



# SEATTLE CENTRAL COLLEGE

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## Club & Organization Handbook

2023-2024

*Last Updated (3/22/2024)*



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# Intro



Clubs and Activities Board (CAB) supports club life at Seattle Central. We help clubs with funding access, resources, leadership practice, and training. CAB is committed to providing spaces for students who want to find a sense of belonging as well as empower them to lead their communities.

## MEET YOUR STUDENT LEADERSHIP STAFF

### **Clubs and Activities Board (CAB)**

Club Coordinators

[caboffice@seattlecolleges.edu](mailto:caboffice@seattlecolleges.edu)

Our CAB Students are the main contact for all club and organization-related questions and concerns, event planning, required training, leadership development opportunities, and more!

### **J.C. Ignacio** *(They/Them)*

Club Specialist

[jc.ignacio@seattlecolleges.edu](mailto:jc.ignacio@seattlecolleges.edu)

If you have specific questions (Room Reservations, Funding, etc.), they'll be your main contact. They are available all year on weekdays from 9am to 4:30pm.

**Kano Cheng** (He/She)

Activities Specialist

[kano.cheng@seattlecolleges.edu](mailto:kano.cheng@seattlecolleges.edu)

Kano manages Student Leadership events at Seattle Central. Occasionally, he may collaborate with clubs/organizations to host cultural events.

**Kunbi Ajiboyeunbi** (She/Her)

Dean of Student Development

[kunbi.ajiboye@seattlecolleges.edu](mailto:kunbi.ajiboye@seattlecolleges.edu)

Kunbi is the designated [campus complaints officer](#) and is available to meet with students to guide students through the formal complaints process.

**Eric Murillo** (He/Him)

Graphic Designer

[eric.murillo@seattlecolleges.edu](mailto:eric.murillo@seattlecolleges.edu)

The Student Life graphic designer is available to help student groups develop, edit, and market fliers, advertisements, and related materials.

## I. How to get Started

Starting a club at Seattle Central is simple! There are [two different club levels](#) with slightly different criteria and privileges. Clubs have the ability to choose their club level depending upon the extent of involvement and activities they would like to lead.

### HOW DO I START A CLUB?

- 01 Create an Idea** - Pick an idea and purpose for a student organization. [Check our list of student clubs](#) to make sure that a similar one doesn't already exist.
- 02 Get Support** - For level 1 clubs, you just need to find 1 additional student who can serve as the Vice President of the club. For level 2 clubs, you need to find a professor or staff member who agrees to serve as your club advisor.



**03** | **Submit an Application** - [Fill out our short online application](#). If it is approved, CAB will reach out to you to schedule your club orientation.

*Note: To fill out the application, you must have the contact information of the Club President, Vice-President, and your Advisor.*

**04** | **Attend Orientation** - If your application is approved, our team will reach out to you to schedule your club orientation using the email you provided.

**05** | **Submit a Constitution** - After your Orientation, CAB will send the Club President and Advisor a Club Constitution through email. Please fill it out online within 2 weeks.

### HOW TO RENEW YOUR CLUB/ORG FROM LAST SCHOOL YEAR

If your student club/organization served as an active, official student group for the 2022-23 school year, here's what to do:

**01** | Fill out the [Change of Information Form](#).

*Note: You must have the contact information of the Club President, Secretary (VP), and your Advisor.*

**02** | *(Skip if Club leadership hasn't changed.)*

CAB will reach out to you to schedule a refresher Club Orientation.

**03** | You will then be sent a new constitution to fill out within 2 weeks.

### CLUB PERKS

#### All Student Organizations can:

- Request funding for activities/events up to **\$500** per year\*.
- Meet regularly at Seattle Central with dedicated meeting room space
- Host activities and events on campus during Student Leadership Hours. **(8am to 5pm)**
- Get access to Student Leadership resources (Examples: lockers, printing, craft materials)



*If your student organization starts in Spring Quarter, any funding request approvals are instead based on how much is left in the CAB Reserve Fund.*

#### If you have a Club Advisor, you also can:

- Request additional funding depending on what is left in our reserve throughout the year.
- Request funding for events off-campus.
- [Fundraise additional money](#) for club purposes.

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## How to get Started

- Host events/meetings outside Student Leadership office hours.\*
- Receive funding for traveling out-of-state.\*



If you're traveling out-of-state or hosting events outside Student Leadership hours, your Club Advisor or a Central staff/faculty representative that they choose must be present.

## RECOMMENDATIONS FOR YOUR FIRST MONTH

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### Create Community Guidelines

Work with your club members and advisor to create a set of guidelines for people participating in your club.

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### Setup Club Meeting Times

Work with your members to setup a consistent meeting time to plan club activities and more.

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### Attend Student Life events

Every event you attend is an opportunity to spread the word about your club.

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### Create a Recruitment Flier

Design your own or submit a [Graphic Design Request](#) for our full-time graphic designer.

## II. Resources & Ongoing Support

As a student organization at Seattle Central College, you have access to the following resources and support!

### SPACES FOR MEETINGS AND APPROVED EVENTS



To reserve a room,  
[please fill out this online form.](#)



Want to see some possible  
locations? [Visit our website.](#)

Clubs and organizations can request to reserve any space on campus for approved club activities, events and meetings! These spaces include: conference rooms, big event spaces (BE1110, etc...), hallway tabling and outdoor spaces (ex: South Lawn), the recreation areas in the MAC (Gym, Pool room, etc.).



*Since other programs and professors also reserve spaces, it's not guaranteed that your preferred choice will be available. We recommend filling out the Room Reservation form at least 2 weeks in advance!*

#### Some ground rules:

- When using a meeting space, you are responsible for cleaning up after yourself, and must re-set the room to the way it was when you entered (tables in original position, chairs, etc...).
- Be respectful to other student groups! Make sure to arrive and leave at your meeting space within your scheduled times to not take time away from other groups' meetings. If you need extra time to setup or do takedown, let SOH know when you fill out the room reservation form.
- Be careful with technology, but please use it! Feel free to request equipment/technology from Student Leadership if spaces are missing them.
- If you need to cancel your club meeting/event for any reason, please let us know so we can help answer student questions!



*You should leave any space you utilize for club activities in as good a condition as you found it. Leaving trash and breaking equipment can result in your club being restricted in the spaces it will be allowed to request in future.*

## ONLINE RESOURCES

Our team also recommends the following online tools. Need help? Contact [caboffice@seattlecolleges.edu](mailto:caboffice@seattlecolleges.edu).



### Canva

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Canva (not Canvas) is a great tool for beginners who want to create their own fliers and marketing. There are various preset templates you can use. ([Website Link](#))



### Zoom

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Zoom is a great tool to use if you want to meet with your club remotely. Email [caboffice@seattlecolleges.edu](mailto:caboffice@seattlecolleges.edu) if you're interested in setting up a remote meeting because our team has full access. ([Website Link](#))



### Discord

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Many clubs and Student Leadership teams use Discord as their main communication platform to chat in realtime. ([Website Link](#))

## EQUIPMENT

Over the years, the Student Leadership Office has built up an inventory of equipment and supplies available for club use. From Camera Backdrops to Picnic Blankets, we can support various club activities. If you have a specific item you are looking for and are curious if Student Life may have it, please reach out to our Clubs Office email ([caboffice@seattlecolleges.edu](mailto:caboffice@seattlecolleges.edu)).

## PROMOTIONAL RESOURCES

### Open Posting Locations

Have a flier/poster that you want to post on campus? [Visit this page for all the locations available.](#) All club/org advertisements must have the following to be posted:

- **Accessibility Icon and Statement** - (Copy the following text) To Request disability related accommodations, please contact Accessibility Resource Center at [arc.central@seattlecolleges.edu](mailto:arc.central@seattlecolleges.edu)
- **Seattle Central Logo** - Add the Tiger Logo or the CAB Logo.
- **Time and Location**



**SEATTLE CENTRAL COLLEGE**

Clubs and Activities Board



### **CAB Network**

Need to get the word out about your club/org or event?

Contact the Clubs and Activities Board ([caboffice@seattlecolleges.edu](mailto:caboffice@seattlecolleges.edu)).

### **Copying & Printing requests**

Students Clubs are allowed to print or make copies of fliers and other club materials.

To do so, submit a Print request.



To make a Printing Request,  
[please fill out this online form.](#)

Club Fliers for event marketing or for club recruitment will automatically be sent for approval from our Graphic Designer if the following conditions apply:

- Your club started less than 6 months ago
- You selected “no” on any of the questions asking if your club flier had any of the 3 requirements.



*Whenever possible, please submit the source file (examples: PSD, Google Slides, Powerpoint) in case we need to make color-edits.*

### **Sandwich Boards**


We also have sandwich boards you can place anywhere on campus that we can bring out by request.

### **CLUB ROOM**

Located in the Student Leadership Building, our Club Room has various supplies, tech, and more that makes it the ideal place to have meetings/events. Here are some notable resources

### **Club Locker Storage**

The Club Room has 36 lockers available for clubs to rent for the school year.



## Resources & Ongoing Support



- Storage options are assigned to groups on a space available basis and are reserved by club/org student leaders.
  - Clubs/organizations are held responsible to report any damage or needed repairs.
  - Student Leadership will not accept responsibility for damage or loss of contents in storage lockers
  - Flammable materials, dangerous chemicals, explosives or weapons of any kind are strictly prohibited. Illegal or controlled substances are also strictly prohibited.
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- At the start of the school year, CAB will check-in with clubs to see if they are still using the lockers. Please reply in 2 weeks or we will make the locker available to new folks.
  - The Club Specialist reserves the right to open a locker with or without the consent of the group in instances where procedures are being abused or in the case of an emergency.
  - All lockers and padlocks are the property of Seattle Central College and are subject to applicable Seattle Central College and Student Leadership Policies.

To reserve a locker, contact CAB ([caboffice@seattlecolleges.edu](mailto:caboffice@seattlecolleges.edu))

### Computer Stations

There are multiple computers available for students to use! To login, type the 1st half of your seattlecolleges email and then your seattlecolleges password.

### Club Emails

Each student organization can request for a @seattlecolleges.edu account that multiple club leaders can manage. To receive a club email, please email [caboffice@seattlecolleges.edu](mailto:caboffice@seattlecolleges.edu) with the following info:

- The President's and Vice-President's name and seattlecolleges.edu email
- What you would like the email name to be. (Example: [leftclub@seattlecolleges.edu](mailto:leftclub@seattlecolleges.edu))



*If your club has been inactive for 2 years, IT will delete the email account.*



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## III. Planning Events/Activities

### CLUB MEETINGS

*(Plan at least 1 week ahead of time.)*

Just fill out the [Room Reservation Form](#) and if needed, the [Club Funding Form](#).

*Note: If you already know how often and when your club is meeting, feel free to add a note in "Additional Details about Date" (Example: Gaming Club will meet every other Tuesday)*

### TABLING

*(Plan at least 2 weeks ahead of time. Tabling is not available during the 1st week of every quarter and during [school holidays](#).)*

Student Organizations can also table in certain locations to promote their org, recruit possible members, promote a cause, etc. Just fill out the [Room Reservation Form](#) and if needed, the [Club Funding Form](#).

### CAB EVENTS

Clubs are required to participate in at least 1 of below events each quarter to maintain an active club status.



**Student Involvement Fair** - These are held the first month of Fall, Winter, and Spring quarters. All Club and Student Leadership Boards are invited to table in the BE Atrium (Cafeteria) to showcase their club, invite students to participate in events and join as members. These quarterly fairs are a great way to promote your club and connect with students!

**Unity Fair** - This event is Seattle Central College's biggest event of the year and it is typically held in May. All clubs are encouraged to join the Student Planning Committee starting early Winter or apply for a booth at the event.

**Welcome Week** - At the 1st week of every quarter (minus summer), Student Leadership helps navigate students around campus, gives out swag/food, and more! Clubs are welcome to table during this time as a chance to recruit new members and contribute to the festivities!

**Club Council Meetings** - These are held once for Fall and Winter Quarters as a way to check-in with each other, do professional development workshops, and more.

**Student Org Awards** - This event is held near the end of Spring Quarter and invites clubs to celebrate the year's accomplishments. CAB presents clubs with awards and celebrates our club community with great food and entertainment by clubs.

**Co-host an Event with our Activities Specialist** - In addition to clubs, CAB also plans many multicultural and recreational events throughout the school year such as De-stress Day, Lunar New Year, and Transgender Day of Remembrance. Interested in co-hosting an event with our team? [Contact our Event Specialist.](#)

### HOW DO I PLAN AN EVENT?

- 01** | **Define the Purpose of your Event** - Ask yourself: "Why are we hosting this event? Some common answers are to increase club visibility/attract new members or to raise awareness for an issue.
- 02** | **Design the Event** - Don't underestimate the time it takes to plan an event! As you go through the Event Proposal Form, finalize details such as the event date and work backwards in determining how long each task needs to be completed.
- 03** | **Promote your Event** - At least 1 week before your event, make sure to promote your event over social media, by posting on campus, sharing with your professor, and more!
- 04** | **Do it!** - At the event, make sure you put the experience of your guests first. Is it easy for them to navigate the venue? Are directions and flow clear? It is usually a good idea, especially with larger events, to schedule at least two people to serve as "runners" who can get extra chairs, replenish napkins, etc.
- 05** | **Debrief and Assess your Event** - After your event, meet with your club to talk about what went well, what were challenges, what you can improve. Also send a survey to people who attended your event to hear from them.

## IV. Club Funding: How does it work?

As an official Seattle Central College Student Organization, your club enjoys access to the [Services and Activities \(S&A\) fund](#). At Seattle Central, we allocate the funds equitably amongst the clubs as requested throughout the school year. The total amount available to all clubs varies each year and is approved by the committee for Services and Activities Budget every spring.

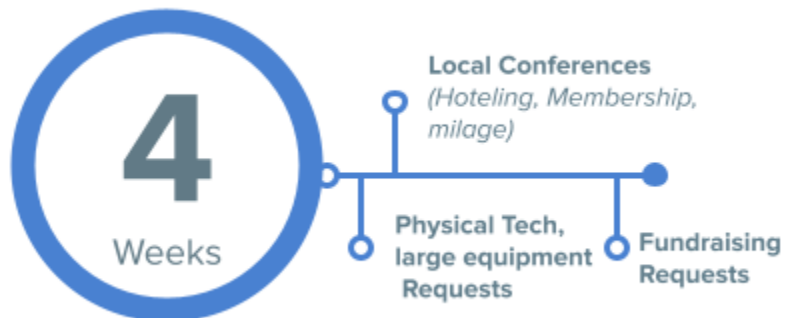
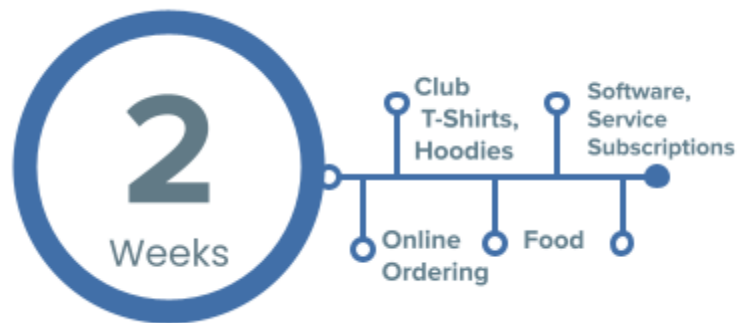


### HOW TO REQUEST FUNDS

Fill out our Club Funding Form by scanning the QR Code or [clicking this link](#). If CAB approves your request, J.C. will work with you on your purchase.

Before requesting funding, please look at the chart on the right to make sure you're giving enough advance notice. Any request sent without notice will be denied.

- **Food** - If you have food at your event, sign-in sheets (Name, email) will be required at your event.
- **Travel/lodging** - As soon as an event schedule/agenda comes out, please work with our administrator to fill out travel paperwork. You will be reimbursed a certain portion of the trip upfront.
- **Reimbursements** - At the moment, you're allowed to purchase anything \$50 or less if your funding request was approved. Please save the receipts to send to CAB.



### What we Cannot Fund

We can't purchase above \$3,000 (unless you have Fundraised) and buy Gift Cards. Club funding also can't be used for [Programmatic Events](#).



### FUNDRAISING

As a recognized student organization at Seattle Central College, you are encouraged to raise funds on behalf of your club. There are many creative ways to raise money and our Club Specialist is happy to talk about your options and ideas.

Because the use of Services and Activities (S&A) fees are regulated by the District and State, here are some guidelines for fundraising:

- 01 | The Club Specialist must be made aware of your fundraising intentions before beginning.
- 02 | All funds collected on or off campus must be deposited in the Student Leadership or cashier's office within 24 hours.
- 03 | All money raised through club activities will be deposited into a club funding account.
- 04 | The Club must keep an accurate financial record of income and expenditures.
- 05 | If a club has been inactive for more than 1 year, the money raised becomes part of the public club funds.

### CAB RESERVE FUND

If your Student Organization has an advisor, they are eligible for additional funding depending on what is left in our CAB Reserves.

- Officers are notified of the Reserve balance every start and mid of the quarter.
- The reserve balance needs to be used up by the end of spring quarter. It does not carry over to Summer Quarter.
- During Spring Quarter, all clubs have access to the reserve.

### KEEPING TRACK OF IT ALL

Clubs are responsible for tracking all transactions and sending a copy of the receipts to CAB, whether it is a funding request or a fundraising deposit. CAB can provide electronic and physical paper forms by request.

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## V. Expectations for Student Organizations

### REQUIREMENTS FOR CLUB/ORG ACTIVE STATUS

To maintain an active club status, you must do the following each quarter”

- ☑ You must collaborate with CAB ([event list here](#)) or with another program on campus.
- ☑ You must have at least 1 club meeting or event/quarter
- ☑ You must have at least 2 Club Officers (President + Vice President) as well as 4 members in your club
- ☑ You must send a Club membership list with names and CTCLink/Seattlecolleges emails.




If your club is part of Seattle Central’s satellite buildings (Health Education Center, Wood Tech, etc...) and you need accommodations for the collaboration requirement, feel free to reach out to [jc.ignacio@seattlecolleges.edu](mailto:jc.ignacio@seattlecolleges.edu)!

### Student Conduct

In addition, Student clubs & organizations must follow Seattle Central’s Student Conduct Policy & Procedures. Examples of misconduct include:

- Discriminatory conduct against a student or an employee.
- Harassment: Unwelcome and offensive.
- Forgery, alteration, or misuse of documents and false statements.
- Theft, damage, misuse, or possession of district or personal property.
- Hazing
- Sexual misconduct: Harassment, intimidation, violence.
- Academic dishonesty, including cheating and plagiarism.
- Assault, physical or verbal abuse, threat(s), intimidation, bullying, cyberbullying, stalking, harassment of any person on district property.



## Expectations for Student Orgs

- Possession, consumption, or being under the influence of alcohol, or selling alcohol.
- Weapons: Possession or use of any device or substance which can inflict bodily harm or damage property.
- Smoking inside a campus building or where smoking is not authorized.

Our Dean of Student Development, is the designated campus complaints officer and is available to meet with students to discuss issues, devise problem-solving strategies, and if necessary, guide students through the formal complaints process.



[Visit the Student Conduct Procedures page for more info](#)

**The Seattle Colleges District has developed policies and procedures that are designed to respect the rights and respondent in the resolution of the problem.**

### EXPECTATIONS FOR STUDENT LEADERS

Student leaders for clubs and organizations set the tone, intention, and culture of student groups. For many club/org leaders, this may be your first time leading a group, which can be exciting and nerve-wracking at the same time.

Your advisor and Student Life staff are here to help you navigate learning new skills as you support your club/org's goals, members, and overall mission.

#### **Club Officers are expected to:**

- Have knowledge of the clubs' purpose and objectives. Be knowledgeable and adhere to the Policies and Procedures of this Clubs & Organizations manual and of Seattle Central College.
- Complete the end-of-year Student Org survey in Spring Quarter..
- Be responsible for notifying the Student Life Office when there is a change in any club/organization information.
- Participate in all club/organization trainings you're able to make it to. This includes Club 101, Event Planning Training, and Club Council Meetings.
- Read and review all emails sent by the CAB Staff and forward to club/organization members (all correspondence will be sent to officers and advisor).
- Organize and facilitate meetings.



- Effectively plan activities and events according to the Event Planning Checklist; turn in an Event Proposal Form and all supporting documents 3-5 weeks (depending on event details) prior to the event.

### **Club Member Infractions and Removals**

When club members join a club, they must read and agree with Community Guidelines set by club leaders in order to participate. Members can be removed from the group for repeatedly breaking community guidelines.

Before considering removals:

- Club leaders must be transparent with the affected student on what community guidelines they broke.
- Club leaders must make attempts to reconcile with the affected student and give a second chance.
- If you have a Club Advisor, give an option to the affected club member to host a mediated conversation between the affected club member, the club leaders, and the club advisor(s).

If a student would like to overturn an infraction that didn't result in their ban, they can reach out to their club advisor (if any) or the [Club Specialist](#). Send any documentation (screenshots, guideline broken, etc.) to them. The club leader will be asked to provide documentation as well.

The last resort is that the affected club member must be sent a formal message that they are banned. The message must include the following:

- The amount of time they are banned.
- The option to request a meeting with club leadership (both advisors and club leaders)
- The contacts of the Club Specialist and the Dean of Student Development if the affected club member wants to pursue further actions.

### **EXPECTATIONS FOR CLUB ADVISORS**

The advisor helps the students take full advantage of co-curricular learning and serves as a role model and mentor for members of student organizations. Responsibilities include:

- Serve as a resource and guide for the club, help students find resources on and off-campus.
- Be aware of the purpose and objectives of the club.
- Be aware of the regular meeting time and place of the club.
- Assist club officers and members in activities, programs, and budget planning.

When Student officers complete their Club Orientation, Club Advisor will also be sent a Checklist they must fill out with the Club Officers.

As a Club Advisor, please familiarize yourself with the Killian Guidelines and S&A Procedural Manual. These detail the full list of activities that club funding can be used for.

### Useful Links!



[Checkout our Club Advisor Checklist!](#)



[Killian Guidelines](#)



[S&A Procedural Manual](#)

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## VI. Common Questions

### **ARE THERE ANY REQUIREMENTS TO BE A CLUB PRESIDENT?**

All Seattle Central students are allowed to be the Club President of one club. If you are interested in starting another one, you can start one additional club as long as you serve as the Vice-President. Club Coordinators and ASC Executives can not be the President of a Club.

### **CAN I PERSONALLY KEEP ITEMS BOUGHT WITH CLUB FUNDS?**

Everything bought with club funds is property of the club. If a club is inactive, it becomes Student Leadership's.

### **DO CLUBS OPERATE DURING THE SUMMER?**

For most clubs, the summer quarter is a time to either take a break or to focus their meetings on leadership development. While the CAB Team does not work during the summer months, the Club Specialist maintains regular hours and is available to support those who wish to arrange meeting spaces. No funding requests are accepted during the summer unless you made the request in the 1st week of June.

### **HOW CAN I BECOME A PART OF CAB?**

The Clubs and Activities Board (CAB) opens new applications for paid positions every Spring! All students are encouraged to apply regardless of whether this is their first job or they already have experience.

### **WHAT IS A "PROGRAMMATIC EVENT" AND WHY CAN'T CLUB FUNDING BE USED FOR THAT?**

Programmatic Activities are anything considered part of the college's basic services and curriculum development. Here are some examples.



[Read Page 5 of the Killian Guidelines](#)

### **Not considered Programmatic Activities (and are okay for CAB to fund!)**

- Career-related Conferences (in-state/Out of state)
- Skill-development Courses.
- Ordering uniforms/hoodies/tshirts with the club name mentioned (Example: Dental Hygiene Club)

**Programmatic Activities (Not okay for CAB to fund)**

- Graduations held by the College (Pinning Ceremonies, Seattle Colleges Commencement)
- Ordering classroom materials and uniforms (Medical Scrubs) with no club branding.

Student Organizations can be related to Areas of Study or existing programs on campus so that members can pursue extra opportunities not normally provided by the campus.

Please work with J.C. to find alternatives that are within the S&A guidelines. We will also provide any resources that are either simple to buy (decorations) or provide things we already have (water bottles, Seattle Central swag, speaker)