



Club Handbook Overview

Chapter 1: Starting and Maintaining an SGOC Club

Chartering check list:

- Turn in Constitution and Bylaws*
 - Turn in Chartering Form
 - Turn in Advisor Contract
 - Attend an Executive Council Meeting
 - Be reviewed by the VP of Student Services if the club has safety risks
- To retain returning club status (and budgets for those it applies to) the club must complete the chartering process before October 15th of the new academic year.
 - Clubs must maintain 6 student members and 1 staff/faculty advisor to stay active.
 - Clubs have to be open to all and must not discriminate.
 - Clubs must attend all club congresses and all club fairs and must turn in quarterly update forms to remain active. Missing these items may cause the club charter to be revoked.

*If your club is a chapter of a larger organization, the SGOC will need the constitution for that group as well.

Revoking Club Status

If Clubs do not follow the items listed on page 8 of the club handbook they will receive a warning and will be put on probation. If a club does not follow the items listed on page 8 again, they will have their charter revoked. Clubs may appeal the decision.

Rules

- Club members or advisors cannot personally profit from activities the clubs host.
- Hazing will not be tolerated
- Clubs must consult the VP of Finances before spending money or fundraising.
- **All official club business to the SGOC must be done through Olympic College emails.**
- No alcohol or drugs at any meeting or event.

- Club money cannot be used to purchase gifts.

Quarterly Update Forms

- These forms are mandatory and must be turned in quarterly.
- General clubs will be awarded seed money in their accounts each successful quarter.
- Budgeted clubs have a different form that breaks down how their budget has been spent and how much they have remaining.
- **If these forms are not submitted, clubs may lose their official status.**

Responsibilities

- Have meetings regularly
- Attend club congress meetings
- Attend club fairs
- Inform the VP of Finance if there's any money from fundraising that needs to be rolled over.

Chapter 2: Purchase and How to use SGOC club funds

- **ALL PURCHASING OF ITEMS MUST BE DONE BY AN SGOC OFFICER**
 - We will no longer loan cards to advisors. If shopping trips are needed, please plan to do it early so we can fit it in our schedules.
 - Putting together an online shopping list and submitting that is the easiest method of purchase.
- If clubs are requesting money from club congress, the form must be submitted to the VP of Student Life before the next Club Congress meeting.
 - Be prepared to give a presentation.
- With the fund request form, we need a copy of your meeting minutes saying that the club wants to spend that money.
- Items purchased with club funds belong to Olympic College. Keep a list of these items to pass on to your next officers. All these items must be stored on campus.

- If you don't use all of the money allocated to the club from club congress, it will return to the club congress account. **The extra funds will not stay with the club.**
- **When ordering from culinary or borrow vans, the SGOC VP of Finance must be informed and the advisor must put in the request.**
- Only two to three club members at most, will go on shopping trips.
- Please submit a shopping list, prior to the trip.
- Clubs have to work with the schedules of SGOC officers so clubs must meet in BSC 118 before departing for shopping trips and give plenty of time before the events to plan a trip.

Purchasing of Food

- Purchasing food requires prior approval from the Associate Dean of Student Leadership and Success
- Food cannot be purchased for a regular meeting out of S&A Funds
- All events with food require a sign-in sheet for participants and must be advertised to all students.
- Food Servers must carry a Food Handler's Permit.

Fundraising

- **Student Clubs may fundraise and there are different ways to do so.**
- The fundraising form must be submitted to the SGOC office, BSC 118, at least three weeks prior to the fundraising activity. **This form goes out of our office so this deadline is not flexible.**
- Clubs must use or generate an SGOC approved way to track funds.
- Any time a cash box is present, the advisor or Olympic College employee must be available to man the cash box. Students cannot be left alone with the cash.
- **If clubs use money from the Club Congress budget to get started, all of those funds must be returned before the profit can go to the club budget.**
- If clubs do not abide by the rules or make mistakes in handling funds or the event, it will make it harder for others in the future to fundraise.
- All money generated must be returned to the Olympic College cashiers office within 24 business hours.
- **All money must remain on campus.**

- Crowd funding accounts are acceptable on a case by case basis. Meetings must be held with the Associate Dean of Student Leadership and Success

Chapter 3: Event Set-Up

- All room reservations and requests must be sent through roomscheduling@olympic.edu
- If your event is after hours, there might be custodial and security fees. Please email them early and get a quote before submitting paperwork
- No glitter or confetti at any events. It is too difficult for cleanup.
- If you clean up any messes generated, it could reduce your custodial costs so please be proactive in cleaning up after your events.
- Do not rearrange the rooms yourself if the set-up requires more than 30 pieces of furniture moved.

Chapter 4: Advertising

All advertising material must have the following:

- Non-discrimination clause
- Student Government club logo
- Date, time, location and a point of contact

Club must submit the advertising material to the VP of Public Relations and Communication to make sure that these criteria are met. If clubs need assistance in printing out fliers, the Student Government can help with that but the money will be removed from their club budget.

Only post advertising materials on the appropriate boards.

Chapter 5: Travel Procedures

- All people attending field trips must fill out an Assumption of Risk form and a Student Code of Conduct form. Only once these items are filled out can their names be placed on the Field Trip Authorization Form.
- All Field Trips must be advertised for all students to have a chance to attend. If a State van is being used, Advisors must drive it and reserve it.
- Advisors **must** be present.

- Clubs are a part of an educational organization and with the proper paperwork can receive a reduced rate as a group on the ferry.
- Personal money will not reimbursed so spend wisely.

Center of Student Life

Faviola Barbosa Associate Dean of Student Leadership & Success BSC 115 360-475-7443

Student Activity Coordinators

BSC 116 360-475-7453
StudentOrganizer@olympic.edu

Student Government of Olympic College

SGOC@olympic.edu

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|-------------------|--------------------------------------|-----------------------------------|--------------|
| Shannon Turner | President | BSC 118 | 360-475-7292 |
| Nic Shakley | Executive Vice President | BSC 118 | 360-475-7294 |
| Kyra-Marie Skibbe | Vice President of Student Life | BSC 118 | 360-475-7291 |
| Jayne Barton | Vice President of Finances | BSC 118 | 360-475-7293 |
| Katrina Lund | Vice President of Diversity & Equity | BSC 118 | 360-475-7296 |
| Destiny Tonstad | Vice President of Public Relations | BSC 118 | 360-475-7295 |
| Morgan Matthews | Vice President of Poulsbo | OCP Std. Svcs. Office | 360-394-2780 |
| Susan Ronald | Vice President of Shelton | OC Shelton, 2 nd floor | 360-432-5415 |
| Suzanne Holley | SGOC Office Assistant | BSC 113 | 360-473-2851 |

Other People or Departments You May Need to Contact

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|------------------------|------------------------------------|---------------------------|--|
| Barry Janusch | Director, Bremer Student Center | BSC 111 | 360-475-7458 bjanusch@olympic.edu |
| Daniel Walkup | Director, Campus Safety & Security | HSS 1 st Floor | 360-475-7800 dwalkup@olympic.edu |
| Deanne Kupietz | Cashier's Office | HSS 1 st Floor | 360-475-7467 dkupietz@olympic.edu |
| Catering Services | Catering & Food Services | BSC Cafeteria | 360-475-7577 |
| Custodial Services | Clean up assistance | Facilities | 360-475-7819 |
| Media Services | Audio/Video Equipment | Library 118 | 360-475-7773 mediaequipment@olympic.edu |
| The Olympian Newspaper | Advertisements/Story Ideas | TEC 101 | 360-475-7693 olyeditor@olympic.edu |
| Room Scheduling | Room Scheduling, outside the BSC | | 360-475-7809 roomscheduling@olympic.edu |