

CLUB HANDBOOK



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Introduction

The Center for Student Life and Leadership Development is here to provide students with the tools and support to find their path and to create an environment of growth that allows for their establishment as active members of their community. Participation in student clubs and organizations is a key way in which students are able to apply skills and develop assets that become a part of what makes them unique and desirable with job and college applications.

As you move towards finding your own club or maintaining another, the Center for Student Life and Leadership Development offers its support with this manual. This manual contains information, guidelines, and things to consider as you establish and maintain an active recognizing student group. You will find step- by-step instructions on everything from starting a student group to guidelines for planning events and going on field trips.

This manual also contains information regarding Skyline Organizations & Club Council (SOCC) and the Associated Students of Skyline College (ASSC) for your reference. You will be working closely with SOCC, and may find that you need ASSC support. Please review the enclosed materials to ensure that you know the proper procedures to get that support.

We hope you find the information you need in here. However, if you find that you have any questions about this manual or student services, please feel free to contact the Center for Student Life and Leadership Development or the Associated Students.

**Center for Student Life &
Leadership Development**

Building 6, Room 6212
650.738.4275
skystudentlife@smccd.edu

Associated Students of Skyline College

Building 6, Room 6214
650.738.4327

SkylineASSC@smccd.edu

How to Start a Club

In order to become a recognized organization or club, you must have the following items:

- A Club Constitution (*references to write a constitution can be found on page 14*)
- Up-to-date Club Roster with at least 10 registered Skyline Students (*blank roster fillable form*)
- Completed Advisor contract (*blank contract enclosed*)
- Completed Trust Account Form (*blank contract enclosed*)

Once you have these items together, submit them to the Center for Student Life (Bldg 6, 6212). Completed packets will be submitted to the Vice President of the ASSC. They will contact the club representative and advisor listed in the packet with information about the next SOCC meeting.

In order to receive approval as an official club, the group must send a student representative to the SOCC meeting to present information about your application packet and answer questions. Topics may include:

- The purpose of the club
- How the club will serve the students at Skyline College
- What services the club offers that are not already presented by another club or organization

After the interview is completed, the Skyline Organization and Club Council will discuss and vote on whether your club meets the standards to become a recognized organization on campus. Applicants must receive a 2/3rds vote in order to become an officially recognized student group.

How to Reactivate a Club

If your club/organization is already a recognized group, you must submit the following items:

- An updated Club Constitution (*if any changes have been made*)
- Up-to-date Club Roster with at least 10 registered Skyline Students (*blank roster enclosed*)
- Completed Advisor contract (*blank contract enclosed*)
- Completed Trust Account Form (*blank contract enclosed*)

Submit these items to the Center for Student Life by the 3rd Week of September.

Additionally, ensure that a representative from your club attends SOCC meetings.

Any changes to the constitution, officer information, or advisor information should be submitted to The Center for Student Life throughout the academic year.

Club Privileges

- Use of College name and logo
- Use of college facilities as a meeting space with approval from the CSLLD
- Posting of Club materials on and off campus, per college and district procedures
- Assistance and support from the CSLLD staff and the ASSC
Bookkeeper/Business Office (for financial transactions)
- 100 free copies per semester/5 free faxes per semester
- Locker storage in ASSC Office for club materials
- Access to Club Computer and work space
- Ability to host on-campus events and programs with approval from the CSLLD
- Ability to participate in SOCC and to receive funding from SOCC and/or the ASSC (if expectations below are met)

As an officially recognized Skyline Club, there are also certain expectations including attendance at S.O.C.C.

The Skyline Organization and Club Council (SOCC) was created to provide stronger communication between student groups, the Associated Students of Skyline College, and the shared governance process. SOCC gives students access to resources and is available to aid clubs in providing quality activities that meet the needs of their members as well as the student body at Skyline.

S.O.C.C. is chaired by the Vice President of Associated Students of Skyline College. The meeting schedule will be posted online on the ASSC Calendar and provided to all SOCC representatives. For an updated schedule, please contact the Vice President at (650) 738-4327. All SOCC meetings are open to the public.

- Each group must send one voting representative
- Student representatives can only represent one student group
- Groups must regularly attend SOCC meetings. If 3 consecutive meetings are missed, or 4 over an academic year, the group may lose club status.

Roles & Responsibilities: Advisor

Advisor Eligibility:

- Clubs and Organizations must have at least one advisor that is Full-Time employee of Skyline College.
- Clubs may have co-advisors. Co-advisors must also be employees of Skyline College.
- Any advisors/co-advisors must submit an Advisor Contract

The responsibilities of Advisors include that they:

- 1) At least one advisor must be present at all meetings, events, on or off-campus programs, or group sponsored travel. Invited faculty sponsors may supervise on a limited basis if:
 - i. The advisor is ill or has an emergency
 - ii. The advisor cannot meet the advisor to student ratio for conference attendance agreements. The Center for Student Life & Leadership must give approval for this situation. Please submit name, contact information, and meeting details for consent.
- 2) Supervise financial transactions, the handling of club funds, and maintenance of Financial Records.
 - a. Expenditures cannot be made without the approval of the advisor
 - b. Advisors must sign any check requests [Co-Advisors (part-time staff or faculty) are not eligible to sign per CA Education Code]
 - c. No off-campus accounts are permitted
- 3) Encourage the development of initiative, responsibility, and leadership in the student members.
- 4) Accompany and supervise students during any off-campus travel or conference.

Advance approval from the Director of Student Development must be obtained for any deviation of these rules. Clubs/organizations who are associated with National or Community Organizations cannot list employees of said organizations as advisors or co-advisors unless they are employed by Skyline College.

Club Advisors must fill out the form: Advisor Contract

Club/Organization Trust Accounts

Trust accounts may be established, with the approval of the Director of Student Development, for the purpose of maintaining funds to provide support services or material to students.

District policy requires that all recognized student organizations must establish accounts with the Associated Students of Skyline College if they are raising funds through donations, grants, membership dues and/or fundraisers.

Setting up a Trust Account / Depositing Funds

1. Complete the Trust Account Application Form
2. Submit the completed application to the Center for Student Life and Leadership Development with the Club Packet.
3. The Director of Student Development or the ASSC bookkeeper will contact you when your account has been setup and give the account number to the Advisor.
4. After the account is established, you can make deposits. "Deposit of Funds" forms are available at the Cashier's Office. Keep copies of all transactions for the Treasurer's Files.

Please note that all money raised at an event must be submitted to the Cashier's Office, no later than **24 hours after your event**. Accounts may not run into a negative balance without approval from Director of Student Development. Additionally, any accounts being investigated for misuse will be placed on hold by the Director of Student Development and the ASSC Bookkeeper.

Inactive Trust Account

Trust Accounts without current signature forms and that have not been used or have a zero balance for two years are considered inactive. These accounts will be absorbed into the SOCC Trust unless updated paperwork is submitted. (See Article 7 of the ASSC Constitution and SOCC Manual for additional information.)

Accessing Monies from Account

All Requisition Forms must be submitted at least 2 weeks prior to the date that you receive your funds.

1. Complete ASSC Check Requisition form. (Available at the Center for Student Life). Attach the appropriate paper work to the requisition (i.e. invoices, receipts, etc...)
2. Obtain signatures from your Advisor and the Treasurer. Keep the yellow copy and additional copies for the Treasurer's files.
3. Turn the requisition into the Center for Student Life and Leadership Development, Room 6-212, Building 6.

All clubs must fill out a Trust Account Form.

Finances: Requisitions & Deposits

What is a Requisition Request Form?

Requisition Request Form is the document your group must complete in order to receive funds from your trust account and are available at the Center for Student Life, Room 6212.

Requisition Request Forms must be submitted to the ASSC Bookkeeper in the Cashier's Office at least **14 business days** prior to the date that you need to receive your funds.

What are the procedures for completing a Requisition Request Form?

1. Requisitions should be completed by the individual coordinating the event for your group or your finance officer.
2. The advisor and finance officer of the student group must requisition before submission to the Center for Student Life and Leadership Development.
3. The ASSC Bookkeeper and the Student Life and Leadership Assistant will review the requisition request. If the form is complete and sufficient funds are available, the request will be approved. However, if you do not have enough funds in your trust account, if the paper work is incomplete, or if it has been determined that the request is a misuse of funds the Student Life and Leadership Assistant or ASSC Bookkeeper will follow up with both the requestor and the advisor of the group.

What is a complete Requisition Request?

- Requisitions **must** include invoices or receipts for all items listed.
- Requests for a check to a performer /speaker must include an independent contractor agreement, Performance Contract or Standard Service Agreement. These items have to be signed by the district office, so they should be submitted a minimum of 3 weeks prior to when you need the check. You will also need a completed I-9 form, W-9 form and a copy of the performer's/speaker's Driver's License/Passport and Social Security Card. These forms are available on the district webpage.
- Requests for an advance check to purchase supplies for the event must have an itemized list of all items to be purchased must be attached. The person who is issued this check will then need to submit the receipts and any remaining money to the ASSC Bookkeeper. **Individuals who do not submit receipts and or do not return funding within the timeline set by the ASSC Bookkeeper will have a hold placed on their records.**
- Requests for reimbursement must have valid register receipts (i.e. business name, date, address, and payment type, itemized list of purchase or valid invoices. District policy and California Tax Law prevents us from reimbursing individuals for payments to performers/speakers.

How and when will I receive my check?

Your check(s) will be available approximately 14 business days after you have submitted your completed requisition request. You can choose to have it mailed or to pick it up from the Cashier's Office.

Finances Continued: Check Requests

1. Fill out the Requisition form indicating Club Name & Club Number.
2. Obtain the following signatures before submitting Requisition to Center for Student Life & Leadership Development:
 - Club Advisor
 - Club President or Treasurer
3. *Print* the name of the person requesting the check along with phone number.
4. All check requisitions need *original* business receipts/back up documentation. Please include name of event/activity.
5. Provide description of the disbursement:
 - For Vendors: Indicate name and address. Check will be automatically mailed unless otherwise stated.
 - i. Ensure that the vendor/service provider has completed and submitted all appropriate contracts & forms.
 - For a personal reimbursement: Provide explanations, i.e.: membership, graduation supplies, Office Depot PO# 2121
6. If the check will be picked up, provide the contact name and phone number.
7. Date needed for checks must be **2 weeks** after submission to cashier's office. If the check is for a performer/speaker, all documentation must be submitted a minimum of 3 weeks prior to the event because of additional signature requirements from our district.

Deposit Guidelines:

1. Please be sure to hand any cash deposit to one of the cashiers if the ASSC Bookkeeper is not available.
2. List check numbers on a deposit form and submit this to the ASSC Bookkeeper along with checks to be deposited.
 - Write your club name & the name of the person submitting the check for each deposit.
 - No third party checks.
 - Check should be preprinted with name and address.
3. List type of deposit activity: i.e., membership, donation, fundraisers, ticket sales.
4. If deposit includes a large amount of coins, request coin wrappers and ensure that coins are wrapped prior to deposit.

Account Balances can only be requested by Club Advisor or Club Financial Officer.

Event Planning:

Program/Event Planning involves five elements:

- a. ASSESSMENT of needs and resources
- b. PURPOSE(S) definition of the behind the program
- c. PLANNING
- d. PROMOTION to get people to attend
- e. EVALUATION of how well the purpose was met

You can begin the event planning process by establishing goals and objectives. Here are some questions to get you started:

1. What is the purpose of the event: fundraiser, membership recruitment, instructional, educational, social?
2. Who will be attending?
3. How many people are you expecting?
4. What kind of budget do you have? What are your expenses?
5. Do you have an advertising and promotional plan?
6. How much help and backing are the members of your organization willing to provide? (Note: One person can't do it all.)
7. How will the program be evaluated: number of people attending, quality, budget.
8. When is the best time to hold the event? What are other alternative dates and times?
9. What is the best location for the event: This is determined by the type of program and size of the event?

Possible venues for events	Capacity
The Quad	Outdoors
Gallery	100
Theater	500
Room 2306	150
<u>Conference Rooms in Bldg 6</u>	
6202	91
6203	45
6204	22
6205	25
6206	38

Remember to include your advisor in the planning process. She/he is responsible for supervising your organizations event and must attend all functions.

SKYLINE COLLEGE CONTACT INFORMATION

A.S.S.C (Student Government)	Bldg 6, Room 6-214	650-738-4327
Center for Student Life and Leadership Development	Bldg 6, Room 6-212	650-738-4275
Facilities (Custodial Services)	Bryant Evans John Doctor	650-738-4115 650-738-4166
Food Service (Pacific Dining)	Bldg 6, 1 st Floor	650-738-4246
Graphic Arts & Production (SkyGap)	Pacific Heights, 202	650-738-7014
Marketing, Communications & Public Relations (MCPR)	Bldg 4, Room 4329B	650-738-4346
Public Safety Office	Bldg 6, Room 6-106 Emergency Only	650-738-7000 or 911
Skyline Bookstore	Kevin Chak Bldg 6, 1 st Floor	650-738-4212
Skyline View (Student Newspaper)	Bldg 2, Room 2-108	650-738-4302

Student Clubs/Organizations must make [all Facilities requests](#) through the Center for Student Life and Leadership Development. Requests are made by completing a Club Activity Permit Form. The link to this form can be found under “Hosting a Campus Event” at www.skylinecollege.edu/studentclubs

Reference A: Guidelines for Developing a Mission Statement, Constitution and Bylaws

Mission Statement

What's the purpose of a mission statement?

A mission statement sums up your organization's reason for being. It explains your intentions, priorities, and values to people both inside and outside the group. It can guide you and help you stay focused on the things that are most important to you. If you ever question whether to take on a project or choose a particular course of action, you can look back on your mission statement and see if the proposal is consistent with it.

How do we create a mission statement?

Start by brainstorming among the members of your group. What are they there for? What do they want to see the group accomplish? What do they want to get out of the groups for themselves? What values, standards, and goals do they never want to lose sight of?

Write down everything people suggest at first, without debating the ideas. When you've run out of new thoughts, see if you can find some that are similar or have common themes. Try to come up with statements summarizing these concepts. Let people discuss and make adjustments until everyone can agree with, or at least not object to, what you've written.

Have someone put together a draft based on what you've agreed on, and bring it back to the group for final adjustments and approval.

Then what do we do?

Your mission statement should be communicated to new members of your group, and to anyone who wants to know what you're all about. You may want to publish it in a brochure, or put it on a web site, or otherwise make it available for people to read. It's a good idea for all members to look at it occasionally, to remind yourselves of what you're doing there.

Your mission statement doesn't need to be set in stone. In time, your group's experiences, or the input of new members, may cause you to want to revise it. Changing your mission statement should be done with careful consideration, making sure that all your members can have their say about it, and finalized using the group's usual method of making important decisions.

Constitution

Both of these documents (Mission & Constitution) are important because it gives you the guidelines for you group to function and is something that will continue to be here even after you move on. This also determines what your club does on campus and how it can make it happen. Without these documents, there is no guarantee that the mission of your club will ever be seen.

What should we include?

The following is a list of items that should be included if they apply to your groups:

- Club Name
- If your club requires dues, specific what they are and how the payment is managed.
- Procedures to amend or update bylaws, mission statement, constitution and other documents (i.e. group consensus vote, majority, $\frac{2}{3}$, etc)
- Specify any club dues and how payment is managed
- Meeting information
 - Details about how often meetings should occur
 - Define a Quorum (the number of members who must be there to do official business and make decisions-- usually at least half)
 - Note which officers facilitate the meeting and which officer takes minutes
 - Clarify whether you will use Roberts Rules of Order (a.k.a. parliamentary procedure), or some other procedures for conducting business
 - Any other things you want to do at every meeting (i.e. consensus, majority vote, etc)
- Explain how decisions will be made (i.e. consensus, majority vote, etc)
- Any factors that determine membership
 - What are the qualifications to be a member?
 - What can lead to a member being removed from the organization and how will this happen?
 - What are the restrictions (if any) for nonmembers at events or meetings?
 - Remember, clubs cannot deny membership based on age, gender, sexuality, marital status, race, color, sexual orientation, religion, national origin. See AP 7.601 – Student Organizations & Activities for more details.
- Define the organization structure: Officers, Committees, etc.
 - List officer titles and responsibility
 - Explain committees and what the purpose of each is
 - Describe the election process for officers, committee chairs/committee members as well as the requirements to be eligible to hold the position
 - Also describe removal procedures and what events might lead to an officer being removed from office
- Finances
 - Note which officer handles the finances and how this person will report to get group (i.e. monthly budget, list of funds at each meeting, etc)
 - Procedures to get expenditures for the group approve

To access a Club Constitution Outline fillable form, [click here](#).

Reference B: Budgets & Fundraising

How to Create a Budget:

1. Develop club/ organizations mission statement, constitution and By-Laws.
2. List all of the activities you are planning for the academic year.
3. Prioritize the activities list. Do not forget to include club member only activities (i.e. conference travel, field trips, recognition / end of the year events).
4. Research operating expenses and develop estimate costs for all items on your activities list. This is your budget for the academic year.
5. Create a list of operating expenses.
 - a. General Expenses
 - i. Office Supplies
 - ii. Advertising & Outreach
 - iii. Food, Awards & Decoration
 - b. Event/Activity Expenses
 - i. Entertainment: Speakers/Performers
 - ii. Conference Travel
6. Establish methods of obtaining money for your budget.
 - a. Fundraising
 - b. SOCC grants (see ASSC Financial Code in ASSC Constitution)
 - c. ASSC grants (see ASSC Financial Code in ASSC Constitution)
 - d. Grants from other organizations
 - e. Donations: see Board Policy 8.38 (Gifts & Donations)

Financial Responsibilities: Student Organizations

1. All money collected by a student body association or by any student club or organization of the College shall be deposited in an account and credited to the appropriate organization. The District Administrative Services Office shall insure that the collection and disbursement of funds are consistent with acceptable accounting and auditing procedures and with established District policies and procedures.
2. In order to ensure efficient operation and prudent expenditure of funds under student control, the following policies will govern:
 - a. The student body association shall be responsible for student body association expenses and shall not be responsible for the financial obligations of student organizations not under its sponsorship and/or jurisdiction.
 - b. Approved expenses of staff members assigned to supervise student body association activities may be borne within the College budget. The expenses of staff members assigned to supervise other student-sponsored events may be borne by the appropriate student organization.
 - c. The College shall be reimbursed by any student organization for the use of telephone equipment and for all toll telephone calls made on behalf of the organization.
 - d. All annual budget shall be prepared by student body associations in accordance with established procedures at the College, under the supervision of the Vice President, Student Services.
 - e. The use, by student body associations, of District-owned vehicles (when available) shall be permitted with reimbursement to the District on a per mileage. (See District Rules and Regulation for detailed requirements.)
 - f. The collection and reimbursement of Student Representation Fee funds shall meet the requirements established by the California Code Regulations, Title 5, as well as by District Rules and Regulations.
3. The following policies shall govern the accounting for student body association and student organization funds, including revenues from fund-raising activities:
 - a. The Cashier's Office at each College shall insure that collection and disbursement of student organization funds are consistent with established District policies and procedures.
 - b. The District Administrative Services Office shall coordinate accounting for all student body funds.
 - c. A financial report of all student funds shall be compiled by the District Administrative Services Office and distributed each month.
 - d. An annual audit of all student funds shall be conducted by the District.
4. All organizations and activities having authorized budgets from associated students fund shall operate within their respective appropriations. The appropriations shall be listed in the proposed budget.

SOCC Budget Proposal Outline

The Associated Students Governing Council budgets a limited amount of funds to help support and cosponsor these activities on campus.

Requesting Funds: SOCC Procedures

Student Clubs and organizations that are active members of the Skyline Organization and Club Council (SOCC) may apply for a grant of \$500.00 per semester. SOCC members may submit their proposal online by visiting: <http://skylinecollege.edu/studentclubs/resources.php> and clicking on the “SOCC Funding Request Form” link.

Requests for funds that exceed \$500.00 must be made directly to the ASSC

Requesting Funds: ASSC Procedures

ASSC Funding Request applications are available to fill out and submit online at:

<http://www.skylinecollege.edu/centerforstudentlife/onlineresources.php>.

Requests for funding exceeding \$500.00 will only be considered with a complete application submitted at least 3 weeks in advance. All proposals will be handled on a first come first serve basis.

Once forms are completed and submitted online, the application will be reviewed and your club contact will be notified by the Commissioner of Public Records or the SOCC Liaison officer with a date for your proposal to appear in front of the ASSC. At the ASSC Governing Council meeting, your representative will be asked to read your proposal, answer questions, and clarify details that are not clearly written.

Proposals approved by the ASSC must list the ASSC as a co-sponsored activity. This means that all flyers, banners, newspaper ads and any other advertising for the event must display the following phrase: “Co-sponsored by the Associated Student of Skyline College”

Fundraising Guidelines

1. Recognized student organizations may raise funds for purposes related to the objectives of the organization. Fundraising activities shall be conducted in accordance with regulations adopted by the Colleges and in coordination with the District Administrative Services Office. Under no circumstances shall funds be solicited in the classroom. On-campus fundraising activities must be approved in advance by the organization's advisor. Off-campus solicitation of funds shall require the approval of the Vice President, Student Services. The following types of fundraising activities are permitted:
 - Sales (e.g., t-shirts, prepackaged foods and candy, arts and crafts)
 - Services (e.g., car wash, graphic design, photography)
 - Entertainment (e.g., concerts, plays, movies, dances, dance groups, bands, and performers)
 - Educational Activities (e.g., displays, films, speakers, classes, workshops)
 - Contests (e.g., races, relays, sporting events, other competition)
 - Concessions (e.g., game room, booths at special events)
 - Special Events (e.g., craft fairs, exhibits, flea markets, auctions, swap days, carnival booths, trips, games)
 - Contributions/ Donations (e.g., donation collections, drawings, door prizes)
 - Exhibits/ Shows (e.g., fashion shows, art exhibits)
 - Charity Drives (e.g., recycling aluminum, Walk-A-Thons)
 - Advertising (e.g. programs, student publications)
 - Activity Cards Sales

2. The keys to coordinating a successful fundraising campaign are as follows:
 - Get everyone in your organization involved in the activity
 - Choose an idea that will be appreciated by the entire campus community
 - ADVERTISE, ADVERTISE, ADVERTISE

3. Monies collected at your fundraiser must be deposited into your trust account 24 hours after your event.

If you need additional information please contact the Center for Student Life and Leadership Development

SAMPLE

To Whom it May Concern:

August 12, 2018

The Dance Club at Skyline College is organizing a fundraiser in conjunction with the College's performance of Les Grand Ballet on Friday, October 12th, 2018. The event will be held at the College's Theatre at 8 p.m. on Friday evening.

Your generous in-kind donation toward the support of this student activity would be greatly appreciated. **[List how the donation will be used ie. Prizes drawn at the event. List what types of donations you will need].**

The Dance Club is part of the Associated Students of Skyline College, which is part of Skyline College and the San Mateo County Community College District (SMCCCD). The College District is a publicly supported, not-for-profit educational institution of the State of California. The Associated Students of Skyline College, San Mateo County Community College District Auxiliaries is a 501(c) (3) not-for-profit tax exempt organization with a Tax ID number of _____.

For purposes of compliance with Internal Revenue Code Section 170(f) (8), Skyline College will not be providing you with any goods or services in exchange for your gifts and donations. All donations are tax deductible to the extent provided by law. Please consult your tax advisor for details. Thank you for your time and consideration.

Sincerely,

Susan Smith
Dance Club
Skyline College
smiths@smccd.edu
650-738-xxxx

Dave Stutsman Advisor,
President, Dance Club
Skyline College
stutsmanD@my.smccd.edu
xxx-xxx-xxxx

Reference C: Conferences & Travel

Student clubs and organizations have the option to participate in conferences or field trips if the fall into the following categories:

- Co-curricular activities or events as authorized and defined by the Education Code
- Conferences where student attendance is required may be authorized by the appropriate administrator
- Participation by students as members of an athletic team in athletic events at a place other than the San Mateo County Community College District
- Participation in activities or events supported in full or in part by external funding that is conducted within the framework of the guidelines established for the program with approval from the College President

Assuming at least one of the above guidelines are met, each participating student is required to complete the Release from Liability, Behavior Standards, and Medical Consent Form to receive approval. If the student is a minor (under age 18), they must also have a parent or guardian sign it.

Reference D: Event Planning Guide

Step One:

- a. Determine which event types your group is interested in facilitating; fundraisers, membership recruitment, educational programs, and/or entertainment.
- b. Develop a budget for each program/event that you are facilitating.
- c. Check your group's calendar for possible dates and times to hold your event.

Step Two:

- a. Check the college master calendar and set a date. You can check the college master calendar online at: <http://skylinecollege.edu/events/index.php>

Step Three:

- a. Complete and submit the Club Activity Permit. These are found online at: <http://www.skylinecollege.edu/studentclubs/resources.php>
- b. Submit your contract and permit as soon as possible, 4 weeks prior to the event to the Center for Student Life and Leadership Development. Your contract and permit will then be forwarded to the appropriate contact. Please keep in mind that some venues require more planning than others.
 - o Be sure to include a layout drawing of the space indicating placement of audio/visual equipment, seating, tables and anything else. Include measurements where needed.

To check facility availability, contact:

Location:	Contact:
Main Theater	Joshua Harris (650) 738-4154
Athletic Fields	Joe Morello (650) 738-4293
Quad, Conference Rooms & Dining Hall in Building 6	Ryan Samn (650) 738-4226

Note: All staff-sponsored events require dean or manager signature approval before submission

Program/ Event Planning Outline

- A. Determine which topics and/ or events your group is interested in exploring.
 - 1. Methods of doing this include surveys, brainstorming, discussions at ASSC, SOCC and Club meetings, and conversations with individual students.
- B. Set goals for each program/event
 - 1. What do you hope to accomplish? How many students do you hope to reach?
- C. Involve others
 - 1. Delegate: Assign specific responsibilities to other members/volunteers/clubs
- D. Pre-program planning
 - 1. Set the date - be aware of all possible conflicts. You do not want to plan your event when another activity on campus is also happening for your targeted audience.
 - 2. Gather resources
 - 3. Finances
 - i. Develop a budget
 - ii. Your organization must have enough money in your Trust Account to cover event costs. Consider alternative funds through ASSC, SOCC fundraising.
 - iii. Process any requisitions for performers or services prior to the event
 - 4. Reserving a Facility (Completing Paperwork)
 - i. Check facility availability with the appropriate facility monitor
 - ii. Complete a Facilities Contract as well as a Club Activity Permit.
 - iii. Submit advisor approval to the Center for Student Life
- E. Program planning
 - 1. Title (Be creative)
 - 2. Use the **Program Planner** to walk through all the steps of getting your event planned
 - 3. Confirm dates/ locations/ budget
 - 4. If needed, create a schedule for the event
 - 5. Determine how much help will be needed and recruit volunteers appropriately
 - i. Arrange for a Master/ Mistress of Ceremonies if needed. If performances have a stage or set up, ensure that you have a stage crew and ushers
 - ii. Have volunteers to assist with refreshment sales or any other activities
 - 6. Begin publicity
 - i. Submit a request for your event to appear on the College Master calendar by emailing the Director of Marketing, Communications and Public Relations, Cherie Colin, at colinc@smccd.edu. She may also assist you with advertising your event on the Skyline College website.
 - ii. Email a slide for inclusion on the LCD monitors across campus. You may contact the Center for Student Life and Leadership Development for the template (skystudentactivities@smccd.edu)
 - iii. Create flyers to post on bulletin boards. Prior approval to post must be obtained from the Center for Student Life and Leadership Development.
 - iv. The campus offers printer services at the Graphics, Arts, and Production office.