

# Club Hand Book



# Campus Advertising and Posting

## **Do's of Campus Advertising and Posting**

- Posters must include the following: name of event, date, time, and location of event with a contact phone number or email
- Posters must be stamped for approval before they are posted
- Posters can only be approved for a two week period from the initial date of approval

## **Do Not's of Campus Advertising and Posting**

- Posters cannot include anything that promotes illegal activity.
- No more than 25 posters are permitted to be approved at one time
- Posters are not to be posted on painted surfaces such as doors, walls or light poles. If any damage is caused to these painted surfaces from the posters/flyers it will result in a fine equal to the cost of repainting the surface.
- Posters/flyers are NOT TO BE PLACED ON VEHICLES

# Social Media support

The Department of Student Life can help promote your events on:



@chcstudentsenate



@CHCStudentLife

Find us on



Crafton Hills College  
Student Senate



1 TV Screen  
CCR Lobby  
2 TV Screens  
CCR Cafeteria

# How To Write Agenda

- Date of meeting, where meeting is being held, time meeting will start
- Call to order
- Roll Call
- Adoption of the agenda
- Approval of the minutes
- Reports
  1. Officer Reports
  2. Advisor Report
  3. Project Reports
- Actions Items
- Adjournment

# Sample Agenda

## CHC Student Club

### Business Meeting Agenda

4<sup>th</sup> May 2016, 2:00 PM (PST)

Crafton Hills College, CCR-155

11711 Sand Canyon Rd. -Yucaipa, CA 92399 – (909) 389-3410

#### 1. Organizational Items:

##### 1.1 Call to Order

##### 1.2. Roll Call

President (First and Last Name)

Executive Vice President (Same)

Treasurer (Same)

Secretary (Same)

Members (Same)

##### 1.3. Adoption of the Agenda

##### 1.4. Approval of the Minutes

#### 2. Guest Speakers (10 min):

##### 3. Reports

##### 3.1 Officer Reports

##### 3.2 Advisor Report (Paddock)

#### 4. New Business

##### 4.1

15 min

Last Name

The student club will discuss and possibly approve an amount not to exceed 500.00 for the Sample event to be held on Sample Date.

#### 5. Future agenda items

*Email all agenda items (normal and exec) to the Club Secretary by Saturday at midnight*

*Email all reports to the Club Secretary Sunday at midnight*

#### 6. Upcoming Dates

*Goodwill Fundraiser May 11, 2016*

*Commencement May 27, 2016*

#### 7. Adjournment

# Parliamentary Procedure At-A-Glance

## Speaking in Meetings

- Wait to be recognized by the Meeting Chair
- Present your proposal
- Wait for a Second Motion
- Discuss Motion/Opinions on the motion
- Vote on the motion

## Glossary

- Quorum
- Point of Privilege
- Point of Information
- Point of Order
- Call to Question
- Main Motion
- Amend
- Extend Debate
- Limit Debate
- Postpone to a certain Time

# How to Write Minutes

## Why Write minutes?

- To capture the agreed outcomes of a meeting
- Can be used as a record to look back at for clarification
- Keep track of important tasks and dates

# Sample Minutes

## CHC Student Club

### Business Meeting Agenda

4<sup>th</sup> May 2016, 2:00 PM (PST)

Crafton Hills College, CCR-155

11711 Sand Canyon Rd. -Yucaipa, CA 92399 – (909) 389-3410

#### 1. Organizational Items:

##### 1.1 Call to Order

*President Last Name called the meeting to order at 2:06pm*

##### 1.2. Roll Call

President (First and Last Name) *Present*

Executive Vice President (Same) *Present*

Treasurer (Same) *Present*

Secretary (Same) *Absent*

Members (Same)

##### 1.3. Adoption of the Agenda

##### 1.4. Approval of the Minutes

*Minutes from the April 26<sup>th</sup> meeting were approved unanimously*

#### 2. Guest Speakers (10 min):

##### 3. Reports

##### 3.1 Officer Reports

##### 3.2 Advisor Report (Paddock)

#### 4. New Business

##### 4.1

**15 min**

The student club approved an amount not to exceed 500.00 for the Sample event to be held on Sample Date without any objection.

#### 5. Future agenda items

*Email all agenda items (normal and exec) to the Club Secretary by Saturday at midnight*

*Email all reports to the Club Secretary Sunday at midnight*

#### 6. Upcoming Dates

*Goodwill Fundraiser May 11, 2016*

*Commencement May 27, 2016*

#### 7. Adjournment

# Fundraising Ideas

## Donations

- Ask Student Senate for funds.
- Ask businesses for donations of money or supplies.

## Seasonal Fundraising

- Sell things that people would buy depending on the time of the year.

## Drives

- Collect certain items that could be used to help fundraise.

## Fundraising Year Round

- Events that could be done all year long, not just seasonally.

# Food/Bake Sale Guidelines

## California Ed. Code

- Items cannot be prepared on campus
- Only commercially prepared and packaged items
- Food prepared in private homes isn't allowed
- Items sold are not to be the same items sold by the cafeteria on that day

## Keep Food at Proper Temperatures

- Bring coolers or heating bags to food sale to ensure safety

## Preparing Food

- Wash hands
- No bare hand contact
- Only serve a little at a time keep the rest hot or cold until you are ready to work with it

## Scheduling Food Sales

- Notify the Dep. Of SL: 909-389-3410
- Fill out a Facilities Use Form at least two weeks prior to event
- Ensure at least one member that will be present at the sale has a food handlers card

# Student Organization Fund Request Form

## Presentation to Associated Student Government

- How will the requested funds improve your event?
- What has your group done to fundraise for this event?
- What will the anticipated attendance be?
- What has been done/will be done to market the event?
- How will Crafton Hills student benefit from this event?

Include as much detail as possible. PowerPoint presentation is recommended

# How to Fill Out a PR

## Hold Club Meeting

- Hold meeting with money item on agenda, approve the item with a club vote
- Have the club secretary write out minutes from said meeting that reflect the amount of money approved by club members
- Vote on and approve minutes at the next club meeting
- Have club secretary and Advisor sign the approved minutes

## Option A: Reimbursements to club Advisors

- Fill out a PR form
- Sign all receipts at the bottom
- Make copies of all receipts and the PR form for your own records
- Attach meeting minutes showing the amount that was approved. Also attach all the signed original receipts/invoices to the original PR form

## Option B: Advancement to Clubs

- Once meeting minutes are approved, fill out PR
- When writing PR include phrase “Advancement to insert name here, what the money is going to be used for, when/where it will take place, and why you are holding the vent”
- Write “receipts to follow” at the bottom of the form

# Student Organization Account Request Form

- Organization Name
- Today's Date
- Officer in Charge of Finance
- Cell
- Email
- Account Number
- Amount Deposited
- Amount Withdrawn
- Balance