

# CLUB ADVISOR MANUAL



ARIZONA WESTERN COLLEGE

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## Frequently Used Phone Numbers

Student Activities.....	344-7581
SGA .....	344-7611
Campus Life .....	344-7582
Conference and Events .....	344-7716
Sodexo.....	344-7575
Facilities Management.....	314-9470
Helpdesk.....	317-5892
Public Relations .....	314-9594
Risk Management .....	314-9474
Purchasing (P-card) .....	344-7530
Travel Specialist.....	344-7616
Campus Police.....	314-9500

Arizona Western College does not discriminate in admission or access to, or treatment or employment in, its services, programs, or activities on the basis of race, color, national origin, sex, religion, age (40+), or disability, in compliance with the laws of the United States and the State of Arizona. Any questions regarding the applicability of state and federal anti-discrimination laws to Arizona Western College and its services, programs or activities, and any grievances or claims of violation of such laws, should be directed to its compliance officer: The Director of Human Resources, P.O. Box 929, Yuma, AZ, 85366-0929, (928) 344-7505.



## Message from the Coordinator of Student Leadership and Activities.

Dear Valued Club Advisor:

The Office of Student Leadership and Activities would like to personally congratulate and thank you for your commitment and dedication to the students at Arizona Western College. Becoming an advisor for an AWC club or organization will entail additional responsibilities and demands on your time, but don't fret! The opportunity to work with students outside of the classroom and outside of the office environment will prove rewarding in itself. The students you will work with strive to expand on their collegiate experience, and through your support, guidance, and wisdom, you will no doubt make a difference in their college experiences and their lives.

I am confident that the success of Arizona Western College Clubs and Organizations is due in large part to the involvement of its club advisors. Whether this is your first year with us or you are a well-seasoned veteran advisor, this will be one of the most exciting and fulfilling experiences you will ever have at AWC! We know from experience that successful students are well-rounded and learn both inside and outside of the classroom. The relationships you will build should encourage our students to adopt a well-balanced lifestyle. It is important for us as advisors to model, encourage and support lifestyles conducive to good health and happiness.

But wait, there is more good news! You are not alone in your endeavors. This manual serves as your guide to running a successful and sustainable club. The Office of Student Leadership and Activities proudly supports you in your advisory role. We are here to provide advisors with guidance and assistance in all matters pertaining to leadership, meetings, events, field trips, team building, best practices, and club funding. Should you ever have any questions or concerns, please feel free to stop by, call or email me at [shara.skinner@azwestern.edu](mailto:shara.skinner@azwestern.edu).

Once again, thank you for all you do! GO MATADORS!

Sincerely yours,

A handwritten signature in black ink that reads "Shara Skinner". The signature is fluid and cursive.

Shara Dawn Skinner  
Coordinator of Student Leadership and Activities



## General Club Regulations

Arizona Western College Clubs and Organizations operate under their own Constitution and Bylaws by the supervision of a full or part-time AWC employee (Staff or Faculty), and finance all of their activities through various fund-raising projects while abiding by AWC established policy and procedures.

### 1. Advisors

All clubs must have an AWC employee of AWC act as their advisor. Another AWC employee may serve as co-advisor to a club.

An advisor or co-advisor is required to be in attendance at all club-sponsored activities, travel and any meetings where club business is conducted and must remain for the duration of all approved meetings and programs/activities/travel.

Advisors are responsible for ensuring that all club activity adheres to the policies and guidelines for clubs and organizations as well as all College policies.

### 2. Officers

Club officers must be fully-admitted and enrolled students (during the current semester) at Arizona Western College. No student who is on academic probation may hold a club office. It is the responsibility of the Advisor to maintain eligibility amongst the club members.

### 3. Members

Club members must be fully-admitted and enrolled students (during the current semester) at Arizona Western College. A club may recognize honorary or advisory members from the community, but they may not vote in club business, participate in club events, travel or serve as advisors.

Northern Arizona University, UofA, and ASU club members are only able to participate with Arizona Western College club activity and travel if they are also Arizona Western College Students. Sister campuses will not be considered AWC clubs and cannot charter under the AWC campus even if they have AWC students active in the club.

### 4. Charter

The College reserves the right to revoke the charter of any club whose advisors or members knowingly and willingly violate the policies and regulations of the College. Such revocation may be appealed through the Arizona Western College judicial system. Other sanctions may be administered against a student club or organization for policy violations at the discretion of the Coordinator of Student Leadership and Activities and the Dean of Campus Life. See the Campus Code of Conduct for more information on the College judicial system.

### 5. Club Accounts

When a club is chartered, a trust account in the name of the club is set up by Business Services upon first deposit of club funds. All club financial transactions must be handled through this account with the approval of the Club Advisor, Coordinator of Student Leadership and Activities (upon approval from SGA), and Director of Financial Services. It is understood that each club must provide its own financial resource—AWC does NOT initiate a budget for any club.

## Club Charter

In order to become a recognized AWC club you must first obtain a complete a Club Charter available online under “Student Activities” or at:

[http://www.azwestern.edu/student\\_services/student\\_development/student\\_activities/clubs\\_and\\_organizations/club\\_charter.html](http://www.azwestern.edu/student_services/student_development/student_activities/clubs_and_organizations/club_charter.html)

When a club files for a club charter the appointed advisor will be required to meet with the Coordinator of Student Leadership and Activities before club charter will be considered for approval. When voted and accepted by SGA, the forms will be filed and the club will be considered “active” for the entire academic year (provided that it operates within the policies and regulations of the college).

EACH PETITION MUST BE ACCOMPANIED BY A PROPOSED CLUB CONSTITUTION AND NAMES OF PROPOSED OFFICERS

## Procedures for Charter Renewal

All recognized clubs are required to renew their charters ANNUALLY. They may do so by completing a Club Charter. After the Club Charter has been completed and returned, it will be presented in a regular meeting of the SGA by the SGA Vice President of Development. When a club files for a charter renewal and a new advisor is appointed, the new advisor will be required to meet with the Coordinator of Student Leadership and Activities before charter renewal will be considered for approval. After SGA vote of acceptance, the forms will be filed and the club will be considered “active” for the entire academic year (provided that it operates within the policies and regulations of the College).

Clubs for which no Charter Renewal and Advisor Agreement forms are received will be classified as “inactive.” NO EXPENDITURE OF FUNDS OR ACTIVITIES will be approved in the name of an “inactive” club.

Summer activity is permitted following a charter renewal for the upcoming fall with any active members registered for fall classes.

## Club Name Change

Will require a new club charter to note existing name change. Please provide former name as reference.



## Advising a Club General

### Responsibilities of the Advisor to the club

Club advisors play a vital role in ensuring that the club experience will be meaningful to students. The most successful clubs are those in which:

The advisor takes an active interest in the group and gains intrinsic value from volunteering to assist in the student leadership and development process.

Advisors share their counsel regarding special areas of experience and/or expertise and in general matters of College policies and procedures, conduct and propriety.

Advisors offer constructive criticism and guidance while allowing the students to develop their own goals, rules, and methods of accountability.

### The following must be maintained by the advisor at all times:

1. Advisors are required to attend all meetings of the organization and its executive bodies and must remain for the entirety of the meetings.
2. Advisors are responsible for the supervision of any club meetings/activities/travel. If the advisor cannot attend a specific event, the name(s) of co-advisor(s) must be submitted to the Coordinator of Student Leadership and Activities at least 48 hours prior to the program for approval (if the co-advisor hasn't previously approved).
3. Advisors should play an active role in helping the students plan and administer a meaningful program that is consistent with the club's purposes and with the goals and objectives of the College.
4. Advisors should encourage the development of initiative, responsibility and leadership in student members.
5. Advisors shall maintain communication between the organization and the Department of Campus Life through Activity Request Forms. In addition the advisor serves as a liaison between the club and the College, interpreting policies and procedures as required. It is the responsibility of the club advisor to seek appropriate knowledge and training of College policies and procedures. (See Hosting Activities for more information.)
6. Advisors will supervise all financial transactions, help maintain accurate financial records, and submit all requisitions for the expenditures of funds from club accounts. (See Club Accounts for more information)
7. Advisors will assist students in formulation or revision of the club's constitution and bylaws, evaluation of club activities, and establishment of active interest of the organization in the entire campus community.
8. Advisors will consult with the Coordinator of Student Leadership and Activities when questions of policy or procedure arise or other problems evolve, with the full knowledge that the Coordinator will be of assistance in accomplishing programmatic goals wherever possible.
9. Advisors are responsible for helping students grow through open communication between club members, advisors, staff, faculty, and fellow students.

10. Advisors must submit (and keep updated) a complete list of active students to the Coordinator of Student Leadership and Activities.
11. Advisors are responsible for training new officers and providing continuity within the group despite the rapid population turnover inherent on a two-year college campus.
12. Advisors are strongly encouraged to help students effectively manage their time and their responsibilities to AWC academics.
13. Advisors must offer access to the clubs constitution to all members. It is advised that the club update their constitution and by-laws frequently.
14. Collaboration is vital between other clubs on campus. One way to effectively share information and utilize various club resources is to attend the monthly Presidential Leadership Society meetings. By sending a representative to each meeting your club will stay "in the know" and be able to share current projects and ideas in effort to enhance student satisfaction.

## Advising the Club President

### What the Club President Can Expect from the Advisor

1. Assistance with advance planning, especially with regard to long-range goals and short-term projects.
2. Information on the history of the organization and sources of information for the solution of problems with financing, scheduling, etc.
3. Attendance at meetings and activities.
4. Representation at staff and faculty meetings when the organization is involved.
5. Help with the improvement of leadership techniques.
6. Assistance in the evaluation and correction of committee action.
7. Freedom to call upon the advisor in times of emergency.
8. Knowledge of the rules and College policies under which the organization operates and information on potential violations before they occur.

### Responsibilities of the Club to the Advisor

Club members should recognize that advisors are obligated to give counsel and advice on areas in which they may be experienced and/or have expertise, and in general matters of College policies and procedures, conduct, and propriety. The President and/or Secretary should notify advisors of all meetings of the organization and its executive bodies at least two (2) days in advance. Advisors are required to attend all of these meetings and are entitled to consult with the officers or committee chairs of the organization at any time. Club members are obligated to consider the advice of advisors and shall be responsible to the College for any action taken without the approval or knowledge of the advisor.



## What the Advisor Can Expect from the Club President

1. Full and current information regarding the activities of the group.
2. Copies of the agenda prior to each meeting and minutes from each meeting.
3. A minimum of two days' advance notice regarding all meetings.
4. The promise to adhere to all organization and College policies and procedures.
5. Run all club meetings with little advisor assistance.

## Suggested Club Positions and Descriptions

Vice President- Co-facilitates meetings by helping keep meetings on topic and on time. Performs all duties of the president in the event of the president's absence, specifically agenda preparation and meeting facilitation. If the Secretary is absent, the VP is responsible for taking minutes/notes. VP should also be present during formal campus meetings and events.

Treasurer- Oversees fundraising events held on campus each semester. Responsible for overseeing club funds. Records deposits and expenditures of club money. Handles all financial affairs, deposits any checks into club accounts, collects and organizes receipts. Checks and manages cash box before, during, and after any fundraising events.

Secretary- This is an important organizational position. Secretary will take minutes (notes) during every formal meeting (best if can be done consistently on a specific laptop computer, but well organized hand notes will suffice). Must capture the essence of topics discussed, and general conversation dialogue. It is standard practice for the secretary to attach a copy of the minutes to a copy of the agenda from every meeting and before the next meeting.

Public Relations- This officer typically coordinate all tabling, education, and outreach with help from other officers. The Public Relations officer will be first makes fliers or banners for events or outreach. Maintains a working relationship with the Channels to get pertinent information out to students about the club and its events. Keep a running list of important contact people on campus, especially for PR use.

## Promoting Your Club

A carefully planned marketing strategy is important to the success of club membership and well attended events. Building a marketing strategy based on the information below early on in the process will go a long way toward carrying excitement surrounding your club from the beginning of the semester to the end.

## What to consider before promoting your club or event?

### Appeal

- Who is your audience?
- What promotional items will attract your audience?
- Do the promotional items convey or reinforce the image of your event (fun, informational, dealing with controversial issues, entertaining)?

### Timing

- How much lead time do you have (for printing deadlines, etc.)?
- When should your publicity and/or advertising be released?
- Should it all go out at once?
- Should the information go out in phases?

### Information

- How much should be printed? How little?
- Is the information clear and accurate?

### People Power

- Do you have a sufficient amount of individuals to work on publicity, promotion and advertising strategies?
- Who will put up publicity and when?

### Budget

- Do you have sufficient funds to cover promotional expenses? All promotional costs must be covered with your club budget. Please consider the cost of printing materials before ordering them.
- Will the projected response be worth the potential costs?

## What are the best ways to promote my event?

### Word of mouth

Everyone in your organization should act as ambassadors to promote your event. Genuine excitement creates curiosity! Approach people in the Eatery, campus lounges or while walking to and from class. Can this be intimidating and/or uncomfortable? Sure, but if you are not excited about your event, how can you expect others to be excited enough about it to consider attending? Take a risk. Step out of your comfort zone.

### Electronic promotion and social media

An easy way to promote your event is to promote it on your club social media's. Facebook, and Twitter are fast, effective, and cheap ways to promote club information and events. Creating social media is fast and easy. Additionally consider connecting and sharing with the AWC social medias as well as with other clubs and organizations.

## Paper promotion

Your promotional material should look professional. Campus computers are equipped with tools like Microsoft Word and Publisher. Working with these programs is fairly simple with a little practice. Check with members of your club to find expertise in creating promotional material. Remember to have others review your work to eliminate mistakes and to ensure no information has been forgotten.

## Posters

Creating posters with visual appeal can grab the attention of others. Please abide by the following when posting information:

- Post on college supplied bulletin boards and display cases in designated areas around campus for the posting of printed information.
- Do not put on walls, doors, windows and other surfaces using either push pins, staples, packing tape, scotch tape or blue painters tape.
- Do not put printed information on vehicles, buildings, classrooms, walls, columns, stairways, mirrors, parking structures, trees, plants, planters, trash receptacles, benches, signage, light poles, sidewalks, windows or doors.
- Postings should be removed within three business days after the event or promotion.

## Table Tents

You may wish to create table tents and place them in the Eatery, campus lounges and in other customer service areas on campus. Remember to get approval to place these items.

## Flyers

Handbills and flyers may be useful to pass out as you talk to others about your event. These can even be left in the Eatery, campus lounges and in other customer service areas on campus where others can pick them up.

## Approval

Be sure to check with the respective staff ahead of time to get approval if you are leaving any items in any campus area.

## **AWC Marketing Resources:**

The Office of Public Relations and Marketing is the main contact for news and information about Arizona Western College. Our overall purpose is to increase student enrollment and advance the image of Arizona Western College by maintaining a compelling and consistent brand image throughout our district.

All Marketing, Design and Photography requests are combined on the same online request form; you are welcome to fill out only the parts of the request form that apply for any of the following functions:

## **Graphic Design**

Brochure, flyer, poster, novelty item design

## **Public Relations**

Press Release, press conference, media event or interview

## **Photography Support Team**

Promotional photos or day-of event support, online galleries, 24th St. marquee sign, online calendar, social media.

<https://awc.ignite.inmotionnow.com/dashboard>

## **Hosting Activities**

The Department of Campus Life is required to maintain a master calendar of all AWC student events and can only do so with the cooperation of each advisor. Advisors must maintain a flow of information concerning the status and activities of his/her organization with the Department of Campus Life. This is accomplished by means of the Activity Request Form. All Activity Requests will be presented in a regular meeting of the SGA by the SGA Vice President of Development for approval and will give all forms to the SGA Advisor/Coordinator of Student Leadership and Activities for further processing.

Please visit Plan an Event (URL) to get a comprehensive check list that needs to be completed.

## **Activity Request Form**

1. You are required to submit an Activity Request Form for anything involving any activities where the club functions as a group representing AWC. It must outline all budgetary planning and general program information at least ten (10) working days prior to the scheduled program. Failure to do so will result in cancellation or postponement of your program.
2. A copy of the Activity Request Form is then forwarded to Business Services with the signatures of the SGA V.P. of Development (or designee) and the Coordinator of Student Leadership and Activities. All cash profits, receipts, and other financial records are to be delivered to an official AWC cashier by the treasurer and advisor within one (1) working day following the completed approved activity. A copy of the deposit receipt and all expenditure receipts must be distributed to the treasurer and advisor.
3. The SGA Vice President of Development, or the Coordinator of Student Leadership and Activities, will notify the club advisors if there is a denial of submitted requests within 24 hours of the SGA business meeting.
4. Activity Request Forms are required for ALL club activity, regardless if a program will spend money from the club account or generate a profit (i.e., community service, fund raising, program/activity, , etc.) but are not required for general use (printing supplies, miscellaneous equipment, etc.) where an actual activity and club member participation is not necessary.

5. Activity Request Forms are located online under Student Activities or at: [http://www.azwestern.edu/student\\_services/student\\_development/student\\_activities/clubs\\_and\\_organizations/activity\\_request.html](http://www.azwestern.edu/student_services/student_development/student_activities/clubs_and_organizations/activity_request.html)

### Making arrangements for an on-campus Event

Room Reservations: There are a variety of rooms and spaces to be reserved on campus. Room reservations can be made at the Campus Events link located on the AWC website [http://campusevents.azwestern.edu/wv3/wv3\\_servlet/urd/run/wv\\_event.Whatson](http://campusevents.azwestern.edu/wv3/wv3_servlet/urd/run/wv_event.Whatson).

Technology Setup: Technology requests need to be emailed to the help desk at [helpdesk@azwestern.edu](mailto:helpdesk@azwestern.edu). Table and chair setup needs are requested through a form on the webpage. All setup requests require at least ten (10) days notice prior to your event. Requests not made in the required time will not be honored.

Student may request equipment or support for an AWC-related activity from the Help Desk as long as the following information is included in the e-mailed request:

- The activity date
- The activity location
- The activity set up time
- An itemized list of specific equipment/support needed
- The activity start time
- A brief description of the event
- The activity end time

Please note: your club advisor must be copied on the e-mail request to the Help Desk.

Reserving Tents: To reserve an AWC tent please email facilities and Student & Leadership Activities. [need info]

Safety: If your event is open to the community at large, may draw a large number of students, or may need special security, you must contact the Chief of Campus Police at least ten (10) days prior to your event. They will assist you in making sure you have a successful and safe event. During all organization-sponsored events held either on or off campus, students are required to comply with the AWC Behavioral Code of Conduct and the AWC Insurance Policy when the activity is officially approved via appropriate signatures on the Activity Request Form. It is your responsibility as a college employee to maintain the posted room capacity for all spaces.

Professional Services: When you require the services of a professional or vendor (i.e. disc jockey, band, speaker) the following items must be submitted in the appropriate time outlined below).

1. A copy of the certificate of insurance (valued at a million dollars with AWC listed as the certificate holder and additional insured) must be submitted to the Director of Risk Management at least two (2) working weeks before the event
2. A copy of the waiver of subrogation must be submitted to the Director of Risk Management at least two (2) working weeks before the event

3. If a contract is sent from the vendor to the AWC club advisor, the contract must be sent to the VP for Finance and Administrative Services to be signed and send back to the vendor. This must be submitted at least two (2) working weeks before the event
4. If working with a corporation, a W-9 form must be submitted to the Purchasing Department to create a vendor ID at least two (2) working weeks before the event purchasing@azwestern.edu
5. Must receive an invoice for the total cost of the service to be submitted to the Purchasing Specialist at least two (2) working weeks before the event
  - If working with an individual, not a corp. PSC form must be completed. Refer to PSC form on website.
6. Submit the requisition through colleague at least two (2) working weeks before the event
7. If a technology rider is submitted by the vendor forward to the helpdesk at least two (2) working weeks before the event
8. Clubs can use Culinary Arts Kitchen, clubs are committed to utilize kitchen under Culinary Arts director.

Political Activities: If you are inviting or hosting a political entity onto campus please submit the Political Facility Use form located at [https://www.azwestern.edu/sites/.../facilities.../Political\\_Facility\\_Use.doc](https://www.azwestern.edu/sites/.../facilities.../Political_Facility_Use.doc)

Borrowing Items: You may ask to borrow the following items from Campus Life following a check out process;

- Snow Cone Machine
- Tents (through facilities)
- Popcorn Machine
- Hot Dog Machine
- Raffle Drum
- Prize Wheel
- 20 ft. Blow up screen and projector
- Blow up Andale (20ft)
- Cotton Candy Machine
- Ice Chest
- Rolling Carts

Items should be cleaned following use and returned in the location they were borrowed. Any items borrowed does not include supplies, they must be purchased with budget.

Want Andale, The AWC mascot, to appear at your event? Put in a request at least two weeks in advance at <https://www.azwestern.edu/communications-and-marketing/marketing-request-form>

## Food: Rules and Guidelines

When providing food to the College community for clubs or fundraisers, there are guidelines that need to be followed in order to make sure the food does not get contaminated causing individuals to become sick.

1. AWC Conference & Events department has exclusive rights to all food service/sales on campus. You must contact them to get permission to hold your food event.
2. If AWC Conference & Events department can provide or prepare any of your food that is the optimal course of action.
3. Utensils have to be used to prevent hand contact with food. No utensils can be shared between food containers unless it is a like product. Food must be protected from cross contamination by separating one type from another during preparation, holding and display.
4. Food preparers must wash hands/arms immediately before engaging in food preparation and after using the restroom. They cannot wear fingernail polish or artificial nails unless wearing intact gloves. Latex gloves cannot be used in direct contact with food. No jewelry is allowed except for a smooth plain ring such as a wedding band.
5. Anyone experiencing persistent sneezing, coughing, runny nose, diarrhea and fever cannot work with exposed food.

## Food Guidelines

Cooking from a raw state, meats and other foods is not permitted.

Food must be purchased from a commercial kitchen and resold under the following guidelines (except for baked goods):

1. Potentially hazardous foods that are cooked cooled and reheated (store bought) must be reheated so that all parts of the food reach a temperature of 165°F for 15 seconds. A potentially hazardous food is food that needs to be stored at a particular temperature range because it is capable of supporting the rapid growth of harmful microorganisms. It does not include an unopened can that is commercially processed. Common potentially hazardous foods: mayonnaise, onions, cooked beans, cheese, cooked pasta, garlic in oil products, cooked potatoes, cooked rice, sauces/salsas, raw sprouts, eggs, shellfish/fish/meat/poultry-raw and cooked, milk/dairy products, mushrooms.
2. Hot foods have to be kept above 130°F. Cold foods have to be kept at 41°F or below.
3. Approved foods to sell for a fundraiser are select processed products. This would include frozen hamburger patties, hotdogs, sausage and brats.
4. Already cooked prepackage foods that are commercially purchased and only need reheating are acceptable. This would include (but not necessarily limited to) canned nacho cheese, canned beef, frozen pizza & burritos.



5. Commercially purchased foods that do not need to be hot or cold are permitted. For example: chips, candy, tortillas and natural fruit.
6. Bake sale items such as cookies, cake, pies and brownies are acceptable. If commercially purchased, keep the manufacturer's labels for review. If prepared in a commercial kitchen, a list of potential allergens will have to be displayed with the items. The 8 most common allergens that cause 90% of reactions are; milk, eggs, peanuts, fish, shellfish, tree nuts, wheat and soy.
7. Condiments should only be available in single packages. Do not use bottles and leave them out for use.
8. Use of the Culinary Arts kitchen or any commercial kitchen will be under the direction of a qualified Professor to ensure proper food safety (for bake sales)

## Club Accounts

1. All club financial transactions are to be handled through the trust account set up in the club's name by Business Services.
2. Club advisors will be given access to view the club account balances through Colleague during the academic year.
3. A request is made to Business Services which be prior to the first deposit.
4. All money not kept in petty cash (up to \$100 dollars) must be deposited within 4 business days of event.
5. Remaining club funds from inactive club accounts will revert to the SGA account to be used for activities for all AWC students after five (5) consecutive semesters of inactivity.
6. Club funds must be used directly to fit within the stated mission and goals of the club for the benefit of members of the club as a whole, and not to benefit specific members (except in the case of scholarship assignments).
7. We do not "reimburse". Do not pay for items or travel expenses expecting to get paid back. Please either initiate a requisition ahead of time, or make sure that you have funds available to use your P-card.
8. Money cannot be moved in-between club and non-club budgets by budget transfer.

## Colleague Account

1. To gain access to colleague, email your request to the Coordinator of SLAA. An application will be sent to you via email.
  - Add club budget number
  - Requires Coordinator of Student Leadership and Activities Signature.
  - Does not require department supervisor signature unless you are asking for additional access to department budgets
  - If advisor has preexisting access to Colleague and only needs club account access, an email request with budget number is all that is needed.
2. If you have a secretary or a department secretary that will be helping you manage your accounts send an email to the Director of Financial Services and Controller asking for permission to get them access. Please include their name, their user I.D. and the club budget code.
3. If you don't log in to your account within every 90 days it will expire. Repeat application process if you are removed for not logging in.

## Requisitions

1. Requisitions should be initiated in Colleague by the club advisor, co-advisor or appointed fund manager (AWC employee). Requisitions for club accounts must be approved by the Club Advisor, Coordinator of Student Leadership and Activities, Director of Financial Services through Colleague. In accordance with Business Services requirements, requisitions should be submitted no less than ten (10) working days prior to scheduled need to obtain an official college PO. Upon completion of service, a PSC form and invoice (if applicable) should be sent to purchasing. A/P has 30 days to process payment.
2. The approval process:  
Advisor > Coordinator of Student Leadership and Activities > Director of Financial Services

## Scholarship Assignment

1. Email a request to the Coordinator for Student Leadership and Activities for a journal entry to assign club funds to a scholarship account. The student name and id# will be required to assign the scholarship to the appropriate student.

### Format:

- Amount of funds to be assigned for scholarship
- Club Name and Club account number
- Name and ID number of student receiving scholarship

Attach a copy of the meeting notes stating the student who will receive funds, a list of members that approved the scholarship disbursement, and a list of students who did not approve. (Must be approved by over half of the students in the club before getting approved)

- Club members will decide if Scholarships are to be assigned (it is preferred that scholarships be sent to the future school the student will be attending. However if the club members decide otherwise scholarships may be applied to the individual.)
2. After verification of funds, the Coordinator of Student Leadership and Activities will forward the request to Director of Treasury Services who will process the journal entry and set up the scholarship account if necessary.

## Checking Your Funds

1. Log into your Colleague online account
2. Click on Navigation on the top panel (in the middle)
3. Click on GL Account History Inquiry AHST (in the drop down menu)
4. Enter account number

## Club P-cards

1. Once your club has deposited at least \$500 dollars in the club account you are permitted to apply for a club Pcard. <https://www.azwestern.edu/administrative-services/purchasing>
  1. If requesting a Purchasing or Club P-Card, email Purchasing your AWC Net ID to be set up in the P-Card class on Blackboard to complete the P-Card assessment. It is not necessary for Advisor to get an additional Travel Card.
  2. Complete the P-Card Assessment on Blackboard. Must pass with an 8 or better; print the score page. (Not required for Travel P-Cards)
  3. Complete the P-Card Application, which is included in the email from Purchasing when you receive access to Blackboard. Please attach the print out of your Assessment score.
  4. Submit your Application and Assessment score page (if applicable) for approval.
2. Club P-cards are for club purchases only. Some employees may have more than one P-card. It is your responsibility to make sure you are using the correct card for your transactions.
  - Advisors will be able to submit out-of-pocket expenses and be reimbursed via direct deposit once the P-card statement is reconciled and approved, in lieu of entering a Colleague requisition and wait for approvals for a reimbursement check.
  - A minimum account balance of \$500 must be in the club budget prior to requesting a Club P-Card.

3. Advisor must monitor funds. The amount of money available on the card is dependent upon the amount of club funds placed on the card for use.
  4. Overspent cards will be considered a personal transaction
  5. After fundraiser/donation advisor can request a P-card increase funds by emailing the P-Card Administrator with information on increase
    - Cardholder name (if request is from other than the cardholder)
    - Last 4 digits of the card
    - Budget Code (Club P-Cards only)
    - Increase Club/Purchasing/Travel (specify) P-Card by \$
    - Specify if requesting a temporary or permanent increase
    - Specify if requesting a single limit increase or a monthly limit increase
  6. Food items can be purchased with P-card following submittal of an activity request, risk management form, and food waiver
  7. Clubs may use P-card at a food establishment following submittal of an activity request form and all club members are included in activity.
  8. If your P-card expires email the P-Card Administrator for a replacement. Include name of club and last 4 digits of P-card.
  9. Advisor responsible for reconciling card within required deadline
    - Receipts should be turned in to the office of Leadership and Activities
    - All receipts not turned in within the required deadline will be marked personal
    - Paper receipts should be taped to an 8.5x11 piece of paper and turned in with a printed Chase statement
    - Change GL code to 2000
    - Print and sign the Chase statement
- Receipts should be delivered after being scanned and sent to the Coordinator of Student Leadership and Activities
  - Club Approval process is Advisor>Coordinator of Leadership and Activities>Director of Purchasing

## Fundraising

1. Paypal can now be used to help with fundraising efforts for club. Contact Student Leadership & Activities Coordinator to set up PayPal account.

## 2. Conducting Drawings Vs. Raffles

Under Arizona State Guidelines AWC clubs and organizations are allowed to conduct Drawings but not Raffles. Whats the difference?

Raffles-you have to pay to enter. Ticket sold go into the draw and the winners are drawn at random. It is considered gambling because there is an exchange for money for a chance at winning goods or money.

Drawings-you do not have to pay to enter – though most people choose to make a donation when they take part. Everyone who enters goes into our draw, whether or not they make a donation. There are no tickets but you may be allocated a unique number (or numbers) that will be entered into the draw for you. The winner is drawn at random on the draw date from all eligible entries received.

If donor is requesting an AWC W9-contact Admin Assistant for Finance Administrative Services.

For more information please refer to Ariz. Rev. Stat § 13-331

## Petty Cash Funds

Petty cash can be used only for the purchase of materials for the club and club activities that are deemed small of nature. Petty cash cannot be used to pay for services of an individual.

## Club Petty Cash Funds

A petty cash fund may be assigned to a club whose activities require a significant number of small cash outlays. The following rules are observed in using a club petty cash fund.

1. A petty cash fund custodian will be the club advisor. The advisor is responsible for maintaining the fund in an accurate manner, and keeping the cash box secured in a safe place in the department. The advisor is responsible for getting the clubs cash box.
2. Petty cash kept by a club may not be transferred or re-assigned to another club or employee.
3. The fund is to be reconciled and returned to the club account in the case of an advisor closing out a petty cash box. Or in the case of a club disbanding in the middle of a semester
4. An audit of the petty cash funds may be made at any time by the Coordinator of Student Leadership & Activities. Fund discrepancies or misuse of the fund may result in the revocation of petty cash fund privileges for the particular club.
5. Use of a Pcard card may better fulfill a department's needs and should be considered for club use.
6. Failure to adhere to any Petty Cash guidelines will result in all Activity Requests being frozen.

The following procedures are used in handling a petty cash transaction.

- An application for a petty cash fund (for up to \$100 dollars) is made through the Manager of Student Leadership and Activities and forwarded to the Administrative Assistant for the Vice President for Finance and Administrative Services. Application will stay on file until the end of the academic school year.
- Following an activity or event if the club is putting money into the petty cash box rather than depositing an email must be sent to the Manager of Student Leadership and Activities outlining the amount made and what will be kept. This will be forwarded to the Administrative Assistant for the Vice President for Finance and Administrative Services.
- Advisor must send petty cash email, receipts and copy of petty cash log after every activity request is submitted.
  - Advisor must keep and turn in a detailed spreadsheet that includes all cash transactions
  - Advisor must attach petty cash receipts. The total of the receipts must equal the total amount included in the spreadsheet

## Travel

To minimize paperwork and streamline processes for clubs, a Travel Request form will be accepted in lieu of an Activity Request. Both forms are not required for one event and will follow the same Activity Request approval process as with all AWC travel requests, if clubs or club members are traveling for an event, the form must be completely filled out and submitted to the Travel Specialist with the appropriate signature the approval is Club Advisor, (Advisor's supervisor when travel is occurring during regularly scheduled instruction time or work day), Coordinator of Student Leadership and Activities/SGA Advisor. Please reference the AWC travel manual for additional information.

[http://www.azwestern.edu/business\\_and\\_administrative/business\\_office/](http://www.azwestern.edu/business_and_administrative/business_office/)

1. Any requests for registration hotel expenses, etc. must be included on the form with a list of all persons participating including their student I.D. numbers (for student insurance purposes).
2. All students are required to complete and sign a waiver release form (313-33) if there are any costs associated with the travel. Attach meeting notes indicating club approval in minutes to Travel Request.
3. Never travel at your own expense without prior approval. No reimbursement for expenses will be considered without prior approval.
4. Students CANNOT travel for college sponsored events unless accompanied by an advisor.
5. When funds are issued for student's meal expenses, each student must sign a meal signature sheet, including their student I.D. number, acknowledging receipt of said funds, which must be submitted as a receipt with travel expense claim form in lieu of an itemized meal receipt.
6. For airline and out of state travel, you must use AdTrav. Please note you must create your profile 24 hours before you will be given access.
7. The travel expense claim form must be submitted to the Travel Specialist within eight (8) working days of your return. Paperwork must be submitted to Student Government.
8. Receipts: The advisor must PERSONALLY return to the Travel Specialist ALL RECEIPTS for monies spent from the trip and return the balance of funds due by means of cash or check within eight (8) working days of return.
9. For more information on travel please refer to the Travel Manual or contact the Travel Specialist in Business Services.
10. It is recommended that the club advisor or club secretary retain copies of all travel forms and receipts.
11. All drivers transporting students are required to be approved through a DMV check via Travel Specialist. Please note: The travel specialist can only do DMV checks for Arizona driver's license holders. All other drivers holding out of state licenses will need to obtain this from their respective state. Please bring your driver's license to the Travel Specialist for DMV check.

## Summer Travel

Travel conducted by clubs after commencement is allowed based on the following provisions

### Between Commencement and July 1st

Students must have been enrolled as a student in the spring semester or be currently registered in the summer or upcoming fall semesters. Students who have graduated will remain in effect during the period of the sponsored trip and/or educational competition for which the student qualified during the school year. (Students who have graduated and already transferred to another institution will not be considered as an AWC student)

### Between July 1st and the first day of the Fall Semester

Students must be enrolled in the summer semester or for the upcoming fall semester. The club must have an upcoming charter filled for the fall semester.





# Sample of Forms

AWC Petty Cash Funds Form.....	18
Club Constitution and By-laws .....	19

# AWC Petty Cash Funds Form

*Signing this form indicates that I am agreeing to the following process and that I understand failure to follow said rules could result in the removal of my clubs charter.*

Petty cash can be used only for the purchase of materials for the club and club activities that are deemed small of nature. Petty cash cannot be used to pay for services of an individual.

## Club Petty Cash Funds

A petty cash fund may be assigned to a club whose activities require a significant number of small cash outlays. The following rules are observed in using a club petty cash fund.

1. A petty cash fund custodian will be the club advisor. The advisor is responsible for maintaining the fund in an accurate manner, and keeping the cash box secured in a safe place in the department.
2. Petty cash kept by a club **may not be transferred** or reassigned to another club or employee.
  1. The fund is to be reconciled and returned to the club account in the case of an advisor closing out a petty cash box. Or in the case of a club disbanding in the middle of a semester
3. An audit of the petty cash funds may be made at any time by the Manager of Student Leadership and Activities. Fund discrepancies or misuse of the fund may result in the revocation of petty cash fund privileges for the particular club.
4. Use of a Pcard card may better fulfill a department's needs and should be considered for club use.
5. Failure to adhere to any Petty Cash guidelines will result in all Activity Requests being frozen.

## The following procedures are used in handling a petty cash transaction.

- An application for a petty cash fund (for up to \$100 dollars) is made through the Manager of Student Leadership and Activities and forwarded to the Administrative Assistant for the Vice President for Finance and Administrative Services. Application will stay on file until the end of the academic school year.
- Following an activity or event if the club is putting money into the petty cash box rather than depositing an email must be sent to the Manager of Student Leadership and Activities outlining the amount made and what will be kept. This will be forwarded to the Administrative Assistant for the Vice President for Finance and Administrative Services.
- Advisor must send petty cash email, receipts and copy of petty cash log after every activity request is submitted.
  - Advisor must keep and turn in a detailed spreadsheet that includes all cash transactions
  - Advisor must attach petty cash receipts. The total of the receipts must equal the total amount included in the spreadsheet
- Petty cash boxes may be kept by clubs between fall and spring semester as long as the club advisor turns in all remaining receipts (to insure proper use of club money) two Mondays before the end of the Fall semester.
- All Petty cash money is to be deposited in the club account two Mondays before the end of the spring semester. The deposit receipt to be turned into the Manager of Student Leadership and Activities, as a part of the fiscal year close-out.

Signature

Date

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## CLUB CONSTITUTION AND BY-LAWS EXAMPLE

When drafting your club constitution and by-laws, you can use this form as a guideline. Turn the constitution and by-laws in to the Campus Activities Office (Room 1205) after the club has ratified the constitution.

### CONSTITUTION OF

\_\_\_\_\_  
(Club name)

#### ARTICLE I NAME

Section 1. The name of this organization shall be \_\_\_\_\_

#### ARTICLE II PURPOSE

Section 1. The purpose(s) of this organization shall be \_\_\_\_\_  
\_\_\_\_\_

#### ARTICLE III MEMBERSHIP

Section 1. Membership is restricted to all currently enrolled student of Ohlone College.

Section 2. A person is a member in good standing when he or she \_\_\_\_\_  
\_\_\_\_\_

Section 3. The rights of voting and holding an office are reserved for club members only.

#### ARTICLE IV

##### OFFICERS

Section 1. The officers shall be – (name & title of officers):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 2. The club shall be organized with the following structure:  
\_\_\_\_\_  
\_\_\_\_\_

Section 3. The Club shall select a member to represent the club on the Inter Club Council.

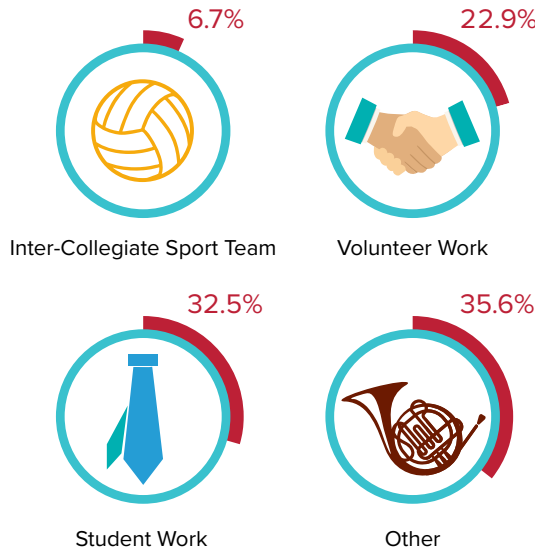
# THAT EXTRA PUSH

HOW AWC EXTRACURRICULAR ACTIVITIES CAN GIVE YOU A LEG UP

## WHAT ARE EXTRACURRICULAR ACTIVITIES?

ECA's are anything you do outside of your school work that is not directly class-related.

### Most Prominent ECAs



### Fun Fact

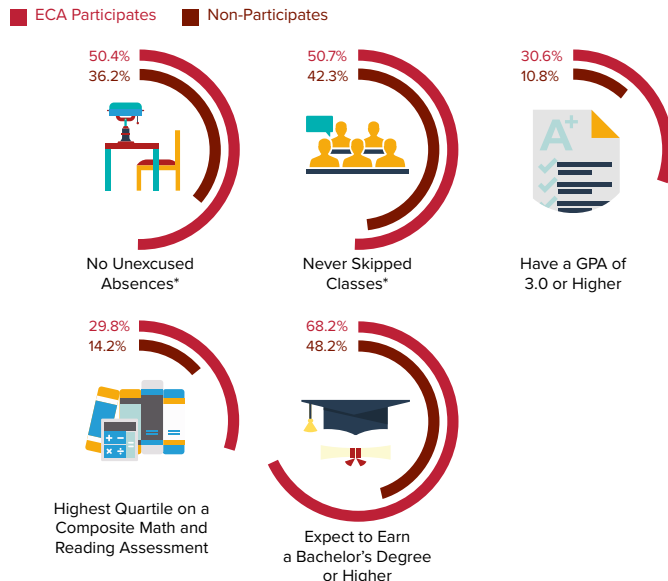


DOES THAT MEAN THAT ECAS ARE THE KEYS TO SUCCESS?

## EXTRACURRICULAR AND ACADEMIC SUCCESS

### Indicators of School Success

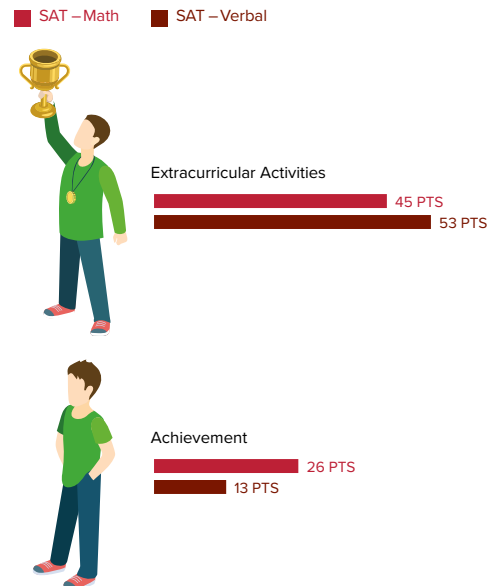
Research conducted by the National Center for Education Statistics found that participation in extracurricular activities have a positive correlation to the students' attendance, GPA, test scores, and expected educational goals.



\*During first semester of their senior year

### Path Model Effects

In a separate study by the College Board, researchers found participation is correlated with higher SAT scores. The study found that participation in ECAs increased SAT math scores by 45 points and SAT verbal scores by 53 points.

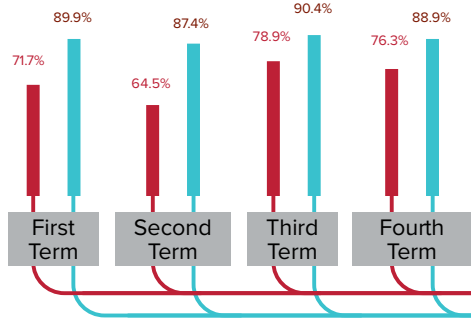


## COLLEGE

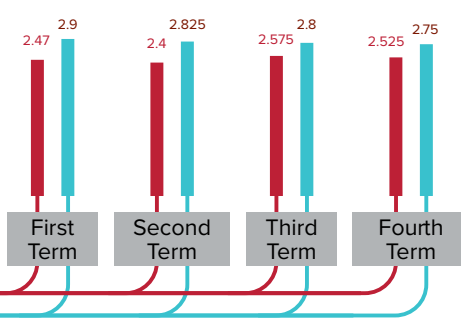
The results of a California State University, Sacramento study from 2002-2007 strongly suggests the academic benefits of extracurricular activities. Over the course of four terms, students involved in ECAs consistently outperformed students no involved in ECAs.

### Students with Good-Standing Rates

Good-standing: Undergraduate students whose cumulative grade point average is 2.0 or above.



### Average Cumulative GPA



## LANDING A JOB

Your academic transcript may be what gets your foot in the door, but employers look for candidates with relevant experience when making hiring decisions. Extra-curricular activities help you gain the key skills and experiences to help you land that job.

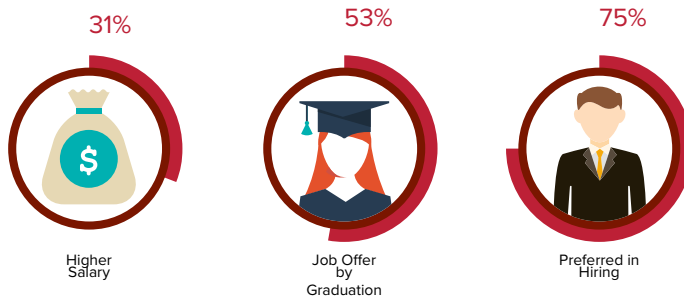
“The biggest challenge is showing relevant experiences, which employers say is one of the most important factors they look for in applications from recent college graduates. This isn’t limited to professional work experience...school activities and volunteering also qualify as relevant experiences and can be included in your resume as well.”

– Brent Rasmussen, president of CareerBuilder North America

## THE LEADER OF THE ECA PAC: THE INTERN

### Benefits for New Grads with Intern Experience

When it comes to landing a job, an internship is far and away the most valuable extra-curricular to have on your resume. According to 2010 Boston University survey and 2008 NACE survey.



Campus Life provides a variety of services, programs and activities designed to encourage growth and development in leadership, citizenship, collaboration and respect for cultural and intellectual diversity. We strive to create opportunities that emphasize healthy lifestyles, communication, critical thinking, identity development, and moral reasoning to assist students in achieving academic success and becoming responsible members of the community.

For more information, please contact **Shara Skinner** at (928) 344-7581 or email [shara.skinner@azwestern.edu](mailto:shara.skinner@azwestern.edu)

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[instagram.com/awc\\_sga/](https://www.instagram.com/awc_sga/)

[azwestern.edu/student-life/student-activities](http://azwestern.edu/student-life/student-activities)



# Campus Locations

## **Yuma Campus**

2020 S. Avenue 8E  
Yuma, AZ 85365  
(928) 317-6000 phone  
(928) 344-7730 FAX

## **Quartzsite Learning Center**

695 N. Kofa Avenue  
Quartzsite, Arizona 85346  
(928) 927-8299

## **M.C.A.S. Education Center**

Bldg 850  
Yuma, AZ 85369  
(928) 317-7605

## **Downtown Center**

1351 S. Redondo Center Drive  
Yuma, AZ 85364  
(928) 317-6150 phone  
(928) 317-6183 FAX

## **Somerton Center**

1011 N. Somerton Avenue  
Somerton, AZ 85350  
(928) 314-9464 phone  
(928) 314-9463 FAX

## **U.S. Army Yuma Proving Ground**

**USAG Yuma Education Center,**  
Bldg 501  
Yuma, AZ 85365  
(928) 328-3177

## **Martin Luther King Jr. Neighborhood Center**

300 S 13th Avenue  
Yuma, AZ 85364  
(928) 317-6075 phone

## **San Luis Learning Center**

1340 8th Avenue  
San Luis, AZ 85349  
(928) 314-9449 phone  
(928) 314-9439 FAX

## **Parker Learning Center**

1109 Geronimo Avenue  
Parker, AZ 85344  
(928) 669-2214 phone  
(928) 669-5350 FAX

## **Wellton Learning Center**

28851 County 12th Street  
Wellton, AZ 85356  
(928) 785-4175 phone  
(928) 785-4175 FAX

