

# Club Advisor Handbook 2023



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## I. Introduction to Advisors

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

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

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

**STUDENT ACTIVITIES & AFFAIRS OFFICE:** The Student Activities and Affairs office is a part of the Student Services Department and oversees the COS clubs on the campuses.

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

I hope you will find this handbook helpful as your club or organization plans activities and events throughout the year. If you need any further assistance, feel free to contact the Director of Student Activities and Affairs (*Giant Forest – Room 123*).

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

## **II. Role of an Advisor**

The success or failure of most club programs rests in the hands of the advisor. In a two-year college program with high student body turnover, clubs and organization are highly dependent on the advisor. It is the role of the advisor to provide knowledge, guidance, and direction as the new members try to carry on activities, traditions, and services of the group. Advisors are asked to give their time and talents to this important out-of-classroom program.

## **III. Responsibilities of an Advisor**

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

1. Advisors are strictly volunteer positions. There will be no monetary or any other type of compensation for time spent with the club or on club trips and events.
2. Advisors are responsible for proper supervision by attending all meetings and activities staged by the group, which he/she is advising.
3. Advisors should supervise all financial transactions, the handling of club funds, opening the club account in Accounts Receivable Office, and the maintenance of financial records. Expenditures will not be processed without the approval of the advisor.
4. Advisors should play an active role in helping students set up a meaningful program that is consistent with the club's constitutional purposes and with the aim of higher education.
5. Advisors should encourage the development of initiative, responsibility, and leadership to the student members.
6. Advisors will be notified by district police annually about the requirement to participate in a mandatory annual online training to identify and report district crime for student Clery reporting.

## **IV. Club and Organization Procedures**

(As per the Student Senate Constitution and By-Laws)

### **HOW TO ORGANIZE A CLUB:**

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

### **CHARTERS:**

Any group which is to be organized on the College of the Sequoias campuses shall be required to be chartered by the following procedures:



Obtain a “Club Charter Form” from the Student Activities and Affairs office. Information on this form, which is a request to be organized or recognized, shall include the following information:

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

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

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

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

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

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

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

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

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

If the expelled club is not reinstated within four (4) semesters, club funds shall be absorbed into the Student Senate Executive Board’s Club Trust Fund. To be reinstated, a club must follow the guidelines stated in the Student Senate Bylaws along with being reviewed by the Inter-Club Council.

An appeal process to these regulations can be made to the Student Activities and Affairs office. A written appeal will be requested and taken to the Student Senate for review. The Student Activities and Affairs office will notify the club advisor of the outcome.

#### **I.C.C. ELECTION RESPONSIBILITIES:**

The Inter-Club shall be responsible for electing a chairperson to preside in the absence of the chair.

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

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

#### **I.C.C. MEETINGS**

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

#### **I.C.C. RESPONSIBILITIES**

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

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

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

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

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

### **INTRODUCTION**

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

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

## **INGREDIENTS OF AN EFFECTIVE MEETING**

A degree of formality:

The presiding officer must take charge, keep order, and see that the membership lives up to the objectives of the group and uses proper procedure for reaching a decision.

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

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

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

### **AN AGENDA:**

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

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

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

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

### **CHAIRPERSON'S MEMORANDUM:**

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

### **THE COURSE OF MOTION:**

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

## AMENDMENTS

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

## PRECEDENCE:

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

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

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

## CODE OF PRESIDING OFFICER OF MEETINGS:

She/he

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

## **VII. How to Plan an Event**

### **IDEA PLANNING**

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

### **ACTIVITY DATE REQUEST - All Roads Begin Here!**

Prior to starting an activity, you will need to check the master activity calendar in the Student Activities and Affairs office. If the date and location proposed does not conflict with another activity, the club advisor must complete an Activity Date Request form (*ADR*). The *ADR* form may be obtained in the Student Activities and Affairs office or online in electronic forms. Requests must be submitted two (2) weeks prior to a planned event date. (*This form is for approved outside areas*)

### **FACILITIES REQUEST - To Reserve Rooms**

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

### **PUBLICITY - Necessary For All Events!**

Contact the COS Publicity Office @ [laurenfi@cos.edu](mailto:laurenfi@cos.edu) at least 3 weeks prior to you event.

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

### **VENDORS**

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

### **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. Financial Procedures**

### **REQUESTING A CASH BOX FOR CLUB EVENTS:**

Clubs needing a cash box from Accounts Receivable/Cashiers Office must complete a request form at least 72 hours prior to the activity. Cash box must be returned same day or next day (if office is closed). Digital payments received via student senate account is not totaled in cash box.

### **ADVISORS:**

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

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

### **CHECK REQUESTS:**

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

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

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

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

### **INACTIVE CLUB ACCOUNTS:**

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

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

**A. EXPENDITURES FROM TRUST ACCOUNTS**

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

**B. SIGNATURES**

<u>Clubs</u>	<u>Co-Curricular</u>	<u>Athletics (Trust)</u>	<u>Student Senate</u>
1. Advisor	1. Advisor /	1. Coach	1. Student Activities and
2. Club Officer or	Coach	2. Dean	Affairs Director
Commissioner	2. Student		2. Commissioner of
of Finance	Activities &		Finance or STUDENT
	Affairs		SENATE Student
	Director		President

**C. CHECK REQUEST DOCUMENTATION**

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

**1. Advances**

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

**2. Purchase of Materials**

- a. Original Invoice that includes breakdown of:
  1. Material
  2. Sales Tax
  3. Labor (if applicable)
  4. Packing slip or verification by signature that items were received as billed

**3. Payment for Services Rendered**

- a. Original invoice that includes:
  1. Date services were provided
  2. Activity for which the service was provided
- b. Copy of contract (if applicable)
- c. Completed W-9 Form (if paying an individual)

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

- a. All original invoices and receipts with the vendor's name printed on them
- b. Agenda with proof of attendance at an authorized event, function, or activity
- c. List names of persons attending (if applicable)
- d. Tip reimbursement cannot exceed 15%
- e. Mileage reimbursement needs to have the destination and total miles multiplied by the current IRS rate (check with Accounts Payable for current mileage reimbursement), even if you are requesting less reimbursement

5. **Out of State Purchases**

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

D. **ACCOUNTABILITY OF NON-CONSUMPTION ITEMS**

1. Advisor / Coach is responsible for the inventory
2. If items are given away, attach a list of names or the event
3. If items are sold, reference deposit of funds if possible

E. **FUND-RAISING**

1. If sales exceed \$500 for a fund-raiser, a Revenue Potential form must be completed before the date of the event
2. The second section of the Revenue Potential form must be completed at the close of the event

F. **CHECK AVAILABILITY**

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

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

1. All prior year outstanding advances need to have backup turned in
2. Authorized Signature Form completed and turned into Accounts Payable.
3. Prior to issuing cash boxes for events the Authorized Signature form will need to be on file and only the Advisor, Co-Advisor, President, or Treasurer will be able to request a cash box



4. All Advance Check Requests MUST be used for what is specified on the Check Request. If the Check Request is not going to be used as specified it MUST returned and a new Check Request needs to be filled out

#### **IMPORTANT NOTE**

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

### **IX. Vehicle and Drivers**

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

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

*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*

## BACKUP REQUIRED FOR TRUST OR CLUB CHECK REQUESTS

### Event or Function

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

### Athletic Function

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

### Food for Meetings

- \_\_\_\_\_ Receipts
- \_\_\_\_\_ Date of meeting
- \_\_\_\_\_ Club Minutes
- \_\_\_\_\_ Sign-in Sheet
- \_\_\_\_\_ Signatures (*Advisor & Club Officer or Commissioner of Finance or Dean if it's a Trust Account*)

### Fund-raising

- \_\_\_\_\_ Receipts
- \_\_\_\_\_ Signatures (*Advisor & Club Officer or Commissioner of Finance or Dean if it's a Trust Account*)
- \*\* *If purchases for the fund-raiser exceed \$500, the following is required:*
- \_\_\_\_\_ Revenue Potential Form 1<sup>st</sup> Section (*Prior to Event*)
- \_\_\_\_\_ Revenue Potential Form 2<sup>nd</sup> Section (*Close of Event*)

### Contract Services

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

### Travel

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

# XI. PARLIAMENTARY PROCEDURE

## The a-b-c's of Parliamentary Procedure

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

**WHAT IS PARLIAMENTARY PROCEDURE?**

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

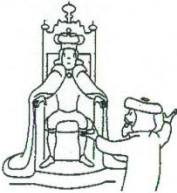


**WHY IS PARLIAMENTARY PROCEDURE IMPORTANT?**

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

### PARLIAMENTARY PROCEDURE HAS A LONG HISTORY

**IT ORIGINATED** in the early English Parliaments.



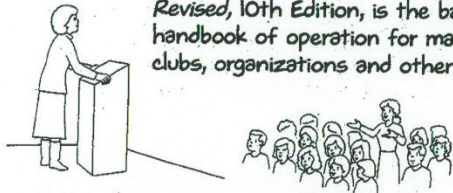
**IT CAME TO AMERICA** with the first European settlers.



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



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



Note: A glossary and index are on page 14.

### 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!

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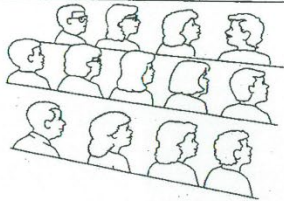
**A FIXED AGENDA,** or order of business, is generally followed by organizations using parliamentary procedure. Here's a typical example:



**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:

- |                                                                                                                                                          |                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. CALL TO ORDER</b><br/>If a quorum* is present, the chair (the person conducting the meeting) says, "The meeting will come to order."</p>        | <p><b>5. SPECIAL ORDERS</b><br/>This is important business previously designated for consideration at this meeting.</p>                                            |
| <p><b>2. MINUTES</b><br/>The secretary reads a record of the previous meeting.</p>                                                                       | <p><b>6. UNFINISHED BUSINESS</b><br/>This is business that has come over from the previous meeting.</p>                                                            |
| <p><b>3. OFFICERS' REPORTS</b><br/>Officers and standing (permanent) committees may report on their activities. Some only report at annual meetings.</p> | <p><b>7. NEW BUSINESS</b><br/>New topics are introduced.</p>                                                                                                       |
| <p><b>4. REPORTS OF SPECIAL COMMITTEES</b><br/>Special (temporary) committees report on the tasks for which they were created.</p>                       | <p><b>8. ANNOUNCEMENTS</b><br/>These inform the assembly (the people at the meeting) of other subjects and events.</p>                                             |
|                                                                                                                                                          | <p><b>9. ADJOURNMENT</b><br/>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).</p> |



\*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.

**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)



**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.

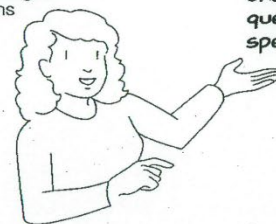
**IS IT DEBATABLE?**  
Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

**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.





# PARLIAMENTARY PROCEDURE AT A GLANCE

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

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move to adjourn."	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move to recess for..."	NO	YES	NO ❶	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege."	YES	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to lay the motion on the table."	NO	YES	NO	NO	MAJORITY	NO ❷
END DEBATE AND AMENDMENTS	"I move the previous question."	NO	YES	NO	NO	⅔	YES ❸
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee."	NO	YES	YES	YES	MAJORITY	YES ❹
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ❺	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

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

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ❻	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision."	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	⅔	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion."	YES	NO	NO	NO	⅔ ❼	YES ❷
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division," or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information..."	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES ❸	YES	YES ❾	NO	MAJORITY	NO

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



# HOW DO I PRESENT MY MOTION?

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



## 1 YOU OBTAIN THE FLOOR

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



## 2 YOU MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we do..." instead of "I move that we do not..."
- Stay on the subject and avoid personal attacks.



## 3 YOU WAIT FOR A SECOND

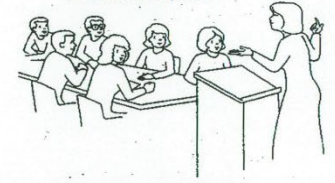
- Another member will say, "I second the motion."
- Or, the chair will call for a second.
- If there is no second, your motion will not be considered.

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



## 4 THE CHAIR STATES YOUR MOTION

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



## 5 YOU EXPAND ON YOUR MOTION

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the chair.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.



## 6 THE CHAIR PUTS THE QUESTION

- The chair asks, "Are you ready for the question?"
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The chair announces the results.



# THE METHOD OF VOTING ON A MOTION

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



## VOICE

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



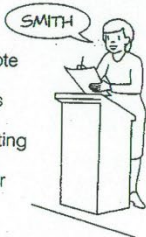
## SHOW OF HANDS

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



## ROLL CALL

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



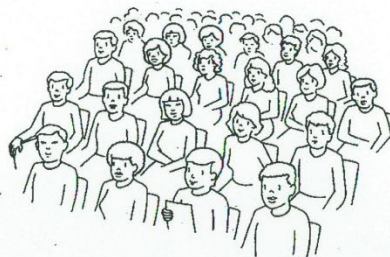
## BALLOT

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



## GENERAL CONSENT

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



# MORE ABOUT VOTING



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

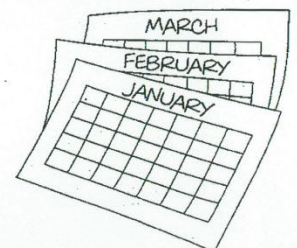
This motion is used to lay something aside temporarily to take care of a more urgent matter. It should not be used to prevent debate or to kill a question.

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.



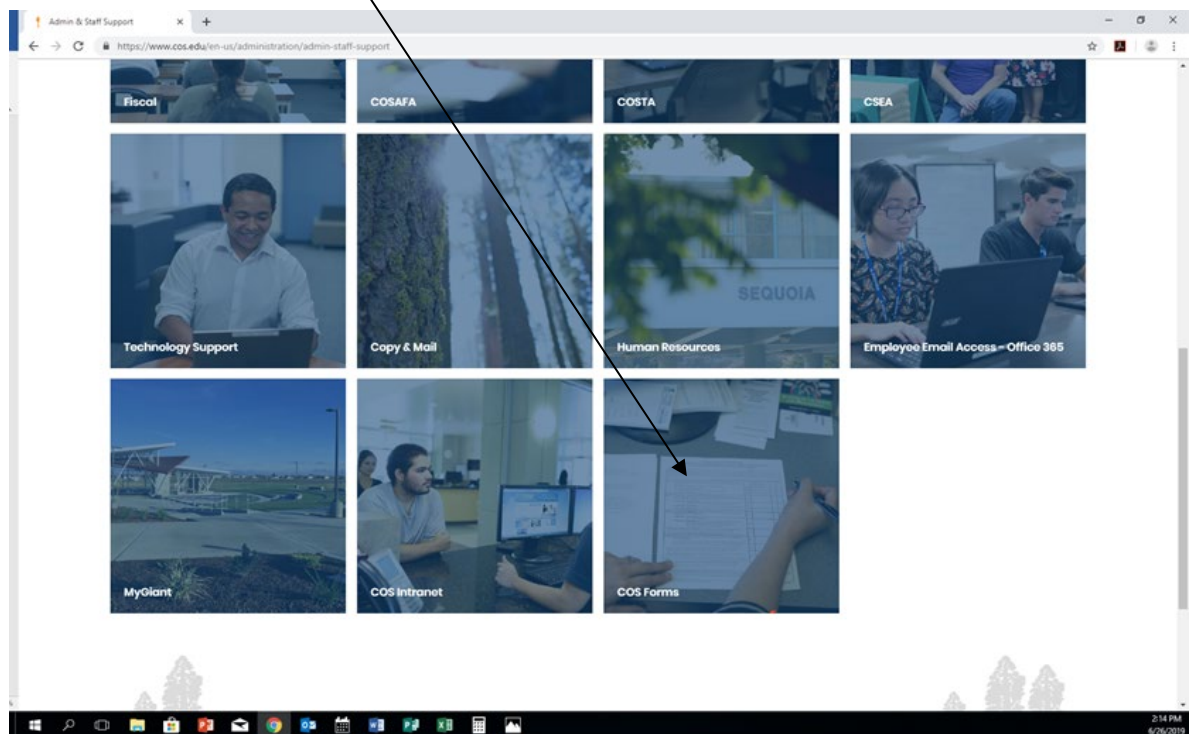
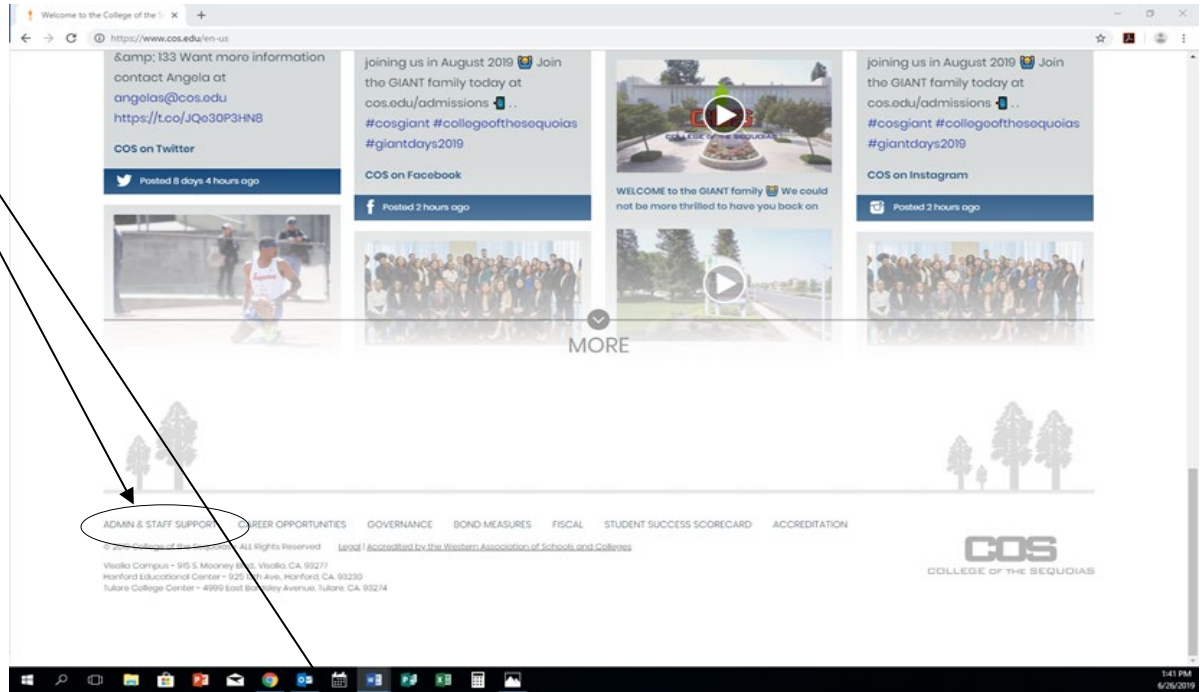


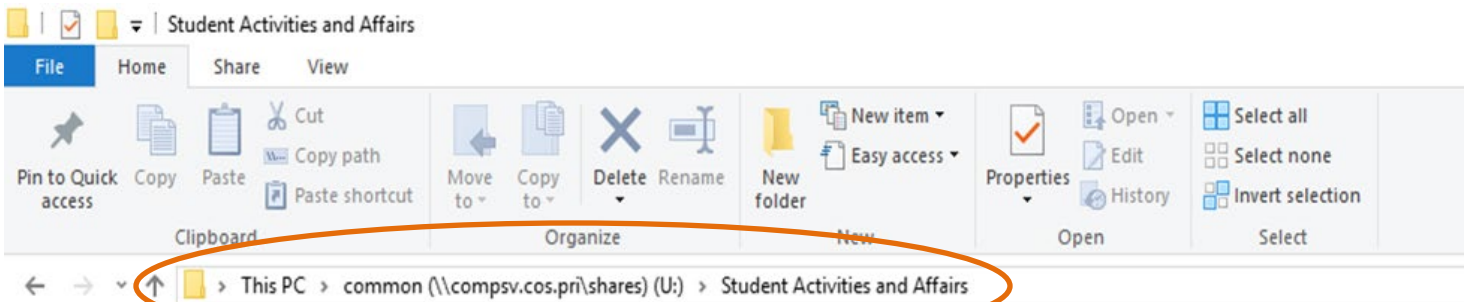
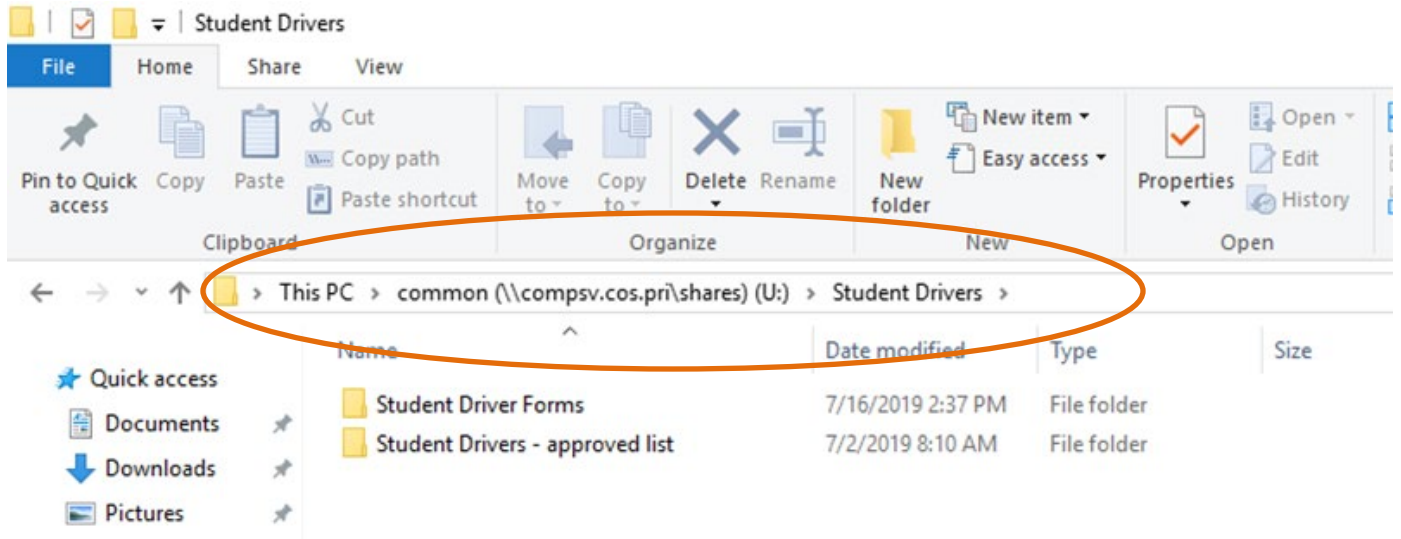
## XII. Samples of Forms

# \*Find Forms Online

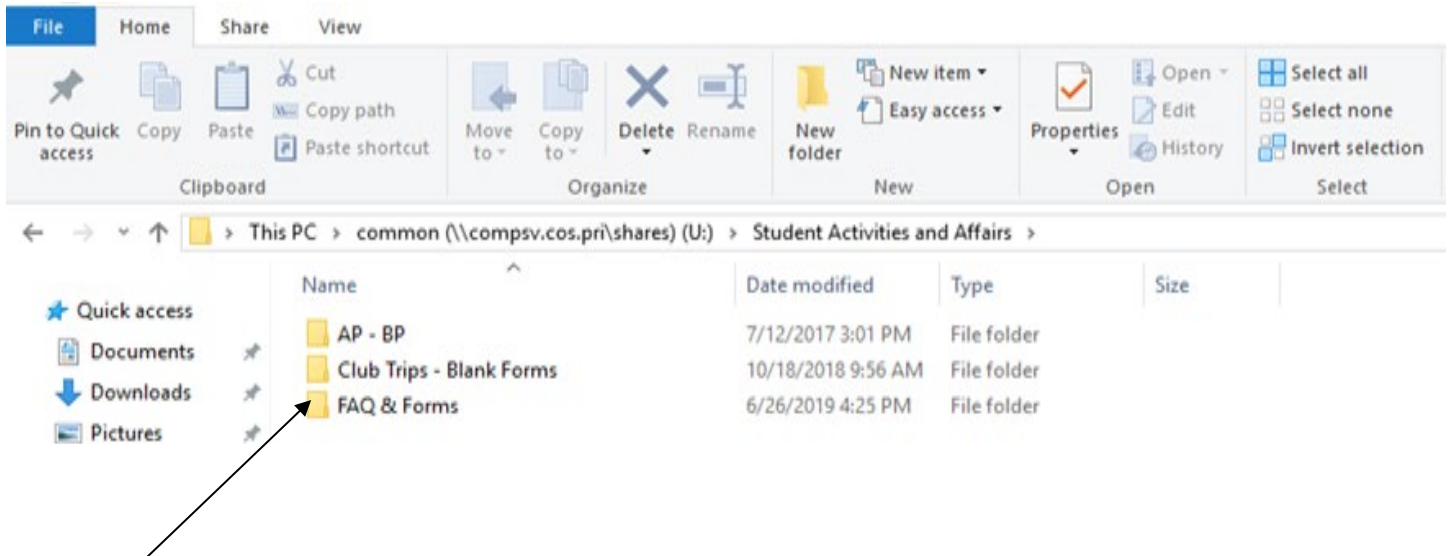
Most forms are available online. Please see notes on sample forms – some forms are provided by departments.

<https://www.cos.edu/en-us/administration/admin-staff-support> --> COS Forms





U:\Student Activities and Affairs







### Student Senate Club Fund Raising Sales Procedure

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

<b>Control Procedure</b>	<b>Type of Event</b>
Pre-numbered Receipts	Club booth sales Sale of advertising space Off main campus sales
Sign in for Donations	Service provided for donation (i.e. Car wash)

#### Pre-numbered Receipts

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

8. If revenue earned is over or under \$500 the amount estimated on Revenue Potential Form, the reason must be explained on form and copy sent to faculty advisor and Chief Accounting Officer.
9. If cash box does not balance to receipts;
  - A. An e-mail notice will be sent to the Club Advisor and Student Senate Director.
  - B. After three (3) notices are received in an academic year, the club may lose its cash box privileges in that academic year. In the event a club loses cash box privileges, the Club Advisor should submit a letter to Fiscal stating why the club should be allowed to continue with cash box privileges and how the club plans to correct cash control issues. Fiscal will review each incident case by case to determine if cash box privileges should be re-instated.
10. Under no circumstances may any cash be taken from the cash box to purchase items or reimburse Club members/advisors. Any expenses must be out-of-pocket and a reimbursement request submitted to accounts payable for processing.
  - Any items purchased with EBT card (food stamps) will not be reimbursed.
  - Violation of these rules will be grounds for immediate revocation of all cash box privileges.

**Fund Raising Functions that accept Donations only**

1. When a cash box is picked up, the Revenue Potential Form must be completed.
2. At the event, utilize the College of the Sequoias Donation Sign In form.
3. Each customer must print name and dollar amount donated.
4. At end of event balance cash box to sign in sheet. Add up all donations and compare to cash box total less seed amount.
5. Return cash box and sign in sheet to cashier's office.
6. Cashier will verify that sign in sheet balances to cash box.
7. If cash box does not balance to Donation Sign In Form;
  - A. An e-mail notice will be sent to the Club Advisor and Student Senate Director.
  - B. After three (3) notices are received in an academic year, the club may lose its cash box privileges in that academic year. In the event a club loses cash box privileges, the Club Advisor should submit a letter to Fiscal stating why the club should be allowed to continue with cash box privileges and how the club plans to correct cash control issues. Fiscal will review each incident case by case to determine if cash box privileges should be re-instated.
8. Under no circumstances may any cash be taken from the cash box to purchase items or reimburse Club members/advisors. Any expenses must be out-of-pocket and a reimbursement request submitted to accounts payable for processing.
  - Violation of these rules will be grounds for immediate revocation of all cash box privileges.

Effective 10/21/2010

915 S. Mooney Blvd. • Visalia, CA 93277 • (559) 730-3200 •  
[www.cos.edu](http://www.cos.edu)



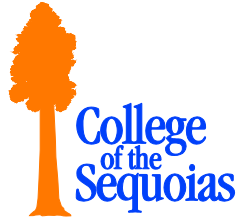


## Fund Activity Consent Form Procedures

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

1. Make copies of the form to have on hand for club meetings.
2. During club meetings, motions are made to approve the use of club funds. If the motion involves spending more than \$600.00, a roll call vote must be taken by having each attending member sign their name and circle Y (yes), N (no) or A (abstain). Be sure to enter on the form all of the information listed below:
  - a. Club name
  - b. Date of the meeting
  - c. Motioning member's name
  - d. The motion
  - e. The amount
  - f. And the purpose of the fund use
3. Tally up the votes at the bottom of the page.
4. Have the attending Advisor sign at the bottom.
5. Attach the form to the check request. Accounts Payable will not process requests of \$600.00 or more unless this roll call sheet is attached.

**If you have any questions regarding this procedure, please feel free to call Christie Miller at 737-4885 or email [christiem@cos.edu](mailto:christiem@cos.edu).**



## Club Procedures Accounts Payable

- A. Check Requests (**Exhibit E**) – Form is on the COS web site in internal forms
1. Purchases/Reimbursements
    - a) Payments for clubs are usually run on **Tuesdays**. Please submit check requests and invoices by Monday afternoon in order to have them processed on Tuesday.
    - b) Attach receipts – it is best if they are taped to a sheet of paper so they don't get lost
    - c) Club signatures: Club Advisor, Club Officer  
Make sure that if a club member is requesting to have him/herself reimbursed, another officer needs to authorize it
    - d) Attach flyer of the event
    - e) Attach minutes stating club approval
    - f) If amount is over \$600.00, a roll call vote must be taken and the Fund Activity Consent Form (**Exhibit F**) is signed by club members
  2. Advances
    - a) Attach flyer for event
    - b) Attach minutes authorizing the advance
    - c) After event (within 30 days), submit expense report (**Exhibit G**) with receipts and left over cash to the cashier
    - d) If amount is over \$600.00, a roll call vote must be taken and the Activity Consent Form signed by club members
    - e) Any club that does not submit back up paperwork in a timely manner will no longer be able to request advances
- B. No Gifts
- C. Sales tax
  1. Fund raising items other than food will need to have sales tax added in.
  2. Sales tax will be added to the check request on purchases and reimbursements that were not initially charged sales tax. COS is still obligated to pay it even though the vendor did not require it.

**Any questions, please contact Christie Miller at 737-4885 or by email at [christiem@cos.edu](mailto:christiem@cos.edu).**



**STUDENT SENATE**  
**CLUB INFORMATION SHEET / AUTHORIZED SIGNATURE FORM**



Please return this form to the Student Activities & Affairs office By:  
 (Giant Forest Bldg. Rm 123 or email to [marilyn@cos.edu](mailto:marilyn@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: \_\_\_\_\_

**Co - Advisor**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Office Ph#: \_\_\_\_\_ Office Bldg/#: \_\_\_\_\_

Email: \_\_\_\_\_

**Club President**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Cell Ph. #: \_\_\_\_\_

Email: \_\_\_\_\_

Banner ID: \_\_\_\_\_

**Club Vice President**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Cell Ph. #: \_\_\_\_\_

Email: \_\_\_\_\_

Banner ID: \_\_\_\_\_

**Club Treasurer**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Cell Ph. #: \_\_\_\_\_

Email: \_\_\_\_\_

Banner ID: \_\_\_\_\_

**Club Secretary**

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Cell Ph. #: \_\_\_\_\_

Email: \_\_\_\_\_

Banner ID: \_\_\_\_\_

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

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Cell Ph. #: \_\_\_\_\_

Email: \_\_\_\_\_

Banner ID: \_\_\_\_\_

*\* Must attend the Inter-Club Council meetings hosted by the Student Senate Commissioner of Clubs. Missed meetings will result in warnings and the possibility of the club's funds being put on hold.  
 \* ICC Reps' email will be provided to the Student Senate Commissioner of Clubs/ICC Chairperson.*

**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 Bdg. Rm 123)*
- \* Meeting minutes are REQUIRED when changing authorized signatures
- \* Cash boxes must be requested at least 2 days/48 hrs in advance of need/event. Follow all guidelines as provided by the Cashiers office, when reserving the cash box
- \* Advisor Club Handbook is available online: <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>

# 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 _____ (Name) (N/Y/A)  | 16 _____ (Name) (N/Y/A) |
| 2 _____ (Name) (N/Y/A)  | 17 _____ (Name) (N/Y/A) |
| 3 _____ (Name) (N/Y/A)  | 18 _____ (Name) (N/Y/A) |
| 4 _____ (Name) (N/Y/A)  | 19 _____ (Name) (N/Y/A) |
| 5 _____ (Name) (N/Y/A)  | 20 _____ (Name) (N/Y/A) |
| 6 _____ (Name) (N/Y/A)  | 21 _____ (Name) (N/Y/A) |
| 7 _____ (Name) (N/Y/A)  | 22 _____ (Name) (N/Y/A) |
| 8 _____ (Name) (N/Y/A)  | 23 _____ (Name) (N/Y/A) |
| 9 _____ (Name) (N/Y/A)  | 24 _____ (Name) (N/Y/A) |
| 10 _____ (Name) (N/Y/A) | 25 _____ (Name) (N/Y/A) |
| 11 _____ (Name) (N/Y/A) | 26 _____ (Name) (N/Y/A) |
| 12 _____ (Name) (N/Y/A) | 27 _____ (Name) (N/Y/A) |
| 13 _____ (Name) (N/Y/A) | 28 _____ (Name) (N/Y/A) |
| 14 _____ (Name) (N/Y/A) | 29 _____ (Name) (N/Y/A) |
| 15 _____ (Name) (N/Y/A) | 30 _____ (Name) (N/Y/A) |

- 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: _____ <div style="text-align: center; margin-top: 5px;">Signature</div>	Date: _____
---------------------------------------------------------------------------------------------------	-------------



## **Appropriate/Inappropriate Fund Use**

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

The following are examples of **appropriate** expenditures using club funds:

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

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

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

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

**If you have any questions please call Christie Miller at 737-4885 or email [christiem@cos.edu](mailto:christiem@cos.edu)**





# REVENUE POTENTIAL FORM

---

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

Organization or Club Name \_\_\_\_\_

Club Advisor \_\_\_\_\_

Event or Type of Activity \_\_\_\_\_

Date of Activity \_\_\_\_\_

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

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

.....To be completed by Cashier's Office .....

Total Actual Revenue \$ \_\_\_\_\_

Cashier Accepting Revenue \_\_\_\_\_ Date \_\_\_\_\_

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

03/27/2008

**COLLEGE OF THE SEQUIOIAS  
CLUB/TRUST CHECK REQUEST**

Club or Trust Name: \_\_\_\_\_

Pay to: \_\_\_\_\_ Date of Request \_\_\_\_\_

Address \_\_\_\_\_ Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Expense or Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount \$ \_\_\_\_\_

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

Account # \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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

Check Routing:  Mail  Hold for Pickup \_\_\_\_\_  
Signature (Required to receive check when picked up) Date

Approvals \_\_\_\_\_ Club/Trust Approval \_\_\_\_\_ Business Office Approval \_\_\_\_\_

\_\_\_\_\_ Club/Trust Approval \_\_\_\_\_ Business Office Approval \_\_\_\_\_

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

*Office Use Only*

VENDOR ID #: \_\_\_\_\_ TAX ID #: \_\_\_\_\_ BANK CODE: \_\_\_\_\_

AUTHORIZATION: \_\_\_\_\_ DOCUMENT #: \_\_\_\_\_

Print Form

Provided by the COS Cashiers Office – Sequoia Bldg. – Rm 102  
 The Deposit Reconciliation form is also available in the Student Activities & Affairs office

## COLLEGE OF THE SEQUOIAS DEPOSIT RECONCILIATION

ORGANIZATION OR EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

Print Form

Submit by Email



### REQUEST FORM TO CHARTER A NEW CLUB

DATE: \_\_\_\_\_

NAME OF THE CLUB TO BE CHARTERED:

\_\_\_\_\_

NAME AND SIGNATURE OF ADVISOR:

\_\_\_\_\_

PURPOSE AND NEED OF THIS CLUB:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

TIME OF MEETING: \_\_\_\_\_ DAY OF MEETING: \_\_\_\_\_

ROOM NO. \_\_\_\_\_ [Please indicate weekly / monthly / semi-monthly meetings.]

TO FORM A CLUB YOU MUST:

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

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

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**THIS COMPLETED FORM MUST BE RETURNED TO THE STUDENT ACTIVITIES AND AFFAIRS OFFICE TO THE ATTENTION OF THE STUDENT SENATE COMMISSIONER OF CLUBS TO BRING TO THE EXECUTIVE BOARD FOR OFFICIAL CHARTERING.**

Only available in the COS Student Activities and Affairs Office – Giant Forest Bldg. - Rm 123  
A club will receive a copy of the certificate once their club has been chartered.



# ORGANIZATION CHARTER

**“Club Name”**

has been approved for chartering by the  
Student Senate Club Recognition Committee and  
on “Date” was officially chartered  
by the College of the Sequoias Student Senate Executive Board.

\_\_\_\_\_  
Student Senate Commissioner of Clubs

\_\_\_\_\_  
Student Senate President

\_\_\_\_\_  
Director, Student Activities and Affairs

\_\_\_\_\_  
Student Senate Commissioner of Records

\_\_\_\_\_  
Club Advisor

The Activity Date Request must be submitted to the Director of Student Activities and Affairs for approval (Outside areas). Form is available online and in the Student Activities & Affairs office  
 If you are having a big event, utilizing all tables and chairs, you will need to indicate on the top of the form "Blocked Event" for big events, you may want to also indicate "Please, no grass watering the day before and day of the event".

# 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: \_\_\_\_\_

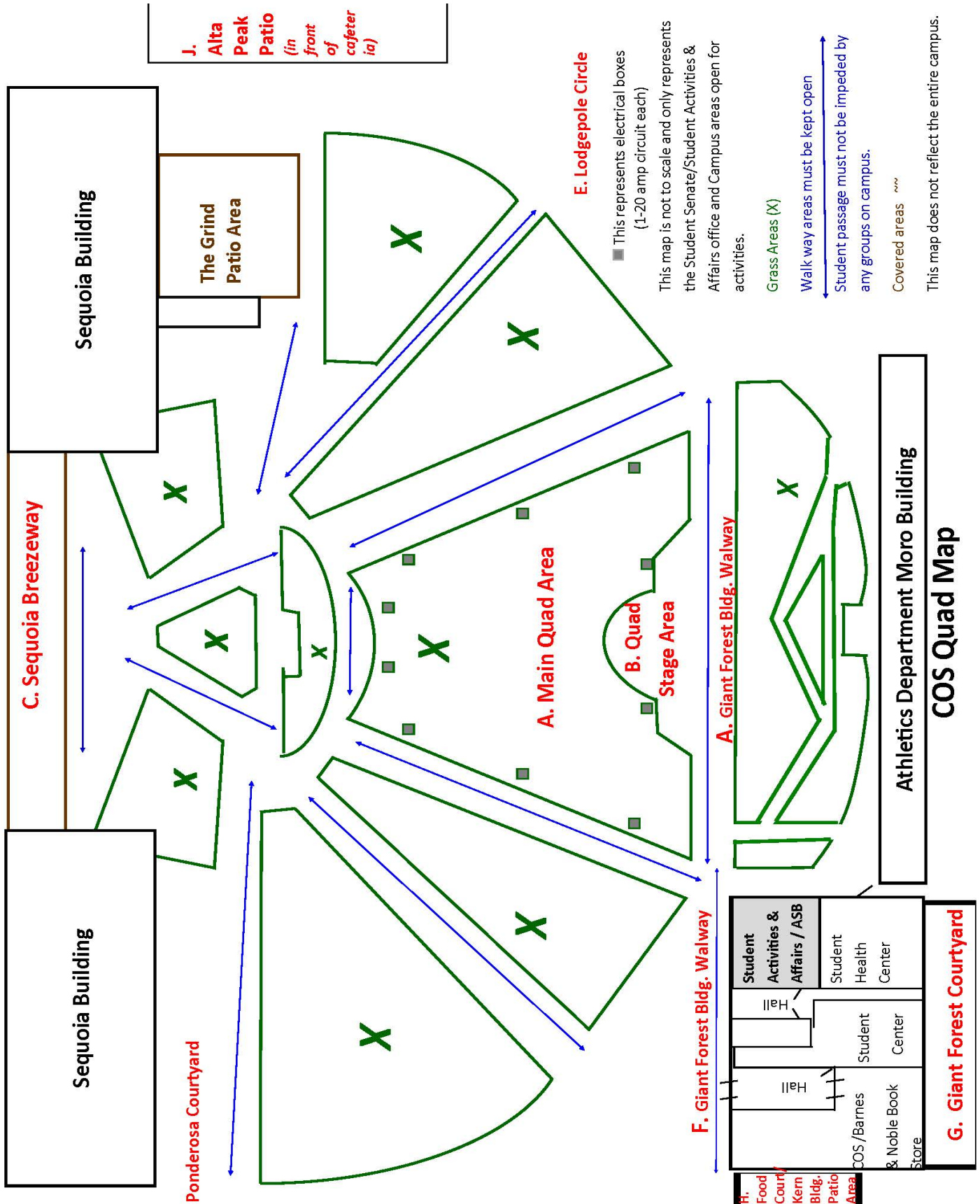
### Additional Information:

- 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: \_\_\_\_\_  
Rev. 2022





Facility Requests (rooms/buildings) must be submitted to FacilitiesDept. for Approval.  
Available online and the Student Activities & Affairs office.

# 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): <input type="checkbox"/> COS Event/Class/Meeting <input type="checkbox"/> Outside Organization Event	
Event Title: _____	Group Size: _____
Building: _____	Room: _____ (Classrooms seat approx. 35)
Signature Required for Designated Areas Below: _____	
Alta Peak (Cafeteria) & The Grind – <b>Food Services Manager</b>	John Muir (Labs) – <b>Dean of Science, Math, &amp; Engineering</b>
Athletic Facilities (Gym/ Potwisha) – <b>Athletic Director</b>	Sierra (Music) – <b>Dean of Arts &amp; Letters</b>
Hanford Campus (All Rooms/Areas) – <b>Hanford Provost</b>	Tulare Campus (All Rooms/Areas) – <b>Tulare Provost</b>
Hospital Rock (Labs) – <b>Nursing Director</b>	Tule 500/501/503/507/509 (Labs) – <b>Division Chair</b>
Date(s) Needed: _____	
Day of Week (Check all that apply): <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.	
Semester (Check one semester only per Facilities Request): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	
Beginning Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Ending Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> 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): <input type="checkbox"/> Yes <input type="checkbox"/> No (Specify below)	
Other Special Arrangements: _____	
Request for room/area to be unlocked/locked (If you do not already have a key): <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Additional Information:**

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

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Facilities Office Use Only:**

Event ID Number: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance (Outside Organizations) Estimated Charges: \_\_\_\_\_

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# TRANSPORTATION REQUEST

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



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

**Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Destination:** \_\_\_\_\_ **City/State:** \_\_\_\_\_

**Purpose of Trip:** \_\_\_\_\_ **Number of Students:** \_\_\_\_\_

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

**Departure Date:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**Driver(s) Details:**

Name & Driver's License #: \_\_\_\_\_

Name & Driver's License #: \_\_\_\_\_

Name & Driver's License #: \_\_\_\_\_

Name & Driver's License #: \_\_\_\_\_

Name & Driver's License #: \_\_\_\_\_

**Other COS personnel traveling in the same vehicle:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

**Additional Information**

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

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director/Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Facilities Office Use Only:**

**Request Status:**  Approved  Unapproved

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

**Processed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rev. 2022



Student Activities & Affairs  
Giant Forest Bldg. Rm. 123  
(559) 730-3736 or 730-4886

## Student Driver Packets

### Steps:

#### 1. Complete these forms:

- a. Student Driver Vehicle and Liability Form
- b. DMV Authorization for Release of Driver Record Information

#### 2. Complete the online safety test: <https://cos-keenana.safecolleges.com/register/87e48aa2>

- a. New – you must create an account with – your name and banner ID#
- b. Print out the proof of “Completion Form”
- c. If you have any issues with this: (800) 434-0154 -or- [support@safeschools.com](mailto:support@safeschools.com)

#### 3. Obtain a copy of your driving record:

- a. \$2 online at DMV - <https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome>  
(Please be aware: there are companies charging high fees for driver records that are not DMV.ca.gov)
- b. \$5 at DMV office - [https://www.dmv.ca.gov/portal/dmv/detail/fo/offices/toc\\_fo](https://www.dmv.ca.gov/portal/dmv/detail/fo/offices/toc_fo)

#### 4. Provide your California Driver’s License for verification and copy for file

- a. Must have had your license for a minimum of two (2) years
- b. Must be at least 20 years of age

#### 5. Bring to the Student Activities and Affairs office:

- a. Liability form *(see # 1a)*
- b. DMV Authorization form *(see # 1b)*
- c. Safety Test Completion form *(see # 2b)*
- d. DMV Driving Record printout *(see # 3)*
- e. CA Driver’s License *(see #4)*

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

*AP: COS Administrative Procedure 6531  
Transportation Procedure – Student or Volunteer*

Student Driver forms must be submitted with DMV driving record, driver's license, and driver safety certificate of completion to the Director of Student Activities and Affairs for approval (Three weeks prior to need.)

Students must complete this form if they are planning to use their personal vehicle for campus work or events, instead of a district vehicle.



## 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 a 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 30<sup>th</sup>. **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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



A Public Service Agency

**EMPLOYER PULL NOTICE PROGRAM**

**AUTHORIZATION FOR  
RELEASE OF DRIVER RECORD INFORMATION**

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_,  
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving  
record, to my employer, College of the Sequoias - Student/Volunteer Driver  
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) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my  
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY	COUNTY	STATE
Visalia / Tulare / Hanford	Tulare / Kings	CA
DATE	SIGNATURE OF EMPLOYEE	
	<b>X</b>	

I, Director of Student Activities & Affairs, of College of the Sequoias  
AUTHORIZED REPRESENTATIVE COMPANY NAME

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

EXECUTED AT: CITY	COUNTY	STATE
Visalia	Tulare	CA
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE	
	<b>X</b>	

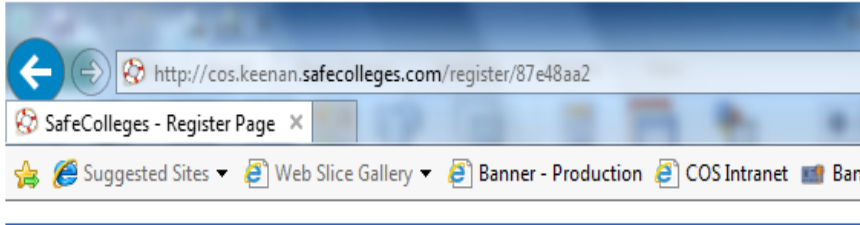
To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program  
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website  
at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices),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

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

**DO NOT RETURN THIS FORM TO DMV.**



If it is the first time a student has requested to be a cleared driver, they must create an account:  
User Name: Banner ID (no @ sign) Password: They create  
IF they have been previously cleared to drive in a previous semester, they will use this login to access their account:



PLEASE ENTER THE FOLLOWING INFORMATION

YOUR FIRST NAME	<input type="text" value="First name here"/>
YOUR LAST NAME	<input type="text" value="First name here"/>
YOUR NEW USER NAME	<input type="text"/>
SELECT YOUR LOCATION	<a href="#">Student</a>

OPTIONAL

YOUR E-MAIL ADDRESS	<input type="text" value=".m.jones@giant.cos.edu"/>
CONFIRM YOUR E-MAIL ADDRESS	<input type="text" value="jones@giant.cos.edu"/> X

**REGISTER**

**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.

First time drivers need to register—keep this information for reference.  
NOTE:  
put Banner ID as "User Name"  
put "giant.cos.edu" e mail  
print the certificate at the end of the training.

Returning drivers, please log in here, since your account is already created.  
Please do not attempt to create ad new login.  
Note: print certificate at the end of the training

# College of the Sequoias

## Travel/Conference Request & Expense Report

<b>Budget to be Charged:</b>	
<input type="checkbox"/> Admin. Travel	
<input type="checkbox"/> Faculty Conference	
<input type="checkbox"/> 1st Conference	
<input type="checkbox"/> 2nd Conference	
<input type="checkbox"/> Staff Development	
<input type="checkbox"/> Other	

Name \_\_\_\_\_ Banner ID @ \_\_\_\_\_

Conference Title \_\_\_\_\_

Date(s) \_\_\_\_\_ City \_\_\_\_\_

Other Staff Attending \_\_\_\_\_

Reason for Attending \_\_\_\_\_

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

**Insurance Requirements:** All members of the Board of Trustees and District employees who are required to use their private automobiles for District business shall carry personal automobile liability insurance of \$100,000 Combined Single Limit or not less than \$100,000 Per Person/\$300,000 Per Accident and property/damage insurance of not less than \$50,000. (J.P.A. Board Action May 21, 1992). Signing this form indicates that you fully understand and comply with the insurance requirements:

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

Charge to Budget # \_\_\_\_\_ Amount \_\_\_\_\_

Fund \_\_\_\_\_ Organization \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_

Charge to Budget # \_\_\_\_\_ Amount \_\_\_\_\_

Fund \_\_\_\_\_ Organization \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_

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

---

## Club Trip Check List

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

- 1. Student Packet of forms:**  
**Due:** One week prior to trip.  
*Forms are available in SAA office and on the U-drive/Student Activities and Affairs folder.*  
Every participating student must complete this packet.
  - Liability Waiver form
  - Medical Consent form
  - Code of Conduct form
  - Clery Act Student Travel form
- 2. List of Trip Participants:**  
**Due:** Two days prior to trip.  
Must have trip information on the list -
  - Event/Trip Title
  - Destination
  - Date
  - Advisor participating
  - List of students with full names, cell phone # & banner ID#
- 3. Updated List of Trip Participants:**  
**Due:** Morning of trip  
This list must identify adds and no-shows, so COS has an accurate list of students participating in the trip.  
You may email [williamh@cos.edu](mailto:williamh@cos.edu) any changes to the original participant list submitted.
- 4. Transportation Request:**  
*(available in SAA office or online in forms)*  
**Due:** As soon as you schedule a trip.  
This must be completed by the Advisor.  
Submit to the Facilities office.
- 5. Student Driver form:**  
*(available in SAA office or online in forms)*  
**Due:** Three weeks prior to trip date.  
Students must be cleared by the Student Activities and Affairs office to drive COS vehicles or transport COS students.





**Liability Waiver for Education Excursion or Field Trip**

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 or 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 offered. Excessive consumption of alcohol as determined by the District is regarded as a severe breach of acceptable behavior and can result in being sent home. Use of illegal and unauthorized drugs is forbidden. I understand that I and my parent/guardian must sign a waiver in advance to terminate trip participation at any location (i.e. the need to leave the trip group and travel on my own).

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

Signature(Student/Participant) \_\_\_\_\_

Date: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Age 17 or under

Age 18 or above

**If Student/Participant is under Age 18:**

I authorize and give my consent for \_\_\_\_\_ to participate in the above field trip/excursion and agree to the above stipulations.

**Parent/Guardian Signature** \_\_\_\_\_

## COS Club Code of Conduct - Excursions

Event: \_\_\_\_\_ Trip Date(s): \_\_\_\_\_

Destination: \_\_\_\_\_

**Departure to:** \_\_\_\_\_

Will leave at \_\_\_\_\_ am/pm SHARP

**Return to Visalia:**

We should arrive at COS approximately \_\_\_\_\_ am/pm

**Food:** \_\_\_\_\_

**Clothing:** \_\_\_\_\_

**Deposit:** \_\_\_\_\_

**Must Read:**

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

*(please initial)*

- Each student must be enrolled at their respective college.
- No alcohol beverages or drugs. California State Education Code prohibits alcoholic beverages or illegal substances being consumed during a college function regardless of student's age. *(For the student's protection, prescriptions should be registered on the medical consent form when turning in application.)*
- No inappropriate behavior will be allowed, nor any behavior that would endanger the signatory or others. Any member that causes damages to the facility is liable for replacement cost.
- Any exceptional cases must be approved by the Student Activities and Affairs staff person responsible from College of the Sequoias before the trip.
- I understand that violation of this agreement may result in my immediate return to my home at my own expense. In addition, any disciplinary action will be handled by the area dean.

Please print clearly:

\_\_\_\_\_ Date

\_\_\_\_\_ Banner ID

\_\_\_\_\_ Cell Phone

\_\_\_\_\_ Deposit rec'd by advisor

\_\_\_\_\_ \$  
Deposit amount paid

\_\_\_\_\_ Advisor Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Student Name

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

As advisor of the \_\_\_\_\_ Club:

- I have reviewed the code of conduct with this student.
- I will provide the Student Activities & Affairs office a Complete list of staff and students participating and notify them of any changes on the day of the trip.
- I will be present on this trip with the students. -or- I have designated a COS employee to be present on the trip as advisor/chaperone on my behalf; and, they understand the student code of conduct and the student liability waiver.

\_\_\_\_\_  
Advisor Signature

# COS Club Trip Medical Consent

Event: \_\_\_\_\_ Trip Date: \_\_\_\_\_

Destination: \_\_\_\_\_

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

Initial one of the following statements:

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

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

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

## **Participant Information**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Banner ID: @ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: CA \_\_\_\_\_ Email: \_\_\_\_\_

## **Emergency Contact**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

## **Medical Information**

Medical Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Please list any prescription medication: \_\_\_\_\_



College of the Sequoias District Police Dept.

### Clery Act – Off-Campus Site Usage Form

*This form is to be completed for off-campus sites used for educational purposes.*

**Group Name:** \_\_\_\_\_

**Coordinator Contact:** \_\_\_\_\_

Name

Title

Department

Phone

Email

**Usage Date(s):** \_\_\_\_\_

**Usage Times(s):** \_\_\_\_\_

**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 use this space(s)?**     Yes     No

**Do you have control of the space during your training?**     Yes     No

(The space is reserved for your use during the time listed.)

**Usage will be:**

one-time only     repeated each semester     repeated annually

other \_\_\_\_\_

**Person submitting this form:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Submit completed form to:*  
Sandi Macrae, Senior Secretary  
COS District Police Dept.

Phone: 559-730-3726 Email: sandim@cos.edu

**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
- Other:**

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

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

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

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

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

All persons using the designated area(s) of the District shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the designated area(s). Material distributed in the designated area(s) that is discarded or dropped 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 and/or College pursuant to the Civic Center Act policies and procedures. Therefore, a student or member of the community that wishes to speak and/or distribute written materials in the designated area(s) does not have to apply for or receive a facilities 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  
December 11, 2007

Draft – November 27, 2012 revise with College Council input

Board Approved: February 11, 2013



**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 C.C.R. 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 Chaperons: The expenses of instructors, chaperons, 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; Former BP 7100 and BP 7110  
Adopted: March 10, 2009  
Revised: January 11, 2016

**STUDENT CLUB TRAVEL OR CONFERENCE ATTENDANCE**

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

**Travel Rules:**

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

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

Adopted: March 10, 2009

Revised: October 22, 2015

**TRANSPORTATION PROCEDURE – STUDENT OR VOLUNTEER**

The Facilities Department provides transportation for use in the conduct and operation of District business. Students and/or volunteers wishing to provide transportation services either in a District-owned vehicle or a personal vehicle must have DMV clearance on file with the District, obtained through the Student Activities and Affairs office for students, or the Facilities Department for volunteers, and must meet the requirements below:

**Clearance to Drive a College Vehicle or to Transport Students:**

All students and volunteers must:

1. Possess a current license appropriate for the vehicle to be driven.
  - a. All drivers of vehicles that carry fifteen or more persons including the driver must have a current Class B driver's license, a current medical certificate and a current First Aid Certificate, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.
2. Be at least twenty (20) years old and have had a valid license for at least two years.
3. Have a DMV clearance on file with the District.
4. Have no more than 1 DMV "point" on their driving record. Two or more points will disqualify the potential driver. (Vehicle Code 12810 – violation points).
5. Be cleared by the Vice President of Administrative Services if they have any driving violations on their record.
6. Have completed a Safety Defense Training course online through the District.
7. Complete a Student/Volunteer Vehicle and Liability Form.
8. Complete a Personal Vehicle Use Form if using a personal vehicle.
9. Secure the requesting faculty, staff, or club advisor's signature, as well as the respective Dean or Vice President's signature on applicable forms, and submit the completed form(s) to the Student Activities and Affairs Office three weeks in advance of the event.
10. Notify the Student Activities and Affairs office with all updates of driving history any time the driver receives points on their license and/or is convicted of driving under the influence of alcohol or drugs, or leaving the scene of an accident.
  - a. Authorization to drive a District vehicle or to transport students will not be given



to any student or volunteer who has had a conviction for driving under the influence of alcohol or drugs or leaving the scene of an accident within the three prior years.

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

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

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

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

Carts, Riding Lawnmowers, and Tractors (Non-instructional):

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

Police or Fire Academy Vehicles (Instructional):

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

Agriculture Division Farm and Landscape Management Equipment (Instructional):

Students in the Agriculture Division must be under the direct supervision of the instructor and must meet specific requirements established by the division Dean in order to operate program equipment.

Reference: Title13, California Code of Regulations, Division 1, Chapter 1 Board

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

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

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

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

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

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

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

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

Approved: December 8, 2009

Revised: April 4, 2019

## CASH CONTROL AND FUNDRAISING PROCEDURES FOR STUDENT SENATE CLUBS

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

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

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

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

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

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

Adopted: June 9, 2014

Revised: January 8, 2018

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

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

See Administrative Procedure 7235

Adopted: February 8, 2010

Revised: June 10, 2019

## **District Social Media Account Creation**

### **Account Creation**

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

### **Definition and Variety**

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

### **Account Administrators**

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

### **Exceptions**

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

### **Reference**

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

## District Social Media Use

### Use of Official District Social Media

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

### Definition and Variety

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- ✓ Users are recommended to familiarize themselves with respective provider "Terms of Use" as the District will adhere to these policies.

### Content Management

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

### Exceptions

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

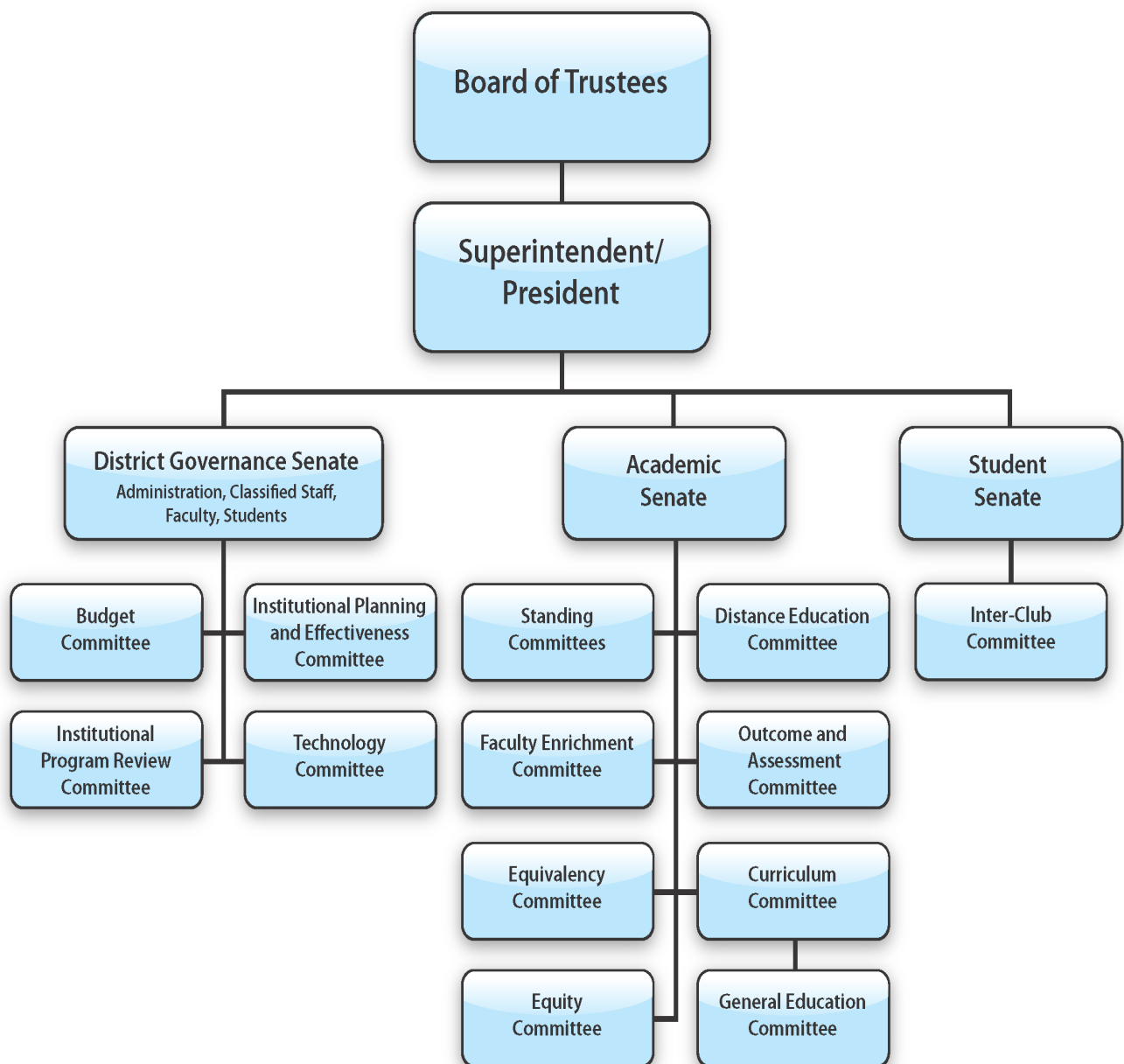
### Reference

- ✓ For more information on account creation, see Management Bulletin "District Social Media Account Creation."
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*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



# COLLEGE OF THE SEQUOIAS

## special club funds application

*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). \*Note: the final approval requires signature from club advisor's supervisor.

**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.

**Short questions**

Club Name	
One sentence description of the project, trip, or event.	
What semester are you applying for?	
Amount requested:	
Current club advisor:	
Current club president:	
Main contact person:	
Main contact email & phone number:	
*Club minutes attached	<input type="checkbox"/>
*Current Club Info Sheet	<input type="checkbox"/>



## Application signatures:

Club President \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Club Secretary \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Club Advisor \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Supervisor to Club Advisor \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

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For use by SAA office only

**Approved Amount:** \_\_\_\_\_

## Approval Signatures:

Student Senate President \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Student Senate Commissioner of Clubs \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Director, Student Activities & Affairs \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_



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

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

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