Reaching the stars...

A field guide for
Student Coordinators

Sponsored by your student government, ASPCC - Sylvania
Benefits of Chartering a Club

There are many reasons to consider in becoming an officially recognized club at Sylvania.

Here are just a few:

- Use of college name through student government
- Use of college facilities without charge
- Access to club mailbox
- Co-sponsorship of activities through student government
- Use of promotional resources provided by student government
- Ability to request funding

Steps to Chartering a Club

Our goal is to keep the process of chartering a club as convenient and simple as possible for you. All you have to do is:

- Set up a meeting with the Club Coordinator.
- Get 12 or more current Sylvania students to sign up as members.
- Get a commitment from a staff or faculty member to be the Club Advisor and complete the Club Advisor form.
- Complete the Club Information Sheet.
- Fill out and submit the above information along with the Club Charter form to the Club Coordinator in CC 101.

Once the paper work has been submitted, the Club Coordinator will review and verify the information, which would consequently be submitted at the next student congress meeting for formal filing, if all the desired requirements have been met.

The student Club Contact or the Club Advisor will be notified as to the status of the club within one week after the student congress meeting.

Once the club has been chartered, the Club Information Sheet will be posted on the Current Club Activities Board.

At this point, the club is entitled to funding from student government. [See Club Funding procedures to learn more].
A Field Guide for Advisors:

As a Club Advisor, you join a large and passionate group of staff, taking on the role of supporting student learning and success outside the classroom. You and the student Club Coordinator will need to work together to outline a relationship that is mutually agreeable. Here are some things to keep in mind.

- Help student leaders focus programs and activities so that they can conform to the educational purposes of the college.

- Attend club functions and programs to reinforce your commitment to the students involved and foster meaningful mentor/student relationships.

- Promote dialogue between club members and college administration, the student body and the college community.

- Spread the word. Share your involvement with other students and faculty/staff and encourage participation.

- Be a link. Provide that important connection to help the club transition from year to year and from student leader to student leader.

- Work to recognize students who give of their time and energy to help create community here on campus.
Club Funding Procedures

Prohibited Expenses:

- Personal dues of individuals to any organization.
- Travel that does not demonstrate a critical need for the student organization.
- Food or beverage that is not event related.
- More than three huge social events per club per fiscal year. (Events that take three months of planning and which consume a lot of time to prepare)
- Alcoholic beverages.
- Purchase of equipment to be used outside of the club for personal use or to be kept after use.

Spending Club Funds:

Club accounts do not function as savings accounts where lump sums of money are withdrawn. Funds are accessed by processing expenses through the college financial system. Clubs may withdraw funds by submitting a requisition, travel voucher, or petty cash reimbursement form with original invoice or receipts in CC 101.

Withdrawals- Petty Cash & the Cheque Request Process

To get reimbursed by SPIN (CC101), a club member must be willing to give the Student Leadership Assistant, Tenzin Yeshi: their name, address, social security number, a description of what the money was spent for, and, most importantly, the receipts!

If the receipts total to less than $50.00, the club can be reimbursed in cash that same day by business office after being approved by the Student Leadership Coordinator, Cami Bishop.

If the total of the receipts is over $50.00 then they will have to go through a cheque request process in which the money will be mailed to them within two weeks. For a detailed explanation of this procedure, refer to the FAQ page.
Date of Request: __________________________

Date of Senate Proposal: _________________________

Approved?   Y   N

Amount? ______________________________

Portland Community College – Sylvania
Club Funding Request Form (page 1)

Date of Request: __________________________________________________

Club Name: _______________________________________________________

Student Coordinator: _________________________________________________

Phone & E-mail: ___________________________________________________

Club Advisor: _____________________________________________________

Phone & Email: ____________________________________________________

Advisor’s Signature: _______________________________________________

Number of Active Club members: _________________________________

Time and location of meetings: _______________________________________

What is the purpose or objective of your club?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

How does your club promote student life at PCC- Sylvania, and/ or the community? How will your program/activity or project contribute to campus life, the campus community, or the larger community?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Projected use of funding

Description of proposed program, activity or project.

Itemized Expenditures/Budget [Attach additional pages if necessary]

Total Amount of Funding
Request

Amount Approved/ Disapproved: 

Date  
Signature
Club Charter Application

All lines following must be filled out to charter the club:

Club Name: ____________________________________________
Sponsor, if any: __________________________________________

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<th>Advisor</th>
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Club Purpose

Do you have any requirements for membership? Yes ___   No___
If yes, please outline the requirements.

Do you plan to charge dues? Yes ___   No___
If yes, how much per member and for what purpose?

The undersigned representatives acknowledge that the approval of this charter application by the Student Senate is contingent upon receipt of a] membership roster of 12 or more students, and b] completion of this form. IF the charter is not approved, the members agree to adhere to P.C.C. policies and procedures and all rules governing student clubs as established by the State of Oregon and the P.C.C. Board of Directors.

Advisor signature_______________________________________Date_______

Student Coordinator signature_______________________________Date______

Sylvania Student Programs Involvement Network (SPIN)
Office:     CC101, by the pool table
Address:    P.O. Box 19000  Portland, OR 97280
Phone:      977.4361
Advertising:

Do clubs have access to the display cases and free standing bulletin boards in the CC building?

Yes. However, you have to make reservations for them.

✓ To reserve the free standing bulletin boards call Maureen at 503.977.4591
✓ To reserve any of or both the large display cases along the ramp in the lower CC Mall, call Info. Center at 503.977.4329
✓ To reserve the single display case along the other side of the ramp in the lower CC Mall, call the Director of Communications at 503.977.4925

Can we make our own posters/flyers?

Yes. Posters and flyers may be made by clubs but they must be given to the S.P.I.N. office for approval and placed in the Bulletin Board Monitor's in-box in CC 101. Chartered clubs have an additional benefit of having access to materials for making flyers/posters and a free request service, where the SPIN Graphic Artist will make a limited number of flyers for you.

What places can we put up our advertising?

You can place advertisements only on bulletin boards and as mentioned above will have to be approved and posted by the Bulletin Board Monitor. You can make a request for your poster/flyer to be posted in a specific area and S.P.I.N. will try and accommodate that request. Remember... never, never, never tape up any advertising on any painted surface for the paint tends to peel off and it wastes money and time for P.C.C. Plant Services.

Club Meeting Rooms

How do we go about scheduling meeting rooms for clubs?

Meeting rooms will not be assigned to a club unless it is fully chartered, which means that a club would need at least 12 current Sylvania students to be members in order to be chartered.
There are two rooms, CC 101 & CC 102, which chartered clubs can use for meetings. However the first priority will go to ASPCC (SPIN & Senate) meetings and needs, such as the Used Book Exchange program that we organize.

Club meeting room requests may be submitted anytime prior to the first Friday after the term begins. Room assignments will be made, soon after.

Some things to take note of:

✓ Club meeting during peak hours (11 a.m. to 2 p.m.) shall be limited to two hours per week.
✓ Club meeting more than two hours/week can use space not assigned after the first week of the term on a week-by-week basis. Should a priority group (ASPCC or a club not using their 2 hours of peak time) want to schedule the room, the room maybe reassigned to them. If that happens, a notice will be left in the club mailbox one week before their next meeting time.
✓ Groups unable to schedule a room due to lack of availability may contact the Scheduling office, CC 247, 977.4543 to reserve a classroom or “tree” room that surround the cafeteria. They may also reserve rooms 225 or 227 in the library for groups of 5 or more. They hold about 10 people comfortably. To book the library, go to the following website: www.pcc.edu/library/webevent (You must book the room at least 24 hours in advance and it’s scheduled on a first-come first-served basis. If the group does not show up in the first 10 minutes of their reserved time, it is opened for other students to use). If Food Service will be providing food or beverages, groups may also schedule their cafeteria meeting rooms.

Reimbursements and Purchase Orders

How can we get reimbursed?

A chartered club can get $75 a term for club expenditure, as long as Senate as the funds. To get reimbursed the student coordinator will have to do the following:-

✓ Bring the original receipt to Tenzin at the front desk in CC 101.
✓ Tenzin will fill out an imprest cash form for you.
✓ Take the imprest cash form along with the original receipt to the Business office, where one pays their tuitions.
✓ The cashier will give you the amount stated on the imprest cash form as filled by Tenzin.
✓ You or whomever the money belonged to, keeps the money.
✓ Last but not the least, you HAVE to bring back the receipt (pink slip) to Tenzin in order to ensure future reimbursements.

IF your club has an expense of more than $250, which of course has to be approved by the Student Senate first, you cannot get reimbursed immediately. Following are the steps to adhere by:

If purchase has already been made.

✓ Bring the original receipt.
✓ Bring the full vendor's name and billing address.
✓ Payments could take up to two weeks.

If purchase has not been made yet but the vendor would like an official assurance of due payment from PCC, then

✓ Bring the invoice.
✓ Bring the full vendor's name and billing address, if different from the one mentioned on the invoice.
✓ Tenzin will give you a P.O. to hand over to the vendor, which is basically an official written agreement from PCC that the vendor will receive payment when the goods/services are received by you, the consumer. Payment could take up to 30 days.

If you have any questions, that remain unanswered, please see the Club Coordinator.

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