



2021-2022 School Year

Club & Organization Handbook



STUDENT LIFE

See www.greenriver.edu/campus-life for more information.

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Green River College Student Life

Student Clubs & Organizations Handbook

2021-2022

Hello and welcome to the 2021-22 academic year! I am looking forward to working with all of you for a full year of student activities, programming, and engagement through student clubs and organizations. We are fortunate to engage with students in these meaningful experiences that develop them academically, emotionally, mentally, and culturally. Research, general intuition, and personal anecdotes have all told us the same thing: student activities are important! Consider the following benefits of students engaged with on-campus activities:

- Students involved in activities are less likely to drop out than students who are not involved
- Activities encourage involvement which results in a stronger learning community
- Students who are socially involved make gains in general knowledge, intellectual skills, and tend to be more satisfied with their college experience
- Participation in clubs and organizations promotes effective communication and students become active learners
- Students relate and connect to faculty and staff through involvement
- Students network with faculty, staff, and students and gain deeper insight to how systems function

We know the points above to be true, and it is our job to make sure that our students also know! Please use this handbook as a guide for the next year. We want the experience to be meaningful for students and advisors alike, so let us know how we can help! We are always here for questions.

Please keep in mind that COVID protocols will be in place for this academic year. I am hesitant to add concrete declarations of COVID protocols to this handbook as they will continuously shift. Before planning any events or programs, please check in with the Student Life office for current event protocols.

Go Gators!

Paz Clearwater (he/him)

Manager for Student Activities and Programs

pclearwater@greenriver.edu

Office Phone: 253-931-6454

Mobile Phone: 253-293-4052

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Meet Your Student Life Staff...

Paz Clearwater (he/him) ****MAIN Club/Organization Contact**

Manager for Student Activities and Programs

pclearwater@greenriver.edu 253-293-4052

Paz manages 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. I have an open door policy, feel free to stop by anytime this Fall on Mondays and Thursdays! Winter and Spring availability TBD.

Graphic Designer

Vacant position at start of Fall 2021

The Student Life graphic designer is available to help student groups develop, edit, and market fliers, advertisements, and related materials. Student Life staff must review and approve all club/org fliers and advertisements before they are distributed

Susan Evans (she/her/hers)

Program Specialist

sevens@greenriver.edu

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

Dan Ferguson (he/him/his)

Director of Student Activities and Engagement

dferguson@greenriver.edu

Dan is available for any questions regarding the Student Life department and its functions or student leadership opportunities broadly

Part I: Getting Started - New Clubs & Returning Club/Orgs

To Start a New Club...

See www.greenriver.edu/campus-life for more information.

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If you are looking to start a new club, first make sure that there isn't a pre-existing student group that is similar, and that other students are interested and likely to participate in your idea. After confirming this, you are set to start the process to make your new club official!

Starting a new Green River club 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:

1. Find other Green River students who are interested in your club's goals and vision. Work with these fellow students to elect or assign particular leadership roles
2. 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 (more details on advisor requirements later on in guide!)
3. Complete a **Student Life New Club Proposal Form**, for students starting new student clubs on campus
 - a. [Forms can be found on the Clubs & Orgs webpage](#)
4. Check your email for a response from Student Life! Official recognition of your student club should be determined within one week of submitting your form. We first email your listed advisor to confirm they have accepted the role, and this can occasionally cause delays. If it has been 2 weeks and you have not heard back on your application, please email Paz at pclearwater@greenriver.edu
5. Once you have received official GRC club status, **a minimum of two students from your group AND your advisor will need to participate Student Life's annual trainings (available virtually to do on your own time) that will cover topics such as:**
 - a. **Student Group 101 Training:** this focuses on Student Life's policies that student clubs and organizations must follow, resources and supports available to you, and other important information
 - b. **Event Planning 101:** 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
6. Throughout the year, your club leaders will need to make sure that:
 - a. One (1) representative from your group attends Student Life's MANDATORY Club Council meetings, which happen once every quarter
 - b. 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 2020-2021 school year may renew their club/org status, instead of going through a New Club Start-up process, for the 2021-2022 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.

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1. Find other Green River students who are interested in your club and reconnect with last year's members!
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 on the Clubs & Orgs webpage](#)
4. Check your email for a response from Student Life! Official recognition of your student club should be determined within one week of submitting your form.
5. Once you have received official GRC club status, **a minimum of two students from your group AND your advisor will need to participate Student Life's annual trainings (available virtually to do on your own time) that will cover topics such as:**
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 - a. **Student Group 101 Training:** this focuses on Student Life's policies that student clubs and organizations must follow, resources and supports available to you, and other important information
 - b. **Event Planning 101:** 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
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
 - b. One (1) representative from your group attends 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 their budgets
 - Can apply for additional funding through Student Senate if needed
 - Must follow all Student Life policies and procedures

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- **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 Paz by November 30 for more information.

Part II. 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 throughout Fall, Winter, and Spring quarter. Check the [ASGRC webpage for the current quarter meeting schedule](#). These are open meetings that any students are welcome to attend. For more questions, email our executive student leaders.

- **ASGRC President** – *Shah “Ash” Asraff Khan* - SMohamed-Bakhash@greenriver.edu
- **ASGRC Vice-President** - *Caven Lee* - YLee@greenriver.edu
- **ASGRC Chief Justice** - *Tygerr Recchia* - TRecchia@greenriver.edu

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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:

- **Complete Mandatory Student Group 101 Training, Event Planning Training, and Budgets for Club or Budgets for Organizations Training (pre-recorded):** two student leaders AND your advisor must complete these video trainings and pass a short comprehension quiz for credit. This training focuses on responsibilities of group leaders, advisors, important Student Life policies, and more
- **Attend Mandatory Club Council Quarterly Meetings:** All club and organizations must have one representative 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 Club Proposal or Renewal Form to be recognized. This recognition runs through Spring Quarter of 2022 - clubs and orgs don't meet over the summers!
- 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

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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/Organization Status

Clubs and organizations are in good standing status automatically upon being recognized by the ASGRS 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

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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:

- **Clubs or Organizations meeting in-person for meetings, activities, events or gatherings in a club or org capacity unless otherwise directly approved by Student Life.** This is in accordance with COVID-19 safety regulation and will be updated by Student Life directly as we are able to safely do so
- 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 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/Organizations?

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 Disciplinary 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.

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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 III: 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 actively enrolled Green River students. For clubs and orgs wanting to access their full club/org budgets, working to maintain a minimum of 10 members is important.
- Participate in all club/organization trainings, including Club 101, Event Planning Training, and
- Club Council Meetings. These trainings must be completed before your student group can access its budget.
- Read and review all emails sent by the Clubs & Organizations Staff and forward to club/organization members (all correspondence will be sent to officers and advisor).
- Organize and facilitate meetings.
- Effectively plan activities and events according to the Event Planning Checklist; turn in an Event Proposal Form and all supporting documents 3-5 weeks (depending on event details) prior to the event.

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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.

*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.
- Complete mandatory Club 101, Event Planning, and Budget trainings YEARLY to review advisor responsibilities and funding policies. These trainings are updated each year with new information, and must be completed annually. Access to budgets will not be available until these trainings 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). This is one of our most important responsibilities.
- 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.

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Part IV: Resources & Ongoing Supports

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

Spaces (virtual and not) for meetings & approved events!

At the start of our 2021-22 school year, clubs and organizations will once again be allowed to hold meetings, programs, and activities on campus. All current COVID protocols must be followed. Please check in with Paz Clearwater prior to scheduling any meetings, programs, or activities on campus to receive a briefing on current COVID protocols. Keep in mind that these protocols may change and shift throughout the year.

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

Clubs and organizations are, of course, still able to utilize any of the virtual tools that were employed during the 2021-22 academic year. Below is a list of several free video chat platforms your club/org may choose to meet from.

Some Social Media Platforms Your Group Can Use:

- <https://zoom.us/>
- <https://discordapp.com/>
- <https://hangouts.google.com/>

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? Contact the Student Life office about posters, fliers, and graphic design at studentlife@greenriver.edu.

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

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 Paz Clearwater, Manager for Student Activities at pclearwater@greenriver.edu.

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Club/Organization Storage

The Club Corner offers very limited storage space for student groups for their supplies – with 12”x12” 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 Paz Clearwater, Manager for Student Activities at pclearwater@greenriver.edu.

Important Meeting Rules:

- Meetings must be open to ALL Green River students and advertised as such.
- 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! These will be recorded and posted to the Club/Org Leadership Drive for leaders and advisors to access in the future.

See www.greenriver.edu/campus-life for more information.

This document is available in alternative formats to individuals with disabilities by contact Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

Part V: 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 for events can 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. Funds for other expenditures can be access through the Expenditure Request form.

How Clubs Access Funding:

- Each recognized club is allowed access to a maximum amount of \$500.
- If you need funding for something that is not related to an event, complete the SCO Expenditure Request form on the [Clubs/Orgs webpage](#).
- 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 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 or Expenditure Request](#) is still required

What Club and Organization Funding Can (and 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

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- 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!

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Part VI: Planning Club Events/Activities

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.

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

Thank You!!!

Thank you for your involvement and leadership in our 2021-22 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.

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