Pierce College Puyallup Student Life

ASPCP Student Organizations Handbook
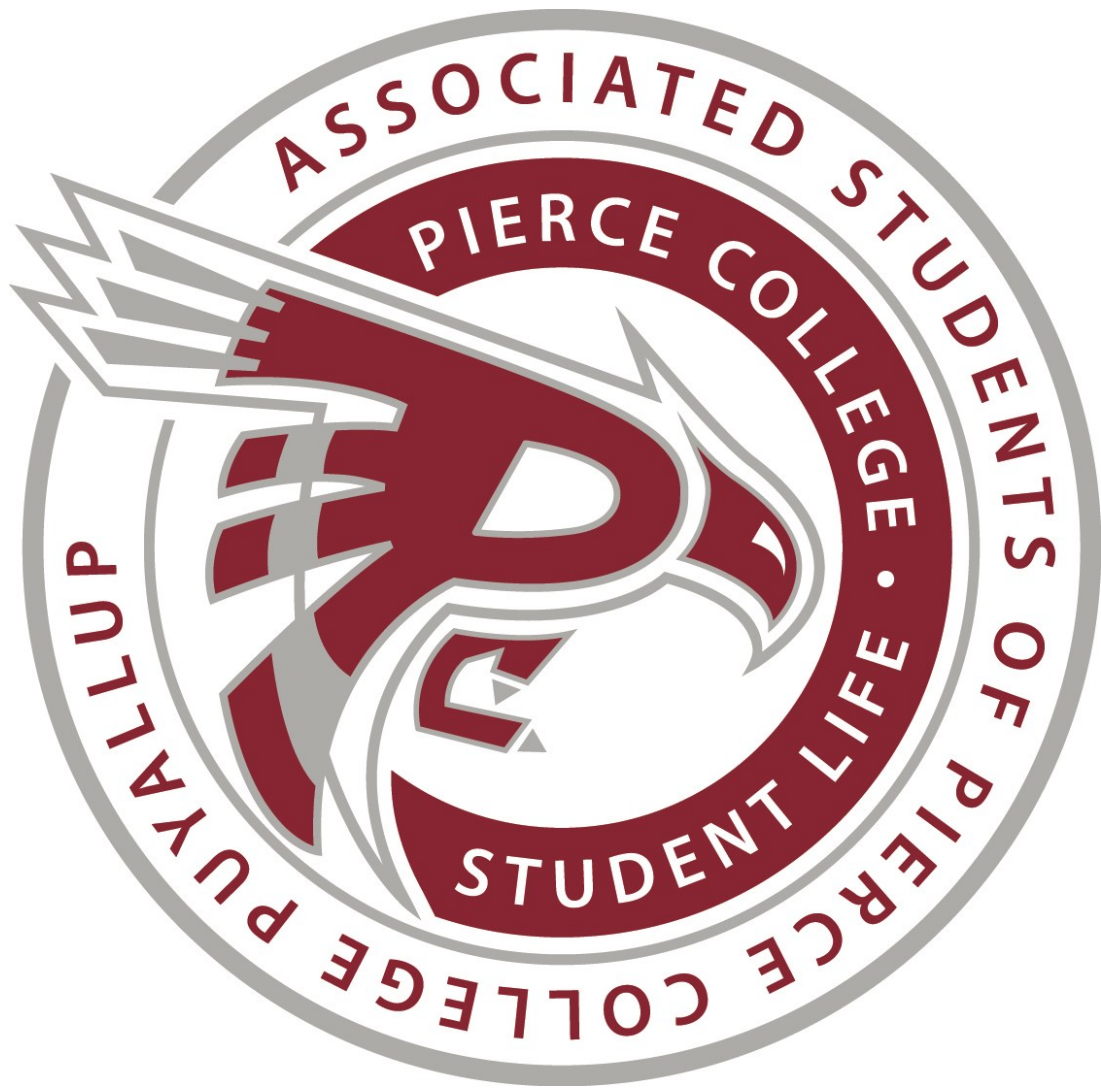
2020-2021

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ASPCP Vision & Mission

Vision Statement
ASPCP Student Leadership aims to achieve a dynamic campus environment in which all students are represented and have an opportunity to participate.

Mission Statement
ASPCP Student Leadership aims to serve students by providing diverse opportunities for involvement to build campus communities and represent student concerns in college decision-making.

Pierce College Puyallup Disclaimer

By recognizing an organization, the college does not assume responsibility for its action or activities; nor does it imply that the college in any way endorses the organization's stated aims, objectives, policies, or practices. Organizations may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. An organization may not use the college name without the express written authorization of the college, except to identify its institutional recognition.

Welcome to the Office of Student Life!

It is our goal to provide you with many co-curricular and extracurricular activities to enhance the experiences you will receive inside and outside the classroom. The Office of Student Life provides an engaging atmosphere of leadership opportunities, community building, and of course, fun!

The mission of Student Life is to provide you with experiences to help you succeed and achieve your academic goals. By joining an organization, you open the door to many wonderful experiences. Our faculty advisors care about your success and we have a support system in place that is designed to give you the support you need to excel through your experience.

Above all, we want you to feel connected to your college and meet many new people from different backgrounds. We are excited you've chosen to create or join an organization at Pierce College and you can expect to meet some fantastic students and advisors who care about you and your achievements. We look forward to helping you GET INVOLVED at Pierce College Puyallup!

Sincere Regards,
Office of Student Life Staff

Office of Student Life — Contact List

Student Life Staff:

Dean, Student Equity Design and Engagement for Student Life– Dawn Reed

Director of Student Life—Vacant

Student Engagement Specialist— Vacant

Student Organization's Board

Vice President of Student Organizations — Madison Rannow

Student Organization Coordinator— Nathan Haueter

Student Organization Coordinator—Vacant

ASPCP Student Organizations Board

The Student Organizations Board is responsible for recruiting new organizations and supporting existing organizations in their efforts to build communities at Pierce College Puyallup. The Organizations Board hosts quarterly events for the promotion of organizations. The Board consists of the ASPCP Vice President of Student Organizations and Student Organization Coordinators.

Vice President of Student Organizations

- Oversee the funding process for RSO's.

- Act as liaison between the Student Organizations Board, Organizations, and ASPCP Council.

- Process organizations' paperwork.

- Notify organizations when their paperwork has been approved/denied or needs further editing.

- Coordinate quarterly events for the promotion of organizations.

- Coordinate updates to the OSL Website with organization information.

- Coordinate quarterly organization meeting times and room reservations with the Student Engagement Specialist.

Student Organization Coordinators

- Use their knowledge and experience in event planning to assist organizations in planning and coordinating successful events in order to meet their goals.

- Deliver orientations for new organization leaders that will inform them of policies and procedures and give them tips & tricks that will help them achieve their goals.

- Assist organizations with all policies and procedures related to maintaining an active status.

- Clearly communicate relevant deadlines and procedures for completing organization-related paperwork.

- Promote student organizations, meeting times and events via tabling and other promotional methods.

- Advise organization leaders of all resources provided through the Office of Student Life.

Members of the Student Organization Board may not be a leader of a Registered Student Organization.

Student Community

We recognize that there are groups on campus that would like to be able to regularly get together for activities on campus. If so, starting a student community might be the right fit for you!

To start a community, you must submit a Community Registration Packet, and follow the requirements listed below.

- Maintain a minimum membership of four currently enrolled students at Pierce College Puyallup, including the Community Leader.

- Submit a Meeting Room Request for your regularly scheduled activities though the OSL.

- Submit a Graphics Request form so that we can promote your activities to the rest of campus.

- Submit a Quarterly Update Form so we know you will be active in the following quarter. *All forms must be submitted to the VP of Student Organizations VIA EMAIL.

**Student communities may not request funds from the Student Organization Council.

Registered Student Organizations

Registered Student Organizations (RSO's) are student groups that have been officially chartered by the Associated Students of Pierce College Puyallup (ASPCP). Once their charter has been approved by the ASPCP Student Council, RSO's may request funds from Student Council.

In the past, RSO's have used these funds to attend sports events or concerts, build drones, host dances, or cultural events! If you want to make friends, gain leadership experience, strengthen your transfer application, or have an interest or hobby that you would like to share with the rest of the Pierce community, you should start an RSO!

To start an RSO, you must submit an RSO Registration Packet and follow the requirements listed below.

1) Maintain a minimum membership of 4 students (whom are currently enrolled at Pierce College Puyallup), including the RSO leader.

2) RSO leadership must attend an orientation within a week of being chartered by the ASPCP Council.

3) Participate in Student Organizations 101 and Student Organization Fest each quarter.

4) Hold monthly RSO meetings open to the entire Pierce College Puyallup student body.

5) Submit a Quarterly Update Form within the first 10 days of the quarter.

* An advisor is NOT required for the 1st quarter but will be required for consequent ones to have continued access to S&A funds.

*All forms must be submitted to the VP of Student Organizations VIA EMAIL.

Official Organization Business

Official Organization Business is defined as election procedures, impeachments, update forms (including name changes, meeting times, and graphic requests).

Election Guidelines
Elections are held for any and all vacant officer positions once an organization has been chartered through Student Council, if it has been decided that the position will exist. Elections must follow the guidelines listed below.

- Quorum is defined as a 2/3 vote of current RSO members. Quorum must be present to conduct an election.
- A two week notice must be given to all members of the organization before an election can take place.
- A Student Organizations Coordinator must attend the election, and will serve as commissioner of the election.
- All candidates may give a timed speech.
    - A timed speech for elections shall be no more than five minutes in length.
- The elected officials will be chosen using simple majority.
    - In the occurrence of a tie for first, a tiebreaker election will be held before proceeding with any other organization business.
- Within five business days of any election, an official written statement of the election results must be sent to the Vice President of Student Organizations.

Impeachment Guidelines
Impeachments are held when an officer has failed to fulfill their duties or has abused their positions. Impeachment charges may be brought upon the President by any member who has attended a minimum of 50% of meetings this quarter.

Grounds for Impeachment

- Has been unexcused from 25% of meetings in the current quarter.

- At any time fails to maintain RSO requirements and/or duties of the office as detailed in the SO handbook.

- Fails to abide by the requirements as set forth in the RSO constitution.

- Has violated any provision of the Student Rights and Responsibilities or has been placed of disciplinary probation in accordance with the provisions of the Student Rights and Responsibilities, W.A.C. 132K-135

- Submit a letter of impeachment to the Office of Student Life, upon approval, the impeachment may proceed.

Official Organization Business

Guidelines of Impeachment

- A quorum is required to impeach the Student Organization President.
- A quorum must be present to conduct the impeachment.
- A two week notice must be given to all members of the organization before an election can take place.
- A Student Organizations coordinator must attend the impeachment, and will serve as commissioner of the impeachment.
- The officer being impeached may give a timed statement at the impeachment proceedings.
  - The organization member who filed for impeachment may give an equally timed statement.
  - A timed statement for impeachments shall be no more than five minutes in length.

Expectations of Registered Organization Leader

- Maintain communication via email and in-person with the Organizations Board and the RSO advisor.

- Ensure that the RSO adheres to all policies and procedures of Pierce College, the Office of Student Life and those laid out in this Handbook.

- Build a positive community within the organization and promote leadership, development of self and RSO members.

- Maintain open membership to all students of Pierce College on a non-discriminatory basis.

- Notify the Organizations Board of any changes in RSO name, meeting times, designated leaders, or purpose.

- Every RSO leader is required to attend an orientation with a Student Organization Coordinator (SOC), which also applies whenever there is a change in office.

- Attend mandatory Organizations Board events and meetings, or designate a student representative to attend as outlined in the Registered Student Organizations Requirements (page 5).

- Notify a SOC if you are going to be late to a meeting. If an RSO member arrives more than 10 minutes late, without prior notice, the SOC's reserve the right to cancel or reschedule the meeting with the club member.

- For any meeting with the SOC's, only ONE RSO representative can be present.

Expectations of Faculty & Staff Advisors

- Be currently employed full-time or part-time staff or faculty members at Pierce College Puyallup—this includes adjunct faculty.

- Be familiar with the nature and objectives of the RSO, as well as the policies and procedures outlined in this Handbook.

- Attend all off-campus events and trips. Any exceptions to this policy must be approved by the Director of Student Life.

- Review paperwork of the RSO and sign necessary forms to comply with state and college policies. When in doubt, consult with the Director of Student Life.

- Advisors may only advise a maximum of two RSO's/SO's.

- Attend one mandatory advisor orientation with the Student Engagement Specialist.

- Attend the majority of their RSO meetings. Majority is defined as more than 50%.

- Enforce and report all violations of the *Student Rights and Responsibilities Code* to the Director of Student Life.

Officer Positions

Officer Positions are created to offer support to the President to make the position less time -consuming. They are not required but are strongly recommended to ease the responsibility of a single member and redistribute responsibilities. However, if the President decides they would prefer to be the sole officer, that is acceptable.

The President may appoint students to fill the positions if the Student Organization has yet to be chartered. If the Student Organization is already chartered, officer positions must be put up for election if they are being filled.

President

- Is the figurehead of the Student Organization and therefore is a representation of their organization and Pierce College.

- Shall monitor all student organization related spaces to remain in alignment with the ASPCP guidelines.

- Shall monitor other organization officers to keep them accountable for their positions.

- Ensures the organization meets paperwork deadlines.

- Is the point of contact for relevant notices from the Office of Student Life.

Vice President

- Serves as liaison between the President and the organization members.

- Steps in for the President during an absence and assists in times of need.

- Steps in as Interim President for the duration of the current quarter if the President steps down or until a new President is elected.

- Assists the President with any organization business as requested.

Secretary of the Interior

- Serve as a mediator for internal conflicts, and notifies the OSL of any extreme conflicts.

- Serves as the point of contact for organization members.

- Track attendance of organization members and contacts absentees.

- Ensures the organization meets attendance requirements for meetings during which official organization business will be conducted.

Officer Positions

Secretary of Interior continued...

- Keep note of any important decisions or actions that need to be done during an organization meeting.

- Keep note of any important decisions or actions that were made during an organization meeting.

- Notify the Office of Student Life of any decisions made, actions taken, or changes decided upon.

- Work to maintain organization membership.

Secretary of Outreach

- Serve as the point of contact for any non-member students.

- Control organization social media accounts and profiles as well as online engagement.

- Track outreach methods of the organization and their effectivity.

- Coordinates physical outreach tactics such as tabling, hanging posters, handing out flyers, etc.

- Coordinates with the Office of Student Life marketing team to promote the organization on the official Puyallup Office of Student Life social media pages.

- Work to grow organization membership.

RSO Quarterly Training

Student Organizations 101 is a mandatory meeting for all organizations on campus. Student Organizations 101 is held within the first two weeks of each quarter. Here are some of the topics that are covered at Student Organizations 101:

- Knowledge of procedures and processes to run a successful organization.
- Opportunities to network with other organizations.
- Things that are needed throughout the year to stay recognized as an organization to receive funding and have successful events.

*At every quarterly Student Organizations 101, different things will be discussed based on potential changes in procedures and the period of the year.

*Only one organization representative is allowed to attend Student Organizations 101 at a time. We encourage the President to be the representative.

Student Organizations Fest

Student Organizations Fest is a mandatory quarterly event for organizations to attend. It is an opportunity for organizations to recruit new members, mingle with other organizations, and show off their organization to the whole campus. Student Organizations Fest generally happens 1-2 weeks after Student Organizations 101. The OSL provides food and entertainment (including organization performances) for students who participate in Student Organizations Fest. Organizations are welcome to decorate their tables to match with the given theme. Student communities are also welcome, but are not required to attend.

Tips for Success:
- Timely check-ins.
- Be open and engaged with students on campus.
- Bring your own personal device (cellphone/laptop/tablet) to sign students up
- Bring a display and/or graphics provided by the OSL to showcase your organization.

Organization Days

The Student Organization Board offers student organizations the opportunity to table, advertise via small carts, or host a small activity on a specified day of the week. There is a designated 3-hour schedule every chosen day for this awesome opportunity. If you're interested, reach out to any Student Organization Coordinator.

The benefits of participating in organization day's include engaging with students, recruiting new organization members, and promoting your events to the campus community.

Organization Week

Every quarter, there is a designated week for organizations to put on events or activities hosted by the Student Organizations Board. Organization Week provides organization leaders an opportunity to engage with more students and collaborate with other organizations. If you are interested, sign up for a day with any Student Organization Coordinator!

Examples of past Organization Week events:

- Asian Pacific Islanders' Luau.
- Black Student Union's African vs. African American Panel.
- Latino Student Union's Fiesta Loteria.
- Chemistry Club's Fire &. Ice Experiment.
- Swing Dance Club's workshops.

Organization Actions Prohibited by ASPCP

- Off-campus bank accounts of any kind.

- Personally profiting from an organization or soliciting from organization membership.

- Alcoholic beverages or drugs at any organization-sponsored function, including meetings, conferences, and events.

- Unapproved fundraising activities.

- Hazing of any kind.

- Discrimination on the basis of gender identity, sexual orientation, race, ethnicity, abilities, age, religion, marital status, or veteran status.

- Use of S&A funds to support fundraising activities for outside organizations (for eg. non-profits or political organizations).

Revoking/Suspending Organization Charter

The ASPCP Student Council may revoke, suspend, or deny an organization's charter if the organization:

1. Does not abide by the Student Code of Conduct, Pierce College Puyallup policies and procedures, or the policies set forth in this handbook.
2. Disrupts ASPCP activities or classes in session at Pierce College.
3. Violates state or federal law.
4. Does not meet the necessary requirements to maintain organization status.

If an organization is in danger of losing their charter, the ASPCP Vice President of Student Organizations will notify the organization leadership and advisor via email that their charter will be considered for revocation. The outcome will be decided upon at the next regularly scheduled Student Council meeting and pertinent information (date, time and location) will be included in the email sent. The Vice President will communicate the reason(s) that prompted the consideration for revocation at the Student Council meeting, and the organization leadership will be provided an opportunity to speak on their behalf. The Student Council will then vote on the revocation of the organization's charter. The Vice President of Student Organizations will notify the organization leader and organization advisor of the results if either are not in attendance. If an organization's charter is revoked, the organization will immediately lose access to all S&A (Service & Activities) funds and will no longer be able to reserve space on campus. The organization's projects, events, and activities will be canceled.

Food Purchasing Expectations

Follow these guidelines:
- Organization must have been approved for funding prior to ordering food.
- Food requests are *not* for meetings
- Food orders must be submitted a minimum of **3 weeks** prior to the event/activity.
- Food must be purchased through Pierce's food service vendors, *Lancer or Vista.
- The Student Engagement Specialist must approve the food order.

If our services don't provide the food you need for your event, you can request permission from Lancer to purchase food from an outside vendor. In this case a SOC must assist you in submitting a Food Exception Form, and process a reimbursement.

<u>Potlucks:</u>
A potluck is defined as a sharing of food amongst organization and community members. Potlucks are only for meetings and private gatherings of the club and community membership. In the case of a potluck, the food policy does not apply. **Events cannot include potlucks**.

Dance Procedures

1. All attendees must be 16 years of age or older. Students are required to show their Pierce College Student ID to be admitted. Non-students must pay a fee. (See pg. 14).

2. Security for dances will include Pierce College Campus Safety security guards and Campus security officers. <u>The quantity is dependent on the dance's expected attendance</u>.

3. Attendance at dances will be limited to the specific facility capacity as stated by the jurisdictional Fire Marshall. Ticket sales will be limited to the capacity of the facility.

4. Admission to student dances will close no later than 11:00 p.m., with dance activity to conclude no later than <u>1:00 a.m.</u>

5. The advisors from the sponsoring organization must assist in supervising dance activities and the advisors are expected to stay until the end of the event.

6. Ticket sales, and all other revenue-generating activities associated with the event, must follow the cash handling procedures detailed in the Student Programs Financial Code.

* Check with your Student Organization Coordinator see the official Puyallup police security and campus security pricing for your event.

Contact for Puyallup PD: Tammy Ferrin   253-841-5436

Non-Student Cost Procedure

If an organization is to have an event, they must make the event only available to Pierce College students unless the non-students are not using student funds. This applies to off-campus events as well.

- If an organization desires to have non-student attendees, the event must have a **calculable price** that is evenly divided between a realistic estimates of how many students will be attending the event.
  - For example; any tickets (movies, sporting events, concerts, non-students would pay full price)

- The price of the event should be divided evenly by a realistic estimate of how many students will be attending the event.
    *Event Cost: $500. Non-students attending: 50. Ticket Price: $10 for non-students.

Non-Conference Travel Policies

In order to plan an event that is off campus, it is required that the organization leader meets with a SOC. After the event has been approved, please follow these guidelines!

- The organization's advisor must join the organization on the trip and be present during the entire length of the program, unless approved by the Director of Student Life.
- Student carpooling can be approved, as long as all students travelling in privately owned vehicles sign and submit self-transportation waivers (submitted before the event). These waivers are separate from any other risk and liability waivers that must be signed for the event/trip.
- Pierce College faculty or staff (with van driver certification) can drive students by utilizing OSL vans.
- Supplemental travel documents will vary depending on the nature of the trip.
- Students participating in official Pierce events that take place off-campus are subject to all the rules and regulations outlined in the Pierce Student Code of Conduct, including its Student Rights and Responsibilities Code.

Students are not allowed to consume alcohol or drugs while attending any OSL off-campus events, even if you are of legal age to do so.

Off-campus Events

I. Waivers

- **Waivers** must be signed for all students and turned into the OSL <u>after</u> the event.
- <u>Self-transportation waiver</u> must be requested and signed before the event if students are not using available vans or requested shuttle.

II. Transportation

- Vans are free. In order for an organization to book the vans, one certified Pierce College van driver is needed per van. One van holds up to <u>11 persons</u>.
- Student Organization Coordinator (SOC) can help the organization book a shuttle, if Pierce College vans are not applicable. The shuttle's cost must be included in the expenditure request.

III. Attendance

- The organization's advisor **must** come to the entire event, unless approved by the Director of Student Life.
- Off-campus events may or may not be only for your organization internally.

IV. Food

- Box lunches from Lancer (page 13)
- Pay for your own food and get a reimbursement (page 12)
- Eat out using *cash advance (**Non-students are not eligible for cash**)

*(special request, make sure to email the VP of Student Orgs.)

V. External Sign-Up Sheet

- If the event needs students to sign up, make sure to work with a SOC to create an External Sign-Up Sheet at the front desk in C210.
- ESS should include students and non-students tickets if applicable.

VI. Non-Students

- Off-campus events may include non-students—they must transport themselves.
- You need to figure out non-students' price with the Office of Student Life. (page 14)

Conference Request Procedure

1) Identify the conference your organization would like to attend and get all information on the conference including workshops/events, dates, costs involved and attendees. Including the advisor that will be present for the duration of the conference.

2) Schedule a meeting with a Student Organizations Coordinator to discuss a conference request and all paperwork required <u>five weeks **before** your registration</u> for the conference or event.

3) Complete/Review the following with a Student Organizations Coordinator while you are filling out paperwork:

   • A list of proposed attendees, students &. advisor(s).

   • Itinerary or agenda for the conference/competition, show meals that are included.

   • Pierce College travel request and Student Life waivers authorization for students and advisor(s).

   • A budget breakdown including the following:

      - Registration information showing exact costs and dates.

      - Cost of lodging from the conference hotel. Documentation must include name, address, phone number and exact cost of each room (including all taxes).

4) You will be contacted if there is any additional information requested/required.

5) The office of Student Life will notify you once your conference registration has been processed and you are signed up to attend.

NOTES:
- *We are not able to use Hotels.com or other discount travel sites when travelling.*
- *Pierce College van's rental cost includes approved driver name and contact information.*
- *Drivers of Pierce College vans must complete training, pass a test, provide a driver abstract and current insurance.*
  - *This is completed through Campus Safety and takes 2 weeks.*
- *Drivers must be currently employed in a full-time position at Pierce College.*

Promotion Guidelines

Here are some do's and don'ts for successful promo:

Do

- Post 3 weeks in advance
- Use <u>plenty</u> of blue tape
- Spread out the promo across campus (except in ADM)
- Take down **all** promo after your event

Don't

- Show tape under a poster
- Post multiple items on the same wall/room
- Leave promo up after an event
- Use duct tape or staples or anything other than blue tape on walls

1. The Student Organization Board must approve all postings made by orgs on campus.

2. The Office of Student Life reserves the right to deny the posting or distribution of flyers/posters if information or material is commercial, obscene, unlawful, and/or contrary to the mission and goals of the college.

3. Posters/flyers for events, classes, programs, or services must clearly identify the sponsoring Pierce College Puyallup group, organization, or department.

4. Posting is allowed only on the walls of the LSC, CTR, and AAH buildings. It is against college policy to post on the windows, ceilings, doors of any building. Posting of any kind is prohibited in all other areas of the college, including the ADM building.

5. Organizations may post/advertise their events on available sandwich boards 1 week prior to their event. Must retrieve and clean sandwich board off once it is turned in.

If available, sandwich boards may be used two weeks prior to event, but they cannot be reserved.

Posting Policies

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5. Organizations may post/advertise their events on available sandwich boards 1 week prior to their event. Must retrieve and clean sandwich board off once it is turned in.

If available, sandwich boards may be used two weeks prior to event, but they cannot be reserved.

Graphics Request Procedure

- Please always include a Graphics Request when submitting your paperwork!
- Please include **detailed** descriptions of what you want for the graphics in your Graphics Request!
  This includes colors, imagery, and wording, specifically what you want it to look like.
     *Graphics requests with missing information will no longer be accepted.
- Please have only **one** representative from your club at graphics meetings.
- Clubs may only submit TWO change requests once a graphic is designed.

Prints that you can request and how they should be used:

Posters (11"x17")—   To be used on walls, not on bulletin boards (not allowed in ADM)
                            For events, and meeting times.

Plotters (24"x36")—To be used on walls, not on bulletin boards (not allowed in ADM)
                            For events, **not** meeting times.

Budget Cap

1. All student organizations have a budget cap of $1500 per event.
2. If student organizations want to request more than $1500 per event, they have to meet three criteria:'

- Maintain at least 15 active members
- Hold at least 2 meetings with 10+ members in previous quarters
- Have already created at least 1 event in previous quarters

Paperwork Timeline

Any of the following needs to have paperwork submitted <u>no later than 3 weeks</u> beforehand
- Purchasing supplies for the student organization.
- Internal event request (organization members only).
- Request for food order from Lancer.

Any of the following needs to have paperwork submitted <u>no later than 5 weeks</u> beforehand
- External event request (open to campus/the public).
  If an event includes any sort of contract, the request <u>must</u> be submitted <u>6 weeks</u> in advance for processing and payment.
- Request for external caterer at an event.

Note: The 2 additional weeks required for an external event is to effectively promote the event to the larger campus so that more students can be engaged.

Funding

Once an organization is officially chartered by the ASPCP Student Council, they are eligible to funding. We recognize that spending money is a huge part of running an organization, therefore the student organizations have minimal barriers to getting the funding they need to run their organziation.
It is important to remember that all organization budgets are state dollars that are subject to college and state policies.

Funding Limits

Every Student Organization on campus has access to funding per event that does not need to be approved by Student Council.

Each Organization will have access to the following:
- Up to $500 per event.
- Up to $1500 spent per quarter.
- No more than $6000 per academic year.

If an organization wants access to more funding than *any* of the limits, they must request approval from the Student Council.

How to Request Funds:

1. Meet with a SOC to brainstorm events/purchasing options
- Come up with ideas for your event.
- Find estimates and discuss what you would like purchase (shipping, handling and tax included), and how to get quotes from the vendors you're hoping to contact if appropriate.

2. Meet with a SOC to fill out paperwork
- Email copies of any quotes, links to the websites you want to purchase from, and anything else you want to request.

3. Email the completed paperwork to the VP of Student Organizations, who will review it with the Student Engagement Specialist.
- If paperwork needs further edits, you will be contacted by a SOC to provide revisions.

- If paperwork is approved, the VP of Student Organizations will consider it for funding.

*   Only 1 organization representative is allowed at meetings with a SOC.
**   Student Council has the right to deny, or postpone any organizations' funding requests.
***   All funding requests approved at Student Council are not guaranteed to be spent if all required steps are not accomplished at the correct time. Therefore, organization leaders must work closely with the SOC's.

Purchasing Methods

There are a few ways that once you have funding, you can spend it. All purchases and orders must be approved by both the Student Organizations Board and the Office of Student Life before purchasing!

I. Purchasing–card

P-cards are used by the SOC's to purchase items for your organization meetings and events.

- They **cannot** be used to purchase food of any kind, including candy.

- Purchasing meetings can be set up with a SOC, or you can email them a detailed list including:

  ◊Exactly what items you want (including direct links to items).

  ◊Quantity of each item

  ◊Price of items

*P-cards expire on the Friday of the week before May 25th, so all purchases on a P-card must be made and shipped before this date.

II. Reimbursement

The reimbursement process is very simple and gives organizations the freedom to purchase on their own. Organizations an <u>only</u> use the reimbursement process <u>after</u> they are approved with funds from The VP of Student Organizations. Reimbursement may take up to <u>4 weeks</u> to be delivered!

Follow these easy steps to request a reimbursement:

1. Inform a SOC that you would like to make a purchase with your own money.

2. After purchasing, make a copy for your records and bring the ***original itemized (that shows ALL items that were purchased)*** receipt to a SOC.
    - Ask the front desk for a reimbursement form to complete and attach receipts

III. Check

Checks are used to pay any external vendors, such as a speaker or an independent caterer.

1. To use a check to pay vendors, you must:
- Submit a Contract or Expenditure Request filled out with a SOC. (paperwork timeline page 10)
- Supply an Invoice and W-9 Tax Form.

2. To use a check to purchase food, you must:
- Submit a Food Exception Form filled out with a SOC. (food procedure page 13)
- Supply and Invoice and W-9 Tax Form.

Services and Resources

Mail and Mailboxes:

Each organization can pick up mail at the Student Life front desk. You may use the following address to receive mail:

Student Organizations/Organization Name

Pierce College Puyallup

Office of Student Life, C210

1601 39th Avenue SE

Puyallup, WA 98374

Basic Office Supplies:

Basic Office Supplies are provided free to student organizations and can be accessed at the Office of Student Life.

Telephones and Fax:

The Office of Student Life has a student telephone scanner, computers, and fax to conduct student organization business only: Fax: 253.840.8487

Copying and Printing:

Forms are available in the Office of Student Life. Be sure to get pre-approval prior to making copies, since it will use S&A funding. Submit copy requests a minimum of 4 days prior to the dates needed. Requests of 30 copies or more will be sent to the college print shop.

Plasma Screen:

To post announcements or information on the campus wide plasma screens submit a graphics request to a Student Organizations Coordinator.

Room Reservations:

Use of Pierce College Puyallup classrooms and conference rooms for meetings is at no charge to student organizations, The Student Organization President can reserve rooms in the Student Life Office C210 through the student organization room request form. Please notify Student Life regarding any changes and reservations.

Budget Management:

All student organization funds are administered through the ASPCP Council, please note: All spending must be pre-approved. We are available to answer questions and to help you with any expenditure procedures.

Services and Resources

Consultation Services/Student Organization Support:

Student Organization Coordinators are available to provide student organization leaders with the following support: event planning support, marketing, student organization promotion and development strategies, recruitment and continuity information.

Student Life Graphics Coordinator:

Graphic design services are available through the Student Life office. Please contact a Student Organization Coordinator for further information.

R**esources:**

All the resources listed below are all available for organizations to use.

- Tape, window paint markers, sandwich boards, white boards, stapler, carts
- Button machine, popcorn machine, cotton candy machine
- Streamers, lights and many other decorations
- Board games
- Sound system
- Health Education Center (HEC) (see page 13 for the procedure)
- Resources are provided free to clubs and can be accessed at the Office of Student Life.

HEC Building

Student organizations at Pierce College Puyallup have an opportunity to utilize the HEC Building (GYM), specifically its practice room (HEP 206 or 207), for practices if necessary.

In order to have access to the HEP 206, organization leaders must follow these steps listed below:

1. Let the VP of Clubs and Organizations know when and why you want to utilize the space, either through emails or in-person meetings.

* All requests are not guaranteed to go through as there is a limited number of spaces in the gym.

1. Attend an orientation with Brian Kovacevich, the Health Education Center Manager, to go over important rules and policies.

2. Provide the VP of Clubs and Orgs with a list of club members (name and SID) before the first meeting in HEP 206.

3. Provide the front desk staff in the HEC with a sign in sheet for club members to check-in at the front desk.

Glossary of Terms

Student Organizations Coordinators
This team of student leaders is dedicated to supporting student organizations. They ensure that there is someone to answer questions for student organization leaders during Student Life office hours. They are eager to help you with completing forms, purchasing supplies, building and marketing your student organization, event planning, and more.

RSO
RSO stands for Registered Student Organization.

RSO Leader
A Registered Student Organization leader is any organizations executive positions, such as President, Vice President etc..

Student Organization Advisor
The Student Organization Advisor is a faculty or staff member that oversees an organization and assists the students within it.

Student Organizations 101
This is a mandatory event for student organizations to attend quarterly. This event is hosted by the student organizations board for the student organization leaders to come learn about any updates on processes/procedures. This is a great time to meet other student organizations and her what is on their minds about what student organizations are planning on doing the coming quarter. Typically this is at the beginning of the quarter so new student organizations can also attend and learn about how to be a student organization.

Student Organizations Fest
The Student Organizations Fest is held quarterly and is a wonderful way for student organizations to promote their activities. The Student Organizations Fest is scheduled during the beginning of the quarter, typically a afternoon weekday, which is one of the busiest times on campus. All student organizations are required to participate in Student Organizations Fest.

Expenditure
An expenditure is an amount of money that is spent towards purchasing something. All expenditures must be pre-approved, which means the form must be coded & signed, before a purchase can be made.