

Las Positas College Student Club Handbook

2019-2020 Academic Year



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Welcome & Introduction

Welcome to the Las Positas College Student Life Office. Getting involved in student clubs is a great way to be connected to the campus, make new friends, gain valuable leadership experience, develop organizational skills, help build community on-campus, and have fun.

The Student Club Handbook is designed for student club advisors and student club leaders at Las Positas College. The Student Club Handbook is meant to serve as a resource and a guide to help users familiarize themselves with applicable policies, procedures, and regulations that apply to establishing and running an effective and efficient student club.

Through the cooperation of all student clubs and their respective members, students can effectively voice student needs, provide direction to the College's activities, and guide the College's progressive growth. The degree of good leadership, effective planning and critical thought used by each student club in the creation of its programs and activities will determine the extent and effectiveness of its influence on-campus.

The Student Club Handbook was developed to abide by applicable federal and state laws and comply with applicable board policies and administrative procedures as approved by the Chabot-Las Positas Community College District, Board of Trustees.

The Student Life Office should be contacted if there are any questions, comments, or concerns regarding this Student Club Handbook.

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Telephone Number: (925) 424-1490
Webpage: www.laspositascollege.edu/students

Authorization and Applicable Laws and Regulations

Legal Basis for Creation of Student Clubs

Pursuant to California Education Code, Section 76060, the governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials.

In accordance with, and within the limitations set forth in the California Education Code, Section 76062, the governing board of any school district may authorize any organization composed entirely of students attending school within the district to maintain such activities as may be approved by the governing board. Activities are not to be in conflict with the authority and responsibility of the governing board and/or public school officials.

Board Policy and Administrative Procedure

Authorization of the Student Life Office and the Las Positas College Student Government derives from the California Education Code, Section 76060 and takes the form of board policies and administrative procedures as referenced below:

- Chabot-Las Positas Community College District,
Board Policy 5400 – Associated Students
- Chabot-Las Positas Community College District,
Administrative Procedure 5400 – Associated Students
- Chabot-Las Positas Community College District,
Board Policy 5430 – Co-Curricular Activities
- Chabot- Las Positas Community College District,
Administrative Procedure 5430 – Co-Curricular Activities

In accordance with board policy and administrative procedure, the objectives of the Student Life Office are as follows:

- To provide students the opportunity to participate in district and college governance;
- To participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on students; and
- To conduct activities, including Fundraising activities, as may be approved by the appropriate college officials.

Las Positas College Student Government

The Chabot-Las Positas Community College District Board of Trustees authorizes the establishment of the organization of the Las Positas College Student Government (LPCSG) to operate under the constitution approved by the Board of Trustees, and whose purpose as an organization is the welfare of all students of the college.

Mission Statement

The Las Positas College Student Government is a non-partisan organization focused on advocating for student equity, advocating for student interests, promoting student success, and promoting student engagement on-campus.

Vision Statement

The Las Positas College Student Government is committed to removing barriers to access and providing an atmosphere for better learning and personal growth. We are dedicated to representing student interests on local, state, and national levels by lobbying legislators, attending conferences, and serving on campus governance committees.

Preamble

The Las Positas College Student Government, a union of students formed to represent the interest of the student body, seeks to provide means for student representation by maintaining well-established lines of communication throughout the many areas of the community college environment.

Inter-Club Council

The Inter-Club Council (ICC) acting through its governance body, the Las Positas College Student Government, maintains the authority to recognize and supervise clubs on-campus.

ICC is the representative body that coordinates club activities, funds, and promotes communication and cooperation amongst clubs on-campus. The purpose of the ICC is to bring together all student clubs for planning, coordination, advocacy, networking, and resource allocation including funds. The ICC promotes educational, cultural, recreational, and social events for the students and the college community. The ICC encourages student participation in all aspects of the college community and campus life. In addition, the ICC establishes equitable and dynamic rules, regulations, and policies by which clubs shall coordinate their activities, and govern themselves in compliance with the ICC Constitution, Bylaws, Chabot-Las Positas Community College District board policies and administrative procedures, and California Education Code.

Goals

The goals of the ICC is to serve its members and the Las Positas College community as effectively and enthusiastically as possible by hosting and facilitating all social, educational, cultural, honorary, philanthropic, and special interest events and activities of the student clubs on-campus.

Membership

Membership in the ICC consists of currently enrolled students at Las Positas College who are official members of any recognized student club. Student clubs are encouraged to have club members attend ICC Council meetings; however, each student club will have only one (1) vote to be made by their "ICC Representative" as outlined in the ICC Bylaws.

Meetings

ICC meetings are usually held on the first and third Fridays of each month during the fall and spring semesters. The ICC Chair is an elected student leader of the Las Positas College Student Government (LPCSG) and has responsibility over the governance of all recognized student clubs.

Each student club is required to designate an ICC Representative to attend each ICC meeting. The ICC Representative may also serve the student club in another capacity per club guidelines.

Student clubs may be declared inactive following two (2) unexcused absences of an ICC meeting per semester. If a student club does not want to receive an unexcused absence for an ICC meeting, the club advisor or student club leader should contact the ICC Chair via email within twenty-four (24) hours prior to the meeting. ICC Representatives are required to submit a written report at every ICC meeting using the Club Report Form.

ICC Representatives

ICC Representatives are responsible for attending the ICC meetings as the representative of the student club and will serve as the primary contact for their student club and vote on their student club's behalf.

More than one (1) member of a particular club is allowed to attend an ICC meeting; however, each student club will only be allowed one (1) vote on any agenda item. The student club's official ICC Representative must submit this vote.

In the event that an ICC Representative is absent for an ICC meeting, they may send a proxy in their place. No ICC Representative shall represent more than one (1) student club at any one (1) meeting, nor shall any student club have more than one (1) voting representative at any one (1) meeting. Any student club officer or student club member may serve as the ICC representative. ICC Representatives are expected to:

- Attend all ICC meetings during the fall and spring semester;
- Report all club activities and events; and
- Report information and final decisions to their respective clubs.

Student Club Membership

No student club may use any device or practice, which in effect implements any sort of selectivity of their membership. If a student club is found to be discriminating against a prospective member, the student club may be deactivated and face consequences deemed appropriate by the college in accordance with Chabot-Las Positas Community College District, Board Policy 3410 – Nondiscrimination; and Board Policy 5500 and Administrative Procedure 5500 – Standards of Student Conduct.

Student clubs may not restrict their membership based on the following protected groups:

- Race
- Color
- National Origin
- Religion
- Sex (including pregnancy, childbirth, and related medical conditions)
- Disability (physical and mental)
- Age (40 and over)
- Citizenship Status
- Genetic Information
- Ancestry
- Marital Status
- Sexual Orientation
- Gender Identity and Gender Expression
- AIDS/HIV
- Medical Condition
- Political Activities or Affiliations
- Military or Veteran Status
- Status as a Victim of Domestic Violence, Assault, or Stalking

Student Club Recognition

Becoming a recognized student club is a privilege at Las Positas College. Student club involvement offers students opportunities to be engaged leaders who help create community while enrolled at the college.

All recognized student clubs are members of the Inter-Club Council (ICC) and must meet all of the following requirements:

1. Student club membership must be open to all currently enrolled students at Las Positas College.
2. The student club advisor must be a current employee at Las Positas College.
3. The student club must have at least six (6) members at the time of recognition and maintain six (6) members to remain in active status.
4. Student clubs must submit a completed Club Form each semester.
5. The student club must annually submit a written constitution to the ICC and submit any changes to the ICC.
6. The student club may not take action without the club advisor present and cannot meet without publicizing the date, time, and location of the meeting in advance.

The ICC recognizes a student club upon submission of the completed Club Form, submission of the student club's constitution, a complete list of all members and officers, identification of at least one club advisor, and upon approval by a simple majority vote in accordance with the ICC Bylaws.

In addition, the Program Coordinator of Student Life and Leadership or designee must also verify and authorize student club recognition in accordance with applicable Chabot-Las Positas Community College District board policy and administrative procedure, and all applicable federal and state laws and regulations. Student club recognition occurs every semester.

Student Club Deactivation

If a student club fails to have representation at two (2) Inter-Club Council meetings in one (1) semester, the student club advisor and student club president will be notified via e-mail and telephone, as recorded in the most recently available Club Form, of the absences.

A student club will be deactivated when voted and agreed upon by a simple majority vote of the ICC. Deactivated student club funds will be transferred into the ICC general account after the student club has been inactive for two (2) consecutive semesters.

Unclaimed student club items will be managed and/or disposed of by the ICC in collaboration with the Student Life Office.

Student Club Name Change

When a student club wants to change its official name, the student club shall submit a new Club Form to the Student Life Office advising the office of the previous and new official name change along with the student club meeting minutes recording the authorization of the name change. Student club advisor approval is required.

Student club name changes require approval of the Inter-Club Council (ICC). A copy of this documented action will be forwarded to the Las Positas College Administrative Services Office to update the student club account information.

It is the responsibility of the student club officers to update signage, webpages, and other items or online sites of the new student club name.

Student Club Merger

When two or more recognized student clubs wish to merge, the student clubs shall submit a completed Club Form to the Student Life Office advising the office of the previous student club names and the new official name along with student club meeting minutes from both (or more) clubs recording the authorization of the merge.

Student club mergers require approval of the Inter-Club Council (ICC). A copy of this documented action will be forwarded to the Las Positas College Administrative Services Office to update the student club account information.

It is the responsibility of the student club officers to update signage, webpages, and other items or online sites of the new student club name.

Student Club Leader Responsibilities

All student club leaders will have the following responsibilities as it relates to the Inter-Club Council (ICC) and the Student Life Office:

1. Each student club is required to have a designated ICC Representative attend each ICC meeting usually held on the first and third Fridays of each month.
2. At least one (1) club member is required to complete training conducted by the Program Coordinator of Student Life and Leadership or designee on college procedures, including hosting activities, event coordination, and financial matters.
3. Plan meetings and activities that represent the student club's mission.
4. Notify the ICC and Student Life Office when there is a change in club leadership, advisor, or constitution within ten (10) business days of such change.
5. Adhere to all local, state, and federal laws and all college policies and procedures.
6. Submit a Club Form each semester and complete the club recognition process.
7. Have at least six (6) members who are currently enrolled at Las Positas College.
8. Student club officers must be enrolled in a minimum of one (1) class per semester and have cumulative grade point average (GPA) of 2.0 or higher.
9. Student clubs must have a club advisor who will agree to attend all official meetings, events, and sponsored activities. Clubs may choose to have multiple student club advisors.
10. Maintain membership open to all currently enrolled Las Positas College students.
11. Not interfere or disrupt the orderly conduct of college business or operations.
12. Assume responsibility for the financial status, actions, and programs of the student club.
13. Officers may be elected or be appointed by active student club members.
14. Non-students may participate in club activities and events as guests but may not vote or hold office.
15. All club officers and members should be listed on the Club Form.
16. Clubs must have a constitution on-file with the Student Life Office.

17. Clubs must complete the appropriate forms for all activities, events, and fundraisers.
18. Hold on-campus, club meetings a minimum of one (1) meeting per month.
19. Receive advance authorization from the Student Life Office for affiliation with off-campus organizations.
20. Student clubs shall update the Petition for Club Recognition Forms in the Student Life Office should an officer who is listed change or there is a change of contact information. This information is important for keeping the student club contact list current and for ensuring the student club is aware of new and pertinent information.
21. Pursuant to California Education Code, Section 76063, student clubs may not be used as a conduit for personal financial gain or for the establishment of a personal business. All financial transactions for the club shall be handled through a college club account maintained by Las Positas College Administrative Services as referenced in the ICC constitution.

Student Club Advisor Role

Student club advisors play an integral role in student life at Las Positas College. The Student Life Office values and appreciates the time and dedication student club advisors put forth voluntarily to support student engagement and leadership through student clubs. At no time are student club advisors compensated (monetarily or otherwise) for serving in the role of club advisor.

While each student club advisor perceives their relation to a student club differently, all student club advisors are expected to attend all student club activities including all meetings, provide guidance and ensure compliance with all applicable policies and procedures, and serve as a liaison to the Student Life Office regarding matters related to the student club. A student club advisor exists to ensure that students have the opportunity to grow and learn from co-curricular and extracurricular activities, and to ensure that the members of the student club have maximum freedom and responsibility while conforming to all applicable policies, procedures, and regulations. Currently employed Las Positas College faculty, classified professionals, and administrators are eligible to serve as student club advisors.

Student Club Advisor Expectations

All student club advisors are expected to perform the following duties on behalf of student club officers and student club members:

1. Ensure students understand and adhere to all college and district policies and procedures governing student life and student conduct.
2. Ensure students understand and adhere to all applicable California Education Codes, laws, and regulations.
3. Ensure that all reasonable steps are taken considering the safety and welfare of students during official student club sponsored activities and events on and off-campus.
4. Serve as a resource and offer guidance to students to facilitate student club achievement by assisting in planning for activities and conducting meetings in compliance with proper procedures.
5. Ensure student clubs have an up-to-date constitution and that the student club officers and members follow it.
6. Oversee any election and/or selection of officers and ensure that student club officers understand and carry out their assigned duties in accordance with their position.
7. Supervise the student club budget and oversee all financial transactions and records, including, but not limited to:
 - a. Approve expenditures along with the student club leadership and the Student Life Office;
 - b. Ensure the student club meets regularly and that minutes are being taken and kept appropriately documenting actions taken;
 - c. Review all budgets, financial reports, and transactions with student leaders;
 - d. Work with student officers when preparing the annual budget and revenue projection estimates;
 - e. Ensure that only valid expenditures are made and authorized by student club officers;
 - f. Review for completeness and accuracy when signing all college forms and club documents before distribution or submission to the Student Life Office or Administrative Services Office;

- g. Ensure necessary back-up documentation, including original itemized receipts for expenses, are attached to forms or documents and submitted within the required ten (10) business days of the purchase;
 - h. Ensure proper cash control procedures are established and followed at all times;
 - i. Receive training on college and district accounting procedures and practices along with the student club president and/or treasurer and ensure that the student club is keeping accurate records; and
 - j. Ensure all items purchased with student club funds are stored on-campus and keep accurate records of inventory of student club property is maintained at all times.
8. Attend all meetings and activities of the student club, on or off-campus, from the time the students arrive until the end of the activity or event. If unable to attend a meeting, activity or event, assist students in finding an alternate advisor.
9. Provide guidance and mentoring to students to achieve a worthwhile program and in fulfilling their general goals and objectives.

Student Club Officer Responsibilities to Club Advisor

The student club advisor volunteers to be a resource and has committed to taking on additional duties and responsibilities to help facilitate the mission of the club. As such, student club officers are expected to abide by the following guidelines:

1. The student club president or designee should set a regular day and time to meet with the club advisor to discuss the affairs and concerns of the student club.
2. The student club president or designee should ensure that the club advisor is available to attend all club meetings, activities, and events.
3. The student club president or designee should keep the club advisor informed of all activities, events, and programs in a timely manner.
4. The student club president or designee must ensure that the student club budget and all expenditures be reviewed and approved by the club advisor.
5. The student club president or designee should report any violation of applicable board policies, administrative procedures, and local, state, and federal laws and regulations to the club advisor immediately.

Student Club Officer Elections

In accordance with the Inter-Club Council (ICC) Bylaws, student clubs shall have at least a President, a Vice President, a Treasurer, and an ICC Representative. The ICC Representative may also serve as any of the previous listed officers. An officer may only hold one position at any given time during their term with the exception of the ICC Representative as listed above.

Any student seeking to hold a position as a student club officer must at the time of election or appointment:

1. Be enrolled in at least one (1) course at Las Positas College during their term in office.
2. Maintain a cumulative grade point average (GPA) of 2.0 or higher.

Verification of the above requirements to serve as a student club officer are authorized by the Student Life Office. If, during the verification process, student club officers are found to be ineligible, the Program Coordinator of Student Life and Leadership or designee will notify the club advisor and the ICC Chair. The student club officer will be ineligible to hold office until college educational records demonstrate and confirm the requirements as noted above have been satisfied.

Duties of each student club officer position may be found in the ICC Constitution and ICC Bylaws referenced on the Student Life Office website.

Student club officers are typically elected for an entire academic year (fall semester and spring semester). Student clubs outline the date in which officer elections will be held in the club's constitution. Some clubs elect officers during the last club meeting of the spring semester for the subsequent academic year, other clubs elect officers in the fall semester for the current academic year. Please refer to your club's constitution for information on when elections are to be held.

Student clubs are strongly encouraged to announce officer elections to all current student club members at least two (2) weeks prior to the date of elections are to be held. Upcoming elections may be announced using flyers on college bulletin boards and display cabinets (remember to have the Program Coordinator of Student Life and Leadership or designee approve the flyers), the club's webpage (contact the Program Coordinator of Student Life and Leadership or designee to post this information online), and during club meetings prior to the election date. Announcing elections via flyers and/or the club's webpage may potentially be a way of recruiting new student club members. As a reminder, student clubs are expected to submit any club officer changes to the Student Life Office within ten (10) business days of the change.

Student club officers should be elected by a vote of all club members. Club members may self-nominate or nominate another student club member to be an officer. Club members interested in running for office are encouraged to present information as to their qualifications or interest in the office to the voting members.

Student club members should refer to their club's constitution with regard to how officers are elected. Some student clubs require officers be elected by a two-thirds vote, others by a simple majority. Some clubs stipulate that officers shall hold a term of one (1) academic year. Some clubs have stated that in the event that there are no new members willing to serve in a specific position, a vote of the general membership can be taken to waive this rule and allow an officer to hold the same position twice. Some clubs allow the President to appoint any club member to any open officer position should that position not be filled by an election. All election rules should be agreed upon by the student club membership prior to the election. Student clubs are expected to conduct the appointment and/or election of officers in an ethical and fair manner.

Questions regarding student club elections should be directed to the club advisor first and then, if necessary, to the Program Coordinator of Student Life and Leadership or designee.

Student club officers play an important role in helping a club become and remain active and successful. Being a club officer also provides students with an opportunity for personal growth and achievement. All club officers should be responsible for knowing the club's mission and keeping the club focused on its goals and objectives. Club officers should also assist other club officers in completing their duties. Remember that serving as a club officer is a rewarding experience where develop leadership skills are developed.

New Student Club Member Recruitment Techniques

One of the goals of Student Life Office is to involve as many students as possible in meaningful co-curricular and extracurricular activities and events that enhance their educational experience. Below are some tips for recruiting new students to get involved in a student club:

1. Host an informational recruitment table on-campus periodically throughout the semester and participate in Inter-Club Council (ICC) Club Day and Club Rush events.
2. Develop a sign-up sheet for new club members that includes a space to collect names, telephone numbers, and e-mail addresses. Make sure pencils or pens are readily available.
3. Develop a brochure, flyer, or other marketing document to introduce the student club and highlight the activities, events, and programs hosted by the student club. Make sure to include contact information.
4. Develop a brochure, flyer, or other marketing document highlighting the day, time, and location of when the student club meets. Make sure to include contact information.
5. Designate a student club officer(s) to be responsible for contacting prospective student club members.
6. Develop and maintain a student club webpage in coordination with the Student Life Office.
7. Create student club attire (e.g., t-shirt) to help bring awareness to the student club and encourage student club officers and members to wear the attire especially during Club Day or Club Rush.

On-Campus Student Club Events

Student clubs may hold weekly, bi-weekly, or monthly meetings and host or attend events with proper authorizations. A Facilities Request form must be completed, signed by the club advisor, and submitted to the Program Coordinator of Student Life and Leadership or designee no later than ten (10) business days prior to the activity, event, or meeting. College holidays are not included.

Requests to host a student club activity, event, or meeting that requires usage of a college facility will not be processed on short notice. Student clubs may not hold activities, events, or meetings unless a Facilities Request form has been submitted and is approved by the Program Coordinator of Student Life and Leadership or designee. Student clubs are not allowed to contact the college district's Maintenance & Operations (M&O) or Information Technology Services (ITS) to request equipment, tables, chairs, reserve facilities, etc.

When an activity must be cancelled or rescheduled, student clubs must notify their club advisor as well as the Program Coordinator of Student Life and Leadership or designee immediately and no later than three (3) business days prior to the scheduled activity, event, or meeting.

Student clubs that fail to follow these procedures will be in jeopardy of: (1) not having access to their student club funds; (2) not having their student club requests processed; and (3) prohibited from holding club activities, events, or meetings. Student clubs may also be subjected to a "penalty fee" if activities, events, or meetings are not cancelled without a minimum of three (3) business days advance notice.

If an activity or event is to be planned with an outside organization or group, the club advisor is required to consult with the Program Coordinator of Student Life and Leadership or designee to ensure that all college and district policies and procedures are adhered to as well as all applicable local, state, and federal laws and regulations.

Requesting a College Facility

The Facility Request form is used to request college facilities and/or equipment. This form may be found on the Student Life Office webpage. Club advisors with access to 25Live (online schedule software) may check availability but are still required to submit a completed Facility Request form to the Student Life Office in order to reserve a facility. Club advisors are not to schedule their own facility without the knowledge and approval of the Student Life Office.

Student clubs should detail the activity or event indicating the purpose, registration or admission fee (if applicable), estimated number of attendees, resources requested, and location(s) sought. Indicate the dates and times the facility is required, allowing time for set up and clean up. If equipment is required, specify the type on the Facility Request form. If necessary, use the back of the Facility Request form or attach additional pages detailing the desired facilities, equipment, or set up.

Student club officers must obtain the club advisor's signature and submit the Facility Request form to the Program Coordinator of Student Life and Leadership or designee. The event is confirmed when the club advisor receives an e-mail confirmation from the room scheduler.

Club advisors may review if a college facility is available by clicking on the following website: <https://25live.collegenet.com/clpccd/>. Access to 25Live is required to utilize this feature.

Username: studentlifeuser

Password: authorized

Ticket Sales

When a student club plans an activity or event in which an admission price is charged for tickets, money shall neither be received, nor collected by student club or its club advisor unless pre-numbered, pre-priced tickets are used or receipts have been issued.

Use of Copyright Information

The rules governing the showing of copyrighted material (e.g., videotapes, movies, DVDs, etc.) are a matter of Federal Copyright Law and are the same as those governing any other copyrighted performance. There are several principles in copyright issues; however, student clubs typically need only be concerned with a few of these principles as noted below:

1. “Not-for-profit performance - Noncommercial” or “not-for-profit performance or use” is not a reliable indicator of whether a license is required. When a performance is “public,” even if it is “not-for-profit” a license may be required.
2. Public versus private viewing only performances that are deemed not “public” are exempt from the requirement of a license from the copyright holder. A video screening that is “public” requires a license and the payment of a licensing fee to the copyright holder. A performance is considered “Public” when either the: (1) performance is at a place open to the public; or (b) performance is at a place where a substantial number of people who are not family members or friends gathers.

Raffle versus Opportunity Drawing

A raffle is a type of lottery in which prizes are awarded to people who pay a chance to win. Each person enters the game of chance by submitting a detachable coupon or stub from the paper ticket purchased. A raffle must be conducted under the supervision of a person age eighteen (18) or older. At least ninety (90) percent of the gross receipts from raffle ticket sales must be used by the eligible tax-exempt organization to benefit or support beneficial or charitable purposes in California. If participants are required to purchase a ticket in order to have a chance to win a prize, the drawing is subject to the provisions of California Penal Code, Section 320.5 and related regulations.

The State of California stipulates that student clubs may host an opportunity drawing and not have to file with the State if all of the following are true:

1. It involves a general and indiscriminate distribution of the tickets;
2. The tickets are offered on the same terms and conditions as the tickets for which donation is given; and
3. The scheme does not require any of the participants to pay a chance to win.

Student club officers and club advisors are encouraged to contact the Student Life Office prior to hosting a raffle or opportunity drawing.

Decorations / Set Up / Clean Up

Student clubs are to be supervised by the club advisor while decorating any college facility. State fire regulations require ceiling or wall decorations of paper, cloth, or other materials to be nonflammable (California Code of Regulations, Title 19 (19CCR) and Title 24 (24CCR), along with National Fire Protection Association (NFPA) standards). Decorations cannot be pinned to draperies and hanging in such a way to tear or damage them.

Thumbtacks, nails, scotch tape, and other adhesives that destroy the finish of woodwork or painted walls may not be used to decorate.

Student clubs putting up decorations are responsible for taking them down. Failure to remove decorations may result in required payment to the college or district. Approval from the district's Maintenance and Operations (M&O) Department may be necessary in the event of large, heavy, or unusually placed decorations.

Clean Up

The sponsoring student club is responsible for a reasonable amount of clean up after the event. All loose trash should be picked up; all furniture returned to its original place; all decorations removed, etc. Failure to clean up may result in required payment to the college or district.

Damages

The sponsoring student club shall be liable for damages to facilities caused by event attendees or organizers. Damage cost to be assessed by the appropriate college or district entity.

Charges

Any charge(s) for events will be billed back to the student club. Charges could be assessed the civic center rate for any of the following reasons to ensure the student club event is successful:

1. Custodial set up, take down, clean up, or if requested custodial services during the event.
2. Campus Safety & Security coverage for crowd control or for security if money is being collected.
3. Maintenance and Operations (M&O) Department coverage for grounds, custodial, electrician, etc.
4. Audio/Visual Technician for equipment needs or requested to be present at event.
5. Theatre Technician is required to be present during the use of the auditorium, lecture hall, or theater.
6. Physical Education Equipment Specialist for requested use when needed for physical education or athletics areas or venues.

Contracts

When bringing in an outside performer, speaker, or when requesting goods or services from an external vendor, a student club may be required to enter into a legal contract. Club advisors, students club officers, and student club members are not authorized to sign into agreements on behalf of the college or district. Those that do not have this authority cannot bind the college or district to an agreement. Should an unauthorized individual sign a contract, the individual shall be held personally responsible for the contract and all that it entails, including all liability should any legal action be taken or for any payment of services rendered.

Below is an outline of the contract approval process:

1. Student clubs must work with the Program Coordinator of Student Life and Leadership or designee to identify if a contract is needed or required for the activity or event.
2. Student clubs must be in the process or have completed the Facilities Request form and have an approved date, time, and location for the activity or event.
3. If a contract is needed, the student club will work with the Program Coordinator of Student Life and Leadership or designee to identify if a college or district contract template may be used. Note in certain circumstances a quote from an external vendor may be turned into a contract.

If there are concerns with the proposed contract or the activity or event itself, either the Chabot-Las Positas Community College District Business Services Office or the Program Coordinator of Student Life and Leadership or designee will notify the student club about those concerns. Incomplete or improper contract submission may delay the contract from being approved and may affect the date of the activity or event. Note at least fifteen (15) business days should be allowed to process the paperwork.

Food and Beverage Information

Sales, Handling, and Preparation

Student clubs must comply with all local, state, and federal laws and regulations pertaining to the sale of food and/or beverage and for the handling and preparation of food and/or beverage for sale.

At student club member-only events, events not generally open to the public or where food and/or beverage is not for sale, the following does not apply.

The California Uniform Retail Food Facilities Law (CURFFL) Section 114015 prohibits food [and/or beverage] prepared or stored in a private home from being used, stored, served, and offered for sale, sold, or given away.

Food/Beverage Service

If food and/or beverage are to be served, arrangements must be made through the Cafeteria Manager at least five (5) business days prior to the event, stating the day, time, and location and the estimated number of attendees, budget, and person in charge of the activity or event.

Student club officers and club advisors are encouraged to consult with the Program Coordinator of Student Life and Leadership or designee to confirm the current campus food vendor and their contact information. The Program Coordinator of Student Life and Leadership or designee shall have a current catering menu from said vendor available for student clubs to take into consideration in planning food and/or beverage service for activities or events. Although the current campus food vendor does not have a “First right of service” clause in its contract with the district, it is courtesy to consider said vendor as a first option prior to considering another external vendor.

PepsiCo

The Chabot-Las Positas Community College District has an exclusive contract with PepsiCo. This means that any student club that wishes to purchase refreshments must purchase PepsiCo products. The following is a partial listing of PepsiCo refreshments:

Aquafina; Brisk; Bubly; Gatorade; Izzo; Lipton; Mountain Dew; Mug Root Beer; Naked; Pepsi; Propel; Pure Leaf; Sierra Mist; Sobe; and Tropicana.

Additional information about PepsiCo may be found online at:

<https://www.pepsico.com/brands/product-information>

External Vendor

Off-campus food and/or beverage vendors are generally not allowed on-campus. However, food vendors may be allowed for special events, upon approval by the Program Coordinator of Student Life and Leadership or designee, receipt of a proper state and local license, receipt of an event food license, and the district approval.

Advertising Student Club Functions

Student clubs are encouraged to advertise their student club functions including, but not limited to, activities, events, and meetings. It is a great way to recruit new members. Student clubs are welcome to talk with the college newspaper, the college radio station, and other mass communication mediums. Student clubs may also ask instructors to announce their activities, events, and meetings during class time.

Student clubs are required to adhere to the following:

1. Student clubs are not allowed to send out e-mail messages to college employees about student club activities, events, or meetings. However, club advisors may do so as their own discretion.
2. Student clubs are not allowed to contact other college entities other than the Student Life Office in an attempt to advertise or organize club activities, events, or meetings including advertising on the college website.
3. Student club advertisement of activities, events, or meetings must be approved by the club advisor and the Program Coordinator of Student Life and Leadership or designee.
4. Student club publications including, but not limited to, brochures and flyers, must contain the student club's name and must be approved by the club advisor and the Program Coordinator of Student Life and Leadership or designee prior to posting.
5. Student club publications in their original state must be approved by the club advisor and Program Coordinator of Student Life and Leadership or designee prior to photocopies being made. Note the Student Life Office will not stamp approval of multiple copies of the same publication.
6. Student club publications shall be limited to 8 ½ (width) x 11 (length) inches.
7. Student club publications shall be limited to one (1) per bulletin board or display cabinet.
8. Student club publications shall be posted with pushpins only – please do not use staples.
9. Student club publication posting shall be respectful of other postings made by other college or district entities by not covering, removing, or altering other publications.

Duplication and Posting of Publications

Copy Center

To request photocopies of student club publications, a Ricoh/Las Positas College Copy Center Request form with the signature of the club advisor must be completed or an online Copy Center Request can be made by the club advisor, the Program Coordinator of Student Life and Leadership or designee. A Club Approval to Spend Funds form is not required in order to have photocopies of student club publications made.

If a student club desires colored photocopies, the student club will require the approval of the Program Coordinator of Student Life and Leadership or designee.

The telephone number for the Ricoh/Las Positas College Copy Center is (925) 424-1850. Please refer to the LPC Copy Center webpage for business hours and location.

Posting Policy

Bulletin boards and display cabinets are provided for posting materials at campus locations convenient for use by students, employees, and members of the public alike. All materials displayed on bulletin boards and display cabinets shall clearly indicate the student club name, title of the event, the date, time, and location of the event, and the contact information of the student club.

All materials must be reviewed and shall be stamped with the date of posting by the Program Coordinator of Student Life and Leadership or designee. Materials displayed shall be removed no later than the stamped "Remove by Date" set by the Program Coordinator of Student Life and Leadership or designee.

Las Positas College reserves the right to restrict part of each public posting area for the promotion of campus activities. Student clubs shall post their own literature and shall not block or obstruct other literature posted on bulletin boards or display cabinets. Student clubs are responsible for the removal of all materials on or before the stamped remove by date.

Field Trips and Excursions

Student club are required to complete the appropriate travel forms as outlined in Chabot-Las Positas Community College District (CLPCCD), Board Policy 4300 and Administrative Procedure 4300 – Field Trips and Excursions.

The Field Trip Request Form must be completed for all student club travel. All student club participants must also complete the Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Form. College employees attending the trip must also complete the CLPCCD Office of Business Services Conference Leave Request Form. Please submit these forms no later than two (2) weeks in advance for local events occurring within the district, four (4) weeks for in state occurring outside of the district, and six (6) weeks for events occurring out of state. The club advisor is required to attend all student club field trips and excursions from start to finish.

Approval must be obtained before students travel off-site on student club-sponsored field trips and excursions. Student clubs need to detail the trip indicating the destination, purpose, departure date and time, and estimated return date and time. Indicate the names and student identification numbers, and club advisor(s) attending. Indicate the type of trip:

Class I: On Campus

Class II: In District

Class III: Out of District

Class IV: Out of State

Please note that Class III and IV trips require the approval of the Las Positas College President. Student club travel to states subjected to California's ban on state-funded and state-sponsored travel per California Assembly Bill (AB) 1887 will not be permitted.

Student clubs may pay for appropriate travel when authorized by an approved CLPCCD Field Trip Request Form and Conference Leave Form. In addition, student clubs must submit the Club Authorization to Spend Funds along with all relevant quotes, invoices, and approved club meeting minutes. Student club meeting minutes are required as supporting documentation to request and receive approval to use student club funds for all expenditures relating to field trips and excursions.

Advances for Travel

Travel advances may be issued to a club advisor with proper approval. Advances are to be indicated on the Disbursement Form. Please allow at least three (3) weeks for this process. Note that direct payment to vendors for purchases is preferred, and advances may not be issued where direct purchasing may be utilized (e.g., registration, lodging, airline tickets, banquet facilities, etc.).

Upon completion of the field trip or excursion, within five (5) business days after the field trip or excursion has taken place, the club advisor must submit the original itemized receipts and a copy of the Travel Request form, along with any monies not expended to the Las Positas College Administrative Services Office. All receipts must contain vendor information (name of the vendor and the vendor contact information), an itemized list of the item(s) purchased, total amounts, and an indication of the form(s) of payment (cash, credit card, check, debit card, etc.) and all receipts must be itemized. Note that if any item(s) was shipped, the college will also need to have documentation that the item(s) was received.

No alcoholic beverages may be consumed nor purchased during college sponsored field trips or excursions. Unreconciled cash advances may be grounds to prohibit future advances.

Accountability

Club advisors who travel with students on field trips and excursions shall ensure that student contact information is included on the Las Positas College Student Field Trip/Excursion Waiver and Medical Authorization Form. Club advisors traveling with students will be provided with the emergency contact information for the Program Coordinator of Student Life and Leadership or designee. Club advisors are encouraged to contact the Student Life Office at any time during an authorized trip if there are any questions or concerns.

Transportation

Students shall be transported in commercially procured transportation whenever possible. District vehicles are to be used only upon written request and approval. Use of district vehicles outside the state of California is not allowed.

Only club advisors are eligible to rent vehicles. Students are not permitted to rent vehicles for student club field trips or excursions. Bus and/or large or extended van rentals require a contract signed by a district authorized signatory.

Club advisors must have the appropriate class of driver's license to operate the intended vehicle, and have the equivalent amount of seats and seatbelts per passenger.

Club advisors must ensure that the student club has identified the most efficient and cost effective manner to travel to and from the field trip or excursion site. Club advisors and student club officers and members will not be reimbursed for travel that is not deemed cost effective or where other travel arrangements may have been made to keep travel related costs low.

Example #1 – Student club officers and members will not be reimbursed for individual travel to and from the same site for the same activity or event simply because each student club officer or member wanted to drive their own vehicle.

Example #2 – Student club officers and members will not be reimbursed for their decision to drive to Southern California when flying a commercial airline would have been deemed more cost effective.

If student club funds are to be used to pay for rental vehicles, a club advisor must also be listed as eligible to receive reimbursement. If a club advisor does not meet the insurance requirements, the field trip or excursion may still be utilized but the club advisor will not be eligible for reimbursement for the cost.

Note that mileage reimbursement for student club activities is not authorized.

Student Club Funding

Student clubs are eligible to receive funds for the fall semester and spring semester each academic year based on the amount of funding the ICC has received from the Student Activity Fees and the amount approved by the Las Positas College Student Government (LPCSG). As these are college fees, the funds must be administered within a college Associated Student Body (ASB) account only.

Spending Guidelines

Student clubs have an obligation to discuss the following questions when deciding on expenditures:

1. How will the expenditure benefit the student club?
2. Will the expenditure be used to promote the general welfare, morale, and educational experience of students?
3. Will students who are not club members benefit from the experience or expenditure?

Student club funds should be used to benefit all student club officers and members or if possible all Las Positas College students. Funds should not be used to benefit individual students only.

Student club funds must be managed through a Las Positas College Associated Student Body (ASB) account. Student clubs must have funds in their account prior to submitting requests for reimbursements or cash advances. Student club balance sheets or reports are sent to club advisors monthly by the Las Positas College Administrative Services Office. Student club balances may also be obtained from the Program Coordinator of Student Life and Leadership or designee.

Student clubs are not allowed to purchase alcohol or tobacco with student club funds. Cash, gift cards, or other items that have monetary value cannot be used for prizes, raffles, or awards of any type. This is considered a gift of public funds that is deemed illegal.

The Student Life Office challenges each student club when deciding on how to use student club funds, to continue to focus on the goal of making a difference for the greatest number of students possible.

Fundraising Guidelines

Donations to non-profit organizations may be made only when funds have been raised specifically for that organization. Student club funds obtained through fundraising or donations (e.g., t-shirt sales, event performance ticket sales, etc.) must be deposited directly into the student club's Associated Student Body (ASB) account prior to any disbursement of funds related to the expense(s) of the actual fundraising event.

How to Get Approval for Fundraising

Student clubs are required to obtain an approval from the Program Coordinator of Student Life and Leadership or designee before hosting any fundraising activity. A Fundraising Proposal form is used for this approval and may be found on the Student Life Office webpage.

The Fundraising Proposal form should indicate the type of fundraising sought, dates and times of the planned fundraiser, the name of club advisor to be in attendance, what the fundraising activity will involve, and how the fundraising activity represents or supports the student club's mission. The club advisor should review, approve, and sign the form prior to submission to the Program Coordinator of Student Life and Leadership or designee for a final approval.

Student clubs are not allowed to sell raffle tickets or have a 50/50 fundraiser. A 50/50 fundraiser is where a student club sells raffle tickets and 50% of the money is kept by the student club and 50% of the money is awarded to the raffle winner. In addition, student clubs are not permitted to hold bake sales. Please refer to other sections of the Las Positas College Student Club Handbook for details or rationale.

Fundraising Procedures

During and after a fundraising event, the student club should keep records on the Fundraising Proposal form of the following: (1) the actual sales, inventory, and disposition of remaining unsold goods; and (2) explanations for the differences in proceeds and projected sales. Upon completion of the fundraising event, an amendment to the original Fundraising Proposal form and a copy of any flyer(s) that the student club used to promote the fundraising event must be submitted to the Program Coordinator of Student Life and Leadership or designee.

Deposition of Funds

All monies must be immediately deposited into the student club account in the Las Positas College Administrative Services Office using a deposit slip.

If the event occurs after business hours and the Administrative Services Office is closed, student clubs may ask the Office of Campus Safety and Security to secure the funds until the next business day. Student clubs must then retrieve the money from the Office of Campus Safety and Security and deposit the money in the Administrative Services Office the next business day. Money should not be brought to the Student Life Office at any time for safekeeping or deposit.

No student club officer, student club member, or club advisor may hold student club monies; nor may they reimburse themselves or others out of monies raised or collected from a fundraiser. All monies must first be deposited into the student club's account and then the appropriate Disbursement Request form may be submitted.

How to Make a Deposit

A Deposit Slip is required to deposit any funds into a student club account. The Deposit Slip may be obtained in the Administrative Services Office. A deposit slip is also used to deposit unspent funds from an advance.

A deposit slip should indicate the student club name, date, deposit amount, and the student club account number on the form. Account information is included on the monthly student club balance sheets e-mailed to club advisors. Also, indicate how the revenue was raised or whether the deposit is a credit expense. In addition, please note if the money was raised through a “fundraiser” or “other type of event.”

Financial Information

Each student club will be assigned an account number once the student club has been recognized and all required paperwork has been submitted to the Student Life Office. It is mandatory that the Student Club President and Treasurer receive training from the Program Coordinator of Student Life and Leadership or designee on student club policies and procedures. Inter-Club Council (ICC) funds will not be made available to a student club until the Club President and Treasurer have attended the mandatory ICC training and submitted the required paperwork for the semester.

New student clubs are required to complete training before they may receive student club funds. If necessary, student clubs may be temporarily suspended by the Program Coordinator of Student Life and Leadership or designee if they do not follow student club policies or procedures.

Account numbers are required on all Disbursement Requests and Deposit slips. Account numbers are made-up of four components:

FUND + ORGANIZATION + ACCOUNT + PROGRAM

The FUND number is unique for each student club.

The ACCOUNT number will change depending upon the item being purchased or whether a deposit is being made.

Please contact the club advisor or the Program Coordinator of Student Life and Leadership or designee for the student club account number.

Funding

ICC may provide funding for active student clubs in two ways:

Student Club Funds

Student clubs may receive up to \$500 (five hundred dollars) per semester as determined by the Las Positas College Student Government (LPCSG). Student clubs are required to submit a completed Club Form to the Program Coordinator of Student Life and Leadership or designee and attend two (2) consecutive ICC club meetings.

Matching Funds

Student clubs may receive up to \$500 per semester as determined by the LPCSG. Student clubs may be eligible to receive matching funds if they have indicated their desire to receive matching funds via the Club Form, and they have fundraised during the semester. Student clubs may receive a \$1 for \$1 match of fundraised funds up to \$500 each semester. Note that matching funds are only for the money raised not including expenses incurred for the actual fundraising activity or event.

How to Get Club Funds

Student clubs may request funds by checking the box on the Club Form to request funds for the semester. Please note that it may take up to four (4) weeks for the funds to be transferred into the student club's account.

Reimbursements

Student clubs are eligible to receive reimbursement for student club-related expenses if:

1. Funds exist in the student club account; and
2. If the expense has been discussed and agreed upon in a student club meeting with documentation consisting of the student club meeting minutes and a Club Authorization to Spend Funds form.

Important things to remember about reimbursements:

1. Only student club related expenses may be reimbursed;
2. All receipts must be itemized; and
3. Reimbursements are not allowed for alcohol or tobacco.

It is important to note that only the actual person who made the purchase will be reimbursed. A club advisor may not reimburse a student club officer or member for a student club related expense and then be expected to receive a reimbursement from the college.

It is also important to note that the college's fiscal year begins on July 1 and ends on June 30 each year. Reimbursement requests should adhere to the fiscal year calendar. That is why an on-time submission of reimbursement requests should be made in accordance with the Student Club Handbook.

Itemized receipts are required for reimbursement. It is important for club advisors, student club officers, and members to ask vendors for an itemized receipt upon consumption or purchase. The college needs to be reassured that alcohol or tobacco was not purchased and that only approved items required or sought by the student club were purchased.

Disbursements

If the disbursement is being made to a vendor, the vendor name, address, and tax identification number are required.

Disbursement Request Forms, along with all of the supporting documentation must be submitted to the Program Coordinator of Student Life and Leadership or designee within ten (10) business days of the purchase. Supporting documents include a Club Authorization to Spend Funds form, approved student club meeting minutes, and the original itemized receipt(s).

If a disbursement is being made to a student club officer or member, the student's complete name and student identification number is required.

Disbursement Request forms must be completed in full to include the mailing address of the vendor and/or student being reimbursed and instructions of the check disposition (e.g., send via U.S. mail to address noted on the form, pick-up in-person, etc.).

Disbursement checks with the disposition of pick-up will be held in the Student Life Office for only five (5) business days. Any items held past five (5) business days will be mailed to the address noted on the form. If an address is not included on the form, the check will be sent to the address on record in CLASS-Web or the student information system.

It is recommended that student club officers and members update their mailing address with the Las Positas College Admissions & Records Office.

Disbursement requests must be submitted to the Program Coordinator of Student Life and Leadership or designee within ten (10) business days of the purchase, activity, or event that is related to the reimbursement. Any disbursement requests made after the required ten (10) business days are subject to possible rejection by the college.

Please be aware that there is a processing period of at least ten (10) business days and during the winter recession and spring break, the processing period is extended to twenty (20) business days once the request is received by the Las Positas College Administrative Services Office.

Requesting a Reimbursement

Each student club is eligible to request reimbursement for expenses related to student club activities and events if the student club has agreed on the expense and all of the required paperwork is submitted with the required signatures.

The Disbursement Request form may be found on the Student Life Office webpage or may be obtained by visiting the Student Life Office.

The following items must be submitted together when requesting a reimbursement:

1. Disbursement Request form;
2. Student Club Authorization to Spend Funds form;
3. Student club meeting minutes are required as supporting documentation to request and receive approval to use student club funds; and
4. Original receipts or invoices. Invoices must include the vendor information (name of the vendor and the vendor contact information), an itemized list of the item(s) purchased, total amounts, and an indication of the form(s) of payment (cash, credit card, check, debit card, etc.) and must be itemized. If the item(s) were shipped, we will also need to have documentation that the item(s) was received.

The purpose of the Club Authorization to Spend Funds form is to document that the student club has agreed to the student club related expense. The form needs to indicate the complete name of

the person making the motion, the complete name of the person seconding the motion, what the money will be used for, the amount of money approved for the purchase, and the results of the vote on the expense (number of student club members supporting, opposing, and abstaining the vote).

If the amount of the expense is six hundred dollars (\$600) or greater, a "Roll Call" vote must be conducted, documenting the complete name of each member voting on the expense and how they voted. The complete name of students must be noted on all documentation including forms and meeting minutes. The Club Authorization to Spend Funds form must be signed by the club advisor.

Cash Advances

Student clubs may request a cash advance (advance) of funds for student club related expenses. Advances are only given to club advisors and may take up to ten (10) business days to process. The student club is required and responsible for reconciling the advance within ten (10) business days of receiving it. This means that the student club must submit receipts and any remaining money directly to the Las Positas College Administrative Services Office.

How to Get an Advance

Each student club is eligible to request advances for expenses related to student club activities if the student club has agreed on the expense and all required paperwork is submitted with the required signatures.

The Disbursement Request form should be used to advance funds from a student club account. The following items must be submitted together to receive an advance: (1) a completed Disbursement Request form; (2) a completed Club Authorization to Spend Funds form; and (3) approved student club meeting minutes as supporting documentation to request and receive approval to use student club funds. If these items are not submitted together, it will cause a delay.

Key Points to Remember

1. Student clubs must have existing funds in their account prior to requesting an advance.
2. Advances may only be made to club advisors and must be requested at minimum of ten (10) business days in advance.
3. Describe in detail the intent of the advance under “Event Name and/or Product.”
4. Advances must be reconciled directly with the Las Positas College Administrative Services Office within ten (10) business days of the event or within ten (10) business days of the need for the advance.
5. Student clubs must take receipts and remaining money directly to the Las Positas College Administrative Services Office to reconcile and close the advance.
6. The Student Life Office does not issue or reconcile student club advances.
7. The authorized student club officer, club advisor, and the Program Coordinator of Student Life and Leadership or designee signatures are required on the form.
8. Las Positas College reserves the right to freeze a student club’s account should an advance not be reconciled.

Contact Information

Club Advisor

The club advisor is always the first point of contact for the student club officers and members. Club advisors or student club presidents may consult with the Program Coordinator of Student Life and Leadership or designee when issues or questions arise about student clubs.

ICC Chair

The ICC Chair is available to answer any student club related questions and to help promote student club activities and events. Additional information regarding ICC is available on the Student Life Office webpage.

Student Life Advisors

The Student Life Office has identified two employees who will serve in the role of student life advisor to assist club advisors, student club officers, or members. Student life advisors work directly with club advisors as it relates to hosting activities and events, approving publications, disbursements, reimbursements, facilities requests, fundraisers, etc. The student life advisors are noted below:

Josue Hernandez Castro
Program Coordinator of Student Life and Leadership
Student Services & Administration Building, Room 1643
Telephone Number: (925) 424-1494
E-mail Address: jahernandez@laspositascollege.edu

William L. Garcia
Vice President of Student Services
Student Services & Administration Building, Room 1669
Telephone Number: (925) 424-1405
E-mail Address: wgarcia@laspositascollege.edu

Student Life Administrative Assistant

The Student Life Office has identified an employee who will serve as a support for club advisors, student club officers, and members. The Administrative Assistant may assist with the completion of all required student club documentation, may assist with the interpretation and application of the Student Club Handbook, assist with facility and disbursement requests, update student club webpages, and much more. The contact information of the Administrative Assistant is noted below:

Adria Anderson-Kelly
Administrative Assistant
Student Services & Administration Building, Room 1643
Telephone Number: (925) 424-1496
E-mail Address: aandersonkelly@laspositascollege.edu

Administrative Services Office

The Las Positas College Administrative Services Office plays an important role in supporting and assisting club advisors, student club officers, and members as it relates to financial matters. The Administrative Services Office may be reached at:

Las Positas College
Student Services & Administration Building, Room 1689
Telephone: (925) 424-1636

References

The Las Positas College Student Club Handbook was written in compliance or in accordance with the following:

California Assembly Bill 1887

California Education Code

Section 76060

Section 76062

Section 76063

California Code of Regulations

Title 19

Title 24

California Uniform Retail Food Facilities Law

Section 114015

Chabot-Las Positas Community College District – Board Policies and Administrative Procedures

Board Policy 3410 – Nondiscrimination

Administrative Procedure 3410 – Nondiscrimination

Board Policy 4300 – Field Trips and Excursions

Administrative Procedure 4300 – Field Trips and Excursions

Board Policy 5400 – Associated Students

Administrative Procedure 5400 – Associated Students

Board Policy 5430 – Co-Curricular Activities

Administrative Procedure 5430 – Co-Curricular Activities

Board Policy 5500 – Standards of Student Conduct

Administrative Procedure – Standards of Student Conduct

Chabot-Las Positas Community College District – Forms

Conference Leave Request Form

Field Trip Request Form

Keenan Associates- Risk Transfer Field Trips

Federal Copyright Law

Las Positas College – Forms

Bulletin Board Posting Procedure

Club Authorization to Spend Funds Form

Club Report Form

Disbursement Request Form
Facility Request Form
Fundraising Proposal Form
Request to Organize a New Club
Ricoh/Copy Center Form
Student Field Trip/Excursion Waiver and Medical Authorization Form

Las Positas College Inter-Club Council (ICC)
ICC Constitution
ICC Bylaws

Las Positas College Student Government (LPCSG)
LPCSG Constitution
LPCSG Bylaws

National Fire Protection Association
Standards