

# CERRITOS COLLEGE STUDENT CLUB & ORGANIZATION GUIDE



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## INTRODUCTION

Student clubs and organizations are an essential aspect of the Cerritos College student experience. Leadership potential of students is discovered and developed through the informal atmosphere of organization work. Student clubs and organizations provide students the opportunities that future employers are seeking, such as: leadership, communication, teamwork, and problem solving.

The Student Club and Organization Guide lists the current policies and procedures that all student clubs and organizations must adhere to. Cerritos College offers you the privilege of being a campus club or organization. With this privilege comes the responsibility for you to create a professional club image and adhere to rules, regulations, and guidelines set forth by the California Education Code, Cerritos College Board of Trustees, Cerritos College Administration, Associated Students of Cerritos College, Office of Student Life (Student Activities), and the Inter-Club Council.

We have attempted to include current information wherever possible, however, keep in mind that policies and procedures change can (even as this is published). For the most up to date information, please visit our website.

The Office of Student Life looks forward to supporting you and all of our student clubs!

### Go Falcons!

Office of Student Life

[studentlife@cerritos.edu](mailto:studentlife@cerritos.edu)

## OFFICE OF STUDENT LIFE AND LEADERSHIP

### STUDENT LIFE AND LEADERSHIP STAFF

- ❖ Dr. Elizabeth Miller, Dean of Student Services [emiller@cerritos.edu](mailto:emiller@cerritos.edu)
- ❖ Maria Isai, Administrative Secretary II [misai@cerritos.edu](mailto:misai@cerritos.edu)
- ❖ Chris Dela Cruz, Student Activities Coordinator [cdelacruz@cerritos.edu](mailto:cdelacruz@cerritos.edu)
- ❖ Nikki Jones, Administrative Clerk [njones@cerritos.edu](mailto:njones@cerritos.edu)
- ❖ Esmeralda Murillo, Student Events Specialist [emurillo@cerritos.edu](mailto:emurillo@cerritos.edu)

### HOURS OF OPERATION

- ❖ Monday, Tuesday, Thursday: 8:00AM-5:00PM
- ❖ Wednesday: 8:00AM-6:00PM
- ❖ Friday: 8:00AM-4:30PM

### CONTACT INFORMATION

- ❖ Campus Website: [www.cerritos.edu/ASCC](http://www.cerritos.edu/ASCC)
- ❖ Department email: [StudentLife@cerritos.edu](mailto:StudentLife@cerritos.edu)
- ❖ Department Instagram: [@FalconStudentLife](https://www.instagram.com/FalconStudentLife)

## STUDENT ORGANIZATIONS HOSTED BY STUDENT LIFE

### ASSOCIATED STUDENTS OF CERRITOS COLLEGE (ASCC)

The ASCC is the official voice for the students at Cerritos College, and represents students in all District decision-making processes. The ASCC is comprised of three branches – the Cabinet, Court, and Senate.

### INTER-CLUB COUNCIL (ICC)

The Inter-Club Council (ICC) serves as the official authority for the recognition and establishment of a campus club. ICC meets once a month to discuss student club business and coordinate efforts between student clubs, organizations, and the ASCC.

### STUDENT PROGRAMMING BOARD

Student Programming Board is a student led board that creates and coordinates events for the whole student body to enjoy. With the hope to promote a sense of community, to develop campus pride, and increase student involvement opportunities.

## STUDENT CLUBS AND ORGANIZATIONS

### WHAT IS A STUDENT CLUB OR ORGANIZATION?

Student clubs and organizations bring together currently enrolled students towards a common purpose such as:

- ❖ Academic and career development
- ❖ Community service
- ❖ Hobbies or special interests
- ❖ Identity development
- ❖ And more!

Cerritos College encourages students to join student clubs and organizations to develop global citizenship and participation in our community (BP 5180).

The Inter-Club Council (ICC) is authorized by the ASCC to oversee and revoke the registration of existing clubs (ASCC Bylaws, Article VII, Section 2).

### STUDENT CLUB AND ORGANIZATION REQUIREMENTS

An officially registered Cerritos College student club or organization must meet the following requirements:

- ❖ Include **at least five (5) or more** currently registered Cerritos College students
- ❖ Have at least one full-time Cerritos College employee to serve as the student club advisor
  - Part-time employees can serve as co-advisors as long as one full-time employee is serving as an advisor
- ❖ Filed the most updated student club or organization constitution on FalconSync or on-file with the Student Activities Coordinator

### STUDENT CLUB OFFICER ELIGIBILITY REQUIREMENTS

In addition to student club and organization requirements, student club and organization officers (i.e., President, Vice Presidents, ICC Representatives, etc.) must meet the eligibility requirements established by the ASCC:

- ❖ Officers must have a minimum of 2.0 cumulative grade point average from the previous semester at the time of their appointment/election into office and must maintain a **2.0 cumulative grade point average** while in office.
  - New students at Cerritos College without an established GPA can join any club they are interested in, but must maintain a 2.0 cumulative grade point average
- ❖ Officers must maintain enrollment of **five (5) or more units** of work at Cerritos College during their term in office.
  - A student government officer who fails to complete a minimum of five (5) units during their term in office, shall be ineligible to hold an ASCC officer position during the next semester.

### STUDENT CLUB OR ORGANIZATION ADVISOR ELIGIBILITY REQUIREMENTS

Cerritos College employees can serve as advisors for student clubs and organizations. The requirements to serve as an advisor are as follows:

- ❖ Only full-time Cerritos College employees can serve as the primary advisor
- ❖ Part-time employees are able to serve as long as one of the club advisors is a full-time employee

## REGISTERING EXISTING AND NEW STUDENT CLUBS AND ORGANIZATIONS

### RE-REGISTERING AN EXISTING STUDENT CLUB OR ORGANIZATION

An existing student club or organization is a student club or organization that was active the previous academic year. Each existing student club or organization must re-register their club via FalconSync **once per academic year**. Follow the steps below to re-register an existing student club:

#### Student Club Officer Eligibility Review

1. Visit [FalconSync](#)
2. Login to [FalconSync](#). You will be prompted to complete the Cerritos College Single Sign-On.
3. Click on the Forms icon located in the left-hand menu.
4. Have at least one student club or organization officer complete the [Student Club Officer Eligibility Review Form](#).
  - a. The Office of Student Life will review the student's eligibility for an officer position based on the eligibility requirements listed above
  - b. Once eligibility is confirmed, the student club or organization officer will be contacted via FalconSync and email to complete the Organization Registration

#### Re-Registering the Student Organization

1. Visit [FalconSync](#)
2. Login to [FalconSync](#). You will be prompted to complete the Cerritos College Single Sign-On.
3. Click on the Organizations icon located in the left-hand menu
4. Click the "Register an Organization" button
5. Click on the "Re-Register" button next to your student club or organization
6. Update all the necessary information.
  - a. To request a copy of the student club or organization constitution on file, please contact the assigned advisor. If the advisor does not have the latest copy of the constitution on file, your advisor may request the constitution from the Office of Student Life via email at [studentlife@cerritos.edu](mailto:studentlife@cerritos.edu).
7. Information for regular meeting scheduling will be requested through the re-registration process.

Please have all the necessary information available when completing the re-registration process. If you have any questions or concerns regarding the student club or organization re-registration process, please contact the Office of Student Life at [studentlife@cerritos.edu](mailto:studentlife@cerritos.edu).

### REGISTERING A NEW STUDENT CLUB OR ORGANIZATION

Student clubs and organizations must be registered through the Office of Student Life in order to access the benefits of registered student clubs and organizations such as: permission to use campus facilities and resources. To register a new student club or organization, follow the steps outlined below:

#### Registering the New Student Club or Organization

1. Visit [FalconSync](#)
2. Login to [FalconSync](#). You will be prompted to complete the Cerritos College Single Sign-On.
3. Click on the Organizations icon located in the left-hand menu
4. Click the "Register an Organization" button
5. Click the "Register a New Organization" button
6. Update all the necessary information.
7. Information for regular meeting scheduling will be requested through the re-registration process.

#### Student Club Officer Eligibility Review

1. Visit [FalconSync](#)
2. Login to [FalconSync](#). You will be prompted to complete the Cerritos College Single Sign-On.
3. Click on the Forms icon located in the left-hand menu.
4. Have at least one student club or organization officer complete the [Student Club Officer Eligibility Review Form](#).
  - a. The Office of Student Life will review the student's eligibility for an officer position based on the eligibility requirements listed above
5. Once eligibility is confirmed, the student club or organization officer will be contacted via FalconSync and email

Please have all the necessary information available when completing the registration process. If you have any questions or concerns regarding the student club or organization re-registration process, please contact the Office of Student Life at [studentlife@cerritos.edu](mailto:studentlife@cerritos.edu).

## ROLES AND RESPONSIBILITIES OF STUDENT CLUB OR ORGANIZATION ADVISORS

Each campus club/organization must have a full-time employee of the college as an advisor. It is recommended that the club have at least two advisors on record. One of whom can be a part-time employee of the college.

### Supervise All Student Club or Organization Activities

- Serve as the official representative of the college to the club
- Be present at all times during all club or organization meetings and events (on-campus, off-campus, and in-person). Students may not be left unsupervised while using Cerritos College facilities, traveling on college-sponsored travel or participating in student club virtual events. This includes any and all event preparation and wrap-up time.
  - Advisors must provide the Zoom links for any student club or organization virtual activities, events, and meetings

### Compliance with Campus Policies and Procedures

- Ensure all club activities and events conform to the California Education Code, policies of Cerritos Community College District, bylaws of the Associated Students of Cerritos College, constitution of the Inter-Club Council, and this Club Guide.
  - It is the responsibility of the student club or organization advisor to be kept up to date on latest policies and procedures
- The use of alcohol and/or controlled substances at club or organization events and meetings by is strictly forbidden and should be monitored by the club or organization advisor.
- Attend all advisor and officer trainings scheduled by the Office of Student Life.
- Communicate any questions or concerns with the Office of Student Life

### Promote the Students' Growth and Development

- Know the constitution and by-laws of the organization.
- Help students understand and apply democratic principles within their own organizations and in working with others.
- Ensure a cooperative relationship between club members and officers
- Help the club or organization officers understand their roles, responsibilities, and duties.

### Ensure Student Activities Deadlines and Processes are Met

- Approve of all necessary student club activities, form submissions, and more
- Guide club members to plan ahead for events and turn in the necessary forms in advance
- Facilitate leadership transition within the club. Since dynamics change with the incoming student leaders, you help maintain the continuity of the club or organization
- Work with the club officers and members to submit a funding proposal if interested in requesting funding from the Associated Students of Cerritos College. Keep lookout for the email regarding ASCC funding proposals in the beginning of the spring semester from the Dean of Student Services

## ROLES AND RESPONSIBILITIES FOR STUDENT CLUB OR ORGANIZATION OFFICERS

### MAINTAINING ACTIVE STATUS

- Ensure all club activities and events conform to the California Education Code, policies of Cerritos Community College District, bylaws of the Associated Students of Cerritos College, constitution of the Inter-Club Council, and this Club Guide.
  - It is the responsibility of the student club or organization officers to be kept up to date on latest policies and procedures
- Abide and enforce the current student club or organization constitution. If the current constitution is not available on FalconSync, please reach out to the Office of Student Life at [studentlife@cerritos.edu](mailto:studentlife@cerritos.edu) for a digital copy.
- Maintain at least a minimum of 5 good standing students are active in the club.
  - Make sure these members are listed in the FalconSync portal throughout the entirety of the semester.
  - Each club member must be a current enrolled Cerritos College student for the current semester

### ATTENDANCE AT INTER-CLUB COUNCIL (ICC) MEETINGS

- Each club must assign an Inter-Club Council representative who will regularly attend ICC Meetings.
- Clubs are required to be represented at each Inter-Club Council Meeting.
- The ICC Meeting schedule will be sent out to all registered student club or organization advisors, presidents, and ICC representatives before the beginning of the semester.
- If ICC reps are unable to attend a meeting, any active club member/officer may stand-in for the ICC representative at the ICC Meetings.
- Any club who misses more than 2 ICC meetings per semester will not be able to host any events and fundraisers until their officers and advisor(s) meet with the Student Activities Coordinator. To setup an appointment, please email the Office of Student Life at [studentlife@cerritos.edu](mailto:studentlife@cerritos.edu).

### DEMONSTRATE EFFECTIVE LEADERSHIP

- Model the way for your peers to be collaborative and responsible in the roles and duties as student club or organization members
- Work with your peers to set clear and attainable goals
- Demonstrate creative and innovative activities and events while still following guidelines, policies, and procedures previously mentioned and alluded to in this Club Guide
- Clearly communicate in a professional manner with club or organization members, advisors, Office of Student Life, and all other college entities

### MAINTAIN UPDATED STUDENT CLUB OR ORGANIZATION RECORDS

- Update FalconSync, club webpages, and social media with current and up-to-date student club or organization information
- Record detailed meeting minutes (recorded notes) for all student club meetings and store them in an accessible area for club or organization members
- Consistently review the student club or organization constitution for compliance and organizational structure
- Utilize tools such as FalconSync files to keep all club or organization documents such as meeting minutes, form submissions, and other important information



## STUDENT CLUB OR ORGANIZATION ACTIVITIES

Student activities are an important aspect of Cerritos College student life. They allow student clubs to educate others on important issues, involve others in impactful causes, and build community with one another.

### MEETINGS

Student club or organization meetings are defined as regular gatherings of the members and/or officers discussing matters related to the student club or organization business.

### MEETING ROOM REQUESTS

Meeting room requests are included in the student club or organization registration for the academic year. Student clubs or organizations will not be granted access to Cerritos College facilities until the club is registered. Please refer to the Registering Existing and New Student Clubs and Organizations section of this Club Guide.

Student club and organization meetings must meet the following requirements:

- A club advisor **MUST** be present at all official club meetings and social events on and off campus.
- Designate a student club officer to taking meeting notes, also known as, meeting minutes to record all discussions and actions of the student club or organization at the meeting. Official meeting minutes must be signed and dated by the President and Advisor
- If meetings are taking place virtually, the Zoom link must be provided by the student club or organization advisor. The Office of Student Life is not able to create Zoom links for all student club and organizations.

If your student club would like to change your meeting schedule from the original proposed schedule, please email [studentlife@cerritos.edu](mailto:studentlife@cerritos.edu) with the updated dates and times. We cannot guarantee your preferred meeting room will still be available if any changes are made.

### ON-CAMPUS EVENTS

Student club or organization events are defined as activities that are hosted outside of regular student club or organization meetings. These are one-time activities (possibly repeated) that engage participants in activities outside of discussion of club or organization business. These events are hosted on the Cerritos College campus

### EVENT SCHEDULING PROCEDURE

Activity requests require the approval of the club advisor and the Student Activities Coordinator.

- For any events, the **Event and Fundraising Proposal** must be completed and submitted **no more than two (2) weeks prior** to the scheduled event. Please submit [this form on FalconSync](#).
  - The two weeks allow for the following offices prepare for your event:
    - Facilities
    - Accounting, Purchasing, and Business Services
    - Information Technology (IT) Media Services
    - Office of Student Life
    - And others depending on event needs

The Office of Student Activities will review requests to ensure that each event follows the guidelines established by the ASCC Constitution and Club Guide.

After the request has been submitted, the club advisor and the person who submitted the form will be notified via email, with an approval or denial of the requested activities.

## MOVIE NIGHTS

Screening movies without first purchasing public performance rights is illegal under the Federal Copyright Act. The “Face-to-Face Teaching Exemption” to the law is for instructional courses using the material as part of the class curriculum, and is only permitted for enrolled students in the specific course. This exemption does not apply to clubs.

Student clubs and organizations have several recommended resources to utilize screen movies:

### Free to Low-Cost Options

- [Cerritos College Library](#): The college library has access to the movie rights for certain movies and films. It’s encouraged to check out the library catalog of films before looking into purchasing public performance rights. Also note that just because the library has the film, does not mean it is licensed for public performance.
- [Kanopy](#): Kanopy is a video streaming service that all enrolled Cerritos College students have access to. Many of the films and documentaries listed on Kanopy are available to screen for large groups without paying for public performance rights. Before selecting a film, ensure it shows “PPR Available”. [Here is an online guide](#) on how to check.
- [Netflix Educational Screenings Permission](#): Some Netflix original educational documentaries are available for one-time educational screenings. Please see the [Netflix Help Center webpage](#) for more information.

### Options that Require Payment

These companies have the largest catalog of movies and films including recently released films:

- [Swank Motion Pictures](#)
- [Criterion](#)

## FUNDRAISERS

Fundraisers are defined as activities and events focused on the primary goal of raising funds for the student club or organization. These may take place on or off-campus based on the nature of the fundraising activity for one or more days.

- For any fundraisers (on-campus or off-campus), submit an [Event and Fundraising Proposal](#) must be completed and submitted **no more than two (2) weeks prior** to the scheduled event. Please submit this form on FalconSync.
  - The two weeks allow for the following offices prepare for your event:
    - Facilities
    - Accounting, Purchasing, and Business Services
    - Information Technology (IT) Media Services
    - Office of Student Life
    - And others depending on event needs

Many businesses and corporations that allow community partners to fundraise require a W9 Tax Form from the college in order to move forward with fundraising.

## RESCHEDULING OR CANCELLING EVENTS, ACTIVITIES, AND FUNDRAISERS

We understand sometimes things do not go as planned. That said, the Office of Student Life is flexible when it comes to rescheduling events for clubs. It is imperative however, that the club officers email the Office of Student Life at least 72 hours before the event if a club needs to reschedule or cancel a club meeting, fundraiser and/or club events. If rescheduling, please keep in mind that the date you are requesting may already be reserved by another club. To reschedule an Event or Fundraiser, please email [studentlife@cerritos.edu](mailto:studentlife@cerritos.edu).

## OFF-CAMPUS EVENTS & TRAVEL

Student clubs and organization travel is encouraged for activities, conferences, and off-campus events that will serve the development of students' personal and professional development. Due to the details and intricacies of travel, the Office of Student Life and Cerritos College have strict deadlines and procedures for requesting travel.

**All travel requests should be initiated 6-8 weeks prior to travel, and forms/documentation submitted no later than 45 days prior to travel to the Student Activities Office. All Cerritos College employees and students traveling under ASCC funding must follow applicable District policies, including following established timelines and submitting required forms.**

All travel requisitions (with the exception of Athletics), must be processed by Student Activities staff.

**All ASCC sponsored travel must have at least one faculty/staff advisor who will travel with the students, and assume responsibility for ensuring District policy and procedure is followed.**

## TRAVEL PROCESS

### STEP ONE: ADVISOR(S) COMPLETE DISTRICT "CONFERENCE & TRAVEL REQUEST FORM"

- All District Travel forms and information for employees can be found on the Accounting Department website. For ASCC Sponsored Travel the "Conference and Travel REQUEST Form" must be completed by all employees participating in travel.
- Notes on completing the form for student group travel:
  - Part III: Estimated Expenses
    - Include the cost of travel for all students and advisors traveling for each expense area. Under "Describe Other" write that the form includes advisors and students.
    - For example "Costs include 1 advisor and 5 students".
  - Part IV: Approval and Authorization
    - Include all signatures – attendee, manager, VP, and President (if applicable).
    - Use AdobeSign to complete this process. View this page on how to request signatures in AdobeSign. It is similar to instructions on page 5 of this guide, however instead of starting from a template select "Request e-signatures" after logging in. From there you can attach your completed Conference and Travel REQUEST Form, add appropriate signatories, and use "Preview & Add Signature Fields" to make sure the signature areas are in the correct spot. The right-hand menu provides options for fields to include.
- After you have this form completed, save it so you will be ready for Step Three.

### STEP TWO: PREPARE ASCC STUDENT TRAVEL - TRAVELER INFO & ELIGIBILITY FORM

- On this Student Travel Excel sheet you will provide the names, ID #'s, and any related travel details for hotel (roommates) or airfare (date of birth and gender) for all students and advisors traveling.
  - This sheet will be submitted in the next step.

### STEP THREE: SUBMIT THE "ASCC SPONSORED STUDENT GROUP TRAVEL FORM" IN FALCONSYNC.

- In this form you will:
  - Provide travel/conference/trip details
  - Attach each traveling Advisor's completed (with all signatures) "Conference & Travel REQUEST Form"
  - Attach completed "ASCC Student Travel – TRAVELER INFO & ELIGIBILITY FORM"
    - This must be submitted as an Excel spreadsheet, do not convert to PDF, JPG, etc.

*Subsequent communication about the ASCC Sponsored Student Group Travel Form will be sent via FalconSync within the form submission. To view the progress of your submission, log in to FalconSync and click on the icon with your initial on the top right-hand side. A menu will appear and select "My Submissions" to find your form. By clicking on the eye icon of your submission, your form will open up and you will be able to see comments, communicate with the Admin Clerk and Student Activities Coordinator, and attach any revised documents that may be needed. By utilizing FalconSync all communication will be documented and timestamped, and easy to review.*

### STEP FOUR: STUDENT ACTIVITIES APPROVAL

1. Admin Clerk III reviews Traveler Info & Eligibility Form.
  - a. If any students are found ineligible a note will be sent to the Advisor via FalconSync through the pending form submission. The Advisor has 5 business days to make any additions to the sheet, after 5 business days the roster locks.

- i. To be eligible for ASCC Sponsored Travel students must have paid their current Student Activities Fee, be enrolled in at least 5 units, and have a 2.0 or higher. For an exception request of the 5 unit or 2.0 GPA requirement, email the Dean of Student Services a brief statement on how the activity will benefit the student's academic progress at the College. Exceptions will not be made for the Student Activities Fee.
    - b. Once clear, Admin Clerk III approves Eligibility section of form.
2. Student Activities Coordinator messages Advisor through FalconSync to alert that eligibility is cleared and Travel Liability Forms are required for all students.
  - a. Student Activities Coordinator will email Travel Liability Forms via AdobeSign to all students approved to travel, and cc Advisor.
3. Once all student liability forms are submitted, Student Activities Coordinator will issue final approval for travel.

#### **STEP FIVE: CLEAR TO SUBMIT REQUISITIONS**

Club is now clear to submit Requisition Request Forms to arrange travel (conference registration, flights, hotel, etc.). Separate RRF forms are needed for each vendor/payee.

For more information on submitting the Requisition Request Form, please view [the ASCC Financial Guidelines](#).

#### **STEP SIX (AS APPLICABLE): OVERNIGHT POST-TRAVEL DOCUMENTATION**

Due to Clery Act/Title IX reporting requirements, trips sponsored by the College or ASCC must report the location of overnight stays and the names of students who stayed in each room/location.

Following completion of travel, the Advisor must provide a roster of attendees and which room number they stayed in (or campsite number). This information must be provided to [accountspayable@cerritos.edu](mailto:accountspayable@cerritos.edu) within 3 business days following the travel, and any Advisor reimbursement for travel will not be processed until the documentation is provided.

For documentation it is recommended you utilize the final "Student Travel Excel Sheet" entered in your FalconSync submission, and add in the specific room numbers to the 'Hotel Info' column. All other information needed by Accounting/Campus Police for reporting is already included in that form.

## PUBLICITY & SOCIAL MEDIA

It's highly encouraged for student clubs and organizations to publicize their respective organizations, as well as the organization activities and events. Please see the following requirements and suggestions for publicity.

### FLYER REQUIREMENTS

All flyers, digital and printed, must include the following:

- **Disability Statement** (Must be copied and pasted word for word)
  - "If disability accommodations (e.g. communications access, alternate formats) are needed to participate fully in this event, please submit your request to AccommodationsRequest@Cerritos.edu within seven school days in advance of the event."
- College and Student Club or Organization Name (Student Club or Organization Logo if available)
- Associated Students of Cerritos College (ASCC) Logo
- Event or Activity Name
- Date(s) and Time(s)
- Event or Activity Description
- Location

It is not required for student clubs and organizations to submit flyers to the Student Activities Office for approval. Any flyer posted around campus or virtually (i.e., email, social media, Cerritos College app) that does not include all the requirements listed above may be removed. The Student Activities Coordinator will reach out to club or organization officers and/or advisors if posted flyers do not follow requirements or are flagged as inappropriate.

### SOCIAL MEDIA

Social media is an engaging way to publicize and promote your student club or organizations activities and events. Please see the student club and organization guidelines below:

- Clubs and organizations are encouraged to utilize the following social media platforms to promote and engage other members:
  - Twitter
  - Facebook
  - LinkedIn
  - Instagram
  - YouTube
  - Snapchat
  - TikTok
- It is recommended that passwords and usernames are shared with the advisors. This helps ensure that future club officers will have access to their social media accounts in the future. If any changes are made or new accounts are created, please make sure to send the log in information to your advisor.
- Any content that is posted on behalf of a clubs' social media account must be appropriate for a ~~stud~~ student environment. Club members are to follow all [standards of conduct for Cerritos College](#) students including, the [administrative](#) and [board](#) policies.

### OPTIONS FOR PUBLICITY

#### FALCONSYNC

##### Events

Once student club and organization events are approved via FalconSync, the Office of Student Life posts these events on FalconSync. Events are posted for the public to be able to view on FalconSync. The following functions are also available through FalconSync for your events:

- RSVP
- Survey
- Attendance Tracking

Please let the Student Activities Coordinator know if your student club or organization would like to utilize these tools.

**News**

Student clubs and organizations are able to post news stories to update FalconSync users on club or organization news, calls for help, events, etc. Only certain student club and organization officer positions have the permissions to post news stories to FalconSync.

**CERRITOS COLLEGE APP**

The Cerritos College App is a tool that can help promote your student club or organization and your events and activities. Aside from promotion, the app allows student clubs and organizations the resources to recruit and communicate with potential and current members. Utilize these tools to help boost your outreach:

**Events**

- Events are imported through the official Cerritos College events calendar. See the “Daily Falcon” section for more information on uploading your event to the Cerritos College App.
- Students are able to add events to their calendar in the app, and it will show up on the student’s calendar section of the app.

**Falcon Wall**

The wall is a virtual interactive place for Cerritos College students to post pictures and text similar to other social media tools. Share your activities and events on the wall and connect with other students!

- Falcon Wall
  - The Cerritos College Wall is available for all current students and employees to post, like, or comment. This wall can be best utilized for posting about recruitment and other student club activities.

**Student Club or Organization Details Page**

The Student Club or Organization Details Page can be found under the Student Clubs Tile.

- Each student club and organization has a details page that has the following information:
  - Club or organization name
  - Logo
  - Description
  - Contact information
  - FalconSync Club Page Link
- This page will also allow app users to join the student club’s private wall
  - This wall can be used to interact and communicate with student club or organization members, similarly to the Falcon Wall

**Access to Campus Cloud**

In order to for a student club or organization to be granted access to use the student club or organization features in the Cerritos College App, the advisor(s) and ONE student representative (i.e., President, Public Relations Director, Communications Director, etc.) must attend a Cerritos College App Training Session hosted by the Office of Student Life.

For an updated schedule of trainings, please check [FalconSync](#), [Cerritos College website](#), or email [studentlife@cerritos.edu](mailto:studentlife@cerritos.edu).

**TALON MARKS**

Clubs can publicize club meetings and events on the campus newspaper.

- To place an ad in the Talon Marks newspaper, email [talonmarksadvertising@gmail.com](mailto:talonmarksadvertising@gmail.com)
- To have Talon Marks cover a club event, please email [editor@talonmarks.com](mailto:editor@talonmarks.com)

**WHERE PEOPLE MAKE A DIFFERENCE (WPMD)**

Clubs can publicize club meetings and events on the campus radio station. To have WPMD cover or promote an event email Casey Piotrowski at [CharlieWindow@hotmail.com](mailto:CharlieWindow@hotmail.com).

**DAILY FALCON**

Daily Falcon is a newsletter that is sent out to the employees of Cerritos College every day. To advertise a club activity, advisors can submit a request to promote the club activity on the Daily Falcon. To submit a request, advisors must use the link: <https://ouc-secure.cerritos.edu/public-affairs/forms/submit-daily-falcon.htm>

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## OFFICE OF STUDENT LIFE SOCIAL MEDIA

Tag us and we will share your post:

Student Life department Instagram: @FalconStudentLife

ASCC Instagram: @CerritosStudentGov

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## APPAREL & PROMOTIONAL ITEMS

- All apparel and promotional items must include “Cerritos College” and the student club or organization name
    - If the student club has a logo approved by the Office of Student Life, this can be used instead of the information required above
  - The club advisor(s) and club members should work together to decide what color the shirts will be and where the logo should go.
  - A design or mockup of the apparel must be submitted with the [Requisition Request Form](#)
    - Clubs have the liberty to choose the vendor they would like to use. If a club is using a brand-new vendor to the campus, the club must submit a W9 for the company they would like to use to ensure a timely payment to the vendor. The W9 will need to be submitted to the Office of Student Activities upon submission of the invoice or quote to initiate the requisition.
  - Vendors will not be paid prior to the receipt of all items. All items must be received through the district warehouse. Students will not be permitted to pick up orders from the vendors directly. In order to meet all purchasing requirements, a requisition must be submitted by the Club Advisor via Spendmap. The warehouse will not deliver any items received without a requisition initiated through Spendmap and Purchase Order number established.
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## CERRITOS COLLEGE WEBSITE

- Clubs and organizations have the option for having a webpage created under the Cerritos.edu domain
  - Request must be emailed from the advisor to the Student Activities Coordinator. Only advisors are approved to be web authors for the club’s webpage.
  - Students will not be provided access to update the webpage content.
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## CLUB LOGOS

- All club logos must be voted on and approved by club members before using the logo for promotion
- Logos must be uploaded to FalconSync as the “organization image”
- Logos are required to have:
  - Cerritos College
  - Club Name
- Logos must not include:
  - Inappropriate imagery or language
  - Iterations or alterations of the official Cerritos College or ASCC Logos or Seals
  - Illustrations or redesigns of the College mascot

## OFFICE OF STUDENT LIFE SUPPLIES AND SUPPORT FOR CLUBS AND ORGANIZATIONS

The Office of Student Life is here to support our student clubs and organizations in your efforts to promote community and growth at Cerritos College. Below is a list of available supplies and support the office provides:

- **A-Frames:** To post posters around campus to promote student club or organization activities and events
  - Please check with the Office of Student Life for proper posting guidelines for A-Frames
    - A-Frames placed in unallowed areas will be removed and the student club or organization may not be allowed to use supplies from the Office of Student Life for future efforts
- **Banner Paper:** Butcher paper (various colors)
- **Button Maker:** Various sizes are available
  - Please schedule a time with the Office of Student Life to use the button making machine
  - Student club must provide print outs for buttons. The Office of Student Life is not in charge of the design of the button.
- **Cash Boxes:** To hold cash and checks from club and organization fundraisers
  - Only clubs who have fundraisers approved by the Office of Student Life will be able to borrow cash boxes
- **Chairs (Folding and Lawn)**
  - Only to be used in case facilities has not set out the proper number of chairs before the start of the event
- **Cotton Candy Machine**
  - Student clubs and organizations must provide the materials needed. The Office of Student Life will not provide materials.
- **Equipment Lockers**
  - It is recommended for the student club or organization to utilize their advisor's available office space for club storage
  - If the club advisor does not have suitable space, student clubs and organizations can utilize the equipment lockers on a first come, first serve basis.
  - Lockers can be requested using the [Locker Request Form](#) via FalconSync
  - The Office of Student Life will provide a combination lock and will keep record of locker assignments and lock combinations
- **Lawn Signs**
  - To post flyers around campus to promote student club or organization activities and events
  - Please check with the Office of Student Life for proper posting guidelines for lawn signs
    - Lawn signs placed in unallowed areas will be removed and the student club or organization may not be allowed to use supplies from the Office of Student Life for future efforts
- **Popcorn Machine**
  - Student clubs and organizations must provide the materials needed. The Office of Student Life will not provide materials.
  - It is recommended to purchase kernels that include the cooking oil needed.
- **Poster Printing**
  - The Office of Student Life can print a limited amount of posters for student clubs. Please setup a time with the office.
  - A student club officer or member must be present to print poster.
- **Receipt Books**
  - Only clubs who have fundraisers approved by the Office of Student Life will be able to borrow receipt books
- **Sno Cone Machine**
  - Student clubs and organizations must provide the materials needed. The Office of Student Life will not provide materials.
- **Speakers**
  - AUX Cable and power cord are included and must be returned
- **Spinning Wheel:** Wheel can be used for opportunity drawings or other tabletop activities
- **Tables (6' Folding)**
  - Only to be used in case facilities has not set out the proper number of tables before the start of the event



- **Venmo Phone**

- The Office of Student Life has a limited number of phones available for clubs to utilize Venmo for their fundraisers
- Only clubs who have fundraisers approved by the Office of Student Life will be able to borrow the Venmo phones

## STUDENT CLUB & ORGANIZATION FINANCES

The raising and expending of funds by student clubs have one basic aim, which is to promote the general welfare and morale of the students in the club or organization.

### FINANCE GUIDELINES AND REQUIREMENTS

- All student clubs must abide by the ASCC Financial Guidelines document available at: [https://www.cerritos.edu/activities/student-government/Budget\\_Finance.htm](https://www.cerritos.edu/activities/student-government/Budget_Finance.htm). This document has detailed information on annual deadlines, the purchasing process, and what documentation is needed for different types of expenditures.
- To establish a club account on campus, a request may be made to the Student Activities Coordinator. Once an account number is assigned, the Club Advisor will be notified with the account number. If a club switches an advisor, the fundraiser account establishment form needs to be updated to remove the previous advisor and add the new advisor. No requisitions will be processed if the club advisor is not on the financial records.
  - If a student club or organization has not been officially registered with the Office of Student Life for three consecutive semesters, the Inter-Club Council shall dissolve the account with the approval of the Associated Students of Cerritos College Cabinet.
    - If dissolved, these funds will be placed into an account for joint club projects
- All funds must be deposited as soon as possible to the payroll window with the deposit form filled out by a club member and signed by the advisor or officer. Money should ***never*** be kept by students overnight. Only cash or checks are accepted as payment forms by the club. All checks must be made payable to Associated Students of Cerritos College, and list the club account number and/or name in the Memo line. Any checks made out to the club's name will not be processed. At this time, the Associated Students of Cerritos College does not have the capability of accepting credit cards. The use of square or any such device is not allowed due to financial transactions involving a third party.
- All expenditures of organizational funds must be approved by Club/Organization members and the approval must appear in the minutes of an official meeting.
- If the club needs to know what their account number is, a request must be sent to the Student Activities Coordinator by the Advisor or Officers for that club. This information will only be provided to the advisor of the club.
  - If the club needs to know the balance of their account, the [account balance form](#) needs to be submitted via FalconSync. Please communicate with your advisor before submitting the request as the balance of the club account will be sent to the club advisor and the person requesting the account balance.
- All funds received must be presented to the District Business Office for receipt and deposited in the ASCC bank accounts. When funds are presented to the District Business Office, they must be accompanied by the proper forms detailing the source of these funds.
- All funds must be deposited no later than the first day of business following the collection of such amounts.
- At the time of presentation of these funds to the District Business Office, a receipt will be issued by the person receiving the money.
- Trust account advisors shall establish a satisfactory procedure for collecting receipts. The District Business Office reserves the right to audit trust funds at any time and require proper control procedures for the receipt of money.
- Receipts shall be issued for all cash collections.
- **Off-Campus accounts are prohibited.** Funds to be used for scholarships can be deposited into the club account with the Cerritos College Foundation. Advisors can contact the Foundation office to get more information regarding the process of opening an account with the Foundation Office. Please make sure to copy the advisor on all correspondence between the club officer and foundation.
- To give attention to the budgetary functions of the club, specifically to ensure that all deposits are made in a timely manner. All fundraised funds must be deposited into the club account at the payroll window for the 250 accounts or the foundation office on the day the funds were collected. If the respective offices are closed at the time the fundraiser concludes, the funds must be left with the advisor or the Student Activities Coordinator. Under no circumstances should a student take the funds home with them.
- To ensure that the Office of Student Activities has the most current advisor's signature on the 250 account.
- ASCC utilizes Spendmap for all requisitions for 250 and 600 accounts. The club advisors can contact Nikki Jones in Student Activities to meet with her to receive training on how to input requisitions. Nikki Jones can be reached at [NJones@cerritos.edu](mailto:NJones@cerritos.edu)

## SPENDMAP

The Associated Students of Cerritos College (ASCC) utilizes SpendMap for requisitions involving the expenditures of student clubs and organizations, including ASCC.

- To expend club funds, the advisor shall submit a requisition using SpendMap. The request must be initiated by the Advisor of the club.
- The Office of Student Life is able to provide training and answer any questions regarding SpendMap. Please contact our office for assistance with SpendMap

For additional information, please refer to the [ASCC financial code](#).

## DEPOSITING FUNDS

- Deposits must be made **immediately** after the funds are received. Cash or checks should never be kept overnight by club members.
- Fill out the ASCC deposit form available from the files section of FalconSync.
- Hardcopies of the deposit form can be picked up from Student Activities.
- Deposit form must have the club's account number noted on it. If a club officer is unaware of the club's account number, the account number can be requested from the Club's advisor or Student Activities Coordinator.
- All checks must be made payable to **Associated Students of Cerritos College**. Checks made out the club's name will not be processed.
- Copies of all checks must be included with the deposit. Multiple checks can be put on a single page.
- All coins should be wrapped with account number on them.
- All deposits must be submitted the payroll window in the administration building. If the payroll window is already closed for the evening, leave the deposit in the possession of the advisor or Student Activities Coordinator.
- Club Treasurer should keep copies of all this paperwork in case of discrepancies.
- Under no circumstances should a student take any funds home or store them in the club's locker. If a deposit cannot be made before the payroll window closes, the funds must be secured in the Office of Student Activities.
- Two officers or an officer and club/organization member must complete the deposit together to ensure accuracy and transparency of the process.
- Once the deposit has been completed, the two individuals who completed the deposit seal the envelop and initial the seal and walk the deposit over to the payroll window near Admissions and Records to complete the deposit.

## ORGANIZATION CODE

For more information on processes, procedures, and requirements for student clubs and organizations, please review the documents linked below:

- [Associated Students of Cerritos College Bylaws \(See Article VII – Students Clubs/Organizations\)](#)
- [Associated Students of Cerritos College Financial Guidelines](#)
- [Inter-Club Council Constitution](#)

## STUDENT CLUB & ORGANIZATION DISCIPLINE AND HANDBOOK VIOLATIONS

### STANDARDS FOR STUDENT CLUB AND ORGANIZATION CONDUCT

Cerritos College is committed to maintaining a safe and healthy living and learning environment for students, faculty, staff, and administrators. Recognized student clubs and organization behavior that is not consistent with the conduct and expectations outlined in this guide is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

### STUDENT ORGANIZATION MEMBER RESPONSIBILITIES

Members of recognized student clubs and organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their club or organization, the College, and the District; to be civil to one another and to others in the campus community; and to contribute positively to student and college life.

The Office of Student Life outlines these expectations in the Student Club and Organization Guide to ensure that all recognized student club and organization officers and members understand and accept responsibility for the actions of themselves, their members, and guests.

### APPLICATION OF THESE STANDARDS

- The Student Development Office will exercise jurisdiction over the conduct of all recognized student clubs and organizations.
- Misconduct by members of a student club or organization may also be subject the members, in their role as a student, to discipline under Cerritos College's [Board Policy 5500: Standards of Student Conduct](#). The Student Club and Organization Guide focuses on discipline against the student club or organization itself.
- Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the College, is within the jurisdiction of this guide, regardless of whether it occurs on or off campus.
- The Office of Student Life has responsibility for adjudicating cases based on allegations of misconduct.

### PROCESS

1. Complaint Filed/Incident Reported
  - a. All complaints shall be submitted in writing to the Student Activities Coordinator.
  - b. The College, through Office of Student Life, will investigate all reports of alleged violations of the Student Club and Organization Guide.
2. Notice to Student Club or Organization
  - a. In all cases, the Student Activities Coordinator, or designee, will provide notice to the president and advisor(s) of the student club or organization.
  - b. The notice shall include:
    - i. A description of the alleged violation(s).
    - ii. A description of applicable policies.
    - iii. A statement of the potential sanctions/responsive actions that could result.
    - iv. A requirement for the president or advisor to contact the Student Activities Coordinator or designee within ten business days from receipt of communication to schedule a meeting.
      1. The failure to contact the Student Activities Coordinator or designee, within ten business days shall constitute the student club or organization's waiver of their ability to provide a response to the alleged violation(s), and proceeding shall take place as if the student club or organization has not responded.

### INTERIM ACTIONS AND RESTRICTIONS

Dependent upon the severity of an incident, the Office of Student Life may impose interim sanctions on a student club or organization at the discretion of the Student Activities Coordinator or designee for reasons including but not limited to:

- Protect the District or College community from potential threats to health and safety;
- Protect any particular member of the community;
- Protect against the risk of a substantial disruption to the normal operation of the campus.

The Student Activities Coordinator, or designee, will inform the president and advisor of a student club or organization of any interim action/restrictions implemented pending investigation.

Interim actions/restrictions are effective immediately.

- Interim actions/restrictions may include:
  - Interim Suspension of student club
  - Interim Restriction of student club

## INVESTIGATION PROCESS, FINDINGS, AND DETERMINATION

1. The Student Activities Coordinator and/or designee will meet with the president and Advisor of the student club or organization to discuss the allegations.
2. The Student Activities Coordinator or designee may interview the reporting party, persons alleged to have violated the policies, witnesses, the advisor, and other persons having knowledge.
3. The Student Activities Coordinator or designee will then make a recommendation with one of the following findings:
  - a. **Not Responsible** - In these cases, the Student Activities Coordinator or designee has determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of Responsible for the alleged violation(s).
  - b. **Responsible** – The Student Activities Coordinator or designee determines that sufficient evidence exists, by the Preponderance of the Evidence standard, for a finding that the student club or organization is Responsible for the alleged violation(s).
4. If the student club or organization is found Responsible for the alleged misconduct, sanctions will be issued against the student club or organization.

## SANCTIONS

Sanctions for conduct deemed to be a violation may be imposed on student clubs and organizations responsible for violating the Student Club and Organization Guide. Sanctions may include, but are not limited to, actions such as:

- **Withdrawal of recognition (Expulsion):** Permanent involuntary separation of a student club from the college.
- **Suspension of recognition:** Involuntary separation of a student club from the College for a specified period of time.
- **Probation:** Designated period of time during which the student club is given the opportunity to demonstrate the ability to abide by the college's expectations of behavior articulated in the Student Club and Organization Guide. Suspension of specific privileges may occur, including the ability to host social functions, and use club funds may accompany this sanction.
- **Restriction of privileges:** Denial of specified privileges for a designated period of time, including but not limited to, use of college funds and facilities, and participation in campus activities.
- **Warning/Reprimand:** A verbal or written notice of alleged violation.
- **Restitution for losses:** Compensation for loss, damage or injury.

## APPEALS

All appeals will be referred to the Dean of Student Services through the student grievances process.

