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What is a Club?

A club is a group or organization open to any and all currently enrolled Bates students who share similar interests or purposes. These interests may include culture, hobbies, sports, leisure activities or even activities related to current or future professional goals.

Purpose & Benefits of Student Clubs

Clubs are coordinated through the Campus Life and Activity Center, and provide the students with the opportunity to learn leadership skills, work in diverse groups, and form communities around similar interests or goals. Clubs assist in enhancing social and professional skills by encouraging students to:

- Develop leadership qualities and skills
- Network at a college and community level
- Feel connected to the campus community
- Work in diverse groups
- Establish and refine teamwork related skills
- Form lasting relationships

Non- Discrimination Statement

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, sex, sexual orientation, age, marital status, gender identity, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy and applicable federal and state statutes and regulations. If you need assistance due to sensory impairment or disability, contact the Disability Support Services Coordinator at 253.680.7010. All Bates Technical College students are encouraged to join any club of their choosing. Clubs cannot exclude any Bates Technical College student from membership.

Bates Technical College Disclaimer

By approving a club, Bates Technical College does not take responsibility for the clubs actions or activities. The approval of a club does not mean that Bates endorses the clubs mission or
vision. Campus Life and Activities reserves the right to change any procedures that appear in the club handbook, without notice.

Club Guidelines

To be recognized as an official club and to receive funding from Services and Activity (S&A) Fees, every club must follow the following guidelines.

- Maintain 6 currently enrolled student members, including club officers.
- Submit the completed Club Application to the Campus Life and Activity (CLA) Center.
- Must undergo the approval process to become recognized as a club.
- Club officers and club advisor must attend a new club orientation prior to receiving funding.
- Hold regular club meetings on campus, and keep regular minutes.
- Report on club activities once a quarter at General Assembly.
- Follow all college policies, procedures and laws of Washington.
- Consider how students and staff will perceive your clubs actions, activities, events and decisions.
- Never take action based on the intent or motivation to bring harm or have willful disregard to the rights and safety of all whom are part of the Bates community.

Rights of Approved Clubs

All approved clubs have the right to:

- Use the name Bates Technical College in connection with their own, as long as it complies with college policies, procedure, state law, and has been approved by the assistant director of student activities.
- Apply for and use funds as outlined in the Financial Code and Killian Guidelines.
- Reserve college facilities though their advisor.
- Post information about their club and events in accordance with CLA and college wide posting procedures (page 16).
Club Approval Process

The approval process occurs monthly, during the ASG General Assembly meetings. Times and Locations can be found at [www.batestech.edu/asg](http://www.batestech.edu/asg).

To be eligible for club chartering you must adhere to the following steps:

**Step 1:** Establish a faculty or staff member to serve as your advisor for the complete academic year and have them complete the advisor form.

**Step 2:** Gather and maintain at least six currently enrolled students who are interested and have them sign in the designated area of the club application.

**Step 3:** Meet with the members and advisor to develop the club’s name, purpose, bylaws and to elect officers.

**Step 4:** Return the forms to the Campus Life and Activity (CLA) Center.

**Step 5:** Your application packet will be reviewed during the next ASG General Assembly meeting and the status of your club will be decided. A representative of your club needs to be present to share your club’s mission and answer any questions.

**Step 6:** Schedule a club orientation with the club officers, club advisor and CLA staff. This is required prior to release of funds.

**Step 7:** Congratulations! You are now a club.

**Clubs must be reapply annually**

If a club wishes to continue for the next academic year, they must re-apply. Clubs are encouraged to reapply in early July for the next academic year.

**Expectations of Club Officers**

- Maintain open membership to all students of Bates Technical College. Membership must be open to all students, without discrimination. (Exceptions to this are chapters of national associations whose bylaws require limitations on membership. These limits can only be made based on class standing, academic standing, and/or academic Major.)
o Notify club advisor and CLA staff of any changes in club name, meeting times, locations, club leaders and club mission.
o Attend all club meetings, activities and events.
o Develop and submit a prospective budget.
o Keep records of meetings, minutes, travel and expenditures.
o Ensure club compliance with all applicable rules and regulations.
o Recruit new club members/maintain a minimum of 6 members.
o Organize or oversee publicity for club activities.

Expectations of Faculty & Staff Advisors

Advisors play a vital role in ensuring that student involvement within the student club is meaningful and productive. The most successful student clubs are those with advisors who take interest in the group. The role of the advisor is intended to support and help guide the student club, not make decisions for the club. The advisor has a dual role in serving the interests of both the club and college. It is essential for the advisor to be fully aware of their responsibilities.

o Understand the procedures outlined within this handbook.
o Serve as a resource and guide for the club, helping students find needed resources on campus and make contacts on and off-campus.
o Be aware of the purpose and objectives of the club and attend meetings and events.
o Assist club officers and members in planning activities, programs and budgets.
o Reserve college facilities and assist with completion of all necessary paperwork.
o Approve all activities and expenditures made by the club.
o Ensure club compliance with all applicable rules and regulations.
o Attend and supervise all activities the club organizes or sponsors, including conferences, field-trips, on-campus events, or make arrangements for a staff member to attend in your place.
o Ensure students complete Travel Acknowledgment Forms before off-campus trips.
o Be responsible to ensure students are aware of the potential consequences should they violate the Student Code of Rights and Responsibilities.
o Monitor sound financial record keeping and business practices.
o Ensure all purchases are preapproved through CLA staff.
Expectations of ASG Executives

- Act as a liaison between clubs and ASG.
- Promote student clubs, club membership, and club events.
- Assist clubs in the learning the procedures outlined in the club handbook.
- Advise club members on marketing resources, program planning and recruitment strategies.
- Student leaders may not sign as the initial six members on club registration forms, or hold officer positions in clubs.

Services & Resources for Clubs

Campus Life and Activities provide the following services and resources to assist club leaders:

Mail
Each club can pick up mail from the Campus Life and Activity Center. Email rreed@batestech.edu to let purchasing know you are expecting something. Please use the following address to receive mail:

Club Name
Bates Technical College
CLA Center, C301
1101 S. Yakima Ave.
Tacoma, WA 98405

Basic Office Supplies
Basic supplies are available to clubs, and can be accessed in the CLA Center.

Copying and Printing
Printing for standard sized club materials is available in the CLA Center.

Copies
Each club may get 20 free pages of copying or printing, and 20 additional per event. Additional pages available on a case-by-case basis.

Submit the following:
- Activities and Action form
- Attach a copy of your document and indicate total # of copies requested
- Once approved, make your copies in the CLA Center
Posters
Each club may get 2 free club posters, and 2 additional per event. Additional posters can be purchased at $8.00 each.

- Activities and Action form
- Email an electronic version of your document and indicate total # of posters requested
- CLA Center staff will call you when your posters are printed

Sandwich Boards
Sandwich boards are available to check out for your meetings and events from the CLA Center.

Room Reservations
There is no charge to student clubs for use of Bates Technical College conference rooms and auditorium for meetings and events. Club advisors can reserve rooms by scheduling a meeting request though Outlook. Please advise CLA staff of room reservations and room changes.

Budget Management
All club funds are administered though CLA. All spending must be pre-approved by the assistant director of student activities. Please see Spending Club Money (page 10).

Club Support
CLA staff is available to provide club leaders with support in event planning, marketing, club promotion, recruitment and development strategies.

Graphic Design
Graphic design services are available through the ASG PR officer on a limited basis. Please inquire with CLA staff for availability.

Campus TVs
Clubs are encouraged to post their events, meeting times, and details on the campus TVs’ rotating digital signage. Please provide content to the CLA center staff.

Bulletin Boards
Clubs are encouraged to post their events, meeting times and details on the campus life bulletin boards. Items must be stamped by the CLA Center staff prior to being hung. Adhesive tape is not to be used.

Social Media Accounts
Clubs may create Facebook groups and pages. Clubs may also work with CLA staff to promote their events on the college Facebook page.
Club Facebook pages must follow the following guidelines:

- Must be set up as a Page, not a profile
- Name must reflect that it’s a Bates Technical College club
- Must add ikern@bates.ctc.edu as admin to the page
- Any page that is not been posted on for 6 months will be taken down by CLA staff

Canvas Accounts

Clubs may create Canvas courses as a way to communicate information to their club. Contact the Online Learning Center at olc@batestechn.edu for assistance. Please let them know you are an approved club.

Prohibited Club Actions

- Personally profiting from a club or soliciting from club membership is prohibited.
- Alcoholic beverages at any club sponsored function, including meetings, conferences and events is prohibited.
- No clubs for contact sports will be sanctioned.
- Only currently employed professionals at Bates Technical College can be club advisors.
- Clubs may not discriminate on the basis of gender identity, sexual orientation, race, ethnicity, abilities, age religion, marital status, or veteran status.
- Clubs may not use S&A funds to support fundraising activities for outside organizations.
- Religiously affiliated clubs may not use S&A funds for worship.
- Clubs may not use S&A funds to purchase gifts.
- Holding club meetings during advisor class time is not allowed. Ex: Yoga Club cannot meet during Bates yoga class.

Revoking/Suspending Club Status

Campus Life and Activities may revoke, suspend, or deny club recognition status if the club:

1. Does not abide by the Bates student code of conduct, ASG bylaws, or procedures set forth in this handbook.
2. Commits act(s) of violence.
3. Violates State or Federal law.
4. Does not maintain club stats, as outlined in this handbook.
5. Remains inactive for 2 quarters.
Policy/Rule Breaking

1. ASG will notify the club president and advisor when there is a violation, and the club will be given 30 days to resolve the problem.
2. If the problem is not resolved within 30 days, the ASG executive council will be advised of the problem. Club officers will have the opportunity to attend ASG executive meeting to respond.
3. If the problem has not been resolved, then a simple majority vote could result in revoking club status. The club will be notified within 5 business days. At this time, S&A funds will no longer be available.
4. Any club deemed inactive will remain so for the quarter and until all rules for an active club have been re-established.
5. Once a club meets the requirements, they must re-apply.

Club Funding Process

Once a club has been approved at ASG general assembly, and completed their club orientation with, they may request funding as outlined in the club guidelines. These funds are available to support the club activities and events.

- Clubs approved on or prior to January 15th will receive access to $300 for the year for club related activities.
- Clubs approved on or after January 16th will receive access to $150 for the year for club related activities.
- At the end of each fiscal year (June 30th) the unused balance will revert back into the S&A fund balance. There are no rollover funds for clubs.
- If clubs need additional funding during the year, they must submit a written proposal. This will be voted on by the S&A Fee committee. Please contact CLA staff to go over all paperwork and be added to the agenda. In the absence of an active S&A fee committee, contingency requests will be heard by the ASG executive team.

All club budgets are state funds and subject to college and state polices. Campus Life and Activities has authority over all student funding, financial transactions and accounts. To expedite the use of, and to ensures procedures are adhered to, the assistant director of student activities has final approval for use of funds and oversees the request process.
Spending Club Money

To request funds, clubs must fill out an Activity Action form. Forms require exact expenditure amounts and the signature of the club advisor and student representative.

- All expenditures must have the approval of the assistant director of student activities before the money is committed and spent.
- All forms must be signed by the club advisor.
- Items purchased with S&A fees are property of Bates CLA. If a club’s status is revoked or the club does not reapply, supplies and equipment must be returned to the CLA Center.
- At the end of the academic year, all supplies must be returned to the CLA Center.

Purchasing

Bates Technical College uses the following processes for purchasing:

**Purchasing Card**

Small items can be purchased with the college purchasing card. Only a professional staff member can use the college purchasing card (staff must first take a purchasing course from WA State, through the finance department. If advisor has not completed this training, CLA staff can purchase for you.) Please have your advisor complete and submit the following forms to CLA staff 3 weeks prior to your event or activity:

- Club Activities and Action Form
- Copy of club minutes indicating approval of purchase
- Purchasing Card Authorization
- Itemized list from vendor listing exact cost (including tax and shipping)
- After purchase the receipt and credit card must be returned to Finance Office

**Staples Advantage**

CLA staff can purchase office supplies for your club through the college’s Staples Advantage account. There is a $50 minimum amount to use this service. Please complete and submit the following forms to the CLA staff 3 weeks prior to your event or activity:

- Club Activities and Action Form
- Copy of club minutes indicating approval of purchase
- List of items required
**Invoice-Payment Voucher (IPV)**

IPV’s can be used in advance to pay for conference registration, speakers, performers, or afterwards to pay for speakers on campus, to get reimbursed for purchases you have made and many other things.

1. **Payments for Service (Speakers, Performers)**
   Submit the following 4 weeks prior to event:
   - □ Club Activities and Action form
   - □ Copy of club minutes indicating approval of purchase
   - □ Completed IPV form indicating Hold Check for Pickup by club advisor
   - □ Completed Vendor Letter
   - □ Completed W-9 form (with original signatures)
   - □ Completed Consultant Agreement
   - □ Invoice from the performer

2. **For Payments for Local Conference Registration**
   Submit the following 3 weeks prior to event:
   - □ Club Activities and Action form
   - □ Copy of club minutes indicating approval of purchase
   - □ Completed IPV
   - □ Conference registration indicating exact cost
   - □ Conference agenda
   - □ List of attendees names and student ID numbers

3. **For Payments for Conference Registration Outside of Tacoma**
   There are specific guidelines for events that require off campus travel. Please see Travel Procedures (page 14).

   Submit the following 3 weeks prior to event:
   - □ Club Activities and Action form
   - □ Travel Authorization for each person
   - □ Signed Travel Acknowledgment form for each student
   - □ Signed Travel Advisor Expectations form for each staff
   - □ Copy of club minutes indicating approval of purchase
   - □ Completed IPV
   - □ Conference registration indicating exact cost
   - □ Conference Agenda
   - □ List of attendees names and student ID numbers

   If seeking reimbursement of expenses (must be preapproved), submit the
following by the 10th day of the month after travel:

- Travel Reimbursement form for each person
- All receipts (Hotel, Parking, etc.) signed
- Copy of conference agenda

4. For Reimbursements After Purchase (Must be preapproved)
Submit the following 3 weeks prior to event or purchase:

- Club Activities and Action form
- Copy of club minutes indicating approval of purchase

Then submit the following within 15 days of purchase:

- Copy of preapproved Club Activities and Action form
- Completed IPV form
- Receipts with your signature
- Names and student ID of students who received the items

Note: EBT funds cannot be used to purchase items

### Purchasing Food

Special state restrictions apply when purchasing food with S&A funds:

1. Buying food is not allowed unless approved by the college’s Vice President of Finance.
2. Purchases cannot exceed the state per diem rate.
3. Food can only be consumed by the participating college’s enrolled students.
4. Any leftovers must be offered to other students.

#### Having food at your event

**Paying with a check**
Submit the following 3 weeks prior to event:

- Club Activities and Action form
- Meals, Coffee and Light Refreshments Form
- Meeting program or agenda
- Copy of club minutes indicating approval of purchase
- Invoice from vendor listing exact total cost
- IPV indicating Hold Check For Pick Up by club advisor
- After event, submit names and SID numbers of students who attended
Reimbursement after Purchase

Submit the following 3 weeks prior to event or purchase:

- Activities and Action form
- Meals, Coffee and Light Refreshments Form
- Meeting program or agenda
- Copy of club minutes indicating approval of purchase

Then submit the following within 15 days of purchase:

- Copy of preapproved Activities and Action form
- Completed IPV form
- Receipts with your signature
- Names and SID numbers of students who attended

Note: EBT funds cannot be used to purchase items

Celebratory Meals off Campus

Submit the following 3 weeks prior to event or purchase:

- Activities and Action form
- Light Refreshment Form
- Meeting Program or Agenda
- Copy of club minutes indicating approval of purchase

Then submit the following within 15 days of purchase:

- Copy of preapproved Club Activities and Action form
- Completed IPV form
- Receipts with your signature
- Names and SID of students who attended

Potlucks

In the case of potlucks, the food policy does not apply. You will not be reimbursed for food provided at a potluck and you will not need to complete a Meals, Coffee and Light Refreshment Form.

Travel Procedures & Conference Funding

There are specific guidelines for events that require off campus travel:
- Club advisors must join students and be present during the entire length of the program, if the trip is outside city limits.
- Students participating in a trip must be in good academic standing.
- Students participating in college sponsored trips are subject to all rules and regulations of the student code of conduct.
- Any student violating the student code of conduct while on travel status will be sent home immediately and required to pay all expenses associated with their participation.

For Payments for Conference Registration Outside of Tacoma

Submit the following 3 weeks prior to event:

- Activities and Action form
- Travel Authorization from for each student
- Signed Travel Acknowledgment form for each student
- Signed Travel Advisor Expectations form for each staff member
- Copy of club minutes indicating approval of purchase
- Completed IPV
- Conference registration indicating cost
- Conference Agenda
- List of attendees names and student ID numbers

If seeking reimbursement of expenses (must be preapproved), submit the following by the 10th day of the month after travel:

- Travel Reimbursement form for each person
- All receipts (Hotel, Parking, etc.) signed
- Copy of conference agenda

Posting Procedures

- All materials must be posted in official locations such as bulletin boards.
- These items must be approved by CLA staff and date stamped prior to being hung.
- No materials can be posted on walls, bathroom stalls, doors, cars, windows, etc.
- Materials must include the following:
  - Title of event
  - Date, time and location of event
  - Club name
  - Cost of admission (if applicable)
CLA staff reserve the right to deny the posting or distribution of materials if the information is commercial, obscene, unlawful or contrary to the mission and vision of the college.

**Club Events**

Club events are a great way to promote your club and engage the student body. CLA is here to support your club events, please keep CLA staff informed of all of your event plans. Expenditures must be pre-approved.

**Funding**

Funding events takes a lot of pre-planning. You need to consider supplies, presenters, food and in some cases, insurance. See Club Funding Process (page 11) for the correct process for each request.

**Advertise Your Event**

Create posters and flyers to advertise your event to the campus community. Design them yourself or the ASG Public Relations officer can help you. See printing (page 7) and posting (Page 15). Also consider having your event displayed on the campus TVs.

**Room and Space Reservations**

Room reservations are free to student clubs.

1. Choose a room you would like to hold your event and the date and time you would like to have the room reserved for. This time should include set up and clean up.
2. Have your advisor reserve the room through Outlook by sending a meeting request and inviting the room. Be sure to include as much detail about your event as possible, and how you would like the room set up.
3. Your room is not reserved until the request has been accepted by the room moderator.
4. Advise CLA staff of room reservations and room changes.
5. Clean up after yourselves, including returning tables and chairs to their original location.

**Food Requests**

1. Review the Purchasing Food section of this handbook (Page 13). Remember all purchases must be pre-approved.
2. Complete Activities and Action form and all required documentation as (outlined on page 13) 3 weeks prior to event.
Club Fundraising

Clubs are encouraged to look into fundraising. Clubs can raise money by hosting events at a small cost, or having sales. Fundraising can be a great way to increase participation and awareness about the club, besides raising money.

Fundraising is regulated by the state and the college finance department. Prior to fundraising activities, clubs must get approval from the assistant director of student activities, and include them in fundraising discussions.