College of the Sequoias
Club Advisor Handbook
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I. Introduction to Advisors

This handbook has been prepared for the advisor’s guidance of clubs. It is hoped that officers of clubs and organizations will also find this handbook useful.

CLUBS: COS has over forty (40) active chartered clubs and organizations on campus. As an advisor, you have the privilege to provide direction and support to students as they take an active role through campus involvement. Although each organization serves specific needs or interests, it also provides the membership to enhance their social growth, establish healthy school spirit, promote values, and gain the understanding of the democratic process.

These opportunities will assist students in discovering their own individual uniqueness and potential through practical applications of critical thinking, civic, responsibility, leadership, free-expression, and contribute to building a sense of community on the district campuses.

STUDENT ACTIVITIES & AFFAIRS OFFICE: The Student Activities and Affairs office is a part of the Student Services Department and oversees the COS clubs on the campuses. Mission Statement: The Student Activities and Affairs office (SAA) is an essential and fundamental part of the college's educational mission; provides many diverse services and opportunities to enhance students' college life experience; encourages student life on campus by overseeing the Student Senate, Leadership Certificate Program, clubs/organizations, events/activities, and co-curricular programs; exists to provide a voice to College of the Sequoias students' ideas and opinions.

STUDENT SENATE: The Student Senate Commissioner of Clubs is the Chair of the Inter-Club Council (ICC). The Student Senate Leadership Class is the recognized Student Government Association that represents all students at COS. We have representatives on all of the major committees that affect the education of students. Student Senate interacts with students, faculty, and administration on a daily basis voicing the students' needs and concerns. The business of the Student Senate is carried out by the Student Senate Executive Board. Members comprising the Student Senate Executive Board are: President, Vice President, Student Body Ambassador, Student Board of Trustees Member, and five Commissioners of - Activities, Clubs, Records, Finance, and Publicity/Art. The Student Senate meetings are held weekly on Tuesdays from 11:10 am to 12 pm COS Board Room. Mission Statement: We, the students of the College of the Sequoias, in order to provide a better learning environment for all students will provide: a legislative body; social activities; co-curricular programs; and shared primary responsibility in all areas of collegial government.

I hope you will find this handbook helpful as your club or organization plans activities and events throughout the year. If you need any further assistance, feel free to contact me at the Student Activities and Affairs Office (Giant Forest – Room 123). I will be more than happy to assist you in any way possible.

Thank you for volunteering your time to be a club advisor. Without your support and dedication to students, campus clubs would not be possible.

Debbie Douglass, Director of Student Activities and Affairs / Advisor of Student Senate
II. Role of an Advisor
The success or failure of most club programs rests in the hands of the advisor. In a two-year college program where the student body turnover is inevitable, the clubs and organization are highly dependent on the advisor. It is the role of the advisor to provide knowledge, guidance, and direction as the new members try to carry on activities, traditions, and services of the group. Advisors are asked to give their time and talents to this important out-of-classroom program.

III. Responsibilities of an Advisor
To make advisorship of clubs or organizations run smoothly, there are certain factors that are deemed necessary. Listed below are important steps for ALL ADVISORS to follow:

1. Advisors are strictly volunteer positions. There will be no monetary or any other type of compensation for time spent with the club or on club trips and events.

2. Advisors are responsible for proper supervision by attending any and all meetings and/or activities staged by the group, which he/she is advising.

3. Advisors should supervise all financial transactions, the handling of club funds, opening the club account in Accounts Receivable Office, and the maintenance of financial records. Expenditures will not be processed without the approval of the advisor.

4. Advisors should play an active role in helping students set up a meaningful program that is consistent with the club’s constitutional purposes and with the aim of higher education.

5. Advisors should encourage the development of initiative, responsibility, and leadership to the student members.

6. Advisors will be notified by district police annually about the requirement to participate in a mandatory annual online training to identify and report district crime for student Cleary reporting.

IV. Club and Organization Procedures
(As per the Student Senate Constitution and By-Laws)

HOW TO ORGANIZE A CLUB:
A club organization is governed by the College of the Sequoias Student Senate By-Laws. As an advisor, it is important that you make yourself familiar with the policies and procedures of these By-Laws.

CHARTERS:
Any group which is to be organized on the College of the Sequoias campuses shall be required to be chartered by the following procedures:
Obtain a “Club Charter Form” from the Student Activities and Affairs office. Information on this form, which is a request to be organized or recognized, shall include the following information:

1. Name of the organization
2. Name and signature of the staff advisor
3. Purpose and need of this organization
4. A copy of the Constitution and By-Laws
5. The approximate number of interested students (list)
6. The time, day, and location the group will meet

This request, with the information attached, must be submitted to the Student Activities and Affairs Office for club charter consideration and will be submitted to the Student Senate Executive Board business meeting.

The request to “Charter a New Club” must be approved at a regular scheduled Student Senate Executive Board meeting for final approval and chartering.

The Student Activities and Affairs Office will be responsible for the completion of the charter form. The SAA Office will process the following:

1. Notify the advisor of the status of charter decision
2. Obtain the necessary signatures for the charter form
3. Return a copy of the charter form to the advisor for their club files. Retain the original charter form in the club file in the Student Activities and Affairs office and submit a copy of the charter to the COS Business Office to create a club account.

**INTER-CLUB COUNCIL (ICC) MEMBERSHIP:**

All chartered clubs and organizations shall be required to have a representative or delegate present at all Inter-Club Council (I.C.C.) Representative Meetings.

Any club that does not have representation at five (5) consecutive required Inter-Club Council Meetings may be penalized as follows:

- Be placed on a one-month probation
- Will not be permitted to use college benefits and privileges, such as facilities and special funds
- All club funds will be frozen until the club is off of probation
- Club risks losing their club charter

If the expelled club is not reinstated within four (4), club funds shall be absorbed into the Student Senate Executive Board’s Club Trust Fund. To be reinstated, a club must follow the guidelines stated in the Student Senate Bylaws along with being reviewed by the Inter-Club Council.
An appeal process to these regulations can be made to the Student Activities and Affairs office. A written appeal will be requested and taken to the Student Senate for review. The Student Activities and Affairs office will notify the club advisor of the outcome.

**I.C.C. ELECTION RESPONSIBILITIES:**
The Inter-Club shall be responsible for electing a chairperson to preside in the absence of the chair.

The Inter-Club Council shall be chaired and called to order by the Commissioner of Clubs.

The Inter-Club Council shall be responsible for electing a secretary to take accurate records of the council meetings.

**I.C.C. MEETINGS**
The Inter-Club shall meet a minimum of twice per month and be called by the Commissioner of Clubs / ICC Chairperson. Dates, time, and location will be set by the Commissioner of Clubs and Student Senate Advisor each semester. A memo with the meeting information will be sent to Club Advisors and ICC Representatives. It will also be posted on the COS web site and Student Activities and Affairs office.

**I.C.C. RESPONSIBILITIES**
The Inter-Club Council Chair shall report to the Student Senate Executive Board any information that may include the participation of any club at an event held on campus.

- Assist non-active and new clubs to organize on campuses
- Shall help provide any needed information for clubs
- In its relationship to the Student Executive Board, the Councils’ authority shall be one of advisory and information of club activities
- Shall be an Advisory Council to all clubs when needed

**V. Role of the Commissioner of Clubs**

**INTER-CLUB COUNCIL** - Refer to the Student Senate By-laws.

**VI. How to Conduct a Club Meeting**

**INTRODUCTION**
Club and organization presidents may benefit by visiting the Student Senate Executive Board Meetings, held on Tuesdays in the (Student Senate Executive Board) where principles of leadership, parliamentary procedure, and discussion techniques are used. Acquaintance with the material covered in this class should lead to better organized meetings and a more effective leadership.

Student leaders (club and organization officers) are urged to become familiar with parliamentary procedures. The following paragraphs may serve as a start toward achieving the objective of conducting an effective meeting.

**INGREDIENTS OF AN EFFECTIVE MEETING**
A degree of formality:
The presiding officer must take charge, keep order, and see that the membership lives up to the objectives of the group and uses proper procedure for reaching a decision.

**A RECORD OF WHAT TRANSPRIES AT THE MEETING SHOULD BE KEPT:**

A secretary should be elected or appointed who will carry out the traditional duties of a secretary, such as keeping a record of the proceedings. If this is not done, the group runs a risk of not knowing just what was proposed and passed.

The most effective means of keeping the membership informed or reminded of decisions reached, is to duplicate the minutes for distribution to all members.

**AN AGENDA:**

The leaders should come to meetings with a list of subjects to be brought up for discussion. Failing to do this may make the group conclude that they are meeting without a real purpose.

Large groups should have a copy of the agenda for each member.

**USUAL ORDER OF BUSINESS (FLEXIBLE):**

- a. Call meeting to order
- b. Reading or dispositions of minutes of previous meeting
- c. Reports of standing committees
- d. Reports of special committees
- e. Unfinished business
- f. New business
- g. Announcements
- h. Adjournment

**CHAIRPERSON’S MEMORANDUM:**

- a. The presiding officers should have a more detailed guide for the meeting than the usual agenda.
- b. This memorandum will serve as a reminder to the chair regarding announcements, minutes, reports, and business.

**THE COURSE OF MOTION:**

- a. Member addresses the chair
- b. Chair recognizes the member
- c. Member states his/her motion
- d. Another member seconds the motion
- e. Chair restates the motion (*The Chair can simplify his job by requesting that the maker of the motion put the motion in writing for the secretary and for himself.*)
- f. Discussion
- g. Vote
- h. Chair announces results

**AMENDMENTS**

- a. Main motions can be amended by adding to them, eliminating words, or by both adding and eliminating.
- b. Amendments can also be amended.
c. Only one amendment to a main motion can be considered at a time. Also, only one amendment is in order at any one time.
d. It is in good practice for the Chair to insist on a proper phrasing of a motion and amendments before he restates them.
e. Most clubs and organization leaders will only need to know who is to handle main motions and amendments. If they can do this well, their meeting will be better than average.

**Precedence:**

Meetings can become chaotic if certain simple rules of precedence are not followed. Listed below in order from highest (1) to the lowest number (11) are suggestions of precedence:

1. Adjourn
2. Recess
3. Privilege
4. Table
5. Vote *(previous motion)*
6. Limit debate
7. Postpone definitely
8. Refer to committee
9. Amend
10. Postpone indefinitely
11. Main motion

After a main motion has been introduced, seconded, and restated, any of the above from 1 through 6 is in order. If “refer to committee” is proposed, seconded, and restated, then all the numbers below it are out of order. Following this principle, no matter what is before the group, the motion to adjourn is in order. Refer to “Roberts’ Rules of Parliamentary Procedures.”

**Code of Presiding Officer of Meetings:**

She/he

a. is the leader of the meeting
b. is at the same time the servant of the assembly
c. is impersonal *(do not say “I”, say “The Chair”)*
d. is impartial
e. does not openly advocate or oppose a measure at a meeting
f. maintains order
g. sees that the meeting moves along and makes progress
h. knows enough parliamentary procedure to conduct an effective meeting

**VII. How to Plan an Event**

**IDEA PLANNING**

Perhaps the most important step in planning an activity is to sponsor the type of event or activity that will meet both the needs of your club members and also benefit the Student
Senate. Once your club has decided upon an idea, you are well on your way to a successful event, if you proceed by using the following steps.

**Activity Date Request - All Roads Begin Here!**

Prior to starting an activity, you will need to check the master activity calendar in the Student Activities and Affairs office. If the date and location proposed does not conflict with another activity, the club advisor must complete an Activity Date Request form (ADR). The ADR form may be obtained in the Student Activities and Affairs office or online in electronic forms. *(This form is for approved outside areas – including parking lots – forms must be submitted no less than two weeks prior to a planned event date.)*

**Facilities Request - To Reserve Rooms**

If you need a room reserved for your event, a Facilities Request Form must be completed and submitted to the Facilities Office. Forms are available in the Student Activities and Affairs Office or online in forms. Requests must be submitted two (2) weeks prior to the event.

**Publicity - Necessary For All Events!**

Use the Weekly Bulletin issued from the Student Activities and Affairs Office. The Weekly Bulletin is distributed to all COS Staff, posted on various campus bulletin boards, and posted on the COS Web Site. In order to advertise or announce an event in the bulletin a request must be submitted to the Student Activities and Affairs Office by 12:00 pm on Thursday.

Club flyers must be submitted to the Student Activities and Affairs office for approval before posting on bulletin boards. Postings may remain on the bulletin boards for 30 days or until the day after the event, if less than 30 days from posting. *(Maximum of ten flyers)*

**Vendors**

Vendors coming on campus are approved through the Student Activities and Affairs office.

**School Newspaper - A Good Publicity Factor!**

The main consideration in using the school newspaper is that the newspaper staff needs time to plan for a major story. Major stories are planned prior to the issue. This gives the writer time to get the assignment, gather the information, write the story, and return it back to an editor by their set deadline.

Also, you may remember that the best way to get something in the school paper is to talk to an editor personally. The club publicity person should have the basic information (who, what, when, where, why, how, etc.) all out and ready to hand to the editor after the discussion. The publicity person’s name and phone number should also be included in case the paper needs to contact them for additional information.
Lastly, you should approach the job of getting something in the paper as a selling situation. You need to be prepared with typed information, call, make an appointment, and go visit the journalism department to convince the editor that the event deserves much more than a mention in the calendar or news brief section.

**Completion of Details - Important to follow through!**

Once your activity has been planned, the proper forms completed and the publicity out, you can sit back and let it all happen. Right?? Wrong!! Although you are probably on your way to a successful event, it is the club’s responsibility to organize the event and see it through to its completion, which most likely will involve a clean-up committee. To insure that your club or organization will be allowed to use college facilities, an activity must always be well supervised by the advisor. It is also recommended that a written evaluation of the event be completed by each of the participating members of your organization and be kept on file so that future groups planning a similar event can be more effectively planned. If an event is scheduled after regular business hours, a fee may be charged to use COS facilities.

**VIII. Financial Procedures**

**Requesting a Cash Box for Club Events:**

Clubs needing a cash box from Accounts Receivable/Cashiers Office must complete a request form at least 72 hours prior to the activity.

**Advisor:**

In an effort to comply with good audit procedures and to help the Accounts Receivable Office process Student Senate and Co-Curricular accounts in the most expedient and efficient way possible, the following procedures will be in effect at all times.

Any club or organization, which handles money throughout the year, IS REQUIRED TO DEPOSIT THEIR FUNDS IN THE ACCOUNTS RECEIVABLE OFFICE. Your group will then be provided with a student body account. This free college service provides you with excellent means of accountability. As funds are requested, you will need to request a student body check request form. Check request forms are available in the Student Activities and Affairs Office or online in forms.

**Check Requests:**

All Student Body Check Requests will be turned in to the Accounts Payable Office. This must be done NO LATER THAN MONDAY of each week by 4:00 pm, if it is needed by Friday.

To protect College of the Sequoias, and you, the Check Request will need your signature and a signature of a designated student.

In order to aid the record keeping process you are required to have the following information completed on each request:

1. List the account number and name of club.
2. Place a check mark in the appropriate account category.
3. List the complete address and Banner ID.
4. List the purchase order number that was issued if you are paying an invoice.
5. Sign each request on the “Approved by Advisor” line.
6. You must have a student Officer’s signature also before submitting the request.
7. Submit the completed check request to the Accounts Payable Office for payment.

**INACTIVE CLUB ACCOUNTS:**

After clubs have been inactive for one year, the funds would be transferred to a trust holding account.

If no activity exists with the second year, that money would then be transferred into a special student body budget which would be used to assist clubs with projects that benefit the Student Senate as a whole.

A. **EXPENDITURES FROM TRUST ACCOUNTS**

Expended from Trust and Club accounts should be consistent with the purpose to which the funds are held in trust. This is interpreted to mean the expenditure of funds would support, enhance, and/or further the activity consistent with the conditions (if any) stipulated by the provider of the revenues. If any moneys are collected for a field trip, athletic team, or a student club, they should be expended to benefit the activity for which the moneys were collected. There must be a clear relationship between the expenditure and the purpose of funds.

B. **SIGNATURES**

Clubs

1. Advisor
2. Club Officer or Commissioner of Finance

Co-Curricular

1. Advisor / Coach
2. Student Activities & Affairs Director

Athletics (Trust)

1. Coach
2. Dean

Student Senate

1. Student Activities and Affairs Director
2. Commissioner of Finance or STUDENT SENATE Student President

C. **CHECK REQUEST DOCUMENTATION**

No payment shall be made to vendors or individuals without the proper supporting documentation.

1. **Advances**

   a. Clearly state that the request is for an advance payment
   b. State purpose of request
   c. Turn in receipts as soon as possible
   d. If advance is greater than receipts, return the remaining cash to the Cashier’s Office and provide a copy of deposit to Accounts Payable
   e. If advance is less than the total expenses, complete a new check request for reimbursement of the difference
2. **Purchase of Materials**

   a. Original Invoice that includes breakdown of:

      1. Material
      2. Sales Tax
      3. Labor (if applicable)
      4. Packing slip or verification by signature that items were received as billed

3. **Payment for Services Rendered**

   a. Original invoice that includes:

      1. Date services were provided
      2. Activity for which the service was provided

   b. Copy of contract (if applicable)

   c. Completed W-9 Form (if paying an individual)

4. **Reimbursement to an Individual – You cannot approve to reimburse yourself**

   a. All original invoices and receipts with the vendor’s name printed on them

   b. Agenda with proof of attendance at an authorized event, function, or activity

   c. List names of persons attending (if applicable)

   d. Tip reimbursement cannot exceed 15%

   e. Mileage reimbursement needs to have the destination and total miles multiplied by the current IRS rate (check with Accounts Payable for current mileage reimbursement), even if you are requesting less reimbursement

5. **Out of State Purchases**

   Prepare a second check request for the sales tax to reimburse the District. The District pays out of state sales tax to the State of California as use tax

D. **Accountability of Non-Consumption Items**

   1. Advisor / Coach is responsible for the inventory

   2. If items are given away, attach a list of names or the event

   3. If items are sold, reference deposit of funds if possible

E. **Fund-Raising**

   1. If sales exceed $500 for a fund-raiser, a Revenue Potential form **must** be completed before the date of the event

   2. The second section of the Revenue Potential form **must** be completed at the close of the event
F. **CHECK AVAILABILITY**

Completed check requests will be processed according to Check Request Schedule. If information is missing, the check may be delayed

**BEFORE CHECK REQUESTS CAN BE PROCESSED FOR THE NEW SEMESTER:**

1. All prior year outstanding advances need to have backup turned in
2. Authorized Signature Form completed and turned into Accounts Payable.
3. Prior to issuing cash boxes for events the Authorized Signature form will need to be on file and only the Advisor, Co-Advisor, President, or Treasurer will be able to request a cash box
4. All Advance Check Requests MUST be used for what is specified on the Check Request. If the Check Request is not going to be used as specified it MUST be returned and a new Check Request needs to be filled out

**IMPORTANT NOTE**

Sign-in Sheets are required with participant’s signature and amount when receiving stipends.

IX. **Vehicle and Drivers**

1. COS vehicles must be reserved at Facilities.
2. Only approved faculty and student drivers will be allowed to drive the vehicles.
   a. Student Driver Request forms are available and processed in the Student Activities & Affairs office.
      i. Students must be at least 20 years old
      ii. Have had a license for at least 2 years
      iii. Complete the Safety Defense Training – online
      iv. Submit completed packet to the Student Activities and Affairs office:
         Student Driver Liability Form, DMV Form 1101, Defensive Driving Completion Certificate, DMV Driver report, and valid CA Driver’s License.
   b. Staff Driver Request forms are available and processed in the Facilities Office.

X. **Revisions of Club Advisor Handbook:**

Backup Required for Trust or Club Check Requests

**Event or Function**
- If there is an Advance – receipts are required within 7 days of the event
- Receipts
- Expense Report completed and submitted with receipts
- Description *(flyer if available)*
- Club Minutes *(if applicable)*
- List of club members attending or receiving benefit
- Sign-in sheet *(if applicable)*
- Signatures *(Advisor & Club Officer or Commissioner of Finance or Dean if it’s a Trust Account)*

**Athletic Function**
- Receipts
- Travel Expense Report *(if applicable)*
- For food stipend – List with original signatures and amounts
- Include Athletic Schedule indicating date
- Signatures *(Coach & Athletic Director)*

**Food for Meetings**
- Receipts
- Date of meeting
- Club Minutes
- Sign-in Sheet
- Signatures *(Advisor & Club Officer or Commissioner of Finance or Dean if it’s a Trust Account)*

**Fund-raising**
- Receipts
- Signatures *(Advisor & Club Officer or Commissioner of Finance or Dean if it’s a Trust Account)*

**If purchases for the fund-raiser exceed $500, the following is required:**
- Revenue Potential Form 1st Section *(Prior to Event)*
- Revenue Potential Form 2nd Section *(Close of Event)*

**Contract Services**
- Event *(Flyer if available)*
- Date services were provided
- W-9 for payee
- Description of services provided
- Agreement for Personal Services
- Signatures *(Advisor & Club Officer or Commissioner of Finance or Dean if it’s a Trust Account)*

**Travel**
- Receipts
- Travel/Conference Request & Expense Report *(Include all expenses and note if paid separately)*
- Flyer/Agenda *(re: purpose of travel)*
- Club Minutes *(if applicable)*
- Signatures *(Advisor & Club Officer or Commissioner of Finance or Dean if it’s a Trust Account)*
XI. PARLIAMENTARY PROCEDURE

The a-b-c's of Parliamentary Procedure

National Association of Parliamentarians
213 South Main Street
Independence, MO 64050-3850
Telephone: 816.833.3892
Fax: 816.833.3893
E-Mail: hq@nap2.org
www.parliamentarians.org
Toll Free: 888.627.2929

http://ashraesd.org/abc.pdf
A Fixed Agenda, or order of business, is generally followed by organizations using parliamentary procedure. Here’s a typical example:

1. **Call to Order**
   - If a quorum is present, the chairperson conducting the meeting says, "The meeting will come to order."

2. **Minutes**
   - The secretary reads a record of the previous meeting.

3. **Officers’ Reports**
   - Officers and standing committee chairpersons may report on their activities. Some may also report at annual meetings.

4. **Reports of Special Committees**
   - Special (ad hoc) committees report on tasks for which they were created.

5. **Special Orders**
   - This is a motion to carry out business previously designated for consideration at this meeting.

6. **Unfinished Business**
   - This is business that has come over from the previous meeting.

7. **New Business**
   - New topics are introduced.

8. **Announcements**
   - These include the assembly of the people at the meetings of other subjects and events.

9. **Adjournment**
   - The meeting ends by a vote or by general consent (or by the chair’s decision if the time of adjournment was previously determined by vote).

![Image of a group of people in a meeting]

**There are 5 General Types of Motions**

1. **Main Motions**
   - These introduce subjects for consideration. They cannot be moved when another motion is pending. In general, they are considered before other types of motions.

2. **Subsidiary Motions**
   - These change or affect how the main motion is handled. They are voted on before the main motion.

3. **Privileged Motions**
   - These concern special or important matters not related to pending business. In general, they are considered before other types of motions.

4. **Incidental Motions**
   - These are questions of procedure that arise out of other motions. They must be considered before other motions. For example:

   - **I move to amend the motion by striking out...**
   - **I move to consider...**
   - **I move to reconsider...**
   - **I move to suspend the rules for the purpose of...**

5. **Motions That Bring a Question Again Before the Assembly**
   - These enable certain items to be reconsidered. In general, they are brought up when no business is pending.

**Some Questions Relating to Motions:**

- **Is it in Order?**
  - Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

- **May I interrupt the speaker?**
  - Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been acknowledged.

- **Do I need a second?**
  - Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

**Can it be Amended?**

- Some motions can be changed by taking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

**What Vote is Needed?**

- Most require only a majority vote (more than half of the members present and voting). But, motions concerning the rights of the assembly or to its members need a two-thirds vote to be adopted.

**Can it Be Recomconsidered?**

- Some motions can be debated again and revived to give members a chance to change their minds. The motion to reconsider must come from the writing side.

*Quorum is the number or percentage of members that must be present for business to be conducted legally. The exact number is usually stated in the bylaws.*

*Some assembly may hold electronic meetings, such as videoconferences or conferences in which votes can be taken to nearly simultaneous voting, but they may not follow the strict rules of parliamentary procedure.*

The table on pages 8 and 9 answers these questions for some specific motions.
PARLIAMENTARY PROCEDURE AT A GLANCE

Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:                  YOU SAY THIS:                  MAY YOU ADDRESS THE ASSEMBLY? DO YOU NEED A SECOND? IS IT IN ORDER? CAN IT BE AMENDED? WHAT VOTE IS REQUIRED? CAN IT BE DEBATED?

ADJOURN MEETING  "I move to adjourn." NO YES NO NO NO MAJORITY NO

CALL AN INTERMISSION  "I move to recess for..." NO YES NO NO NO NO VOTE NO

COMPLAIN ABOUT HEAT, NOISE, ETC.  "I rise to a question of privilege." YES NO NO NO NO NO VOTE NO

TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE  "I move to lay the motion on the table." NO YES NO NO NO NO VOTE NO

END DEBATE AND AMENDMENTS  "I move to put the previous question." NO YES NO NO NO NO VOTE NO

POSTPONE DISCUSSION FOR A CERTAIN TIME  "I move to postpone the discussion until..." NO YES YES YES MAJORITY YES

GIVE CLOSER STUDY OF SOMETHING  "I move to refer the matter to committee." NO YES YES YES MAJORITY YES

AMEND A MOTION  "I move to amend the motion by..." NO YES YES NO MAJORITY YES

INTRODUCE BUSINESS  "I move that..." NO YES YES YES MAJORITY YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW, THERE IS NO ORDER...

PROTEST BREACH OF PRIVILEGE EMPOWER" "I rise to a point of order." YES NO NO NO NO VOTE NO

VOTE ON A RULING OF THE CHAIR "I appeal from the chair's decision." YES YES YES YES MAJORITY YES

SUSPEND RULES TEMPORARILY "I move to suspend the rules so that..." NO YES NO NO NO NO

AVOID CONSIDERATION OF AN IMPROPER MATTER "I object to consideration of this motion." YES NO NO NO NO NO VOTE NO

VERIFY A VOICE VOTE BY HAVING MEMBERS STAND "Call for a division," or "Division!" YES NO NO NO NO NO VOTE NO

ANNUAL INFORMATION "Point of information." YES NO NO NO NO NO VOTE NO

TAKE UP A MATTER PREVIOUSLY TABLED "I move to take from the table..." NO YES NO NO NO MAJORITY NO

RECONSIDER A NASTY ACTION "I move to reconsider the vote on..." YES NO YES NO NO NO MAJORITY NO

NOTES: (1) Unless ruled out, voters may be recorded. (2) VICTORY VOTES must be taken up on the motion. (3) Unless the motion is an appeal, it cannot be amended. (4) Unless the chair has the right to vote, and unless the motion is an appeal, it cannot be amended. (5) A RULING IN REVERSE REQUIRES VOTES of the Assembly for decision. (6) Only if the speaker has the floor, and the motion has not actually begun to speak. (7) Unless the motion to be reconsidered is not admissible.

HOW DO I PRESENT MY MOTION?

Here's what happens when you want a motion considered:

1 You obtain the floor
   - Wait until the previous speaker is finished.
   - Rise and address the chair.
   - Say, "Mr. (or Madam)
     Chairperson" or "Mr. (or Madam) President."
   - Give your name. The chair will recognize you by repeating it.

2 You make your motion
   - Speak clearly and concisely.
   - State your motion affirmatively. Say, "I move that..."
   - Don't talk about what you did not do.
   - Stay on the subject and avoid personal attacks.

3 You wait for a second
   - Another member will say, "Second the motion."
   - Or, the chair will call for a second.
   - If there is no second, your motion will not be considered.

4 The chair states your motion
   - The chair must say, "It is moved and seconded that we..."
   - After the happenings, debate or voting can occur.
   - Your motion is now "assembly property," and you can't change it without consent of the members.

5 You expand on your motion
   - As the person who made the motion, you are allowed to speak first.
   - Direct all comments to the chair.
   - Keep to the time limit for speaking.
   - You may speak again after all other speakers are finished.
   - You may speak a third time by a motion to suspend the rules with a two-thirds vote.

6 The chair puts the question
   - The chair asks, "Are you ready for the question?"
   - If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
   - The chair announces the results.
THE METHOD OF VOTING ON A MOTION

depends on the situation and on the bylaws of your organization. You may vote by:

**VOICE**

The chair asks those in favor to say "ayes" and those opposed to say "no" (or majority votes only). A member may move for an exact count.

**SHOW OF HANDS**

Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.

**ROLL CALL**

If a record of each person's vote is needed, each member answers "yes," "no" or "abstain." Members show consent by their silence. If someone says, "I object," the matter must be put to a vote.

**BALLOT**

Members write their vote on a strip of paper. This is done when secrecy is desired.

MORE ABOUT VOTING

**A MOTION TO LAY ON THE TABLE**

This motion is used to lay something aside temporarily to take care of an urgent matter. It should not be used to prevent debate or to kill a question. Members can "take from the table" a motion for reconsideration. This must happen at the end of the current or next session (depending on how soon the next session is rescheduled).

**A MOTION TO POSTPONE INDEFINITELY**

This is parliamentary strategy. It allows members to dispose of a motion without making a decision for or against. This is useful in case of a badly chosen main motion for which either a "yes" or "no" vote would have undesirable consequences.

GLOSSARY AND INDEX

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<tr>
<td>To change a motion</td>
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<td>Ways to amend</td>
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<tr>
<td>How to move to amend</td>
<td>6-9</td>
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<tr>
<td><strong>COMMITTEE</strong></td>
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<tr>
<td>A group of members chosen for a certain task</td>
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<td><strong>DEBATE</strong></td>
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<td>Discussion about a motion</td>
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<td>Members' right</td>
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<td>When it occurs</td>
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<td>Adopting a motion</td>
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<tr>
<td>Without a vote</td>
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<tr>
<td><strong>IN ORDER</strong></td>
<td>7</td>
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<tr>
<td>Relevant to the business at hand</td>
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<tr>
<td><strong>MAJORITY</strong></td>
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<tr>
<td>More than half of the members present and voting</td>
<td>7</td>
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<tr>
<td>When required</td>
<td>6-8</td>
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MOTION

A proposal that the assembly take a stand or take action on some issue.

- Types of motions: 6, 13
- Procedures affecting motions: 6-7
- Typical motions: 8-9
- How to make a motion: 10-11

QUORUM

Number or percentage of members that must be present to conduct business legally.

SECOND

A verbal signal from a member that he or she wishes to consider a motion just made. Members' right.

When required: 7-9

How to give a second: 11

VOTING

Means by which motions are accepted or rejected by the assembly:

- Members' right: 5
- What vote is needed: 7-9
- Method of voting: 12

Soo...

PARLIAMENTARY PROCEDURE HELPS GET THINGS DONE

- **MAKE MOTIONS** that are in order.
- **OBTAIN THE FLOOR** properly.
- **SPEAK** clearly and concisely.
- **OBEY** the rules of debate.

And, most of all, be courteous.

That's always in order!
XII. Samples of Forms

* Find Forms Online

Most forms are available online. Please see notes on sample forms – some forms are provided by departments.

http://cos.edu/About/FacultyStaffSupport/Forms
Frequently Used Forms – for Clubs

Activity Date Request - Quad / Outside areas
Club Trust Check Request
Expense Report
Facilities Request - Buildings / Rooms / Interior areas
Student Driver Approval - no link - located on the U-drive “Student Driver” folder
Revenue Potential
Transportation Request
Travel / Conference Request - (advisors)
Trip Forms - no link - located on the U-drive “Student Activities & Affairs” folder

Other

All COS Forms
COS Social Media
Marketing & Graphics - Information and Assistance - Banners, posters, flyers, etc.
Student Senate Club Fund Raising Sales Procedure

In response to audit findings about the handling of cash during club fund raising events, COS Fiscal Services and the Student Activities and Affairs office are establishing and implementing a new cash control procedure. The goal is to remove the possibility of mistakes or the potential theft or fraud of club funds. As with all new procedures, it will take time, diligence and patience to transition successfully. These procedures are for COS clubs/organizations only.

<table>
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<th>Control Procedure</th>
<th>Type of Event</th>
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<td>Club booth sales</td>
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<tr>
<td></td>
<td>Sale of advertising space</td>
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<td></td>
<td>Off main campus sales</td>
</tr>
<tr>
<td>Sign in for Donations</td>
<td>Service provided for donation (i.e. Car wash)</td>
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</table>

**Pre-numbered Receipts**

1. Cash box should be picked up the day of the event.
2. The cash box will include pre-numbered receipts and a Club Deposit Reconciliation Form. The Cashier will record the number series of receipts being used (i.e. 1-500) on the Club Deposit Reconciliation Form.
3. A Revenue Potential Form must be completed.
4. On each Pre-numbered receipt, clubs must record the total amount for items sold and amount of any donation.
5. At the club event, 2 club members should man the cash table at all times. One club member to take the cash and one club member to record and hand out receipts.
6. At end of event you must balance your receipts to your cash box.
   A. Count the cash collected and subtract the seed amount. Record on Club Deposit Reconciliation Form the coin and currency collected.
   B. Next, calculate the total of all sales and donations from the receipts and record on Club Deposit Reconciliation Form.
   C. Explain any difference between the cash collected and the receipt total.
      Note: Two people should count the cash. It is recommended that the faculty advisor is one of the two.
7. Return cash box, all receipts including unused receipts, and the reconciliation to cashier’s office.
8. If revenue earned is over or under $500 the amount estimated on Revenue Potential Form, the reason must be explained on form and copy sent to faculty advisor and Chief Accounting Officer.

9. If cash box does not balance to receipts;
   A. An e-mail notice will be sent to the Club Advisor and Student Senate Director.
   B. After three (3) notices are received in an academic year, the club may lose its cash box privileges in that academic year. In the event a club loses cash box privileges, the Club Advisor should submit a letter to Fiscal stating why the club should be allowed to continue with cash box privileges and how the club plans to correct cash control issues. Fiscal will review each incident case by case to determine if cash box privileges should be re-instated.

10. Under no circumstances may any cash be taken from the cash box to purchase items or reimburse Club members/advisors. Any expenses must be out-of-pocket and a reimbursement request submitted to accounts payable for processing.
   - Any items purchased with EBT card (food stamps) will not be reimbursed.
   - Violation of these rules will be grounds for immediate revocation of all cash box privileges.

Fund Raising Functions that accept Donations only

1. When a cash box is picked up, the Revenue Potential Form must be completed.
2. At the event, utilize the College of the Sequoias Donation Sign In form.
3. Each customer must print name and dollar amount donated.
4. At end of event balance cash box to sign in sheet. Add up all donations and compare to cash box total less seed amount.
5. Return cash box and sign in sheet to cashier’s office.
6. Cashier will verify that sign in sheet balances to cash box.
7. If cash box does not balance to Donation Sign In Form;
   A. An e-mail notice will be sent to the Club Advisor and Student Senate Director.
   B. After three (3) notices are received in an academic year, the club may lose its cash box privileges in that academic year. In the event a club loses cash box privileges, the Club Advisor should submit a letter to Fiscal stating why the club should be allowed to continue with cash box privileges and how the club plans to correct cash control issues. Fiscal will review each incident case by case to determine if cash box privileges should be re-instated.

8. Under no circumstances may any cash be taken from the cash box to purchase items or reimburse Club members/advisors. Any expenses must be out-of-pocket and a reimbursement request submitted to accounts payable for processing.
   - Violation of these rules will be grounds for immediate revocation of all cash box privileges.

Effective 10/21/2010

915 S. Mooney Blvd. ● Visalia, CA 93277 ● (559) 730-3200 ●
www.cos.edu
### College of the Sequoias Fund-Raising Event

(Use this form for car washes & sale of other non-food items.)

<table>
<thead>
<tr>
<th>Name of Event</th>
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<table>
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<tr>
<th>Club/Organization</th>
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<table>
<thead>
<tr>
<th>Customer Name (Printed)</th>
<th>Customer Address</th>
<th>Amount</th>
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915 S. Mooney Blvd. • Visalia, CA 93277 • (559) 730-3700 •

www.cos.edu
Fund Activity Consent Form

The purpose of this form is to document the general consensus of club members for use of club funds. Using it is not a complicated process and it provides an internal control of how the club funds are used.

1. Make copies of the form to have on hand for club meetings.
2. Each time a motion is made to use club funds, simply fill in the blanks of the form:
   a. Club name
   b. Date of the meeting
   c. Motioning member’s name
   d. The motion
   e. The amount
   f. And the purpose of the fund use
3. If the motion involves spending more than $600.00, take a roll call vote and have each attending member sign their name and circle Y (yes), N (no) or A (abstain).
4. Tally up the votes at the bottom of the page.
5. Have the attending Advisor sign at the bottom.
6. Regardless of the approved dollar amount, this form must be attached to any check request submitted to Accounts Payable.

For the remainder of the Fall 2009 semester, this form will not be required. However, starting in the Spring 2010 semester, check requests will not be processed unless this form is attached. It is advisable that all clubs get into the practice of using this form.

If you have any questions regarding the implementation of this new procedure, feel free to call Nancy Morgan at 737-4885.
1. Check Requests – Form is on the COS web site in internal forms
   a. Reimbursements
      i. Checks for clubs, Trusts & Farm payments are usually run on Tuesdays. Please submit check requests and invoices by Monday afternoon in order to have them processed on Tuesday.
      ii. Attach receipts – it is best if they are taped to a sheet of paper so they don’t get lost
      iii. Club signatures: Club Advisor, Club Officer
           - Make sure that if a club member is requesting to have him/herself reimbursed, another officer needs to authorize it
      iv. Attach flyer of the event
      v. Attach minutes stating club approval
   b. Advances
      i. Attach flyer for event
      ii. Attach minutes authorizing the advance
      iii. After event (within 30 days), submit expense report with receipts and left over cash to the cashier
      iv. Any club that does not submit back up paperwork in a timely manner will no longer be able to request advances

2. Limit on Gifts
   a. Gifts given for recognition or appreciation is limited to $20.00 per person (refer to hand out)

3. Sales tax
   a. Fund raising items other that food will need to have 9% sales tax added in (refer to hand out)
   b. Purchases and reimbursements that were not charged sales tax will need to have an additional check request done so COS can pay it. Make check request payable to COS.

Any questions, please call Nancy Morgan 737-4885 or ASB Clubs 780-3869
### STUDENT SENATE
### CLUB INFORMATION SHEET / AUTHORIZED SIGNATURE FORM

Please return this form to the Student Activities & Affairs office by: **August 31, 2017**
(Giant Forest Bldg. Rm 123 or email to reneec@cos.edu)

---

**Name of Organization / Club:**

**School Semester:** Year 2017   Fall ✓  Spring  Fund #

**Club Meeting Information**

Day(s) of the Week  Time(s)  Building / Campus  Room Number

---

**Club Advisor and Officer Information (please type or print clearly)**

**Advisor**

Print: ____________________________

Signature: _________________________

Ph. Ext. #: __________  Office Bldg/#: __________

COS Email: _______________________

**Co - Advisor**

Print: ____________________________

Signature: _________________________

Ph. Ext. #: __________  Office Bldg/#: __________

COS Email: _______________________

**Club President**

Print: ____________________________

Signature: _________________________

Cell Ph. #: _______________________

Giant Email: _____________________

Banner ID: _______________________

**Club Vice President**

Print: ____________________________

Signature: _________________________

Cell Ph. #: _______________________

Giant Email: _____________________

Banner ID: _______________________

**Club Treasurer**

Print: ____________________________

Signature: _________________________

Cell Ph. #: _______________________

Giant Email: _____________________

Banner ID: _______________________

**Club Secretary**

Print: ____________________________

Signature: _________________________

Cell Ph. #: _______________________

Giant Email: _____________________

Banner ID: _______________________

**Club I.C.C. Representative**

Print: ____________________________

Signature: _________________________

Cell Ph. #: _______________________

Giant Email: _____________________

Banner ID: _______________________

---

**Important Information**

* When this form is received, a club will be considered “active status” for the semester (submit to the Student Activities & Affairs, office Giant Forest Bldg. Rm 123)

* Meeting minutes are REQUIRED when changing authorized signatures

* Cash boxes must be requested at least 2 days/48 hrs in advance of need/event. Follow all guidelines as provided by the Cashiers office, when reserving the cash box

* Advisor Club Handbook is available online:
  cos.edu/StudentServices/StudentActivitiesAffairs/Clubs

* Web site: cos.edu/StudentActivities

---

* Must attend the Inter-Club Council meetings hosted by the Student Senate Commissioner of Clubs. Missed meetings will result in warnings and the possibility of the club’s funds being put on hold.

* ICC Reps’ email will be provided to the Student Senate Commissioner of Clubs/ICC Chairperson.
FUND ACTIVITY CONSENT FORM

Club Name: ________________________________

Date: ________________________________

MOTION: ________________________________ (Member’s Name) moves to ________________ up to ________________ $______________

for ________________________________

Motions concerning $600 or more require a Simple Majority Approval by a Roll Call.

Secounded By: ________________________________

1 ________________________________ (Name) (N/Y/A)
2 ________________________________ (Name) (N/Y/A)
3 ________________________________ (Name) (N/Y/A)
4 ________________________________ (Name) (N/Y/A)
5 ________________________________ (Name) (N/Y/A)
6 ________________________________ (Name) (N/Y/A)
7 ________________________________ (Name) (N/Y/A)
8 ________________________________ (Name) (N/Y/A)
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23 ________________________________ (Name) (N/Y/A)
24 ________________________________ (Name) (N/Y/A)
25 ________________________________ (Name) (N/Y/A)
26 ________________________________ (Name) (N/Y/A)
27 ________________________________ (Name) (N/Y/A)
28 ________________________________ (Name) (N/Y/A)
29 ________________________________ (Name) (N/Y/A)
30 ________________________________ (Name) (N/Y/A)

Decision on Motion: ________________________________

Passed/Failed (Circle applicable)

• Supported By: ________________________________

• Opposed By: ________________________________

• Abstained By: ________________________________

Advisor in attendance: ________________________________

Signature: ________________________________

Date: ________________________________
Limit on Gifts

1. The College of the Sequoias’ Administrators have determined that gifts given as a thank you gesture will be limited to $20.00. This is based on the Student Senate Accounting Manual and Desk Reference published by the Fiscal Crisis & Management Assistance Team. It states that:

   “Because student funds are to benefit students as a group and not individuals, gifts and awards generally are discouraged. However, questions often arise about the appropriateness of material expressions of thanks or recognition.

   A school district may set a de minimus amount that may be spent on awards to individuals. This amount should be under $20.00 per person, which is sufficient to pay for a recognition or award dinner or other meal, or a small gift of appreciation.”

Please keep this in mind when purchasing gifts for the end of the year gatherings and recognition events.

Sales tax on fund raising items

2. If a club is selling items other than food for fund raisers, the College of the Sequoias, as an institution, is mandated to pay the 8.25% sales tax on those items. The sales tax is calculated by dividing the selling price by 1 plus the 8.25% tax (1.0825). For instance, if a candle is sold for $10.00 which includes sales tax, then the taxable selling price is actually $9.24 ($ 10.00 / 1.0825 = $9.24). Or, the other way would be to charge $10.00 plus the sales tax of $0.80 for a total of $10.80. However, for ease of calculation and optimizing the fund raiser, the club could round the price to $11.00. Regardless of how the calculations are done, the buyer needs to know the price includes sales tax. Upon the completion of the fund raiser, the Cashier’s Office will calculate the sales tax when the funds are deposited into the club account. At that time, a check request will be filled out and signed by the club officers so the sales tax payment will be paid out of the club account.

Questions? Please call Nancy Morgan at 737-4885
REVENUE POTENTIAL FORM

College of the Sequoias

915 S. Mooney Blvd Visalia, CA 93277 Phone: 559-730-3700

Organization or Club Name _________________________________________

Club Advisor ________________________________________________

Event or Type of Activity _________________________________________

Date of Activity ________________________________________________

Total Expected Revenue $ ____________________ (To be completed by Club Advisor)

Revenue Potential Form to be filed with Administrative Services prior to the Event, if expected Revenue is over $500.

To be completed by Cashier's Office ______________________________

Total Actual Revenue $ ____________________

Cashier Accepting Revenue ____________________ Date ________________

Cashier is to forward to the Director of Fiscal Services and a copy to the Club Advisor if there is a significant difference between Revenue Expected and Revenue Collected.

03/27/2008
**COLLEGE OF THE SEQUOIAS**

**CLUB/TRUST CHECK REQUEST**

Club or Trust Name: 

Pay to: 

Date of Request: 

Address: 

Date of Event: 

Description of Expense or Event: 

Amount $ 

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Amount</th>
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</table>

Person Requesting: 

(Club President, Treasurer or Trust Advisor) Phone # 

Check Routing: [ ] Mail  [ ] Hold for Pickup 

Signature (Required to receive check when picked up) Date 

Approvals 

Club/Trust Approval 

Business Office Approval 

Club/Trust Approval 

Business Office Approval 

---

**AFTER AREA AUTHORIZATION IS COMPLETED, FORWARD TO ACCOUNTS PAYABLE.**

Office Use Only

Vendor ID #: 

Tax ID #: 

Bank Code: 

Authorization: 

Document #: 

The Deposit Reconciliation form is also available in the Student Activities & Affairs office.

### College of the Sequoias

**Deposit Reconciliation**

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>ORGANIZATION/EVENT</th>
<th>DATE</th>
</tr>
</thead>
</table>

#### Checks

<table>
<thead>
<tr>
<th>NAME</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>19.</td>
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<td>20.</td>
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<td><strong>CHECKS TOTAL</strong></td>
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#### Coins

<table>
<thead>
<tr>
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<tr>
<td>PENNIES</td>
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<td>NICKELS</td>
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<tr>
<td>Dimes</td>
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<td>QUARTERS</td>
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<td>HALVES</td>
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<td><strong>COIN TOTAL</strong></td>
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#### Cash Currency

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<td>TWOS</td>
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<td>FIVES</td>
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<td>TENS</td>
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<td>DIMES</td>
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<td><strong>CURRENCY TOTAL</strong></td>
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#### Deposit

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<tbody>
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<td>CURRENCY</td>
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<tr>
<td>COINS</td>
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<tr>
<td><strong>DEPOSIT TOTAL</strong></td>
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</table>

#### Signatures

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<tr>
<td><strong>DEPOSIT PREPARE BY:</strong></td>
</tr>
<tr>
<td><strong>CASHIER'S OFFICE VERIFIED:</strong></td>
</tr>
</tbody>
</table>

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Provided by the COS Cashier's Office – Sequoia Bldg. – Rm 102

Total Actual Revenue $
COLLEGE OF THE SEQUOIAS

REQUEST FORM TO CHARTER A NEW CLUB

DATE: ________________________________

NAME OF THE CLUB TO BE CHARTERED:
__________________________________________

NAME AND SIGNATURE OF ADVISOR:
__________________________________________

PURPOSE AND NEED OF THIS CLUB:
__________________________________________

For regular time and place of meetings, please schedule through the Facilities Office.

TIME OF MEETING: ____________ DAY OF MEETING: ____________
ROOM NO. ____________ [Please indicate weekly / monthly / semi-monthly meetings.]

TO FORM A CLUB YOU MUST:
1) Have a staff advisor who will attend meetings and activities carried out by this club;
2) Submit for approval club constitution and by-laws;
3) Submit a membership of twelve students (listed) and have this form approved by the STUDENT ACTIVITIES AND AFFAIRS OFFICE.

Membership List: All club officers MUST be members of the Associated Student Body by paying the Student Activities Fee. The Student Body would appreciate all club members to be official members of the Student Body and have a current student body card.

1. __________________________  7. __________________________
2. __________________________  8. __________________________
3. __________________________  9. __________________________
4. __________________________ 10. __________________________
5. __________________________ 11. __________________________
6. __________________________ 12. __________________________

THIS COMPLETED FORM MUST BE RETURNED TO THE STUDENT ACTIVITIES AND AFFAIRS OFFICE TO THE ATTENTION OF THE COMMISSIONER OF CLUBS TO BRING TO THE EXECUTIVE BOARD FOR OFFICIAL CHARTERING.
A club will receive a copy of the certificate once their club has been chartered.
The Activity Date Request must be submitted to the Director of Student Activities and Affairs for approval (Outside areas). Form is available online and in the Student Activities & Affairs office.
If you are having a big event, utilizing all tables and chairs, you will need to indicate on the top of the form “Blocked Event” for big events, you may want to also indicate “Please, no grass watering the day before and day of the event”. Link to ADR form online
Diagram of the Quad Area
Available in the Student Activities & Affairs office

This map is not to scale and only represents the ASB/Student Activities & Affairs office and Campus areas open for activities. It does not reflect the entire campus.

- This represents electrical boxes (1-20 amp circuit each)

COS Quad Area

- Grass area
- Outdoor Stage Area
- Giant Forest
- Bldg.
- Student Health Center
- Student Center
- COS/Barnes & Noble Bookstore
- Hall
- Hall
- Patio Area
- Sequoia Building
- Breezeway
- Sequoia Building

June 9, 2017
SAA2017-18 Student Senate Advisors/Club Advisors Handbook

Page 34 of 57
Facility Requests (rooms/buildings) must be submitted to FacilitiesDept. for Approval. Available online and the Student Activities & Affairs office. Link to FR form online

Completed applications MUST be submitted to the Facilities Office at least two (2) weeks in advance.

Person Requesting: __________________________ Date: ________________
Department/Organization: __________________________ Phone #: __________________
Address: __________________________ City: __________________ Zip: __________________
Event Title: __________________________ Group Size: __________________

☐ COS Event/Class ☐ Outside Organization Event/Class ☐ Fee will be charged

Classrooms seat approx. 35

Building: __________________ Room: __________________

Signature Required for designated areas:

Athletic Director for any reservations in Athletic Dept. — Food Service Manager for Alta Peak (Cafeteria) — I.R.C. Director for Lodispole (Library) — Division Chair Fine Arts for Sierra (Music Bldg.)

Date(s) Needed: 1. __________ 2. __________ 3. __________ 4. __________ 5. __________ 6. __________ 7. __________ 8. __________ 9. __________

Day of Week (Please Check): [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ] Saturday [ ] Sunday

All Semester (check one semester only per Facilities Request) [ ] Fall [ ] Spring [ ] Summer

Beginning Time: __________ am / pm Ending Time: __________ am / pm

Special Arrangements: How many ... Tables: _____ Chairs: _____ Other: __________________

The department/organization requesting will be billed for any overtime required for Custodial, Audio/Visual, or Campus Police services. The current overtime rate will be charged for a minimum of two (2) hours. The college retains the right to assign services as required.

Your Signature: __________________________ Date: ________________

Supervisor’s Signature: __________________________ Date: ________________

(Required) Approved request will be listed on CAMPUS EVENT LIST. Heating/Cooling will be ON. Room will be UNLOCKED.

Facilities Office Use ONLY: [ ] Insurance on file for outside organizations

Application Approved: __________________________ Date: ________________

Total Hrs, Room/Area used: __________ Total charge for Facility use/overtime: $ __________
TRANSPORTATION REQUEST

This form must be completed if you are requesting use of a District vehicle or a gas card for personal vehicle use for school business. The Facilities Office will assign vans for trips based on the following priority orders:
1. Groups of 5 or more passengers. 2. Groups of 2-4 passengers. 3. Individual Requests. All requests for vans from groups of less than 5 passengers will not be confirmed earlier than 1 week before trip departure. Cars will be assigned in the order requests are received. Submit your completed request to the Facilities Office.

Date Submitted: ____________________ Office Phone: ____________________ Home Phone: ____________________
Requested By: ____________________ Department: ____________________
Destination: ____________________ (City) ____________________
Vehicle Requested: Car ☐ 8 passenger van ☐ 12 passenger van ☐
Gas Card ☐ I decline the use of a District vehicle and would like a gas card. All gas receipts must be submitted along with gas card to the Facilities Office upon return from trip.

LEAVE DATE from COS: ________________ LEAVE TIME: ________________
RETURN DATE to COS: ________________ RETURN TIME: ________________

Drivers:
All drivers MUST have a DMV check/clearance on file in the Facilities Office before a vehicle can be assigned. If a student will be driving, complete a Student Driver Vehicle form and submit it to the Student Activities & Affairs Office.

1. ____________________ License #: ____________________
2. ____________________ License #: ____________________
3. ____________________ License #: ____________________

Purpose of Trip:

How many students are going on trip? ______ Please provide Dean of responsible area with names of students participating.
List names of other COS personnel that will also be in vehicle:

________________________________________________________________________

Do not provide transportation to non COS persons. If you take a family member along, you must complete an insurance waiver form which is available in Administration from the secretary to the Vice President of Administrative Services.
Signature (Person Requesting): ____________________ Date: ________________
Signature of Supervisor: ____________________ Date: ________________

_____ APPROVED  _____ SORRY, no vehicle available
Assigned: Car _____ 8 passenger van _____ 12 passenger van _____ Gas Card ________
Processed By: ____________________ Date: ________________

3/5/09  AP 6230, 6231
Student Driver Packets

Steps:

1. Complete these forms:
   a. Student Driver Vehicle and Liability Form
   b. DMV Authorization for Release of Driver Record Information

2. Complete the online safety test:
   a. New—you must create an account with—you name and banner ID#
   b. Print out the proof of “Completion Form”
   c. If you have any issues with this: (800) 434-0154 -or- support@safeschools.com

3. Obtain a copy of your driving record:
   a. $2 online at DMV – [https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome](https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome)
      [Please be aware: there are companies charging high fees for driver records that are not DMV.ca.gov]
   b. $5 at DMV office – [https://www.dmv.ca.gov/portal/dmv/detail/fo/offices/toc_fo](https://www.dmv.ca.gov/portal/dmv/detail/fo/offices/toc_fo)

4. Provide your California Driver’s License for verification and copy for file
   a. Must have had your license for a minimum of two (2) years.
   b. Must be at least 20 years of age

5. Bring to the Student Activities and Affairs office:
   a. Liability form (see # 1a)
   b. DMV Authorization form (see # 1b)
   c. Safety Test Completion form (see # 2b)
   d. DMV Driving Record printout (see # 3)
   e. CA Driver’s License (see #4)

Note: Students are required to complete and submit the packet every academic year.

AP: COS Administrative Procedure 6531
Transportation Procedure – Student or Volunteer
Student Driver forms must be submitted with DMV driving record, driver’s license, and driver safety certificate of completion to the Director of Student Activities and Affairs for approval (Three weeks prior to need.)

Students must complete this form if they are planning to use their personal vehicle for campus work or events, instead of a district vehicle.
Trip Requirements
A list of student names and banner number must be provided to the area dean prior to the activity. Participant changes can be confirmed with the area dean by telephone on the day of the activity. Clubs must complete trip packets and provide a list of students’ names to the Student Activities and Affairs Office.

(1) Affidavit – Driving a privately owned vehicle:
This section only applies when a person drives a privately owned vehicle

___ Student driving their own vehicle

Personal Vehicle Information: Year: __________ Make: __________ Model: __________
(Driver must provide proof of insurance and must have $500,000 combined Liability PD & L or single limit of $250,000 per person, or $150,000 per accident and $100,000 per property damage.)

(2) Leaving the trip of excursion early:
I plan to terminate trip participation at ___________________________ (site)
on ___________ (date) (i.e., I plan to leave the trip group and travel on my own) and hereby release the District for any responsibility from that point forward.

The undersigned hereby releases, discharges, holds harmless and indemnifies the District, its officers, employees and agents, from all liability, as defined herein, arising out of or in connection with participation in this educational excursion. For the purpose of this agreement, liability means all claims, demands, losses, causes of action, suits, or judgments of any and every kind that the participant, his/her heirs, executors, administrators or assigns may have against the District because of personal injury, accident, illness, or death, or because of any loss of or damage to property, that occurs during such a field trip or excursion.

Signed: ___________________________ Date: ___________________________
(Parent/Guardian or Student if over 18)

Signed: ___________________________ Date: ___________________________
(Student Driver Signature if parent/guardian signs above)

Staff of Faculty Member Signature: ___________________________
(Staff members requesting student drivers must be familiar with the student’s past driving experience)

___ Approved Signature: ___________________________
___ Disapproved Reason: ___________________________

Page 2 of 2

Rev. 6/2014
EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR:
RELEASE OF DRIVER RECORD INFORMATION

California Driver License Number,

derby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, College of the Sequoias - Student/Volunteer Driver.

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

DIRECTOR OF STUDENT ACTIVITIES & AFFAIRS, College of the Sequoias

I do hereby certify under penalty of perjury, under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars ($5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at www.dmv.ca.gov/otherservices or by calling 916-657-6346.

THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.

DO NOT RETURN THIS FORM TO DMV.
If it is the first time a student has requested to be a cleared driver, they must create an account:
User Name: Banner ID (no @ sign)       Password: They create
If they have been previously cleared to drive in a previous semester, they will use this login to access their account:

2. Enter your first name, last name, and user name
   Your User Name will be your Banner ID# including all zeroes, but no @ sign.
   Example: 00001234

3. Choose “Student” as your location, continue to the training page

4. Start the Defensive Driving (California Full Course) by clicking on the course title. The course has audio so be sure to turn up your speakers.

5. You must complete each section of the course and pass the quiz in order to receive full credit.

If you have any questions, please contact:
Student Activities & Affairs
565-750-3758
Thanks and have a safe year!

How to log on to the online training program:

1. Using your web browser, go to:
   http://cos.keenan.safecolleges.com/register/87e48a2
# College of the Sequoias
## Travel/Conference Request & Expense Report

**Name**

**Banner ID @**

**Conference Title**

**Date(s)**

**City**

**Other Staff Attending**

**Reason for Attending**

---

**Insurance Requirements**: All members of the Board of Trustees and District employees who are required to use their private automobiles for District business shall carry public liability insurance of no less than $100,000/$300,000 and property/damage insurance no less than $50,000 (J.P.A. Board Action May 21, 1992). Please sign that you fully understand and comply with the insurance requirements.

---

### Employee Signature

- **Date**

<table>
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<tr>
<th>TRAVEL REQUEST</th>
<th>Estimated Expense</th>
<th>Actual Expenditures</th>
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<tr>
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<tr>
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<td><strong>Other (Explain)</strong></td>
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<td>(b) SUBTOTAL</td>
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<tr>
<td>TOTAL (a + b)</td>
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**Signature of Employee**

- **Date**

**Approval for Travel:**

- Approved [ ]
- Denied [ ]

Initial & Date if approved

- Division Chair/Supervisor
- FEC or Faculty Conference Mgr.
- Senate President/Treasurer
- Dean or Associate Dean
- Vice President or President

**Approval for Expenses:**

Initial & Date if approved

- Division Chair/Supervisor
- FEC or Faculty Conference Mgr.
- Senate President/Treasurer
- Dean or Associate Dean
- Vice President or President

---

**Charge to Budget #**

- **Fund**
- **Org**
- **Account**
- **Program**
- **Location**

**Amount**

---

**Charge to Budget #**

- **Fund**
- **Org**
- **Account**
- **Program**
- **Location**

**Amount**
Club trips must be requested at and approved by the Director of Student Activities and Affairs. Advisors may locate the forms on the COS U-drive in the Student Activities and Affairs folder.

Club Trip Check List

The trip forms must be submitted to the Student Activities and Affairs office.
Giant Forest Bldg. – Room 123 – (559) 730-3736

1. Student Packet of forms:
   Due: One week prior to trip.
   Forms are available in SAA office and on the U-drive/Student Activities and Affairs folder.
   Every participating student must complete this packet.
   - Liability Waiver form
   - Medical Consent form
   - Code of Conduct form
   - Clery Act Student Travel form

2. List of Trip Participants:
   Due: Two days prior to trip.
   Must have trip information on the list:
   - Event/Trip Title
   - Destination
   - Date
   - Advisor participating
   - List of students with full names, cell phone # & banner ID#

3. Updated List of Trip Participants:
   Due: Morning of trip
   This list must identify adds and no-shows, so COS has an accurate list of students participating in the trip.
   You may email or text to debbied@cos.edu any changes to the original participant list submitted.

4. Transportation Request:
   (available in SAA office or online in forms)
   Due: As soon as you schedule a trip.
   This must be completed by the Advisor.
   Submit to the Facilities office.

5. Student Driver form:
   (available in SAA office or online in forms)
   Due: Three weeks prior to trip date.
   Students must be cleared by the Student Activities and Affairs office to drive COS vehicles or transport COS students.
Liability Waiver for Education Excursion or Field Trip

Please Print

Name ___________________________ Banner ID ___________________________

Address ___________________________ Phone # Day ___________________________

Phone # Eve ___________________________

Excursion ___________________________ Date ___________________________

Pick up time: ___________________________ Drop off time: ___________________________

Release and Agreement to Hold Harmless and Indemnify

College of the Sequoias Community College District hereinafter referred to as District, provides the educational services and acts only as coordinator for the owners and/or contractors, providing means of transportation, hotel accommodations and/or other services, and all ticket exchange orders and/or vouchers issued are subject to any and all terms and conditions under which such means of transportation, hotel accommodations and these services are offered or provided. Refunds for excursions are at the discretion of the tour operators and may include penalties to the extent of the full fare. Trip cancellation, health, life, accident, foreign liability and baggage insurance are the responsibility of the participants. The District reserves the right to withdraw from any event or any part of without prior notice and to make such alterations to the itinerary or program as it deems necessary or desirable.

California Code of Regulations Title 5 Section 55450 in part provides that all persons making a field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accidents, illness or death occurring during or by reason of the field trip or excursion.

The undersigned hereby releases, discharges, holds harmless and indemnifies the District, its officers, employees, agents, from all liability, as defined herein, arising out of or in connection with participation in this educational excursion. For the purposes of this agreement, liability means all claims, demands, losses, causes of action, suits, or judgments of any and every kind that the participant, his/her heirs, executors, administrators or assigns may have against the District, or that any other person or entity may have against the District because of personal injury, accident, illness or death, or because of any loss of or damage to property, that occurs during such a field trip or excursion.

In the event of any medical emergency, I grant to the District or any of its representatives the full authority to take any action deemed necessary to protect my health and safety at my expense, including but not limited to placing me under the care of a doctor or in a hospital at any place for medical examination and/or treatment, or returning me to the United States at my expense if such return is deemed necessary after consultation with medical authorities.

I further agree that I will obey all the rules and requirements, observe the program schedules, follow the instructions given by the supervisory personnel in all matters pertaining to the excursion and abide by the rules of the student conduct contained in the student handbook. The District may take whatever action it deems necessary, including transporting me back home to the United States or out of the host country (at my own expense), due to any international or political arrest, personal emergency or other event which District in its sole discretion, determines is in my best interest. In the event District or its agents advance or loan any monies to me or incur special expenses on my behalf while I am abroad, I (and my parents) agree to make immediate repayment upon my return. I will comply with the District rules, standards and instructions for student behavior. I hereby waive and release all claims against the District and its agents arising at a time when I am not under the direct supervision of the Institute or its agents or arising out of my failure to remain under such supervision or to comply with such rules, Standards and instructions; and I agree to indemnify the District and its agents against any consequences thereof. I agree that the District shall have the right to enforce appropriate standards of conduct and that it may at any time terminate my participation in District’s program for failure to maintain these standards or for any actions or conduct which District considers to be incompatible with the interest, harmony, comfort and well are of other students. If my participation is terminated, I consent to being sent home at my own (or my parent’s) expense with no refund of fees. Excessive consumption of alcohol as determined by the District is regarded as a severe breach of acceptable behavior and can result in being sent home.

Use of unauthorized drugs is forbidden. I understand that I and my parent/guardian must sign a waiver in advance to terminate trip participation at any location (i.e., the need to leave the trip group and travel on my own).

I have read this “Release and Agreement to Hold Harmless and Indemnify” and understand its terms. I execute it voluntarily and with full knowledge of its significance.

Signature(Student/Participant) ___________________________ Date ________________

Emergency Contact ___________________________ Relationship ___________________________

Address ___________________________ Phone# ___________________________

_____ Age 17 or under  If Student/Participant is under Age 18: I authorize and give my consent for ___________________________ to participate in the above field trip/excursion and agree to the above stipulations.

_____ Age 18 or above Parent/Guardian Signature ___________________________
COS Club Code of Conduct - Excursions

Event: __________________________ Trip Date(s): __________________________

Destination: __________________________

**Departure to:** __________________________

Will leave at ___________ am/pm SHARP

**Return to Visalia:** __________________________

We should arrive at COS approximately ___________ am/pm

**Food:** __________________________

**Clothing:** __________________________

**Deposit:** __________________________

**Must Read:**

I understand that I am attending __________________________ as a representative of College of the Sequoias Club. I understand that I am to conduct myself in a responsible manner and I agree to the following:

*(please initial)*

☐ Each student must be enrolled at their respective college.

☐ No alcohol beverages or drugs. California State Education Code prohibits alcoholic beverages or illegal substances being consumed during a college function regardless of student’s age. *(For the student’s protection, prescriptions should be registered on the medical consent form when turning in application.)*

☐ No inappropriate behavior will be allowed, nor any behavior that would endanger the signatory or others. Any member that causes damages to the facility is liable for replacement cost.

☐ Any exceptional cases must be approved by the Student Activities and Affairs staff person responsible from College of the Sequoias before the trip.

☐ I understand that violation of this agreement may result in my immediate return to my home at my own expense. In addition, any disciplinary action will be handled by the area dean.

Please print clearly:

Date

Banner ID

Cell Phone

Deposit rec’d by advisor

$ Deposit amount paid

Advisor Name

Student Signature: __________________________ Print Student Name: __________________________

Do you need any special accommodations? If so, please describe: __________________________

As advisor of the __________________________ Club: __________________________

☐ I have reviewed the code of conduct with this student.

☐ I will provide the Student Activities & Affairs office a complete list of staff and students participating and notify them of any changes on the day of the trip.

☐ I will be present on this trip with the students. -or- I have designated a COS employee to be present on the trip as advisor/chaperone on my behalf, and, they understand the student code of conduct and the student liability waiver.

Advisor Signature: __________________________
COS Club Trip Medical Consent

Event: ___________________________________ Trip Date: _____________

Destination: ______________________________________________________

In the event of any medical emergency, I grant to the College or any of its representatives on the trip the full authority to take any action deemed necessary to protect my health and safety at my expense, including but not limited to placing the Participant under the care of a doctor or in a hospital at any place for medical examination and/or treatment, or returning the Participant to their home city at his/her own expense if such return is deemed necessary after consultation with medical authorities.

Initial one of the following statements:

_____ I am 18 years of age or older and am the Participant. My birth date is: _____________

_____ I am the parent or legal guardian of the participant who is under 18 years of age to whom the above statements apply and for whose benefit I am executing this Agreement.

I have read this consent and I understand its terms. I execute it voluntarily and with full knowledge of its significance.

Participant Information

Print Name: ________________________________________________

Signature: __________________________________________________

Date: ___________________________ Banner ID: __________________

Address: ____________________________________________________

City: ________________ Email: ________________________________

Zip Code: _______ CA

Emergency Contact

Name: _______________________________________________________

Phone Number: ___________________________

Relationship: ______________________________________________

Medical Information

Medical Insurance Carrier: ______________________________________

Policy Number: ______________________________________________

Please list any prescription medication: ___________________________
CLERY ACT STUDENT TRAVEL FORM

This form is to be completed for College related overnight travel. That includes students such as athletics, academics, clubs/organizations, etc.

Group Name: ____________________________________________________________

Travel Contact: ___________________________________________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
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</tbody>
</table>

Travel Dates(s): Departure from COS / Return to COS /

Lodging Facility Information:

Note: If a group is staying at more than one lodging facility, please complete a separate form for EACH facility.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Street Address</th>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Type of Location (Classroom/Building) ______________________________________

Specific floor(s), room number(s), or unit number(s) occupied ________________

Do you have a written agreement to control this space(s)?  Yes  No

This Trip is:

____ a one-time trip  ____ repeated each semester  ____ repeated annually

____ other ____________________________________________

If trip is repeated, our group:

____ always stays at the exact same lodging facility  ____ uses various lodging facilities with each trip

Person submitting this form:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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Submit completed form to:
Sandi Macrae, Senior Secretary
COS District Police Dept.
Phone: 559-730-3726 Email: sandim@cos.edu
ADMINISTRATIVE PROCEDURE  3900
SEQUOIAS CCD  General Institution

SPEECH TIME, PLACE, AND MANNER

The students and employees of the District and members of the community shall be permitted to exercise their rights of free expression subject to the time, place and manner following the established procedures outlined below and other applicable Board Policies and Administrative Procedures.

The colleges and campuses of the District are non-public forums, except for the areas designated by the Superintendent/President, or designee, as public forums. These designated areas are generally available to students, employees, and the community and are reserved for expressive activities which do not violate District policy and which are lawful. These areas are chosen to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also not to disrupt educational and other activities of the District on behalf of students.

Areas Designated For Use As Public Forums:
Vissalia: Grass area on North side of Quad (designated by signs)
Tulare: Lower Walkway between Building A and B on the ground floor
Hanford: Patio behind Student Lounge
Other:

The Superintendent/President, or designee, shall have the discretion to modify the designated area of a campus in accordance with the following limitations: The newly designated area must be reasonably comparable in size and pedestrian traffic to the former area as possible given the layout of the campus in question and use of the surrounding buildings. This discretion is not to be exercised on a case-by-case basis but only to the extent necessary when all or part of a designated area becomes inaccessible or not safe (such as when construction is undertaken in the designated area or in the event of a natural disaster) or when the use of the area or part of the area for speech activities in general interferes with the educational and administrative activities of the District (such as when noise caused by public speakers significantly and repeatedly interferes with classes and other activities taking place in surrounding buildings).

The areas generally available to students, employees and the community are limited public forums. The areas are available during days when District classes are held and during the hours of 8:00 a.m. to 5:00 p.m.

The District reserves the right to revoke that designation and apply a non-public forum designation. The District reserves the right to designate areas as non-public forums as necessary to maintain the educational mission of the institution.

Areas of the District that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms.

The use of areas generally available to students, employees and the community is subject to the following:

1. Persons using areas generally available to students, employees and the community and/or distributing material in the areas generally available to students and community shall not impede the progress of passersby; nor shall they force passersby to take material.

2. No persons using areas generally available to students, employees and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students, employees and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or as an approved Student Senate organization or club.

3. Persons using areas generally available to students, employees and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time.

4. No persons using the areas generally available to students, employees and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students, employees and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or as an approved Student Senate organization or club.

5. Outside vendors may be approved by the Vice President, Administrative Services, or designee, to come to a campus to promote their business and provide information to students. A $50.00 per day charge (in advance) will be collected and deposited to an account as designated by each campus. To reserve a date on the Vissalia campus and to be included on the District's master calendar, a vendor must secure, complete, and submit an Activity Date Request two weeks prior to the promotion date to the Student Activities and Affairs Office. For the Hanford Campus, Activity Date Requests will be submitted to the Hub. In Tulare the requests will be submitted to the Tulare campus administrator. Each campus will handle scheduling their individual calendars. No commercial business will be allowed which is in direct competition with the District or with vendors with whom the District has exclusive agreements.

6. Members of the public are welcome to speak and/or distribute written materials within the designated area(s) of each campus subject to the time, place, and manner outlined in this procedure and any other applicable Board Policy or Procedure.

Prior to speaking and/or distributing written materials, members of the public who are not students or employees of the District, shall provide notice of their intent to speak and/or distribute written materials to the Office of the Superintendent/President, or designee(s), for Sequoias Community College District. This notice shall not be provided more than three days prior to the use of the designated area(s). This notice shall include the person’s name and contact information and the dates and times he or she will be speaking and/or distributing written materials on campus. This notice does not involve any application or approval process, and therefore, the ability to use the designated area(s) cannot be denied. This notice is only intended to provide the District with knowledge of the community member’s presence on campus so the District can notify the appropriate members of its staff whose services might be needed or impacted by the use of the designated area(s).

7. No amplified sound devices shall be used for any event other than approved Student Senate functions at times deemed acceptable so as not to interfere with scheduled classes.

All persons using the designated area(s) of the District shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the designated area(s). Material distributed in the designated area(s) that is discarded or dropped on or around the designated area(s) other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the designated area(s) that day.

Distribution and/or posting of materials on campus is subject to the following:

1. Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall be approved by the Superintendent/President, or designee and shall clearly indicate the author or agency responsible for its production and reflect the date of posting. Materials displayed shall be removed after two weeks or after the date of the event. If a student’s request for posting of materials is denied, they may meet with the Dean, Student Services, or designee, to appeal the decision.

2. Unacceptable items include:
   • Re-called “HATE” literature which contains only attacks gender and sexual orientation (actual or perceived), ethnic, religious and racial groups, other irresponsible publications aimed at creating hostility and violence, hardcore pornography, and similar materials are not suitable for distribution on campus.
   • Materials designating to specific individuals or in out of school.
   • Materials designated for commercial purpose to advertise a product or service for sale without providing a discount to students.

   Use of the designated area(s) to speak and/or distribute written materials shall not be construed as the use of a “facility or “revocable of the District and/or College pursuant to the Civic Center Act policies and procedures. Therefore, a student or member of the community that wishes to speak and/or distribute written materials in the designated area(s) does not have to apply for or receive a facilities permit prior to using the designated area(s).

   Students and members of the community who wish to reserve space in a District facility and/or use the services of a department such as equipment (food, janitorial, or audiovisual) must follow the procedures set forth in BP 6700, AP 6700 and the other applicable policies and procedures of the District regarding use of its facilities.

Reference: Educ. Code Sections 76120, 66301, 48907, 82537, 82548
December 11, 2007
Draft – November 27, 2012; revise with College Council input
Board Approved: February 11, 2013
All decorative materials, including but not limited to draperies, hangings, curtains, and
drapes shall be made or treated with flame-retardant processes, approved by the State

Procedures for Requesting Use of District Facilities
Facilities Request forms are available on the COS Website for the use of District
facilities. The completed form with all required signatures and documents shall be
submitted to the Facilities Office at least two (2) weeks in advance of the requested
event date.

AP 6700

TRANSPORTATION PROCEDURE – STUDENT OR VOLUNTEER

The District administration is charged with providing transportation to the College
Community in support of the educational process. Students and/or volunteers wishing
to provide transportation services either in a District-owned vehicle or a personal vehicle
must have DMV clearance on file with the District and must meet the requirements
below:

Clearance to Drive a College Vehicle or to Transport Students:

All students and volunteers must:

1. Possess a current license appropriate for the vehicle to be driven.
   a. All drivers of vehicles that carry fifteen or more persons including the
driver must have a current Class B license, a current medical certificate
and a current First Aid Certificate.

2. Be at least twenty (20) years old and have had a valid license for at least two
years.

3. Have a DMV clearance on file with the District.

4. Have no more than 1 DMV 'point' on their driving record. Two or more points will
disqualify the potential driver. (Vehicle Code 12810 = violation points).

5. Be cleared by the Vice President of Administrative Services if they have any
driving violations on their record.

6. Have completed a Safety Defense Training course online through the District.

7. Complete a Student/Volunteer Vehicle and Liability Form.

8. Complete a Personal Vehicle Use Form if using a personal vehicle.

9. Secure the requesting faculty, staff, or club advisor’s signature, as well as the
respective Dean or Vice President’s signature on applicable forms, and submit
the completed form(s) to the Student Activities and Affairs Office three weeks in
advance of the event.

10. Notify the Student Activities and Affairs office with all updates of driving history
anytime the driver receives points on their license and/or is convicted of driving
under the influence of alcohol or drugs, or leaving the scene of an accident.

AP 6531

a. Authorization to drive a District vehicle or to transport students will not be
given to any student or volunteer who has had a conviction for driving
under the influence of alcohol or drugs or leaving the scene of an accident
within the three prior years.

This record is kept on file in the Student Activities and Affairs Office. College of the
Sequoias clearance is good for each academic year or portion thereof, ending June 30th
of each year.

If the student or volunteer needs to drive before the DMV record is received, the student
or volunteer can go to the DMV office or DMV website, request a driver record printout,
and submit it to the Student Activities and Affairs Office. The student or volunteer will
be responsible to pay the DMV for the cost of the printout.

The faculty member, or Club Advisor, is notified of the status of the student’s clearance
by the Student Activities and Affairs Office.

A student must be an authorized District driver to drive any District vehicle, even for a
short duration drive such as fueling or washing a vehicle and/or driving alone in the
vehicle. Students must obtain permission from District staff for the specific
event/purpose before using a vehicle for short duration drives or driving alone.

Carts, Riding Lawnmowers, and Tractors (Non-Instructional):
Student workers, student drivers, and student volunteers who drive District carts, riding
lawnmowers, and tractors must have a valid Driver’s license which they have held for at
least one (1) year, and be at least eighteen (18) years of age. Students must obtain
permission from District staff before driving any cart, riding lawnmower, or tractor.

Police or Fire Academy Vehicles (Instructional):
Students in the Police or Fire Academy programs must be under the direct supervision
of the instructor and must meet specific requirements established by the division Dean
in order to operate any Police Academy or Fire Academy vehicles.

Agriculture Division Farm and Landscape Management Equipment (Instructional):
Students in the Agriculture Division must be under the direct supervision of the
instructor and must meet specific requirements established by the division Dean in
order to operate program equipment.

Reference: Title 13, California Code of Regulations, Division 1, Chapter 1

Board Approved: March 10, 2009
Revised: May 12, 2014
FIELD TRIPS AND EXCURSIONS

The District may conduct field trips and excursions for students in connection with courses of instruction or District-related social, educational, cultural, athletic, or recreational activities to and from places in California, or any other state, the District of Columbia, or a foreign country.

The District shall provide supervision of students involved in field trips or excursions by engaging instructors, supervisors, and other personnel as may be necessary who desire to contribute their services over and above the normal period for which they are employed by the District.

During the field trip itself, the faculty member who is the teacher of record, will be responsible for students. Students will be expected to comply with all District regulations.

A. Out-of-State Trips: A maximum of two out-of-state competitions or performances will be allowed within the academic year. An academic year calendar will be provided for any class or recognized student organization. A request for an additional trip which does not coincide with instructional days may be approved if all the necessary conditions and parameters have been met.

Prior permission must have been requested from the Board of Trustees before any out-of-state trip is planned. As soon as it is determined that an out-of-state trip is being planned, the department/division responsible for the trip will request that the item be placed on the Board agenda through the appropriate Vice President. A presentation will be made at the earliest Board meeting possible.

Included in the request to the Board will be:

1. Justification and background for the trip;
2. Names of all students attending;
3. Complete itinerary for the trip;
4. Plans/arrangement for all costs;
5. Arrangement for coverage of classes missed by the accompanying instructor, including the class(s), the day(s), hour(s), and the name(s) of the substitute instructor teaching the class(s). (District-paid substitutes will not be provided.)

B. Transportation: The District shall, at the discretion of the supervising Dean, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

Faculty or staff desiring to use a District vehicle or gas card for field trips or excursions must complete a Transportation Request form, secure signature of his/her supervisor and submit the form to the Facilities Office two weeks in advance of the trip.

Any student who will be driving a District vehicle on a trip or excursion must complete a COS Student Driver Liability Form, have any required Class license and medical training, and submit the form to the Student Activities Office for a Department of Motor Vehicles clearance.

Students who wish to drive their own vehicle and possibly transport other students to a District sanctioned event must complete a Student Driver Liability form. This form must be completed in its entirety and submitted five weeks in advance of the event to the Student Activities and Affairs Office. This request will be processed by the DMV as indicated above. District insurance coverage requirements, listed on the Student Driver Liability Form, must be met. The student and faculty member, or Club Advisor, are notified of the status of the student’s clearance by the Student Activities and Affairs Office. Once clearance is obtained, the student may use their personal vehicle and may transport other students for the sanctioned event.

C. Liability Issues: When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

All adult students taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a Liability Waiver for Education Excursion or Field Trip which waives all claims against the District or State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion (Title 5, Section 55220d). This waiver is retained by the division, along with a class roster of all students participating in the event that specifies the location of the activity and a contact phone number in case of an emergency. (If field trips or travel take place on a regular basis during the semester, one waiver per student can be completed and a list of dates and places attached. This waiver is good only for one semester at a time.)

A list of all students, staff and others traveling on a District sanctioned trip must be on file in the appropriate Dean’s office, AND changes to the list must be provided to the Dean prior to departure.

When a group of students, under the direction of a faculty member, takes out-of-state trips, all students must return to their original point of departure to maintain control over the college-sponsored event. Once the group has arrived back on campus, responsibility on the part of the faculty member has ceased and the District is absolved of legal involvement.
COS - Marketing & Public Information

As we approach the busy time of year for everyone, here’s a quick reminder of how to get Marketing, Graphic Design and… lots of similar requests processed. And remember, there’s a Ten (10) Business Day turnaround! Fill out the cos.edu/marketingform for ALL New or Updated…

- Business cards, certificates or invitations
- Mass emails or social media posts
- Graphic designs or layouts
- Press releases or media advisories
- Copy creation, editing or proofreading
- Consultations or training
- Large format printing (over 11”x17”)
- Other marketing or event promotion

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**District Social Media Account Creation**

**Account Creation**

- District units or student organizations wishing to develop a social media presence are required to consult with the Marketing & Public Information Office before creating social media accounts, groups, pages or profiles.
- This helps ensure accounts are properly established, non-duplicative and adhere to District policies.
- Accounts are expected to follow recognized social media best practices.
- Accounts that consistently fail to meet best practices are subject to review and remediation by the Marketing & Public Information Office.
- The District takes no responsibility for accounts created outside of these guidelines.
- Due to the changeable nature of social media, this bulletin may be periodically updated.

**Definition and Variety**

- Merriam Webster defines social media as follows: “Social media comprises forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content.”
- There exist multiple manifestations of online and mobile social networking (social networks, blogs, microblogs, wikis, content-sharing, messaging, forums and check-in services) served by myriad providers.
- Users are recommended to familiarize themselves with respective provider “Terms of Use” as the District will adhere to these policies.

**Account Administrators**

- Along with the appropriate staff or faculty representative(s), the Marketing & Public Information Coordinator and Webmaster will be administrators on all District-affiliated accounts and expect continuous access to account log-in information.
- Students are not to be account Administrators but may have Editor and other, secondary access.
- In cases where individuals leave the District or no longer have account maintenance responsibilities, access will immediately be revoked and/or log-in information changed.

**Exceptions**

- Classroom use of social media is addressed separately by the Academic Senate.
- The District claims no association with or liability for individual personal social media accounts.

**Reference**

- For more information on account use and content management, see Management Bulletin “District Social Media Use.”
- Questions about this bulletin or District social media accounts should be directed to the District Marketing & Public Information Office (publicinfo@cos.edu, 559.730.3921).
District Social Media Use

Use of Official District Social Media

✓ The District encourages online, specifically social media, engagement as a constructive medium for dialogue between students, staff, faculty and our community.
✓ District-affiliated social media use should contribute to the District’s mission as outlined in the Mission Statement
✓ This bulletin addresses the use of official District social media accounts by COS employees, students and followers, including comments, posts and other engagement by the public on those accounts.
✓ Due to the changeable nature of social media, this bulletin may be periodically updated.

Definition and Variety

✓ Merriam Webster defines social media as follows: “Social media comprises forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content.”
✓ There exist multiple manifestations of online and mobile social networking (social networks, blogs, microblogs, wikis, content-sharing, messaging, forums and check-in services) served by myriad providers.
✓ Users are recommended to familiarize themselves with respective provider “Terms of Use” as the District will adhere to these policies.

Content Management

✓ Content communicated through official District social media accounts reflects upon the District and is therefore expected to be appropriate, ethical, professional and legal.
✓ Existing policies governing student and employee behavior apply to use of District social media accounts and links (for example, tags and hashtags).
✓ The District is not responsible or liable for content, information and views expressed by social media followers or third-party sites.
✓ Linking third-party content does not imply endorsement by the District of that site or content.
✓ The District reserves the right to remove any content that the District deems questionable, duplicative or misrepresented of the District’s mission.
✓ The District reserves the right to block and report users that repeatedly abuse District social media accounts or post content violating District policies.

Exceptions

✓ Classroom use of social media is addressed separately by Academic Senate.
✓ The District claims no association with or liability for individual personal social media accounts.

Reference

✓ For more information on account creation, see Management Bulletin “District Social Media Account Creation.”
✓ Questions about this bulletin or District social media accounts should be directed to the District Marketing & Public Information Office (publicinfo@cos.edu, 559.730.3921).
Social Media Best Practices

1. START WITH A PLAN
   What are your goals? And what social networking platform will most efficiently and effectively help you achieve those goals?
   Fill out your profile thoroughly, choose a profile picture that contributes to brand awareness and you're off!
   *Note: The planer is not so often.

2. KNOW YOUR AUDIENCE
   Where are they on social media? What are they online day and time? What are their interests related to your services or products? Considering audience preferences will help hone your social media strategy.

3. UNDERSTAND YOUR PLATFORM
   More often than not, marketers need to ask: How does it work? How content works best with this medium, for your audience? What are the image specifications? How does it relate to the rest of your online presence?

4. CONTENT IS KING
   Content Marketing in a social media context brings interest and that drives what you post on social media. So post accurate content that provides value to your audience in a timely manner and as often as makes sense for your social media platform.

5. TWO-WAY STREET
   Social media is a two-way world. Follow those who follow you, reply to comments, messages and questions, share and link to outside content, and don't hold up traffic, respect others.

6. USE CAUTION
   Remember, anything you publish online is IMMEDIATE & PERMANENT, even if you think it’s been deleted.
   Content Marketing in a social media context brings interest and that drives what you post on social media. So post accurate content that provides value to your audience in a timely manner and as often as makes sense for your social media platform.

7. USE AVAILABLE TOOLS
   There are a lot of ways to optimize your social media engagement. Always use an image or video. Customize with hashtags, tagging, and emojis. And then use the platform's analytics or insights options to learn how to improve.

8. FINDING IMAGES
   Use your own images or ask your audience to share their own.

9a. "R-E-S-P-E-C-T"
   Don't post questionable content; use no practical benefit to posting anything potentially offensive, unlawful or unethical.
   If others post it to your site, be proactive, delete it first and black out repeat offenders.
   Take the high road when it comes to complaints and criticisms. No one wins a battle knuckles tight online. And remember: you’re speaking on behalf of your organization so no storm personal opinion.

9b. "Take Care, TCB"
   You owe it to your audience to be transparent about who you are and why you're villains.
   Always do your homework. Who are the people behind your post? What’s their agenda? What’s their purpose?
   Respect copyright and fair use policies, and give credit where it is due.

10. Have Fun!
    Coordinator: Carmen CDS Marketing & Public Information
    Coordinators: Kristie M. Turner at kristiem@forou.com or 853/203-3005

SAA2017-18/Student Senate-Advisors/Club Advisors Handbook
Page 54 of 57
June 9, 2017
Student Senate and the Inter Club Committee are part of the official COS Participatory Governance Structure. Student Senate also have student representatives on the other two Senates and most of the other Committees.