

Club Advisor Handbook 2024



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I. Introduction to Advisors

This handbook has been prepared for the advisor and student officer's guidance of clubs

CLUBS: 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.

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.

STUDENT SENATE: Student Senate is the governing body over all student clubs on campus. Additionally, 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.

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

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 with high student body turnover, 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 all meetings and activities staged by the group, which he/she is advising.
3. Advisors should supervise all financial transactions, the handling of club funds 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 mission of COS.
5. Advisors should encourage the development of initiative, responsibility, and leadership to the student members.

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:

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

If the expelled club is not reinstated within four (4) semesters, 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 once 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. 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 TRANSPIRES 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

Club Meeting Agenda & Minutes Instructions

Minutes of Meetings

Because there is a formal process of student governance for organized student bodies, the student council and each club must prepare and maintain a record of each meeting. These records are called minutes, and they serve as the record of each meeting and the actions taken, and demonstrate that the student council or club has followed ASB policies and procedures as well as current law.

Minutes should be kept in a permanent record book or notebook for future reference. A sample of the standard format of meeting agendas and minutes are provided at the end of this document.

Minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fundraising ventures, and expenditure authorizations. Minutes are not a verbatim transcript of every word spoken; rather, they are a concise documentation of the essential matters discussed at each meeting and any pending action to be taken. The minutes should be type written so they can be read and understood in the future.

Abbreviations should be avoided because future readers may not understand them.

Good minutes should document at least the following information:

- Name of the club or organization holding the meeting.
- Date, time, and place of the meeting.
- Names of those in attendance.
- Name of the presiding officer.
- Minutes from the previous meeting read, amended and/or approved.
- What was discussed or reported on during the meeting.
- Report on activities of standing committee(s) or special committee(s).
- What action was taken during the meeting, e.g., the budget was amended or the expenses were approved.
- The results of any votes taken, including who made a motion, who seconded the motion and outcome of any vote.
- Reporting on any communication to the ASB.
- Listing of any unfinished business.
- Date and time of next meeting.
- What time the meeting adjourned.
- Who prepared the minutes.

Any information provided to those attending the meeting, such as purchase order lists, check registers, bylaws, project outlines and letters, should be attached to the original minutes and kept on file. The club secretary should also sign the minutes when they are completed. At the next regularly scheduled student council or club meeting, the students should review and approve the minutes of the previous meeting. The secretary should maintain a binder of all of the approved minutes for the school year.

SAMPLE - Club Meeting Agenda

May 7, 2024

11:10 am

Student Center – Giant Forest

- 1. CALL MEETING TO ORDER** (President or V.Pres calls meeting to order)
- 2. ROLL CALL** (Secretary records all in attendance with title, if officer)
- 3. APPROVAL OF THE AGENDA** (Agenda is reviewed and approved or amended & approved)
- 4. APPROVAL OF THE MINUTES** (Minutes from previous meeting are reviewed and approved or amended & approved)
- 5. OFFICER AND COMMITTEE REPORTS** (Any reports from officers and/or committees are delivered)
- 6. UNFINISHED BUSINESS** (Any business that was not completed or needs more discussion from last meeting)
- 7. NEW BUSINESS** (Any new business that is new to the club with topic and who will present. This could include a guest speaker who addresses the club)
- 8. ANNOUNCEMENTS** (Announcements that do not require discussion, debate, or vote)
- 9. ADJOURNMENT** (Formal ending of the business meeting by the presiding officer)

SAMPLE - Club Meeting MINUTES – COS Future Business Leaders of America (FBLA)

May 7, 2024

11:10 am

Student Center – Giant Forest

1. CALL MEETING TO ORDER

President Chay H. called the meeting to order at 11:15am

2. ROLL CALL

Present: Chay H-President, Andy N-V. President, Derek P-Secretary, Lindsay G-Activities, Mekhi J-treasurer, Lauren S, Noemi O, Jason G, Ailing S, Sudafa M, Jeff B-Advisor

3. APPROVAL OF THE AGENDA

Approved by general consent

4. APPROVAL OF THE MINUTES

Noemi O: Motion to approved minutes from April 30 with correction on roll call to include new club member, Ailing S.

Andy N: Second

Pass: 10-0

5. OFFICER AND COMMITTEE REPORTS

- a. Lindsay presented the plan for Club Rush with request to purchase supplies for churros and horchata. Estimated expenses will be \$100 with reimbursement to go to VP Andy N. for those expenses. Will need a motion to approve.
- b. Chay welcomed new member, Ailing, and asked everyone to consider another friend or classmate to join the club.
- c. Derek reported the balance in the club fund account to cover expenses for Club Rush.

6. UNFINISHED BUSINESS

- a. Mekhi J: Motion to approve up to \$100 reimbursement to VP Andy N. for Club Rush churro and horchata supplies.
Lindsay G: Second
Pass: 10-0

7. NEW BUSINESS

No new business

8. ANNOUNCEMENTS

- a. Don't forget to arrive at 8am next Wednesday and Thursday to set up for Club Rush...all hands on deck!
- b. Next meeting, May 14, we will discuss a game night to welcome and meet new club members from Club Rush.

9. ADJOURNMENT

President Chay adjourned the meeting at 11:50am

Respectfully submitted by Derek P – Secretary.

VI. 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. Requests must be submitted two (2) weeks prior to a planned event date. (*This form is for approved outside areas*)

FACILITIES REQUEST - To Reserve Rooms

If you need a room reserved for your event or a parking lot, 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!

Contact the COS Publicity Office @ laurenfi@cos.edu at least 3 weeks prior to you event.

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

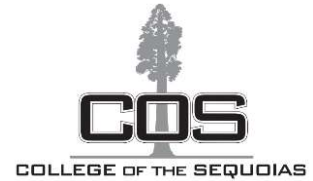
Vendors coming on campus are approved through the Student Activities and Affairs office and must complete a vendor contract and pay the vendor fee.

COMPLETION OF DETAILS - Important to follow through!

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 ensure 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.

ACTIVITY DATE REQUEST

(For outdoor areas identified below)



Completed applications **MUST** be submitted to the Student Activities & Affairs (SAA) Office at least two (2) weeks in advance of the event date. Sequoias Community College District retains the right to assign services as deemed necessary for any event.

Requestor: _____ **Date:** _____

Department/Club/Organization: _____

Email Address (Outside Organizations): _____ **Phone:** _____

Event Type (Check all that apply): ☐ COS Event/Class/Meeting ☐ Outside Organization Event

Event Title: _____ **Group Size:** _____

EVENT LOCATION KEY

A	Quad	F	Giant Forest Walkway
B	Quad Stage	G	Giant Forest Courtyard
C	Sequoia Breezeway	H	Food Court
D	Sawtooth Amphitheater	I	Ponderosa Courtyard
E	Lodgepole Circle	J	Alta Peak Patio

DATE(S) REQUESTED	LOCATION	EVENT SETUP TIME	TIME OF EVENT
_____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____

No. of Tables: _____ **No. of Chairs:** _____ **Electrical Outlet:** ☐ Yes ☐ No

Other Special Arrangements: _____

Additional Information:

- Approved requests will be listed on the COS Event List.
- Tables & Chairs will be provided upon availability.
- Diagrams must be provided when requesting setup or arrangement of tables & chairs.
- The event organizer must be present throughout the duration of the event.
- See SAA Office for food vendor requirements.
- Submit a HelpDesk ticket to Technology Services for Audio/Visual needs.
- Forms signed by students will not be accepted.
- Notify the Facilities & SAA Offices of event cancellations.

Requestor's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Director, SAA Signature: _____ **Date:** _____

Facilities Office Use Only:

Event ID Number: _____ Approved: _____ Date: _____

☐ Insurance (Outside Organizations)

Estimated Charges: _____

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OUTSIDE ORGANIZATION EVENT AGREEMENT

When applying for the use of any Sequoias Community College District facilities, all outside organizations must submit a statement of liability insurance coverage in the amount of \$1,000,000 (one-million dollars) naming "Sequoias Community College District" as the additional insured. It is the requestor's responsibility to obtain the necessary proof of insurance and required signatures prior to submitting the application. The insurance policy must be attached to this request.

REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

1. When a fee is charged, payment shall be submitted to the College of the Sequoias Cashier's Office.
2. A 24-hour cancellation notice is required prior to the indicated event date. If reservations are not canceled and the group fails to appear, charges will be billed for a minimum of two hours for the room and two hours for any additional services required/requested.
3. District police shall be responsible for maintaining order and conduct. Group support in this effort is appreciated.
4. Parking on campus is by permit only and is strictly enforced Monday-Friday, 6am-10pm. Daily permits will be provided to the event organizer upon approval.
5. The requesting party will be responsible for reimbursing the District for any property damage, missing equipment or related concerns that are discovered after the event.
6. Use of liquor on District property is strictly prohibited. Exceptions may be granted by District Police and must comply with local ABC permitting requirements and regulations.
7. Facilities are to be used as furnished. Special permission is required before any alterations, additions, electrical appliances, special equipment, lighting, or decorations are used.
8. Musical instruments are not allowed to be moved without prior written approval.
9. When utilizing a computer lab, all computers, projectors, etc. must be properly shut down, and all smart carts must be locked up prior to leaving the room.
10. No food or drinks allowed in classrooms.
11. District facilities must be promptly vacated following the approved event "ending" time.

Any violation(s) of the aforementioned regulations constitutes sufficient cause for refusal to grant further use of the property.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

This agreement supersedes any other Hold Harmless & Indemnification Agreement relative to the use of the District facilities. Notwithstanding any insurance coverage which may be in effect and in addition to any additional undertakings referred to herein, "Requestor" agrees at all times to protect, indemnify, and hold Sequoias Community College District and its Board of Trustees, free and harmless, and to provide legal defense from any and all liabilities, claims, losses, judgments, damages, demands, or expenses resulting from the "Requestor's" use or occupancy of the district's facilities and/or the active or passive negligence of the "Requestor" or the district, its Board of Trustees, officers, members, representatives, agents, guests, invitees, and/or employees, specifically including and without limitation, any liability, claim, loss, judgment, damage, demand, or expense, arising by reason of:

- (1) the loss of damage to any of the District's facilities including any building, structure, or improvement thereon, or any equipment to be used therein;
- (2) the injury to or death of any person including, but not limited to, the officers, members, representatives, agents, guests, invitees, and/or employees of the "Requestor" or of the District;
- (3) damage to any property arising from the use, possession, selection, delivery, return, condition, or operation of the District's facilities.

Requestor further agrees to reimburse the District for all the liabilities, claims, losses, judgments, damages, demands, expenses, fines, penalties including reasonable attorney's fees imposed or incurred by the District because of the requestor's use or occupancy of the District's facilities and/or active or passive negligence of the applicant or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitees, and/or employees.

I have read and understand the Outside Organizations Agreement, Regulations Governing Use of School Property, and the Hold Harmless & Indemnification Agreement. By signing this agreement, the requestor understands that coordination with the Facilities Office does not constitute the approval to use the District's facilities and may be subject to change or disapproval due to priority rules set by the District's policy.

Requestor's Signature: _____ **Date:** _____

FACILITIES REQUEST

(For buildings, parking lots, & outdoor areas not identified on the Activity Date Request Form)



Completed applications **MUST** be submitted to the Facilities Office at least two (2) weeks in advance of the event date. Sequoias Community College District retains the right to assign services as deemed necessary for any event.

Requestor: _____ Date: _____

Department/Club/Organization: _____

Email Address (Outside Organizations): _____ Phone: _____

Address: _____ City/Zip: _____

Event Type (Check all that apply): ☐ COS Event/Class/Meeting ☐ Outside Organization Event

Event Title: _____ Group Size: _____

Building: _____ Room: _____ (Classrooms seat approx. 35)

Signature Required for Designated Areas Below: _____

Alta Peak (Cafeteria) & The Grind – Food Services Manager
Athletic Facilities (Gym/ Potwisha) – Athletic Director
Hanford Campus (All Rooms/Areas) – Hanford Provost
Hospital Rock (Labs) – Nursing Director

John Muir (Labs) – Dean of Science, Math, & Engineering
Sierra (Music) – Dean of Arts & Letters
Tulare Campus (All Rooms/Areas) – Tulare Provost
Tule 501/503/507 (Home/Fashion/Culinary) – Division Chair

Date(s) Needed: _____

Day of Week (Check all that apply): ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thur. ☐ Fri. ☐ Sat. ☐ Sun.

Semester (Check one semester only per Facilities Request): ☐ Fall ☐ Spring ☐ Summer Year: _____

Beginning Time: _____ ☐ AM ☐ PM Ending Time: _____ ☐ AM ☐ PM

Number of Tables: _____ Number of Chairs: _____ (Provided upon availability)

Audio/Visual Equipment (Outside Organization Event): ☐ Yes ☐ No (Specify below)

Audio/Visual Equipment (COS Event/Class Meeting): Submit a HelpDesk ticket to Technology Services

Other Special Arrangements: _____

Request for room/area to be unlocked/locked (If you do not already have a key): ☐ Yes ☐ No

Additional Information:

- Approved requests will be listed on the COS Event List
- Heating/Cooling will be scheduled accordingly
- Rooms will **ONLY** be unlocked/locked if requested above
- Forms signed by students will not be accepted

Requestor's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Facilities Office Use Only:

Event ID Number: _____ Approved: _____ Date: _____

☐ Insurance (Outside Organizations) Estimated Charges: _____

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OUTSIDE ORGANIZATION EVENT AGREEMENT

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REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

1. When a fee is charged, payment shall be submitted to the College of the Sequoias Cashier's Office.
2. A 24-hour cancellation notice is required prior to the indicated event date. If reservations are not canceled and the group fails to appear, charges will be billed for a minimum of two hours for the room and two hours for any additional services required/requested.
3. District police shall be responsible for maintaining order and conduct. Group support in this effort is appreciated.
4. Parking on campus is by permit only and is strictly enforced Monday-Friday, 6am-10pm. Daily permits will be provided to the event organizer upon approval.
5. The requesting party will be responsible for reimbursing the District for any property damage, missing equipment or related concerns that are discovered after the event.
6. Use of liquor on District property is strictly prohibited. Exceptions may be granted by District Police and must comply with local ABC permitting requirements and regulations.
7. Facilities are to be used as furnished. Special permission is required before any alterations, additions, electrical appliances, special equipment, lighting, or decorations are used.
8. Musical instruments are not allowed to be moved without prior written approval.
9. When utilizing a computer lab, all computers, projectors, etc. must be properly shut down, and all smart carts must be locked up prior to leaving the room.
10. No food or drinks allowed in classrooms.
11. District facilities must be promptly vacated following the approved event "ending" time.

Any violation(s) of the aforementioned regulations constitutes sufficient cause for refusal to grant further use of the property.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

This agreement supersedes any other Hold Harmless & Indemnification Agreement relative to the use of the District facilities. Notwithstanding any insurance coverage which may be in effect and in addition to any additional undertakings referred to herein, "Requestor" agrees at all times to protect, indemnify, and hold Sequoias Community College District and its Board of Trustees, free and harmless, and to provide legal defense from any and all liabilities, claims, losses, judgments, damages, demands, or expenses resulting from the "Requestor's" use or occupancy of the district's facilities and/or the active or passive negligence of the "Requestor" or the district, its Board of Trustees, officers, members, representatives, agents, guests, invitees, and/or employees, specifically including and without limitation, any liability, claim, loss, judgment, damage, demand, or expense, arising by reason of:

- (1) the loss of damage to any of the District's facilities including any building, structure, or improvement thereon, or any equipment to be used therein;
- (2) the injury to or death of any person including, but not limited to, the officers, members, representatives, agents, guests, invitees, and/or employees of the "Requestor" or of the District;
- (3) damage to any property arising from the use, possession, selection, delivery, return, condition, or operation of the District's facilities.

Requestor further agrees to reimburse the District for all the liabilities, claims, losses, judgments, damages, demands, expenses, fines, penalties including reasonable attorney's fees imposed or incurred by the District because of the requestor's use or occupancy of the District's facilities and/or active or passive negligence of the applicant or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitees, and/or employees.

I have read and understand the Outside Organizations Agreement, Regulations Governing Use of School Property, and the Hold Harmless & Indemnification Agreement. By signing this agreement, the requestor understands that coordination with the Facilities Office does not constitute the approval to use the District's facilities and may be subject to change or disapproval due to priority rules set by the District's policy.

Requestor's Signature: _____ **Date:** _____

VII. Inactive Club Accounts

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 body as a whole.

VIII. Student Trips 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 the 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.

TRANSPORTATION REQUEST

(For district vehicle and/or gas card usage for school business)



Completed applications **MUST** be submitted to the Facilities Office at least two (2) weeks in advance of your requested departure date.

Requestor: _____ Date: _____

Department: _____ Phone: _____

Destination: _____ City/State: _____

Purpose of Trip: _____ Number of Students: _____

Vehicle(s) Requested: ☐ Car (1) ☐ 7-Pass Van () ☐ 12-Pass Van () ☐ Gas Card

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Driver(s) Details:

Name & Driver's License #: _____

Name & Driver's License #: _____

Name & Driver's License #: _____

Name & Driver's License #: _____

Name & Driver's License #: _____

Other COS personnel traveling in the same vehicle:

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____

Additional Information

- All drivers **MUST** have DMV clearance on file prior to submitting a Transportation Request Form.
- Names of all students who will be riding in the COS vehicles must be provided to your supervisor.
- Out of state travels involving students **MUST** be approved in advance by the COS Board of Trustees.
- Gas cards are only available when traveling beyond a 75-mile radius of the COS campus (one way).
- All gas cards, gas card receipts, and vehicle keys must be submitted to the Facilities Office upon your return.
- Vehicle keys and gas cards will not be checked out unless all prior keys/cards have been returned.

Requestor's Signature: _____ Date: _____

Director/Dean's Signature: _____ Date: _____

Facilities Office Use Only:

Request Status: ☐ Approved ☐ Unapproved

Assigned Vehicle: ☐ Car () ☐ 7 - Passenger Van () ☐ 12 - Passenger Van () ☐ Gas Card

Processed By: _____ Date: _____



Giant Forest, RM 123 • 559.730.3736

Student & Volunteer Driver Requirements

Please complete the following and bring to the Student Activities & Affairs office:

1. Vehicle and Liability Form
 - a. Note: If driving your personal vehicle, you must also complete page 2 of this form and provide proof of necessary insurance.
2. DMV Authorization for Release of Driver Record (DMV-INF1101)
3. Keenan Safe Colleges Online Defensive Driving (CA Full Course)
 - a. Go to: <https://cos-keenan.safecolleges.com/register/87e48aa2>
 - b. If new driver: Create your account with Banner ID (do not include @ symbol) as your user name and _____@giant.cos.edu as your email
 - c. If returning: Login as previously registered
 - d. Complete the Defensive Driving – CA Full Course
 - e. Print out the “Completion Form”
 - f. Issues? Contact Keenan at (800) 434-0154 or support@safeschools.com
4. Obtain a copy of your DMV driving record:
 - a. \$2 online - <https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome>
 - b. \$5 at DMV office - https://www.dmv.ca.gov/portal/dmv/detail/fo/offices/toc_fo
 - c. Prices vary for other states
5. 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

NOTE: Students are required to complete and submit the packet every academic year.
COS Administrative Procedure AP 6531 Transportation Procedure – Student or Volunteer.



STUDENT DRIVER VEHICLE AND LIABILITY FORM

FORM MUST BE SUBMITTED THREE (3) WEEKS PRIOR TO THE EVENT

Note: For processing, you must complete the DMV Authorization for Release of Driver Record Information form, the Defensive Driving Course, and submit a copy of your driver's license. Students must be at least 20 years old and have a valid license for at least two (2) years.

Date Submitted: _____

Directions:

This form must be completed, submitted to the COS Student Activities and Affairs office and approved BEFORE any current college student may drive a college owned vehicle when traveling to a college activity and/or when transporting other students. This is required by College of the Sequoias Administration and the College's insurance company.

Under no circumstances are students allowed to drive a college owned vehicle or transport other students in their own vehicle without this form and their driving record cleared. Driver clearance is good for the remainder of the academic year ending June 30th. **To drive a college-owned vehicle or transport other students in your personal vehicle, you must complete the first page of this form and item number one (1) on the second page; to leave the trip early and travel on your own, complete the first page of this form and item 2 on the second page; to do both, complete the entire form.**

Student Name: _____
(Last) (First) (Middle Initial)

Student Birthday: _____ Banner ID: _____ Phone No: _____

Driver's License #: _____ Exp. Date: _____

Activity/Destination:

Class or Organization: _____

Staff or Faculty Member in Charge: (print name): _____

Destination of Activity: _____ Date(s) of Activity: _____

Emergency Contact:

Name: _____ Cell: _____ Home/Work: _____

Signature:

Faculty Member Signature

Faculty Member Printed Name

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.

This section only applies when a person: (1) drives a privately owned vehicle or (2) leaves a trip or excursion group and travels on their own.

(1) Affidavit – Driving a privately owned vehicle:

☐

Student driving their own vehicle

☐

Student transporting other students

Personal Vehicle Information: Year: _____ Make: _____ Model: _____

(Driver must provide proof on 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.)

I, _____ (parent/guardian unless 18 or older), do hereby release College of the Sequoias from any responsibility and liability when giving permission for my son/daughter/self to drive to or from a college activity or terminate participation in a trip or excursion utilizing private transportation. The vehicle being used is insured.

(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.

Signature: _____ **Date:** _____
(Parent/Guardian or Student if 18 or over)

Signature: _____ **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: _____



EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

SECTION 1 — DRIVER INFORMATION

I, _____, California Driver License Number, _____,
hereby 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 ACTIVITIES & AFFAIRS
COMPANY NAME

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) §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.

EXECUTED AT: CITY	COUNTY	STATE
VISALIA	TULARE	CA
DATE	SIGNATURE OF EMPLOYEE X	

SECTION 2 — AUTHORIZED REPRESENTATIVE CERTIFICATION

I, WILLIAM HOBBS, of COLLEGE OF THE SEQUOIAS - STUDENT ACTIVITIES
AUTHORIZED REPRESENTATIVE COMPANY NAME

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 §1808.1. The information received will not be used for any unlawful
purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (*Penal Code* §118)
and false representation (CVC §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 §§1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE
VISALIA	TULARE	CA
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE X	

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 dmv.ca.gov/otherservices, or by calling 916-657-6346.

**PLEASE RETAIN AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND
MAKE AVAILABLE UPON REQUEST TO DMV STAFF.**

DO NOT RETURN THIS FORM TO DMV.

- Returning driver, use link here, since your account is already created.

- Do not attempt to create ad new login.

- First time drivers sign up here:

- Username: BannerID number (without @)

- Email address: @giant.cos.edu email

Sign Up

If you have already registered for an account:

Please do not create a second account. Your training progress from your first account would not be carried over. Instead, please go [here](#) and recover your login credentials using your email address.

Username ^{*required}	First Name ^{*required}
<input type="text"/>	<input type="text"/>
	Last Name ^{*required}
	<input type="text"/>
Email Address ^{*required}	Confirm Email Address ^{*required}
<input type="text"/>	<input type="text"/>

Required input is missing and/or invalid

Register ✓

Welcome,
Adriana Garcia

- My Assignments
- Training History
- Extra Training
- Language
- Log Out

My Assignments

Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

- Navigate to the Defensive Driving / CA Full Course



To access courses with the Course Translations Feature, click on the Language Tab on the left side of your screen and then click on the preferred language. If the course has a translation feature, it will play in the language selected. If it does not, it will play in English. For questions about the Course Translations available, please contact your Keenan Account Manager. If you are experiencing any issues playing through the courses, please use an optimal browser such as Google Chrome, Mozilla Firefox or Edge.

Para acceder a los cursos con la funcion de traduccion, haga clic en la pestana Idioma de la parte izquierda de la pantalla y, a continuacion, en el idioma que prefiera. Si el curso tiene una funcion de traduccion, se reproducira en el idioma seleccionado. Si no, se reproducira en ingles. Si tiene alguna pregunta sobre las traducciones disponibles, comuniquese con su Administrador de Cuentas en Keenan. Si tiene problemas para reproducir los cursos, utilice un navegador optimo como Google Chrome, Mozilla Firefox o Edge.

This message brought to you by Keenan & Associates



Mandatory Training



Defensive Driving
California Full Course

This course is a comprehensive tutorial designed for any employee who drives a work vehicle including both...



Due In 1993 Days



Due: 2029-10-31



21 Minutes

Start →

Interested in Extra Training?

You may have access to many more courses that cover a wide variety of topics. Please take the time to look over the list and view the ones that interest you.

View Library →

- Complete all (4) sections and print the completion certificate.



Defensive Driving

California Full Course

This course is a comprehensive tutorial designed for any employee who drives a work vehicle including both professional and nonprofessional drivers. The course content includes strategic driving tips and real-world...

[Read More](#)



CONTINUE COURSE

Course Sections

0 / 4 Complete

○○○○



Introduction

About 2 Minutes Required



Benefits of Strategic Driving

About 1 Minute Required



Five Strategic Driving Skills

About 14 Minutes Required



Final Assessment

About 2 Minutes 80% required to pass Required



Course Requirements



Assessment Requirement
80%

Course Details



Typical Base Course Duration
21 Minutes



Category
[Transportation](#)

Certificate of Completion

College of the Sequoias

Adriana Destiny Garcia

has completed

Defensive Driving (California Full Course)

a training program requiring 21 minutes

on

Friday, May 17, 2024

College of the Sequoias

Travel/Conference Request & Expense Report

Budget to be Charged:

- ☐ Admin. Travel
- ☐ Faculty Conference
- ☐ 1st Conference
- ☐ 2nd Conference
- ☐ Staff Development
- ☐ Other

Name _____ Banner ID @ _____

Conference Title _____

Date(s) _____ City _____

Other Staff Attending _____

Reason for Attending _____

TRAVEL REQUEST	Estimated Expense	Actual Expenditures (No Alcohol Beverages Included)						Total
		Date	Date	Date	Date	Date	Date	
Meals:								
Breakfast								
Lunch								
Dinner								
(a) SUBTOTAL								
Registration								
Lodging								
Mileage @ IRS								
Airfare								
Auto Rentals								
Taxi/Shuttles								
Parking								
Other (Explain)								
(b) SUBTOTAL								
TOTAL (a + b)								

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 personal automobile liability insurance of \$100,000 Combined Single Limit or not less than \$100,000 Per Person/ \$300,000 Per Accident and property/damage insurance of not less than \$50,000. (J.P.A. Board Action May 21, 1992). Signing this form indicates that you fully understand and comply with the insurance requirements:

<p style="text-align: center;">Signature of Employee _____ Date _____</p> <p style="text-align: center;">Approval for Travel:</p> <p><input type="checkbox"/> Grant or Other Funding (specify) _____</p> <p><input type="checkbox"/> Grant/Other Approval: _____</p> <p style="text-align: right; padding-right: 20px;">Sign & Date if approved</p> <p>_____ Division Chair/Supervisor</p> <p>_____ Date _____ Dean or Associate Dean</p> <p>_____ Date _____ Vice President or President</p> <p>_____ Date _____</p>	<p style="text-align: center;">Signature of Employee _____ Date _____</p> <p style="text-align: center;">Approval for Expenses:</p> <p>(Conference program, receipts for lodging, registration, transportation, meals and other allowable expenses must be attached to receive reimbursement.)</p> <p><input type="checkbox"/> Grant/Other Approval: _____</p> <p style="text-align: right; padding-right: 20px;">Sign & Date if approved</p> <p>_____ Division Chair/Supervisor</p> <p>_____ Date _____ Dean or Associate Dean</p> <p>_____ Date _____ Vice President or President</p> <p>_____ Date _____</p>
--	--

Charge to Budget # _____ Amount _____

Fund _____ Organization _____ Account _____ Program _____

Charge to Budget # _____ Amount _____

Fund _____ Organization _____ Account _____ Program _____

Travel Conference Expense Form Instructions

1. Fill out the Travel/Conference Request Form as far in advance of travel as feasible. In the "Estimated Expense" column, list the foreseeable expenses for the listed items.
 - a. Reimbursement for meals will cap at \$50 per day.
 - b. Mileage/Travel Reimbursement: The use of a District vehicle or gas card requires a separate Transportation Request form. **Using a District gas card is preferred over requesting mileage reimbursement when traveling 75 miles or further one-way.**
2. Specify the appropriate grant or other funding source. Be sure to specify if funding will come from the Faculty Conference Fund where applicable.
3. Sign and date in the "Approval for Travel" box.
4. Submit the Request form and a Conference Flier to your Division Chair (faculty) or to your supervisor (staff) who will initiate the approval process. You will receive the form back after all signatures have been applied and the conference is approved or denied.
5. If approved, attend the conference.
6. After returning from the conference, fill in the actual expenditures and attach receipts for all expenditures. Meal expenses are not per diem, actual expenses must be recorded (**original itemized receipts required**). Recognize that the maximum reimbursement for the total of all meals each day will be \$50 (AP 7400). Include a copy of the conference agenda or program. Sign and date in the "Approved for Expenses" box.

For Faculty: Travel/Conference requests and expense reimbursements are covered by the COSTA Master Agreement, Article XV, and AP 7400. Faculty are entitled to attend up to two conferences per year. Reimbursement for the first conference paid out of the Faculty Conference fund is guaranteed at \$200, but additional reimbursement is possible. Second conferences are not guaranteed to be reimbursed. Final reimbursement beyond the initial \$200 depends upon adequate funding at year's end.

1. Submit the form to your Division Chair by June 1, who will initiate the reimbursement process:
 - a. First conferences from the Faculty Conference Fund receive an immediate \$200 reimbursement, the balance to be reimbursed at the end of the academic year, subject to adequate funding
 - b. Second conferences from the Faculty Conference Fund receive no immediate reimbursement, the balance to be reimbursed as noted directly above.

Club Trip Check List:

1. Student Forms: (Advisors keep originals on trip)

Filed in the Deans office.

Every participating student must complete these forms.

1. Liability Waiver form
2. Medical Consent form
3. Code of Conduct form

2. Advisor Forms:

Filed in the Deans office.

1. Roster of advisors and students with full name, cell phone & banner ID
2. Clery Act Student Travel form

3. Updated List of Trip Participants:

Due to the Dean: Morning of trip

This list must identify any adds and no-shows

Email to: your department dean.

The items below are available as needed.

4. Transportation Request to reserve COS vans:

Due to Facilities office: As soon as you schedule a trip (at least 3 weeks prior)

This must be completed by the Advisor.

Note: volunteer/student driver forms (#5 below) must also be submitted or on file.

5. Volunteer & Student Driver forms: (for staff and faculty)

Due to SAA office: Three weeks prior to trip date.

These must be submitted for staff, faculty or students who wish to drive a COS vehicle

OR transport students in a personal vehicle

6. Travel & Conference request:

Due to department dean: Three weeks prior to trip date.

This must be submitted for staff or faculty who will utilize COS funds for a trip.



Liability Waiver for Education Excursion or Field Trip

____ Transportation *will* be provided by the College

____ Transportation *will not* be provided by the College

Name: _____

Banner ID #: _____

Address: _____

Phone No. Day: _____

Phone No. Evening: _____

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 Regulation Title 5 Section 55450 in part provides that all persons making a field trip or excursion shall be deemed to have waived all claim against the District of 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 purpose of the 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 of the rules and requirements, observe the program schedules, follow the instructions given by the supervisory personnel in all matters pertaining to the field trip of excursion and abide by the rules of student conduct (AP 5500). 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 or my parents expense), due to any international or political unrest, 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 of its agents or arising out of my failure to remain under such supervision or to comply with such rules, standards and instruction; 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 consider to be incompatible with the interest, harmony, comfort and wellbeing of other students. If my participation is terminated, I consent to being sent home at my own (or my parents) expense with no refunds 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 illegal and 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 Hold Harmless and Indemnify and understand the 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

____ Age 18 or above

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.

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: _____

Zip Code: _CA_____ Email: _____

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: _____

Name

Title

Department

Phone

Email

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.

Name: _____

Street Address _____

City, State, Zip _____

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:

Name

Signature

Date

IX. 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

WHAT IS PARLIAMENTARY PROCEDURE?

It's a set of rules for
conducting business
at meetings and
public gatherings.

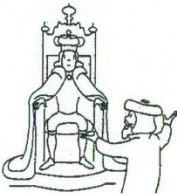


WHY IS PARLIAMENTARY PROCEDURE IMPORTANT?

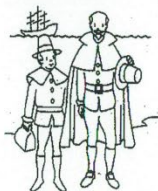
Because it allows
everyone to be heard
and to make decisions
without confusion.

PARLIAMENTARY PROCEDURE HAS A LONG HISTORY

IT ORIGINATED
in the early English
Parliaments.



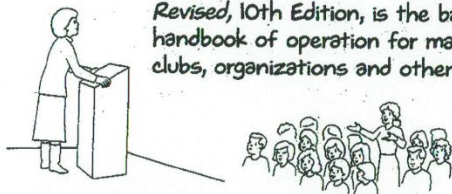
**IT CAME TO
AMERICA**
with the first
European settlers.



**IT BECAME
UNIFORM**
in 1876, when
Henry M. Robert
published his manual
on Parliamentary Law.



Today, *Robert's Rules of Order Newly Revised*, 10th Edition, is the basic
handbook of operation for many
clubs, organizations and other groups.



PARLIAMENTARY PROCEDURE MEANS:



It can be adapted
to fit the needs
of any organization.



So, it's important
for everyone to know
these basic rules!

Note: A glossary and index are on page 14.

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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 chair (the person 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 (permanent) committees may report on their activities. Some only report at annual meetings.

4. REPORTS OF SPECIAL COMMITTEES

Special (temporary) committees report on the tasks for which they were created.

5. SPECIAL ORDERS

This is important 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

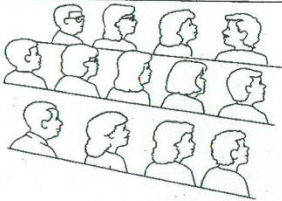
These inform the assembly (the people at the meeting) of other subjects and events.

9. ADJOURNMENT

The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was prearranged by vote).

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

Note: Some assemblies may hold electronic meetings, such as videoconferences or teleconferences. These assemblies may need to modify some rules for obtaining the floor, but they should still follow the other rules of parliamentary procedure.



4

HOW DO MEMBERS GET THEIR SAY?



They make motions. A motion is a proposal that the assembly take a stand or take action on some issue. Members have a right to:

PRESENT MOTIONS (make a proposal)



SECOND MOTIONS (express support for discussion of another member's motion)



DEBATE MOTIONS (give opinions on the motion)



VOTE ON MOTIONS (make a decision)



5

THERE ARE 5 GENERAL TYPES OF MOTIONS

① MAIN MOTIONS

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

For example:



② SUBSIDIARY MOTIONS

These change or affect how the main motion is handled. (They are voted on before the main motion.)

For example:



③ PRIVILEGED MOTIONS

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

For example:



④ INCIDENTAL MOTIONS

These are questions of procedure that arise out of other motions. They must be considered before the other motion. For example:



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.

For example:



6

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 attended to.

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.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

CAN IT BE AMENDED?

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

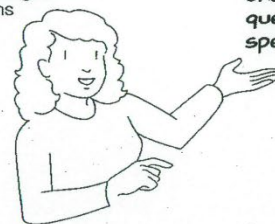
WHAT VOTE IS NEEDED?

Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

CAN IT BE RECONSIDERED?

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

The table on pages 8 and 9 answers these questions for some specific motions.



7

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 INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move to adjourn."	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move to recess for..."	NO	YES	NO ❶	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege."	YES	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	MAJORITY	NO ❷
END DEBATE AND AMENDMENTS	"I move the previous question."	NO	YES	NO	NO	⅔	YES ❸
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 ❹
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ❺	YES	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 RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ❻	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision."	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	⅔	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion."	YES	NO	NO	NO	⅔ ❼	YES ❷
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division," or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information..."	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES ❸	YES	YES ❺	NO	MAJORITY	NO

NOTES: ❶ Unless moved when no question is pending. ❷ Affirmative votes may not be reconsidered. ❸ Unless vote on question has begun. ❹ Unless the committee has already taken up the subject. ❺ Unless the motion to be amended is not debatable. ❻ Unless the chair submits to the assembly for decision. ❼ A ⅔ vote in negative is needed to prevent consideration of the main motion. ❽ Only if the speaker has the floor but has not actually begun to speak. ❹ Unless the motion to be reconsidered is not debatable.

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 we do..." instead of "I move that we do not..."
- Stay on the subject and avoid personal attacks.



3 YOU WAIT FOR A SECOND

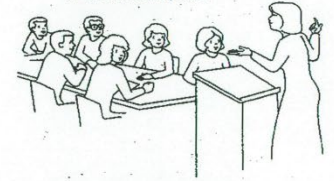
- Another member will say, "I second the motion."
- Or, the chair will call for a second.
- If there is no second, your motion will not be considered.

Motions made at the direction of a board or committee (of more than one person) do not require a second.



4 THE CHAIR STATES YOUR MOTION

- The chair must say, "It is moved and seconded that we..."
- After this happens, 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 2/3 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 "aye" and those opposed to say "no" (for majority votes only). A member may move for an exact count.



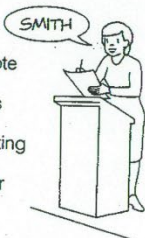
SHOW OF HANDS

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 "present" (indicating the choice not to vote) as his or her name is called.



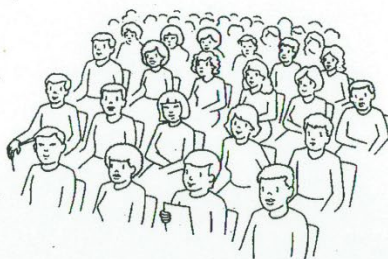
BALLOT

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



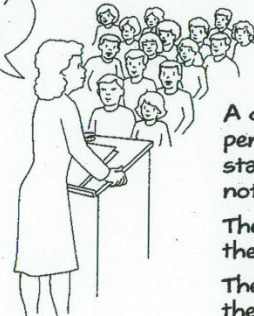
GENERAL CONSENT

When a motion isn't likely to be opposed, the chair says, "If there is no objection..." Members show consent by their silence. If someone says, "I object," the matter must be put to a vote.



MORE ABOUT VOTING

Are we ready for the question?



A question (motion) is pending when it has been stated by the chair but not yet voted on.

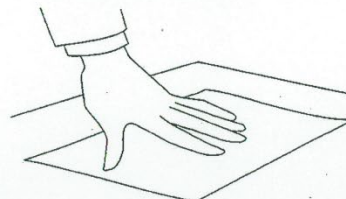
The last motion stated by the chair is the first pending.

The main motion is always the last voted on.

A MOTION TO LAY ON THE TABLE

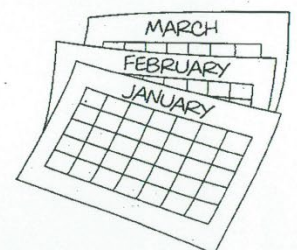
This motion is used to lay something aside temporarily to take care of a more urgent matter. It should not be used to prevent debate or to kill a question.

Members can "take from the table" a motion for reconsideration. This must happen by the end of the current or next session (depending on how soon the next session is scheduled).



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.



X. STUDENT SENATE

CLUB INFORMATION SHEET / AUTHORIZED SIGNATURE FORM

Please return this form to the Student Activities & Affairs office BY:
(Giant Forest Bldg. Rm 123 or email to adrieana@cos.edu)

Name of Organization / Club:

Club Fund #

Semester Active

Club Meeting Information

Day(s) of the Week

Time(s)

Building / Campus

Room Number

Club Advisor and Officer Information *(please type or print clearly)* Attach Minutes for Officer Appointment

Advisor

Print: _____

Signature: _____

Office Ph#: _____ Office Bldg/#: _____

Email: _____

Club President

Print: _____

Signature: _____

Cell Ph. #: _____

Email: _____

Banner ID: _____

Club Treasurer

Print: _____

Signature: _____

Cell Ph. #: _____

Email: _____

Banner ID: _____

Club I.C.C. Representative

Print: _____

Signature: _____

Cell Ph. #: _____

Email: _____

Banner ID: _____

** 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.*

Co - Advisor

Print: _____

Signature: _____

Office Ph#: _____ Office Bldg/#: _____

Email: _____

Club Vice President

Print: _____

Signature: _____

Cell Ph. #: _____

Email: _____

Banner ID: _____

Club Secretary

Print: _____

Signature: _____

Cell Ph. #: _____

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 or requesting reimbursements.
- * Cash boxes must be requested at least 2 days/48 hrs in advance of need/event. Follow all guidelines as provided by the Advisor's Handbook.
- * Advisor Club Handbook is available online:
<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>
- * Web site: <https://www.cos.edu/en-us/student-life/activities-and-affairs>

XI. Cash Control and Fundraising Procedures for Student Senate Clubs

External auditors require the District to implement cash control procedures and document the financial transactions of student clubs. These cash control and record-keeping procedures are designed to help clubs keep an accurate accounting of their funds for themselves, the district, the public and external auditors. There are three types of control procedures as follows:

Control Procedure	Type of Event
A. Pre-numbered Receipts	Club booth-type sales Sale of advertising space Off campus sales
B. Sign in for Donations	Service provided for donation (e.g. car wash)
C. Scrip/Pre-sold ticket Receipts	Club booth-type sales

A. Pre-numbered Receipts

Forms needed: Revenue Potential Form (**Exhibit A**)

Pre-numbered Receipts (**Exhibit B**)

Club Deposit Reconciliation Form (**Exhibit C**)

1. Two days prior to the event, club members should notify Cashier's office to order cash box. On the day of the event, club members should pick up the cash box. A Revenue Potential Form (Exhibit A) must be completed by club members or advisor at that time, if expected revenue is \$500 or above.
2. The cash box will include Pre-numbered Receipts (**Exhibit B**) and a Club Deposit Reconciliation Form (Exhibit C). The Cashier's office will record the number series of receipts being used (i.e. 1-500) on the Club Deposit Reconciliation Form. The Pre-numbered Receipts are small ticket-type forms which include a club copy and a customer copy,
3. On each Pre-numbered Receipt, club members must record the total amount for item(s) sold and amount of any donation.
4. At the club event, two club members should staff the cash table at all times; one club member to take the cash and one club member to record and hand out receipts.
5. At the end of the event, club members must balance the receipts to the 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.

6. Club members or advisor will return the cash box to the Cashier's Office at the end of the event. Included with the cash box will be the Club's copy of the Pre-numbered Receipts and all unused Pre-numbered Receipts. Also included will be the cash for deposit into the Club's account, the seed money, and the Club Deposit Reconciliation Form.

7. If revenue earned is \$500 over or under the amount expected on the Revenue Potential Form, the club advisor shall explain the difference on the Revenue Potential Form. Cashier's Office will then submit a copy to the Chief Accounting Officer. The Chief Accounting Officer may notify the Club Advisor via email.

8. If cash box does not balance to receipts:

a. An email notice will be sent by the Chief Accounting Officer to the Club Advisor and Student Senate Director.

b. After three (3) email notices are sent by the Chief Accounting Officer to the Club Advisor in an academic year, the club may lose its cash box privileges. In the event a club loses cash box privileges, the Club Advisor should submit an email to the Chief Accounting Officer stating why the club should be allowed to continue with cash box privileges and how the club plans to correct cash control issues. The Chief Accounting Officer will review each incident case by case to determine if cash box privileges should be re-instated.

9. Under no circumstances should any cash be taken from the cash box to purchase items or reimburse club members/advisors. Any such expenses must be out-of-pocket and a reimbursement request submitted with the receipt to the Accounts Payable Department for processing.

a. **Any student who purchases inventory or stock for sales with an EBT card (food stamps) will not be reimbursed.**

b. *Violation of control procedures (1-9) will be grounds for revocation of cash box privileges.*

B. Sign in for Donations

Forms needed: Revenue Potential Form (**Exhibit A**)

Club Deposit Reconciliation Form (**Exhibit C**)

Donation Sign-In Form (**Exhibit D**)

1. Two days prior to the event, club members should notify Cashier's office to order cash box. On the day of the event, club members should pick up the cash box. A Revenue Potential Form (Exhibit A) must be completed by club members or advisor at that time, if expected revenue is \$500 or above.

2. The cash box will include the Donation Sign-In Form (**Exhibit D**) and a Club Deposit Reconciliation Form (Exhibit C).

a. Club members record name (or initials) of each donor and amount donated on the Donation Sign-In Form.

3. At the end of the event, club members must balance the Donation Sign-In Form to the 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 Donation Sign-In Form and record on Club Deposit Reconciliation Form.

c. Explain any difference between the cash collected and the Donation Sign-In Form total. **Note:** two people should count the cash. It is recommended that the faculty advisor is one of the two.

4. Club members or advisor will return the cash box to the Cashier's Office at the end of the event. Included with the cash box will be the Donation Sign-In Form, the cash for deposit into the Club's account, the seed money, and the Club Deposit Reconciliation Form.

5. If revenue earned is \$500 over or under the amount expected on the Revenue Potential Form, the club advisor shall explain the difference. Cashier's Office will then submit a copy to the Chief Accounting Officer. The Chief Accounting Officer may notify the Club Advisor via email.

6. If cash box does not balance to Donation Sign-In Form:

a. An email notice will be sent by the Chief Accounting Officer to the Club Advisor and Student Senate Director.

b. After three (3) email notices are sent by the Chief Accounting Officer to the Club Advisor in an academic year, the club may lose its cash box privileges. In the event a club loses cash box privileges, the Club Advisor should submit an email to the Chief Accounting Officer stating why the club should be allowed to continue with cash box privileges and how the club plans to correct cash control issues. The Chief Accounting Officer will review each incident case by case to determine if cash box privileges should be re-instated.

7. Under no circumstances should any cash be taken from the cash box to purchase items or reimburse club members/advisors. Any such expenses must be out-of-pocket and a reimbursement request submitted with the receipt to the Accounts Payable Department for processing.

8. If no cash box is utilized, club members and advisor should ensure that two people are present when handling cash. Receipts (either pre-numbered ticket type or pre-numbered receipt book in duplicate) can be issued to donors if necessary (e.g. donations over \$10). The Club Deposit Reconciliation Form is completed and submitted with cash and receipts to the Cashier's Office.

C. Scrip/Pre-sold ticket Receipts

1. In the event of large club sales or events, scrip or pre-sold tickets may be utilized. Scrip/pre-sold tickets will be sold at centralized locations instead of individual clubs utilizing cash boxes and reconciling cash.

2. When scrip/pre-sold tickets are used, this method will be applicable to all outside vendors as well as clubs.

Thank you



Club Procedures Accounts Payable

A. Check Requests (**Exhibit E**)– Form is on the COS web site in internal forms

1. Purchases/Reimbursements

- Payments for clubs are usually run on **Tuesdays**. Please submit check requests and invoices by Monday afternoon in order to have them processed on Tuesday.
- Attach receipts – tape each receipt to a sheet of paper before submitting.
- Club signatures: Club Advisor, Club Officer/President
- Make sure that if a club member is requesting to have him/herself reimbursed, another officer needs to authorize with a signature.
- Attach flyer of the event
- Attach minutes stating club approval and the meeting Agenda
- If amount is over \$600.00, a roll call vote must be taken and the Activity Consent Form (**Exhibit F**) is signed by club members

2. Advances

- Attach flyer for event
- Attach minutes authorizing the advance and the meeting Agenda
- After event (within 30 days), submit expense report (**Exhibit G**) with receipts and left-over cash to the cashier
- If amount is over \$600.00, a roll call vote must be taken and the Activity Consent Form signed by club members
- Any club that does not submit back up paperwork in a timely manner will no longer be able to request advances

B. No Gifts Allowed

C. Sales tax

1. Fund raising items other than food will need to have sales tax added in.
2. Sales tax will be added to the check request on purchases and reimbursements that were not initially charged sales tax. COS is still obligated to pay it even though the vendor did not require it.



Fund Activity Consent Form Procedures

The purpose of this form (**Exhibit F**) 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. During club meetings, motions are made to approve the use of club funds. If the motion involves spending more than \$600.00, a roll call vote must be taken by having each attending member sign their name and circle Y (yes), N (no) or A (abstain). Be sure to enter on the form all of the information listed below:
 - 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. Tally up the votes at the bottom of the page.
4. Have the attending Advisor sign at the bottom.
5. Attach the form to the check request. Accounts Payable will not process requests of \$600.00 or more unless this roll call sheet is attached.



Appropriate/Inappropriate Fund Use

Expenditure of student funds must directly promote the general welfare, morale or educational experience of the students. Therefore, gifts of any kind are prohibited expenses. According to the Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference, gifts are considered a gift of public funds.

The following are examples of appropriate expenditures using club funds:

1. Field trips/excursions and outdoor education/science camps
2. Costs for student social events
3. Scholarships (under specific circumstances – Foundation process)
4. Extracurricular athletic costs, including costs for ticket sales, game officiating & security

The following are examples of expenditures not appropriate using club funds:

1. Gifts of any kind (including gift cards or gift certificates)
2. Articles for the personal use of a district employee
3. Expenses for staff/faculty meetings
4. Expenses for booster clubs, foundation, auxiliary organizations and other parent-teacher organizations
5. Awards, unless board policy states otherwise (COS Board does not have a policy)
6. Employee appreciation gifts or meals
7. Employee clothing/attire
8. Donations to other organizations, except when a club specifically fundraises for that organization and the purpose of the fundraiser is clearly advertised.
9. Donations to families or students in need
10. Cash awards to anyone

Please keep these restrictions in mind when planning end of year gatherings and events

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.

Exhibit A

Club Name: _____ Date: _____

Exhibit B

NO. 05736	Club Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05736	Customer Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05737	Club Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05737	Customer Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05738	Club Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05738	Customer Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05739	Club Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05739	Customer Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05740	Club Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05740	Customer Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05741	Club Copy
Item: \$ _____	
Donation: \$ _____	

NO. 05741	Customer Copy
Item: \$ _____	
Donation: \$ _____	

Exhibit B

Exhibit B

**COLLEGE OF THE SEQUOIAS
DEPOSIT RECONCILIATION**

ORGANIZATION OR EVENT: _____ DATE _____

ACCOUNT NUMBER: _____

CHECKS				COINS		DEPOSIT RECEIPT NUMBER	
NAME		#	AMOUNT		AMOUNT	NOTES	
1.				PENNIES			
2.				NICKLES			
3.				DIMES			
4.				QUARTERS			
5.				HALVES			
6.				COIN TOTAL			
7.				CASH CURRENCY			
8.					AMOUNT		
9.				ONES			
10.				TWOS			
11.				FIVES			
12.				TENS			
13.				TWENTIES			
14.				FIFTIES			
15.				HUNDREDS			
16.				CURRENCY TOTAL			
17.				DEPOSIT			
18.				CURRENCY			
19.				COINS			
20.				CASH SUBTOTAL			
CHECKS TOTAL				CHECKS			
SIGNATURES				DEPOSIT TOTAL			
DEPOSIT PREPARED BY:							
CASHIER'S OFFICE VERIFIED:							

Exhibit C



College of the Sequoias Fund-Raising Event

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

Name of Event

Club/Organization

Date

Customer Name or Initial	Amount

Customer Name or Initial	Amount

915 S. Mooney Blvd. • Visalia, CA 93277 • (559) 730-3700 •

www.cos.edu

Exhibit D

**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 \$ _____

Fund	Org	Account	Program	Amount
------	-----	---------	---------	--------

Account # _____ \$ _____

_____ \$ _____

Person Requesting: _____ Phone # _____
(Club President, Treasurer or Trust Advisor)

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 ADMINISTRATION.

Office Use Only

VENDOR ID #: _____ TAX ID #: _____ BANK CODE: _____

AUTHORIZATION: _____ DOCUMENT #: _____

Print Form

Exhibit E

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.

Seconded By: _____

1 _____ (N/Y/A)
(Name)
2 _____ (N/Y/A)
(Name)
3 _____ (N/Y/A)
(Name)
4 _____ (N/Y/A)
(Name)
5 _____ (N/Y/A)
(Name)
6 _____ (N/Y/A)
(Name)
7 _____ (N/Y/A)
(Name)
8 _____ (N/Y/A)
(Name)
9 _____ (N/Y/A)
(Name)
10 _____ (N/Y/A)
(Name)
11 _____ (N/Y/A)
(Name)
12 _____ (N/Y/A)
(Name)
13 _____ (N/Y/A)
(Name)
14 _____ (N/Y/A)
(Name)
15 _____ (N/Y/A)
(Name)

16 _____ (N/Y/A)
(Name)
17 _____ (N/Y/A)
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21 _____ (N/Y/A)
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22 _____ (N/Y/A)
(Name)
23 _____ (N/Y/A)
(Name)
24 _____ (N/Y/A)
(Name)
25 _____ (N/Y/A)
(Name)
26 _____ (N/Y/A)
(Name)
27 _____ (N/Y/A)
(Name)
28 _____ (N/Y/A)
(Name)
29 _____ (N/Y/A)
(Name)
30 _____ (N/Y/A)
(Name)

Decision on Motion:

Passed/Failed (Circle applicable)

- Supported By: _____ (number of supporting members)
- Opposed By: _____ (number of opposing members)
- Abstained By: _____ (number of abstaining members)

Advisor in attendance: _____

Signature

Date: _____

Exhibit F



Clubs and Trust Expense Report

Account No. (☐) Activities(☐) Co-Curricular(☐) Club or Misc.Date of Event:

EXPENSE REPORT

Club or Trust: Advisor and/or Instructor: Purpose of Trip: Number in Traveling Party:

EXPENSES:

I. Hotel (Itemized receipts **must be** attached; make sure receipts show name of hotel or motel, name of city, the signature or initials and the date paid.)

\$

II. Meals (Attach receipts for **all** meals eaten as a group or team.)

\$

Date	*Meals	Number Eating	Amount per person	Total by Date
<input type="text"/>	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

*(Check meals being claimed)

Total Meals: \$

III. Student Stipend Total (Attach form)

\$

IV. Miscellaneous (Explain in detail)

\$ \$ Total Expense: \$

Less: Amount Drawn in Advance (Check No. Date) \$

Balance: Excess Expenses over Advance Amount

\$

(Amount due representative -- attach check request)

Excess Advance over Expenses

\$

(Amount to be returned to Cashiers' Office)

SIGNED: TODAY'S DATE:

Submit form with receipts attached to Accounts Payable.

Exhibit G

XII: District Policies

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, and those areas designated 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:

Visalia:	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

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 prevent the substantial disruption of the orderly operation of the District.

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 touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
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 is 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 Visalia 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.

7. 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).
8. 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 in 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:
 - So-called "HATE" literature which scurrilously 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 denigrating to specific individuals in or out of school.
 - Materials designated for commercial purpose to advertise a product or service for sale without providing a discount to students.

- Materials which are designed to solicit funds, unless approved by the proper authorities.

Use of the designated area(s) to speak and/or distribute written materials shall not be construed as the use of a “facility” or “service” of the District 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 use 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 audio/visual) 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

Adopted: December 11, 2007

Revised: February 11, 2013

Revised: March 14, 2022

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 musical 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 which fall within the instructional days of an academic year calendar will be permitted for any class or recognized student organization. A request for one 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 meeting 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 55220h). 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.

Students or volunteers desiring to leave the trip or excursion group and travel on their own must complete the Liability Waiver that specifies the point of trip termination and releases the District from any responsibility from that point forward. The completed Waiver is returned to the instructor and filed with the supervising Dean.

- D. Expenses – Students: No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. No group shall be permitted to take a field trip or excursion which is integral to the completion of a course if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds. However, the District may not be prevented from offering a study abroad course or program because a particular student or group of students is unable to participate in the course or program due to lack of funds.

Expenses of students participating in a field trip or excursion may not be paid with public funds, except where:

1. Expenditure is authorized pursuant to Title 5, Section 55220(a); or
2. Funds from auxiliary (not considered public funds, grant or categorical programs) are used consistent with the requirements of the funding source.

- E. Expenses – Instructors, Staff, and Chaperones: The expenses of instructors, chaperones, and/or other personnel participating in a field trip or excursion authorized by the District may be paid from District funds, and the District may pay from District funds all incidental expenses for the use of District equipment during such field trip or excursion.

Faculty and staff must complete a Travel/Conference Request & Expense Report, secure approval signatures prior to the field trip or excursion, and follow all established District procedures for reimbursement.

- F. Claim for Apportionment: The attendance or participation of a student in a field trip or excursion authorized by the District may be claimed for apportionment to the extent that the field trip or excursion is part of a course. However, attendance claimed for apportionment as a result of a field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class were held on campus.

Reference: Title 5, Section 55220 and 55222

Adopted: March 10, 2009

Revised: January 11, 2016

Revised: March 11, 2024

STUDENT CLUB TRAVEL OR CONFERENCE ATTENDANCE

Each currently enrolled student member of a District chartered club must sign a Student Club Travel or Conference Attendance form indicating they have received, read, understood and agree to abide by the following rules prior to participating in a District sanctioned club trip, conference or other organized activity. Each student is a representative of the District while participating in this club trip, conference or activity, and as such, must conduct him/herself accordingly. Students will be held to the District's Code of Student Conduct.

Travel Rules:

1. No trip may occur without students being accompanied by a District-approved advisor. A list of approved Club Advisors, each an employee of the District, is maintained in the Student Activities and Affairs Office.
2. The responsibilities of the club advisor include:
 - a. traveling with the students to and from the destination;
 - b. ensuring that any student transporting other students is an authorized driver;
 - c. attending the entire event/activity;
 - d. providing ongoing supervision to District students attending the activity/event;
 - e. addressing and resolving any issues that arise during the trip;
 - f. addressing and taking appropriate action when illness or injury occurs involving one of the District students; and,
 - g. taking appropriate disciplinary action when necessary, secondary to actions of one or more of the District students participating.
3. All students participating in a District sanctioned trip must currently be enrolled, be registered as a member of the club sponsoring the trip and hold an active ASB card.
4. Students may not leave the country unless the Board-approved destination of the sanctioned trip is to another country.
5. No alcohol or non-prescription drugs may be consumed during the course of the sanctioned trip.
6. Student drivers must follow procedures specified in AP 6531 (Transportation Procedures – Students).

7. 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.
8. Individuals for whom Liability Waiver for Educational Excursion or Field Trip forms have not been signed and submitted may not participate in the sanctioned trip.
9. When on an overnight trip, all hotel/motel rules regarding the number of persons per room must be followed. Students of the opposite gender are not to share a room, unless the individuals are a married couple.
10. If the purpose of the club trip is to attend a conference, retreat or participate in another organized activity, any student not fully attending/participating will be required to repay the club treasury for their share of trip and conference costs. The amount to be repaid will be a percentage of the missed activities to be determined at the Club Advisor's discretion. Students must sign the Conference Attendance Agreement prior to the scheduled event.
11. Should it be necessary to transport a student home secondary to illness or injury, the method of transportation, who accompanies the student or whether the parents are requested to come and get the student will be at the discretion of the Club Advisor.
12. Per diem meal costs may not exceed the District maximum. If the conference or activity being attended provides meals, no reimbursement for outside meals will be provided. No incidental funds may be provided to students.

Adopted: March 10, 2009
Revised: October 22, 2015

TRANSPORTATION PROCEDURE – STUDENT OR VOLUNTEER

The Facilities Department provides transportation for use in the conduct and operation of District business. 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, obtained through the Student Activities and Affairs office for students, or the Facilities Department for volunteers, 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 driver's license, a current medical certificate and a current First Aid Certificate, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.
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 any time 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.
 - 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: Title13, California Code of Regulations, Division 1, Chapter 1 Board

Approved:	March 10, 2009
Revised:	May 12, 2014
Revised:	January 14, 2019

**CLASSIFIED EMPLOYEES SERVING ON CAMPUS COMMITTEES
AND/OR ACTING AS A STUDENT CLUB ADVISOR**

Participating in committee work and/or serving as a Student Club Advisor must not interfere with the classified employee's ("employee") job responsibilities. Thus, prior to serving on a committee and/or acting as a Student Club Advisor, an employee must obtain authorization from his/her supervisor if the employee's participation will occur during his/her normal work hours. Additionally, prior to leaving his/her primary work location for the committee meeting and/or club event, the employee must receive supervisor approval if the meeting and/or event are during normal working hours.

A supervisor has the authority to withdraw his/her permission for the employee to serve on a campus committee at any time if such participation proves to be detrimental to the function of the employee's office.

If supervisor approval is granted as outlined above, an employee may receive up to ten (10) total hours per calendar month of release time to serve on a committee(s) and/or act as a Student Club Advisor. If an employee needs more time to serve on a committee and/or serve as a Student Club Advisor, he/she must draw from his/her accrued vacation and/or comp time. If an employee does not have accrued vacation and/or comp time, he/she may not serve on a committee and/or act as a Student Club Advisor beyond the ten total hours in the calendar month.

Note: Periodically, the District will request CSEA to appoint one of its classified employees to serve on District-wide senates, committees, work groups, and task forces. When the District makes such a request, the above terms and restrictions (supervisor approval and time limits) shall not apply for the duration of the appointment.

Participating in committee work and/or acting as a Student Club Advisor during non-working hours shall be on a volunteer basis.

Any of the above processes or restrictions on committee work and/or acting as a Student Club Advisor may be adjusted with Vice President or Superintendent/President approval.

Approved: December 8, 2009

Revised: April 4, 2019

CASH CONTROL AND FUNDRAISING PROCEDURES FOR STUDENT SENATE CLUBS

Student Senate clubs and fundraising events provide vital support for academic and social enrichment activities. All cash handled and funds raised are defined under the law as public funds. The district must develop and adhere to clear guidelines for the protection of all students, staff and the institution. Club advisors understand the importance such institutional protocols and the laws related to institutional responsibility for proper handling and accounting of public funds. These protocols further promote public confidence and institutional credibility as it relates to district supporters and public and private donors. Club advisors work closely with student leaders/members to assure that all legal requirements and generally accepted accounting practices are met in the handling of Club cash and donations.

These requirements/practices include the following accounting standards prescribed by the district external audit process:

1. Revenue Potential Form
2. Cash box accountability steps
3. Receipt system (Pre-numbered Receipts and Pre-sold tickets)
4. Club Donation Sign-in Form
5. Club Deposit Reconciliation Form

Adherence to these requirements/practices ensures transparent and proper accountability for public funds raised through Student Senate Clubs and fundraisers.

At the onset of each academic semester (or when a new advisor assumes responsibility) the Vice President of Administrative Services and/or Fiscal Services office designee will provide basic training for all club advisors and selected student leaders/members in the details and steps for successful implementation of and adherence to these best practices.

Reference: Educ. Code Section 84040 (c); Title 5 Section 58311

Adopted: June 9, 2014

Revised: January 8, 2018

EMPLOYEES SERVING ON CAMPUS COMMITTEE(S) AND/OR ACTING
AS STUDENT CLUB ADVISORS

District employees are encouraged to serve on campus committees and/or act as Student Club Advisors provided such participation does not interfere with their normal work responsibilities. Moreover, managers shall encourage and work with their employees to promote participation in such participatory governance activities.

See Administrative Procedure 7235

Adopted: February 8, 2010
Revised: June 10, 2019

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 misrepresentative 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.

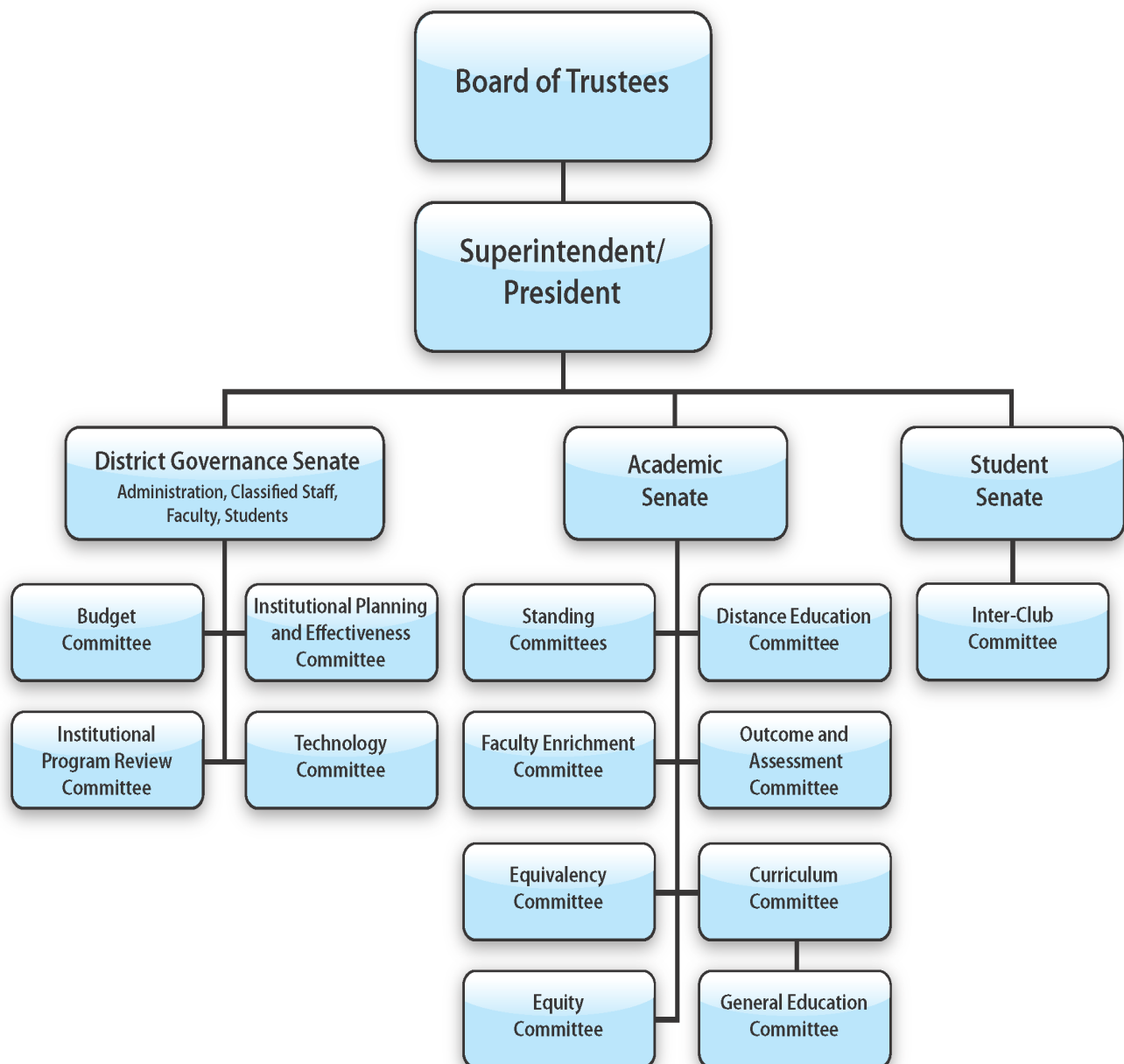
Reference

- ✓ 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).

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.

College of the Sequoias

Participatory Governance Structure



XIII. Revisions of Club Advisor Handbook

Revised on 11/02/2011; 9/12/2012, 12/2012, 9/24/2013, 8/14/2014, 6/2015, 6/16/2016, 6/9/2017, 7/18/2019, 7/22/2019, 7/24/2023, 7/17/2024



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