



Orientation/Registration for Clubs and Student Organizations at Grossmont College

STUDENT AFFAIRS OFFICE

GRIFFIN CENTER

BUILDING 60, ROOM 204

WELCOME TO THE CLUB ORIENTATION/REGISTRATION SESSION

- In order to register/charter your club, 2 of the 5 officers listed on your Registration Forms, Part I must complete an orientation/registration and quiz either in person or online.
- Once your club has registered and is officially chartered, it is effective through June 30 of that academic year.
- **Clubs must re-register once every academic year.**

Purpose of Registration Session

To introduce you to the services of the Student Affairs Office (SAO).

To introduce you to the services of the Associate Students of Grossmont College (ASGC).

To inform you of the benefits and responsibilities of a registered student organization.

To assist you in identifying resources to help your club.

Inter-Club Council Club Manual

The ICC Club Manual is a handbook for student leaders and will be your guide through this session and throughout the next year!

The manual is available online at:

<http://www.grossmont.edu/campus-life/clubs-orgs/files/ICC%20Manual%20Updated%207.14.pdf>

*Updated 2019 Manual will be available in the coming weeks

Introduction to the Student Affairs Office (SAO)

Student Affairs Office (SAO) Mission:

The Student Affairs Office is committed to providing a comprehensive, student-oriented environment that facilitates learning and student development, academic and personal achievement.

- Dedicated to keeping students informed while seeking their opinions and providing a range of student services.
- Facilitates communication and understanding of perspectives among faculty, staff, students, and the community, within the framework of a multi-college district.
- Promotes student involvement in campus life programs and activities to complement student educational experiences at Grossmont College.

Griffin Center, Building 60, Room 204

Hours: M-Th. 9 a.m. – 5 p.m.

F 9 a.m. – 1 p.m.

Associated Students of Grossmont College (ASGC)

Inter-Club Council

Clubs

Commencement Ceremony

Student Health Services

Student Code of Conduct via the Discipline and Grievance Process

Leadership Workshops and Retreats

Special Events – Week of Welcome, Club Fair, and much, much more!

**The
Student
Affairs
Office
(SAO)
is...**

Advising

In addition to your club's faculty advisor, the Student Affairs Office is available to assist you with:

- Club registration questions
- Fund raising, event planning
- Campus resources
- Campus policies
- Publicity
- Organizational dynamics, such as: team building, meeting management
- And more...

Club Registration

FOR COMPLETE INFORMATION, PLEASE REFER TO THE INTER-CLUB COUNCIL
HANDBOOK

Associated Students of Grossmont College (ASGC)

- ASGC has the authority to officially recognize clubs.
- This authority is granted by the Grossmont-Cuyamaca Community College District Governing Board.
- All student organizations must petition the ASGC for official recognition.
- ‘Petitioning’ involves completing the entire registration process.
- Another term for becoming officially recognized is to ‘charter.’

Inter-Club Council (ICC)

- Once chartered, each club automatically becomes a member of the Inter-Club Council (ICC).
- The ICC monitors the activities of all student clubs and is a powerful communication tool for the student leaders of various clubs.
- **The ICC meets the 1st and 3rd Tuesday at 4pm in the ASGC Boardroom, Building 60, Room 207.**
- ICC meetings are open and all are invited to attend, but each club is allowed 1 representative at the table, to ensure 1 vote per club.
- Clubs may not miss more than 3 ICC meetings a semester.

Registration Process to Become an Officially Chartered Club

An organization is officially chartered when:

- All paperwork is completed including:
 - Online Club Registration Form, Part I
 - Officer/Principle Member Signatory Form, Part II, and
 - Advisor's Agreement
- At least two principle members have completed and submitted the orientation/registration session quiz, and
- The registration forms have been approved and signed by the ASGC and Student Affairs Office.

Registration Process to Become an Officially Chartered Club

- Clubs may register throughout the academic year.
- Returning clubs must re-register (charter) before the 4th week of the semester. Following that date, non-registered clubs will no longer be able to enjoy registered club perks, including facility reservations and access to club finances, until re-registered.
- Following registration, should club officers change, an updated Online Registration Form, Part I should be submitted to the Student Affairs Office as soon as possible. The new officer's signature will also be required on the Officer's Signatory Page, Part II.

Club Responsibilities & Benefits

FOR COMPLETE INFORMATION, PLEASE REFER TO THE INTER-CLUB COUNCIL
HANDBOOK

Registered Student Organization Responsibilities

1. Be controlled and directed by actively enrolled Grossmont College students.
2. Comply with all applicable Federal, State, and Local laws, as well as District and College policies.
3. Abide by Federal, State, Local, District and College non-discrimination laws and policies.
4. Comply with the requirements set forth by Federal, State, Local, District and College policies regarding financial transactions made on behalf of the organization.
5. Be a not-for-profit group.
6. Maintain an up-to-date copy of the student organization constitution on file in the Student Affairs Office.
7. Maintain an up-to-date copy of the club registration forms and pertinent club information with the Student Affairs Office.
8. Provide a club representative to serve at the Inter-Club Council meetings (held the first and third Tuesday of each month at 4 p.m. in the ASGC Boardroom, Bldg. 60, Room 207).
9. If funding is desired, submit funding requests to ICC in a timely manner.

Be Controlled and Directed by Actively Enrolled Grossmont College Students

- Clubs may have non-registered student club members. However, they should be identified as associate members and may not:
 - Vote for officers or issues
 - Hold office
 - Have signature authority over financial accounts

Comply with all applicable Federal, State, and Local laws, as well as District and College policies.

- The ICC Club Manual is your guide to policies and procedures that govern clubs and student organizations.
- Please note that policies listed in this manual are subject to change.
- As changes occur, the Student Affairs Office will notify all officially recognized/chartered student organizations.

<http://www.grossmont.edu/campus-life/student-affairs/student-complaints-and-due-process.aspx>

Abide by Federal, State, Local, District and College Non-Discrimination Laws and Policies.

Grossmont College, in accordance with applicable Federal and State laws and College policy, prohibits discrimination based on race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as Vietnam-era veteran or special disabled veteran.

Alcohol and/or Controlled Substances

Distribution, dispensing, possession, or use of alcohol and/or controlled substances is prohibited at ASGC, and all affiliated student organization events and activities including field trips, athletic competition or any event or activity sponsored by the ASGC ([GCCCD Board Policy](#) and [Administrative Procedure 3555, Use of Alcoholic Beverages on District Owned or Operated Property](#); [GCCCD Board Policy 5525, Substance Abuse](#); [ASGC, Inc. Constitutional Bylaws Section 3.03](#))

Benefits of Registering

- Club Trust Account
- Ability to Reserve Campus Facilities
- Use of Club Meeting Room & ASGC Boardroom
- Use of ASGC Poster Room
- Food Safety/Sanitation Classes
- Locker Rental
- Inter-Club Council Events and Funding opportunities
- ASGC Year-End Awards Ceremony
- Access to College Resources



Club Meetings

Meeting Agendas

To ensure a smooth and efficient meeting, club leaders should prepare an agenda in advance.

An agenda should have the following elements:

- Official beginning or 'call to order'
- Roll call or means of tracking attendance
- Approval of minutes from last meeting
- Approval of agenda for this meeting
- Public forum for non-official members of the club
- Discussion items or those for club consideration
- Action items or those for club decision (such as approval of event or funding)
- Officer reports for information to membership
- Announcements
- Official closing or 'adjournment'

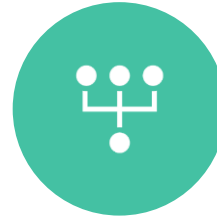
Meeting Minutes



MINUTES ARE A RECORD OF THE BUSINESS CONDUCTED AT AN OFFICIAL CLUB MEETING.



MINUTES ARE REQUIRED FOR VERIFICATION OF CLUB AGREEMENT IN PURCHASING AND EVENT PLANNING.



TYPICALLY THE CLUB SECRETARY TAKES MINUTES, BUT THIS MAY BE DELEGATED TO ANY MEMBER.



MINUTES PROVIDE A HISTORICAL RECORD.

Meeting Minutes

- Minutes should include:
 - A description of the meeting, such as type of meeting, name of the student organization, date, time and location of the meeting.
 - List of those in attendance (including all student organization officers).
 - The key points of the conversation. Minutes should not be word for word or overly complex and detailed.
 - Minutes should be typed as quickly as possible after the meeting is adjourned, so that key details are not forgotten, or items discussed or actions taken following the meeting are not mistakenly added.



Event Planning

FOR COMPLETE INFORMATION, PLEASE REFER TO THE INTER-CLUB COUNCIL
HANDBOOK

Grossmont-Cuyamaca Community College Governing Board

- The Governing Board is the principle leadership body of the District.
- Certain events may require Governing Board Approval, including:
 - Out of state travel
 - Any travel expense paid with District funds
 - Expenditures over \$5,000
 - Certain Contracts

Please plan in advance. Board approval can take up to 3 months. Your club advisor can help you through the process.

Reserving Spaces on Campus

- Clubs can reserve space on campus via a completed Facilities Request Form.
- This form must be initialed by your club advisor and signed off on by the Student Affairs Office.
- **Tips:**
 - Make reservations far in advance (2 weeks minimum is required).
 - Clubs can reserve meeting spaces for up to an entire semester at a time.

Off Campus Participants

- Individuals from off campus may be invited by a registered student organization to participate (speak, perform, etc.) in student organization sponsored meetings or events on campus. Whether or not the participant will be paid and what type of event they will be attending determines paperwork requirements necessary to limit District and College liability.
- In the event of a controversial speaker/performer, the host must announce the speaker's views are his/her own and do not reflect the views of the college.

Food Sales

- Student Organizations must comply with all State and Local Laws regarding food preparation and handling of food for sale. This includes food handler certifications for those in contact with food and licensed/commercial preparation of food.
- Food Services Sanitation Classes are offered for free throughout the semester courtesy of the Inter-Club Council. Check with ASGC or Student Affairs for dates, times and locations.
- Any registered student club member who will be handling food should attend.
- Clubs are encouraged to submit a copy of individual club member food handlers' certifications to be kept on file with the Student Affairs Office.

Posting Guidelines

All postings must be stamped by the Student Affairs Office (SAO) and/or the ASGC Office.

Material may be placed on the bulletin boards, kiosks and taped on brick surfaces only, but not on painted or glass surfaces (no posting on bulletin boards by faculty offices).

No posting of any materials, including posters, is allowed in the interior and exterior areas of the Learning and Technology Resource Center.

No posting of any materials, including posters, is allowed on the interior walls of the Griffin Student Center.

The complete posting policy may be obtained in the SAO and/or the ASGC.

Removal and Enforcement of Posting Policy

- Club leaders should make attempts to remove all signs and materials they have posted within 24 hours following the conclusion of the event.
- Groups violating College Posting Guidelines may receive a courtesy notice and the violating postings will be discarded.
- Further violations may result in club probation or suspension.

Logo Usage

- Use of the Grossmont College and ASGC logos is restricted and must have pre-approval from the Office of College and Community Relations.
- Printed materials (t-shirts, sweatshirts, caps, buttons, bumper stickers, etc.) must have design approval and comply with Grossmont College and ASGC trademark and logo policies.
- In name, Grossmont College should mark location only – For example, “*ABC Club at Grossmont College.*”

Travel & Off-Campus Events

When planning an activity or event involving travel, including travel within the San Diego region, please contact the Student Affairs Office well in advance to ensure compliance with applicable procedures and policies.

Travel & Off-Campus Events

- Approval must be obtained before travel.
- Approval is requested via a Field Trip Packet, available in the Student Affairs Office, to be collected by the student organization advisor and submitted to the Student Affairs Office no less than three weeks prior to travel. Travel out of state requires Governing Board approval and may take up to three months for approval.
- Incomplete Field Trip Packets will not be processed and will be returned to the club advisor.

Finance

For complete information, please refer to the Inter-Club Council Handbook



Club Trust Accounts

- Registered student organizations are required to have a College Trust Account, maintained by the Student Activities Window.
- All financial transactions shall be handled through this account.
- **Club funds shall not be carried in personal bank accounts for any reason.**
- Club finances may not be used for personal financial gain.

Inactive Club Trust Accounts

- If a club has been inactive (not chartered) for two consecutive academic years, the Account Technician, Sr. will close the account and deposit any monies remaining in the club account into the ICC account. This shall occur on the charter due date of the third academic year.
- If the club is subsequently re-chartered, they may petition the ICC to have the account reopened and the monies restored.

Fund Raising

- Registered student organizations are allowed to raise funds on campus, in compliance with all campus policies and procedures, as well as state and local laws.
- Clubs may not sponsor commercial vendors on campus or sell items that compete with services provided by the campus (i.e. books, backpacks, etc.) without prior approval from the Student Affairs Office.

Opportunities for Funding

- ASGC Benefit Card Status
- Benefit card status provides funding opportunities to chartered student organizations in which 2/3 of the club's members or a minimum of 17 members have the ASGC Benefit Card.
- To be eligible, clubs must charter/re-charter by the fall deadline as indicated on the club registration packet.
- Benefits include:
 - Inter-Club Council approved event/activity funding
 - Off campus travel funding for advisors
 - Matching funds (up to \$200) for fundraisers.

More Opportunities for Funding

Inter-Club Council Events

- ICC may vote to host events in which prizes are awarded to clubs for participation and/or “best” categories (i.e. Best Decorated Booth, Best Spirit, etc.).

World Arts and Cultures Committee

- Through a proposal and review process, this committee seeks to fund events designed to enhance diversity and equity at Grossmont College. For more information, visit <http://www.grossmont.edu/WACC/>

Deposits

- Following a fund raiser, money raised should be immediately deposited into the club's trust account.
- A deposit may be made either by cash or check directly at the Cashier's Office, Building 10, Room 110 and/or Student Activities Window, Building 10, Room 111.
- A cash transmittal notice can be picked up outside the Student Activities Window.
- Coins must be rolled and sold to the college cashier prior to depositing and bills must face the same direction, with like bills grouped together.
- Checks should be made payable to *Grossmont College* _____ *Club* (i.e.: Grossmont College Pep Club).

Spending Monies Raised

- Club Accounts have special protections. Accessing monies in the account requires:
 - A complete Check Request Form, signed by the club Treasurer (or officer) and Faculty Advisor.
 - Minutes of the meeting in which the majority of the club authorized the expense are recommended.
 - Depending on how funds are accessed, other documentation may be required, including original receipts for reimbursement.

Expenditures

- All purchasing by student organizations must follow District, College and ASGC purchasing and administrative procedures.
- Forms must be filled out completely and include signatures from a club officer and faculty advisor.
- Contact the Account Technician, Sr. at 619.644.7603 to obtain forms and for more information.

What's Next?

Completion of Registration

- This registration process typically takes 14 business days for re-registering clubs and approximately 3 weeks for new clubs.
- Club officers listed in the registration packet and the club advisors will receive a welcome letter upon approval.
- Once your club has completed the entire registration process, your appointed ICC Representative should begin attending meetings.
- **The ICC meets the 1st and 3rd Tuesday at 4pm in the ASGC, Boardroom, Building 60, Room 207 (second floor).**

Let's Stay in Touch.

■ **Inter-Club Council**

- Meetings the first and third Tuesday of each month at 4 p.m. in the ASGC Boardroom, Bldg. 60, Room 207

■ **Inter-Club Council Club Manual**

- Outlines services, responsibilities, policies and procedures

■ **Club Update Semi-Weekly E-Newsletter**

- Sent as needed to club officers and advisors, this e-newsletter provides program updates, specific procedures, dates and deadlines.

■ **Club Website:**

<http://www.grossmont.edu/campus-life/clubs-orgs/default.aspx>



- ASGC, Vice President/ICC President
619-644-7024
- Director, Student Activities
619-644-3780
- Student Affairs Office
619-644-7600
- ASGC Office
619-644-7604

Contacts:

Congratulations!

- You have completed the Student Organization Orientation/Registration. To finalize the registration process, you must now complete the Orientation/Registration Session Quiz.

