

# CLUB INFORMATION – CHARTERING

## CHARTERING A CLUB

### What you need to charter a club:

- A faculty advisor
- Club membership:
  - **Tier 1 Club Chartering (ASU Funding):** A minimum of 10 members (6 officers, 4 non-club officers) are needed to access ASU funding. If your club has more than 10 club members, then all club members must have paid the ASU fee.
  - **Tier 2 Club Chartering (No ASU Funding):** Chartered clubs with only 6 paid officers will not be able to access ASU funding. If the club would like to request ASU funding, the club will have to meet Tier 1 Club Chartering requirements.
- Submit online club chartering application
- Attend ICC meeting to get chartered
- Consistent attendance of **ICC Meetings**
  - **Three unexcused absences can result in charter being revoked**

### Club Chartering Application: (Due one week prior to anticipated chartering date)

- Complete chartering online application
  - Include all club related information (missing information will delay club chartering)
    - Club Information
    - Club member information
    - Club Constitution
- ICC Business office signature card and Club Advisor Responsibility Memo will be sent via email (once application has been verified) to collect signatures
- **Club Registration Form**
  - Club Officers & members must have paid \$10 ASO fee
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### When Club Chartering Application is received:

- All sections on application will be reviewed.
- If something is missing on the application, person who submitted application will be notified via email
- If application is complete, an email confirmation will be sent and club representative must be present at upcoming ICC meeting to get chartered.
- **Club Term:** upon club chartering, the club will be active (chartered) for the remaining academic year. No recertification will be required.
  - **Spring Semester:**
    - If your club would like to access funds in Spring semester, complete and submit “**Club Chartering Registration Form**”
    - All club members must have paid Spring \$10 ASO fee

### When chartering occurs:

- Club chartering starts on the 1<sup>st</sup> ICC meeting of the semester.
  - Visit <https://www.lavc.edu/asu/Calendar.aspx> for ICC meeting dates
- 10 first clubs to charter (Tier 1) will receive \$100 to their club account

# CLUB INFORMATION – EVENTS

## CHARTERED CLUB EVENTS – ON CAMPUS

### How do clubs host events?

- Ensure your club has funds for the event, if needed.
- Check with the Master Calendar Office for date, time, and room availability.
- Submit **Application for Use of College Facilities along with the Event Request Form** 15 working days prior – to the Office of Student Life
  - Club Advisor must sign Signature Applicant area
  - Submit a diagram of layout (Fireside Room and Multipurpose Room do not require a diagram. These two rooms cannot be rearranged)
- Some events may require insurance. Check with the Master Calendar Office.
- Some rooms/areas may require additional approvals. Check with the Master Calendar Office.
- Classroom reservations do not require an Application for Use of College Facilities. Classrooms must be reserved through the Office of Academic Affairs. Event Request Form is still needed.
- Club days are prescheduled, see calendar at [lavc.edu/asu/calendar](http://lavc.edu/asu/calendar)

## SERVING FOOD

### If club members serve food:

- **One club member must be responsible to oversee appropriate Food Safety procedures**
  - Food handling class (official State of CA) is offered online and/or in person on campus
  - In any case, ASU Advisor AND Master Calendar need a copy of Food Handling certificate
- Packaged food items do not require a food safety certificate.

### If a restaurant caters:

- Must submit Food Handling certificate to Student Life Office THREE working days prior to event.

### If a club sells food:

- Clubs are only allowed to sell food during club days.
- **A Fundraising Form** must be submitted (15) working days prior to the event date.
- Must also submit Food Handling certificate to ASU Advisor and Master Calendar, unless food is packaged.

## HIRING A PROFESSIONAL GUEST

- If your club is interested in hiring a guest speaker for a club meeting, performance artist for a club event, or a professional with a service to benefit your club, the GUEST must fill out the **Miscellaneous Agreement Independent Contractor** (all excepting the Invoice section) **THREE WEEKS** prior to the event in order to be paid.
  - A social security number is required
  - Must be signed by the ASU Advisor, VP of Student Services, and VP of Administrative Services
- Your club must still fill out and submit a Disbursement Request, preferably 3-4 WEEKS prior.
- If the guest/performer is not charging for their services, submit the **Guest Agreement Form**.
- Depending on the performance, an insurance certificate may be required. Check with the Master Calendar Office.

### CLUB EVENTS- OFF CAMPUS/FIELD TRIPS

- All off campus events are considered Field Trips.
- Ensure your club has funds for the event, if needed.
- Using club money = college sponsored event/trip; club money = ASO money
- The club advisor must submit a **Risk Management Request for Field Trip Insurance Rider** form to the Office of Academic Affairs, along with a list of all students attending and their ID #s. List of students must also be submitted to the Business Office
  - Academic Affairs sends it to the District
  - Once approved by the District, it will return certifying that trip is insured
- All students participating in the activity must complete a **Field Trip Excursion Form**
- The club advisor must collect all forms (in one batch) and submit to the ASU Advisor for signature at least three working days prior to the event.
- The ASU Advisor will return the signed forms to the club advisor to keep in case of an emergency.
- If ASU funds are used for the event, the Field Trip Excursion forms must be submitted to the Business Office. Copies are acceptable.
  - All students attending the trip must be paid ASO members.
- The student code of conduct applies during all off-campus trips
- A faculty member must serve as chaperone; the student to chaperone ration is 10:1. Some exceptions may be made depending on the type of activity.

### RAISING FUNDS and SOLICITING DONATIONS

#### Events

- Fundraise (at an event or restaurant)
  - Submit **Fundraising form** to Student Life Office at least **(3)** weeks in advance
  - **MUST** include minutes of club meeting that state that club voted to host fundraiser – **AND** must be signed by the Club President and Club Advisor
- All funds must be deposited in your club account with the Business Office by the next business day. Copy of deposit slip must be provided to the ASU Treasurer.
- If you are planning several fundraising activities throughout the semester, you can complete one form and include all events with dates on a separate sheet.
- If a club is fundraising through a restaurant/company (i.e. Sharky's), and the restaurant/company needs a tax I.D. #, a Fundraising Form must be on file and approved before this information is provided. Please note that the college **does not have** non-profit status.

#### FAQs

- Where do I go to find out about ICC points?
  - ASU Vice President

# CLUB INFORMATION – TRAVEL

## CLUB TRAVEL

### Conferences

- Using club money = college sponsored event/trip; club money = ASO money
- Club advisor must submit **Risk Management** insurance request form to Academic Affairs office (CCing ASU Advisor) at least TEN working days prior to trip
  - Academic Affairs sends it to the District
  - Once approved by the District, it will return certifying that trip is insured
- ONE week prior to trip, Club needs to submit list of names to students participating in field trip
- ONE week prior to trip, each student needs to submit **Excursion Field Trip form** to ASU Advisor for approval and signature
  - Will be returned to trip chaperone prior to trip, contains emergency contact information
- **Additional paperwork necessary to accommodate food and travel expenses**
  - *Please also see “ASU CONFERENCE TRAVEL” section of this manual*

### Conference (paid for by ASU Executive Council)

- Disbursement requests for all travel, food, and accommodation costs
- If out of state, then must complete **Out of State travel form** and submit to ASU Advisor in order to get LAVC President’s approval and signature TWO months prior to trip since Board of Trustees must approve
- Must fill out and submit **Trip Guarantee Contract** form for all travelers

### After the conference

- Travelers MUST submit receipts to ASU Advisor within ONE week of return or by specified date on the Funds Received form
- If not, they will be expected to reimburse the full allowance and a hold can be placed on their account until completed
- If travelers do not submit itemized receipts totaling the amount of funds provided, they will be expected to return the remaining amount of unused money
- An **Accounts Billable/Payable form** will need to be made after collection of all receipts and submitted with receipts to ASU Advisor
- Purchase or consumption of alcohol are strictly prohibited and may result in expulsion from school
- Accountability Forms will be due upon return to ASU Advisor or Club Advisor, if required

Blank forms or samples of **BOLDED** items can be found on the ASU webpage at:

***[lavc.edu/asu/asu-Forms.aspx](http://lavc.edu/asu/asu-Forms.aspx)***

- Club Chartering Packet – *blank form*
- Application for Use of College Facilities – *blank form*
- Permit to Sell Application – *blank form*
- LACCD LAVC Miscellaneous Agreement Independent Contractor – *blank form*
- **Please find complete collection of samples and forms for travel in the section titled “ASU Conference Travel”. Forms here include:**
  - Risk Management Request
  - Excursion/Field Trip
  - Out of State Travel Request
  - Trip Commitment Contract
  - Accounts Billable/Payable
  - Fundraising Application