



CLUB HANDBOOK

**Written in partnership by:
The Center for Student Life & Leadership
The Associated Students of Skyline College**

Edited in 2020, voted & approved by the ASSC in 2020

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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 6-212

(650) 738-4275

skystudentlife@smccd.edu

Associated Students of Skyline College

Building 6, Room 6-214

(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 5 registered Skyline Students (blank roster enclosed)
- Number of Non-Registered Students (alumni or community members) may not exceed 2 individuals
- 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 office (room 6-212).

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

Representatives must attend 3 consecutive SOCC meetings, on the 3rd, the interview will take place before SOCC. 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 official, you must submit the following items every Fall semester:

- An Up-to-date Club Roster with at least 5 registered Skyline Students
- Number of Non-Registered Students (alumni or community members) may not exceed 2 individuals
- Completed Advisor Contract (blank contract enclosed)
- Completed Trust Account Form (blank contract enclosed)

*An updated Club Constitution is only necessary if any changes have been made.

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, these are MANDATORY.

Club Privileges

- Use of Skyline College name and logo
- Use of facilities as a meeting space with booking & approval from the Center for Student Life
- Posting of Club materials on and off campus, per MCPR, college & district procedures
- Assistance from the Center for Student Life staff and the ASSC Bookkeeper at the Cashier's Office for financial transactions
- 100 free black & white copies printed by the Center for Student Life per semester
- Locker storage in ASSC Room (6-214) for club materials
- Ability to host on-campus events & programs with the approval from the Center for Student Life
- Ability to participate in SOCC & to make funding requests from SOCC and/or the ASSC (if expectations below are met)

Club Expectations

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

The Skyline Organization and Club Council (SOCC) was created to provide stronger communication between student groups, the Associated Students of Skyline College (ASSC), 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.

SOCC is chaired by the Vice President of Associated Students of Skyline College, all records & Minutes are kept by the ASSC's SOCC Liaison. The meeting schedule will be posted online on the ASSC's website, social media pages & provided to all SOCC representatives. For an updated schedule, please contact the Vice President by email. All SOCC meetings are open to the public.

The following guidelines are very important:

- Each group must send one voting representative, this is MANDATORY
- One student representative may sit in the U-shaped council seating to represent one club ONLY
- Groups must regularly attend SOCC meetings. If 3 consecutive meetings are missed in a semester, or 4 over an academic year (Fall & Spring), the group may lose club status & must then work with the Center for Student Life to become active again.

Roles & Responsibilities: Advisor

Advisor Eligibility:

- Clubs must have at least one advisor that is a Permanent & Full-Time employee of Skyline College.
- Clubs may ask Faculty, Staff or Administration but the main advisor must meet the 2 categories.
- Clubs may also 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:

- At least one advisor must be present at all formal meetings when voting occurs or finances are discussed, all events on or off-campus programs & especially ALL group sponsored travel. Invited faculty sponsors may supervise on a limited basis if:
 1. The advisor is ill or has an emergency
 2. The advisor cannot meet the advisor to student ratio (which is 10 students to 1 advisor) for conference attendance agreements. The Center for Student Life & Leadership must give approval for this situation. Please submit name, contact information & other details.
- Supervise financial transactions, the handling of club funds & Financial Records.
 1. Expenditures cannot be made without the approval of the advisor
 2. Advisors must sign check requests **(Co-Advisors are not eligible to sign per CA Education Code)**
 3. No off-campus accounts are permitted, this includes PayPal, Venmo, GoFundMe sites & other apps/websites used for monetary purposes.
- Encourage the development of initiative, responsibility, & leadership in the student members.
- Accompany and supervise students during any off-campus travel or conference.

Advance approval from the Student Life Manager must be obtained for any deviation of these rules. Clubs, organizations & honor societies 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. If a club is found to attempt to list or have a 3rd party non-employee of Skyline College act as an advisor, SOCC reserves the right to remove this club or organization from any active status until they have removed the said parties.

Club/Organization Trust Accounts

Trust accounts may be established, with the approval of the Center for Student Life, 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:

- Complete the Trust Account Application Form
- Submit the ORIGINAL application with black ink signatures for each required signee to the Center for Student Life office.
- The AS Vice President or the ASSC bookkeeper will contact you when your account has been set up.
- 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 that run into a negative balance will need to strategize how to bring the account back to 0.00 balance by contact between the student officers, the advisor & our ASSC Bookkeeper. Additionally, any accounts being investigated for misuse will be placed on hold by the Student Life Manager &/or 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 Fund from Account:

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

- Complete ASSC Check Requisition form. (Available at the Center for Student Life)
- Attach the appropriate paperwork to the requisition (this includes original invoices, receipts AND the Club Meeting Minutes to show votes of when the club members approved action)
- Obtain signatures from your Advisor & Treasurer.
- Do not bring the signed requisition directly to the ASSC Bookkeeper. Turn the requisition into the Center for Student Life Staff to have signed by the Student Life Manager, after the Manager has signed & approved, the Center for Student Life Staff will submit to the ASSC Bookkeeper.

Finances: Requisitions & Deposits

What is a Requisition Request Form? The 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.

Requisition Request Forms must be submitted to the Center for Student Life to approve of before it is given to the ASSC Bookkeeper in the Cashier's Office. In order for this to happen promptly, you need to bring this form into the Center for Student Life at least **14 business days** prior to the date that you need to receive your funds.

Procedures for completing a Requisition Request Form:

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

What is a complete Requisition Request?

- Requisitions must include original invoices or receipts for all items listed.
- Requests for a check to a performer/speaker must include a District 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 **2 MONTHS** prior to when you need the check. You will also need to make sure the performer/speaker is able to complete a W-9 form & can provide documentation he/she can work in the United States of America. This is District policy & all clubs must abide by this.
- 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 ORIGINAL 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.

Check Requisition Information:

1. Fill out the Requisition form indicating Club Name & Event.
2. Obtain the following signatures before submitting Requisition to Center for Student Life:
 - Main Club Advisor (full time & permanent)
 - Club President or Club Treasurer
3. Print the name of the person requesting the check along with their G# & their phone number.
4. All check requisitions need original receipts + back up documentation.
5. Provide description of the disbursement:
 - For vendors: indicate name & address. Checks will be automatically mailed unless otherwise stated.
 - Ensure that the vendor/service provider has completed all appropriate contracts & forms.
 - For a personal reimbursement: provide explanations, i.e.: membership, graduation supplies, Office Depot PO# 2121 - the more information provided, the less likely it will be questioned or sent back.
6. If the check will be picked up, provide the contact name & phone number.
7. Date needed for checks must be 14 business days after submission to the Cashier's Office. If the check is for a performer/speaker, all documentation must be submitted a minimum of 2 months 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.
 - List type of deposit activity: i.e., membership, donation, fundraisers, ticket sales.
4. If the deposit includes a large amount of coins, request coin wrappers and ensure that coins are wrapped prior to deposit.

***Note that account balances can only be requested by the Main Club Advisor or Club Financial Officer listed on the Club Roster.**

Event Planning:

Program/Event Planning involves 5 elements:

1. **ASSESSMENT** of needs and resources
2. **PURPOSE** & definition of the behind the program
3. **PLANNING** for the best & worst case scenario
4. **PROMOTION** to get student interest & people to attend
5. **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:

- What is the purpose of the event: fundraiser, membership, instructional, educational or social?
- Who will be attending?
- How many people are you expecting?
- What kind of budget do you have? What are your expenses?
- Do you have an advertising and promotional plan?
- How much help and backing are the members of your organization willing to provide?
- How will the program be evaluated: number of people attending, quality, budget?
- When is the best time to hold the event? What are other alternative dates and times?
- What is the best location for the event?
- Have you considered the appropriate size of the event?

Possible venues for events include the following: (please note that getting space on campus is extremely limited and will have to go through the Center For Student Life office & the Ad ASTRA reservation system:

Room 6-210	Great for indoor meetings, lunches, intimate gatherings.
The Quad	Great for outdoor events, tabling, performances.
Fireside Dining Room	Great for indoor events like festivals or shows.
Intercultural Center	Great for speakers, panels, cultural demonstrations.

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

Skyline College Contact Information:

ASSC (Student Government)	Members of the ASSC	650-738-4327
Center for Student Life & Leadership Development	Alvin Gubatina Ryan Samn	650-738-4275
Facilities (Custodial Services)	Bryant Evans John Doctor	650-738-4115 650-738-4166
Graphic Arts & Production (SkyGap)	Kevin Chak	650-738-7014
Marketing, Communications & Public Relations (MCPR)	Cherie Colins	650-738-4346
Public Safety Office	Jim Vangele	650-738-7000
Skyline Bookstore	Kevin Chak	650-738-4212

Student Clubs/Organizations must make [all Facilities requests](#) through the Center for Student Life office. 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 is 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 they give you the guidelines for your group to function and are 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:

- Official Club Name
- If your club is an honor society & requires dues, be specific what they are and how the payment is managed.
- Procedures to amend/update bylaws, mission statement, constitution & other important documents (i.e. group consensus vote, majority, %, 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 Robert's 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 club & 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 & define how this person will report to the group (i.e. monthly budget, list of funds at each meeting, etc)
 - Procedures to get expenditures for the group approve

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 estimated costs for all items on your activities list. This is your budget for the academic year.
5. Create a list of operating expenses.
 - General Expenses such as a category for "Office Supplies"
 - Advertising & Outreach
 - Food, Awards & Decoration
 - Event/Activity Expenses
 - Entertainment: Speakers/Performers
 - Conference Travel
6. Establish methods of obtaining money for your budget.
 - Fundraising
 - SOCC grants (see ASSC Financial Code in ASSC Constitution)
 - ASSC grants (see ASSC Financial Code in ASSC Constitution)
 - Grants from other organizations
 - 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 ensure 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 budgets 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 basis. (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. For additional information read District Rules and Regulations - 9.61.

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

Recognized student clubs/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. Funds to be collected must happen at a table with a cash box borrowed from our Cashier's office. Students may not walk around campus asking for donations. This is prohibited & SOCC may revoke the club's ability to fundraise if a club is found in violation. Off-campus solicitation of funds shall require the approval of the Vice President, Student Services.

The following types of fundraising activities are permitted:

- Sales (t-shirts, prepackaged foods and candy, arts & crafts)
- Services (car wash, graphic design, photography)
- Entertainment (concerts, plays, movies, dances, dance groups, bands and performers)
- Educational Activities (displays, films, speakers, classes, workshops)
- Contests (races, relays, sporting events, other competition)
- Concessions (game room, booths at special events)
- Special Events (craft fairs, exhibits, auctions, swap days, carnival booths)
- Exhibits/ Shows (fashion shows, art exhibits)
- Charity Drives (recycling aluminum, Walk-A-Thons)
- Advertising (programs, student publications)
- Activity Cards Sales

***Reminder: funds collected at your fundraiser must be deposited into your account 24 hours after event**

Reference C: Conferences & Travel

Student clubs and organizations have the option to participate in conferences or field trips if they 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.

MANDATORY ACTION: Title IX “Not Anymore” Certification

In addition, as of 2018 ALL students travelling outside of campus MUST COMPLETE the MANDATORY Title IX Training called “Not Anymore”.

This can be found in the WebSmart account of each student under the “Student” section. The training is an online interactive 2 hour training that walks through & defines sexual harassment & other scenarios. Once the student has completed this training, a certificate with the student’s G# is then emailed to him/her, they need to print this, they need to write their name legibly on the front & submit it along with their Release from Liability, Behavior Standards & Medical Consent Form attached.

***Any student who does not complete this certification will not be considered for travel or permitted to go on any trip for conference or training as this is a state mandated requirement that our college & District take very seriously.**

Reference D: Event Planning Guide**Step One:**

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

Step Two:

Have your advisor use Ad ASTRA to check the college master calendar and set a date. Either the Club representative or the Club Advisor may then email the Center for Student Life office to have the Student Life Assistant help to book or find a permissible location.

Step Three:

1. Complete and submit the Club Activity Permit. These are found online at: <http://www.skylinecollege.edu/studentclubs/resources.php>
2. Submit your contract and permit as soon as possible! The minimal amount of time to submit would be 1 month prior to the event. Please keep in mind that some venues require more planning than others.
3. Be sure to include a layout drawing of the space indicating placement of audio/visual, this can be informal (such as a sketch) but we need to know what your organization envisions.
4. Include all equipment, seating, tables and anything else. Include measurements where needed.

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

Program / Event Planning Outline

- Determine which topics and/ or events your group is interested in exploring.

Methods of doing this include surveys, brainstorming, discussions at ASSC, SOCC and Club meetings, and conversations with individual students.

- Set goals for each program/event

What do you hope to accomplish? How many students do you hope to reach?

- Involve others by delegating: assign specific responsibilities to other members/volunteers/clubs
- Pre-program planning includes setting 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.
- Gather resources such as your finances by developing a budget - your organization must have enough money in your Trust Account to cover event costs. Consider alternative funds through ASSC, SOCC fundraising.
- Process any requisitions for performers or services prior to the event
- Reserving a facility means first completing the paperwork!

If needed, create a schedule for the event

- Determine how much help will be needed and recruit volunteers appropriately

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. Have volunteers to assist with refreshment sales or any other activities.

- Begin publicity

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.

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)

Create flyers to post on bulletin boards. Prior approval to post must be obtained from the Center for Student Life and Leadership Development. The campus offers printer services at the Graphics, Arts, and Production office.