



**ASRCC CLUB
GUIDE**

Table of Contents

GENERAL INFORMATION.....	2
CLUB HANDBOOK INTRODUCTION	3
NOTES TO CLUBS/ORGANIZATIONS	3
INTER-CLUB COUNCIL BY-LAWS.....	4
FREQUENTLY USED NUMBERS	8
HELPFUL HINTS ON “HOW TO CONDUCT A MEETING”	9
TWENTY WAYS TO KILL AN ORGANIZATION.....	10
POLICIES & PROCEDURES.....	11
CLUB STATUS ON CAMPUS	12
POLICIES RELATED TO CLUBS	13
STUDENT ACTIVITIES POLICIES AND PROCEDURES.....	15
ASSOCIATED STUDENTS OF RIVERSIDE CITY COLLEGE.....	21
FOOD SERVICE PROCEDURES	22
DUTIES OF ADVISORS AND OFFICERS.....	23
RESPONSIBILITIES OF CLUB/ORGANIZATION ADVISORS	25
VICE-PRESIDENT/VICE-CHAIRPERSON.....	27
TREASURER	29
INTER-CLUB COUNCIL REPRESENTATIVE.....	30
PROCEDURES FOR FORMING STUDENT CLUBS/ORGANIZATIONS	32
AT RIVERSIDE CITY COLLEGE.....	32
FUNDRAISING ACTIVITIES	33
VOLUNTEER/STUDENT SERVICE HOURS	35
FIELD TRIPS	36
FIELD TRIP GUIDELINES AND CHECKLIST	37
TRANSPORTATION GUIDELINES.....	37
EMERGENCY PROCEDURE UPDATE.....	39

GENERAL INFORMATION

CLUB HANDBOOK INTRODUCTION

A student's involvement with campus clubs, organizations, and student government will not only make their educational pursuits more enjoyable but will afford the student the opportunity to gain special skills in communication and leadership which will become lifelong assets.

This handbook is your basic guide, designed to help you work with your club more effectively. Contained are the regulations and policies of the Associated Students of Riverside City College and the administrative policies from the Board of Trustees, Riverside Community College District.

Please utilize the handbook throughout the year. If you have any further questions or need assistance, do not hesitate to consult the Riverside City College Student Activities office at 222-8570.

NOTES TO CLUBS/ORGANIZATIONS

Each club on campus has been formed to accomplish some purpose or reach some goal. Some goals are social while some are issue related. Many clubs combine social and issue related purposes. Other clubs are recreational, cultural or activity oriented. Whatever the purpose of your club, you and all the club members should be aware of your goals and objectives.

All your activities should be evaluated by asking the question, "Does this program help us to reach our goal?" If you always remember this question, and as long as a majority of the members agree on the goals, then you should have a club that functions relatively smoothly.

VERY IMPORTANT INFORMATION: Clubs **must** recharter every semester. The club packet is on the [ASRCC website](#) and is to be completed and returned to the Student Activities office before the end of the fourth week of the school year, along with the Excel roster, which must be emailed in the .xlsx format. If the packet was completed in the Fall only the recharter roster is due in the Spring. The template for the roster is emailed to all advisors at the beginning of each semester. (You can also email colleen.mcgurn@rcc.edu or Deborah.hall@rcc.edu for the template.) A new club may be started anytime during the year by completing the same forms. Without these forms on file, your club will be considered unauthorized, your account frozen, and you will not be allowed to use college facilities or sponsor events on campus.

Associated Students of Riverside City College

INTER-CLUB COUNCIL BY-LAWS

Article 1

Purpose

The Associated Students of Riverside City College Inter-club Council shall provide a forum in order to foster communication, promote cooperation and participation, as well as provide support for clubs through financial assistance or grievances to the Associated Students of Riverside City College Senate; The ICC shall share information about upcoming events, annual goals and develop opportunities for student involvement and leadership development through Clubs and Co-Curricular Organization.

Article 2

Meetings and Events

Section 1: Clubs shall select an ICC Representative to serve on the Inter-Club (ICC) with each representative allowed (1) vote; Representative may not be present for more than two (2) Clubs at a meeting. (For clarification purposes: A Representative may represent two Clubs at a meeting, but that Representative will only get to vote once during a meeting); The representative from each club has the right to vote on any issue that comes before the Council during an official Meeting; Each Representative is required to attend all regular and special meetings [See Article VI].

Section 2: The ICC shall have a Student Activities Coordinator as their advisor; The Advisor shall be present and attend all meetings for official business to be transacted.

Section 3: The ICC shall be responsible for producing a minimum of one (1) Community Service Project each Semester and collaborate with annual events sponsored by the Government; Non-Government funded Members have the privilege of abstaining from an ICC Community Service Project.

Section 4: The ICC Director may call a special meeting to order, in accordance with the Brown Act (1953), with a minimum of forty-eight (48) hours notice.

Article 3

The ICC Director

Section 1: The ICC Director as appointed by the active President of the Government with approval by the Senate, shall preside over all ICC meetings, enforce the By-Laws of the ICC, prepare and distribute ICC agendas, and implement committees to the ICC.

Section 2: The Director shall appoint a Chief of Staff and Secretary to the ICC; prepare and distribute ICC agendas, and implement committees to the ICC.

Section 3: The Director shall work with the Governing Executive Cabinet by submitting an agenda of the subsequent ICC meeting three (3) days prior to ICC Meetings; the ICC Director shall meet regularly with the active President to report on the status on the ICC.

Section 4: In the case of any resignations within the ICC, the ICC Director will decide on his/her replacement.

Section 5: The Director shall be entrusted with:

- a. Presenting recommendations for the suspension of any club to the Governing Senate.

- b. Serving on the ASRCC Budget Development Committee.
- c. Serving on the Activities Banquet Awards Committee to help select club awards.

Article 4

The Chief of Staff

Section 1: The ICC Chief of Staff as appointed by the Director, shall be a voting member of the ICC.

Section 2: The Chief of Staff shall:

- a. Assist in the coordination and planning of activities sponsored by the ICC.
- b. Take attendance for all ICC Meetings. Both the ICC Council (ICC REPS) and the ICC Cabinet (Liaisons).
- c. Take on a certain amount of clubs when in the absence of Liaisons by making sure the clubs are following the Parliamentary Procedure, enforcing their Constitution, and are aware of ASRCC events.

Section 3: The Chief of Staff shall assume the duties of:

- a. The second Director in the absence of one of the Directors
- b. The Director in absence of both Directors
- c. The Secretary in the absence of the Secretary or if not appointed.

Article 5

The Secretary

Section 1: The ICC Secretary as appointed by the Director, shall be a voting member of the ICC.

Section 2: The Secretary shall:

- a. Also assist in the coordination and planning of activities sponsored by the ICC
- b. Take, post, and distribute meeting minutes
- c. Be responsible for maintaining all ICC meeting minutes (these minutes shall be distributed a minimum of seventy-two (72) hours in advance from the subsequent ICC meeting).
- d. Help with emailing and recruiting students interested in being a part of the ICC.

Article 6

The ICC Liaison

Section 1: The ICC Liaison as recruited by the ICC Director, shall be a voting member of the ICC.

Section 2: The ICC Liaison shall:

- a. Act as the Liaison between the ICC Director and the Clubs
- b. Attend the minimum of (2) meetings per club they are assigned per semester (if possible).
- c. Report back to the ICC Director with comments, concerns, problems, etc.
- d. Act as a mentor and guide to their assigned clubs.

Article 7

Attendance Policy and Suspension

Section 1: A Club shall be considered active and in good standing when:

- a. Their affiliation abides by the Student Government Constitution.
- b. Club Constitution & By-laws are re-chartered biannually and approved by the Senate.
- c. The Club holds regularly scheduled meetings.
- d. Each Club has a faculty advisor who is approved by the Riverside City College President, or their designee, as a sponsor of that club or organization.

Section 2: The Conduct of Club Members shall be as follows:

- a. Student organizers shall provide a list with a minimum of seven (7) prospective club members who have paid their student fees and will then be submitted to the Student Activities Office; New clubs shall submit their constitution for Senate approval within six (6) weeks of their first official meeting; All active clubs shall submit changes within their documents to the Senate for approval within four (4) weeks;
- b. Clubs shall select one (1) of their members to serve on the Inter-Club Council (ICC)
- c. Co-curricular organizations shall submit a list of their membership to the Student Activities Office each Semester; Co-curricular organizations shall be exempt from suspension.

Section 3: The attendance policy of the ICC shall be as follows:

- a. Representatives shall have less than three (3) absences per Semester; Sessions shall begin during the third week of each semester; and
- b. A Representative shall be considered tardy when they arrive more than fifteen (15) minutes after the Director has called the meeting to order.
- c. Two (2) tardies of a Club Representatives is equivalent to one (1) absence.

Section 4: The process of suspension shall be as follows:

- a. The Assistant Director shall issue a warning letter to a member's President and Advisor if a representative incurs two (2) absences during a semester; After the third absence, the Executive Cabinet will be informed and issue a statement to the Member's president and Advisor that a vote for suspension will take place during the subsequent meeting; The Member in question will have the right to present a defense to the Council; next.
- b. The Director shall call for a vote for suspension; A club shall be suspended with a two thirds ($\frac{2}{3}$) vote of the members present during the meeting in which the vote takes place; The Senate shall then vote on the final suspension of the club during their next meeting.

Section 5: The guidelines for inactivity shall be as follows;

- a. A suspended member shall lose all privileges granted to member and shall be considered inactive; Suspension shall include the termination of all RCC facilities and equipment and the freezing of funds deposited in the club accounts; and
- b. Clubs who are inactive for two (2) consecutive academic semesters (Fall and Winter) may have all line items in the club account removed and deposited in the ASRCC ICC Development line items and the club account removed and deposited in the Government's ICC Development line item with two-thirds ($\frac{2}{3}$) vote of the Senate body; and

C. Clubs may appeal any disciplinary actions to the ASRCC Supreme Court; A club that has been suspended may apply for reinstatement at the beginning of the subsequent Semester.

Article 8

Service Hours and Awards

Section 1: The Executive Cabinet and Government members Selected by the President shall develop a calendar at the beginning of each semester outlining the events in which student service hours will be awarded, but student service hours is not limited to ASRCC calendar; The Cabinet will update the calendar as new events become available; Events not appearing on the master calendar require an announcement of no less than three (3) days prior to the student service hour event to receiver ASRCC validation; All other events are subject to the approval of a club's advisor.

Section 2: It is the responsibility of each club and/or its participating members to sign the Collegiate Point Sheet (C.P.S.) at the beginning of each event; Bring C.P.S. to each event and must get it signed by Executive Officers of ASRCC within the first fifteen (15) minutes of the event; and after the event starts clubs will not receive credit for that event.

Section 3: Monetary prizes will be awarded at the conclusion of each semester for the Collegiate point

System.

Article 9

Amendments and Policies

The ICC By-laws can only be approved or amended with a two-thirds ($\frac{2}{3}$) vote of the Members present during the meeting in which the vote takes place.

Adopted 5/20/19

FREQUENTLY USED NUMBERS

Administrative Support Center (District)	222-8526
Administrative Support Center (Riverside City College)	222-8525
Admissions and Records	222-8600/8601
Accounting Services - Bookkeeper	222-8412
Auxiliary Business Services - Cashier	222-8415
Bookstore (Moreno Valley College)	571-6107
Bookstore (Norco College)	372-7085
Bookstore (Riverside City College)	222-8140
Box Office (Campus)	222-8100/8223
Cafeteria (Bradshaw Center)	222-8483
College Safety & Police	222-8172
- 24-hr Dispatch	222-8171
Counseling	222-8440
Disabled Student Services	222-8060
Student Employment	222-8000 x4281
Facilities	
Custodial	222-8472
Grounds	222-8473
Maintenance	222-8474
Health Services	222-8151
Instructional Media Center	222-8514
Landis Auditorium	222-8399
Library Office	222-8650
- Circulation	222-8651
- Reference	222-8652
Lost and Found	328-3547
Printing and Graphics Center	222-8585
Student Activities (Moreno Valley College)	571-6105
Student Activities (Norco College)	372-7007
Student Activities (Riverside City College)	222-8570
Student Life (Dean)	222-3612
Student Services (Dean)	222-8108
Student Trustee	222-8000 x4191
Switchboard Operator	222-8000, 0
Tutorial Services Office	222-8169/8170
Viewpoints (School newspaper)	222-8488
Warehouse	222-8599

HELPFUL HINTS ON “HOW TO CONDUCT A MEETING”

An agenda should be made up before each meeting with advice from the executive committee and the advisor which should include the following items:

- I. Roll Call
 - II. Approval of Agenda
 - III. Approval of Minutes
 - IV. Reports
 - V. New Business
 - VI. Old Business
 - VII. Comments from Public
 - VIII. Adjournment
1. Start your meetings on time and finish on time.
 2. Recognize new members/guests and make them feel welcome.
 3. Conduct the meeting in a business-like manner.
 4. Check before the meeting to make certain that people will have committee reports ready.
 5. Follow basic parliamentary procedure, but handle business informally when it seems appropriate.
 6. Guide the flow of discussions at meetings.
 - a. Don't take sides; you must be impartial while chairing the meeting.
 - b. Recognize all who have comments or questions.
 - c. Keep the group on the topic.
 - d. Clarify questions; restate them so they are understood. Don't make long speeches.
 - e. Practice the art of summarization. Clarify and restate motions.
 - f. Keep order in the discussion and be alert to member's reaction.
 7. If the president or chairperson wishes to participate in the debate, he/she must call someone else to chair the meeting, usually the Vice President.
 8. Use your Secretary; get motions in writing. Have them read back by the Secretary.
 9. When a speaker is on the program, see that the business is finished in time to give the speaker adequate time. Have the Secretary follow-up with a thank you letter.
 10. Express appreciation to those who have given reports or made contributions to the meetings.

TWENTY WAYS TO KILL AN ORGANIZATION

1. Don't attend the meeting, but if you do, arrive late.
2. Be sure to leave before the meeting is finished.
3. Never have anything to say at meetings, wait until you leave the meeting.
4. When at meetings, vote to do everything. Then go home and do nothing.
5. The next day after the meeting, find fault with the officers.
6. Take no part in the organization's affairs.
7. Be sure to sit in the back row so you can talk it over with your neighbor.
8. Get all the organization can give you but don't give the organization anything.
9. Never invite a prospective new member.
10. Talk cooperation, but never cooperate.
11. At every opportunity threaten to resign and try to get others to resign.
12. If asked to help, always say you don't have the time.
13. Never read anything that pertains to the organization; you may become too enlightened.
14. Never accept an office. It's easier to criticize than do things.
15. If appointed to a committee, never give any time or service.
16. Don't do any more than you have to, and when others willingly and unselfishly use their abilities to help the good cause along, then gripe because the organization is run by a clique.
17. Always take sides in misunderstandings between members, and be for the one whom you talked to last.
18. If the president, while presiding over meetings, express your own opinion before presenting the club business to the members for a vote.
19. Repeat to everyone you see, everything you hear in the club that is unpleasant.
20. Always contradict your leader whenever the opportunity arises.

POLICIES & PROCEDURES

CLUB STATUS ON CAMPUS

Responsibilities:

- Have a full-time faculty advisor.
- Follow rules and procedures of RCC as described by the Board of Trustees, Associated Students of Riverside City College and the Office of Student Activities.
- Clubs must have and follow a club constitution.
- Co-curricular organizations and clubs must submit a roster in Excel format each semester.
- Must be non-discriminatory in membership.
- Must send a representative to the Inter-Club Council meetings.
- Must deposit all monies into a trust or line item account at the Cashier's window, and make all expenditures through Auxiliary Business Services procedures. District policy **prohibits** the use of outside banking accounts.

Privileges:

- Approved clubs/organizations may use the Riverside City College name when appropriate.
- May use campus facilities.
- May sponsor vendors.
- May organize events, field trips, and fundraisers.
- Maintain a trust account with RCC Auxiliary Business Services.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

POLICIES RELATED TO CLUBS

Accounting Procedures for ASRCC

The Education Code covers student organizations under Article 4, sections 76060 through 76067. Guidelines for ASRCC budget and trust accounts are written in the ASRCC Budget. ASRCC accounting procedures are outlined in the following paragraphs.

All ASRCC budget, club and organization funds must be accounted for through Accounting Services. Off-campus bank accounts may not be opened or used.

Clubs and organizations can establish a trust account with Accounting Services by submitting an ASRCCD Trust Fund Account card, with required signature approvals. A new card is to be completed and turned in at the beginning of each academic year or when an authorized signer changes.

All accounts of ASRCC are maintained in Accounting Services using Datatel's Colleague Accounting software. Monthly financial statements are prepared and distributed to the RCCD Board of Trustees, Student Activities, and the ASRCC President and Treasurer. Clubs may check on the status of their trust fund accounts as needed through Accounting Services or Student Activities.

A. FUNDRAISING:

Student clubs and organizations may engage in fundraising activities to meet the needs of the group or to raise money for some charitable cause.

All requests for fundraising activities must be filed by the advisor with the Student Services/Activities Office **at least two (2) weeks** prior to the event. A [Student Activities Event Form](#) and a [Fund Raising Receipts Declaration Form](#) must be submitted to the Dean of Student Life.

Cash Boxes - can be checked out from Auxiliary Business Services (ABS). If one is needed, a requisition must be submitted to ABS **at least one week prior to the event**. This is needed to release funds from the club/organization budget or trust account to make available a "change fund" to be placed in the cash box.

Tickets Sales - are currently monitored and reconciled by Auxiliary Business Services. Please check with ABS for assistance with ticket sales.

Upon completion of the fundraiser, both the Fund Raising Receipts Declaration Form and all funds received must be submitted to the ABS Cashier. The funds will be deposited into the appropriate budget or trust account. Money should never be kept by students or advisors overnight and never left in unattended offices. Arrangements can be made through ABS for College Safety and Police to take the money in a locked bag and be deposited in the ABS night drop safe. Receipts will be prepared for all deposits to ASRCC, then forwarded to the Accounting Services Bookkeeper.

B. EXPENDITURES:

All expenditures are to be made through Accounting Services. Request for expenditures must be submitted to Accounting Services on an [ASRCC Requisition](#) form after obtaining the required signatures per the ASRCC Budget Finance Policy. Requests must detail the nature of the expense such as travel, supplies, equipment, payment for services, etc. (Sales tax must be included, even if purchasing out of state.)

Sign all invoices as "okay to pay" and include a flyer for the event the expense is for. If the expense is a reimbursement be sure to include all original receipts. Some expenses are not allowed per finance policy if you are unsure if the expense is allowed, check with a Student Activities Coordinator and/or the Finance Policy.

Purchase Orders - A purchase order will be issued and sent to the vendor prior to the goods or services being provided. Requests for Food Services and Bookstore purchases require a purchase order be issued prior to services or goods being provided. Once an invoice is presented to Accounting Services, payment may be made to the vendor.

In the event the vendor will not accept a purchase order, a check can be issued as a prepayment. A receipt or an invoice must be returned to substantiate the expense.

Expenses that will be billed by the RCC District, such as printing, copying, postage and payroll changes, do not require a purchase order.

Cash Advances - Cash advances can be made, upon approval of the Dean of Student Life, for limited occasions when a purchase order or check to a specific vendor will not suffice. Cash advances can be for no more than \$200. A cash advance acknowledgment form must be signed and submitted with the requisition. The cash advance must be reconciled by depositing unused money and submitting the original receipts and/or invoices for the full amount to ABS within 5 working days.

Reimbursements - Requests for reimbursement may be made using a requisition form and checking the box indicating that it is a reimbursement. All invoices or original receipts must accompany the request.

Payments for Services - All payments to individuals and businesses for services (i.e., guest speakers, honorariums, performers, etc.) require the following prior to payment being issued:

- a. ASRCC Requisition form, complete with **all** signatures, includes a description of services to be provided and tax ID # of the company or social security number for individuals.
- b. Vendor's invoice for services. The invoice must include the same information as our generic ASRCC invoice. If the vendor does not have an invoice, the vendor may use our ASRCC invoice form. Sign and date the invoice as "okay to pay".
- c. W-9 form on file at Accounting Services.

The invoice form and W-9 must be completed and signed by the individual or representative from the company who is to be paid. These items are needed to comply with IRS guidelines and District accounting standards. This paperwork must be completed before a check can be issued.

Travel Expenses - Payments to individuals and vendors for travel-related expenses require the following prior to payment being issued:

- a. ASRCC Requisition forms complete with **all** signatures; include a detailed description of transportation, lodging, meals, and all other related expenses. Include the number of district paid employees, students, and other individuals that will be traveling.
- b. Copy of travel agent estimated costs, printed literature about the event.
- c. Approved district Field Trip Request form and/or Travel Request form. These items are required to comply with RCC District travel policies as outlined in Board Policies 6075 and 7011.

This paperwork is to be submitted to Accounting Services prior to travel taking place or payment being committed to a vendor.

Cash Boxes: A cash box can be checked out from the cashier's window. If a change fund is needed, a requisition for a check, made payable to requisitioner, must be submitted to Accounting Services at least one week prior to the event. The requisition is needed to release funds from the club/organization budget or trust account for the change fund. The check can be cashed at the window as long as they have the funds available to do so. **A copy of the signed fundraising form must be turned in with the requisition.**

STUDENT ACTIVITIES POLICIES AND PROCEDURES

A. SIGN MAKING AND POSTING

Signs and/or posters must be approved by your advisors, then approved in the Student Activities office. Only ten flyers and two large posters will be allowed per event. Signs and posters are approved for ten working days prior to the event. It is your responsibility to remove the material after the activity.

The club room is available for making posters, etc. Plan ahead! The room is not open during all hours. Do not help yourself to decorations, props, or canopies without filling out the yellow form authorizing your use by a Student Activities Coordinator.

Use the minimum supplies necessary. Supplies not available in the club room must be provided by the club. The Student Activities office will not supply items including staples, scissors, tape, etc.

Clean up after yourself.

Use tacks or short staples to post on bulletin boards.

Do not tack or tape information on finished or painted surfaces.

Do not cover windows with any materials.

Do not post on trees.

Only post on bulletin boards.

B. SPONSORING EVENTS

Follow District policies; complete the Student Activities Event Form and input a 25Live request. Print a copy of the request and submit it to the Student Activities office with the Event form and any other required documents; contact College Safety and Police (allow them to decide if an officer should attend the event), and have an advisor at the event. Board Policy requires the club/organization to be charged for the security officers present at all dances. If food will be available, contact Food Services for proper food handling procedures and to get the Food Authorization form signed.

C. TRAVEL

Get appropriate approvals for a field trip. File the field trip request form. (Forms available [online](#)) The students must fill out a Student Excursion Contract, Emergency Contact, and a Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement (3 forms total). Once the packet is approved by the Dean the advisor will be emailed a PDF of all forms (hard copy on request) to be accessible by the advisor at all times in case of emergency, copies must also be on file in the Student Activities office. See Board Policy and Administrative Procedure 4300 Field Trips & Excursions.

D. ALCOHOLIC BEVERAGES OR OTHER INTOXICANT DRUGS

The District policy states that all use of alcoholic beverages or any other illicit drugs or controlled substances is prohibited on District property and at any college-sponsored or related activity regardless of its location. These include activities in which school funds are used and/or the club or organization is representing Riverside Community College District. See Board Policies 3560 Alcoholic Beverages and 3550 Drug-Free Environment.

E. FACILITIES REQUEST PROCEDURES

1. Facilities Requests must be submitted through 25Live, by the club advisor or staff designee. Students may not be given access to the system or place requests.
2. Facilities requests **MUST** be completed and submitted using 25Live **2 Weeks in advance.**
3. Any tables/chairs needed for the event must be included in the original request at the time of submission. Setup will not be guaranteed if details are not provided.
4. Print the 25Live submission confirmation and submit to the Student Activities office with the Event Form (on the [website](#)).
5. Two automated e-mails will follow request submission; one confirming the receipt of the request, the second is the *actual approval*. **Approval is not granted until the second confirmation e-mail is received.**
6. Please notify the Facilities Utilization and Student Activities Offices, in writing, as soon as possible in the event of a cancellation.
7. Clubs/organizations are responsible for their area during an event (e.g. tables and chairs must be folded and put back where they were found, pick up signage and trash, etc.).
8. REMINDER: By submitting a facilities request, the club advisor becomes responsible for the room/area. **The advisor must be in attendance at all events.**

F. PUBLIC FORUMS, DISTRIBUTION OF LITERATURE, POSTING OF MATERIAL

Recognized college organizations, students, faculty, or staff members may request the use of District facilities for meetings and events and may post and distribute literature on the Riverside Community College District colleges in accordance with the existing laws and regulations. Application for facility use should be made at least two weeks prior to the date on which the facility is to be used. All materials requesting or advertising the event must include the name of the cosponsoring organization or individual.

SPEECH

Speech which is obscene, defamatory or which incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college, shall be prohibited.

PUBLIC FORUMS

Members of the public may use those areas of the college that are normally open to members of the public and are designated as public forums. These areas are the Martin Luther King, Jr. Plaza, the Bookstore Promenade, north side of Terracina Dr., across from the Quad, and the Aguilar Patio at the Riverside City College; the John J. Cordures, Jr. Plaza at the Moreno Valley College; and the Science and Technology Plaza at the Norco College. All areas are depicted on the attached campus maps.

Prior to use, and to facilitate planning and security, anyone wishing to use these public forum areas must check in with the Student Activities Coordinator at each college. If there is a conflict with the use of the specified area, an alternate site will be offered.

DISTRIBUTION OF LITERATURE

Recognized campus organizations, students, faculty, staff members, or members of the public may post, circulate or distribute literature in those areas designated as public forums on the colleges of the District in accordance with existing laws and regulations.

All materials must include the name of the co-sponsoring organization or individual.

Distribution of materials that are obscene, defamatory, or incite students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college is prohibited.

Materials may not be forced upon passersby, nor may the individual(s) distributing materials follow students to their classroom, or impede the progress of, or in any way harass passersby. No person distributing materials shall touch or strike passersby, except for incidental or accidental contact, or contact initiated by a passerby.

All materials, which advertise controlled substances, as identified by the laws of the United States and/or the State of California, are prohibited.

Any literature that is discarded or dropped (other than in a trash receptacle) must be retrieved and removed, or properly discarded in a trash receptacle, by those persons distributing the material, prior to their departure from the area.

Parties distributing literature may provide their own table and chair(s) from which to distribute, but the placement of such must not impede the flow of foot traffic through the area.

POSTING OF MATERIALS

Materials may be posted in and on the permitted locations described in this procedure. Postings will not be allowed if they are: 1) obscene, and/or, 2) create a clear and present danger of the commission of unlawful acts on District property, or of violence, or the substantial disruption of the orderly operation of the District. Postings shall not exceed 240 square inches in size.

All posted communications shall identify the group responsible for it and the date first posted.

Posted materials will be allowed for a maximum of ten school days by the Chief Student Services Officer of each college or program location to prevent litter and overcrowding. If the posting party does not remove the posted items at the expiration of the 10 days, the campus will remove the postings. This process is content neutral and is only intended to ensure that the literature will not be removed before the ten-day posting period expires.

Only ten (10) postings at a time, per individual or organization, will be allowed. Permitted locations are as follows:

- Kiosks
- The round in front of MLK
- Other designated areas as predetermined at each college by the President.

Prohibited locations are as follows:

- Secured bulletin boards and any other bulletin board marked for a specific purpose;

- no material, other than college communications, may be posted in interior hallways, classrooms, and laboratories or on the exterior of any campus controlled building or structure.
- no material may be posted in the following interior areas: closets, bathrooms, ceilings, windows, trash cans, stairwells, stair railings, and benches.
- no material may be posted in the following exterior areas: trees, landscaping, shrubbery, bricks, signposts, directional signs, directional information or historical markers.

For purposes of the above “college communications” are communications from the administration of any college or location; any official staff organization; and any official student group, including student government or student clubs.

Thumbtacks must be used to post materials on bulletin boards. Posted materials must not obscure previously posted items.

USE OF FACILITIES

Anyone wishing to use District facilities such as classrooms, conference rooms, auditoriums, athletic fields, the A. G. Paul Quadrangle, etc., may do so by completing an application for use of District Facilities.

The application shall be made at least fourteen (14) calendar days prior to the date on which the facility is to be used.

Application forms for use of District facilities will be supplied by:

Riverside City College, 4800 Magnolia Avenue, Riverside, CA 92506-1299, phone (951) 222-8498; Moreno Valley College, 16130 Lassel Street, Moreno Valley, CA 92551-2045, phone (951) 571-6351; or Norco College, 2001 Third Street, Norco, CA 92860-2600, phone (951) 372-7180. See also Board Policy and Administrative Procedure 6700, titled Use of Facilities.

AMPLIFICATION

The following requirements and restrictions are in place to respect the integrity of the educational process and prevent disruption of the learning environment and operations of the campuses/colleges. The following applies to amplification equipment/systems:

Amplification is permitted in the public forum areas noted above, except for the following areas at Riverside City College: the interior of the Quad and the north side of Terracina Dr., across from the Quad. For the hours of permitted use of amplification, please contact the Dean of Student Life of the appropriate college. Amplification is not permitted during the final week of each semester. Levels of amplification must not exceed a volume of 65 decibels at a distance of 50 feet.

In the event that there is more than one user in an area, only the user first requesting amplification shall be entitled to use amplification. In the event that the first user does not wish to use amplification; the second user shall be entitled to use amplification. Under no circumstances shall there be joint amplification systems or more than one amplification system in use in the same general area. Anyone wishing to use amplification should contact the Dean of Student Life at the applicable college.

The District has no responsibility to supply or provide extension cords or amplifiers.

Chartered clubs/organizations must, in addition to the above, comply with the rules and regulations regarding time, place, and manner as outlined in the Club/Advisor Handbook.

G. POLICY REGARDING FACILITY USE

The use of Riverside Community College District facilities by outside organizations, not covered under the Civic Center Act, will be charged fair market user fees as described in RCCD Board Policy.

Commercial transactions and the display of property or services for sale on campus are prohibited unless hosted by an RCCD approved club or organization in conjunction with a fundraising activity. A contract must be pre-approved by the Campus Dean of Student Life. Each commercial entity is allowed to be on campus a total of ten days per semester.

The use of Riverside Community College District facilities by public agencies or nonprofit groups that have the potential to bring benefits to existing college programs may be given special consideration in regard to rental fees for the use of college facilities.

- Solicitation [endeavor to persuade or obtain by asking, does not include commercial solicitation] shall be permitted on campus subject, however, to reasonable regulation by the campus president or designee as to time, place, and manner thereof.
- Handbills and circulars shall not contain false, misleading, or illegal advertising.
- Vendor Application, for use of college facilities, will be required and can be obtained by calling Student Activities; phone (951) 222-8570. Each agency is allowed to be on campus a total of ten days per semester.
- Club Advisors can also submit Facilities Requests through 25Live.
- The application should be made at least two weeks prior to the date on which the facility is to be used. The Facilities Department will e-mail the approved confirmation to the applicant. A copy of the approved facilities request must accompany the party on campus at all times.
- Materials may not be forced upon people, nor may the distributor use sound equipment, or in any way harass passersby. The solicitors must remain at a table located in the approved areas listed on the reverse side. A table may be requested through Facilities or the party may provide their own table.

The College President or his/her designee may permit the use of a campus building, room, and/or grounds for public meetings, performances, rallies, and similar events held in accordance with reasonable directives issued by the College President as to the time, place, and manner thereof.

Nonaffiliated individuals or groups may request permission to conduct the above-mentioned activities by completing a facilities request as previously mentioned. The designated "Public Forum" area will be the Martin Luther King, Jr. Library Plaza, Bookstore Promenade, North side of Terracina Dr., across from the Quad, and the Aguilar Patio at the Riverside City College; the John J. Cordures, Jr. Plaza at the Moreno Valley College; and the Science and Technology Plaza at the Norco College. If there is a conflict with the use of the specified area, the Dean of Student Life will arrange for an alternate site. Refer to "Distribution of Literature" above for amplification regulations.

Expression which is obscene, libelous, or slanderous according to current legal standards, or which incites students as to create a clear and present danger of the commission of unlawful acts on community college premises is prohibited. The violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college is prohibited. This includes disobedience to the directions of District officials acting in the performance of their duties.

California Penal Codes 602.1, 626.4, and 626.6 allow college officials to remove any person or persons in violation of the regulations listed above from college property and to pursue legal action if warranted.

*Nonaffiliated individuals or groups are those other than recognized campus organizations, students, faculty, or staff members. Reference is made to RCCD Board Policy 6700, 5520, Ed. Code 82537, and Title 5, 42350-42353.

H. MEDIA EQUIPMENT

Your advisor must request the use of media equipment through the Instructional Media Center, 222-8514. IMC has the right to terminate service if the language becomes obscene, lewd, vulgar or profane. In the event of cancellation, you must notify us in writing as soon as possible.

IMC request forms are available through the online Service Desk (formerly Footprints). Log in with your email and password here: <https://servicedesk.rccd.edu/footprints/servicedesk/logout.html> All requests must be submitted 48 hours in advance.

I. TERMINATION OF EVENTS

Any violation of the above regulations and procedures will be grounds for immediate termination of the event upon the recommendation of the faculty or staff person in charge and present at the event. It will be the responsibility of the designated faculty or staff advisor present at the event to announce the termination of the event. Reasons for termination shall include, but not limited to, the following:

- Use of alcohol or drugs on campus.
- Fighting or other disorderly conduct which includes obscene, lewd, vulgar or profane language.
- Destruction of property either inside or outside the facility being used.
- Violations of state, county, and local ordinances.

The Coordinator of Student Activities or other advisors shall cancel the event if the planning process for the event has not met safety, security, and planning provisions as outlined above, or violates any of the policies and regulations previously mentioned.

J. CLEAN UP

The sponsoring organization is responsible for a reasonable amount of pick up after the event. All loose trash should be picked up. All furniture should be returned to its original place. All decorations, tape, and tacks should be removed. The facility should be ready for use by the regular users after clean up is concluded.

K. DAMAGES

The sponsoring organization will be liable for damages to the facility caused by people attending the event.

L. EVALUATION

An event evaluation form should be completed and used as a reference for your future events.

ASSOCIATED STUDENTS OF RIVERSIDE CITY COLLEGE

ASRCC CLUB ROOM

The purpose of the CLUB ROOM:

1. To provide poster materials and other art supplies for club use.
2. Other available resources: paints, helium, club cart.

Rules and guidelines to follow for use of CLUB ROOM resources:

1. Club members must show their Student ID to the Student Activities office staff and check out the key to the club room. Collateral for the key will be required.
2. When making a poster, sign, advertisement, etc., club members must make sure at least two sheets of paper are under all materials to protect counters.
3. If scissors, staplers, tape, etc., are needed, club members must bring his/her own.
4. After completing work, club members must clean up and put materials away, leaving the room as it was.

NOTE: All exceptions must be arranged through the Student Life/Activities Office.

***Rules and guidelines are subject to change as the year progresses and new situations occur.

FOOD SERVICE PROCEDURES

What Every Club Needs To Know But Was Afraid To Ask!

In planning your event we ask that you follow these instructions. Keep in mind that we are required to follow and enforce the regulations and requirements of the Riverside County Health Department.

Whenever you are planning to have food on campus whether it is a bake sale, a potluck, a catered dinner, food sales for fundraising, a sports function, etc. you must contact Food Services at (951) 222-8483. It is our goal to see that all food served on campus is handled in a sanitary and healthy manner. We will do everything we can to work with you to make this event a success.

The Do's and Don'ts:

1. Do complete a Food Services Request for Authorization to Sell Food.
2. Do call Food Services, even if you are only bringing cookies and punch on campus. Please call and have paperwork completed at least two (2) weeks in advance.
3. Do submit a requisition with sufficient advance notice to Student Activities to receive a purchase order authorizing Food Services to fill your request.
4. Don't feel that Food Services is hassling you. We are here to help.
5. Do call Food Services for your bake sales and BBQ's. We will work with you. We can provide refrigerator space and help with planning.
6. Don't purchase food before checking with Food Services.
7. Do have outside vendors complete a vendor packet and have Food Services & Student Activities approve.
8. Don't bring home-prepared food to sell on campus.
9. Do plan ahead and make arrangements with us. We will provide ice free of charge when there is sufficient notice and ice is available.
10. Do use head covering and gloves when handling food.
11. Do keep all food covered and maintain proper temperature at all times.
12. Do ask questions.

Food Services reserves the right to dismiss any activities that do not follow the regulations and requirements of the Riverside County Health Department.

DUTIES OF ADVISORS AND OFFICERS

NOTES TO CLUB/ORGANIZATION ADVISORS

Your role with the club is a special and rewarding one. Though it can also yield some headaches, it is a way in which you can facilitate the students' growth and development in social and educational skills.

The administration requires that the club advisor (a current member of the faculty) or a substitute acceptable to the administration attend each meeting and official activity of the club or organization. The advisor will provide an example of constructive and inspirational leadership while providing the opportunity and climate for student leadership to develop.

Remember that you are a facilitator. You should assist students in achieving their goals while working within the framework of the college's policies and regulations.

Many clubs may set unrealistic goals or make unrealistic demands of the officers, you, or the college. There are limitations on resources, time, and commitment which are at times not so obvious to the club members.

Sometimes, you as an advisor may have to say "no." The club membership must understand that the advisor has the right and duty to approve all functions and activities sponsored by the club.

You, as an advisor, are one of the trustees of the club trust account. You will be required to sign each requisition. It is also your responsibility to ensure that the purchase is appropriate and that original receipts are submitted to Student Activities with your requisitions. (Original receipts are **required**, make and keep copies for yourself.)

Please distribute materials received from student government representatives, ICC, and the Coordinators of Student Activities as soon as possible.

RESPONSIBILITIES OF CLUB/ORGANIZATION ADVISORS

1. Attend ALL meetings of the organization.
2. Be responsible for adequate supervision and attend all social events sponsored by the organization ON or OFF CAMPUS.
3. If vans are used, you must be present in the van or in the caravan of vans.
4. Be responsible for the dissemination of club literature.
5. The use of alcohol and/or controlled substances at social events or meetings by students is strictly forbidden and should be monitored by the club advisor.
6. Know the constitution and by-laws of the organization.
7. Sign all calendar, facility, and financial reports.
8. Follow all designated procedures for securing services necessary in carrying out an event, including custodial service.
9. Supervise the finances of the organization.
10. Be familiar with administration policies governing student activities.
11. Be resourceful and guide students along the following lines:
 - a. setting up plans for the year's activities;
 - b. helping members know, use, and understand established policies and procedures;
 - c. helping members develop habits of responsibility, leadership, and service;
 - d. keeping accurate records.
12. Advisors are responsible to the Dean of Student Life and will work closely with the Coordinators of Student Life/Activities who supervise and coordinate campus clubs and organizations. Feel free to ask for assistance at any time on any programs or questions which may arise.
13. Advisors shall attend club advisors' meetings when scheduled by the office of Student Activities.

PRESIDENT/CHAIRPERSON

Club Officer duties:

1. To preside over the club and club meetings; he/she is the “official spokesperson” for the club.
2. To understand and follow the club’s constitution and by-laws. Know campus policies and regulations. The president/chairperson has no vote, except to break ties.
3. Keep your advisor informed of all club meetings and activities. **THE COLLEGE REQUIRES YOUR ADVISOR TO ATTEND ALL CLUB MEETINGS AND ACTIVITIES.**
4. Appoint committee and chairperson to assist. Spread the burden of work among all club members, allowing others an opportunity to participate.
5. Call regular executive or cabinet meetings. Consult with your advisor before all meetings so he/she can attend.
6. Prepare a master plan for the semester’s activities early. Each club should have a project or goal for the semester.
7. Be an effective presiding officer
 - a. Know procedures for conducting a meeting. Have knowledge of basic parliamentary procedure.
 - b. Be impartial, fair, courteous. Carry out the group’s decisions and wishes.
 - c. Prepare an agenda for each meeting. Check the minutes of the preceding meeting to include any business that should be discussed again or finished.
 - d. Do not try to do all the work by yourself. Delegate responsibilities to others. Total participation by all members makes for a strong organization.

VICE-PRESIDENT/VICE-CHAIRPERSON

Club Officer duties:

1. Take over the president's responsibilities when the president is unable to carry out his/her duties.
2. Be ready to assist the president in any possible way.
3. Assume and carry out special duties that may be assigned to you by the constitution/by-laws, the president, executive committee, or members.
4. Attend all executive committee meetings and meetings of the organization.
5. Know and understand your organization's constitution and/or by-laws.

SECRETARY

Club Officer duties:

1. To record and keep accurate permanent records (minutes, documents, etc.)
2. To record and read minutes and correspondence.
3. Keep an accurate, up-to-date list of members, their addresses and telephone numbers.
4. Keep in the secretary's book a copy of the constitution and/or by-laws and have it available for easy reference during meetings.

Suggested outline for the writing of minutes:

- a. Give the hour, day, month, place of meeting, and the name of the presiding officer.
- b. State whether the minutes of the last meeting were:
 - approved as read
 - approved as corrected (if there were corrections, list them)
- c. Give a statement concerning all reports read and the action taken on them.
- d. Record items discussed under old business.
- e. Record items discussed under new business.
- f. Every motion lost or carried, should be included under the appropriate item of business.
- g. State the time of adjournment of the meeting.
- h. Sign the minutes.

TREASURER

Club Officer duties:

1. The treasurer is responsible for all funds of the organization.
 - a. Collect all money. A RECEIPT SHOULD BE GIVEN FOR ALL MONEY COLLECTED.
 - b. Deposit all funds in Auxiliary Business Services in the club's trust account. (All clubs and organizations are required to keep all money in an account in Auxiliary Business Services. **NO OFF-CAMPUS ACCOUNTS MAY BE KEPT.**)
 - c. Sign all campus trust fund requisitions along with the advisor for the withdrawal of funds from Auxiliary Business Services. Original receipts must be attached to the Budget/Trust requisition when submitted to Student Activities/Life.
 - d. All unspent money must be accounted for from cash advances. Include all original receipts with the remaining funds in the cash advance envelope and have it signed off on by both your advisor and the Dean of Student Life prior to returning it to the cashier's office.
2. Prepare a budget and have it approved by the executive committee and membership.
3. Make certain the organization expends money in keeping with the approved budget and within school policy and regulations.
4. Generate a treasurer's report at each business meeting of the organization listing receipts, expenditures, and balance on hand.
5. See that all bills are paid promptly.
6. Keep a record of all money handled, both incoming and outgoing and indicate the purpose for which money was disbursed.
7. Have records available and in good condition for examination at any time.
8. An ASRCC purchase order (P.O.) may be presented to merchants or businesses rather than cash.

INTER-CLUB COUNCIL REPRESENTATIVE

Club Officer duties:

1. Must attend all ICC meetings.
2. Will inform his/her club of all college-wide activities discussed during ICC meeting.
3. Will give ICC a report weekly of their club's activities and projects.
4. Will distribute all written materials to the club.
5. Will inform the club of ASRCC budget processes.
6. Serve as liaison between club and ASRCC student government

CLUB FORMS

PROCEDURES FOR FORMING STUDENT CLUBS/ORGANIZATIONS AT RIVERSIDE CITY COLLEGE

Steps in forming a new club or organization:

1. A full-time faculty member must sponsor the club or organization. The faculty advisor must agree to be present at the organization's functions, meetings, and events. The club/organization may have more than one advisor who will agree to share the responsibilities. The "Agreement to Sponsor" and "Application for Recognition as an RCC Campus Club/Organization forms, (found [online](#)) must be signed and submitted to the Student Activities Office.
2. Student organizers need to provide a roster of no less than seven (7) prospective club members in Excel format (email Deborah.Hall@rcc.edu for the current template) and submit the file to the Coordinator of Student Activities. In order to be a club member, students must be an active member of ASRCC.
3. Student organizers need to write a club/organization constitution (templates available [online](#)) and submit the constitution to the Office of Student Activities yearly. If the constitution was previously approved by the Student Senate and is unchanged indicate so by checking the appropriate choice on the application. If you are submitting for a new club or you have in any way changed the approved constitution you must submit **two** copies to the Office of Student Activities for Senate approval.
4. Co-curricular organizations are defined as those students, in addition to participation in extra-curricular activities, receiving college credit for their participation, and the college collects State monies for attendance.

Co-curricular organizations must submit a roster of their members each semester to the Student Activities Office. (email Deborah.Hall@rcc.edu for the current Excel template)
5. When the Coordinator of Student Activities has received and approved the following forms, the information will be submitted to the Dean of Student Life and ASRCC for final approval.
 - a. Application for Recognition as an RCC Campus Club/Organization
 - b. Agreement to Sponsor and Club Officers form
 - c. Club Roster
 - d. Club Constitution
6. The club/organization must make copies of their club forms to keep in their files.

ALL CAMPUS CLUBS AND ORGANIZATIONS ARE OPERATED UNDER THE ADMINISTRATIVE SUPERVISION OF THE DEAN OF STUDENT LIFE AND ARE SPONSORED BY THE ASSOCIATED STUDENTS OF RIVERSIDE COMMUNITY COLLEGE

FUNDRAISING ACTIVITIES

Fundraising activities are an area that our auditors review annually. Their primary concern is the handling of cash. The auditors have stated:

“In order to protect the students, advisors, and assets of the association, it is imperative to implement strong controls over cash. Controls start at the time a fundraising event is considered.”

Auditors require that we have a reasonable process in place to control the money that is received from fundraising activities. Therefore, we have developed the [*Fundraising Receipts Declaration Form*](#) and the following procedures.

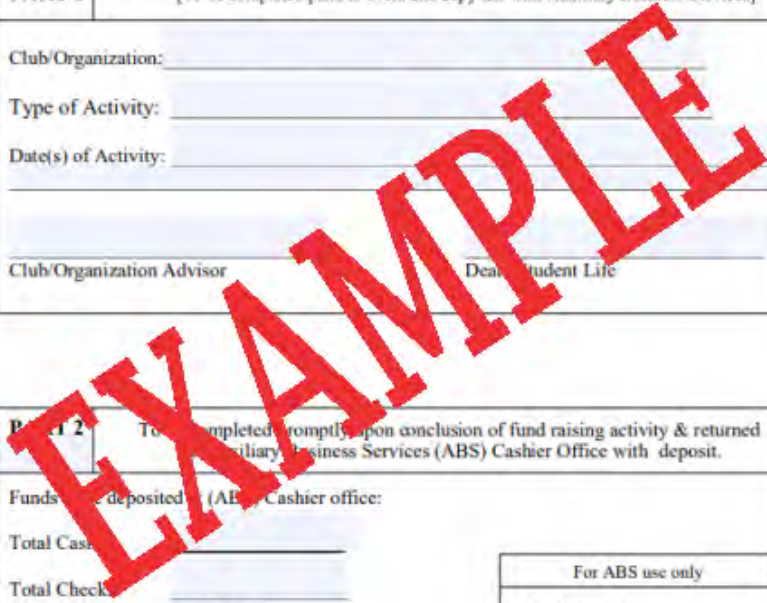
1. Fundraising activities must be approved ten (10) working days in advance by the Student Activities and Student Life offices. The [*Fundraising Receipts Declaration Form*](#), Part 1, Authorization, must be completed and signed by the advisor and the Dean of Student Life at the appropriate college. A copy is to be submitted with the Student Activity Event Form to Student Activities, and the original is submitted to Cashier’s office and the original is submitted to Cashier’s office who will forward it to the District Bookkeeper. The advisor keeps the bottom portion be completed upon close of the event and submitted to the cashier’s office with the funds to be deposited.
2. During the fundraiser, you want to make sure that selling responsibilities are separated and assigned to different individuals. For example: at a bake sale, have one person sell tickets, then have another person give out the food to the customers upon presentation of the ticket. A similar process would work for paid admission to an event. If you assign to individuals groups of items to sell, make note of how many items are assigned. Then be sure that money collected and unsold items are returned and can be accounted for.
3. When the fundraiser is over, have the club treasurer count the money and fill out the [*Fundraising Receipts Declaration Form*](#), Part 2, Receipts, in the presence of either the club advisor or president. Then have the treasurer and either the advisor or the president sign the form acknowledging the amount of money collected. whatever you do, don’t leave total oversight of the money completely under one person’s control. Otherwise, you’re opening the door for theft.
4. The money, along with the completed [*Fundraising Receipts Declaration Form*](#), is to be turned in to the Cashier’s office, who will give you a receipt for the funds, credits your trust or budget account and deposits the money with the bank within five (5) days. The Cashier will complete the section “for office use only,” then give you a copy for your records.
5. The Cashier will forward the completed form to the Bookkeeper at the district office. They will then match up the copies, at which time the fundraising event will be considered completed. If there are any copies for which the completed deposit are never received, the bookkeeper will contact the club advisor and notify the Coordinator of Student Activities or the Dean of Student Life at the appropriate college. **If your event has been canceled, you need to notify bookkeeping at bookkeeping@rccd.edu.**”

ASSOCIATED STUDENTS OF RIVERSIDE COMMUNITY COLLEGE
Fundraising Receipts Declaration Form

PART 1	[To be completed prior to event and copy left with Auxiliary Business Services]
Club/Organization: _____	
Type of Activity: _____	
Date(s) of Activity: _____	

Club/Organization Advisor	Deal Student Life

PART 2	To be completed promptly upon conclusion of fund raising activity & returned to Auxiliary Business Services (ABS) Cashier Office with deposit.
Funds deposited in (ABS) Cashier office:	
Total Cash	_____
Total Checks	_____
Subtotal:	\$ 0.00
Less Change Fund:	_____ to be deposited
Amount Received:	\$ 0.00 to be deposited
Club/Organization Treasurer	Club/Organization Advisor or President



VOLUNTEER/STUDENT SERVICE HOURS

Submit all hours for the semester prior to the deadline (see website for date <https://www.rivasrcc.org/>) Estimate any hours you may do from the deadline through the date of the Awards Banquet. Condense your hours as much as possible (e.g. ICC meetings for entire semester = 14 hours).

PLEASE NOTE: ONLY 8 HOURS *PER DAY* CAN BE CLAIMED FOR SERVICE HOURS. PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO LOG YOUR HOURS! YOU RISK THE CHANCE OF THEM NOT BEING APPROVED AND COUNTED.

The website has changed. You will see a list of approvers in the drop-down menu when you submit your volunteer hours. You need to select the individual or advisor who can verify your hours. If you select someone who cannot verify that your hours were completed, they can decline your hours.

You will receive an invite to the banquet if you submit 50 or more approved hours:

- 50-99 hours -- Bronze Award
- 100-199 -- Silver
- 200+ -- Gold
- 200 hours for Fall and Spring -- Platinum Award (only awarded in the Spring for that academic year)

If you have any questions or problems with service hours please contact deborah.hall@rcc.edu or megan.bottoms@rcc.edu

***No hours will be accepted after the deadline

FIELD TRIPS

FIELD TRIP GUIDELINES AND CHECKLIST

FOR ALL FIELD TRIPS:

- ✓ Field trip packet and travel request submitted to the Division Dean or Director six (6) weeks in advance for all travel. Packets are available on the ASRCC [website](#) and Travel Requests are on the [intranet](#).
- ✓ The instructor/advisor needs permission to go by submitting a Travel Request to their department.
- ✓ Completed participant forms must be submitted as part of the complete field trip packet:
 - Emergency Information Form
 - Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement
 - RCCD Student Excursion Contract
- ✓ Transportation arrangements made for District sponsored rental, private vehicle, or other. Submit requisition for District rentals 4 weeks in advance.
- ✓ *If using Private Vehicle* – “RCCD Private Vehicle Use Consent” form with **ALL** the required documents attached for each driver.
 - Detailed printout of insurance coverage, not the card
 - Copy of registration
 - Copy of Driver’s License
 - DMV printout of driving record (if not already cleared with the district)
- ✓ Board Policy on Field Trips can be found [here](#).
- ✓ Each party traveling must be given a copy of the District’s Board Policies and Administrative Procedures on Nondiscrimination (3410) and Prohibition of Harassment (3430) found [here](#) and [here](#), respectively.

TRANSPORTATION GUIDELINES

- ✓ **ACADEMIC LOCAL FIELD TRIP** (within Riverside, Imperial, San Bernardino, Orange, Los Angeles, or San Diego Counties). Academic students only will travel to the field trip location in the same manner in which they travel to the regularly assigned class. (Not pertaining to club(s)/organization(s))
- ✓ Anyone on a field trip into Baja California must have a passport in order to re-enter the U.S.
- ✓ **ALL EXTENDED FIELD TRIPS** (outside of the six (6) Counties listed). The instructor/administrator/director/club advisor planning the trip should make transportation arrangements for the use of District vehicles or a commercial vehicle. A transportation fee from the students may be required and will be described in the class registration materials or through other notification.

FOR ALL OUT OF STATE FIELD TRIPS:

All of the above AND:

- ✓ If the travel is out of the country (including Baja California) or out of state and over 500 miles from the college of record, it must have approval from the Board of Trustees. The travel request, after obtaining appropriate approvals and obtain written approval on the form from the area Dean/Administrator, College Vice President of Business, and College President. Will be sent by the College President to the Chancellor.

CONTROL PROCEDURES FOR USE OF DISTRICT VEHICLES FOR STUDENT ACTIVITIES/FIELD TRIPS

1. Vehicles rented with college funds are considered District Vehicles.
2. Vans or other vehicles can be rented from Enterprise & Xpress for Student Activities, ASRCC, Athletic Organizations, and Field Trips.
3. Phone the local office and provide the dates and times you will have the vehicle and the destination you are traveling to for the most accurate quote. Have them email you the quote so you can print it out to attach to your requisition for a PO to be issued. For Enterprise you will provide the RCC Billing Account number #DB30K71. For Xpress, you will provide them with your District contact and they will automatically send a bill.
4. **EACH** and **EVERY** driver must have prior approval through Risk Management and be put on the approved driver list. This approval process takes approximately three weeks and must be submitted tri-annually. In order to receive clearance, you must complete the DMV Request to Drive District Vehicles and the DMV Clearance forms; submit them to Student Activities with a copy of your Driver's License. Drivers must be at least 21 years of age, preferably 25 years of age. [Forms are available here.](#)
5. When you pick up the vehicle you will receive a contract with the PO number on it, this will need to be provided to Accounts Payable so they can process the payment.

EMERGENCY PROCEDURE UPDATE

In the event of an emergency, the procedure is to immediately contact College Safety and Police. The phone number to call is (951) 222-8171 (24-hr dispatch).

College Safety and Police will be responsible for contacting the appropriate college personnel.

Before departing campus, the college staff member should review emergency procedures and require each rider to fasten their seat belts.

An emergency form is required for each student taking part in a field trip and must be completed as part of the field trip packet no less than two weeks prior to departure. One copy must be in the vehicle in which the student is riding. A second copy of the emergency form must be on file in the office of the Dean of Student Life.

If an accident occurs, follow this procedure:

In the event of an injury which requires hospital care, a member of the college staff will accompany the student or arrive at the hospital within a reasonable amount of time.

Each rider should be encouraged to be examined by an E.M.T.

After notification of an accident, the Risk Manager will contact each rider to inform the party of the services available through insurance, etc.

Trauma counseling will be made available to passengers who feel they would benefit from this service.

The sponsoring department should follow-up with each rider to check on their well-being.