



STUDENT LIFE

2019-20 School Year
Club & Organization Handbook

For more information on clubs and organizations you can also visit: [Clubs and Organizations Web Page](#)

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Student Clubs & Organizations Handbook

Green River College Student Life

2019-2020

This guide is intended for students participating in or leading GRC student clubs and organizations for the 2019-20 school year.

We look forward to supporting your student group in accomplishing its goals for the school year, whether that be creating a safe and supportive place for students to regularly meet to connect, planning events for the campus community, or giving back through volunteering. Within some parameters outlined in our guide, there are many ways for student clubs and organizations to make their mark on our campus community.

Please review the guide below as you get started in preparing your student group for the coming year. We have made some exciting changes to how some of our processes work, including online forms, leadership development trainings, and a new event planning process.

Please feel encouraged to reach out with any questions you may have, whether as a club/org leader or participant. Here's to another great year. Go gators!!

Best,
Collin Veenstra
(Pronouns: they/them/theirs)
Manager for Student Activities and Programs
Student Life - Green River College
cveenstra@greenriver.edu / 253-833-9111 x2404

Meet Your Student Life Staff...

Collin Veenstra (they/them/theirs) **MAIN Club/Org Contact
Manager of Student Activities and Programs
cveenstra@greenriver.edu, 253-833-9111 ext. 2404

Collin's Role with Clubs/Orgs: Collin oversees all club and organization-related matters for Student Life; primary contact for all club and organization-related questions and concerns; event planning; required trainings; leadership development opportunities and more

Collin's Office Hours for Club & Org drop-in questions are:

- Tuesdays – 9am – 11am
- Thursdays – 3pm – 5pm
- Or by appointment

Sakinah Erawan (she/her/hers)

Associated Student of Green River College (ASGRC) – Chief Justice
serawan@greenriver.edu ** Student Staff

Sakinah's Role with Clubs/Orgs: Sakinah oversees Student Senate's Judiciary Committee, and schedules student clubs proposing events or budget usage to present their proposals to Student Senate. Sakinah is responsible for communications to club/orgs, including inviting clubs to Student Senate to speak, determinations around new club status, and approvals/rejections/or recommended edits about event proposals.

Frances Lindland (she/her/hers)

Graphics Designer
flindland@greenriver.edu, 253-833-9111 ext. 2406

Frances' Role with Clubs/Orgs: Frances is Student Life's graphic designer, and is available to help student groups develop, edit, and market any fliers, advertisements, and related materials. Frances or other Student Life staff must review and approve all fliers and advertisements student groups make before they distribute them

Susan Evans (she/her/hers)

Program Specialist
sevens@greenriver.edu; 253 -833-9111 ext. 2402

Susan's Role with Clubs/Orgs: Questions about budgets, funding, fundraising, or the ASGRC Finance Committee

Dan Fergueson (he/him/his)

Director of Student Activities and Engagement
dfergueson@greenriver.edu, 253-833-9111 ext. 2415

Dan's Role with Clubs/Orgs: Questions about Student Government/ASGRC; any questions regarding the Student Life department as a whole, student leadership opportunities, or any broader questions or concerns regarding Student Life and its functions

Important 2019-20 Club/Org Dates...

Below are dates for current important Student Group events, including Mandatory Club Council meetings, quarterly Club Fairs, and our new leadership development series!

September 2019:

- Club/org paperwork posted – Friday, September 27

October 2019:

- MANDATORY Fall Quarter Club Council – Tuesday, October 15, 12-1pm
- Fall Quarter Club Fair – Tuesday, October 22, 11am – 2pm
- Final Deadline for any 2018-19 Club/Org RENEWAL Submissions – Wednesday, October 23, 5pm

November 2019:

- OPTIONAL Student Group Leadership Series – Friday, November 8, 12-1pm

December 2019:

- OPTIONAL Student Group Leadership Series – Friday, December 6, 12-1pm

January 2020:

- MANDATORY Winter Quarter Club Council – Tuesday, January 14, 12-1pm
- Winter Quarter Club Fair – Tuesday, January 28, 11am – 2pm
- OPTIONAL Student Group Leadership Series – Friday, January 31, 12-1pm

February 2020:

- OPTIONAL Student Group Leadership Series – Friday, February 21, 12-1pm

March 2020:

- OPTIONAL Student Group Leadership Series – Friday, March 12, 12-1pm

April 2020:

- OPTIONAL Student Group Leadership Series – Friday, April 3, 12-1pm
- MANDATORY Spring Quarter Club Council – Tuesday, April 14, 12-1pm
- Spring Quarter Club Fair – Tuesday, April 21, 11am – 2pm

May 2020:

- OPTIONAL Student Group Leadership Series – Friday, May 1, 12-1pm

June 2020:

- Annual Campus Life Leadership Awards – Date TBD!

July – August 2020:

- Clubs & Organizations are inactive over Summer Quarter – see you in the Fall!

Part I. Clubs, Organizations, & ASGRC

Associated Students of Green River College (ASGRC)

All recognized Green River Clubs and organizations receive funding from a fund called “522” – a fund that comes from student tuition fees with the purpose to be used for events, activities, projects, and more that give back to the Green River student experience throughout the year. Clubs and organizations play a huge role in student engagement, connection, and success, and this is why funding comes from this specific budget.

The specifics on club funding vs. organization funding are listed below, but it is important to know that student leaders who have been elected to Chief Justice, Vice-President and President of the Green River student body, as well as ASGRC’s student senators, oversee this 522 student fund.

Whether being asked to speak to senate to explain the details of your group’s event, requesting additional funding, or more, ASGRC’s job is to make sure these student funds are used in ethical, smart ways that will give back to students’ Green River experience.

ASGRC Student Senate meets every Wednesday and Thursday (beginning October 24) from 12-12:50pm in the Emerald City Room (SU 2nd floor). These are open meetings that any students are welcome to attend. For more questions, email our executive student leaders.

Chief Justice, Sakinah Erawan serawan@greenriver.edu

Vice-President, Tiana Tang ttang@greenriver.edu

President, Soo Ban hban@greenriver.edu

To Start a New Club...

Starting a new Green River club is an exciting process, and has some specific details that must be followed for you to receive official Green River club status. Please follow the steps below to begin the New Student Club proposal process:

Find other Green River students who are interested in your club’s goals and vision. NOTE: You will need to have 10 currently enrolled Green River students involved in your club by quarter’s end to keep your club status once approved!

1. Find a Staff or Faculty member who is willing to advise your club, attend all club events, and assist with paperwork for your student group
2. Complete a Student Life New Club Start-Up Form, for students starting new student clubs on campus
Forms can be found:
 - a. Online at: greenriver.edu/getinvolved/clubs-and-organizations/
 - b. Or available in hardcopy form at: Campus Life Office – Student Union 240
3. *New Club Proposals for the 2019-20 school year will be considered up until the 4th week of Spring Quarter.*
4. Check your email for a response from Student Life! Official recognition of your student club should be determined within one week of submitting you form.
5. Once you have received official GRC club status, a minimum of 2 students from your group AND your advisor will need to participate in the following training sessions:
 - a. Student Group 101 Training: this focuses on Student Life’s policies that all student groups (clubs and organizations) must follow, resources and supports available to you, and other important information
 - b. Event Planning 01: this focuses on Student Life’s event planning procedures and policies that must be followed to get your student group’s events approved and successfully planned out

Note: Please see Trainings section for more information!

6. Throughout the year, your club leaders will need to make sure that:
 - a. Student Life receives a quarterly report upon request of your group's active members – which must be 10 or more students!
 - b. 2 student representatives from your group attend Student Life's MANDATORY Club Council meetings, which happen once every quarter
 - c. Your student leaders keep in regular contact with Student Life, responding to all Student Life email requests and following procedures

To Renew Club/Org Status from Last School Year...

Student clubs and organizations that served as active, official student groups for the 2018-19 school year may renew their club/org status, instead of going through a New Club Start-up process, for the 2019-20 school year.

This only applies to student groups who had active club/org status through Student Life for the prior school year. If a student group was inactive for the past school year, a New Club Start-Up Application must be completed instead.

1. Find other Green River students who are interested in your club's goals and vision, and reconnect with last year's members! **NOTE: You will need to have 10 currently enrolled Green River students involved in your club by quarter's end to keep your club status once approved!**
2. Confirm with your staff or faculty advisor that they are willing to advise your group once again, including attending all club/org events, assisting in paperwork, and supporting your goals. If your advisor no longer is faculty member who is willing to advise your club, attend all club events, and assist with paperwork for your student group
3. Complete a Student Life New Club Start-Up Form, for students starting new student clubs on campus
 - a. Forms can be found;
 - b. Online at: greenriver.edu/getinvolved/clubs-and-organizations/
 - c. Or available in hardcopy form at: Campus Life Office – Student Union 240
 - i. New Club Proposals for the 2019-20 school year will be considered up until the 4th week of Spring Quarter
4. Check your email for a response from Student Life! Official recognition of your student club should be determined within one week of submitting you form.
5. Once you have received official GRC club status, a minimum of 2 students from your group AND your advisor will need to participate in the following training sessions:
 - a. Student Group 101 Training: this focuses on Student Life's policies that all student groups (clubs and organizations) must follow, resources and supports available to you, and other important information
 - b. Event Planning 01: this focuses on Student Life's event planning procedures and policies that must be followed to get your student group's events approved and successfully planned out
 - i. **Note: Please see Trainings section for more information!**
6. Throughout the year, your club leaders will need to make sure that:
 - a. Student Life receives a quarterly report upon request of your group's active members – which must be 10 or more students!
 - b. Two student representatives from your group attend Student Life's MANDATORY Club Council meetings, which happen once every quarter
 - c. Your student leaders keep in regular contact with Student Life, responding to all Student Life email requests and following procedures

Clubs vs. Organizations – Similarities & Differences

Green River Student Life has 2 types of officially-recognized student groups: clubs and organizations.

Clubs and organizations both have access to many of the same resources, processes, and supports, but differ in some ways, like how they receive their funding and qualifications for organization status, outlined below:

- Clubs: formally recognized by Green River Student Life through club start-up or renewal process
 - Budget of \$500/school year
 - Must present to Student Senate for approval to use funds
 - Can apply for additional funding through Student Senate if needed
 - Must follow all Student Life policies and procedures

- Organizations: formally recognized by Green River Student Life through renewing organization status
 - Must be directly tied to a Green River academic degree or certificate program
 - must be an active student group for 5+ consecutive years
 - Receive funding through annual ASGRC budget process, in which organization must present to request a specific funding amount for the coming school year (in January)
 - can apply for additional funding through Student Senate if needed
 - Must follow all Student Life policies and procedures
 - Must follow the S & A 522 Budget timeline for funding consideration.
 - Must attend the S & A 522 Budget hearings and present to the 522 Budget Committee for consideration.

What if my Club wants to become an Organization?

Because organizations must have a direct tie to a Green River academic degree or certificate program, many clubs will never be able to receive Organization status. To be considered for Organization status, a club must fit the above Organization status criteria and undergo a review process.

If you feel that your club may qualify for Organization status, reach out to Manager for Student Activities Collin Veenstra by November 30 for more information: cveenstra@greenriver.edu.

For Organizations Only: How does the ASGRC budget process work?

Participation by organizations in the ASGRC S & A 522 Budget Process is mandatory for all student organizations (NOT clubs!). In early January, emails will be sent to each existing organization advisor and organization leaders with a Budget Proposal, Request Form, a letter and timeline explaining the process. The forms are due back electronically by the date specified in your email. Each organization will be expected to sign up for a timeslot to present their budget request to the S & A budget Committee. Once the committee has agreed on a final budget, it is presented to the ASGRC Senate for their vote of approval. This process takes place each academic year.

If an organization does not participate in this process, it will result in a reduction or elimination of your budget line.

1. 1st year missed –reduction of funds
 - a. All the required forms and presentations must be made the following year to prevent any further ramifications.
2. 2nd year missed—will result in the loss of organization status and the group will return to club status.

Part II: Student Life & Green River Policies

Requirements for Club/Org Status:

To maintain club or organization status, student groups must attend the following trainings/meetings:

- Attend Mandatory Student Group 101 Training: two student representatives AND your advisor must attend. This training focuses on responsibilities of group leaders, advisors, important Student Life policies, and more
- Attend Mandatory Event Planning Training: two student representatives and your advisor must attend before your group will be eligible to propose a club/org event for review. This training focuses on event planning policies, procedures, and roles and responsibilities of a student group through the process
- Attend Mandatory Club Council Quarterly Meetings: All club and organizations must have two representatives attend Student Life's quarterly Club Council meeting. Your advisor is not required to attend but is welcome. If there is no representative at a Club Council meeting, your group may face limited access to 522 student funds. Club Council meetings serve as a platform for club/org representatives to express concerns, share ideas, learn key updates, and collaborate with others.

Student Life Policies Student Groups Must Abide by:

- All clubs and organizations must submit a Start-up Packet to be recognized. This recognition is binding through Spring Quarter of 2020.
- Clubs and organizations must maintain a current officer/leader list in order to be recognized. If any changes to this list are made, the leaders must report the changes to Student Life staff so we have correct contact information for your group
- Clubs and organizations must have a Green River College staff/faculty member to serve as advisor.
- Membership in the club/organization must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, or economic status.
- Some organizations are chapters of national associations whose by-laws require certain limitations on members. These limitations must be present within the national association's bylaws and can only limit members on GPA and/or major.

Student Conduct at College Funded Activities on and off Campus

Liquor Policy—The possession of, consumption of, or being under the influence of any form of liquor by any student on College facilities or participating in a College sponsored activity will be cause for disciplinary action. "College facilities" includes any rented or leased facilities or vehicles, which have been secured, for special programs such as conferences, retreats, or group programs by the College in which state monies have been used.

Drug Policy—Any student who uses, possesses, is demonstrably under the influence of, or selling drugs or controlled substances to include marijuana, while on College facilities or participating in a College sponsored active as defined as a current law or hereinafter amended, will be subject to disciplinary action except when the use or possession of a drug is specifically prescribed as medication by a doctor or dentist. "College facilities" includes any rented or leased facility or vehicle, which has been secured for special programs, such as conferences, retreats, or group programs by the College in which state monies have been used.

Tobacco Use Policy—Green River College is a tobacco free campus since January 1, 2013. The use of all tobacco products are not allowed on College property and smoking materials must be extinguished and disposed of prior to entering any College property. This includes cigarettes, e-cigarettes, and smokeless tobacco.

Club/Org Status

Clubs and organizations are in good standing status automatically upon being recognized by the ASGRC Senate and by the Student Life Office. The recognition process allows clubs/organizations to access club resources and funding.

Loss of Active Club/Organization Status:

The following will result in a club/organization receiving a warning email regarding their active status:

- Failure to complete the requirements to maintain active club/organization status.
- Lack of student involvement.
- Inappropriate use of College resources.
- Loss of an advisor/inability to replace an advisor.
- Approved events or activities held without a designated advisor present.
- Misuse of the College Credit Card (i.e. purchasing unapproved items, keeping the card beyond allowed time).
- Holding unsanctioned events or activities.
- No club or organization representation at mandatory Club Council meeting, which occurs each quarter

If a club or organization receives 2 warning emails within a quarter, the third violation will result in probation for the following full quarter. The terms of probation will be determined by the type of violation by the ASGRC Judicial Board.

The following are reasons for immediate probation or suspension:

- Student code of conduct violations by the club or organization membership at an event or meeting.
- Violation of State or Federal Laws.
- Discriminatory practices.
- Committing act(s) of violence.
- Improper use of club/organization funds as stated within this Handbook and the ASGRC Financial Code.
- Damaging Green River College facilities or equipment.
- Failure to adhere to College cash handling regulations.
- Alcohol, drug, or tobacco use at club/organization events or meetings.
- Compromising student safety and campus/building security.

How does Disciplinary Action work with Clubs/Orgs?

If there are concerns that a student club or organization is in violation of Student Life or Green River policies, there are a variety of routes that Student Life may proceed. This typically involves the ASGRC Judicial Board reviewing the situation, meeting with involved parties (club/org leadership and advisor), reviewing any history of previous violations, and determining the terms of any disciplinary actions.

Student Life Club and Organization Disciplinary Action Review Process:

1. Club/organization student leaders and advisor will be notified of any complaints or concerns, in an email, within ten working days of receipt of complaint or notice of violation, by the ASGRC Chief Justice.
2. In this notification, student leaders will be advised of a deadline to schedule a meeting with the Chief Justice and Student Life staff.
3. Failure to respond will result in disciplinary action based solely on the content of the complaint.
4. After review of both the complaint and response by the club/organization, ASGRC Chief Justice will notify the group, in email, of any action taken and the term and conditions of such action.

Potential actions can include:

- Warning—a formal notice of violation, with no penalties imposed.

- Probation—notification of violation may result in loss of some privileges. Further violations may result in suspension.
 - Duration: minimum one quarter
- Suspension—as a result of serious, intentional, or repeated violations, recognized status maybe revoked. The loss of all privileges is revoked, including use of S & A 522 funding.
 - Duration: dependent upon severity of the violation(s). May result in permanent loss of status.

Appeal Procedures

1. A club or organization may appeal disciplinary actions by providing a written rationale for the appeal to the ASGRC Judicial Board within 10 business days following the written notification of the action. A meeting will then be scheduled with the Judicial Board to review the appeal. Within 10 working days following this meeting, the appealing club/organization will be notified, by email, of the decision by the Judicial Board.
2. If a club/organization whose recognition has been revoked or has been denied use of certain Green River College facilities for disciplinary reasons wishes to appeal the decision by the Judicial Board, the group may request a meeting with the Director of Student Activities and Engagement. Such requests are to be made to the Director, in an email, within 10 business days following the written decision by the ASGRC Judicial Board. A meeting with the Director will be scheduled to hear the appeal. Within 10 business days of this meeting, the Director will notify the group of the final decision.

Part 3: Expectations for Student Leaders & Advisors

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 an exciting and nerve-wracking 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/Leaders are expected to:

- Have knowledge of the clubs' purpose and objectives. Be knowledgeable and adhere to the Policies and Procedures of the Clubs & Organizations manual and of Green River 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 at least 10 currently enrolled Green River students.
- Participate in all club/organization trainings, including Club 101, Event Planning Training, and Club Council Meetings.
- 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.

Expectations for Club/Org Advisors...

Advisors play a vital role to ensure that student involvement within a club or organization is meaningful and productive. The most successful clubs/organizations are those in which the advisor takes an active interest in the group.

The role of an advisor is to support and help guide the club/organization, not to make decisions on behalf of the group. It is essential that advisors are fully aware of their responsibilities. For more information, see the Advisor Handbook.

An advisor cannot advise more than two clubs within one academic year.

Responsibilities of the Advisor

- Understand the objectives and goals of the club/organization and act as another resource and guide
- Encourage teamwork within the group, and provide guidance in decision making, trust building, and goal accomplishment.
- Attend a mandatory Club 101 and Event Planning Training session with club representatives to review advisor responsibilities and funding policies. Access to budgets will not be available until these meetings take place.
- Attend meetings regularly, if you advise a sports or physical activity related club, you must attend all meetings while students are playing or performing in case of injury.
- Be present at all events/activities/trips for the entire time (this includes set up, event time, and clean up).
- Seek official approval from your direct supervisor to serve as an advisor.
- MANDATORY participation in the Campus Security Authority (CSA) training as required by Clery regulations.
- Ensure all club/organization budget requests are submitted to the Clubs & Organizations Staff at least 5 weeks before intended use.
- Remember that advisors DO NOT have budget signature authority.
- Verify that Informed Consent and Student Travel Contracts are completed by all event/activity participants and turned
- Store any club/organization materials and equipment on campus. These items must be accounted for at the end of the year as they are property of the State.
- Hold all club/organization members and advisors to the no alcohol/drug/tobacco use policy during all club related activities, meetings or events.
- Maintain healthy boundaries with student leaders and participants in your student group

NOTE:

If your Advisor changes during the academic year, it is the responsibility of the club/organization to inform the Clubs & Organizations Staff, following the process below:

- Choose a new advisor.
- Review requirements with new advisor
- Obtain approval from Manager for Student Activities
- Attend Club 101 and Event Planning Training.

Part 4: Resources & Ongoing Supports

As a club/organization in good standing, you have access to a number of free resources and supports! Below is a list of some of the resources available to you upon request.

Spaces for meetings & approved events!

Student clubs/organizations can request to reserve many spaces throughout campus for approved club activities, events and meetings – typically for free! These spaces include: conference rooms, big event spaces (Gator Hall, River Room, etc...), classrooms and outdoor spaces (ex: Kennelly Commons).

To reserve a space for club/org meetings, contact the Manager for Student Activities directly for them to reserve this space for you. To reserve a space for a club/org event or activity, remember that you must go through the Student Life Event Proposal process. Specific instructions on how to reserve spaces are available throughout the process.

Equipment

Over the years, the Student Life Office has built up an inventory of equipment and supplies available for club use. From laptops to lawn games, Student life can provide clubs a variety of resources to 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 Student Life email: studentlife@greenriver.edu.

Promotional Resources

Need to get the word out about your club/org or event? Student Life's graphic designer, Frances Lindland, is here to help! You can email Frances directly, or request her help in our Event Proposal Form, for any needed fliers or advertisements for your group or event. flindland@greenriver.edu

**All club/org advertisements must be reviewed and approved by Student Life staff before posting.

In addition to Frances' design help, we can also help you advertise! Student groups can receive a limited number of free print materials, as well as use of our sandwich board/A-frames (for poster advertisements), posting your fliers on screen savers across campus, and more!

Club Corner

Club Corner is a student group meeting space in the Mel Lindbloom Student Union building. This space is overseen by Student Life staff, and exists specifically for clubs and organizations to hold their meetings, activities or events. To schedule this room for your student group, email Collin Veenstra, Manager for Student Activities: cveenstra@greenriver.edu.

Club/Organization Storage

The Club Corner offers very limited storage space for student groups for their supplies – with 12x12 lockers available for groups 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 Life 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.
- Locker assignments operate on a per-academic-year basis; there is no automatic renewal.
- The Manager for Student Activities 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 Green River College and are subject to applicable Green River College and Student Life Policies.

To reserve a locker, contact the Clubs & Organizations Staff in the Student Life Office.

Club/Organization Meetings

Meeting regularly with your group members is an important way to keep your members engaged and participating! Once your group has received its official new or renewal status for the current school year, you are able to hold regular meetings.

To schedule meetings: Manager for Student Activities, Collin Veenstra, oversees room reservations for club/org meetings. Reach out to them directly at: cveenstra@greenriver.edu

Important Meeting Rules:

- Meetings must be open to ALL Green River students and advertised as such.
- Meeting rooms are not typically available until the 2nd week of each quarter.
- Meeting space is limited and is not guaranteed that the preferred space will be available.
- When using Club Corner 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 Club Corner or any other space on campus if you have reserved the space in advance with prior approval. This will be done by emailing the Manager for Student Activities.
- 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
- Be careful with technology, but please use it! We have a computer available in our Club Corner, complete with pull-down projector screen for your use. Please put all materials back when you are done using them

Club/Org Leadership Development Series

Student Life is excited to offer our new Club/Org Leadership Development Series, available to student leaders, and any interested Green River students.

This once-a-month, optional workshop will focus on learning new skills, insights, and pointers around a variety of club/org leadership topics, including meeting management, navigating group conflicts, collective event-planning and more!

Students who participate in 5 or more of our 7 Leadership Development Workshops will receive special recognition and a certificate at our annual Campus Life Leadership Awards in May 2020.

Club/Organization Office Hours

Manager for Student Activities and Programs Collin Veenstra will now be hosting weekly office hours for Clubs and Organizations. These are regular, set times that Collin will be available to meet with student groups who drop by to discuss any questions, concerns, or updates regarding clubs/organizations.

Please note that beyond these specific office hours, a meeting will need to be scheduled to speak with Collin directly, as they balance several big projects throughout the year.

Collin's Office Hours are:

- Tuesdays from 9-11am
- Thursdays from 3-5pm

If Collin is unavailable or out-of-the-office, they will email Club/Org leaders with an updated Office Hours timeframe for that week.

Part 5: Your Club/Organization Funds

How to Access Funding...

Only clubs and organizations officially recognized by the ASGRC and the Student Life Office are eligible for financial support through the 522 Funds. Student groups are strictly prohibited from having outside bank accounts for club/org funds.

All club/organization activities must adhere to all restrictions, obligations, and guidelines listed in the ASGRC Financial Code. All club/org purchases must be approved BEFORE expenses are made. Expenditures made with personal funds will not be reimbursed.

522 Funds can only be accessed by completing an Event Proposal Form and turning it in at least between 3-5 weeks before the funds are needed, dependent on the size and needs of the event.

How Clubs Access Funding:

- Each recognized club is allowed access to a maximum amount of \$500.
- Once you have submitted your Event Proposal and it has been approved, the ASGRC Chief Justice will email you arranging to meet with the ASGRC Student Senate's Judiciary Committee to review your event and funding request.
- From there, the committee will make a determination to approve/reject/or recommend edits to your event and/or budget request.

How Organizations Access Funding:

- Organizations receive a requested amount through the 522 Fund Process during the Winter Quarter, for the following year.
- Because organizations have already provided justification for their budget, they do not need to present to ASGRC senate, but will instead be reviewed by Student Life Staff, who will make a determination to approve/reject/or recommend edits to your event and/or budget request
- An Event Proposal is still required

What Club & Organization Funding Can/CANNOT be Used for:

S & A 522 Funds can be used on a variety of different things. Please see the lists below on things your club or organization funding CAN and CANNOT be used for. If you have questions, please feel free to reach out to Student Life staff.

Acceptable Spending

- Publicity/Advertising for club/org and events you plan
- Typical program expenses
- Facility/equipment fees
- Performers and speakers
- Food and event supplies
- Travel/conferences
- Competitions/tournaments
- Apparel/promotional items

Unacceptable Spending

- Religious spending
- Alcohol, tobacco, marijuana, illicit drugs
- Gifts or prizes
- Donations
- Out of region/state travel
- Supplies/ materials related to coursework
- Illegal activities
- Lobbying

Check Your Budget!!

Student Life does keep track of club and organization budgets, but it is important to keep track of purchases you get approved as well.

Club/Org funds may only be used during the academic year (Fall-Spring quarters). For both clubs and organizations alike, you can only use funds from your budget if you propose an Event Proposal Form first within a reasonable timeframe for the event to happen successfully (see Event Planning Timeframes). What if we need additional funds?

If your club or organization needs additional funds to make an event or project happen, you are able to request for more money from the ASGRC Senate. Please talk with Student Life staff for more information about how to begin this process! 522 funds are intended for use to help give back to campus!

Part 6: Planning Club Events/Activities

While some student groups may focus more on their regular meetings, others may want to plan events or special activities for their group and others on campus. The success and impact of an event or activity depends in large part on the amount of intention, effort, and planning put into its development.

Student Life has specific policies student groups must follow. These rules help make sure you are following all Student Life and Green River policies, have enough time to make your event a success, and are using your budget in wise ways.

Mandatory Event Planning 101 Training:

Student Life's "Event Planning 101" training is mandatory for all student leaders and advisors who intend to plan events over the school year. It covers our policies in more detail, but our 9-Step Event Planning Process is listed below as well for reference.

Importance of Following Student Life Event Policies:

If a student group begins planning an event without appropriate Student Life or ASGRC approval, purchases items without review or approval, or breaks our food policy requirements, this would be grounds for immediate cancellation of the event being planned, as well as disciplinary action.

Event-Planning Timelines:

It takes longer to make a successful event happen than folks might usually think! To make sure all approvals and needed paperwork are reviewed and processed, food safety regulations are followed, and purchases and contracts are able to be taken care of, Student Life has a strict timeline policy:

- A. **Smaller Events:** For events anticipating less than 25 people, not serving food or drinks, and not hosting any performers or contractors: Event Proposal Form must be submitted **NO LESS** than 3 weeks before event
- B. **Larger Events:** For events anticipating more than 25 people, or are serving food or drinks, or have performers or contractors, Event Proposal Form must be submitted **NO LESS** than 5 weeks before event
- C. Plan in advance as best you can!! More time is **ALWAYS** better

Student Life's 9-Step Event Planning Process:

1. (ONLY after participating in required Event Planning Training...): Pick Your Event
2. Submit an event planning form to Student Life for review
 - a. Available via online link **SOON!** (coming to Student Life website November 2019)
 - b. Available in hardcopy form at Student Life Front Desk – SU 240
3. Student Life or ASGRC will email you with a budget form to complete, and ask you to tentatively reserve a space with Conference Services
4. Presenting your event:
 - a. Clubs Only: you will be invited to Student Senate to present your event proposal to the ASGRC Judiciary Committee for review
 - b. Organizations Only: you may be asked to meet with Student Life staff to review the details of your event proposal
5. Get Revisions or Approval for event
 - a. Clubs Only: you will receive an email from ASGRC Chief Justice outlining any needed changes to your event, rejection, or approval
 - b. Organizations Only: you will receive an email from Student Life staff outlining any needed changes to your event, rejection, or approval
6. Meet with Student Life Staff to review budget, form
 - a. This is a 15-minute meeting to review any needed paperwork, purchases, and ensure that you are on-track to make your event a success
7. Final Preparations for your event
 - a. All the advertising, final details, and preparation to make your event a success!
8. Hold your event!
9. Follow-up with Student Senate Event Review, thank all who helped!

Thank You!!!

Thank you for your involvement and leadership in our 2019-20 Green River student groups! We look forward to working with you, and are happy to answer any additional questions you may have that were not answered in this handbook.