

Club Advisor Handbook



TABLE OF CONTENTS

I.	INTRODUCTION TO ADVISORS	3
II.	ROLE OF AN ADVISOR	3
III.	RESPONSIBILITIES OF AN ADVISOR	3
IV.	ROLE OF OFFICERS	4
V.	CLUB AND ORGANIZATION PROCEDURES	4
	▪ INTER-CLUB COMMITTEE	
VI.	HOW TO CONDUCT A CLUB MEETING	6
VII.	HOW TO PLAN AN EVENT	12
VIII.	TABLING IN THE QUAD	12
IX.	PUBLICITY	13
X.	MEETING SPACE	13
XI.	INACTIVE CLUB ACCOUNTS	13
XII.	STUDENT AND VOLUNTEER DRIVERS	13
XIII.	STUDENT/CLUB TRIPS	14
XIV.	SOCIAL MEDIA	15
XV.	CASH BOX AND CONTROL PROCEDURES FOR STUDENT CLUBS	19
XVI.	CLUB PROCEDURES ACCOUNTS PAYABLE	21
XVII.	APPROPRIATE AND INAPPROPRIATE USES OF CLUB FUNDS	22
XVIII.	FORMS	

*** SAMPLES CAN BE FOUND AT THE MID-SECTION OF THE HANDBOOK**

CURRENT FORMS FOUND AT: WWW.COS.EDU/CLUBS

1.	CLUB INFORMATION SHEET/AUTHORIZED SIGNATURE FORM	23
2.	THE A-B-C'S OF PARLIAMENTARY PROCEDURE	24
3.	ACTIVITY DATE REQUEST	32
4.	FACILITIES REQUEST	33
5.	OUTSIDE ORGANIZATIONS EVENT AGREEMENT / HOLD HARMLESS	34
6.	FREE-SPEECH REQUEST	35
7.	QUAD MAP	36
8.	STUDENT TRIP CHECKLIST AND FORMS	37
	• LIABILITY WAIVER	38
	• MEDICAL CONSENT	39
	• CODE OF CONDUCT	40
	• FIELD TRIP ROSTER	41
	• CLERY ACT STUDENT TRAVEL	42

9.	TRAVEL/CONFERENCE REQUEST & EXPENSE REPORT	43
10.	TRANSPORTATION REQUEST	45
11.	STUDENT DRIVER CHECKLIST AND FORMS	46
12.	VOLUNTEER DRIVER CHECKLIST AND FORMS	52
13.	CASH BOX REQUEST	57
14.	NUMBERED RECEIPTS FOR EVENTS	58
15.	DEPOSIT RECONCILIATION	59
16.	FUND ACTIVITY CONSENT FORM PROCEDURES	60
17.	FUND ACTIVITY CONSENT FORM	61
18.	CLUB/TRUST CHECK REQUEST	62
19.	SPECIAL CLUB FUNDS APPLICATION	63
20.	PARTICIPATORY GOVERNANCE STRUCTURE	66
21.	ADMINISTRATIVE PROCEDURES – SEQUOIAS CCD	
	• 3900 - SPEECH: TIME, PLACE, AND MANNER	67
	• 4300 - FIELD TRIPS AND EXCURSIONS	71
	• 4301 - STUDENT CLUB TRAVEL OR CONFERENCE ATTENDANCE	74
	• 6531 - TRANSPORTATION PROCEDURE – STUDENT OR VOLUNTEER	76
	• 7235 - CLASSIFIED EMPLOYEES SERVING ON CAMPUS COMMITTEES	78
	AND/OR ACTING AS A STUDENT CLUB ADVISOR	

WEB SITE

- STUDENT ACTIVITIES & AFFAIRS: COS.EDU/SAA
- CLUBS & ORGANIZATIONS COS.EDU/CLUBS
 - IMPORTANT DATES
 - CLUB & QUAD EVENTS
 - CURRENT CLUB LIST
 - CLUB ADVISOR HANDBOOK
 - ORGANIZING A NEW CLUB
 - CLUB FORMS
- STUDENT SENATE COS.EDU/STUDENTSENATE
 - INTER-CLUB COMMITTEE
 - LEADERSHIP
 - STUDENT REPRESENTATION

I. INTRODUCTION TO ADVISORS

This handbook has been prepared for the advisor and student officer's guidance of clubs. Thank you for volunteering your time to be a club advisor. Without your support and dedication to students, campus clubs would not be possible.

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 & Affairs office is a part of the Student Services Department and oversees the support of 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.

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 their organization are highly dependent on the advisor. It is the role of the advisor to provide knowledge, guidance, and direction as the new members 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

- A. 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.
- B. Advisors are responsible for proper supervision by attending all meetings and activities hosted by the club.
- C. 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.

- D. 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.
- E. Advisors should encourage the development of initiative, responsibility, and leadership among the student members.
- F. Advisors should encourage the election of new officers in April or May to ensure smooth transition of responsibilities to the next class.

IV. ROLE OF OFFICERS

Officers have “ownership” of the club, meaning they are the most committed and involved. Officers have the heightened responsibility of serving the club members, participating in and representing the club and the college to the campus and larger community. As such officers should:

- A. Abide by the club constitution and bylaws.
- B. Abide by the Student Code of Conduct for the College of the Sequoias.
- C. Maintain a minimum 2.0 GPA.
- D. Participate in all club activities and meetings.
- E. Hold themselves to the highest academic and ethical standards as a model to their peers.

V. CLUB AND ORGANIZATION PROCEDURES

How to Charter a new club:

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
7. 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:

Notify the advisor of the status of charter decision

Obtain the necessary signatures for the charter form

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 present at Inter-Club Council (I.C.C.) Representative Meetings.

Any club that does not have representation at five (3) consecutive required Inter-Club Council Meetings may be penalized as follows:

Be placed on a one-month probation

Will not be permitted to use college benefits and privileges, such as facilities and special funds.

All club funds will be frozen until the club is off probation

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 Council shall be chaired and called to order by the Commissioner of Clubs.

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

I.C.C. Meetings:

The Inter-Club shall meet once per month during the fall and spring semesters 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. A memo with the meeting information will 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

VI. HOW TO CONDUCT A CLUB MEETING

Introduction:

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

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 what was proposed and passed.

The most effective means of keeping the membership informed or reminded of decisions made 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. Meetings should have a copy of the agenda for each member.

Usual order of business:

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

Chairperson's memorandum:

- a. The presiding officer 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
- 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 good practice for the Chair to insist on a proper phrasing of a motion and amendments before he restates them.

Decorum:

Meetings can become chaotic if certain simple rules of decorum are not followed. Maintaining decorum (respectful and effective discussion and flow of a meeting) is the responsibility of the meeting chairperson (and advisor).

Refer to “Roberts’ Rules of Order / Parliamentary Procedure” for details.

Code of Presiding Officer of Meetings:

The presiding officer:

- a. Is the leader of the meeting
- b. Is also the servant of the assembly
- c. Acts impersonally (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 and ensures the meeting moves along
- g. Is familiar with 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, each club must prepare and maintain a record of each meeting. These minutes serve as the record of each meeting and the actions taken and demonstrate that the 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 concise documentation of the essential matters discussed at each meeting and any pending action to be taken. The minutes should be typed 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 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 during the meeting.
- Report on activities of standing committee(s) or special committee(s).
- What action was taken during the meeting, e.g., whether 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.
- List 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 Vice President calls meeting to order)

2. ROLL CALL

(Secretary records all in attendance, with title if officers)

3. APPROVAL OF THE AGENDA AND MINUTES

(Agenda & previous minutes reviewed amended [if needed] & approved)

4. OFFICER AND COMMITTEE REPORTS

(Any reports from officers and/or committees are delivered)

5. UNFINISHED BUSINESS

(Any business that was not completed or needs more discussion from last meeting)

6. 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)

7. ANNOUNCEMENTS

(Announcements that do not require discussion, debate, or vote)

8. 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.

VII. How to Plan an Event

Idea Planning

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

Activity Date Request (ADR) - 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).

Vendors (Food and Non-Food)

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.

VIII. TABLING IN THE QUAD

For COS clubs who wish to table in the Quad (promote club, distribute information, promote events, fundraising) the Free-Speech Request is the simple form to use. Student Activities can provide a table, chairs and canopy if reserved at least two weeks prior to the tabling day.

IX. PUBLICITY

Contact the COS Publicity Office (3) weeks prior to your 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.

Club Social Media accounts should maintain respectful and responsible content, including liking and sharing others' postings. Additionally, clubs must recognize that any social media accounts that lists "COS" as part of its name becomes a de-facto representation of the college and content will be publicly associated with the college.

X. MEETING SPACE

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

Note: Meeting space is available upstairs in the Student Center. This space is reserved through the Student Activities & Affairs office.

XI. INACTIVE CLUB ACCOUNTS

After a club has been inactive for 2 years, the funds would then be transferred into a special student body account which would assist clubs with projects that benefit the Student Body as a whole.

XII. STUDENT AND VOLUNTEER DRIVERS

1. Only approved faculty and student drivers will be allowed to drive 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 copy of valid CA Driver's License.
 - b. Staff Driver Request forms are available and processed in the Facilities Office

XIII. STUDENT/CLUB TRIPS

REQUIRED Student Forms:

[Advisors keep originals on trip and file in the Dean's office upon return]

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

REQUIRED Advisor Forms:

1. Roster of advisors and students with full name, cell phone, and banner ID
2. Clery Act Student Travel form
3. Travel and Conference Request form
4. Updated List of Trip Participants: [Due to department Dean morning of the trip. This list must identify any adds and no-shows]

AVAILABLE AS NEEDED:

1. 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 must also be submitted or on file
2. Volunteer & Student Driver forms 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
3. 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.

SOCIAL MEDIA GUIDELINES

College of the Sequoias encourages departments, programs and services District-wide to utilize social platforms through the Marketing Office to promote College activities and connect with students and the community.

The following guidelines are to reference when posting social media content.
Social platforms are consistently changing and the guidelines are subject to change.



GOALS

College of the Sequoias purpose for social media channels include:

- Connecting with students, District staff/faculty, and community.
- Motivate and inspire engagement on social platforms and to attend District-wide workshops, events, and activities.
- Communicate important information including semester dates/deadlines, events, and activities.
- District-wide student success stories that align with District Goals.
- Relevant content, easy to read/navigate, and concise information.
- Consistent brand recognition across all social platforms.

AUDIENCE

College of the Sequoias target audience for social media channels includes:

Primary Audience

- New, current, and returning students.

Secondary Audience

- Faculty and staff District-wide.
- Community constituents; i.e. Board Members, Community Service Clubs, Business Partners, neighboring communities to all three campus locations.

College of the Sequoias attempts to meet the social network needs of all audiences listed above, however the predominant focus for the District's social media channels is the primary target audience.

MANAGING CONTENT

The COS Marketing Office manages all COS social media channels including Facebook, Instagram, Twitter, YouTube and Vimeo. The Marketing Office manages the content posted to all platforms. Specific staff, managers or administrators may be granted access to post on social platforms. These individuals will undergo a training to better understand content creation, branding, and standards. The Marketing Office holds editorial rights discretion determining the frequency and focus of material posted on social channels.



CONTENT STRATEGY

Content shared on social channels should be relevant to College of the Sequoias events, activities, and District Goals. Social platforms should include content that is visually engaging, specific to the event or daily activities, and represent COS mission and vision.

Published content should include the following:

- Appropriate and relevant live photo.
- Event or activity description - using catchy language to engage audience to read more.
- Event or activity details if applicable: date, time, campus, building, room, cost, contact information.
- COS [District Goal 3 is Equity](#). Social channels should represent a diverse student, staff, and Faculty population. Viewers should be able to see themselves attending class, events, and activities at COS.
- COS Social channels should represent the entire District.
- All campuses, programs, services, departments, and events are equally important and represented as equally as possible.
- Specific Program, Department, or Student Club Handles.

District-wide there are program, department, and student club specific social platforms; i.e. [@cospuente](#), [@cosathletics](#), etc. As a content contributor, you are not responsible to posting content on these accounts.



CREATING NEW SOCIAL ACCOUNTS

The Marketing Office encourages the District to not create any new individual social media accounts.

Please set up a meeting with the Marketing Office to strategize social efforts on the current social accounts.

The Marketing Office can be reached at 559-730-3921 or in the Administration Office, Sequoia Building, Visalia Campus or email [Lauren Fishback at laurenfi@cos.edu](mailto:Lauren.Fishback@laurenfi@cos.edu).

MONITORING SOCIAL CONTENT

The Marketing Office will monitor all social content and will determine the appropriateness of all posts. Social media contributors should be prepared and available to respond to questions or comments related to their posts as needed and if appropriate.

Negative Comments

The Marketing Office will determine an appropriate response prior to responding. Inappropriate comments will be deleted if related to racist, sexist, or homophobic language. Contact laurenfi@cos.edu for additional support related to negative engagement. Refer to Administrative Procedure 3721 under the header Content and Disclaimer.

Scholarships

Any discussion that is partisan of donations or scholarships will be directed to the COS Foundation which is classified as a 501 (c)(3) non-profit and is equipped to engage in these discussion.

Discussing Elections

Refrain from any dialogue related to Board, community, local, state, or national candidates running for office positions.

Complaints

Refrain from any dialogue related to staff, faculty, community constituents, and students. COS has a formal grievance process for students. Please find additional information related to [filing a grievance here](#).

All responses to comments must be professional, neutral, friendly, and helpful. If necessary, ask clarifying questions.

Cash Box and Control Procedures for Student Clubs

The College of the Sequoias Board Policy 6301, Cash Control and Fundraising Procedures for Student Senate Clubs, states that cash handled and funds raised by clubs are public funds and that the District must have clear guidelines to protect students, staff, and the institution. The policy specifically identifies cash-box accountability, receipt controls, and deposit reconciliation as required practices and cites Education Code § 84040(c) and Title 5 § 58311. Additional guidance is available in the Fiscal Crisis and Management Assistance Team ASB Manual (<https://www.fcmat.org/community-college-asb-manual>).

1. Prior/On the day of the Event

- Updated club forms must be on file in order to receive a cash box
- At least two days before the event, submit a Cash Box Request Form (Exhibit A) & approved Revenue Potential Form (Exhibit B) to the Cashier's Office.
- On the day of the event, an authorized club representative must present ID matching a name on the club form when picking up the cash box.
- The cash box will include seed cash, Pre-numbered Receipts (Exhibit C), Club Deposit Reconciliation Form (Exhibit D), and a copy of the Revenue Potential Form. The Cashier's office will document the receipt number sequence on the Club Deposit Reconciliation Form. The Pre-numbered Receipts are small ticket-type forms which include a club copy and a customer copy.

2. During Event

- Two club members should staff the cash table at all times: one handling cash and one recording transactions and issuing receipts.
- Record the amount of each sale and/or donation on a pre-numbered receipt.
- Credit Card (Square) sales receipts should be marked "credit" and receive a "PAID" stamp at the Student Senate table.*

3. End of the Event

- Count all cash collected and subtract the seed money.
- Record the coin and currency collected on the Club Deposit Reconciliation Form
- Total all sales and donations from the receipts and record the amount on the reconciliation form. * NOTE: Exclude all "credit" sales from reconciliation.
- Include explanation for any difference between cash collected and receipt totals.

4. Cash Box Verification

Before returning the cash box, the Club Deposit Reconciliation Form must be reviewed and signed by the Club Advisor, Commissioner of Finance, Student Affairs Director, or designee.

Cash boxes returned without the required approval will be referred to the Student Activities Office for verification before acceptance.

5. Returning Cash Box

Return the cash box to the Cashier's Office at the conclusion of the event with:

Club copies of all used pre-numbered receipts;

- All unused pre-numbered receipts;
- Cash collected for deposit;
- Seed money; and
- Approved Club Deposit Reconciliation Form.

Cash may not be removed from the cash box to make purchases or reimburse club members or advisors. Such expenses must be paid separately and submitted to Accounts Payable with appropriate receipts for reimbursement. Contact ap@cos.edu for guidance.

Cash boxes may not be kept overnight.

Failure to follow these procedures may result in suspension of cash-box privileges. To request reinstatement, the Club Advisor must submit a written request to the Chief Accounting Officer explaining the circumstances and corrective actions taken. Reinstatement will be reviewed on a case-by-case basis.



Club Procedures Accounts Payable

A. Check Requests (Exhibit E)

The form is available on the COS website under Internal Forms.

1. Purchases and Reimbursements

- Club payments are generally processed on **Tuesdays**. Submit check requests and invoices by Monday afternoon for Tuesday processing.
- Attach receipts. Tape each receipt to a sheet of paper.
- Obtain signatures from the **Club Advisor, Club Officer/President, Director of Student Activities**.
- If a club member is being reimbursed, another club officer must approve and sign the request.
- Attach event documentation, such as a flyer, itinerary, or email.
- Attach the meeting agenda and minutes showing club approval.
- For amounts over **\$600**, include a roll-call vote and an Activity Consent Form (**Exhibit F**) signed by club members.
- **CalFresh EBT Cards MAY NOT be used for any purchases and are not eligible for reimbursement.**

2. Advances

- Attach event documentation, such as a flyer, itinerary, or email.
- Attach the meeting agenda and minutes authorizing the advance.
- Within 30 days after the event, submit an expense report (**Exhibit G**), receipts, and any remaining cash to the Cashier.
- For amounts over **\$600**, include a roll-call vote and an Activity Consent Form signed by club members.
- Clubs that do not submit supporting documentation promptly may lose the ability to request advances.

B. Gifts of Public Funds

- District funds may not be used for gifts to students or staff. The California Constitution prohibits gifts of public funds to individuals, corporations, or other government agencies under Article XVI, Section 6.

C. Sales Tax

1. Sales tax must be added to fundraising items other than food.
2. Sales tax will be added to check requests for purchases or reimbursements when it was not originally charged. COS is still responsible for paying the tax even if the vendor did not charge it.



Appropriate and Inappropriate Uses of Club Funds

Expenditures of student funds must directly support students' general welfare, morale, or educational experience. Gifts of any kind are prohibited. The *Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference* identifies gifts as an unlawful gift of public funds.

Allowable Expenditures

Examples include:

1. Field trips, excursions, outdoor education, and science camps
2. Student social events
3. Scholarships under specific circumstances and through the Foundation process
4. Extracurricular athletic expenses, including ticket sales, officiating, and security

Prohibited Expenditures

Examples include:

1. Gifts of any kind, including gift cards and gift certificates
2. Items for the personal use of District employees
3. Staff or faculty meeting expenses
4. Expenses for booster clubs, foundations, auxiliary organizations, or parent-teacher organizations
5. Awards, unless authorized by Board policy. COS does not currently have such a policy.
6. Employee appreciation gifts or meals
7. Employee clothing or attire
8. Raffles or games of chance in any form
9. Donations to other organizations, except when a club specifically fundraises for an organization and clearly advertises that purpose
10. Donations to families or students in need
11. Cash awards to any individual

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

If you have any questions regarding this procedure, please email ap@cos.edu

STUDENT SENATE

CLUB INFORMATION SHEET / AUTHORIZED SIGNATURE FORM

Please return this form to the Student Activities & Affairs office by: 9/1/2026
(Giant Forest Bldg. Rm 123 or email to reneec@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: _____

** Club Rep 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. Questions call 559.737.4888*)
- * **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>

Office use only:

Date form received: _____

Scanned & submitted to Fiscal Svcs: _____

Questions? visit the Student Activities & Affairs office.

The a-b-c's of **PARLIAMENTARY PROCEDURE**



WHAT IS PARLIAMENTARY PROCEDURE?

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



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.



Note: A glossary and index are on page 14.

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Price List A

EXAMPLE ONLY - for current forms please visit
<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.

WHY IS PARLIAMENTARY PROCEDURE IMPORTANT?

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

PARLIAMENTARY PROCEDURE MEANS:

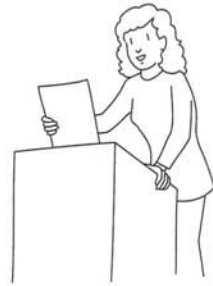


It can be adapted to fit the needs of any organization.

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

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

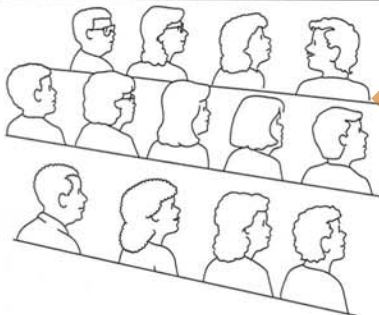
These inform the assembly (the people at the meeting) of other subjects and events.

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.



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).



EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.

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:



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.



EXAMPLE ONLY - for current forms please visit <https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.

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 ¹	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 ²
END DEBATE AND AMENDMENTS	"I move the previous question."	NO	YES	NO	NO	$\frac{2}{3}$	YES ³
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 ⁴
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ⁵	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 ⁶	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	$\frac{2}{3}$	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion."	YES	NO	NO	NO	$\frac{2}{3}$ ⁷	YES ²
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 ⁸	YES	YES ⁹	NO	MAJORITY	NO

- NOTES:**
- ¹ Unless moved when no question is pending.
 - ² Affirmative votes may not be reconsidered.
 - ³ Unless vote on question has begun.
 - ⁴ Unless the committee has already taken up the subject.
 - ⁵ Unless the motion to be amended is not debatable.
 - ⁶ Unless the chair submits to the assembly for decision.
 - ⁷ A $\frac{2}{3}$ vote in negative is needed to prevent consideration of the main motion.
 - ⁸ Only if the speaker has the floor but has not actually begun to speak.
 - ⁹ Unless the motion to be reconsidered is not debatable.

EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.

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 $\frac{2}{3}$ 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.



EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.

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

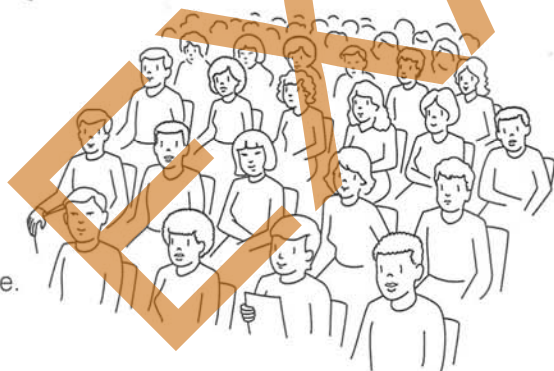
If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



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

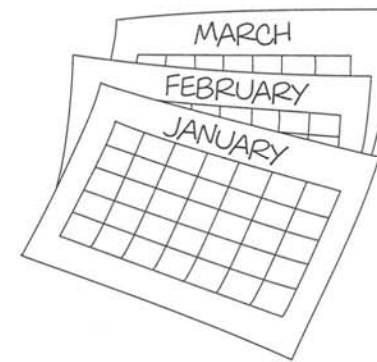
This motion is used to lay something aside temporarily to take care of a more urgent matter. It should not be used to prevent debate or to kill a question.

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.



EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.

GLOSSARY AND INDEX



ADJOURN

To end the meeting	Page
Ways to adjourn	4
How to move to adjourn . . .	8-9

AGENDA

Business to be considered during a meeting	4
--	---

AMEND

To change a motion	
Ways to amend	7
How to move to amend . . .	8-9

COMMITTEE

A group of members chosen for a certain task	4
--	---

DEBATE

Discussion about a motion	
Members' right.	5
When to debate	7-9
Rules on debate.	11

GENERAL CONSENT

Adopting a motion without a vote	12
--	----

IN ORDER

Relevant to the business at hand.	7
---	---

MAJORITY

More than half of the members present and voting	
In voting	7
When required	8-9

MOTION

A proposal that the assembly take a stand or take action on some issue	
Types of motions	6, 13
Procedures affecting motions	6-7
Typical motions	8-9
How to make a motion. . . .	10-11

QUORUM

Number or percentage of members that must be present to conduct business legally.	4
---	---

SECOND

A verbal signal from a member that he or she wishes to consider a motion just made	
Members' right.	5
When required	7-9
How to give a second	11

VOTING

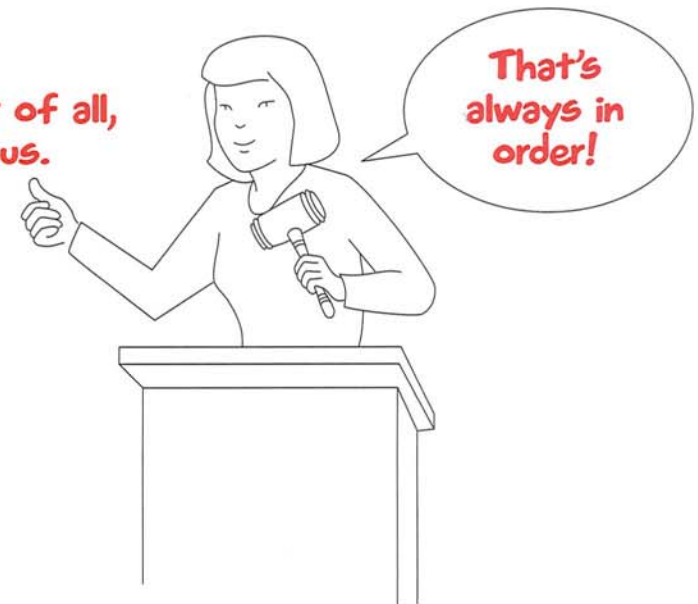
Means by which motions are accepted or rejected by the assembly	
Members' right.	5
What vote is needed	7-9
Method of voting	12

So--

PARLIAMENTARY PROCEDURE HELPS GET THINGS DONE

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

And, most of all, be courteous.



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: _____

EXAMPLE ONLY - for current forms please visit
<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>

Questions? visit the Student Activities & Affairs office.

Rev. 2022

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 500/501/503/507/509 (Labs) – 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 (COS Event/Class/Meeting): Submit a HelpDesk ticket to Technology Services

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

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: _____

EXAMPLE ONLY - for current forms please visit

Rev. 2022

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>

Questions? visit the Student Activities & Affairs office.

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: _____

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>

Questions? visit the Student Activities & Affairs office.

FREE SPEECH REQUEST

Student Activities & Affairs Office

This form is to request an activity in a “free speech” area indicated below. Completed applications must be submitted 1-3 three days in advance of requested activity.

Person Requesting: _____ Date: _____

Email: _____ Phone: _____

Organization: _____

List Specific Activity: _____

Campus Location: (Hanford / Tulare / Visalia)

Note: Free speech areas are as follows:

Hanford: Patio behind student lounge

Tulare: 1st floor walkway between Building A and Building B

Visalia: Concrete area on North side of Quad

Date(s) Requested

Location

Set-Up Time

Time of Activity

_____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____

1. Free Speech requestors will provide their own tables and chairs

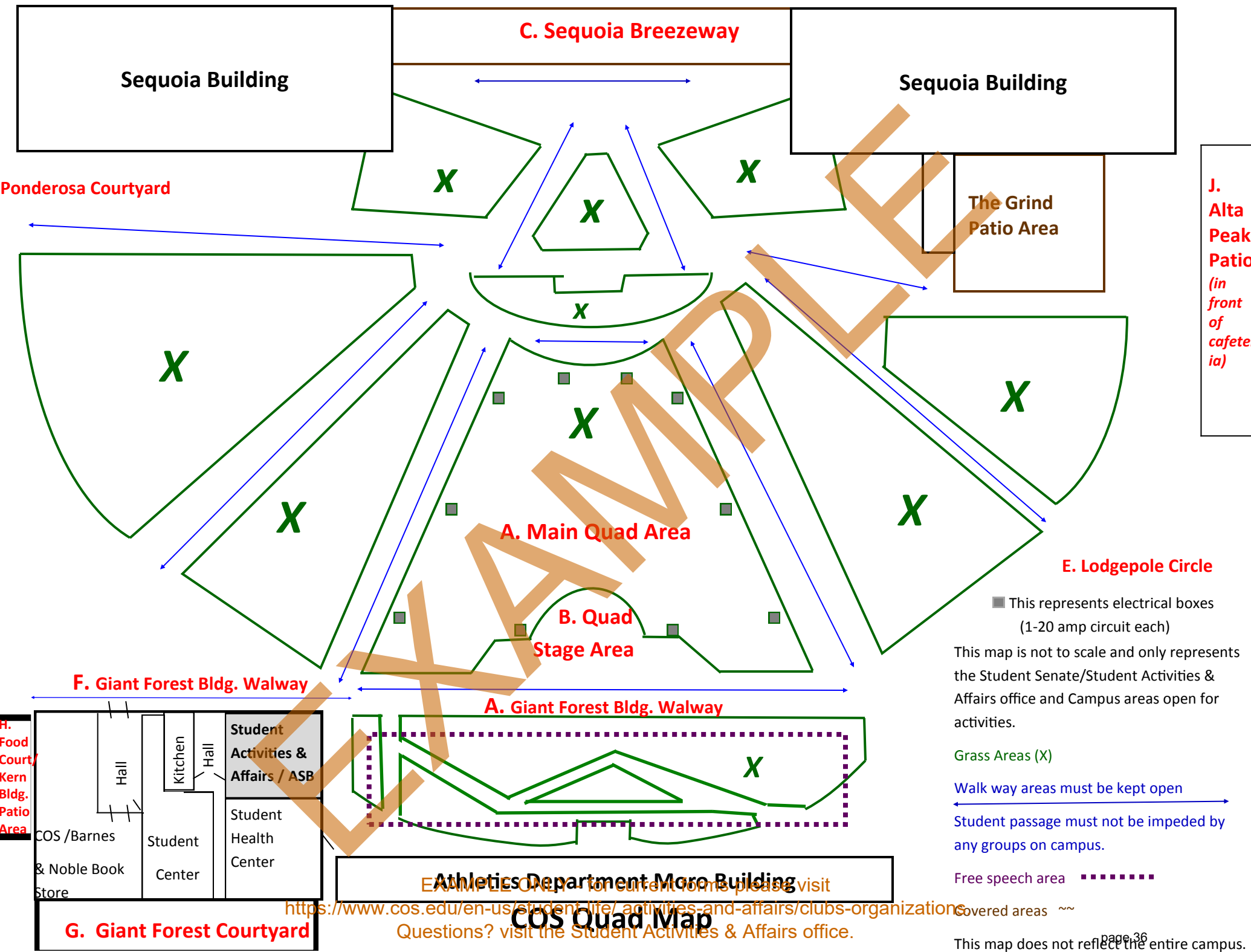
2. Persons using areas generally available to students, employees and the community and/or distributing material in the areas generally available to students and community shall not impede the progress of passersby, nor shall they force passersby to take material; they shall not touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby; they 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; they shall not 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.

Requestor's Signature: _____ Date: _____

SAA Director / Provost: _____ Date: _____

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.



EXAMPLE ONLY for current forms please visit <https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>
Questions? visit the Student Activities & Affairs office.

Student Trip Checklist

Student Activities and Affairs
Giant Forest Bldg. - Room 123 - (559) 730-3736

REQUIRED

Advisors keep originals on trip and file in the Dean's office upon return

1. Student Forms:

Every participating student must complete these forms.

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

2. Advisor Forms:

1. Roster of advisors and students with full name, cell phone, and banner ID
2. Clery Act Student Travel form (submit to COS police)
3. Travel and Conference Request form

3. Updated List of Trip Participants:

[Due to department Dean morning of the trip via email/text]

This list must identify any adds and no-shows

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:

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.

EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.



Student 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 _____

EXAMPLE ONLY - for current forms please visit
<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

COS Student 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: _____

EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office



Trip Details & Student Code of Conduct

Name: _____ Banner ID: @_____

Cell Phone: _____

Destination: _____ Trip Date(s): _____

Departure location: _____ Day/Time: _____

Return location: _____ Day/Time: _____

Deposit: \$ _____ Attire: _____

Read and initial each statement below:

- _____ I am enrolled in one or more courses at COS this semester.
- _____ I am a representative of College of the Sequoias and I will conduct myself in a responsible manner.
- _____ I will not bring nor consume alcohol or drugs. (California State Education Code prohibits alcoholic beverages or illegal substances being consumed during a college function regardless of student's age).
- _____ I will abide by the Standards of Conduct as outlined in the Board Policy 5500. (<https://www.cos.edu/en-us/administration/governance/board/board-policies /chapter-5>).
- _____ I understand that I am liable for any damage that I cause during the trip.
- _____ I understand that violation of this agreement may result in my immediate return home at my own expense and further disciplinary action may result.
- _____ I understand that COS will incur expenses on my behalf and if I cancel that I may be liable for costs that the college cannot recoup.

Student Signature

Print Student Name

Please describe any special accommodations:

Advisor to initial this section:

- _____ I have reviewed the Code of Conduct with this student.
- _____ I or another COS staff/faculty will be present with students at all times on this trip.
- _____ Original student code of conduct and student liability waiver will be with us on the trip and filed in the department office for 5 years.
- _____ I will submit an updated trip roster to my department dean on the day of departure.

Advisor Signature

Print Advisor Name

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>

Questions? visit the Student Activities & Affairs office.

Field Trip Roster
(Type or Print Legibly)

Event Trip/Title: _____

Trip Date: _____

Destination: _____

[illegible]

EXAMPLE ONLY - for current forms please visit
<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office

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

EXAMPLE ONLY - for current forms please visit
<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office

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)					
		Date	Date	Date	Date	Date	Total
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:

Signature of Employee _____ Date _____ Approval for Travel: ☐ Grant or Other Funding (specify) _____ ☐ Grant/Other Approval: _____ Sign & Date if approved _____ Division Chair/Supervisor _____ Date Dean or Associate Dean _____ Date Vice President or President _____ Date	Signature of Employee _____ Date _____ Approval for Expenses: (Conference program, receipts for lodging, registration, transportation, meals and other allowable expenses must be attached to receive reimbursement.) ☐ Grant/Other Approval: _____ Sign & Date if approved _____ Division Chair/Supervisor _____ Date Dean or Associate Dean _____ Date Vice President or President _____ Date
---	---

Charge to Budget # _____ Amount _____

Charge to Budget # _____ Fund _____ Organization _____ Account _____ Program _____ Amount _____

EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>

Questions? visit the Student Activities & Affairs office.

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 (**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.

TRANSPORTATION REQUEST

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



Completed forms **MUST** be submitted to facilities@cos.edu at least two (2) weeks in advance of your requested departure date.

Requestor: _____ Date: _____

Department: _____ Phone: _____

Destination (Place): _____ City/State: _____

Purpose of Trip: _____ Number of Students: _____

Vehicle(s): ☐ 5-Pass SUV () ☐ 7-Pass SUV () ☐ 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: _____

Important Information:

- *All drivers **MUST** have DMV clearance on file prior to submitting a Transportation Request Form.
- Any driver involved in an accident or who is the subject of a complaint while operating a district vehicle may have their driving privileges suspended or permanently revoked and may be required to complete an approved driver safety training course prior to reinstatement, subject to administrative review.
- Departments are responsible for any driver-related accidents/damages/traffic violations/toll charges up to \$2,500.
- A list of all students traveling in district vehicles must be provided to your supervisor prior to the departure date.
- Out of state travel involving students **MUST** be approved in advance by the COS Board of Trustees.
- Gas cards are only issued for travel beyond a 75-mile radius (one way) from the COS campus.
- All gas cards, gas card receipts, and vehicle keys must be submitted to the Facilities Office upon return.
- Vehicle keys and gas cards will not be checked out if any prior keys/cards have not been returned.

Requestor's Signature: _____ Date: _____

Director/Dean's Signature: _____ Date: _____

Facilities Office Use Only:

Status: ☐ Approved ☐ Unapproved Processed by: _____ Date: _____

Assigned Vehicle(s): ☐ 5-Pass SUV () ☐ 7-Pass SUV () ☐ 12-Pass Van () ☐ Gas Card ()

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.



Giant Forest, RM 123 • 559.730.3736

Student 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. Do not create a new account.
 - 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, _____.

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

DATE

SIGNATURE OF EMPLOYEE

X

SECTION 2 — AUTHORIZED REPRESENTATIVE CERTIFICATION

I, _____, of _____, of _____, 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.

AUTHORIZED REPRESENTATIVE

COMPANY NAME

EXECUTED AT: CITY

COUNTY

STATE

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.

- Go to: <https://cos-keenan.safecolleges.com/login>
or use QR Code



- Do not attempt to create a new login.



LOG IN

Provided by
College of the Sequoias

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the Vector LMS, Higher Education Edition to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

Username
Enter Username...

Log In →

Forgot Login?

Register

- **First time drivers** sign up here:

- Go to: <https://cos-keenan.safecolleges.com/register/87e48aa2>

or use QR Code



- Username: Banner ID number (without @)
- Email address: _____@giant.cos.edu



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

Last Name *required

Email Address *required

Confirm Email Address *required

Required Input is missing and/or invalid

Register ✓

Welcome,
Adriana Garcia

- Navigate to the
Defensive Driving /
CA Full Course



My Assignments

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

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 función de traducción, haga clic en la pestaña Idioma de la parte izquierda de la pantalla y, a continuación, en el idioma que prefiera. Si el curso tiene una función de traducción, se reproducirá en el idioma seleccionado. Si no, se reproducirá en inglés. Si tiene alguna pregunta sobre las traducciones disponibles, comuníquese con su Administrador de Cuentas en Keenan. Si tiene problemas para reproducir los cursos, utilice un navegador óptimo como Google Chrome, Mozilla Firefox o Edge.

This message brought to you by Keenan & Associates

0% 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 →

EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

<https://cos-keenan.safecolleges.com/>

Questions? visit the Student Activities & Affairs office.

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](#)



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

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

Volunteer Driver Requirements

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

1. Vehicle and Liability Form
 - a. Student: 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 an account
 - c. If returning: Login as previously registered, do not create a new account.
 - 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: Volunteers are required to complete and submit the packet every academic year.
COS Administrative Procedure AP 6531 Transportation Procedure – Student or Volunteer.



VOLUNTEER VEHICLE AND LIABILITY FORM

FORM MUST BE SUBMITTED SIX WEEKS PRIOR TO EVENT

Note: For processing, you must submit a current copy of your DMV record and driver's license with this form.

This form must be completed, submitted to the COS Student Activities and Affairs office and be approved BEFORE any volunteer may drive a college owned vehicle or personal 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 volunteers 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.

Name: _____ Phone: _____

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

Activity/Destination

Class or Organization: _____

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

Destination of Activity: _____ Date of Activity: _____

Emergency Contact

Name: _____ Cell: _____ Home/Work: _____

☐ Volunteer driving school vehicle ☐ Volunteer driving their own vehicle

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

The undersigned hereby releases, discharges, holds harmless and indemnified the District, its officers, employees and agents, from all liability, as defined herein, arising out of or in connections with participation in this field trip/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/excursion.

Volunteer Signature: _____

Date: _____

☐ Approved
☐ Disapproved

Reason:

Signature:

EXAMPLE ONLY - for current forms please visit

_____ <https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.



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, _____.

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

DATE

SIGNATURE OF EMPLOYEE

X

SECTION 2 — AUTHORIZED REPRESENTATIVE CERTIFICATION

I, _____, of _____, 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.

AUTHORIZED REPRESENTATIVE

COMPANY NAME

EXECUTED AT: CITY

COUNTY

STATE

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.

- Go to: <https://cos-keenan.safecolleges.com/login>
or use QR Code



- Do not attempt to create ad new login.

LOG IN



Provided by
College of the Sequoias

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the Vector LMS, Higher Education Edition to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

Username

Enter Username...

Log In →

Forgot Login?

Register

- **First time drivers** sign up here:

- Go to: <https://cos-keenan.safecolleges.com/register/87e48aa2>

or use QR Code



- Username: Banner ID number (without @)
- Email address: _____@giant.cos.edu

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

Last Name

*required

Email Address

*required

Confirm Email Address

*required

Required input is missing and/or invalid

Register ✓

Welcome,
Adriana Garcia

My Assignments

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

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

- Navigate to the
Defensive Driving /
CA Full Course

My Assignments

Training History

Extra Training

Language

Log Out

0%

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 →

EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

<https://cos-keenan.safecolleges.com/>

Questions? visit the Student Activities & Affairs office.

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](#)



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

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



Cash Box Request and Expected Revenue Accounts Receivable

Submission

Event Information:

Date: _____

Title: _____

Total Expected Revenue: \$ _____

Items to be Sold:

Club Advisor/Officer Requested Cashbox:

Date Request Submitted: _____

Club Name: _____

Club Officer: _____

Club Advisor: _____

SAA Director Signature: _____

Pick Up

Received From COS Accounts Receivable Office:

_____ Rolls Quarters \$ _____

_____ Currency \$ _____

_____ Currency \$ _____

_____ Currency \$ _____

_____ Total \$ _____

Club Advisor/Officer Picked Up Cashbox:

Date: _____

Name: _____

Title: _____



Cash Box Request and Expected Revenue Accounts Receivable

Submission

Event Information:

Date: _____

Title: _____

Total Expected Revenue: \$ _____

Items to be Sold:

Club Advisor/Officer Requested Cashbox:

Date Request Submitted: _____

Club Name: _____

Club Officer: _____

Club Advisor: _____

SAA Director Signature: _____

Pick Up

Received From COS Accounts Receivable Office:

_____ Rolls Quarters \$ _____

_____ Currency \$ _____

_____ Currency \$ _____

_____ Currency \$ _____

_____ Total \$ _____

Club Advisor/Officer Picked Up Cashbox:

Date: _____

Name: _____

Title: _____

EXAMPLE ONLY - for current forms please visit
<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.
Questions? visit the Student Activities & Affairs office.

Club
Name: _____ Date: _____

NO.	Club Copy
01201	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Customer Copy
01201	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Club Copy
01202	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Customer Copy
01202	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Club Copy
01203	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Customer Copy
01203	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Club Copy
01204	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Customer Copy
01204	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Club Copy
01205	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Customer Copy
01205	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Club Copy
01206	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

NO.	Customer Copy
01206	
Item: \$	_____
Donation: \$	_____
Printed: 10/2013	

EXAMPLE ONLY - for current forms please visit
<https://www.cos.edu/en/us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.

College of the Sequoias

DEPOSIT RECONCILIATION

Event: _____

DATE _____

Club: _____

Acct #: _____

CHECKS			COINS			Receipt #'s Given to Club	
	NAME	#	AMOUNT			AMOUNT	
1				PENNIES			Starting #
2				NICKELS			Ending #
3				DIMES			
4				QUARTERS			Receipt #'s Used
5				HALVES			Starting #
6				DOLLARS			Ending #
7				COIN TOTAL		\$0.00	Total
8							
9							
10				CASH CURRENCY			
11						AMOUNT	
12				ONES			NOTES
13				TWOS			Receipts
14				FIVES			Deposit
15				TENS			Difference
16				TWENTIES			
17				FIFTIES			
18				HUNDREDS			Reason:
19				CURR TOTAL		\$0.00	
20							
21							
CHECKS TOTAL			\$0.00	DEPOSIT			
SIGNATURES				CURRENCY		\$0.00	
				COINS		\$0.00	
				CASH SUBT		\$0.00	
				CHECKS		\$0.00	
Prepared By:							
SAA Director or							
Designee Verification:							
Cashier Verification:							
Date:				DEPOSIT TOTAL		\$0.00	Banner Receipt #

EXAMPLE ONLY - for current forms please visit
<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>
 Questions? visit the Student Activities & Affairs office.



Fund Activity Consent Form Procedures

The Fund Activity Consent Form (**Exhibit F**) documents club members' authorization for the expenditure of club funds and provides internal control over their use.

1. Keep copies available for club meetings (**Exhibit F**).
2. For expenditures over **\$600**, conduct a roll-call vote. Each attending member must sign and circle **Y** (yes), **N** (no), or **A** (abstain).
3. Complete the following:
 - Club name
 - Meeting date
 - Motioning member's name
 - Motion, amount, and purpose
4. Tally the votes and obtain the attending Club Advisor's signature.
5. Attach the completed form to the check request. Accounts Payable will not process requests over **\$600** without it.

If you have any questions regarding this procedure, please email ap@cos.edu

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)	16 _____ (N/Y/A) (Name)
2 _____ (N/Y/A) (Name)	17 _____ (N/Y/A) (Name)
3 _____ (N/Y/A) (Name)	18 _____ (N/Y/A) (Name)
4 _____ (N/Y/A) (Name)	19 _____ (N/Y/A) (Name)
5 _____ (N/Y/A) (Name)	20 _____ (N/Y/A) (Name)
6 _____ (N/Y/A) (Name)	21 _____ (N/Y/A) (Name)
7 _____ (N/Y/A) (Name)	22 _____ (N/Y/A) (Name)
8 _____ (N/Y/A) (Name)	23 _____ (N/Y/A) (Name)
9 _____ (N/Y/A) (Name)	24 _____ (N/Y/A) (Name)
10 _____ (N/Y/A) (Name)	25 _____ (N/Y/A) (Name)
11 _____ (N/Y/A) (Name)	26 _____ (N/Y/A) (Name)
12 _____ (N/Y/A) (Name)	27 _____ (N/Y/A) (Name)
13 _____ (N/Y/A) (Name)	28 _____ (N/Y/A) (Name)
14 _____ (N/Y/A) (Name)	29 _____ (N/Y/A) (Name)
15 _____ (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: EXAMPLE ONLY - for current forms please visit Date: _____

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations> Signature _____

Questions? visit the Student Activities & Affairs office.

COLLEGE OF THE SEQUOIAS
CLUB/TRUST CHECK REQUEST
(Backup Required)

Club or Trust Name: _____

Pay to: _____ Date: _____

Banner ID#: _____

Address: _____

Phone Number: _____ Invoice Number: _____

Description/Special Instructions: _____

Check Routing: ☐ Mail ☐ Hold for Pickup Date: _____

Amount: \$ _____

FUND	ORG	ACCT	PROGRAM	LOC	%	AMOUNT

Person Requesting: _____ Phone Number: _____

Approvals: _____

Club Trust - Advisor

Director/Advisor of Student Senate

Club Trust - Officer

Administration

AFTER AUTHORIZATION IS COMPLETED, FORWARD TO ACCOUNTS PAYABLE

Office Use Only

VENDOR ID#: _____ BANK NAME: _____ DOCUMENT#: _____

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>

Questions? visit the Student Activities & Affairs office.

2026-27 Club Funds Application

COLLEGE OF THE SEQUOIAS

Do you have a need that would benefit students in your club or your club's mission here at COS? Consider applying for funding through the Student Activities & Affairs office.

Details

The application includes a short narrative connecting your work to student engagement goals. To be eligible, a club must be active with a current Club Information Sheet on file in the Student Activities & Affairs office. Application must be accompanied by club minutes showing approval. Submit your completed application* to the Student Activities & Affairs office** (Giant Forest 123).

***The form requires signature from club advisor's dean.**

****Please submit typed responses to questions on page 2.**

Timeline:

Applications for Special Club Funds may be submitted Aug 1 - April 1. The fund committee will reply within 10 business days from receipt of application. The maximum award per club/per academic year is \$1000.

Short questions

Club Name	
Title of the project, trip, or event.	
What semester are you applying for?	
Amount requested (up to \$1000):	
Current club advisor:	
Current club president:	
Main contact person:	
Main contact email & phone number:	
*Attach club minutes	
*Attach current Club Info Sheet	

EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

W:\StudenActAndAffairs\SAA - Ongoing files\Forms\Clubs (Rev. 10/2025)

Questions? visit the Student Activities & Affairs office.

1. Describe the project, trip, or event. Include goals and a basic timeline.

2. Detailed budget showing how funds will be used.

3. Describe a clear connection to student engagement, fulfillment of club mission and goals and ways this will benefit the larger COS student body.

4. After completion, how will you know (assess) that the event, trip or project was a success and achieved the intended purpose?

EXAMPLE ONLY - for current forms please visit

<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.

Application signatures:

Club President _____ Date _____

Signature _____

Club Secretary/Treasurer _____ Date _____

Signature _____

Club Advisor _____ Date _____

Signature _____

Club Advisor's Dean _____ Date _____

Signature _____

For use by SAA office only

Approved Amount: _____

Approval Signatures:

Student Senate President _____ Date _____

Signature _____

Student Senate Commissioner of Finance _____ Date _____

Signature _____

Director, Student Activities & Affairs _____ Date _____

Signature _____

EXAMPLE ONLY - for current forms please visit

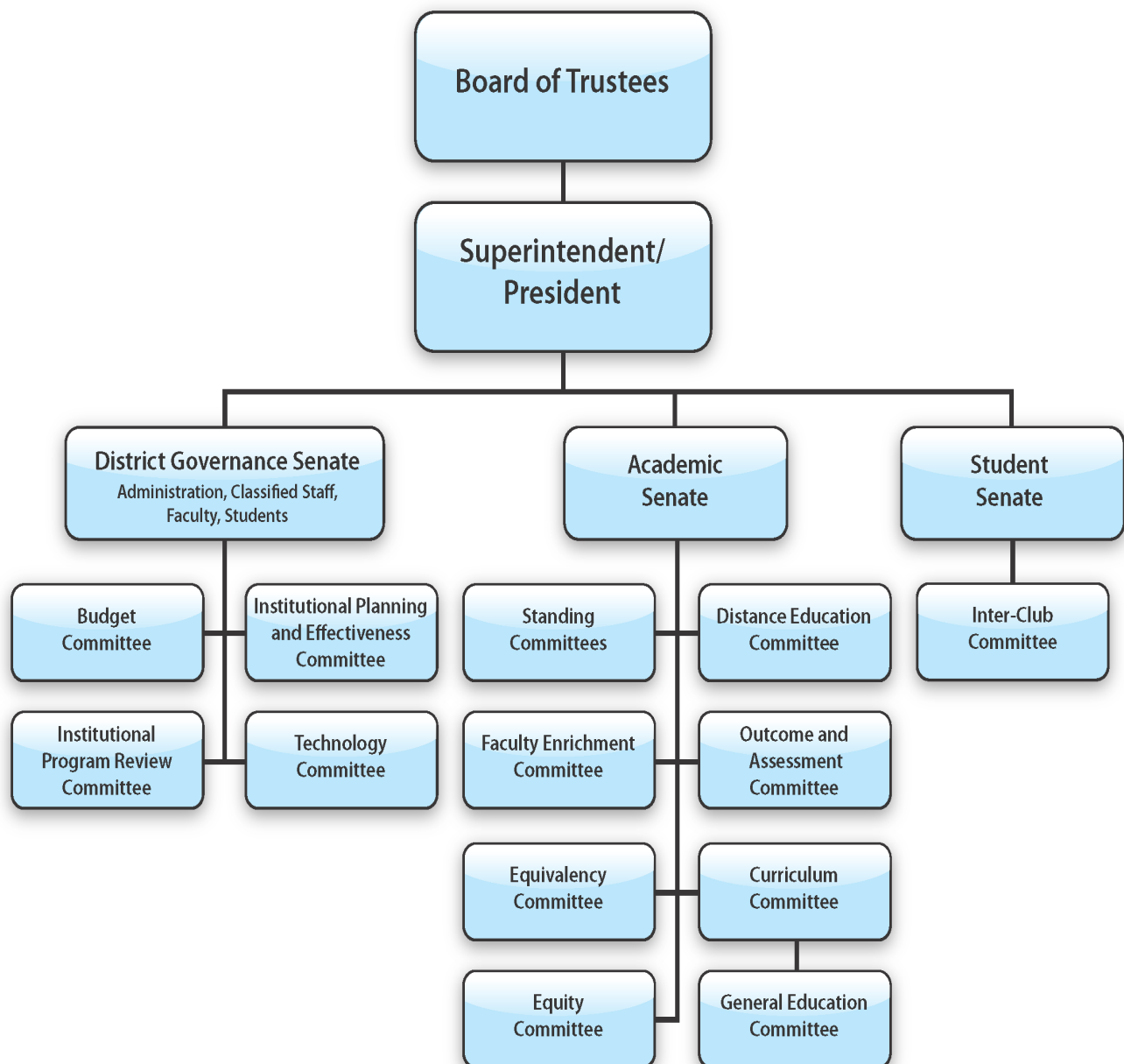
<https://www.cos.edu/en-us/student-life/activities-and-affairs/clubs-organizations>.

Questions? visit the Student Activities & Affairs office.

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



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 as well as COS Student Code of Conduct must be followed. Advisors should solicit student feedback about preferences and comfort before assigning rooms. If a room-sharing arrangement is not comfortable and/or safe for a student, they are encouraged to communicate with the advisor to develop a mutually acceptable arrangement.
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. If the funding source allows for meals, 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
Revised: October 14, 2024

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

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, 8/2/2025, 9/21/2026



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