

W E L C O M E...

Participating in Campus Club life is a great way to enrich your experience here at Santa Barbara City College. Clubs are organized to involve students in specialized fields of interest associated with academics, hobbies, and special service to the community or College. Many Clubs focus on career options, student diversity, sports, politics, service, recreation and social events.

A list of active Clubs is available from the Office of Student Life and on the City College Website and on Pipeline. If you can't find a Club that suits your needs you can easily start your own!

All the information you need to start, reinstate and run a Club at S.B.C.C. is included in this manual. Browse through it and then use it as a guide throughout the year. All the forms you will need are included and should be copied when needed. Any questions you have can be answered by dropping by the Office of Student Life in the Campus Center. You can email and give us a call too! See address below.

Good Luck! Have fun and remember...

YOU can make a difference!! Get involved!

Please contact the Office of Student Life with any questions:

Amy Collins
Student Program Advisor
Office of Student Life
805-730-4062
email: collinsa@sbcc.edu

STARTING A CLUB AT SBCC

The first step in starting a Club is to check with the Office of Student Life and see if a Club exists that already serves the same or nearly the same need. The Clubs are always looking for new members. If a similar Club existed before but is no longer active, you're in luck. All you need to do is reactivate the Club by obtaining an advisor and at least 15 interested students. Simply fill out a Club Roster Form and return it to the Office of Student Life.

If you need to start your Club from scratch, just follow these procedures:

1. Obtain a faculty, classified staff or manager to be the Club Advisor. A College Manager is any person in charge of an entire department (ie. - Director, Coordinator, Office Supervisor).
2. Develop a Club Constitution using the enclosed outline as a guide. You may want to have your Advisor review it and make recommendations.
3. Find 15 students who are interested in being Club members.
4. Complete the Club Roster form. Be certain to include all of the following:
 - a. The signature and extension number of the Club Advisor.
 - b. Club officers' name, K number & email. (This may be submitted after your first meeting.)
 - c. The names and K numbers of **AT LEAST 15 STUDENTS** who have signed up to be Club members.
5. When the Club Roster and Constitution are complete, bring them to the Office of Student Life CC 217 Monday-Friday 8am to 4:30pm.
6. After the Club Roster and Constitution have been reviewed you will be asked to make a presentation to the Student Senate in order to be officially chartered.
7. After being officially chartered by the Student Senate, contact the Office of Student Life to confirm a room for Club meeting use.
8. Groups must comply with all College Policies, the Brown Act and provisions in the Education Code governing Clubs and Campus Organizations.

***GOOD LUCK AND IF YOU NEED ANY ASSISTANCE PLEASE GIVE US A CALL
805-730-4062***

ROLE OF THE SBCC CLUB ADVISOR

Club and Association advisors can be faculty, classified staff or managers who volunteer, out of interest and dedication, giving their time and talents to the out-of-class program. Students should realize that Advisors are not assigned, nor are they compensated for their participation. Every effort should be made to arrange meetings and events so that Advisors can attend without undue hardship. Much of the success enjoyed by the activity program at S.B.C.C. is directly related to the interest and efforts of advisors. Advisors provide the basic orientation to and continuity for the club program. In a two-year college where the student body turnover rate is almost 60% each year, the clubs and associations are highly dependent on the advisor to provide knowledge, guidance, and direction as the new members try to carry on the activities, traditions, and services of the group.

RESPONSIBILITIES OF THE ADVISOR:

1. Advisors are responsible for proper supervision of any meeting and/or activity staged by the group with which they are working. Experience has shown that the most effective campus groups are those whose meetings are regularly attended by the advisor. Although the students should be encouraged to provide their own momentum, they are the first to point out that they need a guiding hand from time to time.
2. Advisors should play an active role in helping the students set up a meaningful program that is consistent with the purposes of the group and with the aims of higher education.
3. Advisors should encourage the development of initiative, responsibility, and leadership in the student members. Holding a Club office can be a rewarding experience if students learn to take on responsibility and learn something about dealing with people.
4. Advisors should supervise financial transactions, the handling of Club funds, and the maintenance of financial records. The Student Finance Office assists by maintaining all accounts for clubs and organizations. Expenditures cannot be made without the approval of the advisor and no off- campus accounts are permitted.
5. The Club Advisor must be present at all events, programs, field trips; conferences etc. (on campus and off campus) and must properly supervise these events from beginning to end.
 - a. Additional employees may share supervision on a limited basis.
 - b. Responsibility for supervision extends from the beginning to the end of each event.
6. Advisors must accompany club members to conferences and be responsible for the student's supervision.
7. Advance approval from the Office of Student Life must be obtained for any deviation of these rules.

ADVISOR APPROVAL PROCESS:

1. Upon acceptance of the above responsibilities, the Dean of Ed. Programs will review the potential advisor's application as represented on the Club Roster and contact the Department Chair to inform him/her of the advisor's approval status.
2. Club meeting times and frequency will be taken into consideration.
3. Advisors must be willing to consider this a volunteer position, not eligible for compensation.

CLUB ROSTER

Semester: _____ Year _____

Club Name: _____

Faculty Advisor (Print) _____ Ext. _____

Signature Faculty Advisor: _____

(Signature signifies willingness to comply with the guidelines attached).

Meeting - Time, Days and Location: _____

Date Roster Was Submitted to Office of Student Life: _____

Club officer's names and contact email address, MUST be provided and may be released upon request, for purposes of club promotion. (Please print or type)

OFFICE

NAME

K NUMBER

EMAIL ADDRESS

- 1.
- 2.
- 3.

MEMBERSHIP LIST: You must include signatures/print name and K Numbers of 15 students. Names will be verified for enrollment.

Signature

Print

K Number

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

CLUB CONSTITUTION

The second step to organizing a new Club is to create a Club Constitution. The following outline has been provided to facilitate this process for you. Either fill in the blanks or use to help write your own and you're one step closer to becoming a Club at S.B.C.C.

ARTICLE I

(Name of Club)

The name of this Club will be _____.

ARTICLE II

(Purpose of Club)

The _____ has been organized to _____.

ARTICLE III

(Authority)

The Club derives its authority directly from the Student Senate and indirectly from the College Board of Trustees.

ARTICLE IV

(Membership) (Mandatory)

Membership is open to all SBCC students regardless of their religious affiliations, gender, age, sexual orientation, ethnicity, etc.

ARTICLE V

(Meetings)

Regular meetings of the Club will be determined by the membership at its initial meeting each semester and reported to the Office of Student Life, room CC-217.

ARTICLE VI

(Officers)

President – Preside over all meetings. Call special meetings.

Vice President – Supports presidents, takes over in his/her absence.

Secretary – Records minutes of club meetings.

Treasurer – Keeps financial record.

ARTICLE VII

(Elections)

Officers shall serve _____ term(s) and will be elected each _____.

ARTICLE VIII

(Amendments)

The Constitution shall be amended upon the approval of (insert percentage here) _____ of the Club members.

BY-LAWS

A Club may choose to elaborate on their Constitution, by writing By-Laws. By-Laws are a set of rules used to govern the Club's meetings. Club constitutions are not required to have By-Laws unless the constitution does not cover the subjects listed below. By-Laws ordinarily include the following:

SAMPLE PROVISIONS

1. Kinds of membership.
2. Detailed requirements for membership.
3. Method of admitting members.
4. Dues and a provision for hardships.
5. Powers and duties of officers.
6. Powers and duties of committees.
7. Election of officers and committees, including the vote required for election.
8. Provisions for calling and conducting meetings.
9. Parliamentary authority.
10. Number constituting a quorum.
11. Vote required for important decisions.
12. Procedure for amending By-Laws.

WE'RE A CLUB, NOW WHAT?

Once a Club has been formally Chartered or reactivated, and all of their paperwork is on file with the Office of Student Life, the Club Advisor and President should come to the Office of Student Life and fill out an Auxiliary Account Card. The Club Advisor, President, Treasurer, and Director of Student Life must sign this card. These cards are used to verify signatures when money is being used from the Club Account and are kept on file in the Accounting Office. Once an Auxiliary Account Card is on file in the Accounting Office, the Club will receive a budget number. This number is used when making deposit or requests for expenditures.

If there is money in the Club Account, you may use it for making copies of flyers, posters or other informational handouts. You may also purchase supplies and cover other club related expenses. If you spend your own money and request reimbursement from the club account you must have receipts for all purchases.

The Office of Student Life offers many services to S.B.C.C. Clubs, anything you can imagine to make your Club a success!

Materials for hand made posters and signs are available in the Office of Student Life, CC-217. Be sure to check with the Student Program Advisor in the office to get the most up to date posting regulations. Banners may be placed on both East and West Campus. They may be hung on the Earth Biological Science (EBS) and the Physical Science (PS) buildings on East Campus and the Interdisciplinary Center (IDC) building on West Campus. Banners may not block a door way and must be hung using string or plastic ties, NO tape may be used on building railings. Banners not complying with this rule will be removed. Banners must be removed after event promoted.

- Publicity will make your events shine. Club mailboxes are located in CC-225. Mailboxes are an excellent way to stay in touch with other Clubs and also where all Official College correspondence will be delivered. Make sure to check your Club mailbox on a regular basis; communication is key to every Club's success.
- Use of display SHOWCASE in the Campus Center Patio may be arranged with the Office of Student Life.
- Use of rooms in the Campus Center for CLUB meetings must be arranged with the Office of Student Life. Please allow at least 3 working days advance notice.
- Samples of all Club paperwork (i.e. Distribution of Literature, Bakesales, etc) are in the Club Manual. **PLEASE MAKE COPIES FOR YOUR CLUB USE. REMEMBER TO SCHEDULE YOUR EVENTS IN ADVANCE WITH THE OFFICE OF STUDENT LIFE. THIS WILL ASSIST IN THE COORDINATION OF ACTIVITIES ON CAMPUS.**
- **PLEASE NOTE:** Drawings or Raffles, for which chances are sold (tickets), are **not permitted**. The State of California considers these to be "games of chance", a form of gambling and considers them to be illegal.

An orientation on how to use all these services, the role of the Club Advisor, and other important information about the College will be presented at the Inter Club Council meetings. Generally, there is a meeting each month. If you need a special orientation or have any questions, please don't hesitate to contact the Student Program Advisor for Student Life, 805-730-4062.

FUNDRAISING

The following general rules should be followed in fund-raising campaigns for outside non-profit agencies:

- ◆ Collection should be for a definite period of time not to exceed one month.
- ◆ Contributions should be voluntary. Any phase of a fund-raising campaign that could be embarrassing to students must be carefully avoided.
- ◆ Campaign plans, procedures, and distribution materials shall be submitted to the Office of Student Life for approval a least one week prior to the event.

To raise funds for your own club or association:

- Follow the guidelines above except the campaign may last longer than one month.
- If signing a contract with a vendor for selling items like discount books or candy bars you must submit a copy of the contract to Office of Student Life with your advisor's signature on it. A club may not commit to a contract that exceeds the current balance in their account.
- The Student Program Advisor for the Office of Student Life must approve any fundraising activity that involves selling of items other than bake sales (see Bakes Sale Rules for specific requirements).

BAKE SALE PROCEDURES

Bake sales should adhere to the following procedures to avoid difficulties with the Public Health Department and to comply with The Office of Student Life Regulations.

1. Take steps to protect the food from dust, flies, coughing, etc. under all circumstances.
2. **Bake sales may take place only on the West Campus Walk Way.** The sale is **limited to baked goods only prepared by the individual Club members** unless otherwise authorized by the Director of Student Life and or the Director of Food Service.
3. Bake Sales are limited to one per week.
4. The spirit of the Bake Sale is that it shall be only one of the means used to raise funds.
5. In cases of more than one Club applying for one specific date, the Club that has had the longest period of time since their last Bake Sale will be given the date.
6. Applications should be turned in **TWO WEEKS PRIOR** to the date of the bake sale. In such instances that occur, and this cannot be done, the Student Program Advisor of Student Life shall be given the discretion of giving permission for the Bake Sale.
7. Applications are to be signed by the Food Service Director (located in CC 118) and the Faculty Advisor of the student club making the request.
8. The group having the Bake sale will bring their own knives, plates, forks, napkins, serving trays, etc. **UNDER NO CIRCUMSTANCES ARE THE COLLEGE'S FOOD PROGRAM SUPPLIES TO BE USED.**
9. Cash boxes are available in the Student Finance Office. To request a cash box, please have the Club Advisor contact the Student Finance Office by email three days prior to your bake sale event. Email must include Club name, representative name, date cash box is needed and a breakdown of \$25.00. Email: cashiers@sbcc.edu. Cash boxes should be returned at the end of the Bake sale. **All money collected shall be deposited in the Cashier's Office, Room SS-150 THE SAME DAY.** Deposit slips are available in the Office of Student Life.

THE INTER CLUB COUNCIL

WHAT IS IT?

The I.C.C. was established to provide Clubs and College Staff an opportunity to communicate information, coordinate activities and provide a very vital linkage between groups. The Student Senate's Commissioner of Clubs and Organizations chairs the I.C.C. One representative from each Club is required to attend each meeting. The Inter Club Council (I.C.C.) usually meets once a month. If a representative is unable to attend you should contact The Office of Student Life @ ext. 2262 and leave a note in the Commissioner's mailbox. The Club Charter can be put in jeopardy if the Club misses 2 consecutive meetings without notifying the Commissioner. Contact the Commissioner of Clubs and Organizations if you do not receive a meeting notice in your mailbox within a month of starting your Club. *Communication is the key to an excellent Club!*

The primary function of the Inter Club Council is to aid the Clubs of Santa Barbara City College in providing quality activities and services that meet the needs of their membership, the Student Body, and the community of Santa Barbara. The I.C.C. traditionally accomplishes this by offering funds to needy and exceptional Clubs in the form of Club Grants, and by fostering healthy competition with the Declaration of the Outstanding Club Award. Criteria and applications for both honors follow.

CLUB GRANT CRITERIA

Each Semester Clubs have an opportunity to apply for a Club Grant that is supplemented by the Student Senate. A total of \$500 may be requested for any given academic year with a maximum of \$250 per semester. Paperwork and guidelines are on the following pages.

1. The requesting Club must be chartered by the Associated Student Senate, and must meet all criteria established by the College and the Associated Student Senate.
 - a. The Club must be active with a Constitution and Club Roster on file for the current Semester.
 - b. Clubs must be in compliance with all Inter Club Council Policies, including attendance of all regular meetings.
 2. All Clubs are required to submit an Funding Application.
 - a. The Club must be able to produce proof of the current account balance and fund-raising totals upon request; this information can be obtained by asking the Office of Student Life.
 - b. The Club must indicate the goals and purpose of the activity being sponsored and how the activity will benefit the students of the school and/or the community.
 - c. All sources of income for activity must be listed.
 3. Funds will be provided on a matching basis up to the limit of the Club Grant.
 4. The funds allocated to a Club must be used only for the purpose outlined on the application submitted, and proof of this must be submitted to the Senate.
 5. All Clubs must make an oral presentation to the Associated Student Senate. Persons making the presentation must be able to answer all pertinent questions the Senate may have.
 6. Request based Grants will be given in three designated areas. The maximum amount of request based funding that a Club may receive in one Semester is \$250 and \$500 in one academic year.
 - 1.) **Campus Activities:** Club sponsored and organized activities that occur on campus and benefit the Student Body of S.B.C.C. The maximum Grant in this category is \$200.
 - 2.) **Educational:** A Club Activity for a specific educational purpose, such as attending a conference or having a speaker visit to address your Club. The maximum Grant in this category is \$200.
 - 3.) **Community Activities:** Club sponsored activity that benefits and involves the community of Santa Barbara. The maximum Grant in this category is \$250.
- Please note that the Student Senate reserves the right to provide all, some, or none of the funds requested based on an objective analysis of the Club's needs, past activities, completion of criteria, and the availability of grant funds.

OUTSTANDING CLUB AWARD CRITERIA

All active Clubs that are in good standing are encouraged to apply for the Outstanding Club Award (note: application form on the next page). To be considered for the Award, the application must be completed and received by The Office of Student Life before the deadline date set by the Commissioner of Clubs and Organizations. The Outstanding Club Award winner will be announced at the College Annual Awards Banquet at the end of the school year.

Please list a maximum of 3 activities your Club has provided during the current school year. Complete all sections of each question; you are not limited to the space provided. (If any additional information is needed you will be contacted).

Clubs will be judged on the following criteria:

1. Active Club status in good standing.
2. Benefits the College and or community.
3. Provides services/benefits to the greatest amount of students.
4. Reflects the majority of, and has been primarily organized by volunteering student members.
5. Resources that have been given to the Clubs and ways of fundraising

ACTIVITY: Briefly describe the activity in several sentences. To ensure specific details are included, name the who, what, when and where.

PURPOSE: State the reason for providing the activity and if this goal was accomplished.

NUMBER OF PARTICIPANTS: Include Club members and all others participating (include salary if paid positions).

ROLE OF YOUR CLUB: Lead role in organizing the activity; assisted another group in a subsidiary role; mutually shared lead role. Please list other groups involved in organizing this activity.

COMMENTS: Any additional pertinent comments or supporting documents you think are relevant.

Clubs are not limited to the application form. Additional information in any appropriate form is allowed. ALL sections of the application must be completed.

If you need any additional information or have any questions, please contact the Commissioner of Clubs and Organizations or The Office of Student Life at 805-730-4062.



Event Scheduling/Distribution of Literature Procedures

1. Notification regarding the scheduling of events and/or distribution of literature must be provided to the Office of Student Life a minimum of three (3) days in advance of the activity. Space availability is determined on a first come - first serve basis with SBCC organizations having priority placement.

Groups/Organizations may hold events or distribute materials only from the following locations: Main Campus Locations: Friendship Plaza, Campus Center Patio (across from the Cafeteria), and West Campus Walk Way (across from the Library). In the event of rain, dates will be rescheduled. Approved vendors selling products or services and “for profit” organizations will be charged \$100 per day (8am-4:30pm).

2. Tables may be requested for the event. At least one (1) week advance notification is required to guarantee table availability for placement on the West Campus.
3. Tables must not disrupt traffic or block entrances or exits. Any displays or materials must be on or behind the table due to space limitations.
4. Tables may not be left unattended. At the conclusion of the event, all tables, chairs and other materials must be returned to their designated areas.
5. Individuals disseminating materials must pick up after themselves and the individuals receiving the materials.
6. Materials that are obscene, libelous or slanderous according to current legal standards, or which so incite students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college, are prohibited.
7. The name of the sponsoring individual or group must be clearly displayed on the table.
8. Publicity stunts must be approved in advance.
9. Approved non-college individuals/groups will be limited to no more than one (1) event per week.
10. Credit card companies are prohibited from offering gifts to students for filling out credit card applications. Credit counseling information must be available at the table.
11. Santa Barbara City College Main is a smoke free campus, and smoking is allowed only in designated smoking areas. Designated smoking areas are clearly marked with signs and and/or red benches.
12. No animals.
13. All food sales, except bake sales, require a permit from the Santa Barbara County Health Department. Go to: www.sbcphd.org/ehs and select “Temporary Food Facility”. Then “Temp. Food Booth Appl.” The County permit application requires two (2) weeks for processing.
14. Parking on the SBCC Main campus is by permit only. Permit dispensers are on the lower lots of West Campus. The cost is \$5 per day. Vendor Permits will not be given out by the Office of Student Life. Parking permits are not required for the Wake and Schott Centers.
15. Noncompliance with the aforementioned regulations will result in revocation of privileges.

RULES SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE
(PLEASE COMPLETE OTHER SIDE)



SANTA BARBARA CITY COLLEGE

Please complete the following and mail or FAX to:

Santa Barbara City College
Office of Student Life CC217
721 Cliff Drive – Santa Barbara, Ca. 93109
(805) 730-4062
FAX (805) 965-7221

Group/Individual Scheduling Event/Distributing Materials:

Address: _____ Phone _____

Email Address: _____

Proposed Date of Event: _____ Hours: _____

Type of Event/Materials: _____

Number of Tables Requested: _____ Number of Chairs _____

Will you have Food? _____

If Yes Type: _____ (Other than A Bake Sale - Health Permit is Required: www.sbccphd.org/ehs)

Director of Food Service's Approval _____
Signature

Area Requested:

Campus Center Patio (across from Cafeteria) _____

Friendship Plaza (grassy area across from Campus Center) _____

West Campus Walk Way (across from Library) _____

Request Submitted by (please print): _____

Signature: _____ Date: _____

Signature signifies willingness to comply with all of the attached procedures.

SBCC Club Advisor's or Designee

Signature: _____ Date: _____

Signature signifies agreement to supervise event

For Office Use Only:

Reviewed: _____ Date Approved: _____
Student Program Advisor – Office of Student Life (or Designee)

Date Group Notified: _____ Date of Work Order: _____ Health Permit _____

Office Calendar By: _____ Pipeline Calendar By: _____

HOW TO RESERVE A ROOM IN THE CAMPUS CENTER AND GUIDELINES FOR USE

There are two rooms available in the Campus Center – CC 225 and CC 226. Please refer to the Room Reservation form for a list and for times available. Use of these facilities is on a first-come/first-serve basis as determined by date and time received by the Office of Student Life. Priority use is given to student groups and student activities. The Office of Student Life is located in room CC-217, 805-730-4062.

1. All events must have an approved College Supervisor present at the activity. Request must be submitted 5 working days in advance of event. Requests submitted late may be approved, subject to space availability. Reservations during non-instruction days and weekends must be made with Business Services/Community Services.
2. Food and beverages in CC-226 and CC-225 are permitted by **PRIOR APPROVAL ONLY**.
3. Groups are required to clean up after the event, secure materials and equipment provided, and return tables and chairs to their original set-up or location. **GROUPS MAY BE REQUIRED TO PAY A \$25 FEE IF FACILITIES ARE NOT LEFT IN PROPER ORDER.**
4. Cancellation notice should be given to the Office of Student Life a minimum of 1 day prior to the event.
5. The sound level of these events is to be controlled by the Advisor/College Supervisor so that it will not interfere with other activities and/or classes. Amplification of live music is not acceptable.
6. **SIGNATURE OF THE STUDENT AND ADVISOR/COLLEGE SUPERVISOR INDICATES AGREEMENT TO FOLLOW THESE GUIDELINES** and failure to do so will result in punitive action, including but not limited to, being charged a clean up fee, termination of the program in progress, and/or, denial of further use of the facilities or equipment.

MUSICAL GROUPS ON CAMPUS

Amplified music on campus is subject to approval by the Student Program Advisor of the Office of Student Life. All requests should be brought to The Office of Student Life. **The approved area for amplified music is the Calden Overlook on West Campus.**

Here are some guidelines to help you get started.

1. The designated time for outdoor musical groups is from noon to 1:00pm.
2. A contract must be signed if a group is being paid. The contract should be turned in one week in advance.
3. The performing group is responsible for bringing all equipment needed.
4. The sponsoring Club and group playing are responsible for cleaning up the area.
5. The College does not provide any type of stage or extension cords.
6. The Office of Student Life Staff reserve the right to control the volume level of any group playing on campus.
8. All groups should fill out the following Musical Entertainment Agreement:

MUSICAL ENTERTAINMENT AGREEMENT

This Agreement, entered into, the place and time herein written by, _____
(Entertainer), party of the first part, and _____ (S.B.C.C. sponsor),
party of the second part:

1. Party of the first part agrees to provide entertainment for the students and faculty to be held on _____ (date) between the hours of 12 Noon and 1PM. Since volume level and interruption of class instruction is a primary concern, the band agrees to play starting at the lowest volume levels. The Office of Student Life (or Designee) will determine the appropriate volume level for the entire performance.
2. This contract must be signed regardless of compensation or lack of. Contracts shall be signed at least 3 days in advance.
3. As consideration for the fulfillment of the above-mentioned appearance, the party of the second part agrees to pay the party of the first part, the sum of _____, payable at the completion of said engagement.
4. The party of the first part agrees to abide by all existing College Policies and Regulations in the same manner as College employees or College students.
5. If, on account of sickness, accident, or other unavoidable circumstances, the party of the first part fails to appear, or the party of the second part is prevented from presenting said program, this contract shall be considered null and void. If, for whatever reason, either party cannot make it, the other party should be given 48 hours notice whenever possible.
6. The time designated for musical groups is 12 Noon – 1PM. If a group starts late, it will be paid the portion of the agreed upon fee in proportion to the time played (i.e. if the group plays 30 minutes they will receive $\frac{1}{2}$ of the agreed fee).
7. The group will perform on West Campus at the Calden Overlook, subject to the approval of the Office of Student Life.
8. There will be no stages provided for any type of performance.
9. The group must provide all of its own equipment, INCLUDING EXTENSION CORDS.
10. Should the party of the first part fail to comply with any of the provisions contained herein, the College District may refuse the payment referred to in paragraph 2.

Representing Party of the First Part

Date

ASB or Club Representative

Date

Student Program Advisor, Office of Student Life

Date

Calendared: _____

PROCEDURES FOR ORGANIZING A DANCE

One month in advance:

1. Obtain a "Use of Facilities Request" form from The Office of Community Services A112.
2. Complete the form and turn it in at least one month prior to the date of the event.
3. Meet with The Office of Student Life to discuss plans and costs.
2. Schedule a table through The Office of Student Life (3 weeks in advance for West Campus) to sell presale tickets.

One week in advance:

1. Sell tickets in front of Campus Center and/or West Campus.
2. Cashbox for making change is available in the Cashier's Office, SS -150.

Anticipated Costs:

1. Rental fee is waived for S.B.C.C. Clubs.
1. Custodial fees - \$35.00 per hour for 4 - 8 hours (Clean up).
2. Security - 2 officers @ \$15.00 per hour each. Officers arrive ½ hour prior to the start of the dance and stay until the crowd disperses.
4. The sponsoring Club will also cover any vandalism or damage charges.

Music:

1. If a D. J. or a band is used, a Music Contract must be filled out.
2. Obtain a Purchase Order from Accounting to order a check.

Set-Up:

1. Begin set-up after 4:30PM for a Friday dance.
2. Schedule set-up time with the Office of Community Services for a Saturday dance.
3. **Do not tape** anything to the windows.
4. **Remove all** decorations before leaving.
5. Contact the H.R.C. Department ext. 2888 for refreshments.

Workers needed:

1. The Club Advisor or Substitute (approved by The Office of Student Life) must be present the entire time of the event.
2. Ticket seller/taker at the door, school I. D.'s should be checked.
3. If charging for refreshments, two people work the station.

DURING DANCE

1. One Security Officer should be stationed on the patio. The second Security Officer should be in the dance area / CC lobby door jam, to watch funds at the door and the dance area.
2. Senate or Club members should assist in the dance area, if feasible, to back up Security.

THE ADVISOR HAS ULTIMATE RESPONSIBILITY TO HANDLE ALL PROBLEMS.

SIGNS REQUIRED AT DOOR

1. School I.D. required at the door.
2. No one may leave the dance and re-enter. If you leave you must pay to re-enter.
3. No alcoholic beverages allowed.

AFTER EVENT

1. Turn in cash funds to Advisor.
2. Have Treasurer fill out P. O.'s for all payments.
3. Thank you letters and income/expense cost breakdown.

Santa Barbara City College

Standards of Student Conduct

Summary

The following is a summary of the Santa Barbara Community College District Governing Board policies for Student Personnel; Section 3231, *Standards of Student Conduct*; Section 3235, *Student Grievance Policy*; and section 3232, *Alcohol/Drug Use Policy*.

WE AT SANTA BARBARA CITY COLLEGE, as members of an institution of higher education, believe that our special contribution to the achievement of the ideal of social justice is to provide a setting in which ideas may be freely explored and objectively examined. A student enrolling at Santa Barbara City College assumes an obligation to act in a manner compatible with the college's functions as an educational institution. These regulations apply on campus and at all college-sponsored activities or at activities sponsored by college clubs or organizations on or off campus, except where specifically limited. Students shall be subject to college discipline for any of the following misconduct, which occurs at any time on campus, or at any off-campus facility or college-approved or sponsored function.

Adherence to Standards

ALL SANTA BARBARA CITY COLLEGE students are encouraged to familiarize themselves with, as well as to conform to, college rules and regulations governing personal conduct on all campuses of the institution. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are *not* limited to, the following . . .

- A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- B. Assault, battery, or any threat of force or violence upon a student or college personnel.
- C. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the college.
- D. The use, sale, offer to sell, possession or furnishing of, or presence under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code. The Governing Board may authorize students to serve alcoholic beverages at college-sponsored events.
- E. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.
- F. Persistent disruptions or serious misconduct including inordinate demands for time and attention in the classroom, from administrative staff or at campus activity, including, but not limited to, abuse of the disciplinary process, where other means of correction have failed to bring about proper conduct.
- G. Committing or attempting to commit robbery or extortion.
- H. Causing or attempting to cause damage to district property or to private property on campus.
- I.* Academic dishonesty, including, but not limited to cheating, plagiarism, or using other individuals to take course or placement exams.
- J. Dishonesty; forgery, alteration, or misuse of College documents, records, or identification, or knowingly furnishing false information to the college.
- K. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including but not limited to, its community services functions or of other authorized activities on College premises.

- L.** Verbal harassment, physical abuse or hazing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law, on or off College premises, of the person or property of any member of the College community or members of his or her family or the threat of any such physical abuse at any College authorized or governed activity.
- M.** Stealing or attempting to steal district property or private property on campus, including, but not limited to the theft or abuse of computer time or knowingly receiving stolen district property or private property on campus.
- N.** Unauthorized entry upon or use of College facilities.
- O.** Violation of College policies or campus regulations, including, but not limited to, campus regulations concerning student organizations, use of College facilities, gambling and hazing, or the time, place and manner of public expression.
- P.** Computer-related crimes or unauthorized, abusive or inappropriate use of campus computers, computer networks and computer software, including violations of software licensing agreements.
- Q.** Failure to comply with directions of College officials acting in the performance of their duties, or failure to identify oneself for just cause when requested to do so by College officials acting in the performance of their duties.
- R.** Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
- S.** Unauthorized use of listening or recording devices on campus or at College-sponsored activities.
- T.** Attendance at any session of any class by a student or person who is not officially enrolled in that class, except with the prior permission of the instructor of the class.
- U.** Possession, sale or otherwise furnishing any firearm, knife, explosive, dangerous chemical or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the college president or designee. Students may possess a facsimile firearm if they are an authorized participant in an educational event related to college activity or college attendance.
- V.** Sexual assault, acquaintance or date rape, sexual activity without mutual and expressed consent at any College authorized or governed event.
- W.** Engaging in speech or other expression intended to insult or use of "fighting" words or non-verbal symbols directed at an individual's age, sex, race, color, disability, religion, sexual orientation, or national/ethnic origin which is obscene, libelous or slanderous, or which by their very utterance or expression are likely to incite a violent reaction as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- X.** Attempting, soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or other discipline pursuant to this policy.
- Y.** Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that is sufficiently severe, persistent or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.
- Z.** Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for his or her safety or the safety of his or her immediate family.

* Violations of Standard "I" will be resolved according to the Board of Trustee adopted "Academic Honesty Policy."

Standards of Student Conduct - Summary (continued)

Authority of Instructors

PURSUANT TO THE AUTHORITY contained in *Education Code* sections 76030-32, the Board of Trustees permits an instructor to remove a student, for good cause, from his or her class for the day of removal and the next class meeting. Removal shall be reported in writing, within one day, to the Administrator in charge of disciplinary matters. A student may be removed if he/she has interfered with the instruction process.

Due Process Procedures

THE Administrator in charge of disciplinary matters, or his/her designee shall act directly in situations where the student has violated local, state or federal laws, or the SBCC *Standards of Student Conduct*. The Administrator in charge, or his/her designee shall review each case of misconduct with the involved student and determine appropriate sanctions and/or remedies. The Administrator in charge, or his/her designee shall inform the student in writing of the college's actions and appropriate means of appeal. A formal hearing to appeal a suspension or expulsion may be requested and shall be arranged by the Administrator in charge of disciplinary matters. For further information regarding the disciplinary hearing process, contact the Office of the Administrator in charge of disciplinary matters (Room CC-222).

Violations of Standard "I" will be resolved according to the Board of Trustee adopted "Academic Honesty Policy."

Applicable Penalties

IN ALL SITUATIONS, a student shall be informed of the nature of the charges against him/her and be given a fair opportunity to refute them. The college shall not take arbitrary actions, and a decision may be appealed. Disciplinary action that may be taken because of student misconduct includes the following sanctions . . .

- | | | |
|---------------------------|-------------------------|--|
| 1. Warning | 5. Long-term Suspension | 8. Hold on Records |
| 2. Reprimand | 6. Expulsion | 9. Forfeiture of fees |
| 3. Disciplinary Probation | 7. Restitution | 10. Participation in Special and/or
Community Service |
| 4. Short-term Suspension | | |

Standards of Student Conduct - Summary (continued)

Student Grievance Procedures

Reasons for a Grievance

1. A grade, when the student contends it involved a mistake, fraud, bad faith, or incompetence.
2. Act or threat of intimidation or harassment.
3. Act or threat of physical aggression.
4. Arbitrary action or imposition of sanctions without proper regard to academic due process, as specified in college procedures.
5. Violation of student rights, as delineated in college policies.

Initiating a Grievance

A student shall initiate a grievance by:

1. Informal consultation with the faculty member, administrator, or staff member directly involved.
2. Conferring with the supervisor of the aforementioned person.
3. Submitting a signed statement specifying the time, place and nature of the grievance to the Executive Vice President, Educational Programs.
4. The Executive Vice President, Educational Programs, will determine if sufficient grounds for a hearing exist.
5. If a formal hearing is determined to be necessary, the Executive Vice President, Educational Programs, shall initiate it within ten (10) days.

For further information regarding the grievance procedures, contact the Executive Vice President, Educational Programs (Room A-113-D).

Alcohol & Drug Abuse Policy

THE DRUG-FREE SCHOOLS and Communities Act Amendments of 1989 require institutions of higher education to implement a drug prevention program, which includes the annual dissemination of the following policy on alcohol and drug use.

Santa Barbara City College is committed to the success of each student and as a college; we realize that the use of alcohol and drugs can be a major impediment to success.

There are both physical and psychological health risks associated with drug and alcohol use, including decreased immunity, exhaustion, decreased muscle coordination, depression, confusion and paranoia, among other conditions. In most cases, anyone who uses drugs and abuses alcohol can expect a decline in the quality of his/her life.

Through the Health Services and Wellness Program, SBCC offers classes, educational programming, resources and counseling as well as referrals to community service agency counseling and rehabilitation programs.

According to the Standards of Student Conduct, possession, use or distribution of illicit drugs and alcohol on college property or during campus-related activities are subject to disciplinary action. This can be up to, and including, expulsion from SBCC, as well as punishment under California State law, including from six months to one year in county jail, or up to five years in State prison.

Revised 10/04