GWC
CAMPUS
LIFE

GOLDEN WEST COLLEGE

Student Clubs & Organizations Handbook

Student Clubs & Organizations Handbook

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Chapter 1: Introduction

Dear Club Leaders and Advisors,

Campus Life wants you to be the most successful student leader you can be! We have prepared this **Student Club & Organization Handbook** to introduce you to the Associated Students of Golden West College (ASGWC), Inter-Club Council (ICC) and the campus resources, policies, and procedures which impact your Student Club or Organization. This handbook has been designed for Student Club and Organization officers, members, and advisors.

Student Clubs & Organizations at Golden West College

Student Clubs and Organizations are a vital part of Golden West College. Clubs and organizations are an extension of the classroom learning experience. Students are encouraged to organize and participate in clubs that reflect their interests. Clubs and organizations serve the following functions and purposes:

- Enriching educational opportunities by allowing students who have special interests to advance their knowledge in these fields through activities, events, and programs.
- Hosting events that involve the community to make this truly a "community college."
- Learning to work with people from all backgrounds.
- Helping students broaden their views of life by presenting different points of view.
- Developing leadership skills and working collaboratively with others in a group setting.
- Preparing students to serve as responsible leaders in a global society.

Club Membership – GWC Enrollment Status

In order to join a GWC Student Club or Organization, you must be enrolled at Golden West College. There is no unit minimum to meet this enrollment requirement – you may be a full-time, part-time, non-credit, or dual-enrollment student.

In order to serve as a club officer and/or hold a leadership position within a Student Club or Organization, you must be enrolled in at least 5 units at Golden West College. The 5-unit requirement is set forth in California Education Code, and applies to both any existing clubs, as well as any student who would like to start or establish a new club.

Benefits of Student Clubs & Organizations

In addition to the leadership opportunities offered by Student Clubs and Organizations, officially recognized clubs and organizations include the following benefits:

- Use of "Golden West College," "ASGWC," "ICC," and/or "Campus Life" name and branding for approved events, activities, and programs.
- Assistance from Campus Life in supporting your events and activities.
- Use of campus facilities and equipment.
- Establishment of a club account with the Bursar's Office.
- Club Storage: There is limited storage available for club supplies in the Campus Life Work Room and associated facilities, and is available on a first-come, first-served basis each academic year.
- Computer, internet, and printer access in Campus Life.
- Participation in Campus Life activities, events, programs, conferences, and field trips.
- 100 Black & White flyers per semester. Additional flyers at 10 cents per flyer.
- 100 Color flyers per semester. Additional flyers at 25 cents per flyer.
- Large format color printing (e.g., posters, banners, etc.) through GWC's Print Shop.
- Up to $500 (based on availability of funds) in Inter-Club Council co-sponsorship per semester.
- Additional ASGWC funding for Student Clubs & Organizations per year (amount varies annually based on ASGWC budget allocations).
- Access to office supplies, including blue painter's tape, staples, paper, and markers.

We look forward to supporting all Student Clubs & Organizations in this leadership journey!

Best,

Therese Grande
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Chapter 2: Campus Life, Clubs, and ASGWC

Before creating a new club or assuming a leadership role in an existing club, it's important to understand how clubs are governed at GWC.

Campus Life

The Campus Life team at GWC consists of four full-time employees: the Director of Student Life & Leadership, who oversees the entire Campus Life office and directly supervisees the other three team members; the Student Leadership Coordinator, who oversees the Student Government (ASGWC) and leadership programs within Campus Life; the Student Life & Leadership Specialists, who oversees the Student Club and Organization program within Campus Life; and the Student Activities Assistant, who provides support and assistance for all programs and initiatives within Campus Life.
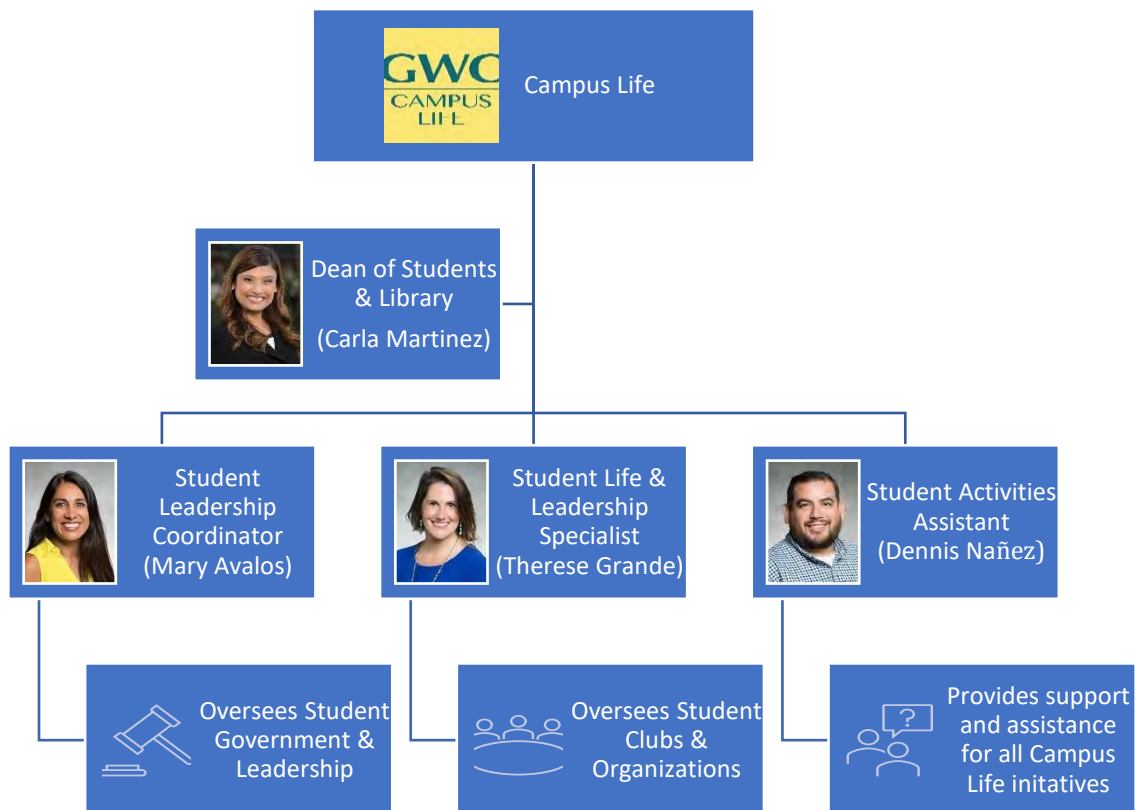
In addition to these four full-time staff members, our Campus Life team often includes graduate assistants (typically enrolled in a Master's degree program with a focus on Higher Education, Student Affairs, or Counseling), as well as student assistants who are enrolled at GWC.

ASGWC

At Golden West College, the student body is assembled and organized by the Associated Students of Golden West College (ASGWC). ASGWC is comprised of five entities: the Executive Student Council, the Student Senate, Standing Committees, Student Commissions, and the Inter-Club Council.

The presiding body of the Associated Students of Golden West College is the Executive Student Council, which consists of nine currently GWC students who are elected or appointed by the student body. Each spring, elections are held for the following Executive Student Council Positions:

1. President
2. Executive Vice President
3. Vice President of College Life
4. Vice President of Club Affairs
5. Vice President of Financial Affairs
6. Vice President of Public Relations
7. Vice President of Student Advocacy
8. Vice President of Sustainability

Once elected, students in the above positions serve a term of one academic year, which starts on the Monday after the current spring semester concludes and runs through the last day of the following spring semester. In addition to the above elected positions, the Executive Student Council also consists of an Executive Secretary, who is appointed by the Executive Student Council at the beginning of their term.

Student Clubs and Organizations Policies and Procedures

Inter-Club Council, as an entity of ASGWC, is governed by the **ASGWC Constitution**, **Bylaws**, and **Standing Rules**. As a subset of the Inter-Club Council, many of the rules and regulations which apply to Student Clubs and Organizations are found in the AGWC Governing Documents (such as the ASGWC Finance Code, which all Student Clubs and Organizations are subject to). The ASGWC Governing Documents are developed, updated, and maintained by the ASGWC Executive Student Council.

However, the way in which these policies are applied and administered (for example, forms for requesting funds or hosting events on campus, the Student Club and Organization Handbook, etc.) are developed, updated, and maintained by the Campus Life office.

Chapter 3: Club Approval & Club Status

For any club or organization to be officially recognized by the Inter-Club Council, it must receive approval from Campus Life and meet all requirements established by the California Education Code. This chapter will walk you through the steps of official club recognition for both new and continuing clubs.

New Clubs

Before you begin the process of forming a new club or organization, we encourage you to research and review existing clubs and organizations. These clubs and organizations have been formed to meet a variety of social, cultural, political, recreational, and religious interests. You may find an existing club that already meets your needs. If the club that you'd like to start already exists in a similar organization, Campus Life and ICC will encourage you to join that club, rather than create competition for members and resources. For a list of current Student Clubs and Organizations at GWC, please visit the Campus Life webpage.

If the club that you'd like to start does not already exist, you can create your own club by following three simple steps, outlined below.

Please note: Per California Education Code, you must be enrolled in at least 5 units at Golden West College to serve as a Club Officer and start your own club or organization.

Club Start-Up Steps
1. Fill out the Campus Life New Club Application, which is available online. This form will ask you to identify your club purpose, as well as collect your contact information.
    - **Club Start-Up Tip**: If you're having trouble clearly identifying or summarizing your club purpose, the Club Startup Worksheet in the Appendix B of this Handbook may be a useful tool.

2. Recruit at least four other students, for a minimum total of five club members. Club members must be enrolled in a minimum of 5 units at Golden West College. Students maybe be full time, part time, or non-credit students. Clubs must be open to

all students but may have a higher membership threshold if chartered by an external organization.

- ➢ **Recruitment Tip 1**: Many students find success using the GWC App to find and recruit new club members. For example, you can post on the Student Feed explaining the purpose of your club, and then request than any interested students send you a Direct Message with their name, email address, and student ID number (you'll need this info for the club roster) for your club recruitment list.

- ➢ **Recruitment Tip 2**: Campus Life and ICC host the Club Expo at the beginning of each Fall and Spring semester. Students who are in the process of creating a new club can participate and host a recruitment booth, even if they haven't been approved by ICC yet.

3. Identify a Club Advisor. Advisors may be full-time or part-time GWC faculty members, full-time GWC classified professionals, or any GWC manager or administrator.

- ➢ **Advisor Tip 1**: Is there a faculty member or employee on campus that you have already enjoyed working with or been mentored by? Many students find their advisors through these pre-existing relationships.

- ➢ **Advisor Tip 2**: If you don't already have an advisor in mind (this is often the case especially for our new students who may just be getting started at GWC), that's okay! The New Club Application asks if you have already identified an advisor. For students who are still seeking an advisor, Campus Life can help find an eligible GWC employee who would be a good fit.

Club Approval/Ratification
Once you have completed all 3 steps above, your club is considered a "Developing Club" and will appear on the next eligible ICC Agenda. You are not considered an "Active Club" until your group has been approved/ratified at an ICC Meeting.

The Vice President of Club Affairs and the ICC Advisor will send you an email at least 3 business days in advance notifying you of the ICC Meeting Date. A representative from the club (ex: you, another club member, or your club advisor) must be present at the meeting in order for ICC to take action on your club approval.

For more information on ICC Meetings, please see the Inter-Club Council section of this Handbook.

- ➢ **Club Approval Tip**: When recruiting your initial members, make sure that at least one individual can attend ICC meetings on a regular basis. This person can then

serve as your official ICC Representative, which is an officer position that we require in all clubs. The ICC Meeting dates and times are set by the Vice President of Club Affairs. You can find the list of meeting dates/times online. The schedule is typically published the week before each Fall and Spring semester.

Club Constitution

Congratulations – your club has officially been approved! You now have 30 days from your ICC Approval date to submit your **Club Constitution** to the Campus Life office. The Constitution is an important document that outlines the structure of your club (including the formal leadership positions available and how decisions such as club officers, budget allocations, etc.) will be decided within your group.

This document will also be passed on to the future leaders of your club, so that they don't have to start from scratch every year. With that in mind, your Club Constitution is an important transition document for your group.

➢ **Constitution Tip 1**: Need help getting started? Revisit your Club Startup Worksheet – there are some questions on that document about the structure of your club. There is also a Constitution Template available on our website.

➢ **Constitution Tip 2**: Drafting and approving your Club Constitution is a great topic for your first few meetings (both for your Executive Board/Officer Meetings, and your general Club Meetings).

➢ **Constitution Tip 3**: Some clubs need longer than 30 days to submit their Constitution, and Campus Life is happy to offer you an extension of the 30-day deadline. Just make sure that you communicate this need to the Vice President of Club Affairs and the ICC Advisor.

➢ **Constitution Tip 4**: The ICC Advisor is also available to come to your Executive Board/Officer Meetings and/or your general Club Meetings to facilitate a Club Constitution workshop if your group needs additional help.

Club Roster

The second document that you must submit to the Campus Life office once ICC officially approves your club is your **Club Roster**. This document helps us make sure that we can communicate with your club leaders and members and is how your officers will receive important information (such as ICC Meeting Agendas and Minutes, information about Club Expo, etc.). Your Club Roster is due **one week** after your ICC Approval date.

➢ **Club Roster Tip 1**: Use the Club Roster template from our website.

➢ **Club Roster Tip 2**: It's okay if you don't have all your officers elected/appointed when you first submit your roster to Campus Life one week after your ICC Approval date.

You can always submit an updated roster any time after this initial deadline! However, make sure that your **Club President** and **ICC Representative** are included on this initial roster, so that we can communicate dates and deadlines with your club.

Active/Continuing Clubs

If your club was active within the two previous academic years (four academic semesters), there is no need to fill out the New Club Application. Instead, the following deadlines apply.

Club Roster

Active Clubs must submit their Club Roster to the Campus Life office **at least one week before the first ICC meeting of the semester**. You can find the list of meeting dates/times online. The schedule is typically published the week before each Fall and Spring semester.

➢ **Club Roster Tip 1**: Use the Club Roster template from our website.

➢ **Club Roster Tip 2**: It's okay if you don't have all your officers elected/appointed when you first submit your roster to Campus Life. You can always submit an updated roster any time after this initial deadline! However, make sure that your **Club President** and **ICC Representative** are included on this initial roster, so that we can communicate dates and deadlines with your club.

Club Constitution

Active Clubs already have a Constitution on file with the Campus Life office, so you don't need to submit your Constitution each year. However, if you make any changes to your Constitution, you must submit your updated Constitution to Campus Life **one week after your group has approved your revised Constitution.**

➢ **Constitution Tip 1**: Campus Life recommends that all Clubs review their Constitution on an annual basis, so that your group's structure and decision-making processes are current and up-to-date.

➢ **Constitution Tip 2**: If you are a newly elected Club President and did not receive a copy of your Club's Constitution from the Past President, reach out to the ICC Advisor, as your group's Constitution should be on file in our office.

➢ **Constitution Tip 3**: If your club's Constitution is not on file with Campus Life, our office will work with you to create a new Constitution. Please see the New Club Constitution section of this Handbook for additional tips.

Good Standing

Whether your club is brand new or continuing, there are some important requirements that all clubs must follow to maintain active status.

Club Paperwork
All GWC clubs are required to submit a Club Roster to Campus Life each semester. New Clubs must also submit a Club Constitution within 30-days of being approved/ratified at ICC.

Club Meetings
All GWC clubs are required to hold regular Club Meetings at a minimum of once per month. You may, of course, meet more often – many of our largest and most active clubs find that they are most successful with weekly or biweekly (every other week) meetings. For more information about hosting club meetings, please see the Club Meeting section of this Handbook.

Additionally, your Club Meeting information must be on file with the Campus Life office. This allows us to update your meeting information on our website and the GWC App so that other students can find your organization. To submit your Club Meeting information to our office, fill out the **Campus Life Event Application**.

For more information about these forms, please see the Club Meeting & Events section of this handbook.

ICC Meetings
Each club is required to send a Representative to ICC Meetings. The ICC Meeting dates and times are set by the Vice President of Club Affairs. You can find the list of meeting dates/times online. The schedule is typically published the week before each Fall and Spring semester.

If your club misses two consecutive ICC meetings (two meetings in a row) or more than half of the ICC meetings in an academic semester, your club may be placed on Inactive Clubs.

For more information on ICC Meetings, please see the Inter-Club Council section of this Handbook.

Inactive Clubs
Campus Life reserves the right to place a GWC Club on Inactive Status if any of the following apply:

1. A club is absent for two consecutive ICC Meetings
2. A club is absent for more than half of the ICC meetings in a given semester.
3. A club's membership drops below five members.
4. A club loses their advisor(s).
5. A club violates policies set forth by the Coast Community College District, Golden West College, or the Campus Life office.

Inactive clubs will be denied privileges to funding from ICC, ASGWC, and the Campus Life Office, and may not vote in ICC Meetings. Restoring a club from Inactive to Active status will

be at the discretion of the VP of Club Affairs, the ICC Advisor(s), and the Campus Life Office, based on the circumstances of the club's Inactive status.

Dormant Clubs

A club that is Inactive for a period of more than two academic years (four academic semesters, excluding summer/winter intercession) will be considered Dormant. After the second academic year, any funds remaining in the Dormant Club's individual account will be transferred to the Inter-Club Council account.

Dormant Clubs must follow the New Club procedures to be recognized as an official GWC Club.

Chapter 4: Inter-Club Council

All clubs and student organizations at GWC are governed by the Inter-Club Council (ICC). In addition to approving New Clubs, ICC grants co-sponsorship money to clubs, makes recommendations to ASGWC/Campus Life on behalf of all clubs, and plays an important role in coordinating events for all GWC clubs, such as Club Expo.

ICC Meetings
ICC Meetings are chaired by the Vice President of Club Affairs, who is a member of the ASGWC Executive Council. Meetings are held every other week during the Fall and Spring semester. Historically, ICC Meetings have been held on Tuesday afternoons and the first ICC Meeting of the semester is typically held during the third week of the Fall Semester and the second week of the Spring Semester.

However, because ICC is chaired by an ASGWC student leader, the meeting schedule is based on their class schedule. You can find the list of meeting dates/times online. The schedule is typically published the week before each Fall and Spring semester.

ICC Membership
Each club is required to have an ICC Representative as one of their club officers who attends ICC Meetings and votes on behalf of your club. Additionally, your ICC Rep serves as a liaison between ICC and your club; they should provide a report at all of your club meetings on what happened at the most recent ICC Meeting(s).

Some clubs have co-ICC Representatives or send both an ICC Representative and an Alternate ICC Representative to each meeting (in case the ICC Representative is absent). Campus Life encourages this practice (the more, the merrier!), but every club has only one vote at ICC, even if there are multiple representatives present.

Club votes must be cast by students; club advisors are not voting members of ICC.

Quorum and Attendance
Per ASGWC Standing Rules, for ICC to conduct business, a majority of all Active Clubs must be present. If, for example, there are 30 Active Clubs on campus, ICC cannot conduct any business at a meeting (i.e., vote on new clubs, grant co-sponsorship, or act on any other agenda items) unless at least 16 clubs (50% of Active Clubs + 1) are present.

This makes sure that any decisions made on behalf of ICC are representative of a larger majority and prevents a small number of clubs from having a disproportionate influence on the club program at GWC. **This is also why it's so important for your club's ICC Representative to attend each meeting.** If fewer than 51% of Active Clubs are present, all clubs are negatively impacted – your New Club may not be approved, or your Active Club may have to postpone an event because ICC couldn't allocate co-sponsorship funds to your organization.

ICC Leadership

In addition to the Vice President of Club Affairs, who serves as the Chair of ICC, ICC has the following leadership positions:

Vice Chair/Secretary

The Vice Chair/Secretary assumes Chair responsibilities (i.e., leads the ICC Meeting) if the Chair is absent. Additionally, the Vice Chair/Secretary is responsible for recording the ICC Meeting Minutes and attendance.

Treasurer

The Treasurer maintains accounting records of all ICC funding. In the event that the Vice Chair leads the meeting, the Treasurer will record ICC Meeting Minutes and attendance.

Both positions are elected at the first ICC meeting of the academic year. All ICC Representatives are eligible to run for these leadership positions. An ICC Rep may only hold one ICC leadership position at a time. If either the ICC Vice Chair/Secretary or ICC Treasurer position is vacant at any point during the year, an election may be held at the next ICC Meeting.

ICC Agendas

All clubs are welcome and encouraged to submit items for discussion or action at ICC Meetings. Since ICC is subject to the [Ralph M. Brown Act](#), all ICC Agendas must be published and posted at least 72-hours before the ICC Meeting takes place. This means that clubs must complete the **ICC Co-Sponsorship Request** or **ICC Agenda Item Request** form *at least one week before the scheduled ICC Meeting*. Since the Brown Act is a piece of legislation outside of our purview, Campus Life and the VP of Club Affairs cannot grant any exceptions to this deadline

ICC Co-Sponsorship Request

Does your club want to request money from ICC? Submit an [ICC Co-Sponsorship Request](#). This form should only be used to request ICC Co-Sponsorship. Any other item that your club would like ICC to request should use the ICC Agenda Item Request form.

ICC Agenda Item Request

Any student may submit an [ICC Agenda Item Request](#) for review and consideration by the Vice President of Club Affairs. Agenda item requests may be submitted for a variety of

reasons, including to discuss or receive approval to host on-campus events or off-campus field trips or receive approval for ICC Co-Sponsorship. Additionally, if there is an issue or concern that impacts Student Clubs or the larger GWC student body, any student may submit an ICC Agenda Item request. For example, if a club would like the ICC to make an official recommendation to the ASGWC Executive Student Council or to pass an ICC resolution on behalf of all Student Clubs and Organizations, the appropriate course of action would be to submit an agenda item for ICC review, discussion, and action.

Roberts Rules of Orders / Parliamentary Procedure

When conducting ICC business and moving through the ICC Agenda, ICC uses the most recent edition of Robert's Rules of Order, Newly Revised. This means that the ICC Chair will call on clubs to make motions, second motions, and cast official votes.

> ➢ **Roberts Rules Tip 1**: Campus Life hosts an ICC Orientation at the beginning of each Fall and Spring semester so that ICC Reps can learn how to use parliamentary procedure during ICC Meetings. While these Orientations are geared towards newly elected/appointed ICC Reps, returning ICC Reps are more than welcome to attend!

> ➢ **Roberts Rules Tip 2**: If your club is approved later in the semester, or your ICC Representative wasn't elected/appointed when our Orientations were held, the ICC Advisor is happy to meet individually with your club's ICC Rep to go over the content of the ICC Orientation.

Chapter 5: Club Expo

Club Expo is ICC's signature event, hosted every Fall and Spring semester. Club Expo provides each student group an opportunity to showcase their club or organization to the larger GWC student body and to recruit new and returning students to join your membership.

Event Date & Location
Club Expo is traditionally held around the fourth week of the semester (in mid-September for the Fall semester and late February for the Spring semester) to allow new and returning clubs enough time to plan for the event. The exact date and time varies from semester to semester, based on both the academic calendar and the guidance of the Club Expo planning task force.

Club Expo is usually held outdoors (barring any inclement weather) in a prominent location on campus (such as the Student Services Center North Patio, at the intersection of "Main Street" and the Student Union; or the GWC Quad). The Campus Life team provides each club with one canopy, one table, and two chairs to use for the event.

Club Participation/Attendance
In addition to the opportunity to showcase their club, Club Expo also provides clubs with the chance to participate in friendly inter-club competition throughout the event as an opportunity to earn club stipends. Past Club Expos, for example, have included booth decorating contests, carnival-style games, and participation stipends for all clubs who attend. The specific club incentives for each Club Expo event are determined by the Club Expo planning task force.

All active clubs, including new interest groups seeking official club activation, are eligible to participate in Club Expo. E-mail notifications are sent at the start of each academic term (fall/spring) from the ICC and Campus Life inviting clubs to register for the event.

All active and developing clubs are pre-approved to spend $50 from the Student Clubs & Organization account on decorations, promotional items, pre-packaged or store-bought food/beverages, and pre-wrapped candy or snacks. As a reminder, gift cards and homemade food/baked goods are never permitted as club expenses.

Student Participation/Attendance

To encourage student attendance and participation, the Campus Life team will assist ICC and club leaders in securing free catered food and desserts, live or recorded music, activities, door prizes and/or giveaways, and GWC swag for student attendees.

Club Expo Planning Task Force

If you are interested in planning, implementing, and evaluating the next Club Expo, please join the student-led Club Expo Task Force, which is chaired each term by the Vice President of Club Affairs in preparation for the next Club Expo. The Fall Club Expo is planned each summer (May-August) and the Spring Club Expo is planned each fall (October-January).

To volunteer for this leadership opportunity, please contact the Vice President of Club Affairs or the Inter-Club Council Advisor.

Chapter 6: Club Meetings & Events

Club Meetings
All clubs are required to hold regular Club Meetings at a minimum of once per month. You may, of course, meet more often – many of our largest and most active clubs find that they are most successful with weekly or biweekly (every other week) meetings.

Scheduling Your Club Meeting
When scheduling your Club Meeting, please consider the following factors: (a) the availability of your active club membership, (b) the availability of your Club Advisor, (c) the availability of new club members, and (d) the availability of on-campus space.

Club meetings may be held in-person on the Golden West College campus, or online via Zoom. **To meet the monthly minimum club meeting requirement, your meeting must be scheduled through the Campus Life office**. This allows us to update your meeting information on our website and the GWC App so that other students can find your organization.

- To schedule your club meeting (whether it is in-person, online, or hybrid), use the **Campus Life Event Application**. **This form must be submitted at least two weeks in advance.**

  - ➢ **On-Campus Meeting Tip:** On-Campus rooms are scheduled on a first-come, first-served basis. Submitting your Event Application as far in advance as possible will increase the likelihood of securing a specific room request.

COVID-19 Vaccine Mandate & Testing Protocol
For the Spring 2022 semester, the CCCD Covid-19 vaccination mandate and testing protocol adopted on August 24, 2021 applies to GWC student clubs and organizations who would like to host in-person club meetings or events. Please refer to the Spring 2022 On-Campus Meetings & Events Protocol found in **Appendix E** of this handbook.

Club Events & Field Trips
While clubs are required to host at least one meeting per month to stay active, there is no minimum event requirement for GWC clubs. However, most of our student clubs and

organizations find that planning and hosting club events is one of the best ways to make a positive impact on the GWC student body.

The amount of time and assistance you'll need from Campus Life will vary greatly depending on your event. Here are some key factors to consider when planning: event size, target audience (internal to the GWC community only vs. open to outside guests), location, catering and entertainment needs, event advertising and publicity.

Due to the amount of variance in events & field-trips, the majority of club events will require a planning meeting with the ICC Club Advisor. Your first step in planning a club event is to submit the **Campus Life Event Application.** Once your application has been submitted, the ICC advisor will reach out to your club to schedule an event planning meeting, if necessary. (Clubs are also welcome and encouraged to reach out to the ICC Advisor to set up an event planning meeting prior to completing the Event Application if they anticipate needing help or assistance in submitting the application.)

Club Field Trip & Event Deadlines
While specific deadlines for purchasing and event logistics will vary from event to event, the below chart provides general examples of how much lead time clubs should allow for when planning events.

DESCRIPTION	DEADLINE
Space reservation (no setup/minimal set up)	2 weeks in advance
Space reservation (comprehensive setup)	3-4 weeks in advance; be mindful of busy times of year (Ex: end of year events)
Food/Catering – Cafeteria or Delivery	2-4 weeks in advance, depending on event scope/size
Food/Catering – Outside company serving on campus	4-6 weeks in advance (if paid after event); 6-8 weeks in advance if paid at event *Any non-cafeteria vendor requires insurance & proof of Food Handler's Permit*
Paid entertainment (DJ, Guest Speaker, Film Rights)	2-4 weeks in advance (if paid after event); 6-8 weeks in advance if paid at event
District Transportation	4 weeks in advance
Off-Campus Events (without District Transportation)	2 weeks in advance *All off-campus events require roster & VAP/Waiver forms*

➢ **Event & Field Trip Tip 1:** Just like Club Meeting requests, rooms and campus/district resources for Club Events are reserved on a first-come, first-served basis. Submitting your Event Application as far in advance as possible will increase the likelihood of a successful event.

➢ **Event & Field Trip Tip 2:** If your club anticipates hosting events on a regular basis, or your club members would like extra leadership development in event planning, the ICC Advisor can facilitate an Event Planning workshop for your club. Reach out to the ICC Advisor to schedule your workshop.

The Role of Your Club Advisor

The Club Advisor serves a crucial role, and will provide advice, guidance, and mentorship to your Club Officers and members. To conduct official club business, the club must ensure their Club Advisor is present for the duration of the meeting or event. Official business is defined as:

1. Electing or appointing club officers.
2. Establishing or amending your club constitution or other governing documents.
3. Allocating club funds.
4. Promoting a concern or opinion on behalf of the club on any social media platform (including the GWC App), and/or endorsing or supporting any proposed resolution or statement on behalf of the club.

The Club Advisor must be present for all club meetings and events. If a Club Advisor is unable to attend your regular club meetings, your club should identify a day and time for meetings when the Club Advisor can attend. When planning both club meetings and club events outside of regularly scheduled club meetings, it is the responsibility of the club to work with your advisor's schedule **prior** to submitting an Event Application.

If your Club Advisor cannot attend an individual meeting or event, it is the Club Advisor's responsibility to identify a Club Advisor "Designee" to attend your club meeting or event. The Club Advisor can ask another Club Advisor to substitute, or they can ask a Campus Life team member to serve as an Interim Club Advisor.

During club meetings, the Club Advisor is responsible for providing advice and guidance on club matters. The Club Advisor may assist with the planning and facilitation of club meetings; however, the Club Advisor is not a voting member of the club, nor may they make decisions on behalf of the club.

If a Club Advisor believes an alleged violation of policy has occurred within the club or by a club member(s), they should notify Campus Life immediately and submit an Incident Report. Moreover, if a Club Advisor believes their club has taken adverse action against a student or group of students, they should notify Campus Life immediately and submit an Incident Report.

Chapter 7: Resolutions

Overview

A resolution is a way for a Student Club or Organization to take action on a particular issue, or to document a group's position on a specific issue. Here are some examples of when your club may want to write and approve a resolution on behalf of your organization:

- To honor or recognize an individual or another organization

- To give support or convey the voice of your club on an initiative or issue

- To recommend or request action by an external group

- To start or document a conversation about an initiative or issue.

Resolutions are two-part documents which contain the following sections.

Background / Whereas Clauses

The first section of your Resolution will contain "Whereas" clauses – statements which describe the context or provide background for the action that will be taken. When writing these statements, you should start from a general perspective before narrowing to more specific information related to the issue.

For example:

WHEREAS plastic straws are distributed by a number of dining locations on the campus of [College/University Name];

WHEREAS plastic straws cannot be recycled and the continued use of plastic straws is unsustainable; and

WHEREAS metal, bamboo, paper, or reusable straws are more sustainable alternatives to plastics straws; therefore...

Action / Resolved Clauses

The second section of your Resolution will contain clauses that take action to address the problem or issue at hand. These statements typically begin with, "Be It Resolved." A good tip is to consider the "who, what, when, where, why, and how" of your action steps and document these in your Resolved clauses. From time to time, clauses in this section of your Resolution may clarify or qualify that the actions within your Resolution are constrained or limited by external policies or reasons.

For example:

BE IT RESOLVED the [Student Club or Organization Name] recommends the immediate prohibition and removal of all plastic straws from the campus of [College/University Name]; further

BE IT RESOLVED the [Student Club or Organization Name] encourages a campus partnership with Simply Straws to arrange an alternative straw solution; further

UNDERSTANDING a proposed ban on plastic straws may not apply to corporate dining companies that currently conduct business on the campus of [College/University Name] based on the contractual obligations of each; further

BE IT RESOLVED the [Student Club or Organization Name] asks that any new corporate dining services entering into agreement with [College/University Name] be strongly urged to observe the plastic straw ban; and further

BE IT RESOLVED the [Student Club or Organization Name] looks forward to continued partnership with campus dining services to explore sustainable solutions for food materials and containers.

Calling Others to Act & Collaboration

It's important to keep in mind that your Student Club or Organization is not able to *require* another group or entity at GWC to act; this should be reflected in your Resolved clauses, so make sure to choose appropriate language. A final tip in drafting Resolutions is to "extend a hand" or invite other groups/stakeholders to work with you to resolve the problem at hand (as indicated in the sample Action clauses above.

Passing a Resolution

Like your Club Constitution, a club Resolution is an official document on behalf of your organization. In order to draft and enact Resolutions, your Constitution must specify the threshold by which a Resolution receives approval in your club or organization (for example: a simple majority, a 2/3s majority, a 3/4s majority, unanimous decision, etc.).

Once your club has voted to pass a Resolution, a copy of the Resolution must be provided to

Campus Life. In the event that a club or multiple clubs would like for Inter-Club Council to draft and approve a Resolution on behalf of all clubs at GWC, an ICC Agenda Item request must be submitted on behalf of the interested party or parties.

Resolution Writing Resources

For more technical guidance on Resolution writing, please see the guidance provided by the Student Senate for California Community Colleges in **Appendix C** of this handbook. If your club anticipates drafting and passing Resolutions on a regular basis, or your club members would like extra leadership development in this area, the ICC Advisor can facilitate a Resolution Writing workshop for your club. Reach out to the ICC Advisor to schedule your workshop.

NOTE: The sample Resolution text included above is adapted with permission from South Dakota State University Student's Association. The Resolution Writing and General Advice provided in Appendix C is a product of the Student Senate for California Community Colleges, and is included with permission.

Chapter 8: Club Funding

All Student Clubs & Organizations have access to three funding sources:

Individual Club Account

Each club will have a club account established with the Bursar's office after they have been ratified by the ICC. New clubs will receive a $100 stipend for startup. All clubs must manage their funds through the Bursar's Office and may not use outside financial institutions for club business. Each club is responsible for overseeing their own club account. Clubs must adhere to all ASGWC Governing Documents, Campus Life policies and procedures, College and District policies, and California Education Code regarding financial matters.

Individual club accounts roll over from year to year, until the club enters Dormant Status. So, if your individual club account has a balance of $150 at the end of the spring semester, these funds will remain intact in your individual club account for the following academic year.

Clubs may grow their individual accounts through club dues, fundraising, and club stipends/awards from ICC, ASGWC, or Campus Life.

To request funding from this account, clubs must schedule an appointment with the Student Life & Leadership Specialist/Inter-Club Council Advisor.

ICC Co-Sponsorship

Clubs may request co-sponsorship from the ICC for on-campus events and activities, off-campus conferences or field trips, or club supplies and materials. The club must be on Active Status and have voting rights at ICC in order to request ICC Co-Sponsorship.

Clubs may request up to $500 in ICC Co-Sponsorship per club per semester (i.e., $500 during the Fall semester, and $500 during the Spring semester). ICC is not active during the Winter Intercession or Summer Session, and therefore ICC Co-Sponsorship is not available during these terms.

In the Spring semester, from March 1st onwards, club may request an additional Co-Sponsorship as follows:

a. If more than 30% of the ICC budget is unspent/unallocated, clubs may request an additional $250 in Co-Sponsorship funds.

b. Once the ICC budget has reached less than 10% of its original allocation, the $500 cap per semester per club will once again be in effect.

A representative from the originating club will be required to present the funding request once the item has been placed on an ICC meeting agenda. If a representative from the club is not in attendance at the ICC meeting, the co-sponsorship request may be tabled until the next meeting.

> ➢ **ICC Co-Sponsorship Tip 1**: Submitting an ICC Co-Sponsorship request does not guarantee that a club will receive funds. All ICC Co-Sponsorship requests are subject to a vote of approval from ICC. Requests for Co-Sponsorship are placed on the ICC Agenda on a first-come, first-served basis.

> ➢ **ICC Co-Sponsorship Tip 2**: ICC Funds do not roll-over from year to year. The amount of money allocated to ICC at the beginning of each academic year is determined during the annual ASGWC budget allocation. Any unused ICC funds at the end of the academic year are returned to ASGWC.

To request funding from this account, clubs must fill out the ICC Co-Sponsorship Request form.

Student Clubs and Organizations Account

In addition to your Individual Club account and ICC Co-Sponsorship, all clubs receive an annual allocation of funds from the Student Clubs and Organization Account. Unlike the ICC Co-Sponsorship, request for funds from the Student Clubs and Organization account do not require ICC approval.

The amount of funding varies from year to year, based on 1) the amount of money allocated to the Student Clubs and Organizations account during the annual ASGWC budget allocation and 2) the number of Active Clubs during that academic year.

For example, if the Student Clubs and Organization account receives an allocation of $10,000 for the academic year and there are 25 Active Clubs, all clubs may receive an equal allocation of $300 per club (25 clubs x $300 = $7,500. The remaining $2,500 will be placed in reserves so that new clubs established later in the year may also receive funds). Because the allotment varies each year, the annual allocation for each academic year will be announced at the first ICC Meeting each Fall semester.

> ➢ **Student Clubs & Organization Account Tip**: Like ICC Funds, the funds in the Student Clubs & Organization Account do not roll-over from year to year.

The amount of money allocated to this account at the beginning of each academic year is determined during the annual ASGWC budget allocation. Any unused funds in the Student Clubs & Organization account at the end of the academic year are returned to ASGWC.

To request funding from this account, clubs must schedule an appointment with the Student Life & Leadership Specialist/Inter-Club Council Advisor.

Club Funding Sources

SOURCE	AMOUNT	GUARANTEED	ANNUAL ROLL OVER	PROCESS
Individual Club Account	Varies - $100 when club is first started, and clubs can grow that account through stipends, fundraisers, and dues	Yes	Yes	Appointment with ICC Advisor
ICC Co-Sponsorship	Clubs can request $500 per semester	No – Subject to availability & ICC voting	No	ICC Co-Sponsorship Request Form
Student Clubs & Organizations Account	Amount varies per year (includes $100 per club for Fall & Spring Club Expo; $50 per club per semester)	Yes	No	Appointment with ICC Advisor

Allowable and Prohibited Expenses
The rules and regulations regarding GWC Student Club & Organizational funds are governed by the Finance Code set forth in the ASGWC Bylaws, California Education Code, and the California Fiscal Crisis and Management Assistance Team (FCMAT) ASB Accounting Manual. The following chart provides a brief overview of allowable and prohibited club expenses.

Allowable Expenditures	Prohibited Expenditures
- Events - Student Attendance at Approved Off-Campus Events - Dinners and Awards Banquets - Club Supplies - Membership Fees & Dues - Contracts - Consultants/Independent Contractors - Legal Council	- Donations - Salaries or supplies that are the responsibility of CCCD or GWC - Repair and maintenance of district-owned facilities and equipment - Articles for the personal use of college employees - Expenses for faculty meetings - Large awards (exceeding $100 in value)

• Web Design and Maintenance • Advertising • Student and Staff Awards (not to exceed $100 in cost or value per person per item) • Contest Awards (not to exceed $100 in cost or value per item per person) • Door Prizes • Promotional Items	• Gifts of any kinds • Employee Appreciation Meals • Employee Clothing/Attire • Cash Awards or Gift Cards • Tobacco • Alcohol • Narcotics • Firearms or Weapons • Knives, Guns, etc. • Explosive or Hazardous Materials

For a comprehensive, detailed list of allowable and prohibited expenses, please refer to the ASGWC Finance Code provided in Appendix B.

Accessing Club Funds

Whenever possible, the Campus Life office advises that clubs utilize campus resources (purchase orders, the Campus Life purchasing card, etc.) to access club funds so that club members and advisors don't need to spend personal funds while waiting for a reimbursement from a club funding source.

For example, at the beginning of each academic year, Campus Life establishes open purchase orders with the GWC Bookstore, GWC Food Services, Smart & Final, and other vendors frequently used by ASGWC and our Student Clubs & Organizations.

For this reason, the process to use club funds is initiated by a meeting with the Student Life & Leadership Specialist / ICC Advisor. Based on your event and funding needs, our office will identify the best way to complete your purchase.

Club Reimbursements

With the exception of Club Expo, all requests for a club member or advisor to be reimbursed using club funds **must be pre-approved in writing via the Campus Life office before the purchase is made**. When submitting a reimbursement request, please submit the following information in an email to the Student Life & Leadership Specialist / ICC Club Advisor:

- Email Subject: Club Funding Reimbursement Request
- Name of Student Club/Organization
- Name of Individual (First & Last Name) Who Will Be Reimbursed
- GWC Student ID or Employee Number
- Source of Funds (Individual Club Account, ICC Co-Sponsorship, or Student Clubs & Organizations Account)
- Total Amount of Reimbursement (Note – the amount requested is the maximum you can be reimbursed for. For example, if you request approval for $60 and your receipt is for

$75 because the items cost more than anticipated, your reimbursement will be limited to $60)

- Description and Number of Items (Example: 5 Costco Pizzas at $9.95 each)

Please allow at least two business days for your written request to be approved. To process your reimbursement request, an itemized receipt documenting your purchase must be submitted to the Campus Life office.

Tracking Club Funds

The primary role of the ICC Treasurer is to track and update expenditures from the three funding sources described above. Clubs can find information about their account balances on the Campus Life website, using the "Club Accounts" link from the "Club" menu on the left-hand sidebar.

Chapter 9: Additional Club Resources

In addition to the financial resources outlined in the previous chapter, being an approved Student Club or Organization on campus grants your club access to the following resources.

Campus Life Kitchen & Work Room Supplies

The Campus Life office has a kitchen with a refrigerator/freezer, microwave, and portable freezer that you can utilize for your events and programs. This is especially useful if you have items you need to store temporarily. If, for example, you are on campus for class first thing in the morning and have a club meeting or event later in the afternoon that will require perishable items, you can store your items until later in the day. Our portable freezer is especially popular for handing out ice-cream on warm days!

Please be advised that our fridge and freezer are cleaned out weekly, so any items that are left behind will be disposed of or donated to The Stand (if unopened and unexpired).

Our office also has a Work Room, equipped with large, open tables, a PC computer with internet access (so that you can utilize Canva or other free web-based marketing platforms), and a large poster printer that prints 24" x 36" posters. In the Work Room, you'll also notice dozens of containers of supplies and decorations, as well as games, concession machines (i.e., cotton candy and popcorn) that your club may borrow from our office.

You can find a full list of available items online. If you would like to borrow or use any of these supplies or materials, please email the ICC Advisor.

Golden West College App

The GWC App is another resource available to clubs. Once your club has been approved/ratified at ICC, a community network for your group will be created on the GWC App, similar to a specific group on Facebook. Students will be able to find and join this network under the "Student Clubs" tile.

If your club wants to maximize your presence on the GWC App, club officers/advisors may attend an GWC App Administrator training. Individuals who have completed the training are granted access to create content and events in the GWC App on behalf of the club, which will provide more exposure for your organization. To schedule a training session, email the ICC Advisor.
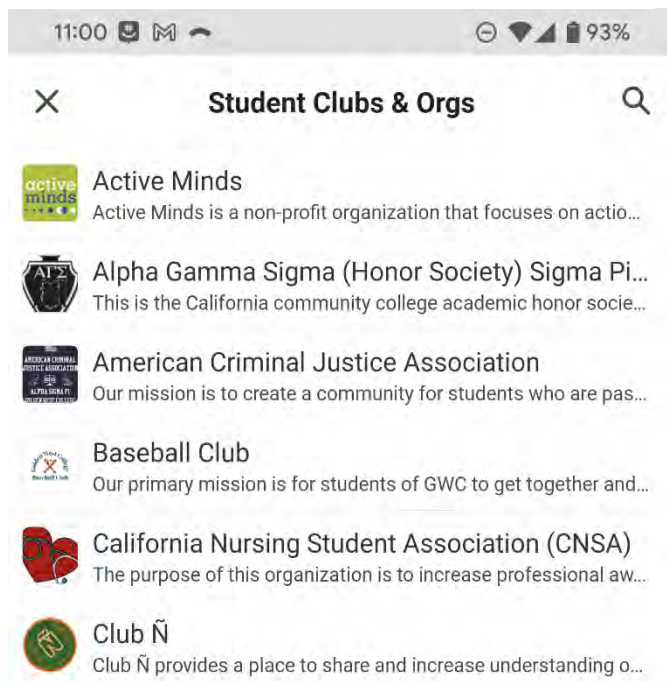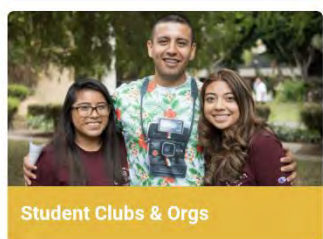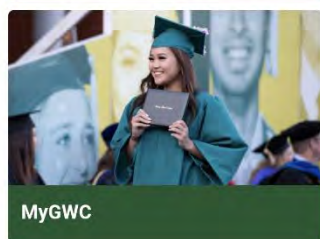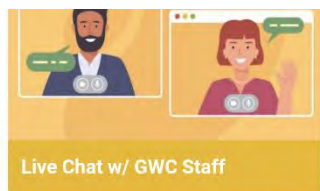
Office Hours

Both the ICC Advisor and the Vice President of Club Affairs host weekly office hours to support Student Clubs and Organizations. During these office hours, any club leader, member, or advisor may stop by without an appointment to receive assistance. The Office Hours schedule changes each semester, and is posted online: ICC Advisor Office Hours Schedule; Vice President of Club Affairs Office Hours Schedule.

Chapter 10: Collection of Kindness

The Collection of Kindness is a tradition of giving sponsored by ASGWC. The concept is simple: If each person performs one act of kindness, our students can have an incredible impact on the GWC community.

Each month during the academic year, Campus Life collects donated items as listed below. As an incentive for Student Clubs & Organizations to participate, ICC offers stipends each month for 1st Place ($60), 2nd Place ($40), and 3rd ($20) Place.

Donations may be dropped off anytime to the Campus Life office during our office operating hours. The winners of each month's club stipends are announced at the first ICC meeting of the following month (ex: September winners are announced at the first ICC meeting of October).

Monthly Donation Schedule

September: Unopened travel-sized products including shampoo and conditioner, hand soap, face and body wash, shaving supplies, oral hygiene products, laundry detergent, and dish soap. Donations will be given to both campus and local organizations.

October: Non-perishable dried goods and canned food items such as pasta, rice, cereal, dried beans, vegetables, meats, and fruits. Donations will be given to the GWC food pantry, The Stand, to be distributed to students in need.

November: Toys for EOPS/CARE students on-campus. Toys should be new and unwrapped so that they can be distributed by age group. Suggestions include board games, action figures and dolls, electronic games, sporting goods, books, and arts/crafts activities.

December: Winter clothing for local community members. New and gently used blankets, jackets, coats, scarves, hats, gloves, and mittens. All sizes (children and adults) are welcome. Gently used items should be clean and free of holes. Donations will be given to a local Orange County shelter.

February: Non-perishable dried goods and canned food items such as pasta, rice, cereal, dried beans, vegetables, meats, and fruits. Donations will be given to the GWC food pantry, The Stand, to be distributed to students in need.

March: Unopened travel-sized products including shampoo and conditioner, hand soap, face and body wash, shaving supplies, oral hygiene products, laundry detergent, and dish soap. Donations will be given to both campus and local organizations.

April: Non-perishable dried goods and canned food items such as pasta, rice, cereal, dried beans, vegetables, meats, and fruits. Donations will be given to the GWC food pantry, The Stand, to be distributed to students in need.

May: School supplies such as spiral notebooks, pens, pencils, erasers, sharpeners, colored pencils, glue sticks, highlighters, staplers, staples, scissors, sticky note pads, three ring binders, lined paper, construction paper, pocket folders, dividers, rulers, etc. Donations will be given to both campus and local organizations.

Chapter 11: End-of-the-Year Club Awards

At the end of each Spring semester, the Campus Life hosts an End-of-the-Year recognition event to recognize individuals and clubs that have gone above and beyond the call of duty. The ICC is responsible for overseeing the following Club Awards, listed below.

The nomination timeline and voting process will be announced and discussed at ICC no later than March 15th of each year.

> ➢ **Club Awards Tip**: While the nomination and award timeline isn't finalized until the spring semester, your club can get a head start by keeping track of club and/or individual accomplishments throughout the year. It's a good idea to keep a running log of events that your club hosted, ASGWC, ICC, and/or Campus Life events that your club participated in, and any notable achievements or accomplishments on behalf of your entire club or individual club members. Including these details from the entire year will enhance the nominations that your club submits in March/April.

Individual Awards

Rising Star Award: The GWC Club Rising Star Award is designed to recognize and celebrate a first-year Golden West College club member who has made significant contributions to their specific club or student organization. One award is presented at the end of each academic year and decided on by the Inter-Club Council.

Legacy Award: The GWC Club Legacy Award is designed to recognize and celebrate an individual Golden West College club officer and/or club member who has made an impact on the Golden West College community.

Club Advisor of the Year: The Advisor of the Year award is designed to recognize and celebrate Golden West College club advisors who provide extraordinary service and value to clubs, organizations, and student life. One award is presented at the end of each academic year and decided on by the Inter-Club Council.

Organizational Awards

New Club of the Year: The GWC New Club of the Year Award is designed to recognize and celebrate a club that has been recently formed at Golden West College. The club or organization must have no more than 4 active semesters (2 academic years) to be considered.

Most Creative Club of the Year: The Most Creative Club of the Year is designed to recognize and celebrate a club that has shown tremendous creativity and originality in "thinking outside the box." One award is presented at the end of each academic year and decided on by the Inter-Club Council.

Club of the Year: The Club of the Year award recognizes an organization that has advanced the mission of GWC by fostering growth in service, leadership, and/or care. Through their programs and services, the recipient of this award has enhanced the student experience not only of their members but of the student body at large. This organization has exemplified the GWC ideals as outlined in the mission statement while providing opportunities for others to become involved and grow as leaders.

Appendix A: Glossary and Acronyms

Below is a list of common terms and acronyms that you may encounter throughout this handbook, on ICC Agendas, or when working as a club leader, member, or advisor at GWC. This list is always evolving, so you if you encounter a term or acronym that you would like added, please reach out and let us know.

TERM/ACRONYM	DEFINITION	IMPORTANT NOTES
Active Club	Any GWC Club active within the two previous academic years (four academic semesters) and in Good Standing, as outlined in this handbook.	
ADA Accommodation	American with Disabilities Act Accommodation	
AP	Administrative Procedure	
AP 5500	Student Code of Conduct	
AP 5910	Sexual Misconduct (Title IX Policies and Procedures)	
ASGWC	Associated Students of Golden West College (Student Government)	
BP	Board Policy	
C.A.R.E.	Cooperative Agencies Resources for Education	Program for single parents that is part of EOPS
CCC	California Community Colleges	
CCCCO	California Community College Chancellor's Office	
CCCD	Coast Community College District	
CSC	College Services Charge	Optional student fee ($20 fall/spring, $12 summer) funds ASGWC and campus departments, programs, and services
Dormant Club	A club that is Inactive for a period of more than two academic years (four academic semesters,	After the second academic year, any funds remaining in the Dormant Club's individual account will be transferred to the Inter-Club

	excluding summer/winter intercession) will be considered Dormant.	Council account. Dormant Clubs must follow the New Club procedures to be recognized as an official GWC Club.
DSC	District Student Council	
EOPS	Extended Opportunity Programs and Services	
FERPA	Family Educational Rights and Privacy Act	Confidentially and Access to Student Education Records
GWC	Golden West College	
GWC App	The GWC Mobile App is a GWC-specific platform that allows students and employees to interact with one another, and allows students to integrate the app with Canvas courses.	For more information on the GWC App, including links to download to your device, visit the GWC Website.
ICC	Inter-Club Council	All clubs and student organizations at GWC are governed by the Inter-Club Council (ICC). In addition to approving New Clubs, ICC grants co-sponsorship money to clubs, makes recommendations to ASGWC/Campus Life on behalf of all clubs, and plays an important role in coordinating events for all GWC clubs, such as Club Expo.
Inactive Club	A club that has been Active within the two previous academic years (four academic semesters), but has met one or more of the criteria outlined in the Inactive Club section of this handbook	Inactive Clubs are denied privileges to funding from ICC, ASGWC, and the Campus Life Office, and may not vote in ICC Meetings. Restoring a club from Inactive to Active status will be at the discretion of the VP of Club Affairs, the ICC Advisor(s), and the Campus Life Office, based on the circumstances of the club's Inactive status.
Inter-Club Council Advisor / Student Life & Leadership Specialist	The Student Life & Leadership Specialist is a full-time Classified Professional in the Campus Life Office. One of the primary job duties of this role is to advise ICC and oversee the Student Club & Organizations program at GWC. Throughout this handbook, the titles are used interchangeably.	Therese Grande, the current Student Life & Leadership Specialist / ICC Advisor can be contacted at tgrande@gwc.cccd.edu or at (714) 892-7711, x. 55199.
LRC	Learning Resources Center	The building on campus that houses the Academic Success Center and the Library.
NextUp/Guardian Scholars	Foster Youth Support Programs	Support program for foster youth that is under the EOPS Programs and Services

Campus Life Event Application; Event Application	Form used by Campus Life to schedule and request resources for both regular club meetings and club events. This form is used for all of the following: on-campus meetings/events; off-campus meetings/events; online meetings/events; and hybrid meetings/events	
Primo Nosh	Current on-campus food service/catering vendor at GWC	
Ralph M. Brown Act	Requires local government business to be conducted at open and public meetings, and for meeting agendas to be finalized and distributed 72-hours in advance	ICC is a Brown Act group, so requests for Club Approval/Ratification, ICC Co-Sponsorship, or ICC Meeting Discussion items must be submitted at least one week in advance of the meeting.
Robert's Rules of Order	The most widely used manual of parliamentary procedure in the United States	
SRF	Student Representation Fee	Optional student fee ($2 fall/spring). $1 goes to the Student Senate for California Community Colleges and $1 stays at GWC to fund advocacy efforts
SSC	Student Services Center	
SSCCC	Student Senate for California Community Colleges	Student leaders are invited to attend an annual General Assembly and apply to scholarships
SUB	Student Union Building	
Vice President of Club Affairs	Current GWC Student elected or appointed by the study body for a term of one academic year. The VP of Club Affairs chairs all ICC Meetings and Taskforces, and serves as a liaison between Student Clubs and Organizations and the ASGWC Executive Council.	While the individual contact information for the VP of Club Affairs changes each academic year, the current ASGWC VP of Club Affair always has access to the asgwcclubaffairs@cccd.edu email address.

Appendix B: Club Start Up Worksheet

When creating a new club, some students have a very clear and defined idea of what the purpose of the club will be and what they'd like the club to accomplish. Other students might have the seeds of an idea but may need some assistance thinking through the club's mission and purpose. If you're struggling to define or describe your club, the following questions are a good place to start.

Club Startup Worksheet

Club Purpose
- How do you define your club?
- What are your proposed goals?
- What do you hope to accomplish?
- How will you serve the students and/or community?
- Who will be your advisor?
- If your organization is an academic interest group, is there an academic department with which you can or will be affiliated?
- What makes your club unique?

Club Membership
- Are there other people you already know who want to join?
- How will you recruit other members?
- How will you convince them to join?
- What will this group have to offer that is unique or different from existing clubs?

Club Structure
- Will this be a formal, long-term group or are you forming to work on a particular, one-time only issue and/or activity?
- What officers will you have? How will they be selected and for how long?
- How often will you meet?
- When will you meet?

Appendix C: Student Senate for California Community Colleges Resolution Guide

RESOLUTION WRITING AND GENERAL ADVICE

STUDENT SENATE FOR CALIFORNIA COMMUNITY COLLEGES

RESOLUTION WRITING

Since the resolution process guides the work of the Student Senate, care should be taken in developing the resolutions. The following are some guidelines for resolutions, as well as recommendations for proper resolution writing. When in doubt, consult with the Rules and Resolutions Committee Chair.

THE BASICS

Four is the Limit
Resolutions cannot contain more than four "whereas" or more than four "resolved" statements.

Models
You may benefit from reading some past examples of resolutions for ideas about structuring and phrasing your resolution.

Resolution Title
Be sure that the title of the resolution accurately reflects the content of the resolution.

Citing Legislation
Cite the dates on stated legislation or regulations included in the resolution, i.e. AB 1504 (2019)

Word Choice
Judiciously use words such as "any," "every," "all," "never," "none," or other qualifiers that make sweeping generalizations.

Facts
Resolutions are best received when the focus is on facts versus rhetoric.

THE DETAILS

Professionalism

Avoid personal attacks or insults of any person or group, even subtle ones. No matter how justified the statement or how offensive the target, such attacks will almost inevitably draw opposition from some members of the voting body.

Reality Check

Be certain that the action is possible for the Senate to accomplish. Some qualifying or alternative terms, such as "work with [other body] to ensure" may help to produce a more realistic resolution.

Avoid Lumping

Limit yourself to one reason in support of or in defense of your resolution per "whereas" statement. Lumping too much into one statement causes confusion and is likely to provoke calls for revision.

Only Senate Action

Remember that resolutions can only direct the Student Senate to take action. The Student Senate does not have the authority to direct or require action from any other group or individual, including local senates.

Do Your Homework

It is possible that a resolution already exists for the position you wish to take. Please review the existing resolutions from the website first so that duplication can be avoided.

Make the Point

Be as direct and to the point as possible. Cleverness that makes a resolution less clear will likely cause that resolution to be defeated, amended, or referred.

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THE WORDING

The wording of a Student Senate resolution is an important matter that can sometimes prove tricky or confusing. A resolution with controversial, unclear, or offensive wording can lead to prolonged debate on the session floor and can ultimately cause a resolution to be delayed and rejected, even when its ideas are worth approving. In order to help resolution writers, avoid such frustrating experiences, the Resolutions Committee offers the following advice in order to help you avoid wording and issues that have raised objections in the past:

Recommend

If using the word "recommend" within your resolution, be very clear and cautious about what you are recommending and to whom. Make certain that any recommendation is directed to a specific body with authority over the issue in question and make certain that the Student Senate has standing to make such a recommendation.

Assert/Affirm

Implies that the Senate is taking a specific position on an issue, and these terms have often been used in resolutions relating to matters on which the Senate has not yet researched and developed a clear position. Be cautious about what stand you ask the Senate as a statewide body to take without proper discussion and foundation.

Support

Directions to support local senates, other organizations, documents, and more, are acceptable as desired actions of the Senate. It is worth noting that the Student Senate does not have the wherewithal to financially support individuals or organizations, but resolutions may direct the Senate to support funding from the state or other source for colleges, programs, etc.

Ensure/Require

If using this term, be certain that the Senate has the power to fulfill the goal of your resolution. The Senate may not have the power to ensure many outcomes, especially on its own. In many cases, better phrasing might ask the Senate to work in cooperation with another group to ensure or to accomplish the outcome.

Reaffirm

Make certain that such a reaffirmation is indeed necessary rather than repetitious. In general, reaffirming previous positions is discouraged due to the conflict that will arise if the body votes it down.

Work with

When directing the Senate to work with another official body, be certain that the body in question has appropriate involvement in or authority regarding the issue at hand. Often, the action "work with" is followed by another direction to accomplish something. Consider which is more important to the intent of your resolution: that the Senate work with another group or that the action is accomplished? Then word your resolution in the manner that best emphasizes the goal you most wish to accomplish.

THE OTHER VERBS

Urge	Research	Develop
Distribute	Oppose	Publish
Survey	Encourage	Conclude
Adopt	Request	Form
Express	Communicate	Recognize

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Appendix D: ASGWC Finance Code

All Student Clubs and Organization accounts (including individual club accounts and the Inter-Club Council account) are governed by the ASGWC Finance Code. Below is Section 3 of the ASGWC Bylaws, which are maintained by the ASGWC Executive Secretary. The entirety of the Bylaws can be found [online](#).

Section 3. FINANCE CODE

I. Purpose

1. This Finance Code is established to define those policies and procedures fordeveloping, approving, and expending of all monies under the control of theASGWC and its related organizations.
2. This code shall comply with all applicable District, County, and State regulationsand requirements.

II. Allowable and Prohibited Expenses

A. Allowable expenditures

1. Allowable expenditures of ASGWC funds shall be directly linked to the students'benefit and must be outside of what has been provided by the Districts general funding sources in the past. ASGWC funds may be used for the following expenses:
   - a. Events
     − Speaker/performance fees
     − Travel and meal expenses for club and/or contracted speakers and performers
     − Food and non-alcoholic beverages
     − Rental equipment
     − Rental fees
     − Marketing materials
     − Promotional items
     − Supplies
     − Decorations
     − T-shirts
     − Novelty acts
     − Door prizes, contest awards, etc. (not to exceed $100.00 per item)
   - b. Student Attendance at District Approved Off-Campus Events

- Registration fees for conferences, trainings, retreats, field trips, etc.
- Lodging
- Transportation (air, rental car, charter bus, etc.)
- Mileage reimbursement for field trip supervisors
- Meals
- Parking fees
- Entry fees (museum, exhibit, amusement park admission, etc.)
- Expenses for chaperone(s) (registration, transportation, lodging, meals, etc.)
- Approved overtime for chaperones (pre-approval from the area manager and club is required prior to the trip)
- Team building activities (ropes course, bowling, dinners, etc.)

c. Dinners and Awards Banquets
- Awards for Golden West College students and/or employees (plaques, trophies, paperweights, pen sets, etc.) not to exceed $100.00 per item
- Certificates
- Programs
- Food and non-alcoholic beverages
- Rental fees
- Rental equipment
- Speaker/performance fees
- Supplies
- Decorations
- Transportation

d. Club Supplies
- Apparel
- Promotional items (lanyards, water bottles, etc.)
- Office supplies (pens, paper, tape, stapler, calculator, etc.)
- Marketing materials (brochures, postcards, fliers, etc.)
- Software
- Display cases
- Bulletin Boards
- Picture Boards
- Picture frames
- DVDs and CDs
- File cabinets
- Materials and resources (books, pamphlets, kits, manuals, etc.)
- Games (chess, scrabble, dominoes, etc.)

e. Equipment
- Recreational equipment (ping-pong table, video games, basketballs, etc.)
- Digital displays
- Laptops
- Computers

   − Electronics (digital cameras, camcorders, iPods, etc.)
   − Televisions
   − DVD players
   − LCD projector
   − Sound system
   − Printers
   − Office furniture
   − Copy machine
   − Fax machine
   − Scanner
  f. Academic Scholarships for Current and Transferring Students
  g. Membership Fees and Dues for National Associations
  i. This excludes personal members fees.
  h. Contracts
  i. Consultant/Independent Contractor
  j. Legal Council
  k. Web Design and Maintenance
  l. Advertising
   − Newspaper
   − Social networking sites
   − Magazines

B. Usage of ASGWC Funds for Student and Staff Awards

 1. The ASGWC, ICC, and clubs/organizations may use ASGWC funds to provide service and leadership awards for Golden West College students and employees whose actions exhibit superior accomplishment or merit an award in accordance with Education Code 44015. These awards are subject to administrative approval.

 Examples include:
  − Plaques
  − Trophies
  − Certificates
  − Medals
  − Pins
  − Pen sets
  − Scholarships
  − Gift certificates
  − Flowers
  − Candy
  a. Individuals shall not receive cash awards.

 2. Awards for Golden West College students
  a. A sub-committee or selection committee may be formed for the purpose ofselecting award recipients.
  b. The club/organization shall establish criteria for determining the selectionprocesses for distributing awards.

c. The criteria shall be approved by the club/organization and stated in the meetingminutes.
d. The budget for the cost of the award shall be approved by theclub/organization and stated in the meeting minutes.
e. Award recipients shall be selected using the pre-approved criteria and process.
f. The stated criteria and selection procedures shall be filed in the Student Life andLeadership Office prior to the granting of the award.
   i. The statement shall include: the name of the club/organization, nameof the award, number of recipients, description award type (plaque, key chain, pen set, etc.), eligibility requirements, and the selection process.
g. Awards shall not exceed $100.00 in cost or value per person per item.

3. Awards for Golden West College employees
a. Clubs may choose to provide the club advisor(s) and/or a college employee withan award for their service and leadership in supporting the efforts of the club.
b. Awards shall not exceed $100.00 in cost or value per person per item.
c. The granting of the award shall be approved by the club/organization and statedin the meeting minutes.
d. The budget for the cost of the award shall be approved by the club/organizationand stated in the meeting minutes.

4. Contest Awards
a. Student clubs/organizations may use ASGWC funds to purchase awards forcontest winners of games, competitions, etc. open to the student body. Participation in contest shall be limited to currently enrolled Golden West College students. Examples include:
   − Trophy
   − Plaque
   − Gift certificate
   − Medal
   − Certificates
   − Privileges
   − Scholarship
   − T-shirt
b. The award shall not exceed $100.00 in cost per item per person.
c. Contest winners shall not receive cash prizes.
d. The criteria for receiving the award shall be approved by the club/organizationand stated in the club minutes.

5. Door Prizes
a. A door prize is defined as a prize awarded to the holder of a winning ticketpassed out at the entrance to an event.
b. Event organizers may choose to distribute tickets at no-cost events and eventswhere an entrance fee is charged.

c. All event attendees shall receive no more than one (1) ticket. Attendees shall notreceive more tickets if they elect to pay additional fees.
d. If an entrance fee is charged, the cost of the entrance fee shall not include the costof the prize.
e. The cost of the door prize purchased using ASGWC funds shall not exceed $100.00 per person.

C.   **Prohibited Expenses**

1. ASGWC funds may not be used on the following expenses:
   a. Donations
      i. ASGWC Funds are raised to benefit the club and/or for activities in thestudents' interest. Providing donations to a nonprofit organization, student, or family in need is considered a gift of public funds and is not allowed.
      ii. However, a club/organization may collaborate with a nonprofitorganization to raise funds to support a charity and/or cause.
      iii. All promotional materials shall clearly state the purpose of the fundraiser and list the name of the organization(s) that will benefitfrom the fundraiser.
      iv. All donations shall be received directly by the other organization.
      v. Funds shall not be deposited in ASGWC accounts.
   b. Salaries or supplies that are the responsibility of the College or District
   c. Repair and maintenance of district-owned facilities and equipment
   d. Articles for the personal use of college employees
   e. Expenses for faculty meetings
   f. Large awards
   g. Gifts of any kind
      i. ASGWC funds may not be used to purchase items recognizing lifetransition events (birthdays, weddings, bridal showers, graduation,funerals, etc.).
      ii. ASGWC funds may not be used to purchase items that will be donatedto an individual or organization and "gifts of hospitality." This includes but is not limited to:
         − Flowers/plants
         − Toys
         − Greeting cards
         − Meals
         − Birthday cakes
         − Gift baskets
         − Apparel (clothes, shoes, coats, etc.)
         − Vouchers (meals, books, graduation gowns, etc.)
         − Bus passes

           iii. Promotional items (lanyards, wrist bands, water bottles, T-shirts, etc.)provided to promote a club/organization or event shall not be considered gifts.
      h. Employee Appreciation Meals
      i. Employee Clothing/Attire
      j. Cash Awards
      k. Tobacco
      l. Alcohol
      m. Narcotics
      n. Firearms or Weapons
         i. Knives, guns, etc.
      o. Explosive or Hazardous Materials

III. Budgets

A. Operation and Purpose

1. The financial operation of the ASGWC shall be administered under a budgetsystem.
2. The purpose of the annual budget is to provide a guideline for financing theASGWC program of activities and services.

B. Limitation on Budgeted Funds

1. Funds shall not be expended for an activity or items not specifically provided forin the itemized budget of that activity.
2. Exception to this rule can be made only with the approval of the ExecutiveStudent Council.
3. Clubs and organizations may ask the ASGWC to co-sponsor a proposed activity.
   a. If the ASGWC contributes total funding, then all profits would be realized by theASGWC going back into the account from which funds were disbursed.
   b. If the funding is shared then profits would be distributed proportionally.
4. The advisor of each budget account shall be charged with the supervision andadherence to the rules and regulations governing the approved budget.
5. Any portion of a budget account remaining unexpended at the end of the fiscal year shall not carry over to the next fiscal year, but be transferred to the CouncilProjects Account. This does not apply to non-budgeted accounts.
6. For any calendared or non-calendared event sponsored by the ASGWC, a setamount shall be determined by the Executive Student Council.

IV. Accounts

A. Enterprise Accounts

1. Enterprise accounts are the income accounts from which the ASGWC derives thefunds to support their activities.

B. Budget Accounts

1. Budget accounts are the expense accounts to fund the annual activity programsponsored by the ASGWC.

C. Club Accounts
   1. A club account is an account carried for a school organization and its use is limited to the activities of that organization.
   2. The ASGWC shall carry a balance in cash or in liquid assets to cover all club accounts.
D. Reserve/Surplus Accounts
   1. The reserve account shall be established in the budget by setting aside no less than one (1) percent of the total estimated income for the next fiscal year.
   2. The funds shall be used only for unexpected emergencies as may be deemed by the Executive Student Council as valid contingent expenditures.
E. Designated Fund Balance
   1. An account will be established for the deposit of any portion of a budget allocation remaining unexpended at the end of the fiscal year, as well as income in excess of the established estimate.
F. Contingency Account
   1. When organizations or teams qualify for extended competition as a result of excellence in their planned season performance, additional funds will be available to them to pay necessary expenses.
G. Dormant Club Accounts
   1. Any club or organization account remaining inactive for two (2) full calendar years shall be transferred to the account titled Inter-Club Council.
H. Student Representation Fee Account
   1. As stated in Ed. Code 76060.5 (b), funds in this account, "shall be expended to provide support for governmental affairs representatives of local [ASDC officers] or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government."
   2. The account may also be used for "any purpose related to representing the views of students with governmental bodies, including: traveling to and from conferences sponsored by student organization where legislative matters will be discussed, to purchase computer equipment needed to conduct legislative research, to subscribe to legislative publication, and/or to pay for any other expense reasonably necessary to effectuate student representation activities."
I. College Service Fee Account
   1. Funds from the College Service Fee shall be used to support student life programs and services including Associated Students of Golden West College expenses, student clubs and organizations, and activities coordinated through the Student
   Life and Leadership Office. Fiscal services shall make quarterly account transfers from the Student Activity Fee into the Operating Budget.

V. Accounting

All accounting shall be done by the campus Fiscal Services Office

A. Designated Fund Balance

1. The ASGWC fund balance represents the amount of cash the ASGWC has inreserves.
2. The Executive Student Council may approve to use a portion of the fund balance To support special projects, investments, loans, etc. in accordance with EducationCode 76064 and CCCD Fiscal-Board Policies and Procedures.
3. The ASGWC shall maintain a minimum of $300,000.00 in cash reserve funds foremergency operating funds.

B. Deposit

1. All ASGWC monies will be deposited with the campus Fiscal Services Office.
2. All monies collected from ASGWC affairs must be substantiated by prenumberedreceipts, or other audible records.
3. No part of the expense of any event may be paid from the money collected, butmust be paid for in the manner described under Purchase Order.
4. All ASGWC, student club, and trust funds collected from any sources whatsoevershall be deposited immediately with the Fiscal Services Office.
5. If the Fiscal Services Office is not open, all monies must be deposited by 5:00p.m. the first business day following the event.
6. The Fiscal Services Office shall issue receipts for all monies received.

C. Expenditures

1. The ASGWC President, the Vice President of Financial Affairs or designee shallexercise supervision over all expenditures of the ASGWC and student organizations.
2. Before any movement of ASGWC funds can occur, the ASGWC President or designee must sign off on the appropriate purchase order or transaction in additionto what is written to Education Code Section 76063.
3. All checks shall be signed according to campus fiscal policies.
4. Budget funds of the ASGWC shall only be withdrawn by check, Purchase Order,or transfer of funds. This is done by fully completing a purchase order request, signed by the advisor, and approved by the designated Executive Student CouncilOfficer or designee. In the absence of the Advisor, emergency requisitions may be executed according to campus fiscal procedures.
5. No order obligating the ASGWC may be placed with any firm or individual without a Purchase Order, secured in advance, by a properly executed PurchaseOrder Request.
6. Persons advancing personal funds for ASGWC purposes do so at their own riskand may not be reimbursed.
7. Any proposal requiring the spending of monies over $5,000.00 out of the Designated Fund Balance shall be held for a minimum of one (1) week for reviewand consideration by the Council. In addition, the ASGWC Vice President of Financial Affairs shall call a special session of the Finance

Commission in order to present the proposal for the Commission's review. The recommendation of theFinance Commission shall be presented to the Executive Student Council before any action is taken on a proposal.

8. In case of an emergency where the designated Executive Student Council Officeror designee is unable to sign the purchase orders, any ASGWC Council member can sign with approval from the ASGWC Advisor(s).

D. Co-Sponsorship

1. The Executive Student Council should set a maximum amount each year that maybe allocated for ASGWC co-sponsored events.
2. All clubs/organizations/departments interested in co-sponsorship shall fill out a co-sponsorship request at least two (2) weeks in advance to be placed on theExecutive Student Council agenda.
3. ASGWC co-sponsored events must be open and accessible to ALL students.22
4. If the event is in another language, such as Vietnamese or Spanish, a translation must be provided in English. In addition, a Sign Language Interpretermust be provided if appropriate for the event.
5. No event may receive funding from both Inter-Club Council and ASGWC.
6. Once co-sponsorship is approved, all event planning and coordination mustinclude the ASGWC Vice President of Activities or designee.
7. Proper acknowledgements must be given to all parties co-sponsoring theevent and must appear on all forms of publicity.
8. All receipts must be turned in within five (5) days of the event.
9. All nonperishable items purchased with ASGWC monies must be returned toASGWC.
10. Individual clubs shall not be eligible for pre-budgeted funds from the ASGWCbudget.

E. Fundraising and Related Events

1. Student fundraising events are to be approved by the College in advance.
2. Fundraising drives sponsored by organizations not affiliated with the college mustbe approved in advance by the College.

F. ASGWC College Service Charge

1. The cost and duration of the College Service Fee shall be recommended by theExecutive Student Council for approval by the Board of Trustees.

VI. Records

A. Monthly Reporting

1. The Vice President of Financial Affairs shall be responsible for presenting amonthly report to the Student Government.
2. Each calendar month, the current financial data of the ASGWC shall be compiledin a Finance Report by the campus Fiscal Services Office and presented to the Vice President of Financial Affairs.

B. Annual Reporting

1. An annual audit of all ASGWC accounts, club accounts, and trust accounts shall be made by a certified public accounting firm employed by the Coast

Community College District.

VII. Contracts and Concessions

   A. Contracts

      1. Contracts for entertainers, facilities, speakers, etc., must be signed by theASGWC Advisor(s) or designee.

      2. All contracts must be made out in triplicate; one (1) copy shall remain with the Advisor, one (1) copy shall remain in the Office of Student Life and Leadership,and one (1) copy shall be filed with the campus Fiscal Services Office.

      3. Payments on contracts must be initiated by the regular purchase order procedurethrough the office of the ASGWC Advisor(s).

   B. Concessions

      1. No concessions shall be granted or contracted by ASGWC for the sale ofmerchandise on school premises without the approval of the College.

   C. Tickets

      1. In advance of any function involving the sale of tickets, tags, cards, etc., the advisor responsible shall obtain, from Administrative Services, instructions as tothe ordering, printing, numbering, issuing, and accounting for all such tickets, tags, cards, and etc.

Council Approval: December 05, 2017
Last Revision approved by Executive Student Council February 5, 2021

Appendix E: On-Campus Meetings & Event Protocol – Spring 2022

Due to the Coast Community College District's Covid Vaccine Mandate and Testing Protocol, the following policies and protocols currently apply to all in-person, on-campus meetings and events hosted by GWC Student Clubs and Organizations.

These policies were first published and distributed on February 28th, 2022 and will remain in effect until the CCCD Vaccine Mandate and Testing Protocol is altered or lifted by the CCCD Board of Trustees. Changes or revisions to the policy will be maintained in this Appendix.

GWC Student Clubs & Organizations
On-Campus Meetings & Events Protocol Spring 2022

- *How soon can my Student Club or Organization begin meeting on campus?*
  Clubs may begin hosting in-person club meetings and events beginning the week of **Monday, March 7th, 2022.**

- *How does the Coast Community College District's vaccine mandate apply to my Student Club or Organization?*
  Per the [Coast Community College District's COVID-19 vaccination mandate and testing protocol](#) adopted on August 24, 2021, all students who plan to attend club meetings and events at Golden West College must be cleared to be on campus.

- *What is the process for my club to request an event or meeting space on campus?*
  Student Clubs and Organizations who would like to host in-person club meetings or events must:

  1. Submit a current club roster for the Spring 2022 semester to Therese Grande (tgrande@gwc.cccd.edu). We recommend using the attached Club Roster template. If you use a different document, your roster **must include each student's first and last name and student ID.**

  2. Complete the [Campus Life On-Campus Event Application](#). **Note: your event application will not be processed if your Club Roster has not been received.**

3. Club advisors will receive a Club Roster from the Campus Life office 24 hours prior to their meeting or event with information on which club members are cleared to attend based on information in the Cleared4 Platform.

- *Which rooms/spaces are available on campus for Student Club and Organization meetings or events?*

Room reservations are approved through the GWC Facilities/Maintenance Office. For the Spring 2022 semester, the rooms listed below have been approved for Student Club & Organization use. For rooms that are not pre-equipped with a webcam, groups may check out a portable webcam from the Campus Life Office.

List of Spaces Available for GWC Student Clubs & Organizations

Room	Capacity / Layout	Available Tech	Notes
Admin 211	45 – Classroom Rows	Tech Station with computer and audio controls, Projector, No webcam.	
Admin 214	25 – Classroom Rows	Tech Station with computer and audio controls, Projector, No webcam.	
Criminal Justice MPR	60 – Pods (12 Pods with 5 chairs each)	PA system, computer, wall projector and document camera. No Webcam	Events Only – Not for Regular Club Meetings
Equity Center Conference Room	21– Conference Room	Computer and wall projector No webcam	
LRC 250	33 – Meeting Room in Square Layout	Tech Station with computer and audio controls, Projector, No webcam.	
SSC 1350	12 – Conference Room	Laptop with webcam	
SSC 2400	12 – Conference Room	Laptop with webcam	
SSC 2520	36 – Computer Lab/Classroom Rows	Tech Station with computer and audio controls, Projector, no webcam.	
Student Union MPR	21 – Rows	Large Screen Computer/TV for Hybrid Meetings	

- *Are there any requirements or considerations that my Student Club or Organization must follow when meeting indoors?*

    CCCD Trustees have mandated the use of face coverings by all individuals while on campus or at District facilities, subject to the following: face coverings may be removed in rooms where only a single individual is present, face coverings may be removed when individuals are eating or drinking and appropriate spacing is maintained, and face coverings may be removed outdoors if efforts are taken to avoid close contact with others. Face covering alternatives are allowable in limited cases.

    Masks and sanitizing wipes, provided by GWC Facilities/Maintenance, will be available for your club members and advisors in your meeting/event space.

    Additionally, your club advisor **must be present for the entire duration of your club meeting/event if you are hosting indoors, in-person events.**

- *What does "appropriate spacing" mean?*

    Individuals should maintain 3-foot distancing when indoors.

- *Can my group have food or beverages in these meeting/event spaces?*

    Yes, but all refreshments must be pre-packaged or provided by licensed restaurants/catering companies. (In other words, no homemade or home-baked refreshments are permitted.) Additionally, all trash/garbage must be removed from the meeting space afterwards.

- *Are there limitations on days that my club may meet?*
    Club meetings and events may only be scheduled on campus on days the Campus Life office is staffed/open to the public. As of March 7th, 2022, Campus Life will be open Monday – Thursday.

For questions or clarifications regarding the above processes and procedures, please contact Therese Grande, Student Life & Leadership Specialist via email (tgrande@gwc.cccd.edu) or phone (714-892-7711, ext. 55199). For the Spring 2022 Semester, you may also drop-in to Open Club Office Hours via Zoom on Mondays from 11:30am – 12:30pm and Tuesdays from 2:00pm – 3:30pm.
Office Hours Zoom Link: https://cccd-edu.zoom.us/my/tgrande