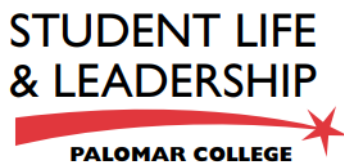


CLUB & ORGANIZATION HANDBOOK

A Guide for Club Officers, Members & Advisors

Office of Student Life & Leadership • Access & Engagement Center (SU-19)



WELCOME

The Office of Student Life & Leadership

The Office of Student Life & Leadership helps you get more out of your time at Palomar College. Our Access & Engagement Center (SU-19) is a one-stop hub for campus activities, and we host events, activities, and workshops throughout the year. We're here to support you both inside and outside the classroom.

Associated Student Government (ASG)

All students are members of the Associated Students of Palomar College (ASPC). The Associated Student Government (ASG) represents, supports, and empowers students — from planning campus events to advocating for student needs at the local and national level. ASG's mission is to provide quality service that makes the campus safer, healthier, and more welcoming for everyone. We help students get connected, whether that means joining a club, attending campus events, or finding a leadership role. Find more information on the [ASG website](#).

The Inter-Club Council (ICC)

The Inter-Club Council (ICC) brings together student representatives from every club on campus. The Council meets regularly to support club members and improve the club experience at Palomar College. It's led by an ICC Chairperson (appointed by ASG), a Vice-Chair (appointed by ICC members), and a Secretary. Every club must participate in the ICC to be officially recognized by Palomar College. For the full scope of ICC member duties, see the [ASG Bylaws](#) (Article VIII).

Benefits of Student Clubs & Engagement

Joining a campus club is a great way to build community and enrich your academic experience. Palomar is home to a wide variety of clubs that reflect the student body's interests — social, cultural, and intellectual. Visit the [Student Life & Leadership page](#) for a full list of clubs. Club involvement offers real benefits:

- Co-curricular learning and skill development
- A sense of community and belonging
- Transferrable, resume-ready skills
- Creative thought and expression
- Cooperation, teamwork, and work ethic
- Interpersonal and time-management skills
- Cultural sharing and exchange
- Lasting relationships with students, faculty, and staff

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GETTING STARTED

Student Club/Organization Application

To start a club at Palomar College, students must complete and submit the Student Club/Organization Application. If your club was active within the past 18 months, you may reinstate the club and any available club funds.

- Club & Advisor Information
 - Must have an identified President and Vice President (cannot be the same person).
 - Must have at least one (1) full-time faculty or classified staff advisor, and no more than three (3).
 - Club membership must consist of at least ten (10) Palomar students.
 - Clubs are required to maintain posted and public meeting times.
 - Meetings may be held on-site at Palomar College or on Zoom.
- Club Handbook Acknowledgement & Agreement
 - Advisors must attend all meetings, activities, and events of the organization for their entire duration.
 - Travel waivers are required prior to all official off-campus club functions.
 - Use of club funds requires a club meeting, meeting minutes showing approval, and itemized receipts for reimbursement.
 - Clubs/organizations assume full responsibility for abiding by local, state, and federal laws, and campus regulations and policies.
 - Membership is available to currently enrolled Palomar College students only.
- Advisor Acknowledgement Form
 - Advisors serve without pay and receive no release time, comp time, overtime, or workload hours.
 - Advisors must attend every official club function — meetings and events, on- or off-campus — for its full duration.
 - Clubs must have at least one (1) full-time faculty, classified staff or administrator advisor.
 - Advisors may not advise more than three (3) clubs per semester.
 - Advisors must be employed by Palomar College.
- ICC Membership Form
 - Each new or reinstated club may send up to one (1) representative to the ICC.
 - ICC membership is required to earn ICC points and receive funds to your club account.
 - Other benefits of belonging to the ICC include:
 - Access to an ASG club fund account
 - Networking opportunities throughout campus
 - ASG monetary request opportunities
 - Free duplication services with a current Student Activity Card
 - Use of the SEAL Center (SU-18)

- Officer training
- Additional benefits added during the semester
- Club/Organization Constitution
 - Use a template as a guide to develop your own club/organization constitution.
 - Required information includes:
 - Name of Organization
 - Purpose of Organization
 - Membership
 - Duties of the Officers
 - Impeachment and Replacement of Officers
 - Meetings
 - Advisor(s)
 - Amendments to Constitution

⚠ APPLICATION DEADLINES

All applications are due within the first four (4) weeks of the semester. Missed deadlines can be resubmitted the following semester. Clubs approved for Fall remain recognized through the end of Spring semester.

Clubs that complete and submit all application materials in the first two (2) weeks of the semester receive a \$50 bonus into their club fund.

To submit your application, email it to Student Life & Leadership at studentlifeandleadership@palomar.edu, or bring it to the Office of Student Life & Leadership in SU-19. You will receive a confirmation email once approved.

Club Officer Roles & Responsibilities

Role	Responsibilities
President	Presides over meetings, calls special meetings, carries out the constitution, appoints committees and chairpersons, oversees committee activities, and represents the club at public events.
Vice President	Steps in for the President when absent, leads publicity and membership efforts, and takes on duties delegated by the President.
Secretary (recommended)	Keeps accurate meeting minutes, handles club correspondence, and prepares and distributes agendas.
Treasurer (recommended)	Manages club finances, keeps financial records, collects dues, and pays bills or releases funds as approved by the membership.
ICC Representative	Attends all ICC meetings and reports back to the club on what was discussed.

Club/Organization Recommendations

1. **Pick a Resourceful Advisor**

- a. Pick an advisor with knowledge of and interest in the club's subject area, or who is highly involved in it.
- b. Finding additional faculty or classified staff to serve as co-advisors is also recommended.

2. **Delegate Effectively**

- a. Assign clear roles to club executives.
- b. Consider adding roles like Treasurer and Secretary to divide responsibilities equitably.

3. **Market Creatively**

- a. Utilize tools like Canva to create high-quality flyers and social media posts.
- b. Host unique, news-worthy events that attract a wide variety of student populations.

4. **Build Community**

- a. Hold frequent social events outside of regular meetings to promote engagement.
- b. Collaborate with other clubs/organizations to strengthen the campus community and reach new members.
- c. Initiate membership challenges, like encouraging members to bring a friend or classmate.
- d. Hold events in a welcoming, highly-trafficked space, like the Student Union Quad.

All clubs must be welcoming and open to all currently enrolled Palomar College students. Clubs may not require membership fees or dues as a condition of joining or participating.

The club's student membership holds the sole authority to establish and amend the club constitution and to determine the club's priorities, expenditures, activities, and organizational goals. These decisions must be made through the processes established in the club constitution and may not be controlled by an external organization or individual member.

Club membership, activities, communications, events, and expenditures must remain consistent with the club's approved mission and comply with all applicable Palomar Community College District policies and procedures. Clubs may not engage in conduct that harms, discriminates against, harasses, intimidates, or targets any Palomar College student or employee.

Clubs must provide equitable access to membership, meetings, activities, leadership opportunities, voting, and club benefits. Any participation or leadership requirements must be reasonable, directly related to the club's approved purpose, included in its governing documents when applicable, and consistently applied to all students.

HOW CLUBS FUNCTION

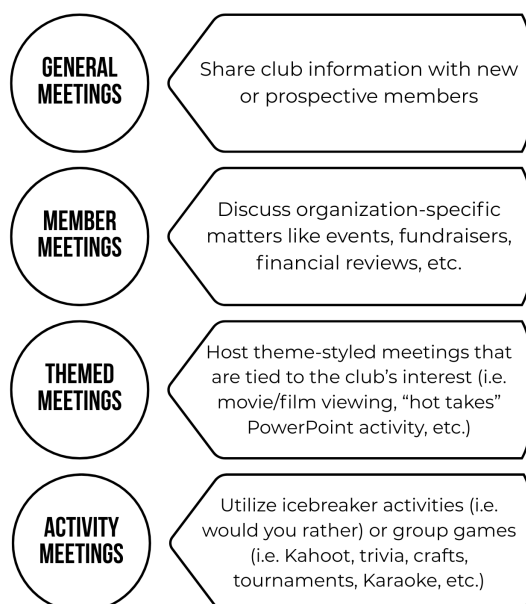
Meetings

Club meetings give students regular time to learn about club activities, conduct club business — like event planning, recruitment, use of club funds and connect with like-minded people. All meetings must be held on campus, at the San Marcos, Fallbrook, Escondido, or Rancho Bernardo campus. We strongly recommend offering a Zoom option for students who can't attend in person. A few ideas for structuring your meetings:

1. General meetings — engaging in the club's core interests and activities.
2. Member meetings — discussing club-specific matters like fundraising, events, activities, and elections, generally for active members.
3. Planning meetings — strategizing how to fulfill the club's mission, including agenda planning, event logistics, and finance review.

TYPES OF CLUB MEETINGS

Club/organization meetings serve as a time for students to learn about activities, conduct club business, and gather with like-minded students!



Agendas & Minutes

1. Each club must create an agenda and take minutes for all member and planning meetings.
 - a. Agendas should be prepared before each meeting to ensure a smooth and efficient meeting.
 - i. Templates are available on the ICC Canvas page.
2. Minutes are the official record of business conducted at a club meeting.
 - a. Include a description of the meeting: type, club name, date, time, and location.

- b. List everyone in attendance.
- c. Follow the agenda so the meeting stays on track.
- d. Record all key actions — who made each motion, who seconded it, and how it was resolved.
- e. When voting to approve an expense, record the Advisor's approval and each member's vote.
- f. Sample minutes are available on the ICC Canvas page.

Meeting Ideas & Recommendations

- Utilize a variety of meeting supplies — welcome snacks for new members or club merchandise (stickers, t-shirts) for current members.
- Include theme-styled meetings tied to the club's interest.
- Other popular meeting activities:
 - Kahoot or trivia revolving around the club's interest
 - Craft or coloring activities
 - Book club or book recommendations
 - Bingo activities
 - Gaming tournaments (board games, Switch, etc.)
 - Icebreaker activities (would-you-rather, two-truths-one-lie, etc.)
 - Karaoke or silent discos
 - Volunteer days or service projects

① ADVISOR RESPONSIBILITIES

- Advise the club regarding rules and regulations.
- Oversee all club operations to ensure all District policies and procedures are followed.
- Attend all club meetings and activities — this is mandatory. Attendance at ICC meetings is strongly recommended.
- Must be present when club members vote on financial matters, constitution changes, or a club name change.

Events

The Office of Student Life & Leadership defines an event as any gathering held outside a club's regularly scheduled meeting. Events need more planning and approval from the Office of Student Life & Leadership and ASG, and should generally be open to the campus community. Clubs may take part in:

- ASG events
- ASG/ICC-approved events
- Fundraisers
- Events hosted by clubs/organizations

ASG events and ASG/ICC-approved events happen regularly each semester; a club just needs to appoint members to represent it for the event's duration. Fundraisers help clubs generate revenue for their activities and projects (see "Club Funds" below). Clubs may also host their own events, which require the authorization steps below.

Events Hosted by Clubs/Organizations

1. To host an event on campus, a club must be active, officially recognized, and in good standing with Palomar College.
2. An Advisor must be involved in the planning process and is required to attend the event.
3. An Advisor must check the availability of the proposed event time/space, then may book the event through Facilitron.
 - a. To book the Student Union building (SU-101): book your event in Facilitron and submit an Agenda Item Request form for approval of use.
 - b. Contact the Performing Arts Department for Brubeck Theater reservation inquiries.
4. Plan your club expenses. See "Club Funds and Finances" for more information.

Food for Events and Meetings

As Palomar College's contracted vendor, PFD Management, Inc. (PFD) has the first right of refusal for all catering on campus. If you plan to purchase any food items including but not limited to: pizza, sandwiches, hot food items or meals, you must contact Food Services to request catering through their services. If PFD cannot accommodate your event, you must obtain the refusal in writing (email). If Food Services is unable to cater your event or meeting, you may then proceed with a food purchase from an outside vendor/seller.

Please visit the [Food Services Website](#) for information, hours, and to download the catering request form.

① ADVISOR RESPONSIBILITIES

- Place any approved food orders for the event by emailing catering@palomar.edu.
- Ensure all spending is done in accordance with District Policies and existing MOUs.
- Upload the PFD invoice to the Club Reimbursement Form so that Student Life & Leadership may remit payment on behalf of the club.
- See "Club Expenses" section for more information about reimbursements.

Flyer & Social Media Policy

All student club promotional materials posted on campus must be approved by the Office of Student Life & Leadership. Please adhere to the following guidelines:

1. Each club is responsible for posting and removing all signs for their event. Signs must be removed within 24 hours of the event ending.
2. Flyers may be posted on bulletin boards owned by Student Life & Leadership only if examined by our team and stamped for approval.
 - a. Bring flyers to SU-19 for approval.
3. Event flyers should contain the following information:
 - a. Name of event
 - b. Date and time
 - c. Location
 - d. Student club/organization name
4. Online behavior and social media interactions fall under the Student Code of Conduct.

Accessibility

To ensure equal access to information for all people, we encourage clubs to follow the basic guidelines for accessibility established in the Web Content Accessibility Guidelines. Online promotional materials should, to the best of your ability, be perceivable, operable, understandable, and robust. For more information, check out the [Accessibility Guidelines](#) on the Palomar website.

① ADVISOR RESPONSIBILITIES

- Encourage the promotion of an event or activity through the disbursement of flyers or social media posts.
- Submit or update any Facilitron requests for campus spaces, tables, chairs, canopies, etc.
- Complete the Parking Request form for any guest parking passes needed for the event.
- Request any Audio/Visual or Information Services needed.
- Place any approved food orders for the event (see "Food for Events and Meetings").
- Oversee all expenditures.
- Complete and submit a Travel Waiver for each club member participating in off-campus events.
- Help the club stay compliant with District policy, reduce foreseeable hazards, and manage event operations and final decisions.
- Make sure overnight activities are submitted for Governing Board review and approval before the activity takes place.

INTER-CLUB COUNCIL & POINT ALLOCATION

ICC Meetings

Attending Inter-Club Council (ICC) meetings is one of the easiest ways for your club to earn points while staying informed about campus events, opportunities, and ways to get involved in the college community.

ICC meetings are held regularly during the Fall and Spring semesters and typically last about one (1) hour during the college's normal hours of operation. The official meeting schedule is determined and published by the ICC Chairperson.

Attendance Points

Clubs can earn up to five (5) points per ICC meeting based on their representative's attendance:

Points	Attendance
5	Present for both roll call and adjournment (in person)
4	Joining via Zoom and present for both roll call and adjournment
3	Arrives late or leaves before the meeting ends
0	Absent

Each club may earn a maximum of five (5) attendance points per meeting. For complete policies, refer to the ICC [Bylaws](#) (Article VIII, Section 7) or visit the ICC Canvas page.

Club Representative Responsibilities

Each recognized club is represented by one (1) official ICC representative at Council meetings, who keeps communication flowing between their club and the ICC. As an ICC representative, you are expected to:

- Represent only one (1) recognized club at ICC meetings
- Attend all regularly scheduled ICC meetings
- Serve as the main point of contact between your club and the ICC
- Share your club's activities and upcoming events with the ICC
- Bring important ICC announcements and updates back to your club
- Vote on behalf of your club, in its best interest, during Council business

Each recognized club is granted one (1) vote on all matters brought before the ICC.

Attendance Expectations

Regular attendance helps ensure that every club has a voice in ICC decisions and stays informed about campus opportunities.

- An absence is defined as missing more than 25% of an ICC meeting.

- If you know you will be absent, you are strongly encouraged to notify the ICC Chairperson at least 24 hours in advance.

A tardy or early departure is defined as missing 25% or less of an ICC meeting.

- Two (2) tardies or early departures equal one (1) absence.
- If unable to attend, you may send another club member to serve as your representative for the meeting.

⚠️ ASG POLICY — SUSPENSION FOR ABSENCES

Clubs who accumulate three (3) consecutive absences will be automatically suspended from attending ICC meetings and lose active standing within Palomar College clubs. Suspension takes effect at roll call of the third consecutive meeting. See the ICC Bylaws (Article VIII, Section 3) for additional details.

1. Quorum

- a. A quorum shall consist of 25% plus one (1) of the recognized ICC clubs. If quorum is not met, no business may be conducted.

2. Rules

- a. All other rules and policies are contained in the Bylaws, Article VIII, Section 6.

Events & Points

Participating in campus events is a great way for clubs to stay active, connect with the college community, and earn ICC points throughout the semester.

ASG Sponsored Events

All Associated Student Government (ASG) sponsored events are automatically eligible for points. Clubs that participate in an ASG-hosted event earn ten (10) ICC points per event. The ASG will email all active clubs with an invitation to participate in these events.

Club Sponsored Events

Clubs can also earn points for events they host or participate in that are not sponsored by ASG. To receive points, the event must be approved as points-eligible by the ICC. To be considered points-eligible, an event must:

- Be open, inclusive, and accessible to the broader student body
- Be promoted to the campus community, not just to club members
- Be documented with proof it happened and met eligibility requirements — meeting minutes, event photos, flyers, or similar materials showing participation and engagement

Unless otherwise announced, approved points-eligible events are worth ten (10) ICC points per event.

Submitting an Event for Points

The ICC Chairperson and Vice Chairperson, along with any individuals they designate, maintain the official process for submitting events for point consideration. To request points for a non-ASG event, clubs should complete the Event Points Eligibility Request Form, available on the ICC Canvas page.

CLUB FUNDS & FINANCES

Club Expenses

To use club funds, club members must follow a step-by-step process requiring verification, approval, and reimbursement. Only employees of the Palomar College District are authorized to make purchases for District-sponsored activities — not students.

✓ ALLOWABLE EXPENSES

- Food for meetings — all food/beverage purchases must be made through PFD Dining Services.
- Clubs may only purchase food from grocery stores/restaurants if they have received the Right of Refusal from PFD.
- Supplies for events and meetings, once approved in an official club meeting.

✗ NON-ALLOWABLE EXPENSES

- Expenditures not approved by the club.
- Spending more than budgeted or approved by the club.
- Spending before your club is cleared to begin operations. (Annual approval at the start of the Fall semester is required).
- Prohibited items that violate District policies or procedures.

Using Club Funds

1. Verify Club Fund Balance

- a. Email the Office of Student Life & Leadership to confirm sufficient funds in your club account balance.

2. Place Expense on Upcoming Agenda & Approve

- a. Once verified, place the expense item on your upcoming agenda at your next club meeting for approval.
- b. Include the person who motioned, seconded, and a list of club members marked "present" or "absent."
 - i. Ensure quorum is met for items to be voted on.
- c. On the meeting minutes, note approval of the expense, who will be spending the money (the Advisor), and the estimated amount and items.

3. Approve Meeting Minutes

- a. Include an agenda item titled "Approval of Meeting Minutes" for the previous meeting on your next agenda.
- b. At your second meeting, approve the meeting minutes from the first meeting.
- c. Once officially approved, the advisor can make the purchase, using personal funds to pay the approved expense.
- d. To receive reimbursement, the purchase must be supported by an itemized receipt showing the items purchased.

4. Advisors Only - Submitting Reimbursements: All requests are due before the last week of the semester.

- a. Submit the [Club Purchase Reimbursement Form](#)
 - i. You are required to be logged into your @palomar.edu account to submit the form.

- b. Required documentation:
 - i. Legible, itemized receipts (reimbursements may be denied if receipt is damaged or altered) or invoice from Food Services (PFD)
 - ii. Copy of Meeting Minutes
 - iii. Overnight Trips Only: Governing Board Approval
 - iv. Copy of Right of Refusal email for all food/meal purchases not acquired through Food Services (PFD).

① ADVISOR RESPONSIBILITIES

- Ensure all spending is done in accordance with District Policies and existing MOUs.
- Make all purchases that clubs require for approved events and activities.
- Make requests for reimbursement using itemized receipts and required supporting documentation.

Fundraising

A fundraiser is an event a club organizes to raise money, often with student groups, faculty, and departments taking part. Clubs can start fundraising as soon as they're approved or fully reinstated.

Rules

1. The Office of Student Life & Leadership permits clubs to accept cash only for fundraisers.
2. Any other fundraising method — including Venmo, Zelle, credit card, CashApp, or similar is strictly prohibited.
3. Opportunity drawings are encouraged; raffles are not permitted.
 - a. To host an opportunity drawing:
 - i. Everyone must have an equal opportunity to receive an entry.
 - ii. Free entries must be available under the same terms as entries offered in exchange for a donation.
 - iii. Participants cannot be required to participate, pay, donate, or make a purchase for a chance to win.
4. Use cash-handling best-practice techniques.
 - a. The Club Advisor shall oversee all cash handling.
 - b. Implement a "two-person rule" for counting money.
 - c. Always store and secure cash safely.
 - i. Deposit funds within 24 hours of receipt.
5. Depositing Funds
 - a. The Club Advisor must submit the cash, a copy of the fundraising event flyer, and meeting minutes showing event approval to the Office of Student Life & Leadership in SU-19.

① ADVISOR RESPONSIBILITIES

- Place any Facilitron requests necessary for the fundraiser/activity.
- Oversee any expenditures and cash-handling.
- Encourage the promotion of the event or activity with flyers or social media posts.
- Ensure club deposits are made within 24 hours of acquisition of funds, along with meeting minutes and/or a flyer showing event approval and that the event took place.

Off-Campus Events & Travel

Release and Agreement to Hold Harmless and Indemnify Waiver

This form must be completed for any off-campus student club/organization event and submitted to studentlifeandleadership@palomar.edu by the Advisor for every participating student, one week prior to the event. This travel waiver can be found on the club website.

① ADVISOR RESPONSIBILITIES

- Distribute and collect the completed travel waiver from every student participating in the off-campus activity.
- Maintain copies of the Release and Agreement to Hold Harmless and Indemnify Waiver during the event in case of emergency.
- Adhere to all Palomar College District travel policies.
- Contact the Office of Student Life & Leadership for information and approval for overnight travel or activities.

STUDENT CLUB/ORGANIZATION ROLES & RESPONSIBILITIES

Student Conduct Expectations

Student clubs and members are expected to follow:

- [AP 5500 Standards of Student Conduct](#)
- [Palomar College Governing Board Policies & Procedures](#)
- [Title IX Regulations](#)
- All local, state, and federal laws
- Nondiscrimination policies set by [BP 3410](#)

① ADVISOR RESPONSIBILITIES

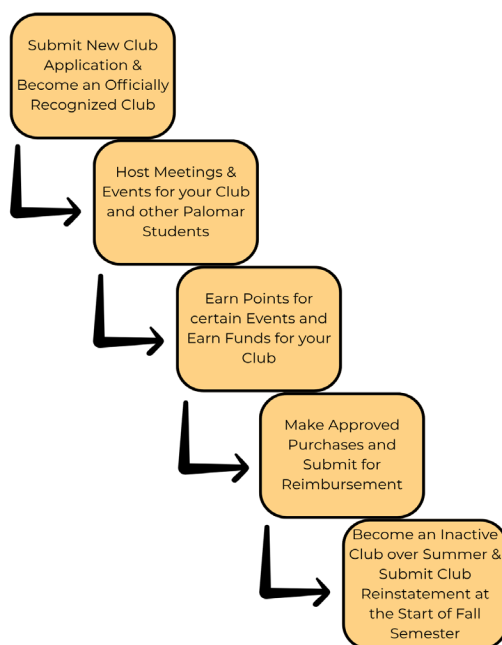
- The District designates Faculty and Staff Advisors as a Campus Security Authority (CSA) and requires them to complete CSA training.
- Under the Clery Act, a CSA is someone designated to receive reports of criminal incidents and pass them to the Campus Police Department for inclusion in the college's Annual Security Report.
- Complete this training online through your 3PD Portal.
- Once finished, email your completed Crime Statistic Reporting Form to nsuarez@palomar.edu.

CLUB STANDING & RENEWAL

Annual Renewal Process

⚠️ ASG POLICY — INACTIVE STATUS

All clubs become inactive at the conclusion of the Spring semester. If a club fails to attend 3 ICC meetings, it will become inactive. All clubs must submit a Club Reinstatement for the Fall semester.



Leadership Transition Guidance

1. We recommend students compile all relevant club information into one file or document.
2. This information should include:
 - a. Club email and password information
 - b. Copies of past agendas and meeting minutes
 - c. Planning notes
 - d. Copies of club budget and spending information
 - e. Copies of past event notes and flyers
3. Present all pertinent club information to the incoming club leadership or Club Advisor.

ROLE OF THE CLUB ADVISOR

The role of the advisor is to guide the student group in the activities of the club within its relationship to the college. The advisor is central to supporting the leadership development of the student participants and helps the group fulfill their mission. Advisors have a rich background of experience, which enables them to suggest new ideas and sources of materials, and offer other helpful suggestions to enable students to maximize their experience and attain the goals and objectives of the group.

REQUIREMENTS AND RESPONSIBILITIES OF CLUB ADVISORS

1. Advisor must be a currently employed full-time faculty member, classified professional, or administrator of Palomar College and must retain that status to continue as an advisor.
2. Selection of the advisor is by mutual consent of the student group and the Palomar College employee.
3. Advisors must read and understand the Club Handbook in its entirety and monitor for any updates.
4. Advisors must assist club officers in planning and administering programs.
5. Advisors must be familiar with Palomar College policies and procedures, specifically those relating to governing student clubs.
6. Advisors must be familiar with their club constitution and be prepared to render assistance with its interpretation.
7. Advisors must complete and submit any necessary forms or documents for club activities. If the activities include funding or involve travel, the advisor is responsible for completing the necessary requisitions, forms, or Facilitron submissions for the activity. The advisor's department may assist with submission of the required documents and submissions.
8. Advisors must attend and supervise the club's official meetings and activities, including business, social, or special event functions, and be present in their entirety, i.e. "first in, last out." If it is impossible for the advisor to be present, the chaperone chosen must have the approval of the advisor prior to being invited. A chaperone must be a currently employed full- or part-time faculty member, classified professional, or administrator of Palomar College. Students may not hold meetings in any campus rooms without the presence of an advisor. Advisors are responsible for securing a meeting room for the club in Facilitron.
9. Advisors must ensure that the designated club representative attends the Inter-Club Council (ICC) meetings.
10. Advisors must complete the Campus Security Authorities training through the 3PD portal, an annual Crime Statistic Reporting Form and submit any required documentation as required by the Office of Student Life & Leadership.

QUESTIONS?

Contact the Office of Student Life & Leadership — SU-19
studentlifeandleadership@palomar.edu