



# Advisor Handbook

Fill up their cup!

Advising a club is an incredible way to encourage the development of initiative, responsibility, and leadership in the students outside of the classroom.

# Can I be a club advisor?

- Clubs must have **at least ONE advisor that is Full-Time**  
(Faculty, Management, Administrator, or Classified Staff)
  - A part-time permanent faculty or classified staff member may serve in addition to the full-time Advisor as a co-advisor
- **ALL advisors and co-advisors MUST submit an Advisor Contract**



# What is my role as a Club Advisor?

**SMCCCD Rules and Regulations stated in Student Services 7.60:**

**1. Be present at EVERY:**

- official meeting of the organization
- any meeting held on College property
- club event on or off campus
- any group sponsored travel

**2. Advise students on:**

- all club and campus policies and procedures

**3. Supervise financial transactions:**

- sign ALL check requests
  - (Co Advisors not eligible to sign per California Education Code)
- the proper collection, deposit, and expenditure of funds as outlined in the ASCC Bylaws and the District Rules and Regulations
- ensure no off-campus accounts for the club are permitted

I understand that as the Advisor I am required to do the above



PROJECT

# CLUB APPLICATION

## INTER-CLUB COUNCIL: ICC

DATE

2014-2015

DEPT

STUDENT LIFE & LEADERSHIP

# **ALL recognized student organizations are REQUIRED to:**

- a) Maintain an organization constitution**
- b) Participate in “Club” Day activities**
- c) Show all members of the club be:**
  - a student body card holder**
  - be enrolled in at least 6 units**
  - have a minimum GPA of 2.0**
- d) Give discounts to all student body card holders on all revenue producing activities**
- e) Follow all policies and procedures as stated in the ASCC constitution**



# Membership to 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.

\*\*\*Please note that students may ONLY hold a MAXIMUM of  
THREE leadership positions within clubs\*\*\*



## Privileges

Access to ASCC Funds-  
\$100 Start-Up to Brand New Clubs-  
Club Scholarships-  
Use of College Name-  
Use of Facilities & Equipment -  
College Publicity -  
Advice & Assistance -  
\$250 Fundraising Matches\*\*\* -  
For approved fundraisers. Once a year . \*\*\*

# To Be a Recognized Organization:

- 1) Every year: Complete an ASCC Club Application**
- 2) Be approved by the Inter-Club Council (ICC)\*\* (change in bylaws)**
- 3) Once approved, you must send a representative to EVERY ICC meeting**

\*\*\*If you are unable to complete these steps or follow the ASCC Constitution and Bylaw policies and procedures you will be unable to access any organization funds or request for checks or facilities. \*\*



# Going Inactive

**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 ASCC.**



## Organizational Revisions

**ANY changes to an organization's officers, constitution, structure, advisor(s), and/or affiliation, MUST be submitted in writing to the Center for Student Life and Leadership Development.**

# Funding Request Regulations

- You can request a MAX of \$2,000 per event
- Your club must contribute at least 20% to the cost of the overall event
- Event must benefit a MAXIMUM # of Cañada students
- Requests must be turned in 4 WEEKS in advance
- Requests turned in less than 4 weeks before the event are only eligible for \$100 maximum

**Fund allocations can NOT be used for:**

**Alcohol**

**Any startup cost for a specific organization**

**Scholarships**

**Apparel or Banners**

**Fundraising events**

**Written in tips on receipts**





# Mandatory Events & Meetings

- **Club Interest Day**  
August 19, 2:30pm-3:30pm at the CLUBHOUSE
- **First ICC Meeting**  
September 9, 2:30-3:30pm at the CLUBHOUSE
- **Club Rush: Fall**  
September 10, 10:30am-12:30pm UPPER LAWN
- **Fall ICC Meetings**  
September 23, 2:30-3:30pm at the CLUBHOUSE  
October 7, 2:30-3:30pm at the CLUBHOUSE  
October 21, 2:30-3:30pm at the CLUBHOUSE  
November 4, 2:30-3:30pm at the CLUBHOUSE  
November 18, 2:30-3:30pm at the CLUBHOUSE  
December 2, 2:30-3:30pm at the CLUBHOUSE
- **Club Rush: Spring**  
January 29, 10:30am-12:30pm THE GROVE
- **Spring ICC Meetings**  
February 10, 2:30-3:30pm at the CLUBHOUSE  
February 24, 2:30-3:30pm at the CLUBHOUSE  
March 10, 2:30-3:30pm at the CLUBHOUSE  
March 31, 2:30-3:30pm at the CLUBHOUSE  
April 7, 2:30-3:30pm at the CLUBHOUSE  
April 21, 2:30-3:30pm at the CLUBHOUSE  
May 5, 2:30-3:30pm at the CLUBHOUSE
- **Leadership Awards**  
May 14, TBD Time

**CLUBHOUSE  
Building 5, Room 350**