



CLUB ADVISOR'S HANDBOOK

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Code of Conduct Statement:

Gavilan College is dedicated to promoting a harmonious learning and social environment characterized by civility and mutual respect for all our students, staff and community. A student enrolling at Gavilan College assumes an obligation to uphold the Code of Conduct. Students are encouraged to access all services available to support their personal and professional career goals. At the same time, students are expected to conduct themselves in a manner compatible with the College's function as an educational institution and demonstrate respect among all student, faculty, classified staff and administration. Failure to do so will result in disciplinary action outlined in the [Student Rights, Responsibilities, and Academic Standards Handbook](#).

I. WELCOME AND INTRODUCTION

Welcome and thank you for volunteering your time and efforts to serve as an advisor to a Gavilan College club. As you are well aware, education never stops at the door of the classroom. As club advisor, you will have exciting opportunities to assist students in developing leadership skills, preparing for civic responsibilities, and participating in a diversity of events and activities. Your guidance with such activities will serve to enhance the educational experience of numerous Gavilan College students.

The role of the club advisor can be a challenging and rewarding one; it is hoped that the materials in this handbook will assist you in your day-to-day efforts to serve the students you will be working with. Please keep in mind that this handbook has been developed to serve as a “living document” and as changes or updates occur, you will be notified. Please also feel free to suggest changes or additions as they occur to you. We believe that by working together, we can form a strong advising network that will benefit all students involved in campus clubs and activities.

Thank you once again and welcome to the exciting world of student advising!

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II. ADVISOR ROLES AND RESPONSIBILITIES

Student club advising is a very personal, individual pursuit and there is no one “right way” or “best way” to advise. It is over time we develop our own unique advising styles and know what we are most comfortable with. While some advisors play a very involved and “hands-on” role, others are more comfortable remaining less involved and active. Whatever your personal advising style is, there are some *common roles and responsibilities* to keep in mind:

- Advisors do not set policy for the club. Rather, they serve as a resource and guide to assist students in developing their own rules, guidelines, and goals.
- Advisors ensure that the college fulfills its responsibilities to students and that the activities of the organization are consistent with the rules and policies of Gavilan College.
- Advisors attend regularly scheduled club meetings as well as on and off campus activities, both business and social. The advisor may meet regularly with the organization’s leaders. The advisor may also provide a formal report during regularly scheduled meetings.
- Advisors keep club members informed of relevant institutional matters.

- Advisors assist with the club’s accounting system and co-sign financial requisitions. They insure that the club does not incur debt that it is unable to pay.
- Advisors provide a background history and insight to the organization.
- Advisors assist the organization in structuring an election process.
- Advisors respect and encourage club functions.
- Advisors serve as student advocates.
- Advisors help club members understand their roles and responsibilities.
- Advisors ensure that all reasonable steps have been taken to protect the safety and welfare of club members.

In addition to these standard roles and responsibilities, others have identified *desirable roles and characteristics of student club advisors*. “Ideal” advisors:

- Develop strong working relationships with club members.
- Have institutional credibility and access to higher-level decision makers.
- Model creative problem solving, a positive and optimistic approach, and a balanced lifestyle.
- Serve as a mentor, motivator, and cheerleader.
- Help to set high yet achievable performance standards for the club.
- Provide assistance with team-building, performance planning, and communication skills.
- Are supportive, ethical and good listeners.
- Set clear boundaries.
- Are aware of their biases.
- Communicate individually and are available to each club member.
- Allow students to make their own mistakes.
- Admit they don’t know everything and are able to admit to their own mistakes.
- Act professionally.
- Demonstrate a good sense of humor.

Why become an Advisor? Advising Rewards

Although there are many responsibilities associated with advising student clubs, the rewards can also be numerous! *Some common rewards include:*

- Observing and participating in the personal and leadership growth of students.
- Working with students outside of the classroom environment and gaining a better understanding of students.
- Recognition from the institution, organization and students.
- Opportunities to serve as a mentor for students.
- Opportunities to form networks with colleagues involved as advisors in similar organizations.
- Opportunities to contribute to personal, social, political or special interests that you believe in.
- Fulfills co-curricular and flex activities required by faculty contracts.

Rewards of Club Participation for Students

In addition to numerous rewards of advising for the advisor, clubs also provide a number of rewards for students:

- Opportunities to develop practical competence including: decision making, leadership, cooperation, and leadership skills.
- Opportunities to meet new people and make new friends.
- Gaining specific skills that can be transferred to careers (such as accounting, event planning, etc.).
- Institutional recognition.
- Eligibility for awards and scholarships.

Organizational Rewards

- Shared opportunities for students to participate in enjoyable activities or achieve valuable purposes.
- Students gain a sense of acceptance by peers. According to Astin (1993), “The Peer group is the most potent source of influence on students’ growth and development during their college years.”
- Opportunities to contribute to the tradition and history of the institution.
- Fulfillment of the organizations purpose: recreation, representation, research, activism, etc.

Institutional Rewards

Finally, there are several ways in which the college itself benefits from student clubs and organizations. They include:

- An enhanced ability to attract and recruit new students
- Improved student retention.
- Students provide a valuable perspective to the institution when serving on various advisory boards and committees. Feedback and insight come directly from the consumer.

III. OVERVIEW OF GAVILAN COLLEGE CLUBS AND THE STUDENT ACTIVITIES PROGRAM

Campus clubs comprise the Gavilan College Student Activities program and address the interest and needs of a wide variety of students, ranging from academic to social, political, and service groups. Although the college encourages and supports student participation in extracurricular activities and organizations, it neither plans nor organizes them. Instead, student clubs are authorized by the college to develop as the result of demonstrated student interest.

All Gavilan clubs fall under the auspices of the Associated Students of Gavilan College (ASGC) and must maintain membership in the college's *Inter-Club Council* (ICC) by attending three (3) meetings per semester. The ASGC VP of Clubs, a student elected during the student body general elections each spring semester, serves as the chairperson of the ICC, as well as a member of the ASGC Vice President's cabinet.

The ICC [Constitution](#) and [Bylaws](#) define the roles and responsibilities of the ICC. In general, its goals are:

- To provide opportunities to students for campus clubs to exchange ideas, knowledge and experience.
- To provide assistance to students and support to clubs in the planning and implementation of on and off campus activities.
- To promote to students all aspects of clubs to the Gavilan College Community.

The responsibilities of the ICC

- To implement and grant ICC membership to all active clubs.
- To make appropriate recommendations regarding annual donations to individual clubs.
- To hold semi-annual Club Days and other activities as needed.
- To oversee the ICC financial account and determine the appropriate allocation of funds.

For complete details pertaining to the ICC, please refer to the ICC Constitution and Bylaws. In the event of a conflict between the constitution and/or bylaws of the ICC and the ASGC, the rules governing the ASGC will take precedence.

IV. STARTING A NEW CLUB

At any given time, there are approximately twenty (20) active clubs at Gavilan College. Oftentimes students seek to start a new club that will be devoted to their own specific interests or cause. The steps for starting a new club are simple.

1. Obtain the [How to Start a Club on Campus](#) packet from the ICC [webpage](#) and review the guidelines.
2. Identify a minimum of five (5) currently enrolled students who will commit to being active members of the club.
3. Identify an on-campus staff or faculty member to serve as the Club Advisor. Advisors should refer to the [Advisor Roles and Responsibilities](#) section of this handbook in order to

- gain an understanding of advising expectations.
4. Together with other club members and the advisor develop a formal constitution and/or bylaws as well as the club development plan. Be certain to clarify the mission and vision of the club as well as the roles and responsibilities of club members.
 5. Request that the ASGC VP of Clubs place your club on the agenda for the next ICC meeting and present the club at the meeting. At that time, you will be asked to present the club constitution and bylaws and provide a summary of the club's mission and goals. You will be asked to submit the names of at least five (5) currently enrolled students who will be active club members.
 6. Once the ICC confirms a club's submission, a financial account will be established in the Gavilan College Business Office and the club will be entitled to use ASGC supplies for developing club materials.

Club Responsibilities

All clubs, after being recognized by ICC, have to follow certain rules

- The ASGC, its constitution and its bylaws are the sovereign authority over all clubs; any violations of ASGC, ICC, or Campus policies shall void ASGC of responsibility and sponsorship of the club.
- All clubs shall submit a [Club Event Summary Form Online](#) after each event.
- For continued recognition by the ICC, a club representative must regularly attend ICC meetings, as described in the ICC bylaws.
- Finances of all clubs shall be processed through the ASGC fiscal agent.
- Upon a club's inactivity, after a period of one (1) semester, the funds may become the property of the ICC as indicated in the ICC bylaws.
- As part of the one hundred dollars (\$100) donation, the ICC requires a representative of each club to attend the first two (2) ICC meetings.
- Each semester, all clubs will go through ICC approval.
- All clubs will submit the [Club Information Form Online](#) after the third ICC meeting of the new academic semester, and include meeting times, dates, and location that can be added to the ICC webpage.

Benefits

- All clubs may receive up to one hundred dollars (\$100) per semester from ASGC.
- All clubs may receive cooperation and support from the ASGC.
- ASGC will assist clubs with technical support in records, finance and communications.
- Upon request, ASGC has poster material and other supplies available for clubs to use.
- All clubs may request additional funding from ASGC, as outlined in the ICC Bylaws.
- Make a positive impact on the campus, community, and others.

V. CLUB MEETINGS

It is up to the club to determine, together with the advisor, how frequently the club will formally meet. While some clubs meet on a weekly basis others meet no more than once per month. It is necessary for the club to formalize a meeting schedule at the start of each semester so that all members can plan accordingly. Posting a meeting schedule also allows potential new students to plan on attending your meetings.

Meeting Room Requests

When considering a club meeting, determine where and when you wish to have the meeting that will work for the majority of your members. College Hour (Tuesday and Thursday between 12:50 and 1:50) is usually the best time for everyone, including the advisor. Using a digital scheduling program, such as [Doodle](#), is a great way to find a time for a meeting. To request the use of a classroom during College Hour submit the [College Hour Facility Request Form](#). For meetings scheduled at any other time on campus use the [Gavilan College Facility Request Form](#).

Meeting Structure

There is no standard meeting format that is required. At the very least, however, a formal agenda (see [sample](#)) will assist club members in focusing their attention and working toward some specified goals. Some clubs choose to follow some of the rules of Parliamentary Procedure in order to help their meetings run more efficiently. Resources on [Robert's Rules of Order](#) and [Parliamentary Procedure](#) are available online, in the ASGC office, or from the ASGC advisor. The following is some of the common terminology related to "Parli-Pro."

Chair: the person who presides over the meeting. This is often but not always the organizations' president or chairperson.

Quorum: the minimum number of members that must be present in order for business to be conducted. This number is frequently a simple majority. By specifying a quorum, this ensures that a small majority of club members cannot make decisions that will affect the whole organization.

Agenda: the order of business for the meeting. Most agendas follow a standard format and include Call to order, roll call approval of minutes of the previous meeting, guests, old business and action items, new business and discussion items, reports and adjournment. A sample agenda can be found at the end of this chapter.

Motion: a proposal put forth by a member of the organization to take a specific action or discuss a particular item. Generally, motions require a second, the concurrence of another member that the motion before the group should be discussed and examined further. A motion without a second usually dies. A member will present his/her motion by stating "I move that..." and another member will state "I second..." Discussion can then begin.

Floor: the right to speak granted by the chairperson. Others should not interrupt the speaker when he/she has the floor. The topic being discussed is considered to be "on the floor."

Table: a postponement of discussion or action until a later date. A motion must be made to postpone to a specific date, otherwise the motion dies.

Adjournment: the formal ending of the meeting. Either the chair adjourns the meeting by general consent or another member moves to adjourns.

VI. FINANCES

Upon gaining approval as an active club, each club will receive two hundred dollars (\$200) startup funds from ASGC. The Gavilan College Business Office will be notified of the new club and will establish a separate club account with a distinct program number. Continuing clubs may receive an ASGC donation of one hundred dollars (\$100) per semester after attending the first two (2) ICC meetings, submitting the names of five active members and current club officers, any changes or updates in its constitution or bylaws, a plan of events and activities, and regular participation in the ICC meetings. This information must be submitted to the ICC and the ASGC VP of Clubs.

Fundraising

There are numerous opportunities for fundraising both on and off campus. For the most part, clubs act individually in developing their own fundraising activities. However, members of the ICC may also work collaboratively for fundraising purposes. Some past joint activities have included “Club Day” with a special theme (e.g. a Valentine’s Day or holiday ‘market’ with a variety of goods for sale), Homecoming booths, joint holiday gift wrapping, and graduation ceremony sales. The ASGC VP of Clubs will notify clubs of upcoming events.

California Education Code sections 48932 and 76062 require that governing boards, such as the ASGC Senate, approve fundraising events. In order for your campus club fundraiser event to be considered, please complete the [Fundraiser Approval Request Form](#) at the beginning of each term and submit it to ASGC VP of Clubs at asgcvpclubs@my.gavilan.edu. Please refer to the [Gavilan College ASGC Fundraiser Policy](#) for more detailed information on fundraising events.

Fundraising events should contribute to the educational experience and should not conflict with the school’s educational program. Students should participate and make contributions to fundraising events voluntarily. Students cannot be required to participate in fundraising events, and cannot be excluded from an activity funded by ASGC funds because they did not participate in raising funds. In addition, fundraising proceeds cannot be attributed to specific students based on what they raised. The funds are raised to benefit the entire club or student group, not individual students.

The following fundraising events are permitted:

- Advertising
- Book fairs
- Car washes
- Concession sales
- Cultural events/international fairs

- Dinners
- Entertainment
- Festivals
- Limited food sales
- Markets
- Publications
- Restaurants/Food Establishments
- Scholarships and trusts
- Tournaments
- Work projects (for example, working at the Garlic Festival)

Fundraiser Event Process

Clubs may not engage in fundraising activities until the [Fundraiser Approval Process](#) has been completed. The Fundraiser Event Process requires the following steps:

1. A completed [Fundraiser Approval Request Form](#) must be submitted electronically to the ASGC VP of Clubs asgcvpclubs@my.gavilan.edu.
2. The ASGC VP of Clubs will compile a list of fundraiser approval requests and submit them to the ASGC President for inclusion in the next available ASGC Senate meeting agenda.
3. The ASGC Senate will vote on whether or not to authorize the fundraising events at the next available ASGC Senate meeting.

Fundraiser Approval

1. The ASGC VP of Clubs will document the number and types of fundraising events that each campus club will hold as approval is received from the ASGC Senate.
2. The ASGC VP of Clubs will notify the Club Advisor of the ASGC Senate determination.
3. The ASGC VP of Clubs will publish all approved fundraisers on the ASGC Calendar of Events.
4. If the position of ASGC VP of Clubs is vacant, the [Fundraiser Approval Request Form](#) must be submitted to the ASGC President at asgcpres@my.gavilan.edu.

Deposits and Reimbursements

Deposits to club accounts must be made directly to the Gavilan Business Office. Simply complete the [Gavilan Joint College Daily Collection Report](#) and submit it together with cash and/or checks. The funds will be directly deposited to the club's account. Write the name of the club on the memo line to ensure the money will go into the correct club account.

The best way to make purchases is to use the electronic requisition system. This can be accessed through the finance tab in the Gavilan College Self-Service Banner page. Gavilan College has many pre-approved vendors in the system already. If the vendor you plan to use is not already in the system, they can fill-out the [W-9 Request for Taxpayer Identification Number & Certification](#). But before we add more vendors, you should try and use an already approved vendor. The Gavilan College Business Office can provide guidance to submit requisitions. Just remember, this is a process, so it will take some time to receive the products, plan accordingly.

Petty Cash: up to \$50.00

It is advisable for clubs to keep expenditures for events to less than fifty dollars (\$50). For

purchases up to fifty dollars (\$50), complete the [ASGC Petty Cash Reimbursement Form](#). The original receipts must be attached. The club treasurer, club advisor, ASGC Advisor, and the Gavilan College VP of Student Services must sign it. Take the completed form directly to the Gavilan College Business Offices and expenses will be immediately reimbursed. Prior to submitting the request, ensure that there are sufficient funds in the club account to cover expenses.

It is advisable to submit forms to the Student Life Coordinator to obtain signatures from the ASGC Advisor and the Gavilan College VP of Student Services.

Requests for Funds

For any request of funds greater than fifty dollars (\$50) but less than five hundred dollars (\$500), clubs will complete the [ASGC Reimbursement Form for Purchases Under \\$500](#), available [online](#). Original invoice(s) or receipt(s) must be attached in order for the request to be processed. The ASGC VP of Finance need not sign this request. Instead the club's treasurer, the club advisor, ASGC Advisor, and the Gavilan College VP of Student Services must sign it. Take the completed form directly to the Gavilan College Business Offices and expenses will be reimbursed once processed, usually within a few weeks. Prior to submitting the request, ensure that there are sufficient funds in the club account to cover expenses.

Please note that no individual can be reimbursed more than fifty dollars (\$50) per month. Should an individual's expenses exceed fifty dollars (\$50) per month, reimbursements must be processed using the [Create A Requisition](#) form under the finance tab in the myGav portal, which is only available to Gavilan faculty and staff.

It is advisable to turn forms into the Student Life Coordinator to obtain signatures from ASGC Advisor and the Gavilan College VP of Student Services.

***A special note on the sale of food**

There are two (2) important considerations when attempting to raise funds with the use of food sales.

1. The operator, Pacific Dining Services, of the Gavilan College Cafeteria negotiates a contract with the college that normally includes exclusive rights to sell food in the Student Center. When planning to sell food in the Student Center, always be sure to double check with the Pacific Dining operator to ensure that there is agreement regarding what food you would like to sell and when. Our experience has been that the operator is generally supportive of student fundraising efforts and is agreeable to short-term food sales such as a bake sale. However, like anyone else, they do not like to be taken by surprise! Always negotiate first.
2. There are specific guidelines regarding the sale of food that has been individually prepared, either on or off campus. These guidelines are available from the college's Facilities Office. Again, be sure to investigate the guidelines ahead of time to determine if it is worthwhile for you to attempt fundraising with food.

VII. PLANNING EVENTS AND ACTIVITIES

It is likely that at some point your club will want to sponsor some events or activities. Club activities will give members a direct experience in decision making and problem solving, event planning and coordination, and leadership and team building. Club activities can also contribute to a sense of community on campus and help bring a sense of focus and meaning to the club. Please note that **all on and off campus events and activities require an “attending supervisor,”** normally the club advisor.

All events must be ADA accessible and include this statement on all publicity materials.

ADA [statement](#) (Event/Program Name) will make reasonable accommodations for persons with disabilities who wish to participate in this event. If you require an accommodation, contact (Event/Program Rep Name) via (Phone/E-mail info). Please include the requested accommodation along with your contact information.

Securing a Facility

When considering a club activity, determine where and when you wish to have the activity. Use the list below to determine the appropriate approval process and forms needed.

- Events in the Student Center on weekdays during daytime class hours (8:00 a.m. to 5:00 p.m.), contact the ASGC Advisor. They will assist you in scheduling the event.
- Events during college hour, Tuesday and Thursday 12:50 – 1:50pm, complete the [College Hour Facility Use Form](#).
- Events not during college hour complete the [Gavilan College Facility Request Form](#).

It is advisable to submit these forms to the Student Life Coordinator at least four weeks prior to the event to obtain signatures from the ASGC Advisor and ASGC VP of Student Services. Once the signatures are obtained and the form has been submitted to facilities for approval, the Student Life Coordinator will notify the event planner.

If music is part of the program, make sure that meetings and classes are not scheduled in adjoining rooms. When appropriate, also be certain to attach a diagram of your event set-up, including chairs, tables, clear areas, stages, etc.

If your event will require the Maintenance Department to set up or breakdown room (including stages, etc.), be certain to submit a [Gavilan College Facility Request Form](#) at least four weeks prior to the event. Include a diagram of the event set-up with your [Gavilan College Facility Request Form](#).

In addition, should your event require the use of audio or visual equipment, make sure you note it on your [Gavilan College Facility Request Form](#). You can request microphones, DVD's, speakers, laptops, projectors, etc.

Publicity

Although your club may work extraordinarily hard to prepare an exciting and valuable event or activity, if it is not well publicized, no one will show up and the event will not succeed.

There are many ways to publicize student events, both on and off campus. Your club may wish to use one or more of the following resources

- ASGC Senate Members: ASGC VP's of Clubs, Activities, Outreach, and Marketing will be the greatest resources for publicizing your event. They will be able to help with designing and printing flyers, event promotion, and working with community partners and vendors.
- Campus Public Relations Officer: the "PIO" has connections to numerous community resources. It is advised that you first consult with the Student Life Coordinator when planning your publicity campaign. S/he will be able to contact the PIO when necessary.
- Flyers and Banners: materials for creating flyers and banners, including butcher paper and paint are available in the ASGC supply room. See the ASGC VP of Clubs or other ASGC leader for access to the supply room. Should you wish to reproduce a large number of flyers submit a **Reprographics Services Request Form**. This form is only available on the Faculty and Staff Documents tab on the intranet. Before posting flyers, please review the [Gavilan College Campus Posting Procedures Online](#). All flyers must adhere to [copyright laws](#) and provide an ADA [statement](#).
- Student Center Electronic Bulletin Board: request forms for notices to be placed on the electronic bulletin board are available in the ASGC office.
- Sign or Sandwich Board: sign boards are an effective way to display event information or just point people in the right direction. They can be requested through the Gavilan College VP of Student Services office using the [Sign Board Usage Request Form](#).

Security

Depending on the size of the event, the proposed audience, and the time (outside of regular school hours) your event may need to include the county sheriff. The cost will depend on the number of sheriffs you need. Contact the Security Office at 408-710-7490 for further details.

Parking

Parking passes for those who will be participating (speakers and presenters) in the event are available from the Student Life Coordinator. It is advisable to email the parking passes and a campus map to participants at least one week prior to the event.

Planning and Coordination

The key to a successful event is careful planning and coordination. Important considerations include project goals and timelines as well as a breakdown of roles and responsibilities of individual club members. The event worksheets/forms located on the ASGC and ICC web pages can be useful in assisting club member's focus on their attention and energy.

Evaluation

The most frequently neglected detail of event and activity implementation is evaluation. The evaluation piece is especially important because we intend to provide learning experiences for students involved in clubs and activities. Not only is it important to celebrate accomplishments, valuable lessons can be learned from what may have not have gone exactly as planned so that these areas can be addressed in future projects. Each club is required to submit the [Club Event Summary Form Online](#). The following questions can be useful to consider during the event and

will assist the club in submitting the summary form.

- What went well? What should we remember for the next activity?
- What did we do poorly? What might we do better the next time?
- What information did we need that we didn't have?
- What did we learn from this project?
- What aspects of the project/get rid of/change?
- What did we learn about ourselves?

It is important that club members view the evaluation process as a learning experience and not as an opportunity to discredit others. Be certain to record the details of your evaluation so they can be referred to in future endeavors.

Another activity that can be useful is conducting a “pre-mortem” or “worst case scenario” of the activity in which club members anticipate all potential road blocks of the project and prepare ahead of time to address them.

Event Planning 101

When planning an event, here are some things to keep in mind and questions to ask.

1. Who is **planning** or **hosting** the event? Is an ad-hoc committee needed? Maybe the club is the committee.
 - a. Depending on the size of the event individual roles and responsibilities might need to be established. At the very least, **a single point of contact must be established**. This will be the only person to communicate with campus officials about event logistics e.g. Student Life Coordinator, facilities, or public information office.
2. Define **purpose** of the event. This should be very clear from the beginning. At times, the purpose can be clouded by alternative motives. Here are some suggestions.
 - a. Is it about raising awareness for something?
 - b. Is it about fundraising?
 - c. Is it about building community?
 - d. Or something else.
3. Decide who might attend or who is the **audience**?
 - a. Only students
 - b. Administration, faculty, and staff
 - c. Students, administration, faculty, and staff
 - d. Community members
4. **Collaboration:** Are there any other clubs, classes, programs, or services that might be able to partner with you. Pooling resources can make a good event great.
5. **Budget:** Many great events can be done without money, but if money will be needed, develop a budget and seek resources.
 - a. Club funds/ Club advisors can check the availability of funds
 - b. ASGC
 - c. Fundraise


- d. Other
6. **Date, time, place, and projected attendance.**
- a. Check all of the Gavilan College event calendars for possible conflicts:
 - i. [Main Page](#): near the bottom
 - ii. [Calendar of Upcoming Events](#)
 - iii. [Upcoming Events Flyers](#)
 - iv. [Academic Calendars](#)
 - v. [ASGC Events Calendar](#)
 - vi. [College Hour Calendar](#)
 - vii. [Career & Transfer Center Calendar](#)
 - b. The date of the event could make or break the overall effectiveness.
 - i. Be aware of the academic calendar e.g. vacations, mid-terms, and finals?
 - c. Decide start and end times of the event
 - i. College Hour (Tuesdays and Thursdays 12:50-1:50) is a time when the majority of students don't have classes. Holding events during this time is suggested.
 - ii. How much time is needed for setup and cleanup?
 - d. Where will the event be held? Decide appropriate venue.
 - i. Fill out appropriate ([college hour](#) or [general](#)) facility use form with alternate locations if the first choice is already booked.
 - ii. If music or amplified audio will be used, be aware of classrooms nearby.
 - e. Will Gavilan support staff be needed for setting up tables and chairs, or audio/video equipment? If so, attach a detailed diagram to the facility use form.
 - f. Depending on the time and projected attendance, additional security may be necessary (contact the Student Life Coordinator for more information). Generally, evening events with large attendance where numerous faculty and staff are not attending need additional security, paid for by the event host.
7. **Marketing** is probably the most important part of a successful event. If no one knows the event is happening, they can't attend. The event's target audience will make a difference for marketing strategies. Generally, here are some campus marketing tips.
- a. Design a flyer that includes these points (review [copyright power point](#) first)
 - i. Who, what, why, when, where,
 - ii. Gavilan College Logo
 - iii. Club or organization logo (if applicable)
 - iv. [ADA Statement](#)
 - v. All sponsoring parties which include those who donated participated in planning, or where the event is being held e.g. library.
 - b. Posting flyers around campus:
 - i. There are specific guidelines for posting flyers around campus. Check the posting guidelines [here](#), or stop by the ASGC office for more information.

- c. Sandwich Boards can be checked out for the day of the event. Submit [form](#) to the Student Life Coordinator.
 - d. Digital marketing: Email the flyer and event information to the Student Life Coordinator to reach any or all of these mediums.
 - i. Grad Guru is one of Gavilan's designated [phone apps](#).
 - ii. ASGC Events Calendar lists all events and activities for students.
 - iii. "What You Need to Know This Week" email goes to all Gavilan faculty, staff, students, and administration each week that lists all events and activities.
 - iv. Gavilan webpage: Certain events can be posted to the Gavilan College main page, but more likely is the Gavilan College Upcoming Events page.
 - e. Gavilan's Public Information Office (PIO) is a great resource for marketing and event planning. They have various methods of reaching the entire community, on and off campus. Contact the Student Life Coordinator to request assistance from the PIO.
 - f. Classroom announcements can be an effective way to reach a captive audience.
 - i. Always ask permission from the instructor first. Ask for no more than 3 min.
 - ii. Keep the "pitch" to 1-2 min.
 - iii. Have flyers available.
 - iv. Take a few questions, but the whole thing should not be more than 3 min.
 - v. Ask the students to see you after class if they are interested in helping out.
8. It's **almost** event time!
- a. Make purchases if needed and keep all receipts
 - b. Send out parking permits to special guests (contact the Student Life Coordinator).
 - c. If selling items, get some money to make change
 - d. Plan for the worse case scenarios. What if it rains and the event is outside, or what if the food runs out, or what if more people than planned attend?
9. **Event Time!**
- a. Setup should be completed 30 minutes prior to event start time. No one wants to wait because of poor planning.
 - b. Everyone should have clear roles and responsibilities. Here are a few types of roles.
 - i. Activity(s) monitor/facilitator
 - ii. Attendance monitor
 - iii. Cashier (usually the treasurer)
 - iv. DJ/audio monitor/moderator/emcee
 - v. Food sellers and servers
 - vi. Greeters
 - vii. Runners (to fill products or to get stuff during event)
 - viii. Setup and cleanup crews
 - ix. Special guest escort(s)
 - c. Cleanup can be done as the event is happening. Keeping the event area tidy will decrease the amount of time needed after the festivities have ended.

10. **Post –event** procedures and duties:

- a. Fill out reimbursement forms (if needed) accessible on the ASGC Forms [page](#).
- b. Turn in money collected using collection log [sheet](#) (if applicable).
- c. A debrief meeting with the club or committee should be done within one week of the event to discuss and submit the post-event evaluation [form](#):
 - i. What worked?
 - ii. What didn't work?
 - iii. What could have been done differently
 - iv. What suggestions would you make for holding this event in the future?
 - v. Did the event fulfill the intended purpose why/why not?
 - vi. Was the budget adequate?

Event Planning Time Line

See above for items	8 Weeks	7 Weeks	6 Weeks	5 Weeks	4 Weeks	3 Weeks	2 Weeks	1 Week	Event Day	1 Week	2 Weeks	3 Weeks	4 Weeks	5 Weeks
Planning Items 1-6														
Submit Forms Items 6d-f, 7c					Not less than 4 weeks									
Marketing Item 7														
Make Purchases Item 8														
Event Day Item 9														
Post-Eval Item 9														
Reimbursements Received										Petty Cash	More than \$50			

VIII. FIELD TRIPS AND CONFERENCES

At some time your club will probably want to plan an off-campus activity or attend a conference. While these can be valuable experiences for the club, there are a number of considerations to keep in mind

- **An advisor or designated staff/faculty supervisor must be present at all official on and off campus activities.**
- Gavilan College policy **prohibits the use of any drugs or alcohol** during any school sponsored activity, whether on or off campus. This is true **regardless of the age of the club member**. Advisors should also abstain from the use of drugs and alcohol during college sponsored activities.
- Club members must keep in mind that they are representing Gavilan College at all times. Any negative action or behavior could result in the loss of these privileges for the individual as well as the club. Depending on the nature of an offense, the student(s) could be subject to disciplinary actions as outlined in the Education Code Section 66300, 72122, 76030, AP5520, which can be found in the [Student Rights, Responsibilities, and Academic Standards Handbook](#).
- Students must be offered college transportation to and from the activity. Should a student decline this transportation, be sure that they sign a statement indicating the decline of transportation along with the [assumption of risk form](#).
- If students are providing official transportation for an event, ensure that you have copies of the driver's license and proof of insurance. Agree ahead of time whether mileage reimbursements will be provided, either through the travel and conference form or [ASGC Mileage Reimbursement Form](#). Ensure that seatbelts are worn at all times and that drivers do not exceed speed limits or vehicle capacities.
- **If the student is a minor**, be sure to obtain written parental consent to participate in the off-campus activity by using the [under 18 assumption of risk form](#).
- Prior to the trip, exchange contact information with the students in case of emergencies.
- Ensure that club members are aware of the rules and regulations relating to the conference ahead of time. Have members sign any pertinent paperwork prior to departure.
- If students will be missing classes, it is their responsibility to coordinate absences with their instructors.
- Since it is often necessary to pay for registration or other expenses prior to an activity or conference, some advisors have found it useful to ask the attendees for a deposit, which will be refunded at the time of the of-campus activity.

Possible forms needed to attend field trips and conferences:

- [Assumption of risk form](#)
- [Under 18 assumption of risk form](#)
- [ASGC Mileage reimbursement form](#)
- [Petty cash reimbursement for purchases under \\$50](#)
- [Reimbursements for purchases under \\$500](#)
- Travel and Conference forms can be found in the intranet by clicking the following links to login ([one day](#) and [multiple days](#)).

IX. OTHER USEFUL DOCUMENTS AND FORMS

Current [ICC Constitution](#)

Current [ICC Bylaws](#)

[Student Rights and Responsibilities](#)

Budget Forms

- [AASGC Agenda Item Request](#)
- [ASGC Budget Request](#)
- [ASGC Budget Transfer](#)

Facility Use Forms

- [College Hour Facility Use Form](#)
- [General Facility Use Form](#)

Fundraiser Policy and Forms

- [Club Fundraiser Policy](#)
- [Fundraiser Approval Request](#)

Purchasing Forms

- [Requisition](#)
- [W-9 Request for Taxpayer Identification Number & Certification](#)

Reimbursement Forms

- [Mileage Reimbursement](#)
- [Petty Cash Reimbursement for Purchases Under \\$50](#)
- [Reimbursement for Purchases Under \\$500](#)
- [Educational Foundation Claim Form](#)

Other Forms

- [Campus Posting Procedures](#)
- [Copyright Presentation](#)
- [Daily Collection Report](#)
- [Sign Board Usage Request Form](#)
- [Water and Soda Request Form](#)
- [After Hours Office Request Form](#)
- [Assumption of Risk Form \(extra-curricular\)](#)
- [Assumption of Risk Under 18 Form \(extra-curricular\)](#)
- [Club Member Information Form](#)