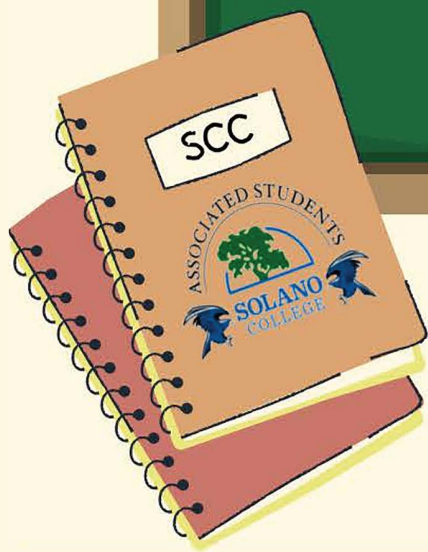



Solano Community College  
Inter-Club Council  
(I.C.C.)  
Handbook



## Table of Contents

Philosophy of Clubs and Organizations.....	6
Purpose & Function .....	6
General Club Guidelines.....	7
Privileges of Chartered Clubs and Organizations .....	7
Room Assignments.....	8
Recruitment of Club Members.....	8
Role of the Office of Student Development Engagement.....	8
Student Development & Engagement Office Hours .....	9
Planning Activities.....	9
Financial Matters.....	9
Club Constitutions.....	10
Other Assistance Available at the Student Development Office .....	10
Role of the College Fiscal Services Office .....	10
Banking Club Funds.....	10
Accessing Funds for Clubs.....	10
Steps to follow for accessing club funds.....	11
Options once you have approval from ASSC.....	11
The Role of the Club Advisor.....	12
Activity Timeline.....	14
Fundraisers.....	15
Food Sales: .....	15
Car Washes:.....	15
Dances:.....	15
Ecology: .....	15
Flea Markets:.....	15
Drawings: .....	15
Solano Daze/Club Promo: .....	15
Other: .....	15
Suggestions for Publicizing Your Event.....	16
Flyers .....	16
Posters.....	16

Distance Education:.....	16
SCC Website & Social Media: .....	16
Solano Cares Newsletter: .....	16
Press Release:.....	17
Radio .....	17
Use of On-Campus Facilities and Services .....	17
Tips for Club Officers. ....	17
Dealing with your Members .....	17
Implementing the Program.....	17
Keeping People Informed.....	18
Working With-in the System .....	18
Keep in Mind: Letter to a Leader.....	19
Agendas.....	20
Sample Agenda .....	20
Suggestions for making your Agenda work.....	21
Meetings .....	23
Suggested Meeting Checklist .....	23
Goals .....	23
Discussion.....	23
Leadership.....	23
Making Your Meetings Work.....	23
The Chairperson’s Responsibility .....	23
The Member’s Responsibility.....	24
Suggestions for Minutes .....	24
Minutes should include:.....	24
Suggestions for Taking Minutes .....	24
Suggested Pattern for Minutes .....	25
Sample Meeting Minutes.....	25
Guide to Parliamentary Procedure .....	27
What is Parliamentary Procedure? .....	27
Why use Parliamentary Procedure? .....	27
Basic vocabulary used in Parliamentary Procedure.....	28
Steps on How to conduct business .....	29

Example of how to conduct business. ....	29
Amendments.....	30
Tabling vs Postponing.....	30
Basic Considerations .....	31
Sample Constitution.....	32
SOLANO COMMUNITY COLLEGE .....	32
APPENDIX .....	34
Appendix A: Club Application/ Renewal Form.....	35
Appendix B : Voluntary Activities Participation Form .....	39
Appendix C : Request to Hold an Activity Form.....	41
Appendix D : Facilities Request/ Room Reservation Form.....	44
Appendix E : Sample, ICC Constitution .....	47
Appendix F : Request for Cash Box and Cash Advance for Student Activity.....	50
Appendix G: Petty Cash Fund Agreement.....	52
Appendix H: Direct Pay Form .....	54
Appendix I: Club Food Sales Guidelines for Fundraisers.....	56
Appendix K: Fieldtrip Form .....	69
Appendix L: Non- District Transportation Notice.....	71
Appendix M: Raffle vs Drawing Guidelines . ....	73
Appendix N: Sample Donation Letter .....	75

## Philosophy of Clubs and Organizations

Clubs and organizations are a vital part of the college community. Solano Community College<sup>1</sup> is very supportive of these kinds of student activities.

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**“A group whose active membership is limited to students attending the college and full or part-time staff members may become an officially recognized student club or organization by complying with the established application, approval, charter development, and sponsorship procedures required by the District. ” - Governing Board Policy 5510**

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Many of the clubs are seen as an extension of the classroom learning experience. Students are encouraged to organize clubs and organizations reflecting the various interests they may have. Club activities will not be limited to the campus. The student clubs are encouraged to seek out community organizations with which they have common interests. Hopefully, in this matter, the goal of taking the College to the community and bringing the community to the College will be fulfilled.

### Purpose & Function

Clubs and organizations serve the following functions and purposes.

1. Enriching educational opportunities by allowing students who have special interests to advance their knowledge in these fields through clubs and organizations.
2. Holding events which will involve the Community to make this College truly a “Community College”.
3. Learning to work with people from different backgrounds.
4. Helping others broaden their view of life by presenting different cultural activities to them.
5. Developing qualities of leadership as well as experiencing cooperation in a group setting.

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<sup>1</sup> Throughout this document you will see Solano Community College referred to as “the College”

6. Becoming better prepared to carry out the duties of a citizen in our society.

## General Club Guidelines

1. Each club or organization must have at least one Advisor who is a college employee.
2. If a club is participating in physical activities or demonstrations, all club members must have a signed Voluntary Activities Participation Form<sup>2</sup> on file with the Student Development and Engagement Office. The club must also hold a copy for their records.
3. All clubs must have a club Constitution.<sup>3</sup> Club constitutions are valuable documents to have. The Student Development and Engagement Office can help you prepare one for your club.
  - a. They give continuity to the club from year to year.
  - b. They provide a set of guidelines by which a club must abide.
  - c. They establish goals, objectives, and purposes of a club.
4. Club Membership and Officers
  - a. Clubs exist to give the student experience and growth through student activities.
  - b. Club membership must consist of Solano Community College students.
  - c. Club officers must be students.
  - d. Faculty and staff members of Solano Community College may be considered Club Advisors of any club in which they participate.
  - e. The Student Development and Engagement Office must be notified of any changes or additions to Club Advisors or Club Officers.

## Privileges of Chartered Clubs and Organizations

The following privileges and rights are granted to official clubs and organizations of Solano Community College:

1. The right to recruit members on campus.
2. The right to hold meetings, forums, symposiums, social functions, and cultural activities on campus.
3. The use of a mailbox (located inside the Student Development Office—Room 1425)
4. The use of the College's trust fund accounting system
5. The right to establish on-campus fund-raising projects: i.e., plant sales, arts and crafts fairs, drawings, etc.

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<sup>2</sup> See Appendix for a copy of this form.

<sup>3</sup> For more information on club constitutions please see pages 26-27

6. The right to utilize on-campus communication media, Campus Newsletter, Monthly Calendar, Message Board<sup>4</sup>
7. To receive assistance from the Student Development and Engagement Office Staff
8. The right to distribute literature on campus.
9. The right to obtain signatures on campus for Petitions, etc.
10. The right to set aside a day or week for a special occasion, i.e., Ecology Week, Black History Month, Cinco de Mayo, etc.
11. The right to a page on the college website.
  - a. Contact the Student Development and Engagement Office for more information.
  - b. Do not contact the SCC Webmaster directly.

### Room Assignments

Clubs are welcome to reserve a room on campus for meetings. Clubs may reserve the ASSC Conference Room for meetings and activity planning up to two weeks (10 school days) in advance. Club officers may also look for a room that is not being used at the time the club desires to meet and request the use of the room through the Student Development and Engagement Office. Please make all other room requests a minimum of one (1) week in advance. If setup is required, your event takes place on a weekend, you are holding a large event, or if you would like to reserve the room on a continuous basis (have monthly or weekly meetings) please make requests a minimum of two (2) weeks in advance.

### Recruitment of Club Members

The following are some suggestions of ways to recruit club Members:

1. Have existing club members set up a table during Welcome Day and Club Promo and at other times to pique the interest of prospective members.
2. Have existing members attempt to involve their friends in the club.
3. Choose a specific date(s) to have a membership Drive. Such a drive could include publicizing the drive on bulletin boards as well as having articles written in the ASSC Newsletter.
4. Flyers may be placed in the faculty mailboxes, asking them to announce your membership drive. Be sure to provide adequate information regarding the purpose of your club.
5. Set up your club page on the Solano Website with photos and information about events (past, present, and future).

### Role of the Office of Student Development Engagement

The staff of the Office of Student Development and Engagement is here to assist you in planning and administering your activities. It is important to maintain a constant communication with

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<sup>4</sup> See section on *Tips for Promoting Your Event* for more information.

this office as it is here to help facilitate the use of the College's resources. Below are a few of the many things this office can help clubs accomplish on campus.

### Student Development & Engagement Office Hours

OFFICE – Building 1400, Room 1425  
Services, Resources, Assistance

In Person Office Hours: MTW 10:00 AM – 4:00 PM

Virtual Office Hours: Th & F 10:00 AM – 4:00 PM

Phone: 707-864-7168

Email: [studev@solano.edu](mailto:studev@solano.edu)

### Planning Activities

All club activities must be approved by the Student Development and Engagement Office. Submit a "Request to Hold an On-Campus Activity" form<sup>5</sup>. A physical copy of this form may be obtained in Room 1425, the Student Development and Engagement Office or digitally on the ICC webpage at <https://welcome.solano.edu/assc-inter-club-council/>. It must be submitted at least eight (8) school days before the scheduled event. Please keep in mind the office of Student Development & Engagement has limited in-person & virtual office hours.

This office will work closely with you and your advisor to help plan club activities. This includes help with filling out the facilities request form for campus reservations as well as the Request to Hold an Activity form<sup>6</sup> for on campus events. If your activity requires you to travel off campus, this office can help with filling out the Agreement to Participate in field trip, Release and Assumption of Risk form.

Additionally, this office can help with identifying potential partners on campus and off campus as well as brainstorming strategies and solutions to any issues the club may face.

### Financial Matters

This office will work with the club and club advisor to prepare a budget for each event, as well as the club's annual budget.

In the case that the club hosts a fundraiser, the office of student development can check out a cash box and help facilitate the deposit of money received.

Financial matters are complex and can be confusing. The office of student development and engagement is here to help make the process as easy as possible for everyone involved. Please do not hesitate to contact the office for clarification.

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<sup>5</sup> See Appendix for a copy of this form.

<sup>6</sup> See Appendix for copies of these two forms



## Club Constitutions

The Student Development and Engagement Office will help you prepare your Club Constitution and Bylaws. If a club is renewing and was a previous club at Solano, your Club Constitution may still be on file.

## Other Assistance Available at the Student Development Office

1. Supplies needed for club sponsored events (poster paper, etc.) may be obtained from the Student Development and Engagement Office (if in stock).
2. Each club has access to a mailbox in the Student Development and Engagement Office, Room 1425.
  - a. Active clubs should check their boxes weekly. Every club should check its box at least once a month.
  - b. Anything left in Club Mailboxes at the end of each semester is discarded.
3. Smart Classroom & Computer are available in the ASSC Conference Room. These are to be used for club business only. You must have your own Zoom link as the ASSC/ICC Zoom link is for ASSC/ICC official use only.
4. Additional items may be checked out in the Student Development & Engagement office. Please communicate with us to coordinate check out efforts.
  - a. There are items such as a popcorn machine, snow cone machine, cotton candy machine, games (Cornhole, Jenga and many more) available for reservation and check out on a first come, first served basis.

## Role of the College Fiscal Services Office

Because clubs are considered a part of the college structure, any matter which deals with finances will involve our College Business Office. All official financial records for clubs are maintained here. Questions regarding club accounts should be directed to the ICC advisor and the club's advisor.

## Banking Club Funds

In accordance with the District Board Policy, all club funds are to be banked with the College through our Business Office. Any money collected by a club is taken to the Cashier's Office for deposit. A receipt shall be given by each club for money turned in, and the money becomes part of the club treasury. The Student Development & Engagement will assist with receipt preparation.

## Accessing Funds for Clubs

- Plan at minimum a month in advance
- Be aware of dates and deadlines
- Public funds need approval before use. DO NOT spend your own money without permission.
- Furniture needs safety approval from facilities and is required to be purchased with a requisition.
- Everything needs to be delivered to the college and not a personal address.

## Steps to follow for accessing club funds

1. View Available funds. Email [Studev@solano.edu](mailto:Studev@solano.edu)
  - a. Include name, position in the club, & request account balance
  - b. CC Advisor and [studeve@solano.edu](mailto:studeve@solano.edu)
2. During a meeting, decide on the use of the funds.
  - a. Make sure to include amount & purpose of the expense.
  - b. It helps to have a budget to see how much it would cost- cost estimates
  - c. Have a bit left for incidentals (unforeseen expenses).
  - d. Include the details in the meeting minutes
3. Approach ASSC for approval to use funds.
  - a. Send in the information for ASSC to include in the agenda as an action item. This means that your request to be on the following week's agenda should be submitted by Wednesday the previous week. Give ASSC a minimum of 5 days before the meeting you're trying to get approval.

## Options once you have approval from ASSC

### *OPTION 1: Requisition*

- 3 forms Filled out
  - i. PSA Personal Services Agreement- need a new one for every event.
  - ii. Vendor Application- once; board approved.
  - iii. W9- once; board approved.
- Timeline: typically a month before the event. For exact dates and deadlines for the submission of these documents, please email [studev@solano.edu](mailto:studev@solano.edu)

### *OPTION 2: Direct Pay Reimbursement*

- Use of funds must be approved by ASSC
- Cannot exceed \$200 per person
- Needs approval of allocated funds through the club meeting minutes
- Include amount and purpose (What are you spending the money on)
- Requires minimum of 2 meeting minutes:
  - Meeting with approval of use of the funds
  - Meeting with approval for direct pay reimbursement
- Submit a Direct Pay Form<sup>7</sup> to the Office of Student Development via email or in person in RM 1425.
  - Attach meeting minutes & clear pdfs of the receipts.
- The process for handling reimbursements is as follows:
  1. Club Approves Expenditure and documents approval in Meeting Minutes.
  2. Receipts and Meeting Minutes are submitted with a completed, signed, Direct Pay Form (Appendix I) to the Office of Student Development and Engagement.
  3. The Director of Student Development and Engagement will approve the Direct Pay form if **all** proper documentation is provided.

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<sup>7</sup> See Appendix for a copy of this form.

4. The Director of Student Development will present the approved Direct Pay form to the ASSC at their next regular meeting.
5. The approved ASSC Direct Pay form will be submitted to the Dean of Academic Support Services for review and approval. The form will be submitted with the supporting documentation for audit purposes. This includes the forms and documents submitted to the Student Development office along with the ASSC minutes approving the expenditure.
6. The Dean of Academic Support Services will forward the approved Direct Pay form to the Fiscal Department for processing including all the supporting documentation.
7. The College's Fiscal department will review, process, and approve the expense according to the College's policies.

*OPTION 3: Cal Card*

Your advisor needs to find a staff member with a Cal Card who can accompany you and them to make the purchase (this includes online ordering). This does not apply to companies that the college has an open PO with like Amazon. Ordering from these companies requires a requisition. This is not the most reliable option but can be used in case of emergencies.

## The Role of the Club Advisor

The Club Advisor is the backbone of the club, they are the direct connection between the club members and the College. To act in an Advisory capacity is sometimes unclear in its meaning. Each club takes on its own distinct personality, and Advisors usually learn to work with the club accordingly. In some clubs, there will be enough innovative students to come up with creative ideas. Most clubs, however, may need the Advisor to help come up with ideas. In either case, the Advisor should only be a supervisor, and not the one who has to initiate and carry out the work on the idea.

Solano Community College Board Policy 5520 states:

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*Each approved student club or organization shall have a certificated employee advisor. The advisor or a substitute designee shall attend all meetings and activities of the club or organization.*

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The Advisor's role encompasses the following:

1. Must be present at all meetings and functions of the club.
  - a. If you are the only Club Advisor and cannot attend some events, contact the Student Development Office or other Club Advisors for assistance. An SCC employee must be present to ensure student safety.
2. Club Advisors and Co-Advisors must be employed by SCC. Student workers are not eligible to be Club Advisors or Co-Advisors.

3. If your club is holding a demonstration or activity where injury is possible (dancing, BBQ, etc.), a Club Advisor must be present at all times, and participants are required to file a Voluntary Activities Participation/Acknowledgement and Assumption of Potential Risk Form with the Student Development and Engagement Office.<sup>8</sup> This is extremely important and must be completed by all participants.
4. Encourage club officers to plan programs and Activities.
5. Assist students in the preparation of program planning, being a critical supporter of their activities.
6. Help evaluate the program after it is completed.
7. See that the necessary paperwork is completed. See Appendix.
8. Coordinate with the Student Development and Engagement Office to order any materials and equipment needed for the event as listed on Request to Hold an On-Campus Activity Form.
9. Make sure the Student Affairs Specialist and the Student Development and Engagement Office are kept informed as to what the club is doing.

The following are desirable objectives and goals towards which an Advisor might help students work:

1. Help club members learn leadership functions as they plan activities and work together on them.
  - a. Advisors are mentors to students and can help them develop as leaders in the community.
  - b. A teacher outside of the classroom.
2. Encourage club members to interact and communicate with each other, as well as the community when they coordinate an activity.
  - a. It's not about re-inventing the wheel but providing innovative opportunities to use it. Clubs can create meaningful partnerships at the College as well as the community this can be a valuable resource to our student's journeys at solano and beyond.
3. Give guidance to the club in evaluating an activity.
  - a. This includes providing constructive criticism that celebrates positive outcomes and identifies opportunities for growth.
4. Direct the club in the use of Parliamentary Procedure.
  - a. The Student Development & Engagement office is a good resource for a refresher.
  - b. Clubs are also encouraged to attend the ASSC Retreat for a review of these procedures.

The Student Development and Engagement Office must be notified immediately of any changes or additions to Club Advisors or Club Officers.

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<sup>8</sup> Please See Appendix for a copy of this form.

## Activity Timeline

The following activity timeline is a guide for clubs planning events. In any case, the sooner the club begins planning an event, the better.<sup>9</sup> To avoid conflicts in activities, be sure to submit a “Request to Hold On-Campus Activity” to Student Development and Engagement Office.

Two months before:

1. Confirm a date, time and location for your event.
2. Line up any vendors you will be hiring and confirm dates times and logistics with them. This includes any entertainment (performers/DJ/radio station, etc.) and food. It is important that this be completed at this point in time.
  - a. If you are to pay vendors, a requisition must be set up. The Student Development and Engagement Office can provide you with more guidance on how to complete this step. Instructions are also included in the *Option 1: Requisitions* section of “Accessing Club Funds”<sup>10</sup>)
3. Reserve facilities.
  - a. On and or off campus, make sure you have confirmation of the space. The Student Development and Engagement Office will put you in contact with the appropriate people at SCC.

One month before:

1. Work on publicity to be released. This includes flyers and targeted emails.

Three weeks before:

1. Release publicity.
2. If the event is to be held off-campus and members will be traveling with a driver who is not an employee of the College, a “Request for Authorization for Non-Employee to Transport Students” form must be completed.

Eight (8) Days before:

1. **DEADLINE!** No further requests for materials for the activity will be processed at this point unless it is approved by the Director of Student Development & Engagement on a case-by-case basis.
2. Materials are available on a first come, first served basis.
3. Prepare any final details for the event including set up schematics.

After the event:

1. The committee Chairperson and/or Club President should write an evaluation of the program, which will provide vital information for the club when a similar event is planned. This written evaluation while not required can provide valuable insight to future club members.
2. Letters of appreciation should be sent to performers or participants. This will help build a relationship with community partners.

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<sup>9</sup> Please see Appendix for a sample Activity Timeline.

<sup>10</sup> See Table of Contents for exact page number.

## Fundraisers

The following are a few of the fund-raising activities clubs have held in the past. They are listed to give your club an idea of the variety of ways to make money. Other fund-raising ideas can be obtained through the Student Development and Engagement Office. Please note that the club is not limited to the following options. Be Creative!

### Food Sales:

Obtain a location on or off-campus and have a food sale. For an on-campus location and guidelines, contact the Student Development and Engagement Office. You will need fill out a Cash Advance and Cash Box for Student Activity form. Fill out the form and return to the Cashier's office. Cash Box forms must be turned in to the Cashier's office at least three (3) business days before your event. The Student Development Office has Cash Boxes to loan, but no cash to provide you. The food sales policy is governed by the Solano County Environmental Health Department. Please note that Clubs are allowed only four (4) food sales per academic year. So, it is important to plan ahead. You will also need to complete a Request to Hold and Activity form, available in the Student Development and Engagement Office. The form must be turned in at least (8) days before your scheduled Fund Raiser.

### Car Washes:

Ask one of the local gas stations if you can have a car wash there. Be sure to give them plenty of advance notice. Selling advance tickets to a car wash is a good idea.

### Dances:

Contact the Student Affairs Specialist regarding college policy. Approval by the Vice President of Student Services or designee is on a case –by-case basis. A detailed proposal needs to be submitted with the Request to Hold an Activity at least two months in advance in order to get the proper approvals.

### Ecology:

Clean up the environment by collecting aluminum cans and glass containers.

### Flea Markets:

Collect old and discarded items from people to have a garage sale or take them to a flea market to sell.

### Drawings<sup>11</sup>:

Ask one of the local merchants if they would donate some items and have a drawing. The drawings we have had in the past have been successful.

### Solano Daze/Club Promo:

Have some type of booth at held at the Club Promo event beginning of fall and the beginning of the spring semester. You can have a food booth, a game booth, or whatever!

### Other:

Be creative and think up your own unique fundraiser!!!

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<sup>11</sup> Regulations regarding "Raffles" vs "Drawings" can be found in the Appendix

## Suggestions for Publicizing Your Event

The following are ways in which your club's event can be publicized. Activities should be publicized at least three weeks in advance for good attendance. All arrangements for publicity should be made through the Student Development and Engagement Office, Room 1425. Requests for any printed materials must be submitted to the Student Development and Engagement Office at least three (3) school days before the materials are needed. More time may be required to complete larger/more complex requests.

### Flyers

Flyers: Flyers (8 ½ x 11) or smaller (1/4 sheets) can be distributed to students and put in faculty and staff mailboxes, or be posted on designated bulletin boards.

### Posters

Posters can be made and hung on campus as well as out in the community. Posting should be done at least three weeks before the event. All posters on campus must be approved and can only be placed on the designated Associated Students of Solano Community College boards, except in the Student Center, where posters can be placed in the window of the ICC Workroom. The club is responsible for removing all posters on the next school day following the event.

### Distance Education:

This is a great way to reach online students. The College's Distance Education team can create global announcements that are visible to all students on Canvas. Please have the club advisor email [de@solano.edu](mailto:de@solano.edu) Make sure to include the Flyer plain text information to comply with federal regulations.

### SCC Website & Social Media:

Include your event in the College's event calendar. Please note that this avenue is open to the general public so anyone can view the information. If your event is open to the public, this is an opportunity to reach a wider audience on digital platforms. Please email James Thomas Media at [support@JTMedia.zendesk.com](mailto:support@JTMedia.zendesk.com) Include Flyer and plain text information to comply with federal regulations. Ask for the event to be included on the school calendar and be promoted on the college's social media platforms. Be specific and intentional when submitting this information/content. (What platforms, publishing date(s) with images, text only, etc.) If you have images, you would like published, James Thomas Media can help you figure out how images can be incorporated into the publication

### Solano Cares Newsletter:

The Solano Cares Newsletter is strictly for the Solano College's community including students, staff, faculty, and the Governing Board. Please email [solanocaresinfo@gmail.com](mailto:solanocaresinfo@gmail.com) include the flyer and a short summary of the events to promote. This avenue is also a great way to publicize the activities your clubs have already participated in.

## Press Release:

Press releases can be written. Information as to creating and directing such releases to the proper department will be available soon. What IS the policy? We don't currently have an office for sending out press releases. Student Services Specialist will need to review their press releases in advance, and send them out for them, or compile a list of news outlet emails and provide those to the clubs to send out the release (after she has approved them).

## Radio

Various radio stations will publicize events. A prepared statement should be written for their use.

## Use of On-Campus Facilities and Services

Due to increasing costs and limited budgets campus-wide, clubs may incur costs in areas where services were previously free. Costs may be charged in the following areas:

- General Services: Copying, offset duplication, postage – Prices for the Graphics Department Services are available in the Student Development Office.
- Learning Center: Use of staff to run equipment.
- Maintenance: Use of staff to set up, clean, and takedown for events.
- Campus Police Department: Use of Campus Police to provide security at dances, concerts, etc.

## Tips for Club Officers

### Dealing with your Members

1. Get new members involved as quickly as possible.
2. Pursue a number of activities which have support from the membership.
3. Convey enthusiasm.
4. Define goals of the club and of individual programs. Keep in touch with those goals throughout the semester.

### Implementing the Program

1. Outgoing executive officers should communicate to the new "team" their experience, their problems, and their suggestions.
2. Incoming officers should be given a written description of their jobs.
3. Task-oriented committees should be set up promptly and adequate information and authority should be given to them. Club organization should be written down, posted and distributed to all club members.
  - a. Committees should prepare their programs with a time-table, which should be approved by club officers.
  - b. Liaison between club officers and committees should be close and continual.
  - c. Committee activities and accomplishments should get full publicity in meetings and communications.
4. An agenda along with Meeting Minutes (see examples pgs17, 22-24) should be prepared for all meetings and should be carefully followed. Agendas must be posted on the Club Agenda Board in building 1400 (and one other campus /location) no



later than 72 hours (not including weekend days) before the scheduled meeting. They must also be stamped by staff in the Student Development and Engagement Office before posting.

5. Meetings should be well prepared for, should begin promptly, and should be kept short.

### Keeping People Informed

1. Internal communications
  - a. A prepared agenda should be kept on file.
  - b. Minutes of each meeting should be reviewed at subsequent meeting for corrections and explanation. Be sure all committees receive a copy along with the I.C.C. Chairperson
2. External publicity
  - a. Posting your meeting Agendas, while not strictly required for clubs, is a good way of generating interest and keeping people informed about your club and club activities.
  - b. Inform faculty of your existence; then they will be willing to help when called upon.
  - c. Seek to get information about club activities into the "ASSC Newsletter"
  - d. Be sure a sign or banner identifies your members at any activity you are involved in. It's good exposure for your club and may help you recruit new members.

### Working With-in the System

1. Seek to keep your Advisor fully informed, but don't expect him/her to do the work.
2. Try to profit from the experience of other clubs. Since Conferences are the best place to do that, attend them; Share your experiences openly, and listen with imagination.

*Dear Leader,*

*If you want my loyalty, interest, and best efforts as a group member, you must consider the fact that:*

*I need a sense of belonging:*

- A feeling that no one objects to my presence.*
- A feeling that I am sincerely welcome.*
- A feeling that I am honestly needed for my total self, not just for my hands, my money, etc.*

*I need to have a share in planning the group goals. (My need will be satisfied only when I feel that my ideas have a fair hearing.)*

*I need to have the idea that the goals are within reach and that they make sense to me.*

*I need to feel that what I'm doing contributes to human welfare--which its value extends beyond the group itself.*

*I need to share in making the rules of the group – the rules by which together we shall live and work toward our goals.*

*I need to know in some clear detail just what is expected of me so that I can work confidently.*

*I need to have responsibilities that challenge, that are within range of my abilities, and that contribute toward reaching our goals.*

*I need to see that progress is being made toward the goal we have set.*

*I need to be kept informed.*

*I need to have confidence in our leader—Confidence based upon assurance of consistent fair treatment, of recognition when it is due, and trust that loyalty will bring increased security.*

*In brief – the situation in which I find myself must make sense to me, regardless of how much sense it makes to the leader.*

*Sincerely yours,*

*A Loyal Follower*

---

# Agendas

## Sample Agenda

Solano Community College  
[Club Name]  
Agenda  
Day of the week, Month Day, Year  
Start time – End time  
Solano Community College, Room 1425

- I. Call to Order
- II. Approval of Agenda
  - a. Make additions or corrections to your agenda at this time.
- III. Public Forum: This is an opportunity for members of the public to address (insert Club Name) on items not already on the agenda. Please be aware that there is a 3-minute time limit on all discussion of these items and that NO action may be taken on any of these items. These items may however come back to (insert Club Name) for action at the discretion of (Insert Club Name).
- IV. Approval of Minutes
- V. Advisor's report
- VI. Information items
- VII. Action items
  - a. Items you need to take action on
- VIII. Unfinished Business
  - a. ASSC/ICC Holiday Canned Food Drive
- IX. Executive Officer Reports
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
- X. Open Discussion
- XI. Adjournment

## Suggestions for making your Agenda work

### 1. CALL TO ORDER

Start on time. The only case in which this would not be possible is if you need a quorum to conduct business. Keep in mind you can still start your meeting with information items if you do not have quorum.

### 2. INTRODUCTION OF GUESTS

Recognize new members and all guests and make them feel welcomed.

### 3. ADDITIONS OR CORRECTIONS TO AGENDA

At times after the agenda has been published, a member will need to add, or change in some way, an item to the agenda. This person will need to make a motion to amend the agenda and the motion needs to pass.

### 4. READING OF MINUTES

If the group's minutes are not published and distributed, the Secretary needs to read them during the meeting. The Secretary should be allowed to read the minutes without interruptions. Any corrections or additions to the minutes should be called for after they have been read. It is preferable to send the draft Minutes to your members immediately after each meeting to allow them to make corrections and changes to share with the Secretary at the next regular meeting.

### 5. ADDITIONS OR CORRECTIONS TO MINUTES

Additions or corrections to the minutes can be given after the minutes have been read aloud. If the minutes are published and distributed prior to the meeting, be sure the members have read them before they attend the meeting and are prepared to make whatever corrections are necessary.

### 6. READING OR REPORTING ON CORRESPONDENCE

The Club Secretary or President is to read any correspondence received.

### 7. ADVISOR'S REPORT

### 8. EXECUTIVE OFFICER'S REPORTS

Include here whichever officers need to give reports. It does not necessarily have to be all your officers.

### 9. COMMITTEE REPORTS

Have committee reports ready before the meeting. The reports should be brief and should contain any information the group needs in order to function better.

It is recommended that Committee reports be emailed to members and the Advisor before the next regular meeting. If there are no questions/need for discussion, the committee

Chair does not need to report out. Committee reports should be attached to the Minutes and filed.

10. ANNOUNCEMENTS

11. OLD BUSINESS

Old Business is anything which the group has discussed before and is left unfinished.

12. NEW BUSINESS

New Business is any item not previously discussed. Policy dictates that a new business item is presented for information at one meeting, but never voted upon until the next meeting. This gives the membership time to think about their course of action.

NOTE: On both Old and New business items, Chair should raise all points which need to be covered on the item. During discussion, the pros and cons should be brought out so the group can decide based upon all the relevant information presented.

13. PROGRAM

If the program includes a guest speaker, be sure an officer meets him/her. Know how to pronounce the speaker's name and have some background information to present for the introduction. Be sure the speaker meets some members of the group and thank him/her for coming. Have the Secretary send a follow-up thank you letter also. Sometimes, guest speakers address the group before the business meeting begins.

14. ADJOURNMENT

NOTE: ALL AGENDAS AND MINUTES MUST BE POSTED IN THE DESIGNATED PLACE IN THE LOBBY OF 1400 and POSTED IN A SECOND PUBLIC PLACE ON CAMPUS OR ON THE COLLEGE WEBSITE.

## Meetings

### Suggested Meeting Checklist

#### Goals

1. What is the group trying to accomplish?
2. Is this goal clear to all members?
3. Who decides what the group does? Is this process democratic?
4. What have I done to help? What more can I do?

#### Discussion

1. Does discussion keep on the subject? If not, who is responsible?
2. Are members able to express their ideas clearly?
3. Is the leader articulate?
4. Does everyone understand what is going on?
5. Have I helped to facilitate the discussion? How can I help more?

#### Leadership

1. Is the leadership effective-democratic -interesting?
2. Does the leader encourage others to talk?
3. Does the leader talk too much?
4. How much influence does the leader's point of view carry?
5. Does the leader encourage and use member contributions as much as possible?
6. How sensitive is the leader to the feelings of the group?
7. Does the leader keep group discussions on the subject?
8. Does the leader understand and follow parliamentary procedure?
9. How can I help the leader to be more effective?

### Making Your Meetings Work

#### The Chairperson's Responsibility

1. Set the agenda (you should seek input from other Executive Officers; other Club members, and the Advisor).
2. Make the meeting is concise and brief – never run longer than 1 ½ hours.
3. Start on time.
4. Function as director and guide – clarify issues and summarize frequently.
5. Don't take sides.
6. Rephrase statements you think may not be clear, but do not distort the speaker's thoughts. Don't take for granted that everyone understands the topic at hand.
7. Keep the group working together. Don't let side conversations start.
8. Point out conflicting ideas in the group. Ask conflicting members to discuss where they stand, why they think as they do, and what they suggest doing. Don't ignore or try to cover up conflict.
9. Keep people from leaping to conclusions. Don't let the group rush headlong into solutions. Be sure that all of the facts and background material has been covered.
10. Nail down the decisions. Pinpoint the follow-up assignments and actions required. Thank the people for their cooperation. Don't let the meeting end without a summary. When you're done – STOP!

### The Member's Responsibility

1. Listen to the Chairperson and be aware of what is occurring at the meeting.
2. Raise your hand to be recognized before you speak.
3. Be a good listener and try not to repeat any point which has already been made.
4. Speak one at a time
5. Listen to whoever is speaking. Do not carry on side/personal conversations.
6. Make sure everyone is sticking to the topic at hand. If someone goes off on a tangent, call it to the attention of the group (after being recognized by the Chair) if the Chairperson hasn't already done so.
7. If you have a committee report to make, be sure it is prepared ahead of time – (and emailed to the Club) don't "ad lib." Be prepared to answer any questions that are put to you.
8. Be sure the Chair pinpoints follow-up assignments on action items. If you are assigned to do something, note it and get it done before the next meeting.
9. It is recommended that all cell phones be turned off during meetings.

### Suggestions for Minutes

Minutes should include:

1. Name of Club or Organization
2. Date of meeting
3. Name of presiding officer
4. Members present (either the names of each member or total number of members present)
5. Any business voted upon (when motions are made, the name of the person making the motion and the name of the person who seconds the motion should be included in the minutes)

### Suggestions for Taking Minutes

1. When taking minutes, use an outline form, recording only basic facts. The details can be filled in later. Example:  
Old Business
  1. Dance Committee Report
    - a. October 24
    - b. Check price of band
    - c. Reserve gym
    - d. Posters made – Mary Jones
2. Be sure to record the name of persons who had a specific job to do. Example:  
Old Business
  1. Dance – Mary Jones to make posters
3. Be sure to record the names of those making and seconding a motion. Example: "It was moved by Jane Jones and seconded by Mary Smith to have a dance on October 24."

## Suggested Pattern for Minutes

1. The meeting of the [Club/Organization] on [Date] was called to order by President [NAME] at [TIME]
2. The minutes of the previous meeting were:  
(1) approved as emailed; or (2) approved as Corrected. (list corrections)
3. Members present (list the members by name)
4. Treasurer's Report
5. Committee Reports
6. Announcements
7. Old Business
8. New Business
9. The meeting was adjourned at [TIME]

Signed [Secretary]

**IMPORTANT:** Remember that all decisions made to purchase anything dealing with Club funds must be included in the Minutes of club meetings with specific details including the amount approved to be spent and by whom. The Club President should also sign the bottom of the last page of the Minutes once they are approved. The Club Secretary should maintain a Binder with all Minutes, save an electronic copy; forward a copy of the Minutes to both the Club Advisor and the Office of Student Development.

## Sample Meeting Minutes

Meeting Minutes  
Women's Empowerment Council  
November 23rd, 2015  
12:00 p.m. Rm. 1427

- A. Meeting was convened by President Nelson at 12:10 p.m.
- B. Roll Call – Present members included President Nelson, Vice President Brannen, Secretary/Treasurer Cornelius, Executive Senator Burtenshaw, and Grand Advisor Dr Lewis. Absent none. Quorum at 4.
- C. Public Forum – None



- D. Advisor's Report – None
- E. Information items – None
- F. Action items
  - a. Secretary/Treasurer Cornelius informed the Council that the Benita Hatcher Memorial Bake Sale brought in \$433.60 on the part of the Women's Empowerment Council. AMSA, which facilitated sales using their cart, brought in \$149.80. Vice President Brannen moved to ask AMSA to move and approve a transfer of funds from their trust account to the Women's Empowerment Council trust account in the amount of \$149.80 in order to be able to make ONE check to the 1st Christian Church of Suisun City. Motion seconded by President Nelson. No discussion. Motion carried (4,0,0). Vice President Brannen then moved to approve that the Women's Empowerment Council make out a check to the 1st Christian Church of Suisun City to help pay for Benita Hatcher's burial expenses in the amount of \$583.40 (total of \$428.60 and \$149.80). Motion seconded by President Nelson.
    - I. No discussion.
    - II. Motion carried (4,0,0). (4 in favor, 0 opposed, 0 abstained) Also include a detail of who is in favor, opposed, and abstained in the case the votes are not unanimous, varied numbers.
- G. Member reports – None
- H. Adjournment – Vice President Brannen moved to adjourn. President Nelson seconded. No discussion. Motion carried (4,0,0).
- I. Meeting adjourned at 12:12 p.m.

Respectfully Submitted,

Andrew Cornelius  
11/23/09

NOTE: ALL AGENDAS AND MINUTES MUST BE POSTED IN THE DESIGNATED PLACE IN THE LOBBY OF 1400 and POSTED IN A SECOND PUBLIC PLACE ON CAMPUS OR ON THE COLLEGE WEBSITE.

# Guide to Parliamentary Procedure

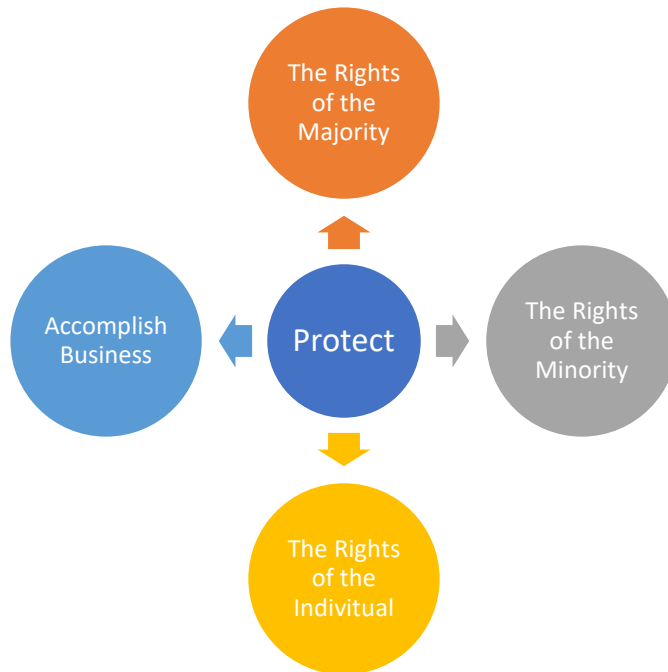
## What is Parliamentary Procedure?

Parliamentary Procedure can be defined as a set of rules or guidelines which enable a group to:



## Why use Parliamentary Procedure?

Parliamentary Procedure is used in groups to:



### Basic vocabulary used in Parliamentary Procedure

<i>Vocabulary</i>	<i>Definition</i>
<i>Adjournment</i>	The end of the meeting
<i>Agenda</i>	The order of business for the meeting. Many times, “agendas” are written down and distributed to the membership
<i>Amendment</i>	The act of changing or modifying a motion
<i>Discussion</i>	The talk or debate (pros and cons) which deals with the issue at hand
<i>Majority</i>	more than half of the total membership of a group. When voting, it would be more than half of the legal votes cast.
<i>Motion</i>	The act of putting specific business before the group. A “motion” gives the group direction as to what the group is addressing at that moment.
<i>Out of Order</i>	Against the rules of the body
<i>Quorum</i>	The number of persons of a particular group which must be present in order to ensure that a majority of members are deciding issues as opposed to a small minority. Usual numbers for a “quorum” are fifty percent (50%) plus one (1) member of the group, or 2/3 of the total membership.
<i>Second</i>	The act of supporting a motion and requesting that the motion be considered by the group. The reason a “second” is required is to ensure that there is more than one person who is interested in pursuing the motion made. If there is no “second”, it indicates that only the maker of the motion is in favor of it; then, it would be a waste of the group’s time to consider such motion.

## Steps on How to conduct business

1. Agenda Item: Identify agenda item and zero in on what is being discussed. At this point, the Chair should explain the situation but should not allow discussion to take place.
2. Make a Motion: A motion should be made to focus in on the subject at hand. The correct phrase in making a motion is to begin by saying, "I move..."
3. Second the Motion: The motion is seconded to ensure that there is more than one person interested in pursuing the motion made. To second a motion, the person could simply say "second" or "I second the motion." If the Chair does not hear the second, he/she should call for one by saying, "Do I hear a second to this motion?" After a motion is made and seconded, the Chair should then repeat the motion as clarification for the group.
4. Discussion: After a motion is made, seconded, and restated, there is discussion germane to the motion on the floor. Both the pros and cons of the motion should be stated.
5. Vote: The vote on the motion should be taken. The vote can be taken by any of the following methods:
  - By voice
  - By hand raising
  - By ballot

Whatever method is used, it should be used the majority of the time. The method of counting votes should be consistent.

## Example of how to conduct business.

Chair: The next item to be discussed will be our Annual Installation Ceremony. We need to decide on the date for it.

Member A: I move to have the Installation on Monday, November 1, at 7:00 P.M.

Chair: Is there a second to this motion? (Pause)

(Pause) Hearing no second, the motion fails. Is there another motion to be made?

Member B: I think that a Friday night is much better for the group than a Monday.

Member C: Second.

Chair: It's been moved and seconded to have the installation on Friday, November 5, at 6:30 PM. Is there any discussion?

Member D: Having it on November 5 seems to be too short of notice for such a ceremony.

Member C: Since the Installation involves club members only, I think November 5 would be okay.

Chair: Is there any further discussion? (Pause) Then the motion before the group is to have the Installation on Friday, November 5, at 6:30 PM. All those in favor, please signify by raising your hand. All those opposed, please signify by raising your hand. Abstentions? Motion carries: 6-3-1.

### Amendments

Sometimes, after a motion is made and seconded, someone may want to modify the motion. This can be done by making an amendment to the motion. An amendment to the motion can be made by:

- Adding words
- Striking words
- Substituting words

An amendment, like a motion, needs a second. Up to two amendments can be made on any motion. Whenever an amendment is made, the last amendment made is voted on first, working your way back to the motion.

Example:

Motion: to have a party on Dec. 20, at 3 PM.

Amendment: to have a party on Dec. 28, at 3 PM.

Amendment to Amendment: to have a party on Dec. 28, at 7 PM.

NOTE: Voting must be done on the motion to make an amendment first (that a change can be made, then the motion of the amendment (the change that needs to be made), and last, the approval of the amendment.

### Tabling vs Postponing

Sometimes there will be an issue on the agenda that the group may not want to deal with at that particular meeting. To delay an item to another date can be done in one of two ways:

To **Table**: A motion can be made “to table the issue.” Tabling an issue means that the issue will not be discussed again until someone makes a motion to “bring the issue off the table” (or to discuss the issue again).

To **Postpone**: A motion can be made to postpone an issue to a definite period of time. When the period of time stated in the motion arrives, the item is automatically placed on the agenda again for discussion. No motion is necessary to re-open the issue.

## Basic Considerations

Whether or not you become proficient in using and understanding Parliamentary procedure, everyone can be a considerate member of the group by doing the following:

1. Raise your hand to be recognized to speak.
2. Speak one at a time.
3. Listen to whoever is speaking. Do not carry on side conversations.
4. Be a good listener and try not to repeat any point which has already been made.

# Sample Constitution

## SOLANO COMMUNITY COLLEGE

### CLUB CONSTITUTION GUIDELINES

#### Article I: Name

Section 1: [The name of your club or organization]

#### Article II: Purpose or Objectives

Section 1: Reasons established or needed.

Section 2: What is hoped to be accomplished by this club?

#### Article III: Membership

Section 1: To whom is membership open? (Membership should be open to all Solano College students interested in your club).

#### Article IV: Officers

Section 1: List officers

Section 2: List eligibility requirements, if any

Section 3: Stipulate how officers are elected.

Section 4: Stipulate how vacancies are filled.

Section 5: Stipulate term of office

Section 6: Stipulate when elections are held.

#### Article V: Meetings

Section 1: How often are regularly scheduled meetings held?

Section 2: How special meetings are called.

Section 3: Quorum requirements, if any

#### Article VI: Finances and Banking

Section 1: All monies shall be deposited at the Cashier's Office in Building 400.

Section 2: How dues are set, how often collected, if any

#### ARTICLE VII: Anti-Discrimination, Anti-Hazing

Section 1: There shall be no discrimination based on race, creed, sex, or national origin.

Section 2: There shall be no hazing.

## Article VIII: Amendments

Section 1: How are amendments made?

Section 2: What vote is needed to pass on amendment?

## Article IV: By-Laws

Section 1: How will by-laws be enacted?

Section 2: What vote is needed to pass a by-law?

## Article X: Parliamentary Authority

Section 1: What recognized authority will be used for points not covered by the constitution?



## APPENDIX

The following items are important information and sample forms which are used by the Student Development and Engagement Office. Some forms are available on the Inter Club Council page on the Solano College website at <https://welcome.solano.edu/assc-inter-club-council/>

ALL FORMS are available in Room 1425, Student Development and Engagement Office and can be requested by email at [studev@solano.edu](mailto:studev@solano.edu) They are there for your convenience and allow for your requests to be expedited as quickly as possible. Please use them.

Appendix A: Club Application/ Renewal Form



# CLUB APPLICATION/RENEWAL FORM 2023-2024

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

**Attention Club Officers:** President & Vice President, please provide an email address below that can be shared with students who are interested in joining your club and/or need more information. Please print clearly

Office	Name	Email	Phone(s)
President			
Vice President			
Secretary			
Treasurer			

Club Advisor(s): \_\_\_\_\_ Ext. \_\_\_\_\_

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

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

Purpose of Club: \_\_\_\_\_

**Club Membership:** Is club membership open to all Solano Community College students? Yes  No

If not to all SCC students, please explain: \_\_\_\_\_

Are off-campus individuals allowed to become active members? Yes  No

**New Clubs** must complete attached forms.

**\*Fall/Spring Renewals:** Please complete attached forms. A Club Roster form must be completed if your membership has changed. To maintain a club, you must have a minimum of 10 members.

Coordinate all club activities through the Student Life Office located in room 1425.

**Club Meetings:** Please be specific (i.e. 1<sup>st</sup>/3<sup>rd</sup> Tuesdays, 2<sup>nd</sup> Mondays, etc.).

Days: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved \_\_\_\_\_ (init)

Denied \_\_\_\_\_ (initi)

**Required Attachments (check when turned in):**

- Agreement to Follow Club Guidelines
- Club Rosters (needs 10 students + Advisor signature)
- Constitution is Attached On File
- Club Promo paperwork turned in.



# CLUB APPLICATION/RENEWAL FORM 2023-2024

## OFFICE OF STUDENT LIFE

### Agreement to Follow Club Guidelines

1. Each club must have at least one Advisor who is a college employee.
2. All clubs must have a current club constitution.
3. Club officers are enrolled students at SCC.
4. **Each school year**, the following documents must be submitted to the Student Life Office (room 1425) by the Associated Students Solano College (ASCC) established deadline as posted in the ICC Calendar, ASSC Conference Room and Office of Student Life. All Renewals must be approved before any club is considered an official or recognized club:
  - Club Application/Renewal Form, which lists officers and advisor(s).
  - Club Roster Form, with 10 members' names and student ID numbers and **signed** by the Club Advisor.
  - Current Club Constitution.
  - "Agreement to Follow Club Guidelines" signed by Club President.
5. Clubs are responsible for reading and following the provisions of the ICC Constitution copies of which are available from the Student Life Office.
6. Attendance at ICC Meetings: Each club must send a representative to Inter-Club Council (ICC) meetings, which are held the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month in room 142 Two meeting absences in a semester will cause the club to lose eligibility for ASSC funding the following semester, as well as a voting position with ICC  
A club's voting representative must be a student currently enrolled at SCC. A delegate may not represent more than two clubs at the same meeting.

### AGREEMENT

I, \_\_\_\_\_ (print name) the president or acting president for \_\_\_\_\_

\_\_\_\_\_ (print club name) hereby acknowledge that I have read and will ensure that our club will adhere the above guidelines.

\_\_\_\_\_  
Signature of Authorized Club Representative

\_\_\_\_\_  
Date



# CLUB APPLICATION/RENEWAL FORM 2023-2024

## Associated Students of Solano Community College

### Inter-Club Council Club Roster

This form must be completed and turned in with the Club Application/Renewal and other forms as noted in the "Agreement to Follow Club Guidelines."

\_\_\_\_\_

**Print Club Name**

\_\_\_\_\_

**Date**

**Please PRINT LEGIBLY**

<b>Member's Name (Printed)</b>	<b>Student Email Address</b>

\_\_\_\_\_

**Print Advisor's Name**

\_\_\_\_\_

**Advisor Signature**

\_\_\_\_\_

**Print Club Representative Name**

\_\_\_\_\_

**Club Representative Signature**

Appendix B : Voluntary Activities Participation Form

**VOLUNTARY ACTIVITIES PARTICIPATION FORM**

**ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK**

**SOLANO COMMUNITY COLLEGE DISTRICT**

District sponsored activity: \_\_\_\_\_.

I understand that pursuant to the California Code of Regulations, Subchapter 5, Section 55450, by participating in this activity, I am deemed by law to have waived any claims against Solano Community College District for injury, accident, illness or death occurring during or by reason of the activity.

I have no known medical condition(s) which may pose a risk to the health and safety of me or others by participating in the activity(ies).

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District for course credit or for completion of graduation requirements.

I understand and acknowledge that in order to participate in these activities, I agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agents, or volunteers shall not be liable for any injury/illness which is incident to and/or associated with preparing for and/or participating in this activity.

I acknowledge that I have carefully read this VOLUNTARY ACTIVITIES PARTICIPATION FORM and that I understand and agree to its terms.

---

Signature

Date

Appendix C : Request to Hold an Activity Form





## INTER-CLUB COUNCIL REQUEST TO HOLD AN ACTIVITY FORM 23-24

Club or SCC Student Organization Name: \_\_\_\_\_

This Form is for use by SCC student clubs and organizations only. Club Advisors **MUST** complete the Campus Reservation form and make the room/location reservation through the campus reservation system and attach the completed form to this Request. The campus reservation form requires a set up diagram, a list of items needed from facilities (tables, chairs, podiums, pop up canopies, etc.) The advisor **MUST** also contact the Help Desk if IT services are needed. A copy of the current Campus reservation form is attached. Failure to make the reservation prior to submission may result in denial of the requested activity.

Please **PRINT** the following information:

Club/Organization: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Student Chairperson: \_\_\_\_\_ (SCC ID#) \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Other Students Actively Involved in this activity-Names and Phone Numbers:

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

Advisor who will be present at the activity \_\_\_\_\_ (Phone Ext #) \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Advisor's Email \_\_\_\_\_

**PLEASE NOTE: ADVISOR'S PRESENCE AT ACTIVITY IS REQUIRED**

Type of Activity (One Activity Per sheet) Please give specific details about events. Attach additional sheets if needed

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

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_

List Materials/Supplies that you will need:

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

be sure to complete a diagram on the attached ROOM RESERVATION FORM

This form **must** be received by the Office of Student Life in Room 1425 **at least 8 days before** the scheduled event.

Food Sales: Environmental Health Department Approval **MUST** be attached to this request.

Once the required activity has been approved, failure of the Club or organization to coordinate or manage the activity will result in cancellation of the event.

Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECKLIST OF REQUIRED ITEMS:**

\_\_\_\_\_ Confirmation from Campus [Reservations@solano.edu](mailto:Reservations@solano.edu)

\_\_\_\_\_ Flyer for the Event

.....  
**FOR STUDENT DEVELOPMENT OFFICE USE ONLY**

Date Received by Student Development \_\_\_\_\_

Scheduled on the Calendar \_\_\_\_\_

Posted on the Website \_\_\_\_\_

Posted on Canvas \_\_\_\_\_

Marked on Master Activity Log \_\_\_\_\_

Facilities Form Completed and Attached \_\_\_\_\_

Cash Box Requested \_\_\_\_\_

Club's Food Sale # \_\_\_\_\_

(4 food sales events allowed per year)

Health Dept. Contacted by Club Rep. and approved? \_\_\_\_\_

Approval attached? \_\_\_\_\_

DATE ACTIVITY APPROVED \_\_\_\_\_

ACTIVITY DENIED/REASON \_\_\_\_\_

By \_\_\_\_\_

**SIGNATURE OF DIRECTOR OF STUDENT DEVELOPMENT**

Appendix D : Facilities Request/ Room Reservation Form



**Employee Facility Request**

*(College Related Business Only - Not to be used for Co-sponsored Events)*

**Department:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Date (s) Requested:** \_\_\_\_\_

**Event Starting Time:** \_\_\_\_\_ **Setup Starting Time:** \_\_\_\_\_

**Event Ending Time:** \_\_\_\_\_ **Cleanup Hours:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Date (s) Requested:** \_\_\_\_\_

**Event Starting Time:** \_\_\_\_\_ **Setup Starting Time:** \_\_\_\_\_

**Event Ending Time:** \_\_\_\_\_ **Cleanup Hours:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Date (s) Requested:** \_\_\_\_\_

**Event Starting Time:** \_\_\_\_\_ **Setup Starting Time:** \_\_\_\_\_

**Event Ending Time:** \_\_\_\_\_ **Cleanup Hours:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Date (s) Requested:** \_\_\_\_\_

**Event Starting Time:** \_\_\_\_\_ **Setup Starting Time:** \_\_\_\_\_

**Event Ending Time:** \_\_\_\_\_ **Cleanup Hours:** \_\_\_\_\_

**To be completed by Campus Reservations Team:**

**Event Code:** \_\_\_\_\_

**Confirmed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

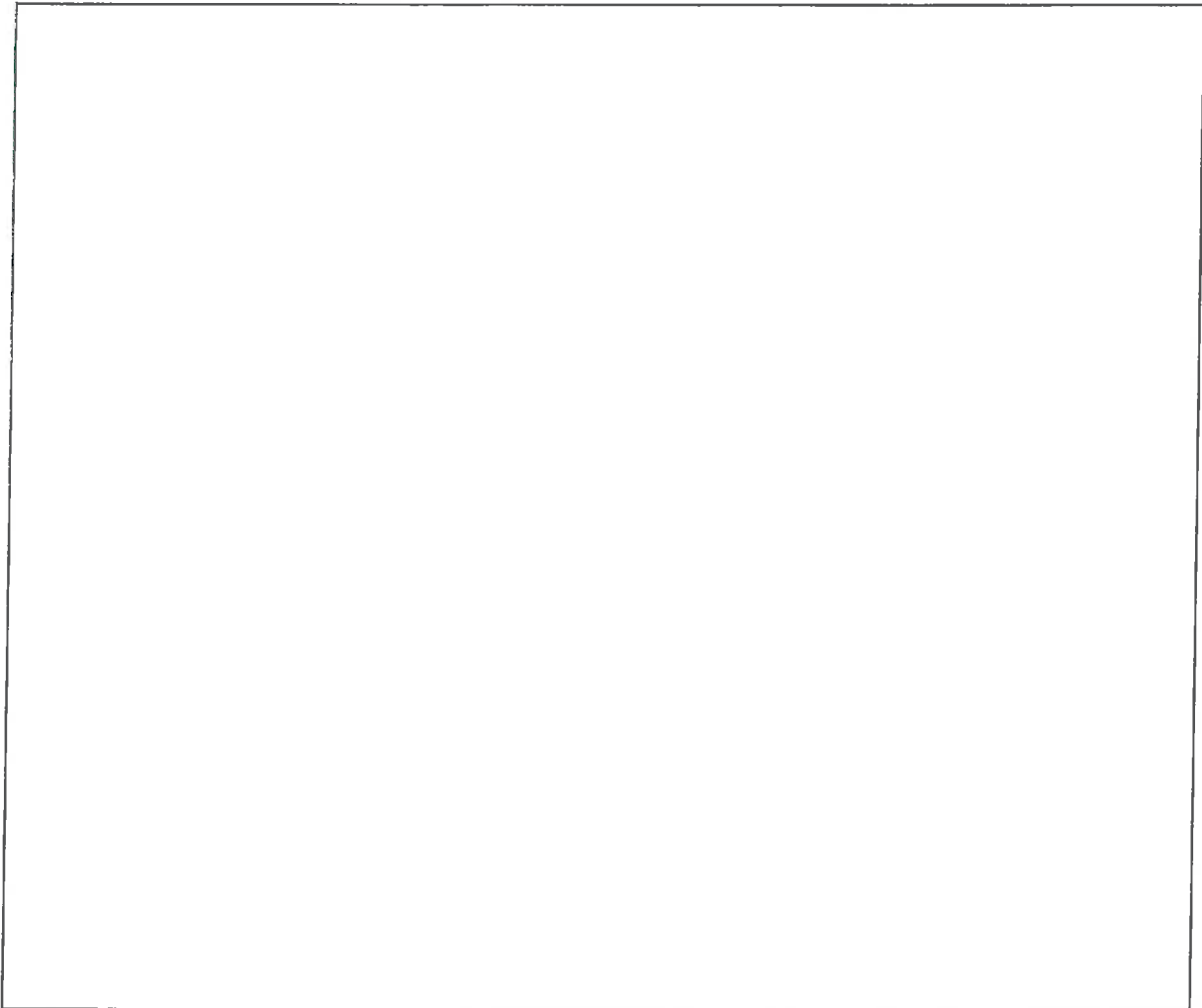
**Please give a brief description of the room setup below:**

**Set up Requested:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please draw a diagram for the room setups in bldgs. 600 (Boardroom) & 1400 (Back-Half of Cafeteria), if applicable.**



**Please return this form to the Facility Coordinator at:  
campus.reservations@solano.edu  
Please contact the Help Desk at: ext. 4690 or  
[HelpDesk@solano.edu](mailto:HelpDesk@solano.edu) for any Audio-Visual equipment needs.**

Appendix E : Sample, ICC Constitution



## Inter-Club Council Constitution (Example)

### Article I. Name

The name of this organization shall be the Inter-Club Council, here after referred to as the ICC.

### Article II. Purpose

The purpose of the ICC is to address issues concerning clubs affiliated with Solano Community College.

### Article III. Membership

Section 1: Membership of the ICC shall consist of all approved campus clubs.

- A. Approved campus clubs are those which have a ten (10) member list, officer roster, Constitution and advisor signature on file in the Student Life Office (Article 6, Section1).

Section 2: Each club has one voting position on the ICC.

- A. A voting delegate must be a student currently enrolled at SCC.
- B. A delegate may represent no more than two clubs at the same meeting
- C. Yet during voting, the representative can only vote once. If a club misses more than two regular meetings in a semester, they lose their voting position.

### Article IV. Executive Board

Section 1: The Executive Officers shall consist of the Chair, Vice-Chair, and Secretary. Section 2: The Student Affairs Specialist-Student Life Office will act as advisor to the ICC Section 3: The ASSC Vice President shall be the ICC Chair.

Section 4: Vice-Chair and Secretary shall be elected by a 50% plus one-vote of the ICC voting representatives.

Section 5: Persons eligible for Vice-Chair and Secretary positions are students currently enrolled at SCC in a minimum of 6.0 units with a minimum of 2.0 GPA, in good academic standing, and a member of an official ICC recognized club. Section 6: No one club shall hold more than one Executive position.

### Article V. Meetings

Section 1: The meetings shall be run according to the rules of Parliamentary Procedure.

Section 2: The ICC will meet a least twice a month.

Section 3: ICC meeting times and days will be set by the ICC Chair and approved by the ICC voting representatives with a simple majority of vote.

Section 4: Special meeting shall be posted, or placed in club mailboxes at least two days prior to the meeting(s).

Section 5: One half, plus one of the ICC voting representative shall constitute a quorum at any ICC meeting(s). Section 6: The Executive Board shall meet at least one a week to set the agenda and go over other ICC issues. These meetings are open meetings unless otherwise requested by the Executive Board.



#### **Article VI. Club Requirements**

Section 1: All clubs must submit to the Student Life Office: A Constitution, officer roster, number list, advisor, renewal form and/or any other information deemed necessary to be the ICC Chair.

Section 2: If any changes in documents from Article 1, section 1, submit the changes to the Office of Student Life.

Section 3: All clubs must have at least one staff or faculty member for an advisor.

Section 4: Club membership requirements shall not discriminate based on race, creed, gender, national origin, ethnicity, disability, religion or sexual orientation.

#### **Article VII. Seed Money/Club Funding**

Section 1: Clubs may receive ICC seed monies not exceeding the amount of money donated by the ASSC divided by the number of clubs eligible for seed money.



Appendix F : Request for Cash Box and Cash Advance for Student Activity



REQUEST FOR CASH BOX AND CASH ADVANCE FOR STUDENT ACTIVITY

By Signing (and initialing each box) below, the Club Representative has read and agrees to the following conditions

- Please make sure that your "Request to Hold an Activity" form includes your "Request for Cash Box" form. INITIAL
Both Forms must be submitted to Student Development and Engagement at least Eight (8) school days prior to event! The Director of Student Development must approve the "Request for Cash Box" prior to event. INITIAL
Pick up Cash Advance from the Cashier's Office, Building 400 on the day of fundraiser. CASH BOXES MUST BE USED during fundraiser events. INITIAL
All Club funds (including cash advance) received by the Club must be deposited to the Cashier's Office immediately following an event. Cash advances are provided from the Cashier's office. INITIAL
If the event is ongoing, money must be deposited weekly. INITIAL
Failure to return Cash Advance or cash box will result in a withdrawal from the Club's Trust Fund for the full amount due to Fiscal Services. INITIAL

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION

Dated: Signature of Student Representative

TO: CASHIER'S OFFICE

Date: STUDENT DEVELOPMENT APPROVAL

Signature above indicates club status is verified by CASH BOX PICK UP DATE RM1425

Form with fields for Club/Organization, Student Representative Name and ID#, Activity Date & Description, LIST TYPES OF ITEMS YOU ARE SELLING AND APPROXIMATE PRICES, Contact Phone Number and Email of Student Representative

For CASHIER'S OFFICE USE ONLY:

CASH BOX SIGN OUT

TOTAL \$ RECEIVED DATE RECEIVED BY: (Student Rep Signature)

CASH BOX SIGN IN

Cash Box Returned to Cashier DATE RECEIVED BY: (Cashier Signature)
\$ DEPOSITED TO STUDENT CLUB ACCOUNT Verified by (Cashier Signature and Student Rep Signature)

Appendix G: Petty Cash Fund Agreement



# PETTY CASH FUND AGREEMENT

Department Requesting Funds: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Petty Cash Fund to be administered and safely maintained by: \_\_\_\_\_ Ext: \_\_\_\_\_

Print

Signature

*Each Petty Cash Fund established by Solano Community College (hereinafter "SCC") is entrusted to an authorized custodian who is responsible for enforcing the following policies and procedures.*

- 1) *The custodian is responsible for the safekeeping of the monies. The monies should be counted on a regular basis to ensure that the cash and/or receipts equal the amount authorized for the Petty Cash Fund.*
- 2) *Petty cash monies must be kept under lock and key in a secure location.*
- 3) *Petty cash monies may be expended only for essential SCC business.*
- 4) *Detailed itemized receipts must be received for all reimbursement via Direct Pay Form. For reimbursements, email [accountspayable@solano.edu](mailto:accountspayable@solano.edu). AP requires at least 48 hours to process reimbursements.*
- 5) *The total cash on hand and receipts for purchases must at all times equal the amount authorized.*
- 6) *No loans, membership or entertainment reimbursements of any kind may be made from petty cash.*
- 7) *Under no circumstances are checks, money orders, drafts or other financial instruments from any source to be cashed out of or used as part of the petty cash monies.*
- 8) *The petty cash monies must be made available to authorized Fiscal Staff and the State Legislative Auditor for purposes of verification.*
- 9) *Petty cash funds may not be physically maintained at any location not on SCC's campus without specific written authorization from the Controller.*

*Any failure to follow the policies and procedures as stated will result in a breach of the custodian's duties and may result in disciplinary action.*

Disbursed by:

Print

Signature

Date

Amount Disbursed: \_\_\_\_\_

Received by:

Print

Signature

Date

\*\*\*\*\*Closing Petty Cash Fund\*\*\*\*\*

Amount counted and returned \_\_\_\_\_

Department \_\_\_\_\_

Business Services-Fiscal Staff

Name

Name

Signature

Signature

Date

Date

Appendix H: Direct Pay Form



# Direct-Pay Form

If you have any questions, please email or call Accounts Payable

**Payee:**  
(Type name exactly as it should appear on Warrant)

**Vendor No.:**

**Mail check to:**  
Street/P.O. Box  
City State Zip

*For Employee or Student Payees, please provide:*  
SCC ID No.:

Please check one of the following:  
 Magazine Subscriptions\*  
 Membership Fees/Dues\*  
 Petty Cash Reimbursement  
 Reimbursement  
 Other (Specify): \_\_\_\_\_

**Dollar Limit Guidelines (per FY):**  
 Goods < \$200  
 Services < \$500

**NOTE:** All supporting documentation must be attached to this form.  
 \*- Two copies of the Invoices for Memberships & Subscriptions must be attached to this form.

DESCRIPTION:

BUDGET CODE:

FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT
					<b>TOTAL:</b>	\$

I/We hereby certify the payment described above is made in accordance with SCC District Regulations.

\_\_\_\_\_  
 PRINT NAME / SIGNATURE (PAYEE if an individual/REQUESTOR if a vendor)      DATE

\_\_\_\_\_  
 PRINT NAME / SIGNATURE (BUDGET MANAGER/VP)      DATE

\_\_\_\_\_  
 PRINT NAME / SIGNATURE (ACCOUNTANT/FISCAL MGT)      DATE

***Accounts Payable  
Processed***

---

*Signature*

---

*Document # / Date*



Appendix I: Club Food Sales Guidelines for Fundraisers

## CLUB FOOD SALES GUIDELINES FOR FUNDRAISERS

The Student Life office can sponsor 12 food sale events per year (one per month). Clubs can have up to 4 events per calendar year (January through December) under the Student Life sponsorship without having to pay a fee. Clubs must keep track of their number of food sales – If they go over the limit of 4 within a year, they must pay an event fee of \$47 to the Solano County Environmental Health Department. All club members handling food **MUST have a food handler's certificate on file in the Student Life Office**. Information on obtaining a food handling certificate is in the student Life Office.

1. When having a food sales fundraiser, you must obtain the following forms from the Student Life Office, Room 1425 (examples of forms are in the ICC Club Handbook Appendix listed alphabetically by item).

- **Request to Hold an Activity** (Item E in ICC Club Handbook) due to Student Life *no less than* 8 days prior to the scheduled event.
- **Request for Cash Box and Cash Advance for Student Activity**, if you will need a cash box and cash (Item H) to be turned in with the Request to Hold an Activity form 8 days prior to event.
- **Special Event Food Vendor Application (Item J)** Pages 1 -3 must be completed and emailed to Jahniah McGill at [JAMcGill@solanocounty.com](mailto:JAMcGill@solanocounty.com) **2 weeks prior to your event** for approval - Please cc: ICC/ASSC ADVISOR on your correspondence to Ms. McGill.
- **Fundraising Deposit Itemization Form (Item G)** used by club to tally items sold – must be turned in to the Student Life Office when making the deposit of money raised at fundraiser.

2. **Unwrapped** items must be in an enclosed area such as the 1400 Lobby. A hand washing station must also be used in reasonable proximity (not inside of the restroom). Please refer to the ICC Club Handbook Appendix, Item J for guidelines. For open food items, you must submit the Special Event Food Vendor Application (Item J) to [JAMcGill@solanocounty.com](mailto:JAMcGill@solanocounty.com) *no less than 2 weeks* prior to your event for approval. Please refer to Item 1 above for the additional required forms to be submitted to Student Life. You must also submit food handling certificates to student Life prior to handling food.

### 3. Items that can be sold:

**Baked Items** – Must be individually wrapped at home prior to bringing to campus for fundraiser. You cannot wrap items at the event. A hand washing station is not necessary for **pre-packaged items** as long as you abide by the Food Handling guidelines. For baked items, the Health Department must have *no less than 2 weeks'* notice (14 calendar days) to receive the application (Item J) for approval.

**Store wrapped candy and bottled water** can be sold without an application to the Public Health Department, however you must still submit your Request to Hold an Activity form and Request for Cash Box to the Student Life Office *no less than* 8 days prior to event.

### 4. Items that cannot be sold:

- Pizza and other items that contain cheese
- Meat Products
- Custards or dairy products that can spoil



## CLUB FOOD SALES GUIDELINES FOR FUNDRAISERS

The Student Life office can sponsor 12 food sale events per year (one per month). Clubs can have up to 4 events per calendar year (January through December) under the Student Life sponsorship without having to pay a fee. Clubs must keep track of their number of food sales – If they go over the limit of 4 within a year, they must pay an event fee of \$47 to the Solano County Environmental Health Department. All club members handling food **MUST have a food handler's certificate on file in the Student Life Office**. Information on obtaining a food handling certificate is in the student Life Office.

1. When having a food sales fundraiser, you must obtain the following forms from the Student Development and Engagement Office, Room 1425 (examples of forms are in the ICC Club Handbook Appendix listed alphabetically by item).

- **Request to Hold an Activity** due to Student Development *no less than* 8 days prior to the scheduled event.
- **Request for Cash Box and Cash Advance for Student Activity**, if you will need a cash box and cash to be turned in with the Request to Hold an Activity form 8 days prior to event.
- **Special Event Food Vendor Application** Pages 1 -3 must be completed and emailed to Department of Resource Management at least **2 weeks prior to your event** for approval - Please cc: ICC/ASSC ADVISOR on your correspondence to the Department of Resource Management

2. **Unwrapped** items must be in an enclosed area such as the 1400 Lobby. A hand washing station must also be used in reasonable proximity (not inside of the restroom). Please refer to the ICC Club Handbook Appendix, Item J for guidelines. For open food items, you must submit the Special Event Food Vendor Application (Item J) to the Department of Resource Management *no less than 2 weeks* prior to your event for approval. Please refer to Item 1 above for the additional required forms to be submitted to Student Development. You must also submit food handling certificates to Student Development prior to handling food.

### 3. Items that can be sold:

**Baked Items** – Must be individually wrapped at home prior to bringing to campus for fundraiser. You cannot wrap items at the event. A hand washing station is not necessary for **pre-packaged items** as long as you abide by the Food Handling guidelines. For baked items, the Health Department must have *no less than 2 weeks'* notice (14 calendar days) to receive the application (Item J) for approval.

**Store wrapped candy and bottled water** can be sold without an application to the Public Health Department, however you must still submit your Request to Hold an Activity form and Request for Cash Box to the Student Life Office *no less than* 8 days prior to event.

### 4. Items that cannot be sold:

- Pizza and other items that contain cheese
- Meat Products
- Custards or dairy products that can spoil



# Department of Resource Management

675 TEXAS STREET, SUITE 5500  
FAIRFIELD, CALIFORNIA 94533  
(707) 784-6765 Fax (707) 784-4805

OFFICIAL USE ONLY

# \_\_\_\_\_  
Rec'd by \_\_\_\_\_  
Date \_\_\_\_\_  
Amt pd. \_\_\_\_\_  
Rcpt# \_\_\_\_\_

## 2024 SPECIAL EVENT FOOD VENDOR APPLICATION

Applications or payments received less than 14 calendar days prior to the event will be assessed a **50% late fee**. Please allow ample time for review, as late applications may not receive approval to operate.

Name of Your Business \_\_\_\_\_ Phone \_\_\_\_\_

Business Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of First Event\* \_\_\_\_\_

Date(s) of First Event \_\_\_\_\_ Time of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

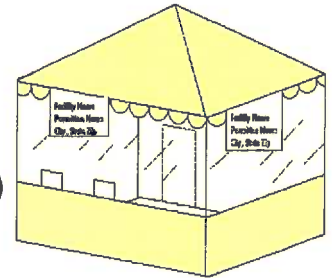
Event Organizer's Name \_\_\_\_\_ Event Organizer's Phone \_\_\_\_\_

\*Please list names and dates of additional events below if applying for a seasonal permit.

Event Name	Date(s)	Event Name	Date(s)	Event Name	Date(s)

### Fees / Late Fees (Valid July 2023-June 2024):

- \_\_\_\_\_ \$124.00 / \$186.00 Food prep / sampling booth– 1 event
- \_\_\_\_\_ \$328.00 / \$492.00 Food prep / sampling booth– Seasonal (Exp. 12/31/2024)
- \_\_\_\_\_ \$57.00 / \$85.50 Prepackaged food booth (no sampling) – 1 Event
- \_\_\_\_\_ \$181.00 / \$271.50 Prepackaged food booth (no sampling) – Seasonal (Exp. 12/31/2024)
- \_\_\_\_\_ \$168.00/ \$252.00 Mobile Food Unit – 1 event
- \_\_\_\_\_ \$418.00/ \$627.00 Mobile Food Unit – Seasonal (Exp. 12/31/2024)



\_\_\_\_\_ **No fee** Veteran's exempt booth (Exp. 12/31/2024)  
\*Status requires prior approval by this Division. Please allow for additional review time.

\_\_\_\_\_ **No fee** Non-profit food booth. EIN (required): \_\_\_\_\_  
\* 4 times per year not to exceed 72 hours each, additional events will be billed.

- I have read and understand the "Temporary Food Facility Operating Requirements" attached with this application.
- I understand it is my responsibility, **not** the event organizer, to submit a permit application to Solano County.
- I understand that incomplete or false information in this application may result in the application being denied.
- I understand regulations set forth in the California Retail Food Code (Cal Code) Chapter 11 and that failure to comply with these regulations may result in immediate closure.
- I understand that if unpackaged food is prepared, handled, or served that **an owner or person in charge (PIC) shall be present who can demonstrate adequate knowledge of food safety principles as they relate to the operation.**
- A copy of the current **Business License** is attached, if applicable.

Applications may be emailed with payment confirmation to [specialevents@solanocounty.com](mailto:specialevents@solanocounty.com).

Signed: \_\_\_\_\_

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

# Food Handling Plan

**Please answer all questions below. Incomplete information may result in your application being denied.**

1. Will food / beverage samples be offered? Yes  No  If "yes", please include a brief description of sampling procedures below:

---

2. Will food / beverages be prepared or stored in advance of the event? Yes  No  N/A  If "yes", indicate commissary or Cottage Food Operation below:  
 Commissary. \*Include a signed commissary form (page 4 of this application).  
 Cottage Food Operation (CFO). \*Cottage food facilities located outside of Solano County must be permitted as Class B in their respective County.

3. Will all food / beverages will be purchased on the day of the event and prepared in the booth? Yes  No  N/A  If "yes", operator agrees to provide a receipt or invoice for proof of same day purchase on the day of the event.

**All food must come from an approved source, food prepared in a private residence will not be allowed for service or sale and will be impounded if not voluntarily discarded.**

**Complete chart below for all foods and beverages offered and/or prepared in temporary facility.**

FOOD/BEVERAGE	Sold prepackaged?	TIME in Transport	Hot/cold holding EQUIPMENT (during transport)	Cooking/reheating EQUIPMENT	Hot/cold holding EQUIPMENT (during event)

## Temporary Food Facility Equipment Plan

All temporary food facilities shall complete this page including those selling or serving **prepackaged food**.

**NOTE:** The only operations not requiring fully enclosed booths are those that sell prepackaged food items or food product from food compartments. Prepackaged foods must be sold in the original packaging with proper labels. Vendors that are distributing samples may be required to have a fully enclosed booth.

1. Thermometer provided to monitor the cooking/ holding temperatures of the food? Yes  No  N/A
  2. Is your booth fully **enclosed** from floor to ceiling? Yes  No  N/A
  3. Service **openings** are no larger than 216 square inches (18" X 12") and are at least 18" apart? Yes  No
  4. **Tarp** (smooth and cleanable material) on the ground? Yes  No  N/A
  5. **Signage:** Name of operator, business, city, state, and zip code are clearly visible to patrons? Yes  No
  6. Running **warm** water of at least 100°F at handwashing station? Yes  No
  7. Mobile unit has been certified by the State Dept. of Housing and Community Development? Yes  No  N/A
- Insignia #(required)** \_\_\_\_\_ and **License Plate #(required)** \_\_\_\_\_

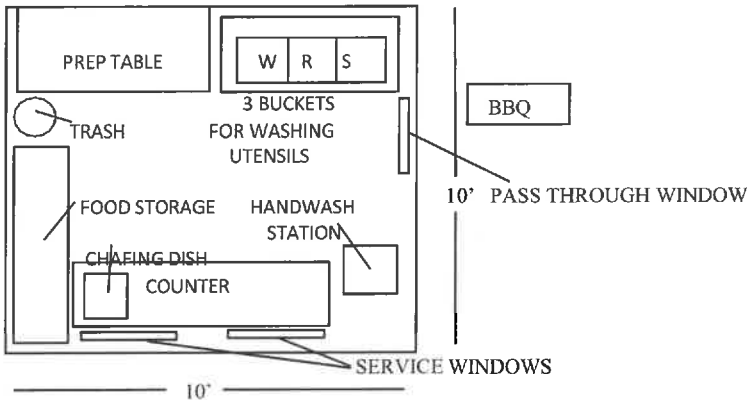
**DRAWING:**

In the space below, provide a drawing of your equipment layout. Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink (containers), food and paper product storage, garbage containers, and customer service areas (see example below).

All cooking equipment shall have overhead protection. \*

\*If your booth exceeds 10' x 20' an additional permit will be required. State booth dimensions: \_\_\_\_\_' x \_\_\_\_\_'

**EXAMPLE:**



**NOTE:** Contact the local Fire Department for their requirements on cooking equipment. You may be required to have a fire extinguisher, certified flame-resistant materials and/or a portable fire suppression system in your booth/mobile unit.

**FLOOR PLAN**

JS  
61  
3'





Department of  
**Resource Management**

675 TEXAS STREET, SUITE 5500  
FAIRFIELD, CALIFORNIA 94533  
(707) 784-6765 Fax (707) 784-4805

## Temporary Food Facility Operating Requirements

Please read this guideline carefully. These requirements have been established to be consistent with State and local health code requirements and are intended to assist you in providing safe and wholesome food to the public. Food / beverage booths are required to comply with all of the requirements of this guideline. Failure to comply may result in closure of your booth, permit suspension and/or a directive to appear at a compliance conference.

### I. Temporary Food Booth Operating Requirements:

Temporary food facilities must operate in conjunction with a single, weekly, or monthly **community event**. A **community event** is an event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events. A community event does not include a swap meet, flea market, seasonal sporting event, grand opening celebration, anniversary celebration, or similar function.

### II. Food Handling - Sanitary Requirements:

#### A. Food Preparation

1. All food handling and preparation shall take place within the enclosed food facility unless approval of a different preparation site has been obtained from the Environmental Health Division (e.g. restaurants, delicatessens, permitted church or school kitchens).
2. **Food prepared or stored at home is prohibited from use.** Except for approved food items prepared in a registered or permitted cottage food operation, food prepared at home will not be allowed for service or sale and will be impounded if not voluntarily discarded.
3. Open flame BBQs used for **open flame cooking only**, are allowed outside of the booth. No other equipment is allowed outside of the booth for cooking (e.g. grills, griddles, deep fat fryers). BBQs shall be separated from public access by using ropes or other approved methods to prevent contamination of food and injury to the public.
4. Deep fat fryers, grills, griddles, etc., may require separate screened areas in accordance with local fire codes.
5. Food preparation surfaces must be smooth, easily cleanable and nonabsorbent (sanitation certified cutting boards are required).

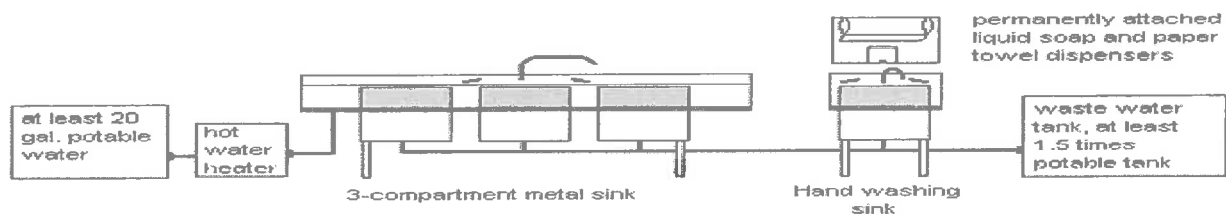
#### B. Temperature Control - Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. Provide a metal probe thermometer that is capable of registering 0°F -220°F to check temperatures.

1. **Cold Foods** – Maintain a temperature of 45°F or below for up to 12 hours in any 24-hour period. Foods that are held greater than 12 hours shall be maintained at 41°F or below. A refrigerator or an ice chest may be used to store potentially hazardous foods provided that ice is adequately supplied and distributed to ensure proper temperatures. Thermometers are required inside all refrigeration units. **Frozen food cannot serve as its own refrigerant.** At the end of the operating day, cold perishable food shall be placed in mechanical refrigeration units that maintain the food at or below 41°F or the food shall be destroyed in a manner approved by the local enforcement agency.
2. **Hot foods** - Maintain food temperatures of 135°F or above. At the end of the operating day, food that has been held at or above 135°F shall be **discarded**.
3. Food in transit must be protected from contamination and must meet the temperature requirements noted above.
4. Frozen food shall be defrosted in one of the following ways only:
  - (a) In a microwave
  - (b) Under running water for no more than two hours
  - (c) In a refrigeration unit
  - (d) As part of the cooking process.

**NOTE:** Sufficient equipment necessary to cook and maintain required temperatures for all perishable food shall be provided (e.g. steam tables, chafing dishes, refrigerators, coolers). The equipment shall be certified or classified for sanitation by an American National Standards Institute accredited program.

### C. Utensil Washing Facilities

The figure below illustrates a sample dishwashing/sanitizing and hand washing equipment set-up.



1. Booths with food preparation require a stainless-steel utensil-washing sink with at least three compartments with two integrally installed stainless steel drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink. The sink shall be provided with hot and cold running water from a mixing valve. The sink shall be located **within** each temporary food facility. ***Subject to availability. For alternatives, see Appendix A.***
2. Shared utensil washing facilities provided by the event organizer may be allowed, however, the bucket system (shown in Appendix A) will still be required within each booth.
3. Cleaning cloths used to wipe counters, cutting boards, and other surfaces that may directly or indirectly contact food shall be held in a sanitizing solution when not in use, and may be used repeatedly. The proper concentration of the sanitizing solution shall be 100 ppm available chlorine (approximately one tablespoon bleach per gallon of water), or 200 ppm quaternary ammonium.

**D. Hand Washing Facilities** - Hand washing facilities, separate from the utensil-washing sink, shall be provided for food preparation and sampling booths. The hand washing facilities shall be located **within** each temporary food facility. The hand washing facility shall be equipped with at least **5 gallons** of warm (of at least 100 °F but not greater than 108°F) running water delivered through a spigot that allows both hands to be free for lathering. Hand washing cleanser and single-use sanitary towels shall be provided in dispensers at each hand washing facility. Hand soap may be provided in a pump- style bottle. Liquid dish detergent is not acceptable for hand washing purposes. *See Appendix A.*

**E. Water**

1. An adequate supply of potable hot and cold water shall be provided for utensil washing, hand washing, and janitorial purposes. Hot water of at least 120°F must be supplied. The potable water supply shall be from an approved source and be protected with a backflow or back siphonage protection device, as required by applicable plumbing codes.
2. In addition to the water needed for handwashing, at least **25 gallons** of potable warm water shall be provided per temporary food facility per day of operation for utensil washing and food preparation.
3. The inlet to a potable water tank shall be provided with a connection of a size and type that will prevent its use for any other service and shall be constructed so that backflow and other contamination of the water supply is prevented. Hoses used to fill potable water tanks shall be made of food grade materials (not garden hoses) and handled in a sanitary manner.

**F. Wastewater**

1. Ice melt and other liquid wastes, including waste from beverage dispensing units, must be contained in or drained into an approved leakproof container.
2. Liquid waste must be disposed of into an approved sewage system or holding tank and **shall not** be discharged onto the ground or into a storm drain. The event organizer shall provide you with a location for liquid waste disposal.

**G. Food Handlers**

1. Food handlers must be in good health. Permit holder shall require food employees to report illnesses as required.
2. Food handlers shall wash their hands and arms with soap and warm water prior to the start of food preparation activities and at other times as necessary to prevent food contamination and especially after visiting the restroom.
3. Clean aprons or outer garments must be worn, and hair must be restrained.
4. Sanitary food handling techniques must be used at all times. Food handlers shall not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils (deli tissue, tongs, disposable gloves, etc.) to avoid doing so.
5. Facilities that prepare, handle or serve unpackaged food shall have an owner or person in charge present who can demonstrate adequate knowledge of food safety principles as they relate to their specific operation.

**H. Ice** - Ice used for cooling cannot be used for consumption. Ice used for consumption must be protected from



contamination.

**I. Condiments** – Self-service condiment containers shall be the pump type, squeeze containers, or have self-closing covers or lids for content protection. Single service packets are recommended.

**J. Toilet Facilities**

1. At least one toilet facility for each 15 booth employees shall be provided with 200 feet of each temporary food facility.
2. Each toilet facility shall be provided with approved hand washing facilities. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility.

**K. Smoking** - Smoking is prohibited in food booths.

**L. Storage/Service**

1. All food, beverage, utensils, and equipment shall be stored, displayed and served so as to be protected from contamination and shall be stored at least six inches off the floor.
2. During periods of non-operation, food shall be stored in one of the following methods:
  - (a) Within a fully enclosed food booth
  - (b) In lockable food storage compartment meeting that is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.
  - (c) Within a permitted food facility or other facility approved by this Department
3. An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.

**M. Garbage and Refuse**

1. Garbage and refuse must be stored in leak proof and fly proof containers and serviced as needed. Plastic garbage bags are recommended in each booth.
2. The Environmental Health Division must approve arrangements for cleanup and final disposal of all solid waste.

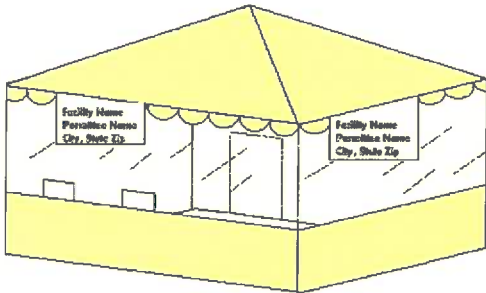
**N. Animals** - Live animals, birds, or fowl are not permitted within 20 feet of temporary food facilities.

**O. Lighting** - Adequate shatterproof lighting shall be provided.

**P. Open-Air BBQ Facilities** - Open-Air BBQ facilities may be operated in conjunction with a permitted, fully enclosed temporary food facility. The BBQ must be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for cooking foods, warming foods or maintaining food temperatures in pots, skillets or other containers. All other food preparation and storage and equipment storage shall be kept inside the **fully enclosed** booth. **NOTE: Flat grills, gas powered heating/warming units, or electrical grills are not allowed for use outside the booth.**

**III. Food Booths:** The booth must be **entirely** enclosed with four complete sides, a top, and a cleanable floor (See \*NOTE below).

1. Booths that handle unpackaged food must use a waterproof cleanable tarp or similar material for floor surfaces.
2. Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment or when necessary for ventilation purposes.
3. Food service openings shall not be greater than 216 sq. in. (12"x18") and be equipped with tight-fitting closures to minimize the entrance of insects.
4. Food operations that have adjoining BBQ facilities shall have a pass-through window at the rear or side of booth.
5. **All food and equipment shall be stored inside the fully enclosed booth** with the exception of outdoor BBQ facilities. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh) may be used. When open flame or heat producing equipment is used, fire/heat retardant materials (screening) shall be used.



**\*NOTE:** The only operations not requiring fully enclosed booths are those which sell beverages from approved dispensers or food items prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging. Food preparation such as blending, cutting, popping, combining ingredients, or mixing requires a fully enclosed booth. Vendors that distribute samples may be required to have a fully enclosed booth.

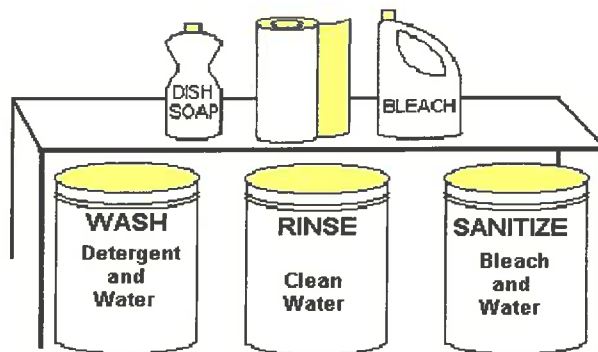
6. Signage that includes the **facility name, operator name, city, state, and zip code** of the business shall be legible and clearly visible to patrons. The facility name shall be in letters at least 3 inches high and shall be of a color contrasting with the temporary food facility. Letters and numbers for the city, state, zip code and the name of the permittee shall not be less than 1 inch in height.

## APPENDIX A

The following sections correspond to sections C, D, E, and F of this Guideline. With prior approval by this Department, the following alternatives may be allowed for temporary food booths if required equipment is not available.

### C. Utensil Washing Setup:

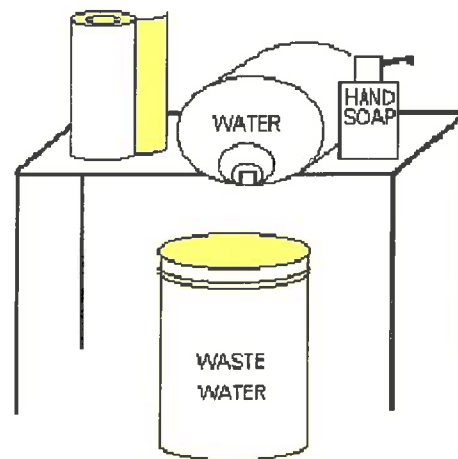
Booths with food preparation require three clean five-gallon containers for cleaning of equipment and utensils. A fourth may be required for general cleaning purposes. One container shall contain soapy water (**wash**), the second clean water (**rinse**), and third a bleach/water solution (**sanitize**) with one tablespoon of household bleach per gallon of water.



### D. Hand washing facilities:

Provide a minimum five-gallon container with **warm water** (at least 100°F), a dispensing valve (spigot), which will leave hands free for washing. Provide a waste-water container, hand soap, and paper towels in dispensers.

**Additional Facilities:** Additional and separate facilities may be required for the washing of food, fruits, and vegetables with potable water prior to preparation.



**E. Wiping Cloths/Towels:** All in-use wiping cloths shall be held in sanitizing solution between uses.

**F. Water:** A minimum of 20 gallons (30 gallons for facilities preparing food and washing utensils) of potable warm water shall be provided for utensil washing and hand washing. The water supply shall be from a source approved by the enforcement agency.

Appendix K: Fieldtrip Form



Solano Community College  
Agreement to Participate in field trip, Release and Assumption of Risk

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

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

E-mail address: \_\_\_\_\_ Semester: \_\_\_\_\_

Health Information

Special health problems that should be noted, for example: heart problems, diabetes, epilepsy, high blood pressure, allergies, etc: \_\_\_\_\_

List any prescription drugs you take: \_\_\_\_\_

Medical Coverage: \_\_\_\_\_ Group# \_\_\_\_\_ Member# \_\_\_\_\_

Emergency Contact Information

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

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

Medical Release and Assumption of Risk

Should it be necessary for me to have medical treatment while participating in any part of a Solano Community College course and I am unable to choose for myself, permission is hereby given to the Solano Community College district personnel to use their judgment to obtain medical service for me. I also give my permission to the physician selected by the SCC district personnel to provide such service. I understand that Solano Community College District has no insurance covering such medical or hospital costs incurred for me; therefore, any costs incurred for such treatment shall be my sole responsibility.

I understand that a medical clearance on any of the above may be required; and that if any reasonable accommodation provided to me is deemed unsatisfactory, my continued participation may be denied.

I hereby voluntarily assume all risks associated with the participation in this course and agree to exonerate and save harmless SCCD, their officers, agents, servants, and employees from any and all liability, claims, causes, action or demands of any kind and nature whatsoever which may arise by or in connection with my participation in this course. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and all members of my family.

I hereby agree to submit any disputes that may arise between myself and SCCD; its officers, agents, servants and employees in connection with my activities at SCCD, to binding arbitration before three arbitrators, in accordance with the Rules of the American Arbitration Association.

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

Student ID Number: \_\_\_\_\_ Signature of Parent  
or Guardian: \_\_\_\_\_  
(if student us under 18 years of age)

Appendix L: Non- District Transportation Notice



<b>For Office Use Only</b>	Staff Initials: _____
Date received by Student Develop. Office: _____	

## Non-District Transportation Notice

Please **PRINT** the following information

_____	
Name of Participant (Student)	SCC ID#
_____	_____
Phone Number	Email address
_____	
Sponsor: Student Club/Organization	
_____	
Type of Activity	
_____	
Location of Activity	
_____	
_____	_____
Day(s) of the Week (ex: Wed. & Thurs.)	Date(s) (Ex: 5/5/10-5/6/10)
_____	
Event Times (Ex: 9:00am-2:30pm)	

The undersigned hereby acknowledges and understands the District is not providing transportation to district-sponsored activities and that it is the responsibility of the undersigned to arrange for transportation.

The undersigned acknowledges and understands the driver is not driving on behalf of, or as an agent of the District. Further, the undersigned understands the District has not verified the driving record of the driver or the mechanical condition of the vehicle.

As stated in *California Code of Regulations, Subchapter 5, Section 55450*, I understand that I hold the Solano Community College District, its officers, agents and employees harmless from any and all liability or claims arising out of or in connection with my participation in this activity.

*It is fully understood that the District is in no way responsible, nor does the District assume liability for any injuries or losses resulting from this non-district sponsored transportation. Although the District may assist in coordinating the transportation and/or recommend travel time, routes, or caravanning to or from the event, I fully understand that such recommendations are not mandatory.*

_____	_____
Signature of Student	Date
_____	_____
Signature of Parent or Guardian (Required for Minors)	Date
_____	_____
Signature of Parent or Guardian (Additional Parent or Guardian Consent Requested)	Date

White: Club File Master

Yellow: Club File (or ASSC File)

Pink: Originator

Revised 10/1/10

# Appendix M: Raffle vs Drawing Guidelines



## Raffle vs Drawing

As we plan and implement fundraising for our campus and programs, please note the following general guidelines regarding raffles and drawings:

Raffle: This is illegal gambling (an illegal game of chance) in the State of California.

- A person **MUST** buy a ticket to be eligible to win.
- A person buying a ticket is buying a chance to win.
- There is no opportunity for a person to enter the raffle if they haven't purchased a ticket.

Drawing: This is a legally-sanctioned activity in the State of California.

- A person does not have to buy a ticket to be eligible to win.
- A person who is donating is not buying a chance to win by buying a ticket... rather, they are making a donation to the organization and receiving a receipt for their donation, and this is clearly stated in the literature and advertising for the event.
- Free drawing tickets are given out upon request for those who do not wish to donate to the organization. This must be worded in your advertising.

Although the D.A.'s office rarely goes after small drawings for nonprofits, if someone should file a complaint, we would have to cancel your drawing if it were, in fact, an illegal raffle, and return the money to all who purchased tickets.

Appendix N: Sample Donation Letter

## DONATION LETTER

Date

To Whom It May Concern:

The xxxxxxxxxxx Club annually holds a Thanksgiving activity that puts turkeys into the hands of less fortunate students. Some students give their prizes to the local food bank or other organizations that help feed the hungry in Solano County.

Past activities included a "Turkey Run" where students had to run or walk a course while carrying a frozen turkey. This year's activity will be a "scavenger hunt" that encourages the students to discover the services and programs provided on our website and newly renovated campus.

Your donation of a turkey or gift card will allow us to promote your organization as a sponsor of this activity. Also, your organization's name will be part of our scavenger hunt list.

Please do not hesitate to contact XXXXXXXX at telephone no. XXX-XXX-XXXX if you have any questions. Thank you for your consideration.

Sincerely,

Charlie Brown  
President - XXXXXXXXXXXX Club

Delta Smith  
Advisor - XXXXXXXXXXXX Club

Solano Community College is a 501(c)(3) nonprofit organization; Tax ID 37-1530205.

*(Donation letters must also be signed by the club's advisor.)*