



**ASRCC**  
**Riverside City College**  
**Club Advisor's Guide**



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# **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 in working with clubs/organizations. It is 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 the functions relatively smoothly.

**VERY IMPORTANT INFORMATION:** Clubs must recharter every semester. There club packet is on the ASRCC website and must be completed and returned to the Student Activities office before the end of the fourth week of school 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.) 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.



# **Riverside City College Inter-Club Council By-Laws**

## **Article I Name**

- A. The name of this organization shall be the Riverside City College Inter-Club Council, herein referred to as the ICC.

## **Article II Definition of Club/Organization**

- A. For the purpose of the By-Laws and Board Policy, “club” shall refer to officially chartered by ASRCC regulations, group which active membership is limited to students and has at least one advisor who is a current full-time certificate member of the college.
- B. “Organization” refers to a co-curricular organization whose students, in addition to participation in extra-curricular activities, receive college credit for their participation, and the college collects state monies for attendance.

## **Article III Purpose**

- A. The purpose of this organization is to foster communication between the clubs, to promote cooperation and organization between the clubs, to promote joint participation in each other’s activities and to provide support for clubs in respect to any financial assistance or grievances when presenting such matters to the Riverside ASB Senate.
  - 1. To promote club/organization participation in community service projects, it will be the responsibility of each club to commit to participating in a minimum of one (1) community service project per semester.
  - 2. The ICC shall be responsible for creating and executing a minimum of one community service project, per semester, in addition to the annual events sponsored by the ASRCC.

## **Article IV Membership**

- A. ICC shall consist of an ICC Director, Assistant Director, Secretary and one representative from each club, officially chartered and in good standing and others as deemed necessary.
  - 1. The ICC Director is appointed by the President of the Riverside ASB as stated in the ASB By-Laws, Article IV, Section I, Subset C.
  - 2. Clubs and organizations shall select one of their members to serve on the Inter-Club Council (ICC) as stated by these By-Laws, Article V, Section I, Subset F.

3. No ICC Representative shall represent more than one club at ICC meetings.
  4. Each Club shall be allowed one (1) representative and one (1) vote. The vote may be may be cast by the ICC representative or designee, but only at the meeting where the issue to be voted on was presented and discussed.
- B. Every member, with the exception of the ICC Director, has the right to vote on any issue that comes before the Council during an officially recognized meeting. The ICC Director will only vote to break a tie.

## **Article V** **Officers**

### A. ICC Director:

1. The ICC Director is appointed by the President and is subject to the qualifications as outlined in the ASRCC Constitution.
2. The ICC Director shall serve as a voting member of the Executive Cabinet.
3. The ICC Director is responsible for submitting to the Executive Cabinet, two (2) days prior to each Executive Cabinet meeting an agenda of the upcoming meeting.
4. The ICC Director shall:
  - a. Preside over all ICC meetings, enforce these By-Laws, prepare and post the agenda and appoint a person(s) or committees to expedite the business of the Inter-Club Council;
  - b. Set meeting dates of the ICC, with approval from the ICC Advisor;
  - c. Maintain an active roster of all clubs;
  - d. Assist in the formulation and development of new clubs;
  - e. Foster club participation in all ASRCC programs and activities;
  - f. Plan and execute all ICC special events;
  - g. Record all points for the collegiate awards;
  - h. Present to Senate the recommendations for the suspension of any club, as stated in Article VIII, Section A of these By-Laws;
  - i. Serve on the Activities Banquet Awards Committee to help select club's awards;
  - j. Meet regularly with President to report on the status on the ICC;
  - k. Serve on the ASRCC Budget Development Committee;
  - l. Appoint the ICC Assistant Director and ICC Secretary.

B. ICC Assistant Director:

1. The Assistant ICC Director shall be a voting member of the ICC.
2. The Assistant shall:
  - a. Assume the duties of the ICC Director in the Director's absence;
  - b. Keep minutes in the absence of the ICC Secretary;
  - c. Inspect the roll and notify a club's advisor and president when the club's representative has incurred two (2) absences from ICC meetings;
  - d. Assist in the coordination and planning of activities sponsored by the ICC;
  - e. Assist in the promotion of better communication between each club;
  - f. Serve as a voting member of the ICC unless acting as the Director.

C. Secretary:

1. The Secretary shall take the minutes during the meeting, compile the minutes for posting and distribute the minutes to the ICC Representatives no later than five (5) days after the meeting.
2. The Secretary shall be responsible for maintaining a central filing system of all correspondence pertaining to clubs and all ICC meeting minutes and agendas.
3. The Secretary shall be responsible for assigning and maintaining club mailboxes.
4. The ICC Secretary shall be responsible for compiling necessary information for all club folders, preparing them for distribution, and maintaining a record of ICC folder distribution.

**Article VI**  
**Advisor**

- A. The ICC shall have as their advisor a Student Activities Coordinator.
- B. The Advisor, or faculty designee, shall be in attendance at all meetings in order for official business to be transacted.

**Article VII**  
**Meetings**

- A. The ICC shall hold regularly scheduled meetings at a time and location to be established by the coordinated efforts of the ICC Director and the ICC Advisor and meetings will not be held during holidays, dead week and finals week.
- B. The ICC Director may call a special (emergency) meeting of the ICC after giving at least 48 hours advance notice to all members, advisors and the student body.
- C. Each ICC Representative is required to attend all regular and special meetings.

**Article VIII**  
**Attendance Policy and Suspension**

- A. A club is considered to be active and in good standing if:
1. The Senate, as outlined in the By-Laws, Article V, Section 1, Subset A-G, has approved their club constitution. See below.
    - a. All clubs are governed by the ASB Constitution and must re-charter annually. Any changes to a club's constitution must be submitted to the Senate for approval within two (2) weeks of those changes. New clubs must submit their constitution for Senate approval within four (4) weeks of their first meeting.
    - b. Co-curricular organizations are defined as those whose students, in addition to participation in extracurricular activities, receive college credit for their participation and the college collects state money for attendance.
    - c. Co-curricular organizations are governed by the ASB Constitution and By-Laws and must submit a list of their members each semester to the Student Activities office.
    - d. All club and organization members, including varsity athletic team members and performance group members, must be active ASRCC members.
    - e. Each club or organization must have a faculty advisor who is approved by the President of the college, or his designee, as a sponsor of that club or organization.
    - f. Clubs and organizations shall select one of their members to serve on the Interclub Council (ICC).
    - g. MCAC is an integral part of the ASB student government structure and is governed by the ASB Constitution. Clubs are encouraged to nominate a student to serve on the council.
    - h. BOC is an integral part of the ASB student government structure and is governed by the ASB Constitution. Clubs are encouraged to nominate a student to serve on the council.
  2. Holds a regularly scheduled meeting.
  3. Its ICC Representative has less than three (3) absences (per semester) from ICC meeting beginning with the first (1) week of the semester.
  4. Has upheld all before mentioned By-Laws.
- B. If tardy more than fifteen (15) minutes after the call to order, an absence will be recorded.
- C. A warning letter will be sent to the club president and advisor if the representative incurs two (2) absences during a semester. After the third absence, the Executive Cabinet will be informed of the situation and thus responsible for notifying the club president and advisor that a vote for suspension will take place at the next ICC meeting. The club in question has a right to present a defense to the ICC.

- D. During the review of the club, the ICC Director will call for a vote for suspension. A two-thirds vote of ICC Representatives in attendance is required to suspend the offending club for the remainder of the semester, with the approval of Senate.
- E. A suspended club loses all privileges granted to clubs and is considered inactive. The suspension will include termination of use of all RCC facilities and equipment and the freezing of funds deposited in the ASRCC accounts and all budgeted clubs will forfeit 50% of each budgeted line items to ICC Development to be made available for other uses.
- F. Clubs may appeal any disciplinary actions to the ASRCC Supreme Court. A majority appeal, the suspended club may continue to function under guidelines established by the Senate at the time the suspension is official.
- G. A club that has been suspended may apply for reinstatement at the beginning of the following fall or spring semester.
- H. Clubs, which are inactive for two (2) consecutive academic years, may have upon two-thirds vote of the Senate, any of all funds in the club account, removed and deposited in the ASRCC ICC Development line item.
- I. Co-curricular organizations cannot be suspended as outlined above. Attendance and representation at ICC meetings is strongly recommended but not required.

### **Article IX** **Collegiate Points**

- A. The Collegiate Points Program was implemented to encourage club participation in ASRCC sponsored activities.
- B. The Executive Cabinet which consists of the President, Vice President, MCAC Director, BOC Director and others members, deemed appropriate by the President, will develop a calendar at the beginning of each semester which outlines the events in which points will be awarded.
- C. In addition, the Cabinet will update the calendar, as new events become available.
- D. Events not appearing on the master calendar require an announcement of not less than five (5) days prior to the collegiate point event before validation can occur. Date of announcement constitutes one day.
- E. The Director shall be responsible for allocation, maintaining and monitoring collegiate points.
  - 1. The current ICC Representatives will approve collegiate points for all activities with a majority vote of 2/3 of the representatives.
  - 2. In the event of a tie, a re-vote shall be necessary by roll-call vote. If the tie is still evident than the Director's vote shall break the tie.
  - 3. Once collegiate points have been voted on and approved for any event, then it cannot be voted again after the date of the said event.

- F. It is the responsibility of each representative to contact the ICC Director to receive information missed due to the representative's absence.
- G. A proper Collegiate Point's Evaluation (CPE) sheet and event evaluation are required before collegiate points can be awarded.
- H. Cash prizes will be awarded at the conclusion of each semester. The Executive Cabinet will determine the winners and the amounts awarded.
- I. The ICC Director will announce the collegiate point winners at each Awards Banquet.

**Article X**  
**Rules of Procedure**

- A. All By-Laws and amendments to these By-Laws shall be approved by a majority vote of the current ICC membership in attendance.

## 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

Privileges and responsibilities:

1. Approved clubs/organizations may use the Riverside City College name when appropriate.
2. May use campus facilities.
3. Maintain a trust account with RCC Auxiliary Business Services.
4. Have a faculty/staff advisor.
5. 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.
6. Clubs must have and follow a club constitution.
7. Co-curricular organizations must submit a club roster in Excel format each semester.
8. Must be non-discriminatory in membership.
9. Must send a representative to the InterClub Council meetings.
10. Must deposit all monies in Auxiliary Business Services, Cashier, and make all expenditures through Auxiliary Business Services procedures. District policy **prohibits** the use of outside banking accounts.

## 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 ASRCC 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. RECEIPTS:**

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 Facilities Request Form and a **Fund Raising Receipts Declaration Form** must be submitted to the Dean of Student Services.

**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. we are not exempt from sales tax on purchases. Sales tax must be included, even if purchasing out of state.

**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. 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. 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 only 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 blue 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 material.

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 an Emergency Contact form and Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement. 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. If this is an overnight event, the ASRCC Contract must also be filled out and signed by the student. This is for your records. 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 twelve (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 Lasselle 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 apply 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 Services 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.

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

Anyone wishing to use amplification should contact the Dean of Student Life at the applicable college.

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 Services. 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 @ [imc.rcc.edu/orderform.htm](http://imc.rcc.edu/orderform.htm). 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, poster maker, refrigerator and ice machine.

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

1. Club members must show their ASRCC card 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 member 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 member must bring his/her own.
4. After completing work, club member must clean up and put materials away, leaving the room as it was.

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

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

**CONTROL PROCEDURES  
FOR USE OF DISTRICT VEHICLES FOR STUDENT  
ACTIVITIES/FIELDTRIPS**

1. Vans can be rented from Enterprise & Xpress for Student Activities, Athletic Organizations, and Field Trips.
  
7. **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 annually. In order to receive clearance, you must provide the driver's name, date of birth, current address, driver's license number and class of license. Drivers must be at least 21 years of age, preferably 25 years of age. A FORM IS AVAILABLE THROUGH THE FACILITIES DEPARTMENT. It is the requisitioner's responsibility to arrange for a district-approved driver. If the driver is not approved prior to the date of the trip, the van will not be released. no more than 10 passengers (including the driver) are allowed per van.

Revised 8/13/02

## **EMERGENCY PROCEDURE UPDATE**

The emergency procedure is to immediately contact College Safety and Police in case of emergency. 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 riding in van must be completed as part of the field trip packet prior to departure. One copy must be in the van in which the student is riding. A second copy of the emergency form must be on file in the Dean of Student Life office.

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.

# 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 receipts are submitted to Student Activities with your requisitions. (Original receipts are **required**, make and leep copies for yourself.)

Please distribute materials received from student government representatives, the ICC Commissioner, 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. Assign 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.

## **INTERCLUB 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 club of ASRCC budget processes.
6. Serve as liaison between club and ASRCC student government.



# **~ CLUB FORMS ~**

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**(Club/Organization Name)**

## **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" form, included in this material, must be signed and submitted to the Student Activities Office. The proposed advisor's name will be forwarded to the President of the College (or his designee) for approval and the Director of Institutional Research as credit for a committee assignment.
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](mailto:Deborah.Hall@rcc.edu) for the current template) and submit the list 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 (forms 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 anyway 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](mailto:Deborah.Hall@rcc.edu) for the current 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.



**INSTRUCTIONS FOR USING FUND RAISING RECEIPTS  
DECLARATION FORM**

1. Fill out PART I prior to start of event and have it signed by the Dean of Student Life. A copy of this must be included with the Student Activity Event Form.
2. After activity is complete, fill out PART 2 of form.
3. Have club/organization advisor or president and treasurer sign and submit to Auxiliary Business Services with deposit of funds.
4. Do not leave any portion blank. If you have questions, please contact the Cashier of Auxiliary Business Services in person or at 222-8819.

## 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 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 office. 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 Auxiliary Business Services (cashier's office). The advisor keeps the bottom portion to 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 Auxiliary Business Services Cashier, who will give you a receipt for the funds, credits your trust or budget account and deposit the money with the bank within five (5) days. The ABS cashier will complete the section "for ABS use only," then give you a copy for your records.
5. The ABS cashier will forward the completed form to the ABS Bookkeeper. Chris will then match up the white and pink copies at which time the fundraising event will be considered completed. If there are any pink copies for which the completed white copy and deposit are never received, either Chris or the secretary to the Dean of Student Services will contact the club advisor and notify the Coordinator of Student Activities or the Dean of Student Services at the appropriate college. **If your event has been canceled, you need to notify Chris Pearne at (951) 222-8412.**





**ASSOCIATED STUDENTS OF RIVERSIDE COMMUNITY COLLEGE  
Fund Raising Receipts Declaration Form**

<b>PART 1</b>	[To be completed prior to event and copy left with Student Services]
Club/Organization: _____ Type of Activity: _____ Date(s) of Activity: _____ _____ _____	
_____ Club/Organization Advisor	_____ Dean, Student Services

<b>PART 2</b>	[To be completed promptly upon conclusion of fund raising activity & returned To Auxiliary Business Services (ABS) Cashier Office with deposit]
Funds to be deposited at (ABS) Cashier office: Total Cash:           \$ _____ Total Checks:        _____	
Subtotal: _____	For ABS use only Date Deposited: _____ ABS Cashier:     _____ Receipt No:        _____
Less Change Fund: _____ to be deposited	
Amount Received: _____ to be deposited	
_____ Club/Organization Treasurer	_____ Club/Organization Advisor or President

Distribute 3 copies: 1- ABS copy with deposit; 1- Club/Org. copy; 1-Student Services(ABS)copy

**ASSOCIATED STUDENTS OF RIVERSIDE COMMUNITY COLLEGE**  
**Fund Raising Activity Form**

<b>PART 1 AUTHORIZATION</b>	<i>[to be completed prior to event and pink copy left with Student Activities]</i>
<p>Club/Organization: _____</p> <p>Type of Activity: _____</p> <p>Date(s) of Activity: _____</p> <p>Description of item(s) to be sold: _____</p> <p>_____</p>	
_____ Club/Organization Advisor	_____ Student Activities

<b>PART 2 RECEIPTS</b>	<i>[to be completed promptly upon conclusion of fund raising activity &amp; returned to Auxiliary Business Services (ABS) Cashier Office with deposit]</i>
<p>Funds to be deposited at (ABS) Cashier Office:</p>	
Total Cash:           + \$ _____	<b>for ABS use only</b> <hr/> Date Deposited: _____  ABS Cashier: _____  Receipt No.: _____  Receipt No.: _____
Total Checks:           + _____	
Total Cash & Checks: = _____	
Change Fund:           - _____ (to be deposited back into trust or budget account) <small>(cash box amount)</small>	
Amount Raised:        = _____ (to be deposited back into trust or budget account) <small>(from fund raiser)</small>	
_____ Club/Organization Treasurer	_____ Club/Organization Advisor or President

Distribution: White - ABS copy with deposit; Yellow - Club/Org. copy; Pink - Student Activities (ABS) copy

117214, 10/00

## TICKET SALES INSTRUCTIONS

1. All tickets to be sold must be obtained from Auxiliary Business Services.
2. Tickets must be sold for a set amount per ticket, rather than multiples for one price (1 ticket for \$1; not 3 tickets for \$2).
3. Unused tickets are to be returned to Auxiliary Business Services promptly after completion of the activity.
4. All funds are to be deposited with the Auxiliary Business Services Cashier. no money is to be taken out for any reason, except to pay the winnings on a 50/50 activity.
5. The club/organization advisor and the Dean of Student Life/Activities will be notified in case a shortage occurs.



**ASSOCIATED STUDENTS OF RIVERSIDE COMMUNITY COLLEGE**

**Ticket Sales Reconciliation Form**

Club/Organization: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Tickets issued to: \_\_\_\_\_

printed name

\_\_\_\_\_

signature

Date Tickets Issued: \_\_\_\_\_

*Tickets Issued:*

Type	Color	numbered	# of Tickets	Price	Subtotal

Total of tickets issued: \$ \_\_\_\_\_

*Unused Tickets Returned:*

Type	Color	numbered	# of Tickets	Price	Subtotal

Receipt number: \_\_\_\_\_

Total of tickets returned: \$ \_\_\_\_\_

Receipt Date: \_\_\_\_\_

Money deposited at Cashier: \_\_\_\_\_

Reconciled by: \_\_\_\_\_

Amount over or (short): \_\_\_\_\_

**Academic Affairs**

**BP 4300 FIELD TRIPS AND EXCURSIONS**

**Reference:**

Title 5 Section 55220

The Riverside Community College District supports the concept that many college-sponsored activities require or are significantly enhanced by field trips or excursions remote from the College campus.

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds, if the funds are used consistently with the funding source. The expenses of instructors, chaperons, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

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Date Adopted: February 26, 2008  
(Replaces Policy 5075/6075/7075)





**Academic Affairs**

**AP 4300 FIELD TRIPS AND EXCURSIONS**

**Reference:**

Title 5 Section 55220

**Field Trips/Excursions - Definition**

Field trips or excursions are those trips conducted in connection with courses of instruction or instructionally-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country, for students.

Wherever in this document the term "Field Trips" appears, it shall also apply to excursions.

**I. Types of Field Trips**

**A. Mandatory**

A mandatory field trip is one which requires student participation for successful course completion.

**B. Voluntary**

A voluntary field trip is one in which student participation is encouraged but not required. The activity must provide a significant contribution to the goals and objectives of the class. There are two (2) major categories of voluntary field trips/excursions.

1. Sponsored/Supported by District (related to a course of instruction, travel involving a student club/organization, whether or not linked to a course of instruction or RCCD program, OR, a community service/non-credit/recreational class trip).

2. Not Sponsored/Supported by District (A casual trip planned by a group of students or an instructor at times when classes are not in session, NOT related to a course of instruction or RCCD program). Students/faculty traveling under this category will assume the

responsibility for any risks associated with the travel. No Board approval is to be sought or travel requests to be completed. Contracts associated with this type of travel, should not use the Riverside Community College District as the responsible party.

## **II. Faculty and Staff Participation in Field Trips**

Participation of a faculty or staff member in a field trip may be voluntary or part of an individual's professional responsibilities. In either case, each individual participating in a field trip must familiarize themselves with the Board Policy and Administrative Procedure on field trips.

If participation in a field trip is part of an individual's professional responsibility, the district will reimburse the individual in accordance with Board Policy/Administrative Procedure 6900, titled Travel. If participation is voluntary, reimbursement is at the discretion of the College President, or designee.

All instructors/administrators/directors/club advisors, or other designated individual, planning field trips, will complete the following tasks/checklist prior to the date(s) of travel:

- a. Complete a field trip request at least six (6) weeks prior to the trip (unless extenuating circumstances exist).
- b. Complete a travel request at least six (6) weeks prior to the date of travel (unless extenuating circumstances exist), noting the number of students to be traveling and obtain written approval on the form from the area Dean/Administrator, College Vice President of Business, and College President.
- c. If the travel is out of the country (including Baja California) or out of state and over 500 miles from the campus of record, it must have approval from the Board of Trustees. The travel request, after obtaining appropriate approvals in b, above, will be sent by the College President to the Chancellor's Office at least two (2) Friday's prior to a Board meeting date for placement on the Board agenda.
- d. Preliminary arrangements for transportation, including source and cost, will be made by the instructors/administrators/directors/club advisors, or other individual submitting the field trip request. This is subject to approval of the appropriate dean, director, vice president or designee, who shall forward the request to the College business office for information.
- e. If any contracts need to be signed, they are to be

reviewed by the Director of Contracts, Compliance and Legal Services.

- f. All persons making a field trip shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip.

Each party traveling (or their legal guardian in the case of a minor), including parents, chaperones, etc., must complete an Emergency Information Form and sign a Release and Waiver of Liability, Assumption of Risk and Indemnity. Copies will be made and one set will accompany the instructor/supervisor on the trip. The other set will remain in the office of the Dean of Student Services or the Dean of Instruction, depending on the nature of the trip. Both forms are available from the Student Services or Student Activities Offices at each College.

- g. 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).
- h. Each party traveling must be informed that if they need an accommodation for a disability, they must let the person making the arrangements know so that an accommodation can be made. The instructor/administrator/director/club advisor should contact the Disabled Students Programs & Services Office at the College for assistance/information, if necessary, for the accommodation.
- i. If overnight travel is involved, a Student Excursion Contract must be filled out and signed by the student, or their guardian, in the case of a minor.
- j. Student club/organization advisors shall also follow the rules and guidelines for club travel, which are contained in the "Club Advisor's Guide".

### III. Student Participation in Field Trips

Each student participating in a field trip must inform the appropriate individual responsible for the field trip if they need an accommodation for a disability. The instructor/administrator, director/club advisor should contact the Disabled Student Programs & Services Office at the College for assistance/information, if necessary, for the accommodation.

Students must also complete and sign an Emergency Information Form and a Release and Waiver of Liability, Assumption of Risk and Indemnity.

#### IV. Costs

- A. For all field trips the cost per student will be determined in advance and if the field trip is mandatory, the costs will be listed in the class registration materials. Since the District will not fund such field trips, care must be taken in developing costs and insuring that students who wish to participate have the opportunity to do so. No deficit funding will be permitted.

No student shall be prevented from making a field trip or excursion, which is integral to the completion of the course, because of lack of sufficient funds. To this end, the Board of Trustees, or designee, shall coordinate efforts of community service groups to supply funds for students in need of them.

- B. Three (3) alternative methods of payment for field trips:
1. Payment at time of registration.
  2. Payment to the College Cashier.
    - a. The instructor or college Dean/Director provides the College cashier with:
      1. Course name and code number.
      2. Name and date of trip.
      3. Student roster.
      4. Individual amount to be collected.
    - b. Student pays cashier and is issued a receipt to be used as transportation ticket.
  3. Payment directly to an outside travel agent, which has been arranged by the instructor/director/club advisor.

## V. Transportation Guidelines

### A. Local Field Trip (within Riverside, Imperial, San Bernardino, Orange, Los Angeles or San Diego Counties):

Students will travel to the field trip location in the same manner in which they travel to the regularly assigned class.

Classes will be convened and dismissed at the field trip site.

### B. Extended Field Trip (outside of the six [6] Counties listed in A. above)

The instructor/administrator/director/club advisor planning the trip should make transportation arrangements (see below) 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.

### C. Anyone on a field trip into Baja California must have a passport in order to re-enter the U.S.

### D. Vehicles

1. A commercial or District-owned bus is normally the proper method of transportation for a large number of students (more than twenty).
2. District vans may be considered for small groups (less than twenty).
3. Any person driving a District vehicle must be over 21 years of age. For vehicles transporting 10 or fewer passengers, a valid California Class C drivers' license is sufficient. For a vehicle transporting more than 10 passengers, the driver must possess a valid California Class B drivers' license, with endorsement. In either case, an insurable driving record, acceptable to the District's insurance carrier, is required. A copy of the valid license must be submitted to the Office of Administrative Services (OAS) prior to the date of the trip. Upon receipt, the OAS will run a DMV check on the driving record.

NOTE: When a District vehicle or piece of equipment is used to travel to Mexico or Canada, the District shall obtain appropriate liability insurance, which shall be secured from a carrier licensed to transact insurance business in the foreign country.

4. A private vehicle may be considered for field trip transportation.

- a. The driver of the vehicle must have a valid California driver's license and an insurable driving record acceptable to the District's insurance carrier. In addition, proof of insurance for the private vehicle, with liability insurance limits of \$100,000/\$300,000, is required. Proof of a valid CDL, a DMV printout of the driving record, and insurance must be submitted to the Dean of Student Services prior to the date of the trip. Driving records may not have any moving violations for the previous three (3) years. The private vehicle insurance is the primary carrier.

This Administrative Procedure does not apply to the District's Study Abroad Program. For information on that program, please see Board Policy and Administrative Procedure 4026, titled Philosophy and Criteria for International Education.

Faculty and staff should also see Board Policy and Administrative Procedure 6900, titled Travel.

*Office of Primary Responsibility:* Vice Chancellor, Educational Services

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Administrative Approval: May 18, 2009  
(Replaces RCCD Regulations  
5075/6075/7075)  
Revised: May 17, 2010

# RIVERSIDE COMMUNITY COLLEGE FIELD TRIP REQUEST

Date of request: \_\_\_\_\_ Approximate number of students: \_\_\_\_\_

Date of field trip (First choice): \_\_\_\_\_ (Second choice): \_\_\_\_\_

Name of course/club: \_\_\_\_\_

Time of departure: \_\_\_\_\_ Estimated time of return: \_\_\_\_\_

Destination: \_\_\_\_\_

Transportation:  School van

\* Have you reserved a van?  Yes  No

\* Do you have an approved driver?  Yes  No

Other: \_\_\_\_\_

\* Are funds requested for this transportation?  Yes  No

\* Budget code: \_\_\_\_\_

**STUDENT SERVICES FEES:**  
✓ *If this is for a class and you are utilizing college vans, the instructor must submit a list of students' names and ID numbers to your campus student services dean at least 2 days prior to the field trip. Each student will be checked to verify payment of current semester student services fee. All field trip participants must pay current semester student service fee.*

Approved  Rejected  \_\_\_\_\_  
Instructor/Advisor Date

Approved  Rejected  \_\_\_\_\_  
Director/Dean/Vice President/President Date



## WHEN DO I NEED TO DO A FIELD TRIP REQUEST?

CLUB/ORGANIZATION FIELD TRIP	ACADEMIC FIELD TRIP
<p>Copies of clubs' approved field trip request, Emergency Information Form, and Release and Waiver of Liability form(s) are to be kept on file in the Student Services office. The original signed approval form(s) are mailed directly to the instructor or advisor and must accompany them on the trip. Each student will be checked to verify payment of current semester student services fee.</p>	<p>Copies of the clubs' approved field trip request, Emergency Information Form, and Release and Waiver of Liability form(s) are to be kept on file in the Dean of Instruction's office. The original signed approval form(s) are mailed directly to the instructor or advisor and must accompany them on the trip. The instructor must submit a list of student names and ID numbers to your campus student services dean at least 3-4 days prior to the field trip. Each student will be checked to verify payment of current semester student services fee.</p>

### FOR ALL TRIPS –

- ✓ Field Trip Request must be submitted to the Division Dean or Director six (6) weeks in advance for all travel
- ✓ A copy of each participant's forms must accompany the instructor/advisor and one copy must be on file in your department's office and campus student services dean's office
- ✓ Emergency Information Form
- ✓ Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement
- ✓ 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.
- ✓ The instructor/advisor needs permission to go by submitting a Travel Request to their department. If the travel is out of the country (including Baja California) or out of state and over 500 miles from the campus 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's
- ✓ *If Overnight Travel – ASRCC Student Excursion Contract*
- ✓ *If using Private Vehicle – Private Vehicle use Consent Form - The driver of the vehicle must have a valid California driver's license and an insurable driving record acceptable to the District's insurance carrier. In addition, proof of insurance for the private vehicle, with liability insurance limits of \$100,000/\$300,000, is required. Proof of a valid CDL, a DMV printout of the driving record, and insurance must be submitted to the Dean of Student Services prior to the date of the trip. Driving records may not have any moving violations for the previous three (3) years. The private vehicle insurance is the primary carrier.*

### TRANSPORTATION GUIDELINES

- ✓ LOCAL FIELD TRIP (within Riverside, Imperial, San Bernardino, Orange, Los Angeles, or San Diego Counties). Students will travel to the field trip location in the same manner in which they travel to the regularly assigned class.
- ✓ EXTENDED FIELD TRIP (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 more information please refer to Board Policy #4300.



**Riverside Community College  
DEPARTMENT OF MOTOR VEHICLES  
Request to Drive District Vehicles**

**INSTRUCTIONS**

A DMV Request to Drive District Vehicles requires one to two weeks for approval. If the date of your trip is sooner than two weeks you must hand deliver the form to the Director of Facilities, Operations and Maintenance.

**Note:** Veronica Sharaf Eldeen **must review it at least three days prior to your trip.**

1. Complete the form.
2. Deliver to Ralph Perez, Director of Facilities, Operations and Maintenance.
3. Deliver to Veronica Sharaf Eldeen, Administrative Secretary II for insurance approval.

To: Veronica Sharaf Eldeen, Administrative Secretary II

The following employee/student will be driving district vehicles and requires a Department of Motor Vehicle check.

*For Insurance purposes, anyone under the age of 21 will not be approved to drive district vehicles.*

Date of Trip \_\_\_\_\_

Organization/Department \_\_\_\_\_

Driver's Name \_\_\_\_\_

Telephone Number/Extension \_\_\_\_\_

Current Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_

Driver's License No. & Class \_\_\_\_\_

I am currently enrolled in \_\_\_\_\_ Units

Student Number \_\_\_\_\_

*I certify that the above information is true and correct.*

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor/Instructor/Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Facilities, Operations & Maintenance

\_\_\_\_\_  
Date



***TOTAL OCCUPANTS CANNOT EXCEED TEN (10) THIS NUMBER INCLUDES THE DRIVER.***

**FOR INSURANCE USE ONLY**

TO: Ralph Perez, Director Facilities, Operations and Maintenance

FROM: Veronica Sharaf Eldeen, Administrative Secretary II

The above listed person is \_\_\_\_\_ is not \_\_\_\_\_ approved by our insurance carrier to drive a district vehicle.

\_\_\_\_\_  
Insurance Technician

\_\_\_\_\_  
Date

*Revised 9/22/2010*



**Riverside Community College District**  
**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY**  
**("AGREEMENT")**

IN CONSIDERATION, of being permitted to participate in any way in the \_\_\_\_\_  
\_\_\_\_\_ (Activity) for myself, my minor child/ward, my  
personal representatives, assigns, heirs, and next of kin:

1. I ACKNOWLEDGE, agree, and represent that I understand the nature of the (Activity) \_\_\_\_\_ and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further agree and warrant that if at any time, I believe conditions to be unsafe I will immediately discontinue further participation in the activity.
2. I FULLY UNDERSTAND that (a) Activity involves risk and dangers of serious bodily injury, including permanent disability, paralysis, or death ("risk"); (b) these RISKS and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity, or the negligences of the "Releasees" named below; (c) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I may incur as a result of participation in the Activity by me.
3. I HEREBY RELEASE, DISCHARGE, AND COVENANT not to sue the Riverside Community College District, its Trustees, officers, employees, agents or volunteers, and of applicable, owners and lessors of the premises on which the activity takes place from all liability, or in part by the negligence of the "Releasees." I further agree, that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement I, or my minor child/ward, or anyone on my behalf make a claim against any of the "Releasees." I will indemnify, save, and hold harmless each of the "Releasees" from any litigation expenses, arbitration expenses, medical expenses, attorney fees, loss, liability, damage, or cost which may be incurred as the result of such claim.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

I, as parent/legal guardian of the minor child listed below, agree to the same terms and conditions of this waiver for my child/ward who will be accompanying me to said activity.

\_\_\_\_\_  
Name of Participant (Print)

\_\_\_\_\_  
Name of Child/Ward (Print)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Emergency Information

**Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Home Phone #:** \_\_\_\_\_

\_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**In Case of an Emergency Contact:**

**Insurance Policy:**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Policy #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Group #:** \_\_\_\_\_

**Any Known Allergies:** \_\_\_\_\_

**Any Medical Condition Requiring Special**

**Needs:** \_\_\_\_\_

**Blood Type:** \_\_\_\_\_ *(Leave blank if unknown)*

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### Medical Consent

**In the event of any medical emergency, I grant to the college or any of its representatives on the trip the full authority to take any action deemed necessary to protect my health and safety at my expense, including but not limited to, placing the participant under the care of a doctor or in a hospital at any place for medical examination and/or treatment, or returning the participant to their home city at his or her own expense if such return is deemed necessary after consultation with medical authorities.**

**Initial one of the following statements:**

\_\_\_\_\_ **I am 18 years of age or older and am the participant. My birth date is** \_\_\_\_\_.

\_\_\_\_\_ **I am the parent or legal guardian of participant who is under 18 years of age to whom the above statements apply and for whose benefit I am executing this agreement.**

**I have read this consent and I understand it terms. I execute it voluntarily and with full knowledge of its significance.**

\_\_\_\_\_  
**Signature of Participant or Participant's Parent or Legal Guardian** **Date**

## ASRCC Student Excursion Contract (Overnight Travel)

Field trips or excursions are for the purpose of educational, cultural, and social enrichment. Riverside Community College, the Board of Trustees, College employees or agents and their sureties shall not be held responsible under any circumstances whatsoever by the undersigned, his estate, or heirs for any injury, damage, or loss to the person which the undersigned incurred while on the off-campus function.

State of California Educational Code #72640 states: all persons making a field trip or excursion shall be deemed to have waived all claims against the District, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

It is imperative that all participants observe the regulations set forth by our College and California Education Code.

1. Riverside Community College and California State Education Code prohibit the consumption of alcoholic beverages during a college function regardless of you're 21 years old or not.
2. The use of an illegal substance is a violation of state law and district regulations.
3. Destruction of any property is a violation of state law and district regulations. Any cost associated with such destruction is the responsibility of those involved.
4. Students are expected to attend all agenda events unless they have a valid excuse that must be pre-approved by advisor, coach, or instructor.
5. After scheduled events, as outlined by the written agenda, are completed, the student will not be under the immediate and/or direct supervision of an employee of such district or board.
6. Any violation of the rules may result in exclusion from future field trips, excursions, and in severe cases, it may result in suspension or expulsion for the college.

*Your signature on the document indicates that you have read the document, understand its expectations and liability limitations that you are of legal age to sign the waiver, and do so voluntarily.*

Name of Trip/Destination	Departure Date	Returning Date
Print Name (Student)	Date	Signature
Print Name (Witness)	Date	Signature
Print Name (Dean)	Date	Signature

# Private Vehicle Use Consent Form

It is the philosophy of the Riverside Community College District that students participating in extracurricular activities or mandatory field trips travel to and from the event in district owned vans or district leased vehicles with an advisor accompanying the group. Although not encouraged, there may be extenuating circumstances that warrant exception to this practice. The advisor, coach, or instructor, and dean pending completion of this form must approve exceptions. The form must be filed with the Dean of Student Services at least three days prior to the event.

I understand that to use my private vehicle for transportation to a Riverside Community College sponsored event, the following shall apply:

1. The club/organization's advisor, coach, or instructor must give prior approval.
2. The consent form must be filed with the Dean of Student Services.
3. The private vehicle's insurance is the primary carrier.
4. The driver must have a valid driver's license and current vehicle registration (copies must be attached to this form).
5. The driver must provide a DMV printout of their driving record and cannot have any moving violations within the last three (3) years.
6. The driver must provide proof of:
  - a. Auto liability insurance with minimum limits of \$100,000/\$300,000.
  - b. Comprehensive/collision coverage.
  - c. Medical payments coverage of \$1,000.
  - d. DMV printout showing no moving violations within the last 3 years.
  - e. Copies of the above item must be attached to this form.

## Non-District Transportation Notice

An RCCD employee may provide route information, travel times, and assist in organization of caravans to and from the event. It is understood that these are only recommendations and that such recommendations are not mandatory.

*Your signature on this document indicates that you have read the document, understand its expectations and liability limitations, are of legal age to sign the waiver, and do so voluntarily.*

\_\_\_\_\_  
Signature of driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of RCCD Sponsoring Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Services Dean

\_\_\_\_\_  
Date

**Note: Copies must be attached for this form to be valid.**



DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# INFORMATION BULLETIN

## PROOF OF INSURANCE -PUBLICLY OWNED VEHICLES

This Information Bulletin is being prepared to clarify the requirement for proof of financial responsibility to be carried in vehicles owned by, or leased to, public agencies, including school districts. Vehicle Code (VC) Section 16020, subdivision (a) requires "every driver and every owner of a motor vehicle" to carry in the vehicle evidence of the form of financial responsibility in effect for the vehicle.

Subdivision (b) of Section 16020 VC sets forth the various forms that may be used to serve as "proof" of financial responsibility. Subdivision (b)(4), which relates directly to publicly owned vehicles, is quoted below:

"(4) A showing that the vehicle is owned or leased by, or under the direction of, the United States or any public entity, as defined in Section 811.2 of the Government code."

Therefore, the vehicle registration or a copy of a lease agreement showing that the vehicle is owned by or is leased to a public agency, is acceptable as proof of financial responsibility. Government Code Section 811.2 which defines "public entity," is reproduced below.

811.2. Public entity" includes the State, the Regents of the University of California, a county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State.

Questions regarding this Information Bulletin may be referred to Commercial Vehicle Section at (916) 445-1865.

## ENFORCEMENT SERVICES DIVISION

OPI:062

DISTRIBUTION:3A S(Holders of HPM 82.6)

CHP 47 (Rev 5-92) OPI 076

## 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](mailto:deborah.hall@rcc.edu) or [megan.bottoms@rcc.edu](mailto:megan.bottoms@rcc.edu).





