Updated July 2026

Cerritos College

Student Club & Organization Guide

Table of Contents

- Introduction
- Office of Student Life and Leadership
  - Student Life and Leadership Staff
  - Hours of Operation
  - Contact Information
  - Student Organizations Hosted by Student Life
    - Associated Students of Cerritos College (ASCC)
    - Inter-Club Council (ICC)
    - Student Programming Board
- Non-Discrimination Statement
- Anti-Hazing Policy
  - Definition of Hazing
  - Prohibition
  - Reporting and Accountability
  - Rights and Protections
  - Commitment to Prevention
- Student Clubs and Organizations
  - What Is a Student Club or Organization?
  - Student Club and Organization Requirements
    - Student Club Officer Eligibility Requirements
    - Student Club or Organization Advisor Eligibility Requirements
- Student Club and Organization Constitutions
  - Constitution Requirements
- Registering Existing and New Student Clubs and Organizations
  - Re-Registering an Existing Student Club or Organization
  - Registering a New Student Club or Organization
- Roles and Responsibilities of Student Club or Organization Advisors
  - Expected Time Commitment for Student Club or Organization Advisors
  - Supervise All Student Club or Organization Activities
  - Compliance with Campus Policies and Procedures
  - Promote the Students' Growth and Development
  - Ensure Student Activities Deadlines and Processes Are Met
- Roles and Responsibilities for Student Club or Organization Officers
  - Maintaining Active Status
  - Attendance at Inter-Club Council (ICC) Meetings
  - Demonstrate Effective Leadership
  - Maintain Updated Student Club or Organization Records

- Student Club or Organization Activities
  - Meetings
    - Meeting Room Requests
  - On-Campus Events
    - Event Scheduling Procedure
    - Movie Nights
  - Fundraisers
  - Rescheduling or Cancelling Events, Activities, and Fundraisers
- Off-Campus Events & Travel
  - Travel Process
    - Step One: Advisor(s) Complete District “ASCC Conference & Travel Request Form”
    - Step Two: Prepare ASCC Student Travel — Traveler Info & Eligibility Form
    - Step Three: Submit the “ASCC Sponsored Student Group Travel Form” in FalConnect
    - Step Four: Meet with Student Activities Coordinator
    - Step Five: Student Life & Leadership Approval
    - Step Six: Clear to Submit Requisitions
    - Step Seven (As Applicable): Overnight Post-Travel Documentation
- Publicity & Social Media
  - Flyer Requirements
  - Social Media
  - Options for Publicity
    - FalConnect
    - Talon Marks
    - Where People Make a Difference (WPMD)
    - Daily Falcon
    - Office of Student Life and Leadership Social Media
    - Apparel & Promotional Items
    - Cerritos College Website
    - Club Logos
- Office of Student Life and Leadership Supplies and Support for Clubs and Organizations
- Student Club & Organization Finances
  - Finance Guidelines and Requirements
  - 250 Fundraising Accounts
  - Spendmap
  - Depositing Funds
  - Venmo and Money Collecting Apps
  - Raffles and Lotteries
- Organization Code
- Student Club & Organization Discipline and Handbook Violations

Standards for Student Club and Organization Conduct
Student Organization Member Responsibilities
Application of These Standards
Process
Sanctions
Appeals

Introduction

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

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

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

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

Office of Student Life and Leadership — studentlife@cerritos.edu

Office of Student Life and Leadership

Student Life and Leadership Staff

Name	Title	Email
Dr. Elizabeth Miller	Dean of Student Services	emiller@cerritos.edu
Maria Isai	Administrative Secretary II	misai@cerritos.edu
Chris Dela Cruz	Student Activities Coordinator	cdelacruz@cerritos.edu
Nikki Jones	Administrative Clerk	njones@cerritos.edu

Hours of Operation

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

Hours are subject to change. Please visit the Office of Student Life and Leadership website for the most up-to-date information.

Contact Information

Campus Website: https://www.cerritos.edu/ASCC

Department Email: StudentLife@cerritos.edu

Department Instagram: @FalconStudentLife

Student Organizations Hosted by Student Life

Associated Students of Cerritos College (ASCC)

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

Inter-Club Council (ICC)

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

Student Programming Board

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

Non-Discrimination Statement

Cerritos Community College District is committed to a safe and equitable learning environment for all students and employees. The District prohibits discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy and parenting), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, association with any of the aforementioned protected characteristics or perceived association with any of the aforementioned characteristics. This Non-Discrimination & Equal Opportunity Policy covers admissions, access, and treatment in district programs and activities, and application for and treatment in district employment.

For more information, please visit Policies – Cerritos College.

Anti-Hazing Policy

Cerritos College is committed to fostering a safe, respectful, and inclusive educational environment for all students, employees, and campus community members. In alignment with California Education Code and the Stop Campus Hazing Act (AB 2193), hazing in any form is strictly prohibited.

Definition of Hazing

Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether the organization is officially recognized or not, that a person knows or should know is likely to cause serious bodily injury or harm to a current, former, or prospective student. Hazing does not include customary athletic events or approved, school-sanctioned activities.

Prohibition

No person shall be subjected to hazing in any program, activity, or organization affiliated with Cerritos College. This prohibition applies to all students, employees, recognized and unrecognized student organizations, athletic teams, and any individuals acting on behalf of the College.

Reporting and Accountability

Cerritos College encourages the reporting of all suspected hazing incidents. Reports may be made through the Student Club Incident Report Form and/or the Student Conduct Reporting Form. The College will promptly investigate all reports and take appropriate disciplinary action when violations are confirmed.

Rights and Protections

Any student who experiences harm as a result of hazing has the right to seek support, resources, and, where applicable, pursue civil action in accordance with California law. Cerritos College is committed to supporting individuals impacted by hazing and ensuring their safety and well-being.

Commitment to Prevention

Hazing prevention is a shared responsibility. Cerritos College expects all members of the campus community to uphold this policy, act with integrity, and intervene or report when hazing behavior is observed or suspected.

Student Clubs and Organizations

What Is a Student Club or Organization?

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

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

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

Student Club and Organization Requirements

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

- Include at least five (5) or more currently registered Cerritos College students
    - Student clubs are required to have the following officers in order to register:

        - President
        - ICC Representative
- Have at least one full-time Cerritos College employee to serve as the student club advisor
- Filed the most updated student club or organization constitution on FalConnect or on file with the Student Activities Coordinator

Student Club Officer Eligibility Requirements

In addition to student club and organization requirements, student club and organization officers (i.e., President, Vice Presidents, ICC Representatives, etc.) must meet the eligibility requirements established by California Education Code 76061 and the ASCC:

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

Student Club or Organization Advisor Eligibility Requirements

Only full-time Cerritos College employees may serve as student club advisors, including as co-advisors. Part-time faculty and staff are not eligible to serve as club advisors because club advising duties are outside the scope of their contractual assignments.

Student Club and Organization Constitutions

Student clubs and organizations are required to have an updated constitution on file with the Office of Student Life & Leadership. The most up-to-date constitution must also be posted onto the student club and organization's FalConnect Group Page. All student club and organization constitutions are required to include the items below:

Constitution Requirements

1. **Name & Purpose —** The student club or organization name must be clearly listed at the beginning of the constitution. In addition, the purpose or mission of the student club or organization should differentiate the club or organization from others.

2. **Membership —** List the responsibilities for the general membership, and clearly define the process of how a Cerritos College student becomes a member of the student club.

3. **Non-Discrimination Statement —** Constitutions must include the campus non-discrimination statement, with the club or organization's name inserted, covering admissions, access, and treatment in district programs and activities, and application for and treatment in district employment.

4. **Anti-Hazing Statement —** Constitutions must include a statement, with the club or organization's name inserted, affirming compliance with Cerritos College policy, the California Education Code, and the Stop Campus Hazing Act (AB 2193), and encouraging reporting of suspected hazing.

5. **List of Officers and Their Responsibilities —** If a student club or organization chooses not to use the term “President” or “ICC Representative” for their officers, the constitution must define which officer position holds the duties of President and ICC Representative for the Office of Student Life and Leadership's records.

6. **List of Advisor Responsibilities**

7. **Process of Officer Elections and Removal**

8. **Process to Amend the Student Club or Organization Constitution**

Registering Existing and New Student Clubs and Organizations

Re-Registering an Existing Student Club or Organization

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

1. Visit FalConnect.
2. Log in to FalConnect. You will be prompted to complete the Cerritos College Single Sign-On.
3. Click on the Groups icon located in the top menu and click “+ All Groups.”
4. Find the student club or organization you would like to re-register.
5. Click on the “+ Group Re-Registration” button next to your student club or organization.
6. Update all the necessary information. To request a copy of the student club or organization constitution on file, contact the assigned advisor. If the advisor does not have the latest copy on file, the advisor may request the constitution from the Office of Student Life via email at studentlife@cerritos.edu.
7. Information for regular meeting scheduling will be requested through the re-registration process.

Please have all the necessary information available when completing the re-registration process. If you have any questions or concerns, please contact the Office of Student Life and Leadership at studentlife@cerritos.edu.

Registering a New Student Club or Organization

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

1. Visit FalConnect.
2. Log in to FalConnect. You will be prompted to complete the Cerritos College Single Sign-On.

3. Click on the Groups icon located on the top menu and select "+ All Groups."
4. Click the "+ Register New Student Organization" button.
5. Update all the necessary information.

Information for regular meeting scheduling will be requested through the registration process. If you have any questions or concerns, please contact the Office of Student Life and Leadership at studentlife@cerritos.edu.

Roles and Responsibilities of Student Club or Organization Advisors

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

Only full-time Cerritos College employees may serve as student club advisors, including as co-advisors. Part-time faculty and staff are not eligible to serve as club advisors because club advising duties are outside the scope of their contractual assignments.

Expected Time Commitment for Student Club or Organization Advisors

The expected time commitment for advisors varies depending on the activities of the student club or organization. Below is a breakdown of possible time commitments:

Activity	Typical Time Commitment
Meetings	1–3 hours per week
On-Campus Events	3 hours per semester (highly varies depending on activity of student club)
Off-Campus Events	1 weekend per academic year (highly varies depending on activity of student club)
Miscellaneous (meetings with individual students, other club-related business)	1 hour per week

Supervise All Student Club or Organization Activities

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

Compliance with Campus Policies and Procedures

- Ensure all club activities and events conform to the California Education Code, policies of Cerritos Community College District, bylaws of the Associated Students of Cerritos College

(ASCC), ASCC Fiscal Guidelines for any ASCC-allocated and/or fundraised money, constitution of the Inter-Club Council, and this Club Guide.
    - It is the responsibility of the student club or organization advisor to be kept up to date on the latest policies and procedures.
- The use of alcohol and/or controlled substances at club or organization events and meetings is strictly forbidden and should be monitored by the club or organization advisor.
- Attend all advisor and officer trainings scheduled by the Office of Student Life and Leadership.
- Communicate any questions or concerns with the Office of Student Life and Leadership.

Promote the Students' Growth and Development

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

Ensure Student Activities Deadlines and Processes Are Met

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

Roles and Responsibilities for Student Club or Organization Officers

Maintaining Active Status

- Ensure all club activities and events conform to the California Education Code, policies of Cerritos Community College District, bylaws of the Associated Students of Cerritos College, constitution of the Inter-Club Council, and this Club Guide.
    - It is the responsibility of the student club or organization officers to be kept up to date on the latest policies and procedures.
- Abide by and enforce the current student club or organization constitution. If the current constitution is not available on FalConnect, please reach out to the Office of Student Life and Leadership at studentlife@cerritos.edu for a digital copy.
- Maintain a minimum of 5 good-standing students in the club.

    - Make sure these members are listed in the FalConnect portal throughout the entirety of the semester.
    - Each club member must be a currently enrolled Cerritos College student for the current semester.

Attendance at Inter-Club Council (ICC) Meetings

- Each club must assign an Inter-Club Council representative who will regularly attend ICC meetings.
- Clubs are required to be represented at each Inter-Club Council meeting.
- The ICC meeting schedule will be sent out to all registered student club or organization advisors, presidents, and ICC representatives before the beginning of the semester.
- If ICC representatives are unable to attend a meeting, any active club member or officer may serve as their designee. Clubs with two or more absences in one academic year (fall/spring) will be placed on probation.

Student clubs on probation:

- May not host on-campus events
- May not participate in off-campus excursions
- May not conduct fundraisers
- May not request funds from ASCC or ICC

These restrictions remain in effect for the remainder of the academic year in which probation was assigned (ICC Constitution, Article V, Section V).

Demonstrate Effective Leadership

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

Maintain Updated Student Club or Organization Records

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

Student Club or Organization Activities

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

Meetings

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

Meeting Room Requests

Meeting room requests must be submitted through FalConnect's event submission process. Student club and organization meetings must meet the following requirements:

- A club advisor MUST be present at all official club meetings and social events on and off campus. Advisors do not need to be present if the student club or organization is simply hosting a table to distribute information — this does not include fundraisers or events with activities that require participants to do more than simply receive information.
- Designate a student club officer to take meeting minutes, recording all discussions and actions of the student club or organization at the meeting. Official meeting minutes must be signed and dated by the President and Advisor.
- If meetings are taking place virtually, the Zoom link must be provided by the student club or organization advisor. The Office of Student Life and Leadership is not able to create Zoom links for student clubs and organizations.

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

On-Campus Events

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

Event Scheduling Procedure

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

- The On-Campus Event and Fundraising Proposal must be completed and submitted via FalConnect at least four (4) weeks prior to the scheduled event if your event includes any of the following:
    - Expenses over $100
    - On-campus fundraisers
    - Paid guest speakers, performers, or an individual/group providing services
    - Stipends for non-employees and/or Cerritos College employees

- Gift cards

These events will also require a meeting with the Student Activities Coordinator in order for approval. The booking page to set an appointment will be available through the On-Campus Event and Fundraising Proposal Form.

- Any events that do not include any of the above conditions require that the On-Campus Event and Fundraising Proposal be completed and submitted via FalConnect at least two (2) weeks prior to the scheduled event.

Accessing the On-Campus Event and Fundraising Proposal:

1. Visit FalConnect.
2. Log in to FalConnect. You will be prompted to complete the Cerritos College Single Sign-On.
3. Click on the Events icon located in the top menu and click "+ Create Event." If you are an officer for multiple student clubs or organizations, you will be prompted to select which club will host the event or fundraiser.

The two weeks allow the following offices to prepare for your event: Facilities; Accounting, Purchasing, and Business Services; Media Services; Office of Student Life and Leadership; and others, depending on event needs.

The Office of Student Life and Leadership will review requests to ensure that each event follows the guidelines established by the ASCC Constitution and Club Guide. After the request has been submitted, the club advisor and the person who submitted the form will be notified via FalConnect and email, with an approval or denial of the requested activities.

Movie Nights

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

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

Free to low-cost options:

- Cerritos College Library: The college library has access to the movie rights for certain movies and films. It is encouraged to check the library catalog of films before looking into purchasing public performance rights. Note that the library having a film does not mean it is licensed for public performance.
- Kanopy: A video streaming service that all enrolled Cerritos College students have access to. Many films and documentaries on Kanopy are available to screen for large groups without paying for public performance rights. Before selecting a film, ensure it shows "PPR Available."
- Netflix Educational Screenings Permission: Some Netflix original educational documentaries are available for one-time educational screenings. See the Netflix Help Center for more information.

Options that require payment (largest catalogs, including recently released films):

- Swank Motion Pictures
- Criterion

Fundraisers

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

For any fundraiser (on-campus or off-campus), the On-Campus Event and Fundraising Proposal must be completed and submitted at least four (4) weeks prior to the scheduled event via FalConnect.

Many businesses and corporations that allow community partners to fundraise require a W-9 Tax Form from the college in order to move forward with fundraising.

Rescheduling or Cancelling Events, Activities, and Fundraisers

The Office of Student Life is flexible when it comes to rescheduling events for clubs. It is imperative, however, that club officers email the Office of Student Life at least 72 hours before the event if a club needs to reschedule or cancel a club meeting, fundraiser, and/or club event. If rescheduling, keep in mind that the date you are requesting may already be reserved by another club. To reschedule an event or fundraiser, please email studentlife@cerritos.edu.

Off-Campus Events & Travel

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

All travel requests should be initiated 6–8 weeks prior to travel, with forms and documentation submitted no later than 45 days prior to travel to the Student Life & Leadership Office.

- All Cerritos College employees and students traveling under ASCC funding must follow applicable District policies, including established timelines and required forms.
- All travel requisitions (with the exception of Athletics) must be processed by Student Life & Leadership staff.
- All ASCC-sponsored travel must have at least one faculty/staff advisor who will travel with the students and assume responsibility for ensuring District policy and procedure is followed for the entirety of the trip.

Travel Process

Step One: Advisor(s) Complete District “ASCC Conference & Travel Request Form”

All District travel forms and information for employees can be found on the Accounting Department website. For ASCC-sponsored travel, the “ASCC Conference and Travel REQUEST Form” must be completed by all full-time employees participating in travel.

Notes on completing the form for student group travel:

- Part III – Estimated Expenses: Include the cost of travel for all students and advisors traveling, for each expense area.
- Part IV – Approval and Authorization: Attach a list of students traveling to the file before sending for signature, and include all signatures (attendee, manager, VP, and President, if applicable). Use AdobeSign to complete this process.

After this form is completed, save it in preparation for Step Three.

Step Two: Prepare ASCC Student Travel — Traveler Info & Eligibility Form

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

Step Three: Submit the "ASCC Sponsored Student Group Travel Form" in FalConnect

In this form, provide travel/conference/trip details; attach each traveling advisor's completed (with all signatures) "Conference & Travel REQUEST Form"; and attach the completed "ASCC Student Travel – Traveler Info & Eligibility Form" (this must be submitted as an Excel spreadsheet, not converted to PDF, JPG, etc.).

Subsequent communication about the form will be sent via FalConnect within the form submission. To view the progress of your submission, log in to FalConnect, select "My Submissions," and open your form to see comments and attach any revised documents.

Step Four: Meet with Student Activities Coordinator

After submitting the ASCC Sponsored Student Group Travel form in FalConnect, schedule a meeting with Chris Dela Cruz, Student Activities Coordinator, to review your travel request, associated deadlines, and requirements for payment/reimbursement. Email Chris at cdelacruz@cerritos.edu. This step is required for at least the first trip a club/department takes, and may be waived by Chris after the first trip.

Step Five: Student Life & Leadership Approval

- Admin Clerk III reviews the Traveler Info & Eligibility Form. If any students are found ineligible, a note is sent to the advisor via FalConnect through the pending form submission; the advisor has 5 business days to make additions to the sheet, after which the roster locks. To be eligible for ASCC-sponsored travel, students must have paid their current Student Life & Leadership Fee, be enrolled in at least 5 units, and have a 2.0 GPA or higher. Exception requests for the unit or GPA requirement may be emailed to the Dean of Student Services with a brief statement of benefit to the student's academic progress; exceptions are not made for the Student Activities Fee. Once clear, Admin Clerk III approves the eligibility section of the form.
- Student Life & Leadership Coordinator messages the advisor through FalConnect to alert that eligibility is cleared and Travel Liability Forms are required for all students. Travel Liability Forms are emailed via AdobeSign to all approved students, with the advisor copied.
- Once all student liability forms are submitted, the Student Life & Leadership Coordinator issues final approval for travel.

Step Six: Clear to Submit Requisitions

The club is now clear to submit Requisition Request Forms to arrange travel (conference registration, flights, hotel, meal money advance, etc.). Separate RRF forms are needed for each vendor/payee. Refer to the ASCC Fiscal Guidelines for how to complete and submit the ASCC Conference and Travel Expense Claim.

Step Seven (As Applicable): Overnight Post-Travel Documentation

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

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

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

Publicity & Social Media

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

Flyer Requirements

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

- Disability Statement (must be copied and pasted word for word): "If disability accommodations (e.g., communications access, alternate formats) are needed to participate fully in this event, please submit your request to https://www.cerritos.edu/accommodations-request within 7 school days in advance of the event."
- College and student club or organization name (student club or organization logo if available)
- Associated Students of Cerritos College (ASCC) logo
- Event or activity name
- Date(s) and time(s)
- Event or activity description
- Location

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

Social Media

Social media is an engaging way to publicize and promote your student club or organization's activities and events. Student club and organization guidelines:

- Clubs and organizations are encouraged to utilize the following social media platforms to promote and engage other members: X (formerly Twitter), Facebook, LinkedIn, Instagram, YouTube, Snapchat, and TikTok.
- It is recommended that passwords and usernames are shared with advisors, so future club officers have access to accounts. If changes are made or new accounts are created, send the login information to your advisor.
- Any content posted on behalf of a club's social media account must be appropriate for a school environment. Club members are to follow all standards of conduct for Cerritos College students, including administrative and board policies.

Options for Publicity

FalConnect

Events: Once student club and organization events are approved via FalConnect, the Office of Student Life and Leadership posts these events on FalConnect for the public to view. The following functions are also available for your events: RSVP, survey, and attendance tracking. Let the Student Activities Coordinator know if your club would like to utilize these tools.

News: Student clubs and organizations are able to post news stories to update FalConnect users on club or organization news, calls for help, events, etc. Only certain officer positions have permission to post news stories to FalConnect.

Talon Marks

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

To place an ad in the Talon Marks newspaper, email talonmarksadvertising@gmail.com. To have Talon Marks cover a club event, email editor@talonmarks.com.

Where People Make a Difference (WPMD)

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

Daily Falcon

Daily Falcon is a newsletter sent to Cerritos College employees every day. To advertise a club activity, advisors can submit a request using this link: Submit Daily Falcon request.

Office of Student Life and Leadership Social Media

Tag us and we will share your post:

- Student Life department Instagram: @FalconStudentLife
- ASCC Instagram: @CerritosStudentGov
- ASCC TikTok: @ascc.studentgov

Apparel & Promotional Items

- All apparel and promotional items must include “Cerritos College” and the student club or organization name, or an Office of Student Life and Leadership-approved club logo instead.
- The club advisor(s) and club members should work together to decide the shirt color and logo placement.

A design or mockup of the apparel must be submitted to the Student Activities Coordinator via email at cdelacruz@cerritos.edu. The Office of Public Relations will review the mockup and either approve the design or suggest changes aligned with Cerritos College branding guidelines. Clubs may proceed with payment once the design is approved.

- Clubs may choose their own vendor. If using a brand-new vendor to the campus, the club must submit a W-9 for the company to ensure timely payment; the W-9 must be submitted to the Office of Student Activities with the invoice or quote to initiate the requisition.
- Vendors will not be paid prior to receipt of all items. All items must be received through the district warehouse; students may not pick up orders directly from vendors. A requisition must be submitted by the club advisor via Spendmap, and the warehouse will not deliver any items without a requisition and Purchase Order number established.

Cerritos College Website

- Clubs and organizations have the option of having a webpage created under the Cerritos.edu domain.
- 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.

Club Logos

- All club logos must be voted on and approved by club members before use for promotion.
- Logos must be uploaded to FalConnect as the “organization image.”
- Logos are required to include “Cerritos College” and the club name.
- Logos must not include inappropriate imagery or language; iterations or alterations of the official Cerritos College or ASCC logos or seals; or illustrations or redesigns of the College mascot.

Office of Student Life and Leadership Supplies and Support for Clubs and Organizations

The Office of Student Life is here to support our student clubs and organizations in your efforts to promote community and growth at Cerritos College. To request an item, complete the Student Life and Leadership Resource and Equipment Request Form. Below is a list of available supplies and support the office provides. Please note these are the only items the Office is able to allow clubs, organizations, and departments to use.

- **A-Frames:** To post posters around campus to promote activities and events. Check with the Office of Student Life for proper posting guidelines. A-Frames placed in unallowed areas will be removed, and the club may lose access to future supplies from the Office.
- **Banner Paper:** Butcher paper in various colors.
- **Button Maker:** Various sizes available. Schedule a time with the Office of Student Life to use the button-making machine, which must remain in the Office at all times. The student club must provide printouts for buttons; the Office does not design them.
- **Cash Boxes:** To hold cash and checks from club and organization fundraisers. Only clubs with fundraisers approved by the Office of Student Life may borrow cash boxes.
- **Chairs (Folding and Lawn):** Only to be used in case facilities has not set out the proper number of chairs before the start of the event.
- **Cotton Candy Machine:** Student clubs and organizations must provide the materials needed; the Office of Student Life does not provide materials.
- **Equipment Lockers:** It is recommended for the club to use their advisor's available office space for storage. If unavailable, clubs can use equipment lockers on a first-come, first-served basis, requested via the Locker Request Form in FalConnect. The Office provides a combination lock and keeps a record of locker assignments and combinations.
- **Lawn Signs:** To post flyers around campus to promote activities and events. Check with the Office of Student Life for proper posting guidelines; signs placed in unallowed areas will be removed and may affect future access to supplies.
- **Popcorn Machine:** Student clubs and organizations must provide the materials needed; the Office does not provide materials.
- **Poster Printing:** The Office can print a limited number of posters for student clubs; schedule a time with the office. A club officer or member must be present to print.
- **Receipt Books:** Only clubs with fundraisers approved by the Office of Student Life may borrow receipt books.
- **Sno Cone Machine:** Student clubs and organizations must provide the materials needed; the Office does not provide materials.
- **Speakers:** AUX cable and power cord are included and must be returned.
- **Spinning Wheel:** Can be used for opportunity drawings or other tabletop activities.
- **Tables (6' Folding):** Only to be used in case facilities has not set out the proper number of tables before the start of the event.
- **ASCC Venmo Instructions:** Only clubs with fundraisers approved by the Office of Student Life and Leadership may utilize the ASCC Venmo.

Student Club & Organization Finances

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

Finance Guidelines and Requirements

All student clubs must abide by the ASCC Financial Guidelines document, available at ASCC Budget & Finance guidelines. This document has detailed information on annual deadlines, the purchasing process, and what documentation is needed for different types of expenditures.

- All expenditures of organizational funds must be approved by club/organization members, and the approval must appear in the minutes of an official meeting.
- All funds received must be presented to the District Business Office for receipt and deposited in the ASCC bank accounts, accompanied by the proper forms detailing the source of the funds.
- All funds must be deposited no later than the first day of business following the collection of such amounts.
- At the time funds are presented to the District Business Office, a receipt will be issued by the person receiving the money.
- Trust account advisors shall establish a satisfactory procedure for collecting receipts. The District Business Office reserves the right to audit trust funds at any time and requires proper control procedures for the receipt of money.
- Receipts shall be issued for all cash collections.
- Off-campus accounts are prohibited. Funds for scholarships can be deposited into the club account with the Cerritos College Foundation; advisors can contact the Foundation office for more information and should copy the advisor on all correspondence between the club officer and the Foundation.
- All deposits must be made in a timely manner. All fundraised funds must be deposited into the club account at the payroll window (for 250 accounts) or the Foundation office on the day the funds were collected. If those offices are closed, funds must be left with the advisor or the Student Activities Coordinator. Under no circumstances should a student take funds home.
- The Office of Student Activities must have the most current advisor's signature on file for the 250 account.

ASCC utilizes Spendmap for all requisitions for 250 and 600 accounts. Club advisors can contact Nikki Jones, Admin Clerk III in Student Life and Leadership, for training on inputting requisitions, at NJones@cerritos.edu.

250 Fundraising Accounts

- To establish a club account on campus, the student club President or designee should complete the 250 Fundraising Account Form. If a student club or organization has not been officially registered with the Office of Student Life and Leadership for three consecutive academic years, the Inter-Club Council shall dissolve the account with the approval of the ASCC Cabinet; dissolved funds are placed into an account for joint club projects.
- Both a student club's 250 and/or 600 account number are viewable in the club settings on FalConnect (Groups > Settings > More > Custom Fields).
- Account balances can be viewed on FalConnect (Groups > Money > Accounting Book). Both the 250 and 600 account balances on FalConnect are based on Requisition Request Form submissions. If your balance seems incorrect, contact the Office of Student Life and Leadership at studentlife@cerritos.edu for the most up-to-date balances.

Spendmap

The Associated Students of Cerritos College (ASCC) utilizes Spendmap for requisitions involving the expenditure of student club and organization funds, including ASCC.

- To expend club funds, the advisor shall submit a requisition using Spendmap. The request must be initiated by the club advisor.
- The Office of Student Life and Leadership is able to provide training and answer questions regarding Spendmap.

For additional information, please refer to the ASCC Financial Code.

Depositing Funds

- Deposits must be made immediately after funds are received. Cash or checks should never be kept overnight by club members.
- Fill out the ASCC deposit form, noting the club's account number (available from the advisor or Student Activities Coordinator if unknown).
- Only cash, checks, or Venmo payments are accepted. ASCC does not have the capability to accept credit cards; the use of Square or similar devices is not allowed due to third-party financial transactions.
- All checks must be made payable to Associated Students of Cerritos College; checks made out to the club's name will not be processed.
- Copies of all checks must be included with the deposit (multiple checks can be on a single page).
- All deposits must be submitted at the payroll window in the administration building. If closed, leave the deposit with the advisor or Student Activities Coordinator.
- Club Treasurer should keep copies of all paperwork in case of discrepancies.
- Under no circumstances should a student take funds home or store them in the club's locker.
- Two officers, or an officer and a club/organization member, must complete the deposit together to ensure accuracy and transparency.
- Once the deposit is completed, the two individuals seal the envelope, initial the seal, and walk the deposit to the payroll window near Admissions and Records.

Venmo and Money Collecting Apps

The Associated Students of Cerritos College (ASCC) has a Venmo business account that student clubs can utilize to collect funds from Office of Student Life and Leadership-approved fundraisers. Clubs with approved fundraisers must complete a Student Club and Organization Fundraisers Venmo Log to ensure funds are transferred to the proper accounts. Unaccounted funds in the Venmo account will be transferred to the Office of Student Life and Leadership, which will determine how to distribute the funding.

All collected funds in the Venmo account are reconciled and reported to the Cerritos College Business Office on the first Monday of the month. Student clubs and organizations may not see the revenue reported in their account balance until the first or second week of the month following the fundraiser.

Raffles and Lotteries

Student clubs and organizations must NOT conduct a raffle, bingo, or casino-night-type activity in which money or something of value is exchanged for a chance to win something (money, goods, services, etc.).

The following are excerpts from the California Penal Code, Part 1, Title 9:

Section 319 — Lottery defined: Any scheme for the disposal or distribution of property by chance, among persons who have paid or promised to pay any valuable consideration for the chance of obtaining such property or a portion of it, upon any agreement, understanding, or expectation that it is to be distributed or disposed of by lot or chance, whether called a lottery, raffle, or gift enterprise, or by whatever name it may be known.

Section 320 — Punishment for drawing lottery: Every person who contrives, prepares, sets up, proposes, or draws any lottery is guilty of a misdemeanor.

It is likewise a misdemeanor to sell tickets for, aid, and advertise lotteries (Sections 321, 322, and 323).

In other words, a prize giveaway is considered an illegal lottery if it contains ALL of the following: (1) a prize, (2) the element of chance, and (3) consideration (payment for a raffle/bingo ticket, etc.). If one of these elements is missing, the giveaway is permissible — for example, drawing tickets given out for free where attendees can win a prize, or someone paying directly for a prize.

Organization Code

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

- Associated Students of Cerritos College Bylaws (see Article VII – Student Clubs/Organizations)
- Associated Students of Cerritos College Financial Guidelines
- Inter-Club Council Constitution

Student Club & Organization Discipline and Handbook Violations

Standards for Student Club and Organization Conduct

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

Student Organization Member Responsibilities

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

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

Application of These Standards

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

Process

1. **Complaint Filed/Incident Reported —** All complaints shall be submitted via the Student Club Incident Report Form. The College, through the Office of Student Life and Leadership, will review all reports of alleged violations of the Student Club and Organization Guide.

2. **Notice to Student Club or Organization —** If a complaint or reported incident warrants further review, the Student Activities Coordinator, or designee, will provide notice to the president and advisor(s) of the student club or organization, including a description of the alleged violation(s), a description of applicable policies, a statement of potential sanctions/responsive actions, and a requirement for the president or advisor to contact the Student Activities Coordinator within ten business days to schedule a meeting. Failure to make contact within ten business days constitutes a waiver of the club's ability to respond, and the process proceeds as if the club has not responded.

The Student Activities Coordinator and/or designee will meet with the president and advisor of the student club or organization to discuss the allegations, and may interview the reporting party, persons alleged to have violated the policies, witnesses, the advisor, and other persons having knowledge.

3. **Finding —** The Student Activities Coordinator or designee will make a recommendation of either “Not Responsible” (insufficient evidence, by the preponderance-of-evidence standard, for a finding of responsibility) or “Responsible” (sufficient evidence, by the preponderance-of-evidence standard, for a finding of responsibility).

4. If the student club or organization is found responsible for the alleged misconduct, sanctions will be issued against the student club or organization.

Sanctions

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

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

Appeals

All appeals must be submitted to the Dean of Student Services no more than 7 days after the official sanction has been sent in writing to the student club or organization.