

Crafton Hills College  
Department of Student Life

# Club Hand Book



2013-2014

**Crafton Hills College  
Department of Student Life**

**Campus Advertising and Posting**

<b>Do's of Campus Advertising and Posting</b>
Posters/flyers need to include the following: name of event, date, time, and location of event with a contact phone number or email.
Posters/flyers <b>MUST</b> be stamped for approval before they are posted; Anything that isn't stamped for approval will be removed by the college personnel.
Posters/flyers can only be approved for a two week period the initial date of approval.
Persons posting flyers/posters are directly responsible to REMOVE ALL MATERIALS PROMPTLY FOLLOWING THE EVENT.
<b>Do Not's of Campus Advertising and Posting</b>
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

**Failure to follow these procedures may result in denial of future requests to post or distribute announcements or literature**

**Steps to Getting Posters or Flyers Approved**

- Come by Department of Student Life with the posters/flyers
- Ask someone working in the office to stamp and approve the flyers
- Posters/flyers can be posted on all bulletin boards and cement surfaces. Refer to the CHC Department of Student Life Bulletin Board handout for more information on places to post.

*For More Information Contact the Department of Student Life: 909-389-3410*

**2013-2014**

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**Bulletin Boards**

The following places are where posters/flyers can be posted:

1. Admissions and Records (1) inside
2. Bookstore (1) inside
3. Bookstore Complex (2) inside
4. Cafeteria (1) inside
5. CL 106 (1) inside
6. CL 107 (1) inside
7. Disabled Student Services (2) inside
8. Elevators (1) inside
9. EMS (1) inside through double doors
10. Health and Wellness Center (1) inside
11. LADM 300-303 (1) inside through double doors
12. LADM RM. 304 (1) inside
13. Library (1) inside
14. Performing Arts Center RM. 308 (1) inside hallway
15. Performing Arts Center RM. 309 (1) inside hallway
16. Transfer Center (1) inside

**Crafton Hills College  
Department of Student Life**

**How to Write an Agenda**

*(Club Name)*

*(Date of meeting, where you are having your meeting, Time meeting will start)*

1. Organizational Items

1.1 Call to order

1.2 Roll Call

- 1.2.1 President (*Insert last name*)
- 1.2.2 Executive Vice President (*Insert last name*)
- 1.2.3 Treasurer (*Insert last name*)
- 1.2.4 Secretary (*Insert last name*)
- 1.2.5 ICC Representative (*Insert last name*)
- 1.2.6 Member (*Insert last name*)

1.3 Adoption of the agenda

1.4 Approval of the minutes

2. Reports

2.1 Executive Reports

- 2.1.1 President (*Insert last name*)
- 2.1.2 Executive Vice President (*Insert last name*)
- 2.1.3 Treasurer (*Insert last name*)
- 2.1.4 Secretary (*Insert last name*)

2.2 Advisor Report (*Insert last name*)

2.3 Project Reports

- 2.3.1 *Project your club is working on*

3. Action Items

3.1 *Insert club name here* will take action upon *insert what your club will do (fundraisers, spend money, contact other clubs, etc.)*

3.2 *Insert club name here* will take action upon *insert what your club will do (fundraisers, spend money, contact other clubs, etc.)*

4. Adjournment

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**Department of Student Life**

**Parliamentary Procedure At-A-Glance**

**I. History**

Parliamentary Procedure is a set of rules for conduct at meetings. This system originated in early English Parliaments as a way for everyone in a group to be heard and make decisions without confusion.

**II. To Speak In Meetings**

- a. Wait to be recognized by the Meeting Chair
- b. Present your proposal "I move ..."
- c. Wait for a Second Motion
- d. Discuss Motion/Opinions on the motion
- e. Vote on the motion

**III. Glossary**

**Quorum:** The number of members that must be present for business to be conducted legally. For Student Senate, the number is 7.

**Point of Privilege:** Pertains to noise, bathroom breaks, leaving early, etc. - may interrupt only if necessary!

**Point of Information:** Generally applies to information desired from the speaker: "I would like to ask the (speaker) a question.

**Point of Order:** Infraction of the rules or improper decorum in speaking; Must be raised immediately after the error is made.

**Call to Question-** Asks for debate to immediately cease and for the Chair to call the pending question to a vote. **However**, any member wishing to end debate must be recognized to speak by the Chair before "calling to question". Additionally, the motion must be seconded and then adopted by a two thirds vote or by unanimous consent. It is not acceptable to interrupt a speaker/Chair and assume that the Chair will adopt the motion

**Main Motion:** Brings new business (the next item on the agenda) before the assembly

**Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

**Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time

**Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time (Ex.15 min)

**Postpone to a Certain Time:** State the time the motion or agenda item will be resumed

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**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

*Good minutes are concise and to the point but don't leave out critical information.*

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Example of Minutes:

**Apple Club  
Meeting Agenda  
October 2, Room OE-101, 12pm**

5. Organizational Items

5.1 Call to order

***Meeting was called to order at (insert time meeting began) by (insert Chair name)***

5.2 Roll Call

- 5.2.1 President (*Johnny Delgado*)**Present**
- 5.2.2 Executive Vice President (*Marry Moore*) **Present**
- 5.2.3 Treasurer (*Edward Jackson*)**Present**
- 5.2.4 Secretary (*Bill Withers*) **Absent-unexcused**
- 5.2.5 ICC Representative (*Holly Jamison*) **Present**
- 5.2.6 Member (*Audrey Brooks*)**Absent-excused**
- 5.2.7 Member (*Eric Anderson*)**Tardy**
- 5.2.8 Member (*Clarissa Carter*)**Present**

5.3 Adoption of the agenda

\*if any amendments were made to the agenda before approval, take note of what they were, who moved to amend the item(s), who seconded, and whether the motion carries or fails\*

**Clarissa Carter moved to adopt the agenda.  
Edward Jackson seconded.  
(Insert whether the motion carries or fails)**

5.4 Approval of the minutes

\*if any amendments were made to the minutes before approval, take note of what they were, who moved to amend the item(s), who seconded, and whether the motion carries or fails\*

**Marry Moore moved to approve the agenda.  
Clarissa Carter seconded  
(Insert whether the motion carries or fails)**

6. Reports

6.1 Executive Reports

6.1.1 President (*Johnny Delgado*)

**Has been meeting with other clubs and hopes to collaborate with them, met with Edward Jackson to discuss budget**

6.1.2 Executive Vice President (*Marry Moore*)

**No report**

6.1.3 Treasurer (*Edward Jackson*)

**Reported on the current budget, filled out PR's for bake sale**

6.1.4 Secretary (*Bill Withers*)

**No report**

6.1.5 ICC Representative (*Holly Jamison*)

**Student Senate is looking for club participation in food drive, handed out food guidelines for bake sale**

6.2 Advisor Report (*Sam Donald*)

**Reminded everyone that the paperwork for the farm fieldtrip is due next week**

6.3 Project Reports

6.3.1 Bake Sale (*Clarissa Carter*)

**The PR has been submitted and she hopes the check will come in two weeks before the Bake Sale, facilities request has been submitted, asked club members who will be able to help set up and work the booth. All present members agreed to help.**

7. Action Items

7.1 Apple Club will take action upon hosting a movie night on campus.

**Marry Moore moved that the Apple Club host a movie night on campus  
Clarissa Carter seconded  
Motion carries.**

7.2 Apple Club will take action upon approving an amount not to exceed \$200.00 for Club Rush supplies.

**Edward Jackson moved that the Apple Club approve an amount not to exceed \$200 for Club Rush supplies.**

8. Adjournment

**Johnny Delgado adjourned the meeting at 12:45PM**

**Crafton Hills College  
Department of Student Life**

**Student Organization Fund Request Form**

**NOTICE:** This application must be turned in to the Department of Student Life at least one month prior to the date of the prospective event. Funding will only be granted to those organizations where 2/3 or more of their members are AS Card holders.

Organization Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Officer in Charge of Finance: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Tentative Event Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Funds Requested By \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Presentation to Associated Student Government**

Stop by a Student Senate meeting (held on Fridays at 11:00AM) and during the public comment portion of the agenda provide the Student Senate with a presentation about what this money will be used for. See an ICC officer for the location of these meetings. Be sure to include the following in your presentation:

- 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 students benefit from this event?*

Include as much detail as possible. PowerPoint presentation is recommended.

**Sources of Funding**

*Encouraged to complete this portion of the form with the Department of Student Life.*

Source	Amount Allocated	Purpose	Verified By
Club Account			
Student Senate Allocation			

Student Organization Club Advisor:  
Print Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Ext. \_\_\_\_\_

Student Organization Club President:  
Print Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Cell: \_\_\_\_\_



It is agreed-upon that approval is given only as specified above. Any change or cancellation must be reported immediately to the Department of Student Life.

**Please Attach:**

- **Two (2) of the most recent copies of the Student Organization’s Meeting Minutes, highlighting the fundraising done by the club to sponsor the event.**
- **A copy of the completed Facility Use Request form (only if the event will take place on campus)**
- **A copy of the Budget intended for the event (see sample attached). Also, highlight any cost that the funding provided by the Student Senate will cover.**

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*Sample Budget*

*Food*

- *Pizza* \$60.00
- *Drinks* \$30.00
- *Fruit* \$15.00
- *Cereal* \$10.00
- *Milk* \$10.00

*Supplies*

- *Binders* \$30.00
- *Pens* \$3.00
- *Paper* \$2.00

*Cabin*

- *Rental* \$200.00

*Transportation*

- *Gas* \$100.00
- *Snow Chains* \$50.00

*Entertainment*

- *Movies* \$8.00
- *Board Games* \$20.00

Total: \$538.00

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**How To Fill Out a PR**

Step 1: 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

*After doing that step you have one of two options:*

Option A: Purchasing (Reimbursements to club Advisors)

*\*Use this option when you expect to receive check after event\**

- 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: Purchasing (Advancement to Clubs)

*\*Use this option if you want to receive a check prior to event\**

- 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

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**Student Organization Account Request Form**

Organization Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Officer in Charge of Finance (or President): \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Account Number: \_\_\_\_\_

Amount Deposited: \_\_\_\_\_

Amount Withdrawn: \_\_\_\_\_

Balance: \_\_\_\_\_

**Note: Balance shown can be up to two months out of date.**

**NOT LISTED: CHC MAP & Food/Bake sale Guidelines**