

“Student Led, Student Initiated”

THE CENTER FOR LEADERSHIP AND SERVICE

**CLUB
HAND
BOOK**



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clubteam@highline.edu

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THE CENTER FOR LEADERSHIP & SERVICE (CLS)

MISSION STATEMENT

The Center for Leadership & Service (CLS) provides experiences to **enhance** growth and learning outside of the classroom.

We invite the campus to **engage** in student leadership opportunities and **involve** students in learning communities.

The Center for Leadership and Service ensures environments are created that empower students in the context of Servant Leadership: honoring connection and relationships, emphasizing social justice awareness, and promoting action as a global citizen.

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RECOGNIZED CLUB GUIDELINES

In order to conduct business on campus, student clubs must obtain official recognition from the Associated Students of Highline College (ASHC Student Government). Club recognition guidelines are as follows:

1. The club or organization must maintain a minimum membership of five enrolled students at Highline. This five includes the club president/official representative.
2. A signed and completed Club Registration and Approval Form.
3. President (and Vice President--if applicable) must attend a 1-hour Club Leader Orientation Training.
4. Get your club approved by Student Government at the next ASHC meeting to make it official.

Certified CLUB GUIDELINES

Certified Club recognition guidelines are as follows:

1. The club or organization must maintain a minimum membership of 10 enrolled students at Highline. The ten students include the club President/official representative and Vice-President/official representative.
2. Completed the 2016-2017 Prior Registration & Approval Form and a minimum of 3 or more regular meetings history.
3. Sign and complete a Club Certification Form.
4. Each organization must have a faculty or staff advisor.
 - Center for Leadership & Service and Multicultural Affairs cannot act as club advisers.
5. The President, Vice- President and/or official representative must attend both:
 - Session 1: Club Leader Orientation Training;
 - Session 2: Club Certification Training
6. The Club President and Vice-President must attend an ASHC Student Council meeting. This person will be expected to present the club's purpose statement to the ASHC.

Expectations of Club Officers

1. Build a sense of community within the club and promote leadership development of individual self, club members, and others.
2. Act as liaisons between the club and The Center for Leadership & Service (CLS), working directly with consultants and staff advisers.
3. Maintain open membership to all students of Highline College. (Membership in the organization must be open to all students on a non-discriminatory basis.) Exceptions to this are chapters of national associations whose bylaws require limitations on memberships. These limits can only be based on class standing, academic standing, and/or academic major.
4. An organization may choose to include non-Highline students so long as it does not limit the participation of Highline students.
5. Facilitate representation of the club at regular ASHC meetings when possible. Funding and policy decisions are made at these sessions. One representative from each club holds one full vote on all decisions made at the ASHC Student Council sessions.
6. Notify CLS of any changes in club name, designated leaders, club purpose and meeting times.
7. Submit appropriate paperwork/forms to CLS to hold club activities or to expend club funds.
 - **NOTE: Before making expenditures, always gain prior approval from the CLS or expenses incurred will come out of your pocket (i.e. at your expense and you will not be reimbursed).**
8. Adhere to and enforce policies and procedures outlined by the Club Constitution (if any) and this CLS Club Handbook.
9. Manage club publicity and have your contact information printed in a club directory available to the general public.
10. Provide Social Media or Website links used by the club to be provided for Clubs Program Website
11. Notify the Clubs Program and club members if a scheduled meeting/event is being canceled.
12. Clubs that are inactive or dormant for at least one quarter may be taken under new student leadership through a process facilitated by the Clubs Leadership Adviser as needed.

Expectations of Faculty & Staff Advisers

1. Serving the students well requires time and energy. Advisers must be available on campus to lend assistance and attend functions of the club.
2. Be familiar with the nature and objectives of the club as well as the policies and procedures outlined in the club handbook.
3. Attend club meetings regularly or as agreed upon with the Club President/Vice President.
4. Monitor expenditures of the club, complying with state and college policies. When in doubt, consult with Thomas Bui, Clubs Leadership Adviser, Iesha Valencia, Director for Center for Leadership & Service.
5. Sign all paperwork seeking Club Adviser authorization of expenditures.
 - **NOTE: Before making expenditures, always gain prior approval from the CLS or expenses incurred will not be reimbursed by CLS.**
6. Attend all club sponsored on or off-campus events and trips. Any exceptions to this policy must be approved by the Clubs Program Adviser, Thomas Bui.
7. Enforce and report violations of the Student Rights and Responsibilities Code to Jonathan Brown, Associate Dean for Center for Leadership & Service.

Club Activities

“1 Idea + 5 Students = A Highline College Recognized Club!”

PRIOR APPROVAL

The Center for Leadership and Service must first approve all club activities and expenditures. No expenditures will be authorized and no room reservations will be allowed until prior approval is obtained. Activities Action Form is available through The Center for Leadership and Service. The link to this online form will be given to the Club President & Vice President once they've completed a 1-Hour Club Orientation & Training and have been officially recognized by Student Government. We recommend that the form be submitted at least 3-4 weeks in advance of the proposed activity.

The Activities Action Form Quarterly due dates are:

Fall Quarter 2016: November 14th
Winter Quarter 2017: February 21st
Spring Quarter 2017: April 24th

Club Services

The Center for Leadership and Service provides the following services and resources to assist club leaders:

Basic Office Supplies: are provided free to clubs and can be accessed at CLS.

See Club Resources for more info (Page # 9).

Campus Space and Rooms: campus classrooms and conference rooms for meetings and events are provided at no charge to student clubs or organizations. An activity or meeting must be approved prior to scheduling rooms. A consultant can work with you to schedule a room once your club activity has been approved.

See Room and Equipment Reservations for more info (Page # 12).

Club Lockers: A limited number of lockers are available – at no cost – to store club supplies and materials. Complete the Locker Request Form and submit it to the Consultants in CLS.

Computers: are available in the CLS for club leaders/members to conduct club business.

Consultation Services: are provided by well-trained staff to assist with club promotion, and development strategies, as well as leadership coaching.

Equipment: such as laptops, digital cameras, iPod speakers, tables, chairs, and audio-visual equipment can also be arranged through CLS. There is no charge for clubs to use equipment.

Food: Any food purchases made by clubs must be approved in advance by the Clubs Leadership Advisor, Thomas Bui.

See Food Policy for more info (Page # 13).

Graphic Design Services: are available free of charge to assist in promotion of meetings or activities. Please see the section entitled “Design, Printing and Copies” for more information.

See Design, Printing, & Copies for more info (Page # 14).

Outside Solicitation/Donations: When clubs or organizations plan to solicit gifts or raise funds by approaching individuals, businesses or agencies outside of Highline, they are required to obtain prior approval with an Activities Action Form.

See Financial Procedures for more info (Page # 11).

Photocopying: of flyers, agenda, etc. can be requested at the front desk of the CLS or from the consultants. Please give adequate notice to our staff when requesting copies.

Sandwich Boards: (A-frames) are available to advertise events around campus and can be reserved through our front desk. Maximum reservation: 2 boards for 3 days. You are responsible for picking up and returning them.

***Raffles:** Raffles are considered to be a form of gambling and thus are carefully regulated by the State of Washington. Please contact the CLS for more information.

Club Services Cont.

Telephones and Fax Machines: are available to conduct club business. Phone and fax machine are located in the Center for Leadership & Service and Multicultural Affairs Suite.

Training: Prior to accessing the full resources and services available to clubs, club leaders must attend all required trainings presented by the Community Leadership Consultants.

***Tickets:** When selling tickets for an activity, clubs are expected to coordinate sales through CLS. Tickets can be sold out of our office and/or students can check out tickets to sell to interested individuals.

With appropriate notice CLS may be able to create the tickets for the club. If you desire ticket services, include this request on your Activities Action Form and submit a Design Ticket Request Form.

***Travel:** Travel is reserved for Certified Clubs, and must be approved by both the Clubs Leadership Advisor, Thomas Bui and the Director of Center for Leadership & Service, Iesha Valencia.

*For certified clubs only

Club Resources

ADVERTISING

- SCALA Screens (Plasma Screens on Campus)
- Campus Wide Bulletin Boards (See Posting Procedures, page # 15)
- Flyers
- Social Media
- Sandwich Boards
- Clubs Listserv
- CLS Calendar

SUPPLIES

Our office suite provides materials and services for clubs to be successful including:

- Butcher Paper
- Markers, paint, glue, scissors, and other office supplies
- Computers
- Club forms
- CLC consultations for successful club planning
- Club Lockers
- Posting Approval for campus materials (ie. Flyers)

WORKSHOPS

- Workshops are provided on a request basis and are catered to the needs of the clubs request.

Procedures & Policies

PRIOR APPROVAL

The Center for Leadership and Service must first approve all club expenditures. No expenditures will be authorized until prior approval is obtained. Activities Action Form is available through The Center for Leadership and Service. The link to this online form will be given to the Club President & Vice President once they've completed a 1-Hour Club Orientation & Training and have been officially recognized by Student Government.

We recommend that the form be submitted at least 3-4 weeks in advance of the proposed activity.

The Activities Action Form Quarterly due dates are:

Fall Quarter 2016: November 14th
Winter Quarter 2017: February 21st
Spring Quarter 2017: April 24th

Financial Procedures

Purchases/Expenditures:

All club purchases and expenditures must be approved before the expense is made. Please complete an Activities Action Form to make a request for expenditure and a consultant will guide you in the college's financial process. Please allow for 2-3 weeks for most expenditures. If you make an expenditure without approval from the college, you will not be reimbursed.

Revenue:

All revenue from ticket sales, food sales etc. must be turned into CLS the same day these funds are received. Clubs will be provided with receipts.

Carry-Forward Funds:

At the end of the academic year, fundraised monies in excess of \$50 remaining in a club's budget may be carried over to the subsequent year.

Clubs Inactive for Over Two Years:

Funds held in accounts for clubs not recognized for a period of two consecutive years will be deposited into the General Clubs account. For more information, see the ASHC Financial Code. For more information, see the ASHC Financial Code.

Gifts:

The Washington State Constitution prohibits gifts using public funds. A gift is defined as providing money or goods without receiving something tangible (for example, a product or service) in return. Given the complex and often confusing nature of the "no gifting" rule, please consult with the consultants if you are considering any expenses that might be construed as gifts.

Donations to charitable groups:

Occasionally, student clubs are interested in organizing fundraisers for the express purpose of providing a donation to a charitable organization. Due to the constitutional prohibition of gifting public funds the club would not be allowed to use money from their club account to make the donation.

Religious and Political Organizations:

All Highline College clubs are invited to apply for funding, including religious and political organizations; however, due to federal and state constitutional requirements, we are not allowed to fund any activity which involves religious worship, exercise or instruction. In addition, state funds cannot be used to support certain political activities including those supporting or opposing a specific initiative and/or candidate.

Room Reservation Policy

No room or equipment reservations will be permitted until the proposed activity has been approved by The Center for Leadership and Service staff.

ROOM USAGE EXPECTATIONS FOR STUDENT GROUPS

Student leaders who reserve space on campus are:

- Responsible for leaving the room better than you found it. Please reset the room to the way it was when you entered. Floor maps can be found posted to the wall near the door.
- Responsible for securing materials and technology in the room.
- Permitted to be in the room only during scheduled hours and must vacate the room at the scheduled time.
- Only permitted to use rooms they have reserved in advance through a Community Leadership Consultant.
- Responsible for calling security to secure the classrooms to unlock and lock doors at departure (for 8-301 and 8-302 check in with the front desk when you leave to let them know you are done using the room).

AVAILABLE ROOMS

Club Conference Room (Building 8, Room 301)

The third floor of the Highline Student Union features a conference room to be utilized for club meetings. To schedule this room for your club meetings, contact the Community & Leadership Consultants at clubteam@highline.edu or x3894

Leadership Resource Center (LRC-Building 8, Room 302):

The Leadership Resource Center is an inspirational space for students to explore and develop their leadership passions and skills while building a supportive, inclusive community. Student clubs and communities may reserve the LRC for these purposes:

- Leadership workshops and training sessions
- Teambuilding exercises and activities
- Community action-oriented activities
- Club executive leadership meetings
- Strategic planning
- Leadership dialogue and reflection

Conference Rooms or Classrooms

To schedule other spaces on campus including classrooms, submit an Activities Action Form or contact the Community & Leadership Consultants at clubteam@highline.edu or (206) 592 - 3894 if you need assistance with this process.

Food Policy

No food orders will be processed without prior approval and the completion of a valid Activities Action Form.

- When clubs want to provide food at an on-campus event or a meeting the food must be purchased through Highline's food service vendor, Lancer Hospitality.
- Lancer's menus are available in The Center for Leadership and Service and on the Highline Conference Services website.
- Work with a consultant when choosing, pricing and ordering food. Lancer Hospitality has an online ordering system and the CLS Community Leadership Consultants have the ability to place an order for a club.
- All food order requests must be submitted two weeks prior to meetings/activities by completing an Activities Action Form and Prior Approval for Food Form.

EXCEPTIONS:

Potlucks:

- A potluck is a shared food community event, where all participants bring a prepared food contribution to a communal meal. In the case of potlucks, the food policy does not apply. In these cases, individuals are allowed to bring food from home. When a club event is clearly advertised as a potluck, club members are allowed to serve this food at the club event to club members only, not to the broader campus. Individual club members will be responsible for any expenses incurred for all potluck meal dishes and associated expenses of the potluck. There will be no reimbursements for any expenses associated with a club potluck event.

Bake Sales:

- An exception to the exclusive ordering of food through Lancer Hospitality is in the case where student clubs or organizations sell or serve baked items. Homemade items may be sold only. King County Public Health Acceptable bake sale items include cookies, muffins, double crust fruit pies and bread. Foods such as pumpkin pie, custards, and whipped cream toppings are not allowed.

Off-Campus Events,

- For example, such as a dinner celebration at an area restaurant are exempt from the food policy. Appropriate paperwork must be submitted and approved in advance.

Design, Printing & Copies

Graphic Design Services:

To assist student clubs and organizations in promoting meetings, events or programs, CLS provides graphic design services at no charge. With adequate notice, our student designers will work with you to create flyers, posters, newsletters and other promotional materials to meet your needs. Requests for should be included on the Activities Action Form and a Design Ticket Form.

Complimentary Photocopying & Printing:

The following photocopy and printing services are provided at no charge to student clubs and organizations:



Letter Size (8.5 X 11)
Up to (30) Color Prints
+
(1) B&W Copy



Tabloid (11 X 17)
Up to (25) Color Prints
+
(1) B&W Copy

Laminating Services:

Student clubs and organizations may receive the following complimentary laminating services. Please give the Front Desk and Design Team minimum notice of 7 business days.

We can laminate two sizes:

1. Up to 4 sandwich board-size posters (2-ft X 3-ft)
2. Up to 1 Large Banner- maximum width we can laminate is 22 inches (special events only)

****Please note: Laminated Sandwich Board sized posters advertising club meetings will be printed once for the academic year. Lamination will not be allowed for one-time events.**

Posting Policy

POSTING OF FLYERS/POSTERS:

- CLS must give advance approval for all posting on public bulletin boards (not including classroom and Highline Community Boards).
- CLS reserves the right to deny the posting or distribution of flyers or posters if information or material is commercial, obscene, and/or unlawful or contrary to the mission and goals of the college.
- Only posters promoting events, classes, programs or services sponsored by Highline College or its official departments or organizations (including recognized student clubs and organizations) will be allowed on the campus bulletin boards (refer to the next page for locations).
- Posters/flyers for events, classes, programs or services must clearly identify the sponsoring Highline College group, organization, or department.
- Unless designated as a posting area, all areas on campus are considered non-posting zones.
- Materials found posted in unauthorized places or areas, or materials not approved by CLS will be removed.
- Three “Resource Boards” are located inside the Highline Student Union (one on each of the three floors) to announce non-campus events and activities or job opportunities.
- No commercial or sales advertising is permitted on campus bulletin boards, other than designated “Resource Boards” in the HSU.

POSTING OF BANNERS:

- Banners for all campus events can be displayed on the 2nd floor railing in the Highline Student Union for five (5) days prior and including the day of the event.
- Only Velcro straps obtained in the CLS can be used to secure the signs on railings. All banners must be authorized by the CLS front desk and “stamped approved for posting”.
- When submitting your posters/flyers for stamping, please ask for a copy of the approved campus posting locations.

Travel Policy

(FOR CERTIFIED CLUBS ONLY)

When students are participating in an official club event that requires off-campus travel, there are a few specific guidelines to follow:

- The club advisor, or another designated faculty or staff member, must join the students on the trip and be present during the entire length of the program.
- An Activities Action Form and a Prior Approval for Student Travel Form must be submitted at least six weeks in advance of the trip. Attach a typed list of currently enrolled Highline students requesting to travel with the club.
- Any supplemental travel documents required will vary depending on the nature of the trip. Please see a consultant for more information (For example, each student travel will need to fill out, sign and date an Informed Consent for Student Travel Waiver).
- Students participating in official Highline events that take place off-campus are subject to all the rules and regulations outlined in Highline's Code of Student Conduct, including its Student Rights and Responsibilities code (WAC 132I-120).

Club funds generally may not be used to support travel outside Washington, Oregon, Idaho or British Columbia. However, if club members are planning to travel outside the region, they may seek an exemption from ASHC and the Associate Dean for Center for Leadership & Service.

***** NOTE:**

Please sit down with your CLC as soon as you know you want to travel to help with planning. All travel request must be approved by the Director for Center for Leadership & Service or the Clubs Leadership Adviser.

Save the Dates

October			
LGBTQIA Awareness Month, Disabilities Awareness Month, Domestic Awareness Month, Hispanic Heritage Month			
Date	Event	Location	Time
10.04.16	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
10.07.16	First Friday Leadership Institute	Mt. Constance/ Mt. Olympus	2:00 PM to 4:00 PM
10.18.16	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
November			
Date	Event	Location	Time
11.01.16	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
11.04.16	First Friday Leadership Institute	Mt. Constance/ Mt. Olympus	2:00 PM to 4:00 PM
11.11.16	Campus Closed: Veteran's Day	All Campus	
11.14.16	Fall Quarter Forms Deadline	CLS Suite	Due by 5:00 PM
11.15.16	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
11.24.16 to 11.25.16	Campus Closed: Thanksgiving Break	All Campus	
TBA	Legislative Breakfast	TBA	
11.29.16	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
December			
Date	Event	Location	Time
12.02.16	First Friday Leadership Institute	Mt. Constance/ Mt. Olympus	2:00 PM to 4:00 PM
12.05.16 to 12.09.16	Last Week of Club Programming	All Campus	
12.09.16	Winter Leadership Application Deadline	CLS Suite	Due by 5:00 PM
12.13.16 to 12.16.16	Finals Week	All Campus	
January			
Date	Event	Location	Time
01.09.17	First Day of Winter Quarter	All Campus	
01.12.17	Clubs Fair	TBA	
01.16.17	Campus Closed: MLK Day	All Campus	
01.17.17 to 01.20.17	22nd Annual Dr. Rev. Martin Luther King Jr. Week	All Campus	Varies
01.17.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
01.31.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
February			
National Eating Disorder Awareness Month			
Date	Event	Location	Time
02.03.17	First Friday Leadership Institute	Mt. Constance/ Mt. Olympus	2:00 PM to 4:00 PM
02.14.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
02.17.17	Students of Color Conference Applications Due	CLS Suite	Due by 5:00 PM
02.20.17	Campus Closed: President's Day	All Campus	
02.21.17	Winter Quarter Forms Deadline	CLS Suite	Due by 5:00 PM
02.28.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM

Save the Dates

March			
Date	Event	Location	Time
03.03.17	First Friday Leadership Institute	Mt. Constance/ Mt. Olympus	2:00 PM to 4:00 PM
03.13.17 to 03.17.17	Last Week of Club Programming	All Campus	
03.14.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
03.21.17 to 03.24.17	Finals Week	All Campus	
April			
National Poetry Month			
Date	Event	Location	Time
04.03.17	First Day of Spring Quarter	Mt. Constance/ Mt. Olympus	2:00 PM to 4:00 PM
04.03.17	CORE Team & Election Packets Available	CLS Suite	
04.07.17	First Friday Leadership Institute	Mt. Constance/ Mt. Olympus	2:00 PM to 4:00 PM
04.11.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
04.13.17	Leadership Luncheon	TBA	12:30 PM to 2:30 PM
04.24.17	Spring Quarter Forms Deadline	CLS Suite	Due by 5:00 PM
04.25.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
04.24.17 to 04.28.17	20th Annual Unity through Diversity Week	All Campus	Varies
May			
Asian American Pacific Islander Heritage Month			
Date	Event	Location	Time
05.01.17	ASHC Election Packets Due	CLS Suite	Due by 5:00 PM
05.01.17	ASHC Mandatory Applicants Meeting	TBA	
05.03.17	Candidates Forum	TBA	
05.03.17	CORE Team Applications Due	CLS Suite	Due by 5:00 PM
05.05.17	First Friday Leadership Institute	Mt. Constance/ Mt. Olympus	2:00 PM to 4:00 PM
05.09.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
05.10.17 to 05.11.17	ASHC Student Elections	TBA	
05.12.17	ASHC Election Results	All Campus	
05.23.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
05.24.17	Student Awards Ceremony	Mt. Townsend	5:00 PM to 8:00 PM
June			
Date	Event	Location	Time
06.02.17	First Friday Leadership Institute	Mt. Constance/ Mt. Olympus	2:00 PM to 4:00 PM
06.05.17 to 06.09.17	Last Week of Club Programming	All Campus	
06.06.17	ASHC Meeting	Mt. Skokomish	1:15 PM to 3:00 PM
06.12.17 to 06.15.17	Finals Week	All Campus	
06.15.17	Highline College Commencement	Showare Center	6:00 PM to 8:30 PM

Notes