

# SAC Handbook

The Student Associated Council is a team of student leaders dedicated to representing the interests and protecting the future of a diverse student body.

## Sacramento City College Student Leadership and Development



Revised June 2021

# Table of Contents

Sacramento City College	1
Student Leadership and Development	1
<b>Table of Contents</b>	<b>1</b>
<b>Appendix List</b>	<b>6</b>
<b>Welcome</b>	<b>7</b>
<b>Contacts</b>	<b>7</b>
<b>Governing Documents</b>	<b>8</b>
REFERENCE LIST	8
THE BROWN ACT-A SUMMARY	9
PARLIAMENTARY PROCEDURE-A SUMMARY	11
<b>How to be a Great SAC</b>	<b>15</b>
OATH OF OFFICE	17
STANDARDS OF CONDUCT	18
<b>SAC Appointment Process</b>	<b>20</b>
CANDIDACY VERIFICATION and PUBLIC INFORMATION	20
MEETINGS and ASSESSMENT and PERSONAL ESSAY	20
STEPS IN THE APPOINTMENT PROCESS	20
<b>SAC Information</b>	<b>23</b>
ROSTERS	23
TRANSCRIPT NOTATIONS	23
MEDAL OF EXCELLENCE IN LEADERSHIP	23
MEETING SCHEDULE	23
AGENDA ITEM REQUESTS	23
SAC BULLETIN BOARD POSTING POLICY	23
FORMS	25
Transcript Notation Request Form	25
Agenda Item Request Form	26
<b>SAC Office Information</b>	<b>27</b>
HOURS, LOCATIONS AND MAILING ADDRESS	27
CONTACT INFORMATION	27
OFFICE USE AND EXPECTATIONS	28
PHONES *	28
COPY MACHINE *	28

COMPUTERS	28
SAC SHARED DRIVE	28
MAILBOXES	29
LOCKERS	29
FORMS, SUPPLIES AND OTHER INFORMATION	30
* CODES	30
<b>SAC Budgets</b>	<b>31</b>
GENERAL INFORMATION	31
STUDENT REPRESENTATION FEE USE GUIDELINES	32
Legal Opinion 0 95-24	33
CAEB FUNDING REQUEST PROCESS	36
Student Associated Council Funding Request Form	37
<b>Accounting Procedures</b>	<b>40</b>
GENERAL INFORMATION	40
FINANCIAL ETHICS	40
RAFFLES, DRAWINGS, AND GAMES OF CHANCE	40
TYPES OF EXPENDITURES (GIFT OF PUBLIC FUNDS)	41
EXPENDITURE OF FUNDS	41
DEPOSIT OF FUNDS	42
CHANGE FUND (Cash Box)	42
TAX EXEMPT STATUS	43
FORMS	44
Account Requisition/Purchase Order	44
Deposit Voucher	45
Request for Change Fund (Cash Box)	46
Tax Exempt Form Letter	47
<b>SCC Organizational Charts</b>	<b>50</b>
SACRAMENTO CITY COLLEGE	50
STUDENT LEADERSHIP AND DEVELOPMENT and SAC	50
LRCCD STUDENT ADVISORY COMMITTEE	51
<b>Participatory Decision-Making</b>	<b>51</b>
STRATEGIES FOR STUDENT PARTICIPATION	56
FORMS	57
Standing Committee Report	57
DISCIPLINARY APPEALS PANEL NOMINATIONS	58
<b>Facility Requests</b>	<b>59</b>
GENERAL INFORMATION	59

CAMPUS FACILITY REQUESTS	59
MEDIA SERVICES REQUESTS	59
CITY CAFÉ CATERING REQUESTS	59
Campus Facilities Request Form	61
(Waived while remote)	61
Media Services Request Form	63
City Café Catering Request Form	64
City Café Catering Order Form	65
<b>(Waived while remote)</b>	<b>65</b>
<b>Event Planning</b>	<b>66</b>
<b>Student Travel</b>	<b>67</b>
TIMELINES AND PROCESSES	67
Travel Petition	69
STUDENT TRAVEL POLICY (non-classroom)	70
TRAVEL AUTHORIZATION PROCEDURES	71
ADVISOR RESPONSIBILITIES	72
Attending Advisor Agreement	72
STUDENT CODE OF CONDUCT	73
Student Code of Conduct Agreement	73
AGREEMENT TO PARTICIPATE AND WAIVER/ASSUMPTION OF RISK	74
Date(s) of Trip/Activity: Class Name/Group:	74
Address Home Phone Cell Phone	74
STUDENT REPRESENTATION FEES USE REPORT	75
<b>Resources</b>	<b>76</b>
ACCOMMODATIONS	76
BANNERS	76
BULLETIN BOARDS	76
CLUB DISPLAYS	76
COLLEGE HOUR	76
CUSTODIAL/FACILITY SUPPORT	77
DANCES/RELATED LARGE EVENTS	77
EDUCATIONAL WORKSHOPS	78
FLAG POLE	79
FOOD SALES	79
FREE SPEECH AREAS	79
MEETINGS	79
POSTING	80

PUBLICATIONS AND MARKETING (“STYLE GUIDE”)	80
SECURITY	80
WEB PAGES	80
WORKROOM	81
OTHER	81
Activities Tracker	82
<b>Related Internet Links</b>	<b>83</b>

# Appendix List

1. Student Associated Council Constitution
2. Clubs And Events Board Bylaws
3. Student Senate Bylaws
4. Joint Budget Committee Bylaws (under construction)

All documents listed above are available, or will be upon completion, at the Student Leadership and Development website (quick link from the SCC home page).

# Welcome

Welcome to Sacramento City College's Student Associated Council (SAC)!

This handbook is a guide for all SAC members. Read it, reference it, and keep it with you when conducting SAC business. And don't hesitate to contact the SAC Advisors or Student Leadership and Development staff for more assistance.

## Contacts

### **Student Senate Office**

(916) 558-2446

[sccasgp@scc.losrios.edu](mailto:sccasgp@scc.losrios.edu) (President)

For more information please visit: [www.scc.losrios.edu/sac](http://www.scc.losrios.edu/sac)

### **Clubs and Events Board Office**

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[sccintclub@scc.losrios.edu](mailto:sccintclub@scc.losrios.edu) (President)

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For more information please visit [www.scc.losrios.edu/sld](http://www.scc.losrios.edu/sld)

# Governing Documents

## REFERENCE LIST

- SAC Constitution: Appendix 1
- CAEB Bylaws: Appendix 2
- Student Senate Bylaws: Appendix 3
- JBC Bylaws: Appendix 4
- LRCCD Website: [www.losrios.edu/legal](http://www.losrios.edu/legal)
  - LRCCD Policy –2311, –2312, -2314, -2400, -3122, -3123
  - LRCCD Regulation –2311, –2312, -2314, -2400, -3122
- Official California Legislative Information Website: [www.leginfo.ca.gov](http://www.leginfo.ca.gov)
  - California Education Code § 76060-76067, § 72023.5
- California Code of Regulations Website: <http://www.calregs.com>
  - Education: Title 5
  - § 51023.7 (Student Role in Participatory Governance)
- The Ralph M. Brown Act:  
[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?division=2.&chapter=9.&part=1.&lawCode=GOV&title=5](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=2.&chapter=9.&part=1.&lawCode=GOV&title=5).
  - California Government Code § 54950-54963
  - See attached sheet for summary
- Robert’s Rules of Order: [www.robertsrules.com](http://www.robertsrules.com)

# THE BROWN ACT-A SUMMARY

*Compiled by Kenna Cottrill, July 2004*

## 1. The Act

The Brown Act was made a law in the 1950's. It ensures that people do not give up their power completely to the agencies that serve them. Since the SAC represents all Sacramento City College students, the actions you take and decisions you make should be public knowledge.

## 2. Meetings

- Under the Brown Act any time the majority of the Clubs and Events Board and/or the Student Senate officers come together to “hear, discuss or deliberate” a campus issue, it is defined as a meeting. All meetings of governing bodies must be open to the public.
- There are exceptions, which allow a majority of your CAEB and/or SS to discuss issues without it being defined as a meeting:
  - Individual contacts: As an individual SAC officer, you may discuss any issue with those who have information you need to make a more informed decision.
  - Conferences, Community Meetings, Meeting of another body of the agency: You may attend conferences and meetings and discuss SAC issues openly, as long as these events are open to the public and as long as the discussions take place as part of the scheduled program, i.e. within a conference workshop.
  - Attendance as an observer of a standing committee: If you attend a committee meeting but do not participate, you are exempt from the Brown Act.
  - Social or ceremonial event: The majority of you may attend a social or ceremonial event as long you do not make decisions during said events.
- Video teleconferencing is allowed, but meeting via telephone is not.
- Meetings must be held on campus, since the campus is the boundary of your jurisdiction. There are some exceptions; consult with your advisor if you have questions.

## 3. New Members

- As soon as new members are elected, they must adhere to the Brown Act. Therefore, if a meeting between outgoing members and incoming members constitutes a majority of the group, this could be a violation, especially if decisions are being discussed.

## 4. Notice & Agenda Requirements

- The time and place for regular meetings must be set by formal rule, resolution, bylaws or other formal action. Time and place should remain the same.
- The agenda should be posted 72 hours in advance of the meeting in a location that is regularly accessible to the public. Agendas should include a brief description (20 words or less) of each item being discussed.
- Individuals may receive an agenda prior to the meeting. They must make a written request. They should receive the agenda by the time the agenda is posted for the public or is delivered to the SAC members, whichever is earlier.
  - SAC may charge a fee to cover the costs of copying and mailing, if necessary.
  - A person may make a standing request to receive the agenda, and must renew the request annually.
  - If the requested agenda is not received, action taken at the meeting is still valid.
- No action or discussion may occur on any item that is not on the posted agenda. However, SAC members can:
  - Briefly respond to statements or questions of those publicly testifying.
  - Ask a question for clarification, make an announcement, or make a brief report on his/her own activities.

- Provide reference to another person/source for factual information, request a report at the subsequent meeting, or direct individuals to submit an agenda item request for a future meeting.
- Act upon an item if it is identified prior to acting upon it and if any of the following conditions are met:
  - The majority decides there is an emergency situation (see emergency meetings below).
  - 2/3 of the members present at the meeting (or all the members if less than 2/3 are present) decide immediate action is needed *and* that the need for action came after the agenda was posted.
  - If the item appeared on an agenda of a meeting less than 5 days earlier and the current meeting is a continuation of that previous meeting.
- Special meetings are called by the CAEB or SS Presidents. The majority of the CAEB or SS has the authority to communicate to the President that they want to call a special meeting.
  - Written notice must be given to the SAC members and posted 24 hours in advance of the special meeting. The notice must state meeting time, place, and items to be discussed. This notice serves as the agenda for the meeting.
  - Items not on the notice cannot be considered.
- Regular and special meetings may be adjourned to another place and time, if necessary.
  - If a meeting is adjourned for less than 5 days, no new agenda is needed.
  - The reason for adjournment should be posted within 24 hours at the location where the meeting was held.
- Emergency meetings are held when public facilities are threatened, such as during a work stoppage, a disaster, or any other activity that impairs public health and/or safety.
  - Special meeting requirements are in effect, except for the 24-hour notice.

## 5. Rights of the Public at Meetings

- The public should not have to fulfill any condition to attend meetings, such as provide their names or any other information or fill out a questionnaire. Attendance lists or questionnaires should be explicitly labeled as voluntary.
- Meetings should be held in facilities that are open to everyone, regardless of race, ethnicity, religion, national origin, gender, or ability (etc.). Additionally, the public should not have to pay to enter or make a purchase in order to attend the meeting.
- Secret ballots are not permitted.
- Meetings are either closed or open, not “semi-closed.”
- Individuals who willfully disrupt meetings must be removed. If necessary, the room may be cleared of the public, but not of media members if they have not been part of the disruption.
- A victim of sexual misconduct or child abuse should not be identified unless their identity has been publicly disclosed previously.
- The public may review the agendas and other documents distributed to a majority of the SAC members, except for privileged documents.
- The public may record the meetings in any fashion, unless the CAEB or SS determines this will be a disruption.
- The public has the right to comment on all agenda items. This must occur before or during any decisions are made regarding the item.
  - CAEB or SS may impose reasonable regulations to ensure everyone has the opportunity to speak. Time limits are the most common regulations.
  - Criticisms cannot be prohibited, but defamatory statements are not protected.

## **6. Closed Sessions**

There are very few allowances for closed sessions, during which the public is not allowed. Even though the session is closed, an agenda should still be posted as though the meeting were open. The agenda should clearly state that the meeting is closed. The reasons for a closed session include personnel issues, litigation issues, labor negotiations, real estate negotiations, threats to public safety, grand jury testimony, and other miscellaneous issues as outlined by the Brown Act.

### ***Resources***

- Fourkas, T. (1994). *Open and Public II: A User's Guide to the Ralph M. Brown Act*.
- Thompson, L.D. "The Ralph M. Brown Act." Workshop Handout, March 5, 1998.

# PARLIAMENTARY PROCEDURE-A SUMMARY

*Compiled by Kenna Cottrill, July 2004*

Parliamentary Procedure, also commonly referred to as Robert's Rules of Order, is a way of conducting meetings that ensures everyone's voice is heard and to make decisions with less confusion.

Here is a brief outline of what you will find in this section:

- I. Basic Terms
- II. The Agenda
- III. Motions
- IV. Presenting a Motion
- V. Voting

## ***I. Basic Terms***

**Adjourn:** to end the meeting

**Agenda:** business to be considered during a meeting

**Amend:** to change a motion

**Committee:** a group of members chosen for a certain task

**Debate:** discussion about a motion

**General Consent:** passing a motion without a vote

**In Order:** relevant to the business being discussed

**Majority:** more than half of the members present and voting

**Motion:** a proposal that the group takes a stand or takes action on some issue

**Quorum:** number or percentage of members that must be present in order to conduct business legally (as outlined in bylaws)

**Second:** the verbal sign from a member that s/he wishes to consider a motion just made

**Voting:** how motions are accepted or rejected by the group

## ***II. The Agenda***

Should be created before the meeting begins. It outlines the meeting and lets everyone know what they can expect to discuss. Each agenda will be different, but a common outline looks something like this:

1. Call to order
2. Minutes
3. Officer's Reports
4. Committee Reports
5. Special Orders: very important business previously determined for consideration at the meeting.
6. Unfinished business: from the last meeting
7. New business
8. Announcements
9. Adjournment: either by a vote, general consent, or chair's decision if adjournment time was set by an earlier vote.

## ***III. Motions*** (determine what should be voted upon by the group)

1. **Main motions**
  - a. Introduce subjects for consideration.
  - b. Cannot be made when another motion is being discussed by the group.
  - c. Voted on after privileged, subsidiary, and incidental motions.

2. **Subsidiary motions**
  - a. Change or affect how the main motion is handled.
  - b. May include adding or taking away components of the main motion.
  - c. Voted on before the main motion.
3. **Privileged motions**
  - a. Unrelated to pending business, but are of special or important matters.
  - b. Generally considered before other types of motions.
4. **Incidental motions**
  - a. Questions of procedure arising out of other motions.
  - b. Must be considered before other motions.
5. **Motions that bring a question again before the group**
  - a. Allow certain items to be reconsidered.
  - b. Brought to the table when no other business is pending.

#### ***IV. Presenting a Motion***

1. Obtain the floor.
  - a. Wait until the previous speaker is finished and the previous item of business has been completed.
  - b. Stand up and address the chair.
  - c. State your name. The chair will recognize you by repeating it.
2. Make your motion.
  - a. Speak clearly and concisely.
  - b. State your motion affirmatively, that is, “I move we do...” rather than, “I move we do not...” Tell the group what you want, not what you do not want.
  - c. Stay focused on the subject at hand. Avoid personal attacks.
3. Wait for a second.
  - a. After you have completed what you have said, another member will likely say, “I second the motion.” If someone does not speak up, the chair will call for a second.
  - b. If no one seconds your motion, it will not be considered.
4. The chair states your motion.
  - a. After someone else has seconded your motion, the chair must say, “It is moved and seconded that we (whatever it is you moved to).”
  - b. Debate and voting can occur only after this has been said.
  - c. Your motion now belongs to the group. You cannot change it without the consent of the group.
5. Expand on your motion.
  - a. Since you made the motion, you are allowed to speak first to further explain or clarify your motion.
  - b. All comments should be directed towards the chair of the group.
  - c. Respect the speaking time limits.
  - d. After all other speakers have finished, you may speak again.
  - e. You may speak again by a motion to suspend the rules granted by a 2/3 vote. Otherwise you are limited to speaking only twice.
6. The chair puts the question.
  - a. The chair asks, “Are you ready for the question?” This asks if the group is ready to take a vote on the motion.
  - b. If there is not more debate, or if a motion to stop debate is adopted, a vote is taken.
  - c. The chair announces the results.

**V. Voting** (can occur in many different ways)

1. **Voice:** Chairperson asks for those in favor to say “aye” and those opposed to the motion to say “no.” This is only applicable when a majority vote is called. Any member may motion for an exact vote.
2. **Show of hands:** Members raise their hands to verify or replace a voice vote. Again, a member may motion for an exact vote.
3. **Roll Call:** Each member’s name is called and they vote with a “yes,” “no,” or “present” (if they choose not to vote. This vote is recorded on paper.
4. **Ballot:** Members write their votes on a piece of paper. This is typically done when secrecy is needed, however under the Brown Act, you must be careful about secret votes, as they are not allowed.
5. **General Consent:** If a motion is not likely to be opposed, the Chair says, “If there is no objection...” and members show their consent through silence. However, if a member objects, s/he says so, and a voice vote is in order.
6. **Other Voting Issues:**
  - a. “A motion to lay on the table”: This can be used to temporarily lay a motion aside while attending to more urgent matters. It should not be used to stop a debate or forget a motion. A motion to take the issue “from the table” should occur by the end of the current meeting or the next one, assuming the next meeting is within a reasonable time frame.
  - b. “A motion to indefinitely postpone”: This is a strategy to be used when members do not want to make a decision on an issue. It is especially useful when the vote on a badly chosen main motion will have undesirable consequences regardless of the outcome of the vote.

**Resources**

“Your Guide to Parliamentary Procedure.” 1997. The Channing L. Bete Co., Inc.

# How to be a Great SAC

*Adapted by Kenna Cottrill, July 2004*

- 1. Really represent your students.** Start by improving voter turnout. Make it easier to vote, get candidate information, and run for office. Make voting fun—provide neutral/non-partisan entertainment and food if you can.
- 2. Survey your students.** “Scientific surveys, polls, focus groups, phone calls, meetings with students should be part of your arsenal of fact gathering.” Talking with all kinds of students informally will help you build credibility and gain information to make sure your events and issues are important to more students on campus.
- 3. Be organized, professional, and responsible.** Is your office space clean and organized? Are you on time to meetings? Are meetings run according to Parliamentary Procedure? Do you return phone calls and emails promptly? Are you a role model?
- 4. Network with your peers.** Contact student association officers at other community colleges in the area when you are trying a new event or dealing with an unfamiliar problem. Utilize the expertise of others, each other, and develop new ways of dealing with issues.
- 5. Develop a transition plan.** This provides stability and information to incoming students. Ideally, it is “a blow-by-blow account of your year in office: what projects you championed, what worked and what didn’t, time-lines for completion, mention of roadblocks, key allies, and problem administrators.” However, shadowing time, and a less detailed, but information-rich document can be helpful. It should definitely include recommendations for the upcoming year and things that were so successful they should be repeated.
- 6. Have a full-time office manager.** And if this is not possible, being organized is even more important. Utilize your advisor and the other staff members in the SLD office to help you stay organized and provide information about the college.
- 7. Be willing to sacrifice.** But not at the expense of your health and well-being. The group and the campus should be a priority for you. You should be willing to give whatever it takes to get jobs done. However, be careful that this does not also mean you and your peers suffer from burn-out. It is important to reward your group for good, hard work to maintain commitment and motivation. If everyone does not sacrifice sometimes, then one or two people sacrifice all the time, leading to resentment.
- 8. Put the group above yourself.** Sometimes you have to be more concerned with the greater good than your own opinions and wants. It means knowing what the SAC stands for and how to make that happen. It also means putting in the time to make the SAC projects successful. Again, be careful about burn-out.
- 9. Take your advisor’s advice.** Yes, you are a talented leader, that’s why you are here. But, there are probably some aspects of the college system that you don’t know everything about, events you never knew occurred, or solutions you can’t really see. Therefore, it’s important to listen to your advisor, and to be honest with them about what is going on. Don’t be afraid to ask for help.
- 10. Have a signature program or service.** You want the student body to think fondly of you because of an outstanding service or program that you provide. It should affect the majority of your student body and be something that occurs on a regular basis. It can be anything from “a safety program, night-time escort service, anti-drunk driving transportation program, ride board, video rental service, book exchange, or some other very visible service.” What are the needs of your students? How can you provide that thing at a high quality?
- 11. Focus on “winnable” issues.** You definitely want to fight the good fights such as tuition increases or more financial aid. But you will probably not single-handedly affect those issues in one year, so it’s important that you find three or more issues that you CAN make a difference in during your term.
- 12. Make serving fun.** Try building in social time for your organization. Make your meetings fun whenever possible to keep members motivated to attend. “If members get to know each other personally and understand each other, everyone will work more cohesively and will be more understanding of each other

when problems do crop up.” Try scheduling a once-a-month social time when you can talk about life, classes, hobbies, and interests.

- 13. Have a long-term “vision.”** Be willing to do the work to make large and complex projects a reality, knowing that they may not be completed by the end of your term. Someone has to lay the groundwork to improve the campus. What’s your SAC’s five-year plan?

### *Resources*

<http://www.asgaonline.com/ME2/dirmod.asp?sid=6A03597A7E234778A8E1243515C905F7&type=forms&mod=Smart%20Forms&sfid=FDBD65E5852D4B70838B33FC43E94E33&tier=1>. Accessed 6/23/04, 10:15 am.

## OATH OF OFFICE

You have responsibility as an officer of the Sacramento City College Student Associated Council to uphold the mandates of the Constitution and Bylaws.

Your responsibilities include:

1. Study and become knowledgeable of the Constitution and Bylaws;
2. Uphold the duties of your office as outlined in the Constitution and Bylaws;
3. Maintain a professional code of conduct that reflects positively on your office, the Student Associated Council, and Sacramento City College;
4. Represent the Los Rios Community College District, Sacramento City College, and the Student Body in activities and events appropriate to your office;
5. Maintain the academic standards required and progress towards meeting your academic goals;
6. Partner and work with others civilly to fulfill the duties of your office;
7. Represent the total student body in every effort made by the Council; and
8. Find students who are willing to assist the Council.

Accepting a position with the Student Associated Council implies your agreement with the conditions of your office as stated above and the statement below.

*“On behalf of the students of Sacramento City College and in recognition of my appointment to the Student Associated Council, I do solemnly swear to represent the Student Body to the best of my ability. I willingly accept the responsibilities of my office and take this oath as a firm commitment to fulfill the obligations pertaining to that office and to support and abide by the Constitution of the Student Associated Council of Sacramento City College.”*

Congratulations and good luck.

## STANDARDS OF CONDUCT

Congratulations on your position with the Student Associated Council (SAC) and thank you for serving the students of Sacramento City College. As a member of the SCC SAC, you have a responsibility to represent the college, on and off campus, acting with integrity and role modeling the best behavior for SCC students. Indeed, successful participation will involve a commitment to the highest standards of conduct.

All SAC leaders must agree to comply with these standards of conduct, along with the SAC Constitution and Bylaws, the SCC Code of Conduct, and LRCCD Policies and Regulations. Failure to comply will result in consequences as determined by the SAC advisors, the VPSS, and/or other campus officials.

### **Standards of conduct include, but are not limited to:**

1. **Conduct yourself ethically and legally in accordance with the standards set forth in this document.** Reference “13 Behaviors of High Trust Leaders” and note that theft, property damage, weapons, drugs, alcohol, hazing, gambling, and more will be considered violations. (Reference: “13 Behaviors of High Trust Leaders,” SAC Constitution Article XI and XIII, the SCC Code of Conduct, and LRCCD Policies and Regulations.)
2. **Inform appropriate personnel of medical matters that may impact behavior during school activities (on or off campus), including the use of prescription drugs.** Note that prescription drugs need to be taken as prescribed and that personnel must be notified when prescription drugs will be required on a trip.
3. **Be honest.** Note that dishonesty such as cheating, plagiarism, furnishing false information, forgery, alteration or misuse of college documents or records, and more will be considered violations. (Reference: SAC Bylaws Article XII, the SCC Code of Conduct, and LRCCD Policies and Regulations.)
4. **Adhere to college rules and regulations, including those concerning student organizations and college facilities.** For example: unauthorized entry to or use of college facilities will be considered violations. (Reference: SAC Handbook, the SCC Code of Conduct, and LRCCD Policies and Regulations.)
5. **Act in a manner that contributes to student success, including but not limited to learning and SAC business and other related activities.** Note that behavior and language that is disruptive, lewd, obscene, indecent, violent, and/or puts self or others in danger will be considered violations. (Reference: SAC Bylaws Article XII, the SCC Code of Conduct, and LRCCD Policies and Regulations.)
6. **Work civilly with those around you, including faculty, staff, managers, and students.** Note that continued disruptive behavior, willful disobedience, and/or the persistent defiance/abuse of the authority of college personnel will be considered violations. (Reference: LRCCD Policies and Regulations.)
7. **Represent the students, SAC, and SCC in a civil and respectful manner appropriate to the school and work environment.** Note that inappropriate behavior, including but not limited to, yelling, fighting, name-calling, and discrimination, harassment and abuse - or the threat of abuse - of any kind are prohibited. (Reference: SAC Bylaws Article XII, the SCC Code of Conduct, and LRCCD Policies and Regulations.)

8. **Adhere to computer-related policies and engage in social media in a manner that is compliant with these standards.** Note that cyber-bullying is unacceptable. (SAC Bylaws Article XII and LRCCD Policies and Regulations 8800.)
9. **Maintain the qualifications required for your position.** (Reference: SAC Constitution Article XIII.)
10. **Complete all orientation/training requirements in a timely manner.** (Reference: SAC Constitution Article XIII.)
11. **Attend meetings and other activities as required for your position.** Note that willful disturbance at any college meeting will be considered a violation. (Reference: SAC Constitution Article XIII, the SAC Bylaws Article X, and the SCC Code of Conduct.)
12. **Perform the duties of your position at your best and address performance-related concerns.** (Reference: SAC Constitution Article XIII.)

**Consequences include, but are not limited to:**

- Warnings – verbal and written
- Commensurate consequences/restitution
- Removal from a meeting/office/event
- Referral to the appropriate branch of the SAC for action
- Position declared vacant
- Referral to SCC Discipline
- Probation from the SAC
- Suspension from the SAC
- Expulsion from the SAC

*The SAC Standards of Conduct have been reviewed with me and I fully understand the behavioral expectations. In service to students as a leader and role model, I am committed to the standards and expect to be held accountable for my conduct.*

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*SAC Student Leader – **Print Name***

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*Date*

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*SAC Student Leader – **Signature***



# SAC Appointment Process

## CANDIDACY VERIFICATION and PUBLIC INFORMATION

Every candidate for the SAC, whether appointed or elected, must complete the Candidacy Verification Form and the Candidate Public Information Form and submit to the Advisor. The Advisor uses this information to verify that the candidate meets all of the requirements and is eligible to serve as a member of the SAC. Once verified and officially appointed, the new member's contact information will be included on the SAC roster. Any information provided on the Public Information Form may be shared with the public.

## MEETINGS and ASSESSMENT and PERSONAL ESSAY

Students appointed mid-year may be required by their respective organization (Student Senate or Clubs and Events Board) to meet a minimum meeting requirement (as set by the President of the organization), complete an assessment to demonstrate general knowledge related to their service, and/or submit a short personal essay.

## STEPS IN THE APPOINTMENT PROCESS

1. To complete the Appointment packet online, please visit [www.scc.losrios.edu/sld](http://www.scc.losrios.edu/sld) and go to the SAC Forms menu on the left hand side of the page. Please remember to complete both the Candidacy Verification and the Public Information forms.
2. Once verified by the Advisor, the student will be eligible for introduction/interview and appointment to the board.
3. Attend the required number of meetings.
4. Meet with the Advisor for an orientation.
5. Meet with board mentor(s), if assigned and/or requested.



# Candidacy Verification and Public Information Form

## Personal Information

Name \*

First Name

Last Name

Date of Birth \*

mm/dd/yyyy

Student ID# \*

This is your Los Rios number that begins with a W.

Address \*

Address Line 1

Address Line 2

City

State

ZIP Code

Phone \*

Phone Type \*

Mobile  Home  Other

Email \*

Personal Pronouns (optional)

What you would like to be referred to in third person? Example: she/her/hers; he/him/his; they/them/theirs

## Candidacy Information

I declare my candidacy. \*

By checking this box, I declare my candidacy.

Which board would you like to serve on? \*

Student Senate  Clubs and Events Board

I have read the constitution and bylaws. \*

By checking this box, I confirm I have read the constitution and bylaws linked at the top of this page.

I have reviewed the position descriptions and responsibilities. \*

By checking this box, I confirm I have reviewed the position descriptions and responsibilities.

I meet all of the qualifications. \*

I meet all of the qualifications for the position and, if elected/appointed, I will maintain the minimum eligibility requirements and perform the duties of my position in accordance with the Constitution and Bylaws.

Do you have any related experience? \*

Yes  No

Describe your reasons for seeking office. \*

Describe your interests/activities (community and school). \*

Optional Release (optional)

By checking this box, I agree that my name and photo may be published in any SCC or Los Rios publication or website.

SUBMIT FORM

# **SAC Information**

## **ROSTERS**

Updated rosters, with contact information, are available via the shared drive. This information is confidential and should only be shared with other SAC members and LRCCD employees as needed.

## **TRANSCRIPT NOTATIONS**

SAC members meeting requirements, as noted in the Bylaws and on the Transcript Notation Request Form, will receive the “Recognized Student Leader” notation on their official academic transcript. Transcript Notation form can be completed online at [www.scc.losrios.edu/sld](http://www.scc.losrios.edu/sld) under SAC FORMS.

## **MEDAL OF EXCELLENCE IN LEADERSHIP**

Qualifying SAC members and other students may apply for the Medal of Excellence in Leadership. Applicants must be participating in commencement, have a minimum cumulative GPA of 3.0 at Sacramento City College, be recommended by an advisor other than the Student Leadership & Development advisor, and meet all applicable deadlines. Applications and information will be distributed annually in the spring.

## **MEETING SCHEDULE**

SAC members are expected to attend all required meetings per the Constitution and Bylaws. Please check Student Leadership and Development’s Master Calendar for CAEB, SS, JBC, and training meeting schedules. Information for other required meetings will be provided by the responsible party. Speak to an advisor or veteran member for more information.

## **AGENDA ITEM REQUESTS**

If you would like an item to be discussed by the CAEB or SS, then it must be placed on the meeting agenda. To have an item placed on the agenda, fill out an Agenda Item Request Form and submit it to the President (it is recommended that you keep a copy for yourself). The President is responsible for setting the agenda and running all meetings. If you have questions, speak with the President or Advisor.

## **SAC BULLETIN BOARD POSTING POLICY**

(Waived while remote)

## **STUDENT ASSOCIATED COUNCIL**

SAC bulletin boards are located throughout campus and are easily identified with the burgundy and gold checkerboard design.

- I. The Secretary of Public Relations approves postings for SAC boards.
- II. Student Leadership & Development may also approve postings for these boards, as indicated with the SLD stamp.
- III. Only campus-based items are to be posted – no off-campus postings.
- IV. Once approved, people can post themselves. Caution should be taken however, as not to disrupt class.
- V. There are 20 SAC boards located around campus – all painted checkerboard burgundy and gold. Here is a listing:
  - RHN 220, 228, 229, 267
  - RHS 228, 263, 270, 271, 273, 307, 312
  - Hallway outside of RHS 176
  - Hallway outside of BUS 143, 153, 220, 237
  - Lusk Aero Center - enter, board on left
  - Lusk Aero Center - enter, make a left, board at end of hallway
  - City Café - board by north entrance
  - Student Center

## **STUDENT LEADERSHIP & DEVELOPMENT (WAIVED WHILE REMOTE)**

Student Leadership and Development will post appropriate school-related materials on eight (8) designated bulletin boards throughout the campus. All other posted materials are approved through the Public Information Office, [sccpio@scc.losrios.edu](mailto:sccpio@scc.losrios.edu) (located in Rodda Hall North RHN277). Postings will remain on the boards for two weeks or until the event is complete, whichever occurs first. All fliers not stamped by the appropriate department mentioned above will be removed from the boards. Below is a listing of SLD boards:

- Stairway leading up to South Gym 226
- 1st floor Hallway of South Gym
- (2) Inside Student Center
- (2) Outside of City Cafe, next to Cafe tables
- (2) Outside walkway in-between Rodda North & Rodda South



# FORMS

## Transcript Notation Request Form

If you would like your SAC involvement noted on your official SCC transcript, then you must fill out this form and submit directly to the Advisor no later than 30 days prior to the end of the semester. All requirements must be met in order to have "Recognized Student Leader" noted on your transcript. Complete this form online at <https://scc.losrios.edu/campus-life/clubs-and-student-leadership> under Transcript Notation Request Form. If you have questions or need additional information, please contact the Advisor directly. Thank you.

<b>Your Contact Info</b>	<input type="radio"/> 2015 <input type="radio"/> 2016 <input type="radio"/> 2017 <input type="radio"/> 2018 <input type="radio"/> 2019 <input type="radio"/> 2020
Name *	Position on: *
<input type="text"/>	<input type="checkbox"/> Student Senate (SS) <input type="checkbox"/> Clubs and Events Board (CAEB)
First Name	Position Title *
<input type="text"/>	<input type="text"/>
Last Name	Date of Election/Appointment to Position *
Los Rios Student ID# *	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<small>Students elected/appointed after October 1 for fall and March 1 for spring are ineligible for that semester. Students that resign mid-semester are ineligible.</small>
	<small>Document all meetings that you've missed noting the reason for your absence and whether or not the absence was excused. *</small>
	<input type="text"/>
Email *	Name one additional SAC activity that you participated in that is outside the normal scope of your duties. *
<input type="text"/>	<input type="text"/>
<b>Your Academics</b>	<small>(Must participate in at least one SAC activity in addition to regular position duties)</small>
# Units (Current Semester) *	Please list the office hours that you have held this semester. *
<input type="text"/>	<input type="text"/>
Cumulative SCC GPA *	
<input type="text"/>	
<b>Your Service</b>	
Semester *	
<input type="radio"/> Fall <input type="radio"/> Spring	
Year *	
<input type="text"/>	



## Agenda Item Request Form

Use this form to request that an item be placed on the agenda for an upcoming Clubs and Events Board or Student Senate meeting.

DATE SUBMITTED: \_\_\_\_\_ AGENDA DATE: \_\_\_\_\_

TITLE OF AGENDA ITEM: \_\_\_\_\_

REQUESTING ORGANIZATION: \_\_\_\_\_

REQUESTING INDIVIDUAL or REPRESENTATIVE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ REQUEST TYPE:  INFORMATIONAL  
(Where you can be reached) (Check one)  ACTION

E-MAIL ADDRESS: \_\_\_\_\_

PLEASE GIVE DETAILED DESCRIPTION OF YOUR REQUEST  
(use additional sheets if necessary):

IF THE REQUEST IS MONETARY IN NATURE:

What is the amount of the request? \_\_\_\_\_

Are you receiving funding from other college resources?  YES  NO

If yes, where? \_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_

### OFFICIAL USE ONLY

SIGNATURE OF SAC SPONSOR & DATE RECEIVED:

DATE ON AGENDA:

DATE REQUESTOR WAS NOTIFIED:

# SAC Office Information

## HOURS, LOCATIONS AND MAILING ADDRESS

The SAC Offices are located at Sacramento City College: **(Currently unavailable due to being remote, use the links below to access the student leaders Zoom links)**

- Student Senate: South Gym, 232, accessed through the office areas of South Gym, 226.
- Clubs and Events Board: South Gym, 232, accessed through the office areas of South Gym, 226.

Current Zoom links for office hours:

- Student Senate:  
<https://scc.losrios.edu/campus-life/clubs-and-student-leadership/student-associated-council/student-senate>
- Clubs and Events Board:  
<https://scc.losrios.edu/campus-life/clubs-and-student-leadership/student-associated-council/clubs-and-events-board>

The offices are open Monday-Friday, 8:00 am-4:30 pm during the regular academic year (holiday, break and summer hours may vary). SAC members and their invited guests may access the office during these times. Members of the campus community may visit the office for official SAC inquiries and business only. After hours and on weekends, the offices are to remain closed. The offices may be opened during non-business hours as needed for official SAC business. For office access outside business hours, please consult with the Advisor. Mail can be addressed c/o the following:

Student Associated Council  
Sacramento City College  
3835 Freeport Blvd.  
Sacramento, CA 95822-1386

The SAC is responsible for their own postage and off-campus mailings. Inter-campus mail (within SCC and also in the other LRCCD colleges/centers) is provided via the Student Leadership and Development Office (South Gym, 226). **(Paused while remote)**

## CONTACT INFORMATION

### Student Senate Office

South Gym, 232 (via SOG 226)  
(916) 558-2446

[sccssen@scc.losrios.edu](mailto:sccssen@scc.losrios.edu) (President)

For more information please visit [www.scc.losrios.edu/sac](http://www.scc.losrios.edu/sac)

### Clubs and Events Board Office

South Gym, 232 (via SOG 226)  
(916) 558-2915

[scccaeb@scc.losrios.edu](mailto:scccaeb@scc.losrios.edu) (President)

### Deborah Knowles, Supervisor Student Leadership and Development

South Gym, 226  
(916) 650-2770

[knowled@scc.losrios.edu](mailto:knowled@scc.losrios.edu)

For more information please visit [www.scc.losrios.edu/sld](http://www.scc.losrios.edu/sld)

### Jessica Taylor, Student Personnel Assistant Student Leadership and Development

South Gym 226  
(916) 558-2382

[taylorj2@scc.losrios.edu](mailto:taylorj2@scc.losrios.edu)

## **OFFICE USE AND EXPECTATIONS** **(Waived while remote)**

Facilities on campus are extremely limited. Despite this, SCC has provided space to the SAC to conduct student association-related business. The offices are a privilege and not a right. In order to maintain the privilege, SAC members must be role models and utilize the office in appropriate ways, conduct themselves civilly and professionally, and assure that visitors to the office do the same. In addition, some of the supplies and equipment are provided courtesy of SCC. It is critical to respect campus, SAC and personal property found in the offices. All campus and district policies and procedures regarding usage (computers, phones, etc.) must be adhered to.

### **PHONES \***

The phones are available for SAC-related business. You can make inter-district calls by dialing the last four digits of the number. All other calls can be dialed normally. To make long distance calls, speak with the Advisor. Speak with a veteran member to access voice mail.

### **COPY MACHINE \***

The copy machine is available for SAC-related business (speak with a veteran SAC member for access). The SAC also authorizes SCC student clubs to make up to 25 free copies per semester. Any copies in excess of this should be made through the campus Duplicating Office (B-140). The Duplicating Office requires a minimum of one week for all requests and the requestor is responsible for work orders and payments. Use student funds wisely and only copy as needed. Use the environment wisely and copy double-sided whenever possible. "Reduce, reuse, and recycle."

### **COMPUTERS**

Computers are for SAC-related business only. The existing software and hardware are not to be tampered with. SCC Computer Services maintains the computers and will respond to requests as needed. All requests should be channeled through the Advisor. Save all SAC work on the SAC shared drive, do not permit any downloads, and close all programs and logoff after use to protect your documents and safeguard the computer for all users. The Student Senate Office is also equipped with an SCC-provided ADA (Americans with Disabilities Act) computer station. Priority use is reserved for members requiring special accommodations. To access the computers, follow the below login procedures.

Username: W + Student ID#  
Password: Your eServices password  
Log on to: LRCCD

### **SAC SHARED DRIVE**

**Purpose:**

A shared drive has been set-up for the SAC. This tool will help you to keep digital files organized, open access to information to the entire board, and share information from year-to-year. The shared drive, if used appropriately, has great potential to move the SAC towards improved organizational effectiveness.

**Management:**

The SLD staff will oversee the shared drive, including SAC membership access, appropriate use, and organization.

The Secretaries of Technology will be responsible for regularly maintaining the organization of folders and files. Monthly maintenance and organization is recommended.

**Shared Drive = Shared Responsibility:**

All users have a responsibility to help maintain an organized and effective shared drive. Start by descriptively naming files. For example: "2010 SAC Candidate Bios" is better than "Candidates." Name your files so that a new SAC member can easily identify it. You can also date stamp your files, depending on the program you are using. Next, create and label folders appropriately. It is helpful to create folders within folders. For example, in the Homecoming folder, create a folder for 2010, 2011, etc. Within the year folders, you can create additional folders as needed. For example, folders can be created for "Game Day," "Door Decorating," etc. It is critical to store files in the appropriate folders.

This is a shared drive for SAC business and use only. Do NOT store personal files in this drive. Please be clear that all SAC members will have access to this drive and the files contained therein.

**Access:**

Access permissions will be granted only to official SAC members, along with the Advisor and designated staff. You can access the shared drive via one of the computers located in the SAC Office. Open up "My Computer" and then click on the "S" drive. This will give you access to the shared drive, starting with the "ASG" folder.

Please note that you must first login to the computer using your student ID # and pass code. Do not allow others to access the shared drive or computers via your personal login. You are expected to abide by all computer use policies and regulations for the college and district, accessible at:

<http://www.losrios.edu/legal/GCpolreg.htm>, reference the 8800 "Administrative Computer Use" series.

**MAILBOXES**

(Waived while remote)

Each SAC member is assigned a mailbox in one of the SAC Offices. Members are expected to check their mail on a regular basis and clean out their boxes at the end of their term. Any items remaining in the box after one week from the end of term, will be considered SAC property and handled accordingly.

**LOCKERS**

(Waived while remote)

SAC lockers are available for temporary use for all members of the SAC and, also, the Student Trustee upon request. Each member has permission to use only one locker and, at this time, must provide their own lock. Lockers are accessible during regular office hours. Materials that are illegal or break any rules or restrictions are not to be stored in lockers. All lockers must be cleaned out and locks removed within one week of the end of a member's term due to resignation, termination, or completion. After the one week grace period, locks will be cut and any remaining items may be discarded. No stickers or graffiti of any kind are permitted on the lockers, inside or out.

## **FORMS, SUPPLIES AND OTHER INFORMATION**

For access to SAC-related forms, supplies and other information, speak with a veteran member or the Advisor.

### **\* CODES**

If you need a code to access the voicemail, copy machine, etc., speak with a veteran member.

# SAC Budgets

## GENERAL INFORMATION

The SAC oversees three different budgets:

- A general budget, which includes both revenue and expenditure line items for use as determined by the SAC (CAEB, SS, JBC).
  - The JBC will determine allocation of these funds to the CAEB, SS, and JBC.
  - The SAC has a separate interest-earning account through SCC. This account is typically utilized as a revenue source only. On rare occasions, the SAC can withdraw from this account. All requests must go through the JBC.
- A scholarship budget that includes revenue augmentation via SCC vending machines and is to be used towards student scholarships only. The JBC provides oversight of these funds.
- A Student Representation Fee budget that includes revenue from the mandatory one dollar Student Representation fee that students pay when registering for classes. These funds are restricted by law and can only be spent on the advocacy and representation of students. As such, the Student Senate has authority over these funds. For more information, check out the Student Representation Fee Use Guidelines in this packet.
- The reserve account is created when there are unspent allocations from each annual budget. Spending from the reserve account requires permission of the area dean, and the college Vice President of Administration.

The amount of revenue and expenditures in each budget varies. The SAC Treasurers, in consultation with the Advisors, will maintain accounting records for all budgets. For more information, speak with the Treasurers or Advisors.

## STUDENT REPRESENTATION FEE USE GUIDELINES

The Student Services Council, in consultation with a task group composed of the Student Activities Advisors and the Student Association Presidents, have agreed to the following guidelines for the use of the Student Representation fees. Items #1 through #8 were taken verbatim from the Chancellor's Office Legal Opinion 0-95-24. Items #9 through #12 were proposed by the task group and address travel-related concerns.

1. Student attendance at conferences and meetings sponsored by CalSACC or other non-partisan student organizations.
2. Organizational dues and/or special donations to CalSACC or any other recognized student-lobbying association.
3. Purchase of equipment used for lobbying and/or advocacy such as computers, printers, modems, faxes and software.
4. Subscriptions to newsletters and/or magazines such as *The Chronicle of Higher Education* or the *California Journal*.
5. Advertisements in either local or campus newspapers consisting of information about legislative issues of interest to the student body.
6. Travel expenses for lobbying and/or advocacy for students.
7. The cost of attending conferences for the purposes of legislative training, legislative awareness, disbursement of legislative information, or the election of officers of a recognized student lobbying organization.
8. Hosting conferences on legislative issues for the general student body, the state organization, or one of the recognized caucuses within the state organization.
9. Payment for expenses for student advocacy must be approved by the Student Body Association a minimum of one week (5 working days) prior to the activity/trip. Documentation supporting the legislative intent of the activity/trip must be submitted at this time.
10. All expenses and travel procedures, both in and out of state, shall be in accordance with District Policy. If an advisor accompanies the student representative, the representation fee may be used to cover their expenses as well.
11. A Student Representation Fee Use Report must be completed within ten working days upon returning from the activity/trip. The report must be filed with the Student Activities Office within this time frame. (*Report form provided under Student Travel in this packet*).
12. If an individual utilizes Student Representation dollars for an expense, and fails to submit the form as outlined in #11 above, they are responsible for full reimbursement to the student association for all expenses and future access of the funds will be prohibited.

(11/14/95 Ed. Services)

## Legal Opinion 0 95-24

Issue:

You have asked whether Student Representation Fee revenue may be used to pay for certain ancillary expenses associated with representing student interests with governmental entities. In particular, you have asked if such funds can be used to pay for:

1. Student attendance at conferences and meetings sponsored by CalSACC or other non-partisan student organizations.
2. Organizational dues and or special donations to CalSACC or any other recognized student lobbying association.
3. Purchase of equipment used for lobbying and or advocacy such as computers, printers, modems, faxes, and software.
4. Subscriptions to newsletters and or magazines such as *The Chronicle of Higher Education* or the *California Journal*.
5. Advertisements in either local or campus newspapers consisting of information about legislative issues of interest to the student body.
6. Travel expenses for lobbying and or advocacy for students.
7. The cost of attending conferences that are for the purposes of legislative training, legislative awareness, disbursement of legislative information, or the election of officers of a recognized student lobbying organization.
8. Hosting conferences on legislative issues for either the general student body, the state organization, or one of the recognized caucuses within the state organization.

Analysis:

The Student Representation Fee is authorized by Education Code Section 76060.5 and implementing Title 5 regulations commencing with Section 54801. Section 54805 requires a notice to be provided to students stating that: "the money collected pursuant to this article shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government."

For purposes of this discussion, the key phrase in the quoted sentence is "to provide support for students or representatives.... "All of the above listed activities are ones which directly or indirectly "support" the efforts of students or their representatives to present their views to legislative or administrative bodies. The only question is how direct the connection must be between the activity and the ultimate objective of advocating for student interests. Obviously some nexus is required, but for the reasons set forth below, we believe indirect support of the kind provided by the enumerated activities is sufficient.

First, we observe that all financial support for student representatives is indirect in a certain sense. For example, if the president of a student body association testifies before a legislative committee, the costs associated with his or her travel to the capitol can be said to "support" this legislative activity and there seems little doubt that these costs could be paid from revenue generated by the student representation fee. But these expenses are not incurred for activities which occur at the capitol at the moment the testimony is being delivered-they are incurred for activities which occur at other locations either before or after the actual legislative hearing. Travel expenses are only payable from Student Representation Fee revenue because they indirectly support and make possible the representation activity.

Attending a conference or using a computer to obtain information necessary to prepare to give testimony would seem no less directly related. Indeed, it would seem absurd to suggest that Student Representation Fee

revenue could be used to get a student representative to a hearing but not to prepare him or her to speak intelligently to the issues at hand.

It should be noted that disseminating legislative information to students presents a slightly different issue. Here we are not dealing with supporting representatives in their efforts to advocate, but Section 54805 seems to encompass even this activity because it states that funds can be used to support "students or representatives." If individual students are to express their views to elected officials, they must have information and paying for the costs of disseminating this information would seem to be an appropriate use of Student Representation Fee revenue.

This reasoning is consistent with the approach we took in Legal opinion L-91-15 in which we concluded that, in view of the permissive code, Section 54805 should be interpreted to "afford districts the maximum flexibility" in use of Student Representation Fee revenue.

Conclusion:

Thus, we find that Student Representation Fee revenue can properly be used to pay for all of the listed expenses since they directly or indirectly support students or student representatives in presenting their views to governmental entities:



## SAC FUNDING POLICY

### 1. Types of Funding for SCC Groups.

- a) **All clubs are expected to request funds via CAEB first** (funding policy for CAEB is on Page 35 of the SAC Handbook). Non-club groups of Sacramento City College may start with this process.
- b) **SCC clubs empowerment grants** in the amount of \$800, with the total number of grants to be funded each year be determined at the beginning of the fiscal year by the Student Senate.
- c) **Any Sacramento City College organization, club or group** may request up to \$2000 once a term year (Fall/Spring) without matching funds, with the total number of grants to be funded each year be determined at the beginning of the fiscal year by the Student Senate.

#### d) **Matching Funds**

After the up to \$2000 yearly grant has been bestowed (or if the maximum number of grants have been given) for the term (Fall, Spring), an organization, club, or group may also request matching funds, whereby the requester must contribute at least as much as is being requested. A non-club group may start with the Matching Funds request. The SAC has the decision to choose up to the requested amount.

- i. If any unmatched funds have already been given by the Student Senate in the same term year, those funds are to be excluded from the amount to be considered for matching funds.

*Example: If a group requests \$100.00, SAC will consider funding up to the amount requested, only if the requester can demonstrate that they have already raised \$100.00.*

2. **Advisor required on student projects** - student activities MUST have an assigned advisor. The advisor is to be an administrator, faculty or staff of SCC.

### 3. Written proposal & reports

- a) Funding proposal must be submitted using the Funding Request Form. Include an itemized budget (including revenue and expenditure projections).
- b) The proposal should include anticipated outcomes and benefits to the students and school.
- c) Funding recipients must present a written and verbal report to the Student Senate no later than the second senate board meeting after use of funds.

### 4. Request Timeline

It is necessary to have time to evaluate the proposal and, if approved, to allocate the funds. Allocation prior to the project starting date will not be guaranteed

- a) Applications for matching funds must be submitted in the semester before funds are needed.
- b) Funding requests must be submitted by November 18<sup>th</sup> for fall processing, and April 18<sup>th</sup> for spring processing. These are the deadline dates for the matching funds requests
- c) Funding proposals must be submitted at least 30 days before the funds are required.

### 5. Unused Funds

Any funds granted that are unused for the applied activity in a term year (Fall/ Spring), must be returned by the end of the term in which they were requested, and all future funding requests (in future semesters/years) will be denied until unspent funds are returned.

### 6. Reimbursement

No funding requests will be considered by the SAC for completed projects.

### 7. One Request per Academic Year

The Student Senate will approve no more than one of each funding type request per group, per academic year. Per Student Senate Bylaws, Article XI. Finance Code, Section 1. Revised 191002

## CAEB FUNDING REQUEST PROCESS

The Clubs and Events Board (CAEB) shall receive an annual budget for general expenses, including club activities as determined by the formula set by the Joint Budget Committee.<sup>1</sup>

- I. When planning to request funds from CAEB, consider the following rules first:
  - A. Student projects must have an assigned advisor. The advisor is to be an administrator, faculty or staff of SCC.<sup>2</sup>
  - B. No funding requests will be considered by the CAEB for completed projects.<sup>2</sup>
  - C. CAEB employs a Matching Funds Policy whereby the requester must contribute at least as much as is being requested.<sup>2</sup>
  - D. Off-campus accounts are prohibited.
  - E. Always keep copies for your records.
- II. Each expenditure recommendation or funding request must be asked through the approved official CAEB funding form<sup>3</sup>.
  - A. Funding proposals must be submitted at least 30 days before the funds are required. It is necessary to have time to evaluate the proposal and, if approved, to allocate the funds. Allocation prior to the project starting date will not be guaranteed. The Funding Committee will not take funding requests from outside requesters after November 18 for the Fall and April 18 in the Spring.<sup>2</sup>
  - B. Funding proposals must be presented in a written format with a description of the project, a list of names of the people participating in the project, and an itemized budget including any revenue on a spreadsheet, and include a financial report. The proposal should include anticipated outcomes and benefits to the students and school. CAEB will approve no more than three funding requests, per academic year, per club.
  - C. Applicants approved for funding will be expected to present a written and oral report to CAEB after use of funds.<sup>2</sup>
- III. The filled out funding request form must be submitted to the CAEB President, Vice President and Treasurer by a club representative or a club member who has attended two consecutive CAEB board meetings prior to allocation of funds.<sup>4</sup> The treasurer will review the funding request and, should everything be in order, inform the President to add the funding request to the agenda.
- IV. After the funding request has been approved, also note that:
  - A. If the funds allocated by CAEB are not used within 60 days of approval then the funding agreement may become null and void.
- V. Exceptions to this process are at the discretion of the Clubs and Events Board.

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<sup>1</sup> *Student Associated Council Constitution, Article VIII, Section 5 iii.*

<sup>2</sup> *SAC Handbook, SAC Funding Policy*

<sup>3</sup> Clubs and Events Board Bylaws, Article XI, Section 1 vi.

<sup>4</sup> Clubs and Events Board Bylaws, Article XI, Section 1 iii.

# Student Associated Council Funding Request Form

Group Advisor must complete checklist on the back



## Student Associated Council Funding Request Form

3835 Freeport Blvd.  
Sacramento, California 95822

Use this form to request funding from the Student Associated Council (SAC). Fill out this form completely, attach all supporting documents, and submit it to the Student Leadership & Development office. Be prepared to attend a committee meeting in support of your request, or answer any questions of the committee. You will be notified when your request is scheduled to be on the agenda for discussion.

Date Submitted: \_\_\_\_\_

**Type of Funding Requested**

- CAEB seed money \*  
  CAEB Matching  
  Senate Unmatched Grant (up to \$2000)  
  Senate Matching  
*Empowerment Grants Require a different form*

Requestor a Club? Yes  No

Name	Phone Number	E-mail
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Club/Organization	Budget Number For Transfer or Check To Be Made Out To	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Address	City	Zip Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Amount of Funding Request	Date Funds Are Required	Does your organization have matching funds available? If yes, provide documentation.
\$ <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

State proposed use of funds (attach justification documents and budget with specific line items). Include justification for activity and anticipated outcome/benefits to students/SCC.

CAEB Requests	SSEN Requests	Student Associated Council Use Only
<input type="checkbox"/>	<input type="checkbox"/>	Date Treasurer Received Request: _____ Finance Committee Agenda Date: _____ Finance Committee Recommendation:    ___ Yes    ___ No
	<input type="checkbox"/>	Date Vice President Received Request: _____ Senatorial Branch Agenda date: _____ Senatorial Branch Recommendation:    ___ Yes    ___ No
<input type="checkbox"/>	<input type="checkbox"/>	Date President Received Request: _____ Board Agenda date: _____ Board Decision:    ___ Approved    ___ Denied
Treasurer Signature _____		President Signature _____
Date _____		Date _____

\* Club seed money up to \$100

Group Advisor must complete reverse side

REV 191029 gf

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Date Submitted: \_\_\_\_\_

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  CAEB Matching  
  Senate Unmatched Grant (up to \$2000)  
  Senate Matching  
*Empowerment Grants Require a different form*

Requestor a Club? Yes  No

Name	Phone Number	E-mail

Club/Organization	Budget Number For Transfer or Check To Be Made Out To

Address	City	Zip Code

Amount of Funding Request	Date Funds Are Required	Does your organization have matching funds available? If yes, provide documentation.
\$ <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

State proposed use of funds (attach justification documents and budget with specific line items). Include justification for activity and anticipated outcome/benefits to students/SCC.

CAEB Requests	SSEN Requests	Student Associated Council Use Only
<input type="checkbox"/>	<input type="checkbox"/>	Date Treasurer Received Request: _____

**Sacramento City College  
Student Associated Council  
Funding Checklist**

**Group Advisor Initial to acknowledge:**

- \_\_\_\_\_ The student senate offers chartered SCC clubs Empowerment Grants (Separate from other SAC funding process), in the amount of \$800, with the total number of grants to be funded each year be determined at the beginning of the fiscal year by the Student Senate.
- \_\_\_\_\_ All Sacramento City College (SCC) clubs must first apply for funds through the Club and Events Board before applying to the student senate.
- \_\_\_\_\_ In addition, any Sacramento City College organization, club or group may request up to \$2000 once a term year (Fall/Spring) without matching funds, with the total number of grants to be funded each year be determined at the beginning of the fiscal year by the Student Senate.
- \_\_\_\_\_ After the up to \$2000 yearly grant has been bestowed (or if the maximum number of grants have been given) for the term (Fall, Spring), the organization, club, or group may also request funding to match the amount the requestor is also contributing to the activity (if any unmatched funds have already been given by the Student Senate in the same term year, those funds are to be excluded from the amount to be considered for matching funds).
- \_\_\_\_\_ Requestors must apply for matching funds in the semester before funds are needed, according to the established timeline.
- \_\_\_\_\_ The Student Associated Council has the decision to choose up to the matching funds requested amount.
- \_\_\_\_\_ Voting members of the Student Associated Council that are members of requesting organizations, clubs, and groups are encouraged to recuse themselves from any votes on funding requests of groups in which they belong.
- \_\_\_\_\_ Requestors must show how the funds will be utilized, and if approved, requestor must give a detailed statement within two student senate meetings after the activity has occurred.
- \_\_\_\_\_ Any funds granted that are unused for the applied activity in a term year (Fall/ Spring), must be returned by the end of the term (Fall /Spring), and all future funding requests (in future semesters/years) will be denied until unspent funds are returned.

**Group Advisor:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# Accounting Procedures

Due to district and college regulations, funds must be accounted for in specific ways. These procedures have been detailed for your convenience.

## GENERAL INFORMATION

1. The SAC is under the general supervision of the Student Leadership and Development Advisor.
2. The Advisor must authorize all expenditures as well as supervise and review all financial transactions.
3. Approvals for expenditures must be noted in the meeting minutes.
4. Authorized signatures for requisitions must include:
  - President or Treasurer
  - Advisor
  - Supervising Administrator
5. The Business Office via the Student Leadership and Development Office provides monthly financial reports.
6. All disbursements are made by check.
7. Failure to deposit funds into the proper account at the Business Office within 24 hours of receipt may result in punitive action. Off campus accounts are prohibited.
8. Requisitions must be processed with required supporting documents to ensure audit accountability:
  - Minutes, Event Flier, etc.
  - Original Receipts – for all reimbursements
9. Cash advances will be authorized for advisors only.

## FINANCIAL ETHICS

A statement on financial ethics is available in the Administrative Services Procedures Manual, Third Edition, Section 3.1.

1. All funds collected from SAC activities are deposited in an income account in the Business Office. Expenses should not be paid directly out of funds collected, but rather processed through the Business Office Account Requisition/Purchase Order system.
2. Always request funds in advance for all purchases. Avoid spending personal funds on college-related activities.
3. Promptly pay all debts to ensure good credit standing.
4. It is imperative when dealing with money that conflicts of interest, or perceptions thereof, are guarded against at all times. One example of a conflict of interest is a SAC member using their influence to secure a financial transaction that would provide any kind of financial gain or potential financial gain to the individual member. Avoid any circumstance that might provide an actual or perceived conflict of interest.

## RAFFLES, DRAWINGS, AND GAMES OF CHANCE

“School entities, including student clubs, are not authorized to participate in raffles because, unlike the local PTA, they are not nonprofit organizations exempt from state tax as defined in the Franchise Tax Code. Rather, school entities are exempt from tax by virtue of being a government entity.” “Many school groups print tickets

with the words ‘suggested donation’ on them and call it a drawing rather than a raffle. This is only legal when the group is prepared to give anyone who requests a ticket as many tickets as they want for free (no donation).” Further it is still considered a raffle legally, so is not permissible for school entities. “The only way to have a legal raffle is to work with an eligible nonprofit organization that has its own tax identification number, registers with the Attorney General annually and disburses 90% of the profits to a charitable purpose.” (Fiscal Crisis & Management Assistance Team, 2012, “Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference,” p. 87).

## **TYPES OF EXPENDITURES (GIFT OF PUBLIC FUNDS)**

“Anything that is purchased must be in compliance with the law and local board policy, and cannot be considered a gift of public funds.” “The site administrator and ASB advisors are responsible for ensuring that the funds are used to purchase goods and services that promote the students’ general welfare, morale and educational experiences.” Generally speaking, ASB expenditures will benefit a group of students rather than individuals. “The expenditures must also be for goods and services other than those which the school entity should provide from its own funding sources.” Expenditures that are considered a “gift of public funds,” such as gifts of any kind, donations, gift certificates, and cash awards, are prohibited. “Donations to nonprofit organizations and students or families in need usually are not allowable because they are considered a gift of public funds, no matter how worthy the cause.” “However, a student group may organize a fund-raiser to support a charity as long as the event is clearly identified as raising funds to donate to that charity. All donations should be in the form of a check made payable to the charity and should be picked up or delivered directly to the charity.” (Fiscal Crisis & Management Assistance Team, 2012, “Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference,” p. 161-161).

## **EXPENDITURE OF FUNDS**

1. To access funds you need to complete a Business Office Account Requisition/Purchase Order Form available in the SAC Office (an unofficial copy is provided in this packet for your information).
2. The following are approved methods of expenditure:

### **I. Campus Based Requisitions**

**Create a Purchase Order** - Issued to a company that approves purchases to be encumbered/charged to your account, not paying a vendor.

- Completed Campus Based Requisition
- Quote from Vendor
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

**Pay Vendor** - checks issued directly to a vendor/company after the club has received the items

- Completed Campus Based Requisition
- Invoice from Vendor
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

**Reimbursement** - Checks issued to a student or advisor that purchased items already and is requesting a reimbursement

- Completed Campus Based Requisition

- Original Receipts
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

**Cash Advance (for Advisors Only)** - Checks issued to Advisors to cash and use the funds to purchase items.

- Completed Campus Based Requisition “check request”
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

**College Store Order** - The College Store can purchase items a variety of ways (websites, online stores or through the College Store catalog) and charge the expense to the club account.

- Completed Campus Based Requisition
- College Store Quote
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

## **II. Ordering Food through City Cafe/Aramark**

- Complete City Cafe Catering Request form and email to Robert Burks
- Complete City Cafe Catering Form
- Completed City Cafe Catering Request form from Robert Burks (quote)
- Club Meeting Minutes approving the expenditure
- Event Flyer
- List of attendees

3. All information, including addresses, must be filled out on requisitions for processing.
4. SAC authorization of the expenditure(s) is required (e.g. minutes) on all requisitions for processing.
5. Submit completed forms and appropriate additional supporting documents to the Student Leadership and Development Office for processing. The earlier you submit your paperwork the better for you to receive or have payment sent in a timely manner.

The Student Leadership and Development Office recommends advance planning beyond the requirements noted above.

## **DEPOSIT OF FUNDS**

1. Failure to deposit funds into the proper account at the Business Office within 24 hours of receipt may result in punitive action. Off campus accounts are prohibited.
2. Complete a Business Office Deposit Voucher available in the SAC Office (an unofficial copy is provided in this packet for your information).
3. Submit directly with funds to the Business Office.
4. After the deposit has been verified, a copy will be sent to the Advisor and the SAC.

## **CHANGE FUND (Cash Box)**

1. Sufficient funds must be on deposit with the Business Office to cover requested change funds.
2. The Advisor needs to complete and submit the Request for Change Fund Form (an unofficial copy is provided in this packet for your information) to the Business Office and arrange for a change fund at least 24 hours in advance of the event.

3. It is important to inform the Business Office of the breakdown of cash and coin desired (i.e., change for \$30 = one \$10, two \$5's and ten \$1's). It is also important to indicate whether an actual box is needed to hold the change.
4. The designated person can pick up the change box from the Business Office.
5. When picking up the change fund/cash box, be sure to count it and initial the form. You are responsible for the amount of money returned.
6. When finished with the change fund/cash box, complete a Business Office Deposit Voucher; arrange the money by denomination with the heads of bills facing the same way, wrap coins when possible and return to the Business Office.

## **TAX EXEMPT STATUS**

When outside businesses or individuals are considering making a donation, student organizations are frequently asked for their tax identification number. The student organization and the district are not considered a private nonprofit 501 (c) (3) organization; rather, they have non-profit, tax-exempt status by virtue of being a governmental entity. The district's tax identification number should always be treated confidentially; it should not be given out when asked because it is not required for the donors to claim a tax deduction. All requests for the district's tax identification number should be forwarded to the college Business Office. (Fiscal Crisis & Management Assistance Team, 2012, "Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference," p. 131).

**FORMS**  
**Account Requisition/Purchase Order**

**Sacramento City College**  
**Campus-Based Account Requisition/Purchase Order**

non-LRCCD Purchase Orders

P.O. #   
Valid Only With Business Office APPROVAL (below)

April 01, 2005  
Date

Student ID # 0004001

Check Request (receipts or invoices required)  
 Purchase Order

Vendor JANE DOE  
Address 1234 - 10<sup>th</sup> Street  
City SACRAMENTO  
State CA Zip 95822

Hold in Business Office  Mail to vendor

**NOTE TO VENDOR**

Please include Purchase Order No. on itemized invoice Mail To: <b>Sacramento City College - Business Office</b> 3835 Freeport Blvd. Sacramento, CA 95822	Please Deliver To: <b>Sacramento City College - Receiving</b> 3835 Freeport Blvd. Sacramento, CA 95822
---	---

Item	Quantity	Stock No.	DESCRIPTION	UNIT	TOTAL
1			Reimbursement for		
2			Supplies + Refreshments		21.56
3					
4					
5			Original Receipts Attached		
6					
7			Club Minutes Attached		
8					
10					

Delivery Instructions:  Ship to Receiving  Will Call

TAX	
TOTAL	21.56

I / WE certify the items/services listed above are obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, or federal policies, rules, regulations, and laws.

Mark Myranda - President 3/29/05  
REQUESTED BY DATE

Pat Advanette 3/31/05  
AUTHORIZED- Advisor DATE

AUTHORIZED- Area Manager DATE APPROVED- Business Office DATE

Budget Number: BANSC1 5890 1811 SC.VS.MSDO Activity Name: Used Books - Fundraiser

BusUnit Account Fund Org  
649001 00000 12005 123a

Program SubClass BY Proj/Grant

Voucher No.

Check No.

DISTRIBUTION  
Original - Vendor Green - Business Office Yellow - Receiving Pink - Area Manager

Adm. Svs. 5/04

# Deposit Voucher

## Sacramento City College Deposit Voucher

(see back for instructions)

Date Collected: \_\_\_\_\_ Event/Activity Description: \_\_\_\_\_  
 Department: \_\_\_\_\_

Fund Type: (check one)	Fund 14 _____ "Trust"	Fund 81 _____ "Clubs & Agency"	Fund 71 _____ "ASG"	Fund 83 _____ "Foundation"	Fund 11 _____ "General Fund"
---------------------------	--------------------------	-----------------------------------	------------------------	-------------------------------	---------------------------------

\*\* Compete Box A, B, or C for Type of Income \*\*  
 \*\* Complete box D to detail tender type \*\*

**A. Ticket Sales** (Gate Receipts, Theater, Daily Parking, Cosmo Services, Event Parking, etc.)

Types of Sales: \_\_\_\_\_ Total Ticket Sales \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_ Verified by: \_\_\_\_\_

**B. Sale of Goods or Services** (Food sales, Concessions, Publications, Dental Services, etc.)

Types of Sales: \_\_\_\_\_ Total Sales of Goods or Services \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_ Verified by: \_\_\_\_\_

**C. Donations** (Scholarships, Programs, etc.)

Name of Donor: _____	Reason: _____	Amount \$ _____
Name of Donor: _____	Reason: _____	Amount \$ _____
Name of Donor: _____	Reason: _____	Amount \$ _____

Total Donations \$ \_\_\_\_\_

**D. Deposit Detail** for A, B & C above (list money by tender) **\*\* REQUIRED \*\***

Cash		Coin		Checks					
20's	10's	25¢	10¢	Check No.	Amount	Check No.	Amount	Check No.	Amount
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Total Cash \_\_\_\_\_ Total Coin \_\_\_\_\_ Total Checks \_\_\_\_\_

**TOTAL DEPOSIT \$**

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 (i.e., Athletics Baseball)

Bus.Off.Use \_\_\_\_\_ Prepared by (dept): \_\_\_\_\_  
 \_\_\_\_\_ Reviewed by (dept): \_\_\_\_\_

BusUnit	Account	Fund	Org	
_____	_____	_____	_____	
Program	SubClass	BY	Proj/Grant	
_____	_____	_____	_____	

Verified by (Bus. Office): \_\_\_\_\_ Date \_\_\_\_\_

White - Business Office

Yellow - Department

Pink - Preparer's Receipt

Rev 07/11

## Request for Change Fund (Cash Box)

<b><u>Sacramento City College Request for Change Fund</u></b>	
Club or Organization Name	S.M.E.C.
Advisor Name	Mai Gemu Johnson
Name of Person Picking Up Funds	Art Hernandez
Event Name	Movie Night
Event Date	7/27/15
<b>Total Amount of Change Fund \$</b> <u>40.00</u>	
\$ _____	in Tens
\$ <u>10.00</u>	in Fives
\$ _____	in Ones
Coin - In Full Rolls Only	
\$ <u>30.00</u>	in Quarters (\$10 roll)
\$ _____	in Dimes (\$5 roll)
\$ _____	in Nickels (\$2 roll)
Pickup Date/Time	7/27/15 @ 4:30pm
Issued by:	Business office staff will complete this section
Cash Box Required: please circle <input checked="" type="radio"/> YES <input type="radio"/> NO	
X ADVISOR SIGNATURE _____	Box # _____ change box # _____
<small>By signing, I agree that the change fund will be used solely for the purpose stated above and I accept responsibility for reimbursing the Business Office for lost or stolen change fund money.</small>	
24 Hours Advance Notice is required on ALL change fund requests.	
Large requests may require more than 24 hours.	
All Change Funds must be returned immediately following the end of the event.	
Sacramento City College Business Services Office - Rodda North Room 173 - Phone 558-2321	

Request for Change Fund 4/26/2013

# Tax Exempt Form Letter

## Tax Exempt Form Letter

Date

Name  
Company Name  
Address  
City, State, Zip Code

Re: Donation to the Name Club, Sacramento City College

Dear Name:

Thank you so much for your generous donation to the Name Club at Sacramento City College. Your support enables us to (insert club mission). Without support like yours, we would not be able to (insert club goals).

For tax purposes, we have itemized your donation below:

(Itemize donation here, including estimate of value.)

Again, we very much appreciate your support of our organization!

Sincerely,

Name  
Club Name  
Address  
City, State, Zip Code

Note: Student clubs and organizations at Sacramento City College are legally part of the Los Rios Community College District. As such, we are exempt from income tax, just as the district is due to its status as a governmental agency. The District is not a private 501 (c) (3) non-profit organization, but enjoys tax-exempt status by virtue of being a governmental agency. The District's tax identification number is not needed to claim a tax deduction. Please accept this letter as certification: Sacramento City College is a state educational institution, which is considered a political subdivision of the State of California. As such, Sacramento City College is considered a non-profit state entity rather than a private 501 (c) (3) non-profit organization. Donations made to our schools are tax-deductible under these statutes.



## Student Empowerment Grant Application

The Student Empowerment grant is an \$800 grant for clubs at Sacramento City College with the purpose of developing a robust organizational culture that generates student self-empowerment and inspires organized student activities. To be eligible for the grant, clubs must be currently chartered, plan to use the funds for outreach and activities, and have a one-year plan for growth in membership and activities.

### How to apply for the Student Empowerment Grant

1. Develop an official plan for growth in membership and activities. Include your club's goals and methods by which you plan to accomplish them. Document this plan and approve it by an official decision of your club's voting members.
2. Decide, as a club, how to use the \$800 it would receive from the Student Empowerment Grant.
3. Fill out the following application, making sure to have it signed by your Club Advisor, and submit it to the Student Leadership & Development staff in SOG226.
4. The Empowerment Grant Application will be reviewed by the following; Finance Committee, Senatorial Branch and Student Senate. You will be notified if any further information is needed.
5. The Senate will determine if the club has met the requirements for the Student Empowerment Grant. If approved, the funds will be transferred to the Club's account by a SAC advisor. If rejected, reason will be given and the club will be free to re-apply at any time.

### Keep in mind:

- Each year the number of grants will be determined by the student senate, and grants will be available on a first-come, first-served basis.
- Clubs may receive only one Student Empowerment Grant within one academic year.
- Funding for the Student Empowerment Grants must be approved by the Student Senate, and there is a process which may take several months. This means that your club has a deadline around the end of the Spring Semester, if grants are still available.

If you have any questions, ask us!  
Student Leadership & Development  
[scc-studentleadership@scc.losrios.edu](mailto:scc-studentleadership@scc.losrios.edu)  
(916) 558-2381

# Student Empowerment Grant Application

Name of Club: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact email: \_\_\_\_\_ Contact phone: \_\_\_\_\_

State proposed use of funds (attach justification documents and budget). Include the club's long term (one year or more) plan for growth in membership and activities and how the club plans to accomplish this.

The attached document was approved by our club's voting members on: \_\_\_\_\_

Club Advisor:

Name \_\_\_\_\_

Signature \_\_\_\_\_

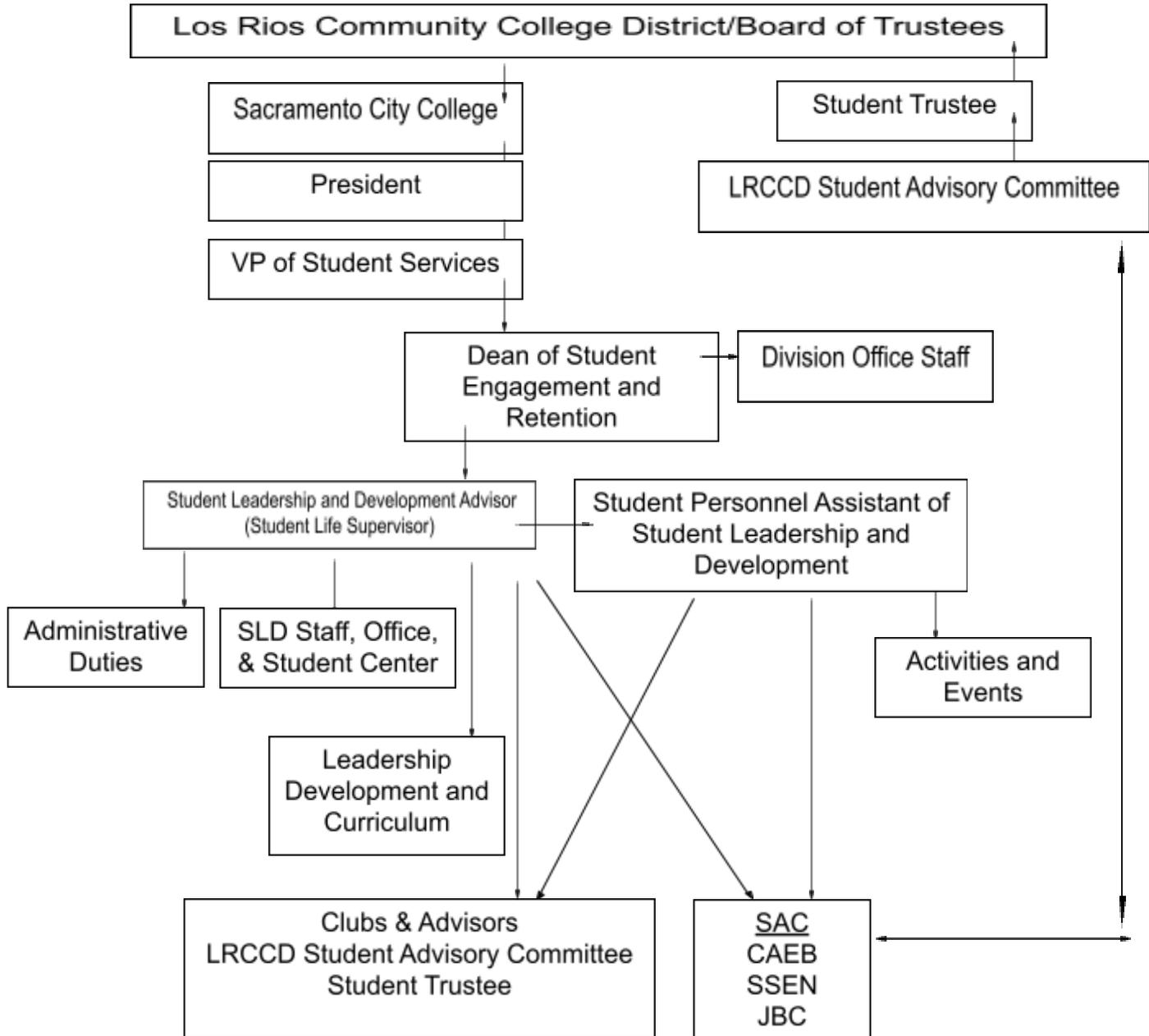
Date \_\_\_\_\_

Request	Student Associated Council Use Only
<input type="checkbox"/>	Date Treasurer Received Request: _____ Finance Committee Agenda Date: _____ Finance Committee Recommendation: _____ Yes _____ No  Signature: _____
<input type="checkbox"/>	Date Vice President Received Request: _____ Senatorial Branch Agenda date: _____ Senatorial Branch Recommendation: _____ Yes _____ No  Signature: _____
<input type="checkbox"/>	Date President Received Request: _____ Board Agenda date: _____ Board Decision: _____ Approved _____ Denied
Treasurer Signature	Date
President Signature	Date

# SCC Organizational Charts

## SACRAMENTO CITY COLLEGE

### STUDENT LEADERSHIP AND DEVELOPMENT and SAC



## LRCCD STUDENT ADVISORY COMMITTEE

# Participatory Decision-Making

*Compiled by Malissa Kekahu, May 2018*

### I. Philosophy of Participatory Decision-Making

1. “The goal of participatory decision-making at Sacramento City College is to provide a working environment which encourages the participation of the entire campus community—students, faculty, classified staff, and managers—in the process of making decisions that directly and indirectly affect them” (*The Governance Guide* 2016, 4).

### II. Definition of Participatory Decision-Making

1. Open, consistent, and continuous process
2. Provides the opportunity for all individuals to have their suggestions and ideas represented in the decision-making process through personal or representative participation
3. Four components of governance
  - i. Administrative structure facilitated by management staff
  - ii. Constituent groups
  - iii. A committee system
  - iv. Input from individuals or groups
4. The College President
  - i. Is part of and outside of the governance structure
  - ii. Responsible for the effectiveness of the governance structure
5. All individuals
  - i. Must take responsibility for their own involvement in the process and within the governance structure for participatory decision-making to work effectively

### III. Four Components of Participatory Decision-Making

1. Administrative Structure
  - i. Four sub-structures
    - A. President’s Office
    - B. Instructional Services
    - C. Student Services
    - D. Administrative Services
  - ii. Each sub-structure discusses and acts upon the operational issues in its area of the campus
  - iii. Issues that affect the entire campus move up the organizational ladder
  - iv. Groups have the responsibility of working with each other when making decisions about areas of mutual concern
2. Constituent Groups
  - i. There are four constituent groups
    - A. Students
      - a. Represented by the Student Senate

- B. Faculty
  - a. Represented by the Academic Senate
- C. Classified Staff
  - a. Represented by the Classified Senate
- D. Management Staff
  - a. Represented by the Manager's Council
- ii. A representative from each constituent group serves on the Executive Council with the College President
- 3. Standing Committees (Campus Committees)
  - i. Purpose
    - A. To bring together members of all constituencies and components of the administrative structure to represent various interests
  - ii. Responsibilities
    - A. Foster a climate of
      - 1. Mutual trust and resolution
      - 2. Positive communication skills
      - 3. Timely reporting
      - 4. Identifying, studying, reviewing issues in specific areas
      - 5. Making recommendations concerning services and programs
  - iii. Representation
    - A. Committees are balanced and structured to represent all constituent groups
  - iv. Chairs
    - A. Tri-leadership of faculty, classified staff, and manager on each committee
  - v. Appointments
    - A. Length of appointment
      - a. Depends on committee, constituency, and individual
      - b. For example students may only be able to serve for one semester
    - B. Method of appointment
      - a. Members of each constituent group are asked to respond to a survey where each individual requests to be appointed to a committee
      - b. Individuals are appointed to standing committees each year
      - c. Constituency leaders are responsible for appointing the tri-chairs and members of each standing committee
- 4. Input from individuals or groups
  - i. A campus-wide issue can be identified by an individual, a department, a constituent group, or a committee
  - ii. A Campus Issue Form can be used to present major college-wide issues
    - A. More information about this process can be found in *Section IV*

#### IV. **Campus Issue Process (revised February 2014)**

- 1. Purpose
  - i. A campus-wide issue can be identified and initiated by any individual, department, constituent group, or committee, and their recommendations can be submitted to the Process Coordinator using a Campus Issues Form

## 2. Process

### i. Initiator

- A. Describes issue or concern
- B. Suggests possible solution
- C. Submits Campus Issue Form to
  - a. SAC Advisor (for advising and informational purposes)
  - b. Process Coordinator; this role is assigned to the Dean of Planning, Research, and Institutional Effectiveness

### ii. Process Coordinator

- A. Receives Campus Issue Forms from the college community
- B. Submits Campus Issue Form to Executive Council for discussion and delegation
- C. Reports within five working days to the initiator what action was taken
- D. Continues to communicate with originator of Campus Issue throughout the process
- E. Communicates governance news to the campus community
- F. Serves as a resource person on the Executive Council

### iii. Executive Council

- A. Receives form
- B. Discusses issue or concern
- C. Seeks additional information if necessary
- D. Forwards the issue to the appropriate committee or individual, or makes a recommendation to the President with 30 working days

### iv. Standing Committee

- A. If the issue is forwarded to a Campus Committee by the Process Coordinator, on behalf of the Executive Council, the issue will be placed on the committee's next agenda
- B. When the committee receives the form it will
  - a. Gather information
  - b. Discuss the issue or concern
  - c. Seek additional information if necessary
  - d. Send a progress report or make a recommendation to the Executive Council within 30 days

### v. Final Steps

- A. Executive Council
  - a. When the council receives a recommendation on the issue or concern from a committee they will
    - i. Discuss the recommendation
    - ii. Seek input from constituency groups if necessary
    - iii. Make a recommendation to the President
- B. President
  - a. The President's Response
    - i. Communicated to the Executive Council
    - ii. Shared campus-wide through SCC e-News

C. Process Coordinator

- a. Publishes the President's Response and the outcome of the Campus Issue online at:

<https://www.scc.losrios.edu/prie/governance/participatory-governance/campus-issues-responses/>

3. Campus Issue Form

- i. The Campus Issue form can be found at:

<https://inside.scc.losrios.edu/governance/college-administration/campus-issues>

V. **Executive Council**

1. Purpose

- i. To represent constituent groups in advising the president on college-wide policy and procedure decisions
- ii. To ensure that the participatory decision-making process is viable, consistent, and understood
- iii. To ensure that the process addresses college issues in a timely fashion

2. Responsibilities

- i. To ensure that the Guide to Participatory Decision-Making accurately reflects the current and approved process at SCC

3. Membership

- i. Includes one representative from each of the constituent groups
  - A. Academic Senate
  - B. Classified Senate
  - C. Associated Students
  - D. Senior Leadership Team
  - E. College President
- ii. Ex officio resource people include
  - A. Vice President of Instruction
  - B. Vice President of Student Services
  - C. Vice President of Administrative Services
  - D. Dean of Planning, Research, and Institutional Effectiveness (Process Coordinator)
  - E. Public Information Officer

4. Guidelines for operation

- i. Meetings held at least once a month
- ii. Receives recommendations from campus members or committees
- iii. Council members make recommendations on policies and procedures to the president
- iv. The president identifies specific implementation strategies or people responsible for carrying them out
- v. The Executive Council develops additional guidelines as necessary to carry out its responsibilities

## VI. **Campus Committees\*\***

1. Who can be appointed to a Campus Committee?
  - i. All students are encouraged to participate by joining a Sacramento City College standing committee
  - ii. Please be aware of the time commitment that is required for each committee
    - A. For this reason, it is suggested that most students should only serve on one committee per semester
2. How can a student be appointed to a Campus Committee?
  - i. To be appointed please take the *Campus Committee Appointments 2018-19 (Students)* Survey at:  
[https://www.surveymonkey.com/r/Student\\_Campus\\_Committee\\_2018-19](https://www.surveymonkey.com/r/Student_Campus_Committee_2018-19)
  - ii. Students will take this survey each Fall and Spring semester to be appointed to a Campus Committee
3. How can a student be removed from a Campus Committee?
  - i. Please email your Student Senate President and Adviser
4. What Campus Committees are there?
  - i. Affordable Educational Resources
  - ii. Budget
  - iii. Campus Development
  - iv. Campus Safety
  - v. Curriculum (sub-committee of Academic Senate)
  - vi. Educational & Information Technology (E&IT)
  - vii. Honors & Awards (H&A)
  - viii. Learning Resources
  - ix. Matriculation & Student Success
  - x. Planning, Research, & Institutional Effectiveness (PRIE)
  - xi. Staff Development
  - xii. Staff Equity and Diversity
  - xiii. Student Equity
5. When do the Campus Committees meet and what are the goals of each committee?
  - i. The answers can be found on the second page of the *Campus Committee Appointments 2018-19 (Students)* Survey at:  
[https://www.surveymonkey.com/r/Student\\_Campus\\_Committee\\_2018-19](https://www.surveymonkey.com/r/Student_Campus_Committee_2018-19)
  - ii. For more information on committees please visit the PRIE website at:  
<https://www.scc.losrios.edu/prie/governance/participatory-governance/standing-committees/>

*\*\*For the purpose of student appointments the term Campus Committee is used. However, please be advised that the college refers to these groups as Standing Committees. The term has been used interchangeably throughout this document.*

## STRATEGIES FOR STUDENT PARTICIPATION

Student presence on campus and district governance committees is important. By serving on committees, you have the opportunity to see first-hand how the campus is governed and you are able to participate in the decision-making process in the interest of the student body. The following strategies are intended to help student representatives manage their roles on campus governance committees.

Once you have been assigned to a committee, do the following:

- ✓ Find out the name of the chairs of the committee and make an appointment to talk with one of them.
- ✓ Be on time to the appointment and go prepared with questions about the committee's mission, activities, and agenda for the year.
- ✓ Look over the roster of committee members and make note of those people you know and with whom you have a positive relationship. You may be able to get them to help you understand some of the more complicated issues that come before the committee. You may also be able to get their support on student issues.
- ✓ Attend meetings regularly and find a back-up representative to attend in your place when you need to be absent.
- ✓ Take notes at the meeting and collect copies of all handouts. During the discussion phase on the issues, don't be afraid to contribute, get involved and/or ask questions.
- ✓ After each meeting, rewrite your notes into a brief report on the proceedings. The average length of the report should be about one page or less. This is a summary.
- ✓ Submit your report, as requested, to the SAC.



## FORMS

### Standing Committee Report

Student Representative:

Committee Name:

Meeting Date:

Topics Discussed & Committee Action:

What is the importance of the topics discussed to the SAC and the general student body? \_\_\_\_\_

What actions (if any) do you recommend that the SAC take? \_\_\_\_\_

***How to submit your report:*** Attach a copy of the committee agenda and any handouts to this report. If you need to present to the SAC, then inform the President in writing that you have a report and want to be on the agenda. Submit all reports to the SAC.

## DISCIPLINARY APPEALS PANEL NOMINATIONS

*Deadline: End of the second week of the fall semester*

*Submit to: Student Leadership and Development, [scc-studentleadership@scc.losrios.edu](mailto:scc-studentleadership@scc.losrios.edu)*

Each year, the Student Senate President appoints five students to serve on the Disciplinary Appeals Panel. These students will be called on to sit with faculty and staff, on a panel, hearing student appeals resulting from the disciplinary process at SCC. Dates and times are set for the hearings on a case-by-case basis.

The Student Senate President will strive to appoint students who represent the diversity at SCC and are in good academic standing. In addition, any student with a disciplinary record at SCC will not be eligible for appointment.

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Person Making the Nomination: \_\_\_\_\_

Contact Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----  
*For Office Use Only*

Notes: \_\_\_\_\_

\_\_\_\_\_

Appointed

\_\_\_\_\_  
Student Senate President Signature

# Facility Requests

## GENERAL INFORMATION

(Waived while remote)

When requesting a campus facility for a meeting or activity, the first stop is always the Student Leadership and Development Office. Staff will help with facility selection, request, and processing. Note: Any major event, such as dances, fairs, demonstrations, etc. must be discussed well in advance with the Advisor and the Student Leadership and Development SPA as special arrangements may be required. For more information on dances/large events, please go to Dances in the Resource section of this Handbook.

## CAMPUS FACILITY REQUESTS

(Waived while remote)

Completed paperwork must be returned to the Student Leadership and Development Office for processing. Please note that the advisor must approve and be the point of contact. An unofficial form is included in this packet. Please note that all facility requests must be filed in the Student Leadership and Development Office as follows:

- **A minimum of three weeks prior** to the requested date for all events requiring minimal to no set-up. No set-up means that the facility is acceptable as normally arranged and that there are no additional requests. Minimal set-up generally means that less than two tables and five chairs are altered/added/removed with no additional requests.
- **A minimum of three weeks prior** to the requested date for all events requiring a set-up. A set-up involves a change to the facility arrangement and/or additional requests (audio-visual, etc.).
- All events involving food must be submitted a minimum of three weeks in advance.
- A minimum of one month in advance for all major events.

The status of your reservation will be communicated via e-mail or mail in your SAC mailbox.

**Advance planning, beyond the requirements noted above, is recommended.**

## MEDIA SERVICES REQUESTS

(Waived while remote)

If the Club Advisor (s) would like a specific media equipment set up, please complete the Media Services Request Form at least 3 weeks before your event. If you have already been trained on the Media Equipment, you may reserve and obtain the key from Operations.

Learning Resource Center, LRC 113, Phone: (916) 558-2436, Email: [SCC-MediaServices@scc.losrios.edu](mailto:SCC-MediaServices@scc.losrios.edu)

## CITY CAFÉ CATERING REQUESTS

(Waived while remote)

If you are having food at your event, the Club Advisor will need to contact City Café at least 3 weeks before your event to coordinate your food service needs. Please complete the City Café Catering Request form and submit to Robert Burks email below. Once the club has received an official quote, please submit the following to Student Leadership & Development for processing; An unofficial form is included in this packet.

- City Café Catering Form

- City Café Catering Quote (from Robert Burks)
- Club Meeting Minutes approving this expense
- Event flyer
- List of attendees

City Café Catering Contact, Phone: (916) 558-2251 or (916) 558-2252, Email: [BurksR@scc.losrios.edu](mailto:BurksR@scc.losrios.edu)

# Campus Facilities Request Form (Waived while remote)

## Scheduling Campus Facilities

Page 2

Event/Activity: \_\_\_\_\_

Date: _____	Day of the Week: _____	Start Time: _____	End Time: _____
Date: _____	Day of the Week: _____	Start Time: _____	End Time: _____
Date: _____	Day of the Week: _____	Start Time: _____	End Time: _____
Date: _____	Day of the Week: _____	Start Time: _____	End Time: _____

**Facility(ies) Requested:**

<input type="checkbox"/> Classroom: _____	<input type="checkbox"/> Student Center	<input type="checkbox"/> City Café #1
<input type="checkbox"/> Smart Room: _____	<input type="checkbox"/> Art Court Quad	<input type="checkbox"/> City Café #2
<input type="checkbox"/> PAC 106 (Little Theatre)	<input type="checkbox"/> Quad	<input type="checkbox"/> LRC 105
<input type="checkbox"/> Performing Arts Center	<input type="checkbox"/> Quad Stage	<input type="checkbox"/> RHN 258
<input type="checkbox"/> North Gym	<input type="checkbox"/> Concrete Table	<input type="checkbox"/> SOG 119
<input type="checkbox"/> South Gym	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Other: _____

Rain Option: \_\_\_\_\_

**Activity Details (if applicable):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Food:  \*Yes  No  Provided by City Café

*\*City Café (Aramark) has contractual, exclusive food service rights for catering and food service in the Los Rios District. Three weeks prior notification for food service needs must be provided to City Café (Aramark). Contact City Café at (916) 558-2251 or (916) 558-2252 to coordinate food service needs.*

Setup:  Yes (if checked please complete Page 3)  No

*Please make sure that all requests for custodial services relative to your event are provided to the Facilities Office and are indicated on page 3 of the Facilities Use Request Form. Requestors will need to allow a minimum of 2 weeks notification for a normal set up and a minimum of 4 weeks notification for a customized setup.*

Print SCC Staff Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**SCC Club Requests Only**

Club: \_\_\_\_\_ Club Advisor Signature: \_\_\_\_\_ Ext: \_\_\_\_\_

Student Leadership & Development Approval: \_\_\_\_\_

### Event Set Up Request

#### Custodial Requirements

- \_\_\_\_\_ Table(s) (3' x 6')
- \_\_\_\_\_ Chairs
- \_\_\_\_\_ Tablecloths
- \_\_\_\_\_ Canopy(ies)
  - 6' x 8' Stage
  - 12' x 16' Stage
  - 12' x 24' Stage
  - Quad Stage

- Garbage Can(s)
- Regular Extension Cord
- 4 Prong Extension Cord
- CA Flag
- USA Flag
- Other \_\_\_\_\_
- Other \_\_\_\_\_

- *Tablecloths are available for indoor events only. You will need to complete the Tablecloth Request Form*
- *Canopies are not available during inclement weather.*

#### Instructional Media

If your event requires media equipment (projectors, video cameras, etc.) you can reserve the equipment and pick up from Instructional Media in LRC 141.

#### Media Services

If your event requires audio or visual support you will need to complete the Media Services Support Request Form.

Please indicate arrangements of tables/chairs and/or other custodial needs on this diagram if applicable.



#### Additional Information:

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## Media Services Request Form (Waived while remote)

*This form must be submitted online via your advisor.*

# MEDIA SERVICES EVENT SUPPORT REQUEST

### CONTACT INFORMATION

#### Instructions

This form does not reserve event space on campus, only media equipment/support. For all events, you must reserve your desired event space through the Facilities Office or Student Lead

Standard event requests must be

Requests to assess feasibility for

the event date.

Contact name, phone number, a

t.

Contact Name \*

Contact Phone \*

Event Date \*

Event Start Time \*

01 ▾ 00 ▾ AM ▾  
HH MM AM/PM

Event End Time \*

01 ▾ 00 ▾ AM ▾  
HH MM AM/PM

Facility

- Please Select Facility - ▾

### VERIFICATION

Please enter any two digits \*

Example: 12



# City Café Catering Order Form (Waived while remote)

## City Cafe Catering Order Sacramento City College

Order Date \_\_\_\_\_

Division \_\_\_\_\_

Department \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Attached: Event Flyer \_\_\_\_\_ List of Names \_\_\_\_\_

Quote No.: \_\_\_\_\_ (Obtain Quote from City Cafe)

Item	QUANTITY	DESCRIPTION	TOTAL
1			
2			
3			
4			
5			
Purchases Charged to Categorical Programs, Grants or Special Programs			
This purchase is in compliance with the requirements of _____			TAX
_____ For grants/projects _____ <small>Program Name</small>			
_____ <small>Program Director/Coordinator Signature</small>			TOTAL
_____ <small>Project/Grant Number</small>			
<small>Program Goal/Objective Number/Explanation</small>			

Note: Fund 11 Budgets may NOT be charged for Catering Services

REQUESTED BY \_\_\_\_\_ DATE \_\_\_\_\_ AUTHORIZED-Categorical Programs \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED- Area Manager \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED- VPA/BSO \_\_\_\_\_ DATE \_\_\_\_\_

**Budget Number:**

<small>BusUnit</small>	<small>Account</small>	<small>Fund</small>	<small>Dept. ID</small>
<small>Program</small>	<small>SubClass</small>	<small>BY</small>	<small>Proj/Grant</small>
			<small>PO No. #</small>
<small>To be assigned by BSO - Valid Only With VPA/BSO APPROVAL (below)</small>			

Rev 1/2018

DISTRIBUTION

# Event Planning



## Student Event Planning Checklist

\_\_\_\_\_ Name of Event

Six Weeks to a Month Ahead		Date	Person(s) Responsible
<input type="checkbox"/>	Determine purpose and event plan		
<input type="checkbox"/>	Develop budget and marketing strategy		
<input type="checkbox"/>	Determine volunteer needs		
<input type="checkbox"/>	Timeline created		
<input type="checkbox"/>	Request room reservation		
<input type="checkbox"/>	Security (as needed)		
<input type="checkbox"/>	Media required (microphones/projectors)		
<input type="checkbox"/>			
Three Weeks in Advance		Date	Person(s) Responsible
<input type="checkbox"/>	Turn in any contract information		
<input type="checkbox"/>	Turn in publicity requests		
<input type="checkbox"/>	Process requisition requests for payment		
<input type="checkbox"/>	Place catering requests		
<input type="checkbox"/>	Request media services (as needed)		
<input type="checkbox"/>			
One Week in Advance		Date	Person(s) Responsible
<input type="checkbox"/>	Finalize your agenda or program		
<input type="checkbox"/>	Give and confirm final work assignments		
<input type="checkbox"/>	Create signage		
<input type="checkbox"/>	Check on final payment arrangements		
<input type="checkbox"/>			
Day of Event		Date	Person(s) Responsible
<input type="checkbox"/>	Check room to make sure that all equipment and arrangements are in place		
<input type="checkbox"/>	Post directional signs as needed		
<input type="checkbox"/>	Check on food and entertainer's special needs		
<input type="checkbox"/>	Check that greeters are in place with pens, comment cards, etc.		
<input type="checkbox"/>	Secure any payments due that day		
<input type="checkbox"/>	Check all decorations are in order		
<input type="checkbox"/>			
After Event		Date	Person(s) Responsible
<input type="checkbox"/>	Deposit monies as soon as possible		
<input type="checkbox"/>	Remove all decorations and items from the space		
<input type="checkbox"/>			
One to Two Weeks After		Date	Person(s) Responsible
<input type="checkbox"/>	Send "Thank You" notes		
<input type="checkbox"/>	Have a meeting to review the event for improvements in the future – debriefing - What went well, what would you do differently, was the purpose of the event achieved, summary of event, did facility meet your needs, any other recommendations for next time?		

07/8/2019

# Student Travel

## TIMELINES AND PROCESSES

Students wishing to travel with the support and funding of any component of the SAC, and/or Student Leadership and Development, must comply with all laws, policies/regulations, and procedures related to student travel.

***Required Timelines – SAC (CAEB/SS) approval of:  
(Waived while remote)***

- Trips by September 15 and February 15
- Funds at least 4 weeks prior to in-state trips and 2 months prior to out-of-state trips
- Attendees and other logistical details at least 4 weeks prior to trip
  - \* Approvals based on board (CAEB/SS) votes in accordance with the Constitution/Bylaws and subject to campus/district official approvals

***Selection Process:***

- ***Attendees:***
  - \* All attendees must be SCC enrolled students
  - \* Attendance priority given to current SAC members
  - \* Consideration to be given to the inclusion of both new and returning members
  - \* Attendees must be enrolled students with a minimum cumulative GPA of 2.0 and have an Education Plan
  - \* Approvals based on board votes in accordance with the Constitution/Bylaws and subject to campus/district official approvals
- ***SSCCC General Assembly:***
  - \* No more than 6 students will attend the SSSCC General Assembly, including the voting delegate (Secretary of Legislative Affairs), non-voting delegate (nominated by the Secretary of Legislative Affairs and approved by SS board vote), and Student Senate President or designee as the alternate non-voting delegate
  - \* Included within the 6 student limit noted above, no more than 3 executives of the Region's Student Senate and 1 executive of the State's Student Senate

*Note:* SLD will support and fund no more than 1 SCC enrolled student serving as an executive of the Region or State's Student Senate per semester and only if funding is not approved via SAC, SSSCC, or the CCCCCO
- ***ASACC:***
  - \* 1 student representative (Student Senate President or designee; typically the person attending the LRCCD Student Advisory Committee meetings) may join the LRCCD student delegation to the spring ASACC Conference in Washington, D.C. as approved by the board and campus/district officials

- ***Petition Process and Timeline:***
  - \* Send request to SAC for petitions to participate in the trip with a clear deadline and submission information at least 8 weeks prior to trip
  - \* Petitions due to advisor at least 7 weeks prior to trip
  - \* Distribute petitions for blind (petitioner not named) rankings by SAC members and/or those approved to participate in the ranking process with a clear deadline and submission information at least 6 weeks prior to trip
  - \* Petitioners will not participate in the rankings
  - \* Rankings due to advisor at least 5 weeks prior to trip
  - \* Tabulate rankings and submit list of attendees for board approval at least 4 weeks prior to the trip
- ***Petitions to include:***
  - \* Name, SS or CAEB or Other, Position, SCC Cumulative GPA
  - \* Trip/Conference, Travel Dates, Travel Location
  - \* Why student is interested in participating in the trip
  - \* How the student will participate and maximize their learning experience
  - \* What the student intends to bring back to the benefit of SCC and the SAC
  - \* Code of Conduct forms, LRCCD Waivers, and any other required paperwork

***Additional Travel Notes:***  
***(Waived while remote)***

- All participants are expected to travel, stay, and return with the travel group
- Guests or others not part of the approved travel group are prohibited from traveling and staying with the travel group
- Student Rep. Fee Reports will be due no later than 1 week after the trip concludes

***References:***

- LRCCD Policies and Regulations
- SCC Travel Policy and Procedures
- SAC Constitution and Bylaws

## Travel Petition

**Submit Petitions (including Waivers and Code of Conduct forms) to Advisor by deadline**

*Information provided on this petition will be used for trip planning purposes (registration, flights, etc.), if selected to attend. Your name should be your official name as indicated on a driver's license, state ID, or other recognized forms of identification.*

Last Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Gender: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Circle:                    SS                    CAEB                    Other: \_\_\_\_\_

Student Status: Enrolled?                    Y                    N                    SCC Cum. GPA? \_\_\_\_\_

Dietary Restrictions and/or Other Special Needs: \_\_\_\_\_

\_\_\_\_\_

How many bags/luggage will you be taking? \_\_\_\_\_

*Type your answers to the following petition questions and attach to this form.*

1. Why are you interested in participating in the trip?
2. How will you participate and maximize your learning experience?
3. What do you plan to bring back for the benefit of SCC and SAC?

*I have attached the required documents; check below:*

- Answers to the petition questions
- LRCCD Waiver
- Student Code of Conduct

*By signing below, I submit that this petition in its entirety, including all attachments, has been completed by me and is truthful. I further agree that if I cancel after funds have been expended, on my behalf, that I may be held financially responsible.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trip/Conference: \_\_\_\_\_

Trip/Conference Location: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

## **STUDENT TRAVEL POLICY (non-classroom)**

Early written notification of any planned student travel (non-classroom) should be submitted to the college President at the beginning of the semester.

Reflecting State and District policies and regulations, this policy has been developed to help assure the successful completion of student travel outside of the district. Students and their instructors of record or advisors being supported and/or funded through the College, Student Associated Council, or any other related program must comply as detailed below. See “Travel Authorization Procedures” for timelines and details.

1. All students traveling must be currently enrolled at SCC.
2. A certificated faculty member is required to attend as instructor of record or advisor to the students. The attending instructor/advisor must agree to uphold “Student Travel – Attending Advisor Agreement.” Signed agreements should be submitted to the appropriate Area Dean prior to the trip.
3. A memo detailing trip logistics, purpose, expected outcomes, funding source, and other conference information must be addressed to the appropriate area Vice President for approval. The Vice President will forward this information to the President for approval. For out-of-state travel, the memo is forwarded via the President to the LRCCD Chancellor. The Chancellor should receive memos at least two months prior to travel.
4. All attending students must agree to abide by the “Student Travel – Student Code of Conduct Agreement.” All signed forms should be turned into the attending instructor/advisor prior to the trip.
5. Attending students must sign all applicable waivers, including the LRCCD “Waiver/Assumption of Risk” and turn into the attending instructor/advisor prior to the trip.
6. If Student Representation Fees are utilized to help fund travel, then all attendees (including attending advisor) must complete a “Use Report” and submit to the attending advisor. The attending advisor will return all completed “Use Reports” to the Supervisor of Student Leadership and Development within one week of trip completion.

## **TRAVEL AUTHORIZATION PROCEDURES**

### **I. In-State Travel/Out-of-District Service Area**

- A. A written justification is required from the appropriate vice president for all student in-state travel to conferences
- B. The Vice President shall submit a memo with corresponding advisors TAs and student information to the President. The President's Office will return approved TAs to the respective Vice President for processing.
- C. All in-state student travel must be approved three weeks prior to departure.
- D. An advisor is expected to travel with students. Do not complete TA for students. Combine cash advances into the staff request; list student's name, student ID number, and recap of expenditure items per student.
- E. Advisors are expected to utilize the same travel and lodging accommodations as arranged for the students.
- F. Student travel expense requests are to be included on faculty/staff authorizations. Include an attachment with all student expenses covered in the cash advance request, i.e., registration, travel, accommodations, meals, incidentals, etc.

### **II. Out-of-State Travel**

- A. An initial proposal for all out-of-state travel must be submitted two months in advance for approval by the appropriate Vice President and the President; this recommendation will be forwarded to the District Office for approval.
- B. A written justification is required from the appropriate Vice President for all student out-of-state travel to conferences.
- C. A request for out-of-state travel must be submitted to the appropriate Vice President at least two weeks prior to submission of the completed travel packet. The Vice President shall submit memos with corresponding TAs to the President. The President will forward the completed travel packet to the Chancellor's Office for approval. Note: The Chancellor's staff will forward approved TAs to our Business Office, unless you attach a note requesting TAs come back to your office.
- D. An Advisor must travel with students when traveling out-of-state.
- E. Advisors are expected to utilize the same travel and lodging accommodations as arranged for the students.
- F. Student travel expense requests are to be included on faculty/staff authorizations. Include an attachment with all student expenses covered in the cash advance request, i.e., registration, travel, accommodations, meals, incidentals, etc.

## ADVISOR RESPONSIBILITIES

Faculty members agreeing to join students in travel as their advisor per the “Student Travel Policy” must agree to the following advisor responsibilities and complete the form below and return to the area dean or appropriate supervisor.

1. The advisor is responsible for initiating and submitting the travel request and provides guidance for making initial travel arrangements.
2. Verify that all attending students are currently enrolled and, when appropriate, in good standing at SCC.
3. Review and collect signed “Student Code of Conduct Agreement” forms from every attending student prior to trip. A pre-trip meeting is recommended to go over all expectations.
4. Collect all applicable waivers, including the LRCCD “Waiver/Assumption of Risk” prior to the trip. Make sure the students have correctly filled out the forms including emergency contact information. Take this information with you on the trip.
5. Role model appropriate behavior for students.
6. Maintain availability and visibility during the trip.
7. Encourage questions and discussions to help facilitate learning.
8. Schedule meetings with the attending students as needed during the trip to assure success.
9. Use good judgment and care when responding to emergency situations.
10. Collect, if applicable, all “Student Representation Fees Use Reports” and forward to the Supervisor of Student Leadership and Development within one week of trip completion.
11. Provide a clear itinerary and emergency phone numbers to attendees prior to departure.

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### SACRAMENTO CITY COLLEGE

#### Attending Advisor Agreement

FACULTY NAME: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_ HOME #: \_\_\_\_\_ CELL #: \_\_\_\_\_

TRAVEL DESTINATION: \_\_\_\_\_

TRAVEL DATES: \_\_\_\_\_

NUMBER OF STUDENTS ATTENDING: \_\_\_\_\_

*By signing and submitting this form to the Area Dean or appropriate supervisor prior to travel, I agree to uphold the “Student Travel Policy” and all advisor responsibilities.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT CODE OF CONDUCT

Students who wish to travel with support and/or funding from Sacramento City College and any other related program per the “Student Travel Policy” must agree to this “Code of Conduct.” The form below must be completed and returned to the attending advisor prior to travel.

1. Must be currently enrolled at SCC.
2. Have an attending faculty advisor and abide by their decisions while on the trip.
3. Be prompt with all timelines and deadlines.
4. Complete and turn in all required waivers to the attending advisor prior to the trip.
5. Attend all meetings called by the attending advisor.
6. Represent yourself and the college in a positive and productive manner. Dress appropriately and remember you are a representative of the college at all times.
7. Stay with the group you’re traveling with, keep others informed of your whereabouts, look out for each other, and you must return with the group.
8. Remain in the trip/conference area (hotel, etc.) at all times. School funded travel is not the time to shop, tour, or vacation.
9. Act in a courteous manner, especially if staying in a hotel/sharing a room with others.
10. If staying in a hotel, remember that you are financially responsible for all incidentals (room service, phone, etc.).
11. You are financially responsible for damage you incur to buses, hotel rooms, etc.
12. Plan to bring extra spending money of your own as needed for incidentals.
13. No alcohol consumption even if you’re 21 or older.
14. Abide by all state and federal laws.
15. Abide by all school, district, and trip policies and expectations.
16. Separate yourself from others who are in violation of state and federal laws and/or school, district, and trip policies and expectations.
17. Interact with others in a positive and productive manner. Violence or the threat of violence will not be tolerated.
18. Expect to be treated as an adult and plan to behave as an adult.
19. Have a safe, enjoyable, and valuable learning experience.
20. If applicable, complete and return the “Student Representation Fees Use Report” to the attending advisor immediately upon trip completion.
21. Failure to abide by this code of conduct may result in trip termination, reimbursement of all funds by the student, and/or further disciplinary action from the advisor, the funding organization, and/or the college.

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### SACRAMENTO CITY COLLEGE

#### Student Code of Conduct Agreement

STUDENT NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

ORGANIZATION/CLASS: \_\_\_\_\_

TRAVEL DESTINATION: \_\_\_\_\_

TRAVEL DATES: \_\_\_\_\_

*By signing and submitting this form to the attending advisor prior to travel, I agree to uphold the “Student Travel Policy” and “Student Travel – Code of Conduct.”*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# LOS RIOS COMMUNITY COLLEGE DISTRICT

## AGREEMENT TO PARTICIPATE AND WAIVER/ASSUMPTION OF RISK

Name of Participant:(please print clearly) \_\_\_\_\_ Student ID #: \_\_\_\_\_

Date(s) of Trip/Activity: \_\_\_\_\_ Class Name/Group: \_\_\_\_\_

Instructor/Advisor Name: \_\_\_\_\_ Trip Destination: \_\_\_\_\_

I, the undersigned **Participant**, am aware that participating in the above-named Los Rios Community College District (**District**) class or activity (**Activity**) can involve RISK OF INJURY, including serious injury or impairment to my body, general health and well-being.

**Participant** agrees to accept all the rules and requirements of the **Activity**, to observe the program schedules, and to follow instructions given by supervisory personnel. **Participant** grants to supervisory personnel the right to terminate **Participant** from participation in the program if it is determined that **Participant's** conduct is detrimental to the best interests of the group. In this event, **Participant's** return home shall be at his/her own personal expense.

In consideration of the District permitting **Participant** to engage in all activities related to the above-named **Activity**, **Participant** hereby voluntarily assumes all risks associated with such participation and agrees to indemnify, defend and save harmless the **District**, its officers, agents, servants and employees, from any and all liability, claims, causes or action or demands of any kind and nature whatsoever which may arise by or in connection with participation in any activities related to the above-named **Activity**, except for injury caused by the sole negligence of the **District**.

Because of the possible dangers of participating in the above class or activity, **Participant** recognizes the importance of paying attention to staff instructions about techniques, training, and rules. **Participant** agrees to obey such instructions.

The terms hereof shall serve as a release and assumption of risk for **Participant's** heirs, estate, executor, administrator, assignees, and all members of the **Participant's** family.

In the event of any medical emergency, **Participant** (initial one option) \_\_\_ does \_\_\_ does not authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and to hospital care that the **District's** program supervisor deems necessary for the safety and protection of the **Participant**.

**The following person should be contacted in case of an emergency (please print clearly):**

\_\_\_\_\_

Emergency Contact Name

\_\_\_\_\_

Emergency Contact Phone

\_\_\_\_\_

Emergency Contact Address (include area code)

\_\_\_\_\_  
Signature of **Participant**

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

*If Participant is under age 18, a parent or guardian must sign below:*

\_\_\_\_\_  
Signature of PARENT or GUARDIAN

\_\_\_\_\_  
Date Signed

**ASSOCIATED STUDENTS OF SACRAMENTO CITY COLLEGE**

**STUDENT REPRESENTATION FEES USE REPORT**

Student Representation Fee money will be expended for the support of government affairs representatives who may be stating their positions and viewpoints before offices and agencies of the government (California Education Code § 76060.5).

TYPE OR PRINT CLEARLY

Name: \_\_\_\_\_

Position and Organization: \_\_\_\_\_

Use of Fees approved in Student Senate Minutes Dated: \_\_\_\_\_

Name of meeting or event: \_\_\_\_\_

Location of meeting or event: \_\_\_\_\_

Date of meeting or event: \_\_\_\_\_

BRIEF REPORT (Use this side and the back of the page only. Describe issues discussed, name officials and representatives relating to petitioned event, etc.):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Resources

## ACCOMMODATIONS

Student Leadership and Development strives to provide access for all students to our programs and services. Please contact us as early as possible for assistance with special accommodations.

## BANNERS

(Waived while remote)

Banners can be made in the Student Leadership and Development workroom using the available butcher paper and paints. Banners should be no longer than 5 feet and must be approved and stamped by Student Leadership and Development. Remember to complete your banner's information by answering the questions of who, what, when, where, why, and how. Posting banners limited to the Student Center and City Café exterior brick walls. All banners must be removed by the day after the event. For additional information, refer to the posting guidelines in this packet.

## BULLETIN BOARDS

(Waived while remote)

Student Leadership and Development manages a number of bulletin boards on campus and is available to post your club materials. If you would like to post materials elsewhere on campus, refer to the posting guidelines below. For more information on SAC bulletin boards, refer to the SAC Information section earlier in this Handbook.

## CLUB DISPLAYS

(Waived while remote)

Clubs (including the SAC) that are interested in displaying their information to the campus community may do so through the Student Leadership and Development Office. The location of the display is South of the South Gym entrance on the 1<sup>st</sup> floor. Space is provided on a first-come, first-served basis. The length of time each club is displayed will be two weeks. If your club is interested in displaying elsewhere on campus, please consult with the Student Leadership and Development Office for more information.

## COLLEGE HOUR

(Waived while remote)

**College Hour serves to accommodate the meeting of various campus constituency groups and the scheduling of campus-wide activities, as well as provide a specific period of time when concerts and speeches (amplified sound) may occur in the quad. This hour occurs between 12:00 and 1:00 on Tuesdays and Thursdays.**

## **CUSTODIAL/FACILITY SUPPORT**

(Waived while remote)

Many events and activities require custodial or other facility support above and beyond those provided by normal college operations. Check with the Student Leadership and Development Office regarding special needs and requirements and any associated costs.

## **DANCES/RELATED LARGE EVENTS**

(Waived while remote)

The following facility use and security requirements apply to all dances and other related large events.

### **I. Facilities**

- A. The City Café (maximum occupancy of 250) and the Student Center (maximum occupancy of 240) may be utilized for dances/parties.
  - 1. Reservation requests must be submitted a minimum of one month in advance of event date.
  - 2. Event start time will be based on availability. All dances/parties will end by 11 p.m.
  - 3. Student groups must have an advisor present throughout the duration of the event.
  - 4. Lighting, access, and decoration rules specific to each building must be adhered to.
  - 5. Smoke machines are not permitted.
  - 6. Nothing can be applied to the floor (baby powder, etc.) to create a better dance surface.
  - 7. A custodial fee of \$50 per hour will be assessed depending on the facility requested (e.g. Student Center/City Café).
  - 8. District policy prohibits the use of alcohol, drugs, smoking, and glass containers in district facilities.
  - 9. Users are responsible for hiring security as required and approved by Campus Operations and the Vice President of Administration (see II. Security).
  - 10. Campus Police will end the dance if, in their opinion, safety/security is being jeopardized.

### **II. Security**

A. The Campus Police Captain will develop and maintain a list of authorized security firms suitable for hire to cover campus events. The Campus Police Captain will interview and have final say on which companies are approved for hire.

1. City Café security requirements are as follows:
  - a) Four officers are required.
  - b) One armed officer to monitor the immediate area outside the City Café as well as F, G, and rideshare lots.
  - c) One unarmed officer to monitor inside the City Café, inspecting incoming participants and patrolling bathrooms and the perimeter of City Café.
  - d) One armed officer to assist in monitoring both of the above areas.
  - e) If there are multiple activities on campus, one additional unarmed officer may be required to assist in monitoring the City Café.
  - f) Officers must be at the City Café before participants can enter the premises. Officers need to arrive 30 minutes before and remain 30 minutes after the event. SCC Campus Police Officers will meet with off-campus officers at the City Café for a 30-minute briefing before the start of the event.
  - g) The advisor is also expected to be in attendance throughout and to assist in monitoring the event.
  
2. Student Center security requirements are as follows:
  - a) Three officers are required.
  - b) One armed officer to monitor the immediate area outside the Student Center as well as F, G, and rideshare lots.
  - c) One unarmed officer to monitor inside the Student Center, inspecting incoming participants and patrolling the West Hall, Cultural Awareness Center, South Gym foyer area, and bathrooms. The officer should prohibit attendees from going upstairs and help monitor the perimeter of the Student Center.
  - d) If there are multiple activities on campus, one additional unarmed officer may be required to assist in monitoring the Student Center and surrounding areas.
  - e) Officers must be at the Student Center before participants can enter the premises. Officers need to arrive 30 minutes before and remain 30 minutes after the event. SCC Campus Police Officers will meet with off-campus officers at the Student Center for a 30-minute briefing before the start of the event.
  - f) The advisor is also expected to be in attendance throughout and to assist in monitoring the event.

## **EDUCATIONAL WORKSHOPS**

The Supervisor and Student Personnel Assistant of Student Leadership and Development are available to provide orientations and educational workshops. Topics such as time and stress management, running meetings and parliamentary procedure, budgeting, event planning,

fundraising, conflict management, leadership, and team building, to name a few, may be of interest to members. If you identify a special need or would like more focused instruction in a particular area, please contact either the Supervisor or the Student Personnel Assistant as noted under Contacts in this packet.

## **FLAG POLE**

(Waived while remote)

A flagpole located in the center of the quad is available to student groups for the promotion of their group and events. Submit requests to the Student Leadership and Development Office.

## **FOOD SALES**

(Waived while remote)

There are three ways of doing food sales at SCC:

1. Food must be obtained from an inspected and approved licensed third party vendor (not home prepared).
2. All prepared foods are to be prepared on site (not home prepared).
3. Re-selling individually-packaged items (i.e. candy, chips, bottled water, etc.).

Requests to sell food must be submitted for approval at least three weeks in advance to Student Leadership and Development. Food must be provided by Aramark, unless otherwise approved.

To get more information on what foods are offered by the City Café (Aramark), please work with your Advisor and Student Leadership and Development to contact the appropriate Aramark Manager.

## **FREE SPEECH AREAS**

(Waived while remote)

Specific locations for the practice of free speech are defined as 1) by the Auditorium fountain and 2) at the west side of the Student Center. All campus individuals and groups are allowed to use this space to air views that are within the framework of the United States Constitution. No special authorization is required; however, notification of use is encouraged.

## **MEETINGS**

See Facility Requests in this packet for more information on how to request a meeting room. Robert's Rules of Order/Parliamentary Procedures is a great guideline for successful meetings. Ask Student Leadership and Development for more information. Minutes/Notes need to be taken at every meeting. For samples of agendas and minutes, please consult with Student Leadership and Development.

## **POSTING**

(Waived while remote)

All college interior posted materials should be stamped for approval prior to posting by the following offices (please allow five work days for approval of materials). Approval shall be given to any posting that falls within the designated types of information that may be posted and is not otherwise prohibited. Approval shall not be withheld based on the content of the posting:

- Student Associated Council or club-related materials: Must be approved by the Student Leadership & Development Department staff, SOG-226, (916) 558-2381 [SCC-studentleadership@losrios.edu](mailto:SCC-studentleadership@losrios.edu). Upon granting approval, Student Leadership and Development will inform the requestor of all authorized posting locations (banner posting permitted on exterior brick walls of the Student Center and City Café only). The Student Leadership and Development Office will monitor posting areas under their authority for appropriate materials as well as expired materials.
- Other materials: Must be approved by the Public Information Office, [sccpio@scc.losrios.edu](mailto:sccpio@scc.losrios.edu) (located in Rodda Hall North RHN277).

## **PUBLICATIONS AND MARKETING (“STYLE GUIDE”)**

A “Style Guide” consisting of Publications and Marketing strategies has been developed by an advisory committee comprised of members of the campus community, including students, who write, edit or design printed or electronic publications. Publications should have a cohesive institutional image that reflect the vision and values of Sacramento City College, while at the same time encouraging creativity and allowing expression of our distinctiveness. Students are encouraged to use this “Style Guide” for school-sanctioned activities. All content must be approved by an appropriate and designated staff person (instructor, advisor, supervisor, etc.). The “Style Guide” may be found at <http://www.scc.losrios.edu/pio/scc-brand/> and click on “Style Guide”.

## **SECURITY**

(Waived while remote)

If your event is unusually large and/or complex (i.e. a dance), your group will be required to contract for security. Student Leadership and Development will help file the request and act as a liaison between the student group, the security company and Campus Police. Please note that the student group is responsible for all security costs. For more detailed information, see Facility Requests in this packet.

## **WEB PAGES**

Please contact the webmaster to update the SCC Student Associated Council Website. Student Leaders' have the freedom to design their own web pages. After developing your club web page, notify Student Leadership and Development to be linked to the SCC web page.

## **WORKROOM**

(Waived while remote)

Student groups may use the workroom located on the 2<sup>nd</sup> floor of the South Gym just inside room 226 to make banners for activities. The workroom is open Monday through Friday between 8:30 a.m. and 4:00 p.m. This room may be reserved for banner making only and is not available as a meeting place. Please note that summer and holiday hours may vary. For additional information, contact the Student Leadership and Development Office.

## **OTHER**

If your group has needs that have not been addressed in this guide, please contact the Student Leadership and Development Office.



# Related Internet Links

LRCCD Policies and Regulations

[www.losrios.edu/legal/](http://www.losrios.edu/legal/)

Official California Legislative Information

<https://leginfo.legislature.ca.gov/>

California Code of Regulations/Title 5

<https://www.cde.ca.gov/Ls/fa/sf/title5regs.asp>

California Community Colleges Chancellor's Office

<http://www.cccco.edu/>

Community College League of California

<http://www.ccleague.org/>

California Community College Student Affairs Association

<http://www.cccsaa.org/>

Student Senate, California Community Colleges

<http://www.studentsenateccc.org>

American Student Association of Community Colleges

<http://www.asacc.org/>

National Center for Student Leadership

[www.ncslcollege.com](http://www.ncslcollege.com)

American Student Government Association

<http://www.asgaonline.com>

The Official Robert's Rules of Order Web Site

<http://www.robertsrules.com/>

The Ralph M. Brown Act Text [updated 2013]

<https://firstamendmentcoalition.org/open-meetings-3/text-of-the-ralph-m-brown-act-gov-cod-e-sec-54950-54963-updated-2012/>