



INTER CLUB

Council

(ICC/Clubs)

Student Leader & Employee Advisor

HANDBOOK

Paperwork Policies Procedure

Due to Covid, this handbook is under construction as all the events and meetings are online only!

The 2020/2021 school year version of this is at foothill.edu/clubs via smart sheets. All the information will be found there.



foothill.edu/clubs/



ASSOCIATED STUDENTS
OF FOOTHILL COLLEGE



*Inter Club
Council*

**ICC Club
Government**

**5 Steps to
Success**

Visit our quarterly showcase of our clubs during Club Day held on Wednesday and Thursday of the second week, from 12-1 p.m.

- | | |
|-----------------|---|
| Card | 1. Obtain your OwlCard Student ID at the ASFC Smart Shop, Campus Center, Room 2016. |
| Research | 2. If there is a club you want to activate, reactivate or join, go next door to the ASFC/ICC Office in the Campus Center, Room 2011 or the Student Activities Office, Room 2009, to get the Active Club List and view club files and accounts. |
| Activate | 3. Complete the Activation/Reactivation Form found in the ICC Handbook after obtaining signatures of five preliminary members. Recruit a faculty/staff member to be an advisor. They would need to agree to attend official club meetings, club events, and be responsible for signing off on budget and paperwork items. |
| Recruit | 4. Appoint a representative who will be the responsible student leader who will attend weekly ICC meetings, Tuesdays 3 p.m. in the Campus Center, Toyon Room, Room 2020. The representative's weekly leadership role is to be the public relations representative, to process and present activity and funding paperwork, and to give weekly reports to and from the club. |
| Lead | 5. Join our Service Leadership Course SOSC79 - Intro to Community/Civic Engagement. Learn, practice, and enhance marketable power skills such as speech communication, budgeting, time management, event coordinating, business practices, politicking, public relations, troubleshooting, and much more. Add your leadership service to your resume and college applications |

More Info.: (650) 940-7060
ortizerin@foothill.edu | foothill.edu/clubs
Campus Center, Room 2008

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****Forms that will be voted on in ICC****

Josh Contreras
ASFC Vice President of ICC

Chairs weekly ICC meetings, has club public historical files

Click: foothill.edu/clubs
Email: asfc.joshuac@gmail.com



INTER CLUB COUNCIL SUPPORT TEAM

ICC Advisor



Erin Ortiz

Student Activities Specialist
Advisor

ICC Advisor, supports daily needs of clubs

Campus Center, Room 2008
Phone: (650) 949-7060
ortizerin@foothill.edu

Student Accounts Manager



Kamara Tramble

Student Accounts Manager
Accountant

Has old and new account details
and reimburses clubs

Campus Center, Room 2005
Phone: (650) 949-7280
tramblekamara@foothill.edu

Leadership Instructor



Daphne Small

Director of Leadership & Advocacy
Instructor

Leadership Instructor

Campus Center, Room 2009
Phone: (650) 949-7218
smalldaphne@foothill.edu

Student Activities Office

The Foothill College Student Activities Office is a part of the Student Affairs & Activities Department, in the Student Service Division. It focuses on Foothill's "Beyond the Classroom" education, empowerment, and entertainment through leadership, cultural, social, volunteer and political classes, events, services, and programs. This program prepares students for their volunteering, interning, transferring, graduating, and career goals. It includes:

- *Associated Students of Foothill College (ASFC)*
- *ASFC Design Center*
- *ASFC Smart Shop*
- *Beyond the Classroom calendar Planner Project*
- *Campus Center Meeting Room Scheduling*
- *Campus Clubs, ICC Handbook, Support & Advising*
- *Campus Cultural, Recreational & Social Programming*
- *Campus Posting Review*
- *College Hour (weekly, Wednesday, noon-1p.m. Events)*
- *Commencement Ceremony & Reception*
- *Dance Team Co-sponsorship*
- *Event Planning Criteria*
- *Food Bank*
- *Funding & Support for Athletic Teams, Fine Arts & Performing Arts*
- *Heritage & Health Month Series*
- *Leadership Development*
- *Legal Counseling Appointments*
- *Master Activities Calendar Clearance*
- *New Student Orientation Assistance*
- *Posting Policy*
- *Student Accounts Office*
- *Vendor Booking*
- *Volunteer Hub*
- *Welcome Week Quarterly Events*

Campus Clubs

Approximately 70 clubs are active quarterly, and over 250 chartered campus clubs cater to a wide variety of student interests: athletic, career, cultural, departmental, honors, service, political, religious, social and special interest. A voting representative from each club attends the Inter Club Council (ICC) meetings, held Tuesdays at 3 p.m., chaired by the Vice President of ICC. Clubs promote campus participation by co-sponsoring the nine-month Heritage and Health series, planning and hosting club events and fundraisers, attending the quarterly Club Days, and volunteering in the community and on-campus.

Clubs are supported and sponsored by the Associated Students of Foothill College (ASFC). Activities include: Club of the Year competition, quarterly Club Days, and free rentals of Foothill facilities and audio-visual and event equipment.

Learning Outcomes

- Receive exposure to different cultures, majors and career options.
- Network with people with similar and different interests and backgrounds.
- Opportunity to increase your transfer, college application and job options.
- Enhance your leadership, public relations, finance, event planning, basic business practices, parliamentary procedure and budgeting skills.
- Practice your communication and team building skills.

Club Status

Active/Inactive

To maintain active club status, complete required forms, create & submit a constitution within four weeks, and send representative to ICC weekly meetings.

Probation

If a club violates the ASFC constitution, by laws, codes, or regulations, ICC can place it under investigation and put it on warning or probation. While on probation, a club must continue to attend ICC meetings and cannot sponsor any activities or request funds.

Suspension

A club will be put on suspension and its accounts will be frozen if it is not represented at three ICC meetings during a quarter. The club can return to active status by completing the Reactivation Form within the first five weeks of the quarter (not summer session).



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Petition to Activate/Reactivate a Club

Club Name: _____

Purpose Statement: _____

Check one: Activation (Has never existed before) Reactivation (Has advisor information, constitution, and/or account history on file)

1. Activate/Reactivate during the first **five** weeks of a quarter.
2. Review the **ICC Club Handbook**, follow procedures thoroughly, and contact the ICC Advisor/Student Activities Specialist for questions, advice, or assistance.
3. Collect **signatures** of five potential members who are currently enrolled Foothill students OwlCard Student ID holders.
4. Ensure a faculty/staff **advisor(s)** is available for official club meetings, can be present at events, and can oversee all financial matters.
5. **Confirm a club member as a representative at all Inter Club Council (ICC) meetings**, weekly on Tuesdays at 3 p.m. in the Campus Center Toyon Room (2020) where all completed Activation, Activity and Fund Request Forms are due by 3 p.m. on Mondays.
6. Within 1 month, submit a **Constitution** that includes an agreed upon elaborated document of purpose, positions, membership requirements, etc.

Information of Preliminary Members:

	<i>Printed First and Last Name</i>	<i>Signature</i>	<i>Email</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

A) ICC Rep. (quarterly commitment): Signature indicates the student leader's commitment to have current OwlCard Student ID, represent the club at ICC meetings weekly on Tuesdays at 3 p.m. and review ICC Rep. job description on page 8.

<i>Signature</i>	<i>Printed Name</i>	<i>Date</i>
<i>Phone</i>	<i>Email</i>	<i>Student ID #</i>

B) Club Faculty/Staff Advisor (quarterly commitment): Signature indicates commitment to read Advisors Responsibility Form on pg. 8 of this handbook, be at official club meetings, attend all official on and off campus events and oversee club's financials. When on field trips, advisor keeps field trip originals and leaves Erin copies.

<i>Signature</i>	<i>Printed Name</i>	<i>Date</i>
<i>Phone</i>	<i>Email</i>	

C) Erin Ortiz, Student Activities Specialist (preliminary meeting & OwlCard verification): Signature indicates the student has the updated quarterly sticker on their OwlCard and is aware of their leadership role.

<i>Signature</i>	<i>Date</i>
------------------	-------------

FOR ADMINISTRATIVE USE ONLY BELOW

<i>Vice President of ICC Signature</i>	<i>Date</i>	Circle one:	Approved	Denied
--	-------------	-------------	----------	--------



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Quarterly Club Meeting Room Request

This form must be filled out completely with all required signatures. Clubs request a classroom. Campus Center meeting rooms are for club events and emergency/one time per quarter or meeting, unless your advisor is a Campus Center employee. Submit requests at the beginning of each quarter. Bookings are confirmed after week two (2) of the quarter classes are finalized. Requests for room reservations made later in the quarter typically take a few days. Please note there is no food allowed in the classrooms and advisors need to be present the whole time, and must unlock and lock the door. Clubs need to leave the furniture how they found it and tidy up after meetings. Clubs do not have to pay for facilities rentals. ICC Club Center, Campus Center, Room 2010, is first come, first served for club meetings.

A) Club Info. : _____ **Quarter/Year:** _____
Club Name

ICC Representative (please print)

Phone #

Email

B) Club Faculty/Staff Advisor Info. :

Agrees to be present for the duration of the meetings. For events, advisors are required to be present the entire time.

Print

Signature

Date

C) Meeting Room Info. :

Approx. # of Attendees

Day of the Week

Start Time

End Time

Schedule :
(Circle One)

Weekly

Bi-weekly

Monthly

Bi-monthly

Other:
(Specify)

Preferred Room: _____

Alternate 1: _____

Alternate 2: _____

EMERGENCY ROOM REQUEST? *(once per quarter)*

If checked, please indicate why:

FOR ADMINISTRATIVE USE ONLY:

Student Activities Staff

Signature

Date

Room # Approved: _____



ICC Representative & Advisor Responsibilities

ICC Representative job description:

- ICC Representatives can only represent a total of 3 clubs
- ICC Representatives must be elected or appointed by their club
- ICC Representatives must have a 2.0 minimum cumulative GPA, be currently enrolled in Foothill, and have an owl card with updated quarterly sticker
- ICC Representatives act as the official liaison between the student activities specialist/ICC advisor and their club
- The official ICC Representative of each club must be able to coherently present any paperwork from their club, including activity descriptions and fund usage

Advisor duties:

- One advisor can commit to advising up to three clubs
- Open to full-time/part-time faculty, classified staff, and administrators
- Attend an advisor training Lunch & Learn Event, facilitated by the ICC advisor, or contact Erin Ortiz for advice, training, and questions
- Serve as the official representative of the college to the clubs and be present at official club meetings and events, advise students of the policies and procedures they need to follow, and ensure that college policies are upheld on and off campus
- Oversee club account, be familiar with accounting procedures, and assist accountant and members in club. Sign and review all requisitions for authorized expenditures and obtain signatures of appropriate club officers
- Help the officers of the organization understand their duties, responsibilities, and to apply democratic principles within organizations
- Ensure that all reasonable steps are taken to protect the safety and welfare of club members.
- Advise clubs in following ICC policies and procedures
- Facilitate District Field Trip Forms and keep originals while on field trips and supply copies to ICC advisor
- Get the meeting room key to unlock and lock meeting room door and ensure there is no food in classrooms

Regarding Media Equipment for Events:

- All people must be authorized by the advisor to use media equipment.
- An advisor must be present while media equipment is being used.
- The advisor must prevent anyone from removing or experimenting with media equipment for personal use.
- Advisor must verify with Student Activities Office that media equipment has been securely stored, if borrowed from ASFC.
- If equipment is needed for a meeting, advisors need to do a work order, the Student Activities Office can assist when it is for official events.

Overview of Faculty/Staff Advisor Roles & Responsibilities

EDUCATION CODE

SECTION 76060-76067

The Foothill College Student Affairs & Activities Department welcomes faculty/staff advisors. You were selected by your student leaders to serve them and the organization as a mentor and guide. This is an honor and an experience we hope that you will enjoy. The Student Activities Office appreciates the work you do to support student leadership on campus and are available to you throughout the year. The role of an advisor varies, but it is always an important one. The advisor is a non-voting member and serves in an advisory role. The scope of the student organization's activities, the effectiveness of officers, the time commitments of the advisor and several other factors determine the level of involvement the advisor will have with the student organization. The Advisor serves as a liaison between the college and the students. The advising experience can be very rewarding and advisors can have a lasting impression on students.

There may be some concerns regarding liability and your role as the advisor to a student organization. As an advisor and employee, one is not to act outside of the scope of his/her employment. At no time should actions occur that would be considered as behavior that is inconsistent with your role as an official representative of the college. While the influence of the advisor is necessary and valuable, they are not responsible for the actions of the individual members or the organization as a whole. Considering expertise and experience, the faculty/staff advisor can often provide significant insights regarding student organization issues. For example, conflict resolution, goal setting, feedback, program ideas, continuity and advocacy. A very important contribution is advising about organizational and interpersonal effectiveness, communication, and personal growth. It is through the aid of the advisors that individual students develop their true potential as leaders.

The advisor should assist the student organization to adhere to all FHDA policies, as well as federal and state law. Student organization programming/events may require custodial, audio visual or safety and security cost for event planning. The Student Activities Specialist/ICC Advisor is the designee who can respond to questions concerning the interpretation or application of policies and regulations. The faculty/staff advisor is encouraged to contact the Student Activities Specialist with any questions or concerns.

76060. The governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials. The association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district.

BENEFITS OF BEING AN ADVISOR

- PGA/PAA Hours for staff/faculty
- Developing a mentoring/teaching relationship with students
- Facilitating the growth and development of student leaders
- Establishing networks with peers/colleagues serving in similar capacities
- Continued historical growth related to cultural, social, religious, educational and political changes of student organizations

A FEW TIPS FOR SUCCESS

- Since you are required to be present for the club to receive free facilities rentals and for club votes, it is very important to be present for the brainstorming also.
- Set expectations: meet with leaders from the organization early in the academic quarter and discuss mutual expectations that the leaders would like from the advisor and vice versa. Remember that organizations are for the students, the role of the advisor is to advise in their decisions and assist them in their organizational development.

- **Quality vs. Quantity:** It is very important to have a presence with students, but it is more valuable to have meaningful interactions and relationships with students. Clubs are not required to meet weekly and it is sometimes not necessary unless they need to conduct paperwork and discuss business. You being at their meeting makes it official.
- **Motivation:** sometimes students will burn out and lack the motivation to continue to work for the organization's success. Advisors can help determine what will motivate the students (i.e., recognition, achievement, empowerment).

EXTENDED ABSENCES & RESIGNATION

- **Extended absences:** when advisors will be on extended absences from campus (sabbatical, leave of absence, emergency leave of absence, etc.), an alternate advisor must be identified. This change should be reported to ICC as soon as possible via the Advisor's Responsibilities Agreement Form.
- **Resignation:** due to a number of factors (retirement, time constraints, difference of ideology, etc.), there may come a time when advisors, organizations or both parties determine that another advisor would better serve the organization. Once this decision has been made, it is important to have a discussion with the leadership of the organization regarding any change.

AN ADVISOR CAN BE A...

Mentor:

Mentors have the responsibility of creating a one-on-one learning relationship based on modeling behavior and an extended, shared dialogue. Students may look to mentors for advice regarding their career, activities, or personal goals. Good mentors exhibit enthusiasm, genuine interest, understanding, and an honest rapport, along with the desire to stimulate and expose others to new experiences.

Team Builder:

Team Builders work with their new officers to establish relationships that will enhance the ability of the organization's leadership and members to work together. A team builder facilitates an environment in which he/she assists students in understanding their strengths, weaknesses, work styles, and goals

Motivator:

Motivators are aware of their students' needs, wants, desires, and impulses. You can motivate students through recognizing their efforts, appealing to their desire to create change, and connecting their experiences at Foothill to the experiences they will have in the community.

Mediator:

Conflict mediators work with students to resolve any conflict within the group or other college party. Successful mediators only get involved when students cannot resolve their issues on their own. It is important to remain as impartial as possible so as not to show a bias toward any one student within the organization. The ultimate goal is to reach a win-win situation for the students and the organization.

Policy Interpreter:

A policy interpreter must adhere to policies and rules for clubs. Advisors are asked to familiarize themselves with this document so that they can assist students in their understanding of how to work within college parameters. Being able to interpret policies and rules to the students is extremely valuable.

Reflective Agent:

Reflective agents encourage their students to engage in activities that contribute to each individual student's ability to make meaning of his/her own experiences. Reflective agents ask probing and honest questions to challenge their students to really learn about themselves and the world around them. Remember to have students reflect on their successes and failures.



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Sample Agenda

Agenda

Monday, May 02th 2016

Agenda

12AM

Room 3308

I. CALL TO ORDER

II. APPROVAL OF MINUTES

III. PUBLIC COMMENTS

IV. APPOINTMENTS & RESIGNATIONS

V. OLD BUSINESS

- a. Pizza Party for the end of the year celebration

VI. NEW BUSINESS

- a. Deciding on what to buy for the Pizza Party and how much we need to spend.

VII. AGENDA REQUESTS

VIII. ANNOUNCEMENTS/COMMENDATIONS

IX. ADJOURNMENT

Prepared By:
Micaella Paola A. Fajardo
Secretary,
International Student Connection



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MINUTES SAMPLE

International Student Connection
Monday, May 02nd, 2016, 12 pm
Room 3308
General Meeting Agenda

- I. **CALL TO ORDER @ 12:05 PM**
 - a. Jonathan Japrapto, President
 - b. Edmund Siu, Vice President
 - c. Mimi Fajardo, Secretary
 - d. Yvonne Ng, Finance Director
 - e. Louis Alkuin, Activities Director
 - f. Rose Hoang, ICC Representative
 - g. Claire Wang, Member
 - h. Valentina Torres, Member
 - i. Derek Chou, Member
 - j. Dean Hyen, Member
 - k. Summy Lama, Member
 - l. Erika Lama, Member
 - m. Timothy Nguyen, Member
 - n. Begimay Samykbaeva, Member
 - o. Sebastian Podiono, Member
 - p. Aisha Fukui, Member
 - q. Mai Kaneda, Member

- II. **APPROVAL OF MINUTES**
 - a. No minutes need to be approved since no meetings or event activities were voted on, and our club was holding a team - building activity instead.

- III. **OLD BUSINESS**
 - a. Events
Last week at our meeting, our club brainstormed about End of the Year celebration. All agreed to have a Pizza Party on May 30th, from 12 – 1 pm in room 3308, and the advisor, Allison Smith, agreed to be there the whole time.

- IV. **NEW BUSINESS**
 - a. End of the Year Celebration
 - i. Food
 1. The club members have decided on pizza, salad and chips, and to reimburse a student
 - a. Pizza (from Costco)
 - i. 2 Large Cheese Pizza - \$30
 - ii. 2 Large Pepperoni Pizza - \$35
 - iii. 1 Large Hawaiian Pizza - \$20
 - iv. 1 Large All-Meat Pizza - \$25



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- b. Salad (also from Costco)
 - i. Tuscan Salad - \$20
 - ii. Caesar Salad - \$20
- c. Chips (from Costco)
 - i. 5 boxes of assorted chips - \$50
- d. Flyers and posters (from Design Center)- \$300

Discussion: No Permit or Business License is needed since Costco is a corporation.

MOTION: (Wang, Fajardo) Move to request \$500 from the ICC Special Activities Fund for the Pizza Party on May 30th. Our ICC-representative, Rose Huang, will facilitate the Activity Petition and Fund Request Form, and ask to reimburse Japrapto with \$200 for the club's Pizza Party.

MOTION PASSED UNANIMOUSLY

Discussion: Since our club already asked for \$200 last month for general needs, now we can ask for \$500 for an on-campus event, and this fund is not a field-trip or other off-campus event.

- V. **ANNOUNCEMENTS/COMMENDATIONS**
 - a. Wang: Thank you for the pizza and the fun time!
- VI. **AGENDA REQUESTS**
 - a. Elections
- VII. **ADJOURNMENT @ 1:10 PM**

Prepared By:
Micaella Paola A. Fajardo
Secretary,
International Student Connection

Constitution Guidelines

ICC will be mandating constitutions for all clubs. The following guide will take you through how to create a constitution. Feel free to add or remove sections as necessary. This whole process shouldn't take longer than thirty minutes and hopefully will help your club in the long-term!

****Words in bold are where you would place your own club information****

Article I. Name of Club

Section 1.01 - **Club Name**

Article II. Purpose of Club

Section 2.01 - **One sentence description of club purpose.**

Article III. Membership

Section 3.01 - **Who qualifies as a club member? (Foothill student, attended at least one meeting...)**

Article IV. Qualification and Election of Officers

4 01 - **Requirements to run for officer positions (2.0+ GPA)**

4 02 - **List of officer positions (ICC only requires clubs to have an ICC representative, anything else is up to you!)**

4 03 - **Election process**

Article V. Duties of Officers

Section 5.01-

List responsibilities of ICC Representative
Continue same format for remaining positions

Article VI. Impeachment and Replacement of Officers

Section 6.01 - **Outline impeachment process**

Article VII. Faculty/Staff Advisor

Section 7.01 - **Advisor function and participation in meetings**

Article VIII. Dues

Section 8.01- **Potential Membership Dues**

Article IX. Meetings

Section 9.01- **Conditions for legislation to be passed in meeting and who is responsible for different aspects of meetings**



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Fund Request Form

Completed form is due with supporting documents Mondays before 3 p.m. and presented Tuesdays at 3 p.m. by the ICC Representative.

Fund Requests must be approved before any purchases are made.

Club Name: _____ Today's Date: _____

Club Representative: _____ Representative's Position: _____

Email: _____ Phone: _____

Total Amount of Funds Requested: _____

Date Required: _____ Club Account Number: _____

\$50- New Club Seed Fund: for newly activated clubs only to open their financial account.

\$200- Annual Grant: per academic year for general use. No minutes needed.

\$500- Special Activities Annual Fund: not directly deposited available for reimbursement. Club minutes and cost lists required for on-campus events only. Activity petition required. If for a guest speaker, a contract must be completed one month prior. For purchases over \$1,000, a purchase order one month before is needed. If partial funds is for a donation to an outside organization, the funds raised can't be deposited in the club's account and the advisor needs to be present for cash handling (same stipulation for all club money).

\$1,000- ICC Project Annual Fund: not directly deposited. Can only be requested after Special Activities Fund and Annual Grant have been used. Can be used to organize large on-campus events or project, ICC needs one month notice. Club minutes and cost list are required.

Note: All clothing bought through club funds must have the Foothill College logo on it in order to be reimbursed. All items bought for club use must be stored in the club room in one of the lockers.

Event/Project purpose: _____

List how the funds will be used: _____

Describe how students will benefit from this and how many will be served: _____

1. ICC Rep. Printed Name & Signature _____ Date _____

2. Club Advisor Printed Name & Signature _____ Date _____

3. Kamara Tramble, Student Accounts Manager Signature _____ Date _____

4. Erin Ortiz, Student Activities Specialist _____ Date _____

For Administrative Use Only After Money Passes with ICC Vote

ICC Vice-President _____ Date _____

Circle One: Approved Denied

Open Accounts & Request Funding

Student Accounts Office

The Student Accounts Office is committed to serving the needs of students in a professional and efficient way to help improve the quality of student life on campus. The Student Accounts Office is open from 8 a.m. to 4:30 p.m. on weekdays. Special hours for breaks and summer quarter are posted at the office during those periods.

Contact: Kamara Tramble, Accountant

Click: tramblekamara@foothill.edu

Call: (650) 949-7280

Come In: Mon. - Fri. 8 a.m. - 4:30 p.m.

Deposits

- Complete the Cash Count Form to log the deposited funds from the Student Accounts Office
- When requested, a \$50 one-time "seed" fund is deposited in each new club account via the ICC.
- Club account number must be recorded on the back of checks to be deposited
- **All funds are deposited at the Foothill Bookstore by a club representative, usually the Club Treasurer.**

Fund Raisers

MANDATORY: Prior to the fundraiser the Club Treasurer and Club Advisor must meet with the Student Accounts Manager to review:

- Count pre-numbered tickets
- Record of tickets sold
- Petty cash
- Collection of all money with advisor overseeing cash carrying

Liabilities

- Clubs are billed for services at the ASFC Smart Shop and Design Center. If bills are not paid within 30 days, the ICC will deduct the amount due from the \$200 Annual Grant available to that club.
- **All money received by a club must be deposited at the Bookstore within one (1) business day of receipt.**

Payment and Reimbursements

- All expenses incurred on behalf of a club must be supported by the club minutes, receipt originals, and signed by the club secretary to ensure accountability and responsibility. Exceptions will be made for miscellaneous charges made at the ASFC Smart Shop or the Design Center.
- Event-related expenses need ICC minutes in order to be approved. The ICC minutes, club minutes, invoices, and other necessary supporting documents are needed to ensure that payments are ready to be processed.

Independent Contractors

The Independent Contractor Form is used to pay individuals who meet the following conditions:

- The payee has a principal place of business other than that of the Foothill-De Anza Community College District.
- The payee is customarily engaged in offering this service to the public.
- The payee receives compensation for similar services from customers/clients other than Foothill-De Anza Community College District
- After funds have been voted on, advisor completes the Independent Contractor Package and return it to the Student Accounts Office. The entire package must be completed each time used unless an open purchase order is created for the whole fiscal year. (See student accounts manager.) No deposits are allowed. Anything over \$1,000 needs a P.O.

Invoices and Reimbursements

- Complete the Check Requisition form, attach the required minutes, original receipts, invoices, and other supporting documents, and forward to the Student Accounts Office. Please allow at least three working days to process reimbursements. Invoice payments may take up to two or three weeks.

Office of Student Accounts Online

Most of the available forms are additionally available online at:

<http://www.foothill.edu/campuslife/accounts.php>

Funding Instructions

Clubs are funded as follows:

\$50 Seed Fund – For the first time a club is activated. Clubs must request this amount using the Fund Request Form

\$200 Annual Grant – Per academic year for general needs.

\$500 Special Activities Funds – Not directly deposited. Club minutes and cost list are required, the funds are for on-campus events only. An approved Activity petition 2 weeks in prior is needed to request this fund. 4 weeks notice is needed if the event involves outside vendor or guest speaker.

\$1,000 ICC Project Fund – Not directly deposited. Usable to organize events and projects that require one month notice in advance. Club minutes and cost list are required. On-campus event only.

Fund Requests

- As a club, members vote to request the relevant funds (attach minutes) and discuss cost/expense list.
- Complete the Fund Request Form from this handbook.
- Meet and review with the student accounts manager.
- Submit Fund Request Form and Club Meeting Minutes, at least two weeks in advance of need. Club's fund request will NOT be processed if clubs are on probation or suspension status or fail to submit their constitution.

ICC Project Fund

Primary use of fund: *For clubs to organize large on-campus events and projects to achieve their respective goals.*

Other use: *For the promotion and marketing of campus clubs event and ICC.*

ICC Project Fund should be used to:

- Organize events, programs or services
- Embrace and celebrate diversity on the Foothill College campus
- Promote active campus clubs
- Promote student leadership and involvement in campus activities

Requirements:

- The Vice President of ICC and the ICC Advisor must receive all completed requests for Organizations Project Fund by Monday 3 p.m., 4 weeks prior to the event, preceding the ICC meeting.
- Adherence to requirements and petitions for Special Events as stated in the Foothill College and the ICC Handbook.
- A detailed cost breakdown or budget for all events funded through Organizations Project Fund should be clearly displayed during the fund request process.
- All publicity materials for events sponsored by ICC through Organizations Project Fund should clearly display.
- Clubs must submit a list of their accomplishments and contributions to Foothill College Campus life during the prior active quarter.
- All requests for funds must be approved by at least a 2/3 majority vote through ICC.
- Larger events that need four weeks' notice needs minutes that include cost list/budget breakdown.
- Can only be requested after the club has used the \$200 annual grant and organized an event with the \$500 Special Activities Fund.
- Can only organize a constitution

purpose-related event.

- Can't be used to sponsor/co-sponsor non-constitutional purpose-related events and heritage months.
- Can be used to sponsor academic department events that are relevant to the club's constitution purpose.

Finance Code

Section 1: Objectives

The establishment of ICC Finance Code is to further enforce the policies and procedures for the approval, expenditures, and development of all funds under the control of the Inter Club Council. The code ensures that students of Foothill College experience the full range of benefits provided through organization activities. The code will also ensure that all financial decisions and transactions made by the Inter Club Council are in the best interest of its constituents. All pertinent federal, state, county, and district financial regulations are taken into consideration in the process of code establishment.

Section 2: Starting Funds

Clubs can use funds received from ICC for activities or events on campus.

A. A new Club is eligible to obtain \$50 Seed Money for the first time the club becomes active. All organizations are eligible to obtain \$200 annual grant, and up to \$500 or \$1000 Special Activities Fund or Organizations Project Fund once during an academic year. To obtain the \$500/\$1000, additional documentation is needed. In order to receive the annual grant, Clubs need to fill out the Fund Request form & submit it to the ICC Board/Advisor, or put it in the red box by the ICC cubicle before Monday at 3 p.m. The \$50 Seed Money will automatically be deposited into the newly founded Club account. This can happen if the Club opened their account with the Student Accounts Office.

B. An organization must be present at roll call at the Inter Club Council meeting in order to request funds from Inter Club Council or their funds may be denied.

C. After the board approves an organization's request for funds, the ICC Finance Director will give the Students Accounts Manager ICC minutes and then students can submit the completed form (indicating the amount of money transferred, the recommended vendor, and the source of funding) along with the organization's minutes and receipt originals as a supporting document.

Section 3: Deposits

A. All cash & checks collected need to be submitted with supporting documents & the appropriate signatures of the club's advisor, club officer, and student accounts manager, before depositing the funds to the bookstore. All funds must be deposited to the Foothill Bookstore immediately after following the activity by the club treasurer and advisor.

B. Income of events must be deposited into the organization's account before the organization pays any expense charges (for more detail, see Article V). The direct payment of expenses of an event (food services, decoration expenses, etc.) may not be funded from the income of the event.

C. All funds generated by a host organization through events or activities must be deposited immediately into the organization's account. If the Students Accounts Manager is not available at the time (night-time, for example), the organization must leave the funds generated with the advisor. As soon as the Students Accounts Manager is available, the ICC Finance Director is responsible for retrieving the funds from the advisor, and contacting the Students Accounts Manager to arrange a deposit of the funds.

D. The transfer of income from an event into an organization's account (either in the form of cash/check) will be the responsibility of the advisor, an employee of the Foothill-DeAnza Community College District.

E. The Student Accounts Manager will keep an accurate record of the funds transferred into the organization's accounts, and issue receipts for all money received.

Section 4: Expenditures

A. An organization requesting reimbursements to compensate for money already spent must fill out a Check Request Form and get the advisor and club rep.'s signatures. The form is available at the Student Accounts Manager office. The completed Check Request Form will be completed and presented to the Student Accounts Manager.

B. To verify the legality/accountability of an organization's claim, the organization must provide (along with the completed Check Requisition Form) the Student Accounts Manager with the relevant documents, such as:

a. The Inter Club Council minutes explaining the fact that the board has already approved the activity hosted by an organization (thus approving any expenditures that occur as a result of the activity);

b. The club's minutes explaining the fact that the activity and costs associated are being held with the knowledge and approval/consent of all the members of the organization;

c. Original receipts of items purchased for the activity (decorations, etc.);

d. Other documents as requested by the Student Accounts Manager. Once the Student Accounts Manager verifies the accountability of these documents, the organization will be granted reimbursement.

C. Expenditures of organization funds can occur as follows:

a. Purchase Orders: In some instances, goods or services may be secured on account from cooperating firms or business. If the goods are to be charged to the organization's account, the Student Accounts Manager will, upon receipt of the approved Check Request Form and the accompanying documents, (for more detail, see section 5B) issue the organization a Purchase Order made out to the business. The Purchase Order must contain information about the number and costs of all items to be charged. Individuals or organizations obtaining goods or services on account without the Purchase Order will be held personally responsible for the payment of goods/services. The Students Accounts Manager must be allowed at least three (3) days' notice on all Purchase Orders.

b. Check: Goods or services can be paid directly by check. Upon the receipt of an approved requisition and the accompanying documents, the Student Accounts Manager will prepare the check. Checks are customarily made out to the business. Bills validating the payment of goods or services by check must be returned to the Student Accounts Manager within 3 business days. When a check is made payable to a faculty/staff advisor, it is the duty of this person to obtain receipts from the business, and return these receipts immediately to the Student Accounts Manager.

Section 5: Tickets

A. Tickets that are to be sold must be approved by the Student Accounts Manager. All unsold tickets must be returned. Exceptions to this regulation are to be discussed by the Inter Club Council.

B. Complementary tickets to activities/events hosted by an organization must be approved by the club's advisor.

Section 6: Maintenance of Records

A. Every organization's treasurer should maintain accurate records of all income and expenditure activities of the organization. The organization should maintain copies of Requisition Forms and receipts in all their files. The organization's accounting books will be open to the Inter Club Council's Executive Board, and the Executive Board can (with sufficient cause) instruct the ICC Finance Director to audit the organization's books.

B. ICC shall follow district or departmental division procedures for maintaining records.

Section 7: Contracts

A. Club advisors and/or organization members (students) ARE NOT allowed to finalize a contractual agreement with firms/businesses/agents/DJs/caterers without the knowledge and approval of the club advisor and accountant.

Section 8: Fund-Raising

A. Fund-raising activities are to be approved by the Inter Club Council. The approval of a fund-raising activity must be coordinated with the campus activities calendar.

B. Fundraising activities need to be approved 1-2 weeks in advance, unless it is associated with a natural disaster for victims with immediate needs (with ICC approval).

Section 9: Funds Hibernation Process

A. All active organizations must be represented at the Inter Club Council's regular meetings. According to Inter Club Council Bylaws, the organization goes into a state of probation after three (3) Inter Club Council meeting absences; after four (4) consecutive meeting absences the club goes into an automatic state of suspension. The Inter Club Council Secretary will keep track of the clubs absences and report to the entire board. The ICC Secretary will also be responsible for notifying the organizations advisor(s)/officer(s) (in both written and verbal form) of their clubs status both after the first three (3) absences, and after the fourth (4) absence. The ICC Secretary must also notify the club's advisor/officer(s) of what will happen to the organization's funds if the club continues to be unrepresentative for a period of sixteen (16) quarters or more. (Notify the advisor and/or organization officer(s) of the Section 9 B-C).

B. If the organization is not represented in these ICC meetings for a period of sixteen (16) consecutive quarters (including summer quarters) or longer, the organization's funds will then be transferred into the ICC organizations project fund account. Note: Section 3 must be implemented before any of the organization's funds are transferred. Note: during the sixteen (16) quarters of the organization's inactivity/hibernation, the Inter Club Council Executive Board will ensure that the club does not use the funds in their account.

C. In order to effectively implement Section 2, the ICC Executive Board will review the status of organization annually.

1. All active organizations must be represented at the Inter Club Council's regular meetings as defined in Inter Club Council Bylaws Section 5. Organizations that are either in violation of this section or request voluntary hibernation will be placed in states of probation or hibernation in accordance with ASFC Inter Club Council Bylaws Section 6. Notification of Probation or Hibernation status will be made by the ICC Secretary and Student Activities Specialist in both written and verbal form to the organization officer(s) and advisor.

2. If an organization in voluntary or involuntary hibernation is not represented at ICC regular meetings for a period of 16 consecutive quarters (including Summer Quarters) or more, the organization will be considered for Permanent Hibernation. All Permanent Hibernation organization's funds are transferred into the ICC Special Projects SP07 (or equivalent) account.

3. In order to effectively implement the actions of Section 10B, the Inter Club Council's Executive Board and Student Accounts Manager will review the status of all (active and inactive) clubs and organization accounts after the 4th week of each Fall Quarter. Notification of pending Permanent Hibernation Status, including reference to the possible transfer of organization funds to the ICC Special Projects SP07 (or equivalent) account, will be delivered verbally and in writing to the last known Faculty Advisor and/or organization officer(s). If an organization officer or advisor does respond within 30 days to this notification and announces intent to reactivate said organization to the Executive Board, the Inter Club Council will allow the organization 2 quarters to complete the reactivation process. If there is no response within 30 days, if the reactivation process is not completed, or if the response from the Club's Advisor and/or the Club's President is to proceed with Permanent Hibernation, the Inter Club Council must publish a final announcement of Permanent Hibernation in the school's newspaper (if one exists), website, and Inter Club Council Bulletin Board. If there is no further response from the campus

community to the Inter Club Council Executive Board after 30 days then the transfer of permanent hibernation organization funds to the ICC Special Projects SP07 (or equivalent) account will be made by the Student Accounts Manager as directed by a vote by the Inter Club Council.

4. An organization that has been put into Permanent Hibernation status can reactivate its organization. However, after the transfer of funds mentioned in item four (4), the Club needs to clarify what will happen to their funds. They can receive \$50 of seed money and \$200 of grant money. The organization may not reclaim their “old” funds when it reactivates.

Section 10: Stipulations

The Inter Club Council Executive Board reserves the right, with the consent of the board and the advisor, to discuss any exceptions or violations of the rules and regulations mentioned above and take appropriate actions.



INTER CLUB COUNCIL

Foothill College • 12345 El Monte Road • Los Altos Hills • CA 94022-4599 • Telephone:(650) 949-7060

Activity Petition Form

The purpose of this form is to make a club event officially exist and to allow for Fund Request Forms. Submit a completed form to the ICC Advisor Mondays by 3pm.

- 2 week's notice** - for events that request \$500 and for field trips
- 4 week's notice** - for events that need \$1000, have an off campus cater, custodians and Campus Police, or need the promotion time
- Fundraiser (Must select an above option)** - Please see and fill out the Fundraiser Form in addition to this form.

Club Name: _____

Student Contact: _____

Email: _____ Phone: _____

Event Name: _____ Start Time: _____ End Time: _____

Location of booked venue: _____ *If the location is an off-campus field trip, complete the travel forms 2 weeks prior to the field trip

Day(s) and Date(s): _____

Performer: _____ Audience: _____

Specific Plans of Activity (Food is not allowed to be cooked at home, potlucks are unofficial/for meetings and can't be mentioned on this form. No reimbursements for prizes/gifts/gift cards/movie tickets): _____

****Clubs must attach minutes showing that a majority of official members has been reached agreeing on planing and executing the event****

Club Account Balance: _____ Requested ICC Funds (Attach Fund Request Form): _____

General Admissions Price: _____ Price With OwlCard: _____

Anticipated Expenses: _____ Anticipated Income: _____

Off-Campus Speaker:

- Contact info. & bio. with reference list District
- Contract required one month prior for payment

Off-Campus Caterer:

(Needed for those who deliver and are not an established chain. Not needed for pizza delivery. Hard copies required at event)

- Health Permit & Business License (not needed for established chain)
- Invoice on company letterhead
- District Contract required for payment if food is delivered one month prior

1) Club Officer - verifies club has voted to host the event:

Printed Name _____ Signature _____ Date _____

2) Club Faculty/Staff Advisor(s) - signs that she/he will be present during the entire event:

Printed Name _____ Signature _____ Date _____

3) Student Activities Specialist/ICC Advisor - confirms logistics and paperwork is complete:

Printed Name Erin Ortiz Signature _____ Date _____

4) Student Accounts Manager - reviews financials of events with club treasurer and trains students on cash box and bookstore deposit form:

Printed Name Kamara Tramble Signature _____ Date _____

FOR ADMINISTRATIVE USE ONLY

Circle one: Approved Denied

Vice President of ICC Signature _____ Date _____



INTER CLUB COUNCIL

Foothill College • 12345 El Monte Road • Los Altos Hills • CA 94022-4599 • Telephone:(650) 949-7060

Fundraiser Petition Form

This form is to be completed and attached to the Activity Petition Form with club minutes in the event of a planned fundraiser.

Fundraiser Requirements - ICC advisor & accountant oversee, while the club advisor is present the whole time. If funds raised are for donation to an outside organization, the funds raised can't be deposited in the club's account and the outside organization must be present to collect the funds during the fundraiser.

*If the fundraiser is on or off-campus, your club advisor will need to be present at all times.

**Money needs to be deposited immediately following an event. Funds must be deposited at the campus bookstore after the Student Accounts Manager signs off on cash count form, or at the FHDA Police Dept, if the event ends after 4 PM. No one is allowed to count cash alone, or keep money overnight.

Club Name: _____

Student Contact: _____

Email: _____ Phone: _____

Event Name: _____

Fundraising Organization: _____

Email: _____ Phone: _____

Location of Fundraiser: _____

Audience: _____

Days & Dates: _____ Start Time: _____ End Time: _____

Specific Plans of Fundraiser: _____

Club Account Balance: _____ General Price: _____

Anticipated Income: _____ Anticipated Expenses: _____

Off-Campus Caterer:

(Needed for those who deliver and are not an established chain. Not needed for pizza delivery. Hard copies required at event)

- Health Permit & Business License (not needed for established chain)
- Invoice on company letterhead
- District Contract required for payment if food is delivered one month prior

Off-Campus Speaker:

- Contact info. & bio. with reference list
- District Contract required one month prior for payment

Food & Reimbursements

Food is not allowed to be cooked at home, potlucks are unofficial for meetings and can't be mentioned on this form. No reimbursements for prizes, gifts, gift cards, or movie tickets.

1) Student Contact - hosting and overseeing the event, in charge of handling the money with the advisor:

Printed Name _____ Signature _____ Date _____

2) Club Faculty/Staff Advisor(s) - signs that she/he will be present during the entire event:

Printed Name _____ Signature _____ Date _____

3) Student Activities Specialist/ICC Advisor - confirms logistics and paperwork is complete:

Printed Name Erin Ortiz Signature _____ Date _____

4) Student Accounts Manager - reviews financials of events with club treasurer and trains students on cash box and bookstore deposit form:

Printed Name Kamara Tramble Signature _____ Date _____

FOR ADMINISTRATIVE USE ONLY

Circle one: Approved Denied

Vice President of ICC Signature _____ Date _____

Plan & Host an Activity

Club activities provide members hands-on experience in decision making, communications, trouble-shooting, delegating, budgeting, recruiting, problem solving, marketing, public relations, time management, event planning, politics, leadership and team building. Holding special events strengthen club focus, membership, and community building skills. The Activity Petition enables a club to request funds, receive assistance in planning, secure a location, and promote events.

There are two ways to participate in events, you can hold your own or co-sponsor another event.

Hosting an Event

- Club members decide and vote on the event and develop a budget with the advisor present. Advisor is required to attend the entire event.
- Members meet with the Student Activities Specialist for event logistics and marketing.
- Members meet with the Student Accounts Manager to review the financial aspects of the event.
- If any food is involved, it can be catered with an on-campus food caterer. Obtain their health permit and business license prior to the event. No deposits are allowed, contractor needs to complete Independent Contract (I.C.) Packet, one month notice needed.
- For events using outside speakers, a biography and a list of references are required, I.C. Packet required
- Complete the Activity Petition so ICC can vote to approve and you can advertise it in writing and use free facilities.

Co-Sponsorship

- Clubs can vote to donate money toward an already existing event or reimburse a member for expenses used at/for an already existing event. If necessary, the club will use the "Funds Request" form. No "Event Petition" is required, only club minutes. Many clubs enjoy setting up booths at department events, helping non-clubs with events and use/agree to that during their club meeting, not ICC.

Publicity

- Word of mouth – Announce events and meetings during class with instructor approval.
- Hang signs and flyers in reserved high-traffic, high-visibility locations on campus – must be approved through the ASFC Smart Shop via a dated stamp.
- The ASFC Design Center studio and ASFC Smart Shop can assist with marketing needs.
- The ASFC Smart Shop offers copying and printing services and a 50% discount with current OwlCard.
- Co-sponsor college hosted events
- Foothill has an award-winning radio station, KFJC 89.7 FM – contact them for advertising.
- Announce and pass out information at ICC meetings and/or ASFC Campus Council meetings.
- Club Day
- Promote via Facebook, etc.
- ICC Contact Sheet

Guidelines for Off-Campus Events

- After an Activity Petition is voted on, Field Trip and Conference Forms are required two weeks prior to the event taking place.
- Remember, you are representing Foothill clubs: conduct yourself in a mature way at all times.
- No alcoholic beverages or illicit drugs of any kind are allowed in conjunction with any event.
- Club advisor will attend or designate a district representative to attend all events.

Club's Activity Petition will NOT be processed if club is on probation or suspension status.



ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

12345 El Monte Road, Los Altos Hills, CA 94022-4599

www.foothill.fhda.edu/services/affairs/asfc.html

Phone: (650) 949-7281

Fax: (650) 941-4574

Event Planning Checklist

Event Title:

Today's Date: _____

Organization's Name: _____

Date & Day of Event: _____

Location: _____

Start & End Time: _____

Set up & Clean up Times: _____

Event's Purpose: _____

Sponsors/Co-Sponsors needs, wants & agreement:

Location: _____

Venue Booked: Yes No

1. Office Secretary Signature : _____

Account Name and Number: _____

Total Budget: _____

2. Accountant Signature: _____

Student Name and Organization Name: _____

Contact Info.: _____

3. Student Leader Signature: _____

Advisor present the entire event time: _____

Name & Contact Info.: _____

4. Advisor Signature: _____

Logistics

Layout/Design/Table set up:

Coordinator: _____

Contact Info.: _____

Chairs Needed Tables Needed

Special requests (canopy, stage, podium, etc.):

A/V request (projector, screen, P.A. system, cables, extension cords, etc.):

Custodians (2 weeks notice & over time required), \$1,000 average

Police (minimum 2 required on overtime, \$500 average

Activities Board or Outside Vendors:

Marketing

Coordinator:

Start Date:

Contact Info.:

End Date (Date of Event):

****ASFC Design Center e³ Smart Shop (To use an outside vendor we require an Independent Contractor Packet from Kamara Tramble e³ Advisor - Volunteers not to sign)****

Type of Advertising:	Yes	No	Start Date	End Date
Flyers/ Posters				
Website/ Facebook				
Flat Screens				
Classroom Announcements				
Event Arrows				
Banners				
Display Cases				
Black Stands				
Door Signs				
White Boards				
Special Requests (description):				

Food and Refreshments

Coordinator:

Vendor:

Menu:

Contact Info:

Required Health Permit: Yes No

Required Business License: Yes No

****Reminder- no food cooked from home****

Anticipated Attendance:

Supplies/Food (Napkins, Utensils, Plates, water, etc.)

Needed:

Available:

Entertainment

Coordinator:

Entertainment:

Master of Ceremony:

Contact Info:

DJ, Band, Singer, Dance Group, Guest Speaker
(Bio, Contact Info, and Reference List Required):

To use an outside vendor such as a caterer, entertainer or guest speaker, we require an Independent Contractor Packet from Accountant or Advisor - Volunteers cannot oversee. 4 weeks minimum and 3 months if it costs over \$1,000.

Sponsoring a Dance

Hosting a successful dance requires a great deal of brainstorming, as well as planning, communication, organizing, budgeting, marketing, creativity, public relations and teamwork.

Discuss plans with your Club Advisor who is required to be present for the duration of the dance. The "Activity Petition" form is due to the Student Activities Specialist by 3 p.m. on the Thursday preceding the ICC Meeting one month prior to the dance. Create an agenda for your club members to establish a student contact, or club representative, and appoint committees to delegate various responsibilities.

A dance typically costs a club an average of \$2,500.

- Club votes to hold event and appoints a Club representative to the Students Activities Office.
- Club representative meets Student Activities Specialist to book venue: Dance must end no later than 12:00 a.m. (midnight).
- Club Representative meets with the Student Activities Specialist to begin arranging all necessary facility and security requirements and to complete the "Activity Petition." This must be completed at least 30 days prior to the date of the event.
- The Student Activities Specialist manages arrangements and ASFC funds are used to pay for campus services:
 - Campus Police Representatives: 2 Police Officers minimum per dance, with a 4 hour minimum and an average total of \$550.
 - Custodial Service, for set-up and clean-up: 2 Custodians for a 4-hour minimum and average total of \$1,000.
 - Audio and Visual request.
- The club should create committees to handle different aspects of planning for the dance, such as:
 - Promotion and Marketing
 - Ticket sales

- Decorations
- Entertainment
- Food
- Set up and break down
- Club advisor and club treasurer meet with the Student Accounts Manager during the week prior to the dance. See the Office of Student Accounts for more details.
- Mandatory District Liability Waiver Forms must be available at the door for all attendees to complete.
- No minors (<17 years of age) will be admitted at the door unless the Minor Liability Form has been previously completed.

STUDENT FIELD TRIP/EXCURSION REQUEST FORM

This request must be filed with the appropriate campus dean **at least two weeks** prior to the date of departure to establish the proposed travels as a college sponsored activity, which assures insurance coverage for staff, students and the District. For trips over 24 hours, please attach a copy of your itinerary with contact names, hotels and telephone numbers.

College De Anza _____ Foothill _____ Department _____

Instructor/Staff _____ Telephone _____

Course/Activity _____

Purpose _____

Destination _____

Dates/Times _____

Number Participating _____ Actual Charge to Student \$ _____

Requests/Comments _____

CHECK ONE OR MORE

- _____ Voluntary Acceptance of Risk form: for adult students.
- _____ Minor Voluntary Acceptance of Risk form: for students who are under the age of 18.
- _____ Travel Agency Agreement form: when travel agent is making all the arrangements.
- _____ Non-Student Volunteer Participation form.

TRANSPORTATION

- _____ INDIVIDUAL ARRANGEMENTS
Class convenes and adjourns at destination. Instructor and district assume no responsibility for the "commute." **Staff must not supervise the use of private cars nor participate in car pool arranging.**
- _____ CHARTER OF PUBLIC TRANSPORTATION
Recommended mode of travel. See Student Fieldtrip/Excursion Charter form. Arrangements must be made by Purchasing Services.
- _____ DISTRICT-OWNED CARS
Make your own reservations in advance. Reservations are not made as a result of filling out this form.
- _____ TRAVEL AGENT
Use Travel Agent Agreement form when using a travel agency.

INSTRUCTOR/STAFF SIGNATURE _____

DATE _____

APPROVALS Division Dean	Vice President (required for over 24 hrs)
_____ Date _____	_____ Date _____

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
STUDENT FIELD TRIP/EXCURSION AGREEMENT
VOLUNTARY ASSUMPTION OF RISK

For students under 18, please refer to the Minor Authorization Form

Legal Name of Student (please print): _____
Preferred First Name _____

Age: _____ Instructor/District Representative: _____ Campus: _____

Dates of activity(ies), multiple dates are allowed, please be specific as to dates and purpose:

Completion of this form is required for all student field trip/excursion activities.

READ CAREFULLY AND COMPLETELY
By signing this release I understand and agree to the following:

1. I understand that this field trip/excursion is a voluntary act on my part and that I am not required to participate in this fieldtrip/excursion.
2. By participating in this field trip/excursion, I am assuming certain risks and I am waving certain rights:

Student understands that his/her participation in the field trip/excursion carries with it the risk of personal injury, property damage or death, to student, whether from accident or intentional misconduct of a third person. In order for the District to permit him/her to participate in the program, the student hereby accepts and expressly assumes all risk of such injury or death. Student releases and discharges the district, its officers, employees and servants (herein collectively referred to as "district") from all liability arising out of, or in connection with student's participation in the above described activity, including travel, EVEN LIABILITY ARISING FROM THE DISTRICTS NEGLIGENCE. For the purposes of this agreement, liability means all claims, demands, losses, causes of action, suits, or judgments of any and every kind that the student or student's heirs, executors, administrators or assignees may have against the district, or that any other person or entity may have against the district, because of any death, personal injury or illness, or because of any loss of or damage to property, that occurs during the above described activity and that results from any cause INCLUDING THE NEGLIGENCE OF THE DISTRICT.

In accordance with CA Code of Regulations, Title 5, Section 55450 regarding field trips or excursions, Student further agrees to hold harmless, defend and indemnify the DISTRICT from any and all liability, as defined above, resulting from, or in any manner arising out of, or in connection with the STUDENT'S participation in the above described activity, EVEN IF SUCH LIABILITY IS DUE TO THE NEGLIGENCE OF THE DISTRICT.

3. That I am granting permission in the event of a medical emergency:

In the event of any medical emergency STUDENT authorizes the consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care that the DISTRICT Faculty Sponsor deems necessary for the safety and protection of the STUDENT.

I have read the above and understand its terms. I execute it voluntarily and with full knowledge of its significance.

Signature of Adult Student Date

Phone number and email address of student _____

Signature of and printed name of Instructor/Staff Member Date

In the event of an emergency, please contact: _____

at the following number: _____

FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT STUDENT ACTIVITIES

GUIDELINES/AGREEMENT FOR OFF-CAMPUS ACTIVITY

*Must be completed and returned to the Student Activities Advisor
in order to participate.*

- Remember you are representing Foothill - De Anza Community College District; conduct yourself in a mature manner at all times.
- Behavior must be in compliance with Foothill College's Code of Student Conduct and the California Education Code.
- No drinking of alcohol or unauthorized use of controlled substances (drugs) prior to, or during the event, or you will be sent away and have no refund privileges.
- Have one person who has lists of field trip roster with emergency phone numbers.
- Don't leave the event site. Don't take risks!
- If driving, driver should have a well-maintained car, valid license and proof of liability insurance.
- Drivers and passengers are to wear seatbelts in the vehicle. This is CA law!
- Drive safely and defensively!
- Vehicles must only carry passengers and loads according to their stated capacity.
- Consult your advisor on the activity to keep him/her fully informed of your plans.
- It is expected that participants have paid the current quarter student body fee (OwlCard).

I have read, understand, and agree to abide by the guidelines above.

Print Name

Signature

Date

FOOTHILL COLLEGE
***ASFC-FUNDED* (unallocated reserves)**
CONFERENCE ATTENDANCE AGREEMENT

STEPS FOR SUCCESSFUL CONFERENCE ATTENDANCE

I understand that I am attending this conference as a representative of Associated Students of Foothill College and that my expenses are paid by the students of that institution. I understand that I am to conduct myself in a responsible manner and agree to the following:

- I am currently enrolled at Foothill College and have paid this quarter's Student Body Fees
- No Alcoholic Beverages or Drugs. California State Education Code prohibits alcoholic beverages or illegal substances being consumed during a college function regardless of student's age. (For the student's protection, prescriptions should be registered on medical consent form when turning in the application.)
- Behavior must be in compliance with Foothill College's Code of Conduct and the California Education Code.
- Switching assigned rooms and inappropriate sexual behavior are unacceptable.
- I must be a registered conference attendee to participate in the conference activities. I understand that outside visitors are *not* permitted. I understand that leaving conference for any reason without permission from my advisor is not permitted.
- I understand that I must submit a written report and present it to Campus Council within two weeks after attending the conference.
- I understand that violation of this agreement may result in my immediate return to my home at my own expense. Disciplinary action may also be imposed by Foothill College.
- I understand that I am personally responsible for any hotel room incidental costs above and beyond the room and tax fee.
- I understand that I will be held liable for all of my conference-related costs should I fail to attend and meet my responsibilities.

_____ Signature	_____ Printed Name
_____ Date	_____ Cell Phone #
_____ FH Student ID #	

Advisor must keep this agreement with them for each student representative who attends any Foothill College-related conference, as well as have a copy on file.

FOOTHILL COLLEGE
STUDENT REP. FEE-FUNDED (leadership focused)
CONFERENCE ATTENDANCE AGREEMENT

STEPS FOR SUCCESSFUL CONFERENCE ATTENDANCE

I understand that I am attending this conference as a representative of Associated Students of Foothill College and that my expenses are paid by the students of that institution. I understand that I am to conduct myself in a responsible manner and agree to the following:

- I am currently enrolled at Foothill College and have paid this quarter's Student Body Fees
- No Alcoholic Beverages or Drugs. California State Education Code prohibits alcoholic beverages or illegal substances being consumed during a college function regardless of student's age. (For the student's protection, prescriptions should be registered on medical consent form when turning in the application.)
- Behavior must be in compliance with Foothill College's Code of Conduct and the California Education Code.
- Switching assigned rooms and inappropriate sexual behavior are unacceptable.
- I must be a registered conference attendee to participate in the conference activities. I understand that outside visitors are *not* permitted. I understand that leaving conference for any reason without permission from my advisor is not permitted.
- I understand that I must submit a written report and present it to Campus Council within two weeks after attending the conference.
- I understand that violation of this agreement may result in my immediate return to my home at my own expense. Disciplinary action may also be imposed by Foothill College.
- I understand that I am personally responsible for any hotel room incidental costs above and beyond the room and tax fee.
- I understand that I will be held liable for all of my conference-related costs should I fail to attend and meet my responsibilities.

Signature

Printed Name

Date

Cell Phone #

FH Student ID #

Advisor must keep this agreement with them for each student representative who attends any Foothill College-related conference, as well as have a copy on file.

ICC By-Laws & Meetings

Clause 1. ICC Board Responsibility and Purpose

- A. Members of the Associated Students of Foothill College (ASFC) have an inherent right to form organizations (clubs) among themselves. Such organizations may be devoted toward social, service, honorary, political, religious, athletic, academic, cultural, departmental, or special interests. Those clubs, which are permitted to conduct events on the Foothill College Campus, shall be brought together to maintain a spirit of unity, fellowship, and cooperation through the Inter Club Council.
- B. The purpose of this board shall be to develop and recommend to the ASFC Campus Council such litigation, policies, codes, regulations, events, and declarations to effectively implement, develop, and coordinate events and programs for clubs.

Clause 2. Membership

- A. Voting Members of the Inter Club Council shall be the Vice President of ICC, who shall be its Chair, the Finance Director, the Outreach Director, the Program Manager and one Representative from each Club duly chartered under the provisions of the ASFC Constitution and By-laws.
- B. Voting Members of the Inter Club Council shall be one Representative from each Club duly chartered under the provisions of the ASFC Constitution and ICC Bylaws (see sections 9 & 10) and, if needed, the Vice-President of Inter Club Council and the ICC Finance Director.

Clause 3. Officers

- A. In the absence or resignation of the Vice President of ICC, the ICC Finance Director shall serve as the Chair.
- B. Once elected and/or appointed, the Vice President of ICC, and ICC Finance Director shall relinquish their club representation, and the club in which they held representation shall elect or appoint another representative to the ICC.
- C. In the absence of the ASFC Parliamentarian and ICC Secretary, the Vice President of ICC or other members of the Inter Club Council shall temporarily take over the responsibilities of the ICC Parliamentarian and ICC Secretary.
- D. The ICC shall be empowered to accept other such agents, pending the approval of ASFC Campus Council, as it may deem necessary to effectively conduct its affairs.

Clause 4. Meetings and Procedures

- I. ICC Meetings
 - A. Regular meetings of the Inter Club Council shall be held weekly (excluding holidays, dead week, closed weeks, summer quarter and exam weeks) during the regular academic year.
 - B. Special meetings of the Inter Club Council may be called by the presiding officer, provided adequate notice is given to the membership, or shall be called by the presiding officer on receipt of the petition of one-third (1/3) of the voting members of the council.
 - C. No more than three (3) clubs may be represented by the same individual.

II. Organizations Meetings

- A. Organizations shall adhere as closely as possible to their announced meeting schedule. The Inter Club Council shall approve any special meetings or departures from prearranged scheduling.
- B. All organizations and club meetings shall be announced through the club contact sheet maintained by the Student Activities Office.
- C. Inter Club Council weekly reports of all club meetings shall be made available to ICC upon request.
- D. No Club shall attend another's meeting with the intent of disrupting the meeting. If a substantiated complaint is made to the Inter Club Council, judicial action may be taken in accordance with Clause 6.

III. Inter Club Council Procedure

- A. All Clubs shall submit to the Vice President of ICC a completed roster of officers no later than the third (3rd) Inter Club Council meeting of the quarter and shall report additions and deletions to their rosters throughout the academic year.
- B. All Clubs shall submit to the Vice President Organizations, no later than the third (3rd) meeting of each quarter their desired meeting times and places. The completion of the meeting calendar shall be the first business of ICC each quarter. Clubs shall report any changes in meeting times and places throughout the academic year.
- C. Any changes in organization constitutions must be submitted to ICC for approval.
- D. Any changes in a club's constitution must be submitted to the Vice President of ICC.

Clause 5. Eligibility for Organization Office

- A. All Foothill College students are eligible to hold any appointed or elected office in any approved organizations.
- B. Two-thirds (2/3) of the voting members of Inter Club Council must be present before any matters are acted upon by the council.
- C. No student on academic probation shall be eligible to hold a major office in any organization. A major office shall be defined as that of a presiding officer in any organization; any other is a minor office.
- D. The maximum number of offices a person can hold during a quarter is three.
- E. For the purpose of establishing quorum, the ICC Secretary shall maintain one official roster of active clubs. The roster shall document the status of all clubs, as active, probationary, deactivated, or suspended.
- F. The Executive Board of ICC shall maintain current club files, which shall include copies of club constitutions and any other pertinent information.
- G. Organizations shall promptly distribute their agendas, minutes, and other reports.

Clause 6. Judicial Power of the Inter Club Council

- A. The Inter Club Council shall have the power to put an organization on probation if it violates the ASFC Constitution, Bylaws, Codes or regulations, or in a state of hibernation if it desires to become inactive. Terms of probation of hibernation, except for those of absences, shall be determined by a two-thirds (2/3) vote of the Inter Club Council.

- B. Upon the third (3rd) absence from the Inter Club Council meetings of any given quarter, an active organization shall go into an automatic state of probation. Such action will be preceded by one week's posted notice upon the fourth (4th) absence of an organization; they shall go into an automatic state of hibernation.
 - C. During probation, an organization must maintain attendance. The Vice President of ICC must report the probation status to the next meeting of ASFC Campus Council.
 - D. Clubs on probation may not hold an activity affiliated with Foothill College or request funds.
 - E. If an organization does not satisfactorily complete probation, the Inter Club Council must report the infraction to the ASFC Campus Council. The organization will be suspended for the remainder of the quarter.
 - F. An organization may choose to go into hibernation by filing a petition to hibernate, or by contacting the Vice President of ICC to hibernate, which must be approved by a two-thirds (2/3) vote of the ICC.
 - G. The maximum amount of hibernation time is two (2) years. After two (2) years, a club wishing to reactivate will be handled as if it were a new club.
 - H. Clubs that are absent for at least three (3) ICC meetings per quarter as an active club will be automatically be in the suspension state.
1. Powers:
In order that it may effectively promote, control, and regulate the functions of the several organizations emanating from the events of its members, the ASFC through the ASFC Campus Council, is hereby empowered to grant recognition through the process of chartering worthy groups and organizations.
 2. Privileges:
Groups and organizations officially recognized and chartered under the terms of this Article:
 - a. May use the name of the College or the Association in conjunction with their own;
 - b. May, in accordance with College policy, use the facilities of the College;
 - c. Must use the financial and accounting services of the College;
 - d. May otherwise participate in the benefits of this association.
 3. Charter Provisions:
Groups and organizations seeking or required to seek official recognition, must present Charter Articles (a constitution) which set forth, in sufficient detail information relative to:
 - a. Name
 - b. Purpose and Responsibility
 - c. Membership
 - d. Dues
 - e. Officers
 - f. Executive Organizations
 - g. Financial Responsibility
 - h. Process of Amending Articles
 - i. Rules of Order
 4. Disciplinary Powers:
The ASFC Campus Council may, for cause, place on probation, suspend or revoke any charter that it grants.

Clause 7. New Organizations

- A. Every new club must file with the Vice President of ICC within four (4) weeks after the date of its first (1st) meeting a proposed written constitution. This constitution must be in accordance with the ICC By-laws and ASFC Constitution. Final recognition of any organization is dependent upon approval of its constitution by the ICC.
- B. Every chartered organization must have an advisor who is a district employee and is approved by the ICC Advisor.
- C. ASFC Charters

Clause 8. Organization Finances

All Organizations finances must be transacted in accordance with the Inter Club Council Finance Code.

Clause 9. Representation to ICC

The Vice President of ICC, ICC Finance Director, ICC Outreach Director, ICC Program Manager, and ICC Secretary will represent and serve the Inter Club Council as voting members of ASFC Campus Council.

Clause 10. Quorum

Two-thirds (2/3) of the voting members of the Inter Club Council constitute quorum.

Clause 11. Voting Rules

Unless specified elsewhere herein, simple majority is more than 50% of the total votes cast and a two-thirds (2/3) vote is equal to or greater than two-thirds (2/3) of the total votes cast. In the case of a roll-call vote, any individual representing more than one club can only vote once.

Clause 12. Rules of Order

Except as specifically provided for to the contrary elsewhere herein, Robert's Rules of Order: Modern Edition (current edition) shall govern all of the actions and deliberations of this Council.

Clause 13. Minutes and Reports

The Inter Club Council shall cause to be promptly disseminated to its membership and to the ASFC membership in general, its minutes and such reports and other proceedings, as it may from time to time receive and adopt. The minutes from the previous Inter Club Council Meeting, and the Agenda for the upcoming shall be posted 72 hours in advance.

Clause 14. Special Events

- A. Every special event planned by an organization must be socially and educationally acceptable and in accordance with all federal, state, local, and college regulations.
- B. Any special event, concession, dance, or off-campus event must be approved by petition to ICC, and shall be submitted at least two (2) weeks prior to the event unless other time limits are reset at the discretion of the Vice President of ICC.
 1. For events involving any independent contractors, all required documentation must be submitted to ICC three weeks prior to the event.
 2. Calendar clearance and the signature of the Student Activities Specialist are required before any event petitions are brought before ICC.
 3. Event petitions must be approved by ICC before any promotion of Events occurs (i.e. flyers, recorded announcements, and posters).
 4. Before distribution, the Office of Student Activities must approve all promotional materials.
- C. Some events may require other forms or applications. See the Inter Club Council Advisor for more details.

Clause 15. Club Day

- A. Club Day is a type of event organized by the Inter Club Council. All attendance to Club Day(s) organized by the ICC is mandatory.
- B. Club of the year evaluation timeline, rubric, and award will be decided by the Inter Club Council Executive Board.

Robert's Rules of Order

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25 COMMON MOTIONS

Darwin Patnode Ph D

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This chart may NOT BE REPRODUCED without the consent of Darwin Patnode.
This chart is based on *Robert's Rules of Order Newly Revised*, 10th edition.
Three-digit numbers refer to *important* explanatory pages in the book.

InOrdWhen = Is it in order when another person has the floor?
 2nd = Is a second required? Y = Yes
 Deb = Is motion debatable? N = No
 Amend = Is motion amendable? a = Affirmative vote *only*
 Recons = Is motion reconsiderable? n = Negative vote *only*
 Renew = Is motion renewable? M = Majority required to adopt
 2/3 = Two-thirds vote required to adopt

MOTION / QUESTION	InOrd When	2 nd	Deb	Amend	Vote	Recons	Renew
Adjourn now, if privileged	N	Y	N	N	M	N	Y
Recess now, if some motion pending	N	Y	N	Y	M	N	Y
Raise a question of privilege	Y	N	N	N	219	N	N
Lay a motion on the table	N	Y	N	N	M	Yn	Y
Order the previous question	N	Y	N	N	2/3	193	Y
Limit or extend limits of debate	N	Y	N	Y	2/3	185	Y
Postpone to a CERTAIN time	N	Y	Y	Y	M	Y	Y
Commit, refer, recommit	N	Y	Y	Y	M	Y	Y
Amend a pending motion	N	Y	Y	Y	M	Y	N
Postpone indefinitely (reject)	N	Y	Y	N	M	Ya	N
Main motion, question, resolution	N	Y	Y	Y	M	Y	N
Agenda, adopt an	N	Y	Y	Y	M	Yn	N
Amend an adopted motion	N	Y	Y	Y	295	Yn	N
Appeal from the decision of the chair	Y	Y	249	N	M	Y	N
Ballot or roll-call vote, order a	N	Y	N	Y	M	Y	N
Counted vote, order a	Y	Y	N	Y	M	N	N
Divide related parts of a question	N	Y	N	Y	M	N	N
Nominate (and elect)	N	N	Y	N	M	430	N
Parliamentary inquiry	Y	N	N	N	281	N	N
Point of order	Y	N	N	N	242	N	327
Reconsider	308	Y	Y	N	M	N	N
Request for information	Y	N	N	N	281	N	N
Suspend the rules of order and ...	N	Y	N	N	2/3	N	328
Take a motion from the table	N	Y	N	N	M	N	Y
Withdraw a motion after statement	Y	281	N	N	M	Yn	N

PARTICIPATING IN MEETINGS OF ASSEMBLIES

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To accomplish anything at a meeting, a person must embody his or her idea in a motion steps below. A motion (also known as a question, although it does not ask a question) is like a direction: it proposes some action or opinion for the group—or its representative—to take. This document is based on *Robert's Rules of Order Newly Revised*, 10th edition, the parliamentary authority for nearly 90% of American organizations. All laws, local ordinances, organizational charters, constitutions, bylaws, and special rules of order (changes in RONR adopted by the group) take priority over this document.

A) Introducing a motion

1. Wait until no other person is standing—i.e., until the floor is open
2. Rise (i.e., stand)—do not just raise your hand
3. Address the chair by title, giving your name if necessary
4. The chair announces your name if you are recognized to proceed
5. Say "I move," not "I make a motion" or "I so move"
6. Give the precise text of your motion (the chair may assist you somewhat)
7. Be seated, but continue to pay close attention
8. The chair ascertains if there is a second for your motion
9. If there is no second, the motion is not before the group; if there is, the chair STATES THE QUESTION—i.e., repeats the motion—inviting debate

B) Debating or discussing a motion (first take steps 1-4 above)

1. Member offering motion has initial preference; member seconding does not
2. The chair should attempt to alternate between pro and con
3. Address all your remarks, even questions, to the chair
4. Keep your remarks closely related to the last motion stated by the chair
5. Avoid personalities, and try to avoid the use of names of members
6. Do not attack or even question the motives of another member
7. Do not criticize the chair or the past acts of the group
8. Do not speak against your own motion (but you may vote against it)
9. Observe time limits:
 - (a) no speech in excess of ten minutes;
 - (b) no more than two speeches per person per motion per calendar day; and
 - (c) no second speech if another person is still seeking to give his first

C) Voting on a motion

1. The chair PUTS THE QUESTION to a vote after repeating it
2. If a majority is needed, the chair takes a voice vote: "Those in favor, say aye. Those opposed, say no. The ayes have it/The noes have it. The motion is adopted/lost"
3. If a two-thirds vote is needed, the chair takes a rising vote: "Those in favor will rise. Be seated. Those opposed will rise. Be seated. The affirmative has it./The negative has it. The motion is adopted/lost"
4. If you are dissatisfied at a voice vote, demand a rising vote (division)
5. If you are dissatisfied at a rising vote, move to order a counted vote, a ballot vote, or a roll-call vote
6. The chair computes results on the basis of present, voting members only
7. A tie vote rejects a motion, but see step 8 below
8. The chair, if a member, may vote when the vote is by ballot or when that vote, cast as the chair intends to cast it, would change the outcome
9. The chair announces what will occur as a result of the vote

General Consent is a procedure available if there seems to be no opposition in routine business or on questions of little importance. The chair asks if there is any objection. If there is none, the action is taken, adopted by silence. If there is objection, the chair follows the normal procedure, above.



**INTER CLUB
COUNCIL
ICC**