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O O

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

-John Quincy Adams

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

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You make a difference in student's lives.

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

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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.*

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-Nelson Mandela

SECTION 1

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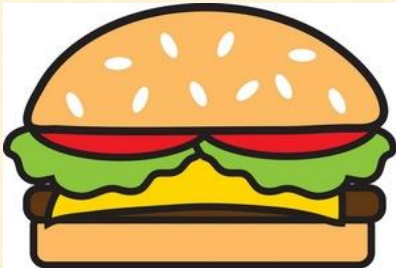
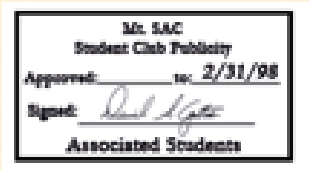
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Any postings missing any of the above information will not be approved.

Sample Posting with A.S. Approval Stamp



MT.SAC
FOOD CLUB



BBQ Sale
Wednesday, February 29,
2012 11:00 AM - 1:00 PM
9C Kitchen & Patio

CONTACT INFO: advisor@mtsac.edu

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

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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

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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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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?	<input type="checkbox"/>
(Check the club list: http://www.mtsac.edu/clubs/activestudentclubs.html)	
Are you turning the form in 12 working days before event?	<input type="checkbox"/>
Is the form fully completed?	<input type="checkbox"/>
Did the Advisor sign the front? (must be an advisor on record)	<input type="checkbox"/>
Did the Advisor sign the back? (must be an advisor on record)	<input type="checkbox"/>
Is there an event description attached (ALL event details included)?	<input type="checkbox"/>
(Full description, date, time, location, contact info., what the event includes, product, price, fundraiser?)	
Is the Event a Fundraiser? (Is money being collected?)	<input type="checkbox"/>
If yes, did you attach a Fiscal Services Fundraising Form?	<input type="checkbox"/>
Did you complete one form per day of fundraising?	<input type="checkbox"/>
Are the forms fully completed?	<input type="checkbox"/>
Are the forms signed by Advisor? (must be advisor on record)	<input type="checkbox"/>
Do you need a Cash Box or Change?	<input type="checkbox"/>
(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?	<input type="checkbox"/>
(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?	<input type="checkbox"/>
If the event is a food sale:	<input type="checkbox"/>
Does your event conflict with another event? (date/location)	<input type="checkbox"/>
(Check SL Weekly at http://www.mtsac.edu/studentlife/eventcalendar.html)	
In front of a store location? (not allowed)	<input type="checkbox"/>
Is there food involved?	<input type="checkbox"/>
Will there be homemade food?	<input type="checkbox"/>
Will there be pre-packaged food?	<input type="checkbox"/>
(Refer to Food Policy: http://www.mtsac.edu/clubs/studentlifeclubforms.html)	
If using the 9C kitchen, is there a Kitchen Request form attached	<input type="checkbox"/>
Is the 9C kitchen available?	<input type="checkbox"/>
(Check kitchen availability: http://www.mtsac.edu/clubs/studentlifeclubforms.html)	<input type="checkbox"/>
Is it fully completed?	<input type="checkbox"/>
Is it signed by Advisor? (must be advisor on record)	<input type="checkbox"/>
Has the club already used kitchen 4x this semester?	<input type="checkbox"/>

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

ICC Advisor Building 9C, Student Center

x5 0



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 grodriguez193@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, 2nd 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 2nd 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.

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 2nd 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, 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.

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