

Student Club Handbook

**Clovis Community College
Student Activities & Associated Student Government**

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1. Introduction & Purpose

Student clubs at Clovis Community College (CCC) enrich campus life by developing students' interest, creating opportunities for leadership, service, community building, and academic and/or social engagement. This handbook outlines the responsibilities, requirements, and procedures student clubs must follow to operate effectively at CCC.

2. Definitions

Advisor: A full-time CCC faculty who advises and provides a working relationship between the student club and CCC.

Active Student Club: A student club that meets all requirements and indicates that they will be active for the current semester.

Associated Student Government (ASG): The governing body representing all students. Oversees funding and policies for student clubs.

Defunct: A student club that has been inactive for four (4) or more consecutive semesters.

Inactive Club: A student club that does not meet requirements or has indicated that it will not be active for the current semester.

Inter-Club Council (ICC): An ad-hoc/committee under the oversight of ASG that represents all student clubs on campus.

Inquiring Student Club: Student clubs who are not officially approved by CCC but are in the process of becoming official.

Student Club: A student-led group recognized by CCC for the purpose of promoting common interests.

3. Departmental Roles & Responsibilities

Business Office: Responsible for all college financial needs including billing, student account inquiries, and refunds | AC3-250

Student Activities: Supports, oversees, and coordinates student clubs and co-curricular activities. | AC1-160

Public Information Office (PIO): Responsible for all public relations, media relations, publications, and the release of public information. | *Herndon Campus, B, Room 303*

4. General Campus Deadlines-Minimum

<i>Cash Box Request</i>	<i>24 hour notice</i>
<i>Facilities Request</i>	<i>30 days prior to event</i>
<i>Funding Request</i>	<i>30 days prior to event</i>
<i>Fundraiser Form</i>	<i>30 days prior to event</i>
<i>In State Travel & Conference</i>	<i>45 days for travel. Requisitions should in SCIP 30 days prior to travel.</i>
<i>Out of State Travel & Conference</i>	<i>60 days prior to travel</i>

5. Starting a New Student Club

To start a new student club, students must have the following requirements:

- One (1) full-time CCC faculty advisor.
- Must have at least five (5) currently enrolled CCC students.
 - All members must be registered in at least (5) CCC credit units, as established by Associated Student Government policy pursuant to California Education Code section 76060.
 - Students must have and maintain a grade point average (GPA) of 2.0.
 - Must be free of all official college academic and disciplinary restrictions.
- Define student club purpose. Please note that the request may be denied if a similar student club exists.
- Submit an Advisor acceptance form
- Submit Student Club President acceptance form
- Submit Constitution

Once all requirements are filled and forms are signed, submit the online **Student Club Creation Form**. Inquiring student clubs will receive a status update within five (5) business days once Student Activities has completed the verification process. Once official, the advisor and club president will be added to the Canvas classroom to access resources and documents.

****Clubs can be formed throughout the year on a rolling basis. Please note that new student clubs that are formed after week 7 of the current semester will not qualify for ASG funding that given semester.*

6. Requirements for Continuing Student Clubs

Continuing student clubs must determine their status of Active or Inactive at the beginning of every Fall and Spring semester to Student Activities.

Active Student Clubs

To maintain active status, all continuing student clubs must

- Indicate that they will be active by completing the **Continuing Student Club Form** within the first four (4) weeks of the current semester.
- Maintain a CCC full-time faculty as an advisor.
- Maintain a minimum of five (5) members throughout every semester.
- Attend ICC meetings
- Submit student club roster of active and currently enrolled members to Student Activities.
- All members must be registered in at least (5) CCC credit units, as established by Associated Student Government policy pursuant to California Education Code section 76060.
- All members must maintain a grade point average (GPA) of 2.0.

Benefits of Active Student Clubs

- Use of the official college name and logos.
- Possible funding and allocations from ASG.
- Ability to reserve classrooms and outdoor spaces on campus at no cost.
- Permission to post flyers indoors in accordance with the posting policy.
- Opportunity to participate in a variety of campus events.
- Ability to create an individual landing page on our official CCC website.

Inactive Student Clubs

Continuing student clubs that do not complete their intent to be active within the first four (4) weeks of a semester will be considered inactive for the current semester. All benefits listed above will no longer apply to the student club.

Student clubs that have been inactive for more than four (4) consecutive semesters will be considered defunct. If your student club becomes defunct, all funds of the defunct student club will be returned to the ASG's general budget.

Continuing student clubs will receive a status update within five (5) business days once Student Activities has completed verification.

Reinstatement of Student Clubs

A student club that has been designated as inactive may request reinstatement with the Student Activities office in order to regain active status. Student clubs may become inactive due to lack of membership, lack of an advisor, failure to complete renewal, or failure to meet operational requirements outlined in this handbook.

A student club that has been designated as a defunct must complete a new student club form and meet the requirements listed under Starting a New Student Club.

7. Inter-Club Council (ICC)

The Inter-Club Council (hereby referred to as the **ICC**) serves as an ad-hoc/committee under the oversight of ASG. ICC meetings shall be held a minimum of (3) times per semester at a location, date, and time set by the **ICC** President. The purpose of **ICC** meetings is to review the progression, activities, and development of each student club represented in the ICC.

Per ASG bylaws, all officially recognized and active Clovis Community College student clubs are required to have an ICC representative. Regular attendance at ICC meetings is required to maintain active student club status (Article IV: 2.4 & 2.5). In case there is no appointed representative, the advisor or any other student club member may attend.

8. Student Club Advisors

Purpose of an Advisor

Every student club must have an advisor. As outlined in our policies, the advisor will need to be a full-time faculty member. The advisor connects the student club to the college, supports students in meeting their goals, and ensures the student club follows campus policies and procedures. Their guidance helps the student club operate effectively, efficiently, and responsibly.

Role of the Advisor

Advisors serve as mentors and resource persons, not as supervisors. They provide continuity, help officers understand college policies, offer insight during planning, and

support students in making responsible decisions. They take reasonable steps to ensure a safe and positive environment.

Advisor Responsibilities

- Stay informed about the student club's purpose, programs, and activities.
- Understand and help enforce college policies related to student clubs.
- Must attend events and offer guidance that protects the student club's integrity.
- Encourage student leadership and responsibility.
- Provide continuity year to year and assist during transitions.
- Be aware of contractual or legal obligations, especially for off-campus events.
- Advisors are responsible for bringing concerns regarding violations of College policies or federal, state, or local laws to the attention of the Student Activities Office immediately.

At Events

When an advisor signs a requisition for an event, including tabling, recurring meetings, special events, or general facilities use, they indicate responsibility for the event and a willingness to be reasonably informed on the activities planned. Advisors should be available to support safe and smooth operations, assist in emergencies, and stay informed about the details of any event, tabling, or meeting the student club is hosting. They must be present for the entire duration of the event.

Unable to Serve as an Advisor

If an advisor can no longer serve, the advisor must inform the Director of Student Activities and the executive officers and allow a reasonable amount of time for the student club to secure a new advisor. All advisor changes must be reported to the Student Activities Office.

9. Special Events & Facilities Use

All events including tabling, reoccurring meetings, special events, or general facilities use require a **Facilities Request Form**.

Please note the following scheduling restrictions for student club activities:

- Student clubs may **not** host activities or events during the summer term.
- Student club events may **not** be scheduled during the last two weeks of the semester.
- Any student club events scheduled on Fridays must conclude by 7:30 p.m.

When setting up a student club event, the student club must go through these processes:

- Approval from the student club membership.
- Agendize the event in your meeting and agree as a student club to hold the event. Club minutes must indicate approval of event and use of any funds.
- Get the approval of your advisor.
- Consult Student Activities (AC1-160) to make sure the event is feasible and does not conflict with another campus event.
- Submit a Facilities Request for the event through the Student Activities Office within the required time frames.
- Adhere to financial processes if purchasing items for the event.
- Student clubs are responsible for staffing the event at all times. Student clubs are also responsible for ensuring that all materials are taken down after the event and the location of the event is void of trash.

****Facilities Request must be submitted to Student Activities 30 days prior to your event. No exception. Failure to do so will result in not being able to have the event. ****

10. Marketing

All student clubs are expected to create their own flyers for events and announcements. The PIO office does not create flyers for student clubs, so please plan to design your own materials.

Posting & Advertising

Student Activities must approve and stamp all indoor flyers. If you wish to promote or post a flyer indoors for your event and/or meeting, you must use the designated bulletin boards. Only one (1) design for each event and/or meeting will be approved.

You can do one (1) of the following to obtain approval:

- Bring a copy to the Student Center in AC1-160 during business hours.
- Email a copy of the flyer to cccstudentcenter@cloviscollege.edu
- Submit a copy of your flyer for online approval using this link: [Flyer Approval Form](#)

Please review our [**posting guidelines**](#) per AR 3900 for more details.

CCC Website

The events calendar found on the college's official website is reserved for official College-

sponsored activities. Student club events are not posted on the college-wide events calendar and may only be advertised through PIO approved student club channels.

Promotion of your flyer or event on the official CCC website is limited to your official student club landing page. If you wish to have your event highlighted on your landing page, you must submit a Marketing Request so the information can be added or updated. Student club landing pages on the CCC website are created and maintained only through submission of a Marketing Request Form. Please allow a 4-week turnaround from the date you are able to provide ALL the content for the project. Be aware that delays in providing content may cause delays in project completion.

Posting or advertising any event that has not received required approval through the Facilities Request, Marketing Request, or Student Activities Office is subject to removal.

Social Media & Digital Presence

Requirements

All student clubs must submit a **Marketing Request Form** prior to creating any official student club social media account (e.g., Instagram, TikTok, X/Twitter, Facebook) to obtain approval.

- No social media accounts may be created, published, or shared publicly until written approval is received from the PIO office.
- Advisor and Director of Student Activities must have login access.
- Accounts must be made using an official CCC club email domain established by college IT.
- Must follow college **Branding Guidelines**.

Only officially approved student club social media accounts may be published or linked on the club's landing page.

Prohibited Content

Student club social media accounts must uphold CCC standards and maintain a positive, inclusive environment. Students must adhere to the **Standards of Conduct**.

Unapproved Platforms

Platforms not approved or managed by the College, such as Discord, may not be posted, advertised, or linked on any College webpage or student club landing page.

ASG Reposting

The Associated Student Government (ASG) supports student club promotion through social media reposting.

- ASG will only repost student club events that originate from the Student Clubs' official social media accounts.
- Content must be submitted or requested at least four (4) days before the event.
- Each event or activity will be reposted only one (1) time by ASG.
- ASG reserves the right to deny reposting if content violates college policies or marketing standards as determined by the Dean of Students.

Use of College Name, Logos & Branding

Student clubs are encouraged to create their own logo, logo must be approved by PIO. Logo use requires approval by PIO through a Marketing Request for active student clubs.

****Student club logos will not be created by the PIO office****

Misuse of College Logos or Branding Not Allowed

Examples Include:

- Altering, modifying, or creating unofficial versions of college logos, seals, or branded materials is not allowed.
- Using branding in a way that misrepresents or inaccurately implies official endorsement from the college.

Please reference the [Branding Guidelines](#) for additional information.

11. Financial Policies

Student Club Accounts

All active student clubs interested in fundraising can obtain a student club account by completing the Application for New Club Account.

- Submit the new account form with the advisor's signature.
- Accounts can be used to deposit and withdrawal funds.
- In accordance with California Education Code 76063, student clubs may not maintain off-campus bank accounts or independently manage funds outside of College and District financial systems.

Inactive Accounts

Accounts inactive for four (4) semesters will be closed, and funds will be reallocated to ASG.

Fundraising Procedures

Completed fundraising event requests must be received by the business office 30 days in advance. All food fundraisers must follow **Fresno County Health Department rules and regulations**.

Before the Fundraiser

- Discuss potential fundraising events/activities during a general student club meeting at least a month in advance of the planned activity. Ensure the discussion is captured in the minutes.
 - Obtain a Fundraising Event Request Form from the Student Activities Office or the ICC Canvas page.
 - Attach the following documentation to The Fundraising Event Request form:
 - Copy of Revenue Recap/Potential Form
 - Itemized list of what is being sold and the price it's being sold for.
 - Contact the ASG Vice President to have your fundraiser placed on the ASG agenda. Attend the ASG meeting when your fundraiser will be discussed and voted upon.

After being approved by ASG

- Submit the Fundraising Event Request to The Student Activities Office: Required signatures
 - Student Club Advisor
 - Director of Student Activities
 - Dean of Students
 - Vice President of Admin Services

Day of the Fundraiser

- Pick up a cash box in the Student Activities office (AC1-160).
- Record how much is sold of each item that the student club is selling on the Fundraising Sales Record Form/Tally Sheet

After the Fundraiser

- Record on the Revenue Recap/Potential form any monies received.
- If totals at end of the fundraiser are recorded as a loss (no money was made or less money was made than originally projected), make note of why (i.e.-sodas

- sold at 50% off at the end of the fundraiser, not all product was sold, the student club will keep for a future fundraiser, etc).
- Make a copy of the Fundraising Sales Record/Tally sheet form for your records and attach the original to the Revenue Recap/Potential form.
- **Deposit all money immediately** at Student Activities or the Business Office. If the fundraiser is taking place outside of regular business hours (8:00 am-5:00 pm), monies must be deposited immediately the next business day.

General Cash Handling Checklist

- All district or student body fundraisers must have prior approval from the Administration and Associated Student Government.
- Cash or checks collected from fundraisers, book sales, or any other school-related activity must not be deposited into personal checking accounts. All business or activities funds must be promptly deposited into the campus safe pending preparation of the deposit into the student club account.
- The funds must remain on district property.
- **Raffles, lotteries, or games of chance are in violation of Penal Code 326.5.**
- It is necessary to notify the ASG and Student Activities when donations are made to a student club or the campus by any entity.
- If approved in advance by Student Activities, advisors can hold on to funds overnight.
- All requests for reimbursement of expenses must be accompanied by an original receipt.
- All student club purchases must have prior authorization by the student club advisor and Student Activities.
- Whenever money changes hands, a receipt must be given (in the case of a sale, the exchange must be recorded on a tally sheet).

External Fundraisers

External fundraisers conducted by or on behalf of a student club must receive prior approval from CCC, Student Activities, and the Associated Student Government before any fundraising activity begins. External organizations, businesses, or individuals may not collect or distribute funds on behalf of a student club without college authorization.

All funds raised through external fundraisers must be issued directly to Clovis Community College in the form of a check payable to Clovis Community College. Cash, electronic payments (e.g., Venmo, Zelle, PayPal), or checks made payable to individuals or student clubs are not permitted.

Checks received through external fundraising must be submitted promptly to Student Activities for processing and deposited into the appropriate student club account. Funds

may not be held, deposited, or managed outside of College and District financial procedures.

Procedures for obtaining a check or refund request

The general procedure for obtaining a check or refund payment is as follows:

If Requesting ASG Funds:

- Submit a **funding request form** through Canvas or contact the ASG Vice President at cccasg@cloviscolege.edu to be added to the agenda.
- To submit a request for a Purchase Order, provide the following documentation:
 - A quote or receipt for the product being purchased.
 - Once a purchase order number is created, receive goods and turn in receipts to the Student Activities Office.
 - If food is being purchased for the event, provide sign in sheets of all those in attendance
- To obtain a reimbursement, submit:
 - Itemized Receipts
 - If food was purchased, provide sign-in sheets of all those in attendance

If Requesting Student Club Funds:

- Approve the expenditure in a student club meeting.
- To submit a request for a purchase order provide the following documentation:
 - Minutes in which the student club approved the expenditure
 - A quote or receipt for the product being purchased.
 - Once a purchase order number is created, receive goods and turn in receipts to the Student Activities Office.
 - If food is being purchased, provide sign in sheets of all those in attendance
- To obtain a reimbursement, submit:
 - Minutes in which the expenditure was approved by the student club **BEFORE** purchase.
 - Itemized receipts
 - If food was purchased, provide sign in sheets of all those in attendance

12. Travel & Transportation

College-approved travel allows student clubs to access resources such as college vans, charter buses, meal per diems, and gas cards, while also ensuring compliance with College and District travel policies.

To take advantage of these benefits, student clubs must follow the required travel approval process and submit all documentation within the established timelines. This process helps ensure proper planning, budgeting, and authorization for travel expenses. Student clubs must submit these materials to Student Activities to ensure proper approval, budgeting, and compliance with college and district travel procedures. Please follow the deadlines carefully to avoid delays or travel and reimbursement denials. All clubs are required to schedule a meeting with the Director of Student Activities to discuss the process prior to traveling.

Please submit the following 45 days before travel to Student Activities:

- Conference Description
- Detailed Itinerary from the start of travel to the end of travel
- Meal (per diems) cost breakdown per student and staff meals
- Conference provided information
- Signed T&C for all staff
- Hotel cost breakdown
- Hotel W-9
- Signed Transportation Request
- Field Trip Approval Form

Two (2) days before travel:

- Request gas card from the Business Office
- Confirm meals (per diems)
- Confirm transportation
- Student waivers

Post-Travel:

- Submit all receipts to Student Activities (if applicable)

****Delays in the process could result in the advisor having to pay the cost out of pocket and delays for reimbursement****

13. Conduct, Compliance & Accountability

These standards support the safe, responsible, and effective operation of student clubs on campus. The Student Club Handbook outlines the expectations, procedures, and responsibilities that all student clubs must follow at CCC. All student clubs and their members are required to abide by the policies and guidelines contained in this handbook.

All students are expected to follow the standards of conduct, which defines behaviors that may result in disciplinary action and explains the procedures used to resolve concerns in accordance with Board Policy and Administrative Regulation (AR) 5520. Together, both handbooks ensure that student club members operate within college policies and maintain a positive and respectful environment.

14. Resources & Contacts

For questions please contact, Dr. Maricarmen Figueroa, please contact Student Activities at maricarmen.figueroa@cloviscoleage.edu or stop by Student Activities in the Student Center located in AC1-160.

The provisions in this Club Handbook are subject to change at any time at the discretion of Student Activities.