

# Clubs & Organizations Handbook

2018 – 2019



**Green River College**

**Student Life Office—SU 240**

**253-833-9111 ext. 2400**

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

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## Student Life Contacts

Daniel Ferguson  
Director of Student Activities and Engagement  
[dfergueson@greenriver.edu](mailto:dfergueson@greenriver.edu)  
253-833-9111 ext. 2415

TBD  
Program Coordinator of Clubs & Organizations  
TBD  
253-833-9111 ext. 2480

Frances Lindland  
Graphic Designer  
[flindland@greenriver.edu](mailto:flindland@greenriver.edu)  
253-833-9111 ext. 2406

Jennifer Gile  
CLEO - Clubs and Organizations Chair  
[jgile@greenriver.edu](mailto:jgile@greenriver.edu)  
253-833-9111 ext. 2412

Zhaowei "Floyd" Chen  
ASGRC President  
[ZChen@greenriver.edu](mailto:ZChen@greenriver.edu)  
253-833-9111 ext. 2410

Eomji "Rosie" Son  
ASGRC Vice President  
[ESon@greenriver.edu](mailto:ESon@greenriver.edu)  
253-833-9111 ext. 2410

## Important Dates

### ***Fall Quarter***

Club Fair – Thursday, October 18<sup>th</sup>

Inter Club Council Meeting – Tuesday,  
November 20<sup>th</sup>

### ***Winter Quarter***

Club Fair – Thursday, January 31<sup>st</sup>

Inter Club Council Meeting – Wednesday,  
February 27<sup>th</sup>

### ***Spring Quarter***

Club Fair – Thursday, April 25<sup>th</sup>

Inter Club Council Meeting – Thursday, May  
23<sup>rd</sup>

Start Up Packet Deadline – Friday, April 26<sup>th</sup>

Event Proposal Deadline – Friday, May 10<sup>th</sup>

### ***ASGRC Senate Meetings***

Every Wednesday and Thursday

12:00 p.m. to 12:50 p.m.

Emerald City Room, SU

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

## Starting a New Club or Restarting an Organization

1. Pick up a Club & Organization Start Up Packet in the Student Life Office. Use this document as your guide.
2. Find ten (10) currently enrolled Green River students who share your interest and are committed to being club members.
3. Find a Staff or Faculty member who is willing to advise your club, attend all club events, and assist with paperwork.
4. Complete a Club & Organization Start Up Packet and return to the Student Life Office. **Clubs can register up until the fourth week of Spring Quarter.**
5. Official recognition of your club/organization should be determined within one week.

Annual club/organization recognition occurs in the fall. Clubs and organizations are not active during the Summer Quarter. Once you have been officially recognized, a minimum of two representatives and the club/organization advisor will need to attend the following training sessions:

**Club 101 Training:** This training focuses on the roles and responsibilities of officers and advisors, and goes over the policies that assist a club/organization in their success.

**Event Planning Training:** This training focuses on the event planning procedures, and the roles and responsibilities of officers and advisors. The student(s) in attendance at this orientation will be the only representatives who are allowed to submit Event Proposal forms and will serve as the main coordinator and contact for the Clubs & Organization Staff. If another student wishes to submit Event Proposal forms, they will need to attend an Event Planning Training.

## Difference between Clubs & Organizations

Clubs and organizations are both required to submit Start Up Packets to be officially recognized by the ASGRC Senate and by the Student Life Office. These documents are required to show active members and intention of the group.

### **Clubs**

Recognized clubs have access to a maximum spending limit of \$500 for the academic year (Fall, Winter, Spring). TO access funding, clubs are required to submit an Event Proposal and meet with the ASGRC Finance Committee for spending approval.

### **Organizations**

An organization is a group that is tied to an academic degree or certificate program and has been active for a minimum of five years. Organizations have a permanent budget line that is allocated by the S & A (522) Budget Committee. They are required to participate in the ASGRC S & A (522) Budgeting Process to make their request for funding. This process takes place in the Winter Quarter of each year.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

## S & A (522) Budgeting Process—Organizations ONLY

Participation by organizations in the ASGRC S & A 522 Budget Process is **mandatory**. Emails will be sent to each existing organization advisor and officers in early January with and Budget Proposal and Request Form as well as a letter and timeline explaining the process. If you do not receive this email, please send a request to Susan Evans ([sevans@greenriver.edu](mailto:sevans@greenriver.edu)). The forms are due back electronically by the date specified in the letter and timeline. 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.

No Participation in this process will result in a reduction or elimination of your budget line.

1. 1st year missed – will result in a reduction of funds
2. All the required forms and presentations must be made the following year to prevent any further ramifications.
3. 2nd year missed—will result in the loss of organization status and the group will return to club status.

## Becoming an Organization Requirements

- Show at least five consecutive years of active membership and activity.
- Have a direct connection to an academic degree or certificate program on campus.
- Report detailed information regarding budgets and expenditures for at least two years.
- Follow the S & A 522 Budget timeline for funding consideration.
- Attend the S & A 522 Budget hearings and present to the 522 Budget Committee for consideration.
- Contact Student Life by November 30<sup>th</sup>, if you are interested in becoming an organization for the following fiscal year.

## Maintaining Club/Organization Status

When a club & organization becomes officially recognized, it agrees:

- To abide by the Clubs & Organizations Handbook and the Green River Student Code of Conduct.
- To abide by their Clubs & Organizations Constitution as it was accepted by Student Life and ASGRC.
- To have a club/organization and advisor representation at all mandatory trainings and meetings provided by the Clubs & Organizations Staff.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

- **Club 101 Training:** Two student representatives and your advisor must attend. This training focuses on the roles and responsibilities of officers and advisors, and goes over the policies that assist a club/organization in their success.
- **Event Planning Training:** Two student representatives and your advisor must attend. This training focuses on the event planning procedures, and the roles and responsibilities of officers and advisors. The student(s) in attendance at this training will be the only representatives who are able to submit Event Proposal forms and will serve as the main coordinator and contact for the Clubs & Organizations Staff regarding the event. If another student wishes to submit Event Proposal forms, they will need to attend an Event Planning Training.
- **Inter Club Council (ICC) Quarterly Meetings:** Once ICC Meeting takes place each quarter. Two student representatives from each club/organization must attend each ICC Meeting. The advisor is not required to attend but is welcome. If there is not a representative at one meeting, your club or organization could have limited access to S & A 522 funds. No make-up meetings will be scheduled. ICC Meetings serve as a platform for club representatives to express any concerns, share ideas, collaborate, celebrate successes, and for the Clubs & Organizations Staff to provide updated information.

## General Policies

- All clubs and organizations must submit a Start up Packet to be recognized. This recognition is binding through June 14, 2019.
- Clubs and organizations must maintain a current officer list in order to be recognized. If any changes to this list are made, the club officers are to report the changes to the Clubs & Organizations Staff.
- 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 by-laws 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.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

- **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.
- **Non Discrimination Statement**—Green River College does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092, (253) 288-3320; Disability Support Service at (253) 833-9111, ext. 2631: TTY (253) 288-3359.

## Student Life Expectations

### Club Officers/Members

- Have knowledge of the clubs’ purpose and objectives. Be knowledgeable and adhere to the Policies and Procedures of the Clubs & Organizations 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 Inter 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 at least **five weeks prior** to the event.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

## Club/Organization 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.
- Attain 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.

**NOTE\*\*** If your Advisor change during the academic year, it is the responsibility of the club/organization to inform the Clubs & Organizations Staff.

- Choose a new advisor.
- Fill out a new Advisor Agreement Form.
- Obtain approval from the Clubs & Organizations Coordinator.
- Attend Club 101 and Event Planning Training.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.



## Club 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 the quarterly Inter Club Council Meetings.

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.

See [greenriver.edu/campus-life](https://www.greenriver.edu/campus-life) for more information.



## Disciplinary Action

The extent and terms of disciplinary actions taken by the ASGRC Judicial Board will depend on the nature and severity of the infraction, as well as any history of previous violations. The club/organizations leadership and advisor will be notified of any complaints, in an email, within ten working days of receipt of complaint or notice of violation, by the Chief Justice of the ASGRC. In the notification, club/organization leadership will be advised of a deadline to schedule a meeting with the Chief Justice and Clubs & Organizations Staff. Failure to respond will result in disciplinary action based solely on the content of the complaint. After review of both the complaint and response by the club/organization, the Chief Justice will notify the group, in email, of any action taken and the terms 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 may be revoked. The loss of all privileges is revoked, including use of S & A 522 funding.
  - Duration: dependent upon the severity of the violation(s). May result in the 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.

See [greenriver.edu/campus-life](https://www.greenriver.edu/campus-life) for more information.

## Club Resources

As a club/organization in good standing, you have access to a number of free resources.

### Spaces

Student clubs/organizations can utilize many spaces throughout campus for approved club activities, events, and meetings. These spaces include conference rooms, event space, academic classrooms, and outdoor spaces. Spaces are free to use, but are first come – first serve and must be reserved through the Clubs & Organizations Staff.

### 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.

### Promotional Resources

Need to get the word out about your club? Student Life provides A-boards, screen savers, and a limited amount of free print materials to help promote your group.

### Club Corner

The Club Corner is located in the Mel Lindbloom Student Union Building. This space is reserved for club/organizations to utilize for club meetings, activates, or events. To schedule this room for your club or organization email [su250@greenriver.edu](mailto:su250@greenriver.edu).

### Club/Organization Storage

The Club Corner offers limited storage options for clubs and organizations to reserve for storing club/organization supplies. Storage options are assigned to groups on a space available basis and can only be reserved by the club/organization president.

- Upon assignment and during the use of a locker, clubs/organizations are held responsible to report any damage or needed repairs.
- Student Life will not accept responsibility for damage or loss of contents.
- 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 Program Coordinator of Clubs & Organizations 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.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

## Club/Organization Meetings

Club/organization meetings are a great opportunity to keep members engaged. Once the group has been recognized by the ASGRC Senate and Student Life Office they can hold regular meetings. Meetings must be open to all Green River students and advertised as such. To request a meeting space, club officers should contact the Clubs & Organizations Staff in the Student Life Office. Meeting rooms are not typically available until the 2<sup>nd</sup> week of each quarter. Meeting space is limited and is not guaranteed that the preferred space will be available.

Clubs/organizations who reserve meeting spaces are responsible for:

- Leaving the room better than you found it. Please reset the room to the way it was when you entered.
- Securing materials and technology in the room.
- Are permitted to be in the room during scheduled hours and must vacate the room at the end of the scheduled time.
- Only permitted to use the room they have reserved in advance with prior approval.

## Access to Funding

Only clubs and organizations officially recognized by the ASGRC and the Student Life Office are eligible for financial support through the S & A 522 Funds. **Outside bank accounts are strictly prohibited.**

- Each recognized club is allowed access to a maximum amount of \$500.
- Organizations receive a requested amount through the S & A 522 Fund Process during the Winter Quarter, for the following year.

All club/organization activities must adhere to all restrictions, obligations, and guidelines listed in the ASGRC Financial Code. All club purchases must be approved BEFORE expenses are made.

**Expenditures made with personal funds will not be reimbursed.**

S & A 522 Funds can only be accessed by completing an **Event Proposal Form** and turning it in at least 5 weeks before the funds are needed.

- **Clubs:** Once you have submitted your Event Proposal and it has been approved, a club representative is required to meet with the Finance Committee of the ASGRC to provide justification for spending. These meetings are held weekly at 12:00 p.m. in the Emerald City Room in the SU Building.
- **Organizations:** Because organizations have already provided justification for their budget, a representative is not required to meet with the ASGRC Senate for approval to access funds, but an Event Proposal is still required.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

S & A 522 Funds can be used on a variety of different things. Here is a list of what this money can be used on:

### Acceptable Spending

- Publicity for group and events
- 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 course work
- Illegal activities
- Lobbying

It is important to check your budget regularly by contacting the Clubs & Organizations Staff in the Student Life Office. These funds may be used during the academic year only. 522 Funds can only be accessed by completing an ***Event Proposal Form*** and turning it in at least 5 weeks before the funds are needed.

If your club/organization needs additional funds, you may request money from the ASGRC Senate. Please meet with the Clubs & Organizations Staff for more information.

## Planning Club Events/Activities

The success of any event/activity depends on the amount of time and effort that is put into its planning. When event planning, it is important to write down your goals and plan of action so that everyone involved in the planning is aware of what the steps are.

When your club/organization is planning an event, you must submit an ***Event Proposal Form at least 5 weeks prior to the event date***. The Clubs & Organizations Staff reserve the right to approve or decline any forms submitted after the 5-week mark before an event date.

Once your proposal has been approved by the Clubs & Organizations Staff, an approval email will be sent with additional forms or steps that you will need to complete while planning your event. \*If funding is needed for your event, please see the previous section on accessing funding. Any additional forms requested in the Event Approval email need to be submitted within the following week of received the email.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

## Event and Activities Spaces on Campus

Events can contribute greatly to the enjoyment of the Green River Community. The Conference & Event Services Department strives to assist clubs and organizations who host a variety of events throughout the year. Please keep in mind that when you book an event space, it is YOUR event, and you are responsible for the planning and implantation of the event details; Conference & Event Services is there to help in this process. The club or organization is expected to be the most invested in the planning and execution of any event.

Below, please see the guidelines and policies for making space, equipment, and food reservations through Conference & Event Services.

- Submit your *Event Proposal Form* to the Clubs & Organizations Staff at least 5 weeks prior to your desired event date. **Indicate your desired on-campus location.** This information will get passed forward to the Conference & Event Services by the Clubs & Organizations Staff.
- Once your event is approved and your event location is passed forward to the Conference & Event Services, you can

## Spending Club/Organization Funds

S & A 522 Funds can only be accessed by completing the ***Event Proposal Form*** and turning it in at least 5 weeks before the funds are needed. All requests to use funds must be approved by the club advisor and the Clubs & Organizations Program Coordinator.

**\*Misuse of funds will result in the freezing of the club/organization budget and club/organization members will be held financially responsible for the misused money.**

## Ways to Spend

- Club Credit Card Request Process
  - All requests must be accompanied by a *Purchase Request Form* with a detailed list of items to be purchased and from where.
  - Once approved, schedule a date of use with the Clubs & Organizations Staff. \* Only one student may receive permission to pick up and use the credit card.
  - The credit card and all receipts must be returned to the Clubs & Organizations Staff by the end of the scheduled date of use.
    - Monday – Thursday: 8:30 a.m. – 4:30 p.m.
    - Friday: 8:30 a.m. – 4:00 p.m.
- Purchase Order
  - Verify with the vendor that a purchase order is acceptable.
  - Complete a Purchase Request Form with a detailed list of items to be purchased and from where.
  - Forms must be turned in 5 weeks in advance.
  - Pick up the Purchase Order from the Business Office.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.

- All receipts/invoices must be turned in to the Student Life Office immediately.
- Check Request Process
  - All check requests must be accompanied by: an invoice, bill, performance contract, or something to document the reason for the request.
  - A Purchase Request Form must be submitted to the Student Life Office at least 5 weeks in advance, for a check to be printed and mailed or made available for pick up in the Business Office.
- Personal Service Contracts
  - Submit an *Event Proposal Form* and indicate a *Personal Service Contract* is needed. Collect the performer/vendor contract information and pass along to the Clubs & Organizations Staff. Provide information about what the performer/vendor will be doing and for how long. This detailed information is required to complete a Personal Service Contract.
  - The Clubs & Organizations Staff will create the contract and send it to the performer/vendor. They will need to sign and return the contract, along with a complete W-9 Tax Form.
  - Allow at least three weeks for this paperwork to be processed from the date that the Student Life Office receives the returned contract.
  - Advisors and students are not authorized to sign contracts on behalf of the College.

**IMPORTANT: Contracts will not be signed after an event – provider of the service will not be paid.**

- Reimbursements
  - Reimbursements will **only** be made with prior approval from the Clubs & Organizations Program Coordinator. You must turn in the original receipts and Purchase Request Form to the Program Coordinator.
- Cash Bag for Events
  - Student clubs and organizations may request a cash bag for events to serve as a till for petty cash.
  - Cash bags must be returned to the Student Life Office directly after the event.
  - For events that take place after hours, call Campus Safety upon event completion or when you no longer need the bag. Campus Safety will place the bag in a safe until the Clubs & Organizations Program Coordinator can get the bag.

See [greenriver.edu/campus-life](http://greenriver.edu/campus-life) for more information.