



2012-2013

Club

Handbook

For ASCC and Club Officers and Club Advisors

Last update 8.15.12

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Chapter 1: Overview

Introduction

Welcome to Student Life and Leadership at Cañada College. We are excited that you have become a member of ASCC and/or student club or have volunteered to be an advisor. Student Life and Leadership is part of the Student Services Division and is located in the Center for Student Life and Leadership Development building 5 room 354.

Mission

The mission of Student Life and Leadership is to support the development of the whole student by providing opportunities to connect and learn from other students, faculty and staff.

Benchmarks and Student Learning Outcomes

Leadership

-Student Life and Leadership will strive to give each student, who is part of student life, the opportunity to attend a leadership conference, retreat, and/or workshop, or enroll in leadership course.

SLO: Students will learn team building; identify strengths, and effective communication skills.

Community

-Student Life and Leadership will strive to give each student, who is part of student life, the opportunity to feel part of the campus community by attending a campus event, club or ASCC meeting and/or making friendships outside the classroom.

SLO: Students will learn about the campus programs, the diverse cultures on campus and become aware of the social justice needs that exist in our community and in our world.

Change

-Student Life and Leadership will strive to give each student, who is part of student life, the opportunity to make change on the campus by serving as a student representative on a campus committee, planning an educational event and/or attending a student government meeting.

SLO: Students will learn how to use Roberts Rules of Order to make meetings more effective and create change.

Mentorship

-Student Life and Leadership will strive to give each student, who is part of student life, the opportunity to identify their strengths, develop supporting relationships, and to understand how to keep their Student Educational Goal updated.

SLO: Students will learn where they can go on campus to get support in college and how they are responsible for each other's success and retention in college.

Student Life and Leadership Funding Source

The Center for Student Life and Leadership Development and its services are funded by the Student Body Fee of \$8.00 and the Student Representation Fee of \$1.00 and the SMCCCD District.

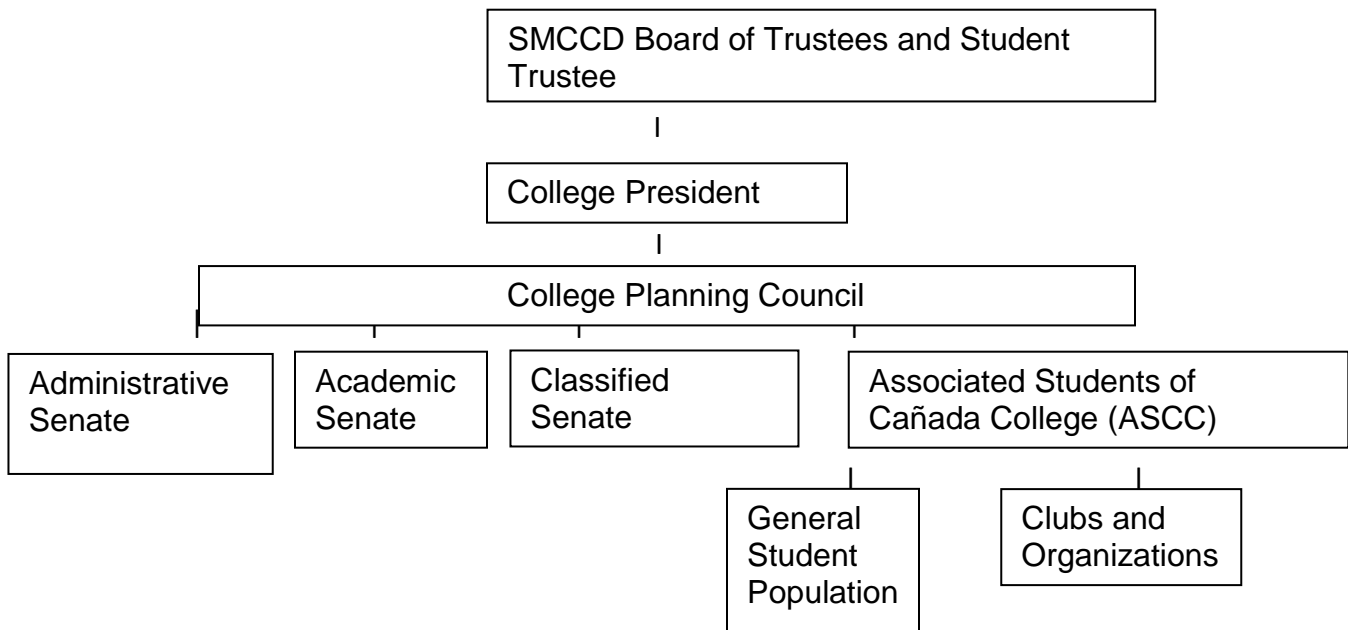
Students Report to

Cañada College students who are members of clubs and ASCC report to the Student Activities Coordinator and the Vice President of Student Services.

Role of ASCC

The Associated Students of Cañada College represents the students in the Shared Governance process. Cañada College provides an excellent opportunity for everyone's voice on campus to be heard through a system called Shared Governance.

Breakdown of Campus Leadership



SMCCCD Board Policy 2.18 Student Participation in District and College Governance

1. The Board of Trustees values and recognizes the importance of effective student participation in College and District governance processes and, to that end, students will be represented in fair numbers.
2. The Board of Trustees recognizes the Associated Students of the three Colleges, organized under the provisions of the Education Code, as the representative bodies to participate effectively in District and College governance with regard to policies and procedures that have or will have a significant effect on students.

3. The Associated Students Organizations at each College will have the sole right to make appointments for their student representatives to College and District committees, task forces, or other governance groups through a process which they will develop.
4. Students will be provided an opportunity to participate in formulation and development of District and College policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the Board of Trustees regarding such policies and procedures.
5. The Board of Trustees will ensure that, at District and College levels, recommendations and positions developed by students are given every reasonable consideration.
6. Except in unforeseeable emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formation of the policy or procedure or the joint development of recommendations regarding the action. District and College policies and procedures that have or will have a “significant effect on students” include the following:
 - a. grading policies;
 - b. codes of student conduct;
 - c. academic disciplinary policies;
 - d. curriculum development;
 - e. courses or programs which should be initiated or discontinued;
 - f. formulation of policies and procedures concerning graduation requirements;
 - g. processes for institutional planning and budget development;
 - h. standards and policies regarding student preparation and success;
 - i. student services planning and development;
 - j. student fees within the authority of the District to adopt; and
 - k. any other District and College policy, procedure, or related matter that the District governing board determines will have a significant effect on students.
7. The Board of Trustees will give reasonable consideration to recommendations and positions developed by students regarding District and College policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.
8. Student representatives will be treated with equal inclusion, opportunity and consideration in respect to all participatory governance and will have access to necessary and relevant information, documents and resources necessary for meaningful participation in governance processes.

2.18 Student Participation in District and College Governance (continued)

9. Students serving on District and College committees will maintain minimum scholastic standards as set by the California Education Code, Title 5 Code of Regulations, District Regulations, and regulations of their respective associated student organizations, while serving in governance capacities.

10. Every reasonable effort shall be made to schedule meetings so that student participation is possible.

11. At the beginning of each semester, designated student members on District and College committees shall be provided with an orientation conducted by the committee chairperson or other senior member of the committee within the first two meetings of the committee.

12. Nothing in this section shall be construed to impinge upon the due process rights of faculty, the responsibilities delegated to academic senates or detract from any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

References: Education Code Sections 76060 ,70902 (b) (7); Title 5 Sections, 51023.7 (a)(1), 51023.7 (a)(3), 51023.7 (a)(4), 51023.7 (b), 51023.7 (c), 53200-53206, 51023.7 (d) (Rev. 5/09)

Chapter 2: Forming a Student Run Club

Student Eligibility Requirements to be part of a Student Club at Cañada

To be considered an official club member or to start your own student organization at Cañada, the student must be currently enrolled at Cañada College in at least 1 course and hold a Cumulative GPA of 2.0.

Middle College students are considered Cañada College students and are allowed to be an official club member, officer or start their own student club.

Students can hold a club or ASCC officer in three different groups, however they cannot hold more than one officer position in a group. If they would like to hold more than three officer positions, the student will need to complete the Student Life Leadership Petition.

Student Eligibility Requirements to be part of ASCC at Cañada

All students applying to the Associated Students of Cañada College must be in “good standing” as defined in the current Cañada College Catalog. A student in good academic standing status has earned a cumulative grade point average (GPA) of 2.0, a “C” average or better.

All students serving on the ASCC Executive Board must maintain (be continuously enrolled in) at least six (6) registered units at Cañada College each semester during their term of office and maintain a cumulative GPA of 2.0 or higher.

All students serving on the ASCC as a senator must maintain (be continually enrolled in) at least five (5) registered units at Cañada College each semester during their term of office and maintain a cumulative GPA of 2.0 or higher

Students under the age of 18

When necessary, students under the age of 18 must provide parental consent before continuing on club sponsored activities.

District Wide Polices for CAÑADA COLLEGE Student Clubs and Associated Students.

The following rules must be followed by all ASCC, approved student clubs and organizations:

SMCCD Board Policy 7.60 Student Organizations and Activities

1. The students of the District are authorized to organize student body associations. The Board hereby recognizes those associations at the three Colleges as the Associated Students.
2. Membership in student organizations is open to all students. Denial of membership in any organization or of participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors is specifically prohibited. Membership in secret societies is prohibited.

3. The Associated Students organization is recognized as the official voice of the students in the District and the College decision-making processes.

4. The Associated Students organization may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the District and the College.

a. All activities shall be appropriately supervised by a member of the staff or by a person designated by the Vice President, Student Services.

b. Activities involving field trips or excursions shall be subject, as appropriate, to the same regulations as for required and non-required field trips.

c. Activities shall be designed to minimize the possibility of degrading, disgracing, or injuring any person or persons.

d. Distribution and posting of materials shall be subject to District and College policies and procedures.

5. The Associated Students organization shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor or designee. Such use shall not be construed as transferring ownership or control of the premises. When College facilities are used, the organization shall assume liability for all charges incurred as well as property damage.

6. Student clubs and organizations operate under the auspices of the Associated Students.

7. The Associated Students organization operates under the auspices of Student Services at each College (see Student Organizations and Activities Procedures, 7.60(1)).

Reference: Education Code Sections 76060 and 76062

(Revised 6/11)

ASCC Bylaws Article 1. ASCC Recognized Student Organizations

Since, student clubs fall under the area of Student Life and Leadership and ASCC, the ASCC has provided guidelines for clubs in their Bylaws.

Section 1. Responsibilities

All recognized student organizations are required to commit to the following:

- a) Maintain an organization constitution in the Center for Student Life and Leadership Development
- b) Participate in "Club" Day activities
- c) Be a student body card holder
- d) Give discounts to all student body card holders on all revenue producing activities.
- e) Follow all policies and procedures as stated in the Student Club Handbook and ASCC constitution.

Section 2. Membership

Membership in all student organizations is open to all Cañada College registered students. Denial of membership or participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factor is specifically prohibited.

Section 3. Recognition Procedure

- a) Any group seeking recognition for a new student organization must complete an ASCC Student Organization Registration packet. Completed registration packets must be submitted to the Center for Student Life and Leadership Development for review and approval.
- b) Once approved, each student organization will be required to send one representative to a Student Organization Orientation.
- c) All approved student organizations will be identified as an “ASCC recognized student organization”.
- d) Re-recognition Process. All student organizations are required to renew their recognition status each academic year. Once group status has been re-approved, one representative from each organization will be required to attend the Student Organization Orientation. Until a representative has attended the orientation all account transactions, facilities request, etc. will not be processed. In addition startup funds will not be deposited into campus account.

Section 4. Privileges

The privileges of recognized student organizations include:

- a) Access to ASCC Funds
- b) Use of College name
- c) Use of buildings, grounds, equipment and services of the College when available and officially scheduled.
- d) Publicity through appropriate college channels
- e) Appropriate advice and assistance from the Center for Student Life and Leadership Development.

Section 5. Inter-Organizational Council (IOC)

Membership in the Inter-Organizational Council is open to all ASCC recognized student organizations. To be considered an active member of the IOC one (1) representative from the organization must attend all IOC meetings.

Section 6. Club Funding

- a) To be eligible for funding from ASCC a registered club and/or organization must attend all scheduled IOC meetings; participate in all Club Day events, and be in good financial and club standing.
- b) All registered student clubs and/organizations will receive a pre-loaded copy card from the Center for Student Life and Leadership Development, for use on the ASCC copy machine. (CARDS NO LONGER BEING USED 8/2011)
- c) Newly registered clubs and organizations will have access to \$100.00 for the purpose of supporting initial club/organization activities.

- d) Eligible registered clubs and/or organizations may request a fundraising match for approved fundraisers, for a maximum of \$250.00 for the academic year.

Section 7. International, National, or Local Affiliation

All students seeking to establish a group on campus that is affiliated with a local, national, or international organization, hereafter called AFFILIATE, must comply with the following guidelines:

- a) The policies of the AFFILIATE must be compliant with College policies and educational objectives
- b) A copy of the AFFILIATES policies and/or constitution must be attached to the student organizations constitution.
- c) A clause stating the following must appear in the organization's constitution.
This organization shall adhere to the regulations and constitution of the "AFFILIATE" that do not conflict with the regulations and policies of Cañada College or the Associated Students of Cañada College.

Section 8. Revocation/Suspension of Privileges

Failure to comply with ASCC and College policies or administrative direction in policies may result in revocation or suspension of recognition status and/or suspension of privileges.

Student organizations that are no longer considered an ASCC recognized club will lose all access to club account funds. Funds will become the property of ASCC and will be placed in a reserve fund.

Section 9. Inactive Status

An organization will be considered inactive, if registration status is not renewed for a year and/or no account transactions occur for two consecutive semesters. All account funds will become the property of the Associated Students.

Section 10. Organizational Revisions

Any changes to an organization's constitution, structure, officers, advisor (s), and/or affiliation, must be submitted in writing to the Student Life and Leadership Office.

Revision History Fall 2005 Student Organization By-Laws added to ASCC Constitution, ASCC Approved Spring 2008 Section 5. Club Funding amended, ASCC approved June 2011 editing, update policies

Chapter 3: Club Advisor

Finding a Faculty or Staff Advisor

A full / part-time faculty or full-time staff advisor is required for all student clubs or organizations. Temporary or hourly staff cannot serve as club advisors.

To assist you in selecting an advisor, the following suggestions may help. You may want to contact an instructor who shares the club's interests and goals. For example, The Performing Arts Club may seek an advisor who is a member of the Fine and Performing Arts Department. Students can visit the Center for Student Life and Leadership Development and put in a request for an advisor.

Purpose of Faculty and Staff Advisor

- An advisor serves as a guide and advocate for the club members.
- An advisor helps the club to achieve the purpose for which it was organized.
- An advisor understands college policies affecting such groups; and, hence, can assist students in realizing the objectives of their group.

Responsibilities and Advice for Club Advisor:

- An advisor must be a full-time staff or faculty member of Cañada College. An advisor can only advise 2 clubs at time.
- Advisors are required to attend all club meetings when the club meets on campus and when they meet off campus.
- Advisors must attend on and off-campus club sponsored activities and events.
- Advisors must sign all facilities and ASCC requisition forms.
- Advisors are welcome to consult with the Coordinator of Student Activities regarding any questions, concerns or problems regarding club activities or events.

Liability for Advisors

Club Advisors are liable for

- Club financials and making sure the students pay their bills on time.
- The safety of the club members when driving the college van.
- Student behavior during the use of college facilities during meetings, events and when traveling to conferences, tournaments, etc..

Chapter 4: Club Officers

Club Executive Officer Positions & Responsibilities

Club President:

President-Every club is required to elect a president. The president is responsible for:

- Scheduling and running club meetings. They are the “Official Spokesperson” for the club. The best person for club president is a student who can make every meeting.
- Understanding and following the Club Constitution and Cañada College Club Handbook.
- Working with the club secretary and advisor to develop an agenda for each meeting

Treasurer:

Treasurer-Every club is required to elect a treasurer. The treasurer is responsible for:

- Keeping track of the Club budget.
- Processing and signing ASCC Requisition forms.
- Must be able to attend club meetings.

ASCC Liaison

ASCC liaison- Every club is required to elect an ASCC Liaison. They are responsible for:

- Attending the first ASCC Board Meeting of the month and/or Club Mixers.
- Be the liaison between the club and the ASCC. You are responsible for reporting the status of their club to other Clubs as well as reporting the content of the ASCC meeting back to club members.
- Be in charge of requesting money from the ASCC.

Secretary

Secretary-Every club is required to elect a Secretary. They are responsible for:

- For taking minutes at each meeting. They also keep track of agendas and minutes, preferably in a club binder.

Steps for Electing Club Officers

Clubs are encouraged to elect club officers during the first couple of meetings. It is important that the club has its 4 core members before it elects officers.

1. Decide how the group will elect officers. Example: Nominations, voting, silent ballot. Clubs who complete their club paperwork would have created a way to elect officers as part of the paperwork.
2. Start taking Nominations. Remember, the Center for Student Life and Leadership Development only requires clubs to elect a President, Treasurer, ASCC Liaison and Secretary.
3. Write the candidates’ names and position on the white or black board in the classroom.

4. Check to make sure you have at least 4 maybe even 6 club members present. Then have one student lead the group in voting.
5. Write the winners on the ASCC Student Organization Registration Packet and return it to the Student Life and Leadership Center.

Steps for Electing ASCC Officers

*Review ASCC Constitution and Bylaws available in the Center for Student Life and Leadership Development or on the website.

Example of a Club Meeting's Agenda

Agenda

Film Club

Thursday, February 2nd, 2011

Student Life and Leadership Center Conference Room 5-350

1:30-2:30

1. Call to Order:
2. Roll Call:
3. Reading and Approval of Minutes: from January 26th, 2011
4. Additions to the Agenda:
5. Public Comment:
6. Information Items:
7. Discussion Items: (*Maximum of five minutes per topic*):
8. Action Items: (*Maximum of two minutes per topic*)
9. President's report: Jamie Forrest
10. Treasurer Report: Fred Johnson
11. ASCC Liaison Report Oscar Lee
12. Club member reports
13. Advisor Report: Dr. Heather Olson
14. Next Meeting, Day, Time Place
15. Adjournment

Example of a Club Meeting's Minutes

Minutes

Film Club

Thursday, February 2nd, 2011

Student Life and Leadership Conference Room 5-350, 1:30-2:30

1.0 Call to Order: 1:40

2.0 Roll Call: Jamie Forrest, Fred Johnson, Oscar Lee, Mary Shenk, Jessica Anderson, Dr. Heather Olson, Michelle Worch, Amy Hong.

3.0 Reading and Approval of Minutes: from January 26th, 2011-Approved

4.0 Adoption of the Agenda: 7.1 Next movie "Glory Road", 8.1 Next movie "Glory Road"

5.0 Public Comment: Oscar Lee "We need to advertise more when we plan on going to the movies"

6.0 Information Items:

6.1 Club Rush, Feb. 14-Feb.16, Noon-1:30pm, Quad

7.0 Discussion Items: (*Maximum of five minutes per topic*):

7.1 Next movie to see "Glory Road"

8.0 Action Items: (*Maximum of two minutes per topic*)

8.1 Next movie to see "Glory Road" –approved

9.0 President's report: Jamie Forrest-Thanks for approving "Glory Road". I can drive.

10.0 Treasure Report: Fred Johnson-We made \$100.00 from the bake sale at the end of last semester.

11.0 ASCC Liaison Oscar Lee-I need to know who will be sitting at the Film Club table during CLUB RUSH

12.0 Club member reports: Mary Shenk-I can do Tuesday at CLUB RUSH

13.0 Advisor Report: Dr. Heather Olson-I was able to reserve rm 1033 for March 1 if you still want to host an Asian Film Festival.

14.0 Next Meeting, Day, Time Place: Thurs. Feb. 9, 1:30-2:30, Student Lounge

15.0 Adjournment: 2:30

Frequently Asked Questions and Answers on Ways to be a Success Club

Q. How do we recruit more members?

A. It is best to pick meeting times that are the same every week. Advertise club meetings on Campus Events Bulletin Boards. Participate in CLUB RUSH during Welcome Back Week events. This 2 day event is during the 3rd or 4th week of school. The times are 12:30 to 2pm in the quad. Consider making mini flyers that you can hand out to fellow students inviting them to your club.

Q. What do we do if we want to change our club leadership or advisor?

A. To change a club's leadership, for example the club president or advisor, the club must hold an office club meeting, which is advertised. At the meeting, the club must have a typed agenda with a discussion and action section. Then the club must have its 4 core club members present along with the advisor to make a vote. Once the club leadership has changed, please inform the Student Life and Leadership Center.

Q. What happens if we cannot pay our bills?

A. If your club cannot pay their bills such as Facilities costs from an event or reimbursement to a fellow club member, the club will be suspended. The club will then need to develop a contract laying out how they plan on earning the money. The president, treasurer and club advisor will need to sign the contract, along with the Coordinator of Student Activities and the Vice President of Student Services.

Q. What happens if we no longer have 4 club members?

A. At the beginning of each semester and when a club starts to form, they have 6 weeks to find 4 core members. If your club cannot hold 4 active members, then your group will need to stop meeting as a club until next semester.

Chapter 5: Planning Student Run Events at Cañada College

Guidelines for Student Sponsored Events at CAÑADA COLLEGE

What is a student sponsored event?

Student sponsored events are led by currently enrolled Cañada College students who are official members of a club or ASCC and are funded by ASCC, Club or District funds. For example:

- on campus food sales,
- dances,
- tournaments,
- conferences,
- guest speakers,
- Spirit Thursdays,
- Other events that are run by students.

Student sponsored events need to be voted on and approved at club or ASCC meetings.

Student sponsored events must have a student assigned to complete the Facilities and ASCC Requisitions forms and be the liaison.

It is not the role of the advisor to complete campus paperwork for student sponsored events or to be the event leader.

Only Main Theatre Requests must be completed by the Coordinator of Student Activities.

At Cañada College, Student Life and Leadership encourages students to learn from opportunities such as taking lead in planning events or leading meetings.

When does an event become student sponsored?

An event becomes student sponsored when the members of the club or ASCC vote during a meeting to sponsor or take lead to put on the event.

Expectations of a Student Sponsored Event

Before you sign up to sponsor an event on campus take in to consideration the following expectations:

-Student sponsored events are expected to have club or ASCC members present on the day of the event.

-Student sponsored events are expected to have club or ASCC members respects the facilities space, do not allow alcohol or drug activity or any violence towards people in attendance.

-Student sponsored events that are collecting money, are expected to have multiple club and ASCC members collecting money and depositing any money made within 2 days of the event into the groups Trust Account.

-Large student sponsored events such as a dance, fair or tournament are expected to have their advisor present during the event.

Paperwork Needed for Planning a Large Campus Event

The required process for coordinating a dance or large event on campus if it is the group's first time doing so is the following:

Complete

Facilities Reservation Request

Event Planning Check List with Cost Breakdown of the Event

Have the student coordinator of the event and the club or organization advisor set up a standard meeting between the Coordinator of Student Activities, a representative from College Police, and a representative of Facilities

1. During the meeting, the club or ASCC will talk about their vision for the event, ideas, questions and concerns they might have.
2. During the meeting, College Police will review the Facilities Reservation Form and the amount of security and parking needed for the event.
3. During the meeting, Facilities will review their Forms and discuss the amount of tables, chairs, sound equipment and amount of custodian help.
4. During the meeting, the Coordinator of Student Activities will review their financial and publicity needs.

Together, Group decides on the final details:

1. Day, Time, Place, and Concept of event
2. College Police needs and cost
3. Facilities needs and cost
4. Financial and publicly needs

Reserving College Facilities-*all requests must be turned in 2 weeks in advance*

Place	Office Contact	Form to Complete
Reserving the Student Life and Leadership Center Conference Room 5-350	<i>Visit Student Life and Leadership Center Bldg. 5 Rm 354</i>	<i>No Form, call the office 306-3373 to make a reservation</i>
Reserving a campus classroom for an event	<i>Visit Student Life and Leadership Center Bldg. 5 Rm 354</i>	<i>Facilities Reservation Request</i>
Reserving classroom for mtgs.	<i>Visit Student Life and Leadership Center Bldg. 5 Rm 354</i>	<i>Facilities Reservation Request</i>
Setting up a table in the Quad	<i>Visit Student Life and Leadership Center Bldg. 5 Rm 354</i>	<i>Facilities Reservation Request</i>
Hosting a dance on campus	<i>Visit Student Life and Leadership Center Bldg. 5 Rm 354</i>	<i>Facilities Reservation Request</i>
Reserving the Gym	<i>Visit Student Life and Leadership Center Bldg. 5 Rm 354</i>	<i>Facilities Reservation Request</i>
Reserving the Main Theatre	<i>Visit Student Life and Leadership Center Bldg. 5 Rm 354</i>	<i>Theatre Facilities Reservation Request</i>

GUIDELINES FOR FOOD-RELATED EVENTS AND SALES (DEC. 2009)

FOOD SALES

To comply with the San Mateo County Health Department's regulations related to the preparation, handling, and distribution of food on campus, as well as to guarantee the health and safety of all campus constituencies, the following guidelines for food sales have been established for the San Mateo County Community College District:

Food items must be prepackaged. Prepackaged items are food items packaged at a licensed bakery, restaurant, or grocery store, OR

Food items must be prepared by a licensed food service provider and a certificate of liability insurance must be provided in order to receive event authorization, OR

No foods or perishable beverages can be prepared or stored in a private home due to possible contamination.

All food and perishable beverages shall be protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated).

Additional Points of Clarification

Can pizza be sold by the slice? Pizza purchased from a licensed food service provider can be distributed by the slice to the public, provided it is protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated as needed).

Can baked goods be separated in single servings for sale? Baked goods purchased from a licensed food service provider can be distributed individually to the public, provided they are protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated as needed).

Does the food policy apply to food in baskets assembled for fundraising? Yes, unless the food items are pre-packaged.

POTLUCKS

Potlucks are permissible when the following guidelines are met:

The meeting or event must be closed to the general public. Instead, the event is open to a specific target population, e. g., members of a club, students in a class/program, or certain employees.

There can be no charge for the event.

The event cannot be advertised to the general public.

Check List for Selling or Giving Away Food

Need money to buy supplies?

- a. Complete an ASCC Funding Request
- b. Or if your group has money, someone in the group will have to buy the supplies in advance and request for a Reimbursement.

Relevant Forms

- Facilities Reservations Request. Must be done 2 weeks in advance.

On the day of the event, don't forget:

- ✓ Gloves
- ✓ Spatula
- ✓ Tongs
- ✓ Cooler
- ✓ Ice
- ✓ Candles for Hot Food Holders
- ✓ Hot Food Holders
- ✓ Napkins
- ✓ Paper Plates
- ✓ Utensils (forks, knives, spoons etc.)
- ✓ Beverages
- ✓ Advertising Materials
 - Arrows
 - Posters
 - Flyers
 - Posters displaying Prices

Planning a Campus Event to Do List

EVENT: _____

Use this TO DO LIST to help organize your planning committee. Everything you need to know for having a program at Cañada College is right here. Having questions, call Victoria Worch Coordinator of Student Activities, (650) 650-3373, worchv@smccd.edu

Members on the planning committee: _____

Facility Reservations	Need to do	Assigned person	Requested/ Completed
Decide who will be the contact and in charge of completing campus forms such as Facilities & Business office.	<input type="checkbox"/>		<input type="checkbox"/>
Brainstorm how many chairs and tables you will need for the event.	<input type="checkbox"/>		<input type="checkbox"/>
Brainstorm if you will have media needs such as microphone, portable sound system, etc.	<input type="checkbox"/>		<input type="checkbox"/>
Decide how many people you want to see at the event.	<input type="checkbox"/>		<input type="checkbox"/>
If you will have over 50 people and will invite the public	<input type="checkbox"/>		<input type="checkbox"/>
Thinking about having food, drinks? Decide what kind of food you want to sell, or give a way.	<input type="checkbox"/>		<input type="checkbox"/>
Decide how much you are going to sell the food and drinks for.	<input type="checkbox"/>		<input type="checkbox"/>
Complete "Facilities Reservation Request"	<input type="checkbox"/>		<input type="checkbox"/>
Get Advisor's Signature	<input type="checkbox"/>		<input type="checkbox"/>
Drop off to the Coordinator of Student Activities	<input type="checkbox"/>		<input type="checkbox"/>
<p>DATE of EVENT: _____</p> <p>TIME: Of EVENT: _____</p> <p>PLACE OF EVENT: _____</p> <p>DETAILS OF EVENT: _____</p> <p>_____</p>			
Money in advance for food, decorations Reimbursement a club member	Need to do	Assigned person	Requested/ Completed
Decide and develop a budget on how much money you will need for the event.	<input type="checkbox"/>		<input type="checkbox"/>
Decide who will pay for it? Your club? Will you need to request money from ASCC?	<input type="checkbox"/>		<input type="checkbox"/>
To request money from the ASCC complete an Agenda Request and Budget Proposal. Drop off at the ASCC Office, ASAP.	<input type="checkbox"/>		<input type="checkbox"/>

Pay Bills with the ASCC Requisition Form. You will need treasurer and advisor signature	<input type="checkbox"/>		<input type="checkbox"/>
Attach Invoice or Original Receipts	<input type="checkbox"/>		<input type="checkbox"/>
Drop off to the Coordinator of Student Activities	<input type="checkbox"/>		<input type="checkbox"/>
Publicity	Need to do	Assigned person	Requested/ Completed
Email Robert Hood hoodr@smccd.edu to advise your program on the Cañada College Web Page, Facebook, local newspapers, & Highway sign.	<input type="checkbox"/>		<input type="checkbox"/>
Email Coordinator of Student Activities to be advertised on the Campus Event Poster worchv@smccd.edu	<input type="checkbox"/>		<input type="checkbox"/>
Make Flyers, Posters, Facebook post	<input type="checkbox"/>		<input type="checkbox"/>
Post Flyers and Posters around campus	<input type="checkbox"/>		<input type="checkbox"/>
Send Individual Invites example: faculty, college president	<input type="checkbox"/>		<input type="checkbox"/>
Ask Club Advisor to Email the College Campus	<input type="checkbox"/>		<input type="checkbox"/>
Speaker/Band	Need to do	Assigned person	Requested/ Completed
Want to book a band or speaker? Must complete ASCC Performance Agreement and ASCC Requisition Form before they perform on campus.	<input type="checkbox"/>		<input type="checkbox"/>
Get Club President, Club Treasurer and Advisor Signature	<input type="checkbox"/>		<input type="checkbox"/>
Attach Invoice	<input type="checkbox"/>		<input type="checkbox"/>
Drop off to the Coordinator of Student Activities	<input type="checkbox"/>		<input type="checkbox"/>
Follow up	Need to do	Assigned person	Requested/ Completed
Thank You notes	<input type="checkbox"/>		<input type="checkbox"/>
Return food/supplies to Center for Student Life and Leadership Development	<input type="checkbox"/>		<input type="checkbox"/>
Other To DO Items	Need to do	Assigned person	Requested/ Completed
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Notes:

Next Planning Meeting: _____

Chapter 6: Requesting, Fundraising, and Spending Club Money

Receiving Money from the ASCC

Right now, brand new clubs receive a \$100.00 startup donation from the ASCC. The money will be automatically deposited into the club's trust account after all paperwork is completed, turned in, and they have attended 1 ASCC meeting.

Requesting Money from the ASCC

Clubs and ASCC are allowed to request money from the Associated Students of CAÑADA COLLEGE.

To request money clubs must:

Complete the ASCC Agenda Funding Request prior to the next ASCC Executive Board meeting. ASCC asks that groups turn in their request in at least 4 weeks in advance.

If approved the group's Treasurer will work with the Coordinator of Student Activities to get payments taken care of.

Chartered Student Club and ASCC Automatically Receive a Campus Bank Account

The club or ASCC members must be approved before they can receive a Trust Account.

Once they have completed their Student Club Application and Constitution packet they will receive a

Trust Account in their Clubs Name. A monthly statement can be requested from the Coordinator of Student Activities.

Treasurers are encouraged to review the Monthly Statement and compare with their records.

All Cañada College chartered student clubs and ASCC MUST open a Trust Account and deposit and process all money raised through the business office. Off-campus bank accounts are not allowed.

Reserving a Cash Box/Depositing Money

The ASCC provides campus Student Clubs and ASCC 1 cash boxes that can be rented out from the Center for Student Life and Leadership Development. To reserve a cash box:

Visit the Student Life and Leadership Center and fill out the Reserving a Cash Box form

The form will need to be signed by Treasurer and the Coordinator of Student Activities.

On the day of the event, the Treasurer can pick up \$10.00 in change from the Student Activities Coordinator.

The Cash Box MUST be returned THE SAME DAY. Students are encouraged to deposit their earnings at the same time. If the Cash Box is not turned in the same day, the club will be charged a late fee of \$5.00 per day.

Depositing Money

If the club or ASCC made money from an event or fundraiser members must go straight to the Cashier’s Window and deposit the money. With the money, they must complete the Student Organization Deposit Form.

Examples of what forms to complete when spending club money

*All business forms are available in the Student Life and Leadership Center. They need to be completed and returned to the office 2 weeks in advance.

All requests must have been approved at club or ASCC meeting when majority of the members were present.

	<p>Need a reimbursement? Complete ASCC Requisition Form. Attach original receipt. Make sure the form is signed by Treasurer and Advisor. Return form to the Student Life and Leadership Center to be approved and sent on to business office. The business office will cut and mail the check.</p>
<p>Have an invoice from a vender?</p>	<ul style="list-style-type: none"> ✓ Complete ASCC Requisition Form. ✓ Attach invoice. ✓ Make sure the form is signed by Treasurer and Advisor. ✓ Return form to the Student Life and Leadership Center to be approved and sent on to business office. ✓ The business office will cut and mail the check.
<p>Want to place an order with a vender?</p>	<ul style="list-style-type: none"> ✓ Complete ASCC Requisition Form. ✓ Make sure they are signed by Treasurer and Advisor. ✓ Return form to the Student Life and Leadership Office to be approved and sent on to business office. ✓ The business office will give you a P.O. # which you will give to your vender in order to process your order. ✓ Require vender to mail you an invoice. ✓ Upon receipt of invoice, sign “ok to pay” and submit invoice to Business Office.

	<p>✓ The Business Office will cut and mail the check.</p>
	<p>Have money to deposit? If your club or ASCC made money from an event or fundraiser they must go straight to the Cashier's Window and deposit the money. With the money, they must complete the Student Organization Deposit Form.</p>
	<p>Have a performer, band, caterer or speaker to pay?</p> <p>First ask for an invoice. Complete ASCC Performance Agreement. Complete W-9 Form Complete ASCC Requisition Make sure forms are signed by Treasurer and Advisor. Return to Student Life and Leadership Center to be approved and sent on to business office. The business office will cut and mail the check.</p>
.	<p>Need money in advance to buy food, drinks or supplies? *Advances cannot be used to pay someone to do a service such as, take photos, cook food or make t-shirts Cañada College Business Office does not offer advances. You will have to decide among your group who will pay for the food out of their own pocket and request a reimbursement. Remember, you must turn in Original Receipts!</p>

Fundraising Policies On and Off Campus

Student Clubs and ASCC can fundraise on and off-campus by completing the Request for Fund-Raiser Approval Form located in the Student Life and Leadership Center.

Fundraising activities shall be conducted in advance with the regulations adopted by the Colleges, in coordination with the District Administrative Services Office. Under no circumstances shall funds be solicited in the classroom, unless approved by the instructor.

On-campus fundraising activities must be approved in advance by the organizations' Advisor in addition to the Coordinator of Student Activities. Off-campus fundraising shall require the approvals of the Vice President, Student Services.

Students planning a fundraiser activity will need to complete the Fundraiser Approval Form available in the Student Life and Leadership Center. To be approved for fundraiser approval must be submitted at least four weeks prior to the request date.

By state law all organization revenues generated from fundraising activities must be deposited into the organization's College account. Funds must be deposited within five working days from the fundraiser event.

The following types of fundraising activities and places to fundraise that are generally appropriate are:

- Athletic events
- Concession sales
- Hosted entertainment events
- Advertising
- Publications
- Student stores
- Cultural events/International Fairs
- Limited food sales
- Car washes
- Book fairs
- Scholarships and trusts
- Gifts and grants

SMCCD Board Policy 8.38 Gifts and Donations

1. A gift or donation is defined as a contribution of money, securities, real or other property, goods, or, in some cases, services to the District/Colleges or any organization officially sponsored by the District/Colleges (e.g., student club) in exchange for which no return is given. Such a donation may not be designated to benefit a specific person; donors will only be allowed to establish broad criteria over the disposition of a donation and all IRS requirements shall be observed.

2. For gifts and donations which have a value of \$250 or more, the College or District Chief Executive Officer shall accept or decline the contribution on behalf of the Board and report all such contributions in summary form to the Board semi-annually, with the date of receipt of the contribution shown.

a. Gifts with a value of less than \$250 will be accepted or declined by the receiving unit's manager.

b. The value of a contribution will be reported on the aggregate value of all items contributed at one time by a single donor and not the individual value of each item separately.

3. Only those gifts and donations which are deemed by the receiving unit's manager to be useful to the educational program, to support services, or for fund-raising will be accepted. All gifts and

donations shall be used for the purpose specified by the donors. Unrestricted gifts or donations shall be used in accordance with District/College plans.

4. For contributions valued at \$250 or more, the appropriate College or District Chief Executive Officer shall provide the donor with an official acknowledgment of the contribution. The receiving unit's manager will provide appropriate acknowledgment for contributions with a value of less than \$250. Except for the case of a monetary contribution, it is the responsibility of the donor to provide an estimate of the value of the contribution.

5. Employees are encouraged to refer prospective donors to The San Mateo County Community Colleges Foundation.

(Rev. 2/07)

Additional information on Gifts and Donations

A gift or donation is defined as a contribution of money, goods (i.e. t-shirts, bagels, gift certificates, etc.) or in some cases, services to a student organization in exchange for which no return is given

For Money or Equipment donations-Complete the Donation to ASCC forms at the Student Life and Leadership Center. This form must be completed prior to receiving the donation.

Please ask the person to make the checkout to Associated Students of Cañada College; in the memo of the check, have the person include the name of Club.

All checks and cash donations must be sent directly to the Businesses Office with a completed Student Organization Deposit Form.

Raffles and Drawings

If your group is planning on selling tickets to enter a Raffle or Drawing they are required to complete the Fundraising Approval Form.

When planning a Raffle or Drawing as a fundraiser, things to consider

- ✓ advertise "donation" or "recommended ticket price"
- ✓ number tickets before giving them out
- ✓ advertise in advance "have to be present to win" or "do not have to be present to win"
- ✓ advertise in advance drawing will take place on "this date"

After they have collected the money, the group will need to complete the Student Organization Deposit Form

Giving Away Scholarships

When a club would like to give away scholarships to their club members, they must follow these steps.

- 1) Create a scholarship application or ask everyone to complete the Cañada Scholarship Application. (The Cañada Scholarship application is due the first week in March)
- 2) Organize a scholarship committee to review the applications. The committee must have a score sheet to rate the scholarships. Here is an example from Financial Aid:

Rating	Student Academic Data	Financial Data	Extra-Curricular /Honors/Comm. Service	Personal Statement	Recommendation Letter
4	Thoughtful, demonstrates understanding of academic goals; GPA and coursework support direction. Strong commitment to achieving goals		Demonstrates significant involvement in extra-curricular activities and community service. Appears very involved in a variety of programs, and has some leadership roles in those organizations. Has received significant awards and achievements.	Excellent	Excellent
3	Well thought out, understands academic path, able to articulate objectives.		Appears to be involved in some activities. Has been a leader on occasion and has a commitment to participate. Has received awards or honors.	Above Average	Above Average
2	Fairly certain about goals, maybe overly general, some insight.		Appears to be involved in a few activities. No real leadership roles and no recent awards.	Average	Average
1	Unsure of goals but wants to continue with academics. Beginning to evaluate future possibilities.	Has Financial Need	May be has done an extra-curricular activity once or twice. No recent awards or honors.	Below Average	Below Average
0	Does not discuss academic goals.	No Financial Need	Does not discuss any extra-curricular activities, community service, awards or honors.	Poor	Poor

- 3) Once the scholarships have been awarded, they must be announced in a Club Meeting and the process recorded in club minutes.
- 4) To award the scholarship money, the club must complete an ASCC Requisition and attach Club Minutes documenting how the scholarships were awarded.

Chapter 7: Student Sponsored Traveled

Travel Polices at Cañada College

***Forms that need to be completed when traveling to conference, workshop, or club sponsored off campus event:**

- Conference Attendance Approval
- Release from Liability, Behavior Standards, and Medical Consent Forms
- San Mateo County Community College District Transportation Requests/Request to Drive

Traveling by Air

***Items students need when traveling by Air. For Security purpose, make sure all your students have one or all of the following documents when traveling:**

- Driver's License
- Passport
- Green Card or VISA documentation

Traveling with Undocumented Students

If you subset that you might have an undocumented student or a student who has committed a crime and their name might come up in the system traveling with you, it is important that you have an emergency contact for that student in case they are arrested at the airport.

Traveling by Car or Bus

If the club will need addition transportation, here as a few options:

Bus- Arrangements must be made with local bus company;
 Compass Transportation
 Charter Div.
 54 Tanforan Ave.
 South San Francisco, CA 94080
 p. 650-246-2763 fax 650-2462778

College Car/Van. Reserve by contacting Kathy Smith in Physical Ed. Department smithk@smccd.edu and complete the San Mateo County Community College District Transportation Request/Request to Drive

Only advisors can drive the van. Before you can drive the van, you must have a recent DMV driving record on file with Facilities.

SMCCD Board Policy 6.45 Field Trips and Excursions

1. A required field trip is a college-sponsored, off-campus activity which is considered a mandatory part of the curriculum or course of instruction for which students are expected to attend and are given some credit for attendance or penalty for non-attendance.
2. A non-required field trip is any travel activity which is voluntary in nature and which students are not required to attend as part of their course work. All persons making the field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip and shall sign a statement waiving such claims.
3. Instructors supervising field trips must be familiar with procedures dealing with transportation (Rules and Regulations 8.45).
4. The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.
5. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.
6. Students, faculty and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.
7. No student shall be prevented from taking a required field trip because of insufficient funds. The Colleges shall coordinate efforts of community service groups to supply funds for students in need.
8. All student trips must be approved in advance and in writing by the appropriate Dean and Vice President. The approval shall indicate whether the activity is required or voluntary.
9. The above activities are not to be confused with Study/Travel Tours (Rules and Regulations 8.47) or Student Life and Leadership (Rules and Regulations 7.60).
Reference: Title 5 Section 55220
(Revised 5/10)

SMCCD Board Policy 8.45 Transportation on District-Sponsored Activities

1. Privately owned aircraft may not be utilized on any District business or for any District-sponsored activity because there is no District insurance for privately owned aircraft.
2. Except in an emergency, travel by District-owned or chartered automotive equipment must be approved by the appropriate College administrator at least three weeks prior to the date of the proposed trip.

3. District-owned or chartered vehicles may be used for field trips, athletic trips, and other activity trips where attendance of students or staff is required. However, use of District-owned vehicles for student transportation will be given priority.
4. All trips involving students in District-owned or chartered automotive equipment shall be supervised by the appropriate faculty or staff to ensure compliance with all District and College policies and procedures.
5. Persons who are designated to drive District-owned vehicles on College-sponsored activities must have a clean driving record, as outlined in (6) below and possess a valid Class C, Commercial driver's license.
6. The drivers of any vehicles for College-sponsored activities must have a clean driving record (zero points). The names and driver's license numbers of requested drivers must be submitted to the Human Resources Department so that the requested driver's record may be checked by the DMV to determine if a clean driving record exists. Human Resources will approve or disapprove the request.
7. Student drivers in voluntary car pools will not be reimbursed for any expenses incurred when carpools are used as the means of transportation on field trips.
8. No faculty or staff shall direct the use of student automobiles or assign passengers or otherwise exercise control over use of voluntary car pools on authorized field trips.
9. Voluntary student car pools, involving both the student driver and passengers, are not covered by the District's insurance. The District's insurance will cover all students during the actual period of the field trip, beginning when the responsible faculty or staff member begins the class/activity on location, and ends when the class/activity is officially terminated on location.
10. Class/activity begins when the faculty or staff member convenes the class/activity on location and ends when the class/activity is terminated on location.
11. 11. All persons participating in a field trip or District- or College-sponsored activity shall complete appropriate forms, which include waiving all claims against the District for injury, accident, illness, or death occurring by reason of the trip.
12. 12. The College Deans responsible for athletic programs shall be responsible for scheduling the use of District/campus-owned vehicles. In the event that chartered vehicles are required, the Deans responsible for athletic programs will make arrangements and submit appropriate documentation, prior to the trip, to the Office of the Vice President of Student Services.

(Revised 3/11)

SMCCD Board Policy 8.47 Study/Travel Tours

A. The name of the District or one of its Colleges may be associated with an organized tour, group travel arrangement, or other travel enterprise or activity only when the study/travel tour has been approved as a part of the educational program of the District.

B. Study/travel tours will be approved only if they have educational value not associated with commercially conducted or independent tours.

C. A principal test of such educational value is that the study/travel tour must be approved through established District-College channels as an integral part of a credit course or as a Corporate and Community Education Program administered through the Corporate and Community Education Office.

D. The College President will be responsible for approval of the individual study/travel course after taking into consideration both its educational value and the possible risk or liability which the District might incur.

E. No employees, while on District property or at any authorized District or College function, shall publicize, solicit for, or in any manner attempt to seek students or staff as participants in tours or other travel ventures except for those study/travel tours which have been officially approved as outlined above.

F. Staff members or the tour organization they represent may place paid advertisements in student newspapers on the same basis as any other commercial enterprise.

G. No District equipment, supplies, or postage shall be used in the development, advertisement, or operation of tours or other travel ventures except for those study/travel tours which have been officially approved as outlined above.

SMCCD Board Policy 8.55 Conference Attendance and Travel

It is the policy of the District to reimburse, to the extent possible within financial restraints, expenses incurred for travel, conferences and meetings of professional and educational organizations and associations. It is the position of the District that the training of employees gained by participation in such activities can contribute significantly to personal effectiveness as it relates to District purposes and operations and to the quality of education provided.

2. Students

a. Students shall be reimbursed from District funds to the extent authorized by the Education Code for expenses incurred in the following categories:

1) Participation in co-curricular activities or events as authorized and defined by the Education Code.

2) Participation in other conferences where student attendance is required may be authorized by the appropriate administrator if it has been determined that the District and students will benefit by such attendance.

3) Participation by students as members of the athletic team in athletic events at a

place other than the San Mateo County Community College District, as authorized by the Education Code.

4) Participation in activities or events supported in full or in part by external funding which are conducted within the framework of the purposes and guidelines established for the program and is approved by the College President.

b. Authorized Expenses

1) Reimbursement for co-curricular activity expenses shall be limited to lodging, transportation and conference fees in accordance with District administrative procedures.

2) Reimbursement for athletic activity expenses will include lodging, meals, entry fees and transportation in accordance with District administrative procedures.

3) Reimbursement for expenses of student representatives at selected conferences may be authorized by the College President and/or Chancellor-Superintendent in accordance with District administrative procedures.

8.55 Conference Attendance and Travel (continued)

4) Social events and awards intended to recognize the achievements of student athletes shall be funded, to the extent possible, from gate receipts, contributions, fund-raising activities and the individual payment by participants in such events. Other District funds may be used supplementally if approved by the College President or the Chancellor-Superintendent.

(Rev. 11/92)

Chapter 8: Time Place and Manner-Advertising on Campus

Student Life and Leadership Center of Cañada College Campus Posting Policy

Persons or organizations seeking to distribute materials on campus must provide a copy of the material to the Student Life and Leadership Coordinator or her/his designee.

1. All materials to be posted must be date stamped by the Coordinator of Student Activities.
2. Approved materials may be posted in the Student Center and on open bulletin boards located throughout the campus. Classroom bulletin boards are intended for instructional usage but may be utilized on a space available basis, subject to Divisional/Departmental needs and policies. Academic and administrative department boards (usually located in specific department buildings) are maintained by each department. Permission for posting in these areas must be obtained from each area Dean. Any materials posted in unauthorized locations,

or without being stamped and dated by the Student Life and Leadership Center, are subject to removal.

3. Materials may not be posted on doors, painted surfaces, or exterior building walls or windows. All other surfaces (e.g., non-classroom bulletin boards) are available for the posting to materials on a space-available basis. Sponsors are responsible for the removal of their materials after a reasonable period of time or once the materials becomes obsolete. Any member of the College staff may remove any obsolete materials.
4. Events, programs or services, which are not sponsored by Cañada College, will be displayed in public posting areas only. Classroom bulletin boards are reserved for College sponsored events.
5. The number and size of posters and leaflets that any one organization or person may post is subject to limitation by the Coordinator of Student Activities *and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.*
6. Placement of materials on parked vehicles causes severe litter problems and is expressly prohibited.
7. Exceptions to any of the preceding requirements must be approved in advance by the Coordinator of Student Activities.

BULLETIN BOARD LOCATIONS

Building 3	Building 9	Building 13	Building 18	Building 22
First Floor- 4	First Floor- 1	First Floor- 3	Second Floor -1	1
Second Floor -2	Second Floor- 3	Second Floor- 4		
	Third Floor- 5	Third Floor- 4		

Chapter 9: Forms

Office Forms

The following forms are available in the Student Life and Leadership Center and on the center's website.

- 2012-2013 Club Application
- ASCC Funding Request
- ASCC Load Request Application/Agreement
- ASCC Requisition
- Cañada Campus Committee Attendance Log
- Cash Advance Request Form
- Conference Attendance Approval
- Event Planning To Do List
- Facilities Reservation Form
- Fundraiser Match Request
- Fundraiser Request
- Guidelines for Food Related Events
- Performance Agreement
- Request for \$8.00 Student Body Fee Reimbursement Form Fall 2012
- SMCCD Liability Release Behavior Medical Consent
- Student Life Leadership Petition
- Student Organization Deposit Form
- Tax ID Information
- Van Request
- W-9