

PROCEDURES FOR ADMINISTRATION
OF STUDENT ACTIVITIES AT
SHORELINE COMMUNITY COLLEGE

Shoreline Community College District #7
16101 Greenwood Avenue North
Seattle, Washington 98133

Approved by: College Cabinet 5/23/78
Board of Trustees 6/ 9/78

Procedures for Administration
of Student Activities at
Shoreline Community College

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Section I

STATEMENT OF PURPOSE OF THESE PROCEDURES

100 Purpose - These procedures have been authorized by the District President and the Board of Trustees for the administration of the Student Services and Activities Budget. The purpose is to describe the procedures to be used in operating the activities program at Shoreline Community College.

Section II

DEFINITIONS

200 Purpose - The purpose of Section II is to provide definitions for the terms used in this document.

201 Student Activity Groups - a student club or organization which is "recognized" by the Student Body Association.

202 Student Services and Activities Monies - all funds collected for, by, or through the student activity program.

203 Planned Contingency Fund - non-allocated funds in the Student Services and Activities Budget.

204 Student Government - The elected representatives of the student body serving in the positions described in the Student Body Constitution.

Section III

SOURCES OF, AND USES FOR, STUDENT SERVICES AND ACTIVITIES MONIES

301 Sources of Student Services and Activity Monies - The sources of funds for Shoreline's activity programs are as follows:

1. A student services and activity fee is assessed of each student by the Board up to the maximum amount allowed by law.
2. All money collected from income-producing events sponsored by recognized activity programs.
3. Designated income from services provided such as the game tables in the Pagoda Union Building and the sale of ads in student publications.
4. Donations.
5. All funds collected or revenues produced by or through student programs and activities or fee collections.

302 Uses for Activity Monies - When authorized and approved in a manner consistent with these guidelines, student services and activity fee revenue may be used for, but shall not be limited to, the following purposes:

1. Social events, seminars, workshops, retreats, and conferences; student governmental organizations; professional consulting fees; clubs and societies; musical, dramatic, artistic, and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; capital projects; intramural-extramural and intercollegiate sports.
2. Equipment, supplies, and materials required for the operations of student programs and activities.
3. Travel and per diem for students and staff members participating in student programs and activities.
4. Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.
5. Dues for institutional memberships in recognized student governmental or activities organizations, provided that the legality of such expenditure is first established in consultation with the legal advisor of the College.
6. Salaries and compensation to students.

7. Stipends and salaries for activities in categories 1 and 2 and the cost of providing required supporting services, such financial reporting and accounting, custodial, etc.

Section III (Continued)

303 Limitations for Uses of Activity Monies

1. Salaries of professional employees in tenurable positions will not be paid from services and activities fee revenue.

304 Answers to Frequently Asked Questions About Expenditures

Several specific questions are asked repeatedly with regard to the expenditures of student services and activities fees. These questions, with their answers, have been listed for easy reference.

1.Q. May student fees be used by a student organization to hire an attorney?

A. No, a student organization is part of the College and, as such, it must use the services of the Attorney General's Office. The President of the College must authorize the use of these services.

2.Q. May cash prizes or other awards be given?

A. An award must be an item of no intrinsic value except to the recipient. In cases where the College will be acquiring a service, a cash prize may be awarded if the amount is appropriate to the service. A student-published magazine may award a cash prize for the best picture or story submitted. Award jackets and sweaters are also a proper award if the recipient has met all of the requirements. Other kinds of awards may be given if the participant has met all requirements and the award has no intrinsic value except to the recipient.

3.Q. May students have a religious club?

A. Yes, as long as they do not use State funds for certain religious items and as long as they do not attempt to convert members or teach a faith. A group may meet to discuss subjects of general religious nature. Groups wishing to "practice" a faith may rent facilities from the College on a limited basis.

4.Q. May student activity money be used to purchase food?

A. Student activity funds are State funds and, as such, must comply with all State expenditure guidelines. Food may not be purchased using state funds. This restriction also applies to utensils, tablecloths, cups, napkins, flowers, gifts, and any other items associated with serving food.

There are some important exceptions:

- a.) Travel: food may be provided to students and advisors who attend conferences, retreats, camping

Section III (Continued)

trips or other travel opportunities outside the Seattle area. State per diem rates apply when traveling outside the local area. Consult the secretary in the Student Programs Office when applying for per diem.

- b.) Dinners, receptions, dances or other programs where admission is charged: food may be provided to students, staff, or the general public when admission is charged to cover the cost providing the food, and when it is clearly stated on tickets and promotion for the event that the cost of admission includes food for the dinner or reception.
- c.) New Student Orientations: light refreshments may be provided at orientations for new students and new club members.
- d.) Official Ceremonies: light refreshments may generally be provided at ceremonies, dances, or other programs celebrating commencement.

5.Q. May Student Activity money be used to pay for travel?

- A. All state travel guidelines must be observed. As a general rule, start your plans a minimum of one month in advance to allow time for processing the paperwork. Talk to the secretary in Student Programs as soon as you know where and when you're going. Division secretaries are also familiar with travel regulations and should be able to assist you.

Items that may be purchased using state funds include:

- a.) Transportation: Mileage costs for personal vehicles, air fare, train fare, and costs of using state vans or college cars and vans may generally be paid using state funds. These expenses must be cleared in advance, and air or train tickets need to be purchased under the college's travel contract.
- b.) Lodging: Hotel and motel costs, and rental of tents and other camping equipment, may generally be paid using state funds. Again, these expenses must be cleared in advance.
- c.) Food: Food is limited to state per diem allowances for meals. Also, see item 4. above.
- d.) Registration: Registration costs for students and advisors to participate in conferences and workshops

may be paid using state funds.

Section III (Continued)

- 6.Q. May our club have a car wash or sell items to raise money?
A.State regulations govern fundraising activities.
(Refer to college policy #5226). If your club or organization plans a fundraising activity, you will need the approval of the Director of Student Programs.

The club officer and advisor must complete a Revenue Generation Proposal available in the Student Programs Office. This form should be completed at least two weeks before the event. After the event is completed a Revenue Generating Report must be completed and submitted to the Director of Student Programs. The Revenue Generating Report form is also available in the Student Programs Office.

- 7.Q. May our club have a raffle?
A.In accordance with the Washington State Gambling Commission the only organization authorized to run a raffle is the Student Body Association. The raffle must be conducted in accordance with the regulations of the Gambling Commission. These events are generally limited to one function a year, and must be approved by the administration, normally the Vice President for Business and the Director of Student Programs.

Section IV

ACTIVITY BUDGET DEVELOPMENT PROCEDURE

400 Purpose - Each year student service and activity funds are tentatively allocated to recognized organizations and projects by a committee appointed by the College Cabinet. The tentative budget is presented to the Cabinet and the Board of Trustees for review and official approval. After Board approval, the budget may be revised (within the guidelines described in Section V) upon the written request of a recognized organization, program, or service. The purpose of this section is to identify:

1. the annual student services and activities budget preparation committee,
2. the fiscal calendar for the student services and activities budget,
3. the format recognized organizations use to request funding,
4. the allocation notification and hearing process used by the Budget Committee, and
5. the final approval process of the Budget Committee's proposed budget.

401 The Student Services and Activities Budget Committee - The Student Services and Activities Budget Committee is to be appointed by the College Cabinet. It derives its authority from the College Cabinet. Its responsibility is to develop a recommended budget for the Cabinet. The appointed committee is to be composed of four student governmental budget committee members, two students at large, one faculty member, and one administrator. The Student Body Treasurer will chair the committee. The Director of Student Programs will serve the committee as a resource person. The committee will develop procedures to ensure a cooperative decision-making process and will fund recognized programs in an equitable manner. Programs are to be created or discontinued according to College policy--not by the budget allocation process.

402 Fiscal Calendar - The following dates will be observed each year.

1. Fiscal year--July 1 through June 30
2. Appointment of Budget Committee members--winter qtr.
3. Requests for funding due--April 15
4. Projected revenue available from the Business Office--April 15

The following schedule will be approximately as shown but be developed by the College Cabinet each spring quarter.
Section IV (Continued)

5. Proposed budget required by the College Cabinet--
May 15
6. Board consideration of preliminary budget--June
7. Prepare final budget--fall quarter.
8. Submit final budget to College Cabinet--October 15
9. Final budget to Board of Trustees--November

403 Request Format Used by Recognized Student Clubs, Organizations and College Activities - Recognized organizations or College units requesting service and activity funding must submit one copy of the request to the chairman of the Budget Committee. The request must include the following information:

- 1.The name of the organization
- 2.a.For student clubs and organizations - the signature of the Director of Student Programs
- b.For College activities - the signature of the delegated responsible person
- 3.The total amount of the request
- 4.The changes from the allocation of the preceding year
- 5.The expected sources of funding other than services and activities funds
- 6.A list itemizing the total request

404 Allocation Process - Each Organization that has requested funding from the Student Services And Activity Budget will be advised of its proposed allocation and given a chance for a second review before the proposed budget is given to the College Cabinet for action.

405 College Adoption of Student Services and Activities Budget -The Student Services and Activities Budget becomes an officially adopted College budget only after the Board of Trustees has adopted it. The College President has Board authority to approve emergency expenditures in the event that the normal (governance system) approval process has not been completed. Each activity group which has requested funding will be notified in writing of how much money it has been awarded.

406 Distribution - After adoption by the Board of Trustees, copies of the budget will be distributed to appropriate persons by the Director of Student Programs. After normal distribution, additional copies may be obtained submitting a request in writing to the College Records and Forms Officer. A copy of the budget will be available for review in the College Library.

Section V

ACTIVITIES BUDGET REVISION PROCEDURE

500 Purpose - In order to provide flexibility in the expenditure of funds, the Student Services and Activities Budget may be revised during a fiscal year.

501 Reasons and Methods for Revising a Budget - Budgets may need to be revised whenever additional funds are added to the Student Services and Activities Budget, or whenever funds are shifted between budgets, or unallocated funds within the Student Services and Activities Budget become allocated. The following procedures are to be followed:

1. When a student club or organization or a college activity sponsors a fund-generating event, the group may use the revenue it has generated for expenditures appropriate to the purposes of the group. To have these funds transferred to the club, organization, or college activity, the group must complete and submit to the Director of Student Activities a "Proposal for Revenue Generating Event" form before the event occurs, and a "Revenue Generating Event Final Report" form immediately following the event. From the information supplied on the two forms, the Director of Student Programs will in timely fashion initiate a budget revision in writing to the Director of Budgeting and Accounting.
2. The Student Services and Activities Budget usually contains some unbudgeted monies. The monies are called "The Planned Contingency Fund," and such funds may be allocated to recognized clubs and organizations and college activities by the Student Senate upon request. Requestors of these funds are to submit the request in writing to the Director of Student Programs. The Student Body Treasurer will place the request on an agenda of a meeting of the Student Senate Budget and Finance Committee. Requestors should plan to be in attendance at the meeting of the Student Senate when the request is to be considered. After the Senate has acted, it will inform the Director of Student Programs of the official action taken in turn. S/he, in turn, will notify in writing the Director of Budgeting and Accounting.
3. When a recognized student activity, (either category 1 or 2), ceases to exist, either by its own choice, or by the official action of an appropriate College reviewing organization, the Director of Student Programs will transfer all remaining funds of the group's budget into the planned contingency fund. A copy of the budget revision will be sent to the Student Body Treasurer.
4. After a new student club or organization, or a new college activity has received official recognition status, it may apply for money from the planned contingency fund by following the procedure described

Section V (Continued)

in 2 above. If funds are appropriated, the Director of Student Programs will notify in writing the Assistant to the Vice President for Business, who will assign a College account with a budget number to the organization.

5. Any use of funds for purposes other than those designated in the budget allocation will require approval of the Director of Student Programs and the Student Body Treasurer. The Assistant to the Vice President for Business will be notified in writing of the change by the Director of Student Programs.

Section VI

COLLECTIONS AND REVENUE GENERATING ACTIVITIES

600 Purpose - To inform the reader about existing College Policies 5226, 5225, and 5280. These policies deal with collection and contribution solicitations and fund-raising projects. The College has developed two forms to assist with compliance to these policies. They are entitled "Proposal for a Revenue Generating Event" and "Final Report for Revenue Generating Event." Copies of each are shown in the appendix. When these forms are submitted, the sponsor will have complied with appropriate College policy.

601 College Policy 5225 - Collections

Policy - There shall be no collections or contributions solicited from students at Shoreline Community College unless approved by the Student Senate .

Approved by: Board of Trustees 5/12/69
College Cabinet 6/7/94

Procedural Guidelines

1. After approval by the Student Senate , any person, persons, or organization soliciting funds from the student body at large for collections and/or contributions will, after registering with the Student Programs Director, be placed in a designated area.

Approved by:
College Cabinet 4/23/69
College Cabinet 6/7/94

602 College Policy 5226 - Revenue Generating Events and Activities

Policy - Recognized student clubs and activity organizations financed through the student activities fund may sponsor revenue generating events or activities, provided the generated funds, and the use of these funds are consistent with applicable College policies and procedures and State and Federal laws.

Approved by:
Board of Trustees 2/10/69
Revised 10/9/79

Procedural Guidelines

1. A revenue-generating event or activity must be approved prior to commencement of that function by the Director of Student Programs, based on the written request for the event by the advisor or program coordinator. A written budget for proposed expenditures and revenues, including the disposition of net proceeds, and an Application for Use of College Facilities (if necessary) shall also be submitted to the Director of Student Programs. When all necessary arrangements including overhead and labor costs have been completed and agreed

Section VI (continued)

to by the sponsoring organization, and when all College guidelines have been followed, the Director of Student Programs may approve the project by signing the application. Event requests must be submitted at least two weeks in advance of the planned program. Applicants must allow up to five working days to receive program approval, or denial, from the Office of the Director of Student Programs.

2. Funds resulting from the function may be used by the sponsoring student club or activity organization during the fiscal year in which the function was authorized, provided the use of such funds falls within the recognized scope of the organization and is consistent with applicable College policies and procedures, State and Federal laws.
3. An adequate control procedure for sales and collections for the function shall be developed by the sponsoring organization prior to the commencement of the event, subject to approval by the Business Office. Monies collected shall be deposited with the Cashier's Office and will be credited to the organization's college account. Complimentary tickets are issued only in exchange for documented services.
4. Necessary custodial and security services will be arranged by the Director of Facilities Planning & Operations or his/her designee in advance of the program.
5. The club advisor or other designated person will submit an End of Event Report to the Director of Student Programs.
6. The Director of Student Programs will sign and forward the completed forms to the Business Office.

Approved by:
College Cabinet
Revised

10/9/79

603 College Policy 5280 - Intercollegiate Athletics and Performing Arts--Financial Aid

Policy - In addition to regular financial aid for students eligible for such aid, students participating in intercollegiate athletics and the performing arts may receive scholarships or other forms of financial assistance through the college financial aid office from moneys received by the

Section VI (Continued)

college as contributed or donated funds or as revenues derived from fund-generating programs including gate receipts from athletic events and admissions receipts from performing arts events.

Approved by: Board of Trustees 2/10/69
Revised: 10/12/73
Revised: 12/19/80

Procedural Guidelines

- 1.The Intercollegiate Athletic Financial Aid Program will be processed through the Financial Aid Office consistent with guidelines set forth in the Official Handbook of the Athletic Association of Community Colleges and RCW 28B.10.704 (funds for assistance of student participants in intercollegiate activities or activities relating to performing arts) and under the joint administration of the Director of Physical Education and Athletics and the Director of Financial Aid and Placement.
- 2.The Performing Arts Financial Aid Program will be processed through the Financial Aid Office consistent with RCW 28B.10.704.

Approved by:
College Cabinet 2/5/69
Revised:
Planning Council 9/26/73
College Cabinet 11/11/80

EXPENDITURE PROCEDURES

700 Purpose - There are many State and Federal regulations which apply to the expenditure of College funds. It is the function of the Business Office to monitor, process, and control expenditures of College money in accordance with applicable regulations; therefore, all expenditures must comply with the policies of the Business Office. It is advisable to check with the Business Office staff or the staff of the Student Programs Office when the expenditure of funds is anticipated. Purchasers may be held personally responsible for an expenditure when proper procedures have not been followed.

701 Purchase Authority - Program determination and supporting expenditure authority have been granted to appropriate student officers and advisors for the student activities of category 1 and to certain staff persons for activity programs of category 2. In most student clubs and organizations the membership has elected a set of officers who have varying amounts of authority as described in each constitution. These officers and the group's advisor have the responsibility of regulating the activity and supporting records such as official minutes and expenditure records. College activity programs category 2 are operated by divisions of the College. Appropriate designated persons are responsible for supervising the activity and maintaining all the yearly records. Each fall quarter, Director of Student Programs will provide the Business Office staff with list of those persons who are authorized to sign for various activity programs. This list will be accompanied by signature authorization cards displaying signatures of authorized persons. The signatures shown on these cards will be accepted by the Business Office as authorization to process purchase orders. If changes in an activity occur during a school year, an organization can change the signatures it has on file by contacting the Director of Student Programs. If responsible expenditure procedures are not followed, the Director of Student Programs has the authority to remove expenditure authority from a group and to personally process expenditures for the group if he/she deems it appropriate.

702 Fiscal Year - The authority to use allocated funds expires each year June 30. At that time all unexpended funds will be placed in an ending cash balance and budgeted in the following year.

703 Travel - In all cases, the expenditure of College funds for employees on travel status will follow Washington State guidelines. These guidelines also are used by the College for student travel. Generally speaking, these guidelines have been developed for use in authorizing the travel of one person on a single trip. Through special arrangements with the Business Office, a series of trips and/or a group of people can travel under simplified procedures. A copy of current Shoreline Travel Regulations is included in the Appendix.

Section VII (Continued)

704 Purchase of Goods and Services - As a State agency the College

is required to abide by the State Constitution, regulations of the Department of Purchasing, policies and regulations of the Office of Program Planning and Fiscal Management, and numerous applicable laws of the State of Washington and its agencies. One such regulation requires each agency to control all purchase of goods, supplies, materials, services, and equipment. The staff of the College Purchasing Office has been designated with authority to exercise this agency's purchasing functions in accordance with regulations of the Department of Purchasing. Excepting specific Library orders and Bookstore purchases for resale, no other delegation has been made; thus all College purchases must be processed through the Purchasing Office. Failure by faculty or staff members to follow the required purchasing procedures may result in disciplinary action, cancellation of orders, and delays in deliveries and payment to vendors. In some cases unauthorized purchases could become a personal obligation of the individual placing the order.

Generally, the following procedures should be followed:

1. Faculty and staff members (and students with authority to initiate purchase requests through the Student Activities fund) shall request the purchase of goods or services through the respective division or department office.
2. Appropriate program or department personnel (or student club members, officers and advisors) shall review the request for completeness of detail, estimated cost, and the status of budgeted funds from which the purchase is to be made. Assuming funds are available, a College Purchase Requisition is then prepared with supporting information. Others which may require bids or quotes (\$800 or more) should provide for sufficient lead time. The Purchase Requisition is sent to the Purchasing Office.
3. The Purchasing Office prepares a purchase order (Field Order) for approval by the Purchasing Agent. Upon approval, the order is sent to the vendor who is then authorized to provide the goods and services. (Vendors are advised not to accept orders without properly authorized Field Order.) Copies of the Field Order are distributed on campus according to previously published procedures.
4. Upon receipt of the goods or services, authorized persons in the activity group shall sign and return the receiving copy of the Field Order to the Business Office where it will be matched with the vendor's invoice and paid. The purchase cycle is then complete.

The expenditure of College funds must be for goods or services actually received for the College, or for

Section VII (Continued)

reimbursement of authorized travel expenses. College funds may not be used for items of personal expense including, but not limited to coffee, food, tips, meals, lodging, fines, traffic citations, flowers, cards, gifts or the like

thereof, except as provided in the Travel Regulations.
Questions about procedures may be directed to the
Director of Budgeting and Accounting.

705 Checking Accounts and Savings Accounts - Under no circumstances shall a private checking or savings account be established by a department or individual as a depository for College funds, even if on a temporary basis.

Section VIII

CONTRACTS

800 Purpose - This section provides guidelines for entering into a contractual arrangement.

801 When to Use - When Contracts are to be used when a service is purchased from an individual or organization. Contracts should state what services are being purchased, and also how much money the College will pay for those services.

802 How to Develop - In order to be complete, the contract must be signed and dated by both parties. Attention should be paid to making sure the contract is exact and complete and is satisfactory to the College. Contracts over \$2,500 (for speakers, bands, etc.) must be signed by the Vice President for Business and Personnel or his or her designee. Contracts for less than this amount may be signed by the persons who have their signatures on file with the Business Office. In addition to signing a contract, other supporting documents must be completed. The most common would be a Purchase Requisition. Contract forms are available in the Office of Student Programs.

Special care must be taken in dealing with personal service contracts. All personal service contracts (with certain exceptions) must be filed with the Office of Program Planning and Fiscal Management, and the Legislative Budget Committee. Failure to comply with the 10 day advance filing requirement may result in a civil penalty per State Office of Financial Management policy. The Business Office will provide assistance in preparing contracts.

Section IX

THE PROCEDURE FOR SCHEDULING THE USE OF COLLEGE FACILITIES

901 Purpose - To inform potential users of current procedures regarding the scheduling of use of College facilities.

902 Scheduling Responsibility - The Director of Student Programs or his/her designee has scheduling responsibilities for the Student Lounge and the Pagoda Union Building. Activities and organizations funded or sponsored by the Student Body Association will be given space assignment priority. The intended purpose for these spaces is to support co-curricular activities and activities outside the classroom.

903 Scheduling Procedure - To reserve the Student Lounge or rooms in the Pagoda Union Building, applicants must contact the Office of Student Programs. A calendar is maintained and reservations are confirmed on a first come, first served basis. Priority is given first to student organizations, second to other campus programs and groups, and third to off-campus programs and organizations.

For use of facilities other than the P.U.B. or Student Lounge check with the division secretary responsible for scheduling the room. College Facilities Use forms must be submitted to and approved by the Director of Facilities, Planning and Operations for all weekend and evening programs, and for day time programs which may impact normal College operations (i.e. large off-campus crowds, programs requiring security or additional custodial staffing.)

904 Security at Evening/Weekend Student Activities, Dances and Events

- 1.The Director of Facilities, Planning and Operations and the Supervisor of Safety and Security will consult with the Director of Student Programs and the Program Manager for Student Programs to determine appropriate security for evening and weekend Student Activities dances and events.
- 2.Shoreline Community College Safety and Security staff will consult with the King County Police regarding the issues of security at Student Activities dances and events.
- 3.Dances involving non-student participants will be required to be adequately staffed by off-duty officers of the King County Police from the time the dance begins until the last of the participants leaves the facility. The actual number of police officers required (normally four or five) will be determined through consultation of the Student Programs staff and Safety and Security staff.
- 4.Shoreline's Supervisor of Safety and Security will make the arrangements with the King County Police for the hiring of the police officers referred to in 3. above.

Section IX (Continued)

- 5.The cost of hiring police officers will be paid by the club sponsoring the dance.

6. A Shoreline Community College staff member, preferably from the Office of Student Programs, will be in the facility until the last participant leaves the dance. This person will be responsible for:
 - a. working with club members involved in handling admission, decorations, and other dance activities,
 - b. securing cash receipts, and
 - c. turning out the lights and locking the building.
7. Clubs sponsoring dances may be required to:
 - a. advertise in advance on all publicity materials that Shoreline reserves the right to deny admission to those behaving in a way that poses a threat to the safety, security, or well being of others, as determined by the police officers working the event, and
 - b. charge an admission fee as a means of controlling access to the dance.
8. Clubs with a history of problems at dances and events may:
 - a. be required to restrict participation in their dances and events to students and their guests,
 - b. be required to limit movement of participants between the dance facility and the parking lots,
 - c. be required to hire additional police officers beyond the normal four or five mentioned in 3. above, and/or
 - d. have the privilege of holding dances and events on campus denied.
9. Evening/weekend Student activities dances and events must receive prior written approval from the Office of Student Programs and the Director of Facilities Planning and Operations. Before approving such an activity, the Director of Student Programs or Program Manager for Student Programs will determine that the sponsoring club has met the requirements detailed in these procedures.

Section X

THE PROCEDURE FOR USING COLLEGE VEHICLES

1000 Purpose - To inform potential users of procedures governing

the use of college vehicles.

1001 Who May Use - College vehicles may be driven by a College employee who is on official College business. The driver may take other people with him who are also on campus business. Persons who use College vehicles must be properly licensed.

1002 Scheduling Procedure - College vehicles will be scheduled by the Security Office. If a vehicle is available he/she will enter the requestor's name and requested dates tentatively on the reservation list for the appropriate vehicle. Vehicles will be released only to persons presenting a properly signed "Reservation and Authorization of Use for College Vehicle" form.

1003 Use Procedure - At departure time the "Reservation and Authorization of Use" form, properly completed, is to be presented at the Security Office. In return a set of keys for the vehicle and a credit card will be issued. Expenditure receipts must be obtained if cash has been spent on the vehicle during the trip. Vehicles should have enough gasoline for the planned trip already in the tank.

1004 Return Procedure - On returning to the campus, vehicles should be parked behind the Pagoda Union Building and keys, credit card, and expenditure receipts returned to the Security Office if returned before 5:00 p.m. If the vehicle is returned after 5:00 p.m., keys etc. should be locked under the front seat of the vehicle. The vehicle should be returned with a full tank of gasoline or the club may be required to pay a charge.

NOTE: ONLY PERSONS PROPERLY LICENSED TO DRIVE A STATE VEHICLE MAY OPERATE THE VEHICLE. INSURANCE POLICIES DO NOT COVER EVERYONE AND EVERYTHING. THE PERSON WHO IS SCHEDULED FOR AN AUTOMOBILE IS RESPONSIBLE FOR IT.

Section XI

MAIL SERVICE

1104 On-Campus Mail Delivery - Recognized College activity groups

may receive on-campus mail delivery. Usually it is appropriate to have mail delivered to the office of the group's advisor; however, other arrangements are also possible. Recognized groups may use the College mail system to have official correspondence mailed. Mailing service cost will be charged, on a direct cost basis, to the student service and activities budget.

Section XII

PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS

1201 Purpose - To describe briefly the public record laws. See appendix for a copy of the Law.

1202 Definition and Retention Schedules - All college records, including those created as the result of student service and activity functions and programs, are subject to R.C.W. 40.14, Chapter 246, Session Laws 1957 (See Appendix B).

1203 Availability of the Public Records of Shoreline Community College (Chapter 132G-276) - The College has adopted Chapter 132G-276 to comply with provisions of Chapter 42-17 RCW, Disclosure-Campaign-Finances-Lobbying-Records; specifically RCW 42.17.250-320. This law deals primarily with the definitions, procedures, exceptions and availability of "public records" of the College. All questions concerning the availability of public records of the College should be directed to the "Public Records Officer" for Shoreline Community College District Number Seven.

Section XIII

AMENDMENT PROCEDURES

1300 Purpose - This section is included to allow for orderly change.

1301 Method - A request to change the procedures within this manual must be a request to the College President. A recommendation to change should be submitted in writing to the Director of Student Programs. The Director will forward the request with a recommendation to the College President who will seek the advice of the College Cabinet. After review and consideration the President will either approve or deny the requested change.

APPENDIX

STUDENT SERVICES AND ACTIVITY BUDGET
STATE BOARD RECOMMENDED GUIDELINES

3.40.00 General Statement-Student Programs and Activities

The following general policy and guidelines covering operations of student programs and activities by community college districts are provided as a means of facilitating an appropriate sharing of responsibilities and decision making opportunities among the officially recognized student governmental organizations and the district boards of trustees or their designees who are accountable for effective administration of college functions.

RCW 28B.15.041 provides that the "services and activities fee shall be used as otherwise provided by law or rule or regulation of the board of trustees or regents of each of the state's colleges or universities for the express purpose of funding student activities and programs of their particular institution."

It is expressly recognized that RCW 28B.5.041 grants to each local board of trustees the final authority to determine the permissible uses of the services and activities fees, consistent with the law. Therefore, these guidelines are intended to be statements of general policy which will serve as recommendations, as distinguished from rules and regulations which have the force and effect of law and involve sanctions for violations. Nevertheless, local boards are strongly urged to implement these guidelines at the district level.

The uses of services and activities fees will vary from district to district and from campus-to-campus, as well as from any given year to another. Such diversity is to be viewed as consistent with the community college system and functions and should be encouraged within the parameters of these guidelines.

The value of the varied educational experience for students in program determination and budget development requires that students be involved in such developmental processes from inception to adoption. The process developed at each institution should recognize the unique qualities of the learning experiences available in each campus community and provide the recognized student government every possible opportunity to influence such program and budget decisions made by the board of trustees.

A yearly budget for the expenditure of services and activities fees in support of student programs should be prepared by the student governmental organizations, with the understanding that professional staff with direct responsibility for the conduct of student programs and budgets should have input in the development of that budget. Such a cooperative effort should culminate in a joint recommendation to the board of trustees. In the event that such agreement does not come about, the recognized student government should present its own program and budgetary recommendations directly to the board of trustees.

3.40.01 Definitions

To enhance the effective administration of student programs and activities and the fees assessed for such purposes, the following definitions are provided for the guidance of the college districts:

- (1) "Student governmental organization" means the student association or similar body officially recognized by the board of trustees as the established representative of all students enrolled in any college or institute operated by the college district.
- (2) "Student programs and activities" means functions recognized by the student governmental organization and formally authorized by the board of trustees.

3.40.02 Guidelines for Operating Student Programs and Activities

The following guidelines are provided for the use of the district board of trustees and student governmental organizations in establishing programs and activities and the appropriate uses of all revenue produced by assessing student "services and activities fees" as defined by RCW 28B.1S.041 and/or other revenue produced by student activities or programs.

- (1) Student programs and activities should be operated under regulations and procedures officially adopted by the district board of trustees.
- (2) Regulations and procedures to be submitted to the board of trustees should be a cooperative effort between the student governmental organization and professional staff having direct responsibility for the conduct of student programs and activities.
- (3) The procedure developed for each campus should contain the following operational characteristics:
 - (a) Opportunities should be provided for all members of the campus community to submit budget proposals to the appropriate student budget committee.
 - (b) A yearly review and evaluation of existing and proposed programs as a regular part of the budgeting process.
 - i. Provision for implementing of new programs.
 - ii. Provision for discontinuance of existing programs.
 - (c) Cooperative establishment of revenue and expenditure levels.
 - (d) Initial responsibility for program prioritization, development, and preliminary budgeting should reside with the student governmental organization.
 - (e) Cooperative review and refinement of student government organization recommendations to the board of trustees.

- (f) Provide the opportunity for the student governmental organization to present its program and budget recommendations to the board of trustees.
 - i. Refer back to the student governmental organization in the event the board of trustees does not accept the proposed program and budget.
 - ii. Establish a process to resolve program and budget conflicts.
 - iii. Provide the opportunity for the student pro-governmental organization to represent its program and budget recommendations to the board of trustees.
- (4) Following approval by the board of trustees of the programs and budget for expenditure of services and activities fee revenue, copies should be made available to interested parties.
- (5) Funds collected or revenues produced by or through student programs and activities, or fee collections, should be deposited with and expended through the office of the chief fiscal officer of the college district and/or campus.
- (6) Funds collected and expended in conjunction with student programs and activities are subject to the applicable policy regulations, and procedures of district boards of trustees, the State Board, and the Budget and Accounting Act.
- (7) With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property and fund capital projects and may be used as matching funds for such purposes.
- (8) When authorized and approved in a manner consistent with these guidelines, student services and activities fee revenue may be used for, but shall not be limited to, the additional following purposes:
- (a) Social events, seminars, workshops, retreats, and conferences; student governmental organizations; professional consulting fees; clubs and societies; musical, dramatic, artistic and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; day care centers; intramural and intercollegiate sports.
 - (b) Equipment, supplies and materials required for the operations of student programs and activities.
 - (c) Travel and per diem for students and professional staff members participating in student programs and activities.
 - (d) Premiums for liability and casualty insurance coverage students serving in official capacities or participating in such

programs and activities.

- (e) Dues for institutional memberships in recognized student governmental or activities organizations; provided that the legality of such expenditure is first established in consultation with the legal advisor of the college.
- (f) Salaries and compensation to students.

3.40.03 Limitations

- (1) Salaries of professional employees in tenurable positions and permanent classified civil service employees should not be paid from services and activities fee revenue.
- (2) Services and activities fees should not be used to fund programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model.

SHORELINE COMMUNITY COLLEGE
Job Description

Sports - Activity Program Director
(Coach, Director, or Coordinator)

Application and Selection Procedure - Applications for open positions will be accepted through the Office of the Vice President for Student Services and will be evaluated in a fashion consistent with the current College regulations. Final interviews will be conducted by the employing administrative unit.

Qualifications -Have a demonstrated knowledge of the activity, sport, or program. Have the ability to teach the skills of the sport or activity.

Duties - Primary:

Employ techniques that will allow participants the opportunity to learn the skills of the activity or sport.

Duties - Supporting:

- Disseminate activity or sport information and attract participants.
- Establish and/or complete activity schedule, attend activity sessions, and coordinate awards program, if appropriate, through program director.
- Assist in the coordination of team travel and travel with members of off-campus events.
- Publicize accomplishments.
- Through program director, purchase needed supplies, and equipment.
- Reserve needed facilities, reserve College vehicles, and cooperate in the enforcement of applicable College and league rules by working with supervisor.
- Prepare and establish budgetary needs.
- Keep appropriate and required records.
- Perform other duties as requested by program director.
- Assist in the purchase of supplies and equipment.

Salary - Specific salaries are identified in the faculty salary document.

Employment Dates - Each activity program director is hired for a specific program season to be stated on the Personnel Action form that contracts the successful job candidate.

SHORELINE COMMUNITY COLLEGE
Job Description

Student Club - Faculty Advisor

Because members of the _____
(Club/Organization)
_____ desire advisor services and _____
(Advisor's Name)
_____ agrees (s)he can and will provide the advisor services, the
following description is mutually written.

The advisor agrees to provide the following:

- _____ (a) Have name and phone number printed in the Student Handbook so that students may have a contact point for club (organization) communications.
- _____ (b) Allow club members storage space in the staff faculty persons office.
- _____ (c) Recruit new club members, (recruitment notices, coffee hours, personal contact.)
- _____ (d) Attend all club meetings.
- _____ (e) Travel with club (organization) on all excursions.
- _____ (f) Assist officers to prepare meeting agendas and programs.
- _____ (g) Conduct meetings and programs.
- _____ (h) Assist officers in developing and communicating purposes and goals.
- _____ (i) Help plan programs that will carry out purposes and goals.
- _____ (j) Write end of year report to Student Body President and Director or assist club officers in doing so.
- _____ (k) Maintain club (organization) records.
- _____ (l) Assume financial responsibility for organization by preparing requisitions and other required documents.
- _____ (m) Work with members in development of budget request.
- _____ (n) Teach communication skills either formally or informally as the group desires or needs.
- _____ (o) Teach organizational skills either formally or informally as the group desires or needs.
- _____ (p) Teach skills of the group's purpose either formally or informally as the group desires or needs.

The club (organization) agrees to provide:

- (a) A stipend in the amount of \$_____ to be paid quarterly in 3 equal payments.

Advisor's Signature Date Student Officer Signature

Student Body Treasurer Date

SHORELINE COMMUNITY COLLEGE
Job Description

Coordinator of Student Activities

COLLEGE

Job Description

Director of Student Programs

The Director of Student Programs assists the Vice President for Student Services by providing for the management of the Student Union Building and administration of the activity program.

Qualifications - The Director of Student Programs shall:

1. Have earned a master's degree or equivalent with preparation in the areas of student personnel services.
2. Have had a minimum of two years professional experience at the college level, one of these years must be in student services.
3. Have had administrative experience involving budget preparation and personnel supervision.

Appointment - The Director of Student Programs shall be appointed by the President of the College subject to confirmation by the Board of Trustees.

Duties and Responsibilities - The Director of Student Programs shall:

1. Work cooperatively with all students and faculty in the planning, initiating and supervision of a comprehensive student activity program.
2. Supervise the operation of the Pagoda Union Building and satellite student areas.
3. Maintain an information and reception center pertaining to student activities.
4. Serve as advisor to the Student Body Association.
5. Serve as resource to the student body clubs.
6. Supervise in the preparation and administration of the special services budget.
7. Assume other duties and services as may be assigned by the Vice President for Student Services.