SEATTLE CENTRAL COLLEGE

Club & Organization Handbook

2026-2027

(Last Updated 08/25/2026)

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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

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!

Zach Bocanegra (he/him)
Clubs Specialist
zach.bocanegra@settlecolleges.edu

If you have specific questions (Room Reservations, Funding, etc.), they'll be your main contact. They are available Monday - Thursday 9am - 4pm to help you out!

Vacant
Activities Specialist
shalaye.brown@seattlecolleges.edu

The Activities Specialist manages Student Leadership events at Seattle Central. Occasionally, they may collaborate with clubs/organizations to host cultural events.

Eric Murillo (he/him)
Graphic Designer
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! In order to conduct activities on campus, student clubs and organizations must obtain official recognition from the Associated Student Council.

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** - To start a club, you just need to find at least 2 students who can serve as the Club Officers (i.e. President and Vice President). For additional club perks, you also 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.

Visit our website to view our complete list of clubs.

Fill out our New Student Org Application to start a club.

HOW TO RENEW YOUR CLUB/ORG FROM LAST SCHOOL YEAR

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

01 Fill out the Club Renewal Form
Note: You must have the contact information of the Club President, Vice-President, and your Advisor. THIS FORM IS ONLY FOR ACTIVE CLUBS FROM THE PREVIOUS SCHOOL YEAR

02 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.

If your club goes through changes/disbands during the academic year, please update your club information with the Change of Club Info Form 2026-2027

CLUB PERKS

All Student Organizations can:

- Request funding for activities/events up to **$400** per year*
- Meet regularly at Seattle Central with dedicated meeting room space
- Host activities and events on campus during Student Leadership hours (**8am to 4:30pm**)
- Get access to Student Leadership resources (Examples: lockers, printing, craft materials)

Funding approvals are based on available funds in the CAB Budget.

If you have a Club Advisor and at least 5 total members, you also can:

- Request additional funding for activities/events depending on CAB Budget status OR get additional funding support through ASC.
- Request funding for events off-campus and for traveling out-of-state*.
- Fundraise additional money for club purposes.

If you're traveling out-of-state or lodging in-state, your Club Advisor or a Central staff/faculty representative that they choose must be present.Home Ho

RECOMMENDATIONS FOR YOUR FIRST MONTH

Create Community Guidelines

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

Setup Club Meeting Times

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

Attend Student Life events

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

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 EVENTS. TABLING, AND APPROVED EVENTS

To reserve a room or table, please fill out this 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! Requests not met within this timeline are subject to not be approved.***

Some ground rules:

- Club meeting times **MUST** be communicated with the Student Leadership office for most up to date information to share with students, to keep our website updated, and for our staff to visit if there are announcements to make.
- When using a meeting space, you are responsible for cleaning up after yourself, and must reset 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 takedown, let CAB 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.

Canva

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

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

Discord

Many clubs and Student Leadership teams use Discord as their main communication platform to chat in real time. (Website Link)

EQUIPMENT

See our complete list of rentable equipment! (use seattlecolleges.edu login)

To rent equipment, complete this form!

Student Leadership has all sorts of event equipment! Click the above link to view the complete list, but here are some examples of what we own:

- Various Board Games
- Ice Coolers
- DSLR Camera
- Nintendo Switch + Games
- Transportation wagons
- Speakers
- Sandwich Boards
- Display Easels
- Meeting Owl

PROMOTIONAL RESOURCES

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.

View our guide for tips and logos!

Fill out this Print Request form to get started.

Club Fliers for event marketing or for club recruitment will automatically be sent for approval from our Graphic Designer. If you would like to reprint a flier that has been approved in the past, make sure to say so on the request form.

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

Requirements for Designing your Own Poster:
Have a flier/poster that you want to post on campus?.
All Clubs/Organizations **MUST** have the following to be approved by our office. Any design created without these will be sent back for revision:

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

Visit this page for more info on posting.

CLUB LOCKER STORAGE

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

- 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.

- 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)

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 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: lefthandclub@seattlecolleges.edu)

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

III. Planning Events/Activities

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.

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 2–3 times a quarter as a way to check-in with each other, do professional development workshops, and more. Club Council Meetings will be held on the third Monday of each month in the Club Room in the Student Leadership Office from 3:00 - 3:40pm:

- Monday, October 19
- Monday, November 16
- Monday, December 14
- Monday, January 25
- Monday, February 22
- Monday, March 15
- Monday, April 19
- Monday, May 17

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.

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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 Services and Activities (S&A) Fee Committee every spring.

- Officers are notified of the Reserve balance every start and middle of the quarter.
- If there are leftover funds by the end of each quarter (except for Spring), that will carry over to the next quarter's funds.
- The reserve balance needs to be used up by the end of spring quarter. It does not carry over to Summer Quarter.

What is the S&A Fund? Read more on our website.

HOW TO REQUEST FUNDS

Requests for fund use must be submitted **at least 2 weeks** before your needed date. That timeline will work for food most of the time, anything else please refer to the picture below. If your club's request is approved, the Student Engagement Specialist will work with you on your purchase.

To make a Funding Request, Please fill out this online form.

Here is the criteria our team uses to approve funding requests:

- ☑ How far in advance has the funding request been made?
- ☑ How many students does the request benefit?
- ☑ How essential is the purchase to the club or activity?
- ☑ How much is left in the shared CAB budget?
- ☑ Does the funding request increase student engagement in the club?
- ☑ Does this purchase follow funding guidelines?

During Quarter breaks and Summer, the Funding Request form may be disabled. Please look out for an email close to the end of each quarter for announcements.

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.

What we Cannot Fund
We can't purchase above $1,500 (unless you have Fundraised) and buy Gift Cards. Club funding also can't be used for Programmatic Events.

FUNDRAISING

(This is only available to clubs who have an advisor)

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 Fill out the Club Funding Form, select "Fundraising", and give as much detail as possible. The Club Specialist will review and approve this request.

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.

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

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 5 members in your club. At least 2 of the members must be Club officers.
- ☑ 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 Technology, Maritime Academy) and you need accommodations for the collaboration requirement, feel free to reach out to the Student Engagement Specialist!

Student Conduct
In addition, Student clubs & organizations must follow the Student Conduct Code and Hazing Prevention Policies & 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
- Possession, consumption, or being under the influence of alcohol, or selling alcohol.
- 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.
- 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.

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

Visit the Student Conduct Procedures page for more info

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 Leadership 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:

- Maintain consistent leadership and take attendance during every club meeting or activity.
- 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 attend.
- Read and review all emails sent by the CAB Staff and forward to club/organization members (all correspondence will be sent to officers and advisors).
- Organize and facilitate meetings. Notify staff about any cancellations.
- Immediately notify Student Leadership staff of any changes in club name, officers, purpose, etc. by filling out the designated form.
- 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.
- Build a sense of community and belonging within the club or organization and promote leadership development of yourself and members.
- Maintain open membership to all students of Seattle Central College.
- During all club or organization activities, members must follow the Student Conduct Code.

- Adhere to the policies and procedures outlined in this Handbook.

Communication with CAB
Clubs and organizations leaders and advisors should regularly check their emails for communications from Student Leadership and respond in a timely manner. We will mainly communicate through the CAB Office email account. After CAB requests a response from officers and/or advisors, **if no response after 3 attempts at email communication and 1 attempt at in-person communication over the span of 3 weeks, then the Student Engagement Specialist will notify the officers and advisor that activities for their club/organization have been suspended until specified conditions are met (including efforts at better communication).**

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 Student Engagement 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 Student Engagement Specialist and the Director of Student Leadership & Engagement 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 clubs and organizations. It is recommended that clubs have an advisor whose experience aligns with the club's objectives or purpose. Clubs and organizations are student-led, not advisor-led. Responsibilities include:

- Serve as a resource and guide for the club and help students find resources on and off-campus. Encourage teamwork and advise in decision making, trust building, and goal accomplishment.
- Be aware of the objectives and purpose of the club as well as the policies and procedures outlined in this Handbook.
- Be aware of the regular meeting time and place of the club.
- Attend club meetings as possible or as agreed upon with Club Officers.
- Assist club officers and members in activities, programs, and budget planning.
- When planning events/activities, ensure that officers are following the policies and procedures outlined in this Handbook.
- Participate annually in Club Advisor Training. Please schedule with our Clubs Specialist.

When Student officers complete their Club Orientation, the Club Advisor will also be sent an Advisor Agreement form 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 for which club funding can be used.

Useful Links!

Advisor Agreement Form

Killian Guidelines

S&A Procedural Manual

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 cannot 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 becomes inactive, the items purchased become property of Student Leadership.

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/t-shirts 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)

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 Zach 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).