

Eastfield College Student Programs & Resources

July 17, 2007

Dear Club Members and Advisors,

Welcome to the 2007 - 2008 Academic Year at Eastfield College! We are glad that you will be participating in one of our student clubs and organizations. We are looking forward to working with you. Please be familiar with this handbook as it gives all the necessary information to make your year very successful. Let us know if you have any questions.

Thanks and welcome!

Donnine Ballance
Director

Table of Contents

Student Programs and Resources Contact Information	3
Expanded Mission and Goals	4
Club Assignments	6
Expectations	7
Free Services Provided for Clubs	8
Helpful Hints	9
Forms and Deadlines	12
Official Club Recognition Agreement	15
Campus Event Planning	17
Publicity	20
Accounts	21
Fundraising	23
Purchasing and Reimbursement	25
Special Event & Travel Funding	27
Travel	29
Grievance Procedure	32
Advisor Information	33
Notes	37
Form Samples	39
Club Handbook & Orientation Acknowledgment	66

Student Programs and Resources (SPAR)

Website: <http://www.eastfieldcollege.com/SSI/SPAR/>

Room C-141

Phone: **972-860-7185**

Fax: 972-860-8391

Office Hours *

Monday – Thursday 8:00 a.m. to 5:00 p.m.

Friday 8:00 a.m. to 4:00 p.m.

*Office hours are subject to change.

The SPAR staff invites you to get involved in campus activities:

Student Leadership Academy
Student Government
Student Programming Board
Student Clubs and Organizations
Student Leadership Conferences
Student Development Workshops
Campus Socials
Guest Speakers
Field Trips

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Eastfield College Expanded Mission & Goals

As approved by The Dallas County Community College District Board
June 5, 2001

The mission of Eastfield College is to provide educational opportunities through high-quality instruction, services, and programs in an environment conducive to student success in academic, technical, occupational, and continuing education. Eastfield's purpose is to develop responsible citizenship, to value diversity and cultural enrichment, and to be accountable and adaptable.

Eastfield College will

1. Provide access for all students and help them achieve their educational goals by offering a broad range of instructional and student support services including counseling and guidance.
2. Assist students in obtaining freshman and sophomore level knowledge and skills leading to employment and/or an associate degree and/or prepare them for transfer to baccalaureate degree granting institutions.
3. Assist students in obtaining knowledge, skills, and services necessary to earn a certificate and/or applied associates degree and to succeed in technical occupational careers.
4. Provide literacy, developmental education, and English for Speakers of Other Languages programs designed to prepare students to participate successfully in further academic and career opportunities.
5. Assist students seeking training for advancement in their current field, training for entry-level job skills, retraining for employment or personal enrichment through comprehensive continuing education, and workforce training.
6. Develop educational partnerships with business, industry, governmental entities, and civic organizations to enhance economic development.
7. Provide all students with personal, social, and cultural enrichment opportunities and encourage them to exercise their rights and responsibilities as citizens.
8. Employ a qualified, diverse staff and provide opportunities for professional development for staff members to enhance their skills and abilities.
9. Continuously study, analyze, and appraise the college's purposes, procedures, programs, activities, and organization to enhance institutional effectiveness.

One of our goals in the Dallas County Community College District is to help you live more effectively and be responsive to our rapidly changing local, state, national, and world community. The Student Programs and Resources Office (known as SPAR from here on) wants

to contribute to your personal growth by providing resources and guidance for your club. We also provide experiences to encourage you to understand points of view different from your own.

In the **District's Policies and Procedures Manual**, the purpose of the SPAR Office is described as follows:

The District is committed to the concept of providing vital co-curricular activities for the students. Qualified staff members will be employed to develop and coordinate programs and activities which will enhance individual development, promote desired social interaction, and provide social and recreational activities. Student activity funds may be used to implement such programs.

The idea and motivation to form a club needs to come from the student. The club must be recognized by the college and have agreed to abide by the regulations of the DCCCD Board of Trustees and club rules as issued by the administration before it can operate. Every club will be open to all Eastfield students. Discrimination is in violation of state and federal law.

The mission statement for the Student Programs and Resources Office is as follows:

The mission of the Eastfield College Student Programs and Resources Office is to provide co-curricular and extra-curricular activities that enhance educational experiences for enrolled students. The many programs and activities that are organized through the SPAR office are designed to promote individual development and expand social, cultural, and educational opportunities. All SPAR activities support the students' ability to function effectively in the changing and diverse world in which we live.

SPAR provides the foundational support for student clubs and organizations, the Student Leadership Academy, Programming Board, and other participatory student learning processes. The SPAR office serves to enhance the academic, educational, and social processes through partnership programs as well as out-of-classroom events and activities.

Club Assignments for 2007 - 2008

Club Name	SPAR Liaison
Air Conditioning Contractors of America	_____
Anime Society	_____
Autobody Tech	_____
Automotive	_____
Baptist Student Ministries	_____
Basketball Booster	_____
Baseball Booster	_____
Business and Information Systems	_____
C.L.A.S. (Council of Latin American Students)	_____
Clay Guild	_____
Communications	_____
Digital Imaging	_____
Eastfield Alliance for Social Tolerance	_____
Guitar	_____
Health Science	_____
Human Services Honor Club	_____
International Food	_____
Journalism	_____
Latter Day Saints Student Association	_____
Make the Connection	_____
Mathematics	_____
Phi Theta Kappa	_____
Piano	_____
Positive Connection	_____
Rising Star	_____
Rodeo	_____
Runway Style Fashion	_____
Sigma Kappa Delta	_____
Sky Diving	_____
Soccer Booster	_____
Spanish	_____
Underground Art	_____
Vegetarian	_____
Versus	_____
Volleyball Booster	_____
WOW Club (Warriors of Worship)	_____
Write Spot	_____
Yoga	_____

Expectations

SPAR

ADVISORS

CLUBS

The SPAR Office is staffed by professionals who aim to provide services to the leaders, members and advisors of student clubs. SPAR liaisons are available to aid in the organizing of a group, the planning and implementation of programs and activities and developing leadership within the group. SPAR can provide advice, workshops, and information about college services and resources available to student groups, as well as information about college policies and procedures. In addition, the staff assists with accounting and financial issues relating to clubs.

SPAR Liaison

- Maintain accounting for Club and SPAR accounts.
- Provide statement of amounts in Club and SPAR accounts.
- Provide leadership training through the Student Leadership Academy and Student Programming Board.
- Disperse funding for clubs.
- Help to establish timelines and guidelines for planning events.
- Process paperwork and help when completing forms.
- Process room reservations.
- Advise students about the appropriateness of fundraisers.
- Secure college vehicles and assistance in planning field trips.
- Assist with interpreting district policies and procedures.
- Assist in writing contracts for speakers, performers, etc.
- Offer volunteer opportunities for clubs to be involved in campus life.

ADVISORS

- Attend or complete mandatory Orientation.
- Act as a resource person by attending as many club meetings as possible.
- Provide written approval for all club-related activities.
- Read and check all information on forms before signing.
- Assist in interpreting policies and procedures.
- Help with team building and goal-setting.
- Assist clubs in meeting deadlines.
- Assist in resolving problems and conflicts.
- Accompany students on out-of-county field trips or find a replacement.
- Attend all large club functions or find a substitute.
- Provide feedback on how the club is progressing.

CLUB OFFICERS

- Attend or complete mandatory Orientation.
- Recruit students to form a club, select an advisor, and negotiate his/her role.
- Call meetings for the club.
- Complete all necessary forms.
- Coordinate and follow-through with fundraiser paperwork.
- Schedule meetings with SPAR and advisors when planning field trips, fundraisers, and special events.
- Serve as a volunteer resource for SPAR sponsored events.
- Keep bulletin boards and Websites up-to-date.
- Provide membership roster and meeting minutes to SPAR Liaison.
- Keep record of club expenses and deposits.
- Have fun! Learn and grow!

Free Services Provided for Clubs

- **Club Mail Boxes** (Please check regularly)
- **50 Copies per Month**
- **Seed Money** (Must attend orientation to receive)
- **Special Events Funding Eligibility**
- **Event Planning Assistance**
- **Limited Storage Space** (See your SPAR liaison)
- **Monthly Club Newsletter**
- **Club Account Information**
- **Use of Campus Facilities**
- **Audio/Visual Equipment**
- **Bulletin Board Space** (See your SPAR liaison)
- **Equipment Checkout**
 - **Easels**
 - **Ice Chests/Igloo Water Coolers**
 - **Trays, spoons, knives, coffee pots, pitchers**
 - **Roaster Ovens**
 - **Punch Bowls, ladles**
 - **Can openers**

Helpful Hints

HOW TO RUN AN EFFECTIVE MEETING...

1. Agenda

BEFORE the meeting, plan ahead and think about the topics to be discussed and list them in appropriate order of discussion. If possible, discuss the agenda with the other officers and advisor and send it out so that members come prepared.

2. Deliberate Seating Plan

For better control, arrange chairs so everyone can see. Place the leaders centrally.

3. Eliminate an Uncomfortable Environment

One hour before the event, if possible, check your room and arrange tables and chairs according to your Seating Plan.

4. Beat Boredom

Do a fun ice-breaker or team- building activity once each meeting to build club spirit and morale.

5. Conduct the Meeting/ Discussion

Depending on how formal your club is, you can adjust the way you conduct the meeting. Start the discussion by:

I. Making sure members are oriented at the beginning either by written agenda or verbal summary of the upcoming topics.

II. Listing main points of the problem and giving all available information, asking members to decide the approach.

III. Calling for discussion of alternate points of view or for additional information.

Keep discussion going by encouraging individual members to speak and breaking up “cornered discussions” by just a few members only.

6. **Format Your Meeting as Follows:**

I. Call to order / Roll Call	5 min.
II. Minutes of previous meeting	5 min.
III. Reports of officers'	10 min.
IV. Reports of regular committees	15 min.
V. Reports of special committees	10 min.
VI. Old Business	15 min.
VII. New Business	15 min.
VIII. Announcements	5 min.
IX. Adjournment	1 min.

7. **Effective Leaders Remember These Suggestions:**

- ü Start on time and keep it moving.
- ü If the discussion gets longer than five minutes or gets off-track, appoint a subcommittee to look into it and bring suggestions to the next meeting.
- ü Keep things simple and, if parliamentary procedures help, use them.
- ü Summarize the discussion including the motion and rationale before decisions are finalized.
- ü Allow time for everyone who has an important idea or contribution.

8. **History**

- ü Keep thorough and accurate minutes (summary of the discussion) of the meetings because decisions may have significant impact on the club in the future. Be sure to send a copy to your club liaison.
- ü People may also need reminders of what they have committed to.

9. Include These Items in the Minutes:

- Ü Name of the club
- Ü Nature of the meeting (regular, special, executive)
- Ü Date and place of the meeting
- Ü Presiding officer and secretary
- Ü Approval of minutes from the previous meeting
- Ü All reports and action taken
- Ü All main motions carried or lost with the vote count where needed
- Ü All other motions carried which contain information necessary to following meetings
- Ü Adjournment

*****Please send your club liaison a copy of your club minutes.**

10. Committees

If your club is planning a special event or other big activity, the work of the group may better by accomplished if it is delegated to a committee. Delegation to committees spreads out the work of the organization among all of the members allows a few people to investigate, develop alternatives, and make recommendations for action to the organization as a whole. Examples of committees within a club are:

- Ü Planning Committee
- Ü Public Relations Committee
- Ü Volunteer Service Committee
- Ü Fundraising Committee
- Ü Social Committee
- Ü Refreshments Committee

Forms and Deadlines

Agency Fund Account Set Up Justification – Once your club is officially recognized, fill out this form to establish a club account. (New clubs only) Some of these forms are downloadable from website www.eastfieldcollege.com/SSI/SPAR/form.html.

Banner Request – SPAR will provide 1 banner free of charge each semester. Your club will be charged for additional banners.

- 2 weeks in advance

Campus Club Event Form – Complete this form anytime a club plans a special event on campus to ensure that appropriate staffing and campus facilities will be available.

- Due 4 weeks before the event or the event will be cancelled.

Club Event Checklist – This form is a guideline to plan your event.

Club Profile – This form must be turned in along with your **Special Events/Travel Fund Request**. The Funding Committee will use this information to become familiar with your club's activities.

Constitution – All clubs must have a constitution. Fill-in-the-blank constitutions are available for clubs.

- New club constitutions are due the same time as the **Petition for Recognition**
- Existing clubs should submit an updated version of their constitution

Electronic Message Board – Fill out this form when you would like an electronic message in the pit.

- 1 week in advance

Field Trip Participation Consent – Each club member who is participating in a field trip must fill out this form. This form must be turned in along with the **Student Travel Advance and Approval Request**.

- 1 week before trip

Field Trip Roster – Fill out this form listing all students and student identification number of those going on the trip. If requesting advance travel funds, this form must be turned in along with the **Student Travel Advance Form**. (This is required 3-4 weeks in advance).

- 1 week in advance

Fund Raising Application – You cannot hold a fundraiser unless this form has been completed and approved two weeks in advance.

- Completed and signed application due 3 days after the event.

Guest Lecturer/Performer Contract Information – Complete this form if you plan to sponsor a guest speaker and want to pay them.

- Due 4 weeks in advance. Payment cannot be made if contract is not approved before the event.
- Proof of liability insurance may be required- check with your liaison.

Model Release – If you intend to display photos of your club members on your club Website, each member shown in the photos must complete this form before posting.

Officer Roster – Complete this form after you have elected your officers. A copy of this form is kept in SPAR for a record of club contact names and phone numbers. Please, update whenever necessary.

- Due 4 weeks after **Petition for Recognition** form is approved

Participant Statement– Complete this form when you have a person going on a club trip that is not a student and will not be responsible for any of the students going on the trip (ex. Spouse/ friend of club member). No children allowed.

Petition/Recognition for a Student Club/Organization – This form must be filled out if your club is to be officially recognized each year. Ten prospective students must sign this form in order for a club to be organized. These students must be currently enrolled in credit courses.

Professional Leave and Travel Request – Advisors must fill out this form when they accompany clubs on field trips that are out of area. Must be turned in with **Field Trip Roster** and **Student Travel Advance Request Forms**.

- 3 weeks in advance

Reimbursement Request – Fill out this form when you have purchased items for your club using your own money and want to be reimbursed (see Purchasing and Reimbursement Section). Original receipts are required for reimbursement.

Request for Modification of SPAR Funds – This form only applies to SPAR Funds received from the Special Events and Travel allocation. If you receive funds from this allocation, you must spend the money you were allocated for the project/event you proposed. Should your plans change, or you have money left in your budget, you may appeal to the Student Government to reallocate these funds. Complete this form and return it to your SPAR liaison. Your “modification request” will be added to the agenda of the next Student Government funding meeting.

Room and Arrangements Request – Fill out this form when you need to reserve a room for a club event or weekly meeting. (Due to high occupancy, turn this form in as soon as possible).

Special Events/Travel Fund Request – Fill out this form if you would like to request money from the Student Government. You must be specific in your request and include what you plan to do with the money. For example, you can use it to sponsor a special event, field trip or conference. All requests will be submitted at the next available Student Government funding meeting. **Remember to attach the club profile form. Special funding money cannot be used for fundraising.**

Student Travel Advance and Approval Request – Fill out this form when your club plans to go on a trip and/or needs money in advance in order to pay for registration, lodging, meals, gas, etc. This form must be turned in with the **Field Trip Roster** and the **Professional Leave Form**.

- Fill out 3-4 weeks in advance of deadline.
- Finalization of the paperwork must be completed 10 working days after the trip. All additional money and receipts must be turned in to your SPAR liaison. The Business Office must have these items in order to give refunds and reconcile paperwork

Thank You for Donation Letter – This is a generic form letter to be used to thank vendors for making donations to your club. **Donations made to clubs are not tax exempt.**

Vendor Check Request – Fill out this form when you have a bill or invoice from a vendor and need to pay them. You must submit the vendor invoice with the signatures of a club officer and the advisor on the invoice with this form (see Purchasing and Reimbursements Section).

- 3 weeks in advance or when invoice/bill is received

Volunteer Application – Fill out this form if someone accompanies the club on an official field trip and is not a staff member or student and who will be facilitating or be in an authority position. A background check may be required.

- 3 weeks before trip

Withdrawal of Club Funds - Fill out this form when you want to withdraw money from the club account. This must include the signatures of the two club officers and the advisor. Clubs are responsible for providing receipts within 3 days.

Official Club Recognition Agreement

Officially Recognized Clubs Agree to Abide by...

- The DCCCD Board of Trustees Administrative Policies and Procedures Manual.
- 2007 - 2008 Eastfield College Club Handbook.
- The DCCCD Business Office Procedures Manual.

The “DCCCD Business and Procedures Manual” serves as a central document regarding most questions related to operating a student group.

www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/toc.htm

- The Student Code of Conduct in the Eastfield College Catalog.

The “Student Code of Conduct” outlines rules and responsibilities for student behavior and may be helpful in dealing with any behavioral issues.

<https://www1.dcccd.edu/cat0406/ss/code.cfm>

For instance, the Alcohol and Drug Use Policy states:

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

Students who violate this policy shall be subject to appropriate disciplinary action.

Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement official for prosecution.

Club status will be revoked if you do not follow the above policies and procedures.

**All recognized organizations are official ambassadors of Eastfield College.
Please conduct yourself in a positive and professional manner.**

Official Recognition of Clubs/Organizations

All student organizations established through the College must be approved by the Director of Student Programs and Resources prior to approval by the Vice President of Student Development or the Vice President of Instruction.

Official recognition of a club/organization by the College grants to that group the right to use the College facilities and resources within the operating policies of the District and to identify themselves with the college.

Each student organization which has been officially “recognized” by Student Programs and Resources and which generates revenue/expenditures must file the information listed below with the Executive Business Office or designee:

Agency Fund Account Set-Up Justification (Form #0307)

Student Club Petition/Recognition (Form #0306)

Any additional form(s) required by the Student Programs and Resources Office.

In exchange for recognition, the club/organization agrees to follow both the administrative and business policies and procedures as outlined by the **DCCCD Board of Trustees Administrative Policies and Procedures Manual** and the **DCCCD Business Procedures Manual**.

Campus Event Planning Criteria for All Clubs

Clubs wishing to host events on campus need to work closely with the club advisor(s) and the respective SPAR club liaison. Special club events fall under the auspices of the campus, and are subject to all rules, regulations, and responsibilities of Eastfield College. The safety and security of all event participants is the main focus of the campus' responsibilities in regards to club events held on campus.

When planning club events, the following details must be worked out by club officers, advisor(s) and the SPAR liaison:

All of the following details MUST be finalized 4 weeks PRIOR to the event.

NOTE: Failure to complete these details prior to the 4 week deadline will result in cancellation of the event. *

- (1) Name and purpose of the event (focus on club's purpose)
- (2) Cost analysis (can club pay for the entire event?)
- (3) Schedule the date, location and time (work with SPAR liaison)
- (4) Special Funding? (thru Student Government, if desired)
- (5) Completion of **Campus Club Event Form** (see "Forms/Deadlines")
- (6) Completion of all event preparations

*NOTE: Event details may be required up to 6 weeks in advance if:

- § The event is open to the public
- § Expected attendance is over 100
- § Club is paying a performer/speaker or caterer.

Further Planning for Club Events

If you plan ahead, members get a sense of anticipation and purpose. The event will run smoothly and everyone (even you) will enjoy participating in the activity. Here are some things to consider.

Step 1: Plan & Goals

- ü What is the nature of the activity: educational, social, recreational, service or fundraising?
- ü Who are participants: members only, campus, community, and other groups?
- ü What is your proposed outcome: increased knowledge, strengthened group ties, membership recruitment, or accomplishment of a specific task?

Step 2: Arrangements

- ü Decide the location and facilities: meeting room, auditorium, gym, park, or other off campus space.
- ü What resources are needed: speakers, films, literature?
- ü Are there special arrangements: lighting, food and drinks, assistance for handicapped participants, temperature, acoustics, and ventilation?

Step 3: College/District Procedures

- ü Receive authorization from SPAR and other campus departments.
- ü Check for possible violation of any policies.

Step 4: Finances

- ü What amount of money will you need and from where will it come?
- ü Who will pay: the club, individuals, or both?
- ü Do you want to charge admission? If so, who will handle the tickets?
- ü For fundraisers, fill out activity and signature sections on the Fund Raising Application Form. Cash box requested?

Step 5: Publicity

- ü Where will you distribute flyers: on campus, local community, and/or other campuses?
- ü Advertise in the Eastfield *Et Cetera* and special newsletters, do press releases, radio announcements, telephone/personal invitations, banners, posters, etc.

Step 6: Before the Activity, Check to See if:

- ü Your facility is arranged as requested, ex, tables, chairs, stage, etc.
- ü Resources and handouts are ready.
- ü Place-cards/name tags, easel and sign, water and glasses are placed.
- ü The person in charge and the person doing introductions have arrived.
- ü Evaluation forms are ready.

Step 7: Evaluation Afterwards

- ü Who participated? What was their response?
- ü Planning: Was it adequate, were goals met?
- ü What recommendations are there for follow-up?
- ü Will you repeat it next year?

Step 8: Follow Up

- ü Complete financial obligations: return unspent money, fill out the financial information section of the **Fund Raising Application** form, return cash box, and fill out **Reimbursement Request**, if necessary.
- ü What follow-up activities and plans are there?
- ü Send thank you notes to resource people and participants.

Publicity

- Clubs are responsible for producing their own flyers. *Please ask your club advisor and SPAR liaison to proof your flyer before printing or posting. SPAR will post them on bulletin boards for you. Allow two weeks for posting. (We have approximately 20 bulletin boards).
- SPAR will provide 50 free copies per month. REMEMBER: You are responsible for taking down flyers/posters the day of your publicized event.
- SPAR will make 1 free club banner per semester. If you have a specific logo or graphic image you would like to use, please provide a “jpg” file.
- Clubs may purchase advertising space in the Eastfield *Et Cetera* Newspaper. Check with your SPAR liaison for deadlines and price information.
- Clubs may advertise on the electronic message board in the pit by filling out the **Electronic Message Board Form**.
- Your advisors can inform Eastfield of upcoming events via e-mail.
- Please see your SPAR liaison for publicizing events open to the community.
- Clubs are not allowed to chalk courtyards or walkways on campus to publicize meetings or club information.
- To develop a Website for your club contact the College Webmaster, at 972-860-7217, for formatting guidelines. Once you’ve created your Website format, have your club advisor and **Club Liaison** approve the content.
 - ü The site must include your club’s purpose, meeting times/locations, upcoming events, and current contact information.
 - ü If displaying photos on your Website, each person in the photos must sign a **Model Release** form and submit it to their Club Liaison.
 - ü Updates to Websites must be approved by SPAR and the Webmaster.

Accounts

Clubs will not be eligible to utilize any funds or fundraise until each club and the club's Advisor fulfill the orientation requirement.

Club Account/Fund 24 (Top of Club Budget Report)

- All money (dues, fund-raising monies, donations, etc.) is to be deposited through the Business Office located in room C-126. The Business Office hours are 8:00 a.m. – 7:00 p.m., Monday through Thursday, and 9:00 a.m. – 4:30 p.m., Friday. Be sure you have your account number when making deposits, which your SPAR liaison can provide. **Once money is deposited into your account, the Business Office will give you 2 deposit slips. Please be sure to provide 1 copy of all deposit slips to your club liaison, as soon as funds are deposited.**
- Should be used for events that benefit club members and are related to the club's purpose such as on-campus meetings, field trips, etc.
- Can be used for scholarships, gifts, fundraisers* or donations. **
- Club funds earned are carried over from school year to school year.
- **Always include your advisors and your SPAR liaison when making financial decisions; schedule a meeting in advance with them.**
- Club Accounts are **not** tax-exempt. Therefore, when donations are made to the club, the donor needs to be aware that this is **not** a tax-exempt donation. Also, you are required to pay tax on all purchases.

SPAR Account/Fund 12 (Bottom of Club Budget Report)

- Includes the seed money you may receive at the beginning of the school year. This money is only available after club members attend a club orientation and complete their Petition for Recognition form. **Please note: Advisors attending orientation without student club members present will not satisfy the orientation requirement for their club.**
- Includes money you may receive through the Student Government.
- Includes money you may receive through SPAR incentives/prizes.
- Must be used for events that benefit club members and are related to the club's purpose such as on-campus meetings, field trips, etc.
- **Cannot be used for scholarships, donations or fundraisers.**

- Is tax-exempt and must be spent according to DCCCD Purchasing Policies and Procedures.
- Must be spent by the end of the spring semester. Check with your club liaison for the specific date.
- These funds cannot be carried over from school year to school year.

Please note...

- **It takes approximately 2-3weeks to gain access to SPAR/Club funds.**
- Have someone, preferably the club Treasurer, keep an accurate record of your expenditures and income.
- All paperwork must be complete and accurate before it can be processed.
- No outside banking is allowed.
- You will get a copy of your financial report each month with your SPAR Liaison newsletter. Check your report before you spend money.
- You may verify your balance anytime with your SPAR liaison; allow two working days to get your report.

Always save receipts and have advisor, club officer, and person being reimbursed sign them.

* A club fundraiser is defined as being any club activity or event in which revenue is generated for the club.

** A donation is defined as being a gift or contribution given to the club that is NOT part of an organized club activity or event designated to generate club revenues.

Fundraising

* A club fundraiser is defined as being any club activity or event in which revenue is generated for the club.

** A donation is defined as being a gift or contribution given to the club that is NOT part of an organized club activity or event designated to generate club revenues.

SPAR maintains a fundraising calendar. When you turn in your completed Fundraising Form, your SPAR Liaison will add your date to the calendar. Dates are first come, first served. Please keep in mind that due to the large number of clubs on campus, space is limited. Please be considerate of other clubs when scheduling fundraisers. The SPAR Director and/or the Vice President of Student and Institutional Development have final approval on all fundraisers.

- All clubs are allowed to raise up to \$5,000 per academic year.
- Each club may host one (1) fundraiser per week in the pit/courtyard.
- Only one club may be in the pit/courtyard per day. However, two or more clubs can mutually agree to share it. Forms must be submitted together.
- Only two days of the week are allowed for Bake Sales. Bake Sales, including homemade and packaged cakes, cookies, pies, brownies, pastries, rolls, and other bread items, are the **only food fundraisers allowed** on campus.*
- Clubs are allowed to sell **any food item** when Subway is closed.*

*Per the Eastfield College President's Cabinet approved *Club Food Fundraising Policy*, effective 4/1/05.

Fundraising Paperwork:

- A Fundraising Application Form must be completed and signed before date is reserved on the Fundraising Calendar.
- Fill out the activity and signature sections of the Application Form (see Forms Section) at least two weeks ahead of the date of your fundraiser. Application Form must be approved by SPAR Director before fundraiser will be conducted.
- Any fundraiser requiring outside personnel services, such as media or campus police, falls under Campus Event Planning, pg. 17.
- A copy of the approved form will be put in your club box.
- **You cannot conduct your fundraiser if all paperwork has not been completed and approved.**

- Advertise with posters, flyers, and a banner. (see Forms Section.)
- ***If you need a **cash box** for your fundraiser, it needs to be requested directly from the Business Office at least one week in advance by e-mail. **Advisors should e-mail Esther Bueno and include the date and time you need it, the increments, who and when they will be picking it up, and when it will be returned.** Please include the name of your club. They will then provide you with a locked cash box. You will not be able to request a cash box the day of the event. All cash boxes need to be requested at least one week in advance.
- Conduct business in a non-solicitous manner. You cannot approach people; they must come to you.
- Sell food items at a price that is equal to or greater than prices of Eastfield food and vending service.
- Have all checks made payable to Eastfield College or Club with driver's license number, phone number, and birth date on them. **Return Check Policy – The business office will notify SPAR about returned checks and the fees. The club will be responsible for the returned check fees.**
- Return cash box to the Business Office immediately after the fundraiser. If not returned on time, you will jeopardize other fundraising events in the future.
- Deposit all proceeds into your club account at the Business Office. You will be given two copies of the deposit receipt. **Make sure your SPAR Liaison receives a copy of this receipt as soon as possible!**
- Obtain the original approved fundraising form from your liaison within 24 hours of your fundraiser to be completed by an officer and an advisor. All receipts for expenses taken out of the proceeds must be attached. All receipts must be signed by an officer and the advisor.
- A club will not be allowed to host another fundraiser until Fundraiser Reconciliation has been completed.

Purchasing and Reimbursement

Though you are an officially recognized student club or organization at Eastfield College you are not a tax-exempt entity. You will be required to pay sales tax on all club purchases. Donations to your club are not tax-exempt.

Club Funds: Club funds are monies you earn by holding fundraisers, accepting donations or collecting dues. These funds can be used to benefit the purpose of your club, your club members and/or Eastfield College according to the guidelines stated in this handbook.

There are several ways for you to conduct business with your **club funds**:

1. Request payment for services directly out of your club account:

You can complete a **Vendor Check Request** and a check will be cut and mailed to your vendor in order for you to receive items you wish to purchase. Or, you can request the check to be held in the SPAR Office and you may take the check directly to the vendor.

2. You may choose to pay for items or services at your own expense and request reimbursement from your club account. Before you spend money, please check with your Club Treasurer, other Officers and/or Advisor to confirm you have the available funds and approval to be reimbursed. SPAR cannot process reimbursement requests without club approval or funds available. Complete the **Reimbursement Request** Form. Be sure that all receipts and the paperwork are signed by the person to be reimbursed, a club officer and a club advisor.

3. If you have an event coming up and you need cash to purchase supplies in advance, you may complete a **Withdrawal of Club Funds** Form. You'll have three days, after the funds are deposited, to spend the money and return your receipts along with any unused funds. If you go over the amount given, you can request a reimbursement, if funds are available in your club account.

Please allow at least two weeks for processing paperwork. Vendor checks are delivered to the SPAR Office on Tuesdays and Thursdays, after 3:00 pm. Keep this in mind when you have a deadline for a check request. (Example: A deadline on Monday means you will need to request the check to be received on the previous Thursday. Companies new to doing business with the DCCCD will take longer to process because a **W-9 Tax Form** is needed for "set up" in the system. This may add up to a week longer to process a check request).

SPAR Funds:

SPAR Funds is money you receive from SPAR for such things as attending a club orientation or receiving an award from the Special Events and Travel Fund. **SPAR Funds cannot be used for Club fundraising purposes.** These funds are based upon our college allocation and must be spent according to DCCCD Business Office Policy and Procedures. The Policy states the following:

If merchandise or services are obtained by an **unauthorized person** or in a manner that **does not follow established procedures**, the individual making the purchase will be deemed to have entered into a **private transaction** with the company involved. **Payment for any unauthorized purchase shall be the responsibility of the person placing the order.**

Please discuss with your Club Liaison how you would like to spend your SPAR Funds before engaging in any transaction. Your liaison will assist you in seeing that proper procedures are followed.

SPECIAL EVENT & TRAVEL FUNDING Student Government- Funding Criteria

The office of Student Programs and Resources allocates a portion of the yearly budget for official campus organizations to use for special events and travel. Examples include: leadership conferences, state conferences, workshops, competitions, or field trips that relate to the specific purpose of the student organization. Special funding money cannot be used towards raising money for the club or for paying salaries of college personnel for club hosted events. Student organizations may apply for funding throughout the Fall and Spring semesters of each academic year, to the Student Government. The Student Government will hold special “club funding meetings” three times a semester, in October, November, December and February, March, and April. Club members are required to personally present funding requests along with all proper paperwork to the Student Government at “club funding meetings.”

Student organizations wishing to apply for special funding should work directly with their respective SPAR liaison. Required paperwork includes “Club Special Events and Travel Fund Request” and a completed “Club Profile”. Clubs are expected to complete at least 2 club fundraising efforts and to volunteer for at least 1 SPAR event BEFORE coming to the Student Government asking for special funding. Completed paperwork is to be submitted to the SPAR office at least 2 days prior to the “club funding meeting.” Failure to meet this deadline will result in postponement of the funding request until the next funding meeting.

The maximum amount that will be awarded for each funding request is \$1,500.00. Student organizations may submit as many funding requests as they choose during the months of October thru April.

Funding awards are based upon the criteria written on request forms and the criteria specified below. The more information made available, the more beneficial it is to the Student Government. Clubs are expected to be actively involved in fundraising for specific needs and are expected to be actively involved in making a positive contribution to Eastfield College.

Special Events/Travel Funding Criteria:

1. Does the proposed activity/program benefit the stated purpose of the club?
2. Does the proposed activity/program have specific goals that relate to the club?
3. Does the proposed activity/program benefit the college community?
4. Does the proposed activity/program involve the entire club or just a few members?
5. Does the club have plans to financially support this activity/program?
*The club should have completed at least 2 fundraisers prior to each request.
*The club is to include budget documentation for the requested event/travel.
6. Has the club helped with any SPAR sponsored events this semester?
*The club is to have a minimum of 1 member to work at least $\frac{3}{4}$ of a SPAR event and check in with a SPAR staff person to verify time and presence.
7. Has the club been actively involved in campus activities in a way that contributes to the benefit of the college community?

Clubs may appeal any funding decision made by the Student Government. Clubs wishing to appeal should work directly with their respective SPAR liaison for assistance in the process. Appeals must be made directly to the Student Government at a “club funding meeting.”

Student organizations that receive special funding are required to follow all business office procedures and DCCCD related policies established by the Dallas County Community College District. Student organizations who fail to comply with DCCCD policies will not be eligible for further funding from the Student Government.

Travel

If you have been given the opportunity to travel and represent Eastfield College, **CONGRATULATIONS!** Representing Eastfield College at an off-campus event is a privilege that you have earned because you are a student leader who is committed to making a positive difference for your club. Representing the College takes time and commitment on your part, so please **make an appointment with your club liaison** as soon as you decide to travel or go on a field trip.

- All activities shall be relevant to club purposes.
- It is recommended that an advisor or staff member accompany your club on all out of area activities. **“Out of Area”** is defined as traveling outside of those counties that are bordered to Dallas County, for example, Fort Worth and Denton are considered to be “in area”.
- An advisor or staff member is required for all overnight activities.
- The advisor or staff member is responsible for insuring that all reasonable safety precautions are taken while on the trip.

Student Travel Advance and Approval Request

- Funds for registration, lodging, meals, and transportation expenses may be requested prior to the trip. **It is your responsibility to know your conference deadlines.** If forms are not completed on time to receive advance payments, you will have to incur out-of-pocket expenses and get reimbursed for the trip.
- **Student Travel Advance and Approval Request, Professional Leave and Travel Request** form, and **Field Trip Roster** must be filled out **AT LEAST 3 WEEKS** prior to the activity for any official club trip in which you use the Eastfield name and/or SPAR/club funds.
- The **Field Trip Participation Consent** form is due **ONE WEEK IN ADVANCE.**
- The advance travel amount will be made payable to the advisor and electronically deposited into his or her checking account. The advisor is then responsible for withdrawing this monetary advance and distributing it to the students. All students must sign for any cash they receive as an advance and include their student identification number.
- Students are allocated **up to \$30** each day for meal expenses.
- Be aware that club members may be expected to help pay for individual travel expenses that are part of the official travel costs. For instance, if travel is funded 100% by club funds, club members may vote to waive or adjust the meal money allotment of \$30 each

day. A memo, including club officers' signatures and stating the club's intent of adjustments, must be submitted prior to travel.

- The advisor/students must meet with the SPAR personnel and complete all forms within 10 working days after completion of the trip. **KEEP ALL RECEIPTS OR YOU MAY NOT BE REIMBURSED.** This includes airfare, lodging, registration, admissions, and any other expenses approved for reimbursement.
- Please note that DCCCD requires that one person will occupy one bed in any type of room used for lodging during a school-sponsored trip. Also, advisors are not to room with students.
- Remember, you are representing Eastfield College and your club. The College and your fellow students trust you, so represent them well. You must abide by the "Student Code of Conduct, " which outlines rules and responsibilities for student behavior <https://www1.dcccd.edu/cat0406/ss/code.cfm>

For instance, the Alcohol and Drug Use Policy states:

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement official for prosecution.

Van Usage for Club Travel

- Vans need to be requested at least three weeks in advance through your SPAR Liaison. All drivers of the van/bus must be on the *DCCCD Approved Driver's List*. Under no circumstances are students allowed to drive district or rented vehicles.
- The rate for use of the college vans is \$40.00 per day. You will be provided with a copy of the Eastfield College Emergency Procedures for College Vehicles and a list of phone numbers to contact in case of an emergency.
- See your liaison for off-campus van rental. All DCCD policies and procedure apply to rental vehicles, including appropriate driver rules and regulations.
- Advisors will not transport students in their personal vehicles.
- Students are allowed to drive their own vehicle with prior club advisor approval. The club/club advisor may or may not authorize mileage reimbursement.
- Club advisor/SPAR Staff will not be responsible for car pool arrangements. Students may make their own arrangements.

Grievance Procedures

If you cannot resolve a conflict with your officers, advisor(s), or SPAR, here's what you do:

1. All conflicts and disputes should be discussed **FIRST** among your club officers and advisors.
2. If this step does not resolve the issue, then the next step should involve your club liaison. At this point, written documentation may be requested.
3. If step 2 does not resolve the problem, the Director of SPAR and/or the Vice President of Student Success & Enrollment Management (VPSSEM) should be involved. Written explanation of the grievance will be required as well as the names of the parties involved. Parties in the grievance will meet with the SPAR Director and/or VPSSEM in a mediation format.
4. If mediation does not resolve the problem, then the VPSSEM will submit the conflict to the President's Cabinet to serve as a final decision-maker.

Advisor Information

GENERAL INFORMATION

Why be an Advisor?

As a distinguished faculty or staff member, you have much to offer the students outside the classroom or office. Your knowledge, experience and expertise are invaluable to an organized group of students. Your investment in them is a strong source of encouragement as they pursue their interests, goals and concerns. It also enables students to complete the loop of integrating classroom learning experiences with service learning to create the development of the whole student.

How much time will it take?

At least one hour per week. At a minimum, advisors should set aside some time each week to meet with officers to discuss goals and concerns and for the necessary paperwork and signatures. Beyond the minimum, the time required will depend greatly upon the planned activities of the group. Visibility and direct contact with the organization leaders and members are a must for an effective advisor. **You are required to attend all large club functions during the week and on weekends. In addition, you, or a qualified substitute, are required to accompany your club on all overnight or out of area travel. “Out of Area”** is defined as traveling outside of those counties that are bordered to Dallas County, for example, Fort Worth and Denton are considered to be “in area”.

How long do I serve?

Advisors are encouraged to serve for at least one full academic year. Consistency is important in the student groups, and the advisor can help provide this consistency by serving for more than one year. Most effective advisors are invited to serve on a continuing basis. In many instances, several faculty and staff members may serve as advisors for a particular club, thus sharing the responsibility.

Tips for Advisors:

- Stay informed of an organization’s plan and problems. This can be accomplished by attending meetings and events, reading the campus paper and electronic news groups, and talking with student leaders.
- Model good leadership. The same requirements apply to the advisor that apply to the students when programming: careful planning, budgeting, and collaboration. Delegate responsibilities when necessary.
- Be visible and accessible to students. Maintain an open door policy.
- Arrange regular meetings with student leaders. The meetings may range from informal conversations about how things are going to more formal critiques of leadership skills. However, the form the meetings take is not as important as their frequency and regularity.
- Don’t get discouraged when a group rejects you. If a group is defensive, the best way to get beyond it is to explain, or better yet, show what benefits of having an advisor are and what he/she can do for the group.

- Show students your pre-event excitement. Ask how ticket sales are going. Comment on the visibility of the advertising. Let them know of conversations overheard by students who expressed excitement.
- Let go of feelings of responsibility for failures. Attendance does not equal success. Help the organizations learn from failures to improve on future events. Learn from what you did or didn't do as well.
- Applaud successes. Congratulate individual students and the whole organization for a job well done. Publicize their success via campus email, student newspaper, and the Village Window.
- Give feedback. Have informal conversations about programs, advertising, and the planning process. Give constructive criticism and suggestions of how to improve for the next time around.
- Keep a sense of humor.
- Don't be surprised by anything and keep records of everything. Written notes and documents for problems and complications are helpful hints when dealing with similar situations in the future. It is also a good training tool for future advisors.
- Don't take ownership of an organization and its actions. Advisors are not parents to the student organizations. Advisors can attempt to influence behaviors and decisions made by students or the organization, but there is no guarantee that they will accept your advisement.
- Trust and respect between students and the advisor should be mutual. Teach students that leadership and adulthood come with certain levels of responsibilities, and that as the advisor shows trust and respect for students, he/she should expect the same from students. If mutual trust and respect are not present, then the advisor must address the issue if an effective advising relationship is to take place.
- Recognize that various organizations and individual students are at different levels of organizational and personal development. Treat each student as an individual and address his/her specific needs as necessary.

(These guidelines were adapted from an article by Han Mi Yoon, 1996, Campus Activities Programming).

RESPONSIBILITIES

Orientation

All Club Advisors are required to attend a Club Advisor Orientation per academic year. Clubs will not be eligible to utilize any funds or fundraise until each club and the club's Advisor fulfill the orientation requirement. The SPAR Office will do its best to accommodate Advisors' schedules in providing thorough and convenient Advisor Orientations. Orientation opportunities include:

- 1) Convocation Week Orientation
- 2) Student Club Orientations (large group) – September 25 & October 5 for fall 2007
- 3) On-line Orientation
- 4) One-on-One Orientation with SPAR Liaison (scheduled in advance)

General

Advisors are also required to follow the policies and procedures outlined by the DCCCD and applicable student clubs and organizations (See the Official Club Agreement on page 17). Advisors should also be aware of all financial matters relating to the student group.

Liability

Generally, on-campus activities of a student group present very few situations where liability becomes an issue. Advisors simply need to follow common sense in working with students just as they would in a classroom or office setting. If your club is having a big event (concerts, festivals, family days, etc.), you must be present to see that everything goes smoothly, even on the weekends. If you cannot be present, you will need to get a replacement and let your SPAR Liaison know in advance. On weekends, if there are problems, the Campus Police will know how to reach your SPAR Liaison. Students are expected to abide by the Student Code of Conduct.

Advisors frequently accompany students on off campus activities such as workshops, field trips and conferences. Off campus activities can present new issues of liability. These issues may include the use of alcohol or other controlled substances, behavioral problems, placing students in harmful situations, attending to emergency medical care when needed and operation of college owned vehicles. Please be familiar with the Eastfield College Emergency Procedures for College Vehicles. SPAR will give you a copy when you travel.

The following is taken from the Employees Standards of Conduct regarding substances while at work or on any college-sponsored trip/activity:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the college or at college-related activities during or outside of usual working hours:

- 1) **Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.**
- 2) **Alcohol or any alcoholic beverage.**
- 3) **Any abusable glue, aerosol paint, or any other chemical substance for inhalation.**
- 4) **Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.**

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance. An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee’s use shall not be considered to have violated this policy.

POLICIES AND PROCEDURES

As the advisor, you may wish to become familiar with the following sources of information regarding the various policies and procedures relating to student clubs at Eastfield College.

1. The “Petition/Recognition for a Student Club/Organization” form serves as the basis of operation for any student group. This form provides information regarding the practices, purposes and responsibilities of registered student groups. It should also be noted that a Petition form must be submitted each year, and updated information about the group, especially change of officers and advisors, should be maintained on a regular basis.
2. The “DCCCD Business and Procedures Manual” serves as a central document regarding most questions related to operating a student group.
www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/toc.htm
3. The “Student Code of Conduct” outlines rules and responsibilities for student behavior and may be helpful in dealing with any behavioral issues.
<https://www1.dcccd.edu/cat0406/ss/code.cfm>
4. The “Club Handbook” offers suggestions for structuring a group and implementing programs. Various guidelines and resources are referred to in the handbook. The Club Handbook is also posted on our website and forms may be downloaded.
www.efc.dcccd.edu/SSI/SPAR/clubhome.html
5. The “Eastfield College Emergency Procedures for College Vehicles” published by the SPAR office in cooperation with the Campus Police.

CLUB HANDBOOK & ORIENTATION ACKNOWLEDGEMENT

I have read the SPAR Club Handbook and attended or completed Orientation. I am aware of the responsibilities and expectations associated with the role of club advisor. I understand that club advisors, officers, and members must abide by the DCCCD Business and Procedures Manual, the Student Code of Conduct, and the guidelines outlined in the SPAR Club Handbook.

CLUB NAME: _____

All club advisors must sign below.

Advisor Name (Print): _____

Signature: _____ Date: _____

Advisor Name (Print): _____

Signature: _____ Date: _____

Advisor Name (Print): _____

Signature: _____ Date: _____

I have read the SPAR Club Handbook and attended Orientation. I understand that club advisors, officers, and members must abide by the DCCCD Business and Procedures Manual, the Student Code of Conduct, and the guidelines outlined in the SPAR Club Handbook.

Club Officer Name: (Print) _____

Signature: _____ Date: _____

For SPAR use only:

Club Orientation Date: _____

Advisor Orientation Date: _____