



SEATTLE CENTRAL COLLEGE

Club & Organization Handbook

2022-2023

Last Updated (3/29/2023)



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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

clubscentral@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

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

Kano manages Student Leadership events at Seattle Central. Occasionally, he 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! 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 an additional student who shares your interest in the club and also 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, Secretary (VP), and your Advisor.
- 04 Attend Orientation** - If your application is approved, our team will reach out to you using the email you provided to schedule your club orientation.
- 05 Submit a Constitution** - After your Orientation, CAB will send the Club President and Advisor a Club Constitution through email. Please fill it out 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 2021-22 school year, here's what to do:

- 01** | Fill out the [Change of Information Form](#). You must have the contact information of the Club President, Secretary (VP), and your Advisor.
- 02** | 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 \$600 per year.
- Meet regularly at Seattle Central with dedicated meeting room space
- Host activities and events on campus during Student Leadership Hours.
- Get access to Student Leadership resources (Examples: lockers, printing, craft materials)

If you have a Club Advisor, you also can:

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

RECOMMENDATIONS FOR YOUR FIRST MONTH

Create Community Guidelines	Download the Seattle Central App
Work with your club members and advisor to create a set of guidelines for people participating in your club.	Visit this link to download our app. Introduce your club on the Student Feed. Use the "Clubs & Groups" feature to communicate with future club members (More info here).
Setup Club Meeting Times	Create a Recruitment Flier
Work with your members to setup a consistent meeting time to plan club activities and more.	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.](#)

Note - Meeting space is limited and is not guaranteed that the preferred space will be available.

Clubs and organizations are allowed to hold meetings, programs, and activities on campus. All current COVID protocols must be followed. *Keep in mind that these protocols may change and shift throughout the year.*

Student clubs/organizations can request to reserve many spaces throughout 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.).



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

Some ground rules:

- When using the Club Room or another 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...).
- You are only permitted to use the Club Room or any other space on campus if you have reserved the space in advance with prior approval by CAB.

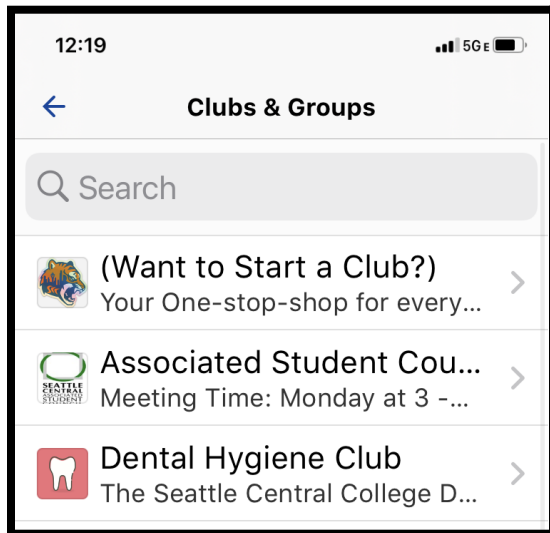
Resources & Ongoing Support

- 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 CAB know when you fill out the room reservation form.
- Be careful with technology, but please use it! We have a wireless keyboard and mouse we can lend when using the TV.

ONLINE RESOURCES

Our team also recommends the following online tools.

Need help? Contact clubscentral@seattlecolleges.edu.



Seattle Central App

The Seattle Central phone app ([Website Link](#)) serves as the main Social Media and Resource Platform for our college. Here's a few ways to promote and communicate with your club:

- Talk about your club on the Student Feed and let everyone know that you're recruiting new members.
- Encourage club members to use the "Club & Groups" feature as a communication platform . You can access this by clicking on the "Clubs&Groups" tile on the home screen.



Zoom

Zoom is a great tool to use if you want to meet with your club remotely. Email clubscentral@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 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 (clubscentral@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
- **Seattle Central Logo** - Add the Tiger Logo or the CAB Logo.
- **Time and Location**



CAB Network

Need to get the word out about your club/org or event?
Contact the Clubs and Activities Board (clubscentral@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 at least 2 business days in advance.
Whenever possible, please submit the source file (examples: PSD, Google Slides, Powerpoint) in case we need to make color-edits.



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

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.

- 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)

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 clubscentral@seattlecolleges.edu with the following info:

- The president's name and seattlecolleges.edu email
- The VP/Secretary's seattlecolleges.edu email
- What you would like the email name to be. (Example: leftclub@seattlecolleges.edu)

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](#).

CLUB EVENTS

(Plan 2-3 weeks ahead of time)

When your club would like to plan an event (Not a meeting), please fill out the [Room Reservation Form](#) and the [Event Proposal Form](#). If you would like to receive funding, let us know by filling out 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.

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.

Club Leadership Luncheon - 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 kano.cheng@seattlecolleges.edu.

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.



What we Cannot Fund

At the moment, we can't do Reimbursements, any purchases above \$2,450 (unless you have Fundraised), and Gift Cards. Club funding also can't be used for [Programmatic activities](#).



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 past the initial \$600 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.

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”

- A club member must attend 1 event hosted by CAB (In addition to [CAB Events](#), we also host club councils and workshops)
- Have at least 1 club meeting/quarter
- Host an event (make a medium to large size event)/quarter
- You must have a President and Vice-President.

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.
- Sexual misconduct: Harassment, intimidation, violence.
- Harassment: Unwelcome and offensive.
- Academic dishonesty, including cheating and plagiarism.
- Forgery, alteration, or misuse of documents and false statements.
- Assault, physical or verbal abuse, threat(s), intimidation, bullying, cyberbullying, stalking, harassment of any person on district property.
- Theft, damage, misuse, or possession of district or personal property.
- Weapons: Possession or use of any device or substance which can inflict bodily harm or damage property.
- Hazing.
- Possession, consumption, or being under the influence of alcohol, or selling alcohol.
- Smoking inside a campus building or where smoking is not authorized.



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

The 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.

Contact information:

Ricardo Leyva-Puebla

Ricardo.Leyva-Puebla@seattlecolleges.edu

Work hours | 9am to 5pm (Mondays to Fridays)

Student Leadership Building - Room 360

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. Check out our new Leadership Development Series for more information as well!

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 and submit Quarterly Club Reports by the last week of fall, winter, and spring quarters.
- Be responsible for notifying the Student Life Office when there is a change in any club/organization information.
- Maintain a club membership of actively enrolled Seattle Central students. For clubs and orgs wanting to access their full club/org budgets, working to maintain a minimum of 10 members is important.
- Participate in all club/organization trainings, including Club 101, Event Planning Training, and Club Council Meetings. These trainings must be completed before your student group can access its budget.
- Read and review all emails sent by the Clubs & Organizations 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 (jc.ignacio@seattlecolleges.edu). 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 (Ricardo.Leyva-Puebla@seattlecolleges.edu) 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.

If this is your 1st time as a Club Advisor or if you need assistance determining your level of involvement, please download the following guide.



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.

VI. Common Questions

Are there any requirements to be a Club President?

All students are allowed to be the Club President of one club. If you are interested in starting another club, you can as long as you serve as the Secretary/VP. Club Coordinators and ASC Executives can not be the President of a Club.

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.

As a club leader, can I buy club supplies, food, etc. and then ask for a reimbursement?

Yes you can, but we do not recommend it for 2 reasons:

1. Your reimbursement request may not be approved if it doesn't follow our club funding guidelines.
2. It can take a long time for students to get reimbursed by Seattle College's business office. (About 6 months).

What is a "Programmatic activity" and why can't club funding be used for that?



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

Programmatic Activities are anything considered part of the college's basic services and curriculum development. Examples:

- Pinning Ceremonies hosted by Health Education Center.
- Classroom materials and uniforms (Medical Scrubs).

Please work with J.C. to find alternatives that are within the S&A guidelines.