
Club Advisor's Handbook

Mt. San Antonio College





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Role of Club Advisors

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."
– John Quincy Adams

Becoming a Club Advisor can be very rewarding as you serve as a mentor for our students. There are some mandatory responsibilities that come with this position. Before a prospective Advisor agrees to this role, they must be aware of the commitment saying "yes" encompasses.

An Advisor must have knowledge about the College and its mission. Only contracted full-time faculty and staff may serve as the Primary Advisor of a club. Permanent part-time employees/adjunct faculty may serve as Co-Advisors. It is important to be open to new ideas, listen to all sides of an issue, and be open-minded and flexible in problem solving and decision-making. It is important to remember as an Advisor you will serve as a guide and resource in assisting students to become responsible leaders.

The duties/responsibilities of an Advisor include but are not limited to:

- Assist students in arranging a meeting time and location and notify the ICC Advisor of meeting times and location for the club website.
- Be present at all club sponsored meetings, events and programs. No meeting will be considered official without an Advisor present. Activities may be disbanded without an official Advisor and/or designee present throughout the entire event.
- If applicable, unlock and lock rooms. Keys are not to be given to students.
- Submit all club events on- and off-campus on 25 Live. If applicable, Club Fundraising and/or Cash Box/Change Forms will need to be submitted and signed by the advisor and uploaded to 25 Live.
- Supervise, together with the club officers, the collection and disbursement of funds through Fiscal Services. All club funds must remain on campus in Fiscal Services.
- Deposit funds collected at an event or fundraiser immediately following the activity. Fundraising revenue can only be used for reimbursement after it has been deposited to Fiscal Services.
- Review any publicity and submit to Printing Services for copies. All publicity must meet the guidelines under the Posting Directive and have the Publicity stamp.
- Locate a replacement Advisor (faculty or staff member) should a conflict occur and the ability to be present at a meeting or event is not possible.
- Be knowledgeable and educate the membership about the Club's Constitution and Bylaws to ensure that they are upheld. Act as a historian and a stabilizing force for each new group of officers.
- Be informed about College policies, procedures and the Student Code of Conduct. Educate your club members about these policies and procedures.
- Ensure Travel and Medical Release Forms are completed prior to taking a field trip or attending a conference. These forms must accompany you while participating in the activity. Allow 6-8 weeks for Board of Trustees approval if trip is over 500 miles or for out-of-state.
- Serve as the source of continuity for your club's officers and membership.
- Be mindful of the total effect club activities will have on the overall campus climate.

***You make a difference in student's lives.
Thank you for sharing your expertise and developing student leaders.***



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What you need to know

"It is better to lead from behind and to put others in front, especially when you celebrate victory when nice things occur. You take the front line when there is danger. Then people will appreciate your leadership."

-Nelson Mandela

This section of the Advisor Handbook is intended to help you become more acquainted with procedures and policies for student clubs. As your club becomes more involved and works to achieve more things, you will need to be able to have more answers to questions club members may present. The following sections are here for quick reference. Not all circumstances are "cut and dry". If you ever think you should ask before doing something, you should. You can email or call the Inter-Club Council Advisor anytime, but if you feel your situation may be more serious please contact the Director of Student Life.

SECTION 1

Inter-Club Council & the Need for a Constitution

Inter-Club Council (ICC)

ICC serves as a representative body of campus clubs and is governed by the ICC Constitution.

The functions are as follows:

1. To promote and facilitate inter-club collaboration, relations, and communications.
2. To develop a close relationship between the clubs and the Associated Students.
3. To assist in the formation of new clubs.
4. To propose legislation to the Associated Student Senate for the welfare of students and clubs.

Every recognized club is entitled to one voting member. The person representing the club must be a current active member selected by the membership. An ICC Representative can only represent one club. It is the responsibility of each club's representative to report at the ICC meetings, the news of their individual clubs' activities, projects and fundraisers to other club representatives. In turn, all items shared at ICC are to be reported back at their next club meeting.

Clubs must attend 75% of all ICC meetings per semester. Failure to comply may result in probation (Article IV, Section 2d ii. in ICC Constitution). ICC meets at least twice per month. Please visit our website for updated meeting dates, times, and locations. ICC meetings are held during the Fall and Spring semesters only.

The Need for a Constitution

Each club has a constitution that states their clubs purpose, Club Officer duties, election and meeting process, impeachment process and other important information. All clubs must submit a copy of their approved constitution to the Student Life Office.

Your club's constitution was developed by the chartered members (the first members of your club) and was approved by the ICC voting members. If there is a need to revise your constitution or change your club name, please submit copies of the updated material to your members for approval; then submit a copy to the ICC Advisor for review. ICC voting members will grant final approval of constitutions. The club advisor(s) should consult with the ICC Advisor or Director of Student Life should serious concerns arise regarding your constitution. **It is the responsibility of each club to have an up-to-date constitution.**

SECTION 2

Club Activation

Clubs must activate (or reactivate) in the following semesters:

- Fall
- Spring

Clubs may not conduct official business during the Winter and Summer session and Finals week(s) and are considered dormant. **All Primary Advisors must contact the ICC Advisor via e-mail to obtain access to the online system which will allow them to enter their Club Officer's information to become active.** Please visit the [club website](#) for more information on due dates for club activation. More information on starting a new club/reactivating a club, please read the Procedures for Starting a Club section of this Handbook.

Club Reactivation

Please refer to the [club website](#) to view a list of clubs that have been previously active. You may reactivate any inactive club. The same requirements of starting a new club applies: A full-time permanent Mt. SAC Employee will need to serve as the advisor and 5 eligible students will serve as club officers. The prospective club's Primary Advisor will need to email the ICC Advisor to obtain access to the online system as well as submit an updated constitution.

SECTION 3

Club Meetings, Events, & Conference and Travel

Club Meetings

Advisors are responsible for assisting students in arranging a meeting time and location. Once a meeting time and location has been established, please notify the ICC Advisor of meeting times and location so the club website can be updated.

Meeting Room Reservations

Advisors will need to contact the Division in which the club belongs to. For example, the Chemistry Club's Advisor would go through the Natural Science Division. If the Division cannot locate a room, then the Advisor can contact the Instruction Office at Ext. 4200.

Club Events

Club members must abide by the following regulations to ensure student and College protection.

- An Advisor must be present at all club functions on- and –off campus, as required by College Policies. If the Advisor is unable to attend, the responsibility cannot be delegated to an individual who is not an Advisor (ex. student employee). It is to the club's advantage to have more than one Advisor so that the responsibilities can be shared.
- All club events (on- and off-campus) must be submitted through 25 Live. (See [Use of Facilities Checklist Form](#) for more information).
- Guest speakers require approval of the Club Advisor and notification to the ICC Advisor(s).
 - High profile speakers require a minimum of three months planning time in order to secure approval, reserve a facility, determine if the presentation is open to the public, assess whether additional security will be needed, and provide for advertising. Refer to Board of Trustees Policy 820.1
- All food related fundraisers must take places in the 9C-Kitchen. All clubs must adhere to the Food Policy. Please review the [Mt. SAC Food Policy and Regulations Form](#).

Conference and Travel

Process for Conference and Travel for clubs

Conference and Travel Forms should be filled out by the Club Advisor regardless of the funding source. A list of students and their A#'s traveling should be submitted along with the Conference and Travel Form.

- Division Dean signature needed
- Director of Student Life signature needed
 - Check Student Activities Fee
 - Check enrollment
 - Check discipline
- Out of State Travel – The Vice President for Student Services signature is needed
- After getting the signature, Associated Students (A.S.) Administrative Specialist III will send this form to Fiscal Services
- Fiscal Services will assign a T# and paperwork will go back to the advisor
- Expense breakdown
 - Advisor will need to call DGS for flight reservations and must give them their T#
 - Registration:
 - Check request will need to be completed (3 weeks in advance), also must be routed through A.S. Administrative Specialist for signatures (call x5958 for assistance)
 - Per Diem Meals:
 - **Pre- trip:** Check request will need to be completed under the Advisor's name (3 weeks in advance)
 - **Post-trip:** Reimbursement with receipts
 - Hotel:
 - **Pre- trip:** Check request will need to be completed under the Advisor's name (3 weeks prior to hotel invoice)
 - **Post-trip:** Advisor pays on personal credit card and will be reimbursed with receipts
- Conference/Travel must be submitted via 25Live and Medical Release Forms must be distributed to appropriate departments

Conference and Travel Checklist:

This process can take 8 weeks (minimum) – 11 weeks (maximum) + 4 weeks (post trip)

- Provide estimates on a budget sheet and A#'s of students and Advisor on record (Chaperone)
 - Budget sheet should include (if applicable): Registration, airfare, hotel, and meals
- Submit proposal to A.S. for funding
- If approved, complete Conference and Travel Form
- Conference and Travel Form – Signed by Dean
- Conference and Travel Form to A.S. Administrative Specialist III
- Conference and Travel Form – Signed by Student Life Director
- *Out of State* Signed by Vice President of Student Services
- Conference and Travel Form to Fiscal Services A.S. Administrative Specialist III will e-mail Advisor. Advisor to submit event through 25Live and submit Medical Release Forms to appropriate departments
- Fiscal Services will send T# to Advisor
- Advisor makes travel arrangements
 - Any prepayments and meal money request to A.S. Administrative Specialist
- Post Trip (within 4 weeks of return)
 - A.S. Senate Report during Open Forum
 - Receipts to A.S. Administrative Specialist III with expenditure report

**Please do not use department P-Cards.*

**Please keep A.S. Administrative Specialist III in the loop of when all funds have been used (there is a 4 week time frame for reimbursements)*



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How to get it done

“One’s philosophy is not best expressed in words: It is the expressed in the choices one makes, and the choices we make are ultimately our responsibility.”
- Eleanor Roosevelt

All clubs are filled with imaginative and enthusiastic members, who have great ideas for making Mt. SAC a better place, but many times you just don’t know how to start the process. Within this section we have put together some step-by-step guides and check lists, as well as some references to help you get on your way to achieving your club’s goals the correct way. Remember, most processes on campus take time and cooperation from several departments to make your ideas come to life. Please plan early and always look for deadlines and due dates to give your club the best chance of success.

SECTION 1

Procedures for Starting a Club

New Club Procedures

**Note: A Club will not be allowed to form if a similar club already exists (please review club description list)*

All new clubs must develop a club constitution and identify a full-time faculty or staff member to serve as the Primary Advisor. The prospective club's Primary Advisor will need to email the ICC Advisor to obtain access to the online system as well as submit a proposed constitution. To access the online system, the Primary Advisor will log into their portal, click on "Employee tab" and under APEX click on "Club Activation". The Primary Advisor will log into the system using their portal username and password and enter all 5 Club Officers information under each club officer tab.

Club Officer Eligibility:

1. Enrolled in 5 or more Mt. SAC graded units
2. Have a Mt. SAC Cumulative GPA of 2.5
3. Maintain a minimum 2.0 semester GPA
4. Have paid the current Student Activities Fee
5. Serve as an officer no more than a total of four semesters (Fall and Winter are combined as one term)
6. Officers may only serve in one position at a time

The Primary Advisor will be notified immediately if all Club Officers are eligible. Club Officer Eligibility will be checked throughout the semester. If a Club Officer becomes ineligible, the Primary Advisor of the club will be notified immediately.

The Student Life Office will review the draft of the constitution. Club constitutions will only be reviewed if all Officers listed are eligible. Once the constitution is approved by the Student Life Office, it will be placed on the ICC agenda for voting. A representative from the prospective club must be present.

Note: During the course of the semester, if there are changes in the role of Advisors or Officers, please contact the ICC Advisor.

SECTION 2

Use of Facilities Form

Mt. San Antonio College - Student Life Office USE OF FACILITIES - STUDENT CLUB GUIDE

		YES
1	Does this event include performers, speakers, DJ's, rentals or any special type of display, food vendors, etc? If yes, you may need to obtain Board of Trustees approval. Please consult with Student Life staff. <i>(6-8 week advance planning is required for these types of events)</i>	<input type="checkbox"/>
2	 On-Line Use of Facilities Request <i>(must complete for on-campus & off-campus events)</i> Select " Student Club Event " as the Event Type in order to obtain the proper approvals. Has the Club Advisor or Club Officer received POD training for 25Live? Check facility availability by visiting spaces.mtsac.edu (use Portal log-in to view) Has the Club been cleared to function for the semester? (Check the club list: http://www.mtsac.edu/clubs) Requests must be submitted by the Club Advisor or Club Officer on record Requests must be submitted at least 12 calendar days prior to the event	<input type="checkbox"/> <input type="checkbox"/>
3	  UPLOAD an event description or event flyer <i>(Full description, date, time, location, contact info., what the event includes, product, price, fundraiser, etc.)</i>	
4	 Is the Event a Fundraiser? (Is money being collected?) UPLOAD Fiscal Services Club Fundraising Form (one form per day) w/Advisor signature UPLOAD Fiscal Services Cash Box/Change Form (if needed) w/Advisor signature (Fiscal Services forms available at http://www.mtsac.edu/clubs/studentlifeclubforms.html)	<input type="checkbox"/>
5	 Is the Event being held off campus? If yes, has each student completed a Student Agreement and Medical Release for Classroom-Related Travel Form? (Form is located under Administrative Forms at http://www.mtsac.edu/employees/forms/) Did you make 4 sets of each form and distribute as follows before the event: 1) Student Life, 2)Public Safety, 3) Division Office of Advisor, 4) Advisor to take on the trip in case of emergency?	<input type="checkbox"/> <input type="checkbox"/>
6	Is there food involved? Will there be pre-packaged food? (no homemade food allowed) (Refer to Food Policy: http://www.mtsac.edu/clubs/studentlifeclubforms.html)	<input type="checkbox"/> <input type="checkbox"/>

SECTION 3

Club Publicity

Every club must follow the Associated Students Publicity Directive. All publicity must be approved prior to being printed. All flyers must contain the following information or they will be removed from the designated posting boards:

- Name of the College (Mt. SAC)
- Name of the sponsoring organization (club)
- Date, time, and location of event
- Advisor contact information (phone or email)
- ACCESS Accommodations Statement:
"To request reasonable disability related accommodations, please contact us at least five business days in advance of the event."

Additional guidelines:

- Any event receiving funding from the A.S. must denote the source of funding on all printed materials.
- Before printed materials are reproduced, they must bear the authorized "please recycle me" logo as well as the A.S. stamp and signature of the Student Center Specialist or designee.
- Printed or electronic materials in a Non-English language must have an English translation when being submitted for A.S. approval.

Any postings missing any of the above information will not be approved.

Sample Posting with A.S. Approval Stamp



The image shows a sample flyer for a "Pizza Sale" by the "MT.SAC FOOD CLUB". The flyer is enclosed in a rounded rectangular border. In the top left corner, there is a "PLEASE RECYCLE" logo. In the top right corner, there is a rectangular stamp from the Associated Students (A.S.) with a signature and the date "2/25/20". The main text of the flyer reads: "MT.SAC FOOD CLUB", "Pizza Sale", "\$1 per slice", "Wednesday, February 29, 2020", "11:00 AM - 1:00 PM", and "9C Kitchen & Patio". Below the text is an illustration of a slice of pizza. At the bottom, there is an "ACCESS Accommodations Statement" and "CONTACT INFO: advisor@mtsac.edu (909) 274-XXXX".

SECTION 4

Club Forms and Resources

FORM NAME	LINK TO ACCESS FORM
MT. SAC CLUB WEBSITE	<u>Club Website</u>
CLUB CONSITUTION TEMPLATE	<u>Template</u>
FUNDRAISER FORM	<u>Fiscal Services Club Forms</u>
FACILITIY KITCHEN REQUESTS	<u>25Live</u>
REQUEST TO ESTABLISH STUDENT CLUB ACCOUNT	<u>Fiscal Services Club Forms</u>
USE OF FACILITIES	<u>Use of Facilities Form</u>
PRINTING REQUESTS	<u>Printing Services</u>