



Student Life & Leadership

Club Handbook

CONTACTS

Student Life and Leadership Staff

Offices: SLO Campus, 5301; NC Campus, N1005

- Christopher Mutshnick, Director of Student Engagement, 805-592-9625
- Mason Cleek, SLO Campus Activities Assistant 805-546-9976
- **TBH**, NC Campus Activities Assistant 805-546-3289
- Office hours: 8:00 am – 4:30 pm, Monday-Friday
- Virtual office hours (Cuesta Connect): 9am-1pm, Friday

ASCC/Clubs Fiscal Liaison

Office: SLO Campus, 5900

- Athene Gatley, ASCC Financial Liaison 805-592-9479
- Office hours: 9:00 am – 5:00 pm, Monday-Thursday

Associated Students of Cuesta College

Office: SLO Campus, 5307

- President/Student Trustee Ext. 9868
- Vice President Ext. 9878
- Finance Director Ext. 9525
- Publicity Director Ext. 9969
- Activities Director Ext. 9584
- Chief Justice Ext. 9984
- Clubs Director Ext. 9583
- Secretary Ext. 9516



WHAT IS AN ASCC-APPROVED CLUB?

Clubs on the Cuesta College campus can be academic, service, honorary, or special interest oriented. All clubs on campus are approved by ASCC and Student Life and Leadership.

Under the general provisions of the California Education Code, §76060: “the governing board of a community college district may authorize the students of a college to organize a student body association. The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials. The association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district.”

HOW TO START A CLUB

For a club to be approved, an **application** must be submitted. The application, and constitution template, can be found on the [website](#). Once an application has been submitted, it will be reviewed by Student Life and Leadership. Once approved, the staff/faculty advisor and Club President will be notified via email. The Student Life and Leadership website will be updated to include the club’s name and staff/faculty advisor’s contact information.

Please note: *some clubs are defined as high-risk.* All High Risk Clubs are subject to the requirements, limitations and prohibitions set forth in this **High Risk Clubs and Activities Policy (“High Risk Club Policies”)**. Please reach out to Student Life & Leadership staff with any questions!

Once your club is approved, you will be permitted to seek funding from ASCC to support club initiatives, activities, events and/or services. You may also leverage facilities (including the use of the Cougar Club Hub), and work with Student Life and Leadership staff and the Clubs Director to plan events.

Clubs are required to apply if they are new or formerly inactive. Student Life and Leadership will follow up annually to determine if the club will remain active. If a staff/faculty advisor or club officer changes at any point, the club will be expected



to complete the **Advisor & Officer Change Form** and notify Student Life and Leadership staff immediately. This form can be found on the [website](#).

HIGH RISK CLUBS AND ACTIVITIES POLICY

A “high-risk” club is club formed by students as a co-curricular activity alternative to an existing team or class on the Cuesta College campus such as volleyball, badminton, soccer, etc. (“High Risk Clubs”). High Risk Clubs must be approved by the Associated Students organization as a High Risk Club. All High Risk Clubs are subject to the requirements, limitations and prohibitions set forth in this High Risk Clubs and Activities Policy (“High Risk Club Policies”).

Student Participation In High Risk Clubs.

Participation in High Risk Clubs a voluntary student activity. Student participation in existing classes or teams of the San Luis Obispo County Community College District (“District”) shall not be conditioned on student participation in an associated or related High Risk Club. Participation in a High Risk Club shall be limited to individuals who are currently enrolled students of the San Luis Obispo County Community College District (Cuesta College). High Risk Clubs approved by the Associated Students organization shall not permit participation by any individuals who are not currently enrolled students of the District. Each High Risk Club is responsible for verifying the student enrollment status of participants or prospective participants in the High Risk Club.

Assumption of Risk.

Students participating in a High Risk Clubs shall assume all risks of participating in the High Risk Club or activities of a High Risk Club. Participation in a High Risk Club or any activity of a High Risk Club shall be conditioned on participants’ execution of a Release, Waiver of Liability, Assumption of Risk and Indemnity/Hold Harmless (“Release”) in such form and content established by the District. The parent or guardian of any participant in a High Risk Club or an activity of a High Risk Club who under the age of eighteen (18) must also execute an Authorization of Emergency Medical Treatment-Minors (“Medical Authorization”) in such form and content established by the District as a condition for such minor individual to participate in a



High Risk Club or a High Risk Club activity. High Risk Clubs and the advisor for each High Risk Club shall not permit any individual to participate in the High Risk Club or activities of the High Risk Club unless such individual has executed the Release and the Medical Authorization, if required.

Each High Risk Club and the advisor for each High Risk Club are responsible for enforcing the requirement for execution of the Release and/or Medical Authorization by every participant in the High Risk Club or a High Risk Club activity. Each High Risk Club and the advisor for each High Risk Club are responsible for delivery of executed Releases and/or Medical Authorizations to the office of the District's Vice President, Administrative Services prior to permitting any individual to participate in the High Risk Club or a High Risk Club activity.

Costs

Participants in High Risk Clubs and High Risk Clubs are responsible for all costs arising out of or related to activities and operations of the High Risk Club, including without limitation, facility use fees/charges, travel expenses/costs, property damage and any other costs associated with membership in a High Risk Clubs, participation in High Risk Club activities and/or operation of a High Risk Club.

Associated Students Organization Approval of High Risk Clubs.

The Associated Students organization will establish procedures for submittal of requests to approve a High Risk Club. Approval of a High Risk Club will be for such time/duration as determined in the discretion of the Associated Students organization, but in no event will approval of a High Risk Club be **for more than one academic calendar year**.

In addition to procedures established by the Associated Students organization for approval of a High Risk Club, **each application** of a High Risk Club for Associated Students approval **must include**:

- High Risk Club name and purpose.
- High Risk Club officers and advisor
- The related "co-curricular" team or class to the High Risk Club
- Anticipated High Risk Club participants
- High Risk Club procedures for securing participants Releases and/or Medical Authorizations
- Anticipated High Risk Club activities



General

Not District Agents. High-Risk Clubs are not agents of the Associated Students or the District. High Risk Clubs shall not engage in any action or conduct which expressly or impliedly represents that the High Risk Club is an agent of the Associated Students or the District.

High Risk Club Participants Conduct. All High Risk Club participants must adhere to the District Student Code of Conduct, the District's Code of Ethics for recognized clubs, District Board Policies/Administrative Procedures and pertinent executive orders. Club members must show proper behavior and decorum on the field, on road trips and on campus. Behavior that is inconsistent with the Code of Conduct, the Code of Ethics for recognized clubs, District Board Policies/Administrative Procedures and pertinent executive orders policies will be referred to the Assistant Superintendent/Vice President of Student Success and Support Programs for review and action.

Transportation. High Risk Club participants are responsible for transportation to/from High Risk Club Activities. Drivers of vehicles transporting participants to/from a High Risk Club activity must secure automobile liability insurance with not less than the minimum coverage limits required by law. If requested by the District, drivers and/or High Risk Clubs must provide Certificates of Insurance evidencing the automobile liability insurance required by this High Risk Clubs Policy.

Insurance. All High Risk Club participants who are enrolled students of the District and in good standing with the Associated Students organization are covered under the District's general liability insurance policy covering damages arising out of for accidental injury occurring during club activities, such as scheduled practices, competitions, or approved travel to and from scheduled competition. In order to access the general liability insurance policy, an injury/accident report or claim form must be completed through the Athletics Office, Health Center, or Office of Administrative Services. The Associated Students organization is authorized to deny or rescind approval for any High Risk Club which group due to excessive liability risks.



THE ROLE OF THE CLUB ADVISOR

All student organizations (clubs) must have a faculty or staff advisor. **Advisors are required to:**

1. Be employed by Cuesta College from the initial date of club approval and remain so indefinitely. If the advisor leaves Cuesta College, a new one will need to be appointed and Student Life and Leadership staff should be notified immediately.
2. Maintain active communication with club leadership and members for guidance and mentorship. Serve as a resource for planning and navigational capital at the college in securing facilities, approvals, etc.
3. Ensure that District policies and procedures are followed. Monitor student conduct during all club sponsored events (e.g. alcohol and/or drugs are not permitted during activities, events, meetings, etc.).
4. Attend and oversee club meetings and functions as much as possible. Advisors should attend all off-campus activities and/or field trips. *Some exceptions apply (e.g. Rodeo Club).*
5. Work with the President to document meeting attendance and enrollment regularly. *Some exceptions apply (e.g. Rodeo Club).*
6. Attend a Club Orientation with the club President and Student Life and Leadership staff upon approval. Attend club meetings regularly.

RIGHTS & RESPONSIBILITIES

Clubs are required to:

1. Allow membership to all Cuesta College students including but not limited to race, religion, sex, gender identity, national origin, or disability.
2. Delegate a member to attend bi-annual Inter-Club Council (ICC) meetings.
3. Work in cooperation with other clubs for the good of the entire Cuesta College community.
4. Inform members of school policies pertaining to clubs and honor those policies in all official club activities.
5. Send Student Life & Leadership staff enrollment rosters, meeting records, etc. upon request.
6. Ensure that all events held on AND off campus are registered and approved through the Student Life & Leadership office. This is a campus policy. Please note: *any activities planned between spring and fall semesters are considered*



unofficial and are not recognized/endorsed by the college.

Please note: if clubs intend to have a social media page, they must [register](#) with Student Life and Leadership by notifying the Director of Student Engagement (Christopher Mutshnick) and follow **@CuestaStudentLife** on Instagram.

Facilities:

- Clubs have access to reserve facilities on campus for events. To do so, Clubs should work with their Faculty/Staff advisor. If support is needed, students should reach out to Student Life and Leadership staff as a secondary point of contact.
- Clubs also have access to ASCC spaces and SLL spaces like the Student Lounges and Cougar Club Hub. To reserve Cougar Club Hub, students should complete the [Cougar Club Hub Booking Form](#). To reserve the ASCC Courtyard or Student Lounge, please work with ASCC and Student Life and Leadership staff.

Photocopy Privileges:

- The photocopier in 5307 in the SLO Campus ASCC Office is available for ASCC/clubs copying.
- The copier is LIMITED TO NO MORE THAN TWENTY (20) COPIES. Please ask the Student Life and Leadership front desk for assistance.

Inter Club Council

Per the ICC bylaws, the ICC is a representative body of all ASCC-approved clubs created to form a unified structure of campus clubs and organizations. It's goals are as follows:

- Assist in the initiation and development of clubs on campus
- Educate clubs on ASCC and campus-wide policies and procedures
- Provide guidance in planning, initiating, and evaluating events
- Promote and manage club activities, relations, and communications
- Establish close cooperation between the clubs and the ASCC
- Coordinate and participate in one (1) Club Day (minimum) per semester
- Ensure that each club's constitution and bylaws are reviewed at least every two (2) years

The ICC meets **once per semester**. Clubs should send one member to the ICC bi-annual meeting.



Club Finances

As a duly recognized club on campus, each club has the privilege of banking services through the ASCC. **No club is permitted to carry off-campus banking accounts—it is illegal.**

1. Education Code 76062: The governing board of a community college district may authorize any organization composed entirely of students attending the colleges of the district to maintain any activities, including fundraising activities, as may be approved by the governing board.
2. Education Code 76065: The governing board of any community college district shall provide for the supervision of all funds raised by any student body or student organization using the name of the college.

All funds raised must be deposited on the same day to the cashier. The only exception is if the event is held after the cashier is closed or on weekends. In that case, the funds must be deposited the next available time the cashier is open. A copy of the receipt must be submitted to Student Life and Leadership and will be placed in the appropriate club file. All funds are subject to strict compliance with standard accounting and auditing procedures, Education Code, Cuesta College and ASCC policies.

Per Article IV of the bylaws *Procedure for Accessing Club Development Funds*, all requested club development funding will go to the ASCC Student Senate for approval. Any unused funds will be reallocated to the Club Development fund at the end of each fiscal year.

All ASCC-approved clubs may receive funding in their club account from the ASCC Club Development account for any approved expense. Approval can be granted upon presenting a funding proposal to ASCC during a regularly scheduled Senate meeting.

All ASCC-recognized clubs suffering hardship (club account shows a zero (\$0.00) balance, and/or determined by the current ICC based upon information provided by the club and the ASCC fiscal liaison), may submit funding proposals to the ASCC during regularly scheduled Senate meetings to access club funding.

All clubs have a fund number and may have funds in their club account that were previously approved for a specific purpose. These funds will stay in the club account unless they are unutilized, at which point, SLL and ASCC may return the funds to the Club Development Fund.



If a club has a balance in their fund number, they may utilize the funds without ASCC approval. If they do not have a balance in their fund, they must request that money is added to their club account by going to an ASCC Senate meeting, presenting a funding proposal, and receiving ASCC approval for the anticipated expense(s).

This process is outlined in the “Accessing Club Funds” section of the [guide](#) on our [website](#).

Fundraising

Campus regulations permit on-campus fundraising by student organizations through noncommercial activities. Such fundraising activities would be for the purpose of:

- Collecting dues and initiation fees (clearly state this in the club’s constitution)
- Accepting donations
- Charging admission to campus events
- Selling noncommercial items and publications (e.g., buttons, bumper stickers, arts and crafts produced by the group, and organizational literature). Items such as T-shirts publicizing the organization's name may be sold with prior approval from the Student Life and Leadership office.
- Food concessions

Examples of how the funds may be used include the following expenses which must relate to your organization's purpose.

- Publicity
- Speakers
- Literature
- Social activities (BBQs, bands, etc.)
- Operational costs, postage, and office supplies
- Transportation
- Equipment, if related to the purpose of the organization (e.g., sports equipment for sports clubs)
- Conferences and retreats (funds may be used to send delegates to conferences or to host retreats or conferences)

When fundraising, please adhere to the following guidelines:

- If selling food/drinks, they must be pre-packaged.
 - For example, baking muffins and selling them as a fundraiser would not be permitted. This is due to limiting liability for the college.
 - If, however, a club wants to purchase candy, soda, chips, etc. and sell those



- items as a fundraiser, that is OK.
- Please note, if working with businesses, it's best to check in with the foundation. For example, if Chipotle wanted to donate burritos for a club to sell, and count that as a write-off, it is required to check in with the foundation on that. SLL staff can help connect clubs to the foundation in these circumstances.
 - It is the expectation that any funds raised are entered into club accounts at the Cashier's office.

Financial Record Keeping

Student organizations using campus facilities to raise funds must keep and maintain complete and accurate records showing how the funds were raised, the amounts spent, and the use for which funds have been or will be spent. Records should include ledgers, receipts, and contracts. The records must be kept current. No club expense will be approved without minutes attached showing correct motion approvals by club members.

California Education Code § 76063 states, *the funds shall be expended subject to procedures that may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any of the funds may be expended: an employee or official of the community college district designated by the governing board, the certificated employee who is the designated adviser of the particular student body organization, and a representative of the particular student body organization.*

This means, it is the **collective responsibility** of **ASCC/Student Life & Leadership**, the **Club Advisor** and the **Club President** to ensure that clubs remain in **compliance with the law**.

Student Field trips

All student field trips, conferences and activities that require travel are subject to the review and approval of Fieldtrip Forms located on Student Life & Leadership's [website](#).

Forms include:

- **Request for Approval of Field Trip, Alternate Class Site, Special Off-Campus Project** *This must be submitted at least two weeks prior to the trip by a staff or faculty member supervising the field trip.*
- **Student Participation on Field Trips, Alternate Class Site, Special Off-Campus Project** *Each student attending the field trip must submit their own form.*



- **SLOCCCD Release, Waiver of Liability, Assumption of Risk and Indemnity/Hold Harmless** *Each student attending the field trip must submit their own form. Minors require parent/legal guardian signature. This form is also required for all High-Risk Club members.*
- **SLOCCCD Authorization for Emergency Medical Treatment (Minors)** *Each student under the age of 18 (minors) attending the field trip must submit their own form with a parent/legal guardian signature. This form is also required for High-Risk Club members who are minors.*
- **Board & Administrative Procedure Policy Acknowledgement** *Each student attending the field trip must submit their own form.*
- **Personal and Emergency Contact Information** *Each student attending the field trip must submit their own form to Student Life & Leadership staff and the staff/faculty member chaperoning the field trip.*