member of a student club. Many students gain a great deal of confidence and experience by participating in club activities and being recognized for their achievements. This is the real value of student clubs.**

## Motivating Students

Students can be motivated in a variety of ways. You, as the advisor, can give the students suggestions and activities the club can use. The students can also brainstorm suggestions, a technique that can generate enthusiasm for the club. The more involvement students have in planning activities, the more interest they will have in participation in such activities. To maintain students' enthusiasm in the club, remember the following:

- Advise and guide--don't dictate;
- Activities are strong teaching tools whether they are a "success" or not. Sometimes students learn more from discussing what didn't work and how to improve the process than they do from activities that are an easy success;
- Establish basic ground rules that help students to lead themselves. Hold meetings regularly and conduct meetings in a businesslike manner;
- Establish guidelines to organize activities. Set up files and make arrangements to have space for a library of club-related materials;

- Avoid turning individual and group student activities into advisor activities.

**Give recognition for a job well done. Here are some examples:**

- Compliment members who do a good job;
- Arrange to have outstanding students invited to community and civic organization meetings as special guests;
- Announce student achievements to the student body through bulletin boards, the school newspaper, etc.;
- Sponsor awards dinners for outstanding students;
- Explore funding sources for outstanding students to attend state and national meetings;
- Find out about scholarships for outstanding students;
- Use recognition as a criterion for selecting members to attend state and national meetings.

### **Integrating the Student Clubs into the Curriculum**

Some student clubs such as vocational clubs are considered an integral part of the curriculum. Some steps for integrating a club into the curriculum are as follows:

- Examine both the goals of the club and the content and goals of the curriculum;
- Identify those curriculum goals that the club might accomplish;
- Communicate the curriculum goals to the student leaders in the club;
- Involve the students in determining how the curriculum goals might be met through the club;
- Determine a program of work to accomplish the curriculum goals. This program of work can become, in part, a section of the club's program of work;
- Involve the students in evaluating the program and the activities;
- Recognize the individuals or groups within the club who have accomplished the activities in the program of work.

If the club is related to a program of study, the club meetings may be conducted during class time; this ensures involvement of all members, and also generates enthusiasm for both the club activities and the general curriculum. When students are involved in planning class activities, they tend to be more interested in participating in those activities. When students receive recognition for accomplishing short-term goals, they are more likely to enjoy the learning process, to be willing to participate, and to develop self-confidence. You, as the advisor, will benefit because motivated students are more likely to be cooperative and willing to accept responsibilities for themselves and the group.

### **College Hour**

College Hour is unofficially scheduled every Tuesday (fall, winter and spring quarters) from 12:30pm-1:30pm on the Mount Vernon campus. College Hour is used for co-curricular activities and to conduct club meetings

and business. The VP of Instruction and the Dean of Students highly encourage faculty not to schedule courses during this time.

## Advisor “To Do List”

**This timeline may be subject to change based on policy and ASSVC Constitution updates.**

### Fall Quarter

- **Student Club/Program Roster Form:** Rosters are due the second Friday of each quarter (except summer quarter). S&A funds will be frozen until a roster has been submitted to Student Life.
- **Advisor Training:** Advisor training will be held during the first three weeks of fall quarter.
- **Student Technology Fee (Optional):** The Student Tech Fee online request form will be available in the month of October.

### Winter Quarter

- **Student Club/Program Roster Form:** Rosters are due the second Friday of each quarter (except summer quarter). S&A funds will be frozen until a roster has been submitted to Student Life.
- **S&A Budget Request:** The S&A Budget online request form will be available in month of January.

### Spring Quarter

- **Student Club/Program Roster Form:** Rosters are due the second Friday of each quarter (except summer quarter). S&A funds will be frozen until a roster has been submitted to Student Life.
- **“Stop Spending Money” list:** April 15th will be the deadline for the “Stop Spending” list. All activities and services must be paid for and received by June 15.

## GETTING INVOLVED

### Purpose

The purpose of student clubs is to give students an opportunity to combine various aspects of their academic and/or vocational learning into personal action. In a student club, students have the chance to apply their skills and knowledge in a community environment. They work together to set goals, develop plans for achieving those goals, carry out their plans, and build and maintain working relationships in the process. Students deal with real challenges, make real decisions, and solve real problems. Through their participation in the club, students learn to apply the skills and responsibilities of leadership, to motivate themselves, to use and balance their talents, and to become involved in the community.

## **Benefits to Students**

Every student should be provided with the opportunity to participate in activities that develop and enhance his/her abilities. Student clubs are a means of reaching many kinds of students with many kinds of abilities. These clubs provide opportunities to:

- Develop leadership skills involving communication, problem solving, meeting management, decision-making, and conflict management;
- Apply knowledge and skills learned in the classroom;
- Learn to work as part of a team and contribute to group effort;
- Learn to work well with people from diverse backgrounds;
- Enhance self-esteem;
- Meet and become better acquainted with people from the community;
- Become better acquainted with, and more appreciative of, instructors/advisors.

## **Benefits to Instructors/Staff**

Instructors who are advisors of student clubs can gain a great deal as a result of their involvement. Such involvement can provide opportunities to:

- Better know and understand students;
- See students successfully apply skills learned in the classroom;
- Give students, the school program, and the instructor more recognition for the job well done in the classroom;
- Reinforce one's self-worth as an instructor/staff;
- Meet and work with leaders from the community in planning student club programs;
- Motivate and challenge students;
- Meet professionally and socially, with other instructors involved in similar activities.

## **Benefits to the College**

Student clubs can provide a window through which the community views the college. Through student club activities, community members can be involved with students in positive ways and become familiar with the school program. Some of the possible benefits of a student club to the school include:

- Development of public speaking skills which enable students to effectively communicate their ideas to community members;
- Development of good public relations fostered through student club programs, including recognition of the school, its students, and its programs;



- Development of skills which assist students in becoming knowledgeable participants in community clubs;
- Opportunities for recognizing and rewarding students who may not receive similar attention through other school activities;
- Involvement of community members in student projects.

## GETTING STARTED

### Your rights as a club

A club is entitled to:

- The right to use the name of the college or ASSVC in connection with the club's own name;
- The right to conduct fundraising functions;
- Use of the financial services provided by the college;
- Facility scheduling privileges.

### Your responsibilities as a club

- You are considered an extension of the ASSVC and will be expected to conduct your programs or activities accordingly. Student groups are required to abide by federal, state, and local laws and the Skagit Valley College's Student Rights and Responsibilities;
- You are responsible for turning in revisions to your constitution, meeting agendas and minutes to Student Life upon request;
- You are responsible for having prior approval from your advisor for events, activities, and outside communications.

### Review of a club

The ASSVC is required to conduct an annual review of all clubs in order to verify club activity and to ensure that the constitution is up to date. In addition, the ASSVC has the right to review the activities of a club and may for cause:

- Place a club on probation
- Suspend a charter
- Revoke a charter

## **Club inactivity**

Should your club remain inactive (cease activity) for a period of two years, your club will no longer be recognized by the ASSVC. A club may reapply for recognition as outlined.

After two years of budget inactivity, the total budget of an inactive ASSVC chartered club shall revert to the ASSVC Fund Balance Account.

## **What is a chartered student club?**

A chartered student club is any student club that has been officially recognized by ASSVC. Student clubs may exist on campus without official recognition, but will not be eligible for subsidy by the ASSVC or be granted the benefits given a chartered student club.

## **Official Recognition**

In order for a student club to become officially recognized by the ASSVC, it must submit to the ASSVC for approval a club or organization constitution (charter) along with the following:

- List of the current slate of officers
- Membership list
- Name of the faculty/staff advisor

## **What is a clubs constitution (Charter)?**

A club constitution is a document that provides structure for the club organization. It must include the following:

- Official name of the club
- Purpose of the club
- Membership criteria
- Job description/titles for the officers of the club
- Description of the elections procedure
- A statement indicating that the club is open to all students without regard to age, sex, race, creed, or national origin

## **Sample Constitution for Student Clubs**

**This sample is provided for use as a guideline only. Your actual constitution may be expanded or abbreviated, but should meet all requirements for being an officially recognized student organization, as specified in this handbook.**

### **Article I - Name**

**Section 1 - The name of this club shall be (provide actual name that will be used for all business you conduct).**

### **Article II - Purpose**

**Section 1 - It shall be the purpose of this club to (promote, organize, recognize, etc.)**

### **Article III - Affiliations**

**Section 1 - (Note affiliation with national, regional, etc., groups and specify what the relationship is between the Skagit Valley College group and other groups.)**

### **Article IV - Membership**

**Section 1 - The majority of the membership of this club shall consist of regularly enrolled students of Skagit Valley College (SVC). Only those members who are currently registered SVC students have voting privileges. (Note: A clause to this effect must be included in every group's constitution.)**

**Section 2 - Associate members? SVC staff and faculty and non-college persons may have associate member status. However, they may not have voting privileges. (Note: This section must be added if your club allows non-SVC students to be members.)**

**Section 3 - Eligibility requirements? (Grade point average, special qualifications, etc. may be used for eligibility but cannot be based on illegal discrimination.)**

**Section 4 - Membership in this club is open to all regardless of race, gender, sexual orientation, creed or national origin.**

### **Article V - Officers**

**Section 1 - The officers of this club shall consist of: (state the number of officers, their titles, and duties. Officers shall be registered SVC students only).**

**Section 2 - Qualifications for office, if any.**

**Section 3 - Term of office (one year from month/day/year to month/day/year. Make sure that elections are held before the term expires.)**

**Section 4 - Provisions for removal of an officer.**

### **Article VI - Elections**

**Section 1- Selection of officers shall be held (provide the month of elections, specify who will inform the membership of the election meetings and the method of notification. A provision should be made regarding the amount of lead time required to notify members of the election meetings.)**

**Section 2 - Procedures for filling vacancies**

**Section 3- Procedures for voting (How will the group vote? What percentage will constitute a majority?)**

### **Article VII - Meetings**

**Section 1 - Regular meetings of this club shall be held (monthly, bi-monthly, etc. Specify who shall have the responsibility to notify members of the meeting and the method of notifications to be utilized, i.e., the weekly newsletter, posting, mailing, or prior meeting. Do you want to meet during quarter breaks? Summer quarter?)**

**Section 2 - A quorum shall consist of (X) voting members, or a percentage of voting members present at any regular or special meeting. (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the club.)**

#### **Article VIII - Executive Board (optional)**

**Section 1 - Management of this club shall be vested in a board of directors, advisory council, executive board, etc.**

**Section 2 - The (board, council, etc.) shall consist of (chair, vice-chair, etc.) State the number of positions and their titles.**

**Section 3 - Powers and duties of each position.**

**Section 4 - State whether there will be reports to membership from the (board, council, etc.) If so, will reports be yearly, quarterly, etc.?**

#### **Article IX - Advisors**

**Section 1 - There shall be (one, two, or more) faculty or staff advisors who shall be members ex officio, with no voting privileges.**

**Section 2 - Method of selecting advisors.**

**Section 3 - Duties or responsibilities of advisor.**

#### **Article X - Committees (optional)**

**Section 1 - Standing committees (such as membership, financing, publicity, etc. Include composition, appointment, function, powers, and duties.)**

**Section 2 - Appointment of committees by (president, chair-person, council, etc.)**

#### **Article XI - Dues (optional)**

**Section 1 - Members shall pay dues in the amount of (X) on a monthly, quarterly, yearly basis. (Specify who shall have responsibility for maintenance of the account.)**

**Section 2 - Provision for accounting procedures of membership monies. (Procedures for allocating fundraisings, maintenance of accounts, notification to incoming officers of accounts' presence, etc.)**

#### **Article XII - Constitutional Amendments**

**Section 1 - The constitution may be amended by a vote of (two-thirds, three-quarters) majority membership at any regular or special meeting.**

**Section 2 - Provision for advance notice of amendment.**

#### **Article XIII - Bylaws (optional)**

**Section 1 - Method for adoption.**

**Section 2 - Method for amendment or revision.**

**Section 3 - Robert's Rules of Order (latest edition) shall govern meetings of this club within the requirements of this constitution and bylaws adopted by the membership of this organization.**

### **Approval by the ASSVC**

**The process of becoming an officially recognized student club takes time. Clubs desiring recognition must plan accordingly, especially if they are interested in funding for the club.**

- STEP 1: A student club desiring official recognition should contact the ASSVC. A member of the ASSVC Constitutional Review Committee will be assigned to assist the student club in developing a constitution.**
- STEP 2: Once a student club has completed its constitution, it must submit a copy to the ASSVC Constitutional Review Committee.**
- STEP 3: The Constitutional Review Committee reviews the constitution for content and clarity.**
- STEP 4: The committee returns the constitution to the student club with recommended corrections.**
- STEP 5: The student club makes any revisions to the constitution.**
- STEP 6: The revised constitution is resubmitted to the Constitutional Review Committee for final review and approval.**
- STEP 7: The Review Committee submits the constitution to the ASSVC Legislative board.**
- STEP 8: The legislative board conducts the first reading of the constitution. Unless the legislative board suggests any changes, the first reading of the constitution is accepted.**
- STEP 9: The legislative board conducts the second reading of the constitution.**
- STEP 10: The final reading of the constitution is conducted. The constitution is then approved by the legislative board, and official recognition of the club is granted.**

## **GETTING ORGANIZED**

### **The Student Life Staff**

**The Student Life Office staff consists of the Director, Program Coordinators, and Office Assistants.**

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#### **DIRECTOR**

- Has budgetary management authority over all finances relating to clubs and the ASSVC;

- Is responsible for training and advising all club advisors;
- Is responsible for monitoring the conduct and behavior of clubs;
- Is responsible for insuring that the records of clubs are kept up-to-date.

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#### STUDENT PROGRAM COORDINATOR: MOUNT VERNON

- Assist in the management of fiscal operations including budget development and tracking expenditures;
- Assist in the development of short and long term plans for the department;
- Assist with recruitment, hiring/election, and training of student government and program board members;
- Co-advise, alongside the Director of Student Life, the campus student government group including college procedures, effective leadership practices, budget development and expenditure, and project planning;
- Co-advise, alongside the Director of Student Life, the Mount Vernon Campus S&A Budget development process;
- Provide information and advice to students, staff, program participants and the public regarding Student Life program content, policies, and activities and attend meetings of campus organizations as needed;
- Provide resources for training student leaders and club/organization advisors that pertain to their activities.

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#### STUDENT LIFE OFFICE ASSISTANT: MOUNT VERNON

- Assist in the planning and development of student biannual leadership and club advisor training activities;
- Provide ongoing training to student leaders and advisors on college policies and procedures including but not limited to financial rules, Services and Activities (S&A) regulations, fundraising, and travel policies;
- Review and monitor student travel for compliance with Student Life and College travel guidelines and policies;
- Schedule and process space reservation in accordance with College policies/procedures and confirm reservations with client;
- Track expenditures and reconcile budgets and work with appropriate College staff and student organizations in identifying and completing corrections to budget expenditures (i.e. paperwork processing, prior approval forms, travel arrangements, etc.);
- Maintains records on club activities such as minutes, agendas, and charters;
- Acts as an information resource for all college policies and procedures related to and affecting clubs.

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#### STUDENT PROGRAM COORDINATOR: WHIDBEY ISLAND CAMPUS

- Is responsible for advising the ASSVC student government at the district level and the legislative board of the Whidbey Island Campus;

- Is responsible for the coordination of events and programs that include student health and wellness programs, lecture series, performing arts series, and other programs/events developed by the Student Program Board.

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## STUDENT LIFE OFFICE ASSISTANT: WHIDBEY ISLAND CAMPUS

- Provides administrative support to the Student Program Coordinator.

## ASSVC Student Government

- Housed in the Student Leadership Office on the Mount Vernon Campus and in the Student Clubs Office on the Whidbey Island Campus;
- ASSVC is responsible for granting, reviewing, and when necessary, revoking clubs.

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## Club Officers

The number of officers varies from club to club, but usually includes a president, vice president, secretary, and treasurer. Many clubs also have a publicity officer, historian, and/or parliamentarian. Elected officers from an executive committee, and under the guidance of the advisor, should assume the leadership of the club.

Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining duties prior to the nomination/election process. In this way, students will understand exactly what their roles will be should they be elected to office. It is also important that all students understand that the most essential qualities for any officer are enthusiasm, interest, and a willingness to devote the time necessary to make the club a success.

### President:

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- Provides direction and leadership for the club;
- Calls and presides as chairperson over all meetings;
- Prepares agenda;
- Designates committees;
- Is aware of the financial affairs of the club;
- Is familiar with the club constitution and enforces it;
- Is familiar with all college policies and procedures governing clubs and club activities;
- Knows the procedures for “Robert’s Rules of Order”.

### Vice president:

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- Serves as chairperson in the absence of the president or when the president wishes to speak from his/her personal position;

- Assists the president with the responsibilities of that office;
- Provides input in developing the meeting agenda;
- Assists in developing the club's budget request for the upcoming year;
- Acts as committee coordinator;
- Assists president in promoting club activities;
- Assumes any other duties as assigned by the club president.

### **Secretary:**

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- Records and keeps the official minutes of all meetings; is responsible for the accuracy and completeness of the minutes; and assures that copies are distributed to the Office of Student Activities;
- Is responsible for all correspondence of the club;
- Works with President to place items on the agenda;
- Maintains the membership list and attendance roster.

### **Treasurer:**

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- Develops the club's official budget;
- Conducts all business transactions of the club in conjunction with the Office of Student Activities;
- Maintains the official fiscal records of the club;
- Collects dues (may not apply to all clubs);
- Makes financial reports at each meeting.

### **Publicity Officer:**

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- Gathers and classifies club news;
- Prepares news articles for publication or broadcast;
- Sends reports of club activities to the state and/or national organizations.

### **Historian:**

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- Maintains club scrapbook;
- Assists in maintaining club bulletin board.

### **Parliamentarian:**

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- Ensures that meetings are conducted in an orderly manner;



- Assists members in understanding rules of correct parliamentary procedure;
- After the election, hold a special orientation session for newly elected officers to acquaint them with their new duties in detail.

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## NOMINATION AND ELECTION OF OFFICERS

The nomination and election of officers is an important process. The following points may be helpful:

1. Discuss leadership qualities and the demands of each officer's position. Stress that a leader must possess both ability and willingness to do the job.
2. The president pro-temp of the club should appoint a student nominating committee. Members may also volunteer to run for office. Be sure nominees have agreed to be on the ballot.
3. Check the by-laws for the correct election procedure. Prepare the ballots before the election, along with the forms for reporting the results.
4. Select students who are not on the ballot to count the votes. (You, as an advisor, should supervise this process.) Remind the students who are counting votes that the results are confidential. Many clubs decide not to post actual numbers of votes cast for each candidate in order to avoid embarrassing those who receive few votes.

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## WORKING EFFECTIVELY WITH OFFICERS

**One of the most important things you can do to ensure a successful student club is to establish a good working relationship with the officers. Following the election, hold a meeting with the new officers and convey to them a sense of their new responsibilities. At this meeting:**

- Stress the importance of the officers' becoming familiar with the goals and purposes of the club, and the importance of the students making it their organization.
- Provide information to the officers about effective group process and the need to help members accomplish goals while maintaining good relationships among themselves.
- Encourage the officers to develop knowledge and skill in effectively running meetings.
- Discuss the process of developing a program of work.

**Provide the secretary with information on keeping accurate and complete minutes of meetings. At each meeting, the secretary should keep a record of the following:**

1. Date of the meeting;
2. Time at which the meeting was called to order;
3. A list of members present at the meeting;
4. Whether or not the minutes of the last meeting were approved as read; any changes that were made should be listed;
5. Copies of the officers' reports and committee reports;

6. The exact wording of each motion made, name of the person who made the motion, and whether the motion passed or failed;
7. Announcements made;
8. The time at which the meeting adjourned.

**Provide the treasurer with information on accurate record-keeping procedures. The treasurer should be able to report the following information at each meeting:**

1. The balance on hand as of the last meeting;
2. Income since the last meeting;
3. Expenditures since the last meeting;
4. Current balance on hand.

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## ROLE OF COMMITTEES

Committees are small groups assigned to carry out one or more tasks. Some of the major areas of concern for committees are:

- Program of work;
- Public relations;
- Social/recreation;
- Community service.

There are two basic types of committees:

*Standing Committees* are usually appointed for the entire year and are concerned with ongoing club business. Examples of standing committees include:

- Executive committee;
- Program of work committee;
- Budget and finance committee;
- Public relations committee;
- Community service committee.

*Special or Ad Hoc Committees* are usually appointed to address a specific short-term problem or conduct a specific, immediate activity, and are dissolved after the purpose is accomplished. Examples of special or ad hoc committees include:

- Orientation committee;
- Election committee;

- Specific activity committee, i.e., Thanksgiving food drive committee.

Committees are the means by which club activities are accomplished, and a well-organized committee made up of willing members can really get the job done. It is important for the executive committee to decide as soon as possible which standing committees the club will require. The list of standing committees should consist of a minimum of three members, one of whom is appointed by the executive committee to serve as chairperson. Standing committee members may be assigned by the executive committee after consideration of both a member's preference and experience. It is important that each committee be made up of both old and new members, and that every member serves on at least one standing committee.

At the first standing committee meeting, a recorder should be selected who will provide the club's secretary with a list of committee members and submit the report on committee activities at club meetings. Remember that a committee should:

- Provide an opportunity for each member to participate;
- Outline the responsibilities of each member;
- Discuss overall aims and objectives;
- Work as a team;
- Meet regularly and follow an agenda;
- Report periodically to the vice president, who serves as committee coordinator.

## Organizing the Year's Activities

### Some Things to Keep in Mind

- Check to see what else is happening around the same time you've scheduled your activity/event. Other activities can affect attendance and involvement;
- The Event Planning form is a guide and may be used to help in the planning process. Student Life Approval is required PRIOR to any reservations that are made, contracts signed, or supplies/ equipment/ food purchased;
- Any fundraising functions/events must be approved by a club's advisor and meet Permissible Use guidelines;
- A monitor or security officer may be required for your event, depending on what you have planned. Contact the campus Security office for details;
- If you cancel an event, please inform Facilities and Operations (if space is reserved on campus) and let the Office of Student Life know. (Also the Security office if a monitor was scheduled through that office.)

## Program of Work

A Program of Work is a written outline of the goals and objectives a club hopes to fulfill during the year, and includes specific activities planned to accomplish those goals. The program of work is generally developed by the executive committee (officers) with input from various standing committees. It is important that your club adopt a program that meets the needs of its members. Once the program of work is developed, it should be presented to the total membership for approval. A program of work should contribute to the overall goals of the club and provide opportunities for participation by every member.

Following are some additional guidelines to keep in mind during the process of selecting activities:

- Do not set an unrealistic number of goals. It is more important to successfully achieve a few goals than to attempt too many. Some experts say that an effective club focuses on only two goals—one external goal focusing outside the organization and one internal goal focusing on strengthening the internal function of the club;
- Make sure that all activities in the program of work are balanced among the basic types of activities: service, social, fundraising, and for vocational student clubs, professional. A good program of work will contain several of each type of activity;
- Be sure that all activities are geared to the ability and interest level of students. Activities should present a challenge to students, yet should not be so difficult as to frustrate them;
- Be sure that the activities planned are within the confines of the club's budgetary restrictions.

**Remember that the club exists for the students. It is important that the program of work be planned by the members, not the advisor. Students' interest and involvement in the activities are directly related to the input they have in planning those activities. An advisor should therefore guide students in selecting reasonable projects, but should avoid making the selections for them. It may be helpful to pose questions such as those listed below during discussions concerning the program of work.**

- How will this activity help further the club's goals?
- Will this activity benefit the majority of members?
- What will each activity require of members in terms of time and effort?
- What club resources (money, materials, etc.) will be required?
- Will the activity generate energy and enthusiasm among members?

**The program of work should include the following:**

- Goals—broad statements of what the club hopes to accomplish;
- Activities—statements of activities the club plans to undertake to fulfill each goal;
- Tasks—the detailed tasks that must be accomplished in order to make sure the activity goes well;

- Person responsible—the name of an individual who will take responsibility for making sure the task is accomplished; this individual may form a committee or delegate the task, but s/he is still responsible for making sure it is accomplished;
- Deadline—a specific date by which the task will be accomplished;
- Evaluation plan—a statement of the procedure to be used by the club in evaluating the success of each activity in the program of work.

## Planning Activities

Club activities may be divided into four broad categories:

- Service
- Social
- Fundraising
- Professional (for vocational Student Clubs)

Service activities help students to become more involved in the community and provide a valuable service for the community as well. Some suggestions include:

- Visiting hospitals or homes for the elderly
- Sponsoring a “get-out-the-vote” project
- Providing holiday baskets to needy families
- Sponsoring cleanup campaigns
- Collecting toys for needy children
- Establishing a scholarship

Social activities provide opportunities for members to develop skills in interpersonal relationships and to have fun together in the process. Often a social and fundraising activity may be combined, as in a dance for which admission is charged. Some possible social activities include:

- Skating parties
- Banquets
- Picnics

Fundraising activities bring revenues into the club. There are many expenses involved in operating a student club. Any program of work will probably involve spending some money. Some of the money could come from membership dues, but your entire budget should not depend on this one source of funding or membership dues could be exorbitant. In order to prevent deficit spending, some fundraising will probably be necessary; a fundraising committee, along with the advisor, should recommend activities to the membership that will return a profit to the club. When selecting a fundraising activity be sure to consider:

- The moneymaking aspect of the activity. Will the activity provide a profit to the club?
- School policies and legal regulations. Is the activity in conflict with school policy or law?
- Goal accomplishment—will the activity help the club accomplish its goals?

**The following is a list of possible fundraising activities:**

- Recycling drives
- Car washes
- Theatrical events
- Dances
- Candy, Christmas trees, valentines, etc.\*

**Note: Sale of food is limited for liability reasons and must have prior approval.**

Fundraising activities also carry the added responsibility of financial management and accountability. Although members (especially the treasurer) should be involved in keeping club records, it is the advisor who is ultimately responsible for accounting for club funds. An accurate record must be kept of all funds received and spent by the club. The treasurer has great responsibility in the area of financial management, and the advisor should make certain that the treasurer fully understands his/her duties. It is always important to keep accurate records; the fact that club records could be considered public record makes this even more important.

Professional activities relate primarily to vocational student clubs and help students to develop career skills and an awareness of the expectations that business and industry personnel have of employees. Activities should be planned that help students learn these skills. Such activities can include:

- Sponsoring business/industry tours
- Establishing an occupational library
- Inviting guest speakers from business/industry to club meetings
- Sponsoring a career day

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**COLLEGE POLICIES AND PROCEDURES TO KEEP IN MIND**

Most evening events on campus require the presence of a monitor. In most cases, the monitor is the advisor but any full time SVC employee can supervise in the advisors place (with supervisor approval). If a club cannot find someone to monitor their event then they will need to make arrangements for the college to hire someone. The club's account will be charged an hourly rate for the college monitor, as stipulated in the Facilities Use Agreement you will sign with Facilities and Operations.

**All rules and regulations of the college apply to all club events regardless of where and when they are held.**

The Facilities Use Agreement will stipulate a time at which events must end. It is the clubs responsibility to make sure all attendees leave at this time. A cleanup committee will be allowed to stay until the facilities are clean. The facility will be considered to be clean when:

- Staging is dismantled and put away (if applicable);
- All garbage generated by the event in the facility, bathrooms, and surrounding parking lots is gathered and put in one place;
- Floors are swept, vacuumed, and mopped;
- Decorations and other coverings are completely removed;
- The group/club advisor has approved the cleanliness of the facility.

## Using Campus Resources

### USING THE FACILITIES

**Facilities on campus you may use for your student club activities include (but are not limited to):**

**Contact the following offices for these facilities:**

Cafeteria	Physical Plant	Cardinal Center ext. 7695
Campus Center (hallway)	Student Life	Cardinal Center ext. 7764
Campus Center (lobby)	Physical Plant	Cardinal Center ext. 7695
Cardinal Café	Physical Plant	Cardinal Center ext. 7695
Classrooms (MV)	Physical Plant	Cardinal Center ext. 7695
Classrooms (WIC)	Administration Office	ext. 5331
Hayes Hall 137 (WIC)	Public Library	675-5115
Library (conference rooms)	Library	ext. 7657
Library (WIC)	Library	ext. 5322
Multipurpose Room	Physical Plant	Cardinal Center ext. 7695
Pavilion (gymnasium)	Physical Plant	Cardinal Center ext. 7695
Phillip Tarro Theatre	Physical Plant	Cardinal Center ext. 7695

### USING EQUIPMENT AND SUPPLIES

**As a student club conducting official business, you may use the equipment and supplies listed below. It is important to note that the Equipment Request form needs to be complete when requesting equipment from Student Life.**

<b>Supply</b>	<b>Location</b>	<b>Availability &amp; Restriction</b>
Cash box	Business Office	By request
Copier—small jobs	Student Life Office	Please ask for assistance
Copier—special jobs	Copy Room	By request, limited access
Duplicator—big jobs	Copy Room	Please ask for assistance
Overhead projector	Media Center	By request
Paper cutter	Copy Room /Student Life Office	
Paper cutter (WIC)	WIC Copy Room	
Podium	Student Life Office	By request
Risers/staging	Student Life Office	By request
Slide projector	Media Center	By request
Sound system	Student Life Office	By request
Supplies (paper/folders)	Copy Room	Please ask for assistance
Supplies (paper/folders)	WIC Copy Room	
Video equipment	Media Center	By request
Video equipment (WIC)	Library	ext. 5322

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## USING COLLEGE VEHICLES

The college motor pool has a limited number of passenger vans, minivans, and a large bus that you can use for any official club activities requiring transportation. Your club will be charged for the use of the vehicle. To drive a van, you must possess a valid driver's license and be legally insured. To drive a large van, you must successfully complete the College's van driver course prior to your first van use. To drive a bus, you must possess a valid driver's license with a CDL endorsement and be legally insured.

We prefer that the advisor(s) operate the motor pool vehicle; however, a student(s) may operate the vehicle, provided that the student has taken the College van driver course, is a college employee, and the advisor is in the vehicle.

**Only SVC students, faculty, and staff are to ride in college vehicles; the College cannot assume the liability for others.**

**To reserve a motor pool vehicle at the Mount Vernon Campus, you must do the following:**

1. Contact the Facilities and Operations office assistant at ext. 7695 to reserve the vehicle.
2. The office assistant will provide you with a blue trip card that you will need to complete. Authorized signatures must be obtained prior to the trip.



3. When you pick up the key(s) to the vehicle(s) from Facilities and Operations, you will be handed the blue trip card you filled out earlier—it is your responsibility to provide the beginning and ending mileage and to return the card, along with the keys, to Facilities and Operations after your trip. Please make certain that you return the vehicle(s) clean and filled up with gasoline.

**A club may not travel outside the local area on club business without the presence of an advisor. A trip is considered club business if any part of the trip is funded by ASSVC or club funds.**

**Should you have an accident in a college vehicle, please notify Campus Security, Facilities and Operations and The Student Life Office after seeking appropriate help/assistance. You will be asked to complete an accident report.**

**To reserve a motor pool vehicle at the Whidbey Island Campus, you must do the following:**

1. Complete Travel Request Form with what vehicle you plan to use, date, time of pick up, and return date/time.
2. If reserving a large van, you must have completed large van training.
3. Approval from the Director of Student Services/ Vice President.
4. Once approved, you can pick up keys at WIC/ Cashiers Window.
5. Fill out mileage form on clip board associated to the vehicle reserved.
6. Turn in keys to WIC/Cashiers Window.

## GETTING THE WORD OUT

### Good Public Relations Tools

**Newsletter:** Send a newsletter to members, employees, instructors, and administrators, and include club announcements, special interest features, and articles about student activities.

**Branding/Marketing:** Make/buy, distribute, and wear items (decals, bumper stickers, buttons) with your club's logo.

**E-mail:** E-mail is a great way to advertise an event. Student Life sends weekly announcements informing faculty, staff and students about upcoming programs, opportunities and events. If your club is interested in being featured in the Student Announcements please send information pertaining to the event to Student Life via the [Advertisement Request Form](#).

**Certificates and plaques:** Present certificates or plaques in recognition of outstanding contributions by students, instructors, administrators, employers, and other community members.

**Speeches and presentations:** Prepare a speech about your club that can be given at various college and community functions.

## What event should be publicized?

- **Club activities, especially service, fundraising and professional activities**
- **Leadership workshops**
- **Guest speakers**
- **State and national conferences**

**The following are some suggestions for ways to get the word out.**

**Social Media**—An effective way to advertise an event is via social media outlets (facebook, twitter, Google + and Instagram). Student Life encourages clubs to like and advertise their events on ASSVC and Program Board social media pages.

**Mass E-mail**—The number one way to advertise on campus is mass email. If your club is interested in being featured in the Student Announcements please send information pertaining to the event to Student Life using the [Advertisement Request Form](#). Clearly state if you want the email sent to MV Students, WIC Students or both and also include what the subject line will read. In simple text format please include:

- 1. Event Name, Time and Location**
- 2. State who is sponsoring the event**
- 3. Contact person and contact phone number or email address.**

**Ads for newspapers**—Create an ad for the newspaper (on or off campus). This may look similar to your flyer or poster, but should emphasize the important information (day, date, time, location, cost, and where to get tickets).

**Flyers/Posters**—Flyers should emphasize the important information, but also be eye-catching. If you are planning to reduce or enlarge the flyer, make sure your text is clear and prominent. You'll probably need no more than 20 flyers to effectively cover campus. Posters need to be sent to the Student Life Office to be approved. The Student Life graphic designer is also available to help clubs with posters, flyers, and logo designs.

**Plasma Screen & RSS Feed** –There are several plasma screens around the campus that displays upcoming event information and other campus notices. In order to advertise using this format please complete the Advertisement Request form and send the form in an email to the [studentlife@skagit.edu](mailto:studentlife@skagit.edu):

- 1. Event Title, Event Date and the expiration date for the slide, Event start time and end time.**
- 2. Campus Involved**
- 3. Contact person and contact phone number or email address.**
- 4. Very brief Description for slide show only (170 characters)**
- 5. Event Image (Send Attachment in jpeg only)**
- 6. Event Details for RSS Feed (Unlimited Text)**

**Table tents**—Student clubs have the opportunity to use Student Life's table tents to advertise their events. Make sure that your club indicates on the Advertisement Request form that a portion of the posters be used for table tents.

**News (press) releases**—A press release is a paragraph of information on your event that includes all the pertinent information on your activity. You use a press release to provide information to media sources about your activity (see example on following page). **Please make sure you get approval from the Public Information Office prior to sending out a news release. The Public Information Office will need the news release two weeks prior to the event.**

**News release example**

**Contact: Skagit Valley College**

**Music Club**

**(360) 416-7665**

**September 21, 2004**

**MUSIC APPRECIATION SERIES SCHEDULED**

**The Skagit Valley College Music Club will sponsor a four-part series at the Mount Vernon campus that will focus on music through the ages. From Schubert to Smashing Pumpkins will take place on the following Fridays: October 18, October 25, November 1, and November 8. Each session will take place from 11:30 a.m.-2:30 p.m. in Music Room, H-78. The series will focus on the progression of music from Gregorian chant to current rap and grunge styles, and how these forms of music developed. Presented by Johnny B. Goode. This workshop is free and open to the public. For more information, call (360) 416-7665.**

**Some additional information on news releases:**

**News releases may be divided into three types:**

1. Summary of events—a review of the quarter's or year's activities.
2. Feature article—a story about a specific event, such as a state or national conference, special awards, or a banquet.
3. Picture plus a short caption—a photograph of a group or activity with a short explanation or description.

**In preparing a news release, please remember:**

- The same story should be appropriate to all media—newspaper, radio, or television.
- The story should state who, what, when, where, why, and how. After this information has been provided, give additional details.
- The first two paragraphs should tell the story, and the most important information should be in the first paragraph. Any further paragraphs should give additional details.

- If you feel that you cannot write the story yourself, visit the newspaper or station office, or call your information in. Write down the information--who, what, when, where, why, and how, so you don't forget the basic facts when giving the information to the media staff.
- If one individual at a paper or station is especially helpful, try to always deal with that person.

#### **In submitting photographs, remember to:**

- Use black and white glossy prints
- Have the activity appear natural
- Keep the number of persons or items in the photo to four or less

#### **Avoid writing on the back of a photo. Attach the following information on a separate sheet to the lower back side of the photo with scotch tape, with:**

- Description of the activity
- Name of club, school, city, and state
- Who is in the photo—list left to right, last name first, and title
- When the event took place—day, month, and year

#### **Disclaimer**

Press releases are free, but there is no guarantee that the media will accept/publish the release.

#### **Some Other Reminders**

- After an event is over, always remove your flyers and posters promptly. Respect others: do not place a flyer or poster over another club's advertising.
- Conserve paper—find ways to reduce the overall number of copies you need.
- *Thank you letters:* Thank you letters are an important way of showing your club's appreciation for contributions and support from school and civic communities.

**A good public relations (advertising) campaign is essential if you want to get other students, the campus, and the community involved in your meetings and activities; good public relations is the first step in gaining their support. In all publicity, you need to stress the purpose and benefits of the club.**

#### **Where to Put Your Message on Campus**

- **Bulletin Boards-** There are a number of bulletin boards located on campus on which you can post your information; please refer to the current posting for information on where you can post. To post in the Campus Center building on the Mount Vernon Campus and/or in the outside kiosks please have the poster approved by the Student Life Office and then put up the posters. If you want to post at other locations, you must ask permission at each building.
- **Display Cases-** Use the glass display case located in the Campus Center to advertise for a major activity you are sponsoring. Contact the office assistant in the Student Life office for availability.

- **Faculty/Staff Mailboxes** -Due to the amount of paper this requires and the tension it can create, this may be done only with prior approval from the Student Life office.

## Who On Campus Can Get Your Message Out?

**The Cardinal Newspaper is published at least three times a quarter. Write an article on your club and submit it to the paper, or provide the paper with an ad copy.**

**KSVR-FM The campus radio station that broadcasts in Skagit, San Juan, and Island counties. Provide the station with ad copy or ask if they'd let you talk about your club on the air.**

### Other Ideas

Making presentations at various community events is an excellent way to publicize the goals and benefits of the club, while providing experiences in public speaking for members at the same time.

Involving the community in your club activities makes for excellent public relations. Consider the following ideas:

- Invite speakers from a local civic association to address the club;
- Sponsor an open house or career day;
- Create a community advisory committee;
- Develop displays and exhibits for local business and community events;
- Award honorary memberships to community representatives;
- Participate in community fundraising activities;
- Distribute club newsletters to local businesses.

## Posting--Kiosks and Bulletin Boards

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### POLICY FOR POSTING AT CAMPUSES AND CENTERS IN COMMON PLACES

The Student Life Office has the responsibility to ensure that materials to be posted for viewing by the general public are not defaming, demeaning or derogatory. This includes, but is not limited to materials containing offensive language, racial epithets or sexually explicit items. Should the Student Life Office receive complaints about any posted materials, the materials may be removed and posting privileges may be suspended. The Student Life Office will determine appropriate procedures and locations for posting.

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### PROCEDURE FOR REMOVAL OF POSTED MATERIALS

Materials must be removed once an event/activity is over. The event/activity coordinator is responsible for removal of materials. If materials are not removed in a timely manner, posting privileges may be suspended.

## Policy for Posting in Campuses and Centers Classrooms

Posting in classrooms shall be done only on designated bulletin boards with the permission of a faculty member or Dean/Vice President. No material shall be posted on classroom walls, doors or windows. The posting of all private advertising materials, including magazine and travel information, shall be prohibited.

### POSTING PROCEDURES (MOUNT VERNON)

1. Flyers/posters need prior approval from Student Life before posting on campus. All advertisements must have the Student Life's date stamp or they will be removed. If approved, Student Life needs 10-15 copies of the advertisement (flyer/poster).
2. College-sponsored activities/events: Posting may occur only in approved locations. Each SVC campus will be responsible for designating specific posting locations.
3. Community-sponsored activities/events: All advertising related to community-sponsored events or other non-college-related materials must be approved for posting by the Student Life Office. Approved materials will be stamped "Approved for Posting," dated and initialed. The Student Life Office will determine posting locations. Materials will be posted no earlier than two weeks prior to the date of the event, and may not stay up longer than two weeks, depending on space. Posting will be done on a space-available, first-come, first-served basis. College-related announcements will take priority over community and other announcements.

### POSTING PROCEDURES (WHIDBEY ISLAND)

1. Turn in all poster materials to the red, "Poster Box" located in Old Main across from the Student Life Office Room 2, in Old Main.
2. All posters and advertisements must be submitted to the Student Life Office for approval.
3. Flat Screen on Campus: All requests must be submitted to the WIC/Program Board Media Aide. A club can create their own slide using pages or keynote but upon approval changes can be made by the Program Board Media Aide.
4. Any advertisements on campus beyond posters or flat screens must have the approval of the WIC/Student Life Office before it can be displaced on campus.

## GETTING THE SUPPORT YOU NEED

### ACCESSING FUNDS AND RAISING MONEY

#### ASSVC SUBSIDIZED ACTIVITIES

Student Programs, activities, clubs are subsidized by the Associated Students of Skagit Valley College (ASSVC), through the services and activities fees budget.

The ASSVC defines subsidized activities as:

1. Athletics, student-sponsored and college-sponsored activities

## 2. Chartered student clubs

All such subsidized activities are under the jurisdiction of the ASSVC.

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### WHAT ARE THE BUDGET ACCOUNTS?

A budget account is an account similar to a checking account, through which financial transactions--revenue (deposits) or expenditures (withdrawals)--are incurred. **There are two types of budget accounts: club budgets [265-xxxx], and program [264-xxxx] S & A budgets.**

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### WHAT IS A CLUB BUDGET?

A club budget account is established specifically for a student club's fundraising efforts. Money in this account is held in trust by the college. Funds in the club budget account role over to the following fiscal year.

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### WHAT CAN YOU USE YOUR CLUB BUDGET FOR?

- Any revenues generated through fundraising are deposited to this account;
- Expenditures related to fundraising are charged (withdrawn) from this account;
- Expenditures for any other legal activity the club engages in may be charged to this account;
- Scholarships can be given from this account.

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### WHAT CAN'T YOU USE YOUR CLUB BUDGET FOR?

Because this is money your student club has raised, there are few restrictions on uses of your funds. For clarification on restrictions, contact the director of Student Life.

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### ESTABLISHING A CLUB BUDGET ACCOUNT

A club budget account is automatically established upon approval of your club's constitution.

### What Are S & A Fees?

S & A fees are collected as the portion of student tuition and fees designated by law. Each quarter these fees are placed into an account to be used by programs designated by the S & A fee budget committee. Additional information can be found in the ASSVC Financial Code.

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### THE S & A FEE PROGRAM (OR ASSVC BUDGET) ACCOUNT

An S & A fee-supported budget account is subsidized by S & A fees. These accounts support programs, student clubs, and activities at Skagit Valley College. Funds in the program account **do not** role over to the following fiscal year.

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## WHAT CAN YOU USE YOUR S & A FEE-SUPPORTED BUDGET ACCOUNT FOR?

These accounts are under the jurisdiction of the ASSVC student government and are to be used to finance all programs sponsored by the ASSVC. Those in charge of an activity may determine how money in the account is to be spent, so long as the expenditure is not an improper expenditure of public funds, or contrary to sound financial practice and within the policies and requirements of SVC and state statutes.

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## WHAT CAN'T YOU USE YOUR S & A FEE-SUPPORTED BUDGET ACCOUNT FOR?

**State funds, which S & A fees are considered, may not be used for:**

- Food expenditures (some limited exceptions apply)
- Gifts or prizes (monetary or material for services rendered)
- Items for personal benefit
- Personal memberships to state or national organizations
- Scholarships
- For an extensive list of impermissible use of S&A funds please refer to the Guidelines for Permissible Use of Services and Activities Fees.

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## FMS QUERY

Advisors have the ability to review the club's budget accounts in real time using FMS Query. Please contact Kim Cook in the Business Office for more information.

The FMS Query link can be found on the Staff Portal.

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## ESTABLISHING AN S & A FEE-SUPPORTED BUDGET ACCOUNT

If you are an officially chartered student club (your constitution has been approved by the ASSVC) you may apply for a yearly (fiscal year July 1 to June 30) subsidized budget. Each year in January, the ASSVC treasurer distributes budget request forms (see end of book for example) to all previously subsidized and newly chartered student clubs and programs. It is the combined responsibility of the advisor, club president, and treasurer to ensure that the form is completed and returned by the deadline. Clubs applying for funds for the first time are encouraged to seek assistance from the Student Life office. Make your request reasonable and justifiable. You should also know that you will probably not be granted the full amount of your request.

**The proposed S&A budget timeline will be available in the fall quarter.**

## Requesting Funding From ASSVC

If you are a student club whose constitution is approved after the yearly budget process, you can make special requests to the ASSVC student government for funding. The money in THESE accounts is intended to assist newly formed clubs who may require additional support for an activity (usually conference travel). Clubs are expected to have engaged in fundraising prior to making their request.

To request funds you must contact the ASSVC treasurer on your campus. It is the role of the treasurer to explain the process and gather information on the request. The treasurer will then, with the approval of the ASSVC president, assign an ASSVC general representative to work with the club on the request. It is the role of the representative to present your case to the legislative board.



You will need to provide a detailed, written explanation of how much you are requesting, why you are requesting the funds, as well as what you have done to raise funds. Copies of this information will be provided to the legislative board.

The procedure in the ASSVC legislative board meetings for such requests is as follows: Your request will be placed on the agenda for the meeting the following week (not the week you made the request). Your request will be an item for discussion by the legislative board. The representative assigned to your request will present your packet of information to the legislative board (this may have been done previously, through mailboxes). The representative will state your case and ask the Legislative board to consider the request. At the next meeting, your request will be on the agenda as new business to be discussed by the legislative board. Your representative will again present your case and you will have an opportunity to speak concerning your request. The legislative board will usually vote on the item; however, it is the option of the legislative board to defer the item (if they feel they need more information) to the following week. If so, your request will appear as an old business item to be voted on. Your request will generally be approved in full, but can also be approved for a lesser amount. Once this is completed and approved, consider your request funded. The money will not be transferred to your account; rather, any expenditure related to your request will be charged to the Innovative Programs account instead of your own.

### **Petty Cash FUNDS FOR FUNDRAISING ACTIVITIES**

The business office can provide a petty cash fund to your club for fundraising events requiring a cash box and change. You may check out a cash box (with change) from the business office. You should make your request no later than three working days prior to the event, specifying what kinds of bills and coins you need. The petty cash fund must be signed for by the advisor, and then becomes the responsibility of the club. A cash bag and an accounting slip will also be included with the cash box. Once you have completed your activity, use the accounting slip to determine what will be deposited to your account. Then, follow the deposit procedure below.

### **Making Deposits to Your account (Club account only). You cannot deposit money into an S & A fee account.**

All monies collected as the result of any student club activity (fundraising, donations, dues, etc.) must be turned in to the business office (at the Cashier's window) no later than the end of the day, or if after office hours, on a weekend or holiday, deposited immediately by the night depositor (usually the security officer on duty). A receipt will be given to you at the time of the deposit (or placed in the advisor's mailbox for after-hours deposits). Make certain that you clearly indicate the account number, the name of the advisor, and the activity the money was raised from, on either the accounting slip or another piece of paper.

## **Travel**

Travel forms can be found on the Business Office Portal or in the Student Life Office.

Student Travel Information Form (48 hours prior)                      Sign in sheet for hotel and food (upon return)

Travel\Conference Contract (48 hours prior)                      Per Diem needs (2 weeks prior)

Out of State Prior Approval (2 months prior)

The Student Life Office will be happy to help with arranging travel for clubs. The Student Life Office will book hotel, airfare and register your club for conferences they would like to attend, please contact the Student Life Office for assistance in getting your club on the road.

## **Purchase requisitions (PR)**

All PR forms are processed by Student Life and Student Services PRIOR to processing by the Business Office.

All PR forms should have the following signatures prior to reaching the Business Office for processing:

### **Mount Vernon**

- Director of Student Life
- Dean of Student Services

### **Whidbey Island Campus**

- Club president or club treasurer (optional)
- Advisor
- Director of Student Services

**Please make certain you have clearly indicated the account number you would like charged.**

**S & A fee accounts begin with 264-\*\*\*\*    Club accounts begin with 265-\*\*\*\***

**Processing expenditure forms TAKES TIME. We suggest that you allow at least ten working days to process all paperwork.**