San Diego Mesa College
2009 Club Orientation Packet

Student Affairs
7250 Mesa College Drive, H-500
San Diego, CA 92111
(619) 388-2699
http://www.sdmesa.edu

Table of Contents

1. Policy 3925 - Posting and Distribution of Literature, Political and Vending Activities, Food Handling and Free Speech on Campus

a. *Definitions*.....1
b. *Standards for literature to be posted or distributed on campus*.....1
c. *Affiliated Groups – Activities in Other than Free Speech Areas*.....2
d. *Commercial Literature, Posting or Distribution*..... 2
e. *Vending on Campus*.....2
f. *Fund Raising Activities by Affiliated Groups/College Clubs Activities*.....2-3
g. *Vote .registration*.....
h. *Political Campaigning*.....3
i. *Free Speech Areas*.....3

2. Checklist for Club Registration

a. *Requirements*.....5

3. Checklist Application for Recognition of Club/Organization.....6

4. Checklist for Club Disbursement/Withdrawal of Funds

a. *Requirements*.....7

5. Checklist for Club Meeting Room Reservation

a. *Requirements*.....8
b. *Club Sponsored Activity Application & Permit Form*.....9

6. Checklist for Obtaining Vending 5000

a. *Requirements*.....10

Policy 3925 - Posting and Distribution of Literature, Political and Vending Activities, Food Handling and Free Speech on Campus

a. *Definitions*.....11
b. *Standards for literature to be posted or distributed on campus*.....11
c. *Affiliated Groups – Activities in Other than Free Speech Areas*.....11-12
d. *Commercial Literature, Posting or Distribution*.....12
e. *Vending on Campus*.....12
f. *Fund Raising Activities by Affiliated Groups/College Clubs Activities*.....12
g. *Voter registration*.....12
h. *Political Campaigning*.....13
j. *Free Speech Areas*.....13

7. Checklist for Major Event

a. *Requirements*..... .14

8. Major Events Approval Procedure.....15

a. *Definition*.....15-16
b. *Procedures*.....16
c. *General Logistics*.....17
d. *Facilities/Equipment*.....17
e. *News Media, Printing, Marketing*.....18
f. *Budget*.....18
g. *Post-Event review and Evaluation*.....18
f. *Approval Form*.....19
g. *Timeline of Planning Form*.....20
h. *Supervisory Schedule Form*.....21
i. *Budget Form*.....22
j. *Food/Food Vendor Description Form*.....23

9. ***Checklist for Club Sponsored Activity/Tabling***
a. Requirements……24
b. Club Sponsored Activity Application & Permit Form……25

10. ***Checklist for A.S. Club Matching Funding***
a. Requirements……26
Club Funding Policy
a. General Terms……27
b. Funding for Campus Activities……28
c. Funding for Conference……28
d. Matching Funds……28
e. Club Funding Policy Agreement……29

11. ***Checklist for Club Travel***
a. Required Steps……30
Guidelines for Authorization of Associated Students for Student Club/Organization Funded Travel
a. Procedures
a. Qualification……31
b. Requirements……31
b. General Information……32
Travel Authorization Process
a. For the Associated Students (AS)……32
b. For Student Clubs/Organizations……32-33
Prohibitions and Special Requirements……33
Process for Students Wishing to Travel……33
Senate Considerations……33
Travel Reimbursement Maximums, Per Category……33-34
Transportation……34
Communication (long distance calls)……34
Gratuity Reimbursement Schedule……34
References……34

12. ***Request for Conference and Travel Funds*……35**

13. ***Campus Posting Rules and Regulations***
a. Posters and Flyers……36
b. For the General Public Use……36
c. For Campus Use Only……37

14. ***Banners***
a. For Authorized Campus Events and Activities Only……37
b. Free speech Banners……37-38
c. Areas Where Posting is not Authorized……39

San Diego Community College District

Policy
3925
March 9, 2004

POSTING AND DISTRIBUTION OF LITERATURE, POLITICAL AND VENDING ACTIVITIES, FOOD HANDLING AND FREE SPEECH ON CAMPUS

This policy is designed to monitor and provide guidelines for distribution and posting of printed materials; orderly conduct and presence of political activities and campaigning; providing for free speech and vending activities on campus.

- **Definitions**

    - Posting of information - Posting printed material of any size including, but not limited to, banners, posters, filers, business cards.

    - Vendors/Commercial enterprise – any and all individuals or groups not affiliated with the college conducting a "for profit" activity or enterprise.

    - Affiliated Groups – district recognized and approved clubs and organizations, and employee groups.

    - Vending – selling or solicitation on campus by internal and external groups.

    - Fund Raising – the sale of goods or services to raise funds for a district approved organization, or employee group.

    - Distribution of Literature – written documentation affording a vehicle of information and/or opinion which are disseminated indiscriminately to students and/or district employees. Indiscriminate distribution shall not include distribution to district recognized groups of students and/or employee or to distributions by the district or by employees of the district for district purposes.

    - Commercial literature – materials which direct attention to a business, commodity, service or entertainment.

- **Standards for Literature to be posted or distributed on campus.**

    - The literature does not advocate the commission of an unlawful act which is imminent or likely to occur at the time.

    - The literature or its distribution on campus in the form of bulletins, circulars, publications, or articles of any character does not impede the orderly conduct of college classes or programs conducted under district auspices.

- **Affiliated Groups - Activities in Other than Free Speech Areas**

    - The literature of Affiliated Groups may not endorse commercial products or services
    - The literature of Affiliated Groups shall meet the same standards as those found appropriate for other student publications & must not be sold

    - Literature posted in classrooms must be specifically related to classroom instruction or approved college event and approved by classroom instructor for posting.

    - Literature posted in offices and departments must meet the standards set forth above.

- **Commercial Literature Posting or Distribution**

    - Commercial literature must concern lawful activity and not be misleading.

    - Commercial literature is restricted to the designated public posting areas on campus.

    - In order to be able to identify persons who may be responsible for frauds for false advertising, all printed commercial literature posted or distributed on campus must have printed thereon the organization/institution/affiliation which is distributing the commercial literature with its address or telephone number clearly stated.

    - Posting or distribution of commercial literature of any kind is prohibited in classrooms.

    - The district does not endorse, sponsor, approve, authorize, or regulate any commercial business, commodity, service or entertainment permitted for posting or distribution on campus.

- **Vending on Campus –** Vending activities on campus by internal or external groups will be limited to college sponsored and approved special events related to the educational mission of the college.

    - All vending activities for special events must have prior approval from The Dean of Student Affairs.

    - Food vending, handling and distribution is prohibited except by licensed food catering which may be permitted during special events only.

    - Vending activities are subject to terms and conditions in Manual 3200

- **Fund Raising Activities by Affiliated Groups –** College Sponsored Club Activities/Food Vending must be preapproved by the dean responsible for Student Affairs,

    - Affiliated groups may conduct fund raising activities upon approval of the dean responsible for Student Affairs.

    - Fund raising activities shall be limited to designated areas on campus.

    - All fund raising activities by students clubs and organizations shall be in accordance to Manual 3200.
    - Raffle activities - shall be considered a fund raising activity for the purposes of this policy.

    - Fund raising not involving commercial vending will be permitted by district registered clubs and organizations and other college affiliated groups.

    - Fund raising activities involving food items will be limited prepackaged, unopened items that do not involve food handling.

- **Voter Registration**

    - Voter registration activities are limited to designated times and areas on campus.

- **Political Campaigning**

    - All political campaigning is limited to the free speech areas on campus. This provision shall not apply to district employees acting under Board Policy 0509.

    - Campaign activities for student elections must be in accordance with District Manual 3200, District Policy 1001 and college guidelines.

- **Free Speech Areas –** The colleges and centers are non-public forums, except for designated free speech areas, herein designated as limited public forums.

    - A free speech areas or areas shall be designated on each campus by the president to maximize the opportunity for free discussion and expression while minimizing the potential for disruption of classroom and college activities, and interference with the ability of students to obtain an education. Information concerning Free Speech areas is available in the office of Student Affairs office at the college or the site dean for CET Centers.

    - No restrictions shall be placed on subject matters, topics or viewpoints expressed in designated free speech areas.

    - Posting on designated kiosks or bulletin boards is allowed for a maximum of seven days.

    - Regulation of time, place and manner of free speech activities may be imposed for the purpose of preventing disruption of the orderly conduct of college classes, programs, or services conducted under district auspices. Such regulation must be reasonable and not discriminate on the basis of the content of the speech. All restrictions shall be applied consistently to all persons using the free speech areas. Time limits may be imposed to ensure all persons have equal access to use the free speech area.

    - Persons using designated free speech areas may distribute of petitions, circulars, leaflets, newspapers and other printed materials as follows:

        - Material shall be restricted to the geographic limits of the free speech area.

        - No person shall be coerced into taking any material.

        - All discarded material in and around free speech area must be retrieved by persons distributing the material prior to departure.

SAN DIEGO MESA COLLEGE
Student Affairs Office H-501
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR CLUB REGISTRATION

Requirements:

_____ Pickup a Club Packet from the Student Affairs Office H-500 or down load a copy from the Mesa Website. Packets in the Student Affairs office will be made available at least two (2) weeks prior to the beginning of semester

_____ Complete all forms in the packet and submit all required documentation, including Constitution

- Have at least 10 members
- Obtain Advisor's Signature
- Submit copy of organization's Constitution/by Laws. Revisions or changes must be italicized or underlined. Place the date when your constitution was written or revised in the bottom left hand corner of the document
- Update Student club membership list
- Submit current List of student club officers
- Sign ***Acknowledgement Form: Regulation for fundraising and expenditure of student club funds***
- Sign Acknowledgement Form for Manual 3200
- Officers and advisor sign signature card for withdrawal of funds

_____ Sign AS club funding policy agreement

_____ Attend club/advisor orientation

_____ Turn in club registration packet on or before Registration deadline. Registrations for club packet are Fall and Spring of each year.

San Diego Mesa College

CHECKLIST APPLICATION FOR RECOGNITION OF CLUB/ORGANIZATION

Name of Club _____Semester_____, 200_____

Date Packet turned in to the Student Affairs Office_____

New club ___Renewal___Club E-Mail Address_____Phone_____

_____ 1. Advisor's signature. Pursuant to Manual 3200 Section 1.0, all clubs/organizations must operate with an Advisor identified by the student group and approved by the College President.

_____ 2. A copy of the organizations Constitution. Revisions or changes must be italicized or underlined. Place the date when your constitution was written or revised in the bottom left hand corner.

_____ 3. Updated Student club membership list

_____ 4. Current List of student club officers

_____ 5. Acknowledgment Form: Regulation for fundraising and expenditure of student club funds

_____ 6. Acknowledgment Form: Manual 3200.

_____ 7. Signature card for withdrawal of funds

Yes___ No ___ 8. Plans to attend club orientation: scheduled

_____ 9. Club Funding Policy Agreement

Your club president and or your advisor will be notified of approval or denial of your application.

PLEASE TURN IN YOUR CLUB PACKET TO STUDENT AFFAIRS BY 12:30pm ON THE DEADLINE DATE. NO CLUB REGISTRATION PACKET WILL BE ACCEPTED AFTER THIS DATE AND TIME.

SAN DIEGO MESA COLLEGE
Student Affairs Office H-501
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR CLUB DISBURSEMENT/WITHDRAWAL OF FUNDS

Requirements

A club must be registered in order to be eligible to withdraw funds from a club account. Officers must have completed club orientation.

1. Pick-up Authorization for Expenditures of Funds from Student Affairs Office, H-500

2. Properly fill out Authorization for Expenditures of Funds form

   - Provide description/Details of purchase/service rendered or purpose for the request for funds
   - Indicate amount to be requested
   - Provide date and location of proposed activity
   - Attach **all original** receipts along with invoice

3. Obtain signatures from your club advisor and the treasurer of the Associated Students. If the treasurer is not available, obtain the signature of the President or Vice President of the Associated Students

4. Obtain the signature of Dean of Student Affairs

5. Retain a copy of **Authorization for Expenditures of Funds** form for your records

6. Allow 48 hours for processing

7. Pick-up funds from Accounting Office

SAN DIEGO MESA COLLEGE
Student Affairs Office H-501
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR CLUB MEETING ROOM RESERVATION

The Student Affairs is happy to assist clubs in reserving a room/space for club meetings and other events. Please complete steps below at least ten (10) working days prior to request.

Requirements

_____ Pick up Club Sponsored Activity Application from Student Affairs office, H-501

_____ Thoroughly fill out Club Sponsored Activity Application from Student Affairs office, H-501

_____ Please submit request for room/s at least ten (10) days before your first meeting or your event

_____ List all dates and times that you will need the room

_____ List alternate dates and rooms

_____ List if you will need audiovisual equipment

_____ Contact the Student Affairs Office to see if request was approved 3-4 business days after submission of request

SAN DIEGO MESA COLLEGE

Student Affairs Office H-501
7250 Mesa College Drive, San Diego ,CA 92111
(619) 388-2699/ Fax (619) 388-2971

CLUB SPONSORED ACTIVITY APPLICATION & PERMIT

NOTE: Ten (10) working days are required to process all applications. Please return completed application to the Student Affairs Office. **Monday through Thursday from 8:00 a.m. to 5:00 p.m. Approved Club permits will be placed in the appropriate club mail box in the Associated Students Office H-600.**

INSTRUCTIONS:

1. Signature indicate acknowledgement and approval of the activity/event and intent to observe **all** rules, regulations and codes written or posted pertaining to the activity/event.
2. All personnel attending the table **must remain behind the tables provided.**
3. A copy of this permit must be kept in the possession of the club or advisor attending the event. It must be furnished upon the request of college officials. Failure to produce the permit may result in the immediate cancellation of the activity/event.

Circle proposed activity: Club Event Other
Describe activity (include # of people involved, special factors, impact on college, etc.)

_____

For what purpose will fundraising revenues be used? (Please note that funds may only be used to support on-campus activities that support club mission)

_____

Club Name:_____ Advisors Name _____ Phone #_____
Contact Name:_____Signature_____ E-mail: _____Phone #_____

A.S. STAGE / QUAD/ SPECIAL ROOM RESERVATIONS

Title of Event:_____ Room(s) Requested_____
Time_____ Dates _____

Audio/ Visual equipment needed Y N what type? _____

SPECIAL ACTIVITY DATE/ TIME REQUESTED

DATES	TIME	# OF TABLES & CHAIRS

FOR OFFICE USE ONLY
(Special Activity Dates / Time Authorized)

DATES	TIME	DESIGNATED SPACE # or ROOM #

Received by:_____Date:_____ Approved: Yes / No Date:_____Denied: _____
Reason for Denial:_____

_____
APPROVED/DENIED

Dean of Student Affairs or Designee clm/2009

SAN DIEGO MESA COLLEGE
Student Affairs Office H-501
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR OBTAINING VENDING 5000

Requirements

To be eligible for Vending 5000, a club must meet the following criteria:

- A registered club with the Student Affairs Office
- Actively operating as a club, e.g. holding regular meetings
- Have a schedule of meetings dates, meeting agendas and meeting minutes. Submit agenda and minutes to The Student Affairs Office, H-500

Steps for obtaining Vending 5000

Vending 5000 maybe released to clubs upon submission of adequate proof of active status, e.g., list of meeting schedule, at least four (4) meeting agendas, and four (4) official meeting minutes.

_____ Submit club registration on time

_____ Attend club orientation

a. Schedule meetings for the semester
b. Hold meetings
c. Prepare meeting minutes

_____ Submit **a** through **c** to the Student Affairs Office, (attn: Carletta Middleton) as soon as available and no later than end of the semester. Carletta Middleton will recommend release of Vending 5000 to the Associated Students Treasurer. The Associated Student Treasurer will process requisition for release of funds. A pink copy of the Requisition of funds will be placed in the club mailbox to confirm transfer of vending 5000 funds to the club's account.

San Diego Community College District

Policy
3925
March 9, 2004

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        - Material shall be restricted to the geographic limits of the free speech area.

        - No person shall be coerced into taking any material.

        - All discarded material in and around free speech area must be retrieved by persons distributing the material prior to departure.

SUPERSEDES Policy C-3925, 1-22-70; Policy 3925, 10-28-98
OFFICE OF PRIMARY RESPONSIBILITY: Student Services

SAN DIEGO MESA COLLEGE
Student Affairs Office H-501
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR MAJOR EVENT

Requirements

_____ Major events must be planned ahead of time and forms prepared at least 3 months before the date of the event

_____ Pick up **Club Sponsored Activity Application** along with a **Major Event Form**

_____ Request a classroom or appropriate event venue through the Student Affairs Office

_____ Request the AS stage through the Student Affairs Office

_____ Request Audiovisual equipment in a timely manner (7 days before event) through the Student Affairs Office by completing the Audiovisual Department Request for Services form.

_____ Complete Major Event forms thoroughly and completely.

_____ Bring completed forms with the signature of the club Advisor to the Student Affairs Office.

_____ The club Advisor must oversee the event and be available for the duration of the Major event.

_____ Submit the Major event form to the Student Affairs Office for approval at the President's Cabinet

If Associated Students funding is needed for the major event, please refer to Club Funding procedures.

SAN DIEGO MESA COLLEGE

MAJOR EVENTS
APPROVAL PROCEDURE

Revised and Approved by the President's Cabinet 09/09/03

- A Major Event is defined as any event that involves more than 50 people, has a college-wide impact, and is generally open to the public.

- This event planning packet should be submitted at least 3 months prior to the proposed event. For large events, it is recommended that the plan be submitted to the Dean or Supervisor at least 6 months prior to the event.

- Initiator must complete this packet in order to request approval for the event.

- The event plan should be developed and discussed in consultation with initiator's supervisor. **No contracts, commitments, flyers, invitations, etc. should be sent until this event plan is approved by the President's Cabinet.**

PROCEDURES

1. The initiator submits final event plan to dean/supervisor.

2. Dean/supervisor submits event plan to VP for review and presentation to President's Cabinet.

3. VP places Major Event request on President's Cabinet agenda at least one week prior to presentation.

4. VP and Initiator present plan at the President's Cabinet. Copies of pages 4-7 and preliminary flyer, brochures, agendas, programs, contracts, invitations, etc. are provided to members of the President's Cabinet.

5. If the Major Event is approved, event is placed on Master Calendar by President's office and event plans can proceed.

6. Initiator will be responsible for implementation of event and will contact all pertinent personnel.

7. Appropriate administrator will monitor planning and implement and will be responsible for communication regarding event to the campus/community.

8. Initiator will present a follow-up report (including a review, evaluation & budget reconciliation for the event) to the President's Cabinet with in one month of the event's conclusion.

SAN DIEGO MESA COLLEGE - MAJOR EVENT PLANNING CHECKLIST

A. GENERAL LOGISTICS

- Function date, time (start/end), location
- Event title/theme/scope
- Speakers, entertainers, artists vendors
- VIP guests, procedures, amenities
- Room/area reservation
- Proposed budget, with preliminary budget approval
- Main contact person and phone number
- Attendance fees
- Permits

B. FACILITIES/EQUIPMENT

- "Mission Central" - location supervisor, decision center
- Security, Campus Police
- Emergency medical, health services
- Make special parking arrangements
  - Submit Parking Services Request
  - Consider traffic control on day/evening of event and VIP Parking (reserved signs)
- Delivery locations; unloading/loading assistance, equipment
- Direction signs created, posted, removed after event
- Plant facilities:
  - -diagram setup, foot traffic flow, etc.
  - -custodial help before, during and after
  - -electrical power and lighting services
  - -furniture, equipment needs defined, ordered; diagrams
  - -storage, if applicable
- Rental of special equipment: tents, umbrellas, platforms, table skirts, etc.
- Audiovisual arrangements
- Grounds keeping
- Food services
  - - Food sales
  - - Hospitality center
- Decorations, other amenities
- Ushers/docents/guides/information center staff
- Vendor coordination
- Cleanup plans

C. NEWS MEDIA, PRINTING, MARKETING

- Invitations
- Tickets
- programs
- Flyers, posters
- Addressing, mailing of invitations
- Ticket sales
- Merchandise sales
- News media coordination
  - -news release campaign and follow-up
  - -coverage arrangements
- Photography

D. BUDGET

Please see budget sheet

E. POST-EVENT REVIEW AND EVALUATION

- Evaluation of event to President's Cabinet
  - -summary
  - -budget reconciliation (listing of actual incomes & expenses)
  - -recommendations for next event

Helpful Contacts:

• Facilities Services	Supervisor, Kim Sturm	J-107	388-2814
• Communications	Officer, John Nunes	A-115	388-2759
• Audio Visual	Supervisor, Jill Baker	LRC	388-2690
• Campus Police	Lt. Jack Doherty	J-202	388-2749
• District Parking	Supervisor, Debra Picou	DSC	388-6416
• Grounds keeping		K-202	388-2610
• Room/Area Reservations	I-421,423,424/Barbara Plandor	I-430	388-2779
	A-102, A-104/Jane Ponce	A-104	388-2721
	LRC/Joyce Skaryak	LRC	388-2799
	All other rooms/Josolyn Hill	A-104	388-2755

SAN DIEGO MESA COLLEGE - MAJOR EVENT APPROVAL FORM

Deans/Administrators/Leads: Please forward the form electronically to the Vice President who has most direct purview over the event. Vice Presidents: Please review, ok, and forward the form electronically to the President's Executive Assistant who will send the form to the voting members of the Cabinet for review prior to the next President's Cabinet meeting. *See the end of the form for instructions. All forms must be typed.*

EVENT _____

DAY(s) and DATE(s) _____

LOCATION(s) _____

TIME(s) (Start/End) _____

AUDIENCE/PURPOSE _____

NUMBER OF EXPECTED ATTENDEES _____

ACTIVITIES _____

ADMINISTRATOR RESPONSIBLE _____

COMMITTEE CHAIR _____

COMMITTEE MEMBERS _____

_____

OUTREACH ACTIONS PLANNED _____

_____

PUBLICITY PLANNED _____

PRELIMINARY ESTIMATED BUDGET _____

DATE SUBMITTED TO DEAN/SUPERVISOR _____

SUPERVISOR/DEAN'S APPROVAL _____ _____
DATE

VICE PRESIDENT'S APPROVAL _____ _____
DATE

DATE SUBMITTED TO PRESIDENT'S CABINET / / _____

DATE OF PRESIDENT'S CABINET APPROVAL / / _____

DATE OF POST EVENT REVIEW, EVALUATION AND BUDGET RECONCILIATION

SUBMITTED TO PRESIDENT'S CABINET / / _____

SAN DIEGO MESA COLLEGE - MAJOR EVENT
TIMELINE OF PLANNING

EVENT _____

Activity	Responsibility	Due Date	Completed	Comment/Review

SAN DIEGO MESA COLLEGE - MAJOR EVENT
SUPERVISORY SCHEDULE

EVENT_____

Enter names and phone numbers of supervisors responsible during each hour of event.

Day/Time	Supervisor	Phone/Office

SAN DIEGO MESA COLLEGE - MAJOR EVENT

BUDGET

EVENT_____

REVENUE	ESTIMATED	*FINAL
Admission	$_____	$_____
Donations	$_____	$_____
Budget #_____		
Budget #_____		
Other	$_____	$_____
Total	**$_____**	**$_____**

EXPENSES		
Refreshments (See next page)	$_____	$_____
Supplies/Materials (see back)	$_____	$_____
Equipment		
Audio Visual	$_____	$_____
Other (give away items)	$_____	$_____
Personnel		
Speaker	$_____	$_____
Consultant	$_____	$_____
Entertainers	$_____	$_____
Security	$_____	$_____
Custodial	$_____	$_____
Clerical	$_____	$_____
Audio Visual Technician	$_____	$_____
Publicity	$_____	$_____
Travel	$_____	$_____
Transportation	$_____	$_____
Other	$_____	$_____
Total	**$_____**	**$_____**

*FINAL: Used to reconcile the event's income and expenditures, and to compare the estimated and actual budgets for the event's evaluation report.

Food/Food Vendor Description

If you propose to offer food at this event, please describe the types of food and whether attendees will be charged. If you intend to invite outside food vendors onto campus, please list their names below as well as the dates/times they'll be on campus. With approval, you must provide copies of the food handlers' license(s) and their proof of insurance to the Dean of Student Affairs **1 week** prior to the event.

This form must be approved by the President's Cabinet no later than three weeks prior to your event.

Name of Vendor	Description of Food	Date(s) Vendor will be on Campus	Times Vendor will be on Campus	Participants to be charged (Y/N)? If yes, provide details	Food Handler's License to be provided to Student Affairs by (date):

Major Event Form (http://www.sdmesa.edu) Faculty & Staff, forms)

The approval of vending activities and food handling on campus is subject to District Policy 3925 (http://hr/hr/POLICIES/3925.HTM).

SAN DIEGO MESA COLLEGE
Student Affairs Office H-501
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR CLUB SPONSORED ACTIVITY/TABLING

Requirements

1. Request a space at least seven (7 days) before the event

2. Pick up Club Sponsored Activity Application for in the Student Affairs office

3. Complete the form and accurately and carefully
   - Describe the event/activity
   - If the event/activity is a fundraiser, describe how the revenues will be used? (Funds may only be used to support on-campus activities that support club mission).
   - List dates and times of events
   - List number of table and chairs needed

4. If you need Audio-Visual support (e.g., microphone, camera) complete the Audiovisual Department Request for Services and submit with #3 above.

5. Check the status of your request 7 to 10 business days from date of submission

SAN DIEGO MESA COLLEGE

Student Affairs Office H-501
7250 Mesa College Drive, San Diego ,CA 92111
(619) 388-2699/ Fax (619) 388-2971

CLUB SPONSORED ACTIVITY APPLICATION & PERMIT

NOTE: Ten (10) working days are required to process all applications. Please return completed application to the Student Affairs Office. **Monday through Thursday from 8:00 a.m. to 5:00 p.m. Approved Club permits will be placed in the appropriate club mail box in the Associated Students Office H-600.**

INSTRUCTIONS:

4. Signature indicate acknowledgement and approval of the activity/event and intent to observe **all** rules, regulations and codes written or posted pertaining to the activity/event.
5. All personnel attending the table **must remain behind the tables provided.**
6. A copy of this permit must be kept in the possession of the club or advisor attending the event. It must be furnished upon the request of college officials. Failure to produce the permit may result in the immediate cancellation of the activity/event.

Circle proposed activity: Club Event Other
Describe activity (include # of people involved, special factors, impact on college, etc.)
_____

For what purpose will fundraising revenues be used? (Please note that funds may only be used to support on-campus activities that support club mission)
_____

Club Name:_____ Advisors Name _____ Phone #_____
Contact Name:_____Signature_____ E-mail: _____Phone #_____

A.S. STAGE / QUAD/ SPECIAL ROOM RESERVATIONS

Title of Event:_____ Room(s) Requested_____
Time_____ Dates _____
_____
Audio/ Visual equipment needed Y N what type? _____

SPECIAL ACTIVITY DATE/ TIME REQUESTED

DATES	TIME	# OF TABLES & CHAIRS

FOR OFFICE USE ONLY
(Special Activity Dates / Time Authorized)

DATES	TIME	DESIGNATED SPACE # or ROOM #

Received by:_____Date:_____Approved: Yes / No Date:_____Denied: _____
Reason for Denial:_____

_____
APPROVED/DENIED

Dean of Student Affairs or Designee clm/2009

SAN DIEGO MESA COLLEGE
Student Affairs Office H-501
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR A.S. CLUB MATCHING FUNDING

Requirements:

_____ Complete a Club Packet

_____ Submit complete Club Packet on time

_____ Verify registration status

_____ Attend Club Officer/Advisor Orientation

_____ Obtain Official recognition by the Associated Students (Please refer to the Associated Students Government Constitution, By-Laws, and "Campus Rules and Policies Affecting Student Organizations). (Please see attached club Funding Policy)

_____ Appoint a club representative to attend the Associated Students Monday Discussion Meetings

_____ Attend Associated Students club meetings on a regular basis

_____ Prepare a request for funding proposal at least three (3) weeks before funds need to be allocated.
(Note that club advisor/s) must be in attendance at official club events. (Manual 3200)

_____ Submit proposal to an Associated Student Senator who, in turn, will sponsor and prepare a bill

_____ Attend Associated Students meeting when bill is presented

_____ Once a bill is officially approved, prepare a Requisition (Authorization for Expenditure of Funds) and submit to the Associates Students Treasurer for signatures and processing.

_____ After 2 – 3 days, confirm with Associates Students Treasurer and/or Accounting Office that funds have been deposited in your club account

For any questions, please contact the Student Affairs, at H-501 (619) 388-2699 and the Associated Students

San Diego Mesa College Associated Students

Club Funding Policy

Section I. General Terms

1. All funding will be in accordance with Article XIV, Section 4, of the Associated Student Government By-Laws.
2. All organizations seeking funding from the Associated Student Government must be charted in accordance with the Associated Student Government Constitution, By-Laws, and "Campus Rules and Policies Affecting Student Organizations."
3. In order to be eligible for any funding from the Associated Student Government, the club must be an active member of ICC, with at least one (1) representative from the clubs attending all Inter Club Council meetings. An active member is defined by ICC constitution and By-Laws.
4. In order to be eligible for funding, every officer, as well as one hundred percent (100%) of the general membership (at least 10 members' total or up to 50 members) must posses a current Associated Student membership in the semester that funds are requested.
5. The club must help in raising the "general" student body's school spirit in some way. (For example: Festival of Colors, Cinco de Mayo, Asian Pacific Heritage Celebration, Black History Month, Health Services Fair, and Associated Student activities, etc.)
6. The Club must make some sincere effort to raise their own funds and attain financial responsibility, and must be able to provide proof and/or adequate records of their efforts.
7. Clubs are required to meet with an Associated Student Senator that will request funding approximately three (3) weeks before the funds need to be allocated. The **Senator and the club** will be accountable for providing necessary documents and presenting it at the scheduled Associated Student meeting.
8. The Associated Student Government must be recognized in all publicity dealings with any function where the Associated Students funds are used, unless otherwise deemed by the Associated Student Government. (E.G. Logo)
9. A copy of this policy is to be signed by the President, Treasurer, and Advisor in agreement to its terms. And turned in with the Club Packet. The signed original will remain on file in the Student Affairs office on a semester-to-semester basis.
10. The Club shall receive no more than section, II, III and IV.
11. Exceptions to this policy shall be made under extenuating circumstances as defined by a two-thirds (2/3) majority vote of the Associated Student Executive Council and the Senate.
12. Amendments to this policy must be approved by a two-thirds (2/3) majority vote of both the Associated Student Government Executive Council and Senate, and shall take effect the following semester.

Section II. Funding for Campus Activities

1. The Associated Student Government may provide funds up to fifty percent (50%) of the total cost needed to support club involvement with campus activities, not to exceed five hundred dollars ($500.00) per club per semester.
2. Funds shall be determined with consideration of the following:
    a. The value of the specific event to the "general" study body.
    b. The total amount of funds needed to hold the specific event.
    c. The present balance in the club's treasury, and therefore what amount they are able to expend for the event.
    d. The club has utilized club matching funds at least partially for that semester.
3. All funds will be dispersed on a first come first serve basis..

Section III. Funding for Conferences

1. The Associated Student Government may provide funds up to fifty percent (50%) of the total cost needed for transportation, registration, and lodging for no more than five (5) members with current Associated Student membership and one (1) faculty advisor from the club, not to exceed one thousand dollars ($1000.00) per club per semester.
2. Requests for funding can be made as often as necessary throughout the semester or until the limit of $1000.00 has been met.
3. The Associated Student Government requires a written conference report from each person attending the conference. Due date for the reports will be ten (10) days from the date of return. <u>Failure to comply will result in suspension of Associated Student funding for the semester and the clubs will be required to pay back 50% of what the Associated Student funding had given.</u>
4. <u>The Associated Student Government reserves the right to request a workshop pr presentation to be given to the Senate Board within 15 days of the returning date.</u>
5. All funds will be dispersed through the Club Conferences account until funds are exhausted. At the time, no further requests for funding will be accepted.
6. <u>All funds will be dispersed on a first come first serve basis</u>.

Section IV. Matching Funds

1. The Associated Student Government may match up to <u>five hundred dollars ($500.00)</u> based on money earned through a club's legitimate fundraising efforts.
2. Money accumulated through member dues, vendor fees and other various donations shall not qualify as legitimate fundraising efforts, and will not be considered for matching funds. (Note: See General, Term, and Item 6).
3. All monies being used to request matching funds must have been raised in the same semester that matching funds are being sought.
4. Requests for funding can be made as often as necessary throughout the semester until the limit of $500.00 has been met.

5. All funds will be dispersed through the Club Matching Funds/Conferences account until funds are exhausted. At that time, no further requests for funding will be accepted.
6. All funds will be dispersed on the first come first serve basis.

CLUB FUNDING POLICY AGREEMENT

I, _____, President of _____
Print Name of President Print Name of Club

Have read the Associated Student Club Funding Policy and accepts the terms and conditions of the policy set forth above.

_____ _____
Signature Date

I, _____, Treasurer of _____
Print Name of President Print Name of Club

Have read the Associated Student Club Funding Policy and accepts the terms and conditions of the policy set forth above.

_____ _____
Signature Date

I, _____, Advisor of _____
Print Name of President Print Name of Club

Have read the Associated Student Club Funding Policy and accepts the terms and conditions of the policy set forth above.

_____ _____
Signature Date

SAN DIEGO MESA COLLEGE
Student Affairs Office H-501
(619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR CLUB TRAVEL

Required Steps:

_____ Club/Organization must authorize officially endorse participation at the said conference (e.g., official motion, official minutes, etc.)

_____ Club Advisor must authorize the travel and be available to travel with the students.

_____ Request **Conference and Travel Form** from the Student Affairs Office

_____ All students must **Complete Student Release Waiver Form** (Minor students uses SDCCD Form 3125.2

_____ Completed District **Conference Travel Forms** include Conference flyer/program or relevant conference information attached to paper work

_____ **Board of Trustees Docket is no longer needed when traveling within the United States.**

_____ Complete request forms for withdrawal of funds

San Diego Mesa College

Student Affairs Office

Guidelines for Authorization of Associated Students or Student Club / Organization Funded Travel

The Associated Student Senate and the Dean of Student Affairs have the authority to approve student travel using A.S. funds or student club / organization funds when the proposed travel meets the following criteria:

- The activity must have a direct relationship to student government, leadership and student development, or the mission and goals of the student organization.
- The activity must demonstrate a benefit or potential benefit for student government, or the student club / organization and their constituencies.
- The activity is expected to further the goals of student government or the student club / organization.
- Proposal for the activity is submitted in a timely manner and is authorized in accordance with local campus governance process (Procedures 3120.2, Section 2.2).

Procedure

I. Qualifications: Travel funding authorization may be given to qualified persons in the priorities stated:

A. Associated Students

1. Executive Council members whose official responsibilities require attendance at conferences.
2. Other interested regular Senate members and Executive Council members.
3. Other interested A.S. Officers, e.g. Executive Cabinet.
4. Other interested Senate committee members.
5. Non-Senate members who are active members of a recognized student organization whose names appear on the current membership list.

B. Student Clubs / Organizations

1. Executive Officers
2. Active Members

II. Requirements: Individuals requesting travel funding authorization shall:

A. Have been in regular attendance at required meetings.
B. Have met or is expected to meet stated job responsibilities.
C. Have knowledge of issues for which travel is requested.
D. Have been selected to participate / travel by the A. S. President or club membership.

III. General Information: Arrangements for A. S. travel may be handled by the Student Affairs account clerk. Funding may be granted in the following categories:

A. Conference registration
B. Public transportation
C. Lodging
D. Parking
E. Meals
F. Mileage
G. Authorized gratuities

A college check may be mailed directly to vendors for registration, lodging, and public transportation. Receipts must be presented to the Dean of Student Affairs, for all expenses, immediately following student travel.

IV. Travel Authorization Process:

A. **For the Associated Students (A.S.):**

1. Submit travel proposal to the A.S. President, Dean of Student Affairs, and the A.S. Senate for review and consideration.
    a. Senate will review the proposal
    b. A Senator will present an official motion to consider the request at the next business meeting
2. If the travel proposal is approved, the A.S. President will make the final selection of participants.
    a. A committee comprised of members of the Executive Council and the Senate will make recommendations to the President
    b. The Dean of Student Affairs will participate in (a) above as an Ex-Officio member
3. Submit appropriate travel request documentation to the Dean of Student Affairs. Complete documentation should include:
    a. Travel Request Authorization Form
    b. List of Students Traveling
    c. SDCCD 3120.2
    d. Conference Flyers
    e. Conference Registration Forms
    f. Liability Waiver Forms
    g. Medical Forms
    h. Other forms required by sponsoring organization.
    i. The A.S. Treasurer is requested to work directly with the Account Clerk for processing requisition of funds.
4. If out-of-state travel is involved, the club Advisor should prepare a Board Docket, in cooperation with the Dean of Student Affairs, for the consideration of the President and the Board of Trustees.

B. **For Student Clubs / Organizations:**

1. Submit travel proposal to the club / organization to which you belong for review and consideration.
2. If A.S. funding is requested, submit proposal to the A.S.

3. Once funding is resolved and the official club authorization is obtained, including Advisor's authorization, submit appropriate documentation to the Dean of Student Affairs:
    a. Travel Request Authorization Form
        i. Official Motion Passed; or
        ii. Official Minutes
        iii. Advisor's authorization
    b. Conference travel flyer or other relevant conference information
    c. Properly completed Request for Withdrawal of Funds
    d. Signed and completed Liability Waiver forms
4. If out-of-state travel is involved, the club Advisor should prepare a Board Docket, in cooperation with the Dean of Student Affairs, for the consideration of the President and the Board of Trustees.

V. <u>Prohibitions and Special Requirements</u>:

A. Students **may not** participate in overnight or long-distance travel without a faculty or staff advisor.
B. Students and the advisor may not possess or consume alcohol or any unauthorized controlled substance.
C. Students are expected to adhere to fully to the college's Student Code of Conduct (Policy 3100, Section 3.0).
D. Students and the advisor shall not be reimbursed for any auxiliary hotel or conference services (exception: pre-authorized group activities).
E. Students and the advisor must stay in the same hotel, preferably the official conference site.
F. Students are expected to inform the advisor of their whereabouts outside of the conference site premises.

VI. <u>Process for Students Wishing to Travel</u>:

A. Obtain Travel Policies and Procedures from the Student Affairs office.
B. Follow the authorization process outlined in Section IV.
C. Submit all completed documentation to the Dean of Student Affairs.
D. Contact the instructor of each of your classes to make arrangements regarding absence from class.

VII. <u>Senate Considerations</u>: When considering travel requests, the Senate should:

A. Know the total travel budgets of the Senate and student organizations.
B. Know the total requests for travel.
C. Determine the appropriateness and relevance of the request.

VIII. <u>Travel Reimbursement Maximums, Per Category</u>:

A. Conference: the full registration fee may be paid.
B. Meals: $30 maximum per day.* The Senate shall pay for any meals not included in a conference packet (i.e., if the conference pays for breakfast and lunch, the Senate will reimburse for dinner).
C. Lodging: Daily reimbursement shall not exceed $85, except in areas designated as exempt by the college district.*

D. Transportation: The Senate shall review the most cost efficient mode of transportation. The following are guidelines that the Senate shall follow:
    1. Car: When it has been determined that a car is the most appropriate means of transportation, the following shall apply:
        a. A rental car or van.
        b. A personal car may be authorized by the college. Reimbursement **shall not** be made for any unauthorized travel.
        c. Auto storage shall be reimbursed at a maximum rate of $10 per day. *
        d. Meeting place and hotel parking fees shall be paid by the Senate.*
    2. Plane, Bus, Train: When it has been determined that transportation via plane, bus, or train is the most cost and time efficient, it shall be reimbursed in full.
        a. Transportation between the airport, train station or bus station and hotel and between the hotel and conference location shall be reimbursed in full, if using the most cost and time efficient means of transportation.*

E. Communication: Long-distance business calls made back to the college shall be reimbursed in full. Two calls to the traveling student's home may be reimbursed in full for up to three minutes each.

*Gratuity Reimbursement Schedule:

Meals:	Up to 20% of the bill (basic bills and gratuities may not exceed $30 per day)
Lodging:	a. Bell hop: $1 per large bag b. Hotel required valet parking: $1 per exit c. Maids: $5 per room, per day
Transportation:	a. Airport shuttle: $1 per trip, per person b. Taxi: 20% of the tab

References:

Policy 3100, Student Code of Conduct
Policy 3120, Off-Campus Student Activities
Procedures 3120.2
Mira Costa College – Policies and Procedures for Student Senate Funded Travel

CSL
5/28/09

SAN DIEGO MESA COLLEGE
STUDENT AFFAIRS OFFICE

REQUEST FOR CONFERENCE AND TRAVEL FUNDS

Name(s) of Applicant(s):_____

Student Organization: _____

Date Submitted: _____Conference Dates:_____

Conference Title: _____

Conference Location:_____

Total Funds Requested: _____

Summarize concisely the issues/topics to be addressed at the conference. Describe how your organization and the College's student activities/leadership program will benefit as a result of your participation at the conference.

This form must be completed in addition to regular Conference and Travel forms when requesting clubs/student organization funds and/or Associated Student funds. Please attach two copies of conference filer.

Signatures:

Applicant: _____ President: _____

Applicant: _____ Vice Pres: _____

Applicant: _____ Advisor: _____

SAN DIEGO MESA COLLEGE

CAMPUS POSTING RULES AND REGULATONS
Approved by President's cabinet, 4/18/06
Approved by Associated Students,

I. POSTERS AND FLYERS:

1. Posters and flyers may be posted for a maximum term of five days. All items will be removed on Saturday or when it becomes an eyesore)e.g., faded, torn, etc.).

2. There shall be no posting over other materials.

3. A maximum of sic (6) posters and flyers per single event/subject matter will be allowed for posting**. Exemptions to this rule will be authorized only by the Office of Student Affairs.**

4. Posters and flyers shall be secured by thumbtacks or staples. Industrial size staples, nails, tape, glue or other adhesive materials are not allowed.

5. Do not post on frames or borders of bulletin boards or kiosks.

6. The following campus locations have been designated for posting:

A. For the General Public Use

All designated kiosks, located in the following areas may be used by the general public:

- In front of cafeteria/Bookstore breezeway
- Between LRC and F-100
- Between F-100 and I-100
- In front of the I-200 and H-300 building
- Between I-300 and I-400 on 1st floor
- In front of H-311

B. For Campus Use Only

These areas are designated for the use of specific groups on campus only and may not be used by the general public.

- For DSPS use only, two (2) bulletin boards in front of H-201 building
- For P.E. announcements only, one (1) bulletin board n the L-200 building's hallway (by Racquetball Courts).

- For Career Center job postings and announcements only, four (4) glass bulletin boards: 1) on the wall outside the Bookstore in the Café Breezeway, 2) on the East end of the F-200 building, 3) on the West end of the F-200 building, and 4) on the wall outside of I3-202 – the Career Center
- For Art Department use only, two (2) bulletin boards outside D-103 and D-105 (for the use of art students only).
- For Administration posting of Faculty/Staff announcements only, two (2) bulletin boards across from A-104 building.
- For Academic Senate Instructional – related announcements only, two (2) bulletin boards across from A-116/117.
- For the Associated Students use only, four (4) glass bulletin boards in the Cafeteria/Bookstore breezeway.
- For Speech Department use only, two (2) glass bulletin boards outside MA-101 and MA-102.
- For Fashion Department announcements only, one (1) bulletin board outside B-104.
- For Staff announcements only, one (1) bulletin board inside the Staff Lounge.
- For Tutoring Appointment Center use only, two (2) glass bulletin boards outside H-400.
- For Health Services announcements only, two (2) glass bulletin board outside of L-504.
- For Student Affairs announcements only, three (3) glass bulletin board outside H-500.
- For Humanities, Languages & Multicultural Studies use only, various display cases location throughout the "G" building.
- For Physical Sciences Departmental announcements only, two (2) glass bulletin board outside of K-101 and two (2) glass bulletin board outside of K-103.
- For Chemistry announcements only, six (6) glass bulletin boards between I-113 and I-114.
- For Physical Science department announcements only, two (2) glass bulletin boards outside of I-116.
- For Administrative and Instructional Use only, all posting boards located inside the classrooms.

II. <u>BANNERS</u>

1. For Authorized Campus Events and Activities Only

A. The posting of banners in the locations listed below is limited to the publicity or advertisement of authorized college event and activities only.

- F-200 Balcony
  Banners may be installed during non-peak hours only

- I-300 Building Second floor, North/West balcony walls

- In front of Cafeteria, facing the Quad Area and West end, by H-122

The activities being publicized must be directly related to activities, which are sponsored, by student clubs/organizations, instructional/student service departments, Classified Senate, Academic Senate, and college administration.

B. Banner size may not exceed 84 inches in length and 36 inches in width.
C. Banners may be posted for a maximum office (5) days only. All banners will be removed on Saturdays.
D. Each constituency or sponsoring organization may be allowed to put only one banner at a time in each location.

2. Free Speech Banners

Pursuant to Policy 3100, Section 1.2 (Student Rights):

"Students shall have the right to exercise free expression…so long as the expression is not obscene, libelous, or slanderous according to current legal standards, and so long as the expression does not incite students so as to create a clear and present danger of (2) the commission of unlawful acts on community college premises, (b) violation of lawful community college regulations, (c) the substantial disruption of the orderly operation of the community college. The District reserves the right to regulate time, place and manner of all student activities." (Education Code Section 76120)

A. Banners involving expression of free speech may be posted in the designated free speech area around the A.S. Stage, located in the A.S. Quad (between the Student Affairs Office (H-500) and the Associated Students Office (H-600)

B. Banner size may not exceed 84 inches in length and 36 inches in width.

C. Sponsoring campus organizations or constituencies may be allowed to post only one banner at a time in the free speech banner area.

D. Banners may be posted for a maximum of five days only. *All banners will be removed on Saturdays.*

E. In case an activity or event is scheduled utilizing the A.S. Stage, all banners must be removed by the sponsoring organization temporarily. The banners may be posted again at the conclusion of the scheduled event.

F. Sponsoring organizations are responsible for timely removal of banners and for removal of adhesive materials used in posting the banner.

IMPORTANT NOTE: In both cases A and B above, approval by the Student Affairs Office will require the prior approval of the student club/organization Advisor (for club sponsored activities), Academic Senate President (for Academic Senate sponsored events), Classified Senate President (for Classifies Senate sponsored activities), or Instructional/Student Service Manager (for instructional or student service department sponsored activities).

Authorization by the appropriate advisor, faculty, and/or manager may be obtained using a *Banner Authorization Request Form* which is available in the Student Affairs Office. Individual students who wish to put up a banner may seek approval from the Dean of Student Affairs or the Vice-President of Student Services.

III. AREAS WHERE POSTING IS NOT AUTHORIZED:

Any glass area
Painted surfaces
Building pillars
Walls of campus buildings
Classrooms
Fences
Light poles
Vending machines
Telephone booths
Elevators
Restrooms
Trees

NOTE: *Glass area posting by College personnel is permitted on interior glass areas only (e.g., Academic Senate, etc.)*

Students have the right to exercise free expression on campus; however, Mesa College and the San Diego Community College District reserve the right to regulate time, place and manner (Ed. Code Section 76120).

Any violation of posting policies will result in the immediate removal of items—these items shall be removed without notice. Faculty and stall members are encouraged to enforce this provision.

Club/student organizations, departments, and individuals who are repeatedly found to be in violation of campus posting policies and procedures will be sanctioned by the Student Affairs Office. Sanction may include removal of posting privileges.

The Student Affairs Office will be assisted by the College Police staff, Instructional faculty, and the Facilities staff in monitoring compliance with the college posting policies and procedures.