

Club & Organization Handbook

studentlife.ghc.edu – Updated January 12, 2018

Welcome to Student Life!

Thank you for choosing to get involved with the Grays Harbor College Office of Student Life. The mission of our office is to provide you with out-of-classroom opportunities that complement your classroom learning, refine and teach you life skills, develop you as a productive citizen, and enrich your life. Our hope is by participating in these experiences you will learn to communicate effectively, be a productive team member, become aware of civic responsibility, and be able to live peacefully in a diverse world.

I expect there are many reasons why you got involved with a learning experience offered by our office. Maybe you want to continue doing work you began somewhere else. Maybe you want to learn more about your career field or build your resume. Perhaps you want to develop new skills or you want to serve your community. You might want to seek out adventure and have fun.

Whatever the reason, know that the Office of Student Life, the Executive Board, and the Activities Board are privileged to work alongside of you, and are here to support you in whatever ways we can. This handbook is one way we can provide you with information and a tool to help your club/program navigate GHC's systems and processes for planning events and spending student funds.

There is a variety of ways to get involved on campus. Explore as many things you can: drama, music, student clubs, athletics, volunteer programs, transfer trips, leadership conferences, study abroad opportunities and a leadership class offered annually.

Thanks again for being a part of ASGHC and the Office of Student Life, and Welcome!

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Grays Harbor College Club & Organization Handbook

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Starting & Maintaining a Club

General Policies for Clubs

1. Clubs must maintain at least five members to be recognized as an official club of ASGHC. Without five members, a club may lose their certified status and funding.
2. A club must have a full-time Grays Harbor College employee (faculty, staff or administrator) serve as an advisor.
3. The club must submit a completed Club Renewal Form (list of officers, emails, & advisor info) to the Office of Student Life in the fall of the academic year (or at any time any leadership changes).
4. Clubs are required to have all officers and the club representative attend club training sessions with Student Life Staff at the beginning of each year and when new officers are voted in.
5. Membership in the club/organization must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status. (See GHC Students Rights & Responsibilities, WAC 132x-60-040), except in cases where the Vice President for Student Services determines there exists "reasonable justification for exceptions directly related to the purpose of the organization." The membership of student clubs and organizations must be composed solely of students enrolled in credit bearing courses at Grays Harbor College.
6. When a club becomes recognized, it agrees:
 - a. To abide by the ASGHC constitution and policies;
 - b. Not to present a demonstrated danger, act of violence, or disruption of any ASGHC activity or any college facility;
 - c. Not to violate state or federal laws;
 - d. That no individual member of the club will personally profit from any activity affiliated with the club, or use approved, budgeted ASGHC funds for any expenses unrelated to club needs, nor solicit funds for personal use from other club members.
 - e. If a student leader who receives a stipend is found in violation of these guidelines or has violated the GHC Student Rights & Responsibilities they will automatically be removed from office.
7. Guests (anyone who is not enrolled in GHC credit) are welcome to club meetings as an invitee by the club. He or she cannot hold office, vote, or do any of the regular ongoing leadership duties required to keep a club running.
8. Clubs are required to keep the following records, which may be requested for review by the ASGHC.
 - a. Minutes of each meeting
 - b. Current member roster with phone numbers and email
 - c. Copies of all receipts (Business Office and otherwise)
9. Failure to abide by Grays Harbor College policies and procedures, the ASGHC Constitution, and Executive Board Policies, will result in review and possible loss of ASGHC club charter status. (See "Revoking ASGHC Club Recognition Status" for details.)
- 10. In the instance that a club finds itself in an unworkable situation pertaining to its constitution and/or bylaws they can appeal to the ASGHC President, in consultation with the Director of Student Life, to temporarily suspend portions or all of the club's constitution and/or bylaws to remedy such unworkable situation. In the instance that there is a conflict of interest for the ASGHC President, the President will recuse themselves and delegate the decision-making to the Vice President, or in their absence another member of the executive council.**

Starting A New Club On Campus

- Pick up an ASGHC Recognized Club Packet from the Office of Student Life, HUB 171, or online at ghc.edu/studentlife/forms.
- Find five (5) Grays Harbor College students to join the club.
- Find a full-time faculty or staff advisor.
- Bring the completed application to the Office of Student Life, HUB 171, at least two days prior to an ASGHC meeting.
- ASGHC members will review your application and are responsible for the approval of your club.
- Club must create their own Constitution/Bylaws for club members to follow.
- A club representative must attend an ASGHC meeting and present the ASGHC with draft Constitution/Bylaws and a brief description of the club's intent. The ASGHC officers may ask questions at this time. A decision will usually be made at the same time.
- Clubs are required to have all officers and the club representative attend club training sessions with Student Life Staff at the beginning of each year and when new officers are voted in.

Preparation and Club Registration Form

1. Students who wish to start a new club on campus must first review the current recognized clubs on campus to identify if there is already a similar club.
2. Students interested in starting a club should read the updated Club Handbook for policies and procedures that clubs must abide by.
3. To start a new club there needs to be five interested students and a club advisor that is a full-time staff or faculty member. The club advisor needs to read the Club Handbook to understand the responsibilities expected of them for a ASGHC recognized club and sign the advisor agreement.
4. Once 5 students are recruited and an advisor secured, a club recognition form needs to be completely filled out. The form can be found online at ghc.edu/clubs. The form requires information of five students who are the officers of the club, advisor information, meeting information, a purpose statement, and complete the application questions.
5. Turn in completed form to the Office of Student Life (HUB 171) for consideration of ASGHC approval.

Procedure for ASGHC approval

1. Submit completed registration form to the Office of Student Life (HUB 171). The Form will be given to the Associated Students of Grays Harbor College.
2. The VP will contact the advisor and President listed on the registration form to invite the potential club and its members to the next available ASGHC meeting (occurring on a weekly basis during the academic year).
3. At the ASGHC meeting, anyone on the registration form can attend, students will present the mission and purpose of the club and how it will benefit students and the GHC community. Members of Student Government will ask questions about the proposed club. After all questions are answered, students will be dismissed for the Student Government to approve or deny the club.
4. The President and Advisor will receive an email from the Vice President with the Student Governments decision. This will also include any money allocated to the new club.

5. Once approved, the new club will have 30 days to create a constitution and bylaws. An example/outline can be found at the end of this packet.

****For assistance creating a Constitution/Bylaws for your club, please stop by the Office of Student Life for help with the Student Life Advisor. Constitution/Bylaws template can be found at <http://www.ghc.edu/studentlife>.**

Grays Harbor College Disclaimer

By recognizing a club, the college does not assume responsibility for the club's action or activities, nor does it imply that the college in any way endorses the club's stated aims, objectives, policies, or practices. Clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club may not use the college name without the express written authorization of the college, except to identify its institutional recognition.

Maintaining Club Status

1. **Attend all Executive Board Club Coordinating Council (CCC) meetings:** If a certified status is granted, a representative must attend 2/3 CCC meetings and be prepared to give a brief report of club activities and financial status.
2. **Membership Update:** All clubs will complete an in-meeting update form at the beginning of each CCC meeting to update any executive officer or meeting time changes, and to report any upcoming activities.
3. **Maintain Club Membership:** The club/organization must demonstrate student interest by maintaining a minimum membership roster of five currently enrolled Grays Harbor College students.
4. **Follow ALL General Policies for Clubs** (as explained on page 7)
5. **Renew Each Fall Quarter:** Returning clubs file an updated Club Renewal Packet annually with the Office of Student Life.
6. **Club Recognition:** Make sure the club constitution and application is filled out properly and turned in as soon as possible to the Director of Student Life in the Office of Student Life, HUB 171. Clubs are responsible for notifying the Office of Student Life when there is a change in club president, Club Council representative, treasurer, club advisor, or club meeting times. The Office of Student Life usually communicates only with the club president, CCC representative and advisor designated on the club charter form. Please note that clubs are required to have a faculty or staff member serve as club advisor, with the approval from staff or faculty's supervisor.
7. **Club Council:** A club representative must attend two out of three Club Council meetings per quarter. If you do not attend these meetings, you may lose your recognized club status.
8. **Liaison to ASGHC/Student Life:** Act as a liaison in matters dealing with the Office of Student Life. Submit appropriate paperwork and accurate information for expenditures to the Office of Student Life.

Make sure to receive approval from your advisor and the Office of Student Life before spending club money. The club advisor and treasurer must first sign all financial forms before they can be approved.

9. **Enforcement of Policies:** Be responsible for enforcing the ASGHC Constitution and Club Handbook.
10. **Record Keeping:** Minutes of each meeting, current roster of active members with phone numbers and email addresses, copies of all receipts for expenditures, maintenance and review of budget, record keeping of expenditures, club budgeting procedures, samples of all advertisements for club meetings/events (posters, signs, fliers, correspondence).
11. **Post Meeting Minutes** online in a location that is accessible by all.
12. **Meetings:** Each club holds regular, publicized meetings. Conduct meetings in an organized, business-like manner.
13. **Club Council Meetings:** A representative must come to a Club Council meeting.

Revoking Club Status

ASGHC may revoke or deny club recognized status if the club:

1. Does not abide by the ASGHC constitution and/or bylaws, or policies set in this packet;
2. Commits an act(s) of violence;
3. Fails to submit Club Renewal of Recognition, or attend Club Council meetings;
4. Disrupts campus activities or classes in session at Grays Harbor College;
5. Violates state or federal law;
6. Commits an action prohibited by the ASGHC as listed above;
7. Does not abide by the Policies and Procedures set by Grays Harbor College.

The ASGHC Vice President in an official email will notify the club representative and advisor when club charter status has been revoked. At this time, the club may appeal to the ASGHC Executive Board to regain recognized status. If the Executive Board does not approve the appeal, the club funds, with the exception of revenue generated, will be returned to the general clubs' budget, and the club will have to re-submit an application for recognized club status.

Club Actions Prohibited by the ASGHC Executive Board

1. Off campus bank accounts of any kind are **not** allowed.
2. Personally profiting from a club or soliciting from club members is prohibited.
3. The purchase - either with personal or S&A funds - and serving or selling of alcoholic beverages and/or illegal drugs at any club sponsored function, including meetings, conferences, and events are prohibited.
4. Individuals not employed by Grays Harbor College are prohibited from serving as a club advisor.
5. Unapproved fundraising activities are not allowed. (See "Fundraising Information" for details.)
6. Food may not be purchased with club funds unless the event is open to all GHC students and thoroughly advertised. (See "Food Purchased with S&A Funds" for details.)
7. Hazing of any kind will not be tolerated.

8. Clubs may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status.
9. Clubs/Programs may not use S&A funds for implementing fundraising activities for outside organizations (non-profits, political organizations, etc.) UNLESS it is part of their parent organization's charter.
10. Religiously affiliated clubs/programs may not use S&A funds for worship and/or proselytization.

**** Please read the entire ASGHC Constitution and by-laws for a complete understanding of ASGHC functions. You will be held responsible for any information presented in the ASGHC Constitution and this handbook. ****

Club Officers & Advisors

Roles of Club Officers

The nomination and election of officers is an important process. Elected officers form an executive committee and should assume the leadership of the organization. Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining those duties prior to the election process. It is also important that all students understand that the most essential qualities for any officer are

enthusiasm, interest, flexibility, and willingness to devote the necessary time to make the organization a success.

Here are some common responsibilities of officers:

President

- Has overall responsibility for the operation of the club
- Calls and presides at all meetings
- Reviews and approves all financial activity
- Maintains complete and up-to-date files
- Works closely with Vice President, Treasurer, and Secretary to plan club events and fundraising activities

Vice President

- Performs the duties of the President in his/her absence or inability to serve
- Other duties as needed
- Coordinates efforts to recruit new members
- Works closely with President, Treasurer, and Secretary to plan club events and fundraising activities

Treasurer

- Be responsible for the general supervision of the finances of the club
- Be responsible for the preparation of a budget
- Maintain up-to-date financial records and give a financial report at each meeting
- Learn the rules for handling fundraised money or revenue on campus
- Processes all financial paperwork needed by the college to expend club funds and pay club bills
- Works closely with President, Vice President, and Secretary to plan club events and fundraising activities

Secretary

- Keep an up-to-date membership roster
- Keep full minutes of all meetings and record all action taken by the club
- Maintain a complete file which includes minutes, copies of all contracts, and current correspondence
- Be responsible for all official club correspondence
- Works closely with President, Vice President, and Treasurer to plan club events and fundraising activities

Constitution or Other Additional Help

If you need help with meeting structure, or would like to create a constitution for your club/organization, please contact the members of the ASGHC or the Office of Student Life.

Responsibilities of Club Advisors

It is a compliment to be asked to serve as an advisor. It is also a significant responsibility, because the advisor is acting on behalf of the College in the event of an accident, injury, or disciplinary situation. Club advisors must be Grays Harbor College employees. The role of the advisor is based upon the nature and type of activities specific to each student organization and thus varies significantly according to the style demanded

by individual student organizations. However, the specific responsibilities performed by each advisor are similar. Advisors are not expected to perform the duties/tasks of clubs; rather, they are encouragers, resource referral agents, guides, and mentors. Advisors are also expected to be aware of club events and issues and intervene as needed.

CLUB ADVISORS: Each recognized student club on campus must have an advisor who is a full time current employee of the college (not a student worker) and is approved by the ASGHC, or the Director of Student Life. If a club would like to have a current part-time employee as their advisor they must receive additional approval from the Director of Student Life and the Vice President of Student Services. Advisors are responsible for insuring that the student organization complies with the Financial Guidelines of the Associated Students and other rules and regulations of the college.

Interest and Familiarity: Be thoroughly familiar with the nature and objectives of the club. Read the Club Handbook and be familiar with the policies and procedures described in this document. Attend club meetings regularly. Take an active part in forming club policies and procedures of operation. Support the mission and focus of the student club on campus.

Approve and Monitor Expenditures: Assure sound financial and business practices that comply with State and College policies regarding expenditures of club funds. Sign all paperwork authorizing expenditures. The Office of Student Life will not approve financial forms without the signatures of the club advisor and club treasurer. Refer to the Club Handbook and call the Office of Student Life regarding financial transactions, fundraising, and other funding questions.

Monitor Record Keeping: Monitor good record keeping of all club events, meetings, and plans. Any activity involving the exchange of money is particularly important and must meet college requirements for accountability and state auditing.

Attend Club Activities: Attend club trips and major events – making sure to be present throughout the entire activity – or make arrangements for another faculty or staff member to attend if you are unable to participate. Advisors must drive the Grays Harbor College van if it is used for a club activity. Advisors, or their GHC employee designee, must also be present at activities/events at which money is handled.

Student Conduct: Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regard to use of alcohol and narcotic substances at college sponsored events. Report any violations to the Office of Student Life.

Resource/Liaison: Be a resource person for the club. Serve as a liaison with other campus offices and staff. Please notify the Office of Student Life of any changes in the club officers or advisor.

Teamwork/Guidance: Encourage teamwork within the group and provide guidance in decision-making, trust building, and goal accomplishment.

Club Advisor Resignation: An advisor may need to resign from their role for a variety of reasons. When this action becomes necessary, the following steps should be taken to ensure that the club does not lose its club status.

1. Club advisor submits a letter of resignation to the Office of Student Life as soon as the decision has been made.
2. Club advisor, Director of Student Life, and club member meet to discuss possible replacement advisors
3. A replacement advisor must be identified and trained prior to the resignation of the outgoing advisor.
4. Club property and records must be turned over to the club via the Office of Student Life.

Services Available for Clubs

The Office of Student Life Services for Clubs & Organizations

The Office of Student Life provides the following services and resources to assist club leaders:

Office/Event Supplies

Basic office and event supplies (pens, markers, paint & butcher paper) are provided to clubs. Additional supplies require purchases be charged to the organization's budget.

Office Space

Clubs/Organizations can use the clubs' office space in the HUB 171. This space is only available for official business of the organization. There is a computer for club leaders to create letters, memos, spreadsheets, and other printed documents. Only official club business is allowed on these computers.

Copying and Printing

Each recognized campus club has a 4-digit copy code that they are assigned. It is important to keep this copy code private and only use it for official club business. All copies are charged to your club's budget and will be reflected in the monthly budget report.

Fax Services

If you need to have something faxed, please stop by and ask someone in the Office of Student Life to assist you. You may only send and receive official club business documents with the Grays Harbor College fax machine.

Room Reservations

Student clubs/organizations may use Grays Harbor College classrooms and conference rooms at no charge. For all classrooms, conference rooms, and meeting spaces a facility use application must be submitted online at a minimum one week in advance. Visit our website to fill out the form and submit electronically. The only time a group will be charged for space usage is in the cover overtime for staff if the request is not during normal college operating hours.

Budget Management

All club funds are overseen by the Executive Officer of Budget and Finance and the Director of Student Life. Both are available to answer budget questions and to help you with expenditure procedures.

Consultation Services

The Office of Student Life is available to provide club leaders and advisors with event planning advice, advertising and fundraising ideas, as well as guidance on how to effectively manage their organization.

Club Money & Fundraising

Services & Activities Fees (S&A Fees)

The Services and Activities Fee (S&A Fee) is collected through Enrollment Services at the time tuition is paid. The fee goes to many different things on campus related to student life. The maximum amount a college can

charge a student is determined by the State Legislature in Olympia and the Grays Harbor College Board of Education determines how much under this amount it will charge students each year.

The amount of the S&A fee is approximately \$107 per Full Time Equivalent student (FTE). The S&A Budget Committee recommends annual allocations for ASGHC programs and services and regulates these funds. The S&A Fee is considered state dollars so club funds are state dollars. State dollars need to be used responsibly and follow all federal, state, and local rules governing this money.

Each spring all Clubs & Organizations can fill out a Services & Activities Budget Request and subsequently present and defend the request in front of the S&A Budget Committee.

Club Funding Process

Once a club is officially recognized by the ASGHC, they are eligible to receive a \$200 upon recognition. For additional monies the club must present a budget request to the ASGHC. Please note that all club funds must be processed through the Associated Students of Grays Harbor College. Clubs are **NOT** allowed to maintain off-campus bank accounts. Club seed money not used in the current school year will not be available after June 30th of the recognizing year. Money that was fundraised will still be available. Active clubs that would like additional funding have a few options available to them:

1. The club may organize fundraising events or activities. See “Fundraising” in this handbook for additional information
2. The club may seek out another club/program or college department to co-sponsor their event or activity.
3. Clubs may request funding from the ASGHC Contingency Fund by submitting a proposal to the Executive Board.

Spending Club Money

It is important to remember that all club budgets are state dollars and are subject to college and state policies.

1. The Club Treasurer and Director of Student Life or his/her designee must approve all expenditures before money is committed.
2. All funds generated by club activities must be turned in to the cashier’s office within 24 hours and will be deposited into the club account. – There is a 24 hour drop box in the HUB
3. Request for checks for activities should be made at least 2 weeks in advance.
4. Items purchased with S&A funds are property of GHC. Personal use of these items outside of club or ASGHC related activities is not allowed. If a club’s recognition status is revoked, supplies and equipment must be returned to the Office of Student Life.
5. When planning an event, clubs should be aware of ADA accommodations. If ADA accommodations are needed, this will be the clubs responsibility to make these arrangements and pay for them during an event.
6. In order to provide adequate security for social functions sponsored by students, the Vice President for Student Services or Director of Safety and Security may require the following:
 - a. The hiring of at least one police officer with arrest authority who will be in attendance at the function until the end of the event.
 - b. Payment of the police officer(s) will be made by the sponsoring organization.
 - c. The club advisor and at least one other College official will be in attendance throughout the event.

Club Funds: 522

522 - Associated Students Accounts for revenues and expenditures associated with officially approved by Student Government. There are two types of 522 accounts there is the 522-264-1G accounts, that are the accounts allocated by the Services and Activities Budget Committee, and do not roll over every year. Clubs request money each winter for the next year. At the end of the fiscal year (July 1) all budgets are zeroed and any remaining balance is put into the student Fund Balance Account.

The fundraising accounts will be the 522-264-2G accounts and those funds will roll over at the end of each fiscal year. For guidance on these funds please check with the Office of Student Life.

Reimbursement

Grays Harbor College strongly discourages reimbursing personal funds spent by an advisor or a student for club/program expenditures. This is because: 1) the item must be pre-approved by the Director of Student Life; 2) the purchaser may have to wait longer for the reimbursement than they expected. If a student or advisor makes a pre-authorized expenditure, they must provide receipts in order to be reimbursed. Please note there is a \$50.00 maximum for reimbursements.

Purchasing Food with S&A Funds

Purchasing food with S&A funds (club money) is not allowed unless the Director of Student Life grants specific permission. Clubs (and other S&A funded programs) may not purchase food for regular meetings with S&A funds. Refreshments may be purchased and served at special meetings (meetings that otherwise could not be held at any other time, other than a regular meal hour) or events open to the general student population. Clubs/programs may serve food at large events, such as BBQ's, if the event is open and publicized to all Grays Harbor College students. Depending on the type of food additional permits may be necessary. At a minimum food servers must carry a Food Handler's Permit.

Process for Using Club Funds

1. Complete appropriate purchasing form:
 - To use the GHC credit card for supplies: Fill out the Credit Card Request Form
 - To pay a performer or speaker: Complete a Performance Agreement for Contract Services, A-19 and a W-9
 - All other purchases (any time a check is needed, reimbursement, etc.): Fill out an A-19.
 - Forms can be found online at ghc.edu/studentlifeforms or in the Student Life Office.
2. Return completed forms to the Director of Student Life or the Student Life Specialist to process completed paperwork.
3. The Office of Student Life will purchase the item(s) from the vendor and/or mails out the contract. KEEPING ALL-ORIGINAL RECEIPTS AND PAPERWORK.

Fundraising at Grays Harbor College

The Grays Harbor College Financial Code, Office of Student Life, and the State of Washington mandate that certain procedures be followed for record keeping and accountability. Any Grays Harbor College program or ASGHC recognized club supported by S&A dollars engaging in fundraising must comply with the Office of Student Life Fundraising policies. All of these policies and procedures as well as authorization forms are available in the Office of Student Life, HUB 171.

The Office of Student Life developed these processes and forms based on certain types of fundraisers. However, we realize that some programs or clubs may need to develop their own specific fundraising procedures. Programs may do so with the review and permission of the Office of Student Life and the Business Office.

Fundraisers:

- Bake Sale: Use the Revenue Record Sheet & Deposit Form
- Sale/ Tangible items(s) or Service(s): Use the Revenue Record Sheet & Deposit Form
- Event or Performance: Use two-part numbered tickets and the Revenue Record Sheet & Deposit Form

IMPORTANT Before any program or club generates revenue through a fundraising activity, it must complete and submit the Fundraising Request Form **at least two weeks prior** to the fundraising activity. Clubs must have an Office of Student Life approved system that tracks and documents all aspects of revenue collection. If a program or club does not abide by these instructions and policies, it could face delay or denial of future fundraising authorization. If you need a cash box and petty cash at the beginning of your fundraiser, request this on your Fundraising Request Form.

****Clubs/programs cannot use S&A funds to raise money for outside organizations.**

It is a state law that revenue generated by a fundraising event **must be deposited within 24 business hours of receipt of revenue**. If a program or club's event or activity is after business hours, clubs/programs must secure funds on campus and then make the deposit the next business day. Money raised from fundraising and donations will be available after ten (10) working days of a request to spend the funds. This allows time for the Accounts Payable office to issue a check.

****Donated funds, if given for a specific activity may only be used for that specific activity.**

IMPORTANT When doing a fundraiser make sure that you receive the appropriate fundraising authorization and supplemental forms which must be completed and handed in. We have to have these forms before any fundraising activity occurs, and we must keep careful records of all revenue collection.

Detailed Fundraising Descriptions

Event or Performance Fundraising Procedures and Instructions When holding an event or performance such as a dance, dinner, play, dance production or musical concern for which admission is charged, a program should abide by the ticketing procedure and the donations procedure, if necessary. Community dinners, such as spaghetti feeds, have been successful in our community for raising money. Dances and other performance events can be successful and fulfilling club events, but they are difficult to raise revenue over the cost of production. However, if it's a worthwhile event for your club or organization you should pursue it.

Sale – Bake sales are easy and popular fundraisers for student club and organizations. The Event Check list form and the fundraising request form for the bake sale should be turned in THREE WEEKS in advance. The Office of Student Life will not allow two bake sales or similar fundraisers to happen on the same date.

1. Please fill out a fundraising request form and clear the date with the Office of Student Life and then fill out a facility use form with the office of scheduling.
2. Your program will need to keep track of the sale of baked goods. The revenue log sheet must be used during the sale. Using a log, list the sale price of each baked item. Keep good records of all sales and reconciliation.
3. If you need petty cash, complete a petty cash request form a two weeks in advance in order to get all of the needed signatures. Petty cash is considered a “loan”. At the end of the sale the petty cash must be deducted from the bake sale’s total revenue and returned to the Cashier’s office in the original pouch.
4. At the conclusion of the bake sale, reconcile all money with your Advisor or the Student Life Office. After the bake sale has been reconciled and witnessed by an advisor or the Student Life Office, take the revenue and the petty cash (which need to be deposited separately), and a copy of the revenue log sheet to the business office.

Sale - Service/Tangible Items When selling tangible items (such as t-shirts, candy, flowers, literary magazines, concessions, mugs, artwork) or services (advertising, car wash, and gardening) complete a revenue log for tracking the distribution of these items. Receipts for all revenue collected must also accompany each deposit. Make all deposit verifications through the Office of Student Life and provide a revenue log and/or receipts for each deposit. Students have been successful selling all kinds of items and services in the past. If you can think of something people will want, it will probably sell. Items and services that have sold in the past: massages, car washes, holiday wreathes, flowers and mugs.

Auctions can be a great way to raise large amounts of money. This is especially true if the program or club auction items or services are donated from individuals or organizations. However, it must be verified that soliciting donations does not conflict with a GHC Foundation fundraising or donation drives. Contact the Office of Student Life to help ensure there are no conflicts. Please be sure to follow the rules regarding soliciting donations when planning an auction.

Consider the following when planning and holding an auction:

1. Receipts must be given to any individual or organization that donates items or services. If a tax ID number is requested by the donor, please contact the Office of Student Life for that information. The receipt must include the following information: date, name of organization or service, item/service description or cash amount, estimated value of item(s), name of program/club representative who received the actual donation. Receipt books can be found in the Office of Student Life or in the Business Office.
2. All donations must be kept in a secure location by the advisor. All cash donations need to be deposited within 24 hours of receipt.
3. One business day prior to the fundraiser, all donated items/services receipts must be on file with the Office of Student Life.
4. If you are reselling the donation, such as at an auction, a receipt of purchase must be issued to the individual who buys the items/services.
5. Any items or services not sold or used need to be documented, and kept in a secure place by the program/club advisor.

Other While the fundraisers identified have procedures in place, this does not preclude a program/club having a fundraiser that does not have a process in place. Please come by the Office of Student Life for assistance and direction in following procedures and forms for a fundraiser that qualifies as “other”.

Sale – Raffle (GHC cannot have any raffles or gambling activities, effective 6.17.15)

Ticketing Procedure You may be selling tickets for a fundraiser or to help pay for the cost of an event. The

Office of Student Life recommends using Microsoft Publisher templates for creating tickets. You can get help creating tickets in the Media Lab in the library or by asking for help in the Office of Student Life. If you are unsure of how to manage the ticketing process or how to make suitable tickets, please make an appointment with the Director of Student Life. Below are the guidelines for tickets:

- You will need a **ticket log** to help you keep track of who has which ticket numbers, as well as how many tickets are sold and unsold. You will also need to keep an **expense log** for event expenses.
- Each seller will need a log of ticket sales or will need receipts. (Receipt books can be found in the Student Life Office.)
- Programs/clubs must be pre-approved before any fundraiser is authorized.
- All revenue must be deposited on a daily basis. Please follow guidelines for handling revenue.
- All sold/unsold tickets must be reconciled at the end of sales.

***TIP:** For ease of distribution and reconciliation, it is essential that tickets priced differently are colored differently or the number sequences should be specified for presale v. door sales. It is also helpful to have the performance/event date printed on the ticket.

Donations Many clubs and programs will seek donations outside of the college in order to help offset the cost of the fundraiser or for an event. It must be verified that soliciting donations does not conflict with any GHC Foundation fundraising or donation drives. Contact the Office of Student Life to help ensure there are no conflicts.

Upon the conclusion of the fundraiser, within one business day, all revenue and receipts need to be brought to the Office of Student Life for verification and deposit.

Cash Handling Rules & Tips

Deposit Rules All money generated through an event has to be reconciled and deposited through the GHC Business Office. An advisor or the Director of Student Life is required to witness and approve the reconciliation and deposit.

Petty Cash If an activity needs to provide change, the Business Office can issue a fund. \$25 can be picked-up from the Business Office on the day of the event. Petty cash is considered a temporary “loan” of change and must be deducted from funds raised. Paperwork for petty cash needs to be filled out at least one week in advance and requires the approval of the Director of Student Life. After the revenue has been reconciled the petty cash needs to be deposited. Petty cash needs to be deposited separately from revenue and it should be clearly marked on the deposit form that you are returning petty cash.

Travel

Travel Procedures

When students are participating in an official club event that requires off-campus travel, there are a few specific guidelines to follow:

- The club advisor, or another designated faculty or staff member, must join the students on the trip and be present during the entire length of the program.
- Each student is required to complete and sign an informed consent form. Copies of the form will be maintained in the Office of Student Life. The advisor accompanying the students should take the

original consent forms on the trip in case there is a situation that requires them to use the emergency contact information provided by the students.

- An Office of Student Life Request for Advance Travel Form must be submitted for each student, faculty, and/or staff member at least one month in advance of the trip.
- Students participating in official Grays Harbor College events that take place off-campus are subject to all the rules and regulations outlined in Grays Harbor College code of student conduct, including its Student Rights and Responsibilities code (WAC 132B-120-065 and 132B-120-075).

Modes of Transportation

- **College-owned vehicle.** To secure a college-owned vehicle, complete a Van and Advisor information form and submit it to the Director of Student Life. A Grays Harbor College employee must be on the trip.
- **Privately-owned vehicle.** If using a privately-owned vehicle, keep track of mileage to include on the Travel Expense Voucher.
- **Air travel or other methods.** If using air travel or other methods, contact the Director of Student Life prior to making arrangements. Grays Harbor College has a contracted travel agency. All air travel must be approved by the Grays Harbor College Administration and booked through the Business Office.
- To receive reimbursement of pre-approved travel expenses, please submit a Travel Expense Voucher to the Director of Student Life upon returning to campus.

Student Travel Policy:

- Students need to be maintaining a minimum of a 2.0 cumulative GPA to attend any travel.
- If a student commits to a trip and registration and/or flights are arranged, and the student backs out of the trip, the student could be held responsible to pay for all of the expenses. This will be determined by the club and the Office of Student Life.
- If students are traveling with the college for conferences, students are required to travel to and from with the group unless prior arrangements have been made well in advance.
- Students cannot be forced to sleep in a bed with another student. Members of a group can choose to sleep more than one student to a bed, but no student can be forced to do so. One student to one bed.

If your club/organization is planning to attend a workshop/conference or go on a retreat, all information regarding the event must be submitted to the Office of Student Life at least **one month** prior to the event or conference registration deadline in order for the proper paperwork to be submitted and payment processed on time. International trips need to be approved at least 2 months in advance.

Conferences

- When attending workshops/conferences, please turn in the Request for Advance Approval of Travel at least **one month** prior to the registration deadline. The Office of Student Life will make all arrangements for registration and travel.
- Cash Advance for Student Programs Travel covering meals that aren't included in conference registration
- Other items that need be included with your Travel Paperwork:
 - A list of all students (with Student ID numbers) attending the conference.
 - A completed registration form for the conference
 - A conference agenda
 - All persons registered for the conference must be enrolled for at least 1 credit at the time of registration and the conference.
 - A consent form signed by each participating student (if under 18, a parent/guardian signature is required).

Retreats/Field Trips

- When planning a retreat or field trip, meet with the Office of Student Life at least **TWO MONTHS** prior to the event.
- Items you will need for your retreat/field trip from campus are:
 - Retreat agenda, which must reflect the *educational benefits* of the retreat or field trip
- All persons planning to attend the retreat must be enrolled for at least 1 credit at the time of approval and the retreat
- ****** Retreats and field trips should not be held at “resorts” or facilities perceived as purely “recreational.” Current OFM regulations require that meetings be held at state-owned facilities, even if the off-site location is donated or free. Please see the Student Life Office for more details regarding off-campus facilities requisition.

Trip Details/Paperwork Review Meeting

At least three (3) weeks prior to the trip, participating students and advisors will meet with the Office of Student Life staff to sign any necessary forms and review all the travel arrangements. ****** If more than three (3) students/advisors are going on a trip, only the advisor and student representative to attend this meeting.

Pre-departure Meeting

At least two (2) days prior to the trip, all students and advisors will meet with the Office of Student Life staff to review the travel arrangements, pick up their travel advance checks (if applicable), and discuss any questions.

Meal Rates

There is a per diem rate that is used when going on a trip for the amount of money received to go towards food. Meals can be paid from club funds. Advisors will receive the state per diem rate in the area you are travelling to. Remember to consider this when you are filling out your travel packet. You will need complete the Advance for Athletic and Student Activities Travel form. The meals rates are:

Breakfast: \$7

Lunch: \$10

Dinner: \$13

Snack: \$2

Upon Return

The next business day following the trip, receipts from the hotel, van rental, mileage and any other miscellaneous expenses must be submitted to the Business Office.

Student Organization Approval for Travel

Please attach a copy of the conference or retreat agenda and registration forms that include specific written information to verify the meeting dates, location, fees, etc. A field trip authorization form should also be completed that includes a list of students/advisors planning to attend.

The Office of Student Life will prepare necessary forms.

This form is due 1 month (30 days) prior to your event/trip.
If international travel, this form is due 2 months prior to your event/trip.

Club Representative: _____

Today's Date: _____

Club/Organization Name:

Email Address: _____ Phone Number: _____

Trip Information – Name of Conference/Retreat: _____

Location: _____ Date(s) of Trip: _____

Purpose of Trip:

How does this trip fit with the purpose of your club/organization and what do your members expect to gain from this experience?

Estimated Expenses:

(Please give approximate costs. The Office of Student Life staff will make all travel/lodging arrangements and meet with the advisor and student rep. to review actual costs.)

Transportation:

Air Fare: _____ **OR** Vehicle Mileage: _____ **OR** Van Rental: _____ \$ _____

***If requesting air travel, please include date and time for flight reservations.*

Date: _____ Time: _____

Return Date: _____ Return Time: _____

***The college van can also be reserved. If you want to request the van, please write in driver(s) names:*

Lodging Information:

Name: _____ Number of days: _____ \$ _____

Phone: _____ Number of rooms: _____

Address: _____

Meals:

Number of days: _____ (the following number of meals should be based on one person) \$ _____

Number of breakfasts: _____ X \$7.00

Number of lunches: _____ X \$10.00

Number of dinners: _____ X \$13.00

Total people on trip: _____

Registration:

Registration fee per person (student): _____ Number of students: _____ \$ _____

Registration fee per person (advisor): _____ Number of advisors: _____

Miscellaneous:

Taxi, parking, ferry, etc. (please list any expected costs) \$ _____

Budget Code to be charged: 522-264-1G _____ 522-264-2G _____

Club Representative Signature: _____ Date _____

Club Advisor Signature: _____ Date _____

Request for Advance Approval of Travel Information

The club advisor attends all club trips or makes arrangements for staff supervision if unable to attend. A van certified employee or student must drive the college vehicle.

Name of Club: _____

Date of Travel: Depart: _____ Return: _____

Destination: _____

Purpose of Trip: _____

Driver(s) Name(s): _____

Advisor's name: _____

Advisor's signature: _____

Phone Number: _____

Date Submitted: _____

Field Trip Participants List everyone who will be participating in the field trip and their status. (Instructor(s), students, chaperones, others)	
Participant Name	Status
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	