

CLUB GUIDE

2018-2019

CERRITOS COLLEGE
OFFICE OF STUDENT ACTIVITIES



11110 ALONDRA BOULEVARD NORWALK, CALIFORNIA 90650
562 • 860 • 2451 EXT. 2472|2474

www.cerritos.edu/activities



STUDENT
AFFAIRS
CERRITOS COLLEGE

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INTRODUCTION

Clubs, organizations, and student government are a very important part of college life for many of our students. Leadership potential of students is discovered and developed through the informal atmosphere of organization work. We hope that the enclosed information is helpful. The staff in the Office of Student Activities is always happy to assist you, should you have any questions.

This book is your basic guide in working with clubs and organizations. It contains the regulations of the Associated Students and administrative policies. Legal regulations and the Office of Student Activities policy on the handling of club funds are extremely important; these are included in the Finance section. You should become familiar with this section.

Forms used in the club program can be found on www.orgsync.com. We ask that you help and guide your club members and advisor to complete and submit proper forms to the Office of Student Activities at the assigned deadlines. We remind you to adhere to the deadlines and communicate with the Student Activities Coordinator and your Club Advisor with any questions or concerns.

The Inter-Club Council is the governing body for all clubs. All clubs are under the Inter-Club Council, therefore it is a requirement to attend I.C.C. meetings. If you have items for the agenda, please submit the agenda request form at least a week prior to the meeting via FalconSync.

We look forward to an outstanding club program this year. The Associated Students offer 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, Administration, Student Government, Office of Student Activities, and the Inter-Club Council.



GENERAL INFORMATION



DIRECTORY

CAMPUS PHONE NUMBER: (562) 860-2451

OFFICE OF STUDENT SERVICES

Office Hours: 8:00am to 4:30pm, Monday through Friday

- **Kim Westby**, Acting Vice President of Student Services
 - **Ms. Julie Mun**, Secretary, jmun@cerritos.edu or 2236

OFFICE OF STUDENT ACTIVITIES

Office Hours: 8:00am to 5:00pm, Monday through Thursday
8:00am to 12:00pm, Friday

- **Dr. Elizabeth Miller**, Dean of Student Services
 - **Maria Isai**, Administrative Secretary II misai@cerritos.edu or 2445
 - **Esmeralda Murillo**, Assistant emurillo@cerritos.edu or 2472
- **Amna Jara**, Student Activities Coordinator
 - **Christian Hipolito**, Assistant chipolito@cerritos.edu or 2472
- **Nikki Jones**, Administrative Clerk njones@cerritos.edu or 2471
- **Amber Dofner**, Program Facilitator adofner@cerritos.edu or 2473

OFFICE OF SCHOOL RELATIONS

- **Shirley Arceo**, School Relations Coordinator sarceo@cerritos.edu or 2129
 - **Christy Martinez**, Assistant chmartinez@cerritos.edu or 2130

GAME ROOM

- Game Room Hours: 8:30am to 4:00pm, Monday through Friday*
 - ID Center and Game Room closed during the week of finals
- *Summer hours will be posted

BUSINESS OFFICE

- **Mr. Ali Delawalla**, Director of Fiscal Service, Ext. 2266
 - **Ms. Phu Nguyen**, Account Technician IV, Ext. 2260
 - **Ms. Kathy Burgos**, Accounting Manager, Ext. 2263
- Office Hours:* 8:00am to 4:30pm, Monday through Friday

A.S.C.C. LEADERS

- **President: Kathy Azzam**, BK 117 in Student Activities, kazzam@cerritos.edu or ext. 2477
- **Vice President: Chris Rodriguez**, BK121 in Student Activities, chrodriguez@cerritos.edu or ext. 2478
- **Student Trustee: Phil Herrera**, BK 117 in Student Activities, pherrera@cerritos.edu or ext. 2444

A.S.C.C. OFFICERS

- **Cabinet:**
 - Student Body President
 - Student Body Vice President
 - Chief of Staff
 - ASCC Treasurer
 - Director of Athletics
 - Director of Equity and Diversity
 - Director of DSPS Affairs



- Director of Student Services
- Director of Student Activities
- Director of Inter-Club Council
- Director of Communications
- Director of Sustainability
- Director of Veteran Affairs
- Director of Academic Affairs
- Delegate
- Deputy Directors
- Party Whip

Cabinet meets on Mondays at 2 PM in BK 111/112. All meetings are open to the public and the students are encouraged to attend to observe their student leaders in action

- o Court:
 - Chief Justice
 - Nine (8) Associate Justices

Court meets on Tuesdays at 11 AM in BK 111/112. All meetings are open to the public and the students are encouraged to attend to observe their student leaders in action

- o Senate:
 - Thirty (30) Seats Minimum for Senators Maximum number of Senators is based on the FTE (Full Time Equivalent) students for the Fall semester

Senate meets on Wednesdays (starting September 16) at 2 PM in BK 111/112. All meetings are open to the public and the students are encouraged to attend to observe their student leaders in action

BOOKSTORE

- o Bookstore Building, Ext. 2460
- o Open Monday through Thursday: 7:30 am to 7:00 pm*
- o Friday: 7:30 am to 2:00 pm*
- *Hours vary during the Summer semester
- o www.cerritosstore.com

TALON MARKS

- o Christian Brown, Advisor
Fine Arts Building, extension 2618
- o Alicia Edquist, Instructional Aide
Fine Arts Building, extension 2617
 - Clubs have the opportunity to advertise their upcoming events on Talon Marks.
 - Please contact Alicia Edquist at: aedquist@cerritos.edu
<http://www.talonmarks.com/>

WHERE PEOPLE MAKE A DIFFERENCE (WPMD)

- o Casey Piotrowski, Advisor
- o WPMD is located inside the Burnight Center Building (BC on the campus map)
- o Clubs have the opportunity to advertise their events on WPMD.
- o Please contact Casey Piotrowski at: cpiotrowski@cerritos.edu
- o <http://www.wpmdonthenet.com>



CLUBS AND ORGANIZATIONS

Students are encouraged to participate in campus clubs and organizations. Cerritos College offers a variety of clubs and organizations for every phase of campus life. They provide opportunities for students in social service, curricular, and special interest programs.

The club program is an ever growing phase of the college scene, with new clubs being established each year. Over sixty clubs have the potential of involving 20,000 students in campus activities. Some of the clubs and organizations who have been active in the past are as follows:

CURRICULAR CLUBS

Accounting
Alpha Gamma Sigma (AGS)
American Sign Language (ASL)
Anthropology
Art
Astronomy
Auto Body
Cerritos College Computer Information Science
Cerritos Student Association of Woodworkers (CSAW)
Chicanos/Latinos for Community Medicine (CCM)
Child Development
Chinese
Commercial Music
Cosmetology
Criminal Justice
Dental Hygiene
Economics
Math
Model United Nations (MUN)
Mu Omega Alpha (Medical Assisting)
Pharmacy Technician
Phi Beta Lambda/Business (PBL)
Phi Theta Kappa (PTK)
PSI Beta/Psychology
Real Estate
Student Nurses' Association Of Cerritos College (SNACC)
Society for Advancement of Chicanos and Native American Scientists (SACNAS)
Science, Technology, Math and Engineering (STEM)
Talon Marks Press



SPECIAL INTEREST CLUBS

Active Minds
Anime
Black Student Union
Christian Students at Cerritos
Circle K International
Go Green
iFalcon
In Production
International Student Association (ISA)
Intramurals
Kabarkada
KPOP
Dreamers Reaching Empowerment Through an Academic Movement (DREAM)
Light of Life
MEChA
Puente
Reaching
Robotics
So Cal Cyber Security
Student Athlete-Captains Council (SACC)
Student Veterans
Supporting Parents in College Education (SPICE)
Toastmasters
Triathlon

*For more information, contact Student Activities at Extension 2472
For a list of active clubs, please visit the Student Life section of FalconSync and look for the organizations that
are "current"*



BECOMING A CLUB

Club Renewal

1. Visit: www.OrgSync.com.
2. Log in with Student ID and Date of Birth (XX/XX/XXXX).
3. Make sure that you are an admin of the club portal which will be renewed.
4. Go to the club portal home.
5. Click the update now button found on portal home page.
6. Update all the necessary information.
7. To request a copy of the club constitution on file for your club, please contact the club advisor. If the advisor does not have the latest copy of the constitution on file, your advisor may request the constitution from the Student Activities Coordinator by email her at ajara@cerritos.edu. A PDF copy of the latest version of the club's constitution will be sent to the advisor. If an officer is copied on the request, the officer will be sent the constitution as well.
8. After the portal is activated by the Office of Student Activities staff, the club will have until the **5th Friday of the semester** to recruit a **minimum of 10 students** to join the club portal.
 - a. Clubs will be reviewed after the **5th Friday of the semester** to ensure that they have met the criteria.
 - b. Club Officers will need to be meet the 5 unit requirement to serve as officers.
 - c. All members and officers will need to be meet a minimum of 2.0 cumulative GPA at Cerritos College. New students at Cerritos College without an established GPA are able to join any club they are interested in.

New Club Registration

1. Visit: www.orgsync.com.
2. Log in with Student ID and Date of Birth (XX/XX/XXXX).
3. On FalconSync, look through the active organizations to make sure that your club idea does not exist.
4. Recruit a **FULL TIME** member of the college faculty, staff or management to serve as the advisor of the club. Part time employees may serve as Co-Advisor for the club.
5. Schedule an unofficial meeting to decide a club meeting schedule that meets the needs of the advisors and club officers before submitting the club registration on FalconSync. Information from the club registration will be used to request meeting rooms for clubs. Changes will not be made to a club meeting schedule once the room has been confirmed by Student Activities.
6. Draft a constitution and by-laws.
7. Go on FalconSync and register a new organization under the Student Life umbrella. Please fill out the form completely and answer all the questions that are asked.
8. Once the club has received a room to have their meetings, add on the agenda the topic to for the club members to review the constitution. At the following club meeting the agenda topic should state "Club Voting on Constitution. The club must submit the minutes and an official vote form to keep on file in the Office of Student Activities once the constitution has been adopted. This can be done via a FalconSync form.
9. Upload the adopted constitution to your organizations registration request. Official club vote and meeting minutes must be submitted via two digital forms: "Official Record of Club Vote" and "Club Meeting Minutes" found under Organizations > Student Life > Forms.
10. Deadline for all clubs to submit their renewal request by the **5th Friday of the semester**
11. When the above steps have been completed the Office of Student Activities will notify the Club Advisor and Club President (if one is in place) to notify them that the club is official.
12. Club is official on an annual basis starting with the Fall semester. Clubs may choose to not submit a registration renewal for the Fall but be an active club in the Spring.
13. If the club is active in the Fall semester, to get a room for the Spring, the advisor is to complete the form for the room request to receive a club meeting room for the Spring semester.
14. The newly chartered club is expected to comply with all established rules and regulations as set in place by the Office of Student Activities.



15. Your elected I.C.C. representative shall attend all meetings of I.C.C. All meetings will be held on the last Thursday of every month. Clubs will not be eligible to schedule any fundraisers or events if they fail to attend more than (1) one I.C.C. Meeting. If there is a schedule conflict, club advisors can email the Student Activities Coordinator to discuss in detail. We understand that emergencies arise, it is never a bad idea to have two representatives attend the I.C.C. meetings so the club isn't penalized.

ROLE OF ADVISORS

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

Administration and Club Liaison

- The job of an advisor is to ensure that the college fulfills its obligations to its students and that club activities conform to the California Education Code, the policies of Cerritos Community College District, the by-laws of the Associated Students of Cerritos College and the constitution of the Inter-Club Council.
- The use of alcohol and/or controlled substances at social events or meetings by students is strictly forbidden and should be monitored by the club advisor.
- Advisor's role is to serve as the official representative of the college to the club.
- To read and understand the policies and regulations of the college and the Associated Students of Cerritos College as they pertain to the student organizations.
- Be familiar with administration policies governing student activities.
- Attend all advisor/officer meetings scheduled by the Office of Student Activities.
- Communicate any concerns with the Student Activities Coordinator and keep the Office of Student Activities informed of all activities on and off-campus.
- Schedule a meeting with the Student Activities Coordinator and club officers once per academic year to discuss goals of the club for the year and have a chance for questions
- Follow all designated procedures for securing services necessary in carrying out an event, including custodial service, and parking.
- To be present at all activities scheduled by the club after 5PM, and on weekends.
- To be present at all off-campus activities, fundraisers and TV tapings.
- Submit media requests for the club activities that need media services (microphone, sound etc.).
- Submit parking waivers for events that will require consideration through Business Services for parking. Email [Linda Kaufman](#) to request form.

Club Facilitator

- Know the constitution and by-laws of the organization.
- To help students understand and apply democratic principles within their own organizations and in working with others.
- To work closely with the club to ensure a cooperative relationship between the club members and advisor.
- To help the club officers understand their roles and duties.
- To represent the club's interests to various campus groups or individuals.
- Sign all club event and fundraiser requests, facility requests, and financial reports.
- Supervise the finances of the organization.
- Be resourceful and guide students along the following lines:
 - Creating a calendar of events and fundraisers for the club to plan out the semester.
 - Assist club officers submit fundraiser and activity requests in a timely manner.



- Helping members know, use and understand established policies and procedures.
- Helping members develop habits of responsibility, leadership and service.
- Keeping accurate records.
- Assisting club members in keeping organized for all current and future club members.
- Assist the Office of Student Activities by guiding club members plan for events ahead 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.
- Assume the roles of motivator, mentor, planner, counselor and support the students have a productive school year.
- Ensure all travel paperwork is filled out by the students if attending an off-campus event. All travel forms must be completed prior to the event/trip. All forms need to be submitted prior to the travel date to Student Activities as a packet that includes all students attending the trip.
- To assist with the club transition from year to year, the advisor assists the secretary in creating a folder on FalconSync under “files” where the club can save all agendas and meeting minutes for the year and copies of requisitions Assist the officers of the club in keeping other pertinent materials any future officers will need to keep the club active.

Club Meeting Mediator

- Advisor should be present at all meetings whether or not official business is being discussed and/or voted upon, and to provide guidance to meet all policies and procedures.
- If the advisor cannot be at any given meeting, the club must reschedule their meeting. No official business can be conducted without the advisor’s presence.
- In case of an emergency the club can contact the Student Activities Coordinator to serve as an advisor in lieu of their advisor not being at the meeting. Please note the Student Activities Coordinator may not be able to sit in for the advisor at the club meeting.
- Students cannot meet in a classroom without a Cerritos College employee present.

Club Financer

- To give particular 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.
- Advisor(s) and club members must complete all requisitions for conference or travel when using A.S.C.C., Club or District funds and group must travel together using district transportation at all times. All forms and planning must start at least 45 days prior to travel date.
- 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 get trained on how to input requisitions. Nikki Jones can be reached at NJones@cerritos.edu or 2471.
- Assist in providing a W9 for company who has not been issued payment from the College.. The W9 will need to be submitted to the Office of Student Activities upon submission of the invoice or quote to initiate the requisition.
- Remind Club members that 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.



PREPARING A CLUB CONSTITUTION

Articles and sections should be stated in sentence form. The titles and content of articles and sections will vary, but the general format should be as outlined. All topics in the following suggested form should appear in either the constitution or the by-laws of every organization.

ARTICLE I – Name

ARTICLE II – Purpose

ARTICLE III - Membership

- Section 1. Eligibility for Membership
- Section 2. Special Requirements (if any)

ARTICLE IV - Officers

- Section 1. Title and Duties of Officers
- Section 2. Term of Office
- Section 3. Eligibility for Office

ARTICLE V - Elections

ARTICLE VI - Meetings

- Section 1. Frequency of Regular Meetings
- Section 2. Special Requirements (if any)
- Section 3. Quorum Requirements
- Section 4. Special Meetings

ARTICLE VII - Amendments

(Statement of the way in which the constitution may be amended.)

If membership dues are to be charged, there should be an article titled “Dues” stating the amount, period of time covered, penalty for non-payment, purpose for dues, etc. This article logically follows the one on “Membership”.

Submission and Approvals

All sections and articles must be reviewed and voted on at an official meeting by the pertaining club members. Official club votes and meeting minutes must be recorded and submitted via the following forms:

Official Club Votes

Club Meeting Minutes

USING FALCONSYNC

What is FalconSync? FalconSync (formerly known as OrgSync) is a platform that is used by Cerritos College and many other community colleges and 4-year universities. FalconSync is a website that makes getting involved in higher education easier. All active Cerritos College clubs have a portal under Student Life that can be used to communicate with members, manage internal affairs within organizations, publicize club events to the campus, recruit members and much more. Students who wish to be a member of the club just need to click the option of “Join Now” to be a member of the club.



THE BASICS

Before students are able to utilize FalconSync, they must follow these simple steps:

Getting started:

1. Visit: www.orgsync.com.
2. Search for Cerritos College under 'community'.
3. Log in with Student ID and Date of Birth (XX/XX/XXXX).
4. Update pre-existing profile.

Granting Administrative (admin) Access to Portal Members

All club advisors that are signed up to the club portal on FalconSync should have administrative access. If they do not have admin access, advisor must contact the Coordinator of Student Activities or her assistant to receive admin access.

Once an advisor has admin access, he/she can provide the feature to club officers.

1. Sign-in to OrgSync.com.
2. Under "Organizations" search for and click on your club portal.
3. Click on the "People" tab.
4. Scroll through the members list to find the officer you wish to give access to.
5. Click on the profile of the person and click on the blue link "Manage".
 - a. If the blue link "Manage" does not appear, then you do not have admin access yet.
6. On the drop-down options, click on the "Administrators" option.

UTILIZING FALCONSYNC FEATURES

Once the club portal has been created, students can begin to use FalconSync to complete the following common tasks:

Invite Members to Join Club Portal

1. Sign-in to www.OrgSync.com.
2. Under "Organizations" search for and click on your club portal.
3. Click on the "Settings" tab.
4. Click on "Send invitations to join" button.

Submitting Forms

5. Sign-in to www.OrgSync.com.
6. Under "Organizations" search for and click on the "Student Life" portal.
7. Click on the "Forms" tab.

Creating Club Specific Forms/Polls (admin access from advisor required)

1. Sign-in to www.OrgSync.com.
2. Under "Organizations" search for and click on the desired club portal.
3. Click on the "Forms" tab.
4. Click on green button "Create a Form".

Archive Club Files

1. Sign-in to www.OrgSync.com.
2. Under "Organizations" search for and click on the "Student Life" portal.
3. Click on the "Files" tab.
4. Click on green button "Add Files".



CLUB RESPONSIBILITIES

Maintaining Activation Status

- All clubs are required to create and adopt a club constitution. Constitutions must be made available to all club members by uploading to FalconSync.
- Active clubs must have a minimum 10 good standing students joined on their club FalconSync portal throughout the entirety of the semester.
- Each summer, the Office of Student Activities will delete all members of the club's portal to help maintain a current roster of club members.
- Advisors of the club portals can download the roster of students to keep the alumni involved.
- Each club member must have a Cerritos College Student ID on person with the current semester sticker. Staff may request for the Cerritos College Student ID at any time while they are on campus.

Inter-Club Council

- Each club must assign an Inter-Club Council representative.
- Clubs are required to be represented at each Inter-Club Council Meeting.
 - Meetings will be held on the last Thursday of every month in BK 111/112.
 - 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 that misses more than one (1) ICC meeting per semester will not be able to host any events and fundraisers.

Club Activities

- All club events and fundraisers must be approved by the Office of Student Activities via OrgSync.com.
- Forms for events and fundraisers can be found in the forms section of FalconSync. Once the form is approved the club member who submitted the form will be notified by the Student Activities Coordinator.
- To promote the events club must get all flyers, and posters approved through the Office of Student Activities. This can be done by dropping off two (2) copies of the hardcopy flyer at Publicity Inbox or online. If the club would like to get a poster approved, all original posters must be submitted for approval so each poster is stamped by the Office of Student Activities for approval.
- Club members are not allowed to promote the events until they are approved by the Office of Student Activities.
- Clubs are highly encouraged to participate in "Club Information Day/Night" event to recruit new members and spread awareness of their club to the campus.
 - Club Information Day/Night are held during the third week of each semester.

FalconSync

- All club portals must be updated if any changes occur within the club, which includes but are not limited to:
 - Organization name or abbreviation.
 - Meeting time, day and location.
 - Officers: Presidents, Vice Presidents, Secretary, etc.
 - Constitution Revisions.

Social Media

- Clubs must notify the Student Activities Coordinator of any third party social media platforms, which include, but are not limited to:
 - Twitter
 - Facebook
 - LinkedIn
 - Tumblr
 - Instagram
 - YouTube



- Pinterest
- Snapchat
- Passwords and Usernames must be provided to the Student Activities Coordinator. This helps ensure that clubs will have access to their social media accounts in the future.
- Any content that is posted on behalf of a clubs' social media account must be appropriate for a school environment. Club members are to follow all [standards of conduct for Cerritos College](#) students including, the [administrative](#) and [board](#) Policies.



INTER-CLUB COUNCIL MEETINGS

ICC Meetings are scheduled once a month in BK 111/112. Each club must appoint an ICC Representative who will attend the ICC Meetings monthly and communicate the information provided to the club members. If the ICC Representative cannot attend a meeting, another club member must attend in the representative's place. We understand that emergencies arise, so it is always a good idea to schedule two club officers to attend the ICC meeting. Clubs who miss more than one (1) ICC meeting in a semester will not be able to host events or fundraisers. Special consideration will be given to the clubs who cannot attend the meetings due to their program schedules (for example, Cosmetology Club and Dental Hygiene Club). To be considered to be exempt from attending the ICC meetings, the club advisor must contact the Student Activities Coordinator to discuss the issue.

I.C.C. Meetings are mandatory for clubs to remain active. Schedule for the 2018-2019 year is listed below:

FALL 2018	SPRING 2019
August 30	January 31
September 27	February 28
October 25 (Zombie Fest)	March 28
November 29	April 25

CLUB MEETINGS

General Information

1. Club meetings are to be held when the advisor and officers are available. All meetings must be approved by the Office of Student Activities and must be held on campus.
2. Club meetings are limited to no more than one each week. This does not include executive board meetings. Special meetings may be called with the approval of club advisors and the Office of Student Activities. Generally, clubs meet twice a month. Please be courteous of your advisor's time when scheduling meetings.
3. Rooms for club meetings: Give specific information when you complete the organization registration form while completing your club registration on FalconSync before the end of the fifth week of each semester. A meeting room will be assigned on the basis of availability. Please communicate with the advisors and the club members of the meeting time, day and location **before** requesting the room from the Office of Student Activities. One person's error could result in the club not being active during that semester. Once a room request is submitted to the Office of Student Activities, **no changes may be made.**
4. Minutes of all club meetings, must be maintained by the club. A treasurer's report should be given at a meeting and filed with the club each month. Club account balances can be requested through the account balance form on FalconSync.
5. For audit requirements, any expenditure of organization funds must be approved by the organization membership and the approval must appear in the minutes of an official meeting.
6. A club advisor **MUST** be present at all club meetings and social events on and off campus.
7. A valid voting member of the club is a student who is listed on the official club roster submitted to Student Activities and who meets all the qualifications of membership.



8. Club meeting rooms for the Spring semester can be requested by submitting the Room Request Form on FalconSync.

9. Club meetings need to be rescheduled or cancelled if they conflict with a major ASCC event. Clubs are encouraged to participate in all the events that are sponsored by ASCC. Some events that a club event may conflict with include:
 - Welcome Week/Club Info Day and Night
 - Falcon Games
 - Awards Banquets
 - Zombie Fest
 - ASCC Elections



CLUB EVENT SCHEDULING

All activities, meetings and social events of campus clubs and organizations must be scheduled on the master calendar of Associated Students of Cerritos College. This includes both on and off campus activities.

Event Scheduling Procedure

Scheduling an Activity

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

- **ASCC Activity Approval Form:** For any special activities or events on campus where facilities are being requested an Activity Approval Form must be filled out and turned in a **minimum of (4) four weeks prior** to the scheduled event.
 - For all **Off-Campus events**, the necessary travel forms (found on FalconSync) must be submitted by each student participating in the event.

Approval and Notification

- The Office of Student Activities will review any request to ensure that each event is following the guidelines established by the ASCC constitution and Club Guide.
- After the request has been made, the club advisor and the person who submitted the form will be notified via emails with an approval or deference of the requested activities.
 - a. Please do not call the Office of Student Activities to expedite the approval process.

Rescheduling Event or Fundraiser

- To reschedule an Event or Fundraiser, the club must re-submit a the form on FalconSync. All forms scheduled prior to the last form will be deferred.

Clubs are reminded that any event held off-campus which has been discussed in a club meeting or is being sponsored by a club **must** have a ASCC Activity Request approved by the Office of Student Activities and an advisor must be present at all times during the event.

*Scheduling for club activities must be submitted through FalconSync. Please **DO NOT** contact campus personnel to speed up the process. The club will receive an email when the activity has been approved.*

Event Planning and Preparation

Other areas on campus that may need to be contacted when planning an event or activity:

a. Campus Police

- i. If the event is taking place on campus during the evening hours or weekend, approval from the Chief of Campus Police is required. Any additional staffing required by campus police will be the responsibility of the club scheduling the event. The amount can be obtained from the department and depends on how many individuals are needed to be present on premises to ensure safety for the event.

b. Media Services

- i. A request must be made by the advisor of the club to Media Services. This includes any need for sound and microphone use. Requests from students and officers will not be approved.
- ii. Advisor making the request must be present at the event during set-up of the event or media services will not set-up the sound.
- iii. All equipment must be put away as instructed by the media services employees.

c. Facilities

- i. If the event is taking place on campus during the evening hours or weekend, approval from the Director of Facilities is required. Any additional staffing required by facilities will be the responsibility



of the club scheduling the event. The amount can be obtained from the department and depends on how many individuals are needed to set-up, take down and clean up after the event is over.

Rescheduling of Approved Events and Fundraisers

We understand sometimes things don't go as planned. That said, the Office of Student Activities is flexible when it comes to rescheduling events for clubs. It is imperative however, that the club officers email the Student Activities Coordinator at least 24 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.

FUNDRAISERS

Requesting to Fundraise

Clubs will need to request permission from the Office of Student Activities to fundraise on campus. ASCC Fundraiser Request Form can be found online on FalconSync. Allow for two(2) weeks between the date your form is submitted and the date of the fundraiser. This allows the Office of Student Activities to request space, tables, chairs, and other materials you may need to have a successful fundraiser.

Only events which are fundraisers for charities or student organizations are permitted to sell on campus. No student or outside organization may sell food products or other items on campus for personal profit.

Food Sale Guidelines

- All foods must be pre-packaged or purchased and individually wrapped. For example, two cookies must be packaged together. You cannot have a plate of cookies sitting on the table for people to choose from.
- All foods must be room temperature and should not need to be kept hot or cold.
- The sale of food on campus by any college-affiliated group other than the official campus food services is limited to bake/confectionary sales.
- A bake/confectionary sale is defined as the sale of items which will not spoil in the absence of refrigeration.
- Bake/confectionary sale items include cookies, brownies, popcorn, cake with nonperishable icing, muffins, bread, rolls, pretzels, donuts, caramel or candy-coated apples, and fudge.
- Making eggs, waffles or other items that need prep will not be permitted for sale during club fundraisers.

ASCC does not possess a California food handler card.

On-Campus Fundraiser

1. Fundraiser Request form must be submitted to the Office of Student Activities (2) two weeks prior to the scheduled event.
2. An alternate location and date must be filled out on the fundraiser request.
3. The person who submitted the form on behalf of the club will receive an email from the office when your fundraiser request has been approved or denied. Please check your email before purchasing items for your fundraiser. Some fundraisers are denied due to location and scheduling conflicts.
4. On the day of the fundraiser, please come to the Office of Student Activities to fill out a form to borrow a table and 2 chairs. Club member picking up the equipment must leave a valid Cerritos College ID card with current semester sticker. Please allow yourselves time to check in and get all the supplies and set up for your event. The office staff will assist you as soon as they are able to. Please be patient with them.
5. The club members need to be prepared to leave the Cerritos College ID card with the Student Activities staff during the entire duration of the fundraiser or event. The ID will not be returned to another club member and must be picked up by the student whom it belongs to.
6. The office has a snow cone machine for clubs to use for fundraisers.



The equipment needs to be requested on the fundraiser request form and an additional student ID will be required to borrow the machine.

- a. Snow Cone Machine
 - i. All items will be provided to the club.
 - ii. If the club would like to get ice from the campus, please send a club representative to the Office of Student Activities no later than 9:30AM on the day of the scheduled fundraiser. Please provide your own ice chest for the ice. Please plan to make arrangements to get your own ice if the club members cannot come to get the ice prior the given time.
 - iii. The club needs to plan ahead and allot at least 30 minutes after the event to clean up. If the machine is not cleaned after use, the club may not be able to use it for the rest of the semester.
 - iv. Syrup and snow cone cups, along with the machine will be provided to the club.
7. Canopies are only for ASCC events. Clubs may bring their own canopies if they have access to one.
8. Equipment borrowed from ASCC must be returned to ASCC no more than half hour after the event is over.
9. Table and chairs must be returned to the Student Activities Office if checked out from the Office upon completion of the fundraiser.

All items must be cleaned and returned to the Office of Student Activities in the condition they were checked out. If there is an issue, please be sure to let the staff in the office know. If no information is communicated, the Student Activities Coordinator will contact the advisor of the club.

Off-Campus Fundraising

1. Fundraiser Request Form must be submitted to the Office of Student Activities two weeks prior to the scheduled event via FalconSync.
2. The club advisor and President will receive an email from the office when your fundraiser request has been approved or denied. Please check your email before purchasing items for your fundraiser.
3. Please be mindful that you are representing Cerritos College when hosting an off-campus club event. Club members must adhere to the Cerritos College Code of Conduct Policies.
4. Club Advisor must be present at the fundraiser for the entire duration of the event.
5. A travel packet must be submitted to the Office of Student Activities for all off-campus events and fundraisers.
6. Cash is the preferred payment method during fundraisers. At this time ASCC does not have the capability to accept credit cards for fundraisers.
7. Clubs can accept checks payable to Associated Students of Cerritos College. Clubs who receive checks with their club name will not be accepted. Please keep in mind, all charges the college incurs for insufficient funds or check processing will be the responsibility of the club.
8. The use of square or any such device is not recommended for use at this time due to financial transactions involving a third party.
9. Club Advisor will be contacted if clubs are not compliant.

Frequently Asked Questions about Food Sales

- **WHAT TYPES OF FOOD IS PERMITTED TO BE SOLD ON CAMPUS?**
Only pre-packaged and/or catered food items may be sold on campus.
- **WHAT IS CONSIDERED PRE-PACKAGED FOOD?**
Pre-packaged food items are defined as those items that can be purchased and sold without additional preparation (i.e. mixing ingredients, baking, etc.).
- **WHAT IS CONSIDERED TO BE CATERED FOOD?**
Catered food are defined as goods purchased from a food enterprise or establishment with a valid business license and tax ID.



- **CAN I SELL HOMEMADE BAKED GOODS OR FOOD ITEMS?**

The sale of homemade goods violates California Retail Food Code: Article 3, Section 114021 (b). As such, any food sales involving homemade items that require baking, cooking, mixing ingredients will be denied.

- **WHERE CAN OUR CLUB HAVE FUNDRAISERS ON CAMPUS?**

Food and/or drinks may not be sold in close proximity to any campus food vendor location (Food court, Elbow Room, Frantones, Zebra Coffee, etc.). Most common fundraiser locations are: Falcon Square, or In front of the Library.

- **WHEN CAN OUR CLUB START HAVING FUNDRAISERS ON CAMPUS?**

Make sure your club has a club constitution on file with Office of Student Activities. Once your club has been confirmed and is an official club, your officers may start submitting fundraiser requests to schedule fundraisers. In order to remain eligible to have fundraisers clubs must attend the regular scheduled ICC meetings. Please note; there will be no fundraisers allowed during the week of finals in any given semester or during certain ASCC events and ASCC elections.

Movie Nights

Cerritos College is a government institution; screening movies without first purchasing property rights is illegal. Therefore, a club must first fill out a form requesting a movie; once the form is approved then an activity approval form must be filled out to have the event itself approved. ICC has allocated a set amount of budget for movie night costs. Once the budget is expended the clubs will not be funded for their movie nights but they are welcome to pay for the cost of the screening through their own club accounts. Associated Students of Cerritos College utilize Swank to obtain movie screening rights. Once the funding is approved, the club may submit for the classroom to be scheduled for the movie night using the Activity Request Form on FalconSync.

PUBLICIZING EVENTS & FUNDRAISERS

Under The Associated Student of Cerritos College Constitution, Code Section VI, Publicity is defined as any written public notice which is posted or handed out by student organizations or student candidates in ASCC elections on the Cerritos College campus. All publicity written in a language other than English shall have an English translation printed of the same size and distributed or posted with the non-English copy.

Publicity Registration

All publicity for on-campus clubs, organizations and individuals shall be registered by the Director of Communications before it can be posted or distributed. All publicity for on-campus clubs, organizations and individuals shall be registered by the Director before it may be posted or distributed. All publicity must be registered with the Director during his/her posted office hours.

Registration of Publicity

Registration of publicity shall entail the following

1. Registrant reading of the Publicity Code.
2. Registrant reading of the Publicity Code.
3. Registrant filling out activity request for event, if needed.
4. Registrant filling out responsibility form at least 72 hours prior to the starting date of promotion
5. The Director shall review the publicity in question and verify that it conforms to the Publicity Code.
6. All posters must be removed by the stamped date found in back of returned publicity material.
 - a. Clubs can be fined 5 dollars for each poster left up after removal date.

Clubs are not permitted to publicize events until the event has been approved.

The reasons the Director may refuse to register publicity are: Not in the Student Activities Calendar, Obscene, libelous, slanderous, advocates the use of dangerous drug or alcohol, constitutes hate violence within the meaning of California Statues of 1992, Chapter 1363; or any activity that would disrupt Cerritos College from



performing its stated objectives as outlined in the California State Education Code and the Cerritos College Board of Trustees Regulations and Policies.

Publicity Guidelines & Rules

Flyers

All flyers must be submitted for approval via FalconSync prior to distribution. Once approval has been received, the club is allowed to distribute the approved version only.

Dimensions: Larger than 4 in by 5½ in, cannot exceed 8.5 inches by 11 inches.

Posting Locations: Post one flyer non-academic bulletin boards. Do not place flyers on car windows or any surfaces of the campus. Flyers are for distribution only.

- b. To post inside of each department building, permission must be granted by the division office at each building. Please check with the Division Office, each Office has their own posting policy.
- c. The posting of flyers on light poles, tiled surfaces, doors and windows is strictly prohibited.

Posters

All posters must be submitted for approval through the Office of Student Activities prior to posting. All posters, once stamped by the Office of Student Activities can be posted on the approved campus locations.

Dimensions: Larger than 8.5 inches by 11 inches, and smaller than or equal to 36 in by 36 in (all sizes smaller than a regular sheet of paper are considered to be flyers and cannot be posted on any campus surfaces).

Posting Locations: Posters and flyers can be posted on most tiled surfaces, with the exception of the Library building and Falcon Square fountain.

Prohibited Posting Locations: Publicity material posted on the following surfaces or locations will result in a penalty on the club responsible for the material.

- a. Grounds, passes and walkways.
 - b. Glass, wood, painted or finished surfaces.
 - c. Trash cans, benches, trees, shrubbery and landscaping.
 - d. Inside classrooms or any building, lecture hall or lab and on interior walls, windows and doors, except on designated non-academic bulletin boards.
 - e. Exterior doors or windows of any building or structure.
 - f. Stairways, stair railings and elevators.
 - g. Fixed poles, traffic control devices, guideposts, signposts, campus directional signs or historical markers.
 - h. Automobiles.
 - i. College parking lots.
2. Posting Publicity: Publicity must be posted on surfaces using transparent packing tape, which can be borrowed from the Office of Student Activities. Check on your poster periodically to ensure it is in good condition and does not need to be replaced due to weather damage.
 3. Removal: Posters will be removed if the following occurs:
 - a. Poster is torn or defaced in anyway.
 - b. When not conforming to ASCC Publicity Code.
 - c. By the registrant, along with the clear plastic tape, twenty-four (24) hours following the event (excluding week-ends and holidays).
 - d. Posted in the prohibited locations listed above.

ALL CLUBS MUST INCLUDE THIS MANDATORY STATEMENT ON THEIR OFFICAL EVENT FLYERS AND POSTERS:

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.



On-Campus Promotional Tools

FalconSync

Events can be added to a club's portal calendar or the Student Life Calendar on FalconSync.

1. Go to the preferred club portal homepage on FalconSync.
2. Click the "Events" Tab.
3. Click the green "Create an Event" button.
4. Before publishing the event, make sure to make the event is visible to the correct audience; public, Cerritos College, and/or club members.
 - a. Remember to check the box to request to add the event to the Student Life calendar to reach more people. Event will not be published immediately, it needs approval from the Office of Student Activities.

Talon Marks

Clubs can publicize club meetings and events in the Talon Marks Newspaper.

- To place an ad in the Talon Marks newspaper, email Alicia Edquist at aedquist@cerritos.edu.
- To have Talon Marks cover a club event, please speak to the Talon Marks College Life Editor.

Where People Make a Difference (WPMD)

Clubs can publicize club meetings and events on the college's broadcasting station at

<http://www.cerritos.edu/student-life/student-life.htm>.

- To have WPMD cover or promote an event email Casey Piotrowski at CPiotrowski@cerritos.edu.

Club Buttons

- Clubs can request for buttons to be made through the Office of Student Activities, while supplies are available. The buttons can be requested by the club officers via [FalconSync](#). Please keep in mind that Club Info Day and Night are the busiest times when clubs request buttons so the production time is 4 weeks.

Daily Falcon

Daily Falcon is a newsletter that is sent out to the employees of Cerritos College.

- 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.html>.

Campus Connection

Clubs may be able to include a flyer or event announcement for all official club events via the campus connection email if they plan ahead. The flyer or event announcement can be sent to the Student Activities Coordinator by submitting a form on FalconSync. Please communicate with the Student Activities Coordinator if you have questions. All incomplete forms will be denied. Please provide a two week notice to get the information in the Campus Connection.

Student Center Marquee

Clubs can advertise official on or off-campus events on the marquee near the Student Center by submitting a form on FalconSync.

The Student Center Marquee is non-operational at this time (Fall 2018).

Club T-Shirts

- T-Shirts should have the Cerritos College Logo or must say Cerritos College on them with the club name.
- The club advisor(s) and club members should work together to decide what color the shirts will be and where the logo should go.



- Submit a form on FalconSync to get a T-Shirt design approved by the Office of Student Activities prior to ordering Shirts.
- 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.

Cerritos College Website

- All club information is disseminated to the campus utilizing FalconSync.
- Clubs may request to create their own website under the Cerritos.edu domain by emailing ajara@cerritos.edu. The 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.

Mascot

Clubs can request the mascot, Franco the Falcon to attend club events. Mascot will only be scheduled at official campus events.

Mascot Request Form: <https://www.cerritos.edu/activities/about-us/mascot/mascot-request-form.htm>

Mascot can be requested to wear an approved design of the club shirt at their event if the shirt is dropped off to the Office of Student Activities at least one (1) business day prior to the mascot's appearance time.

Club Logos

All club logos must be voted on and approved by club members before using the logo for promotion. Changes to a club logo must also be voted on and approved by club members before submitting the logo for approval by the Student Activities Coordinator.

Cerritos College (Falcon) shade of blue:

- CMYK = C 100 M 65 Y 0 K 30; Pantone 288



DEPOSITING FUNDS

1. Deposits must be made immediately after the funds are received. Cash or checks should never be kept overnight by club members.
2. Fill out the ASCC deposit form available from the files section of FalconSync.
3. Hardcopies of the deposit form can be picked up from Student Activities.
4. 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.
5. All checks must be made payable to Associated Students of Cerritos College. Checks made out the club's name will not be processed.
6. Copies of all checks must be included with the deposit. Multiple checks can be put on a single page.
7. All coins should be wrapped with account number on them.
8. 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.
9. Club Treasurer should keep copies of all this paperwork in case of discrepancies.
10. 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.

CLUB RESOURCES

The Office of Student Activities offers the following resources for clubs to use (student ID with current semester sticker is needed):

Items Available for Check-out with Prior Approval:

- Tables and Chairs.
- Extensions Cords.
- Lockers.
- A-Frame Stands for Posters.
- H-Stands for Lawn Signage.
- Sno Cone Machine.

Work Space:

- All SA fee paying students may use ASCC computers.
- Free printing of 5 pages per day.
- Clubroom work area.
- Poster making materials.

Club Lockers

- Clubs may request a locker in the Office of Student Activities for club related business.
- Due to the demand of club lockers, club officers are requested to submit a request through the form on FalconSync by the 5th Friday of the Fall Semester, September 14, 2018.
- Lottery for lockers will take place inside the Club Room at 9 AM on the following Monday, September 17, 2018.
- All lockers must be emptied out of its contents by the end of the academic year.
- Only Student Activities supplied combination locks will be placed on the locker doors. All other locks will be cut off and disposed. Student Activities has all combinations on record. Locker combinations will only be issued to Club Officers and Advisors.
- There is a \$5 fee for a replacement combination lock.





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.

- By-laws from the Student Government Manual:

4.320 Funds Received:

- 4.321 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.
- 4.322 All funds must be deposited no later than the first day of business following the collection of such amounts.
- 4.323 At the time of presentation of these funds to the District Business Office, a receipt will be issued by the person receiving the money.
- 4.324 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.
- 4.325 Receipts shall be issued for all cash collections.

- To establish a club account on campus, a Club Account Establishment Form must be submitted to the Office of Student Activities. Once an account number is assigned, the Club Advisor will be notified with the account number. If a club changes advisors, the club account 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.
- 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. All checks made out to the club's name will not be processed. At this time, the Associated Students of Cerritos College do not have the capability of accepting credit cards. The use of square or any such device is not recommended for use at this time due to financial transactions involving a third party.
- To expend club funds the advisor shall submit a requisition using SpendMap. The request must be initiated by the Advisor of the club.
- 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 balance, 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.
- ASCC utilizes SpendMap to process requisitions. Please contact Nikki Jones at njones@cerritos.edu regarding the submission of requisitions.
- **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.

TRAVEL

Advisor: Traveling with Cerritos College and ASCC

The Associated Students of Cerritos College follows District policies AP4300, AP6900, BP4300 and BP6900 regarding travel. Cerritos College does not allow students to represent the college at events or conferences without a faculty/staff advisor. Before any student or student group will be approved for travel, there must be an advisor attending the entire trip with the students and funds are allocated, if needed. Advisors must have a **District Conference Travel Request Form** and an **Associated Students Travel Request Form**, on file with the Office of Student Activities and Fiscal Services six weeks prior to any travel. Updated forms that are required by all students are located on FalconSync: <https://orgsync.com/117283/files/1283878>.

- I. **BOARD APPROVAL** – Travel Outside of the United States requires approval by the Board of Trustees. The request must be accompanied by a complete explanation of the college business to be served. Conference requests must be approved by the Dean of Student Services, Dr. Stephen Johnson, Vice President of Student Services and the College President, before it is placed on the agenda. All requests must be on file with the Office of Student Activities six weeks prior to any travel.
- II. **DISTRICT REIMBURSEMENT** - Reimbursement requests must be submitted within thirty (30) days of activity. **No reimbursements will be made after this date.**
- III. **TRAVEL ARRANGEMENTS-** All travel arrangements (flights, hotels, registration, etc.) are to be made through the Purchasing Department. Please provide detailed information on the requisition in order for arrangements to be made accurately.

Forms include: (a) original receipts, (b) signed by the Advisor and the Dean of Student Services, or Vice President of Student Services. Requests must be submitted to the Business Office by the Office of Student Activities.

If your club has received funding through ASCC for conferences or other activities and events, that funding proposal needs to be submitted on a yearly basis. The ASCC Budget Committee will determine if the request will be approved, denied or partially funded. The Student Senate will adopt the budget before the last meeting of the Spring Semester. Communication from the Office of Student Activities will be submitted to the advisor on record for the particular club or organization. Please keep in mind, it is the club's responsibility to ensure the deadlines are met.

If you have any questions regarding this procedure or events that have a budget, check with the Office of Student Activities.

Students: Traveling with Cerritos College and ASCC

All students, staff members, or persons being transported to or from college activities and events, shall be subject to all of the rules and regulations of the Governing Board regarding transportation. Before any student activity trip is made in which students are transported using club or ASCC funding, the trip must be approved by the Student Activities Office. Please see District Policy AP4300 for detailed instructions.

Prior to any trip or competitive season in which students are transported, the Associated Student Travel Request Form with the list of students traveling must be furnished to the Student Activities Office by the advisor via e-mail to ajara@cerritos.edu. Only students on this list may be transported. This list may be amended by the sponsor



from time to time, but for any specific trip, **no names may be added less than forty-eight hours before the trip is scheduled to start.**

For groups requiring advisors, the advisor must ride for the entire trip in one of the vehicles provided or sponsored by the college. The advisors shall follow all rules established by the Student Activities Office. When transporting students, only college-authorized vehicles may be used. All vehicles used for school activities of any kind must be covered by public liability and property damage insurance which meets the minimum requirements of the financial responsibility provisions of the Vehicle Code of the State of California. Employee vehicles may be used only when the Director of Physical Plant of the college signifies that no transportation for Student Activities is available or upon special authorization of the President/Superintendent or Vice President(s) of the college.

Clubs will not be able to spend funds until list is provided to the Student Activities Coordinator via email and all students verified for eligibility.**

** All students (student numbers must be included) must be enrolled in 5 units and have an over-all GPA of 2.0 to travel.



ASCC SPONSORED EVENTS



CLUB INFO DAY/NIGHT

Club Information Day (Fall)	Wednesday, August 29	10:00 AM-1:00 PM	Falcon Square
Club Information Night (Fall)	Thursday, August 30	5:00 PM-8:00 PM	Falcon Square
Club Information Day (Spring)	Wednesday, January 30	10:00 AM-1:00 PM	Falcon Square
Club Information Night (Spring)	Thursday, January 31	5:00 PM-8:00 PM	Falcon Square

- Clubs are asked to submit a form on FalconSync to RSVP and have a booth at one or both events.
- One table and two chairs will be provided for each club that reserves a spot.
- Vehicles are not permitted.
- Amplification is not permitted.
- Clubs are responsible for keeping the area clean around their booths. Make sure your area is clean when the event is over.
- Booth selection will start at 9:00 AM on Wednesday and 4:00 PM on Thursday in Falcon Square.
- Make sure to bring your own canopy if you have access to one. We will not have enough canopies for all clubs!
- If you cannot stay for the entire duration of the event, please clean up your area before you leave.
- Your club does not have to participate in all of the events. Depending on schedule availability you can sign up for one, partial or none of the events.
- If due to scheduling reasons, your club cannot participate after you have submitted the form to participate, please email the Student Activities Coordinator at ajara@cerritos.edu to inform her of the change.
- All clubs must get their flyers approved through Student Activities if they include the club meeting time, day and location.
- Clubs promoting their club name by creating a "table skirt" out of butcher paper do not need approval from the office.

Forms must be submitted on FalconSync for the club to participate in Club Information Day and/or Night.

AWARDS CEREMONY

- Awards Ceremonies are held at the end of each semester to honor students for their leadership and service accomplishments.
- Service Hours Record time card is only for the club or individual to track their hours. It does not need to be submitted with the application. Students can track their involvement hours on FalconSync and a volunteer certificate can be issued for a student who requests it through our office.
- Applications for the awards ceremony will be available on FalconSync under forms
- All students are encouraged to nominate each other. The Office is strongly encouraging the students to not self-nominate.
- Students who are nominated for an award by someone else will receive an email and need to submit additional information if they accept the nomination. Students who do not complete the additional information by the deadline will not be considered for an award.
- All applications must be submitted by the deadline to the Office of Student Activities. Late applications will not be accepted
- Outstanding Advisor awards are given out at the Awards Banquet each semester. Don't forget to nominate your Club Advisor for the outstanding job they are doing!
- Club of the Year awards are given out at the Spring Awards Ceremony. Applications are available in the Office of Student Activities. It is strongly advised that the club keep record using Service Hours



Record sheet so all events/activities the club participates in or schedules so they are tracked for ease of filling out the awards application for Club of the Year. Club of the Year applications will require information from both Fall and Spring semester.

- I.C.C. Scholarships are given out at the awards ceremony each semester.
- All persons interested in attending the awards ceremony must nominate someone or be nominated to receive an award on FalconSync before the deadline
- Both Awards Ceremonies take place in the Cerritos College Student Center

Fall Awards Ceremony (Reception Only) – Friday, December 7, 2018 at 6PM

Spring Awards Banquet (Dinner Included) – Friday, May 17, 2019 at 6PM

HOMECOMING

- The Associated Students of Cerritos College take pride in the tradition of Homecoming.
- Homecoming is on Saturday, October 20, 2018 at 6PM in Falcon Stadium.
- If your club is interested in participating in the having a representative on the Homecoming Court, the application to participate are available on FalconSync on Monday, September 17. To have a picture of the applicant on the election ballot, all photos must be submitted [here](#) before the deadline.
- Clubs get a chance to build a float and participate in the Parade of Floats during the half-time show at the Football game. To apply to build a float, please submit this [application](#) and choose your float based on the theme selected for the year. In order for the application to be considered complete the club members must submit a [claim statement](#) signed by the club advisor to process checks for the float building supplies. Once the original signed claim statement is received and the club is approved for the float, the application will be approved on FalconSync.
- All checks for float building supplies will be made payable to the advisor on record. Therefore, the same advisor must sign the claim statement.
- All original receipts for the supplies purchased must be submitted to the Office of Student Activities. Clubs will not be reimbursed for additional funds used on the float from the budget ASCC funds. Deadline to submit receipts is Friday, October 26 prior to the closing of the Office of Student Activities. If receipts are not received by the deadline, the club will be charged for the amount issued for float building and funds will be deducted from the club's account.
- If receipts are lost or stolen, the club is still held responsible for the funds
- Homecoming includes the following events:
 - Elections for Homecoming Queen.
 - Float judging on the morning of Homecoming.
 - Lunch on Homecoming Day. Tickets needed for this event!
 - Half-Time show at the Homecoming Game.
 - Coronation of the Homecoming Queen.
 - Parade of Floats.
- To participate in Float Building, at least one member must attend the float building meeting on Monday, October 15th at 3:00PM in BK 111
- Hours for float building will be as follows:
 - Monday, October 15: 4:00PM – 8:00PM
 - Tuesday, October 16 through Thursday, October 18: 8:00AM – 8:00PM
 - Friday, October 19: 8:00AM – 10:00PM
- Club members will need to be present during float judging morning on the day of Homecoming
- Homecoming Day:
 - Clubs will be able to enter the stadium to apply touch-ups to their floats prior to float judging. No construction will be allowed during that morning.
 - Judges arrive at 10 AM and float judging concludes around 12 noon.



- After judging is complete, clubs can put away their floats as instructed by the Student Activities Coordinator and attend the luncheon (limited tickets will be given to each club during the float building meeting).
- Winners will be announced at the Homecoming Luncheon, following the judging.
- Clubs are encouraged to participate in the float parade at the Homecoming Game to display their hard work to the Falcon Community. Clubs need to report to the Student Activities Coordinator by the start of the game to receive details on the float parade.
- During the parade, no one will be allowed to stand on the float while it is in motion.
- Please plan for extra individuals to carry your award banner if your club wins an award at the Homecoming Luncheon.
- Description of the float is due to the Office of Student Activities via FalconSync by Friday, October 19 at 12 PM.
- Theme for 2018 Homecoming Floats will be **BOARD GAMES!**

ZOMBIE FEST

The event, Zombie Fest was created by the Associated Students of Cerritos College to secure the food insecurity on campus by combining with Halloween celebrations.

During the month of October clubs are encouraged to have a friendly competition to replenish the food pantry on campus for our students who are not able to eat on a regular basis.

The food drive ends on the day of the event at 12Noon on October 25, 2018.

This collaborative event is possible by the assistance ASCC receives from Cosmetology and Theater departments on campus.

In 2018, in addition to the non-perishable food drive, ASCC will also be holding a helping supplies drive. Items for both can be dropped off to the Student Activities Office and the Game Room. All items must be received by a staff person in the area for the club or organization to receive credit for the donation.

Food Pantry Wish List

General considerations:

- ❖ Non-perishable food items.
- ❖ Long expiration dates (NO expired foods).
- ❖ Easy open cans preferred (no can opener required).
- ❖ No glass containers.
- ❖ Foods that don't require cooking to be edible.
- ❖ Foods that require only the addition of hot water to the container the food comes in.

Most useful food/drink items:

- ❖ Peanut butter.
- ❖ Tuna – canned.
- ❖ Chicken – canned.
- ❖ Cup – O – Noodles.
- ❖ Oatmeal in individual envelopes.
- ❖ Fruit cups.
- ❖ Canned fruits and vegetables.
- ❖ Spaghetti – Os, Ravioli, etc. (Chef Boyardee type).
- ❖ Soup – canned.
- ❖ Granola/energy bars.
- ❖ Water – 16 oz or less bottles.
- ❖ Gatorade.
- ❖ Mac and cheese in individual cups.
- ❖ Refried beans – regular and vegetarian.



Helping Supplies Drive

To support survivors and others who are homeless, the Student Title IX Ambassadors are collaborating with the Zombie Fest Food Drive to lead a toiletry supply drive during Domestic Violence Awareness Month. These supplies will be compiled into hygiene kits to be distributed to homeless students.

- ❖ Feminine Hygiene Products.
- ❖ Combs/Brushes.
- ❖ Baby Clothes (0-6 months).
- ❖ Children's Books.
- ❖ Chapstick.
- ❖ Towels.
- ❖ Hand Sanitizer.
- ❖ Flip Flops.
- ❖ Shampoo & Conditioner.
- ❖ Disposable Razors.
- ❖ Shaving Cream.
- ❖ Re-Sealable Plastic Bags.
- ❖ Foot Powder.
- ❖ Toothpaste.
- ❖ Compact Mirror.
- ❖ Toothbrushes.
- ❖ Vaseline.
- ❖ Shower Caddies.
- ❖ Travel Soap Dishes.
- ❖ Green Bags.
- ❖ Hair Spray (non-aerosol).
- ❖ Mouthwash (alcohol free).
- ❖ Deodorant.
- ❖ Non-scented Lotion.
- ❖ Tissue & Toilet Paper.
- ❖ Mousse/Gel.
- ❖ Nail Clippers.



FALCON GAMES

The annual event, Falcon Games was created to assist club with fundraising. Falcon Game take place in the spring semester to engage the clubs in a friendly competition and to network. The event consists of three events taking place over three days (Academic Decathlon, Physical Games, and Video Games).

Participating clubs could win scholarship funds for their clubs if they place in the 1st through 4th places. 2019 Falcon Games are scheduled for March 11-13, 2019. Details will be presented at the I.C.C meeting. Therefore, it is imperative that clubs attend the I.C.C. meetings.

You can find videos on YouTube for the Cerritos College Falcon Games from previous years if you would like to see what the event is all about. To assist in the planning of the Falcon Games, please contact the Director of Inter-Club Council. We are always looking for students who are not committed to one particular club on campus to assist as a volunteer. Volunteers will not be able to compete in the Falcon Games.



RESOURCES



INTER-CLUB COUNCIL CONSTITUTION

PREAMBLE

We, the students of Cerritos College, in order to form an organization for the transaction of business, coordination and communication of campus clubs and organizations, do ordain and establish this constitution and assume the power as delegated to us by the Associated Students of Cerritos College.

ARTICLE I NAME

The purpose of this organization shall be:

- A. To enforce all rules and regulations of the ASCC Codes pertaining to campus clubs and Club Rules and Regulations as specified in the Club Guide.
- B. To assist in the coordination of and in the cooperation between club activities.
- C. To act as council for communication between clubs.
- D. To assist in the promotion of all club activities.
- E. To assist in providing campus or campus-associated activities.
- F. To promote friendship and leadership among clubs and club members.

ARTICLE II MEMBERSHIP

Section I All campus clubs of Cerritos College that have been officially chartered and are in good standing shall be the official members of this organization.

Section II The rights and privileges of active membership in this organization shall be:
A. The right to representation in the Inter-Club Council and their respective commissions.
B. The right to vote in the Inter-Club Council and the respective commissions.

ARTICLE III INTER-CLUB COUNCIL

Section I The Inter-Club Council shall be composed of the I.C.C. Commissioner, the Executive Secretary and a representative from each campus club in good standing.

Section II All voting members of the Inter-Club Council must meet the requirements of club membership eligibility as established in the Club Code Section V, Section 5.40 through 5.42, and shall be an active member in good standing of said club.

Section III Each club shall appoint one permanent representative from within its membership. This representative shall have the authority to speak for and make commitments for his/her club, and said club shall be responsible to the Inter-Club council.

Section IV No representative to the Inter-Club Council shall represent more than one member club.

Section V Each club representative to the Inter-Club Council shall serve a term or one semester (they may serve other terms if so appointed by their clubs.)

Section VI The Inter-Club Council shall meet at least once a month throughout the regular college semester.

9.1 Special summer meetings may be called by the I.C.C. Commissioner.

9.2 If 50% of the clubs are not present, the actions taken by summer meetings must be ratified at the next regularly scheduled meeting.

Section VII The Inter-Club Council shall have the power to establish such regulations and procedures pertaining to the same as deemed necessary.

Section VIII All commission by-laws must be approved by the Inter-Club Council.



Section IX The Inter-Club Council shall approve the constitution and grant charters to new clubs.

Section X Attendance:

- A. Clubs missing one regularly scheduled meeting may be put on probation.
- B. Tardiness shall be defined as coming late or leaving early. Two tardies equal one absence.

Section XI Probation, clubs may be placed on probation by the I.C.C. Commissioner with the approval of the Coordinator of Student Activities.

Section XII Suspension, clubs may be suspended from campus activities by the I.C.C. Commissioner with the approval of the Coordinator of Student Activities.

Section XIII Expulsion, the Inter-Club Council may expel a club for infraction of the rules and regulations pertaining to such organization.

Section XIV Clubs may appeal disciplinary action to the ASCC Court.

ARTICLE IV OFFICERS

Section I The duties of the Commissioner of the Inter-Club Council shall be as follows:

- A. Shall preside over all related functions in the coordination and communication of clubs.
- B. Shall initiate disciplinary action regarding any organizational infraction of rules and regulations to such groups, with the approval of the Advisor to the Inter-Club Council.
- C. Maintain a master calendar of all organizational events.
- D. Shall supervise and assist with the formation of new campus clubs.
- E. Submit to the Coordinator of Student Activities the establishment of club trust accounts.
- F. With the Advisor to Inter-Club Council, shall maintain an active roster of all campus organizations, determining the legality of membership.
- G. Preside at all meeting of the Inter-Club Council and shall be an ex-officio member of each commission.
- H. Shall select an executive secretary.
- I. Shall appoint such standing and special committees as he/she deems necessary and shall serve as ex-officio member of the same.
- J. Shall be responsible for Inter-Club Council bulletins and publications.
- K. The Commissioner along with the I.C.C. Advisor will consider all club or organizational business coming through the Student Activities Office pertaining to inter-club activities, club participation in school activities, or any matters of club financial activities, or awards which represent the interests of said club or organization.

Section II The duties of the Executive Secretary shall be as follows:

- A. Shall be a non-voting member of the Inter-Club Council.
- B. Shall be responsible for the publication, filing, and distribution of each Inter-Club Council meeting minutes within a reasonable length of time after each meeting.
- C. Shall maintain a central filing system of all correspondence pertaining to clubs, the commissions, the Inter Club Council, and its committees.
- D. Shall handle all correspondence for the Inter-Club Council.
- E. Shall assist with Inter-Club Council bulletins and publications.

ARTICLE VI STANDING COMMITTEES

Section I The Awards Committee

- A. The committee will be composed of two (2) representatives from each of the two (2) I.C.C. Commissions plus two (2) students at large.
- B. The I.C.C. Commissioner will appoint representatives and will vote only when a tie ensues.



- C. The Committee will be responsible for voting on Outstanding Clubs of the Year.
- D. The Commissioner, if in his/her opinion, any representative has such a vested interest in any one of the nominated persons or clubs that his/her vote will cast on a discriminatory basis or if a nominated individual is a member of the awards committee, the representative in question may be for the former reason permanently dismissed or for the latter reason may be temporarily displaced from the Committee during vote in question.

ARTICLE VII ROBERT'S RULES OF ORDER

Robert's Rules of Order Revised shall be the parliamentary authority for all matters of procedures not specifically covered by these laws.



ORGANIZATION CODE: CODE SECTION V

Definition of Club: "Club" shall be defined as a group of people associated for a common purpose that usually meets regularly and such group has met all requirements of the Inter-Club Council (ICC), Associated Students, Cerritos College policies and such regulations as may be stated in the California Education Code.

(The term ORGANIZATION shall mean a club or affiliation, which has an advisor rather than a class with an instructor for which the college collects State moneys for average daily attendance (ADA). This refers to institutions that collect membership dues as opposed to membership fees).

- 5.10 The by-laws for clubs shall be known as the "Club Code" and shall govern all matters pertaining to officially recognized campus clubs.
- 5.20 The ICC Commissioner shall assume such duties as stated in the Government Organizations Code, Section 2.738, and shall serve as executive head of the Inter-Club Council.
- 5.21 There shall be a representative from each club which shall serve on the Inter-Club Council and shall have the powers as stated in the Inter-Club Council Constitution.
- 5.22 The ICC shall serve as the official authority for the recognition and establishment of a campus club.
- 5.23 All clubs shall abide by the Inter-Club Constitution and the official Club Guide.
- 5.30 Finance. The financial transactions for the establishment and liquidation of club trust funds shall be as follows:
- 5.31 Acquisition of the Trust Fund. Upon approval of a new club as an official campus club by the ICC, a trust account may be assigned to said organization.
- 5.32 Liquidation of Funds. When a club becomes inactive as a campus club, its funds should be held for no less than three (3) consecutive semesters. If, at the end of such time, the club has made no financial transactions, or the club shows no sign of activity, said club's account shall be dissolved by the ICC with the approval of the ASCC Cabinet. Said funds shall be placed in the account designated for joint club projects.
- 5.40 Eligibility for Membership in a Campus Club. Regulations pertaining to the eligibility for membership in a campus club as established by the Associated Students, shall be as follows:
- 5.41 Students shall have no less than a 2.0 grade point average for the semester prior to membership being granted and must maintain a 2.0 grade point average each semester remaining in said club.
- 5.42 Each organization must have a minimum of ten (10) members in good standing in order to be an official campus organization and members of all campus organizations sponsored by the Associated Students must be members of the Associated Students each semester of membership in said organization.
- 5.43 Club members shall maintain enrollment in one (1) unit or more.
- 5.44 All club officers shall maintain enrollment in five (5) units or more.
- 5.45 Students placed on conduct probation shall not hold membership in any campus club during their probation period.
- 5.46 A student may average in his summer grades at his option for eligibility in a club if his grade point average is below 2.0 in his previous semester.



5.47 Specific regulations pertaining to eligibility for membership in campus clubs not stated here shall be established by the constitution of the individual organization.

5.48 No advisor shall be an advisor to more than two (2) clubs at any one time.

5.48 Violation of this section or any above section of the Organization Code shall result in the loss of all I.C.C. voting rights and privileges.



PUBLICITY CODE: CODE SECTION VI

Publicity Code

- 6.10 The By-laws governing publicity and publications with the ASCC shall be known as the Publicity Code and it shall be enforced by the Commissioner of Public Relations and the Office of Student Activities.
- 6.11 Any reference to the Commissioner of Public Relations shall mean the Commissioner and any of his/her assistants.
- 6.12 Anything not explicitly dealt with in the Publicity Code shall be evaluated on an individual basis by the Commissioner and any determination by the Commissioner shall be approved by the ASCC President and the Office of Student Activities.
- 6.13 The Commissioner of Public Relations must keep posted office hours.
- 6.14 Any publicity from a source outside the ASCC must obtain approval to be posted from the Director of Purchasing.
- 6.15 Only those with ASCC delegated authority shall be allowed to register and remove publicity.
- 6.16 The Commissioner of Public Relations shall be in charge of enforcement of the publicity code.
- 6.17 Responsibility for formulating policies relating to ASCC publications rests with the Senate of the Associated Students.
- 6.20 **Publicity, Definitions and General Rules:**
- 6.21 Publicity is defined as any written public notice which is posted or handed out by student organizations or student candidates in ASCC elections on the Cerritos College campus.
- 6.22
- 1) Flyers must be larger than 4 inches by 5 ½ inches and may not exceed 8.5 inches by 11 inches.
 - 2) Flyers may only be posted on non-academic bulletin boards. Only one flyer may be placed on each bulletin board in respect for the need of space for all.
 - 3) Flyers may not be placed on car windows.
 - 3) Posters must be larger than or equal to 14 inches by 17 inches, and smaller than or equal to 36 inches by 36 inches.
 - a. Posters shall be neatly cut with straight edges.
 - 5) Only clear plastic tape will be used for posting. (*May be obtained in Student Activities*)
 - 6) Posters will be spot taped only.
 - 7) Posters shall be posted on the outside of buildings only.
- 6.23 Posters may be posted on any tile surface with the exception of the Administration Building and the Library.
- 6.24 **Removal of Publicity Shall Occur:**
- 1) If torn or defaced in anyway.
 - 2) When not conforming to ASCC Publicity Code.
 - 3) By the registrant, along with the clear plastic tape, twenty-four (24) hours following the event (excluding week-ends and holidays.)
- 6.25 All publicity written in a language other than English shall have an English translation printed of the same size and distributed or posted with the non-English copy.
- 6.26 Posting of publicity materials, such as posters and flyers, in the following areas is prohibited. These areas include:
- 1) Grounds, passes and walkways.
 - 2) Glass, wood, painted or finished surfaces.
 - 3) Trash cans, benches, trees, shrubbery and landscaping.
 - 4) Inside classrooms or any building, lecture hall or lab and on interior walls, windows and doors, except on designated non-academic bulletin boards.
 - 5) Exterior doors or windows of any building or structure.
 - 6) Stairways, stair railings and elevators.
 - 7) Fixed poles, traffic control devices, guideposts, signposts, campus directional signs or historical markers.
 - 8) Automobiles.
 - 9) College parking lots.



- 6.27 Students are cautioned that reproduction of copyrighted materials for distribution may constitute a violation of copyright law. Students copying and/or distributing such materials are responsible for taking adequate measures to ensure copyright violations do not occur.
- 6.30 **Registration of Publicity:**
- 6.31 All publicity for on-campus clubs, organizations and individuals shall be registered by the Commissioner before it may be posted or distributed.
- 6.32 All publicity must be registered with the Commissioner during his/her posted office hours.
- 6.33 Registration of publicity shall entail the following:
- 1) Registrant reading of the Publicity Code.
 - 2) Registrant filling out activity request for event, if needed.
 - 3) Registrant filling out responsibility form.
 - 4) The Commissioner shall review the publicity in question and verify that it conforms to the Publicity Code.
- 6.331 If the publicity is a poster, the Commissioner will also stamp the publicity and indicate the date for removal on the publicity.
- 6.332 If the publicity is a flyer, the Commissioner will stamp one flyer, put a date of expiration of approval on the flyer, and retain that copy for his/her files.
- 6.333 If publicity is a poster, registrant must return evidence of publicity removal, such as the stamp on the poster, to the box of the Commissioner of Public Relations.
- 6.34 In order to meet the requirements of distribution of literature regulations, the following form is to be filled out by the student/group that is to distribute the material.
- 6.35 The Commissioner may refuse to register publicity which is: Obscene, libelous, slanderous, advocates the use of dangerous drug or alcohol, constitutes hate violence within the meaning of California Statutes of 1992, Chapter 1363; or any activity that would disrupt Cerritos College from performing its stated objectives as outlined in the California State Education Code and the Cerritos College Board of Trustees Regulations and Policies.
- 6.40 **Publicity Limitations:** The use of posters and banners shall be limited as follows:
- 6.41
- | | |
|---------------------------------|------------|
| ASCC Ballot Measure | 5 posters |
| Senatorial Candidates | 5 posters* |
| Senatorial Slate | 5 posters* |
| Homecoming Queen Candidates | 5 posters |
| Club Recruitment | 5 posters |
| Campus Club/Organization Events | 5 posters |
| ASCC Presidential Candidates | 8 posters |
| ASCC Activities | 5 posters |
| Trustee Candidates | 5 posters |

***No Senatorial Candidate shall have his/her name and/or number on more than five (5) posters.**

- 6.42 There shall be no limit to the number of flyers distributed.
- 6.43 A slate shall be defined as more than one candidate upon the same poster or flyer.
- 6.431 There shall be no slates for Homecoming Candidates.
- 6.432 Only the ASCC may post publicity with more than one candidate for Homecoming.
- 6.44 Each Homecoming Court Candidate shall be sponsored by only one organization.
- 6.50 **Penalties:**
- 6.51 Failure to comply with the Publicity Code shall result in:
- 1) **First Offense:** the Director of Communications shall remind the registrant and group represented of the rules and regulations, and tell the registrant to correct the problem within two (2) hours, unless informed otherwise by the Director of Communications.
 - 2) **Second Offense:** a \$20 fee shall be assessed to the registrant. This fee shall be paid within forty-eight (48) hours, excluding weekends and holidays.
 - 3) **Any further offenses** shall lead to a progressive doubling of the \$20 fee, which shall be paid within forty-eight (48) hours, excluding weekends and holidays.



- 6.52 If a student or an organization fails to make remittance of a fee that was assessed, the ASCC Court shall take appropriate disciplinary action.
- 6.53 The Commissioner of Public Relations must keep a public record of all offenses made.
- 6.531 This record will only be made available upon request.
- 6.54 At the beginning of each semester an organization will begin with no offenses on their record.
- 6.55 Any organization of entity found to be in non-compliance with the Publicity Code may appeal such finding to the ASCC Court. Such appeal must be made within 10 calendar days of the finding of non-compliance and determination by the ASCC Court will be final.



CLUB FORMS



Club Forms

All club forms will be available on Orgsync.com, most will be submitted digitally and few will require to be downloaded and printed out. Hardcopy forms will be under the “File” tab. The digitally submitted forms will be available under the “Forms” tab.

Click here: <https://orgsync.com/117283/chapter>

Log in using your Student ID and birthday like you would on myCerritos and click on “Student Life” on the left side of the page.

Tab “Files”

- ASCC Club Guide - <https://orgsync.com/117283/files/1502255/show>
- ASCC Fundraising Account Establishment Form - <https://orgsync.com/117283/files/1502262/show>
- Claim Statement - <https://orgsync.com/117283/files/1502260/show>
- Club Meeting Minutes - <https://orgsync.com/117283/files/930118/show>
- Deposit Form - <https://orgsync.com/117283/files/990848/show>

Tab “Forms”

- ASCC Activity Approval - <https://orgsync.com/117283/forms/186620>
- ASCC Fundraiser Request - <https://orgsync.com/117283/forms/181589>
- Club Meeting Minutes - <https://orgsync.com/117283/forms/153447>
- Club Name Change - <https://orgsync.com/117283/forms/206525>
- Club Organization and Constitution - <https://orgsync.com/117283/forms/152580>
- Code of Conduct for College and ASCC Sponsored Activities - <https://orgsync.com/117283/forms/178034>
- Electronic Marquee Submission - <https://orgsync.com/117283/forms/195230> (NOT APPLICABLE IN FALL 2018)
- Official Record of Club Vote - <https://orgsync.com/117283/forms/153537>
- Request for Guest Speaker - <https://orgsync.com/117283/forms/206555>
- Publicity Approval - <https://orgsync.com/117283/forms/206549>
- Club Related Printing Request - <https://orgsync.com/117283/forms/313809>
- Button Request - <https://orgsync.com/117283/forms/313616>
- Poster Printing - <https://orgsync.com/117283/forms/313666>

