Student Life

Student Life

Activities Handbook

Student Clubs, Organizations, and Activities

Pima Community College
GENERAL STUDENT LIFE INFORMATION

What is Student Life?
Pima Community College Student Life provides student activities, programs and events that enhance and complement each student’s academic experience. Each campus Student Life Office is dedicated to providing opportunities that will promote student leadership, cultural enrichment, personal growth and student empowerment.

The Student Life program is a fundamental part of the total educational process at Pima Community College. The program focuses on student activities and events that center on the educational and personal growth of the student. This includes cultural awareness, holistic growth, student leadership, service learning, teamwork, and other activities that enhance the overall campus climate.

Student Life Programming
Student Life programs are available to all students as a means for enhancing their success at college. These include activities that stimulate the understanding of personal, social and civic values and support the mission of Pima Community College.

Student Life attempts to build a diverse educational community by providing exposure to a variety of cultural activities. Student Life promotes and regulates student clubs and associations, and facilitates communication with off-campus vendors and community organizations. The name “Student Life” reflects concern for personal growth and development, and voices the need for college and community involvement.

Program Activities:
- Provide personal enrichment opportunities for students through participation in diverse cultural experiences, programs and events.
- Enhance student networking and teambuilding skills through exposure to community and college leaders.
- Provide opportunities to share common interests and develop leadership in student clubs.

The Role of the Student Life Office
The role of the Student Life Coordinator is to assist in the planning, advertising and promoting campus special student events, clubs, student government, and other activities. In addition, the coordinators will participate in district student life events and activities to ensure coordination of event for assigned campus and coordinate the use of facilities by vendors, campus clubs, and community groups.

District Student Life Contacts

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Note: This table provides a comprehensive list of topics covered in the Student Life Activities Handbook, organized into sections for ease of reference.
CLUB OR ORGANIZATION INFORMATION

A Student Club (hereafter referred to as club or organizations) may be formed at any Pima Community College campus with signatures of at least ten (10) currently enrolled PCC students who wish to operate within the college structure for an expressed purpose. A Student Life Coordinator or designee may make an exception to reduce the minimum member requirement. Club registration and/or renewal is necessary before the services and facilities of the college campus are available to the club. A club must not represent, nor imply, in its contracts with the college community or public that it speaks for or in the name of the college or campus.

Categories

All clubs are overseen by their respective Student Life Office on each campus. A club is made up of Pima Community College students who share a common interest that falls into one of the approved categories for club formation, and whose primary activity and/or service is for the College. A club may be formed under the following categories:

- Athletic/Game
- Honorary/Service
- Special Interest
- Cultural
- Pre-Professional

Initial Registration or Annual Renewal of Registration

Students may seek to register a club at any time by submitting a completed Student Club Charter Application and a copy of its constitution and bylaws to the respective Student Life Office. The petition to register as a club also must include:

- Name of the club
- Name and contact information of the student wishing to register the club
- Name and contact information of the staff/faculty advisor
- Name, Student ID numbers and contact information of at least 10 Pima Community College student members. (Students must be enrolled in at least 1 credit at Pima Community College.) A Student Life Coordinator may make an exception to reduce the minimum member requirement.
- Copy of the Proposed Goals, Objectives, and Activities Form (To be completed and updated each semester)

The recognition process consists of review and approval by the Student Life Coordinator and the Student Life Coordinator’s supervisor and/or designee. The Student Life Coordinator or designee will notify the club’s advisor in writing of campus recognition when the review process has been completed. The decision of the Student Life Coordinator’s supervisor’s and/or designee is final.

Constitution and Bylaws

Each Student Club must have a constitution and bylaws in order to provide appropriate parameters for a club to be recognized at Pima Community College. Please see the attached sample of Student Club Constitution and Bylaws, for more information in establishing proper documentation.

Membership

Club membership shall be limited to currently enrolled Pima Community College students. To be eligible, a student must be enrolled in at least 1 credit at Pima Community College campus where the club is established. To be an active member of the club, a student must maintain a 2.0 grade point average. At least one member of the club must attend regularly scheduled Student Government meetings.

In accordance with Pima Community College policy to comply with all applicable federal and state laws and regulations prohibiting discrimination, club membership shall be extended, without regard to sex, race, age, religious beliefs, sexual orientation and disability.

Conduct

Clubs, their members and guests are subject to local, state and federal laws, as well as Pima Community College’s regulations and its Student Code of Conduct. Violations will be handled in accordance with the Student Discipline Code and Due Process Procedures set forth in the Student Code of Conduct. The Student Code of Conduct is available at http://www.pima.edu/current-students/code-of-conduct/. Violations to the Code of Conduct may result in termination of the club's registration and/or recognition by the College.
CLUB ADVISOR INFORMATION

Each club must select an advisor who will assist in establishing its goals and objectives, and in developing its programs and activities. The advisor will initiate requests for expenditures and college services, and will monitor the club’s accounts. The primary advisor must be a full-time faculty or administrative appointment or full-time regular staff member of Pima Community College. If an advising relationship is no longer beneficial to the club, organization members should contact the Student Life Coordinator to discuss mediation and/or replacing the organization advisor.

Role of the Student Club Advisor

| INFORM | Serve as an informational resource to help members come together as a group, learn how to work together, and to set and accomplish goals. The advisor should serve as a communication bridge between the students and the campus by getting to know the involved students and offering information that will help them succeed. |
| SUPPORT | Provide support and guidance to the students as they learn how to balance the new skills and abilities they are developing through activities, and their academic goals. Advisors are in a unique position to encourage the development of initiative, responsibility and leadership in the club’s members. |
| GUIDE | Insure that club members are informed about and are properly using the campus and college policies and procedures required to conduct local business. Advisors should also be familiar with the club’s Constitution and Bylaws of the club and be prepared to help the students follow and interpret these as needed. The effective and wise advisor is one who will render advice when it is requested and offer counsel when it is required. |
| LISTEN | A primary purpose of student clubs is to give the students a voice. Listen to the students and help them discover their voice. What are their interests? Their concerns? How can the club assist them and other students to pursue their interests? What can they do to begin turning their concerns into a positive action? |
| MAINTAIN ACCOUNTABILITY | The students are learning about teamwork, accomplishing goals and the essentials of running an club. Support them in maintaining high levels of professionalism, integrity and respect for themselves and others. Help the students learn and practice personal accountability. Accountability includes budgeting, financial controls and following through on tasks. |
| PROVIDE SIGNATURE AUTHORITY | Each club may establish an club account through the college and maintain a budget and cash flow. The advisor can work with the club’s leadership on maintaining financial records and supervise financial transactions and the handling of club funds. The club’s advisor has signature authority on club accounts; two college staff signatures are required for the expenditure of club funds. |
| REPRESENT CAMPUS/PCC | As a representative of the Campus and Pima Community College, the advisor has an opportunity to help the students demonstrate the mission and ideals of the campus and the college in their purpose and goals. Advisors can play an active role in assisting students to set up a meaningful program that is consistent with the purposes of the group and the aims of student success. |
| SUPERVISE | Advisors are responsible for proper supervision of meetings and activities planned by the club’s members. Experience has shown that the most effective campus groups are those whose meetings are regularly attended by the advisors. Although the students should be encouraged to provide their own momentum, they are often the first to point out that they need a guiding hand from time to time. |

Advisor Duties

- Attend club meetings and activities.
- Review and approve club goals and objectives for submission each year.
- Work closely with the Student Life Coordinator to ensure that all college policies are followed and that all club activities are communicated to the appropriate authorities.

SUPPORT and TRAINING for club advisors is available through the Student Life Office. Feel free to discuss ideas and club issues with the Student Life Coordinator or designee. Campus Administration is committed to an effective Student Life program, and is supportive of student clubs and their role in a dynamic neighborhood community campus.
MEETINGS, EVENTS AND ACTIVITIES

Meetings
All student clubs are encouraged to establish a schedule of regular meetings and to publicize the dates, times, and locations of these meetings. Club advisors can make room arrangements on their own unless assistance from the Student Life Office is requested; notification of the meeting must be given to the Student Life Office. Meetings shall be open to all interested members of the college community whether or not they are, or intend to be members of the club.

Events & Activities
All planned events must be submitted in writing to the Student Life Office at least two weeks prior to the proposed event. Guidelines and Activities Request Forms can be obtained from the Student Life Office. Refer to the Activities Request Form and Event Planning Form at the back of this manual for further guidance. Failure to submit an Activities Request Form to the Student Life Office prior to an event will result in a denial of use of campus space for that event. Request will be based on space availability. The District facilities guidelines must be followed at all times. A fee may be assessed for any incidental damage incurred by the college.

Use of Facilities
The public spaces of the campus provide excellent space for student outreach, displays, group activities and campus events. The Student Life Office and classrooms can also be reserved for meetings and other club business.

All inquiries and requests regarding the scheduling or use of Campus facilities should be made through the appropriate campus office; see the Student Life Office for specific referrals.

Complete and submit the Facilities Request Form and Activity Request Form to the appropriate campus office AT LEAST two weeks in advance of the event. Various departments must be apprised of events occurring on each Campus. If any work is required of other departments, this time frame gives sufficient time to work the request into their schedule. Space will be reserved on a first come first serve basis.

Sales
Individuals/Groups may NOT use buildings, properties, and facilities of the college for private or personal gain or for activities in opposition to the college’s general educational purposes. (See Vendor Policy for outside solicitation). With prior authorization, sales on campus are permissible by registered student clubs that desire to earn funds for future endeavors.

In general, sales of any kind cannot be held if such sales interfere with normal college activity or with the operation of food service. Permission to sell food items must be obtained in writing, at least two weeks in advance from the cafeteria manager and the Student Life Coordinator.

Performers and Speakers
Student clubs can request appearances of speakers and entertainers. To schedule speakers and entertainers, a contract needs to be endorsed, and payment for appearances must be initiated. To authorize payment, a Payment Request Form must be endorsed by the speakers or entertainer and approved by the Student Life Coordinator. Contracts must be signed by the Campus President. Allow three weeks for processing of payment. The Payment Request Form must include: the name, address, and social security number of the speaker or entertainer and a brief description of the service provided.

Hospitality
Sodexo is the contracted College food service provider; Sodexo has the first right of refusal for all events anticipated to be over $300, if under $300 permission is not necessary from Sodexo. Food can be ordered from their catering menu if chosen. Food is permitted at club functions and socials. Campus policy on food in classrooms must be adhered to and clean up is important.
FINANCIAL MANAGEMENT

Request for Funding (General Account Fund)
Newly-chartered student clubs and organizations may petition Student Government for funds towards club activities. The amount of funds will depend on funding availability. Student clubs can fill out the Funding Request Form to petition for funds.

Funds in each Club's Agency Account can be used for awards, supplies, copies, postage, recruitment activities, etc. Income earnings (bake sales, t-shirt sales, car washes, etc.) must also be deposited into the agency account the same day or the following business day if the event is held when the cashier's office is not open. Funds are maintained by the club's members and are for continued use within the club.

Student clubs should begin budget preparations early each Fall and Spring semesters.

Agency Fund Charge Centers (Agency Accounts)
Student clubs are encouraged to sponsor activities within the existing District Guidelines that can be obtaining in the Student Life Office. Because of affiliation with Pima Community College through the college's official recognition of groups the College has potential liability with regard to expenditure of funds by student groups. This is true whether or not the funds are derived from College sources. For this reason, club monies are not to be deposited with commercial banking institutions.

Club monies (from dues, membership fee, donations, fund-raising activities, etc.) must be deposited into an agency account maintained by the District Fiscal Office. The College will act as the fiscal agent or custodian of these funds in the same way as a bank is the fiscal agent or custodian of personal checking accounts.

The Fiscal Services Office at District will establish agency accounts. Deposits are made to the cashier at each Campus. Withdrawals are made by submitting a completed Payment Request Form to the Business Services Office, through the Student Life Office.

Expenditures
The services of the Business Office are available to registered student clubs. Requests are to be made by the club advisor and processed through the Student Life Office. Forms and assistance are available in the Student Life Office.

Photocopying, printing, media development
On campus printing/copying forms may be requested through the Student Life Office. Copies made on campus may be charged against the agency account allotted to your club through the Student Life Office. A Copy Request Order Form (specific per campus) is needed for copies. Allow at least 24 hours to process.

Mail Services
Approved, outgoing mail may be delivered to the Student Life Office. Mail for delivery outside Pima Community College District must be marked with the appropriate charge center designation. All postage mailed by your club will be charged against your agency fund account possibly allotted to you by the College.

Membership Dues
Student clubs may choose to collect membership dues. Policies for membership dues should be detailed in the club's constitution. Deposits of membership dues should be made within one business day of receipt. It is the club's responsibility to keep records of membership applications and dues received from each member.

Deposits
Monies may be deposited at any Campus Cashier to established Scholarship Accounts and Club Accounts. Normally, deposits are recorded within 1 business day of receipt, updating the account subsidiary records. Deposit may only be made to established Agency Fund Accounts. All deposits must be counted prior to depositing at a Campus Cashier Office and a Club Account deposit slip (see attached) is required for all deposits (these can be found in the Student Life Office). Clubs should deposit monies received from event proceeds and/or dues within one business day.
STUDENT TRAVEL

- All travel requests pertaining to students must be approved by the Student Life Coordinator, and the Student Life Coordinator’s supervisor or designee. All travel must conform to the Pima Community College Travel Manual. Traveling outside the State requires permission from the Campus President.
- Student clubs need to complete a Travel Authorization Form before any travel can be authorized. Travel procedures are outlined in the Pima Community College Travel Manual.
- The Travel Authorization Form must include the following details:
  - A copy of the conference, seminar brochure, or statement of purpose
  - Roster of club members and their student ID numbers
  - Designated advisor or supervisor
  - Participating faculty and/or staff members
- Although student clubs are encouraged to select their faculty/staff advisor as the trip supervisor, it is not mandatory. If a staff/faculty member other than the club’s advisor is chosen as the trip supervisor, approval from the Student Life Coordinator’s supervisor is required.
- Students, as well as District personnel, are responsible for the care and safekeeping of their personal property during trips. In addition, if damages occur during the occupancy of a lodging facility, students and the student club will be held financially responsible for any damage incurred to that facility. The college will not be held responsible.
- Though several vehicles may be required for a trip, only one advisor/supervisor is required to accompany the participants on the trip. Vehicles must have a common time and point of departure. Traveling in a caravan is expected to increase safety.
- If use of a PCC District vehicle is desired, then a Vehicle Use Authorization and Report must be submitted to the Student Life Office.
- In the event that a privately-owned vehicle is used for a college activity, the following information should be attached to the travel request:
  - Number and expiration date of the driver’s license
  - The vehicle(s) license plate number(s)
  - Copy of insurance coverage, including the policy number, insuring company and expiration date
- Travel requests should be submitted at least three weeks before scheduled departure. If travel is out-of-state, allow 4-6 weeks for processing.
- It is essential to contact the Student Life Office about any planned travel. Forms and assistance are also available in the Student Life Office.
- A student injured on campus or during a College – sponsored activity should be referred to his/her personal physician for necessary medical services. Student will be responsible for all expenses incurred. If the injured student believes the College was negligent and caused his/her injury the student may contact the College Risk Management office to file a liability claim.
  - All injuries involving Pima students should be reported to Campus Police.
- Students need to complete an Emergency Contact Form and a Behavior Agreement before each trip.

Risk Management

On-Campus Events/Activities with Non-PCC Property

Art displays and exhibits that are not the property of the college may require additional insurance coverage. Proof of insurance must be submitted to the Student Life Office two weeks prior to the event.

The following information is required:
- Type of non-District owned property to be insured
- Replacement value or purchase cost of property
- Length of time of display/use
- Specific campus location of display/use

Liability

If an off-campus event is scheduled by a student club, the group is required to fill out a Travel Request Form for liability purposes only. Forms should be delivered to the Student Life Office.

For questions about Risk Management, please contact the Campus Business Office and if additional information is required, contact Director of Business Operations.
MARKETING INFORMATION

Student clubs are encouraged to use available means to publicize their meetings and special events, both on and off campus. All marketing materials must be approved by the Student Life Coordinator and the District Marketing Office. Students may use the Student Life Flyer Template to create marketing materials for club events. (See attached Student Life Flyer Template and Guidelines)

Posting Policy

In our efforts to maintain an orderly campus environment, free of clutter, the following posting policy shall apply:

- All postings must be cleared through the Student Life Office. Posted items will be stamped and dated with the posting date. Club postings may not remain posted in excess of one semester. Exceptions may be made by special permission from the Student Life Coordinator.
- Automobile windshield flyers and any auto-postings are prohibited.
- Club members will be responsible for obtaining permission, posting, and removing flyers in a timely manner. Flyers advertising an activity must be removed by the day after the activity.
- Any material posted in an inappropriate place (i.e. walls, windows, etc.) shall be removed immediately.

News Media

Clubs are encouraged to utilize the Aztec Press and campus bulletins to advertise events. In addition, there are other resources that publicize community events, such as local outlets.

News items for these announcements should include:

- Club Name:
- The title of the event:
- Dates, times, locations:
- What is the purpose of the event and how it will benefit students:
- Point of contact:

Please submit all items to be publicized by Pima Community College outlets one month prior to publication. Any items that your club would like advertised in District publications should be submitted to the Student Life Office. Before submitting news items or announcements, consult with the Student Life Coordinator regarding the proper protocol of media coverage.

Social Media Guidelines

Student organizations are encouraged to responsibly use social media to connect with members, publicize events and improve communication. While using social media, student organizations must follow all applicable measures of the PCC Student Code of Conduct. Violations will be handled in accordance with the Student Discipline Code and Due Process Procedures set forth in the Student Code of Conduct. The Student Code of Conduct is available at http://www.pima.edu/current-students/code-of-conduct/. Violations to the Code of Conduct may result in termination of the club's registration and/or recognition by the College.

Effective Social Media Use

Using social media can be an effective way to promote an organization. To improve your social media use, keep the following in mind:

- Social media channels are a two way street. Engage your membership in a conversation and create avenues for additional participation.
- Manage the conversation. Social media sites are public and it is important that negative comments and disputes be handled in a civil manner. Hate speech, foul language, and bullying should not be tolerated.
- Protect privacy. Do not share private student information such as student ID numbers, class schedules, personal phone numbers, etc. Be cautious of linking to copyrighted material and get permission before taking photographs and sharing on social media sites.
- Post frequently. If your organization is going to use social media, it must be used frequently to be effective.
- Be aware of the terms of service and policies for each social media tool that your organization uses.
## TIPS FOR AN EFFECTIVE STUDENT CLUB
How Can Your Student Members and Clubs Become GREAT??

## BREAKING THE ICE
Icebreakers and getting acquainted exercises
Specific icebreakers/Getting to Know You Exercises

## ORIENTING NEW MEMBERS

## GOAL SETTING

## BRAINSTORMING

## GROUP DECISION MAKING: Combining Your Energies

## GROUP CONSENSUS GUIDELINES

## CONFLICT MANAGEMENT

## MEMBER MOTIVATION

## PROGRAM PLANNING

## EVENT PLANNING TIMELINE

## DEVELOPING AN ACTION PLAN/PROPOSAL

## PUBLICITY PLANNING

## PUBLICITY OUTLETS (POSTING)

## PARLIAMENTARY PROCEDURE
# TIPS FOR AN EFFECTIVE STUDENT CLUB

## How Can Your Student Members and Clubs Become GREAT?

| **MEET REGULARLY** | This is absolutely essential for all groups. Even if your group is seasonal, it is a good idea to schedule regular meetings. These can be weekly, bi-weekly, or monthly, but make sure you meet. If you have a scheduled meeting, make sure to keep it. There is nothing worse or more frustrating to a new member than to show up to a meeting that has been canceled. If you do have to cancel a meeting, CALL EVERYONE! Inform the Student Life Coordinator when the meetings are, and if the meeting has been canceled. |
| **HAVE AN AGENDA** | Meetings are most effective if everyone knows what is going on, so have your executive board create an agenda. It can be a simple one, or an elaborate one. Include Roll Call Minutes, Old Business and New Business. Start and stop on time. Allow everyone to participate. By having a set format, everyone will be able to keep track of what’s going on, and will know when it will be covered. Publish, and distribute minutes to all members as a way to inform everyone. |
| **CREATE A SENSE OF BELONGING** | As with any group or team, each and every person needs to feel wanted. If a new member shows up to your meeting and is not welcomed, he or she will most likely not return. Be sure to contact all members regularly, and most of all, be a friend to them. By doing this, each and every person feels a sense of belonging and will ultimately contribute to the team. |
| **DO WHAT YOU SAY, SAY WHAT YOU DO** | A good team member always follows through. That could be calling another member, attending an event or sending a thank-you note for the club. What is important is to do what you say you are going to do. If you cannot make it, or cannot do what you said, call someone to help you. When your group does good things, you can feel so proud that YOU DID IT! |
| **RECRUIT NEW BLOOD** | This is a must for any group because people come and go. Talk with other students; invite them to your meetings or your activities. There are lots of people who just want to be asked. Take the chance; the worst they can say is no – and if they say yes, you have a new member to introduce. It is a win-win situation. Give it a try. |
| **GET INVOLVED IN CAMPUS ACTIVITIES** | Studies show that students who are involved in activities do better in school because they learn to manage their time. Whether you get involved in a club, United Students, a campus committee or district project – you will benefit, and so will PCC. The more well rounded your extra activities are, the more well rounded you (and your resume) will be. |
| **KNOW WHEN TO SAY ‘NO’** | We all get over-involved sometime, so be prepared to say “I am too busy.” Getting involved in everything can be easy to do, but soon it is very possible for stress levels to rise, grades to slip and moods to change if you become overextended. Take time to evaluate what your priorities are, and ask for help. Get others involved, and share the load. Work together. |
| **SPEND TIME IN THE STUDENT LIFE OFFICE** | This is necessary because so many things originate from the Student Life Office. There are computers, graphics programs, supplies, phone and friendly faces. Club members may use the desks for projects. Clubs can hold their meetings in the office. Check with the Student Life Coordinator or the office aide when the office is available to have a club meeting. |
| **SUPPORT LEADERSHIP OPPORTUNITIES** | People who are willing to take a risk are the same people who succeed in life. Serving as an officer not only looks good on a resume, but it provides leadership experiences that are so valuable in life. You learn how to delegate, how to sell ideas, how to mediate discussions, and how to run a meeting. You also learn to take on responsibility and how to deal with people. GO FOR IT! |
| **HAVE FUN!** | Too many times, people get involved for the wrong reasons – status, fame, glory, and not for the right reasons- fulfillment, social connections, and personal interest. You should always like what you are doing. People who dislike their jobs tend to have a higher stress level, are more irritable and tend to have a poor outlook on life. Avoid this at all costs! |

By following these tips, you will have most enjoyable experience in your club, and will grow to really appreciate all your experiences. Always keep in mind that involvement in an club is a lot of hard work, but in the long run the experience will give more to you than you gave to it.
BREAKING THE ICE

Icebreakers and “Getting to Know You” exercises develop an environment that reduces anxiety and allows individuals the opportunity to get acquainted with each other. Icebreakers are fun, release tension and are designed for indirect interaction. Icebreakers are not encounter sessions. Icebreakers may be used with any group that exhibits signs of anxiety in any initial stage of development (i.e., first meetings, program boards, etc.).

Icebreakers should not be used to avoid dealing with anxiety but rather to provide your members with a less threatening environment. A non-threatening environment initiated at the start of group club and development may lead to a more open and compatible situation during the entire lifespan of the group.

Icebreakers and getting acquainted exercises:
- Can be excellent devices for helping members feel more comfortable with themselves and with others in the group.
- Break up the "cliques," invite people to form random groupings, and help individuals meet others in a non-threatening and fun way.
- Set the tone for the time a group will be together. Icebreakers encourage people to feel "safe" and evoke lots of laughter. When people laugh, tension decreases.

Specific Icebreakers/Getting to Know You Exercises:
- Human Treasure Hunt: Find someone who is a transfer student, owns cross-country skis, has been to Europe, wears contacts, is wild about chocolate ice cream.
- Knots: Form a circle by placing hands in the middle of the circle; grab someone else's hands (other than the person on either side of you). Without letting go, try to untangle the "knot."
- Coat of Arms: Members create their own Coat-of-Arms by filling in information about themselves using words or drawings. Information can include hobbies, hometown, major, favorite family members, five or ten year goals, favorite book, etc.
- Forced Choice: Ask members to stand in the middle of the room and have them move to either side to indicate their choice.

More like a Cadillac or a Volkswagen?  More yes or no?
More like the present or the future?  More like a tortoise or a hare?
More like a saver or a spender?  More like a student or a teacher?
More like a roller skate or a pogo stick?  More here or there?
More like a New York or Colorado?  More intuitive or rational?
More like a bubbling brook or a placid lake?  More like an apple or an orange?
ORIENTING NEW MEMBERS

Developing and conducting a club recruitment campaign is very important. Yet, as we know, retaining these members is another matter entirely. All too frequently groups skip any form of orientation and just place their new recruits directly on committees or club projects. Although involvement is crucial to the longevity of the group, understanding the club and its goals and objectives, structure, norms and taboos is equally as important. New members are more likely to make significant contributions to the club when they are oriented to the responsibilities and privileges of membership.

A successful club orientation program should include:
- Club history, traditions, and programs
- Assimilation of new members into the club
- Rights and responsibilities of members
- Club governance, operating policies and procedures
- An overview of campus services, activities and programs for student clubs
- Information about any support groups or affiliations the group may have

When planning your orientation program, keep the word AIM in mind. Acquaint, Inform and Motivate.

ACQUAINT: The purpose of any new member orientation program is to acquaint your recruits to both the club and to each other. Knowing the ins and outs of the group is only one aspect of being in a club. It is important to note that people join groups for many different reasons such as:
- Wanting to get involved
- Learning new skills
- Making friends
- Having a good time

INFORMING your members should include the club's history, purpose and structure. If there are written records, be sure to give everyone a copy. In addition, include club charts, officer descriptions and a complete membership list. If you do not have a written history, have the group write one. The following will be helpful in starting this project:
- Ask membership to tell what they know about the club
- How the group was formed
- When and where it started
- What past members were like
- Programs and/or services they offered
- How the club was structured
- How the club has evolved over the years
- When recording this information, utilize your creativity and think up interesting chapter titles

It is important to remember that this is an oral history and that you are recording people's perceptions about the group. Although these may be inaccurate, they are important because they color how people feel about the group. This collective writing of your group's history also provides the leadership with the opportunity to dispel myths and rumors that may be brought up.
MOTIVATE your members and get them excited about the group. Provide time for "older" members to meet the new recruits and share ideas and expectations. Below is a good exercise for both your old and new members.

Have the group break into groups of old and new members to discuss the following:

**Outgoing Members**
- What accomplishments are you most proud of?
- What advice would you offer to new members?
- If you had your year to do over again, how would you do it differently?

**New Members**
- What would you like this club to mean to you one year from now?
- What would you like to ask the old members?
- What goals would you like to accomplish this year?
- What problems do you anticipate and how would you solve them?

Spend at least 15 minutes in your group discussing these questions. When time is up gather together as one group and report what you discussed. It is often most effective to have the outgoing members report first, followed by the new members.

Finally, it is important to find out what the new members' interests are and what skills they bring to the group. Using this information, try to give them tasks that will successfully use their talents. Further, give them a reason to be committed. Whenever possible, recognize members' accomplishments, both publicly and privately. If they report to a committee chair be sure to let their superior know about their contributions.

By including the above suggestions in your new members' orientation program you will discover that you have built group cohesion.

By following these tips you will ensure:
- New members know the club and are able to articulate purpose
- Members understand their rights and responsibilities to self and club
- Leadership and discipline

*(Taken from the University of Michigan, Regents 2002).*
GOAL SETTING

Goals are statements describing exactly what your club wishes to accomplish. They are the ends towards which your efforts will be directed. Goals help define your club, they give direction, and help assist your club in avoiding mild chaos. They can help motivate members by clarifying and communicating what the club is striving for. They are also great for membership recruitment by allowing potential members to know what your group is all about. However, it is very important to review these goals periodically and it is very normal to change them from semester to semester or even year-to-year. The timing will depend on your particular club.

When reviewing your goals, you should keep in mind the following:
- Do they fit with the overall purpose of the group?
- What is the status of membership at this point in time?
- How does the group stand financially?
- What new programs can realistically be accomplished?

Your goals should be SMART:
- SIMPLE
- MEASURABLE
- ACCOUNTABLE
- REALISTIC
- TRACKABLE

Objectives are descriptions of exactly what is to be done in order to meet and reach your goals. They are concise, clear statements of exactly what you plan to accomplish. They are short-term, measurable, and attainable over a specified period of time. It is quite normal to have several or even quite a few objectives for each goal.

Many leaders wonder why goal setting is so important. They could be considered time savers by helping members and leaders become aware of problems in time to develop solutions. They help clubs plan ahead and be prepared. But best of all, they are a basis of recognizing accomplishments and realizing your successes. They are a basis for recognition and celebration.
**BRAINSTORMING**

Brainstorming excites and motivates everyone involved in your student club. Exchange as many ideas as possible, the more you have to choose from, the better your final choice. You can use brainstorming for almost anything: themes, program ideas, problem solving, publicity, slogans, group goals, etc.

The rules for brainstorming are simple.

**First . . . set the stage:**
- Set a time limit of 5-10 minutes, depending upon the complexity of the issue and the size of the group.
- The best group size is 3-15 people. If you have more, break into two or more groups and brainstorm simultaneously.
- The question or issue must be one to which all participants can speak. A facilitator is often helpful to get things started. It is important to focus on only one issue.
- Record all responses on a dry-erase board or big sheets of newsprint so everyone can see them; don’t record the name of the person suggesting. Record only key words and phrases, not word for word.

**Second . . . set the ground rules:**
- Do not discuss ideas - you’ll do that later.
- Do not criticize, praise, evaluate, or judge.
- Be spontaneous - no hand raising, just call out.
- Repetitions are OK.
- Quantity counts. Set a specific number of ideas to be obtained.
- Build on each other's ideas.
- Enjoy the silences - often the best ideas come out of them.
- It’s okay to be outrageous, even silly.

**Third . . . make good use of members’ creativity:**
- If several groups brainstorm the same idea, put the lists on the wall and let everyone read each other's work.
- Group ideas into related categories for review.
- Decide which ideas are most promising and which can be eliminated. This may be done with a system of pluses and minuses.
- Rank in order from the most promising to the least promising.
- Select ideas with the greatest potential and with the highest-ranking priority for implementation or refinement by committee.
- Be sure to utilize the ideas generated. It is extremely demoralizing for a group to invest its time, energy and creativity only to have its ideas disappear. On the other hand, seeing an original idea come to fruition is extremely rewarding.
GROUP DECISION MAKING: Combining Your Energies

Student club members and leaders make decisions in the group all the time. The decision making process can be stressful because some members see it as a form of power, some people cannot bear the idea of losing an argument, and some people simply do not like to make decisions.

Decisions are an important part of group life, and you may wonder how your group could improve in this area. All groups, clubs, executive boards, and committees go through a development process. This cycle is most likely repeated every year when new members join at the beginning of the fall semester. Understanding the process will help you as a leader.

There are four stages of development (Tuckman, 1965). If you understand these stages you can combine your energies and reach a group decision.

- **FORMING:** finding and establishing a place in a new club, determine goals and purpose, get to know each other.
- **STORMING:** communication problems occur, members compete with each other, splinter groups form, hidden agendas surface, team begins to set boundaries.
- **NORMING:** members identify and agree on roles for solving problems, feedback is high and well received, team confidence is high, appreciation, trust and respect build.
- **PERFORMING:** team is collaborative and interdependent, high confidence and task accomplishment, high motivation and morale members find solutions to problems, support levels are high, members care about each other.

The goal is to get your club to the level of performing. Once your club is at that level, group decision-making is an easy process.

Since members possess the essential ingredients for the solution of all disagreements, group decisions should be based on all the members' input. Certainly, if there are decisions that only take a few people to make, it may not be necessary to involve the entire group.
GROUP CONSENSUS GUIDELINES

Effectiveness in communication is of paramount importance in the consensus decision-making process. You can enhance your group communication by paying attention to the following "DO’s and DON’Ts".

DO:
• LISTEN, not only to the words, but to the rationale being offered.
• PURSUE your point and be persistent if you have good information.
• MANAGE your time effectively, relative to the number of decisions that are being made.
• INVOLVE all team members to ensure use of their knowledge and experience.
• STRIVE for the best answer. Thinking in cause-and-effect terms avoids dealing only with symptoms.

DON’T:
• Argue for the sake of winning your point. You may learn something by being open-minded.
• Give up on your conclusion simply to avoid conflict. Let objective reasons or sound information prevail.
• Allow the group to get hung up on a specific item -- move on and come back later.
• Compete by assuming that someone must win and someone must lose. Look for the best alternative.
• Resort to voting. This tends to split the group into winners and losers. Sometimes this may be necessary, but be cognizant of its affect on the group.

THE LEADER’S ROLE
THIS approach to group decision-making places the leader in a particular role in which he/she must cease to contribute, avoid evaluation, and refrain from thinking about solution or group products. Instead he/she must concentrate on the group process by assuming responsibility for accurate communication between members.

The way decisions are made testify to the degree of effectiveness of a group. Here is a list of facts about effective and ineffective groups:

EFFECTIVE GROUPS
• Generate more ideas than individuals
• Have a high level of participation
• Develop a climate where members can be relaxed, open and direct
• Are task-oriented

INEFFECTIVE GROUPS
• Pool ignorance and misinformation
• Eject non-conforming members
• Force members to comply or compromise
• Engage in "groupthink"
• Take action because they cannot think of any reason not to

EFFECTIVE GROUP MEMBERS
• Defer to members who they are certain have the facts
• Form loyalties to their own group
• Encourage and support other group members
• Mediate differences in the group

INEFFECTIVE GROUP MEMBERS
• Give in on items they are sure of
• Oppose or block decisions without cause
• Dominate discussions

By following these tips concerning group work and achieving consensus, your group can avoid the negative aspects and enjoy the reward of knowing your group has done its best to achieve a true consensus.
CONFLICT MANAGEMENT
Conflict is inevitable in any interpersonal relationship or among members of any group. While we encounter various types of conflict in many of our life situations, we often feel a lack of confidence and vision of what is really appropriate to do. Most students find the conflict in their personal relationships already quite stressful, thus any conflict within student organizations becomes overwhelmingly unbearable. Those who have lower tolerance level for anxiety often choose to leave the organization.

Why do we shy away from dealing with our conflict? It is often because many of us were raised to believe that conflict is something to be avoided, an experience of failure. However, conflict does not have to lead to failure, or even to the termination of a relationship. We all come to see and experience the world in a different way, and we all have different ideas about what is best for "my group" or "our group". Recognizing this fact can help free us from the negative conclusion that conflict is a signal of failure. It is actually a signal that change is needed, and even possible.

Ability to manage conflict is probably one of the most important social skills an individual can possess. This handout is designed especially to assist you in developing this skill. Specifically, it has three purposes.
• To help you raise the consciousness of the different ways in which people deal with conflict.
• To help you increase the awareness of your own style to conflict management.
To discuss a constructive method of conflict management which will not only lead to greater satisfaction of both parties involved, but also promote growth and development of your group.

These are several styles of conflict management that people use, some of which are more effective than others.

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
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<tbody>
<tr>
<td>Competing</td>
<td>An individual pursues his or her own concerns at the other person's expense. This is a power-oriented mode, in which one uses whatever power seems appropriate to win one's own position: one's ability to argue, one's rank, or economic sanctions. Competing might even mean standing up for your rights, defending a position that you believe correct, or simply trying to win.</td>
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<tr>
<td>Accommodating</td>
<td>The opposite of competing. When accommodating, an individual neglects his or her own concerns to satisfy the concerns of the other person; there is an element of self-sacrifice in this mode. Accommodating might take the form of selfless generosity or charity, obeying another person's order when one would prefer not to, or yielding to another person's point of view.</td>
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<tr>
<td>Avoiding</td>
<td>The individual does not immediately pursue his or her own concerns or those of the other person. He or she does not address the conflict. Avoiding might take the form of diplomatically sidestepping an issue, postponing an issue until a better time, or simply withdrawing from a threatening situation.</td>
</tr>
<tr>
<td>Compromising</td>
<td>The objective is to find some expedient, mutually acceptable solution that partially satisfies both parties. It falls on a middle ground between competing and accommodating. Compromising gives up more than competing but less than accommodating. Likewise, it addresses an issue more directly than avoiding, but does not explore in as much depth as collaborating. Compromising might mean splitting the difference, exchanging concessions, or seeking a quick middle-ground position.</td>
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</tbody>
</table>
| Collaborating| The opposite of avoiding. Collaborating involves an attempt to work with the other person to find some solution that fully satisfies the concerns of both persons. It means digging into an issue to identify the underlying concerns of the two individuals and to find an alternative that meets both sets of concerns. This is clearly the most effective approach of conflict management. Specifically it will produce the following results:  
  • Both sides win  
  • Mutual respect  
  • Continuing effort of both parties  
  • Satisfaction  
  • Both parties feel enriched rather than belittled |
CONFLICT MANAGEMENT (Continued)

Using the **COLLABORATING APPROACH** to deal with conflict in student organizations:

**DIAGNOSIS** is definitely the starting point -- determining the nature of the conflict.
- Is the issue a value conflict?
- It is extremely difficult to negotiate when the conflict is in the philosophical arena. An example: a dispute whether alcohol should be prohibited in a fundraising dance.
- Is the issue a difference of expectations for each other?
- The extent of understanding this type of conflict lies in the fact that each of us has different expectations that grow out of our experiences with the organization.
- Therefore, when we interact with others whose expectations have grown out of their own unique experiences with the organization, conflicts arise.

**INITIATION is the second step**

The most effective way to confront another in a conflict situation is to state the tangible effect a conflict has on you. Example: "We have a concern in our committee. Due to your stand on keeping a low budget for the officer transition retreat, we are unable to have the retreat off campus, which is the desire of most members."

**ACTIVE LISTENING** is the third step - negotiators must be capable of hearing the other person's point of view.
- While listening, do not think about how to reply in order to persuade.
- Argument-provoking replies should be avoided.
- Active listening involves paraphrasing or restating what the other says. Idea or content should be considered as well as feelings.

**PROBLEM-SOLVING is the final step**
- Clarify the problem -- After the above steps, each party should have a clear idea about what is the issue.
- Talk about what is needed or wanted (be clear on facts and information).
- Generate a list of possible solutions. While doing this, let go of the solutions that you thought you had. This is the opportunity to be creative!!! The best negotiator makes the other side feel good.
- Start by thinking "how can I make the other side happy?"
- Decide together on the best solution acceptable to all parties. Do not try to persuade or coerce.
- Plan the implementation of the solution, Make assignments of who, what, where, when and how.
- Plan an evaluation or review of the solution after a specified period of time.

All five styles of conflict management obviously have advantages and disadvantages. When dealing with conflict in personal relationships, any of these types may be useful and necessary in certain situations. However, the last style, collaboration, is highly recommended for dealing with conflict in student organizations. It has the most promise of resulting in something satisfactory to both parties. People often feel proud of themselves and feel a sense of personal power when they use this method. It is a sign of integrity and self-confidence when one is able to use this method with patience, regardless of how difficult the situation may be.
CONFLICT MANAGEMENT (Continued)
TWO issues which you may have to deal with when confronting a conflict:

**PEOPLE WHO WILL NOT NEGOTIATE** - some people refuse to negotiate because they want to protect their special interests and privileges. Here are a few steps to use when dealing with the types of people:

- Start to negotiate anyway.
- Explain why it is in their best interest to negotiate, and why it is worthwhile for them to deal with the existing problems between you.
- Talk about problems that are theirs and how the collaboration will help solve them.
- Make it their problem.

**WHEN TRUST IS AN ISSUE** - here are a few suggestions for this problem:

- Be trustworthy. Do what you said you would do.
- Find a higher value you both agree on. For example, you both want to project your group image.
- Listen
- Make an agreement in such a way that you know when it is carried out.
- Start small
- There are people who simply can't or won't trust you, but do your best anyway.
MEMBER MOTIVATION

The key to member motivation lies in the extent to which you, as a leader, give the members what they are looking for in an club. But how can you determine what the members of your club really want? Chances are, there is no single answer to this question. In fact, there may be as many answers as members.

Look to each individual member's reason for joining your club as guidelines to what he/she wants to gain from group involvement.

- To meet people and make new friends. Motivate them by involving them in tasks that require working closely with others (committees, events, etc.).
- They strongly believe in what your club represents. Motivate these individuals by encouraging them to voice beliefs, opinions, and invite them to speak at meetings, seminars, etc.
- A social outlet to learn or explore something new. To motivate these members try planning programs and events that appeal to their curiosity (or better yet, ask them to assist you in the planning of these activities).
- Associated with their major or future career. You could possibly motivate these members by providing the opportunity to practice developed skills or gain ones.
- To have a place where they "belong" - where they feel satisfied and needed. Providing opportunities for these people to make contributions to the club is an especially important means of motivation. It is important to note that you should acknowledge their accomplishments frequently and publicly. Let them know and feel how important they are!

The following methods have universal applications. Try these with your new members:

- Use people's names often - a person's own name is the sweetest sound in the world.
- Give titles and build prestige into the job.
- Use team-building exercises to strengthen loyalty and commitment.
- Sponsor contests and give rewards!
- Involve members in goal setting and decision-making within your club.
- Be courteous and respectful at all times.
- Keep your members well informed!
- Clarify your expectations of members and their expectations of you!
- Be honest, fair and consistent. Be an impartial leader.
- Provide honest feedback - praise their successes publicly and privately. Give constructive criticism to help them learn from mistakes.
- Provide individual attention and demonstrate that you understand members and accept their strengths and weaknesses.

Motivating your members comes from inner needs, personal drives and goals. It is your task as a leader to tap into these and supply an outlet for their fulfillment. The rest is up to your group members.
**PROGRAM PLANNING**

If you are planning a large event, and do not quite know where to begin ... this handout was designed with especially you in mind! It should help you through the process, smooth out the rough spots of planning and preparing for a successful event.

The first item to consider is determining exactly why you are putting on the event. What do you want to achieve by having this program? What are your organizational goals and how does this event help you meet them? What do you, as a planner, hope to gain from this experience? Is there a current need for an interest in this program area? Are other similar programs being offered? Does this matter? Has a similar event been held in the past? What was the response? Are your members enthusiastic about organizing this event? Is organizing this event worth your member’s time? Is there enough time to thoroughly organize the event and arrange for publicity to be made and distributed so that it will be effective? These questions need to be answered in order to clarify what you are doing and why.

<table>
<thead>
<tr>
<th>ASSESSMENT:</th>
<th>Write one sentence that clearly states the purpose of your group and another sentence that describes the goal of this program.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Describe ten specific resources (facilities, money, people, etc.) available to your group.</td>
</tr>
<tr>
<td>BRAINSTORMING:</td>
<td>Generate at least 15 ideas for a program to be planned for this campus. Keep in mind: set a time limit, record all ideas in key words, do not evaluate during suggestions, be spontaneous, set a minimum number of ideas you want, build on other people’s ideas, be creative!</td>
</tr>
<tr>
<td>DECISION MAKING:</td>
<td>From the brainstormed list, group related ideas into categories and review groupings. Decide which groups are most promising and eliminate those that are not. Rank order the most promising. Discuss pros/cons of the top three ideas. Combine ideas or compromise to get a group consensus on which idea to choose. State the group’s decision clearly so that it is understood by all.</td>
</tr>
<tr>
<td>FORMULATING A PLAN:</td>
<td>Define the audience for your program, very specifically: number and type. Determine a title and theme (if applicable). Identify the location. Identify three possible dates. List the necessary resources you will need (people, money, equipment) and where you plan to get them.</td>
</tr>
<tr>
<td>DEVELOPING A BUDGET:</td>
<td>Determine how much money is available. Decide if you must generate revenues (charging admission). It is better to go over budget and have money left over than it is to under budget and not be able to do everything that is necessary to make your event a success?</td>
</tr>
<tr>
<td>ORGANIZING THE GROUP AND DELEGATING:</td>
<td>Identify all the tasks that need to be accomplished and group similar tasks. Decide who will be responsible for which tasks and clearly state what that responsibility entails. Your delegation will be more effective if you take into consideration the interests and skills of group members. Determine a timeline for completion (utilize the calendar).</td>
</tr>
<tr>
<td>PROMOTING THE EVENT:</td>
<td>Identify the selling points of your event. Why would someone in your target audience want to attend? Brainstorm types of publicity, promotion, public relations, and advertising you could do for this event.</td>
</tr>
<tr>
<td>IMPLEMENTING THE EVENT:</td>
<td>List the tasks that need to be accomplished the day before the event. List the tasks that need to be accomplished the day of the event. List the tasks that need to be accomplished after the event.</td>
</tr>
<tr>
<td>EVALUATION:</td>
<td>Have everyone involved write a final report. This report should include: new ideas that worked, that did not work, summary, suggestions for the next year, and contacts names.</td>
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</table>
PROGRAM PLANNING (continued)

The following represent some general tips and hints on program planning:

- In the ideal program everything runs smoothly that the participants may see little evidence of pre-planning or behind-the-scenes work.
- Do not compromise on details or settle for second best.
- Do not assume anything or allow situations to continue that make you uncertain or even nervous. Meet all problems head on, sensitively and firmly.
- People support what they create -- involve as many people as meaningfully as possible in the planning process.
- Usually something goes wrong -- but seldom horribly -- if you are properly prepared and avoid panicking, most problems can be solved.
## EVENT PLANNING TIMELINE

An adequate planning period is essential for all activities.

The following timetable is suggested for events and activities:

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>8 Weeks</td>
<td>Eight weeks before an event or activity, the sponsoring student organization should hold a meeting. All members of the group should be in attendance and committees should be formed to participate with the various aspects of the event. <strong>Possible Event Committee:</strong> Publicity Committee, Food Committee, Speaker and Talent Booking Committee, Exhibit Committee.</td>
</tr>
<tr>
<td>7 Weeks</td>
<td>In between the first meeting and the second meetings, these committees should consider their individual plans to present proposals and prepare a prospective budget at the next general meeting.</td>
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<tr>
<td>6 Weeks</td>
<td>The second general meeting should occur six weeks before the event. At this time, the committees should share their input, and discuss their proposed plans. A vote must be initiated to endorse the committee proposals.</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>Four weeks before the event, the organization should meet to make final decisions on the committee recommendations. During this time, the organization must contact the Student Life Coordinator to finalize preparations for the event.</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>The last planning meeting should be held two weeks before the event. This can be a catch-all meeting for dealing with emergencies and last minute details. Some groups may want to hold additional meetings between this meeting and the event.</td>
</tr>
<tr>
<td>Day of Event</td>
<td>Arrive early to set-up and don't forget to clean up.</td>
</tr>
</tbody>
</table>

**Tips**
- A list of the college departments, phone numbers, and office locations should be obtained to expedite the planned event.
- Programming Checklist and Evaluation forms should be used before, during, and after the event.
DEVELOPING AN ACTION PLAN/PROPOSAL

Once your organization has written its goals and objectives, it is now time to take the task one step further and develop an action plan. This could be defined as the actual mapping out, in detail, what should be accomplished in a specific time frame.

- What is to be accomplished (your objective)?
- How will it be accomplished?
- What are your resources in terms of people, money, and materials?
- Who is responsible for completing each task?
- When will it be accomplished?
- How will you know when it has been accomplished?
- How will you measure it?

EXAMPLE OF AN ACTION PLAN/PROPOSAL

<table>
<thead>
<tr>
<th>GOAL:</th>
<th>To improve membership recruitment, retention, and involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECTIVE:</td>
<td>To develop a committee structure whose purpose is to increase member involvement to at least 25% by next semester.</td>
</tr>
<tr>
<td>HOW:</td>
<td>Brainstorm ideas to increase member involvement. Review your list and weed out either impractical or impossible ideas.</td>
</tr>
<tr>
<td></td>
<td>Discuss this edited list with the executive board of leadership. Determine which will be done and delegate the final process of setting up the final system to one or two officers.</td>
</tr>
<tr>
<td>RESOURCES:</td>
<td>Members</td>
</tr>
<tr>
<td></td>
<td>Executive officers</td>
</tr>
<tr>
<td></td>
<td>Handouts on motivation, recruitment and delegation, your organization’s advisor</td>
</tr>
<tr>
<td>WHO:</td>
<td>Executive board</td>
</tr>
<tr>
<td></td>
<td>Consultants</td>
</tr>
<tr>
<td>WHEN:</td>
<td>By next semester</td>
</tr>
<tr>
<td></td>
<td>Try to set a specific date if possible</td>
</tr>
<tr>
<td>RESULTS:</td>
<td>Acceptable -- membership involvement increases by 40 - 70%</td>
</tr>
<tr>
<td></td>
<td>Unacceptable -- membership involvement increases by less than 40%</td>
</tr>
<tr>
<td></td>
<td>Better than expected -- membership involvement increases by more than 70%</td>
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</tbody>
</table>
PUBLICITY PLANNING

When beginning your publicity campaign, proper planning can be instrumental for the success of your campaign. It is imperative to keep in mind the five W's. These include who, what, where, why, and when. Map these out strategically.

1. **WHO is doing it?**
   Describe who your group is - your purpose, offerings, image, etc.

2. **WHAT is happening?**
   Describe the event or activity being publicized, etc.

3. **WHY is it happening?**
   List general goals and purposes for the event or activity.
   List specific objectives for the activity in measurable terms.

4. **WHO is it for?**
   Describe your target audience.

5. **WHERE is it happening?**
   List all relevant locations (e.g. where to pick up applications, buy tickets, attend the event, etc)

6. **WHEN is it happening?**

   HOW will you turn the five W's into an effective publicity campaign? Decisions about timing, media, selection, and delegation of responsibilities need to be closely coordinated as each impacts the other.

1. **TIMING**
   Work backwards from the date of your program. Some considerations are:
   - optimal release time of publicity
   - deadlines for ads, etc.
   - time involved in copywriting, design, printing and distribution
   Go beyond being realistic when scheduling - be pessimistic and overestimate time required for each step. Start at the bottom and work up.

2. **BUDGET**
   Good publicity doesn’t have to be expensive nor do you want it to look cheap (unless that is your desired image). Considerations are:
   - funds available within your organization
   - possible donations
   - possible hidden costs
   - free publicity available
   Always plan your anticipated budget.
PUBLICITY OUTLETS (POSTING)

The list of potential public outlets both in Tucson and on campus is virtually endless so consider the following before expending time, energy and other limited resources:

Determine your target audience.
- **Internal** - your club or organization members (both present and past), parents and family members.
- **Campus** - faculty, administration, staff, students, other clubs and organizations, alumni of the College.
- **Community** - neighbors, residents, public officials.
- **General** - businesses, media, civic organizations, city, state and federal officials.

Determine where they frequent, where they live and what they listen to or read.

Identify the image of your group and the programs.

Determine the appropriateness of various media to that image and your message.

Consider your resources -- budget, time, talent, and person power.

CAMPUS PUBLICITY:
There are several publicity outlets at Pima Community College. First make sure your club or organization is currently recognized. You may post flyers inside the buildings around campus, but you must get PRIOR APPROVAL (See Posting Policy below). Advertising through the AZTEC PRESS is also a good avenue to explore. The advertisements are usually less expensive than the local city newspaper.

POSTING POLICIES:
Before posting handbills or posters on or in campus buildings, permission must be obtained from the Student Life Office, and placed only in designated areas. Unauthorized handbills or posters will be taken down immediately. Recognize that you are competing with hundreds of groups and activities -- make sure your promotional material really stands out in a crowd!
PARLIAMENTARY PROCEDURE

The following are basic parliamentary procedure to conduct meetings. We use a simplified version of parliamentary procedure so that we do not get so bogged down in procedure that we do not make progress on substantive issues.

A MOTION: FROM START TO FINISH

1. **TO MAKE A MOTION**: Raise your hand and when recognized by the chair state “I move that ...”
   a. Make your motion as short and accurate as possible
   b. Speak up so you can be heard by everyone
   c. Any voting member of the committee may make a motion

2. **MOTIONS MUST BE SECONDED**: Raise your hand and say “Second”
   a. A motion must be seconded.
   b. If no second is received, the motion fails.
   c. Any voting member of the committee may second a motion.

3. **DISCUSSION**: After a motion is made and seconded, the chair will open the floor for discussion. This is the time to explain and persuade people to vote for the motion. If you are opposed, this is the time to tell the committee why the motion should not pass.

4. **CALL THE QUESTION** (or how to end discussion of a motion) This is not a mandatory step. If the committee members get long winded and are repeating what everyone is said and the committee needs to make a decision. In that case you:
   a. Raise your hand; get recognized by the chair and say “I call the Question”.
   b. The chair will then state “The question has been called, all in favor of ending discussion on this motion, say aye. Those opposed, say nay.”
   c. There must be a majority of 2/3 to pass the motion to end discussion; then the motion must be voted upon.
   d. If there are not sufficient votes to pass the motion to end discussion, more discussion continues.

5. **VOTING ON A MOTION**: Prior to voting on a motion, the chair will repeat the exact wording of the motion.
   a. **VOICE VOTE**: The chair will ask: “Everyone who is in favor, please say aye.” He/she will then ask: “Anyone who is opposed please indicate by saying “nay”.
      1. The chair will then declare whether the motion passed or failed.
   b. **ROLL CALL VOTE**: The chair may call for a roll call vote when he/she thinks an item is of such importance that members’ votes need to be on the record or when it appears that a voice vote will be very close.
      1. Committee members may ask for a roll call vote when they do not agree with the chair’s interpretation of the voice vote.
      2. The committee member, after being recognized by the chair, states: “I ask that a roll call vote be taken”.
      3. The person making an original motion can include in the motion the statement that the motion be decided by a roll call vote.
6. **AMENDING A MOTION**: If you decide you want to amend a motion, you can do it three (3) different ways.
   a. **FRIENDLY AMENDMENT**: You can ask the member who made the original motion whether he/she would agree to a friendly amendment. This is usually used when a point needs to be clarified.
   b. **EARLY AMENDMENT**: If you want to amend a motion during the discussion stage (before the motion has been voted upon), you follow the following procedure:
      1. Be recognized by the chair and then state “I ask the motion be amended to state ...”
      2. The amendment must be seconded.
      3. The amendment must be discussed.
      4. The amendment must be voted upon and must pass by a majority vote.
      5. If the amendment passes, then discussion resumes on the amended motion, followed by a vote on the amended motion.
   c. **LATE AMENDMENT**: If a motion has already been voted on, you can attempt to amend the motion by the following:
      1. Be recognized by the chair and then state “I ask the last motion be amended to state ...”
      2. The amendment must be seconded.
      3. The amendment must be discussed.
      4. The amendment must be voted upon and must pass by a 2/3 majority vote.
      5. If the amendment passes, no other vote is required.

7. **TABLEING A MOTION**: If you believe that a motion should be deferred to later in the meeting, you should:
   a. Be recognized by the chair and then state: “I move that we table this motion until a later time due to ...”
   b. The motion to table must be seconded.
   c. The motion to table must be discussed.
   d. The motion must be voted upon and must pass by a majority vote.

8. **POSTPONING A MOTION**: If you want to postpone the discussion a motion until a future meeting or until some future time, you should:
   a. Be recognized by the chair and then state: “I move that we table this motion until ...”
      1. Your motion should state whether you are postponing until a specific future meeting or whether you are postponing the motion indefinitely.
   b. The motion to postpone must be seconded.
   c. The motion to postpone must be discussed.
**Budget & Fundraising**

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<tr>
<td>What Can a Budget Accomplish?</td>
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<td>Basic Components of a Budget</td>
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<td>Developing a Budget</td>
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**BASIC BUDGETS**

One of the tasks you may face as a financial officer, especially if your organization transacts a lot of business, is that of preparing a budget. There are all sorts of methods for preparing budgets from flipping coins to using computers. No one method is best for all organizations. The method described below is fairly simple.

**What is a Budget?**

A budget is an organizational tool used for planning and controlling funds within an organization. It is a formal written guideline for your future plan of action expressed in financial terms with a set time period.

**What Can a Budget Accomplish?**

A budget can help refine goals that reflect the realistic resource environment. A budget compels members of the organization to use funds efficiently, provides accurate information for program and activity adjustment and evaluation, aids in decision-making, and provides a historical reference for future planning.

**Basic Components of a Budget**

Some basic components of a budget include a statement of the organization’s goals, objectives and priorities, a specified time period to which the budget applies, a method of reviewing budget plans and procedures, and budgeted financial statements that include an estimated detailed expense and income breakdown.

**Developing a Budget**

- Begin preparations a month or more prior to the close of the current year.
- Prepare an outline of the organization's planned activities for the upcoming year.
- Do careful studies, investigations, research of funding, costs, resources, etc.
- Determine available funds (carry over balances from previous years, cash on hand, funds in the bank, etc.).
- Estimate expected income and date expected.
- Define needed expenses.
- Get price quotations on certain expenditures.
- Rank order by their relative importance - which activities make wise use of expenditure of funds.

**FINANCIAL REPORTING**

With all of the recording, reconciling, and balancing of your organization's budget, you are probably wondering what you are going to do with this information. Well, this information is crucial data that your organization needs in order to operate effectively and successfully. The question most frequently asked by members is "How much is available for us to spend?" The financial report will definitely give you an accurate picture of the kind of financial transactions that have occurred and accurate feedback as to how the organization is doing financially. One of the many duties of a financial officer is that of preparing financial reports.

The following guidelines will assist you in carrying out this assignment:

- Include dates the financial report is covering
- Include the name, title and organization of person responsible for preparing the financial report
- Include line items (e.g. printing - $524, telephone - $782)
- Group items into one category to make it cleaner (EX- include printing as one line item and update the total to include recent transactions)
- Alphabetically list each revenue description and amount (include a total at the end of row/column)
- Alphabetically each expense description and amount (include a total at the end of row/column)

At the bottom of report include:

- Total revenues
- Total expenses
- Profit or loss
- Beginning fiscal year balance
- Net balance as of present date
AGENCY FUNDS FREQUENTLY ASKED QUESTIONS ABOUT CLUB ACCOUNTS

How do I open a Club Account?
For college-recognized student organizations, a PCC Request for Fund and a Signature Card must be completed and sent to your campus Administrative Services office who will forward it to the Agency Fund Accountant, DO-1220. An individual fund (to record monies collected and spent) and a detail code (to facilitate deposits at PCC Cashiers) will be established and the Campus Business Services Office will be notified.

What do I do with the money that I have collected? or How do I make a deposit?
Have student or organization checks made out to “Pima Community College – (name of club)”. Knowing your detail code, take checks or cash to a PCC Cashier. All money must be counted prior to deposit and a Club Account deposit slip (see attached) is required (this can be picked up at the Student Life Office). A receipt will be provided.

How do I get money from my account? or How can I get a check?
Fill out a Payment Request Form (see attached). All forms need to be signed by two people who also signed the Signature Card. If the payee is an authorized signer, two other signers must approve the form. Attach documentation, i.e.: receipt, invoice, etc. The Agency Fund Accountant checks for valid signatures, backup documentation and available funds.

If the money is needed in advance for an event, include the event, date, and purpose for which the funds will be used. A promissory note must be signed when the check is obtained at the PCC Cashier. Receipts need to be sent to the Agency Fund Accountant, DO-1220. Any remaining funds need to be deposited at a PCC Cashiers within 10 days of the event.

Is my check ready?
Once the paperwork reaches the Agency Fund Accountant’s office, a check is issued within 2-3 business days. The check is sent to the designated PCC Cashier (or the PCC Campus Cashier where the Club resides) unless mailing is requested and approved. Only checks that have documentation to verify a mailing address can be mailed.

Can I use Pima Community College’s services or facilities?
Services or facilities include: mailing, printing, rental of rooms, etc. Appropriate forms must be completed, signed and approved. A charge will be processed to pay for the utilized services or facilities from the Club account.

Will the Cashier give us change for our fundraiser?
The Cashier can provide up to $30 in change for club fundraising activities. A Petty Cash/Change Fund (see attached) form must be filled out and signed by two people who also signed the Signature Card. Upon your club’s deposit, the Cashier will first take back the change they loaned you and deposit the remaining deposit into your Club account.
FUNDRAISING

Developing a successful fundraising strategy allows your organization the opportunity to cover operating expenses, complete projects and programs, and create a small cushion for the future. Many organizations find that the success of their fundraising may be attributed to the following principles:

<table>
<thead>
<tr>
<th>THINK POSITIVELY:</th>
<th>As you begin your planning for the year, think big -- dream a little! Ask yourself, &quot;If money were not an issue, what would the group do?&quot; Feel free to use your imagination. Generally it is easier to scale down your organization's plans than to scale up mid-year. After you have identified ideal activities for the year, you should begin to assess the feasibility of your goals in light of your resources. Although you have to look at these realistically, be positive -- do not permit a lack of available funds to stifle your plans.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTABLISH FINANCIAL GOALS:</td>
<td>If you do not know where you are going, you will never know if you have arrived! When planning your organization's budget, your budget of proposed expenses must be developed and reviewed against existing resources. The specific dollar figure beyond existing resources that will be required to operate becomes your organization's fundraising target. Now is the time to be creative, yet realistic!</td>
</tr>
<tr>
<td>DEVELOP CREATIVE FUNDRAISING ALTERNATIVES:</td>
<td>Once you have established a financial target, identify all potential sources of funds and develop creative ways to TAP your resources. Successful organizations utilize MULTIPLE approaches to fundraising.</td>
</tr>
<tr>
<td>ESTABLISH YOUR FUNDRAISING PLAN:</td>
<td>Fundraising is like any other organization project; it can't be successful if left to chance without proper planning. Answer the basic questions: WHO, WHAT, WHERE, WHEN, WHY.</td>
</tr>
<tr>
<td>CREATIVELY EXPLORE:</td>
<td>Explore various approaches to fundraising. It is important to balance the costs to your organization with the risks involved. Once a financial plan is developed, write it down.</td>
</tr>
<tr>
<td>EVALUATE FUNDRAISING ACTIVITIES:</td>
<td>In order to determine your level of success, maximize learning opportunities and advise future leaders of your chapter, it is imperative that you evaluate your fundraising activities. This evaluation should include a qualitative analysis and conclude with recommendations for future fundraising activities.</td>
</tr>
<tr>
<td><strong>DO</strong></td>
<td><strong>DON'T</strong></td>
</tr>
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<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>double work</td>
<td>rely totally on dues</td>
</tr>
<tr>
<td>utilize donated supplies/services as much as possible</td>
<td>allow funds to be controlled by an adversary</td>
</tr>
<tr>
<td>keep records of everything you do</td>
<td>allow fundraising to disrupt the regular business or programs of the organization</td>
</tr>
<tr>
<td>make the most of every opportunity</td>
<td>ask anyone to make a donation because you &quot;need&quot; the money</td>
</tr>
<tr>
<td>have a goal</td>
<td>ask for a fixed price when a donation will do</td>
</tr>
<tr>
<td>your homework on immediate needs and final goals</td>
<td>expect automatic pay from pledges - you may have to remind them</td>
</tr>
<tr>
<td>get groups together before and after every event to applaud successes and to strategize more difficult cases.</td>
<td>expect too much from members - you should have fun and raise money</td>
</tr>
<tr>
<td>use thoughtful planning - too many events are the product of impulse</td>
<td>focus on cash - in kind/operational support such as phone usage, typing services, etc. will help minimize expenses</td>
</tr>
<tr>
<td>think positively</td>
<td>have a fundraiser based on impulse - plan carefully</td>
</tr>
<tr>
<td>utilize multiple approaches</td>
<td>let the treasurer handle all the responsibility - spread it around</td>
</tr>
<tr>
<td>spend minimum time on fundraisers - they can really bog a group down</td>
<td>wait until the last minute for anything - be prepared</td>
</tr>
<tr>
<td>give donors something tangible for their donation</td>
<td>let one person completely control all the finances - have at least one more person verify transactions</td>
</tr>
<tr>
<td>make successful fundraisers traditional</td>
<td>forget to be creative, enthusiastic, and to have fun!</td>
</tr>
<tr>
<td>keep track of those who have supported you in the past</td>
<td></td>
</tr>
<tr>
<td>watch for opportunities to build on other's efforts</td>
<td></td>
</tr>
<tr>
<td>be energetic, creative and enthusiastic</td>
<td></td>
</tr>
</tbody>
</table>
**FUNDRAISING IDEAS**

**More than 90 Ways to Fundraise**

These ideas are designed to trigger your imagination. Do not forget to think about safety concerns as you make your plans, such as seeking permission where necessary, and informing parents/guardians and teachers of your plans. The most important thing is to have fun!

1. **Jellybean count:** Fill a jar with jellybeans and have people pay to guess how many there are in the jar.
2. **Dress-down day:** If you attend a school that requires a uniform, have a day in which all the students can wear casual clothes. Charge each student who wants to participate. Make certain that you ask per mission of your principal first.
3. **Band and choir concerts:** Ask your school band or choir to donate their time by performing a benefit concert for your cause. Charge admission for the event.
4. **Walkathon:** Choose a date and a route, make up some pledge forms, and advertise with posters. Have everyone who wants to participate gather donations or pledges using their pledge forms.
5. **Bag groceries:** Ask a local grocery store if you can bag people’s groceries for donations. Be certain to put up a sign saying what the donation is for.
6. **Skip-a-thon:** Choose a date, make up pledge forms, and advertise with posters. Have everyone who wants to participate gather donations or pledges using their pledge forms, then skip.
7. **Auction:** Have individuals, groups and businesses donate goods and services. Be creative in what you can auction off and make certain that the goods and services are sold at reasonable prices.
8. **Perform a free service for donations:** Rake leaves, shovel snow, take care of a pet. When offering your service, ask the person who benefited from your actions for a donation toward your worthy cause.
9. **Sell candy or cards:** Work with reputable businesses that provide merchandise you can sell. Be sure at least half of the money raised goes to your cause.
10. **Winter carnival:** Hold a winter carnival in your local park or schoolyard. Invite students, staff, and the community. Charge admission and/or a small fee to play games.
11. **Carnival day:** Host a mini-carnival, with games, prizes and popcorn, in a local park or your own backyard. Charge admission and/or a small fee to play games.
12. **Spelling bee:** Look through some books or in the dictionary and come up with a list of words of increasing difficulty. Have participants and spectators pay to participate.
13. **Battle of the bands:** Gather some bands from your local community. Book a venue and advertise with posters, flyers, and radio announcements. Hold a mini-concert in which the audience chooses the winning band.
14. **Pitch-a-thon:** Rent a radar gun and measure how fast people can throw a baseball or kick a soccer ball. Charge $1 per try and give a prize to the fastest individual.
15. **Sell buttons or t-shirts displaying your logo:** Create a logo, and then make up a whole bunch of t-shirts, buttons, pens, or other gifts with your logo on them. Sell the items at a reasonable price.
16. **Puppet show:** Make puppets with socks, felt and other craft materials. Pick out or write a story. Set a date, time, and location. Advertise with flyers and posters. Sell tickets in advance and at the door.
17. **Hold a theme party:** Decide on a fun theme. Charge an entrance fee, but be sure to explain to people what their cover charge is going towards.
18. **Newsletter:** Create a newsletter informing your peers and members of your community about your organization or cause. Sell the newsletter for a small fee. Be sure to provide information about how people can become involved and/or donate to your cause.
19. **Plant a tree:** Ask a nursery for seedling donations and then get people to sponsor a tree.
20. **Pledges:** Gather pledges to have dance-a-thons, rock-a-thons, or any other type of endurance contest you can think of.
21. **Day of community service:** Gather together a group of friends, and contact a number of organizations for which you would be interested in volunteering. Then have people sponsor you to do community service for 24 hours.
22. **Food fast:** Get together with a group of friends, gather pledges, and fast for a full 24 hours.
23. **Craft sale:** Make all the crafts yourself and sell them.
24. Geography bee: Organize a spelling bee composed of geographical names from around the world. Participants should obtain sponsors for their correct answers.

25. Family barbecue: Host a family barbecue in your backyard, with games and activities.

26. Three-on-three basketball tournament: Organize a basketball tournament in your school with the winning team receiving a prize. This can also be done with soccer, tennis, badminton, or any other sport.

27. Swim-a-thon: Get sponsors for the number of laps you swim.

28. Bingo: Host a bingo night at a local hall or a school.

29. Plant sale: Organize a plant sale with plants donated by local nurseries.

30. Games night: Organize an evening of board games.

31. Boat race: Organize a model boat race on a body of water. Charge a participant/spectator entrance fee. The winner of the race gets a prize.

32. Book sale: Ask all your friends, relatives, and teachers to donate their old books. Advertise your book sale by means of posters and flyers. Set up a table and sell books. If there are leftovers, you can always give them to a needy library, shelter, or school.

33. Bowling: Organize a bowling night or a competition. Charge everyone a small fee to enter or have participants get bowl-a-thon pledges.

34. Buy a brick: If you are fundraising to build a school or building, have people make donations to purchase bricks.

35. Coupon sale: Have coupon books donated by local businesses, and then sell them to students and adults.

36. International dinner: Have people from various ethnic origins cook traditional foods, and then charge admission to an international dinner.

37. Balloon pop: Before filling a balloon with air or helium, put a note inside. Have a certain number of the notes worth a prize. Have people buy balloons and pop them in the hope of getting the prize. Be sure to pick up the broken balloons afterwards.

38. Scavenger hunt: Set a route and make a list of items that the participants need to find in order to win. Advertise your scavenger hunt well and charge everyone a small fee to participate. The winning person/group gets a prize.

39. Car wash: With a group of friends, set up a car wash in the parking lot of your school, church, or public area. Be sure to ask for permission and make sure that people are careful of moving cars.

40. Carol-singing: During the holiday season, go door-to-door singing carols for donations. It is a good idea to have a card or a flyer with some brief information about your organization to give to sponsors. You may want to have an adult accompany you. Remember to respect those who do not celebrate Christmas and who may not want to hear your carols.

41. Candle making: Make candles and sell them to family members. This can be educational and fun, but be sure to exercise all safety precautions.

42. Sporting events tickets: Ask sports teams to donate a number of seats for their games and raffle off the tickets.

43. Charity ball: Hire a DJ or a band, rent a hall, advertise, and sell tickets for a dance.

44. Christmas ornament sale: Sell Christmas ornaments during the Christmas season.

45. Classic car show: Organize a classic automobile show. Invite people to attend and to bring their cars by placing ads in local newspapers, leaving flyers at local businesses, and charging people to come and see the show.

46. Miniature golf: Build a nine-hole miniature golf course at your school, featuring ramps, water and sand traps, and other obstacles. Charge people to play a round during lunch.

47. Monopoly match: Have a group of students play a Monopoly tournament with the winner receiving a prize.

48. Guess the age of your teacher: Organize an event in which students pay to guess the age of your teacher. Obtain approval from your teacher first, however.

49. Hoopla: The competitor throws hoops over prizes. The person whose hoop completely lands over the prize gets to keep the award. Make sure you do not spend too much money on prizes.

50. Pumpkin-decorating contest: Around Halloween, hold a pumpkin-decorating contest among different classes.
51. Debate evening: Research a number of debate issues and invite various community members to debate issues. Charge the audience to come and watch. The issues can be fun. For example, have your school principal argue that listening to music during class enhances a student’s ability to learn versus a student who thinks that music should be banned from school.

52. Dog show: Invite people to show off their dogs in a show. Make it a competition that people pay to enter, and offer a prize for the best groomed dog, most- and least-obedient dog, and so on.

53. Talent auction: Auction off the talents of people. For instance, great singers offer to sing at a wedding, party, or special event.

54. Duck race: Sell numbered plastic ducks. Set all the ducks afloat in a race on a river. The person who bought the duck that wins the race gets a prize.

55. Guess the number of coins in a jar: The winner receives all the coins and your group makes money by charging people for guessing.

56. Comedy hour: Host a comedy skit during lunch at your school and charge people to attend.

57. Eating marathon: Have a pie eating, hot-dog eating, or ice cream-eating contest. You can charge people to participate or to watch, or you can make all participants obtain pledges.

58. Face painting: Have a face-painting day. Advertise in advance and then charge a small fee for painting young kids’ faces during a school day or on a weekend.

59. Ugly tie contest: Have the students come to school wearing the ugliest tie they can find. Have them vote on the worst tie with the winner receiving a prize.

60. Flower show: Invite gardeners from your community to enter their flowers in a competition for a prize. Ask volunteer experts to be judges and charge all participants and spectators a fee.

61. Calendar sale: Create a calendar highlighting the projects and members of your organization, and sell it to students and their family members.

62. Sports tournament/fitness competition: Organize a sports tournament or fitness competition. Advertise well and charge spectators to come and watch groups compete. You may need to have medical personnel on hand.

63. Crazy hat day: Have students pay a fee to wear a crazy hat to school for the day.

64. “Get-out-of-jail-free” card: Pay to get out of a class period for a day. Ask permission from your teachers or principal first.

65. Art sale: Have local artists donate some of their works, which will be displayed and then sold to the public.

66. Game show: Recreate one or more of your favorite game shows and charge contestants a small entrance fee. Sell tickets to the audience.

67. Gardening: Tend the garden of a neighbor, a local store, or community park for a donation.

68. Guest speaker: Invite a guest speaker to your home or local hall and sell admission tickets to raise funds for your cause.

69. Karaoke: Rent a karaoke machine, sell tickets or charge an admission fee, and sing all night.

70. Videos: Make and sell a video for youth tourists of places to go and cool things to do. Or create a How-To video; for example, how to improve your golf swing, or how to make crafts.

71. Kilometer of coin: Gather donations of coins (pennies, dimes, or quarters) and lay them side-by-side until they stretch out to be a kilometer long. Alternatively, surround your gym, library, or parking lot with the coins.

72. Recipe book: Gather together favorite recipes and put them together in a book. Sell the book through your school, sports organization, or community center. Try to get the photocopying donated by local businesses.

73. Sit in a bath: Obtain sponsorship for kids to sit in a bath of something gross and out of the ordinary, such as baked beans or fruit-flavored gelatin.

74. Talent show competition: Invite people to show off their talent in a competition in which they can win a prize. Sell tickets in advance.

75. Henna hand art: Find out if any members of your group know how to apply henna (Indian hand art), which can be applied to people in your school for a fee.

76. Walk dogs: Love pets? Try walking dogs every day for a fee.

77. Toy sale: Hold a toy sale. The best season for this is just prior to Christmas.
FUNDRAISING IDEAS (continued)

78. Triathlon: Set a course of running, cycling, and swimming. Have participants get pledges to compete to win prizes.
79. Lemonade stand: Make lemonade, post signs, and sell it on a hot day.
80. January: Snow art contest.
81. February: Valentine’s Day dance; red carnations for Valentine’s Day.
82. March: St. Patrick’s Day party; spring car wash.
83. April: Spring flower sale.
84. May: Mother’s Day flowers sale; end-of-school pool party (with lifeguards).
85. June: Father’s Day sale; July: Canada Day festivities with refreshment/food booths.
86. August: End-of-summer party.
87. September: Back-to-school dance; back-to-school supplies sale.
88. October: Halloween party; pumpkin sales; Thanksgiving turkey raffle.
89. November: Remembrance Day donations.
90. December: Christmas tree sale; gift-wrapping service; New Year’s Eve.
### LOW BUDGET – NO BUDGET ACTIVITIES

<table>
<thead>
<tr>
<th>Low Budget Activities</th>
<th>No Budget Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopt-A-Family</td>
<td>Local Artist Demonstration</td>
</tr>
<tr>
<td>America Reads Program volunteer</td>
<td>Look-a-like Contest</td>
</tr>
<tr>
<td>Art Show</td>
<td>Magic Show</td>
</tr>
<tr>
<td>Bake Sale</td>
<td>One Act Plays</td>
</tr>
<tr>
<td>Bike Rally</td>
<td>Open House</td>
</tr>
<tr>
<td>Blood Drive</td>
<td>Paper Airplane Contest</td>
</tr>
<tr>
<td>Book Exchange</td>
<td>Park Picnic</td>
</tr>
<tr>
<td>Brown Bag Lunch Discussion</td>
<td>Pet Show</td>
</tr>
<tr>
<td>Bubblegum Contest</td>
<td>Pima Leadership Institute</td>
</tr>
<tr>
<td>Campus Tours</td>
<td>Popular Dance Lessons</td>
</tr>
<tr>
<td>Car Show</td>
<td>Portrait Drawings</td>
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<tr>
<td>Car Wash</td>
<td>Relay Races</td>
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<tr>
<td>Chess Tournament</td>
<td>SARV Players Theater Group</td>
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<tr>
<td>Choir</td>
<td>Scripture Contest</td>
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<tr>
<td>Clothing Drives</td>
<td>Sock-Hop</td>
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<tr>
<td>Comic Book Fair</td>
<td>Sponsor Local Schoolchildren</td>
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<tr>
<td>Craft Display</td>
<td>Sports Show</td>
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<tr>
<td>Cultural Awareness Events</td>
<td>Talent Show</td>
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<tr>
<td>Cultural Display</td>
<td>Tournament</td>
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<tr>
<td>Decade Day</td>
<td>Tutor or Mentor</td>
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<tr>
<td>Face Painting</td>
<td>Veterans’ Day Celebration</td>
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<td>Voter Registration</td>
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<td>Weekend Outing</td>
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<tr>
<td>Food Basket Project</td>
<td>Workshops</td>
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<td>Forums on Current Issues</td>
<td>Yo-Yo Demonstration</td>
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<td>Frisbee Contest</td>
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<td>Game Day</td>
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<td>Graduate Dinner</td>
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<tr>
<td>Hike</td>
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<td>Holiday Event</td>
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<tr>
<td>Informal discussion with Faculty</td>
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<tr>
<td>Kite Flying</td>
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<td>Templates and Forms</td>
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STUDENT ORGANIZATION CONSTITUTION

This sample constitution is provided by the Office of Student Life (from the Center of Student Leadership and Involvement at the University of Arizona) to assist your student organization in creating a constitution that meets the standards for official Pima Community College recognition. The starred articles must be included. Article III, VI, VII, IX, & X must use the exact language included on this sample. You may add parameters to Article III after stating points 1 & 2. This sample must be retyped.

Date of Adoption and/or Revision

ARTICLE I – NAME
The name of this organization shall be: _______________________________.
The organization is a student organization at Pima Community College— _______________ Campus.

ARTICLE II – OBJECTIVES
The objectives of the organization shall be:
- To promote interest in __________________________.
- To provide fellowship among students, staff and faculty.
- To represent student needs and wants in regard to ______________________.
- To provide a forum for the presentation of innovative ideas to the benefit of the PCC community.

ARTICLE III – MEMBERSHIP (must be included exactly as found here; additional membership information optional)
- Any student enrolled in at least 1 class at Pima Community College at the campus in which the organization is originated is eligible to be an active member and may hold office.
- Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV – OFFICERS
- Election of Officers.
  - The officers of this organization are president, vice president, secretary, and treasurer.
  - Officers will be elected by written ballot, with each active member casting one vote. A majority of votes will constitute a victory.
  - Election of officers will take place during the end of the fall semester.
  - Officers will assume office for the period of one year.
- Recall of Officers.
  - Officers are subject to recall for malfeasance in office.
  - Recall procedures will be initiated at the request of five active members.
  - A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
  - A majority of those active members (members attending at least 3 consecutive meetings) voting in a recall at the end of the hearing is necessary to remove any officer.

ARTICLE V – VOTING
- This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
- Voting on amendments must be conducted after a minimum notice of 2 weeks.

ARTICLE VI – NOT-FOR-PROFIT STATEMENT (must be included and stated exactly as found here)
This is a not-for-profit organization.

ARTICLE VII – STATEMENT OF NON-DISCRIMINATION (must be included and stated exactly as found here)
This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, and/or veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

ARTICLE VIII – FINANCIAL OBLIGATIONS
A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.
A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE IX – STATEMENT OF NON-HAZING (must be included exactly as found here)
This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE X – STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS (must be included exactly as found here)
This organization shall comply with all Pima Community College and Campus policies and regulations and local, state, and federal laws.
**STUDENT ORGANIZATION BYLAWS**
(Bylaws are a required part of the Student Organization Constitution)

I. Cabinet/Executive Board
   A. President
      Coordinates all activities of the organization.
      Liaison to the PCC community.
      Official representative of organization.
      Calls regular and special meetings.
      Presides at all meetings.
      Prepares agenda for meetings.
   
   B. Vice President
      Assumes duties of president, when necessary.
      Assists president in coordinating activities.
   
   C. Secretary
      Maintains accurate and current information of the organization and membership.
      Assists president and vice-president to coordinate organization activities.
      Keeps accurate minutes of each meeting and forwards copies to officers.
      Keeps attendance records for meetings.
   
   D. Treasurer
      Liaison to Student Life Office for the purpose of organizational funding.
      Maintains accurate and current accounts of all organizational funds.
      Responsible for dispensing of funds in accordance with goals and programs established by organization.

II. Meetings
   Meetings will be open to all organization active (as defined by organizations who have submitted and been approved through the bi-annual applications) and associate members, faculty, and Student Life representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

(This form must be retyped. The articles and a set of Bylaws must be included in all Constitutions.)
### New Fund Request

**Proposed Title:**

---

**Campus:**

---

### Change Fund Request

**FROM:**

**Title:**

---

**TO:**

**Proposed Title:**

---

**Predecessor Fund:**

---

### Funding Source:

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Club Account</td>
<td>81xxx 22006</td>
<td>Monies held for and on behalf of student organizations.</td>
</tr>
<tr>
<td>Scholarship account</td>
<td>83xxx 22003</td>
<td>Monies provided by and held on behalf of donors for scholarships.</td>
</tr>
<tr>
<td>Seizure Account</td>
<td>87xxxx 22009</td>
<td>Only available for Department of Public Safety.</td>
</tr>
<tr>
<td>Third Party</td>
<td>85xxxx 22012</td>
<td>Funds Source:</td>
</tr>
</tbody>
</table>

**Use of Funds:**

To hold funds from fundraisers, activities and events

---

**Purpose:**

---

**Special Note:** A Completed Signature Card Must Accompany This Request

**Effective**

**Date:**

---

**Requested By:**

---

---
ORGANIZATION MEETING AGENDA

Club Meeting Agenda (*Sample Outline*)

I. Call the Meeting to Order (*President*)

II. Roll Call (*Secretary*)

III. Guests (*President*)

IV. Officer Reports:
   A. President Report
   B. Vice President Report
   C. Secretary Report
      1. Last Week Minutes
         a. Vote to Approve Minutes (*President*)
      2. Attendance Issues
   D. Treasurer Report
      1. Account Updates

V. Advisor Report

VI. Committee Reports (*President*)
   A. Fundraising Committee (*Chair*)
   B. Community Service Committee (*Chair*)
   C. Publicity/Newsletter (*Chair*)
   D. Wellness (*Chair*)

VII. Organization Representatives (*President*)
   A. Anime Club
   B. Asian Pacific Islanders Club
   C. Book Club
   D. CRU
   E. Multicultural Development Club

VIII. Old Business (*President*)

IX. New Business (*President*)

X. Open Floor (*President*)

XI. Adjourn Meeting (*President*)
<table>
<thead>
<tr>
<th>Agenda Topic</th>
<th>Discussion</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Items:</td>
<td>Person Responsible:</td>
<td>Deadline</td>
</tr>
</tbody>
</table>

Next Meeting:
Location:
Time:
STUDENT LIFE FLYER TEMPLATE USE GUIDELINES

An event must meet all of the following criteria to use the Student Life template:

1. The event must directly benefit and relate to the Student Life Office (including clubs/organizations and Student Government).

2. The contact information for the event must logically be Student Life staff (including club advisors).

3. The scope of the event must be within the campus. The Student Life template is not branded for distribution to the community (non-students and staff). Distributing it beyond the campus violates branding guidelines.

4. The event should not have any overlap with Instruction. Any events involving instruction, even with Student Life involvement, need to come through the Marketing Office and cannot use the template.

5. The template is for use by Student Life only following the above guidelines. The template should not be given to or altered to make it appropriate for use by any other units at the campus or within the college.
PROGRAM PLANNING MODEL: NOBSDAMIT

N.O.B.S.D.A.M.I.T.

NEED: What needs of the community are being addressed? Why does this program need to occur? Who will it benefit?

OUTCOME: What does the program hope to achieve? What will the participants learn as a result of this program? What type of impact might this event have on the community?

BRAINSTORMING: What are different ways to achieve the stated outcomes? Every idea is a good idea and should be considered.

STRATEGY: What needs to be accomplished for this event to be a success? What action steps need to be taken?

DELEGATE: Who will be responsible for the various tasks? Who will follow up to ensure the various plans are done?

ARRANGEMENTS: What arrangements need to be made and by when?

MARKETING: What types of marketing needs to be created? Who will assist with promoting the event? When should marketing begin?

IMPLEMENT: On the day of the event, what needs to be done? Who will be greeting attendees? Are there refreshments or programs? Will they be served and if so, by who? Who will restock?

TIE-UP: What needs to be done when the program is over? How will the program be evaluated? How will you know if the event is successful? Will attendees evaluate the program? Do thank you cards need to be sent to anyone?

(This program model was adapted from Indiana University’s Community Education Program)
Student Organization Activity Request Form
This form should be submitted early enough for proper planning
(at least two weeks in advance for an event, at least 2 months in advance for a conference)

Date: ___________________ Name of Organization: ___________________
Establishing Campus: ___________________ Campus Hosting Event: ___________________

Activity: [ ] Conference [ ] Campus Event

Title: ___________________

Purpose: ___________________

Target Audience: ___________________

Learning Outcome: ___________________

Date of Event/Conference: ___________________ Time: ___________________

Set-up Location: ___________________

Equipment needed e.g.: table, mic, and stage: ___________________

Funding/Cost: ___________________

SIGNATURES
Student Representative: ___________________ Date: ___________________
Club Advisor/Sponsor: ___________________ Date: ___________________
Student Life Coordinator: ___________________ Date: ___________________
Student Life Coordinator at hosting campus (if applicable): ___________________ Date: ___________________

EVENT REQUIRED APPROVALS: Initial next to each item completed:

[ ] Confirm event date and time with Student Life Coordinator
[ ] Complete Facilities Use Request Form to reserve space
[ ] Submit publicity plan to Student Life Coordinator
[ ] Complete Media Production Request for marketing tools or other campus specific documents
[ ] Request facilities work and/or set up through FAMIS
[ ] Complete Request for Food Services for Sodexo Catering if necessary
[ ] Submit information to Student Life Coordinator for online and campus calendar postings

CONFERENCE REQUIRED APPROVALS: Initial next to each item completed:

[ ] Confirm event date and time with Student Life Coordinator
[ ] Complete Travel Request Paperwork
[ ] Complete Conference Registration
[ ] Complete Emergency Contact and Student Behavior Agreement
This form must be submitted at least three weeks in advance for an event; at least 45 days in advance for a conference.

Name of Applicant and Organization: ___________________________ Date of Application: __________

Activity: [ ] Conference [ ] Campus Event

Title of Event/Conference: ___________________________ Date of Event/Conference: __________

Purpose of Event/Conference: ___________________________

Learning Outcomes (identify 2): ___________________________

Please provide approximate costs for travel, i.e., registration, airfare, hotel, shuttle, etc; for event, i.e. supplies, marketing, performers, speakers, etc. NO FOOD, GIFTS or GIFT CARDS can be purchased with these funds.

<table>
<thead>
<tr>
<th>Approx. Cost</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total Requested Funding: ___________________________

Additional Conference information needed

How will the organization determine who will attend the conference? ___________________________

Target Audience: ___________________________ Time of Event: __________

Set-up and Clean-up Details: ___________________________

Equipment needed e.g., table, mic., stage: ___________________________

SIGNATURES
Student Representative: ___________________________ Date: ___________________________

Club Advisor/Sponsor: ___________________________ Date: ___________________________

*Applicant will be notified of funding request approval/denial within 48 business hours of submitted request.

APPROVALS (To be completed by Student Life Office Coordinator/Designee.)

Student Life Coordinator/Designee: ___________________________ Date: ___________________________

Amount approved: ___________________________

If approved for a conference, the following steps need to be completed and submitted to Student Life Office:

[ ] Complete Travel Request Paperwork.

[ ] Complete Conference Registration.

[ ] Complete Emergency Contact and Student Behavior Agreement.
# Payment Request Form

## 1. GENERAL INFORMATION

Initiator

Phone Number

Unit/Department

Campus

Mail Code

Fund

Organization

Account

Program

Activity

Vendor Code

Ship to Address

City, State, Zip

(To be completed by Accounts Payable)

## 2. HOSPITALITY EVENT INFORMATION

Event Title

Event Date

Event Location

Event Setup Time

Event Attendees

Guideline Reference

Purpose of Event

## 3. PAYEE / VENDOR INFORMATION

Payee Name

Soc. Sec. No.

Mailing Address

or Tax I.D. No.

City, State, Zip

Phone Number

Detailed Description of Goods/Services

## 4. INVOICE / COST INFORMATION

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

Date(s) Services Provided: From ___________ To ___________

Special Instructions: Tax

Shipping

Total $0.00

Submit the original vendor’s invoice and one copy with this form.

## 5. APPROVALS

Authorized Signature

Date

Funding Approval

Date

Administrator

Date

Chancellor/Designee (when required)

Date

## 6. PETTY CASH DISBURSEMENT INFORMATION (Subject to maximum dollar limit)

Attach original receipt(s).

Received By

Date

Disbursed By

Date
Travel Authorization Request

Date

Name _______________________________ PCC Phone Number ____________________________

Traveler Type ____________________________ Department ____________________________ Location ____________________________

Primary Trip Activity

Purpose of Trip:

Destination City and State ____________________________

Source of Funds: Fund ____________________________ Organization ____________________________ Account ____________________________ Program ____________________________

Departure Date ____________________________ Estimated Departure Time ____________________________

Return Date ____________________________ Estimated Return Time ____________________________

Advance Amount ____________________________ Date Needed ____________________________

<table>
<thead>
<tr>
<th>College Vehicle</th>
<th>Estimated Expense</th>
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<tbody>
<tr>
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<tr>
<td>Lodging</td>
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<td>Per Diem</td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Traveler’s Signature ____________________________ Date ____________________________

Approval:

______________________________ Supervisor ____________________________ Date ____________________________

______________________________ President/Vice Chancellor/Chancellor ____________________________ Date ____________________________

For Business Office Use Only

Business Services Signature ____________________________ Encumbrance Number ____________________________

Pima Community College Finance Dept. Revised 07/08
# Travel Expense Report

**Students Life Activities Handbook: Templates and Forms: Travel Expense Report**

## Trip Encumbrance No.

Initiation Date

### Traveler’s Name

#### PCC ID No.

#### Location/Mail Code

#### Department

#### PCC Tel. No.

#### Fund

#### Organization

#### PCC Fax No.

#### Purpose of Trip

#### Account

#### Program

#### AdvanceAmt.

See PCCD Travel Manual for required documentation.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>A.M./P.M.</th>
<th>Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### Corporate Card Holder

Yes [ ] No [ ]

### Travel Type

- Student [ ]
- Business [ ]
- Conference/Seminar [ ]

### Travel Planner

- Personal [ ]
- Travel Agency [ ]
- PCC Transportation [ ]

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Expenses*</th>
<th>Check Information**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Vehicle (odometer start end)</td>
<td></td>
<td>Payee</td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
<td>Amount</td>
</tr>
<tr>
<td>Airport Shuttle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td>Payee</td>
</tr>
<tr>
<td>Per Diem @ $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee (attach proof of payment)</td>
<td></td>
<td>Payee</td>
</tr>
<tr>
<td>Make payable to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itemized Miscellaneous (receipts required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduct total of advance(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Receipt No.</td>
<td>Reimbursement (Cash Receipt attached)</td>
<td></td>
</tr>
</tbody>
</table>

**To be completed upon return by traveler.**

**To be completed by District Accounts Payable.**

### Personal Vehicle:

- Traveler’s Home Address
- Arizona Driver’s License No.
- Make & Model
- Vehicle Lic. No.
- Insurance Company
- Policy No.
- Exp. Date

I hereby certify that the information above is true and correct. I acknowledge and accept the responsibility for complying with the laws and regulations governing Pima Community College travel. I understand that personal vehicles used for College travel must be covered by the vehicle owner’s personal insurance, requiring liability insurance at a minimum of $15,000/30,000 on bodily injury and $10,000 on property damage (or equivalent security) in accordance with Arizona Law (ARS 28-1251). I agree to reimburse the College for any advances that are determined to be in excess of allowable per diem or actual expenses. I understand that a travel advance constitutes a loan. Advances not accounted for or repaid within 14 days after the trip may be deducted from my future salary, wages, or travel expense reimbursements (ARS 23-352).

I have checked the State Department’s website for warnings regarding my international travel destination.

Date

Traveler’s Signature

For further details see the PCCD Travel Manual, which is available upon request from the District Accounts Payable Office 206-4569.

### Expense Authorization

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Date</th>
<th>Budget Review and Trip Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>F.O.A.P.</td>
</tr>
<tr>
<td>Chancellor</td>
<td></td>
<td>Campus Bus Svs/DO Budget</td>
</tr>
</tbody>
</table>

(Out of Country Only)

Refer to Travel Regulation for routing.

Pima Community College Finance Dept.

Revised 07/08
STUDENT BEHAVIOR AGREEMENT

Purpose of Agreement:

This agreement is meant to confirm and clarify the roles and responsibilities of all students attending campus, college and/or community events and/or trips representing Pima Community College.

Leadership behaviors that are expected:

- Treat everyone with respect and dignity.
- Participate in all activities. Learn new skills.
- Be Team Oriented. Support your group.
- Help others when requested.
- Treat the environment and facility appropriately.
- Enjoy yourself!

Behaviors that will not be tolerated:

- Drinking alcohol
- Using illicit drugs.
- Exhibiting inappropriate behaviors (ie. fighting, rudeness, etc.)
- Intolerance of ethnic diversity.
- Engaging in any dangerous activity.
- Infringing on the rights of others.
- Driving a personal vehicle without special permission

I have read this agreement and will act in an appropriate manner for the duration of the event/trip. If I have a concern or problem, I will locate my campus advisor or faculty member for immediate assistance.

Inappropriate behavior may lead to my being asked to leave the event and sent home if deemed necessary by my advisor or faculty/staff member.

______________________________  ________________________________  _____________
Student Name – print                Signature                             Date
EMERGENCY CONTACT ACTIVITY RELEASE FORM

_______________

Date

ACTIVITY: Participation in the _____________________________ at ________________.
The activity will provide leadership skills and teamwork opportunities while discussing ethics, morals, and integrity.

Where: ________________________________

When: ________________________________

Student Name:________________________ ID#: __________________

Address: ______________________________

Phone: ________________________________

Emergency Contact: ______________________________

Relation: ____________________________ Phone: __________________

Are you currently under the care of a physician? Yes____No____

Is there a medical condition we should know about? Yes____No____

If so, indicate the condition: _______________________________

Are you allergic to any medications? Yes____No____

Do you give permission to obtain necessary medical treatment? Yes____No____

Do you require an ADA accommodation? Yes____No____

I hereby release Pima Community College District, its agents and employees from all claims for personal illness or injury, loss or damage to personal property, and liability of any kind or nature, arising out of the above described activity.

_____________________________  ______________________  ________________
Student Name –print Signature Date
# Vendor Facilities Request Agreement

## Campus Locations

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desert Vista</td>
<td>5901 S. Calle Santa Cruz</td>
<td>(520) 206-5028</td>
<td>(520) 206-5261</td>
</tr>
<tr>
<td>Downtown</td>
<td>1255 N. Stone Ave</td>
<td>(520) 206-7258</td>
<td>(520) 206-7269</td>
</tr>
<tr>
<td>East</td>
<td>8181 E. Irvington Road</td>
<td>(520) 206-7616</td>
<td>(520) 206-7623</td>
</tr>
<tr>
<td>Northwest</td>
<td>7600 N. Shannon Road</td>
<td>(520) 206-2121</td>
<td>(520) 206-2013</td>
</tr>
<tr>
<td>West</td>
<td>2202 W. Anklam Road</td>
<td>(520) 206-6742</td>
<td>(520) 206-6653</td>
</tr>
</tbody>
</table>

## Vendor Instructions and Information

1. Complete Vendor Facilities Request Agreement form and submit to one of the campus locations listed above. Form must be received by campus location two weeks prior to the date of intended use.

2. Please contact the appropriate campus Student Life Office for days of availability each week. A complete Vendor Facilities Request Agreement form is required for each separate visit (no blanket agreements permitted).

3. Prior to day of visit, vendor is responsible for verifying that space is reserved and approved. Vendor’s request will be honored on a space-available basis. Space reservations are taken on a first-come, first-served basis.

4. FEES: $50 per day for commercial vendor; $25 per day for nonprofit; $5 per day for each additional table. Employment or other recruiters must contact the appropriate campus Student Life Office regarding applicable fees. NO refunds of fees paid will be made for no shows or cancellations. Cancellations may be rescheduled by submitting new paperwork.

5. TERMS & CONDITIONS: Vendor agrees to abide by all terms and conditions contained herein and as listed on the second page of this agreement. The guidelines for use of District facilities as noted under the Terms & Conditions will prevail at all times.

---

**Name of applicant:** __________________________  **Today’s date:** __________________________

**Organization/Affiliation:** __________________________  **Email:** __________________________

**Address:** __________________________  **City:** __________________________  **State:** __________________________  **ZIP:** __________________________

**Telephone Number:** (__________)  **Cell:** (__________)  **Fax:** (__________)  

**Requested date(s):** __________________________  **Requested time(s):** __________________________

**Purpose of event/visit:** __________________________

---

**Set-Up Requested:** (check one)

- **1 Table & 2 Chairs**
- **2 Tables & 4 Chairs** (additional $5 fee applies)

**Total Amount Due:** __________________________

---

THIS FORM MUST BE POSTED ON VENDOR TABLE DURING VISIT.

---

**College/Campus Use Only**

**Detail**

**Code**

**Cashier PAID Stamp**

**Amount**

**Paid** __________________________

**Date** __________________________

**Paid** __________________________

Cashier: Give stamped original to Vendor; one copy to the Student Life Office, one copy to the Business Office.
Terms and Conditions

1. Please contact the appropriate campus Student Life Office for availability during peak registration periods.

2. The College/Campus reserves the right to cancel any Agreement with 48 hours notice to Vendor.

3. Vendor must pay assessed FEES to Campus cashier no later than day of visit/use of facilities. Payment must be remitted prior to set-up.

4. Original Agreement with Cashier “PAID” stamp must be visibly posted on vendor table at all times during facility use/visit.

5. A sign identifying vendor name or association must be displayed.

6. Vendor will NOT place advertisements on automobile windshields in parking lots.

7. Vendor will NOT do walkabouts singling out students and must remain stationed at assigned table(s).

8. Vendor will NOT hard-sell, harass, intimidate or behave in a manner offensive to students, faculty or staff of Pima Community College.

9. Vendor will NOT willfully damage any College property.

10. Vendor will reimburse the District for any damages to College property related to Vendor use/visit.

11. College/Campus is NOT responsible for any theft of Vendor property while on College/Campus premises.

12. Vendor agrees to indemnify, defend and hold harmless, the College/Campus from any loss or claim for damages by reason of bodily injury or property damage arising out of Vendor’s facility use/visit.

13. Vendor will provide direct supervision of all activities and adhere to all federal, state and municipal laws, in addition to the rules of the College District. Gambling and the consumption of alcoholic beverages are strictly prohibited.

14. College/Campus reserves the right to ask Vendor to leave the premises with or without cause.

Failure to abide by the terms and conditions listed in this Vendor Facilities Request Agreement will result in Vendor being restricted from further use of space at any or all campus and College locations. Vendor’s payment of assessed FEES and use of space conveys vendor’s agreement to all listed terms and conditions as stated in this Vendor Facilities Request Agreement.

I have read, understand and will abide by this Vendor Facilities Request Agreement.

Signature of Applicant: ______________________________ Date: ______________________

Approval Signature: ______________________________ Date: ______________________

Questions may be directed to the appropriate campus Student Life Office, as listed above.
Facilities Use Request Form

Guidelines and Procedures for Non-College Use of Facilities

Use of PCC facilities for activities is subject to the following guidelines:

- Priority of use for all PCC facilities is for College business. The College reserves the right to cancel any use by non-College affiliated users with 5 working days notice or as otherwise provided by mutual agreement.
- Approved use is confined to the immediate proximity of "Designated Location" only.
- Users are required to supervise all activities and adhere to all federal, state and municipal laws, in addition to the rules of the College District, (gambling, smoking and consumption of alcoholic beverages are prohibited).
- Non-College affiliated users will be charged activity fees in order to defray facilities related costs.
- These facilities use guidelines and procedures pertain to all activities conducted on College premises.

Procedures for requesting facilities use are as follows:

1. Complete and submit this form to __________________ or other official at __________________.
   - For all student clubs and organizations contact the Dean of Student Development, or designee at __________________.
2. Requests must be received no later than ten (10) working days prior to the scheduled event in order to be processed and considered for approval.
3. All non-College affiliated users must provide a Certificate of Insurance. See next page "Insurance Requirements".
4. All user charges must be paid in full. Reservations will not be confirmed until all fees are paid.
   - The College reserves the right to assess fees to cover additional services requested but not outlined herein.
5. An approved copy of this form and cashier receipt must be presented upon request at the event location.

Affirmative Action/Equal Opportunity and American with Disabilities Acts
To request a reasonable accommodation, a minimum of five working days advance notice is required. For the general public, please contact the Affirmative Action office at (520) 206-4539. For PCC students, contact the Disabled Student Resources Office where the accommodation is needed. PCC is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity.

Applicant Information

Organization Name ___________________________ Date of Application _________/_______/_______

Contact ___________________________ Address/(College Mail Code) _________________

Phone FAX ___________________________ E-mail ___________________________

Event Information

Description of Events/Activities:

Date(s) _________/_______/_______ From:_______ am / pm To:_______ am / pm Number of Guests:_______

Is a student club or other College affiliated organization sponsoring this event? 

If yes, please specify:

Name ___________________________ Contact ___________________________ Mail Code ___________________________

Fund ___________________________ Org ___________________________ Acct ___________________________ Prgm ___________________________

Will any fees be charged to participants in this event? 

Will food or refreshment be served? 

Separate arrangements for food services must be made with the cafe manager at _________.

Prior approval must be obtained from the cafe manager if food is to be brought in from off-site.
### Space and Setup Requirements

<table>
<thead>
<tr>
<th>Furniture Requirements: Tables</th>
<th>Chairs</th>
<th>Preferred Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup (Please provide instructions and/or diagram):</td>
<td></td>
<td>![Classroom Style Diagram]</td>
</tr>
<tr>
<td>![Conference Style Diagram]</td>
<td>![Other Style Diagram]</td>
<td></td>
</tr>
</tbody>
</table>

(Please note that some rooms may have limited setups only)

Audio/Visual Equipment (Please Specify): 

<table>
<thead>
<tr>
<th>User Charges (Per rate Schedule):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space use only $</td>
</tr>
<tr>
<td>Utilities Hrs @ $ /hr for after hours use $</td>
</tr>
</tbody>
</table>

### Terms and Conditions

The applicant agrees to:

- Indemnify, defend and hold harmless, the College District from any loss or claim for damages by reason of bodily injury or property damage arising out of the activity.
- Provide a Certificate of Insurance from the applicant's insurance carrier certifying that the applicant carries liability insurance at limits of not less than $500,000 per occurrence on bodily injury and property damage, and that "Pima County Community College District" is included as an additional insured. **The certificate must be attached to this request form.** (Questions regarding this requirement should be referred to the College Risk Management Office at 206-4568).
- Provide direct supervision of all activities and adhere to all federal, state and municipal laws, in addition to the rules of the College District, (gambling and consumption of alcoholic beverages is prohibited).
- Leave the facility clean upon completion of the event.
- Reimburse the District for any damage to College property related to the activity.

Signature, applicant representative or College sponsor Date

APPROVAL FOR ABOVE SPECIFIED USE:

<table>
<thead>
<tr>
<th>Designated Campus Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building/Room Name Room Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus President or EVC Administration or Executive Director of Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Date: From: am/pm To: am/pm</td>
</tr>
</tbody>
</table>

CC: Campus Administrative Services/District/ Athletics Applicant File, Physical Plant, Campus DPS, Food Service, Risk Management
Public Expression Reservation Form

Please print legibly.

Name of organization: ____________________________________________________________

Purpose of request/activity: ______________________________________________________

Responsible party: ________________________________________________________________

Home phone: _________________________________________________________________

Work phone: _________________________________________________________________

Cell phone: _________________________________________________________________

E-mail address: _________________________________________________________________

Location of activity*: ☐ Community Campus ☐ Desert Vista Campus ☐ District Office ☐ Downtown Campus

☐ East Campus ☐ Northwest Campus ☐ West Campus

☐ Other, please specify: ________________________________________________________

*See the campus Vice President of Student Development for the specific College-approved area on each campus. Locations other than those specifically approved by the College, may be reserved only when the Assistant Vice Chancellor for Student Services, or Campus President (or designee) identify special circumstances and approve another location.

(If equipment or set up will be needed, please also complete a Facilities Use Request Form.)

Date of activity: ______________________ Time of activity: ______________________

Signature of responsible party: ______________________

For official use only

Specific campus location approved: ______________________

Date approved: ______________________

Or, reason not approved: ______________________

______________________________

Vice President of Student Development or designee: ______________________

Date: ______________________

Distribution: Campus President, Vice President of Student Development, Assistant Vice Chancellor for Student Services, Department of Public Safety, Director of Administrative Services

This form is to be kept with the organization during the activity.
Volunteer Services Agreement

Name:_________________________ Date:_________________________
Home Address:____________________ Telephone:_________________________
City, State, ZIP:___________________ Cell Phone:_________________________
Email:__________________________

Emergency Contact Name:_________________________ Relationship:_________________________
Emergency Contact Telephone:_________________________ Relationship:_________________________

I understand and accept the following conditions:
1. I will not be paid wages, receive fringe benefits, or be covered by Worker’s Compensation in connection with the volunteer services I perform;
2. A background check will be conducted if the volunteer services involve student contact; and
3. This Agreement may be terminated along with the volunteer services I perform at any time by the College or myself.

I will provide the following volunteer service(s):

Volunteer service(s) to start:_________________________ Date:_________________________ to __________________________ Date:_________________________

Background Information: Have you ever been convicted of committing or admitted, in open court or pursuant to a plea agreement, to committing, any felony criminal act? Yes [ ] No [ ] If yes, please explain the nature and circumstances of the conviction, admission, or plea agreement:

Physical Job Requirements
I understand the nature of the work, including the physical requirements.
_____ I do not need an accommodation to perform the physical requirements of this volunteer service.
_____ I do need an accommodation to perform the physical requirements of this volunteer service
(Please call the College ADA/EEO office at 206-4588 for a determination of whether the accommodation can be provided).

I attest that the information I have provided is accurate and complete. I understand that the omission of any information, as well as providing any false or misleading information, is grounds for immediate termination of this Agreement and my volunteer services.

Signature of Volunteer:_________________________ Date:_________________________
Signature of Supervisor:_________________________ Date:_________________________

Location of Volunteer Work __________________________ Contact Telephone __________________________

Forward the original form to the Human Resources Department (mail code 1180). Provide a copy to the volunteer and to the supervisor. This information is to be made available in the work area. In case of emergency, contact the Department of Public Safety and provide as much information as needed.

Revised 8/1/12 1206AU40
Organization Formation
A Student Organization (hereafter referred to as club or clubs) may be formed at any Pima Community College campus with signatures of at least ten (10) currently enrolled PCC students who wish to operate within the college structure for an expressed purpose. A Student Life Coordinator may make an exception to reduce the minimum member requirement. Club registration and/or renewal is necessary before the services and facilities of the college campus are available to the club. A club must not represent, nor imply, in its contracts with the college community or public that it speaks for or in the name of the college or campus.

Categories
All clubs are overseen by their respective Student Life Office on each campus. A club is made up of Pima Community College students who share a common interest that falls into one of the approved categories for organization formation, and whose primary activity and/or service is for the College.
A club may be formed under the following categories:
- Athletic/Game
- Cultural
- Honorary/Service
- Pre-Professional
- Special Interest

Initial Registration
Students may seek to register a club at any time by submitting a completed Student Organization Charter Application and a copy of its constitution and bylaws to the respective Student Life Office.
The petition to register as a club also must include:
- Name of the club
- Name and contact information of the student wishing to register the club
- Name and contact information of the staff/faculty advisor
- Name, Student ID numbers and contact information of at least 10 Pima Community College student members.
  (Students must be enrolled in at least 1 credit at Pima Community College.) A Student Life Coordinator may make an exception to reduce the minimum member requirement.
- Copy of the Proposed Goals, Objectives, and Activities Form (To be completed and updated each semester)
The recognition process consists of review and approval by the Student Life Coordinator and the Student Life Coordinator’s supervisor and/or designee. The Student Life Coordinator will notify the club’s advisor in writing of campus recognition when the review process has been completed. The decision of the Student Life Coordinator’s supervisor’s and/or designee is final.

Club Advisor
Each club must have an advisor who will assist it in establishing its goals and objectives, and in developing its programs and activities. The advisor will initiate requests for expenditures and college services, and will monitor the club’s accounts. The primary advisor must be a full-time faculty or administrative appointment or full-time regular staff member of Pima Community College.

Membership
Club membership shall be limited to currently enrolled Pima Community College students. To be eligible, a student must be enrolled in at least 1 credit at Pima Community College campus where the club is established. To be an active member of the club, a student must maintain a 2.0 grade point average. At least one member of the club must attend regularly scheduled Student Government meetings.

In accordance with Pima Community College policy to comply with all applicable federal and state laws and regulations prohibiting discrimination, club membership shall be extended, without regard to sex, race, age, religious beliefs, sexual orientation and disability.

Conduct
Clubs, their members and guests are subject to local, state and federal laws, as well as Pima Community College’s regulations and its Student Code of Conduct. Violations will be handled in accordance with the Student Discipline Code and Due Process Procedures set forth in the Student Code of Conduct. The Student Code of Conduct is available at http://www.pima.edu/current-students/code-of-conduct/.
Pima Community College

Student Organization Charter Application

- New Application
- Renewal Application

Name of Club: ____________________________

Location Establishing the Club or Organization
- East Campus
- Desert Vista Campus
- Downtown Campus
- Northwest Campus
- West Campus
- District-wide

This application must contain the names of at least 10 students currently enrolled at Pima College who agree to participate in club activities. A Student Life Coordinator may make an exception to reduce the minimum member requirement.

We, the undersigned, do hereby apply for recognition of the aforementioned club.

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Student ID#</th>
<th>Phone #</th>
<th>E-mail</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>15.</td>
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</tr>
</tbody>
</table>

(Use additional paper if necessary to include all organizational members)

Organization President
Name: ____________________________
E-Mail: ____________________________
Signature: ____________________________
PCC ID #: ____________________________
Phone #: ____________________________
Date: ____________________________

Organization Vice-President
Name: ____________________________
E-Mail: ____________________________
Signature: ____________________________
PCC ID #: ____________________________
Phone #: ____________________________
Date: ____________________________

Organization Secretary
Name: ____________________________
E-Mail: ____________________________
Signature: ____________________________
PCC ID #: ____________________________
Phone #: ____________________________
Date: ____________________________

Organization Treasurer
Name: ____________________________
E-Mail: ____________________________
Signature: ____________________________
PCC ID #: ____________________________
Phone #: ____________________________
Date: ____________________________
Proposed Goals, Objectives & Activities Form

This form is to help Campus Student Organizations (clubs) plan their semesters to be the most productive and efficient, and to allow the Student Life Office to complement the efforts.

Purpose: What is the primary mission of this club?

________________________________________________________________________

Goals: What is a large goal that the club will strive for this year? (e.g., attend a national conference, create a conference, and take a fun trip)

________________________________________________________________________

What are some short-term, or smaller goals that the club wants to accomplish this year? (e.g., fundraising for a goal, put on an educational program, participating in monthly community service projects)

________________________________________________________________________

Objectives: How do these goals match up with the values, objectives and mission of the club?

________________________________________________________________________

Fundraising: How does the club plan to fund activities? Will there be fundraising? Will there be dues; if so, for what?

________________________________________________________________________

Meetings: When does the club plan to meet? How often and where?

________________________________________________________________________

Activities: Please attach a calendar of activities and events to this sheet. (Please note: Attaching a calendar does not reserve the indicated space, but merely indicates a desire to do so.

________________________________________________________________________

Please attach a copy of the club or organization’s Constitution and Bylaws.
Pima Community College

Student Organization Charter Application

Name of Club: ________________________________

Location Establishing the Club or Organization

- East Campus
- Desert Vista Campus
- Downtown Campus
- Northwest Campus
- West Campus
- District-wide *

Approval Signatures:

Club Advisor
Approved: ☐ Denied: ☐
Printed Name: ______________________________
Signature: _________________________________ Date: __________

Club Co-Advisor (if applicable)
Approved: ☐ Denied: ☐
Printed Name: ______________________________
Signature: _________________________________ Date: __________

Advanced Program Manager (if applicable)
Approved: ☐ Denied: ☐
Printed Name: ______________________________
Signature: _________________________________ Date: __________

Vice President of Student Development (if applicable)
Approved: ☐ Denied: ☐
Printed Name: ______________________________
Signature: _________________________________ Date: __________

Student Life Coordinator
Approved: ☐ Denied: ☐
Printed Name: ______________________________
Signature: _________________________________ Date: __________

*Assistant Vice Chancellor of Student Services (only required for District-wide clubs)
Approved: ☐ Denied: ☐
Printed Name: ______________________________
Signature: _________________________________ Date: __________