

# CLUB INFORMATION – CHARTERING

<b>CHARTERING A CLUB</b>
<p><b>What you need to charter a club:</b></p> <ul style="list-style-type: none"> <li>• A faculty advisor</li> <li>• At least 10 club members (must be current students)</li> <li>• Submit completed paperwork</li> <li>• Attend ICC meeting to get chartered</li> <li>• Consistent attendance to maintain charter               <ul style="list-style-type: none"> <li>○ Three unexcused absences can result in charter revoked</li> </ul> </li> </ul>
<p><b>When chartering occurs:</b></p> <ul style="list-style-type: none"> <li>• Clubs get chartered at 2<sup>nd</sup> Thursday of semester – 1<sup>st</sup> ICC meeting of semester</li> <li>• All clubs that submit forms ONE WEEK before first meeting officially become chartered without any vote               <ul style="list-style-type: none"> <li>○ There is no ICC yet, they become the ICC</li> </ul> </li> <li>• For clubs chartering AFTER the 1<sup>st</sup> ICC meeting that: submit paperwork one week in advance of anticipated chartering</li> </ul>
<p><b>PAPERWORK:</b></p> <ul style="list-style-type: none"> <li>• ICC Business office signature card</li> <li>• Club Advisor Responsibility Memo</li> <li>• Club Registration Form               <ul style="list-style-type: none"> <li>○ Club Officers &amp; members must have paid \$10 ASO fee</li> </ul> </li> <li>• Club Constitution</li> </ul> <p><i>*MAKE SURE THAT ALL SECTIONS OF ALL PAPERWORK ARE COMPLETE, INCOMPLETE PACKETS WILL NOT BE ACCEPTED*</i></p>
<p><b>When ASU Advisor receives club chartering paperwork:</b></p> <ul style="list-style-type: none"> <li>• Forms must be complete with signatures</li> <li>• Students must have paid \$10 ASO fee               <ul style="list-style-type: none"> <li>○ Web Focus (district database): run list of all students who have paid fee</li> <li>○ Need 100% to charter</li> </ul> </li> <li>• ASU Vice President must post club constitution 72hrs in advance of the ICC meeting at which the club hopes to be voted chartered</li> <li>• Once they have been chartered by ICC, ASU Advisor signs the Business Office Signature Card and submits to Business office</li> <li>• Clubs get a copy of all chartering paperwork in their mailbox for their records</li> </ul>
<p><b>Keeping your charter current</b></p> <ul style="list-style-type: none"> <li>• If your club was chartered in the fall semester, you do not need to be chartered again in the spring semester.</li> <li>• Current clubs are required to update and submit two forms only:               <ul style="list-style-type: none"> <li>○ Business Office Card</li> <li>○ Club Registration form</li> </ul> </li> <li>• Current clubs will have three weeks (after start of spring semester) to submit the two forms listed above.</li> <li>• Office staff will check again whether all officers and members have paid their \$10 ASO fee.</li> <li>• The last day to charter a NEW club during the spring semester is late April. The date is subject to change with ICC approval.</li> </ul>

### Main reasons clubs don't get chartered:

- Incomplete packets
- \$10 ASO fee not paid by all officers or members
- Club constitution is missing
- Business Office Card is missing
- Lacking faculty/club advisor signature
- Club holds

## CLUB INFORMATION – EVENTS

### CLUB EVENTS – ON CAMPUS

#### How do clubs host events?

- **MUST** be chartered to host event and reserve facilities
- Ensure your club has funds for the event, if needed.
- Check with the Master Calendar Office for date, time, and room availability.
- Submit **Application for Use of College Facilities along with the Event Request Form** 15 working days prior – to the Office of Student Life (INBOX located at front reception desk)
  - Club Advisor must sign Signature Applicant area
  - Submit a diagram of layout (Fireside Room and Multipurpose Room do not require a diagram. These two rooms cannot be rearranged)
  - Submit schedule of the event (ie. Timeline of activities)
- Some events may require insurance. Check with the Master Calendar Office.
- Some rooms or area may require additional approvals. These areas include athletics, theatre, and gym. Check with the Master Calendar Office.
- Classroom reservations do not require an Application for Use of College Facilities. Classrooms must be reserved through the Office of Academic Affairs.
- Club days are prearranged by the ASU Advisor, see calendar at [lavc.edu/asu/calendar](http://lavc.edu/asu/calendar)

### SERVING FOOD

#### If club members serve food:

- One club member must be responsible to oversee appropriate Food Safety procedures
  - Food handling class (official State of CA) is offered online and/or in person on campus
  - In any case, ASU Advisor AND Master Calendar need a copy of Food Handling certificate
- Packaged food items do not require a food safety certificate.
- **FOOD CANNOT** be made at home; baked goods **MUST** be made in College kitchen. A student or advisor with a Food Handling certificate must be present.

#### If a restaurant caters:

- Must submit Food Handling certificate to ASU Advisor and Master Calendar **THREE** working days prior to event

#### If a club sells food:

- Clubs are only allowed to sell food during club days.
- **A Fundraising Form** must be submitted ten (10) working days ahead of time.
- Must also submit Food Handling certificate to ASU Advisor and Master Calendar, unless food is packaged.

#### HIRING A PROFESSIONAL GUEST

- If your club is interested in hiring a guest speaker for a club meeting, performance artist for a club event, or a professional with a service to benefit your club, the GUEST must fill out the **Miscellaneous Agreement Independent Contractor** (all excepting the Invoice section) THREE WEEKS prior to the event in order to be paid.
  - A social security number is required
  - Must be signed by the ASU Advisor, VP of Student Services, and VP of Administrative Services
- Your club must still fill out and submit a Disbursement Request, preferably 3-4 WEEKS prior.
- If the guest/performer is not charging for their services, submit the **Guest Agreement Form**.
- Depending on the performance, an insurance certificate may be required. Check with the Master Calendar Office.

#### CLUB EVENTS- OFF CAMPUS/FIELD TRIPS

- All off campus events are considered Field Trips.
- Ensure your club has funds for the event, if needed.
- Using club money = college sponsored event/trip; club money = ASO money
- The club advisor must submit a **Risk Management Request for Field Trip Insurance** Rider form to the Office of Academic Affairs, along with a list of all students attending and their ID #s. List of students must also be submitted to the Business Office
  - Academic Affairs sends it to the District
  - Once approved by the District, it will return certifying that trip is insured
- All students participating in the activity must complete a **Field Trip Excursion Form**
- The club advisor must collect all forms (in one batch) and submit to the ASU Advisor for signature at least three working days prior to the event.
- The ASU Advisor will return the signed forms to the club advisor to keep in case of an emergency.
- If ASU funds are used for the event, these Field Trip Excursion forms must be submitted to the Business Office. Copies are acceptable.
  - All students attending the trip must be paid ASO members.
- The student code of conduct applies during all off-campus trips
- A faculty member must serve as chaperone; the student to chaperone ration is 10:1. Some exceptions may be made depending on the type of activity.

#### RAISING FUNDS and SOLICITING DONATIONS

##### Events

- Fundraise (at an event or restaurant)

<ul style="list-style-type: none"> <li>○ Submit <b>Fundraising form</b> to ASU Advisor at least three weeks in advance <ul style="list-style-type: none"> <li>▪ Form found at front of Office of Student Life</li> </ul> </li> <li>○ MUST include minutes of club meeting that state that club voted to host fundraiser – AND signed by Club President and Club Advisor</li> <li>● All funds must be deposited in your club account with the Business Office by the next business day.</li> <li>● If you are planning several fundraising activities throughout the semester, you can complete one form and include all events with dates on a separate sheet.</li> <li>● If a club is fundraising through a restaurant/company (i.e. Sharky’s), and the restaurant/company needs a tax I.D. #, a Fundraising Form must be on file and approved before this information is provided. Please note that the college does not have non-profit status.</li> </ul>
<b>FAQs</b>
<ul style="list-style-type: none"> <li>● Where do I go to find out about ICC points? <ul style="list-style-type: none"> <li>○ ASU Vice President</li> </ul> </li> </ul>

## CLUB INFORMATION – TRAVEL

CLUB TRAVEL
Conferences
<ul style="list-style-type: none"> <li>● Using club money = college sponsored event/trip; club money = ASO money</li> <li>● Club advisor must submit <b>Risk Management</b> insurance request form to Academic Affairs office (CCing ASU Advisor) at least TEN working days prior to trip <ul style="list-style-type: none"> <li>○ Academic Affairs sends it to the District</li> <li>○ Once approved by the District, it will return certifying that trip is insured</li> </ul> </li> <li>● ONE week prior to trip, Club needs to submit list of names to students participating in field trip</li> <li>● ONE week prior to trip, each student needs to submit <b>Excursion Field Trip form</b> to ASU Advisor for approval and signature <ul style="list-style-type: none"> <li>○ Will be returned to trip chaperone prior to trip, contains emergency contact information</li> </ul> </li> <li>● <b>Additional paperwork necessary to accommodate food and travel expenses</b> <ul style="list-style-type: none"> <li>○ <i>Please also see “ASU CONFERENCE TRAVEL” section of this manual</i></li> </ul> </li> </ul>
Conference (paid for by ASU Executive Council)
<ul style="list-style-type: none"> <li>○ Disbursement requests for all travel, food, and accommodation costs</li> <li>○ If out of state, then must complete <b>Out of State travel form</b> and submit to ASU Advisor in order to get LAVC President’s approval and signature TWO months prior to trip since Board of Trustees must approve</li> <li>○ Must fill out and submit <b>Trip Guarantee Contract</b> form for all travelers</li> </ul>
AFTER THE CONFERENCE
<ul style="list-style-type: none"> <li>● Travelers MUST submit receipts to ASU Advisor within ONE week of return or by specified date on the Funds Received form <ul style="list-style-type: none"> <li>○ If not, they will be expected to reimburse the full allowance and a hold can be placed on their account until completed</li> <li>○ If travelers do not submit itemized receipts totaling the amount of funds provided, they will be expected to return the remaining amount of unused money</li> <li>○ An <b>Accounts Billable/Payable form</b> will need to be made after collection of all receipts and submitted with receipts to ASU Advisor</li> </ul> </li> </ul>

- Purchase or consumption of alcohol are strictly prohibited and may result in expulsion from school
- Accountability Forms will be due upon return to ASU Advisor or Club Advisor, if required

Blank forms or samples of **BOLDED** items can be found on the asu webpage at:

***[lavc.edu/asu/asu-Forms.aspx](http://lavc.edu/asu/asu-Forms.aspx)***

- Club Chartering Packet – *blank form*
- Application for Use of College Facilities – *blank form*
- Permit To Sell Application – *blank form*
- LACCD LAVC Miscellaneous Agreement Independent Contractor – *blank form*
- **Please find complete collection of samples and forms for travel in the section titled “ASU Conference Travel”**
  - Limited forms here include:
    - Risk Management Request – *blank form*
    - Excursion/Field Trip form – *blank form*
    - Out of State Travel Request – *blank form*
    - Trip Commitment Contract – *blank form*
    - Accounts Billable/Payable form – *sample*
- Fundraising Application – *blank form*

