

# PALOMAR COLLEGE CLUB GUIDE

Palomar College  
1140 West Mission Rd  
San Marcos, CA 92069  
Office of Student Affairs

## **PALOMAR COLLEGE MISSION STATEMENT**

**“Mission:** Palomar College’s mission is to provide an engaging and supportive learning environment for students of diverse origins, experiences, needs, abilities, and goals who are pursuing basic skills, transfer-readiness, general education, career and technical training, and lifelong education. We are committed to producing the learning outcomes necessary for our students to live responsibly, effectively, and creatively in an interdependent and changing world.”

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**Overview of the responsibilities of the Office of Student Affairs as well as the resources the office provides.**

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## **UNIT III – Club Officers**

**Basic list of officers with their responsibilities.**

## **UNIT IV – Activities/Project/Travel Forms**

**This section has an explanation of the various forms needed to complete an activity, a project, or travel commitment at Palomar College.**

**Further information may be obtained in the Office of Student Affairs – SU 201.**

# **UNIT I**

## **OFFICE OF STUDENT AFFAIRS**

### **GENERAL INFORMATION**

The Student Activities Office, under the Office of Student Affairs, supports student programming at Palomar College which is well balanced in its scope. It provides opportunities for the personal, social, recreational, religious, cultural, and civic development of individuals, in conjunction with and beyond the scope of the formal educational programs.

The justification for these programs develops naturally from the pursuit of underlying goals. These goals are related to maximize the development of the total individual. The strength of the activities program rests in the fact that it affords outlets for creative self-expression in diversified interest areas and settings for a maximum number of students.

A student activities calendar is produced for each year and is available in the Office of Student Affairs. Programs/activities may be added to the calendar by contacting the Coordinator of Student Activities. We welcome suggestions and assistance in producing programs/activities on campus. Present a plan and the Office of Student Affairs and the Student Activities Office will work with you to produce a successful program.

### **POLICIES**

The policies relating to student organizations/clubs are administered through the Office of Student Affairs in the Student Union, room SU 201. Advisors and organization officers are responsible for understanding and following the policies and procedures pertaining to Palomar College and the organizations at Palomar College. Any needed interpretation of the policies and procedures can be obtained SU 201.

### **SERVICES AND FACILITIES**

The Office of Student Affairs, located in room SU 201, is designed to serve the students and to coordinate organized campus activities in cooperation with all recognized student organizations. Staff members are ready to help groups in the development, presentation, and evaluation of the program. The following are available for use by all recognized student groups:

1. Information
  - a. Various college brochures
  - b. Resource files
  - c. Student organizations' files
  
2. Office, Equipment, and Physical Facilities
  - a. Stapler, punch, paper cutter
  - b. Sidewalk easels

- c. Mailboxes
  - d. Diversity Center /Club Hub
  - e. Conference/Meeting rooms
3. Publicity Services
- a. Duplicating services
  - b. Fax services
  - c. Poster materials
  - d. General Information announcements to the College staff and students
4. Publications
- a. Palomar College Student Guidebook  
[www.palomar.edu/studentactivities](http://www.palomar.edu/studentactivities)
  - b. Palomar College Club Guide  
[www.palomar.edu/studentactivities/html/clubs/clubintro.html](http://www.palomar.edu/studentactivities/html/clubs/clubintro.html)
  - c. ASG Officer's Handbook
  - d. How to Start a Palomar College Club  
[www.palomar.edu/studentactivities/html/clubs/clubintro.html](http://www.palomar.edu/studentactivities/html/clubs/clubintro.html)
  - e. Various brochures on events, policies, activities
5. Staff Advising
- a. Assistance is available upon request in the areas of leadership, programming, publicity, and scheduling.
6. Miscellaneous Facilities and Services
- a. Palomar College Activity Card (SU 202 – must be renewed each semester)
  - b. General application forms for activities
  - c. Leadership Training
  - d. Book Lockers
  - e. Accounting Services
  - f. Student Grievances
  - g. Palomar College Tours
7. Student Activities Calendar
- a. Development is completed in June and available for August through May
  - b. All information for the Calendar must be submitted to the Office of Student Affairs before the last day of the Spring Semester.
  - c. Basic Rules
    - i. Complete the Request to Use District Facilities  
[www.palomar.edu/adminserv/eventsforms.htm](http://www.palomar.edu/adminserv/eventsforms.htm)
    - ii. There is a timeline of three weeks' notice – please plan ahead.
    - iii. See the Forms section of this Guidebook.

# Glossary

**Activity**– A planned event by a Palomar College club/organization. Always check with the Office of Student Affairs to be sure you have completed the correct paperwork and have allowed enough time to produce a successful activity.

**Bulletin Boards** – Bulletin Boards throughout the campus may be used to advertise an event/meeting. Remember all flyers must be no larger than 8 ½” x 11” and all must be stamped, dated, and signed by the Office of Student Affairs.

**Campus/Wide Day (C/W Day)** – One day each month is designated as Campus/Wide Day (see Activity Calendar). On C/W day, clubs may have fundraisers, which could include food sales. A club may have fundraisers that are not food related on any other day, as approved by the Office of Student Affairs.

**Club Diversity Room** – SU 204 has been designated as the Club Diversity Room and is for the use of current Palomar College Clubs only. Clubs may hold meetings, do projects, and/or store supplies for a short time period. The Office of Student Affairs schedules the Club Diversity Room.

**Club Hub**- SU-19 has been designated as the Club Hub. The top ten clubs that earned ICC points from the previous year have an assigned work area, access to post information above their area, white boards in the hallway and storage space for their club materials. Clubs may decorate their space. All club members are welcome to use the Club Hub in accordance with the Club Hub rules. Club members may use the computers and print up to 20 pages per day with a current Student Activity Card. No exceptions will be made. This room is staffed by student workers.

**Club Reinstatement** – Packet may be found on the Office of Student Affairs web site under the “Clubs” tab. All Palomar College clubs must be reinstated each semester. Reinstatement packets will be available approximately two weeks before the beginning of each semester. Clubs must be reinstated before they can participate in ASG/ICC events and receive any financial assistance.

**Club Mailboxes** – Mailboxes are in the Office of Student Affairs and should be checked at least twice a week for new information. Mailboxes are used to communicate information from/to individuals, ICC, ASG, general campus information, State and Federal information. Mailboxes are assigned after reinstatement is approved by the OSA.

**Club Table on the Quad** – Clubs may request a table from the Office of Student Affairs by completing the Facilities Use Request form. **Allow at least a three week lead time.**

**Duplication Services** – The Office of Student Affairs (SU 201) provides duplication services at no cost to the club. Leave your original with a duplication form attached in the Office of Student Affairs. The work will be completed within 24 hours. **The office cannot complete requests for on demand printing.**

**Electronic Message Board** – The Office of Student Affairs selects the messages to run on the Electronic Message Boards on the SU Building. Messages are changed each Thursday.

**Food Sales** – Clubs must complete forms, which are available in this packet, in the Office of Student Affairs and Club Hub. Food may only be sold on Campus/Wide Days. Allow the three weeks lead time.

**ICC** – The Inter-Club Council (ICC) is part of the Associated Student Government. It functions as a networking council and one representative from each approved Palomar College Club/Organization has a vote on all issues at the ICC.

**ICC Meetings** – All clubs have the opportunity to have a representative at each ICC Meeting. Clubs will participate in an exchange of ideas, networking of clubs, and planning of the campus activities. Throughout each semester ICC offers opportunities to club representatives to earn club money.

**Meeting Rooms** – Rooms may be reserved on a semester basis by completing a Meeting Room Reservation Form or a Facilities Use Request Form which can be found under the “Forms” tab on the OSA website. All Facilities Use Requests and Room Reservation Forms are turned into the Office of Student Affairs for processing. Rooms are issued on a first-come, first-served basis.

**Student Activity Cards** – All students are encouraged to purchase their Palomar Student Activity Card. Funds are used for student activities as well as many other opportunities listed in the pamphlet found in SU-202.

**OSA** – Office of Student Affairs (OSA) is located in SU 201. This office oversees the SU Buildings, the ASG, ICC, campus clubs, campus-wide events, Activity Card Center, Commencement, and is in charge of the student grievances and student discipline.

**Sign Boards** – The Office of Student Affairs has sidewalk sign boards that may be checked out and used for advertising campus-wide activities. All information must be approved by the OSA prior to posting. Please see the ICC Sandwich Board Policy for club use of the sign boards.

**Student Activity Office** – located in SU 202, the Student Activity Office creates activity ID cards, has information on the benefits associated with the Activity Card, can assist with club information and is staffed by student workers.

## **INTER CLUB COUNCIL**

### **ICC**

The Inter Club Council is a Council of the Associated Student Government. It is chaired by one of the ASG Senators who has been appointed by the ASG President and approved by the ASG Board. The ICC Vice-Chair is elected by the ICC members from within their membership. The ICC Vice-Chair may not represent a club. The ICC Secretary and ICC Club Liaison are members of the ICC Board. The ICC Board is made up of one representative who is selected by their club/organization, which must be currently instated through the OSA at Palomar College. The ICC Board meets each Tuesday, 12:30-1:30 in SU-204, during the Fall and Spring semesters.

During the meetings, each club shares information about its current activities and meetings. The ICC Board also plans and hosts campus-wide activities during each semester and plans their participation in the various activities/events sponsored by the Associated Student Government (ASG) and/or the Office of Student Affairs (OSA).

During the semester, mini-leadership workshops are provided for club officers. The Office of Student Affairs also holds training for all new officers on an appointment basis during the semester.

The ICC has a point system which equates to money at the end of the Spring semester. Points are awarded for attendance at the weekly ICC meetings, as well as for participating in the functions on campus. Funds are automatically transferred to each club's financial account. As a member of the ICC, clubs are also able to apply for the ASG Monetary Request.

## **INTER CLUB COUNCIL**

### **POINTS SYSTEM**

Beginning with the first meeting of the ICC and going through the end of the Spring semester, clubs can earn points for participation in ICC Meetings, announced activities, and Campus Wide/CW Days. Points equal money for the clubs. As you can see, attendance at the first meeting of the Fall semester is just as important as the last meeting of the Spring semester.

The points will be awarded upon participation in the event/activity/meeting  
Points will be maintained by the Chairperson and Vice-Chairperson of ICC.

As an added perk, everyone that attends the first four meetings of the semester will have their names placed in a drawing for the ICC Parking Place. This is a special parking place reserved only for our winner. No one other than the winner may park in the ICC Parking Place. If you attend one meeting, you will have one entry; if you attend four meetings, you will have four entries. Of course it goes without saying, one entry (member's name) per club per week. It is important to attend the meetings of ICC!

If you have any questions, please contact the Office of Student Affairs, SU201  
(760-744-1150 ext. 2594)

## **ARTICLE X**

### **MONETARY REQUESTS FROM CLUBS**

It shall be the policy of the Associated Student Government to hear monetary requests from clubs, organizations, and individuals (hereafter referred to as "club or clubs") that have complied with the procedures outlined in this Bylaw.

#### **Section 1- Type of Award**

Funds may be dispersed to clubs/organizations from Palomar College's Associated Students Trust Fund (71) and the Student Representation Fee Trust Fund (72), based on the following:

**Clause I.** Awards made from the Student Representation Fee Trust Fund (72) are to be expended by governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments and before officers and agencies of the state government.

**Clause II.** All other awards may be made from the Associated Students Trust Fund (71). It is the role of the ASG to approve all monetary requests and evaluate the extent to which they will benefit the students of Palomar College District.

#### **Section 2 - Amount of Monetary Award**

**Clause I.** No club shall receive in excess of \$1,000 in matching funds per academic year. Any amount over \$1,000 must be approved by a (2/3) vote. All fund requests are subject to the availability of unencumbered funds in ASG controlled accounts.

#### **Section 3 - Monetary Request Restrictions**

**Clause I.** Student dollars shall not be spent on alcohol, or other controlled substances, or events that promote such.

**Clause II.** Student dollars may be used for travel. All participants travelling on student dollars must adhere to the Students Rights and Responsibilities found in the Palomar College Catalog. These include Palomar District's Drug and Alcohol Policy, Student Behavior Rules and Regulations, and the Student Conduct Code.

**Clause III.** Student dollars may not be used for club scholarships.

#### **Section 4 - Responsibility to Match Funds**

**Clause I.** All Clubs requesting money from the ASG shall be actively engaged in fundraising, and shall strive to match 50% of the amount requested from the ASG.

**Clause II.** A monetary request, made by a club who has failed to match 50% of requested funds, must receive a (2/3) majority vote from the ASG in order to be approved.

#### **Section 5 - Monetary Request Process**

**Clause I.** Clubs requesting funds must be officially active, meaning that they have submitted their reinstatement forms to the Office of Student Affairs.

**Clause II.** Active Clubs will ask to have their fund request appear on the ASG agenda.

**Clause III.** The club requesting funds shall send an informed representative to attend all meetings in which their monetary requests will be discussed by the ASG. The representative should be prepared to answer questions concerning the purpose of funds, the amount requested, and the club's financial status. Incomplete information regarding the purpose of funds, the amount requested, or the club's financial status, may cause the monetary request to be postponed until the clubs can provide complete information. The club may also choose to prepare a resolution or presentation for the ASG.

**Clause IV.** During the ASG general session, the Chairperson of the Inter-Club Council shall report on the favorable or unfavorable status, and the level of participation demonstrated by the club at campus events and ICC meetings.

**Clause V.** At the ASG general session, the monetary request will be treated as routine business, and shall be approved by a majority vote, unless the club failed to raise matching funds. Monetary requests made by clubs who have raised less than fifty percent of requested funds must be approved by a (2/3) vote.

**Clause VI.** Upon approval, the club will complete and submit a "Requisition for Funds" form, which can be obtained from the Office of Student Affairs.

**Clause VII.** The ASG Financial Liaison will inspect the requisitions forms and ensure that they are completed correctly. Incomplete and incorrect forms will be returned to the Club Advisor or whoever submitted the form.

#### **Section 6 - Disbursement of Funds**

**Clause I.** Funds will not be disbursed to clubs for items not listed clearly in the ASG minutes, for the meeting in which the monetary request was approved.

**Clause II.** Contracts and Purchase Orders shall be dispersed through the Office of Student Affairs.

**Clause III.** Clubs will present a copy of the approved ASG minutes containing their monetary request and all receipts to the Office of Student Affairs no later

than 30 days from the date of purchase. The ASG Financial Liaison will review all receipts.

**Clause IV.** It shall be the duty of the ASG Financial Liaison and the Office of Student Affairs to inform the ASG President and Advisor of any discrepancies regarding the reporting of receipts, contracts, purchase orders, and related documents.

**Section 7 - Discrimination Statement**

**Clause I.** All persons shall be considered equally before the ASG's Constitution and Bylaws. No rights or privileges may be denied to any individual on the basis of, but not limited to, race, color, gender, ethnicity, marital or parental status, disabilities, age, religion, political affiliation, status as a veteran, or sexual orientation. In addition, the ASG shall not take any action to favor or disfavor any human being.

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# Web Site

An established Palomar College club/organization that has a web page may contact the Office of Student Affairs to have the web page listed under their individual club names on the Office of Student Affairs web page: [www.palomar.edu/studentactivities/html/clubs/clubintro.htm](http://www.palomar.edu/studentactivities/html/clubs/clubintro.htm).

Basic Suggestions:

## **Keep it simple**

Three tiers of information is plenty

## **Keep it up-to-date**

Always make sure to keep your website updated with the most current information to keep everyone in the loop. Clubs are encouraged to contact Chris Norcross, in the Academic Technology Support Department, at [cnorcross@palomar.edu](mailto:cnorcross@palomar.edu) to create or update your club websites.

## **Use correct grammar and spelling.**

This is a college and it is expected.

## **Logo**

If you have a logo, please send a copy to the Office of Student Affairs to be used on your information sheet on the web page.

## **UNIT II – ADVISORS**

As an advisor you are making a difference. It is an honor to be asked by a student organization to serve as an advisor. Such a request implies respect and friendship of the students. The advisor should recognize this responsibility carries with it additional demands on one's time. However, advising a student organization brings rewarding returns, since the advisor has the opportunity to work with students outside the formal classroom or college situation, assisting them in the planning and development of their organization's programs.

An advisor may wonder what the nature of the relationship with the group should be. As an advisor you are, for lack of other words, the legal department of the group. You are responsible for making sure the group follows their constitution, the policies and procedures of Palomar College, the California Education Code, and the California Brown Act. You are not to make decisions but rather ensure the decisions are made in the correct manner. You are not to create or plan an activity but rather make sure the policies and procedures are followed in the planning and execution of the activity. You are not to vote or sway club decisions, but assure that the decisions that are made follow the club constitution. You are an advisor!

The Office of Student Affairs is available for consultation and assistance in all matters pertaining to activities, programs, and social events. The Office will also assist with the interpretation and implementation of policies and procedures pertaining to organizations and activities. Always feel free to contact the Office of Student Affairs (SU 201).

## **BROWN ACT REQUIREMENTS**

Ralph M. Brown Act requires that all entities established by statute (i.e. ASG, including each club) conduct meetings in a way that allows for the public to know what is going to be on the agenda each meeting.

Secret Ballots are not allowed. All voting must take place openly and professionally.

Items may not be up for discussion nor can they be voted upon if they did not appear on an agenda which was posted and made available to the membership 72 hours in advance.

## **DISTRICT POLICY**

It is a requirement that an advisor must be present for any club meeting or club activity and confirm that the correct paperwork has been filed with the Office of Student Affairs prior to the event. It is the club advisor who is the responsible party and who signs all requisitions, travel requests, and facilities requests.

All equipment requests and food requests must be arranged and signed by the advisor.

Palomar College clubs are made up of no less than ten currently enrolled students of Palomar College and must have at least one advisor (a full time employee of Palomar College).

## **OFFICE OF STUDENT AFFAIRS**

All clubs must complete a Reinstatement Packet each Fall and Spring semester. All clubs must have at least one and no more than three advisors. An Advisor may advise no more than three organizations. A current copy of the constitution must be on file in the Office of Student Affairs.

## **CLUB REQUIREMENTS**

Each club has a constitution and bylaws by which they are governed. These may be changed only by a 2/3 positive vote by the membership. The constitution and bylaws are documents made available to all members upon request; usually they are posted on the individual club's web site.

## UNIT III – CLUB OFFICERS

Once you have taken on an officer position in an organization/club, you have also taken on a number of responsibilities. Each organization will have the requirements of each officer position defined in their constitution or bylaws. REMEMBER, at any given time you represent Palomar College and your organization.

Officers must work as a team for the good of the organization. If each officer fulfills their required duties the team will be a working machine going forward to accomplish their goals. If the officers do not work as a team, members will become aware of their differences and soon the club will become non-existent. Teamwork does not just happen; it must be developed and continually praised. IMPORTANT: Within the club each officer must do their own job. With each officer accomplishing their own job requirements, a working team is formed.

**Basic Officer Duties** (these may be changed within each constitution or set of bylaws)

**President:** The President creates the agenda for each meeting and distributes the agenda to all members. The President usually chairs the meeting, keeping order but still having fun. The President knows all and encourages all to complete their obligations.

**Vice President:** The Vice President knows everything about the President's job in case the Vice President needs to step into the position of President. Other responsibilities may be laid out within the constitution or bylaws.

**Secretary:** All meetings must have a recorded set of minutes – these are legal documents. Minutes are made available to all members and the advisor(s) in a timely manner. In some cases the Recording Secretary is also in charge of membership records.

**Treasurer:** Takes care of all the financial business of the organization following club's constitution and the policies and procedures of Palomar College.

After the basic officers' positions are filled, the organization may become creative and setup positions for their own needs (i.e. Recording Secretary, ICC Representative, Fellowship Chairperson, Special Events Coordinator, etc.) Some organizations have Project Leaders for special one-time projects the organization takes on.

The more members who have a job (position/responsibility), the more successful your organization will be. Just remember to be flexible, give everyone an opportunity to have a responsibility, and most of all...

**HAVE FUN!**

## Agenda: Example

Agendas are normally prepared by the President or Chairperson. Only items which appear on the agenda may be brought up for discussion or action during the meeting. Minutes are written according to each agenda.

Clubs should follow the California Brown Act. One requirement is to make the agenda available to all members 72 hours (week days only) prior to the scheduled meeting. This may be accomplished by posting the agenda in a regular location and emailing the agenda to the membership with the required 72 hours.

(CLUB NAME)  
DATE  
PLACE AND TIME OF MEETING  
AGENDA

1. Call to Order
2. Roll Call (this is generally only a roll call of officers)
3. Approval of Minutes (approval of the minutes dated\_\_\_\_\_)
4. Public Comments (any person attending the meeting, not a member of your organization, may say a few words about an agenda item). ( The presiding officer may set a time limit.)
5. Old Business
  1. List, item by item, any business that already has been on the club's agenda and is considered unfinished. An explanation of the item (up to 20 words) must be included.
6. New Business
  1. List, item by item, any business that is new to the club and has not appeared on the agenda. An explanation of the item (up to 20 words) must be included.
7. Comments (optional – but allowing members and officers to report brings the group together)
8. Advisors Report
9. Adjournment

## Club Minutes

The Secretary keeps the club records which include a copy of the approved minutes. Minutes are also made available to all members. Minutes are signed by the Secretary. A copy of the approved minutes needs to be attached to each Requisition for Funds.

Minutes must follow the agenda which is created by the President/Chairperson.

Items not on the agenda cannot be brought up at the meeting except under reports. No action may be taken. The item may be placed on the next agenda if action is required.

Action may be taken only on items listed under “Old Business” and “New Business”. It is only necessary to record the maker of the motion. This can be recorded as: MSC – John Jones motioned.....

MSC means motioned, seconded, carried.

MSF means motioned, seconded, failed.

MF means motion failed for a lack of a second.

Minutes are legal documents. They must be recorded word for word. Likewise, any financial business and changes in the bylaws must be recorded correctly.

Discussions may be summarized.

A set of minutes must be attached to each Financial Requisition as confirmation the club approved the expenditure.

Minutes should be signed by the recorder and approved by the membership.

The recorder should keep a binder with all agendas and minutes. This creates a history of club business which may be tracked.

## **Club Finances**

The treasurer keeps a running balance of the club finances. This may be confirmed by the Office of Student Affairs. The treasurer also makes all deposits of earned monies with the Office of Student Affairs in a timely manner, pays all billings and reimbursements according to the club's minutes in a timely manner and maintains a file of receipts of all business conducted.

## UNIT IV

Paperwork has not gone away with the invention of the computer. In order to do anything at Palomar College, it is necessary to complete the proper paperwork. One reason for the paperwork is to ensure two activities are not going on at once in the same area. Another reason is to show the intent of the activity, which needs a big insurance umbrella to cover our events/activities. Requests must be officially approved by the OSA and the Palomar College campus scheduler before the activities are accepted.

Below is a listing of some web site connections on the Palomar College web site for forms that may be useful to your club.

✓ **Use of Facilities – San Marcos**

[Use of District Facilities Form](#)

✓ **Request to Travel**

[Request for Travel Approval/Reimbursement Claim \(Jan 2010 to Current\)](#)

**NOTE: If you are traveling out of state, the trip must be pre-approved by the Governing Board. See the section on Travel in this Guide.**

✓ **More forms may be found on the Office of Student Affairs web site under forms.**

<http://www.palomar.edu/studentactivities/>

## **Office of Student Affairs EVENT PLANNING**

The Office of Student Affairs has a Student Activities Coordinator on staff. The Student Activities Coordinator is your contact for activities on campus. All events, large or small, take time to plan correctly. Palomar College has a number of policies that must be followed when staging an event. Below is a basic list of forms and timelines which the event chairperson will need to comply with.

| <b>TASK</b>                            | <b>TIME LINE</b>       | <b>PLACE INFO GOES</b>    |
|--|------------------------|---------------------------|
| 1. A written plan including the budget | 6 weeks prior to event | Office of Student Affairs |
| 2. A main contact person               | 6 weeks prior to event | Office of Student Affairs |
| 3. Use of Facilities Request*          | 4 weeks prior to event | Event Scheduler           |
| 4. Contacts for bands/speakers         | 3 weeks prior to event | Office of Student Affairs |
| 5. Food arrangements                   | 3 weeks prior to event | Aramark                   |
| 6. Purchasing of supplies              | 2 weeks prior to event | Club                      |
| 7. Last minute adjustments             | 1 week prior to event  | Club                      |
| 8. Day of event                        | Greet and have fun     | Club                      |
| 9. Report of Event                     | 1 week after event     | Office of Student Affairs |
| 10. Payment of billings                | 30 days after event    | Office of Student Affairs |

\*Complete your Use of Facilities Form correctly, as the College will allow only one change per form.

It takes a committee to put on an event. The committee should be formed when the idea is presented and accepted by the club members. The committee executes all the necessary steps needed to plan and complete the event, always reporting updates to the club members at their meetings.

Palomar College

## **MOVIE COPY RIGHTS**

### **What the law says**

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

# Unauthorized Public Exhibition of Movies

The concept of "public performance" is central to copyright and is the main issue of protection for these intellectual properties. Most of the persons participating in movie productions depend upon royalties for a major portion of their payment for work performed.

Royalties are the shares paid to movie producers, script writers, authors, computer programmers, playwrights, musicians, inventors, etc. out of the proceeds resulting from the sale, performance or use of their work. If these men and women lose ownership of their work and do not receive royalty revenue, much of which is collected through licensing fees, there will be little incentive for them to continue to invest their time, research and development costs to create future endeavors. If this happens, they must then look to the U.S. Copyright Law for assistance. Consequently, if their intellectual creations are being used by others who are not paying compensation (royalty) for the use, copyright law may need to be enforced.

## **Office of Student Affairs Travel Cover Sheet**

All travel requests must have the following forms attached. Travel requests packets that are incomplete will be sent back for revision. Please plan accordingly. All packets are to be turned into the Office of Student Affairs – SU 201. They require the Director of Student Affairs' signature.

- Request to Travel Form
- Conference Flyer/Information
- Prepaid Hotel Request Form
- Prepaid Conference Request Form
- Code of Conduct Form
- Conference Code of Conduct
- Hold Harmless Form (used for minors on all travel and for all travelers if going out-of-state)
- Club Minutes approving the expenditures
- Governing Board Minutes ( needed for out-of-state travel)

# INSTRUCTION SHEET FOR REQUEST TO TRAVEL

The Request to Travel Form must be completed whenever a club/organization/individual leaves the campus for club business; i.e. a meeting, a luncheon or dinner, a fund-raiser, a social gathering, etc. This form **MUST BE USED EVEN IF THERE IS NOT A FINANCIAL NEED**. The Request to Travel Form is also used as an insurance form by our college.

Procedure:

A. Complete the form on the left-hand side only.

B. Have your advisor sign the form on the left-hand side only.

C. **Not Reimbursing Any Funds:** Attach a list of club members who are attending, using the back of the form. Attach to the Request to Travel for evidence of what you are attending and a set of minutes stating the club approved the travel. Then return the form to the Office of Student Affairs three weeks prior to the event. The Office of Student Affairs will then process the paperwork and forward it through the system.

If the travel is outside the state of California, your travel must be approved by the Governing Board. The form for putting the item on the agenda is included in this Unit. The Governing Board meets once a month on the second Tuesday. Consequently you must plan ahead. Your travel must be an item on the agenda. There will be no exceptions to this policy.

D. **Reimbursing Funds:** each individual student must complete a form and all forms are turned into the Office of Student Affairs as one package. Each form must have the same backup material and set of minutes approving the travel. The out of state requirement applies here also. Plan carefully and ahead.

**REMEMBER** – District employees (advisors, instructors, etc.) must complete a Request to Travel using their District account. Student funds are to be used only for student members.

E. When your event is over, complete the right-hand side of the Request to Travel form and return it to the Office of Student Affairs with original receipts (including airline stubs) for all expenses, correct Requisition for Funds forms, and Minutes showing approval of the expenditure. After auditing, reimbursements will be issued if the minutes call for them.

## **OUT-OF-STATE TRAVEL REQUIREMENTS**

**It is mandatory that all out-of-state travel be placed on the Governing Board agenda for approval prior to traveling.**

The following information must be submitted to be placed on the Governing Board's agenda:

**RECOMMENDATION: ACTION-APPROVE OUT-OF-STATE TRAVEL EXPENSES FOR  
\_\_\_\_\_ REPRESENTATIVES (NOTE: THIS PART CHANGES TO YOUR  
CLUB/ORGANIZATION NAME):**

**a. Name (each individual traveling)**

**Advanced Funds?**

**For: (Registration, meals, lodging)**

**To attend: (name of conference/event)**

**Location:**

**Date:**

**Estimated Amount:**

**Budget Account Number:**

The deadline to submit items for the Governing Board Meeting is two weeks prior to the next meeting. The Governing Board meets once a month on the second Tuesday of the month. Items are submitted to the Office of Student Affairs, to go to the Vice President of Student Services.

**Questions:** Contact the Office of Student Affairs.

# ASG CONFERENCE ATTENDANCE CONTRACT

All Palomar College students planning to attend any conference sponsored by the Associated Student Government/Palomar College Club funding must agree to the following rules and sign this document indicating said agreement. This document supplements the Student Code of Conduct.

1. I accept the authority of the Palomar College staff accompanying me to this conference and agree to follow their directions at all times.
2. I will not rent a vehicle or travel in any private vehicle without written approval of my advisor or his/her designee.
3. I agree to stay within the general vicinity of the conference and not travel beyond this area without written approval of my advisor or his/her designee at which time I will provide information as to where I am going, with whom, and at what time I will return.
4. I agree to sleep in my own room as assigned by my advisor and not to change rooms without approval of my advisor or his/her designee. **(midnight – 6 am)**
5. I agree not to allow overnight guests in my room. **(midnight – 6 am)**
6. I agree not to consume any alcoholic beverages during the conference. **(from the designated departing time to the designated returning time)**
7. I agree to attend all scheduled meals unless I receive permission from my advisor or his/her designee.
8. I agree to attend all conference meetings and workshops as assigned or scheduled.
9. I agree to be on time to all conference meetings, workshops, and meals and to stay the entire time unless I receive permission to leave early.
10. I agree to abide by the dress code as established by my advisor and/or his/her designee.
11. I accept that any violations of this agreement may result in me being sent home early from the conference and I agree to accept all expenses that may result from this action.

**Emergency Contact** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Medicine I will be taking during this conference:**

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

Print Name Date \_\_\_\_\_

Signature \_\_\_\_\_

**Palomar College**  
**CODE OF CONDUCT FOR COLLEGE SPONSORED**  
**ACTIVITIES**

Palomar College provides a comprehensive program and invites all students and staff to participate. Programs or events and their participants shall not be in conflict with the stated objectives and goals of the institution.

Palomar College's students, staff and guests while participating in campus sponsored events are governed by the California Education code; Palomar College board Policies; Health and Safety Code; Title V, Administrative Code; California penal Code; Military and Veterans Code; and Business and Professional Code.

Any actions by students or non-students in violation of the above listed codes and policies are subject to disciplinary. Misconduct for which students are subject to dismissal fall into the following categories:

1. Failure to conform to specific rules and regulations governing the event or activity.
2. Obstruction or disruption of administration, disciplinary procedures, or other college activities including but not limited to its stated function, or of other authorized activities.
3. Theft or damage to property of the college or facilities leased or loaned to the college.
4. Violation of college policy or campus regulations including but not limited to campus regulations concerning student organizations, the use of college facilities, and the time, place, and manner of public expression.
5. The use, possession, or distribution of narcotics or dangerous drugs, including, but not limited to marijuana and lysergic acid diethyl amide (LSD), except as expressly permitted by law.
6. The possession or consumption of alcohol on District property, at any District facility and where students are engaged in a school related activity is prohibited.
7. Disorderly conduct or lewd or obscene conduct or expression on college owned or controlled property or at college sponsored or supervised functions.
8. Failure to comply with directions of college officials acting in the performance of their duties.

I have read and I am aware of the stated rules and regulations and the specific requirements for the activity in which I am to participate. Any violation of these regulations will subject me to disciplinary action, which could include suspension and/or expulsion. Any violation of any of these regulations could result in my permission to be on campus, or to attend campus activities, to be immediately revoked.

Signature \_\_\_\_\_ date \_\_\_\_\_  
Student Number \_\_\_\_\_

**STUDENT ACTIVITIES OFFICE  
PALOMAR COLLEGE**

DATE:

TO:

FROM: Office of Student Affairs

SUBJECT: Food Service Permission

Your Application for Use of College Facilities indicates that your organization intends to sell or distribute food items. In order to do this you **must** receive permission. All safety and sanitary regulations must be complied with when serving/selling food at Palomar College. The Office of Student Affairs has the final approval on your project.

Advisor's Signature:

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Date:

I approve the request of \_(club name) \_\_\_\_\_  
to sell or distribute food or drinks on the Palomar College  
campus on \_\_\_\_\_. Further, I have explained the safety and  
sanitary regulations. Palomar College Food Services or Palomar  
College will not be held responsible for any infractions of safety  
or sanitary regulations.

Office of Student Affairs \_\_\_\_\_

Items to be sold:

**STUDENT ACTIVITIES OFFICE  
PALOMAR COLLEGE**

**Catering Services**

**Simple steps for providing food items at your events or meetings.**

1. Palomar College has a binding contract with Aramark for all Food services on our properties.
2. If an event on our campus is public (open to all members of your organization) and/or official, then all food arrangements **MUST** go through Aramark.
3. Clubs must contact the Coordinator of Student Activities to get estimates, to order and for final order confirmation. Final orders should be placed no later than 2 weeks prior to the event through the Coordinator of Student Activities; therefore, estimates should be done nearly a month out from the event date. A set of club minutes approving a set budget for the event must be received by the Coordinator of Student Activities prior to confirming the food order.
4. Waiting until the last minute does not constitute a reason to break our contract with Aramark. You will simply do without refreshments for your activity.
5. If Aramark declines in writing to provide the refreshments for your event, a copy of the written notice must be presented to the Office of Student Affairs.
6. Upon confirmation by the OSA, the club may at this point contract to an outside source for their refreshments.
7. All Aramark orders must be paid in full within 30 days. Additional orders will not be accepted if there is an outstanding bill.

Failure to follow the policy could result in the cancellation of your event(s).