



Club & Advisor Handbook

Student Life & Leadership

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Welcome

Clubs are a vital part of Student Life at Coastline College. The purpose of this handbook is to provide a comprehensive overview of the processes for creating, renewing, and maintaining a club at Coastline.

Student Clubs and Organizations are permitted in the Coast Community College District (CCCD) through Board Policy (BP) 5905 Student Clubs and Organizations. All club officers and members must adhere to Board Policies and Procedures, including: 3900 Speech: Time Place Manner; 5500 Student Code of Conduct; 5910 Sexual Misconduct; and 6300 Fiscal Management. All Board Policies and Administrative Procedures may be found on the [District website](#). This handbook is updated regularly to reflect changes made at the College and District levels.

Clubs at Coastline

Clubs may have an academic or social purpose. Clubs at Coastline are overseen by the Student Life & Leadership department with funding and final approvals provided by the Associated Student Government (ASG). Current forms and additional information may be found on the [Clubs website](#). All questions should be directed to [Student Life](#).

CLUB ACTIVATION PROCESS

1. Find Three (3) Student Members

Clubs must maintain a minimum of 3 student members to receive/maintain active status. In order to join a Coastline student club or organization, you must be enrolled at Coastline College. There is not a unit minimum to meet this enrollment requirement – you may be a full-time, part-time, non-credit, or dual enrolled student.

To serve as a club officer and/or hold a leadership position within a student club or organization, you must be continuously enrolled at Coastline College in at least five (5) credit units during your active term in the fall and spring semesters (CA Ed Code 76061 (a)); OR per Assembly Bill 1736, you are also eligible if you:

- are enrolled in an adult education program at Coastline College OR
- have a documented disability through Coastline's Special Programs & Services

2. Find an Advisor

Each club must have a minimum of one advisor. Advisors must be a currently employed Coastline faculty (full-time or part-time), classified professional, or administrator. Classified employees may refer to CFCE MOU #19-2. For more information about club advisors, please refer to the “Advisor”

3. Create Club Constitution

The club constitution explains how the club will operate and be structured. For more information, please refer to the “Constitution” section of this handbook.

4. Submit Activation Paperwork

Each club must submit the [Club Activation and Renewal Form](#) and Club constitution to request activation.

PERIOD OF ACTIVATION

Clubs are required to activate or renew every academic year. Clubs may only conduct meetings for official business during the fall and spring terms. Clubs will not be permitted to conduct any official business or hold events or other club-sponsored activities during the winter and summer sessions. For more information about club meetings and activities, please refer to the “Events & Activities” section of this handbook.

Expenses (including reimbursements for travel or food) will not be approved during the winter or summer sessions. For more information about reimbursements, please refer to the “Finances” section of this handbook.

Advisor

The advisor should support the objectives of the club, while advising on best practices for both student and club growth. It is recommended that the club advisor have an interest or specialization in the club objective. A club may have multiple Advisors so that the responsibility and oversight is shared.

Advisors must be a currently employed Coastline faculty (full-time or part-time), classified professional, or administrator. Classified employees may refer to CFCE MOU #19-2.

Club Advisors must be present at all club meetings and events. Club Advisors are responsible for overseeing club paperwork (including agendas and minutes), finances, requests to Student Life, and ensuring compliance with College, District, and State policy. The Club Advisor serves as the liaison between Student Life & Leadership and the club.

Club Advisors are expected to consider the following while advising clubs:

- Group effectiveness:
 - How well is the club working together to achieve its purpose and goals?
- Finances:
 - What fundraising opportunities is the club currently engaging in?

- Is the money spent beneficial to the club and its promotion?
- Events:
 - What events are taking place?
 - What is the purpose of these events?
- Personal growth of the members:
 - How are the members growing as a result of being involved in the club?
 - Spend time with the members to learn their goals and what they are doing to achieve them.
- Adhering to the Club Constitution and mission statement:
 - Do you know what the club mission statement is?
 - Do the club members know what the club mission statement is?
 - Do students know how to adhere to the club mission statement?
 - Do students know why it is important to adhere to the mission statement?
- State laws and college policies:
 - When discussion is occurring, do you know the local/state laws and college policies that may be affected by this decision?
 - When events occur, does the club follow all policies and procedures of both Coastline College and the Student Life & Leadership Office?
- Advocacy for the club and its purpose:
 - What cause, project, or goal is the club aligned with?
 - How can you as the advisor help promote the club and encourage college-wide support?
 - How does the club benefit the College and students?

Constitution

All clubs must have a club constitution to be considered for activation.

CONSTITUTION TEMPLATE

The following template may be used for the club constitution creation. Articles and sections should be stated in sentence form. The titles and content of articles and sections will vary, but the general format and content should be as outlined. For more information, please refer to the “Constitution Tips” section of this handbook.

XYZ CLUB CONSTITUTION

ARTICLE I – Club Name

ARTICLE II – Purpose or Mission Statement

ARTICLE III – Membership & Eligibility

Section 1. Eligibility for membership (hint: they must be a Coastline student in good standing)

Section 2. Special requirements

ARTICLE IV – Organization: Officers and Duties

Section 1 Titles and duties of officers

Section 2. Term of office

Section 3. Eligibility for office

ARTICLE V – Elections

Section 1. Election process, timeline, member eligibility to vote, and voting methods

Section 2. Vacancies and special elections

ARTICLE VI – Meetings

Section 1. Frequency of regularly scheduled meetings

Section 2. Attendance requirements

Section 3. Quorum requirements

Section 4. Special meetings

ARTICLE VII – Amendments (Detailed process by which constitution may be amended)

NOTE: Please email [Student Life](#) if you would like to view a sample of an approved Club Constitution.

CONSTITUTION TIPS

The following tips and questions may assist in the constitution creation process.

Purpose or Mission Statement

- What is the purpose or mission of the club?
 - What do you want the Club to focus on?
 - What do you want to accomplish as a group?

Membership & Eligibility

- What qualifications do you need to become an eligible member?
- Are there circumstances that would disqualify someone from being a member?
 - If so, who is responsible for completing membership checks?
 - If not, how do you handle members who are not a good fit for the club? (Note: Clubs should be open to all current Coastline students without discrimination on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.)

Organization: Officers and Duties

- Examples of officers and duties include:
 - President – Acts as executive leader of the club and is responsible for the day-to-day operations including, but not limited to, preparing agendas, supervising officers, and facilitating club meetings.
 - Vice President – Fulfills duties of the President any time the President may be absent and/or when the position becomes vacant. Assists President in carrying out their duties.
 - Treasurer – Reviews and makes recommendations to club on matters pertaining to income and expenditures of club funds. Works closely with the club advisor to manage funds. Submits financial reports to the club as requested. Meets with Coastline Business Office to understand the expectations and policies related to club finances (for more information, please refer to the “Finances” section of this handbook).
 - Secretary – Assists President in preparation of club meeting agendas. Shall take and transcribe minutes (official notes) at all official club meetings. Compiles and distributes handouts and publicity items. Writes and sends all correspondence for the club. Works with club advisor to ensure minutes detail necessary information for club reimbursements or event requests (for more information, please refer to the “Finances” and “Events & Activities” sections of this handbook).
 - Historian/Public Relations – Takes photos, collects memorabilia, and/or takes videos of all club activities for both fall and spring semesters. Assists in the promotion of the club to the campus community.
- All club officers must meet the criteria outlined in the “Club Activation Process” section. What are the other qualifications for being an officer?
- How long can someone serve as a regular member or officer?
- Are there any scholastic requirements (GPA, unit count, etc.) to hold an officer position?

Elections

- How are officers nominated and elected to their positions?
- Who is eligible to vote in elections?
- When are elections held?
- How will vacancies be filled?

Meetings

- How often are meetings held?
- How many members are needed to be present in meetings for official decisions to be made (quorum)?
- Which members vote and how many members need to vote in favor of something for an official decision to be reached?

- What is the purpose of each meeting?
 - How do items get placed on an agenda?
 - Is there a time limit to discuss items?
- What is the protocol for members at club meetings?
- Who chairs/leads the meetings?

CONSTITUTION CHANGES

All club constitution changes must be approved by Student Life. To request a constitution change, email [Student Life](#) the following items:

1. Copy of old constitution,
2. Copy of new constitution,
3. Brief summary of intended changes and rationale, and
4. Meeting minutes indicating the club's vote to approve the recommended changes.

Meetings

Upon activation, clubs must meet at least once per month during Fall and Spring semesters to maintain active status. Meetings shall be held on-campus or online using an approved platform. Club advisors must be present for the entirety of each club meeting.

Each club is responsible for creating, taking, and maintaining club agendas, minutes, and records. Please refer to the "Minutes Template" on the [Clubs webpage](#).

Meeting minutes should include the following:

- Type of meeting (i.e. general, executive board, task force, work group, etc.)
- Date, time, and location
- List of members and guests present
- Time of call to order
- Approval and/or amendments to previous meeting minutes
- Summary of discussions, including: committee reports, officer reports, old and new business, advisor reports, member updates, and open forum
- Record of all voting results
- Time of adjournment
- Date, time, and location of next meeting

Events & Activities

All in-person or virtual events, field trips, conferences, and fundraisers require Student Life approval.

Depending on the type of event or activity, President-level approval and possibly, District-level approval is needed. President level approval is completed with a Board Item when expenses are present and/or if the event/activity is outside of outside of a club's regular meetings and not covered by the Student Life blanket approval. If a contract/agreement is required for the event/activity, or the fiscal impact is \$95,200 or higher, District Level approval is needed. This includes, Risk Services review, General Counsel (Legal) review, and the Chancellor's approval. District approval may take 6 weeks. For more information, refer to [Teams Approvals user guides & resources](#).

Clubs are considered an entity of Coastline, as such, the College name and club name cannot be used prior to obtaining appropriate approvals. Moreover, ALL contracts must be approved by CCCD General Counsel and signed by the CCCD Chancellor (for more information, refer to [District Contracts](#)).

The club advisor is responsible for preparing and submitting the appropriate Board Item(s) and appropriate liability releases and/or insurance coverage, in coordination with the Student Life & Leadership staff as needed. The "Event To Do List" on the [Clubs webpage](#) provides a comprehensive list of possible required to do list items when planning an event or activity and the timeline needed to plan ahead. For more information or to discuss your specific event, please contact [Student Life](#).

EVENTS

Events including, but not limited to, workshops, movie screenings and guest speakers, must be approved by Student Life through the [Event Approval Form](#) which may be found on the [Clubs webpage](#). The Event Approval Form is not necessary when the club is participating in a pre-existing college event (example: Welcome Week or Join-a-Club). Please see the "Event To Do List" for a comprehensive list of possible required tasks and the "Event Planning Guide (EPG)" to help guide planning. Both documents can be found on the [Clubs webpage](#).

STUDENT TRIPS

Student Trips is an umbrella term used to describe a myriad of off-campus events and activities including, but not limited to, field trips, community service, and conferences. A rule-of-thumb is to ask whether club or college funds will be used for students to attend an off-campus event or activity. If such expenditures are anticipated (even if only for mileage reimbursements, parking permits, or meals), then the proposed activity must follow the "Student Trip Approval Process" outlined in this handbook.

Student Trip Approval Process

1. Club discusses potential trip in an official club meeting with advisor present. Club determines and records the following trip details in their meeting minutes: event date, budget, location, cost, transportation, attendees, and how the event is aligned with the club purpose.
2. Complete the [Event Approval Form](#) for conditional approval and guidance from Student Life. Please include trip details and all possible expenditures (event registration, food, mileage, gas

- refill for district vans, parking, airfare, lodging, etc.)
3. Advisor submits a Board item using the CCC-Student Trip template (for more information, please see [Teams Approvals user guides & resources](#)).
 4. Advisor (who is required to attend all student trips), must submit a [Conference Authorization Request "CAR" Form](#) to their department chair and/or supervisor (see [Travel/Conference Procedures for college employees](#)). CAR forms are not required for student attendees.
 5. Arrange transportation:
 - a. *If planning to use district transportation*, advisor must [request a bus or vans](#) at least 4 weeks prior to the date of the trip. Buses seat 52 and vans seat 8. The number of buses/vans will be based on the number of passengers in the request (multiple requests are not required for the same trip). If using district vans, drivers must be trained by the Transportation Dept (one-time training) and must return with a full tank of gas. Five days prior to the trip, call the Transportation Dept at 714-438-4691 to confirm transportation arrangements.
 - b. *If students will be driving themselves*, they should complete the [Waiver for Use of Personal Transportation form](#).
 6. If needed, request purchasing through Student Life:
 - a. Check to pay vendor/contractor-
 - Request quote from vendor
 - Submit [Club Check Request for Vendor Form](#)
 - b. Reimbursement-
 - Get Student Life email approval prior to purchase
 - Complete the [Reimbursement Request](#) to submit receipt(s) after purchase
 7. At least 1 day prior to the trip, submit the following documents to [Student Life](#):
 - a. List of student attendees (include name, student ID, and contact information)
 - b. [Volunteer Activity Participation \(VAP\) forms](#) completed for each student attendee

Trips must be fully approved before making any registration, flight, hotel, or other reservations. This means the College President must sign the Student Trip Board Item (see [Teams Approvals user guides & resources](#)) and Conference Attendance Request "CAR" form (for advisor). Due to the number of steps required, it is recommended that all clubs plan a semester in advance for student trips.

Expenses For Student Trips

While traveling, certain expenses are allowable. Event or conference registration fees, airfare, meals, hotel/lodging expenses, and transportation can all be covered by club funds or additional funds from ASG by request.

Meals

Meal advances can be requested two weeks in advance through the Business Services Office (2nd floor of Fountain Valley, Student Services Center). Meal advances covering the cost of meals not provided

by the conference or event registration are set in accordance with current district travel policy ([AP 7400](#)). Meal limitations depend on departure time.

FUNDRAISING

All Club fundraisers must be pre-approved by Student Life. All fundraising activities must be submitted at least three (3) weeks in advance of the date the activity is intended to begin. Fundraising activities may include the sale of pre-packaged foods and percentage fundraisers (example: Rubio's donating a percent of sales to the club). The Club Advisor is responsible for facilitating the planning, cash handling, and picking up/depositing of funds at the Business Services Office (2nd floor of Fountain Valley, Student Services Center).

It is critical that the club advisor consult with the Student Life & Leadership Office prior to making arrangements with any outside organization, private donor, or business. In most cases, **donations of any kind must be processed through the [Coastline Foundation](#)** (714-241-6154). This process is to ensure that fundraising activities are within compliance with Federal, State, and Coast Community College District (CCCD) rules and regulations.

Fundraising Procedure

1. Club discusses potential fundraiser in an official club meeting with advisor present. Club determines event details such as: date, time, location, budget, cost, if a cash box will be needed, and purpose of funds collected. These decisions must be reflected in the club minutes. For more information about club minutes, please refer to the "Meetings" section of this handbook.
2. Club drafts a fundraising budget ([template](#) available).
3. Club completes and submits the [Club Fundraising Request Form](#).
4. Advisor approves the submitted form (upon club member submission, advisor will be automatically sent a link to approve).
5. Student Life will review and approve, deny, or request additional information from the club.
6. Foundation will review and approve, deny, or request additional information from the club.
7. Business Services will review and approve, deny, or request additional information from the club. They will then follow up with next steps, which may include requesting a cash box.
8. Before the event, the club advisor will pick up the cashbox from the Business Services (2nd floor of Fountain Valley, Student Services Center).
9. After the event, all deposits must be accompanied by receipts or, if applicable, a letter from a donor as required by the [Coastline Foundation](#) (714-241-6154).

Finances

Upon activation, each club will receive a one-time award of \$250 per academic year from the Associated Student Government (ASG). ASG will also match club fundraising efforts up to \$250

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per academic year (for example, if a club fundraises \$300, ASG will match \$250, for a total of \$550). For more information, please refer to the “Fundraising” section of this handbook.

Additional funds may be requested by the club from the Associated Student Government (ASG); funding is awarded on a case-by-case basis (for more information, refer to the [Request for ASG Funds Form](#)). As much as possible, Clubs are encouraged to pursue allowable fundraising opportunities (please refer to the “Fundraising” section of this handbook).

The Club Advisor(s) and Club Treasurer should meet with the Coastline Business Services Office for cash handling training upon activation. The Business Services Office is located on the 2nd floor of Fountain Valley Campus, Student Services Center. Appointments can be made at 714-241-6151.

FINANCE POLICY

- Clubs are not allowed to have off-campus accounts.
- The Student Life Office and Associated Student Government (ASG) will not handle the cash. The Business Services Office will handle all cash with the club.
- All Club funds must be deposited in the Coastline Business Services Office (located on the 2nd floor of Fountain Valley Campus, Student Services Center).
- “Petty cash”—a fund that is collected and maintained apart from the Business Services Office—may not be kept for any reason.
- Advisors are responsible for supervising the handling of all student club finances. This includes, but is not limited to, the collection of funds at all events, setting up procedures for club fundraising, picking-up/dropping off the cash box, and overseeing expenditures of funds.
- No purchases, reimbursements, or bills may be processed during periods where the club is considered inactive (i.e. Winter and Summer Sessions).
- No purchases, orders of merchandise, or contracts will be processed without prior approval by the Club (with required votes recorded in minutes) and by Student Life and ASG.
- Clubs must be in active status and in good standing with the College and District to utilize their funds. For more information, please refer to the “Good Standing Requirements” section of this handbook.
- Funds shall be collected only by members and advisors associated with the club. Advisors are responsible for ensuring that funds are properly collected and deposited with the Coastline Business Services Office within **2 business days** following the event or activity.

Good Standing Requirements

To maintain “good standing” as an active Club, advisors and club leaders are expected to follow these guidelines:

- Club advisor must be present at all club-related events, meetings, or gatherings.

- Clubs must meet at least once a month each semester and plan specific events/activities to give members a sense of purpose.
- Clubs must hold only approved events/activities.
- Club members must uphold the Student Code of Conduct and be good citizens who engage in responsible behavior.
- Clubs and club members must not destroy, deface, or tamper with college property.
- Clubs and club members must be civil to one another and to others in the campus community and contribute positively to student and college life.
- Clubs may not advertise events until the event has been approved by ASG.
- Clubs and club members must abide by College and District posting and marketing policies.

Forms

Current forms and additional information may be found on the [Clubs webpage](#). All questions should be directed to [Student Life](#).

Additional Information

FACILITIES USE PROCESS

Coastline College uses the [25Live platform](#) for room reservations for the entire college. Club Advisor(s) will need to make sure that they have access to this program and familiarize themselves with how to make requests. To include the event in the student calendar (even if in-person event), please follow all steps on [Adding Online Events into 25Live](#). For more information about room availability and campus facilities, please check with the appropriate Area Facilitator at the campus you are desiring to request space at.

PRINTING POLICY

Active clubs may request printed flyers and small posters (11”x 17” or less), by submitting a [Print Shop Request](#) through Coastline. Please see [Coastline’s Print Shop pricing list](#) for details. Requests should be made 2-3 days before materials are needed. Please list the club name as the department. Delivery address can be “Student Life” if you want to pick them up at our office (Student Services Center 204).

For brochures and larger posters, email [Student Life](#) details of your request so we can submit an order on your behalf to OCC’s Print Services Requests. Please see [OCC’s Print Services pricing list](#) for details.

PROMOTIONAL PROCESSES

The Marketing department offers promotional support such as graphic design, inclusion in the

Sandbox (student newsletter), emails to students, club and event webpages, social media, videography, photography, and more. Email [Marketing](#) to make a request. Requests should be made 3+ weeks before planned distribution date and should include finalized copy (text). You can use the “Template Email to Marketing” on the [Clubs webpage](#) to help you make your request.

Student Life can also help you get the word out about your club and events by texting students, inclusion in the Student Services newsletter, mobile app push notifications, and sending information to the National Society for Leadership & Success (NSLS) listserv. To request this support, please email [Student Life](#). You can use the “Template Email to Student Life for Communications Support” on the [Clubs webpage](#) to help you make your request.

If designing promotional graphics yourself, ensure materials are accessible by following guidance from the [Coastline College Accessibility Guide](#) and emailing materials to [Dean Aeron Zentner](#) for approval (please CC [Student Life](#)).

POSTING POLICY

College posting policies are detailed in [AP 3900](#). Please check with the Area Facilitator at each location for questions regarding appropriate posting practices:

- For Garden Grove Campus, give to [Leonora Castillo](#) at the front desk to be posted to the bulletin boards and send a digital copy to [Michelle Edison](#) to be included on digital signage in the lobby
- For Newport Beach Campus, give to [Kathy Bledsoe](#) to be posted in the glass bulletin boards or in the office.
- For Student Services Center (Fountain Valley), flyers can be posted on the bulletin board near the 1st floor restroom.
- For Westminster Le-Jao Campus, contact [Minerva Guray](#) for help with posting.

All posted material must be removed within 24 hours following the club event.