 

**25-26**

 **Student Club Handbook**

**STUDENT ACTIVITIES PROGRAM**

At Mendocino College, we believe education should not stop when a student leaves the classroom. Student activities offer students the opportunity to continue personal growth and development, the chance to develop leadership skills, prepare for civic responsibility, explore new areas of interest, and interact with others. Campus clubs and organizations represent a wide variety of student interests. The college encourages student participation in extracurricular activities, while authorizing and facilitating the development of student-initiated clubs.

This guide is designed to provide information to both students and club advisors regarding how to start a club, important procedures and policies regarding student clubs, and the services available to support campus clubs and organizations.

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**POLICIES AND PROCEDURES**

**What is a Club?**

A club is a group of students with a designated purpose who are approved by the Associated Students of Mendocino College (ASMC) and regulated by the Office of Student Life and Support. A student club is defined for these purposes as a group of currently enrolled Mendocino College students, advised by a current college employee, that share a common interest. Clubs are intended to be a student learning experience; the everyday functions of clubs are to be handled by student club members, although clubs must have an advisor. Only currently enrolled students may be club members, serve as officers, or vote on club matters. In addition, all clubs must

complete the process outlined in the Mendocino College Club Handbook to be recognized by the Office of Student Life and Support.

**Role of a Club Advisor**

Extracurricular organizations provide enhanced opportunities for students to grow and learn outside of the classroom walls. It is because of this that Mendocino College provides support to advisors for taking the time to serve in a leadership role for these social and academic groups. We believe that club advisors are one of the most important factors in the development of a functional and successful club. In addition to providing direction and leadership for the group, there are additional duties advisors are expected to perform.

Benefits of Being an Advisor

* Leadership Experience: Will help the club meet its goals, support the club leaders to develop vital skills, and lead the students to success.
* Supporting Students: Not only create a connection with our amazing students but will help them create connections and build community with each other! This is crucial to student retention and success.
* Resume Building: This extra-curricular program looks amazing on a resume! It shows engagement in the campus community.
* Stipend of $6,000 to the ASMC Advisor only. $3,000 will be paid at the conclusion of the Fall semester and $3,000 at the conclusion of the Spring semester. Advisor must meet all responsibilities within, plus coordinate payment for ASMC club members in accordance with established procedures.

**How do I get an Advisor?**

Students occasionally have questions about how to find an advisor. In accordance with Administrative Procedure 5505.1 (Student Clubs and Organizations) an advisor must be a Mendocino College employee. The best way to find an advisor is to approach someone you know who shares the club’s interests and ask them if they would be the advisor. If you have any questions or need suggestions on who to contact about becoming an advisor, please contact the Office of Student Life.

**Steps to Establishing a Club**

Participating in student clubs and organizations is both fun and educational. This is a great way to get involved and meet people with similar interests while also learning about leadership.

To start a club, you must have the following:

* A college employee (Faculty, Classified, STNC or manager) to serve as Club Advisor.
* A minimum of five students who are currently enrolled in at least five units and have a 2.0 grade point average (GPA). Community members are not able to be club members. They can be invited to activities and events, but they will not be club members.
* A completed Club Application
* A club constitution (the template is in the club application packet).

**Starting a Club**

Once you have indicated an interest in forming a club, you need to complete a few steps in order to be considered an active club. The steps include:

1. Drop by the Eagle Support Center, Lowery, Rm 760 about the first steps to becoming a club. Forms can be found on [Clubs and Organizations](https://www.mendocino.edu/student-life/activities/clubs-organizations) page.
2. Provide the following to the Student Life and Support Office:
	1. A completed club application.
	2. A list of officers, members, and the advisor (the following officers must be elected: President, Vice-President, Secretary, and Treasurer).
	3. A club constitution.
3. Arrange a meeting between the advisor, club president, and Basic Needs Coordinator to review club procedures.
4. Review Club Cash Handling Procedures. (pg.10) If any questions persist, contact the Student Life and Support Office.

Upon completion of the above listed procedures, the Basic Needs Coordinator and Director of Student Life & Support will review the information for completion and will submit it to the Associated Students of Mendocino College (ASMC) for consideration.

Once a decision has been made regarding the Club’s standing, the President and Advisor will be notified.

Clubs approved or renewed by ASMC will be granted immediate access to their club financial account and be eligible for all privileges outlined below.

**Club Privileges & Expectations**

Privileges

* May use Mendocino College name and logo. The college name and logo must be used in accordance with established Graphic Standards developed by the Marketing Department.
* Use of college facilities for meeting space with booking and approval.
* Posting of club materials on and off-campus per college & district procedures.
* Ability to host on-campus events & programs with the approval Events Committee
* Ability to access club funding accounts.
* Support from the Office of Student Life and Events.

Expectations

* Turn in paperwork by their respective deadlines each semester
* Meet at least 5 times per semester. Events count as meeting.
* Provide meeting times and dates with the Office of Student Life and Support
* An officer of the club must represent the Club at the monthly Interclub Council Meeting during each semester (Fall & Spring)
* Update and publicize club activities through the Marketing Department.

**Club Advisor Responsibilities**

The following list of Advisor Duties has been designed to help advisors execute their duties for the club and support student leadership.

Involvement

Advisors are the primary point of contact for students who are already members of the club as well as those who want to join. Advisors will need to meet with their club members at the start of each semester to discuss the club members’ expectations, roles, and responsibilities. Advisors must attend all club events and meetings. Advisors must supervise any club-sponsored events or meetings; they are essentially the “face” of the club. Clubs must meet at least five times per semester and participate in ALL club-mandated events. Advisors are responsible for recruiting new members to their club and are encouraged to do so through events, social media, and other innovative methods. Advisors should be familiar with the college’s policies and procedures, and they should make sure that club members are as well.

Financial Guidance

A viable club must be fiscally responsible. The Advisor has final authority over the club’s financial transactions and is responsible for ensuring the club adheres to all fiscal policies and procedures established by the college. All fundraising, expenses, and other financial transactions must be directed by the Advisor, who is also responsible for ensuring the proper forms are submitted to Fiscal Services and proper money handling procedures are followed.

Official Club Paperwork

Each club Advisor is responsible for meeting specific deadlines for the paperwork needed to keep the club in good standing. Club Advisors must submit paperwork by the specified deadlines. As deadlines approach, the Student Life and Support Office will send out reminders, but it is the Advisor’s responsibility to meet all deadlines.

Student Eligibility

It is the Advisor’s responsibility to confirm the eligibility of all club officers with the Student Life Office. Officers much be enrolled in at least 5 units with a 2.0 GPA. All currently enrolled students regardless of units are allowed to participate in clubs. There is no minimum unit requirement for general club members.

**Official Club Paperwork**

The important paperwork listed below is due every year your club is active. This

paperwork is handled by the club advisor.

**New Club Form:** New form is available at the Student Life Office. Complete and submit the form at the Student Life Office by **September 12, 2025**, for the Fall semester or **February 13, 2026** for the Spring semester.

**Club Renewal Form:** Due by the end of the 3rd week of the Fall semester, **September 5, 2025**. It is the advisors’ responsibility to ensure that all students listed are registered in a minimum of 5 units each semester and have at least five members listed. (Registered students will be confirmed through the Office of Student Life and Support).

A list of Active Clubs are maintained by the Office of Student Life and Support. Following the close of the Spring semester, the “Active Club” list will be reset. This means that the club will be inactive until the above process is initiated and completed the following semester.

All Advisors and students who are interested in being active for the 2025/2026 academic year will begin recruiting and supplying appropriate paperwork. All paperwork/forms are due to the Student Life Office on or before the following dates:

**Mid-Year Meeting Verification:** Due between December 1 and January 31 each year. It is the advisors’ responsibility to send a list of the dates on which their club met during each semester. Regular club meetings, fundraising events and college-wide club events should be listed. A club must have at least five events/meetings each semester to remain active. The Basic Needs Coordinator will share the form with Club Advisors to complete via email. Results will be reviewed by the ASMC Vice President to verify compliance with the ASMC Bylaws.

**Club Activities & Events**

Student clubs are encouraged to form and take part in a wide range of activities.

1. Plan ahead. Make sure the event being planned does not interfere with other upcoming events. Clubs Advisors must notify the Student Life Office of the event.
2. If your request is received less than 20 workdays prior to your event, it is unlikely it will be approved. An Event Request must be submitted to Events Committee at least one month prior to the activity.
3. Rooms tend to fill up quickly at the beginning of the semester. If you would like to use a specific room, then it is in the club’s best interest to put your room request into scheduling as early as possible. All events must be submitted through [Internal Event Request Form (for Mendocino College Staff/Faculty)](https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://mendocino.onbio-key.com&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f5b9ac70f-f859-4d43-8229-c5da2f802b66)
4. If there are any expenses associated with the activity, make sure to speak with Fiscal Services. Do not purchase supplies, publicize the event, or take further steps until Events Committee has approved the event. Once the activity has been approved, the club Advisor will receive a confirmation e-mail from the Events Committee.

\*If you make purchases before you receive approval and the event is not approved, you will not be reimbursed for these expenses.

**Marketing Events**

All club promotions, events, and membership recruiting are to be under the direct supervision of the Advisor. Advisors may ask their club members to assist in the efforts of posting on social media and sharing club activities on media platforms. However, the creation of a Social Media account associated with a Mendocino College student club or organization may require approval by the Marketing Department.

To submit an event to the Marketing department, prepare essential event information. This will help the Marketing department advertise your event. Include the following:

1. Event name
2. Date of event
3. Time of event
4. Location of event
5. Sponsoring organization
6. Fundraising item/ Ticket prices (and where to buy them)
7. Description of the event
8. Description of Technology, Media and Facility Needs

All events require submission of Mendocino College [Internal Event Request Form (for Mendocino College Staff/Faculty)](https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://mendocino.onbio-key.com&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f5b9ac70f-f859-4d43-8229-c5da2f802b66)

**Printing & Posting Event Materials**

By adhering to the established Event Request Process, student clubs may benefit from the following:

On Campus Printing

Student clubs may use the college Marketing Office Service for club materials. Provide a graphic of the material (pdf, .png, .jpg), the size of the material to be printed (e.g. 8.5 x 11), whether it’s color or black and white, and a number of copies. Allow for 2 weeks turnaround time for printing. Marketing Office is in Lowery Student Center 720, and Marketing request email: marketingrequest@mendocino.edu

Posting Information on Bulletin Boards

In order to post any flyer around campus, the flyer must first be reviewed by the Club Advisor. After it has been approved, flyers can be posted on designated bulletin boards.

* (1) Athletics
* (1) Ceramics Building
* (1) MacMillian Hall
* (1) Science Building
* (2) The Grove
* (1) ASMC Glass Case – Coordinate with ASMC Publicity Director

**Use of Facilities**

Student clubs are entitled to use college facilities for meetings and special events. The Board adopted procedures regarding requests for the use of facilities that must be followed (see below). In some cases, clubs may be expected to defray the cost of the facility and/or equipment use.

Clubs requesting the use of facilities for fundraising events may be denied if another club has reserved the space for fundraising of a similar nature (e.g., food sales). Unless all clubs agree to share the space for such fundraising, priority is given to the club that submits the necessary paperwork first.

PUBLIC USE OF DISTRICT FACILITIES, APPLICATION PROCEDURE

1. Limitations and Deadlines for Application(s)
2. All requests for use of facilities should be submitted, approved, and scheduled in advance, no less than 1 (one) month prior to the event. The Internal Application and Contract for Use of Facilities Form should be submitted to the appropriate offices for signature. Once the activity is approved by the impacted offices and the Director of Student life and Support, facility requests will be submitted for final approval by Mendocino College. To book general club meetings, Advisors are to contact Scheduling via email or submit the Internal Application and Contract for Event Request Form. Please contact the Marketing Department for event or meeting cancellation, preferably 72 hours in advance.
3. The Internal Application and Event Request Form is to be filled out and turned in if a club is requesting a room, technology or audio.
4. Groups or organizations may make an application one (1) year in advance, but confirmation will not be made sooner than 30 days before the beginning of the quarter in which use is requested unless an exception is granted by the Superintendent/President.
5. No use of the buildings or grounds shall be granted for a period exceeding one (1) quarter. The use is renewable and revocable at the discretion of the Board of Trustees at any time subject to College program needs.

**Questions and requests regarding use of facilities please contact** events@mendocino.edu

**Club Field Trips and Travel**

Student clubs that wish to include activities or field trips that include travel must complete the appropriate field trip waiver forms on the [Clubs and Organizations](https://www.mendocino.edu/student-life/activities/clubs-organizations) page. These forms are available in the Fiscal Services Office. It is the preference of the college that students arrange their own transportation and meet at the site of club-sponsored field trips. If necessary, the Advisor can provide directions to the field trip location and meet students at the site.

**Advisors:** It is not encouraged to drive your own vehicle – whether to a field trip or another college business. The most obvious reason to use a district or rented vehicle for trips is that of liability. When using a district-owned vehicle, the college insurance covers the liability claims. The college vehicle may be available for club advisors, however renting a vehicle is likely the best option.

TRANSPORTATION OF STUDENTS FOR COLLEGE ACTIVITIES

(BOARD POLICY 4300)

1. Travel by chartered and/or rented vehicle must be approved by the appropriate administrator. Requests will be submitted to Fiscal Services at least 20 workdays in advance of the date of the proposed trip.
2. Chartered vehicles, district vehicles, or rented vehicles may be used for field trips, athletic trips, and other activity trips where attendance of students is desired. All carriers used shall be licensed by the appropriate state and federal agencies. Drivers must be appropriately licensed and insured.
3. All buses shall have been inspected and approved by the California Highway Patrol. The bus driver shall have a valid California School Bus Driver’s Certificate. The College may contract with another school district for transportation by bus.
4. All trips involving students in chartered vehicles will be supervised by a faculty member in each vehicle.
5. Voluntary student carpools may be used as part of authorized field trips. Student drivers will not be reimbursed for any expenses incurred when voluntary carpools are used as the means of transportation on field trips. No instructor shall direct either the use of student automobiles or assign passengers. Advisors may provide written directions to a route that students could choose to follow to get to a site. Waivers of liability will be required of all participants.
6. Voluntary student carpools, involving both the student driver and passengers, will not be covered by the District’s insurance. The District’s insurance will cover all students during the actual period of the field trip, beginning when the responsible faculty/staff member begins the class on location and ending when the class is officially terminated on location.
7. Waiver of liability (“Field Trip Notice and Medical Authorization” and/or “Voluntary Activities Participation, Acknowledgment, Assumption of Potential Risk and Medical Authorization” and/or “Employee/Volunteer Personal Vehicle Use”) forms will be required of all participants.
8. Vehicle Reservation.

### Club Cash Handling Procedures

All fiscal operations of student clubs and organizations must comply with the following procedures, ensuring accountability, alignment with District policies, and protection of club financial activities under the oversight of the Club Advisor

## **Club Account Requirements**

* All club fiscal accounts must be maintained in the **Student Activity Account** within the Business Services Office.
* The following documents must be on file in the **Business Services Office**
	1. Approved club constitution or bylaws
	2. Minutes designating club officers
	3. Authorization to approve expenditures

## **Use of Club Funds**

1. Clubs are not authorized to exchange funds directly with vendors; all purchases must follow the District **Purchase Order (PO) process.**
2. A **Purchase Order Form** (typed or handwritten) must be completed.
3. All Purchase Orders require signatures from a **Club Officer** and the **Club Advisor**.
4. The **Club Advisor** is responsible for creating and submitting the **Requisition** on behalf of the club, with the signed PO attached.
5. Once the Requisition is approved, a **PO number** will be issued, and the purchase may proceed. Purchases cannot be made without an approved PO number.
6. Clubs are required to maintain accurate **internal records** of all expenditures and funds.

## **Travel Procedures**

* No travel may occur without an approved **Travel Request Form.**
* Each traveler must complete a **Voluntary Excursion/Field Trip Waiver and Medical Authorization Form**, submitted with the Travel Request.
* Within **10 days of return,** a **Travel Expense Claim** must be filed with Business Services. The claim must be approved by the **Club Advisor** and the **Director of Student Life & Support** prior to submission to the Business Services Office.

## **Fundraising & Receipt of Funds**

* A **college-issued cash box** must be used for all fundraising activities (available through Business Services). Requests for change must be submitted at least **one week in advance.**
* Accepted forms of payment: **Cash** or **Check payable to Mendocino College**. Electronic payments are not permitted.
* All funds collected must be deposited in the **Business Services Office** no later than the **next business day**.

**CLUB RESOURCES & FORMS**



**CLUB ACTIVITIES CONTACTS**

**Student Life Office**

studentlife@mendocino.edu

**Naoto Horiguchi**
Student Life and Basic Needs Coordinator
Lowery – 760, Ukiah Campus
nhoriguc@mendocino.edu707-468-1081

**Bonnie Lockhart-Ochoa**
Director of Student Life and Support
Lowery – 762, Ukiah Campus
blockhart@mendocino.edu707-467-1065

**Business Services Office**(MacMillan Hall, Room 1050)

 **Scott Morgan**Business Services Technician
Student Activity Accounts smorgan@mendocino.edu

**Jennifer Lombari**Accounting Specialist
Travel Requests & Claimsjlombari@mendocino.edu

 **Accounts Payable**accountspayable@mendocino.edu

**Events**
events@mendocino.edu

**Marketing**Marketingrequests@mendocino.edu
Lowery – 720, Ukiah Campus

**CLUB FORMS**

* New Club Packet
* Club Renewal Packet
* Field Trip and Medical Authorization Form
* Travel Request Form
* Travel Claim Form
* Purchase Order Form
* Requisition Steps