



# 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\*\*\*



## Priviledges

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

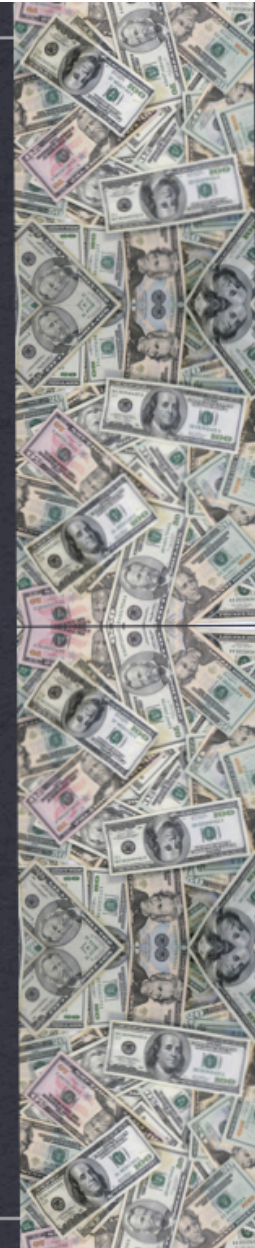
Any startup cost for a specific organization

Scholarships

Apparel or Banners

Fundraising events

Written in tips on receipts



## ASCC FALL EVENT CALENDAR

**Welcome Week**  
Monday, August 18 + Tuesday, August 19  
7:30am-11:30am + 5pm-7pm  
Upper Lawn

**Club Interest Day**  
Tuesday, August 19  
2:30pm-3:30pm  
Clubhouse: Building 5, Room 350

**First ASCC Meeting**  
Thursday, August 21  
3:30pm-5:30pm  
Building 2, Room 10

**Spirit Week**  
Monday, September 8 + Tuesday, September 9  
10:30am-12:30pm + 5-7pm  
Upper Lawn

**Inter-Club Council First Meeting**  
Tuesday, September 9  
2:30-3:30pm  
Clubhouse: Building 5, Room 350

**Club Rush**  
Wednesday, September 10  
10:30am-12:30pm  
First Monthly Open Mic (M.O.M.)

**Constitution Day**  
Wednesday, September 17  
Upper Lawn

**Open House**  
Wednesday, September 24 + Thursday, September 25  
Center for Student Life & Leadership Development  
Building 5, Room 354

**Love Is Love**  
Thursday, October 9  
The Grove

**Haunted Halloween**  
Thursday, October 30th  
Upper Lawn

**Día De Los Muertos**  
All Week: November 3-6  
The Grove

# 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**

