

PALOMAR COLLEGE

CLUB PACKET



Office of Student Affairs

2008-2009

**CLUBS AND ORGANIZATIONS REQUEST FOR
ORGANIZATION FORM**

Semester/Year _____

Club/Organizations name _____

President/Chair _____ Telephone # _____

Vice President/Chair _____ Telephone # _____

Clubs/Organizations must have at least one advisor and no more than three

Advisor name (print) _____ (signature)

Advisor name (print) _____ (signature)

Advisor name (print) _____ (signature)

List name of ten (10) **current Palomar College students and Palomar College I.D. numbers**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Individuals responsible for the organization are aware that:

- In all activities, the campus organization shall assume full responsibility for abiding by local, state, and federal laws and campus regulations and policies.
- Membership in an organization is restricted to Palomar College students.
- Race, color, origin, religion, gender, or disability cannot be criteria for membership in the organization.
- All information given on this form shall be considered public information unless otherwise indicated.
- Advisors must attend all meetings/activities/events of the organization.
- All official off-campus functions require a Travel Request to be approved prior to the event. Pick up the form from the Office of Student Affairs.
- New clubs/organizations requesting recognition for the first time must submit a Constitution with this form.

Signatures:

Club President _____ Date

E Mail Address _____

Club Advisor _____ Date

E Mail Address _____

Account Number _____

**AUTHORIZED SIGNATURES OF ASG STUDENT
TRUST FUND REQUISITIONS**

Name of Club _____

Authorized Signatures:

Advisor (print name) (signature)

Advisor (print name) (signature)

Advisor (print name) (signature)

Club President (print name) (signature)

Club Vice President (print name) (signature)

Club Secretary (print name) (signature)

Club Treasurer (print name) (signature)

Date _____

This form must be submitted whenever there is a change in officers. One advisor's signature and one officer's signature is required on all requisitions.

Return when completed to the Office of Student Affairs

**Palomar College
Associated Student Government
Inter-Club Council Membership Form**

The Inter-Club Council (ICC) is made up of one representative from each reinstated club on campus. The ICC is the networking council the clubs use to orchestrate large campus wide events and it meets from 12:30 – 2:00 on Tuesday in room SU 18. In order to comply with the Associated Students of Palomar College Bylaws, clubs that wish to become members of the ICC must complete this form and return it to the Office of Student Affairs.

Benefits of belonging to the ICC: Networking opportunities throughout the campus, ASG Monetary Request opportunities, Opportunity to be part of the ICC Scholarship Program, free duplication services, Use of the Diversity Club Room, Use of banner paper and paints, Officer training, and additional benefits that are added each semester.

_____ is a reinstated club at Palomar College and would like to be a member of the Inter-Club Council.

Club President

Date

Club Advisor

Date

For office use only:

Club Reinstatement Date _____

Constitution on File _____

**Palomar College
Office of Student Affairs
General Constitution Form**

ARTICLE I NAME OF ORGANIZATION

ARTICLE II PURPOSE OF ORGANIZATION

Social, Service, Honorary, Political, or Special Interest _____

ARTICLE III MEMBERSHIP

Membership is limited to Palomar College students only, regardless of race, religion, gender, national origin or physical limitation.

Basis of membership shall be:

Membership dues shall be:

\$ _____ per _____ (optional)

ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS

- Section 1 Officers are usually President, Vice President, Secretary, Treasurer, and Inter-Club Council Representative.
- Section 2 Executive Council optional, but should consist of President, Vice President, Secretary, and Treasurer
- Section 3 Club elections will be held _____ (remember: reinstatement form must be filed no later than the fourth week of the semester.)

ARTICLE V DUTIES OF THE OFFICERS

- Section 1 President
- A. Preside over all meetings
 - B. Call special meetings
 - C. Carry out the provisions of the constitution
 - D. Appoint committees and chairpersons
 - E. Oversee all committee activities
 - F. Represents the club on public occasions
- Section 2 Vice President
- A. Assume the duties of the president in his/her absence
 - B. Act as publicity chairperson (membership, etc.)
 - C. perform any duties delegated to her/him by the president
- Section 3 Secretary
- A. Keep accurate minutes of all meetings
 - B. Act as correspondence clerk
 - C. Print and distribute agendas for all meetings
- Section 4 Treasurer
- A. Handle funds and finances for club
 - B. Keep financial records and collects dues
 - C. Pays bills and release funds as voted by the general membership
- Section 5 Inter-Club Council Representative

- Section 6
- A. Attend all ICC meetings
 - B. Report the results of ICC meetings to the club
- Executive Council
- The executive council shall meet as often as the membership declares.
- A. Formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership
 - B. to execute policies determined by the general membership
 - C. To govern the activities of the club
 - D. To compile agendas for general meetings

ARTICLE VI

Section 1

IMPEACHMENT AND REPLACEMENT OF OFFICERS

Impeachment of officer(s) is based on:

An officer may be impeached only under the following conditions: there must be a quorum present during impeachment, 2/3 of the membership must vote, prior to impeachment, there must be one week's notice of intent publicized. The Director of Student Affairs must have a copy of grounds in writing, two weeks prior to vote.

Section 2

Replacement of officers shall be in the following manner:

ARTICLE VII

Section 1

MEETINGS

Meetings shall be held (twice a month) (weekly) (monthly) unless otherwise ordered by the club.

ARTICLE VIII

Section 1

ADVISOR

All recognized clubs must have at least one Palomar College staff member as an advisor, who functions with the club at all official meetings and events. A club may have up to three advisors.

ARTICLE IX

Section 1

AMENDMENTS TO CONSTITUTION

any amendment change requires a 2/3 vote at a general meeting

President's Signature _____ Date _____

Advisor's Signature _____ Date _____

Office of Student Affairs _____ Date _____

Copies of approved constitutions will be kept on file in the Office of Student Affairs.



Application for Use of District Facilities Palomar Community College District

FINANCE AND ADMINISTRATIVE SERVICES
 1140 West Mission Road, San Marcos, CA 92069-1487
 Phone: (760) 744-1150 Extension 3450
 Fax: (760) 761-3562
 Email (questions only): EventsScheduler@Palomar.edu

ADMINISTRATIVE OFFICE USE ONLY	
System Entries PS: _____	MS: _____
STUDENT REQUESTS: Must have pre-approval of Director, Student Affairs: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____
Reason for Disapproval: _____	
Certificate of Insurance Received: _____	
Non-Refundable \$50 Application Fee Received: _____	
Estimated Fees: _____ (Fiscal Services will bill applicant upon completion of event.)	

Department	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE PRINT OR TYPE CLEARLY:

Name and Type of Organization: _____ Profit Non-Profit
 Contact Person: _____ Telephone: _____ Fax: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____

AREA REQUESTED:(Athletic Fields, Classroom, Dance Studio, Education Center, Gymnasium [Dome], Patios, Pavilions, Performance Lab, Pool, Student Union, Theatre*, etc.): ***For the Theatre, please also fill out the "Application for Use of Howard Brubeck Theatre".**

DETAILED DESCRIPTION OF ACTIVITY (indicate name and topic if a speaker): _____

DATE OF EVENT (day and date)	HOURS NEEDED		ACTUAL TIMES OF EVENT			SETUP TIME (if needed)	CLEAN-UP	# OF PEOPLE
1st Request:	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
2nd Request or Alternative #1:	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
3rd Request or Alternative #2:	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	

Will admission fees, contributions or membership dues be collected?: Yes No Amount of Charge? _____

How will proceeds be used? Charity Expenses Profit Other: _____

Is event open to the public? Yes No Will you need campus parking for visitors? Yes** No

**Requests for Parking Permits should be submitted after this "Use of Facilities" Application has been approved and the applicant has received notification. Please access the "Planned Event Parking Permit" Application at: <http://www.palomar.edu/police/forms.htm>.

EQUIPMENT REQUESTS (include quantity of all pertinent items):

Chairs _____ Electric Spider Boxes _____ Lectern (Podium) _____ Stage _____ Tables _____

Please include tables needed for food service (see "Special Needs/ Food Services #2" below) in this count.

ROOM SETUP: If a special setup is needed, please include a detailed diagram of your setup preferences.

SPECIAL NEEDS:

- AUDIO-VISUAL:** Please contact Lee Hoffmann in our AV department at: (760) 744-1150 x3234 for any requests.
- FOOD SERVICES** (food/drinks/snacks): Aramark is the sole provider of concessions and catering services on campus. Contact Diane Lach (DLach@Palomar.edu) or Kathy Stockton (KStockton@Palomar.edu) at (760) 744-1150 Ext. 2232.
 Tables Food Service _____ Please include this quantity in the above under "Equipment Requests/Tables" Other: _____

A CERTIFICATE OF INSURANCE in a minimum amount of \$1,000,000.00 must be filed with the Palomar Community College District prior to any event naming the District as an additional insured. Such policy shall be considered primary to all District policies whether self-issued or not. **For details, contact Business Services at (760) 744-1150 Ext. 2122.** The applicant agrees to indemnify and save harmless the Palomar Community College District, its officers, agents and employees against any and all loss, damage, and/or liability that may be suffered or incurred by the school district, its officers, agents and employees, and against any and all claims, demands, and causes of action that may be made or brought against the school district, its officers, agents and employees, caused by, arising out of, or in any way connected with the use by applicant of the Palomar Community College District facility or the privilege herein granted. Applicant further agrees to be personally responsible, on behalf of his/her organization for any damage sustained by the school premises, furniture or equipment because of the use or occupancy of said premises by his/her organization and to abide by and enforce the rules, regulations, and policies of the Palomar Community College District governing the use of the school facilities and equipment. **Failure to submit the Certificate of Insurance two (2) weeks prior to the event will be cause for cancellation of approval to use college facilities as requested. Requests from campus departments do not require "A Certificate of Insurance".**



Application for Use of District Facilities Palomar Community College District

FINANCE AND ADMINISTRATIVE SERVICES

1140 West Mission Road, San Marcos, CA 92069-1487

Phone: (760) 744-1150 Extension 3450

Fax: (760) 761-3562

Email (questions only): EventsScheduler@palomar.edu

Please note that by signing this form you hereby understand and agree that:

- All requests will be based on a first come, first served basis and are required to be submitted three (3) weeks in advance of the first requested use date, so please plan accordingly.
- An authorized representative of the organization must return the completed forms along with the **non-refundable \$50 application fee** within two (2) weeks of the first contact in order to officially reserve the facility. Failure to meet this schedule may result in the cancellation or rescheduling of the event.
- For rental of the Howard Brubeck Educational Theatre, an additional security deposit must be paid within two (2) weeks of the first completed application.
- Approved forms will be returned to the lessor by U.S. Mail and **must be in possession of the lessor when the facility is being used**. The application is to be available for presentation to Campus Police and/or Palomar College representatives, as identification and verification, that the group is authorized to use the facility. **Groups unable to provide a copy of the approved application will be required to leave the facility.**
- No changes to the initial application will be accepted after approval has been granted. In the event of a cancellation of an approved "Application for Use of District Facilities" by the applicant, that applicant or organization may be liable for all college costs and expenses in preparing the facility for its use.
- Permission to use the Palomar Community College District (PCCD) facilities is subject to cancellation by PCCD for operational or physical emergency. Losses or expenses incurred by the applicant due to such cancellation are not the responsibility of PCCD. In such cases, PCCD will make every effort to offer a suitable alternate date.
- The Palomar Community College District prohibits the possession and use of alcoholic beverages at all campus locations.

I certify that the information provided is true and correct, and that I have read and agree to the terms contained herein:

Signature: _____ Date: _____

Student Advisors/Instructors Please Print Your Name: _____

SUBMIT COMPLETED FORM(S) AND PAYMENT TO:

FINANCE AND ADMINISTRATIVE SERVICES
Palomar College
1140 West Mission Road, San Marcos, CA 92069-1487
Phone: (760) 744-1150, Ext. 3450
Fax: (760) 761-3562

FOR INQUIRIES PLEASE CONTACT:

Christine Brady, Finance & Administrative Services
Palomar College
1140 West Mission Road, San Marcos, CA 92069-1487
Phone: (760) 744-1150, Ext. 3450
Fax: (760) 761-3562
Email (questions only): EventsScheduler@Palomar.edu

FOR PALOMAR COMMUNITY COLLEGE DISTRICT USE ONLY

Palomar College Authorized Representatives: _____
Events Scheduler, Finance and Administrative Services

Administrative Assistant, Finance and Administrative Services

Bus Unit	Account	Fund	Organization	Program	Sub-Class	BY	Project/Grant
PALMR							

DISTRIBUTION:

- Applicant
 Aramark
 Audio-Visual
 Campus Police
 Campus Sponsor
 Communications Office (non-academic)
- Department _____
 Escondido Center
- Facilities Functions:
 Building Services
 Custodial Services
 Grounds Services
- Fiscal Services
 Student Affairs
 Telephone Services
 Theatre