



CLUB HANDBOOK

2021-2022

CLACKAMAS COMMUNITY COLLEGE
asgclubs@clackamas.edu

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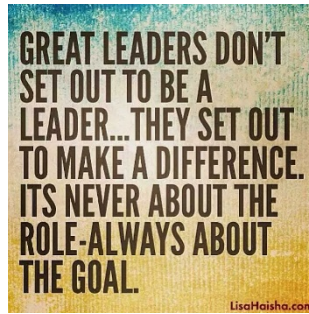
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Introduction

Welcome! We are so glad you have decided to become a campus leader by being involved in a student club. We hope you find the experience fun, rewarding, and challenging. Challenge encourages us to grow, so we hope you are ready for the upcoming year!

This handbook is intended to guide you through getting started and how to run an effective club. Please don't hesitate to contact our office with any questions or concerns you have. An up to date copy of this information is also available online at www.clackamas.edu/asg/clubs.



All clubs are organized and recognized through Associated Student Government.

ASG Values:

- Community
- Honesty & Integrity
- Respect
- Service to Others

Benefits of being a club leader

Valuable leadership skills are gained from participating as a student leader at CCC, which means that even as club members are giving of themselves to the students and college, they are also gaining skills that will benefit them for the rest of their life.

As a club leader, you will gain skills and experience and be connected to campus resources and staff

Skills and Experience:

- Event Planning
- Running a meeting
- Communication
- Building a team
- Managing a budget
- Fundraising
- Recruitment/Marketing

Suggestions for running your club:

- Meet regularly with your advisor to keep them informed and to ask questions
- Meet/communicate regularly with the ASG Clubs Department to keep them informed and be informed about upcoming events
- Attend Inter Club Council (ICC) meetings to connect with other clubs
- Connect with Student Life and Leadership staff to handle budget and money

- Leadership classes are offered each term (Fall, Winter, Spring), that are open to all students. Each course is 2 credits. Each term focuses on a different aspect of leadership including: leadership theory, communication and team building, and community activism and service. Email john.ginsburg@clackamas.edu or mbaker@clackamas.edu to learn more or to get registered.

How to Start a Club

Clubs exist to provide a means for student interest or instructional groups to organize for socializing and/or educational programs. Associated Student Government (ASG) recognizes these needs and provides a structured constitution format and regulation of clubs.

1. Organize:

- Create a Club Constitution. The Club Constitution gives order to the newly formed club and provides A.S.G. with information concerning the group for the Clubs department. PLEASE use the format in this packet when writing a constitution and include all sections marked as REQUIRED.
- Select an Advisor-Advisors must be full time employees of CCC. (Exceptions must be approved in advance.)

2. Submit Documents (links work best using Firefox as your browser):

- Submit your constitution for review using the following link: [ASG Club Application](#). NOTE: it may take five to ten working days for the submitted constitution to be approved. (ASG approves clubs during ASG meetings Fall, Winter, and Spring Terms). Your patience is greatly appreciated.
- Complete and submit your Club Roster online: [Online Club Member Roster](#) (minimum of three members)
- Submit a [waiver form](#) for each club member on your roster.
- Applications are first routed to your advisor. Notify them to check their email to approve or recommend changes.

After all documents have been received:

The ASG Clubs Department will review all materials and verify completeness. The constitution will then be presented for a vote at the following ASG meeting. You are highly encouraged to attend the ASG meeting where the vote takes place. Meetings are Wednesdays at 3pm-5pm through Zoom.

The club liaison and advisor will be notified of the decision through email.

If not approved, the reason will be stated and students can correct mistakes and resubmit.

If approved, the club will receive further information (also included in the handbook) regarding running meetings, reserving rooms, event planning, etc. In addition, the Student Life & Leadership Office/ Business Office will create a club account. Student Government will deposit \$50.00 for start-up money (new clubs only). This money can be used by the club for publicity, food, activities, etc.

If you have any questions, comments, or concerns

Please feel free to contact us!

Visit us online at:

www.clackamas.edu/asg/clubs

Office: Wacheno Welcome Center (formerly known as the Community Center)

ASG Club's Department

ASG Club Chair

503-594-3933

asgclubs@clackamas.edu

Student Life & Leadership

Michelle Baker, Coordinator

503-594-3041

mbaker@clackamas.edu

Student Life & Leadership

John Ginsburg, Director

503-594-3030

john.ginsburg@clackamas.edu

Running a Club

Now that you are an approved club, here is some helpful information to get things running smoothly right from the start.

Recruiting members

Club Fairs are hosted each term during Welcome Week which is a great time to let new students know about your club and remind returning students about how awesome you are! If you can't be there, try to find other club members or your advisor. Make your table appealing by setting up pictures, having candy or other small giveaways, and of course smiling faces that are not staring at their phones is always a plus 😊.

- While online, we host a Welcome Week Website where you can post information about your club – meetings date times, social media links, zoom links for events, you can even make a video!

Flyers - clubs are able to post up to 25 flyers on campus bulletin boards letting students know about your group and activities or meetings. Review the college posting policies, and have your poster reviewed (asgclubs@clackamas.edu or mbaker@clackamas.edu) before printing.

- While online: you can still design flyers to be routed electronically through email or social media. Contact us to get access to Canva (a design tool to help create professional looking flyers, social media posts, and slide shows.

Tabling – There are tables in the Community Center that can be reserved for club promotion. Email mbaker@clackamas.edu with dates, times, and purpose.

- While online, tabling is not in use!

Class Raps – with instructor permission of course, see if you can stand up before class and talk to your classmates about the cool new club you are involved in!

- While online, you can still ask your instructor if you can post an announcement in the Moodle forum, or if they will. You can also ask for 1 minute at the beginning of class to make an announcement if you are in synchronous classes.

And of course **word of mouth** is your best advertisement. Talk to students from class, find groups in the Community Center, or when walking between classes!

- While online, catching folks between classes is not an option. However, if you attend any virtual events, there is often a way to make announcements. Just ask the host!

While we are online, we recognize that recruitment looks different and can be more difficult. We encourage you to connect with your classmates using Moodle, attending social events hosted by Student Life, the Multicultural Center and Student Government, and asking instructors and other students to help spread the word. You can also send us your announcements and we will spread the word through social media!

Running Effective Meetings

Effective meetings provide communication and structure for an organization. Clubs get together to discuss goals and progress toward their goals, to work through problems, to make decisions, to give support to fellow members, and to be together as a whole to share in the fellowship of the organization.

Meetings vary greatly from group to group depending on the number of members, the mission of the club, and activity level of the group. Despite the differences, there are some basic tips to help meetings run more smoothly and keep members coming back.

- Have concrete goals for each meeting. Set an agenda and ask for additions or changes at the beginning of each meeting.
- Make sure all members are aware in advance of the meeting day, time, and place. You might use group texts, phone calls, postings or e-mail to keep in touch. E-mail the agenda as a reminder.
- Always start meetings on time! This will prove to members that you value their time.
- Prepare an agenda. Type the agenda and have enough copies for every member (or plan for technology to display the agenda on a screen). This will also keep structure to your meeting. Here is an outline of a basic agenda:
 - Attendance
 - Review of last week's minutes
 - Announcements
 - Executive Board/Committee Reports
 - Old Business
 - New Business
 - Responsibility Sign-Up
 - Comments, Questions, Concerns
 - Time to Socialize
- Have a process for group decision-making that is consistently used. In a larger group, it is easier to have a show of hands, while a smaller group might choose to reach consensus.
- Keep track of the discussion and decisions made at meetings. Have a secretary or individual be responsible for taking notes at the meetings so minutes can be sent out to members (also a great idea to include asgclubs@clackamas.edu and mbaker@clackamas.edu to your distribution list). Keep a file of minutes for the year to look back on during evaluation time or just for information. A good format for minutes would be the following:
 - Members Present
 - Members Absent
 - Reports/Updates
 - Progress on Old Business
 - New Business
 - Assignments and Responsibilities
 - Next Meeting (day, time, place)
- Don't be afraid to add spice to your meetings! Have a guest speaker and/or refreshments once in a while. Conduct fun, new icebreakers at the beginning of meetings (especially early in the year).
- While online, clubs are still meeting using Zoom (or other online platforms). You can record meetings and events and send out to folks who couldn't attend.
 - Need help getting a Zoom account? We can help! If your club has a CCC email set up you can access the professional account through CCC giving you access to resources and support. Contact mbaker@clackamas.edu to get accounts set up!

(Adapted from <https://www.nmu.edu/organizations/running-effective-meeting>)

Reserving Space

To reserve space for your meetings, email asgclubs@clackamas.edu and mbaker@clackamas.edu. List dates, time, preferred location, number of people, and any special set up needs (technology, seating arrangements, etc.).

- While online, you can still use the CCC reservation system to ensure your meetings are events are on the CCC calendar of events. Email mbaker@clackamas.edu with all the details of your event (date, time, zoom link, and short description, cost, contact, etc), and we will get it on the calendar!

Event Planning

About 6 weeks before your event, fill out and submit the Event Planning form which can be found in the forms section of this packet, through the website (www.clackamas.edu/asg/clubs), or by emailing asgclubs@clackamas.edu. Even better, schedule a meeting with the ASG Clubs Chair or SLL Staff to go over your event plan. This can help avoid approval problems later. Talking with ASG early on also helps us avoid overlapping events on the calendar, and gives us the best options for how we can support and promote your event.

- While online, we would still love to help you with planning and marketing your events! It still takes time to coordinate all the pieces of a successful event, so make sure to contact us early in your planning process.

SLL/ASG Resources

Student Life & Leadership (SLL) and Associated Student Government (ASG) are here to support you. Let us know if there is anything we can offer that will be beneficial to your club. Here are some services we can provide for you:

- Popcorn for a meeting (once per term, submit requests at least a week in advance)
 - While online this is not available. However, if you have an idea for something you would like to mail out to your members, let us know, and we can brainstorm ideas with you
- Game check outs (we have many board games you can use for a fun time at a meeting or event)
 - While online, we do have some options for online games, so let us know and we may be able to host a Jackbox game night for your group!
- Promotion of events-contact asgpromo@clackamas.edu to see how they can help promote your event on the portal and social media.
 - This is available and even more important in the online environment!
- Need a flyer duplicated? We are happy to facilitate getting it to duplications. Very reasonable costs that can be charged to your club account. Email your pdf to mbaker@clackamas.edu with specifics (how many, what size, etc.).
 - If you plan to mail hard copies out, we can still facilitate this for you!

Money and Budgets

SLL will set up your budget and get your account numbers. (ASG will deposit \$50 to start off new clubs-renewing clubs get \$25 if renewed by week 3 of fall term.) Be sure to plan ahead as it may take up to two weeks to process payments. To protect the treasurer and the treasury, all financial transactions (including deposits and payments) are maintained by the college through the Student Life & Leadership Coordinator.

- **Appropriations** - You can request funds from ASG through filling out an Event Planning Form, or if your funding is for supplies or other item not associated with an event, you can fill out the Appropriations Form. For example, you have raised \$600 to hire a performer for your event, but it will actually cost you \$650 to hire this performer. As part of your Event Planning form, you can indicate your requested amount from ASG. These are voted on and discussed at the ASG Meetings on Wednesdays.

Communication and Email

Communication is key in all relationships and this is no different! ASG has a dedicated Chair in the Clubs Department to assist you with getting started, event planning, and more. Stay in touch and plan to regularly communicate with our office to let us know how things are going and how we can be of service to your club.

ASG regularly emails the liaison and the advisor, please email back when responses are requested. Even if you are unable to attend a particular meeting or event, a quick reply is all that's needed. Have questions? Please ask!

If your club would like a College email for your use, please fill out the email request form found in the back of this packet or through on the clubs website (www.clackamas.edu/asg/clubs).

In addition, at least once per term ASG holds an Inter Club Council Meeting (ICC). This is a chance to meet face to face (or on Zoom), get some training, and ask questions. Club leaders and advisors are invited, and we encourage you to send in agenda items, and be prepared to discuss ideas and report on club news.

Evaluation and Transition

At the end of each term, and especially the end of each year, it is recommended that you spend a few minutes as a club and evaluate the year. How did it go? What went especially well? What can be improved? What do you recommend for the incoming officer/leadership team? Take notes, and submit them to your advisor and to asgclubs@clackamas.edu so we can help keep club records from year to year. (There is a sample form located in the Appendix and online at www.clackamas.edu/asg/clubs.)

Transitions should occur based on your constitution, but recommended to occur in early to mid-spring term so you have time to train your new leaders, pass on information, and in general set the next year's team up for success. Once you have had your elections/selections, submit those names to asgclubs@clackamas.edu, so we can update the website and know who to communicate with for upcoming events.

Advisor Section

Responsibilities of Club Advisors

By providing students with information and skills, the advisor/club relationship can be enhanced for both students and advisor. Students can receive the support, guidance, confidence, and information they need to grow and accept new challenges and responsibilities, while advisors can feel pride and satisfaction in seeing students mature and succeed.

- Be aware of the purpose and activities of the organization through attendance at organization meetings or through frequent consultation with student leaders.
- Act as a source of general information regarding college policies and procedures and red tape. Red tape includes: Requests for payment, vehicle requests, room reservations (25 Live), writing the constitution/start up procedures, event proposals etc.
- Encourage club members to assume responsibility for their actions and for the effectiveness of the program.
- Set expectations with the club leaders regarding manner and frequency of involvement by the advisor (meetings, special events, etc.).
- Guide, while at the same time allow freedom for members to plan and coordinate their own activities or programs.
- Provide special technical knowledge or information relevant to the club, as needed.
- Be familiar with club's history and current constitution.
- Provide continuity.
- Assist in determining realistic goals, planning events, and problem solving
- Attend club meetings or activities held outside of normal business hours.
- Oversee financial transactions of the club.
- When securing funds from the club account, the advisor must sign the Request for Payment (or email their approval to mbaker@clackamas.edu) authorizing expenditure before forwarding to the Student Life & Leadership Office.

Club Advisor FAQ

Note: Refer to Club Start up Information on how to write a constitution and get started.

Q: Why do clubs need a faculty/staff advisor?

A: Continuity and guidance. Students change year to year, so the advisor is a continuous person that helps the club maintain consistency. Students come to us at all stages of life, but none of them know how things work at CCC. You are here to help guide them through the process. Hold onto the history of the club. You should have a copy of the club constitution declaring the purpose. You should share that information with the students at the beginning of each year to help them in their endeavors for the year. Help with goal setting, making realistic goals and evaluating events and meetings.

Q: Do I need to be at every meeting?

A: You do not have to attend every meeting, but you will need to be aware of what activities the club is planning. You can do this through attending meetings, or by being in weekly contact with club members/leaders. Another way to help in the responsibility is to appoint co-advisors to spread out the responsibilities. **Exception:** if your club meets after hours, on weekends, or is involved in active events such as karate or dance or baseball, etc., you must attend the meetings where the activity is being performed.

Q: How do we get started with our meetings?

A: To reserve space, please use 25Live to request meeting space. If you are unsure how to do this, we are happy to help! Email asgclubs@clackamas.edu and mbaker@clackamas.edu with your requested date, time, location, number of attendees and special set up needs. (While online, continue to do this so your events and meetings are listed on the CCC Events page.)

Q: How do we get started with event planning?

A: Event Planning—starts with the Student Life & Leadership staff or online (www.clackamas.edu/asg/clubs) with the Event Planning Form. Help your students think through events. Has it been done before? Don't reinvent the wheel if you don't have to. Keep records (notebooks or files with copies of flyers and how to's). It is important to plan well in advance to ensure successful events.

Q: How do we handle money transactions?

A: Each club is given \$50 startup funds (one time). All additional funding must be fundraised or donated. All monetary transactions must go through Student Life & Leadership for final approval. **Note:** You can request funds from ASG through the Event Planning form (for event related expenses) or through the Appropriations Form (for supplies not related to events). In all money matters and event planning **it is important to plan well in advance of your needs.**

Q: What additional services does Student Life & Leadership or Student Government provide?

- **Mall tables**—we have the spot right outside the cafeteria for use for clubs activities. Schedule through Student Life & Leadership. You can fundraise, promote your club, hand out info relating to your group, host conversations, survey, etc.
- **Club Fairs, club council**—please attend if you can, or send a representative and then ask for a report. This is at least once a term and a good way to let others know how you are doing and what you are doing and to get help if you need it. We also cover important items such as training, budgets, services we offer, special events coming up, and we feed you.
- **Clubs Room**—The Clubs Room in the Wacheno Welcome Center is available for meetings and other activities for your club. Space is reserved on a term by term basis to give all clubs a fair chance of using

the room. We appreciate flexibility and understanding in this. If the Clubs Room is unavailable, we will help you with the process to reserve another space for your event or meetings.

- **Website**—we have a clubs website that is available for you to post information about your club contacts and meetings. Email asgclubs@clackamas.edu with changes/updates.
- **Email**:-clubs may request an email/login to use for club business.
 - If the club has a CCC Email, we can help you set up a Zoom account through CCC
- **Miscellaneous**: Popcorn for a meeting, game checkout for your group activities, poster making supplies, and more! Let us know if there is anything else that would be helpful.

Q: What if our group plans to travel or have field trips?

A: Travel waivers are required for all travel. If you hold your meeting or event off campus, waivers must be signed by all students and participants before the meeting or event. Waivers are required for all members at start up; remember to have all new students fill them out too. Check in with asgclubs@clackamas.edu for copies of the waivers or for any questions regarding travel or waivers.

Clubs Represent CCC!

The Student Handbook “Rights and Responsibilities” section outlines expectations for student behavior and all students are held to this standard. You can require more of your students if you are consistent within your group (for example: PTK requires a particular GPA). Be sure the standards are clearly stated in your constitution and that students are aware of the requirement as they gather information about your club (through brochures or informational meetings).

Contacts:

- Clubs Office in Student Government 503-594-3933 or email asgclubs@clackamas.edu
- Student Life & Leadership Office 503-594-3041 or email mbaker@clackamas.edu
- Or stop by our office in the Wacheno Welcome Center

APPENDIX

Forms

- Constitution Template
- Email Request
- Waivers - 3-page document covering:
 - Photo Waiver
 - Liability Waiver
 - Travel/Transportation Waiver
- Event Planning
- Appropriations
- End of the Year Evaluation

Club Constitution Template

(Club Name) Constitution

REQUIRED: ADOPTED "May 24, 2018" (date that you complete/revise your constitution)*

Article I- NAME (club name)

The name of this club/organization shall be (club name here) of Clackamas Community College.

Article II- PURPOSE

The purpose of this club is...

SECTION II – If you are affiliated with an international, national, state, or local organization, please create a section detailing the relationship. What is the organization, how are you affiliated (a chapter of, pay dues to, receive funding from, have staff support from, etc.)?

Article III-MEMBERSHIP

Who is eligible to join? Please explain fully the criteria for membership.

REQUIRED: Must include the following statement: Non-Discrimination: Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law.

Article IV- OFFICIALS

Please explain if you will have a President, Vice President, etc. How will your officers be elected or selected? What are the duties of the individual officers? How can officers be removed? What happens if someone can't complete their term?

REQUIRED: Include the following statement: Only registered CCC students are eligible to hold office in student clubs. Due to conflict of interest, no member of the Clackamas Community College classified staff bargaining unit, faculty bargaining unit, supervisor, administrator, part time employee, or confidential/exempt employee shall be allowed to run for or hold any student club office (even if they are registered students).

Article V- MEETINGS

When? Will you meet once a week, once a month, etc.? Will you operate under certain rules such as consensus, majority vote, Parliamentary Procedure? (Do not say "we will meet at 3pm on Tuesdays." What happens when you need to meet on Friday? You will be violating your constitution! For example: "we will meet weekly during fall, winter, and spring term, or as called by the chapter officers.")

Article VI- AMENDMENTS

REQUIRED: Must include the following statement: An Amendment may be initiated by any member of the group and passed by a 2/3 vote of the members present at the meeting. It must then receive a majority vote of the Associated Student Government (A.S.G.) to become effective.

You can add additional requirements for amendments as long as it doesn't contradict the required statement.

Article VII- ABANDONMENT

REQUIRED: Club funds shall remain in the (your clubs name here) Club account for a period of two years after its abandonment. If after two years, the club does not continue on an active basis, all funds shall be forwarded to... (A.S.G. or a CCC campus association that deals with your club's function.)

Example Abandonment Statement:

Club funds shall remain in the Lunch Club account for a period of two years after its abandonment. If after two years, the club does not continue on an active basis, all funds shall be forwarded to the ASG Free Food Pantry.

Notes:

- Feel free to add additional sections if needed but do include the above articles and **REQUIRED** statements.
- Spell check and grammar check your submission. Use the CCC Writing Center for help.
- Most constitutions need some revision before approval. Be patient! The process may take time.
- Remember to keep a copy of your constitution in your records and with your advisor.
- ***For renewals**, review your constitution, revise if needed. Your Adopted line will read like this:
ADOPTED [DATE of Adoption], REVISED [DATE of Current Revision]

Club Email Request Form

Each club may request a CCC email address to make contact easy (for example: phitk@clackamas.edu).

To obtain (or maintain) this privilege students must adhere to college policy regarding Electronic Information Resource (EIR) Policy (the current policy is available online Board Policy IIBGA-AR).

Let us know which students have access to the club email (the club advisor automatically has access).

Your club email password will be kept in the ASG office, and will be reset at the end of Spring Term each year. This is to ensure integrity of the email system.

By signing below, I agree to abide by the college EIR Policy as outlined in College Policies

Member Name	Signature
1	
2	
3	

Email Login Requested Name (example: cccwritersclub)	
Requested Password (example: wr!tersRgr8)	

Submit completed form to mbaker@clackamas.edu.

Club Waivers

Read and complete all waivers. Print, sign, and return completed waivers to CC 152. Participants under age 18 will need to have a parent or guardian sign on page 3. Waivers must be signed by each member before they become an active participant, and must be re-signed each year as the club renews.

Club Name:

Name of Student (Printed):

Phone:

Email: @student.clackamas.edu

Address:

City, State, Zip:

Term(s)/Year:

Participation Waiver and Release

In consideration for being permitted to participate in (club name) during (term(s)/year), I, the undersigned, fully recognizing the dangers and hazards inherent in this activity and any related transportation, as well as the unknown dangers and hazards which may arise in the course of the activity or transportation, to which I/my child may be exposed as a result of my participation, do hereby voluntarily:

1. Agree to assume all of the risk and responsibilities associated with my/my child's participation in the activity and transportation, if any.
2. Agree, for myself, my heirs and my personal representative, to defend, hold harmless, indemnify, release and forever discharge Clackamas Community College, its trustees, officers, employers, volunteers, representatives, agents, insurers, attorneys, successors and assigns, from and against any and all claims, demands, actions, or causes of action, including attorney fees, on account of any damage to real or personal property or any personal injury or death that may result from my/my child's participation in the above activity. I agree to voluntarily give up or waive any right that I otherwise have to bring a legal action against Clackamas Community College for property damage, personal injury or death.
3. In the event that I/my child should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I acknowledge that I have read this "Participation Waiver and Release," and I understand it fully, I understand that it is a legally binding release of liability. I am agreeing to release, discharge and indemnify Clackamas Community College, for injuries, damages or losses I/my child may incur. I acknowledge and

agree to be held liable for any and all costs arising from any damage to equipment or facilities that occurs as a result of my/my child's willful actions, neglect or recklessness.

Initial here **indicating you have read and agree to the above statements**

Transportation Waiver and Release

Name of Student (Printed):

This form is intended to advise students or a student's parents/guardians of their legal rights and duties and to release Clackamas Community College from all liability arising out of students being transported in privately owned vehicles.

I understand that I/my child may be involved in various activities sponsored by Clackamas Community College. There may be occasions in which students are responsible for their own transportation, whereby:

- I/my child will use my/their own vehicle for transportation to and from College activities.
- Another person will transport me/my child in a privately owned vehicle to and from College activities.

I acknowledge and agree to the following terms for those occasions in which I am/my child is responsible for my own/their own transportation:

1. If my/my child's personal vehicle is used to transport others, I have/my child has the required statutory liability insurance, including uninsured and underinsured motorists' coverage.
2. If I drive my own vehicle, or my child drives their own vehicle, I/they will adhere to all traffic ordinances and laws, including possessing a valid driver's license.
3. I release the College from all liability and assume all of the risk and responsibilities associated with or in any way connected to the transportation of myself or my child in personally owned vehicles either owned by me or by any other party.
4. For myself, my heirs and my personal representative, I will defend, hold harmless, indemnify, release and forever discharge Clackamas Community College, its trustees, officers, employers, agents, insurers, successors and assigns, from and against any and all claims, demands, actions, or causes of action, including attorney fees, on account of any damage to real or personal property or any personal injury or death that may result from my or my child's transportation. I agree to voluntarily give up or waive any right that I otherwise have to bring a legal action against Clackamas Community College for property damage, personal injury or death. This release includes claims based upon negligence.
5. I am/my child is responsible for damage to my own/their vehicle.

I acknowledge that I have read this "Transportation Waiver and Release," and I understand it fully, I understand that it is a legally binding release of liability. I am agreeing to release, discharge and indemnify Clackamas Community College, for injuries, damages or losses I/my child may incur. I acknowledge and agree to be held liable for any and all costs arising from any damage to equipment or facilities that occurs as a result of my/my child's willful actions, neglect or recklessness.

Initial here **indicating you have read and agree to the above statements**

Event Planning-ASG and Club Guidelines

Office: CC 152 **Phone:** 503-594-3929

Email: asgprez@clackamas.edu, asgadmin@clackamas.edu and mbaker@clackamas.edu

Event planning takes time! Think through each item and carefully create your proposal on the attached form 4-6 weeks prior to your expected event date. This will give you time to develop your ideas and create a successful event.

- ❖ **ASG Members:** Email completed proposals to asgprez@clackamas.edu, asgadmin@clackamas.edu, and mbaker@clackamas.edu.
- ❖ **Clubs:** Email completed form to asgclubs@clackamas.edu and your advisor. You do not need to fill out this form for your weekly business meetings (For weekly meetings email asgclubs@clackamas.edu and mbaker@clackamas.edu to request a time, date, and location preference.)

Use the following to help you in your planning process

5-6 weeks Prior to Event

Event Pre Planning:

- What kind of event is it? (Free Speech, Club, Promotion, Fundraising, a combination?)
- What are your goals and objectives for the event?
- How will the event benefit CCC students/community?
- Will any employee's work be impacted by the event? (Consider set up, clean up, technology, equipment)
- Who is your audience? (Students, staff, general public?)
- Is the event a duplication of another event? Has it been done in the past? What were its strengths/weaknesses?
- Could the event incur liability? What are the risks involved? Is it dangerous? Do you need liability waivers?

4-5 weeks prior to event

Event Logistics

- Set a date and time for your event. Does it conflict with any other campus events? (Midterms, finals, other ASG or campus event, holiday?) If so, how will you resolve the conflict?
- Has the facility been reserved?
- Are you aware of the policies regarding use of campus facilities?
- Will the event location or timing attract or inhibit student attendance?
- What is the estimated attendance?
- Will you be selling tickets or needing event staff?
- Will you plan to serve food at the event? (Food Service is contacted)
- Will others be selling anything at your event?
- Do you need an event till?
- Will you require the services of a performer, band, speaker, DJ, dance troupe, etc.?
- What are your lighting, sound and other equipment (tables, chairs, smart podium, microphone, speakers, tv, etc.) requirements?
- What is the publicity/advertising plan?
- How many members and volunteers do you need to help set up, run the event and clean up afterward?
- What is the budget for the event?
- If something doesn't go the way you want it to, what is your back up plan? (Rainy day plan, performer cancels, or other unforeseen event?)

After Event

Evaluation

- What went well?
- What could you improve?
- Did you accomplish your goals? Why or why not?
- Would you recommend doing this event again? Why or why not?
- Leaving a detailed evaluation helps future teams/groups with planning.

Event Contact List

Department	Phone	Email
Events and Conference Services – facilities, A/V equipment, setup, location		
Jennifer Miller/Greg Castaneda	503-594-3309	events@clackamas.edu
College Safety – liability, safety		
College Safety	503-594-6650	campussafety@clackamas.edu
Trio – food, catering, setup		
https://triohosp.catertrax.com/	971-322-6843	trio@triohosp.com
College Relations and Marketing – photos, web, social media		
Justin Montgomery/Jenelle Vader	503-594-6238	justin.montgomery@clackamas.edu /jenelle.vader@clackamas.edu
Public Information – press release, staff announcements		
Lori Hall - Public Information Officer	503-594-3162	lori.hall@clackamas.edu
Student Life & Leadership – campus announcements, room reservations		
Michelle Baker – Student Life & Leadership Coord.	503-594-3041	mbaker@clackamas.edu
Duplication – posters, flyers, signs		
Kathy Bergin - Print Center Operations	503-594-6788	kathybe@clackamas.edu
Publications & Marketing – brand & logo approvals, design work		
Kevin Anspach - Creative Manager/Lead Designer	503-594-3455	kevin.anspach@clackamas.edu
Clackamas Print - articles		
Editor-in-Chief	503-594-6266	chiefed@clackamas.edu
ASG Moodle Portal – announcements		
ASG Promotions	503-594-3935	asgpromo@clackamas.edu
Campus TV – PowerPoint slide ads		
Justin Montgomery	503-594-3500	justin.montgomery@clackamas.edu
Harmony Campus – posters, events, outreach		
Sunny Olsen – Director Harmony Campus	503-594-3481	sunnyo@clackamas.edu



Event Planning and Proposal Form

Event Planning Forms are evaluated weekly, submit your form by 2pm on Tuesdays to be evaluated at the Wednesday ASG meeting. **ASG:** Email completed form to asgprez@clackamas.edu, asgadmin@clackamas.edu and mbaker@clackamas.edu. **Clubs** email asgclubs@clackamas.edu and your advisor.

Event Organizer	CCC Email	
Group or Organization Name	Date Submitted	
Event Title		
Proposed date	Time of Event	Proposed Location
Alternate Location	Projected Attendance	

Describe your event, objective, and goals (be as detailed as possible):

What resources do you need—tables, chairs, audio, technology, etc. (be specific, use a separate sheet of paper to draw layout if necessary):

Are there any liability or safety concerns for this event? Yes No
If unsure, check with Student Life & Leadership Office or contact College Safety at 503-594-6650.
If yes, contact Campus Safety campussafety@clackamas.edu.

Do you plan to have food at your event? Yes No
If yes, check in with Student Life & Leadership to discuss food handling and food contract issues.

SLL Food Sign off: Name Signature

Do you plan to connect with the CCC Foundation regarding charitable giving for your event? Yes No
If yes, we will contact you regarding proper procedures.

Projected budget and plan (What will you spend money on? Consider posters/flyers, food, decorations, etc.):

Item	Amount	Item	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL			\$

I/we plan to use club/department funds

I/we hereby request funding from ASG, and have reviewed the ASG Appropriations Outline

- If asking for appropriations funding from ASG, answer the following: Our mission is to inspire students to become involved, create awareness around local, state, and federal issues, and to communicate student needs and concerns. How will the purchase you are requesting enhance the goals of ASG?

Need an event till? Yes No If yes, describe below (how much, what denominations of bills/change):

Do you need to contract with a speaker or performer? Yes No
 If yes, contact Student Life & Leadership for a Required Paperwork (Even if the performance is free)

Describe your promotional plan (include dates and timeline):

Action Plan

Use the space below to describe your process for planning the event (include dates and timeline/action items):

Club Advisor Approval

Clubs: Forward a copy of this completed form to your Club Advisor. Your Advisor will need to submit an email (to asgclubs@clackamas.edu) stating that they have read and approved your Event Proposal. In the subject line, use the following format to make it easy to track your proposal: EP.ClubName.NameofEvent (Example: EP.PTK.Induction)

ASG Approval			
Date	Approved	Approved with Revisions	Not Approved
Funding Approved \$			
Comments/Revisions requested:			
ASG President Signature			



Appropriations Outline

Directions: Complete this form, and submit to the Associated Student Government Administrative Assistant (asgadmin@clackamas.edu or in CC 152).

Refer to [ASGCCC Student Constitution Article V - APPROPRIATIONS](#)

The Appropriations account is designed to help sponsor events of student groups and organizations of Clackamas Community College. In order to obtain funds from this account the group must complete a proposal. This proposal will be evaluated by the Executive Cabinet of ASGCCC.

- Funds under \$500 require majority approval of the Executive Cabinet
- Funds over \$500 require $\frac{3}{4}$ approval from the ASGCCC body. The ASGCCC also votes on any appeal of Executive Cabinet decisions regarding request under \$500. ASGCCC has the final decision of approving or disapproving your proposal.
- If you are requesting more than \$500, please be prepared to present your proposal and answer additional questions at an ASG meeting (Wednesdays 3-5pm in Fireside).
- The Executive Cabinet and/or ASGCCC may: a) approve the requested amount, b) deny the request, or c) approve a different amount than the request.
- Decisions are made on a case-by-case basis, regardless of whether similar proposals have been approved in the past.
- Proposals are considered on details, organization, and the nature of the event. Please be specific and clear in your Appropriations Proposal and how the funds will be spent.

The Administrative Director has the responsibility to communicate the decision and how the distribution of funds will occur.

This application is the **beginning** of the process. If approved, it can take up to three weeks for payment to be made so it is important to plan ahead.

Appropriations Proposal

Name:

Date:

Department:

Ext:

Event/Project Name:

Contact:

Email:

Date Submitted:

Amount Requested: \$

I will need a check sent to a vendor (Note: it may take up to three weeks after approval)
I will use the SLL Department Credit Card (See Student Life Staff for check out)

Clearly state exactly what funds will be used for (marketing, food, prizes, etc. *be specific*). If you are requesting more than \$500, please be prepared to present your proposal and answer additional questions at an ASG meeting (Wednesdays 3-5pm in Fireside).

Our mission is to inspire students to become involved, create awareness around local, state, and federal issues, and to communicate student needs and concerns. How will the purchase you are requesting enhance the goals of ASG?

Describe any fundraising you have done to prepare for this event.

What date do you need the funds by? Remember, this application is the **beginning** of the process. If approved, it can take up to three weeks for payment to be made.

Additional details: attach any supporting documents including ads, flyers, etc. that will help us in making our decision.

I:

- 1) Have read the Appropriations Outline;
- 2) Understand all guidelines set forth and;
- 3) Will abide by the decisions made by the ASGCCC and its Executive Cabinet.

By typing your name here you agree to the above regulations:

Please submit proposal to the ASG Administrative Director (asgadmin@clackamas.edu, or in CC 152) as soon as possible. Approval may take up to two weeks. Payment can take up to three weeks to process *after* approval.

ASG Approval			
Date	Approved	Amount Approved \$	Not Approved
Comments:			
ASG President Signature			

End of the Year Club Evaluation

Club Name

School Year

Did you accomplish your goals for the year? Why or why not?

What events or projects went well this year? How was this accomplished?

Identify some areas of improvement for the club:

What advice would you leave for future members of this club?

How can ASG and/or Student Life can support your club in the future?