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 Facebook
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
4th 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
   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
4th 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 26th 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
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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