



Community Colleges of Spokane
Spokane Falls Community College

Student Clubs and Associations Handbook 2020-2021

Main Campus Clubs

Alliance, Anime, Applied Technology, Armed Forces/Vets, Art, Art Gallery, BGK (Beta Gamma Kappa), Big Foot Drama, BSU (Black Student Union), Choral Music, Communicator, Dance, Debate, Engineering, Environmental, Film, Flying Hands, French, Gamers, Graphic Design, Interior Design, International, Japanese, Jazz Presents, Journalism, LU (Latinos Unidos), Orchestra, Photo Arts Club, PTA (Physical Therapist Assistant), Recreation Society, Red Nations, Service Learning, SOTA (Student Occupational Therapist Assistant), Spanish, Stage Band Combo, Wellness, Wire Harp

Pullman Campus Clubs

Creative Writing, Film/Photography, Gamers, Young Mathematics

Student Funded Programs

Heather McKenzie WaitE (office)	509-533-4197
Heather McKenzie WaitE (cell)	509-590-5299
Shelli Cockle (office)	509-533-3553
Shelli Cockle (cell)	509-688-3511
Cole Bond (ASG Office).....	509-533-3338

Catering – Heather is currently working with the District on our options

Purchasing

Main Number	509-434-5318
(Contracts Manager).....	509-434-5325
Kellen Beam (Purchase Orders)	509-434-5324
Holly Sexton (Purchase Orders)	509-434-5320
Heather Pedersen (P-Card Program)	509-434-5327

Travel

Ken DelMese	509-434-5284
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Facilities Scheduling

Jessica Borgan (Lounges, Senate, & VIP)	509-533-4195
Cole Bond (Rec Center Programming Space)	509-533-3338

Graphics/Copy Shop/Publicity

Laura Mincks (on-campus Graphics)	509-533-3823
District Graphics	509-434-5142
Becky Turner (Copy Shop)	509-533-3744
Marketing & Public Relations	509-434-5107
News Bureau	509-434-5150

Budget Strings

CLUB	UNIT	FUND	CLASS	DEPT	PROGRAM	FEE-CODE	ADVISOR
Alliance	7172	522	264	65000	65606	172-78	Nicole Ridnour
Anime	7172	522	264	65000	65503	172-7Z	Yasuka Huff
Applied Tech	7172	522	264	65000	65504	172-9L	Rick DuBois
Armed Forces Vets Club	7172	522	264	65000	65592	172-7K	Britni Weaver
Art Club	7172	522	264	65000	65506	172-ARTCLB	Rob McKirdie
Art Gallery & Exhibit	7172	522	264	65000	65507	172-ARTGAL	Tom O'Day
Beta Gamma Kappa	7172	522	264	65000	65516	172-7Q	Michele Moore
Big Foot Drama (Revelers)	7172	522	264	65000	65584	172-7P	Ashley DeMoville
Black Student Union	7172	522	264	65000	65517	172-7A	
Choral Music	7172	522	264	65000	65520	172-CHORAL	Nathan Lansing
Communicator	7172	522	264	65000	65521	172-COMMUN	
Dance Club	7172	522	264	65000	65526	172-7V	Carol Dyksterhuis
Debate Club	7172	522	264	65000			Craig Rickett
Engineering	7172	522	264	65000	65528	172-ENGINE	Mark Gorski
Environmental	7172	522	264	65000			Monica Stenzel
Film Club	7172	522	264	65000			Mary Hyatt
Flying Hands	7172	522	264	65000	65543	172-9K	
French	7172	522	264	65000	65534	172-FRENCH	Eddy Cuisinier
Gamers	7172	522	264	65000	65590	172-74	Norm Thompson
Graphic Design	7172	522	264	65000	65538	172-7E	June Roys & John Mujica
Interior Design	7172	522	264	65000	65541	172-9J	Manda Jenkins
International	7172	522	264	65000	65542	172-7I	Satwik Dasgupta
Japanese	7172	522	264	65000	65549	172-76	Yasuka Huff
Jazz Presents	7172	522	264	65000	65550	172-7N	David Larsen
Journalism	7172	522	264	65000	65551	172-7J	Jason Nix
LU	7172	522	264	65000	65554	172-7M	Cynthia Vigil
Orchestra	7172	522	264	65000	65562	172-ORCH	Jay Krumbholz
Photo Arts	7172	522	264	65000	65566	172-7O	Erik Sohner
PTA	7172	522	264	65000	65600	172-7Y	Renee Compton
Pullman Creative Writing	7172	522	264	65000	65578	172-CWPULL	Caitlin Palmer
Pullman Film	7172	522	264	65000	65572	172-FILM	Alissa Bourbonnais
Pullman Gaming	7172	522	264	65000	65576	172-VIDEO	Andre Lamoureux
Pullman Programming Board	7172	522	264	65000	65574	172-GOV	Andre Lamoureux & Veronica Mendez-Liaina
Pullman Travel	7172	522	264	65000	65575		Andre Lamoureux & Veronica Mendez-Liaina
Pullman Workstudy	7172	522	264	65000	65577		Brooklyn Brown
Pullman Young Mathematics	7172	522	264	65000	65573	172-PULMA	Andre Lamoureux
Recreation Society	7172	522	264	65000	65582	172-REC	Carol Dyksterhuis
Red Nations	7172	522	264	65000	65583	172-7R	Darlene Rickett
Service Learning	7172	522	264	65000	65021	172-7S	Darlene Rickett
SOTA	7172	522	264	65000	65601	172-01	Sunny Anderson

CLUB	UNIT	FUND	CLASS	DEPT	PROGRAM	FEE-CODE	ADVISOR
Spanish	7172	522	264	65000	65593	172-75	
Stage Band/Combo	7172	522	264	65000	65599	172-7B	David Larsen
Wellness	7172	522	264	65000	65609	172-WELL	
Wire Harp	7172	522	264	65000	65558	172-7L	Connie Scott, Laura Read & John Mujica

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I. Philosophy of Student Activities

- A. The activity programs of the Community Colleges of Spokane and Spokane Falls Community College are predicated upon the belief that educational maturity of students is determined not only by the growth of intellectual awareness, but also by the development of competence in leadership and organizational skills. Co-curricular activities and programs support academic programs of the college, help meet individual, social and recreational needs, and contribute to a spirit of unity among students and faculty.
- B. Clubs and organizations exist as a means of providing meaningful programs that supplement the educational process by offering educational, social, cultural, and recreational activities for the general student body. These clubs/organizations are formed to fulfill a common interest of a group of students and will follow the appropriate Associated Student Constitution procedures for membership.

The student governing organizations of Community Colleges of Spokane (CCS) are funded by Student & Activities fees (S&A) allocated to Associated Student Activities (ASA). The college, through its Associated Student's Constitution and Philosophy, develops activities that meet the needs of their respective student body. S&A expenditures for programs devoted to political, economic, or religious philosophies shall result in the presentation of a spectrum of ideas.

The program is supervised by the director of Student Funded Programs (SFP) and dean of Student Support Services (SSS) who shall have responsibility for implementing the program.

- a. Instruction Related Program (IRP) clubs and organizations have, as their primary purpose, activities that are adjunctive to a specifically approved college instructional program. They supplement the educational process by offering educational, cultural, social, and recreational programs. These clubs participate in activities which represent the district in approved instructional related program competition, perform regularly as an official college-sanctioned group before the public and/or provide a public relations function. These activities help promote the instructional program itself and general image of the district. IRP funds will not provide direct financial support to supplant the instructional program.

II. Purpose

The Community Colleges should provide a viable and valuable relationship between faculty and students outside the classroom. The education process does not occur in the classroom alone. One of many ways to attain this relationship is through faculty advisors of student groups. The relationship established between faculty and students will be mutually beneficial and plays an important role in the students' educational process.

To be selected as an advisor by the students is an honor. It implies respect, friendship, competence, and a conviction that you, as an advisor, can make a valuable contribution to our college and to the organization. It is recognized this additional responsibility will carry with it additional demands on your time. We hope this investment will ensure many returns such as clearer insights into students' behavior and satisfaction from having helped facilitate their extracurricular education.

The information provided is to give guidance and direction. The role of the advisors must also be shaped by the nature of those experiences with the group. This handbook does, however, outline some principles and specific responsibilities that are derived from the premise that ***student programs form an important part of the students' educational, cultural, social and recreational growth.***

III. Student Organization Advisor Responsibilities

A. General Description

Any individual serving as an advisor, who has been selected to do so through the appropriate and authorized procedures of the Master Contract (Article 18 – Salary Schedules, Section 5 – Stipends for Advisors of Student Clubs and Organizations, Pages 91-93), is considered a representative or official of the college within this capacity. Link to Master Contract: <https://ccsnet.ccs.spokane.edu/Human-Resources/CUSTOM-PAGES/Labor-Relations/FINAL-MASTER-CONTRACT-2020.aspx>

A student organization advisor is entrusted to serve the mission and needs of the institution while assisting the student organization in accomplishing its goals and objectives. This often involves helping the organization improve its operations or services while also informing the organization of the college policies and protocols to help ensure the safety of members and guests, compliance with state and college statutes, compliance with the Standards of Conduct, and the stewardship of resources. Additionally, compliance with Federal, State, and local laws, Board Policy, negotiated agreements, and the Strategic Plan is required.

B. Responsibilities – an advisor is expected to:

- a. Support and advocate for the mission, vision and values of the College and District.
- b. Ensure compliance with state and college policies, particularly those relating to safety, individual and organizational conduct, the use of state resources, non-discrimination and harassment rules and the Student Code of Conduct.
- c. Support the student organization in its efforts to achieve its goals and objectives, acknowledging that the ownership and decision-making for doing so lies with student members.
- d. Attend the student organization's meetings as often as possible as agreed upon with the chief student services officer.
- e. Attend and oversee activities/events that the student organization is sponsoring according to Article 18, Section B & C of the Master Contract.
- f. Assist the organization in planning their programs and activities, including assessing the activities relative to their congruence with and support of the mission of the organization and the college.
- g. Ensure compliance with state and college policies and federal and state laws relating to the use of funds, including approving all expenditures and budget proposals and submitting all supporting documentation for expenses.
- h. Assist the organization in maintaining current records with the college, to include list of officers and members, constitution, bylaws and other operating procedures.
- i. Guide the student organization to meet timelines/deadlines for required paperwork and organizational records.
- j. Assist with the group's off-campus travel, including processing all forms.
- k. Travel with student members and attend all travel-related meetings and events.

- l. Serve as the curriculum expert for co-curricular activity planning.
- m. Responsible for transferring student organizational records to new advisors.

C. Required Training

- a. To help ensure an advisor has the knowledge and information to fulfill their responsibilities, updated training will be provided annually. First time advisors must complete all trainings and all updates. Continuing advisors must complete all updated training. Club advisors should be paid at the hourly rate to participate in updated training. Trainings should be developed jointly between colleges and be equivalent.
- b. Initial trainings include:
 - (a) Financial Policies and Procedures (specific to the types of funds used via the student organization)
 - (b) Governance and Roberts Rules of Order
 - (c) Risk management
 - (d) Travel* (*would be required prior to the organization's first travel, updated training as needed*).

IV. New Club Development

- A. New clubs can only be formed by current students
- B. Forming new club or organization
 - a. Contact the SFP office to get a packet of related paperwork and online resources
 - b. Develop a name
 - c. State the purpose of having the club (interest based, instructionally related, competitive, community service, etc.)
 - d. How will it benefit our students or campus?
 - e. Possible club activities
 - f. Have 10 or more students, who agree that it is a good idea to have a club like this on campus, sign the roster sheet.
 - g. Form a tentative yearly budget of \$500 on the provided template. Use as much detail as possible.
 - h. Create your constitution and email it to the Associated Student Government (ASG) secretary (Tuyetnhy.Le@sfcc.spokane.edu)
 - i. The secretary will then schedule a time for you to present your club to the Activities Board. If the Activities Board approves the Club, it will then be presented to the Senate for their approval and sanctioning.
 - j. Instructionally Related Program (IRP) Clubs are differentiated from Associated Student (AS) Clubs by incorporating any of the following three criteria into their Constitution and Statement of Purpose:
 - (a) Competition
 - (b) Performance
 - (c) Providing a Public Relations service/function for the College and/or the District

V. Advisor Selection

- A. Students will find a faculty member that is interested in advising the club. These advisors will only advise. Students must do the work.
 - a. Once the club has been sanctioned a search will begin for an official advisor.
 - b. This search is started with an e-mail request from the Director of SFP.
 - c. The faculty union representative will send out an e-mail to all faculty requesting that interested faculty respond to the e-mail. It is then very important for the faculty member to respond, in a timely, manner to the e-mail.
 - d. When the names of interested faculty members are received the names will be forwarded to the VP of Student Affairs, who will then discuss the names with the Director of SFP.
 - e. If there are no interested faculty members, the VP of Student Affairs will then do a request for administrator interest in advising the club.
 - f. If there are more than one interested advisor the students will then interview the candidates and choose the advisor that will fit for them. They can also choose to have co-advisors for the club.

VI. Student Funded Programs (SFP) & Student Support Services (SSS) Responsibilities

Heather McKenzie WaitE

DIRECTOR OF STUDENT FUNDED PROGRAMS

EXT 4197, CELL 590-5299, ROOM 136

Cole Bond

CO-ADVISOR FOR THE SENATE

EXT 3338, ROOM 135

Shelli Cockle

ADMIN ASSISTANT STUDENT SUPPORT SERVICES

Ext 3553, CELL 688-3511, ROOM 117

Will be working from home for Fall Quarter so cell phone is important

- A. Office Locations
 - a. The SFP office is located in the Student Union Bldg 17 (SUB), Room 135
 - b. The SSS office is located in the Student Union Bldg 17 (SUB), Room 117
 - c. The staff in these offices are available to provide Club support services. They serve to coordinate organized student activities and student government.
- B. Director of SFP Responsibilities
 - a. Advisor for student Senate and Activities Board.

- b. Monitors Advisor Stipends, reviews S&A budgets and expenditures, meets with advisors when the need arises, signs Requests for Spending, Requests for Fundraising, and Travel Request forms.
 - c. In conjunction with the Activities Board, has the responsibility of working with Clubs and Advisors in planning and coordinating programs and activities.
 - d. Is available to assist Clubs and Advisors with all aspects of program requirements. These requirements include review of all programs and activities, budgets, club documents, approval of purchases, fundraising events, travel procedures, and advisor and student training workshops. This will ensure that all activities comply with the high standards of the college and adhere to all district policies and procedures.
 - e. Primary responsibility is to act as a liaison for the college, with students and Advisors, in carrying out all program requirements.
- C. Co-Advisor for Senate
- a. Attend Senate Meetings, when needed, and advise students on policies and procedures
 - b. Work with the Associated Student Government (ASG) on a daily basis, assisting with planning events and activities
 - c. Working with people after they schedule the Recreational Center and adjacent Programming Space to be sure set up is correctly completed and all needs are met
- D. Administrative Assistant for SSS
- a. Track and reconcile all SFP budgets and report as needed
 - b. Assist clubs with paperwork as needed
 - c. Complete all Purchase Requisitions for clubs and ASG
 - d. Work with Advisors to complete all travel ctcLink paperwork
 - e. Process all credit card purchases for clubs and ASG

VII. Advisor Stipend

The student Club/Organization Advisor's Stipend will be based upon the nature and scope of the activity, the number of activities, projects, events and performances. Remuneration Schedule for Advisors of student Clubs/Organizations can be found in the Faculty Master Contract.

A. Basis for Stipend Payment

- a. Stipend is granted for time involved with students **outside** of the regular classroom instruction and for advising students with reference to these outside activities. Club meetings are **not** considered an "activity".
- b. **Only one (1) advisor stipend will be paid per Club/Organization and budgeted from S&A funds.** If two (2) or more individuals assist with the Club/Organization advising, the stipend will be shared.

B. General Guidelines

- a. Activity – an approved event, which allows for college-wide participation. Activities are to be scheduled through the Activities Board for category credit.
- b. Club/Organization activities are evaluated by the Director of SFP at the end of each school year for stipend determination and payment. Category placement is determined in Spring Quarter by the Club's past year's activities.
- c. The results of this evaluation are sent to the District Human Resources Office. The applicable stipend amount will be determined and shall be paid at the end of the academic school year.
- d. All outstanding purchases and travel must be cleared through the SSS Office before the stipend will be paid.

C. Processing of all Paperwork & Budget Reconciliation:

- a. All paperwork from Club Advisors must be submitted to the SSS Office (Bldg 17, Room 117).
- b. The administrative assistant of SSS will assist advisors to post and reconcile all club budgets. Upon request, the administrative assistant will provide a copy of the S&A Expenditures. The administrative assistant will keep official records of budget expenditures, and revenue for all clubs.
- c. The administrative assistant of SSS is responsible for posting Purchase Requisitions, Travel Approvals, Budget Transfers, and Deposits for Clubs and Organizations.

I. Using 25 Live to Schedule programming space on SFCC or SCC Campuses

- A. Link to 25 Live Website: [https://25live.collegenet.com/spokanefalls/#home_my25live\[0\]](https://25live.collegenet.com/spokanefalls/#home_my25live[0])
- B. Click on the Sign-In button at the top right-hand side of the screen.
 - a. Username: use your name > first.last
 - b. Password: use the same password that you use to log on to your computer each morning
- C. Click on the “Event Wizard” tab
 - a. Please complete all questions as you go through the wizard (some have drop down choices)
 - (a) “Event name” – descriptive name of event
 - (b) “Event Title for Published Calendars” – what you want others to see on a calendar
 - (c) “Event Type” – choose from the drop down menu
 - (d) “Primary Organization for this Event” – SFCC Student Activities Clubs Gov and click on “Next”
 - (e) “Expected Attendance”
 - (f) “Event Description” and click on “Next”
 - (g) Choose if this is a single event or occurs multiple times and click on “Next”
 - (h) Select Start Date and Time and Event end Date and time
 - (i) If you need set up time before event and take down after the event please be sure to mark those and click on “Next”
 - (j) Search by Location Name – most used room names follow:
 - (1) SF0170108C – Bldg 17 - VIP Room in the café
(managed by Jessica Borgan x4195)
 - (2) SF0170137 & 0138 – Bldg 17 - Senate Chambers
(managed by Jessica Borgan x4195)
 - (3) SF017134RECC – Bldg 17 - New Programming space in Rec Center
(managed by Kim Jones x3338)
 - (4) SF017133RECC – Bldg 17 - Game Room in Rec Center
(managed by Kim Jones x3338)
 - (5) SF0170102 – Bldg 17 - Lounge A
(managed by Jessica Borgan x4195)
 - (6) SF0170102and103 – Bldg 17 - Lounges A & B
(managed by Jessica Borgan x4195)

- (7) SF0170103 – Bldg 17 – Lounge C
(managed by Jessica Borgan x4195)
 - (8) SF0240110 – Bldg 24 – Auditorium
(managed by Anna Gonzales x3681)
 - (9) SF0300212 – Bldg 30 – Falls Conference Room
(managed by Jan Carpenter x 3535)
 - (10) SF015110 – Bldg 14 – Auditorium
(managed by Jennifer Day x3720)
 - (k) On the right-hand side of page you will see a spot for you to type in set-up instructions. Be specific about number of tables (rounds or rectangles), number of chairs at each table, if you need food tables, AV equipment needed, etc. and click on “Next”
 - (l) This is the page that you can choose the type of tables and chairs, microphones, etc. Please be careful, because SCC resources are also listed. Choose items prefaced with SUB not LAIR. Over on the right of the screen say how many of the resource that you want and a description. Click on “Next”
 - (m) Put contact information so that the manager of the space can contact you. Click on “Next”
 - (n) The next page will automatically populate with your name. Click on “Next”
 - (o) There are currently no published calendars to choose. Click on “Next”
 - (p) Put any comments that you would like the managers of the space to know. Click on “Next”
 - (q) Click “I agree” and Save
- D. The manager of the space should contact you when the room has been approved. They will contact you via e-mail. Please follow up with them to be sure that all things are set up correctly before the event.

I. Purchasing Procedures for College Organizations

- A. Community Colleges District 17 Financial Procedures Manual for Services and Activities Fees establishes rules, regulations, and operating procedures concerning said fees. Yearly Budget Guidelines, as approved by the SFCC Joint S&A Fee Budget Committee (JSAFBC) and shown in the S&A Budget Book, will be strictly adhered to regarding purchasing and expenditures.
- B. Guidelines for Permissible Use of Services and Activity Fees
- C. All updated Purchasing Procedures are on CCS Net
- D. Individual awards for students cannot exceed a \$50 limit. Awards cannot be given to staff members.

II. Procurement Cards (P-Cards) - VISA

- A. Use P-Cards whenever they can be used
- B. Before use of a P-Card, you will need to go through the online trainings. Please contact Heather Pedersen to get more information about signing up for these trainings.
 - a. WA State Purchasing and Procurement Ethics
 - b. WA State Small Purchases
 - c. CCS Spender School
- C. Beginning with the 2017-2018 year, purchasing cards will need to be in individual names. The Administrative Assistant will request the appropriate cards.
 - a. Cards will be kept in SSS Office to be picked up each time advisor shops.
 - b. Clubs that do not have cards assigned are clubs that only shop once or twice a quarter or do on-line ordering. This can be adjusted as needed
 - c. The director of SFP, the co-advisor for Senate & the administrative assistant for SSS can make arrangements for use of their cards for purchases of clubs that are not assigned a card.
- D. No personal purchases can be made with the P-Card
- E. Gift Cards/Certificates **cannot** be purchased with a P-Card
- F. Complete the Request for Spending Form with signatures and turn in to the administrative assistant for SSS **1 week (2 weeks if the purchase includes food)** prior to needing the card. Please be sure that you complete the form in full, including the dates & times that the card is needed.
- F. After all signatures are received the administrative assistant will then schedule time through Outlook and send you an invitation to pick up your card at the specified date and time.

III. Purchase Requisitions

- A. The Administrative Assistant for SSS will complete all Purchase Requisitions in ctcLink for student clubs and organizations
- B. Clubs will need to complete a Request for Spending Form and attach invoices or quotes for the item to be purchased (this would include gift cards/certificates)
 - a. All requisitions should be processed a minimum of **5 weeks prior to money being spent**. The Request for Spending form will include:
 - (a) The items desired
 - (b) Actual or approximate cost
 - (c) Name and address of Vendor/Company
 - (d) Date money needed
 - b. ****Under no circumstances are there to be purchases made directly with vendors.** The District Purchasing Office will complete the purchases for us for any vendors that we need to use a Purchase Requisition. Again, it is always best to ask if the vendor will take VISA.

IV. Personal Services Contracts (PSC)

- A. Personal Services Contracts must be completed and received by the Administrative Assistant of SSS a **minimum of 5 weeks prior to the event** along with a Request for Spending form to pay the performer or agent.
- B. The worksheet is to be completed in full. Indicating name, address, phone, e-mail, scope of work, period of performance/lecture, where performance/lecture will be taking place, compensation, indication if the check is to be mailed to the vendor following the performance/lecture, or paid directly at the end of the performance/lecture. You are not required to get the performer's social security number or W-9 form. The Purchasing Office will get this information from the vendor.
- C. For any vendor that is a current or past state employee, a statement from the State Ethics Board is also required before payment can be made. The Purchasing Department will follow-up with the vendor or agent to get any information from the Ethics Board.
- D. Let the vendor know that the Purchasing Office will be following up with them via e-mail or phone.
- E. The Purchasing Office will sign any vendor contracts that need to be signed. **Do not personally sign any vendor contracts.** Please attach them to the Personal Services Contract when submitting to the SSS Office. The contract is not valid unless it has been reviewed and approved by the Purchasing Department. It is the responsibility of the Club to notify the vendor that a signed Original Contract remains invalid until it has been approved by the Purchasing Department.
- F. Vendors must be made aware that if all paperwork is not completed by the date of their performance, they will not be paid on the date of the performance. **It is extremely important that the paperwork is received at least FIVE (5) weeks prior to the event.**

- G. **Full/Part-time or Work Study CCS employees cannot be contracted on a Personal Services Contract.** If an employee performs a personal service for club or student activity event, they must use a Human Resources electronic payroll time sheet or a stipend will be processed. If you will be using an employee for an event, please contact Heather McKenzie WaitE via e-mail with details of the event so she can complete any paperwork that is needed.

V. Purchasing Gift Cards/Certificates

- A. **Gift cards/certificates cannot be purchased with a P-Card.**
- B. Gift Cards/Certificates **cannot exceed \$50** per person per contest or event.
- B. A Gift Card/Certificate Purchase Authorization must be completed, along with a Request for Spending form and turned in to the Administrative Assistant for SSS.
- C. When the cards are being disbursed the Gift Card Disbursement Log will need to be completed, copied and sent to Mail Stop 1006, with a copy to the Administrative Assistant of SSS.
- D. All gift cards/certificates must be purchased and disbursed in the same budget year.

VI. Purchasing T-Shirts/Uniforms

- A. If uniforms are worth more than \$50, students will need to pay for the portion above \$50. There also is the option of using the uniform for the school year and returning for someone else's use the following year.
- B. All graphics for club/organization t-shirts must be pre-approved through the office of SFP and the District Graphics Department.
- C. **T-shirt orders must be submitted no later than April 30 and t-shirts received no later than May 31**

VII. Petty Cash Reimbursement

- A. All petty cash purchases must be pre-approved. P-Cards are the way charges should be made.

VIII. Food Services

- A. Request for Spending forms will need to be turned in **2 weeks prior to any event** where food will be served.
- B. **A count must be taken at all events that involve service of food. The count will then be forwarded to the administrative assistant of SSS.**
- C. All food service events fall under the per diem rates for students, staff members, and community members.
- D. Food Services from – **Heather is currently working with the district on our options**
- a.

- b. A Request for Spending form will need to be completed **2 weeks prior to the event**. You will need to contact _____ to get the information regarding cost of the event. The following information will be needed by _____.
 - (a) Club name – please be sure that they know it is a student sponsored event
 - (b) Contact name and information
 - (c) Amount budgeted for event food
 - (d) Foods and beverages requesting
 - (e) Number of attendees expected
 - (f) Date, time and location of the event
 - (g) State that Shelli Cockle will be paying via VISA
- E. Sodexo Café Services
 - a. If clubs/organizations will be paying for people to go through the Café for service they will need to complete a Request for Spending form **2 weeks in advance**. A typed Sodexo Approved Name List must be attached at that time. After approvals have been received, the administrative assistant for SSS will give the form to Sodexo before the date of food service event.
 - b. After the event please forward the number of people that attended to the administrative assistant of SSS.
 - c. The administrative assistant will then pay Sodexo.
- F. Food Services from Outside Entity
 - a. A Request for Spending form should be completed **2 weeks in advance**. Include food items in description of what is being purchased.
 - b. Clubs are responsible for cleanup of the general area and also any service items.
 - c. Clubs are responsible to make sure that the food items are prepared and served in a sanitary manner and held at the appropriate safe temperatures according to the Spokane County Health Department guidelines, see www.spokanecounty.org. The approved source should have Food Handlers Permit on display at the event.
 - d. The approved source should provide the necessary service items, such as bowls, serving spoons, aluminum foil, vinyl gloves, etc.
 - e. Clubs are welcome to have “potluck” meals anywhere on campus, as long as food is not sold.

I. Guidelines for Club-Sponsored Fundraising Events

- A. A Request for Fundraising will need to be completed and turned in to the administrative assistant of SSS. A concise, specific description and justification must be given for the fundraising activity.
- B. Only authorized sales of goods or tickets will be permitted after consultation with the Director of SFP.
- C. Raffles must be planned and discussed with the Director of SFP **at least 6 weeks prior to the start of the event.**
- D. Any revenue generated by sales must be accounted for on a tally or ticket basis and deposited to cashiering by the next business day. The Office of SSS has deposit forms and the administrative assistant will help to complete them correctly. **Please do not deposit money before administrative assistant of SSS approves the Deposit Form.**
- E. When a “Working Fund” is needed for an event, the advisor will need to fill out a Temporary Working Fund Request Form at the Cashiers’ Office. **This needs to be done 2 days prior to the event.** This gives the Cashiers time to be sure funds are available.
- F. A “ticket system” will be used to account for all money received at events where large numbers of people attend/participate (hamburger feeds, dances, movies, concerts, etc.). Use of the “roll ticket” will meet State Audit requirements to account for money received. Determination NOT TO USE the “roll ticket” will be made by the Director of SFP after consultation with the club advisor. The following procedure will be used when using “roll tickets” or printed tickets.
 - a. Obtain consecutive numbered tickets (single or double roll) from the SFP office.
 - b. During the event, tickets will be exchanged for the specified amount of money, as advertised. The ticket will allow participation in the event (e.g., a ticket will be sold to a person for a hamburger feed \$1.00). This transaction will verify several things.
 - (a) The person has paid
 - (b) \$1.00 has been received by the Club.
 - (c) Ticket will be shown to the Club to verify payment at the time the person is served the hamburger.
 - (d) The process will establish an audit trail to verify how many hamburgers were sold, which will be determined by number of tickets remaining on the “roll” signed out to the Club.
 - c. When tickets are printed for an event (concert, etc.), the number of tickets printed will be recorded in the SFP Office prior to the event. All money/tickets (including complimentary tickets) will be accounted for by the Advisor, providing an audit trail.
 - d. The appropriate amount of money received by the Club during the event will be deposited with the Cashier within the next business day.
 - e. Number of tickets sold – compared to number of tickets remaining – will determine the amount of money deposited. There must be a clear audit trail of how much money the Club has received from sponsored events/programs.

II. Charitable Fundraising

- A. Student organizations may conduct fundraising activities for charitable purposes under certain conditions. Funds raised without the use of state property or facilities are considered private funds and may be used without restrictions.
- B. Fundraising for scholarship and CCS charities will be deposited into a separate/Club Program CCS Foundation account (\$500 minimum).
- C. S&A funds or other state resources cannot be used to support a fundraising event for charitable purposes. No S&A or state resources are used in the conduct of the activity, all funds collected become state funds and are subject to state rules and regulations. The college is to be compensated from private funds for any direct costs associated with the fundraising activity, such as facility use, or equipment use.
- D. The college may allow de Minimis use of facilities with NO expectation of reimbursement, as follows:
 - a. Use of a table, at no charge, to conduct fundraising sales in the student center
 - b. Use of and placement of bins for collection of goods for donation
 - c. Use of college computers to **create** advertisements, flyers, tickets, etc. This allowance excludes printing of flyers, advertisements, tickets, etc.

III. Club Sponsoring Vendor

- A. A Fundraising Request form must be completed one week prior to the 1st event.
- B. An Outside Vendor Fundraising Contract Agreement form must be completed one week prior to the 1st event.
 - a. Vendors will be allowed to be sponsored for 2 pre-set visits per quarter. (They are welcome to pay the normal vendor fee to schedule more visits per quarter).
 - b. Vendors will pay 10% of gross sales receipts to the club/organization or other amount agreed to by vendor & club
 - c. All sales must be documented by receipt or tally of items sold and the cost of the item.
 - d. If vendors need numbered receipt books they will be furnished by the Club/Organization sponsoring the event.
 - e. All cash earned by clubs must be processed & deposited no later than 2 days following the event. The administrative assistant of SSS has deposit forms.
 - f. Clubs are welcome to post publicity prior to event.

IV. Raffle Information

- A. Raffles must be planned **at least 6 weeks in advance** and discussed with the Director of SFP before any items are purchased or tickets sold.
- B. Raffles are conducted as follows
 - a. The raffle is held on a regularly scheduled day of the week (for example: every Friday night).
 - b. Members sell theater-style tickets from a roll for a specified time period prior to the drawing (for example: 4 – 9 pm, on Monday through Friday). Therefore, a Ticket Distribution Log is not needed.
 - c. There are not expenses other than the cost of the prizes awarded that night. Usually the same prizes are awarded each week (for example: steaks).
- C. Disclosures: The following information shall be disclosed in writing (a posted sign is sufficient) to the participants at the point-of-sale.
 - a. Name of the Organization/Club
 - b. Date (example: every Friday)
 - c. Time (example: 4-9 pm, drawing to be held at 9 pm)
 - d. Location (example: SUB Lounge, etc.)
 - e. Cost per ticket (not to exceed \$5 per ticket)
 - f. Description of prizes to be awarded (example: five drawings for a package of two steaks each)
 - g. Whether or not the winner must be present to win
- D. Record Keeping
 - a. The Raffle Summary/Winners Register must be completed and maintained as part of your records.
 - b. If the winner is not required to be present to win, you need to retain the *winning tickets* and *all sold, non-winning tickets* with your records.
 - c. If the winner must be present to win, you need to retain the *winning tickets* with your records.
 - d. Raffle records, as well as supporting invoices for the purchase of prizes, must be retained for a minimum of three years.
 - e. Once complete, the information on this raffle summary should be recorded on the Annual Raffle Summary form.
- E. Your organization is responsible for complying with all RCW and WAC Raffle Rules. (<http://apps.leg.wa.gov/WAC/default.aspx?cite=230-11&full=true>)

Ken DeMese

CCS TRAVEL OFFICE

EXT 5284

I. Policy for Advisor Traveling with Students

- A. It is recognized that when college Clubs or college activities occur out-of-town or overnight trips, that the SFP Office will require the Faculty Advisor to accompany students on such outings. The Advisor's responsibility rests in an Advisor mode and not as a chaperone.
 - a. Any exception of an Advisor not accompanying students on such ventures shall be made by the Director of SFP or designee. After consultation with the appropriate Club Advisor and Student Representative, it will be determined whether the best interests of the college necessitate an Advisor's presence on the trip (this will usually be the case).
 - b. In the course of deciding what are the best interests of the college, the Director of SFP or designee shall consider the number and gender of the students involved, the activity requiring out-of-town travel, age/maturity level of travelers, and whether an Advisor's contribution to the meeting or activity would better serve the interests of the students, Faculty and Administration of Washington Community College District 17.

II. Policy for Students Traveling

- A. Must have **at least a 2.0 cumulative GPA.**
- B. Must be **currently enrolled in at least 10 credit hours**
- C. First quarter students may travel provided all other eligible students have been considered, and e-mails from instructors, stating the student has satisfactory academic progress, have been received and included in the travel paperwork.
- D. Exceptions to eligibility guidelines will require justification to the SFP Office and Dean of SSS.
- E. Per WAC 132Q-10-228, Community Colleges of Spokane prohibits being observably under the influence of any legend drug, narcotic drug or controlled substance or otherwise using, possessing, delivering, manufacturing, or seeking any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional or as otherwise expressly permitted by federal, state, or local law. **Use of drugs and alcohol by any student on district-owned or used facilities, grounds, or motor vehicles, and at any college-sponsored activity on or off campus is prohibited. [This includes all travel or club sponsored events.]**

III. Per Diem Rates

- A. All rates must conform to authorized state rates and are subject to revision.
- B. Club Advisors will be reimbursed at the District Travel Rates for Area
- C. Maximum amount authorized for **single** student travel, in or out of state is \$100 lodging and \$40 meals. Actual expenses should not exceed established rate for high cost area.

D. Lodging

- a. "Exceptions to the Maximum Lodging" for students will be set no higher than the Spokane per diem rates set by the District Travel Office and this **must be approved by the Director of SFP, and signed by the Dean of SSS, indicating that adequate funding is available.**
- b. Group Travel Rates – based on a minimum of two (2) per room. Strongly recommend three (3) per room when possible. Maximum group rate travel per student (per day) for lodging is \$50.
- c. ***Never make hotel reservations through any on-line vendor such as, Cheap Hotels, Travelocity, Hotels.com, etc.*** Reservations must be made directly from the hotel web site, or directly from the hotel phone number.

E. Food

- (a) Breakfast \$ 8.00 must leave before 7 a.m.
- (b) Lunch \$12.00 must leave before noon
- (c) Dinner \$20.00 must leave before 6 p.m. or return after 7 p.m.
- (d) When disbursing the per diem money to the students, please complete the Student/Advisor Per Diem List form.

IV. Ground Transportation

A. Private car mileage - \$0.575/mile

- a. When traveler uses private vehicle for an out-of-state trip, the maximum mileage reimbursement is limited to the standard airfare amount or the mileage (whichever is the least amount for reimbursement).

B. Standard Rental car - \$58.00/day (estimate)

- a. Rental cars/vans are only allowed from the state contract vendors: Enterprise Rent-A-Car or National Car Rental. Global Travel will book rental cars.
- b. The traveler should **not approve any additional optional insurance when using the state contracted rental car agency.** If you do so, you will be responsible for paying those extra charges, personally.
- c. The traveler **should** fill up the gas tank prior to returning the rental car.
- d. All rental car receipts must be submitted to the administrative assistant in the SSS Office.

C. Minivan Rental - \$127/day (estimate)

- a. Rental cars/vans are only allowed from the state contract vendors: Enterprise Rent-A-Car or National Car Rental. Global Travel will book rental cars.
- b. The traveler should **not approve any additional optional insurance when using the state contracted rental car agency.** If you do so, you will be responsible for paying those extra charges, personally.
- c. The traveler **should** fill up the gas tank prior to returning the rental car.

- d. All rental car receipts must be submitted to the administrative assistant in the SSS Office.
- D. 10 Passenger ASG Van - \$0.58/mile (with gas tank filled before returning)
- E. Commercial Bus – talk with the Purchasing Office to see if there is a contract for busses.

Molly Tom

GLOBAL TRAVEL

509-891-1234 extension 2153

V. Airline Travel

- A. All airline travel must be scheduled through Rich Long at Global Travel
- B. Global Travel will e-mail you airline ticket information for each of the travelers. Please forward these e-mails to the administrative assistant of SSS Office.

VI. Forms

- A. A first-time traveler for student programs will need to send the travel office an e-mail asking to give Shelli Cockle permission to access their ctcLink travel information. Shelli will only do ctcLink travel and expense forms that are needed for club travel.
- B. All Travel Request Forms **need to be completed and to the SSS Office four (4) weeks prior to the trip.** Please do research to get the most accurate numbers to complete this form. Once the form has gone through the signature process the reservations, airline tickets, rental cars, etc., can be booked. Items to include with the Request Form include:
 - a. An agenda or detailed itinerary
 - b. Travel justification
 - c. Per Diem Approval
 - d. Completed list of attendees that include advisors and students, along with proof of grades and number of credits registered for the current quarter
- D. Forms that need to be completed before travel include:
 - a. Travel Information & Advisor Emergency Waiver (copy to be taken on trip)
 - b. Student Information & Emergency Waiver (copy to be taken on trip)
 - c. Student Acknowledgement of Student Conduct (copy to be taken on trip)
 - d. Informed Consent, Assumption of Risk, and Release of Liability Agreement for Voluntary Student Activity/Trip and Medical Consent (Students age 18 and over)
 - e. Informed Acknowledgement of Risks and Hazards Parental Release of Liability and Agreement to Indemnify for Voluntary Student Activity/Travel and Medical Consent for Minor Student (Students under age 18)
 - f. If a student will be driving they will need to complete a Student Disclaimer form

VII. Returning

- A. Take all receipts (hotel, gas, rental car, taxi/shuttle, checked luggage, etc.) to the SSS Office, along with your P-Card.
- B. If any food per diem money needs to be returned, because students did not attend, a deposit form will need to be completed and taken to the Cashiers Office. Then the deposit receipt will be turned in with the receipts.
- C. Turn in the completed Student/Advisor Per Diem List form to the SSS Office

I. Joint S&A Fee Budget Committee (JSAFBC)

- A. Services and Activities Fees allocated to Spokane Falls Community College will be dispersed to major program budgets (AS, IRP, Building Fund, etc.) by the JSAFBC. The JSAFBC will formulate specific budget guidelines, evaluate proposed and existing programs, review individual program budgets, submit recommendations to the college administration (via the Student Senate), and assume other responsibilities as deemed appropriate.
 - a. Membership
 - (a) The JSAFBC shall be composed of seven (7) voting members of whom students will hold the majority. The chairman shall be elected by the membership.
 - (b) Student Representation (4) – Associated Student President, Associated Student Legislative/Finance, Club Liaison and Activities Vice President
 - (c) Faculty Club Advisor Representation (2) – Solicited through Faculty Union
 - (d) Administrative Representation (1) – Director of SFP
- B. All activities of the JSAFBC are subject to review by the Dean of SSS.

II. Submitting a Budget

- A. An S&A Budget Workshop is held at the end of the Winter Quarter for Club Advisors and appropriate Club Officers. During the workshop, the entire budget process is explained to include criteria that are to be utilized in building a specific Club Budget for the following college year.
- B. Each Club or Organization then submits a Budget on Budget Request Forms to the JSAFBC for review.
- C. Once a Club's Budget is approved, after September 1 (or during summer if summer budget is approved), the Club may spend the allocated amount shown in the total cost column.
 - a. Changes, additions or exceptions (i.e., reallocation and contingency requests) in club/organization budgets of more than \$300 must receive approval from the JSAFBC. The JSAFBC delegates the same authority to approve changes in Associated Student Support budgets of more than \$300 to the AS Senate. It is required that the Clubs initiate requests through the Student Activities Board, to encourage the possibility of sponsorship from other clubs.
- D. New clubs, which have been approved and recognized by the Student Senate, have the ability to request operating funds, i.e., supplies, printing, etc., for the remainder of the academic year. It is recommended that clubs request between \$300 and \$500 for their operating expenses. Additional group fundraising may be required to supplement expenses.
- E. Fundraised amounts can be used to supplement S&A allocations
- F. Special help on budgeting is available through the SFP Office.

III. Activities Planning

- A. Budgets and year-long planning for activities go hand-in-hand. Clubs that plan in advance usually are given adequate budgets to carry out their programs.
- B. Specific dates, sites and amounts for each Program/Activity are required at the time of budget submittal.
- C. Five major activities and program areas that should be considered are: cultural, educational, social, recreational, and support. These programs should be of interest to the general student population as well as funding for specific club/organizational activities and programs.
 - a. Educational/Cultural – speaker, workshop, film, etc.
 - b. Social/Recreational – dance, entertainment, dinner with program, fun run/walk, etc.
 - c. Performances, competitions and representation for the college
 - d. Awards/Prizes – May not exceed \$50.00 per person
- D. Travel
 - a. There are travel worksheets in the Budget Request form that help to calculate travel expenses for each trip.
 - b. Maximum amount authorized for single student travel, in or out of state is \$100 lodging and \$40 meals. Actual expenses should not exceed established rate for high cost area.
 - c. Group Travel Rates – based on a minimum of two (2) per room. Strongly recommend three (3) per room when possible. Maximum group rate travel per student (per day) for lodging is \$50.
 - d. Exceptions to lodging and per diem must be approved prior to departing for your scheduled travel. Maximum allowed will equal Spokane's per diem rates.
 - e. Maximum of 10 students and 1 advisor funded in full per club, per event. Fundraising funds may be used for the remaining students and advisors. Exceptions to the maximum and proposed funding for it must be justified and included with the travel paperwork.
 - f. S&A can cover meals, lodging and registration for club members and advisor if they are in approved travel status, regardless of time and distance from the campus. Clubs participating in a conference within a 50-mile radius of the campus S&A can pay for registration and meals outside of the conference, if needed. Lodging will be taken on a case by case basis and must be included in your annual budget request.
 - g. Clubs will **not** be funded with S&A funds for **Instructional/Class** field trip travel.
- E. Speakers for Clubs/Organizations will be funded only when they are available to the general campus community.
- F. Institutional membership for clubs/organizations will be funded; individual student memberships will not.

- G. Uniforms and clothing (fundraising/student contributions preferred)
- H. Instructional supplies and equipment, which support classroom instruction **must not be purchased with S&A fees.**
- I. Banquets will be low-priority for funding but may be funded at the per diem rate. You are encouraged to schedule all banquets in the Student Union Building when feasible. Alcohol **will not** be purchased with state funds.
- J. Monies accrued through fundraising may be carried forward from year to year. Revenue from fundraising activities will be used to supplement club budgets. The amount available for carry forward is the sum of the beginning carryforward, plus current year fundraising revenue, and limited to the amount of the club's ending balance.
Fundraising for scholarship and charities will be deposited into a separate Foundation account (\$500 minimum to begin account).
- K. Workshops, seminars, conferences, and meetings directly related to the Club/Organization Statement of Purpose may be funded. Attendance is greatly encouraged by all students to participate in any student organization. Information in the form of brochures, pamphlets, outlines, etc., will be provided to the JSAFBC for review with funding request when possible. Maximum of 10 students per club, per event will be funded by S&A. Changes, additions, and exceptions to these guidelines require a justification to the Director of SFP and Dean of SSS.
- L. Changes from year to year are under the discretion of the JSAFBC and will be based on the following general guidelines:
 - a. Priority to the general student population
 - b. The student benefit of similar (previously budgeted) items
 - c. Club involvement with student population
 - d. Club fundraising and or student contribution
 - e. Unspent amounts from previous year
- M. Clubs/organizations showing a deficit amount at the closing of the fiscal year (June 30), will have that amount deducted from their next year's S&A allocation.

IV. Budget Review

- A. Budget criteria, which are established each year to aid in Budget Development, are utilized in the Budget Review Process. Club/Organizational Budgets will be reviewed on a quarterly bases by the Budget Reallocation Committee (Activities Vice President, AS Legislative/Finance student and Director of SFP) to determine if budget funding is being expended as allocated. Unspent and/or unscheduled quarterly funding (over \$300) may be removed from the AS or IRP Club Budgets and reallocated to the appropriate contingency budget upon approval from the Student Senate.

V. Records

- A. Records to be sent to and maintained by the Offices of SSS and SFP are:
 - a. List of current Student Officers (minimum of 5 members) and Advisor

- b. Constitution and Statement of Purpose
- c. Current approved budget
- d. Copies of expenditure documents (i.e., PRs, TAs, receipts, etc.)

October 2018 Revision¹

These Guidelines represent the most recent update to a document that has long circulated as guidance among student services and business administrators, known as the “Killian Outline.” It began as a compilation of AGO advice by a college administrator named John Killian in 1980 and has been periodically updated through the efforts of the Council for Unions and Student Programs (CUSP) and the Education Division of the Attorney General’s Office. The basic legal principles governing the appropriate use of services and activities (S&A) fees have changed little since 1980. However, practical Application of these principles remains challenging as student programs and activities have become more sophisticated and broader in scope, colleges have faced new budgeting pressures, and the line between student activities and college operations has become more difficult to distinguish.

I. Basic Principles Concerning the use of S&A Fees

- a. Colleges are authorized by statute to establish and collect S&A fees from students. Once collected, the fees become public funds but remain dedicated for the use and benefit of the student body. For any proposed use of S&A fees, we must ask
 - i. (1) whether the use is for a student activity or program within the scope of the authority of the S&A fee statute and authorized by the board of trustees;
 - ii. (2) whether S&A budgeting procedures have been followed; and
 - iii. (3) whether, even if properly budgeted and for student benefit, such a use is consistent with constitutional restrictions on the use of public funds and other legal principles.²
- b. *Statutory Authority.* S&A fees are for the purposes of supporting student activities and programs.³ Students must propose budgetary recommendations to the college or university administration and governing board. The boards of trustees of the state’s colleges and universities have the express and exclusive authority to approve funding for bona fide student activities.⁴ In its ordinary and usual meaning, “student activities” refers to any college co-curricular or extracurricular activity participated in by students in the furtherance of their education.⁵

¹ Updated by AGO Education Division with assistance of CUSP and BAR. Note: This document is intended to be guidance to college administrators and therefore is not intended to be a substitute for a Student Financial Code.

² Consistent with AGLO 971 No. 98, there are two analytical guideposts for use of public funds: (1) a statutory basis to authorize the activity must be found and (2) some basis for avoidance of a collision with the gift of public funds restrictions of Article VIII. § 5 must be demonstrated.

³ RCW 28B.5.041. “Services and activities fees” are defined as: “fees, other than tuition fees, charged to all students registering at the state’s community colleges, regional universities, the Evergreen State College, and state universities. Services and activities fees shall be used as otherwise provided by law or by rule or regulation of the board of trustees or regents of each of the state’s community colleges. The Evergreen State College, the regional universities, or the state universities for the express purpose of funding student activities and programs of their particular institution.

⁴ RCW 28B.15.045. “The boards of trustees and the boards of regents of the respective institutions of higher education shall adopt guidelines governing the establishment and funding of the program supported by services and activities fees.”

⁵ House Journal, 42nd Leg., 1st Ex. Sess., at 1537 (Wash. 1971). In response to a question concerning the meaning and scope of “student activities and programs.” Representative King said: “[i]t would include such things as their athletic programs (if they want to), their intercollegiate debate, their school dances – all the things that students do as a part of their activity programs. In addition to that, I would believe that this amendment would cover the things necessary for the activities. I think it would be possible if the student government decided to build an intramural building, for example, as part of their activities program, and they were involved in it, that this would cover that also. I think the key thing is that it be related to a decision made by the students.” *Id.*

- c. *Expenditure Authority*: Ultimate authority for S&A expenditures resides with the college board of trustees,⁶ but students should have a great deal of input. Students propose expenditures through the S&A budget process, make up the majority of the S&A feed committee,⁷ and make recommendations to the board of trustees.⁸ Students are expected to have a “strong voice” in recommending budgets for S&A fees. “Members of the governing boards shall adhere to the principle that services and activities fee committee desires be given priority consideration on funding items that do not fall into the categories of preexisting contractual obligations, bond covenant agreements, or stability for programs affecting students.”⁹
 - d. *Constitutional Prohibition of Gifts*. The state constitution prohibits the gifting of public money or property to private parties. The State Supreme Court has defined a gift a a transfer of public property without consideration¹⁰ and with a donative intent. By statute, S&A fees, plus any revenues generated by S&A funded activities, must be deposited in college accounts and expended through the college’s chief fiscal officer. Thus, once collected from the students and deposited, the funds become state funds subject to all constitutional and statutory restraints on use of state funds.¹¹
 - e. *Tuition-funded Programs*. As a general principle, S&A fees should not be used to supplant tuition (building fee and operating fee) support for employees and facilities supporting the academic programs and business operations of the institution.¹²
- II. **Distinguishing S&A fees for Voluntary Student Fees**
- a. There are actually two separate sources of statutory authority for raising funds for student purposes. These are often conflated and confused. As stated above, student and activities fees are authorized and described with guidelines and budgeting procedures in RCW 28B.15.041 through .045. A separate authority exists in RCW 28B.15.610 for “voluntary student fees” (VSF). The VSF is a charge which the students voluntarily maintain upon themselves for student purposes only. Students are authorized to create or increase VSF for each academic year when passed by a majority

⁶ See, *Good v. Associated Students of the University of Washington*. 86 Wn.2d 94, 542 P.2d 762 (1975).

⁷ Individual institutions may have a different name for the committee, such as the “S&A Budget Committee.” The legislature uses the term “services and activities for committee.” “Responsibility for proposing to the administration and governing board program priorities and budget levels for that portion of program budgets that derive from services and activities fees shall reside with a services and activities fee committee, on which students shall hold at least a majority of the voting memberships, such student members shall represent diverse student interests, and shall be recommended by the student government association or its equivalent. The chairperson of the services and activities fee committee shall be selected by the members of that committee. The governing board shall insure that the services and activities fee committee provides an opportunity for all viewpoints to be heard at a public meeting during its consideration of the funding of student programs and activities.” RCW 28B.15.045(3).

⁸ See RCW 28B.15.044 (“it is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or university administration and governing board to the extent that such budget recommendations are intended to be funded by services and activities fees.”)

⁹ RCW 28B.15.045(2). Best practice is to identify preexisting obligations to the S&A Fee Committee, particularly any items identified as necessary for stability of programs affecting students. There is also a detailed dispute resolution process when the S&A fee committee and the administration disagree on budget recommendations. The Board must consider the results of any dispute resolution process.

¹⁰ “Consideration” is a legal term for receiving reciprocal value. To avoid a gift, there must be an exchange of value, e.g., money for goods or services.

¹¹ Const. art. VIII, §§ 5 & 7.

¹² Narrow exceptions to this principle allow for S&A support for staff engaged in supporting student activities and programs as discussed in Section III below.

vote of the student government or its equivalent, or referendum presented to the student body. There is little else in the statute concerning these fees. The grant of authority to students to create or increase a fee also implies the same authority to abolish or decrease a fee by the same process. Provided, if the students vote VSF to support a bond or other binding contractual obligation, they may not subsequently breach that obligation by removing that pledge. Note, the VSF is the only authorized vehicle, aside from tuition and S&A fees, for assessing across-the-board fees on all students (as distinguished from special user fees).¹³

III. **Examples of Permissible Uses of S&A Fees**

- a. There is no way to capture every conceivable use of S&A fees. One should always go through the steps of analyzing whether the proposed use is for authorized student activities and programs rather than for general college operations and whether the S&A fee budgeting process was followed. The following examples have been determined over time to be appropriate uses of S&A fees, *provided that* they are approved as bona fide student activities by the board of trustees through the budget approval process:
 - i. S&A funds may be used for expenses associated with traditional and time-honored activities such as student government, clubs, or activities of other official student organizations, student health and wellness programs, retreats, conferences, musical, dramatic, artistic, debate, and other presentations, events, and activities of an extra-curricular nature, student publications and other mass media initiatives. Permissible expenses may include meals and lodging during group travel. These costs may be paid as a return for participation.
 - ii. Awards in the form of trophies, certificates, plaques, attire, etc. may be provided to students who have served or are serving as members of athletic teams, student leadership teams, cheer leaders, outstanding scholars, outstanding participants in drama, debate, student government, and others who have earned them, *provided that* they are a result of participation, are personal in nature, and are of nominal value.¹⁴
 - iii. Support for college employees in student programs operations. S&A fees may be used only to the extent that they support employees engaged in student activities and programs – as opposed to normal maintenance and operation functions of the college.¹⁵
 - iv. Premiums for liability and casualty insurance coverage for the college for actions taken by students serving in official student program capacities or participating in such activities and programs.
 - v. Food and refreshments for student attendees at approved student programs as incidental thereof. Examples include: graduation ceremonies, vocational certificate awards programs, scholarship convocations or receptions, student activity or club meetings, student awards, student work sessions, new student orientations, honor society initiations, scholarship donors receptions, etc.¹⁶

¹³ Some community and technical colleges assess a “technology fee.” This must be assessed as a VSF. The technology fee authorized under RCW 28B.15.051 is only applicable to the state universities, regional universities and TESC.

¹⁴ AGLO 1971, No. 98, dated Aug. 23, 1971 (addressing permissible use under const. article VIII, §§ 5 & 7 gift of public funds restrictions).

¹⁵ AGLO 1971 No. 93, dated July 26, 1971 (addressing newly enacted S&A Fee statute).

¹⁶ There are always questions concerning the scope of who may partake of the light refreshments served at various types of award ceremonies and celebrations. Often, graduation and awards ceremonies are meaningful only if the

- vi. Food and beverages may be provided at an “open house” hosted by a student club aimed at promoting awareness of that club’s activities on campus, provided, the club provides the college students who attend that open house with written or oral information about the club’s function and mission.
- vii. Costs associated with childcare centers for the children of students.
- viii. Dues for institutional memberships in officially recognized student leadership, governmental or programming organizations.
- ix. Special tutorial or co-curriculum programs provided they are not to sustain a critical operation of the college.
- x. A legal aid program that provides services to individual students, provided that the program is not used to institute legal action against the college or university.¹⁷
- xi. Furniture and equipment for informal or non-instructional student spaces as approved by the associated student association or student governmental organization.
- xii. Partial subsidization of a student food bank or food pantry operations, provided that the food bank benefits are reserved for students.
- xiii. Scholarships. RCW 28B.10.825 expressly provides for a limited amount of S&A fees (\$1.00 per student quarter or \$1.50 per student per semester) to be used for an institutional student loan fund for needy students. In light of the specific statutory authority and cap, the authority to devote any additional amount of S&A fees to any type of loan program is doubtful. It also makes authority for scholarships uncertain. A student-initiated scholarship program would certainly have to be directed at enrolled students with economic need or be supported by some sort of consideration, such as employment, participation or contribution to an extracurricular program by the recipient.

IV. Examples of *Impermissible Uses of S&A Fees*

- a. The following are some examples of inappropriate S&A fee expenditures either because they involve “gifting” or because they are not “student activities”:
 - i. Salaries of professional employees in teaching, administrative or clerical positions not directly related to the student programs’ operations.
 - ii. Curriculum development activities or other personnel, facilities, equipment and maintenance considered part of the fundamental educational objective of, and basic services provided by the college.¹⁸

recipient students may share the experience with families and close friends. Sometimes, certain staff would be meaningful to the occasion. There are many possible scenarios that could include some individuals who are not S&A fee payers – too many to try to address. But, there are some safeguards that could support allowing personal guest to participate fully. First, the institution should be able to identify some additional benefit that their parties bring to the students who are the primary beneficiaries of the activity. Donative intent is lacking where the benefit is primarily to the student participant and only incidentally to others. Second, the institution should be able to distinguish between invited guests of students and the general public or college staff at large.

¹⁷ Note: The associated student body, as an entity, must use the services of the Attorney General’s Office.

¹⁸ AGLO 1971 No. 93 (the legislature intended to establish separate operating expenditures and student activity expenditures). Clearly, question will continue to arise over where a student activity or program crosses the line to become a curricular/operational expense and vice versa. It is impossible to draw a bright line. Conceivably, students could determine that they want to fund additional academic or curricular supports not traditionally offered by the college, or fund existing supports in greater degree than offered by the college. If it is clearly a student priority proposed by students through the budgeting process, it should likely receive deference in any

- iii. Free meals and/or lodging for anyone without consideration and with a donative intent.
- iv. Gifts of appreciation of concern for anyone (farewell gifts, flowers for bereavement, etc.) unless in return for participation or as an award for which one has competed and won.
- v. Tips or gratuities for services rendered by anyone unless authorized by OFM.¹⁹
- vi. Meals, lodging, coffee hours, receptions, or teas for guest entertainer, lecturer, etc., unless required by the contract made for their services.
- vii. Promotional hosting. Promotional hosting entails offering gifts to others in hopes of attracting their business or favorable public relations. For example, paying for complimentary tickets or admissions as a gift or for public relations purposes.²⁰ Promotional hosting may also include paying for refreshments for prospective students at an event intended to bring potential students to campus to learn about the educational offerings of the college.²¹

V. **Fundraising Using S&A Funds**

- a. Where fundraising projects have used S&A funds as “seed money,” all resulting revenues are considered to have been commingled with state funds and are under college and state spending restrictions pertaining to public funds.
- b. Funds raised without the use of state property or money may be considered private funds and may be used without restriction. Provided, in order to retain their private character, any such funds raised must be held in a segregated account, separately accounted for, and must not be commingled with any other public funds.”
- c. Privately raised funds may retain their private character even if state facilities are used where (a) fair market value is paid for rental of state facilities; or (b) fundraising activities occur in public areas consistent with the institution’s facilities use policy for all users.

VI. **Use of S&A Fees for Student Political Clubs and Lobbying Activities**

- a. *Recognition and Allocation of Funds.* A&A fees may be used to fund officially recognized student political clubs or organizations.²² Allocation of funds to student political groups (as well as religiously affiliated groups) must be neutral with respect to the viewpoint of the groups.²³

audit of appropriate use of funds. In contrast, were a college administration to unilaterally shift a historically college-supported program to S&A to support, it would be less likely to be viewed favorably by an auditor.

¹⁹ See Sate Administrative and Accounting Manual (SAAM), for example, sections 10.20 and 10.40 (<https://www.ofm.wa.gov/accounting/saam>).

²⁰ The exception to this rule is that free admission may be granted to a news media person who is attending the function in his or her news reporting capacity, or to persons performing their assigned duties, since the granting of admission in these instances is in return for participation (and therefore supported by consideration).

²¹ See *State ex rel. O’Connell v. Port of Seattle*, 65 Wn2d 801 (1965) (promotional hosting raises prohibited gift of public funds issues because there is no exchange of consideration where the Port had only the prospect of new business in exchange for promotional expenditure).

²² See *Board of Regents of the University of Wisconsin System v. Southworth*, 528 U.S. 217, 233, 120 S.Ct. 1356 (2000) (“The University may determine that its mission is well served if students have the means to engage in dynamic discussions of philosophical, religious, scientific, social, and political subjects in their extracurricular campus life outside the lecture hall. If the University reaches this conclusion, it is entitled to impose a mandatory fee to sustain an open dialogue to these ends.”)

²³ *Good v. Associated Students of the University of Washington*, 86 Wn2d 94, 542 P.2d 762 (1975).

- b. *Use of Funds.* S&A fees may be used to support political speakers, provided, the opportunities are not limited to one particular viewpoint.²⁴
- c. *Lobbying.*²⁵ Use of S&A fees for lobbying by student government is expressly authorized by statute. RCW 28B.15.610, pertaining to voluntary student fees, provides in pertinent part, "...Notwithstanding RCW 42.17A.635 (2) and (3),²⁶ voluntary student fees imposed under this section and *services and activities fees may be used for lobbying by a student government association* or its equivalent that may engage in lobbying." (emphasis added).
- d. Use of S&A fees for lobbying activities other than by or through the student government association, is still governed by the constraints on public agencies and reporting requirement in RCW 42.17A.635.²⁷
- e. Campaign contributions. Under no circumstances may public funds be used as a gift or campaign contribution to any elected official or officer or employee of a public agency.²⁸ Nor may any public employee authorize the use of any facilities of a public agency (employees, stationary, postage, machines, etc.) to be used for the purpose of assisting a campaign for election or for the promotion or opposition to any ballot proposition.²⁹
- f. S&A funds may support a student newspaper even if the newspaper engages in traditional journalistic role of editorial opinions and endorsements concerning candidates. See RCW 28B.10.037.

VII. Use of S&A Fees on Student Religious Clubs and Activities

- a. *Recognition and Allocation of Funds.* S&A fees may be used to fund officially recognized student religious clubs or organizations. Allocation of funds to religiously affiliated student groups must be neutral with respect to the viewpoint of the group. Colleges and universities must officially recognize student religious groups on the same basis as other student groups.³⁰

²⁴ RCW 28B.5.044 ("It is also the intent of the legislature that services and activities fee expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.");

²⁵ "Lobbying" means to attempt to influence the passage or defeat of any state legislation. "Legislation" means matters pending or proposed in either house or matters that may be the subject of action. "Attempt to influence" includes legislative staff as well as legislators.

²⁶ RCW 42.17A.635 is the statute pertaining to legislative activities of state agencies. It generally prohibits agencies from expending public funds for lobbying, subject to certain reporting requirements.

²⁷ Orchestrated grassroots lobbying or other indirect forms of lobbying, i.e., mailing campaigns; mobilizing non-state employees to action; rallying public support; organizing rallies in Olympia; and creating citizen action groups, remain regulated by lobbying restrictions regulated by the Public Disclosure Commission. See Public Disclosure Commission website (<https://www.pdc.wa.gov/learn/publications/lobbyist-instructions/grass-roots-lobbying>); *Board of Regents of the University of Wisconsin System v. Southworth*, 528 U.S. 217; *Rounds v. Oregon State Board of Higher Education*, 166 F3d 1032, 1040 (9th Cir. 1999) (upholding the provision of mandatory student activity fees to student groups, such as OSPIRG-EF, that do "not engage in activities utilizing professional lobbyists, door to door fundraising...and do not "incur administrative costs associated with such programs.").

²⁸ RCW 42.17A.550 ("Public funds, whether derived through taxes, fees, penalties, or any other sources, shall not be used to finance political campaigns for state or local office.") For example, S&A funds may *not* be used for flyers or advertisements endorsing a political candidate, such as "Vote for so-and-so for U.S. Senate." Similarly, S&A funds may *not* be used for yard signs endorsing a political candidate. However, S&A funds *may* be used for a student newspaper even if it includes endorsements and express opinion on political candidates via editorials. This is permissible due to the historical and traditional role of newspapers.

²⁹ RCW 42.17A.555 ("No...agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.") See also, State Ethics Law at RCW 42.52.80.

³⁰ *Healy v. James*, 408 U.S. 169 (1972).

- b. *Provision of Facilities, Goods, and Services.* Colleges and universities must provide officially recognized student groups equal access to facilities, goods, and services. If a college or university opts to provide facilities, equipment, or even a faculty advisor to student groups, then it must make such resources available on an equal basis to student religious groups.³¹
- c. *Freedom of Speech and the Establishment Clause.* Under cases construing the First Amendment to the U.S. Constitution, it is clear (1) that religious speech is protected to the same degree as non-religious speech,³² and that (2) making college facilities equally accessible to all student groups on a nondiscriminatory basis is a secular purpose, insulating the college from claims that allowing such use violates the Establishment Clause.³³
 - i. Colleges may continue to employ reasonable time, place and manner restrictions on the use of public fora. Such restrictions must apply equally to *all* student groups.³⁴
 - ii. The Establishment Clause of the Washington State Constitution³⁵ has been interpreted consistent with the First Amendment to permit state funds to support a program having primarily a secular purpose or objective, even if some individuals were to engage in religious conduct incidental to the secular purpose.³⁶ This would be particularly true for conduct that is also protected speech.
- d. *Nondiscrimination.* The U.S. Supreme Court has ruled that colleges may condition official recognition to religious student groups, as with all student groups, on welcoming all students on a nondiscriminatory basis.³⁷

I. Student Publications

A. New club publishing note that will need to be in any club publications:

“The views, opinions, and artistic interpretations expressed in this book are solely those of the respective authors and do not necessarily reflect the official policy or position of Spokane Falls Community College or its employees.

³¹ *Widmar v. Vincent*, 454 U.S. 263 (1981). University may not close its facilities to a recognized student group desiring to use facilities for religious worship or discussion. The Court’s reasoning was that (1) the “purpose” of an equal access to facilities policy is a secular purpose, *Widmar* at 275-76, and (2); the denying access was impermissible discrimination based on speech content, *Id.* At 273; and (3) the religious student group was receiving only incidental benefit from equal access to facilities, thereby defeating any argument that access would advance religion under the *Lemon* test. *Id.* At 273.

³² “If school facilities may be used to discuss anticlerical doctrine, it seems to me that comparable use by a group desiring to express a belief in God must also be permitted.” *Widmar v. Vincent*, at 281, (Justice Stevens concurring).

³³ The *Widmar* court also cautioned that college administrators could risk entangling government and religion by trying to sort religious speech from religious worship.

³⁴ For example, if the college or university places a limit on the number of times a particular group may use a particular room, that limit must apply equally to all groups. Similarly, if a college or university charges a fee for use of particular facilities, that fee must apply equally to all groups.

³⁵ “No public money shall be appropriated for or applied to any religious worship, exercise or instruction, or the support of any religious establishment...” Washington Constitution, article I, section 11

³⁶ *Gallway v. Grimm*, 146 Wn.2d 445, 466-67 (2002); *Malyon v. Pierce Cy.*, 131 Wn.2d 779, 804 (1997).

³⁷ *Christian Legal Society v. Martinez*, 561 U.S. 661 (2010)

Unless specifically noted, the poems and stories contained herein are works of fiction, thus character names, businesses, places, events, and incidents are either products of the authors' imaginations or used in a fictitious manner. Any resemblance to actual persons (living or dead) or actual events is purely coincidental.

All content provided by the authors is solely their interpretation of the theme, and is not intended to malign any race, religion, ethnic group, gender/gender expression, sexual orientation, age, disability, marital status, military status, club, organization, company, or individual."

I. Publicity/News Guidelines

- A. The CCS News Bureau (part of the CCS District Marketing and Public Relations Office) is responsible for writing and processing news releases, media advisories, public service announcements and calendar listings for all off-campus newspapers, magazines, radio-TV and wire services. Located in the District Administration Building, the CCS News Bureau also:
 - a. Produces “On the Inside”, a District-wide, weekly staff newsletter
 - b. Facilitates “same-day” media coverage of all Campus and District events
 - c. Processes media inquiries for “comment” on issues in the news
 - d. Coordinates all **off-campus** advertising promotions
 - e. Assists in the production of ads, posters, etc., distributed **off campus**.

II. Submitting News Information

- A. To maintain credibility, it is imperative to have a free flow of information between the colleges and the news media. This can be done effectively only when the CCS News Bureau receives accurate information, as far in advance as possible.
- B. Both print and electronic media professionals appreciate **2 to 4 weeks advance notice** about special events at the Community Colleges. While this may not be possible at all times, advance notice usually will ensure more thorough coverage.
- C. **To publicize an activity or event**, send your information (who, what, when and where – plus the name of a contact person) in writing to the CCS News Bureau, MS 1015. Any information sent to the CCS District News Bureau also needs to be sent to the administrative assistant of SSS, to track individual club budgets.
- D. Marketing and Public Relations Services Request forms should be completed with Heather McKenzie WaitE as the Budget Approver (not the advisor of the club).
- E. Student Government and Clubs should funnel their information on each event through the Activities Board and Student Director of Marketing (DOM) for placement on the Master Calendar and SFCC App.

III. News Checklist – examples of things that have possible publicity value:

- A. Student Government activities
- B. Special Events (Back to School, Winter-fest, Spring Fling, etc.)
- C. Research Project
- D. Scholarships Donors and Recipients
- E. New Policies & Programs
- F. Alumni Activities
- G. Guest Speakers

- H. Drama Events
- I. Student Success Stories
- J. Graduation & Job Placement
- K. School Travel
- L. Recipients of Awards
- M. Committee Selections
- N. Prominent Visitors
- O. Art Exhibits
- P. Athletic Contests
- Q. Student/Faculty News
- R. Personality Stories
- S. Club Orientation
- T. Concerts
- U. Fundraisers

IV. Responding to Media Inquiries

- A. Faculty, students, and staff members who are contacted directly by news media should use discretion in releasing college information and should report the contact to the CCS News Bureau. The intent is not to screen individuals from the news media, but rather to provide accurate data and context for all information passed on to the media.
- B. CCS District Public Information Officer, Carolyn Casey, oversees the Office of Marketing and Public Relations, and is responsible for handling media requests for comment. Often, the initial request for comment is received by the CCS News Bureau. Typically, the request is forwarded to an administrator or other person who is most knowledgeable in the area(s) of the media inquiry.

V. Printed Promotional Materials (Off-Campus)

- A. Fliers, posters and other promotional materials **that are distributed off-campus** must be approved in advance by the District Office of Marketing and Public Relations before distribution. Such materials may be produced on campus. Or, you may engage the services of the District Publications and Graphics staff to write, design and oversee printing of the promotional piece.
- B. Marketing and Public Relations Services Request forms should be completed with Heather McKenzie WaitE as the Budget Approver (not the advisor of the club).

VI. Publicity Photos

- A. Photographs for publicity purposes should be scheduled through the CCS News Bureau. The News Bureau includes a part-time photographer for this assignment. Publicity

assignments should be made **at least two weeks in advance** so that proper arrangements can be made. Duplicate prints of any photo are available for a small fee.

- B. The Student Newspaper Staff Photographers may also be contacted for student activity coverage. The request can go through the “Communicator” faculty advisor.

VII. Advertising Policy

- A. Board of Trustees General Policy Statement 7.10.01
 - a. Community Colleges of Spokane will comply with State Board of Community and Technical Colleges policies regarding advertising expenditures. The Marketing and Public Relations Department, working with SCC, SFCC, and the District Office is responsible for coordinating and administering all paid advertising programs. [Adopted 12/20/05; effective 01/01/06; formerly 1.60.05; Amended 10/15/13]
- B. The purchase of newspaper advertising requires the submittal of a Marketing and Public Relations Service Request form, with Heather McKenzie WaitE as the Budget Approver, accompanied by a typed ad. The request needs to be submitted to the News Bureau (MS 1015) for final approval **at least seven (7) days before the ad is to run in daily papers; at least 14 days before the ad is to run in weekly publications; and at least one (1) month before the ad is to run in monthly publications.** Under no circumstances should any club or organization confirm an order for an ad placement. This is the responsibility of the CCS News Bureau.

- I. **Conduct at College Functions (including off-campus events and travel).** It is very important that students follow these standards. You can find our Student Code of Conduct and Student Right and Student Complaints at: <http://catalog.spokane.edu/StudentRights.aspx>.

Students are responsible for their conduct and CCS expects all students to conduct themselves in a manner consistent with its high standards of scholarship and conduct. CCS has adopted a student conduct code and rules for enforcement and the code also outlines students' rights and responsibilities.

Students are expected to comply with the standards of conduct both on and off campus and acknowledge the college's authority to take disciplinary action. All students should familiarize themselves with the code, which can be found online at app.leg.wa.gov/wac/default.aspx?cite=132Q-10.

Students with questions regarding the code should contact the SCC Vice President of Student Services or SFCC Dean of Student Support Services/Student Conduct Officer.

In addition, CCS follows all applicable federal and state laws regarding the prohibition of the use of firearms and dangerous weapons.

Per WAC 132Q-10-228, Community Colleges of Spokane prohibits being observably under the influence of any legend drug, narcotic drug or controlled substance or otherwise using, possessing, delivering, manufacturing, or seeking any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional or as otherwise expressly permitted by federal, state, or local law. **Use of drugs and alcohol by any student on district-owned or used facilities, grounds, or motor vehicles, and at any college-sponsored activity on or off campus is prohibited. [This includes all travel or club sponsored events.]**

Violations of the Student Code of Conduct shall be cause for disciplinary action. Disciplinary proceedings shall be conducted in accordance with WAC 132Q-10.

Note from S&A office: No events that have alcohol involved, in any way, will be approved by the Director of Student Funded Programs.

Purpose. Spokane Falls Community College supports the right of free expression and does not regulate the content of posting, except that content which is illegal or violates CCS policies and procedures is not permitted. SFCC provides space for sharing notices of interest with its students, employees and visitors through the provision of posting areas in its buildings. Subject-specific areas are designated in some instances, but each building shall include at least one posting area per floor for general postings, and one area per building (main floor) for student government postings. Each building must also have a bulletin board for employees for required employment and safety postings. A valid posting is any notice which complies with the procedures herein. The posting procedures shall be displayed in posting areas and made available at the time of date stamping.

Length of posting. Prior to posting, notices shall be date-stamped with a “remove-by” date by the Student Support Services Office (Student Union Building, 17-117). Notices may be displayed a maximum of two weeks (14 calendar days), or until the day after a promoted event, whichever is earlier. Postings promoting classes may run for the entirety of the prior quarter in which the course is offered, and should specify the intended “remove by” date, which may extend beyond the standard two-week posting period. Other exceptions may be considered by the building administrator for college-related postings which convey information that is applicable to dates of activities that extend beyond the two-week period. Individuals or groups who post are required to remove notices when the remove-by date has passed. SFCC staff may remove postings which are outdated or noncompliant with the procedures. Publications may be pre-dated when printed on campus. The latter between the pre-date or stamped date will be recognized as the “remove-by” date.

Placement of Postings. Posting is on a space-available basis. No valid posting shall displace or cover another. Only one copy of a posting shall be displayed in any single hallway of a building at any one time (in designated locations). Posting is not permitted on glass, walls, painted surfaces, brick or bathroom stalls. Subject-specific posting areas may be identified by the building administrator. The designated subject shall be posted clearly; postings not compliant with the intended subject may be removed.

Commercial Activities & Housing. Commercial interests (ex., credit card promotions, loans, career opportunities, magazines, travel opportunities, etc.) shall post only in the Student Union Building. Postings advertising available housing are restricted to the Student Union Building. Postings by individuals for books, local events, etc., do not carry this restriction.

Housing postings must include a signature of the posting party and the following language (New 4/19/13)¹:

COMPLIANCE WITH LAW

CCS expects that all individuals and entities who post housing opportunities with CCS comply with all applicable state and federal rules and regulations, including but not limited to, the Fair Housing Law Requirements regulated by Washington State Human Rights Commission and the U.S. Department of Housing and Urban Development. These provisions make it illegal for anyone to refuse rental to people based upon race, creed, color, sex, national origin, sexual orientation, familial status, honorably discharged veteran or military status, marital status, or the presence of a sensory, mental or physical disability, or the use of trained dog guide or service animal by a person who is disabled. CCS reserves the right, at its sole discretion, to refuse listings that do not comply with these requirements.

¹ VERSION: 04/19/13 (Asst Atty General Review 2/8/12); Amended by President Gullickson 8/16/12; Amended by Atty General (via John O'Rourke) to add housing language 4/19/13

CCS OFF-CAMPUS HOUSING DISCLAIMER

CCS does not endorse or recommend any of the property listings, landlords, property owners, property management companies, or individuals. CCS does not investigate or inspect any of the properties. Furthermore, CCS does not conduct credit-worthiness or criminal background investigations of any persons posting housing information. CCS does not guarantee nor warranty, either express or implied, the accuracy, completeness, suitability or reliability of any listed property, information provided regarding the premises or suitability of any housing provider.

POSTER'S ASSUMPTION OF RISK AND AGREEMENT TO INDEMNIFY

In consideration for authorization to post off-campus housing information at CCS, any and all parties using this service agrees to defend, indemnify and hold CCS, the State of Washington, their officers, agents and employees harmless from any actions, judgments or damages arising out of, or incurred as a result of, such party's actions or omissions.

I certify that I have read and understood the above statements, including but not limited to, those regarding the Fair Housing Laws and CCS's Disclaimer of Responsibility. I further certify that I am over the age of eighteen, agree to these terms and have the authority to post the availability of these facilities. (signature required)

Transparency

- a) Postings with QR (Quick Response) codes shall reasonably identify the destination of the barcode through the context of the notice or through direct information provided on the notice.
- b) When a language other than English is used in a notice, translation in English must be included.

Electronic Reader Boards. Postings for electronic reader boards/digi-signs are submitted as follows:

- a) Individual buildings – building administrator or designee;
- b) SUB Lounge/Café and outdoor reader boards – Student Union Building Outreach & Scheduling. This medium is limited to college-related announcements. Space limitations are managed as necessary by the individual responsible for entering the images or information.

Questions. Questions regarding these procedures may be directed to the SFCC President's Office.

*Campus safety posters may be displayed for an unlimited duration, without regard to the maximum per building, and in the locations determined at the discretion of the campus safety supervisor. (8/16/12)

Links to Forms

These links will be updated as the forms are built. The path to find these forms is sfcc.spokane.edu/for-our-students/student-engagement-test. You will see a link in the header that says “click here for club forms”, click on that and it will take you to a new Forms A-Z section labeled Club Forms. These forms are set up so that students will be able to access and use them, this may cut back on some of your things, depending on the club. They all continue to need printing and signatures.

If you need a form that has not been set up by the district yet, please go to the Club Advisor Drive and use the 2020-2021 form.

[ccs 5775 Request for Fundraising.pdf](#)

[ccs 5776 Request for Spending.pdf](#)

[ccs 5777 Travel Justification.pdf](#)

[ccs 5778 Travel Information & Advisor
Emergency Waiver.pdf](#)

[ccs 5779 Student Information & Emergency
Waivers.pdf](#)

[ccs 5780 Student Disclaimer-College Release
Waiver.pdf](#)

[ccs 5781 Student Acknowledgment of
Conduct.pdf](#)

[ccs 5782 Student & Advisor Per Diem List.pdf](#)

[ccs 5783 Raffle Summary Winners Register
Form.pdf](#)

[ccs 5784 Per Diem Approval Form.pdf](#)

[ccs 5785 Advisor Reimbursement Form.pdf](#)