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# Club Advisor's Handbook

Mt. San Antonio College -

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# 1

## The Advisor's Role -

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*“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 as 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.

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**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.



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## SECTION 1

# Inter-Club Council & The Need for a Constitution -

## Inter-Club Council

What is ICC? Does my club need to attend ICC meetings?

Inter-Club Council (ICC) 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 ICC meetings per semester. Failure to comply will result in immediate deactivation of the club "ICC Constitution, Art IIIIV, Sec A, 1#. ICC meets the 1st and 3rd Mondays of the month, please visit our website for updated meeting dates, times, and locations. ICC 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 ICC 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 ICC 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 ICC.Advisor(s) for review. Final approval of constitutions will be granted by the ICC.voting members. The club advisor(s) may consult the ICC Advisor(s) 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.

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## 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. Please visit our website for updated due date information.

## 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.

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## 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 ICC Advisor(s). 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.](#)





# 2

## What You Need to Know

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*“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

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.

All publicity relating to a specific event must have the following:

Name of the College (Mt. SAC)

Date, time, and location of event -

Name of the sponsoring organization

Address or contact information (phone or email) -

DSP&S Accommodations Statement: -

"To request reasonable disability related accommodations, please contact us at least five business days in advance of the event"

Additional guidelines:

Any event receiving funding from the A.S. must denote the source of funding on all printed materials. -

Before printed materials are reproduced, they must bear the authorized "please recycle me" logo as well as the A.S. stamp and signature of the Student Center Specialist or designee. -

Printed or electronic materials in a Non-English language must have an English translation when being submitted for A.S. approval. -

**Any postings missing any of the above information will not be approved.**

*Sample Posting with A.S. Approval Stamp*



The sample flyer is enclosed in a rounded rectangular border. It features a recycling logo with the text "PLEASE RECYCLE" in the top left corner. The main title "MT.SAC FOOD CLUB" is centered at the top in large, bold, black letters. To the right of the title is a rectangular approval stamp from the Associated Students, dated 2/21/08, with a signature. Below the title, there is a cartoon illustration of a hamburger. To the right of the hamburger, the event details are listed: "BBQ Sale", "Wednesday, February 29, 2012 11:00 AM - 1:00 PM", and "9C Kitchen & Patio". At the bottom, the contact information "CONTACT INFO: advisor@mtsac.edu" is provided, followed by a paragraph: "To request reasonable disability related accommodations, please contact us at least five business days in advance of the event."



# ICC 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 ICC Representative can only represent one club.

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

It is the responsibility of each club's representative to report at the ICC meetings, the news of their individual clubs' activities, projects and fund raisers to other club representatives. In turn, all items shared at ICC 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 "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.

## Club of the Year Award

ICC 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 ICC Constitution.

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**SECTION 3 -**

# No Vendor Policy -

## No Vendor Policy

The Administrative Regulations and Procedures "Section 811.1 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.



# 3

## How to Get it Done -

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*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.



# 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 coladvisor. An advisor must not use paid work time to meet with students or to advise club activities. -

3. Develop a Club Constitution, 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" -

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.

6. 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 submit the following: -

a. -Club Information Sheet

Proposed Constitution "use the template found at [www.mtsac.edu/clubs/newclub.html](http://www.mtsac.edu/clubs/newclub.html)

\* - *The information must be submitted by the advisor to the Student Life Office. All documentation "i.e., transcripts, receipts, etc. 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**

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## ICC Procedures after Submission of Paperwork -

1. At the first ICC 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 ICC meeting, it is the ICC 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 the ICC**

**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](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 <a href="#">Kitchen Request Form</a>
Club Constitution Template	Web download only - Microsoft Word document <a href="#">Club Constitution Template (.doc)</a>
Request to Establish Student Club Account	Fiscal Services - Building 4, First Floor <a href="#">2-Request to Establish Student Club Account Form.pdf</a>
Club Activity Planning Checklist	Student Life Office, 9C Student Center <a href="#">Club Event Planning Check Off List</a>
Club Officer Forms (Club Re-Activation Forms)	Request via email: <a href="mailto:dalgattas@mtsac.edu">dalgattas@mtsac.edu</a> or <a href="mailto:bcarrillo21@mtsac.edu">bcarrillo21@mtsac.edu</a> (Club advisors only please)
Request for Fundraiser form	Fiscal Services - Building 4, First Floor <a href="#">11A-Fundraiser Proposal Request for Student Clubs Form.pdf</a>
Printing Requisition Form	9C Student Center, Student Life Office, Print Services-Building 4 <a href="http://www.mtsac.edu/-rpatters/instruction/business/handbook/section7/b.%20Printing%20Services%20Requisition%20Form%20(Sample).pdf">http://www.mtsac.edu/-rpatters/instruction/business/handbook/section7/b.%20Printing%20Services%20Requisition%20Form%20(Sample).pdf</a>
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	<a href="http://www.mtsac.edu/fiscalservices/forms.html">http://www.mtsac.edu/fiscalservices/forms.html</a>

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# 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.

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## 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

ICC Advisor                              Building 9C, Student Center

x5724 or x5953





# Informational Materials for Clubs

## Student Life Office, Mt. San Antonio College

The information provided in this document is intended to help students navigate Mt. SAC more efficiently. Please let us know if we forgot to include something by emailing your suggestion(s)/correction(s) to [grodriquez193@mtsac.edu](mailto:grodriquez193@mtsac.edu)

### **9C-KITCHEN**

Bldg. 9C | (909) 274-5959

Campus clubs and organizations may reserve the Associated Students kitchen in Building 9C for food related events. Clubs and organizations must meet all Student Life requirements for before the kitchen can be reserved. Due to the high demand, clubs and organizations are limited to four (4) days of kitchen use per semester. The 9C kitchen can be reserved by doing the following:

1. Contact the Student Center Specialist at (909) 274-5724 to check availability
2. Complete a "Use of Facilities" form (available in Student Life, Bldg. 9C-1)
3. Make sure that your advisor has signed the front and back of the form
4. Complete a Kitchen and/or BBQ Request form and have your advisor sign it
5. Submit the "Use of Facilities" form for approval to the Student Life Office **twelve (12) working days prior to the event** with your event flier and Kitchen/BBQ Request forms.
6. The club/organization advisor will be notified when the "Use of Facilities" form is ready to be picked-up and delivered to Event Services. You must deliver this form to Event Services at least 10 working days prior to the event.

### **ACCOUNTING @ FISCAL SERVICES**

Bldg. 4 | (909) 274-5343

Fiscal Services processes authorized requests for payment of invoices and reimbursements for recognized clubs and organizations.

Each club requires a completed **Request to Establish Account** card to be on file with Fiscal Services in order to process any requisition. The club/organization advisor must also establish an **Originator** for all purchase requisitions.

Summary of Process to establish person who will enter the club's purchase requisitions:

1. **Originator** - Advisors must either identify themselves, or an internal department administrative support staff, to take the lead with entering all purchase orders/purchase requisitions for their club. This allows for your ability to be the

responsible party and track the status of your requests. *\*This person must be banner trained and cannot be a Student Life staff member.*

2. **Account Access** - Send an email to Student Life Director, A.S. Administrative Coordinator, and Fiscal Services Coordinator to request initiator access to enter orders/requisitions for the club.

Invoices must always be processed with a requisition. The Purchase Order number should be referenced on the requisition. The Club account advisor and the Division Dean must approve all requests for payment prior to submission to Fiscal Services for processing. An incomplete requisition will not be processed and will be returned to the originator.

### **ASSOCIATED STUDENTS (STUDENT GOVERNMENT)**

Bldg. 9C-1 | (909) 274-4525

The Mt. San Antonio College Associated Students is made up of students who have paid the current Student Activities fee and carry a valid A.S. Activities Sticker. Associated Students, otherwise known as student government, is recognized as the official student voice on all College issues. Associated Students Officers act honestly and responsibly when representing Mt. San Antonio College's student body and serve to promote and protect the diverse needs of the student population, enhance the awareness of student concerns, and foster leadership and involvement in the campus community.

There are several ways to get involved in your student governing body, the elected positions are: A.S. President, A.S. Vice President (2), A.S. Inter-Club Council Chairperson, A.S. Inter-Club Council Vice-Chair, Student Trustee, and Senator Pro Temps (2).

There are also 20 senatorial appointed positions. To be eligible for appointment as a Senator for the Associated Students, you must pick up an application packet from the Student Life Office or visit <http://as.mtsac.edu> during the first week of the semester.

### **CAREER & TRANSFER SERVICES**

Bldg. 9B, 2<sup>nd</sup> Floor | (909) 274-4510

Career & Transfer Services provides a variety of services, activities, events and resources to help students transfer to universities, solidify their career goal, sharpen their job acquisition skills, and acquire part-time and full-time employment.

Career Services, activities, resources and events include: Job & internship referrals, career fairs, career acquisition skills workshops, Disney College Program information,

mock interview sessions, one-on-one assistance with resume preparation, interviewing techniques, general job search, career guidebooks and computers for career research.

## **DUNGEON**

Bldg. 9C | (909) 274-5959

All official Mt. San Antonio College clubs and organizations will be allowed to use the paints and poster paper provided by Associated Student Government funds. Any club or organization will be allowed 12 feet of banner paper per event. In order to use the paints or dungeon an officer of the club must submit their student I.D. with the current Student Activities Sticker while the members of that club are using or working in the space provided for poster making. The I.D. card will be returned upon the inspection of the paints and space. Everything must be in proper working order. This includes the cleaning of the dungeon. No food or drinks will be allowed in the dungeon.

## **EVENT SERVICES**

Bldg. 6-170 | (909) 274-4797

Event Services provides assistance for the use of facilities on campus. Please follow the steps outlined below to reserve campus facilities or equipment:

1. Contact Event Services to check location availability (if you need to use the 9C Kitchen – also check with the Student Center Specialist for availability)
2. A “Use of Facilities” form (available in Student Life, Bldg. 9C-1) must be filled out and signed by the club advisor, (advisor must attend the event).
3. Submit the form to the Student Life Office for approval **twelve (12) business days prior to the event** with a copy of your event flier and any other forms (i.e., Kitchen Request, BBQ Request)
4. Your advisor will be notified when the “Use of Facilities” form is ready to be picked-up and delivered to Event Services. You must deliver this form to Event Services at least ten (10) working days prior to the event.

Please note that a club advisor must be present at all events. Be sure to read the rules and regulations printed on the back of the Use of Facilities form.

## **FINANCIAL AID**

Bldg. 9B 2<sup>nd</sup> Floor | (909) 274-4450

The College offers a variety of financial aid programs funded by federal, state, and private sources. These programs are available to eligible students to help meet the cost of attending college. Aid programs include grants, work-study opportunities, loans, and fee waivers. All students may be eligible for some form of assistance based on their



financial need and may apply for aid by filing a Free Application for Federal Student Aid (FAFSA) form. The FAFSA worksheet is available in the Financial Aid Office or online at [www.fafsa.gov](http://www.fafsa.gov).

## **FOUNDATION**

Bldg. 12-1270 | (909) 274-4215

The Mt. SAC Foundation raises funds to support scholarships, campus projects and capital campaigns for Mt. San Antonio College. The Foundation is an IRS designated tax exempt, 501(C)3 charitable organization and operates independently but in conjunction with the college as a nonprofit corporation. As such, the Foundation is the clearing house for ALL campus fund raising (with exception for the Grants Office and the Faculty Association 501(C) 3 charitable organization) for Mt. SAC.

Campus Guidelines for Fundraising:

1. All fundraising and/or solicitation OFF CAMPUS for support of any project must be coordinated with the Mt. SAC Foundation. Do not contact stores, businesses or individuals off campus for any donation or solicitation without first checking with the Foundation office.
2. Fundraising ON CAMPUS does not need coordination with or approval from the Foundation. Coordinate these events with Student Life.
3. Raffles are illegal in California. For questions call (909) 274-4215.

## **PRINTING SERVICES**

Bldg. 4 | (909) 274-4255

The Printing Services Team is committed to providing unsurpassed excellence in customer service while delivering the highest quality copying and imaging services. **Black & white printing is FREE while color printing fees are based on the type and quantity of the request.** All print jobs must be approved by the Student Center Specialist located in building 9C and bear the Student Life Office approval stamp prior to printing.

The print services provided include: Photocopying (24 hour turnaround), binding, color printing, laminating, drilling, cutting, folding, offset printing, forms, envelopes and color posters (11x17). Club advisors can also submit job requests using the print shop website. This process allows college employees to send electronic documents to Printing Services electronically. Web jobs submitted in the evening should be done by noon the following day. Club advisors can visit <http://docuweb.mtsac.edu> for more information on the electronic submission process.

## **PUBLIC SAFETY**

Bldg. 23 | (909) 274-4555

The Public Safety Department's primary responsibility is the safety and security of all members of the College community. Every effort is made to inform students and staff of criminal activity or any other concern that may be an immediate threat to the safety and security of those on campus. Information and workshops on crime prevention are made available to College students and staff throughout the academic year. The Mt. San Antonio College Public Safety Department has the authority to enforce the Student Discipline Code of Conduct under the Education and Penal Codes of the State of California.

Reporting Crimes & Emergencies: Students and staff should report serious crimes and emergencies, i.e., fire/medical, etc. that occur on campus to the Public Safety Department or call 911 (dial 9-911 when using a campus phone). Incidents may be reported to Public Safety 24 hours a day by calling (909) 274-4555.

Witness to a Crime: Mt. SAC encourages anyone who witnesses or has knowledge of a crime to report the information to WeTIP (<http://www.wetip.com>) by calling (800-78-CRIME). Reports are taken 24 hours a day, 7 days a week, and are completely anonymous.

Escort Service: To enhance security, Mt. SAC offers an evening Campus Escort Service: Monday-Thursday from 6:30-10:15 p.m. Escort stations are located at various campus locations. Escorts can be identified by their yellow jackets and I.D. badges. Call (909) 274-4233 to arrange for an Escort.

## **PUBLICITY**

Bldg. 9C | (909) 274-5959

Publicity, publications, and information to be disseminated shall be printed material, devices, or actions designed to advertise events or ideas by the use of handbills, fliers, publications, posters, banners, publicity stunts, tags or other means that have received approval from the Associated Students.

Before publications, fliers, or literature are reproduced, they must bear the A.S. stamp and signature of the Student Center Specialist or designee. This is necessary for authorized posting. Refer to the Associated Student Publicity Directive for detailed information, including where posting is allowed. Please contact the Student Center Specialist for more details.

## **SCHOLARSHIP INFORMATION**

9B 2<sup>nd</sup> Floor | (909) 274-4457

Visit the Scholarship Program Office for assistance with scholarship opportunities, including scholarship research, personal statement advisement and workshops. The Mt. SAC Scholarship Program Office administers more than \$200,000 in scholarships each year. Visit [www.mtsac.edu/students/finaid/scholarships](http://www.mtsac.edu/students/finaid/scholarships), for a current application and eligibility information.

## **STUDENT CENTER**

Bldg. 9C | (909) 274-5959

The Center is open to all registered students and provides a relaxing and enjoyable environment that includes Nintendo Wii, board games, table tennis, foosball, a big screen TV, free wireless Internet, and a housing referral program. Take a quick nap or clear your mind between classes. Student must present their current Student Activities sticker in order to check-out equipment.

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

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