
Club Advisor's Handbook

Mt. San Antonio College





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The Advisor's Role

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

-John Quincy Adams

Becoming a club advisor can be very rewarding as you serve as a mentor for our students. There are some mandatory responsibilities that come with this position. Before a perspective advisor agrees to this role, he/she must be aware of the commitment saying "yes" encompasses.

An advisor must have knowledge about the College and its mission. Only contracted faculty and staff may serve as an advisor. Hourly faculty/staff may assist a co-advisor. It is important to be open to new ideas, listen to all sides of an issue, and be non-judgmental and flexible in problem-solving and decision making. It is important to remember that as an advisor you are there as a guide in assisting students to become responsible leaders. The membership sets the agenda and the advisor's role is to assist the students in achieving their goals and to be a resource.

The duties/responsibilities of an advisor include but are not limited to:

1. Assisting students in arranging a meeting time. Contact the Instruction Office Secretary to schedule a meeting room.
2. Notify the ICC advisor of meeting times by the 5th week of the semester.
3. Review and approve any publicity prior to printing. No Use of Facilities forms will be signed by the Director, Student Life without an approved flyer being attached.
4. Be present for the duration of all club hosted events and programs.
5. Unlock and lock rooms. Keys are not to be given to students.
6. Attend all club and committee meetings in order for actions to be legally binding.
7. Locating a replacement advisor (faculty or staff member) should a conflict occur and ability to be present at a meeting or event is not possible.
8. Approve and sign Use of Facilities forms, requisitions or any College required forms.
9. Supervise, the collection and disbursement of funds through the Fiscal Services Office. All club funds must remain on campus in the Fiscal Services Office.
10. Deposit funds collected at an event or fundraiser immediately following the activity. Fundraising revenue can only be used for reimbursement *after* they have been deposited to Fiscal Services.
11. Be knowledgeable and educate the membership about the Club's Constitution and ensure that they are upheld.
12. Be informed about College policies, procedures and the Student Discipline Policy.
13. Ensure Travel/Medical Consent forms are completed for each student prior to any off-campus events. Allow 6-8 weeks for Board of Trustees approval if trip is over 500 miles or out-of-state. *
14. Serve as the source of continuity for the club.
15. Be concerned with the total effect club activities will have on the overall campus climate.

You make a difference in student's lives.

Thank you for sharing your expertise and in developing student leaders.

* Please refer to event planning list for detailed instructions.

SECTION 1

Inter-Club Council & The Need for a Constitution

Inter-Club Council

What is I.C.C.? Does my club need to attend I.C.C. meetings?

Inter Club Council (I.C.C.) is governed by its' constitution. It serves as a representative body of campus clubs. The functions are as follows:

1. To promote and facilitate inter-club collaboration, relations, and communications.
2. To develop a close relationship between the clubs and the Associated Students.
3. To assist in the formation of new clubs.
4. To propose legislation to the Associated Student Senate for the welfare of students and clubs.

Clubs must attend 75% of all I.C.C. meetings per semester. Failure to comply will result in immediate deactivation of the club (I.C.C. Constitution, Art IIIIV, Sec A, 1). I.C.C. meets the 1st and 3rd Mondays of the month from 3:00-4:00 p.m. in the Student Center Building 9C, Stage Area. I.C.C. meetings are held during the Fall and Spring semesters only.

The Need for a Constitution

Your club constitution is your guide. Each club has a constitution that states the purpose and intent of the club officers and their duties, election and meeting process, impeachment process and other important information. All clubs must have a copy of their I.C.C. approved constitution on file in the Student Life Office.

Your club's constitution was developed by the chartered members (the first members of your club) and was approved by the I.C.C. voting members. If there is a need to revise your constitution, submit copies of the updated material to your members for approval; then submit a copy to the I.C.C. Advisor for review. Final approval of constitutions will be granted by the I.C.C. voting members. The club advisor may consult the I.C.C. Advisor or Director, Student Life should serious concerns arise regarding your constitution.

It is the obligation of each club to have an up-to-date Constitution.

SECTION 2

Reactivation & Reactivation & Insurance Protection

Club Reactivation

All clubs must reactivate each semester. Clubs may not conduct official business during the Winter and Summer session, and are considered dormant. The I.C.C. advisor will email Club Reactivation forms to advisors only. If you do not receive these forms by the end of the first week of the semester please contact the I.C.C. Advisor via email.

Forms must be fully completed and be accompanied by all supporting documents prescribed on the instructions page. Completed forms must be delivered to the I.C.C. advisor by 10:00a.m. of the due date (Due dates can be found on www.mtsac.edu/clubs/icc.html.)

A step-by-step video on the reactivation process can be found at: <http://youtu.be/ez9LS58PvUo>

Insurance Protection

The following insurance procedure is required to have College coverage:

- Events must be scheduled on the Master Calendar through Event Services.
- Health benefits may be available if you are injured while participating in a College authorized activity. Contact Health Services Building 9B, Ext. 4400 for more information about insurance coverage.

SECTION 3

Supervision of Overnight Trips & Event Policies

Supervision of Overnight Trips

Adequate supervision for overnight field trips or conferences is determined by the type, size, and nature of the proposed activities, means of travel, and lodging facilities.

Criteria for judging adequate supervision shall be:

- At least one College employee shall be in attendance.
- Advisors are to take an active part in planning the trip so that the experience for the students will be in keeping with the educational policies of the College.
- Questions about the supervision of student trips may be discussed with the Director, Student Life.

Event Policies

Club members must abide by the following regulations to ensure student and College protection.

- An advisor must be present at all club functions.
- Contact Event Services for space availability for events. Also notify Event Services of cancellations.
- Guest speakers require approval of the club advisor and notification to the I.C.C. Advisor. Speaker approval forms are available in the Student Life Office.
- High profile speakers require a minimum of three months planning time in order to secure approval, reserve a facility, determine if the presentation is open to the public, assess whether additional security will be needed, and provide for advertising. (Refer to Board of Trustees Policy 820.1).
- If the event involves preparing or serving food, all Department of Health codes must be observed. A form must be completed at the Student Life Office. [Click here for the Mt. SAC Food Policy.](#)



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What You Need to Know

"It is better to lead from behind and to put others in front, especially when you celebrate victory when nice things occur. You take the front line when there is danger. Then people will appreciate your leadership."

-Nelson Mandela

This chapter of the advisor handbook is intended to help you become more acquainted with procedures and policies for student clubs. As your club becomes more involved and works to achieve more things you will need to be able to have more answers to questions club members may present. The following sections are here for quick reference. Not all circumstances are "cut and dry"; If you ever think you should ask before doing something, you should. You can email or call the Inter-Club Council Advisor anytime, but if you feel your situation may be more serious please contact the Director of Student Life.

SECTION 1

Club Publicity & Club of the Year Award

Club Publicity

Every club must follow the Associated Students Publicity Directive. All flyers must be approved prior to duplicating (copying). All flyers or posting bulletins must contain the following information or they will be removed from the designated posting boards.

- Name of the College (Mt. SAC or Mt. San Antonio College)
 - Name of the club
 - Date, Time & Location of your meeting or event
- Email and/or phone contact information for the club

Club of the Year Award

I.C.C. attempts to reinforce the quality of club activity through a Club of the Year Award. The award is based on service, activities, and participation. Providing volunteer service to the College and the community is also a criteria used for judging. The award is presented at the Student Leadership and Advisor Awards program. The winner receives a display case in the 9C lobby, monetary reward and a certificate. Points are for fulfilling various milestones. The rubric for earning points toward Club of the Year can be found in Article XX of the I.C.C. Constitution.

SECTION 2

I.C.C. Representatives & Join A Club Days

Duties and Responsibilities of Inter-Club Council Reps

Every recognized club is entitled to one voting member. The person representing the club must be a current active member selected by the membership. An I.C.C. Representative can only represent one club.

To remain active, a club may not be absent for 25% of all I.C.C. meeting. Failure to comply will result in immediate deactivation of the club (I.C.C. Constitution, Art IIIIV, Sec A, 1). I.C.C. meets the 1st and 3rd Monday of the month from 3:00-4:00 p.m. in the Student Center, Building 9C-Stage Area. I.C.C. meetings are held during the Fall and Spring semesters only.

It is the responsibility of each club's representative to report at the I.C.C. meetings, the news of their individual clubs' activities, projects and fund raisers to other club representatives. In turn, all items shared at I.C.C. are to be reported back at their next club meeting.

Join A Club days

Join-A-Club Days are set aside at the beginning of each semester for the promotion of membership, club activities, and spirit. This is an excellent opportunity to recruit new members for your club as well as advertise your club. I.C.C. offers monetary awards to the top three (3) clubs which have displayed the most effective and informative table/booth. I.C.C. is responsible for planning this event. There are three days in the Fall and the Spring semesters that are set aside for this activity but any club can request to have activities that will make their club more visible.

SECTION 3

No Vendor Policy

No Vendor Policy

The Administrative Regulations and Procedures (Section 8II.1) states that "No outside vendor can provide articles for sale through club sponsorship..." It is not the intent of the College or the Associated Students to serve as a vehicle for businesses/companies/individuals to market their products. The No Vendor Policy pertains to Fiscal Services, the College Bookstore, departments, athletics, all campus clubs and organizations.



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How to Get it Done

One's philosophy is not best expressed in words: It is the expressed in the choices one makes, and the choices we make are ultimately our responsibility.

-Eleanor Roosevelt

All clubs are filled with imaginative and enthusiastic members, who have great ideas for making Mt. SAC a better place, but many times you just don't know how to start the process. Within this chapter we have put together some step-by-step guides and check lists, as well as some references to help you get on your way to achieving your club's goals the correct way. Remember, most processes on campus take time and cooperation from several departments to make your ideas come to life. Please plan early and always look from deadlines/ due dates to give your club the best chance of success.

SECTION 1

Procedures for Starting a Club

Procedures for Starting a Club

1. Check to see if a club currently exist with you purpose. If a club is currently active that has the same or nearly the same purpose as the one you are interested in starting, you will be encouraged to join the existing club. Complete the attached “Procedures for Starting a Club.” A club will not be allowed to form if a similar club already exists.
2. Seek out an advisor. You will need to find a contracted faculty member, full time staff member or a member of management staff to serve as the club advisor. An hourly staff, student worker or adjunct faculty cannot serve as an advisor. An adjunct faculty member may serve as a co-advisor. An advisor must not use paid work time to meet with students or to advise club activities.
3. Develop a Club Constitution (download the template here). Delete any unnecessary text and type directly into the constitution template. (Red font items must remain in the template and may not be altered.)
4. Complete the “Club Information Sheet”
 - a. Club officers must be enrolled in a minimum of 5 credit units, have a cumulative 2.5 GPA, and have paid the current Student Activities fee.
 - b. A full-time college employee must serve as the club advisor. Additional advisors may be part-time college employees.
5. Have your prospective club advisor email the following to the Student Services Program Specialist at bcarrillo21@mtsac.edu.
 - a. Club Information Sheet (only available by request of an advisor at bcarrillo21@mtsac.edu)
 - a. Need help? Watch this quick, but informative video: <https://www.youtube.com/watch?v=ez9LS58PvUo>
 - b. Proposed Constitution (use the template found at www.mtsac.edu/clubs/newclub.html or click here).

The email must be sent from your prospective advisor’s College email account. All supporting documentation (i.e., transcripts, receipts) should be delivered to the Student Life Office in a sealed envelope.

Once a potential club or organization has submitted club information sheet and proposed constitution to the I.C.C. Advisor, Chairperson and Vice-Chairperson, all rights and privileges of an active club will be granted for a two week period. This grace period has been established in order to provide for recruiting members. The draft of the

constitution will be reviewed by the Student Life Office. All requested changes must be made prior to presenting this document to Inter-Club Council (ICC). Club constitutions will only be reviewed if all paperwork listed above is complete and all officers listed are eligible. Once the constitution is approved by the Student Life Office it will be placed on the ICC agenda for voting

6. At the first I.C.C meeting the proposed club's or organization's constitution will be placed on the agenda under "New Business" if it is ready for acceptance.

7. At the second I.C.C. meeting, it is the I.C.C. Representative's responsibility to share the proposed new club constitution and mission. Since the process of activation has begun, the club's constitution will be placed on the agenda under "Old Business". At this time voting on the club's constitution will occur. A majority vote is required for acceptance.

The term "club" will only apply to those groups recognized by I.C.C.

SECTION 2

Event Planning List

Mt. San Antonio College - Student Life Office
USE OF FACILITIES - STUDENT GUIDE

YES

Use of Facilities Form (must use for on-campus & off-campus events)

Has your club been cleared to function for the semester?

(Check the club list: <http://www.mtsac.edu/clubs/activestudentclubs.html>)

Are you turning the form in 12 working days before event?

Is the form fully completed?

Did the Advisor sign the front? (must be an advisor on record)

Did the Advisor sign the back? (must be an advisor on record)

Is there an event description attached (ALL event details included)?

(Full description, date, time, location, contact info., what the event includes, product, price, fundraiser?)

Is the Event a Fundraiser? (Is money being collected?)

If yes, did you attach a Fiscal Services Fundraising Form?

Did you complete one form per day of fundraising?

Are the forms fully completed?

Are the forms signed by Advisor? (must be advisor on record)

Do you need a Cash Box or Change?

(Fiscal Services forms available at <http://www.mtsac.edu/clubs/studentlifeclubforms.html>)

(attach separate request forms for each day, fully completed and signed by advisor)

Is the Event being held off campus?

If yes, has each student completed a Student Agreement and Medical Release for Classroom-Related Travel Form?

(Form is located at http://connection.mtsac.edu/forms/admin/2013-student_travel_medical_release.pdf)

Did you make 3 sets of each form and distribute as follows before the event: 1) Student Life, 2)Public Safety, 3) Advisor to take on the trip in case of emergency?

If the event is a food sale:

Does your event conflict with another event? (date/location)

(Check SL Weekly at <http://www.mtsac.edu/studentlife/eventcalendar.html>)

In front of a store location? (not allowed)

Is there food involved?

Will there be homemade food?

Will there be pre-packaged food?

(Refer to Food Policy: <http://www.mtsac.edu/clubs/studentlifeclubforms.html>)

If using the 9C kitchen, is there a Kitchen Request form attached

Is the 9C kitchen available?

(Check kitchen availability: <http://www.mtsac.edu/clubs/studentlifeclubforms.html>)

Is it fully completed?

Is it signed by Advisor? (must be advisor on record)

Has the club already used kitchen 4x this semester?

SUBMIT ALL FORMS TO THE STUDENT LIFE OFFICE, BUILDING 9C ROOM 1

SECTION 3

Forms & Procedures

Form Name	Where you can find the form
Kitchen Request Form	Student Life Office, 9C Student Center Kitchen Request Form
Club Constitution Template	Web download only - Microsoft Word document Club Constitution Template (.doc)
Request to Establish Student Club Account	Fiscal Services - Building 4, First Floor 2-Request to Establish Student Club Account Form.pdf
Club Activity Planning Checklist	Student Life Office, 9C Student Center Club Event Planning Check Off List
Club Officer Forms (Club Re-Activation Forms)	Request via email: dalgattas@mtsac.edu or bcarrillo21@mtsac.edu (Club advisors only please)
Request for Fundraiser form	Fiscal Services - Building 4, First Floor 11A-Fundraiser Proposal Request for Student Clubs Form.pdf
Printing Requisition Form	9C Student Center, Student Life Office, Print Services-Building 4 http://www.mtsac.edu/-rpatters/instruction/business/handbook/section7/b.%20Printing%20Services%20Requisition%20Form%20(Sample).pdf
Use of Facilities	Student Life Office, 9C Student Center, Event Services-Building 6-170, most dept. offices No web availability.
All Other Club/Fiscal Services Forms	http://www.mtsac.edu/fiscalservices/forms.html

Food Regulations

Types of food permitted to be sold on campus: Only prepackaged and/or catered food items may be sold on campus. Prepackaged food items are defined as those items that can be purchased and sold without additional preparation (i.e. mixing ingredients, baking, microwaving, etc.). Catered food items are defined as goods purchased from a food enterprise or establishment with a valid business license and tax ID.

The sale of homemade goods violates California Retail Food Code: Article 3, Section 114021 (b). As such, any food sales involving homemade items that require baking/cooking/mixing ingredients will be denied. Maintaining appropriate heat levels is permissible (i.e. keep food that has already been cooked by a vendor or store, warm in an oven). If approval was not obtained and a food sale is found to offer homemade goods the food sale will be shut down immediately.

Food locations: Food and/or drinks may not be sold in close proximity to any campus food vendor location (i.e. convenience stores, grills, and cafeterias). Depending on the needs of your food sale (if items require heating and/or chilling), you may be restricted to a kitchen environment.

Food sales permitted on campus: Food sales may commence after the third week of school. Food sales are not allowed during finals week or during winter & summer intersessions. Locations and approval of food sales are based on a first-come, first-served basis (clubs must be cleared in order to be approved for a food sale).

Reserving 9C Kitchen: In order to accommodate and support all of our clubs/organizations fundraising efforts, we are allocating four (4) days per semester, per club/organization, for food sales through the Associated Students Kitchen in building 9C. The Kitchen is available on a first-come, first-served basis. Each club/organization must complete and return to the Student Life Office the following forms at least **12 working days prior to the event:**

- Kitchen Request form
- Use of Facilities form
- Fiscal Services Fundraising form
- Event flier (who, what, when, where, and contact information)

Kitchen availability can be obtained by visiting the CLUBS page on the Associated Students website (<http://as.mtsac.edu>). A club advisor or College employee must be present to supervise the entire event.

SECTION 4

Most Commonly Requested Extensions

Calling from an outside line? (909) 274-xxxx

Fiscal Services, Club Accounts Building 4, First Floor

Emma Valenzuela x5343

Copy Center Administration Building 4-Room 120

(Printing Services) x4255

Event Services Building 6, Room 170

(Facilities Request) x4797

Presentation Services Library

(Equipment) x4273

Public Safety & Parking Building 48

(Security) x4555

Student Center Building 9C

x5723

Student Life Office Building 9C-Room 1

x4525

Transportation Building 48

(Vehicle/Rental) x4854

I.C.C. Advisor Building 9C, Student Center

x5959

If you have any questions, comments, or ideas about how we can improve this guide please email the Inter-Club Council Advisor:

Daniel Algattas

dalgattas@mtsac.edu