Allan Hancock College Associated Student Body Government

Mission Statement

The Associated Student Body Government of Allan Hancock College will strive to:

• Represent the needs, interests and perspectives of AHC students at every level of decision making within the college, to regional and state organizations and nationally as necessary and appropriate to promote and encourage student success;

• Provide students with opportunities to engage in learning and leadership as well as governing processes and parliamentary procedure;

• Support a vibrant student life on campus consisting of extracurricular activities and events that encourage cultural diversity, unity and college pride in order to enhance the general welfare and academic success of AHC students.

Congratulations on getting involved in student life at Allan Hancock College! The Student Activities office supports and coordinates the activities of all campus clubs. This handbook has been prepared for the guidance of club officers and advisors. It contains information on starting a club, planning activities, financing activities, and provides an overview of rules and regulations.

We encourage you to read through this handbook and use it as a reference guide. The Student Activities staff is also available to answer any questions or assist you in planning events. We are located on the Santa Maria Campus in the Mechanics Bank Student Center (Bldg. G) room G-105. You may also contact the Director, Student Activities, Stephanie Robb, via email at srobb@hancockcollege.edu or at (805) 922-6966 ext. 3229.

Clubs and organizations are an integral and important part of our Student Activities program. We wish you luck in your club endeavors and look forward to working with you!
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>2-4</td>
</tr>
<tr>
<td>Chapter One - Starting a Club</td>
<td>5-6</td>
</tr>
<tr>
<td>A. Formation</td>
<td></td>
</tr>
<tr>
<td>B. Secret clubs/restrictive membership forbidden</td>
<td></td>
</tr>
<tr>
<td>C. Off campus clubs with college name not approved</td>
<td></td>
</tr>
<tr>
<td>D. Checklist for starting a club</td>
<td></td>
</tr>
<tr>
<td>Chapter Two - Club Charters</td>
<td>7</td>
</tr>
<tr>
<td>A. General policies</td>
<td></td>
</tr>
<tr>
<td>B. Revocation of charters</td>
<td></td>
</tr>
<tr>
<td>Chapter Three - Role of an Advisor</td>
<td>8-10</td>
</tr>
<tr>
<td>A. Who are advisors?</td>
<td></td>
</tr>
<tr>
<td>B. Selection of advisors</td>
<td></td>
</tr>
<tr>
<td>C. Responsibilities of advisors</td>
<td></td>
</tr>
<tr>
<td>D. General guidelines for advisors</td>
<td></td>
</tr>
<tr>
<td>Chapter Four - Ingredients of an Effective Meeting</td>
<td>11-12</td>
</tr>
<tr>
<td>A. Advance notice-agenda</td>
<td></td>
</tr>
<tr>
<td>B. Duties of the Chairperson</td>
<td></td>
</tr>
<tr>
<td>C. Minutes</td>
<td></td>
</tr>
<tr>
<td>D. Assignments of tasks</td>
<td></td>
</tr>
<tr>
<td>E. Expected behavior of participants</td>
<td></td>
</tr>
<tr>
<td>F. Code of the Chairperson</td>
<td></td>
</tr>
<tr>
<td>Chapter Five - How to Conduct a Meeting</td>
<td>13-14</td>
</tr>
<tr>
<td>A. Advisability of using parliamentary procedure</td>
<td></td>
</tr>
<tr>
<td>B. Usual order of business</td>
<td></td>
</tr>
<tr>
<td>C. Chairperson's memorandum</td>
<td></td>
</tr>
<tr>
<td>D. Course of a motion</td>
<td></td>
</tr>
<tr>
<td>E. Typical procedure</td>
<td></td>
</tr>
<tr>
<td>F. Parliamentary procedure references</td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter Six - Planning an Event</th>
<th>15-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Steps in planning an event</td>
<td></td>
</tr>
<tr>
<td>B. Cancellations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Seven - Club Programs</th>
<th>17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Speakers</td>
<td></td>
</tr>
<tr>
<td>B. College wide activities</td>
<td></td>
</tr>
<tr>
<td>C. Fundraising</td>
<td></td>
</tr>
<tr>
<td>D. Donations</td>
<td></td>
</tr>
<tr>
<td>E. Dues or Assessments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Eight - Financing Student Activities</th>
<th>19-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General policies</td>
<td></td>
</tr>
<tr>
<td>B. Request for payment</td>
<td></td>
</tr>
<tr>
<td>C. Reimbursement</td>
<td></td>
</tr>
<tr>
<td>D. Request for cash box and change fund</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Nine - Publicity Policy</th>
<th>22-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Policy</td>
<td></td>
</tr>
<tr>
<td>B. Procedures</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Ten - Special Services</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Duplicating services</td>
<td></td>
</tr>
<tr>
<td>B. Bulldog Beat</td>
<td></td>
</tr>
<tr>
<td>C. Public Affairs and Publications</td>
<td></td>
</tr>
<tr>
<td>D. Building use and equipment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Eleven - Dance and Special Events Policies</th>
<th>25-26</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Facilities</td>
<td></td>
</tr>
<tr>
<td>B. Admission</td>
<td></td>
</tr>
<tr>
<td>C. Supervision</td>
<td></td>
</tr>
<tr>
<td>D. Logistics</td>
<td></td>
</tr>
<tr>
<td>E. Regulations</td>
<td></td>
</tr>
</tbody>
</table>

| Chapter Twelve - Travel                       | 27    |
Addendums

- Recommended Form for Club Organizations Constitutions (Template)
- Club Registration Form and Membership List
- Club Charter Form
- New Club Fund Request Form
- Request for Activity Date
- Instructions to Maintenance
- Check Request
- Employee/Student Reimbursement Certification
- Fundraising Proposal
- Cash Box & Game Bag Request
- Deposit Form
- ASBG Budget and Finance Committee Funding Request
- Independent Contractor/Professional Service Agreement
- Form W-9 -Request for Tax Payer Identification Number and Certification
- Donation Form
- Donation Acceptance Procedures
- Field Trip/Excursion Request
- Acknowledgement and Assumption of Potential Risk
- Excursion/Field Trip Notice and Medical Authorization
- Voluntary Activity Waiver Release and Indemnity Agreement
- Voluntary Transportation Agreement
- Steps for Successful Conference or Meeting Attendance
- District Travel Request
- Personal Vehicle Use
CHAPTER ONE
Starting a Club

A. The formation of campus clubs is encouraged as groups of different interests and ideas arise. In order for any club or organization to have the sponsorship of Allan Hancock College, the club or organization must have the approval of the Student Activities office, and the Associated Student Body Government (ASBG) and conform to the State Education Codes. By following the simple steps below, you can easily form your own club.

1. Membership
   Any club or organization must have and maintain a minimum membership of at least eight members during the course of the year. Official membership is limited to Allan Hancock College students carrying a minimum of one unit of credit per semester at Allan Hancock College. The club must submit a Club Registration Form and Membership List (Addendum) to the Student Activities and Outreach Office. Including names, position titles, cell phone numbers and email addresses of all club officers. If officers change part-way through the semester or new members sign-up, please submit a new membership and officer list to the Director, Student Activities and Outreach.

2. Obtain an Advisor
   Students may choose any administrator, full-time faculty member, or part time faculty member they wish, if he/she is available and interested, to serve as club advisor. A classified staff member may serve as a co-advisor with an administrator or faculty member.

3. Written Constitution
   A written constitution outlining the club’s objectives must be on file in the Student Activities office. Constitutions are subject to review by the ASBG Director of Legislative Affairs and the Director of Student Activities and Outreach. A constitution template (Addendum) is available to follow, if desired. Please remember, anytime changes are made to your constitution a revised copy must be submitted to the Director, Student Activities and Outreach.

4. Club Registration
   Complete the Club Charter form, Club Registration and Member List form, and New Club Fund Request form and submit them to the Student Activities Office (Addendum). The New Club Fund Request form establishes an account in the Auxiliary Accounts Office and needs to only be submitted once unless an existing club chooses to change the club name. Any name change necessitates submission of a New Club Fund Request form.

   The club charter form has signatures of the advisor and the club president. Return all club forms to the Director, Student Activities and Outreach in the Student Activities
CHAPTER ONE
Starting a Club

office. After review and approval by the ASBG, the club charter will be signed and a copy emailed to the club advisor. All club charters must be renewed annually.

5. In order to retain active status, each club must send a student representative to attend Inter Club Council meetings with other club representatives and the Student Activities Specialist on a monthly basis. Failure to meet two consecutive meetings or three for the semester may be cause to place the club on inactive status.

Upon completion of the preceding steps, each club is officially chartered and the rights and privileges of such status. Included in these privileges are coverage by college insurance for properly calendared events and free of charge on-campus meetings space, on a space available basis. Student clubs are required to comply with collegewide policies and campus regulations and are subject to disciplinary action or revocation of active status for violation of such policies or regulations.

B. The Allan Hancock College District will not sponsor or permit the establishment of any student club which is secret or restrictive in membership

C. The Allan Hancock College District cannot be responsible for, nor does it approve of, off-campus individuals using the college name.

Checklist for starting a club:

☐ Recruit eight active members enrolled at Allan Hancock College
☐ Obtain a faculty advisor
☐ Create your Club Constitution (Addendum)
☐ Pick up the following forms from the Student Activities office or download from the ASBG web pages on the Allan Hancock College website:
   1) Club Registration Form and Membership List (Addendum)
   2) Club Charter (Addendum)
   3) Club Account Form (Addendum)
Chapter Three
The Role of an Advisor

A. Who are Advisors?
   1. Club and organization advisors are Allan Hancock College certificated staff who, out of interest and dedication, give their time and talent to the club program. Students must realize that advisors are not compensated for their participation. Every effort should be made to arrange meetings and events so that advisors can attend without undue hardship. **REMEMBER: in order for any club to conduct business or hold an activity, it is strongly advised that the staff advisor be present** (see C. 1. below.)

   2. Much of the success enjoyed by the activity program at Allan Hancock College is directly related to the interest and efforts of advisors. Advisors provide the basic orientation to, and the continuity for, the club program. In a community college where the student body turnover is high each year, the clubs and organizations are highly dependent on the advisor to provide knowledge of the activities, traditions, and services of the group.

B. Selection of Advisors
   1. The selection of advisors for clubs and organizations is up to the membership of the particular group. However, the Director, Student Activities and Outreach can help a club obtain an advisor.

   2. It is best for advisors to accept a position with a group whose interests parallel their own.

C. Responsibilities of Advisors
   1. **Advisors are responsible to ensure proper supervision from beginning to end of any meeting and/or activity staged by the group with which he/she is working.** Although the students should be encouraged to provide their own momentum, they are the first to point out that they need a guiding hand from time to time.

   2. Advisors should play an active role in assisting the students to set up a meaningful program that is consistent with the purposes of the group and with the aims of higher education.

   3. Advisors should encourage the development of initiative, responsibility and leadership in the student members. Holding a club office can be a rewarding experience if students learn to take on responsibility and learn something about dealing with people.

   4. Advisors must supervise financial transactions, the handling of club funds, and the maintenance of financial records. This is quite easy since our Auxiliary Accounts Office operates as a bank for the clubs and organizations. Expenditures require the approval of the advisor and club members and must be documented in club minutes. Periodically, the advisor should review the financial records of the group.

   5. Advisors should see to it that minutes of meetings are maintained and filed with the club advisor, with a copy provided to the Director, Student Activities and Outreach.
Chapter Three
The Role of an Advisor

6. Advisors should feel free to discuss club problems with the Director, Student Activities and Outreach. The administration of Allan Hancock College is strongly committed to an effective club program and will support such a program within the framework of the aims and objectives of the college.

7. It is the responsibility of advisors to prohibit the use of intoxicants by the students during any club event.

8. In case of injury to any student during a college-calendared event, it is the responsibility of the advisor to see to it that first aid is given and medical aid is secured if necessary. Written reports of accidents or injuries must be made to the Student Health Services office as soon as possible.

D. General Guidelines for Advisors
1. Advisors should meet with executive officers of their organizations for the following reasons:

   - to assist with the development of organizational programs
   - to discuss organizational goals and directions
   - to discuss the financial status of the organization, including identification of problems and their potential solutions, and identification of financial strengths and means of perpetuating such.

2. Advisors should be familiar with the constitution and by-laws of their organizations and be prepared to render assistance with their interpretation, as well as being familiar with the information contained in this handbook.

3. Advisors should be familiar with the college’s policies and rules which govern student organizations.

4. Advisors should not hesitate to provide constructive criticism when it is deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.

5. The appropriate role of the advisors is not to become “one of the gangs” nor is it to remain conspicuously aloof from the group. The effective advisor is one who will render advice when it is requested, and offer counsel even though it may not have been requested. It is important for advisors to obtain the “pulse” of their group by developing a sense of the group’s personality. This should elevate the level of advising effectiveness.

6. The advisor will be called upon to serve as personal confidant in organization related matters. This is a particularly sensitive role. The advisor, most likely, will want to provide
assistance to the person seeking the advice (usually in regard to a problematic situation). However, advisors cannot compromise their relationship with the group by showing favoritism to one or a small group of individuals.

7. The voluntary association between advisors and their respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, the advisor and/or officers should resign.

8. An individual assumes an advisor’s role voluntarily; however even though serving as a volunteer, the advisor is expected to uphold the best interests of the college.

9. Advisors should not hesitate to engage in the general discussion of organizational matters at meetings; however, they normally should not dominate discussions or become the focus of attention.

10. Advisors should realize that students often may not accept their advice as “gospel”. Advisors should expect to be challenged; however, this should not be interpreted as an indication that their services are no longer required.

11. Advisors should work to provide club officers the special skills they require to be successful, i.e. encourage your student leaders to enroll in Leadership 111- Student Government- Leadership Skills Class.

12. Advisors should realize that interest, imagination and enthusiasm are contagious and should attempt to infect everyone.
CHAPTER TWO
Club Charters

A. General Policies

1. All clubs and organizations must be properly chartered by the ASBG and Director, Student Activities and Outreach. The deadline to charter is the sixth week of the spring semester. Final approval is at the discretion of the ASBG Board of Directors.

2. Once the club forms and constitution are approved, a club charter is granted for that academic year (starting the first day of classes the Fall Semester and ending the day before the first day of classes of the next Fall Semester).

3. A list of current officers, members and their current constitution must be on file with the Student Activities and Outreach office. Remember, if officers change throughout the semester, an updated list should be submitted. A minimum of eight members must be maintained throughout the year.

B. Revocation of Charters

1. A charter may be revoked if the club or organization fails to abide by all college policies and ASBG regulations and by-laws. (Refer to ASB Constitution and By-Laws). If a club charter is revoked, that club will not be permitted to reactivate until the following school year and may reactivate upon submission of appropriate paperwork and approval by the ASBG and Director, Student Activities and Outreach.

2. In order to retain active status, each club must have a student representative, who attends Inter Club Council meetings with other club representatives and the Coordinator, Student Activities monthly. Failure to meet two consecutive meetings, or three total for the semester may be cause to place the club on inactive status. This means they:

   A. Will not be allowed to meet on campus.
   B. May not utilize the school name, services, or facilities.
   C. Will have their account frozen in the Auxiliary Accounts Office.
CHAPTER FOUR
Ingredients of an Effective Meeting

A. Advance Notice
   1. The purpose of the meeting should be clearly understood in advance by all concerned.
   2. The problem of unpreparedness can be partially overcome by giving each participant as much advance notice as possible.
   3. The agenda should be distributed in advance to all concerned.

B. Duties of the Chairperson
   1. Insure that the meeting proceeds in an orderly fashion.
   2. Start on time.
   3. Brief latecomers quickly as to what has transpired so that no time is spent going over ground already covered.
   4. Finish on time.
   5. Ration out time so that each item on the agenda receives some time.
   6. Use parliamentary procedure.
   7. Keep the discussion on track.
   8. Try to get all relevant views. Don’t take sides.

C. Minutes

Keep minutes of each meeting and distribute them to each club member, the club advisor, and the Director, Student Activities and Outreach.

D. Assignment of tasks

In order to assure that action is taken, tasks should be divided up and assigned before the meeting is adjourned.

E. Expected Behavior of Participants
   1. Be on time.
   2. Come prepared.
   3. Pay attention to the proceedings.
   4. Speak freely.
   5. Listen critically and thoughtfully to others.
   6. Speak to the group at large, not in side conversations.
   7. Create no distractions-avoid unnecessary interruptions.
   8. Keep remarks to the point.
   10. Stick to the order of business.
   11. Do not dominate the meeting.
   12. Stay until the end of the meeting.
   13. Be action minded.
   14. Be supportive of your group’s efforts to reach goals.
CHAPTER FOUR
Ingredients of an Effective Meeting

F. Code of the Chairperson
   1. Be the leader of the meeting.
   2. Be at the same time the servant of the assembly.
   3. Be impersonal (don't say "I", say "the Chair").
   4. Maintain order.
A. Advisability of Using Parliamentary Procedure

1. Even if student leaders are unable to enroll in the college Leadership class, they are urged to become familiar with basics of parliamentary procedure. The following will serve as a start toward achieving the objective of conducting an effective meeting. Remember, all clubs are governed by the same parliamentary authority as the Associated Student Body Government. Refer to the Associated Student Body Constitution, Article X, Section I.

2. The basic reason for having any standard procedure is to handle the business before the membership as quickly, efficiently, and justly as possible. The five (5) basic theses of parliamentary procedure are:
   a. Only one (1) subject may be discussed at a time.
   b. Every member of the assembly has equal rights.
   c. Each issue presented is entitled to free debate.
   d. The rights of the minority must be protected.
   e. The will of the majority must rule.

B. Usual Order of Business

1. Call to order, roll call.
2. Reading/approval of minutes from the previous meeting.
3. Officer reports (particularly Treasurer).
4. Reports of committees.
5. Unfinished business.
7. Announcements.
8. Adjournment.

C. Chairperson’s Memorandum

1. The presiding officer should have a more detailed guide for the meeting than the usual agenda- an annotated agenda.
2. This annotated agenda will serve as a reminder to the chair regarding announcements, minutes, reports, and business.

D. The Course of a Motion

1. Member addresses the chair.
2. Chair recognizes member.
3. Member states the motion.
4. Another member seconds that motion.
5. Chair restates the motion.
6. Discussion.
7. Vote.
8. Chair announces results.
CHAPTER FIVE
How to Conduct a Meeting

E. Typical Procedure
   1. Establish how many voting members there are.
   2. Are there any motions?
      “I move that…”
      Is there a second?
      “Seconded”
      Is there discussion? (Discussion begins with the maker of the motion. The maker of
      the motion may “turn the floor over” to another person. Ordinarily, in a contested
      issue, the discussion alternates between pro and con.)
      Is there further discussion?
      Hearing none, we’ll move into the vote.
      All those in favor
      All those against
      All those abstaining (declining to vote)
   3. If a person feels that there is no need for further discussion, he/she may move to
      vote immediately, (call for the previous question.) That means that he/she wants to
      have the vote taken immediately.
      “I move to vote immediately.” (I call for the previous question.)
      Is there objection to voting immediately? (The previous question.)
      If there is no objection, the vote is taken.
      If the chairperson hears objection, the discussion may be continued.

F. Parliamentary Procedure Reference (available in the Student Activities and Outreach o
   ffice.)
   Avenue, New York, NY 10016, 1983
   NY 1966
   Sturgis, Alice, Learning Parliamentary Procedure in Action Filmstrips, Huntsville, TX
   1976

Other online sources are available via the internet. Search: How to Have Successful
Meetings and How to Develop Leadership Skills
CHAPTER SIX
Planning an Event

A. Steps in Planning an Event

1. Any student group wishing to utilize meeting space on the Allan Hancock College campus should first discuss the idea and check the calendar in the Student Activities and Outreach office to ensure there are no conflicts with other events occurring on campus.

2. Fill out a "Request for Activity Date" form (Addendum) with signature of the event chairperson (or club representative), and the club advisor. Leave ample time to get the necessary signatures. This request must be submitted to the Director, Student Activities and Outreach at least two weeks (fourteen days) prior to the planned event. Forms submitted with less than fourteen days’ notice will be accepted at the discretion of the Director, Student Activities and Outreach.

3. If approved, then submit the request to their club advisor who schedules the event in ASTRA on the myHancock portal at least four (4) days in advance. **Additionally, an Instructions to Maintenance form (Addendum) must be completed and submitted to the student activities office.**

4. Event planning checklists are available for use in the Student Activities office which aids greatly in the planning process.

5. If you need a check written by Auxiliary Accounts, a request should be submitted on a “Check Request” (Addendum) at least two weeks before the check is required. The Auxiliary Accounts Office issues the checks. Once a request for payment is submitted to the Student Activities and Outreach office, it requires two additional signatures and club meeting minutes allocating the funds for the expense. Allow plenty of time to obtain all necessary signatures and keep in mind the timeframe for issuing checks. Check Request may be obtained from the Student Activities office.

6. If you are selling food items on campus, the food court manager must sign off on the Fundraising Proposal form (Addendum) on the appropriate line. Note that each club or organization must have a minimum of one “Certified Safe Food Handler” present for events where food is being sold. REMEMBER- inform the food court manager if you cancel. If you sell food items off campus, check whether you will need a health permit from the Santa Barbara Public Health Center (805-934-6142).

7. If you are planning a fundraiser, complete the Fundraising Proposal Form (Addendum) and turn it in to the Student Activities Outreach office at least two weeks (14 days) prior to the event to ensure the fundraiser is allowable.

8. If you need a cash box, submit the “Cash Box and Game Bag Request” (Addendum) to the Student Activities and Outreach office. The request must be in the Auxiliary Accounts Office a minimum of forty-eight hours prior to the date needed. When finished with the cash box, count the money, complete the deposit form (Addendum) to the Auxiliary Accounts Office within twenty-four hours of the event. If the event is held on a weekend, this must be submitted to the Auxiliary Accounts office the first regular business day after the event.

9. The Student Activities and Outreach office can help clubs publicize events. Remember to include WHO, WHAT, WHEN, AND WHERE. Be sure that your meeting place has been secured.
CHAPTER SIX
Planning an Event

10. Have your publicity posters stamped in the Student Activities Office before you post them on campus. Be aware of size and location limitations. **Remember, all materials must include the Allan Hancock College logo.**

11. Student Activities and Outreach staff are here to assist you in planning events and learning the process. Keep the people in that office informed about your event, they are here to help. Contact the Student Activities and Outreach Director, Stephanie Robb at srobb@hancockcollege.edu or (805) 922-6966 x3734 with any questions.

12. The ASBG awards $100 to all clubs upon initial approval of the club charter. This is to assist clubs to purchase necessary supplies such as poster board, paper, etc., or any other purpose deemed appropriate by the club.

13. Any club may submit a written request to the ASBG for special funding of events. To submit a written request, pick up the ASBG Budget and Finance Committee Funding Request (Addendum) in the Student Activities Office or download from the ASBG web page. Submit the request to the Student Activities and Outreach office. Invoices, receipts, etc. will be requested to support the purchase. All funding and dollar amounts reviewed by the ASBG Budge and Finance Committee and are awarded are at the discretion of the ASBG Student Council. Submission of a proposal is not a guarantee the funds will be awarded.

B. Cancellations

1. Cancellation of any activity should be reported promptly to the Student Activities and Outreach office and removed on the Astra scheduler on the myhancock portal.

2. Check that all persons involved have been informed of the cancellation.
A. General Policies
1. All Clubs and organizations come under the general supervision of the Director, Student Activities and Outreach. All financial transactions are administered by the Auxiliary Accounts Office.

2. All student accounts must be deposited and maintained by the District Auxiliary Accounts Office. **No outside bank accounts are permitted.**

3. Club and organization funds must be deposited in the Auxiliary Accounts Office under the name of the particular club or organization within twenty-four hours of an event or activity, or the next regular business day immediately following a weekend activity.

4. **No club is permitted to take cash from funds raised to make purchases or for reimbursement.** All funds raised must be deposited into the appropriate club account, and payments for purchase or reimbursements must be requested in accordance with district procedures.

5. Balance on club accounts will be given only to the advisor of the club and officers designated and authorized by the club to receive such information from the Auxiliary Accounts Office.

6. All club disbursements must be made by check utilizing a “Check Request” (Addendum) and club minutes allocation/expense was approved by the club. Any vendor providing a service will need to complete and sign an Independent Contractor/Professional Service Agreement (Addendum form) and all need forms to be turned into the Student Activities and Outreach office at least two weeks prior to the event.

7. Club accounts that have been inactive for two fiscal years will have any funds reverted back to the Associated Student Body Government account.

B. Request for Payment

An approved allocation of funds for any given expense or reimbursement should be reflected in your club meeting minutes. The club meeting minutes and any invoice or original receipts will need to be submitted to the Student Activities office to request a check. The Check Request form (Addendum) is used when you need to pay a bill or need reimbursement. If funds are needed for purchases in advance of an event, a check will be requested payable to the club staff advisor.

1. Based on your club meeting minutes and attached invoices and/or original receipts, the “Check Request” form will be sent for signature to your club advisor and club officer necessary to do financial transactions for your club. The advisor should sign this form on the “Club Advisor Signature” line. The appropriate student (Treasurer or President) signs
CHAPTER EIGHT
Financing Student Activities

on the “Student Signature” line. If the advisor is not available, the Director, Student Activities and Outreach may sign as the advisor.

2. An original invoice, receipts, and club minutes noting approval for expenditure will be attached to the “Check Request”. If the check requested is for reimbursement then the Employee/Student Reimbursement will also be attached to the form.

3. A Purchase Request will then be generated by the Student Activities Office a check for payment of the bill will be issued by the Auxiliary Accounts Office.

C. Reimbursement

On occasion students or advisors may need to purchase items for an activity or an event. Under these circumstances private funds can be used and reimbursement requested. The following steps must be followed in advance of any reimbursement being made.

1. The club must give formal authorization of any personal funds being expended for reimbursement. Formal authorization is given by a majority vote in a club meeting. This must be recorded in meeting minutes.

2. The authorization must indicate who is authorized to be reimbursed, the items to be purchased, and the cost (a specific dollar amount).

3. Submit original receipts to the Student Activities and Outreach office to obtain approval (confirmation that funds are available in the club account) with the meeting minutes noting authorization. Original receipts, not photocopies, are the only acceptable back-up.

4. The Employee/Student Reimbursement Certification form (Addendum) will be sent for signature to the payee and the club advisor. If the club advisor is the payee, then the Director, Student Activities will sign as the advisor. An Employee/Student Reimbursement Certification form along with the original check request form will be needed to generate the Purchase Request. Original receipts, not photocopies, are the only acceptable back-up.

D. Request for Cash Box

1. Sufficient funds must be on deposit with the Auxiliary Accounts Office to cover your cash fund.

2. The Cash Box and Game Bag Request form (Addendum) with required signatures must be in the Auxiliary Accounts Office at least two days in advance of the event, the forms available in the Student Activities and Outreach office. If the cash box is part of a fundraiser. Please submit the Cash Box and Game Bag Request with your Fundraising Proposal form (Addendum).
3. It is important to state on the request the breakdown of cash and coin desired, the appropriate amount is at the discretion of the Director, Student Activities and Outreach.

4. When picking up the cash box and cash fund, be sure to count your cash fund and initial the form. You will be responsible for that amount when the fund is returned.

5. Only the club President, Treasurer or Advisor are authorized to pick up cashboxes. These persons should take a photo ID with them when collecting the box.

6. When finished with the cash box, count the money, fill out the Deposit form (Addendum) and submit funds in the sealed money envelope provided to the Auxiliary Accounts Office for deposit.

7. Please attempt to turn in your cash box immediately after the club event ends. If it is not possible, then the cash box should be turned in within twenty-four hours of your activity. If the event is held on a weekend, funds should be deposited the next regular school day.
CHAPTER SEVEN
Club programs

A. Speakers

1. The college faculty represents a wonderful resource for speakers or panel discussion leaders for club programs. The faculty generally enjoy being actively involved in the various activities on campus and they are typically willing to become involved providing it is in the field of their competency. Some of the very best programs on campus have been provided by Allan Hancock College staff.

2. Clubs should be aware of the rich resources among Allan Hancock College students. For musical programs, for panel discussions, for debates, or for any number of other types of programs, students very often represent qualified personnel from which to draw. It should be remembered that there are many foreign students on campus and many students from states other than California. These, too, offer possibilities for good programs.

3. There are many community resources for stimulating club programs. If club program committees will think in terms of allied organizations in the community, they will find that there are many qualified local people who are willing to participate in club programs. There are professional organizations, service clubs, government offices, and private citizens who are willing to help.

B. College Wide Activities

1. Clubs should not overlook the possibility of sponsoring programs for the entire student body. Some very exciting programs sponsored by clubs have been opened to the student body with very favorable results.

2. Among college wide activities sponsored by Student Council in which you may be asked to participate are Bulldog Bow WOW and Spirit Week in the fall semester and Bulldog Bow WOW, Diversity Day and Earth Day events in the spring semester. Additional events may be scheduled in which you may wish to participate.

3. Speakers from off campus must be approved. Notify the Student Activities and Outreach office at least seven school days in advance of the event. Approval of a non-college speaker on campus does not imply endorsement of the speaker and his/her views by the college or sponsoring club.

4. If you are planning to hire an outside agent for any of your activities, you will need to have a signed Independent Contractor/Professional Service Agreement (Addendum). And all needed forms attached. Check the Student Activities and Outreach office for the needed forms, assistance, and approval.

C. Fundraising
CHAPTER SEVEN
Club programs

1. Student fundraising may only be conducted by officially recognized and chartered Allan Hancock College student clubs.

2. Solicitation of money or materials is closely regulated by State Law and College regulations. Any activity in this area must be coordinated with the Student Activities and Outreach office and the Allan Hancock College Foundation office.

3. Fundraising events must be approved in writing at least two weeks (14 days) in advance of the activity. A Club Fundraising Proposal Form (Addendum) may be obtained through the Student Activities and Outreach office or on the ASBG website.

4. If a cashbox is needed, complete the “Cash Box and Game Bag Request” form (Addendum) and submit it to the Student Activities Office at least two (2) days prior to your event.

5. The proceeds from your event must be submitted with your deposit form (Addendum) to the Auxiliary Accounts Office. Please attempt to turn in your cash box immediately after the club event ends. If it is not possible, then the cash box should be turned in within twenty-four hours of your activity. If the event is held on a weekend, funds should be deposited the next regular school day.

6. For set up of your event on campus, submit an Instructions to Maintenance form (Addendum) and return it to the Student Activities and Outreach office at least four days in advance.

7. If tickets are involved in your fundraising, they must be numbered consecutively and reconciled at the close of the event. In case of advance ticket sales, a record of ticket distribution and sales is required.

8. If food items are sold on campus, the Food Court Manager must be informed and should sign the Fundraising Proposal form (Addendum) in the appropriate space. The Food Court Manager must also be informed if the event is cancelled. If selling food items off campus, the organization must check with the Santa Barbara Public Health Center, 500 West Foster Road, (805) 934-6142 to see if a permit is necessary.

D. Donations

1. Any club or organization wishing to solicit donations or grants from any community organization or business must inform the Student Activities Office. Then submit a written request directed to the Allan Hancock College Foundation, who coordinates all such requests. This written request should include a list of the businesses they wish to contact and specify what it is they are asking for. It should also specify the
purpose for soliciting said donations. Allow at least one week for the Foundation staff to approve requests.

2. All donations must have Donation form (Addendum) completed and turned in with the donation to the Student Activities Office. The club receiving the donations must follow and complete the district donation acceptance procedures (Addendum). If a donation or grant of $500 or over is received, the club must follow the district donation acceptance procedures and complete the Donation form (Addendum) and appropriate paperwork.

E. Dues or Assessments

Clubs or organizations are authorized to require their members to pay dues or assessments. These funds, like all other money earned or collected, are to be deposited in the group’s name in the Auxiliary Accounts Office. Use the Deposit form (Addendum) and take all funds to the District Cashier.
CHAPTER NINE
Publicity Policy

A. Policy

College sponsored events may be publicized on campus, social media or Rave according to established procedures. Non-college sponsored events must have advance approval of the Student Activities office through procedures established by the college. All posters, signs and printed material distributed on the campus must be non-commercial in nature and must be in good taste. Use of publicity materials shall be regulated as to reasonable time, place and manner as determined by the Vice President, Student Services or his/her designee.

The college campus is not public in the sense of parks, streets, etc.; and thus the campus is not open for expressions of free speech and distribution of material in any manner by the general public without regulations. On the other hand, the general public may demonstrate and exercise their constitutional rights of free speech, assembly and distribution of materials so long as they obey the college rules of “time, manner, and place” and do not disrupt the orderly process of student education.

The President of Allan Hancock College shall designate a person (Vice President or Dean) to review material and exercise administrative responsibilities as required by the policy. Any student may appeal a decision concerning this policy to the Vice President, Student Services or President, who shall render a decision within a reasonable time and in any event, not later than one school day after receipt of the appeal. The appeal shall be based solely on the standards established in Education Code Section 76120.

Knowing violation of this policy by any student is sufficient cause for suitable disciplinary action to be taken.

B. Procedures

These procedures are established as a means of implementing the Board Policy pertaining to publicity. The intent of these procedures is to control the time, place, and manner of publicity materials, to protect the aesthetics of the campus, to ensure that the campuses are not misused for the promotion of private enterprise and to permit safe and orderly flow of traffic. The Vice President, Student Services is designated as the person to review material and exercise administrative responsibility.

1. All posted materials anywhere on campus must have the Student Activities and Outreach stamp. Stamping of posters should not be construed as a judgment on the content of the material to be posted.

2. All materials displayed shall be dated and shall clearly indicate the author or agency responsible for its production.

3. Requests by off-campus individuals or agencies to disseminate materials on the Allan Hancock College campus shall be referred to the Student Activities and Outreach office.

4. There shall be no distribution of publicity materials in a classroom while a class is in session. The place and activity of distribution is not to interfere with the normal flow of traffic within the college corridors and walkways or impede entrance to or exit from college property.

5. Individuals are expected to use good taste in their manner of expressing ideas. All language, pictures, drawings, or photographs used in any material distributed, displayed or circulated
pursuant to this policy must not be vulgar. Vulgar as used herein includes that which is obscene or profane.

6. The maximum size for a poster will be twenty-eight inches by forty-four inches (28” x 44”). The maximum number of posters for any one event that may be displayed at any one time will be thirty (30). This is in addition to those permitted by individual instructors to be posted on classroom bulletin boards.

7. The maximum size for any individual, student, club or election banner for display will be four feet by twelve feet (4’ x 12’). Any individual or club shall be permitted a maximum of two (2) banners for any one event, on display at any one time. Banners that are to be left out of doors overnight must be constructed of material such as sign cloth that will not shred in the wind. Locations for display of banners in designated areas are: Student Center, Math/Science Patio, Business Education Building and Gym. In order to maximize available space in the Student Center, banners in the Café area must fit horizontally within the confines of the window.

8. Flyers, notices, handbills, leaflets, and printed materials shall be submitted to the Student Activities and Outreach office for clearance to insure orderly distribution. Such materials must be distributed hand to hand and not to be left undistributed or stacked for pick-up while unattended at any place on the college campus except where containers are provided for that purpose by the college. Any exception to this stipulation will be at the discretion of the Vice President, Student Services. The quantity of notices or number of students or groups who may distribute materials on any one day may be limited.

9. No materials shall be placed over or obstruct the view of previously posted materials or of directional, emergency, or warning signs. No materials may be placed on entrance doors in any building.

10. Materials shall not be placed on the private property of other persons or agencies, i.e. telephone poles, vehicles, bicycles. No materials may be affixed to painted walls and surfaces.

11. Thumb tacks on bulletin boards, tape, and string or other like binding materials shall be the only permitted materials to be used in displaying communication materials.

12. Materials written in a foreign language must include an English translation on the same material.

13. Political posters, slogans, decals, etc. for national, state, and/or local elections shall be authorized of the discretion of the Vice President, Student Services, and may only be posted on designated public bulletin boards.

14. Materials from commercial off-campus individuals, enterprises, or agencies require a stamp of approval for posting, such is available at the Student Activities and Outreach office in G 105.

15. To help insure accessibility, a maximum of one poster for the same event is allowed on any one bulletin board or display area.

16. It is the responsibility of the person who distributes or posts publicity materials to remove the same when the event is over.

17. Unauthorized persons shall not remove materials once posted.
A. Duplicating Services

1. Clubs will be allowed to make no more than twenty (20) copies, one time only, on the ASBG copy machine. Remember, once a club is chartered, The ASBG makes a $100 donation to clubs to help with such things as printing costs.

2. Clubs may print fliers at Campus Graphics. The cost of such printing will be billed back to the appropriate club account. For assistance in completing print requests, check with the club advisor or student activities personnel.

B. Public Affairs and Publications

1. The Director, Public Affairs and Publications is responsible for all news releases, photos, radio and TV spots sent from the college to the local media. If you have material you wish to appear in the local media, please contact the director’s office at Ext. 3280.

2. Be sure the event has been approved and well planned before you contact the Public Affairs Office.

3. Types of items that make a news story are: items of general interest, events involving a sizable group of people, something unique, and human-interest stories.

4. Bring your news material to the Student Activities and Outreach office in Building G room 105 at least 14 days prior to the event.

C. Building Use and Equipment

1. The scheduling of space for club meetings and events is handled through Astra on the myHancock portal. The “Instructions to Maintenance” form (Addendum) must be completed to assist you with obtaining any special requests you have for equipment and set up from facilities department. Submit the Instructions to Maintenance form to the Student Activities Office.

2. All requests for multi-media equipment must be submitted online. Your club advisor should log on to the myHancock portal, Using the short cuts menu under “tools” click on “Work Orders and Requests” drop down arrow, then click on “ITS/AV Work Orders” On the page you will select the “Audio/Visual Event Request” box. Then click on the Yellow box titled “Requests for Event Audio/Visual equipment and support. Event planning” Fill out the form completely and submit. Please note, all equipment requests must be submitted a minimum of one week prior to the date requested.
CHAPTER ELEVEN
Dance and Special Events Policies

A. Facilities

1. Dances may only be scheduled in the Student Center. This facility is reserved through the Astra scheduler on the myHancock portal.

2. Dances are only permitted on Friday or Saturday nights. Clubs and organizations are responsible for paying for required security staffing and custodial costs, as determined by college staff. All dances will close by midnight.

3. Other special events may be permitted in the student center, or elsewhere on campus if space is available, on a weeknight. However, said events will need to be coordinated with Student Activities, Campus Police, and Facilities.

B. Admission

1. Allan Hancock College students will be admitted to Allan Hancock College dances and/or special events providing they present their current valid Student Identification Card.

C. Supervision

1. Club sponsored dances and events must be attended from beginning to end by the club advisor(s) (or delegated substitute approved by the Vice President, Student Services or his/her designee). Additionally, for dances, the names of at least one chaperone must be given in writing to the Director, Student Activities and Outreach at least one week before the event. The need for additional staffing for other special events will be determined on a case-by-case basis and is dependent upon the projected attendance.

2. The Club Advisor must be present at the dance or event entry door during the hours of the dance/event to regulate entrance procedures.

3. Campus police or their designated agent must be present during the hours of the dance or special event. Remember, while campus facilities may be used at no charge, clubs will be required to pay the full cost of security. Security needs are determined solely by Allan Hancock College Police Department.

D. Logistics

1. Scheduling of dances and special events, building use, and “Instructions to Maintenance” form (Addendum) are coordinated though the Coordinator, Student Activities. A “Request for Activity Date” form (Addendum) is required and due at least one month prior to the event.
CHAPTER ELEVEN
Dance and Special Events Policies

2. Scheduling of a time for decorating should be arranged with the Student Activities Office.

3. An Independent Contractor/Professional Service Agreement (Addendum) is required for performing groups and/or Disc Jockey (DJ) and must be handled with the assistance of the Director, Student Activities at least three weeks prior to the event.

E. Regulations

1. Allan Hancock College dances and special events will be held on campus only.

2. Publicity for all college dances and special events will be restricted to the campus.

3. It is contrary to California State Law to possess, serve, or consume intoxicants at any college function, regardless of the age of those participating.
Occasionally, clubs and other student groups plan extracurricular trips off campus, such as attending a conference or a trip to a landmark or museum. For example, a film or art club may wish to plan a club trip to an Art or Motion Picture Museum. As a reminder, it is recommended that the club advisor supervises all such trips. While this type of activity is certainly encouraged and supported, they often pose liability exposure to the college. The exposures are created due to the nature and/or location of the activity. To control the liability exposure to the college, specific procedures need to be followed and forms completed.

It is the responsibility of the club advisor to ensure all participants complete all appropriate paperwork before embarking on any extracurricular activity at an off-campus venue. Copies of each of the following forms, which are required, are included as addendums to this handbook for information purposes. Club advisors will, at the beginning of each year when the club charter is approved, receive additional information pertaining to club travel.

- Field Trip Excursion Request (Addendum)
- Assumption of Risk (Addendum)
- Excursion/Field Trip Notice and Medical Authorization (Addendum)
- Voluntary Activity Waiver Release and Indemnity Agreement (Addendum)
- Voluntary Transportation Agreement (Addendum)
- Steps for Successful Conference Attendance (Addendum)

For staff:
- District Travel Request (Addendum)
- Personal Vehicle Use (Addendum)

Board Policy prohibits Staff members from driving students in personal vehicles.
RECOMMENDED FORM FOR CLUB ORGANIZATION CONSTITUTIONS

CONSTITUTION OF THE ________________________ CLUB

ARTICLE 1
Name of Organization

Section 1: the name of this organization shall be __________________________

ARTICLE 2
Purpose of the Organization

Section 1: (A general statement of the purpose and the scope of the organization.)

Article 3
Qualifications of Membership

Section 1: (A general statement of eligibility for membership.)

ARTICLE 4
Officers of the Organization

Section 1: The elected officers of this organization shall be

________________________________________________________
(list all elected officers positions)

Section 2: Term of office shall be ____________________________
Section 3: It shall be the duty of the President ____________________________, etc.
Section 4: It shall be the duty of the Vice President ____________________________, etc.
Section 5: (Add more sections to take care of the duties of all the officers.)

ARTICLE 5
Executive Board

Section 1: The Executive Board shall consist of the elected officers and the faculty advisor
(Chairpeople of standing committees may be added.)

Section 2: ________ (state what majority—two- thirds, three-fourths, or simple majority) vote of the Executive Board, with the approval of the advisor, shall be necessary to pass any business which is referred to the Executive Board.
ARTICLE 6
Meetings
Section 1: (Frequency of meetings.)
Section 2: (Procedure of calling special meetings.)

ARTICLE 7
Quorum
Section 1: (State specially the minimum number of the members which must present at a meeting in order to transact business legally.)

ARTICLE 8
Amendments
Section 1: Amendments must be presented to the Executive Board for approval before they may be submitted to the organization for vote.
Section 2: Provision for Notice. (It is suggested that this notice be given to the membership regarding a proposed amendment to the Constitution one meeting prior to the actual vote.)
Section 3: This constitution may be amended by a_________(state what majority) vote of the membership at the first meeting of the organization at which a quorum is present following the approval of the amendment by the Executive Board.

ARTICLE 9
Enacting Clause
Section 1: This constitution shall become effective upon approval of the Commissioner of Legislative Affairs and the Vice President, Student Development & Services of Allan Hancock or his/her designee

SIGNATURES

(ASBG rep) (Date)

(Coordinator, Student Activities) (Date)
### Club Registration Form & Membership List

PLEASE RETURN TO THE STUDENT ACTIVITIES COORDINATOR

Date:

**Please print legibly**

Name of Club:

Club Advisor(s):

Inter Club Council (ICC) Representative:

Club Officers:

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>email address</th>
<th>phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Membership List (Names and H number)

1. _____________________________ 11. _____________________________
2. _____________________________ 12. _____________________________
3. _____________________________ 13. _____________________________
4. _____________________________ 14. _____________________________
5. _____________________________ 15. _____________________________
6. _____________________________ 16. _____________________________
7. _____________________________ 17. _____________________________
8. _____________________________ 18. _____________________________
9. _____________________________ 19. _____________________________
10. _____________________________ 20. _____________________________
ALLAN HANCOCK COLLEGE CLUB CHARTER

Club Name: ____________________________________________

We, the undersigned, agree to the following:

1. Club membership will be open to Allan Hancock College Students, regardless of race, religion, sex, national origin or physical limitations.

2. To have a student representative at the Inter-Club Council meetings.

3. To inform ourselves of school policies as they relate to clubs and organizations, and to observe these policies in all official activities of our club or organization.

4. To cooperate with other clubs in working for the good of the total college community.

PRINTED NAME AND SIGNATURE:

Printed: ____________________________  Printed: ____________________________

Signature: __________________________  Signature: __________________________

Advisor  Co-Advisor (if applicable)

Printed: __________________________

Signature: __________________________

Club President

This club is hereby granted a charter for the year ____________________________.
(The club shall retain one copy of the charter, and the other will be placed on file in the Student Activities Office.)

_________________  ___________________  ___________________
   Student Activities                        Date

_________________  ___________________  ___________________
   ASBG Representative                     Date
NEW CLUB FUND REQUEST FORM

Suggested name for club fund

Purpose of fund:

Do you propose to do any fundraising for the club? If yes, describe briefly:

_____ one-time only event  _____ continuing

List type of expenditures that monies can be used for:

Note: Three signatures will be required for withdrawals per Ed Code 76063(e).

Club President/Treasurer (student)    Date    Supt./VP, Student Services    Date

Proj. Dir., Student Activities & Outreach    Date

DISTRICT APPROVAL

FOR DISTRICT USE ONLY

Project Director, Student Activities & Outreach

Club Fund ID (FOAP)

Date approved

Name of club fund

Assoc. Supt./Vice Pres., Finance & Admin.

Date approved

*Complete form, acquire all signature approvals, and route to Auxiliary Accounting Services, B 207, for fund creation and approval queue setup.
ALLAN HANCOCK COLLEGE

Associated Students

REQUEST FOR ACTIVITY DATE

Date Submitted: ____________________________

Name of Organization: ____________________________________________

Activity or Event: ________________________________________________

Date of Event: __________________________________________________

Time (hours): ____________________________________________________

Place: __________________________________________________________

Admission Charge: ________________________________________________

Student Chairperson: ___________________________ (Signature)

Organization Advisor: _______________________________ (Signature)

Approval: ________________________________________________________

Director, Student Activities __________________________ Date __________
PLEASE NOTE: Requests for PA systems, or any audio visual equipment needs, requestor must complete an “Audio Visual Equipment Request” in myHancock under Work Tools – Requests for Assistance.

If you are serving food (for sale or given away at no cost) you need to have Martin Testa, Food Services, initial this form:

Martin Testa

INSTRUCTIONS TO MAINTENANCE
(Please PRINT with Dark Ink)

Person/Organization Requesting Facilities

Phone Number or Extension

Facilities/Room(s) Requested

Date of Event

Timeframe of Event
(Ex: 9:00 a.m. – 12 noon)

Astra Reservation #

Nature of Activity

Special Set-Up Explanation*:
(Tables, Chairs, how many attendees expected, etc.)

*Attach a room set-up diagram

Signature of Person Requesting Facility
Print Name of Person Requesting Facility

Approval Signature:

Date of Approval:

Office Use:

☐ PS:
  GSO  GSO  MSO

☐ CP:

☐ MS:

☐ BS:
Check Request

TYPE OF FUND (Check appropriate fund)

___ASB ___ ATHLETIC ___ STUDENT CLUBS ___ STUDENT REP FEE ___ DISTRICT TRUST

Please print information clearly and submit proper, original documentation with request to Auxiliary Accounting Services, B 207, after electronically attaching to your purchase request.

Date of Request: ___________________  Amount of Request: $ ___________________

Payee: ___________________________________________  ID Number: H__________

Address: ____________________________________________

Check mailed unless marked for pick-up.  ___ Pick-Up: By: ___________________  Phone: ____________

Account Name: ____________________________________  Requisition #: R_________

Chart:___ Fund:_________  Org:_______  Account:_______  Program:696000 $_______

Split-Fund:_________  Org:_______  Account:_______  Program:696000 $_______

Purpose of payment:

__________________________________________________________________________

Date of Event: _____________  Name of Event/Opponent: _________________________

For ASB, ASB Athletics, Student Rep Fee, and Student Clubs funds:

Advisor Name: ___________________  Signature: _____________________________

Student Name: ___________________  Signature: _____________________________

Auxiliary Accounting Services Use Only

Banner Invoice #: I___________________  Receiving Doc#: Y___________________

Purchase Requisition #: R____________  Purchase Order #: AX______________

Vendor Invoice Date: ________________  Vendor Invoice #: _________________

Check Number(s): ___________________  Check Date: _____________________
ALLAN HANCOCK COLLEGE
EMPLOYEE / STUDENT REIMBURSEMENT CERTIFICATION

EMPLOYEE / STUDENT TO BE REIMBURSED: ________________________________

I# __________________________ PHONE: ________________________________

AMOUNT TO BE REIMBURSED: $ ________________________________

BUDGET CODE: __________ O__________ _______ _______ - 696000

Chart  Fund Org. Account Program

BRIEF DESCRIPTION: __________________________________________________

☐ I understand checks for clubs and ASBG will be made available for pick up at the Student Activities office, located in Building G 105A. Checks for athletics will be made available for pick up in the Athletics Dept.

☐ I have a special circumstance and will pick up my check at Auxiliary Accounting Services, located in Building B 207, when I am notified that it is ready.

I certify that the attached invoices or cash register tapes represent purchases made for legal community college district purposes only.

Payee Signature __________________________ Date __________

Signature of Supervisor or Advisor for Club Accounts __________________________ Date __________
FUNDRAISING PROPOSAL – CLUB FUND

Be sure to complete this form fully - incomplete forms will be returned to the club unsigned and will delay approval.

YOU SHOULD HAVE THIS FORM TURNED IN A MINIMUM OF 2 WEEKS PRIOR TO THE FUNDRAISING EVENT.

1. Club Name: ____________________________

2. Type of fundraising activities:

   __________________________________________

   (Food sales – indicate what type of food is being sold. Also, at least one member of the group must have safe food handler training and must check with the City for relevant food permit.)

   Name of certified Safe Food Handler: ________________________________

3. Proceeds will be used for ____________________________

4. Date of event/activity: ____________________________

5. Club president ____________________________ Phone ____________

   (Please print)

   Club advisor ____________________________ Phone ____________

   (Please print)

6. Area to be used: ____________________________

7. Will this fundraising activity include a RAFFLE? Yes [ ] No [ ]

   If Yes, STOP. All raffle revenue and expenses must flow through the AHC Foundation, ext. 3629. For all other fundraising activities, please proceed.

8. Budget for activity – complete fully:

   Expected gross revenue (sales price per item x # of items):
   Sales price per item x # of items = gross revenue
   Sales price per item x # of items = gross revenue
   Sales price per item x # of items = gross revenue

   Expected gross revenue (total) ____________________________

   Cost of goods and/or services (if donated, indicate that below):
   Item: ____________________________ Cost per item: ____________
   Item: ____________________________ Cost per item: ____________
   Item: ____________________________ Cost per item: ____________

   Expected cost (total) ____________________________

   Expected profit (gross revenue less total cost) ____________________________
FUNDRAISING PROPOSAL – CLUB FUND, cont’d.

For food sales: ________________________________ Food Court Manager or designee must sign.

Applicant(s) hereby agree to hold the Allan Hancock Community College District, the Allan Hancock College Board of Trustees, and all district officers, agents, and employees free and harmless from any loss, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of college facilities.

The undersigned club president and club advisor certify that we shall personally be responsible on behalf of our organization to abide by and enforce the rules and regulations of the college governing the sponsoring of this fundraising event/activity. All funds collected will be deposited in the Auxiliary Accounting Services office and the club treasurer or designee shall provide a financial report on all tickets and/or funds collected within three working days after the fundraising event/activity to the Student Accounts Office. In addition, the club officer and advisor agree that any monetary loss will be borne by the club. It has been determined that sufficient funds are available to cover any monetary loss.

Club president’s signature: ________________________________ Date: __________

Club advisor’s signature: ________________________________ Date: __________

********************************************************************************

Project Director, Student Activities & Outreach: ________________________________ Date: __________

Recommendation: Approve [ ] Disapprove [ ]

Assoc. Supt./VP, Student Services

Date: __________

If disapproved, please state reason(s):

________________________________________________________________________

________________________________________________________________________

Distribution: Auxiliary Accounting Services, Bldg. B 207 (copy)
Student Activities Office, Bldg. G 105A (original)
Food Court Manager (only if food involved)
Cash Box & Game Bag Request
Auxiliary Accounting Services

PLEASE CHECK APPROPRIATE BOXES:

Fund
☐ ASB
☐ Athletic
☐ Club
☐ District Trust

Type(s) of Request
☐ Cash Box
☐ Game Bag
☐ Tickets (Please note denomination)

Date of Request:
Amount of Starting Cash Fund $___________ *
Denomination of Tickets: __________
Item Prices: __________

- A starting cash fund is checked out for individual fund-raisers or activities and should be used solely for making change. Expenditures should not be made from this fund under any circumstance.
- All monetary loss will be borne by the fund listed.

* You must have funds available in the fund listed.

Request Approval

Requestor - Print Name ____________________ Date __________

Requestor's Signature ____________________

Director, Auxiliary Accounting __________ Date __________

Accounting Office Use Only

Cashbox
Game Bag
Tickets

Prepared by: ____________________ Date: __________

Currency
$20.00 x ________ = ________
$10.00 x ________ = ________
$ 5.00 x ________ = ________
$ 1.00 x ________ = ________

Coin
$ 0.25 x ________ = ________
$ 0.10 x ________ = ________
$ 0.05 x ________ = ________
$ 0.01 x ________ = ________

Total $___________ *

Will credit/debit cards be accepted? ☐ Yes ☐ No

Credit/debit cards are processed with the Square app., transaction fees will be charged to the fund account listed.

Request must be submitted with proper signatures at least 5 working days prior to event.

Fund Name: ____________________
FOAPI#: ____________________
Date of Event: __________
Name of Event: __________
Purpose of starting cash fund (Must be completed) ____________________

For fund-raising, please attach approved fund-raising request form.

AAS Revised 08/20/2023
### Auxiliary Accounting Services

**DEPOSIT FORM**

This form **must** accompany **ALL** deposits of money to the Auxiliary Accounting Services office (B-207). It is the responsibility of the person making the deposit to have the correct FUND AND ACCOUNT CODE.

**Date of Deposit:**

**Fund Name:**

**F.O.A.P. (Fund, Organization, Account, Program) Codes**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-</td>
<td>ASB</td>
<td>696000</td>
<td></td>
<td>1-</td>
<td>Student Clubs</td>
</tr>
<tr>
<td>1-</td>
<td>ASB</td>
<td>696000</td>
<td>Student Rep Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-</td>
<td>ASB Athletics</td>
<td>696000</td>
<td></td>
<td>1-</td>
<td>Trust Athletics</td>
</tr>
<tr>
<td>1-</td>
<td>Trust Accounts</td>
<td>696000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Deposit Prepared By:**

(Print First and Last Name)

**Cash Verified By:**

Deposits of cash must be verified by second person.

(Print First and Last Name)

**Event Name:**

**Event Date**

**SOURCE OF FUNDS**

(Ex.: Donation, Dues, Fundraiser, Entry Fees, Returned meal money)

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Less Starting Cash (If Applicable)**

<table>
<thead>
<tr>
<th>Starting Cash</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;</td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount of Deposit:**

You are responsible for making copies of checks prior to deposit, if needed.

**AUXILIARY ACCOUNTING SERVICES USE**

**Amount of Deposit:**

**Date:**

**Over/Short $$:**

**Receipt #:**

**AAS Staff:**
ASBG Budget & Finance Committee  
Funding Request

**Deadlines:**
Applications must be submitted by 12:00pm on the Wednesday before you wish to have it reviewed by the Budget & Finance Committee. Budget & Finance committee will either recommend or not recommend for approval to the ASBG council at the next board meeting. Board meetings are held each Monday, 12:30pm-1:50pm in G106A. If you have questions, please contact Stephanie Robb in the Student Activities office G105 or srobb@hancockcollege.edu.

**Eligibility:**
Only AHC students, staff or faculty are eligible for funding. Only clubs approved by ASBG are eligible for funding. Proposals received from organizations will be reviewed on a case-by-case basis.

**Eligible Events:**
Events must substantially benefit the AHC student community. Only planned programs with detailed cost breakdowns will be considered.

**Support:**
Full funding is never guaranteed. Please remember that funds do run out as the year progresses. It is in your best interest to apply for funds as early as possible.

**Obligations of the organization:**

- **Prior to the Event:** Collect all paperwork, methods of payment, and any other important materials for the organization or applicants. Submit all required documentation. Completed the application, provide original invoices and/or receipts

- **After ASBG approves the funding:** Meet with the funding board Treasurer or ASBG Advisor to pick up the funding results the day after the ASBG meeting (Tuesday). Meet with Advisor to review payment processes and timeline for your event. Ensure that the logos of ASBG are prominently displayed on all publications and promotional materials printed after the funding is approved.

- **After the event is completed:** It is recommended that you send a representative to the ASBG meeting after your event. ASBG meetings are held each Monday from 12:30-1:50 in G106A. If your organization fails to fulfill any of the responsibilities, money funded to the organization for the event by ASBG is not promised or owed to you or your vendors. Additionally, your organization may have its access to funding revoked for the next semester.
ASBG Budget & Finance Committee
Funding Application

Organization Name: __________________________

Contact Person: __________________________ Email: __________________________ Phone: ___________

Are you using club funds for this event? Y / N __________________ Amount $________________

If so, from where? __________________________ Club account balance $________________

Any additional funding? Y / N __________ From where? __________________________

Event/Activity Title: __________________________

Date of Event: ___________ Time: ___________ Location: ___________

Please provide a brief explanation of the event: __________________________

Expected Attendance: _________ Total Cost $: _________ Total Amount Requested $: _________

What is the purpose of this event? __________________________

__________________________

How will this funding enhance/support your vision as an organization? __________________________

__________________________

How will this funding enhance/support AHC student body and/or community? __________________________

__________________________

Is this event/program open to all AHC students? Y/N if not, who will attend? __________________________
Line Item Budget
Please complete the following line item budget for your request or create your own using similar formatting. For each individual expense listed, please complete an Individual Expense Description form.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Expense</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment/ Venue Rentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ads/Flyers/ Posters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation/ Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INDEPENDENT CONTRACTOR/PROFESSIONAL SERVICE AGREEMENT

Student Rep Fee, District Trust, Student Club Funds

THIS AGREEMENT made and entered into this ___ day of ___ , 20 ___ by and between the Allan Hancock Joint Community College District, hereinafter referred to as the "DISTRICT," and ___________________, hereinafter referred to as the "CONTRACTOR" or "CONSULTANT".

Indicate Type of Agreement:

☐ Independent Contractor Agreement ☐ Professional Service Agreement

1. Services to be performed: In consideration of the payments as described, Contractor shall perform services for the District as set forth below and shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this agreement. Include a description of any materials, reports, surveys, etc., that are to be furnished. Attach additional pages, if needed.

Services shall begin on ______ and shall be completed on or before ______ and are as follows:

2. Compensation for the services and materials needed in order to perform as noted in paragraph 1: The District shall pay an amount of _________________________ (___ $ ___ ) to Contractor during term of this Agreement. Payment of the aforesaid sum shall be made within 30 days after the performance of the service and submission of an invoice to the District's Business Services office. All exceptions shall be listed.

3. Relationship of the parties: It is understood that this is an Agreement by and between Contractor and District and is not intended to and shall not be, construed to create the relationship of agent, employee, partnership, joint venture or association or any other relationship whatsoever.

4. Term and duties: The District retains the Contractor and the Contractor agrees to perform the work described in this Agreement on the terms and conditions stated herein. The Agreement will be for the length of time set forth above, unless earlier terminated as set forth later in this Agreement. The Contractor shall perform those tasks (the services) according to the services agreed to above.

This Agreement is the entire agreement between the Contractor and the District regarding the work to be performed by the Contractor. No additional or different terms shall be binding unless in writing signed by both parties.

It is understood that if additional tasks are required from either the District or the Contractor, they shall be set forth in writing, indicating the specific work to be accomplished, the approximate period of time over which performance will be completed and the additional compensation to be paid for the services, if any.

5. Assignment: The Contractor shall not assign performance under this Agreement without notification and agreement from the District, unless it is so set forth in this Agreement. The Contractor further agrees that, as an independent contractor, each of his/her employees and/or contractors, if any, who perform any of the services noted in this Agreement, will have executed an agreement with the Contractor in a form similar to this one.

6. Conflict of Interest: You covenant that you presently have no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract. You further covenant that in the performance of this contract, you will employ no
person having any such interest. The Superintendent/President may determine in writing, that a particular consultant, due to the scope of work, may be required to comply with disclosure requirements as set forth in Section 87300 of the Government Code.

7. **Wages:** The Contractor acknowledges and agrees that he/she will be solely responsible for paying all salaries, wages, benefits and other compensation which the Contractor’s employees or contractors may be entitled to receive in connection with performing services; paying all travel, lodging and other expenses, unless otherwise provided above; withholding and paying all applicable payroll taxes and contributions, including, without limitation, federal, state and local income taxes, FICA, FUTA, and state unemployment, workers’ compensation and disability insurance.

8. **Insurance:** The Contractor shall maintain workers’ compensation insurance, state disability insurance, sufficient comprehensive general liability insurance and other such insurance as the District may reasonably request. The Contractor agrees to defend, indemnify and hold harmless the District, its officers, employees and agents, individually and collectively, from any damage, loss or injuries which may occur to persons or property as a result of Contractor’s activities pursuant to this Agreement and, if required, shall provide a certificate of insurance naming District as additional insured.

9. **No continuation of services:** Nothing contained herein will confer upon the Contractor any right to continue to render services to the District, or to become employed by the District.

10. **Attorney fees:** If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney’s fees in addition to any other relief to which prevailing party may be entitled.

11. **Governing law:** This Agreement and any of its terms or provisions shall be governed by and construed in accordance with the laws of the State of California.

12. **Termination:** Either party may terminate the Agreement should either party fail to perform the covenants herein contained at the time and manner specified herein. Either party may terminate this Agreement for its convenience upon thirty (30) days written notice to the other if there is no outstanding project assignment.

13. **Non-Discrimination:** The Contractor affirms to the District that it shall not discriminate against any person in any respect of education or employment, on the basis of race, color, ancestry, religion, gender, marital status, national origin, ethnic identification, age, sexual orientation, mental or physical disability, medical condition or status as a Vietnam-era veteran.

**IN WITNESS WHEREOF,** the District and the Contractor have signed this Agreement as of the date written below.

**CONTRACTOR**

Signature of Authorized Agent __________________________ Date __________

Name __________________________

Title __________________________

SSN or EIN __________________________

Telephone __________________________

Mailing Address __________________________

**DISTRICT**

VP Finance & Administration __________________________ Date __________

Name __________________________

Superintendent/President __________________________ Date __________

Kevin G. Walthers, Ph.D. __________________________
The signature below acknowledges and agrees to the use of the designated program funds and the content of this agreement.

Signature of District Program Administrator  Date

Signature of Grant Project Director  Date
(As applicable)

Budget Code:

Print Name  

Return fully executed contract to: Anel Drake ext. 3291
Print Name

Attachments:

☐ ABC Test Form and Proof of Engagement

☐ Contractor’s W-9

☐ EDD Form DE 542

☐ California Form 590 or 592

☐ SAM.GOV report (as applicable - see instructions)
Request for Taxpayer Identification Number and Certification

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership).
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt. or suite no.) See instructions.

6. City, state, and ZIP code

7. List account number(s) here (optional)

Requester's name and address (optional)

Part I  Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part II, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II  Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am awaiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1098-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
DONATIONS

The following is a good faith estimate of the value of goods or services donated to Allan Hancock College. Please complete the following information and return to the college. Keep a copy for your records.

SECTION #1. DONOR COMPLETES

DONATION DESCRIPTION:
Please provide a full description of the donation and its intended use. (Include any specific criteria associated with donation if desired.)

Donor’s Name ____________________________
(If donor is a company or organization, please print name of contact person also.)

Donor’s Mailing Address ____________________________
City ____________________________ Zip ________ Phone ________

Donor’s Signature ____________________________ Date ________

The gift is valued by the donor at $ ________

☐ The gift was delivered ☐ The gift will be delivered ☐ AHC will pick up gift

An itemized list of material(s)/equipment is attached ☐ YES ☐ NO

NOTICE TO DONOR

The amount of the contribution that is deductible for income tax purposes is limited to the value of the goods/services provided by the donor under the guidelines established by the IRS.

Donor - Keep a copy of this form for your records. Please return this form to the department representative, Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93454.

SECTION #2. DEPARTMENT USE:

Name of Department Utilizing Donation: ____________________________
Department Representative-signature: ____________________________ Ext. ________ Date: ________

Where will donation be utilized? ☐ Santa Maria campus ☐ LVC ☐ VAFB Ctr. ☐ Solvang Ctr.

➢ Forward this original completed form to Espie Valenzuela in Administrative Services.

Please refer to donation procedures for acknowledgement of gift (posted on myHancock in Doc/Forms Library).

C:\Users\hschroff\Desktop\Club Forms\Donation Form.doc

Rev. 1/25/12
SECTION #3. ADMINISTRATIVE SERVICES USE:

Board acceptance date (donations over $500) __________

Notes: ________________________________

Copies: President's Office, Office of Vice President Academic Affair
DONATION ACCEPTANCE PROCEDURES

AT THE DEPARTMENT LEVEL:
1. Department determines working condition/usefulness and accepts or declines donation.
2. Department representative provides donor with donation form, which is posted on myHancock or available from Administrative Services.
3. Donor completes section #1 of donation form, keeps a copy, and returns signed form to department representative. **Note:** Staff are not to assume responsibility for appraising the value of gifts made to the district.
4. AHC representative completes and signs section #2 of form.
5. Department representative makes copies for: department’s files, dean/director, vice president (if valued over $100)

6. **Follow the appropriate procedures below depending on the value of the donation.**

---

DONATIONS VALUED AT **LESS THAN $500:**
Follow steps 1 through 5 above.

- Prepare memo explaining the merits of the donation and how it will benefit your program. Forward memo and *copy* of donation form to the appropriate dean, director, or vice president.
- Department chair/faculty member (*dean/director/VP optional*) writes thank you letter to donor.
- Forward *original* donation form to Espie Valenzuela in Administrative Services, with section #2 completed.
**Note:** Gifts valued *under $100* that require no maintenance, repair, or additional expenditures may be accepted by the appropriate administrator. Vice president’s approval is not needed.

---

DONATIONS VALUED AT **$500 OR MORE** (require a board item and shall not be accepted/used before board approval):
Follow steps 1 through 5 above.

- **Prepare memo explaining the merits of the donation and how it will benefit your program.** This memo provides the background information for board of trustees agenda item. **PLEASE PROVIDE SUFFICIENT DESCRIPTION AND HOW GIFT WILL BE UTILIZED.**
- Forward memo and *copy* of donation form to the appropriate dean, director, or vice president.
- Forward the *original* donation form and a *copy* of the memo to Linda Reed in Administrative Services. Linda prepares agenda item for board of trustees to accept donation. Check with Linda or President’s Office on deadline for agenda items for next board meeting.
- Board of trustees accepts item.
- **President’s office** generates thank you letter to donor. (Department chair may also thank donor.)
Instructor/Advisor: ________________________________

Class(Name/Number/Section) Club: ________________________________________________

Activity(ies) Destination(s) ______________________________________________________

Departure Date: ________________ Return Date: ________________

Departure Time: ________________ Return Time: ________________

Describe the objectives of the proposed activity and how they relate to course/program/club content/objectives.

_____________________________________________________________________________

_____________________________________________________________________________

Transportation: Provided by college ______

Responsibility of students ______

Attach roster of proposed participants.

Signed participation form(s) to be signed by each participant:

☐ Field trip/excursion notice

☐ Acknowledgement and Assumption of Potential Risk

☐ Voluntary Activity Waiver

☐ Other ____________________________

Requested by: ________________________________ Date ________________

Instructor/Advisor

☐ Approved

☐ Rejected Reason: ________________________________

By: ________________________________ Date ________________
ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK

Use with all athletics/sports, physical education activity courses recreation, field trips and high-risk classes, i.e., athletics, public safety, performing arts, labs, dance.

__________________________________________ wishes to participate in the Allan Hancock Joint Community College District sponsored activity(ies) of

Instructor/Advisor ___________________________ Course #/Activity____________________________

Course/Club Name ____________________________

I understand and acknowledge that these activities, by their very nature, may pose a potential risk of serious injury/illness to individuals who participate. I understand and acknowledge that some of the injuries/illnesses that may result from participating in these activities include, but are not limited to, the following:

1. sprains/strains;
2. fractured bones;
3. unconsciousness;
4. head/neck/back injuries;
5. paralysis;
6. loss of eyesight;
7. death;
8. communicable diseases
9. or other serious injury

I understand and acknowledge that in order to participate in these activities; I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agent, or volunteers, shall not be liable for any injury/illness suffered by me as a result of my actions that is incidental to and/or associated with preparing for and/or participating in the activity(ies).

Unless otherwise advised, I understand that I am responsible for my own transportation to and from the activity(ies) and the college assumes no liability for loss or injury resulting from my transportation and any passengers who I might transport, and any person driving a personal vehicle is not an agent of the District. Although the college may assist in coordinating the transportation, any assistance and/or recommendations provided is for informational purposes and is not mandatory. I understand that I am responsible for arranging for my own transportation.

Per Education Code § 87706, when the district does not provide transportation, to and from the school premises to attend a school-sponsored activity off of the school premises, the district, its officers, and employees shall not be held liable for the conduct or safety of any student at any time when the student is not on school property.

If the college is providing transportation but I do not use the transportation, I am responsible to make my own transportation arrangements, and the college assumes no responsibility or liability of any kind.

I have no known medical condition that may pose a health and/or safety risk to me or others by participating in the activity(ies).

I hereby release, waive, discharge, indemnify and hold harmless the Allan Hancock Joint Community College District, its officers, employees, board members and agents from all liability from any loss, damage, accident, injury, or death related in any way to this field trip, excursion or other off-campus curriculum-related activity.
I acknowledge that I have carefully read this ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK form and that I understand and agree to its terms.

______________________________  __________________________
Student Signature                Date

______________________________  __________________________
Parent’s Signature (if minor)     Date

IMPORTANT NOTE: Before a student will be allowed to participate in the above activity(ies), a signed Acknowledgment and Assumption of Potential Risk form must be on file each semester and retained within the department for 14 months from the end of activity per the statute of limitation (Gov. Code Sec. 911.2).
EXCURSION/FIELD TRIP NOTICE
AND MEDICAL AUTHORIZATION

Name of District: Allan Hancock Joint Community College District
Activity/Class: 
Advisor/Instructor: 
Destination: 
Departure Date & Time: Return Date & Time: 

As stated in California Code of Regulations, Subchapter 5, Section 55450, I understand that I
hold the Allan Hancock Joint Community College District, its officers, agents and employees
harmless from any and all liability or claims arising out of or in connection with my participation
in this activity.

Transportation: Students are responsible for their own transportation unless otherwise advised in
writing. Therefore, the college assumes no liability or responsibility.

The Undersigned also understands that he/she is to conduct him/herself in a responsible manner
and shall abide by the California State Education Code and Allan Hancock College policy which
prohibits alcoholic beverages or illegal substances being consumed during a college activity
regardless of the student's age.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic,
medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician
and/or surgeon as deemed necessary for my safety and welfare. It is understood that the
resulting expenses will be the responsibility of the participant.

Signature: ____________________________ Date: ____________________________

Address: ____________________________ Phone: ____________________________

Medical Insurance Carrier: ____________________________ Policy No: ____________________________ Address: ____________________________

In the event of illness or accident, please notify:

Name & Relationship: ____________________________ Address: ____________________________ Phone: ____________________________

If there are any special medical problems, kindly attach a description of the problem to this sheet.
VOLUNTARY ACTIVITY WAIVER RELEASE & INDEMNITY AGREEMENT

For and in consideration of permitting _________________________ to participate in _________________________, the undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity or any activities incidental thereto wherever or however the same may occur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the Allan Hancock Joint Community College District or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

IT IS THE INTENTION OF THE ABOVE-NAMED PARTICIPANT BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against the Allan Hancock Joint Community College District, he/she shall indemnify and save harmless the same Allan Hancock Joint Community College District from any and claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice and the foregoing three (3) paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity and instructing of _________________________, and is fully aware of the legal consequences of signing the within instrument.

______________________________   ____________________
Signature (Participant)        Date

______________________________   ____________________
Signature (Witness)           Date
ALLAN HANCOCK COLLEGE

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

VOLUNTARY TRANSPORTATION AGREEMENT

Student Name: 

Activity(ies): 

I understand the Allan Hancock Joint Community College District is/is not providing transportation to and from the above activity(ies). I do not wish to avail myself to the transportation provided by the college.

The above student hereby requests permission to provide for his/her own transportation at his/her own expense.

It is fully understood that the college is in no way responsible, nor does the college assume liability, for any injuries or losses resulting from this transportation. Although the college may assist in coordinating transportation and/or recommending travel time, routes, carpooling, or caravanning to or from this activity, I fully understand that such recommendations are not mandatory.

I also understand that the driver of the vehicle in which I am riding is not driving as an agent of or on behalf of the college, and the college has not confirmed liability insurance coverage, driver’s license status or the condition of the vehicle.

Student Signature   Date
STEPS FOR SUCCESSFUL CONFERENCE OR MEETING ATTENDANCE

Name of Conference/Meeting

Date of Conference/Meeting

Location of Conference/Meeting

I understand that I am attending this activity as a member of the
and a representative of Allan Hancock College. As such, I am expected to comply fully with all articles
in the Allan Hancock College Standards (or Guidelines) of Student Conduct as listed in the College
Catalog and on the College Website. I understand that I am to conduct myself in a responsible
manner and agree to the following:

** NO ALCOHOLIC BEVERAGES; DRUGS. California State Education Code and Allan Hancock
College prohibit alcoholic beverages or illegal substances being consumed during a college
function regardless of student’s age. (Information on prescription drugs should be included on the
medical consent form in advance of my trip.)

** Under no circumstances will co-ed roommates be permitted.

** I am responsible for my own behavior and conduct, and I will not be under direct supervision of
college staff.

** No inappropriate behavior will be allowed, nor any behavior that would endanger the signatory
or others. Any member that causes damages to the facility is liable for replacement cost.

** No outside visitors will be permitted to participate in conference activities.

** Any exceptional cases must be approved by the Club or ASBG Advisor before the conference.

By signing below, I accept the terms outlined above and I fully understand that violation of any part of
this agreement may result in possible disciplinary action and immediate dismissal from the
conference/workshop, and I will then be responsible for arranging to return to my home at my own
expense.

Signature of Participant

Printed Name

Date

Signature of Advisor

Printed Name

Date

Advisor must have a copy of this agreement on file for all conference/meeting attendees prior to
leaving.

REPRODUCE THIS ORIGINAL FORM FOR EACH PARTICIPANT.

The club or ASBG Advisor must obtain a completed form for each participant and should
maintain on file for one year.
DISTRIBUTION TRAVEL REQUEST

Attach trip information with this request. Submit form and supporting documents as soon as possible, but no later than 30 days prior to the activity.

District Employee Requesting Travel: ___________________________ Date Submitted: ___________________________

Additional Employee(s) Attending (Not needing reimbursement): ___________________________ Destination: ___________________________

                      H#                      Address: ___________________________
                      H#                      ___________________________

Department: ___________________________ Destination Telephone #: ___________________________

Number of Students Attending: ________ FOAPs (Include Grant name, if applicable): ___________________________

Conference/Workshop (Spell-out association name): ___________________________ Budget Approved: ___________________________

Purpose of Trip: ___________________________ Date/Time of Departure: ___________________________ AM □ PM □

COST OF TRAVEL TO BE PAID BY DISTRICT:

Conference Registration¹ $ ___________ CHARGE □ CARD □

Lodging² $ ___________ □

Meals³ $ ___________ □

Parking $ ___________ □

Shuttle/Taxi $ ___________ □

Car Rental $ ___________ □

Airfare $ ___________ □

Mileage⁴ @ .655 $ 0.00 □

Internet Access $ ___________ □

Other $ ___________ □

District Vehicle⁵ □ Yes □ No

TOTAL ESTIMATED COST: $ 0.00

¹ If prepayment is required, attach Request for Check with supporting documents.

² Room Guarantee Required □ Yes □ No

³ Credit Card Used: □ Personal □ District

⁴ Confirmation #: ___________________________

⁵ Attach meal per diem rates from https://www.gsa.gov/

⁶ Attach Google Maps for mileage reimbursement.

Employee must contact Plant Services, ext. 3225, to reserve a District vehicle. Keys must be checked out from Plant Services prior to 4:00 p.m. on a regular working day. Will any travel expenses be paid or reimbursed by another agency? □ Yes □ No

If yes, amount: $ ___________ □

Name of Agency: ___________________________

I request approval for the aforementioned travel, which is for the benefit of the college.

Signature of Applicant ___________________________ Date ___________

AUTHORIZATION AND APPROVALS:

Department Head/Supervisor: ___________________________ Print Name ___________________________ Signature ___________________________ Date ___________

Supervising Administrator: ___________________________ Print Name ___________________________ Signature ___________________________ Date ___________

Cabinet Level Administrator: ___________________________ Print Name ___________________________ Signature ___________________________ Date ___________

Superintendent/President: ___________________________ Print Name ___________________________ Signature ___________________________ Date ___________

(Required for out-of-state travel)

SUBMIT APPROVED FORM AND SUPPORTING DOCUMENTS TO accountspayable@hancockcollege.edu

Business Services - Revised 10/1/2023
ALLAN HANCOCK COLLEGE
ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PERSONAL VEHICLE USE

Name: ___________________________ Phone ___________ DOB: ___________

Driver's License # _______________ Exp. Date: __________________________

Year/Make of Auto: _______________ Vehicle License No. __________________

Insurance Carrier __________________ Phone # ________________________

Liability Limits _________________ Policy # _______________ Exp.Date ______

I certify that the above information is correct and that the insurance coverage is in force.
I understand that while driving my personal vehicle in the course of my duties with the
college that I must have liability insurance coverage and a valid driver's license as
required by the State of California. I agree to advise the college, in writing, of any
changes in the above information. I further certify that the above vehicle is mechanically
safe.

If you drive your personal automobile while on college business and you are involved in
an accident, by law your liability insurance policy is used first. The college liability
coverage would be used only after your limits have been exceeded. The college does
not provide comprehensive or collision coverage to your vehicle.

All persons driving on college business will: (1) follow the most direct route; (2) avoid
unnecessary stops; (3) transport only authorized persons, no guests; (4) transport no
more than nine students, no matter what size of vehicle; and (5) ensure that all vehicle
occupants use seat belts if available in the vehicle.

Attach a photocopy of the following: (1) "Proof of Insurance" provided by your
automobile insurance company that indicates expiration date of insurance, and (2)
Driver's license. The college may obtain a driving record check from the California
Department of Motor Vehicles.

Signed: ___________________________ Date: ______________

Site: ___________________________ Purpose: ___________________

Approval _________________________ Date: ______________