



CLUB HANDBOOK

COMMUNITY & LEADERSHIP

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THE CENTER FOR LEADERSHIP AND SERVICE (CLS)

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PROFESSIONAL STAFF

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Center for Leadership and Service Mission Statement

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

BASIC CLUB REGISTRATION GUIDELINES

In order to conduct business on campus, basic student clubs must obtain official recognition from the Associated Students of Highline Community College (ASHCC Student Government). Club recognition guidelines are as follows:

- ▶ The club or organization must maintain a minimum membership of five enrolled students at Highline. This five includes the club president/official representative.
- ▶ A signed and completed *Club Registration and Approval Form*.
- ▶ President and Vice-President(if applicable) must attend a 1-hour Club Leader training.
- ▶ Getting your club approved by Student Government at the next ASHCC meeting to make it official.

CERTIFIED CLUB RECOGNITION GUIDELINES

Certified Club recognition guidelines are as follows:

- ▶ The club or organization must maintain a minimum membership of five enrolled students at Highline. This five includes the club president/official representative and vice-president/official representative.
- ▶ Prior Club approval and meeting history
- ▶ Signed and completed *Club Recognition for Certification Form*
- ▶ Each organization must have a faculty or staff advisor
- ▶ President, Vice- President and/or official representative to attend both-Session 1: Club Leader Training and Session 2: Club Certification Training
- ▶ A club representative must attend an ASHCC Student Council session. This person will be expected to present the club's purpose statement to the ASHCC.

EXPECTATIONS OF CLUB OFFICERS

- ▶ Build a sense of community within the club and promote leadership development of individual self and club members.
- ▶ Act as liaisons between the club and *The Center for Leadership & Service (CLS)*, working directly with consultants and staff advisors.
- ▶ Maintain open membership to all students of Highline Community College. Membership in the organization must be open to all students on a non-discriminatory basis. Exceptions to this are chapters of national associations whose bylaws require limitations on memberships. These limits can only be based on class standing, academic standing, and/or academic major.
- ▶ An organization may choose to include non-Highline students so long as it does not limit the participation of Highline students.
- ▶ Facilitate representation of the club at regular ASHCC meetings when possible. Funding and policy decisions are made at these sessions. One representative from each club is hold one full vote on all decisions made at the ASHCC Student Council sessions.
- ▶ Notify *CLS* of any changes in club name, designated leaders, club purpose and meeting times.
- ▶ Submit appropriate paperwork to *CLS* to hold club activities or to expend club funds. **NOTE: Before making expenditures, always gain prior approval from the CLS or expenses incurred will come out of pocket.**
- ▶ Adhere to and enforce policies and procedures outlined by the Club Constitution (if any) and this Club Handbook.
- ▶ Manage club publicity and have your contact information printed in a club directory available to the general public.

EXPECTATIONS OF FACULTY AND STAFF ADVISORS

- ▶ **Serving the students** well requires time and energy. Advisors must be available on campus to lend assistance and attend functions of the club.
- ▶ **Be familiar** with the nature and objectives of the club as well as the policies and procedures outlined in the club handbook.
- ▶ **Attend** club meetings regularly.
- ▶ **Approve** and monitor expenditures of the club, complying with state and college policies. When in doubt, consult with Jonathan Brown, Associate Dean for Student Programs & Leadership or Natasha Burrowes, Assistant Director of Student Programs & Diversity.
- ▶ **Sign** all paperwork authorizing expenditures. **NOTE: Before making expenditures, always gain prior approval from the CLS or expenses incurred will come out of pocket.**
- ▶ **Attend all** major on or off-campus events and off-campus club trips. Any exceptions to this policy must be approved by the Club Program Advisor.
- ▶ **Enforce** and report violations of the Student Rights and Responsibilities Code to Jonathan Brown, Associate Dean for Student Programs & Leadership.

SERVICES & RESOURCES

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

- ▶ **Basic Office Supplies** are provided free to clubs and can be accessed at The Center for Leadership and Service.
- ▶ **Club Lockers:** A limited number of lockers are available - at no cost - to store club supplies and materials. Complete the Locker Request Form and submit it to the Consultants in *The Center for Leadership and Service*.
- ▶ **Telephones** and Fax Machines are available to conduct club business.
- ▶ **Club Conference Room:** The third floor of the Highline Student Union features a conference room for club and organization meetings. It can be reserved on a quarterly basis through the *Club and Activities Action Form* and with the consultants at clubteam@highline.edu
- ▶ **Computers** are available in the *CLS* for club leaders/members to conduct club business.
- ▶ **Photocopying** of flyers, agenda, etc. can be requested at the front desk of the *CLS* or from the consultants. Please give adequate notice to our staff when requesting copies.
- ▶ **Graphic Design Services** are available free of charge to assist in promotion of meetings or activities. Please see the section entitled "Design, Printing and Copies" for more information.
- ▶ **Campus Space/Rooms** and campus classrooms for meetings are provided at no charge to student clubs or organizations. An activity or meeting must be approved prior to scheduling rooms. A consultant can work with you to schedule a room once your club activity has been approved.
- ▶ **Training:** Prior to accessing the full resources and services available to clubs, club leaders must attend a short training presented by the Community and Leadership Consultants.
- ▶ **Sandwich Boards:** (A-frames) are available to advertise events around campus and can be reserved through our front desk. Maximum reservation: 3 boards for 3 days.
- ▶ **Consultation Services** are provided by well-trained staff to assist with club promotion, and development strategies, as well as leadership coaching.

CLUB ACTIVITIES

Prior Approval

The Center for Leadership and Service must first approve all club activities and expenditures. No expenditures will be authorized and no room reservations will be allowed until prior approval is obtained. *Club and Activities Action Forms* are available in *The Center for Leadership and Service*. We recommend that the form be submitted at least 2-3 weeks in advance of the proposed activity.

If you wish to do an activity for your club . . . complete a *Club Action Form*. We recommend that the form be submitted well in advanced of the proposed event.

Club Action Form due dates are:

November 9th

February 9th

April 19th

ROOM & EQUIPMENT RESERVATIONS

No room or equipment reservations will be permitted until the proposed activity has been approved by *The Center for Leadership and Service* staff.

Room Usage Expectations for Student Groups

Student leaders who reserve space on campus are:

- responsible for leaving the room better than you found it. Please reset the room to the way it was when you entered.
- responsible for securing materials and technology in the room.
- permitted to be in the room only during scheduled hours and must vacate the room at the scheduled time.
- only permitted to use rooms they have reserved in advance through a consultant or a member of the CLS CORE team.
- responsible for calling security to secure the room to lock doors at departure.

Club Conference Room: The third floor of the Highline Student Union features a conference room to be utilized for club meetings. To schedule this room for your club meetings, contact the Community & Leadership Consultants at clubteam@highline.edu or x3894

Leadership Resource Room: The Leadership Resource Center (LRC) is an inspirational space for students to explore and develop their leadership passions and skills while building a supportive, inclusive community. Student clubs and communities may reserve the LRC for these purposes:

- Leadership workshops and training sessions
- Teambuilding exercises and activities
- Community action-oriented activities
- Club executive leadership meetings
- Strategic planning
- Leadership dialogue and reflection

To schedule this room for your club activities, contact the Community & Leadership Consultants at clubteam@highline.edu or x3894.

Conference Rooms or Classrooms: To schedule other spaces on campus including classrooms, contact the consultants at x3894 or clubteam@highline.edu.

Additional Services: Equipment such as tables, chairs, and audio-visual equipment can also be arranged through *CLS*. There is no charge for clubs to use rooms and equipment.

Any food purchases made by clubs must be approved in advance by the Associate Dean of Student Programs and Leadership. Please see the Food Policy section of this handbook for more information.

Outside Solicitation: When clubs or organizations plan to solicit gifts or raise funds by approaching individuals, businesses or agencies outside of Highline, they are required to obtain prior approval with a *Club and Activities Action Form*.

***For certified clubs only:**

Tickets: When selling tickets for an activity, clubs are expected to coordinate sales through *CLS*. Tickets can be sold out of our office and/or students can check out tickets to sell to interested individuals.

With appropriate notice *CLS* may be able to create the tickets for the club. If you desire ticket services, include this request on your *Club Activity Form* and submit a *Ticket Request Form*.

Raffles: Raffles are considered to be a form of gambling and thus are carefully regulated by the State of Washington. *Please contact the CLS for more information.*

FOOD POLICY

- ▶ In general, when clubs want to provide food at an on-campus event or a meeting the food must be purchased through Highline's food service vendor, Chartwell's.
- ▶ Chartwell's Menus are available in *The Center for Leadership and Service*.
- ▶ Work with the Club Consultants when choosing, pricing and ordering food.
- ▶ The cost of food varies depending on the menu selection and will be charged directly to your club or organization account.

EXCEPTIONS:

- ▶ **Potlucks:** In the case of potlucks, the food policy does not apply. When an event is clearly advertised as a potluck, homemade food may be served.
- ▶ **Bake Sales:** An exception to the exclusive ordering of food through Union Café is in the case where student clubs or organizations sell or serve baked items.
- ▶ **Off-campus events,** such as a dinner celebration at an area restaurant are exempt from the food policy. Appropriate paperwork must be submitted and approved in advance.

No food orders will be processed without prior approval and the completion of a valid *Club and Activities Action Form*.

FINANCIAL PROCEDURES

Prior Approval

The Center for Leadership and Service must first approve all club expenditures. No expenditures will be authorized until prior approval is obtained. *Club Action Forms* are available in *The Center for Leadership and Service* and on the web. We recommend that the form be submitted at least 2-3 weeks in advance of the proposed activity.

Revenue: All revenue from ticket sales, food sales etc. must be turned into *CLS* the same day these funds are received. Clubs will be provided with receipts.

Purchases/Expenditures: All club purchases and expenditures must be approved before the expense is made. Please fill out a Club Activity Form to make a request for expenditure and a consultant will guide you in the college's financial process. Please allow for 2-3 weeks for most expenditures. **If you make an expenditure without approval from the college, you will not be reimbursed.**

Carry-Forward Funds: At the end of the academic year, fundraised monies in excess of \$50 remaining in a club's budget may be carried over to the subsequent year.

Clubs Inactive for Over Two Years: Funds held in account for clubs not recognized for a period of two consecutive years will be deposited into the General Clubs account. For more information, see the ASHCC Financial Code. For more information, see the ASHCC Financial Code.

Gifts: The Washington State Constitution prohibits gifts using public funds. A gift is defined as providing money or goods without receiving something tangible (for example, a product or service) in return. *Given the complex and often confusing nature of the "no gifting" rule, please consult with the consultants if you are considering any expenses that might be construed as gifts.*

Donations to charitable groups: Occasionally, student clubs are interested in organizing fundraisers for the express purpose of providing a donation to a charitable organization. Due to the constitutional prohibition of gifting public funds the club would not be allowed to use money from their club account to make the donation. However, to support the goals of the club, consultants may make arrangements to conduct the fundraiser within state and college guidelines.

Religious and Political Organizations: All Highline Community College clubs are invited to apply for funding, including religious and political organizations; however, due to federal and state constitutional requirements, we are not allowed to fund any activity which involves religious worship, exercise or instruction. In addition, state funds cannot be used to support certain political activities including those supporting or opposing a specific initiative and/or candidate.

POSTING PROCEDURES

- ▶ *The Center for Leadership and Service* must give advance approval for all posting on public bulletin boards (not including classroom and HSU Community Boards).
- ▶ *The Center for Leadership and Service* reserves the right to deny the posting or distribution of flyers or posters if information or material is commercial, obscene, and/or unlawful or contrary to the mission and goals of the college.
- ▶ Only posters promoting events, classes, programs or services sponsored by Highline Community College or its official departments or organizations (including recognized student clubs and organizations) will be allowed on the campus bulletin boards (refer to the next page for locations).
- ▶ Posters/flyers for events, classes, programs or services must clearly identify the sponsoring Highline Community College group, organization, or department.
- ▶ Unless designated as a posting area, all areas on campus are considered non-posting zones.
- ▶ Materials found posted in unauthorized places or areas, or materials not approved by *The Center for Leadership and Service* will be removed.
- ▶ Three “Resource Boards” are located inside the Highline Student Union (one on each of the three floors) to announce non-campus events and activities or job opportunities.
- ▶ No commercial or sales advertising is permitted on campus bulletin boards, other than designated “Resource Boards” in the HSU.
- ▶ **Posting of Banners:**
 - ▶ Banners for (1) one day, all campus events can be displayed on the 2nd floor railing in the Highline Student Union for five (5) days prior and including the day of the event.
 - ▶ Only Velcro straps obtained in the *CLS* can be used to secure the signs on railings. All banners must be authorized by the *CLS* front desk and “stamped approved for posting”.
 - ▶ When submitting your posters/flyers for stamping, please ask for a copy of the approved campus posting locations.

TRAVEL PROCEDURES

(FOR CERTIFIED CLUBS ONLY)

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

- ▶ The club advisor, or another designated faculty or staff member, must join the students on the trip and be present during the entire length of the program.
- ▶ A *Club Action Form* and a *Prior Approval for Student Travel Form* must be submitted at least four weeks in advance of the trip.
- ▶ Any supplemental travel documents required will vary depending on the nature of the trip. Please see a consultant for more information.
- ▶ Students participating in official Highline events that take place off-campus are subject to all the rules and regulations outlined in Highline's Code of Student Conduct, including its Student Rights and Responsibilities code (WAC 132I-120).

Club funds generally may not be used to support travel outside Washington, Oregon, Idaho or British Columbia. However, if club members are planning to travel outside the region, they may seek an exemption from ASHCC and the Associate Dean for Student Programs and Leadership.