

CLUBS AND ORGANIZATIONS TRAINING



The Office of Student Activities and Campus Life

Atiya Rashada, Director

Fall 2022

OVERVIEW

- ◆ **Advisor Roles**
- ◆ **Club Requirements**
- ◆ **Recruiting/ Retaining Members**
- ◆ **Club Funding Source**
- ◆ **What is Allowed**
- ◆ **What is Not Allowed**
- ◆ **Completing A Proposal**
- ◆ **Proposal Checklist**
- ◆ **Minutes/ Agendas**
- ◆ **Post- Event Evaluation**
- ◆ **Contact Information**





CLUB ADVISOR'S ROLE

- ❖ Serve as a positive role model to the students and take an active role in helping students plan and administer meaningful programming that is consistent with the club's purpose
- ❖ Be well informed about all club activities/financial transactions and keep SACL Office informed
- ❖ File travel forms for all off campus activities
- ❖ Complete and submit required facilities use forms for on campus events
- ❖ Check out and maintain possession of key to club room (if applicable)
- ❖ Support Zoom meeting scheduling for Clubs (Staff and Faculty have Zoom Pro for longer meetings)
- ❖ Ensure college & club policies and procedures are followed in conducting all club activities
- ❖ Inform the Director of Student Activities as soon as possible, if a club disbands or becomes inactive
- ❖ Supervise **ALL** club activities from **START to FINISH!**



CLUB REQUIREMENTS

- ❖ Two representatives will actively participate in ALL ASLC events.
- ❖ Attend every Inter Club Council (ICC) meeting and appoint (1) voting and (1) alternate delegate to vote at each meeting.
- ❖ Adhere to the ICC/ASLC Constitutions & District Code of Conduct
- ❖ Promptly remove fliers and clean up after all events.
- ❖ Two (2) events per semester.
- ❖ Club Executive Members must have a minimum of 2.0 and 5 units
 - President
 - Vice President
 - Secretary
 - Treasurer



RECRUITING & RETAINING MEMBERS

❖ **Recruit:**

- ❖ Recruit at the club fairs
- ❖ Set up informational tables in the Quad
- ❖ Advertise in [The Citizen](#), ASLC, bulletin boards, [Laney Event Page](#)
- ❖ Social media (Ensure that SACL has credentials to all accounts)

❖ **Retain:**

- ❖ Stay positive
- ❖ Be consistent
- ❖ Give members responsibilities- bonus if you can assign tasks to people's strengths (i.e.- someone artistic could make the flyers)
- ❖ Let members know they are appreciated-both public recognition and private
- ❖ Hold members accountable for assigned tasks – it takes everyone to make a group run effectively

CLUB FUNDING SOURCE

❖ SEED FUNDS:

- Each club receives \$300 towards their first event.
- Clubs can still request more funds from ASLC

❖ FUNDRAISING:

- Must be approved by the Director of Student Activities and Campus Life (SACL) **PRIOR** to your event
- Profits made from fundraising must be submitted to the SACL office after completion of your fundraising event
- Profits **MUST** be kept separate from expenditures (**NO MIXING CASH**)
- SACL office will create a budget line within ASLCs budget for your club
 - ❖ Funds can be accessed by:
 - submitting club minutes/supporting documents to the SACL office
 - Minutes/supporting documents will be sent to ASLC for approval
 - Once approved, SACL will process paperwork to receive funds

- ❖ [FUNDRAISING GUIDELINES](#) - Please read prior to requesting to do a fundraising event!



WHAT IS ALLOWED

- ❖ Be in compliance with [laws & board policies](#)
- ❖ Promote students' welfare, morale & educational experiences
- ❖ Benefit a group of students- not one student
- ❖ Supplies, books, field trips, athletic costs
- ❖ Student social events

[FCMAT ASB Manual](#) pp. 185 - 186



NOT ALLOWED

- ❖ Gifts of any kind- to anyone, including gift cards
- ❖ Faculty travel expenses
- ❖ Faculty meetings
- ❖ Employee expenses
- ❖ Donations to organizations, families, and/or students
- ❖ Cash awards to anyone

COMPLETING A PROPOSAL

❖ Project Proposal Form

- ❖ Complete and submit this form to laneyaslclubaff@peralta.edu and cc laneystudentactivities@peralta.edu, to request ASLC funds. You will be contacted to attend the ASLC meeting once placed on the agenda. View ASLC Project Proposal flow chart [HERE](#)

❖ Facilities Request Form

- ❖ Club Advisor completes and submits this form to laneyfacilities@peralta.edu, to use campus space for an approved club event

❖ Vendor Application (Fillable)

- ❖ W-9 Form (please submit with Vendor application)

❖ Invoices, Quotes

- ❖ Must include name of entity providing service, type of service, date of service delivery, and fee for service



- ❖ Please note: All proposals **MUST** be submitted 30-60 days in advance of event(s) to allow for timely processing.



PROPOSAL CHECKLIST

❖ Vendor Application & W-9:

- Complete and **submit** application to SACL office Room 412 or email lanestudentactivities@peralta.edu
- No business, organization, or company will be setup without a completed Vendor Application.

❖ Inter-Council Club (ICC)/Associated Student of Laney College (ASLC) Minutes:

- If your proposal has been approved, you will need to attach the minutes in which your proposal was approved from for processing

❖ Invoices/Quotes:

- Submit **ALL** invoices/quotes used to support your event(s)
- Clubs can create an invoice or quote based on the template provided by ICC chairman

❖ Service Contact (ICC):

- Independent Contract/ Consultant Services Contract **MUST** be submitted **if a service exceeds \$600 and above** (guest speaker, furniture installation/delivery, catering services etc...)
- Please note: Contracts need the Chancellors signature and can take up to 2-3 weeks to process. Therefore, make sure you plan ahead to avoid any delays

❖ Facilities Request Form

- Please submit **ALL** facilities form to laneyfacilities@peralta.edu
- Please note: The club advisor or event facilitator **MUST** sign the facilities request form

❖ Flyer Posting Approval

- All flyers must be approved prior to posting on campus (or submit to VPSS office - Tower Bldg. Rm 813)



MINUTES & AGENDAS

- ❖ Why take minutes?
 - ❖ To provide a record of what was decided at meetings and why.
 - ❖ For clarification and shared understanding among members.
 - ❖ To provide an action plan to ensure the decisions are acted upon.
 - ❖ To use when submitting proposals for funding.
- ❖ Minutes should include:
 - ❖ Date, time, place
 - ❖ Who attended and their role (i.e. President, Advisor)
 - ❖ Agenda items, with summary of what was covered, who presented it, who was assigned tasks
 - ❖ Motions and what the outcome of the motion was, including who made the motion and who seconded it.
 - ❖ Any amendments to the motions should be included.
 - ❖ What decisions were made in the course of the meeting. Include what the problem was, what alternatives were presented and what solution was agreed to.
 - ❖ Action items, include who was assigned to what and what the timeframe for completion is.

SAMPLE MEETING MINUTES

Minutes SAMPLE

Club Name: Civic Engagement Club

| DATE: 2/2/2022 TIME: 11 am - 12 pm LOCATION: SC 401, Zoom link ----- | | |
|--|------------------|----------------|
| Title | Name | Present/Absent |
| President | Ashley Sims (AS) | P |
| Vice President | David Mills (DM) | P |
| Treasurer | Natty Green (NG) | P |
| Senator | Lily Owens (LO) | P |
| Senator | John Chris (JC) | A |
| | | |
| | | |

I. CALL TO ORDER Meeting started at 11:00 am

II. APPROVAL OF MINUTES (Approval of past meeting minutes)

Ashley made a motion to approve last week's minutes. David seconded the motion. Motion passed.

III. PUBLIC COMMENTS (Guest of the meeting)

IV. OLD BUSINESS

Pizza Party for the End of the Year celebration

The council discussed the cost of the event and reviewed all invoices. Ashley motioned to request \$500 from ASLC to support the event. David seconds motion. No objections. Invoices attached.

V. NEW BUSINESS

Spring Field Trip to Art Museum

The council discussed the cost of the event and reviewed the invoice. The following students will be attending the event: Name, name, name, name, name

The total cost is \$2,000. Invoices attached. Jason motioned to approve ----- and ----- to attend the spring field trip to Art Museum. Natty seconded the motion. No discussion. Motion passed.

VI. AGENDA REQUESTS (Future Meeting)

VII. ANNOUNCEMENTS/COMMENDATIONS

Lily thanked everyone that participated in spirit week.

VII. ADJOURNMENT Meeting ended at 12:00 pm



**Laney College
Inter Club Council**

Minutes
12:00 p.m. - 1:00 p.m.
Student Center SC401A (4th Floor)

Public comment may be given on each agenda item before the ICC acts on the item. Comments on items not on the Agenda, but within the jurisdiction of the ICC, may be given at the end of the meeting. After the public has commented, the item is closed to public comment and brought to the Council for discussion and action. Further comment from the audience will not be received unless requested by the Council.

Call to order: 12:09pm
Motion to Approve Agenda:
1st by Richard
2nd by Tselmuun
Motion to Approve Minute: N/A

| Title | Name | Present | Absent |
|----------------------|----------|---------|--------|
| President | | P | |
| V. President | *Vacant* | | |
| Internal Secretary | *Vacant* | | |
| Club Affairs Officer | | P | |

Chartered Clubs

Associated Students of Laney College

MEETING MINUTES

Meeting Location:
Student Center Building
4th Floor, Room SC401A
Laney College
900 Fallon St.
Oakland, CA 94607-4893
Conference Call Number: 1-(515)-739-1484
Access Code: 263651

Members of the public may address the Council on any item within the Council's jurisdiction. Members of the public must be recognized by the presiding officer to address the Council. A summary of Council rules concerning communications from the public are available from the ASLC Secretary of External Affairs at the meetings. Persons addressing items included on the agenda will be heard at the time the item is considered. Persons requesting to address items or subjects which are not on this agenda will be heard under the agenda item "Communications from Members of the Public." Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours prior to the meeting to the ASLC Secretary of External Affairs. Laney does not discriminate on the basis of age, race, color, sex or sexual orientation, marital or veteran status, national origin, or disability

CALL TO ORDER: 2:17PM

I. ROLL CALL:

| Title | Name | P/A |
|------------------------|--------|-----|
| President | | P |
| Vice President | | P |
| External Secretary | Vacant | - |
| Internal Secretary | Vacant | - |
| Treasurer | | P |
| Club Affairs Officer | | A |
| Publicity Commissioner | Vacant | |
| Student Advocate | Vacant | |
| Senator | | A |
| Senator | | P |
| Senator | | P |
| Senator | | A |
| Senator | | A |
| Senator | | P |
| Senator | | P |
| Alternate Senator | Vacant | - |
| Alternate Senator | Vacant | - |

Club minutes



ICC minutes



ASLC minutes



SACL office



POST EVENT EVALUATION

- ❖ How did the event go?
 - ❖ Was the event well attended?
 - ❖ Did you keep track of funds raised?
 - ❖ Where the services provided as agreed upon?
 - ❖ Would you use this vendor/service provider again?
 - ❖ Was the event well promoted?
 - ❖ Was the project proposal request submitted timely?
 - ❖ Where there any issues with use of space?
 - ❖ Where the Club/Organization event organizers available and reliable throughout the process?
 - ❖ What might you do differently next time?
 - ❖ Other?
- ❖ Review of event evaluation surveys for feedback?
- ❖ Discussion of post event evaluation with Club/ Organization?

ASLC LOGOs

Please add ASLC Logo to flyers for all events that are sponsored by ASLC





ATIYA RASHADA

**DIRECTOR,
STUDENT ACTIVITIES
& CAMPUS LIFE**



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LANEY.EDU/STUDENT_ACTIVITIES/**



THANK YOU!



QUESTIONS?