Club Handbook

2026-2027

Office of Student Life

Shoreline College

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Thank you for taking time to read the Shoreline College (SC) Club Handbook! Student Life provides support to all clubs and student-fee funded programs to encourage their success. This handbook is intended to serve as a resource for sharing relevant information about relevant policies and requirements and resources with student leaders and advisors.

For more information or assistance, contact the Student Life Office at studentlife@shoreline.edu,

206-546-5862, or stop by PUB (9000 Building) office number 9301.

Thank you for reading the Shoreline College (SC) Club Handbook. Student Life proudly supports clubs and student-fee-funded programs by providing the guidance and resources needed for their success. This handbook is designed to help student leaders and advisors navigate relevant policies, requirements, and resources available to them.

For additional information or support, please contact the Student Life Office at **studentlife@shoreline.edu**, **206-546-5862**, or visit **Office 9301 in the PUB (Building 9000)**.

ABOUT STUDENT LIFE

Student Life provides engagement opportunities for all Shoreline students to enhance their social, academic, professional, and personal development by supporting the Associated Student Government (ASG), Arts & Entertainment Board (A&E), 60+ student clubs, and large-scale campus programs including Welcome Week, Commencement, and supporting New Student Open Houses. Regardless of where students come from or what they study, Student Life supports the mission and values of the college by promoting student learning and growth outside the classroom.

PART 1: BASIC INFORMATION

Club Expectations & Responsibilities

Clubs play an important role and actively contribute to a thriving campus life. They provide students with opportunities to meet new people, pursue/explore different interests, get involved on-campus, and develop leadership skills. To ensure the success of all clubs, the following expectations have been established and must be followed:

- Provide updated contact information for club leaders and advisors to Student Life to ensure that club members have timely access to announcements, updates, and important information.
- Attend/participate in club trainings and meetings throughout the year, including United Club Council (UCC), Club & Resource Fairs, etc.
- Share information about club meeting schedules, contact information, and social media accounts to be promoted on the Active Clubs list on Student Life Clubs -webpage.
- Welcome and support participation from ***all*** interested SC students.
- Follow the procedures and guidelines in this handbook. **All clubs are responsible for understanding relevant policies and requirements and for meeting all deadlines.**
- Follow the guidelines for student behavior as outlined in SC's Student Conduct Code.

Starting a Club

All Shoreline College students are welcome to start new clubs in Fall, Winter, or Spring quarters. Clubs may focus on any topic, as long as they don't significantly overlap with the purpose of an existing club and don't violate the Student Code of Conduct, or any other college policies.

Steps for Starting New Clubs:

1. Determine what the purpose of the new club will be and check the list of existing active clubs available on the Student Life website to make sure that the school doesn't already support a similar club.

2. Determine who will serve as the Club Representative.
    - Club Representatives are designated student leaders who will receive important information about club processes, upcoming trainings, and events. This student should be someone who is willing to keep the rest of the club updated; it can be changed at any point during the year.

3. Find an SC employee who is willing to serve as the club's advisor.
    - Determine the Advisor Level by consulting this the Advisor section below.

- Faculty members who serve as club advisors are paid a quarterly stipend based on their level of involvement.

4. Complete and submit the New Club Application available on the Student Life website. As part of the packet, the following information will need to be provided:
    - Club description
    - Club officer names and roles
    - Club leader and advisor contact information
    - Current member list (minimum of **5 current students** are required)

5. All new clubs must be reviewed and approved by ASG. Once the New Club Packet is submitted, the club request will be added to an upcoming ASG Board Meeting. At least one club representative must attend, provide an overview of the club and answer any questions. ASG Board Meetings take place every other Monday during the academic year.

6. Once the new club is approved, carefully review this handbook for important information about policies, procedures, and deadlines. Contact Student Life staff to schedule a training meeting with at least one club representative and the club advisor.

Renewing a Club

For clubs to remain active, they need to be renewed each year by ASG and Student Life. Clubs will not receive new baseline budgets, be able to access club resources, or be eligible for mini-grants or advisor stipends until renewal paperwork has been submitted and approved.

- To renew a club that was active within the last two academic years, fill out the online Club Renewal Form. Clubs will receive a notification from Student Life once their renewal form has been reviewed and approved or if there are outstanding issues to resolve.

- To reactivate a club that has been inactive for more than two years, the club will need to submit a New Club Application. Clubs who have been suspended for disciplinary reasons may not be eligible for reactivation/renewal.

Club Member Expectations

Membership in clubs is open to all Shoreline College students, and all students involved with clubs (as either members or officers) are expected to follow the guidelines below as well as all applicable College policies. Potential violations of these guidelines need to be reported to Student Life or the club's advisor(s). Immediate concerns about individuals' safety should be directed to Safety & Security at 206-235-5860 (available 24 hours/day).

Expectations of club members/leaders include but are not limited to:

- Acting in accordance with state and federal laws, the college's Student Code of Conduct, Hazing Prevention policy, and all other college policies.
- Following club policies and procedures as outlined by Student Life.
- Treating all club members and club advisor with respect.

Possible outcomes for failure to adhere to these expectations include:

- Meeting: The student must meet with the club advisor and/or Student Life staff to discuss the issue, steps that must be taken, necessary follow-up, and any other consequences. This is in addition to any related conduct meetings required by the conduct process, which may be separate from, or in addition to, club-related consequences.

- **Official Warning:** The student will be given a verbal and written warning about their behavior, including outlining clear expectations for changes that need to be made moving forward.

- **Probation:** The student will be put on probation for a period of one or more quarters, during which times any additional issues may result in their suspension from club activities.

- **Club-Specific Suspension:** The student will be suspended from participation in the specific club within which these issues have occurred for one or more quarters.

- **General Club Suspension:** The student will be suspended from participation in any College-recognized clubs for one or more quarters.

Student Life staff will review club conduct issues on a case-by-case basis and will decide how to move forward. Any outcomes, including the length of any probation or suspension periods, will be made by Student Life staff in consultation with the Dean of Student Engagement & Retention based on the severity of the violation and the student's history of following club and college policies.

Student Life staff will provide clear, written information about any behavioral issues in question, the determined outcomes, and expectations of the student moving forward. The Director of Student Leadership & Residential Life will be notified of any students placed on probation and must approve any periods of club-specific or general club suspension. Students that wish to appeal these decisions may do so by contacting the Director of Student Leadership & Residential Life.

Club Advisor Responsibilities & Expectations

Shoreline College faculty, classified staff, and administrators are eligible to serve as advisors for clubs. Advisors are responsible for supporting club students to ensure that activities run smoothly and that the club meets all requirements and deadlines.

Advisor Levels

There are three different "levels" of club advisors. When an employee agrees to advise a club, they will work with the student leaders to determine which level of involvement they will have.

Levels of Club Advisor Responsibilities	**Level 1**	**Level 2**	**Level 3**
Serve as reference and resource for student-led club. Establish mutual expectations between advisor and club members.	X	X	X
Allow club materials and records to be stored in advisor's office and/or help students maintain an online club record.	X	X	X
Assist in recruiting new members.	X	X	X
Work with members to manage club budget and request additional funds via mini grants as needed.	X	X	X
Assist club officers in developing goals for the club.	X	X	X
Attend all club meetings.		X	X
Teach members organizational skills, including preparing meeting agendas and programs, either formally or informally, as the group desires.		X	X
Assist student officers in evaluating the club's purposes, activities, and goals.		X	X
Teach skills, either formally or informally, that meet group's goals.			X
Chaperone campus events, participate in weekend or evening meetings, and/or travel with the club on excursions.			X
Faculty stipend per year (paid by S&A fee): **Please Note:** Administrators are not eligible for stipends.	$489	$931	$1414

Advisor Stipends

Most club advisors will receive stipends for their work with clubs, but this varies depending on employee type.

- **Faculty:** Faculty receive pre-set stipends depending on their level as outlined in the current Faculty CBA. Level 1 advisors receive $489 per year, Level 2 advisors receive $931 per year, and Level 3 advisors receive $1,414 per year. These stipends are paid through three equal payments at the end of Fall, Winter, Spring quarters, and amounts are pro-rated for advisors that don't start working with clubs until Winter or Spring quarter.

- **Administrators:** Administrative/Exempt employees are welcome to serve as club advisors but are not eligible to receive stipends.

- **Classified Staff:** Classified staff members can be compensated for their work with clubs depending on their position and the type of club they are advising.

    - If a club's purpose/focus is directly related to the advisor's established job responsibilities (e.g. within the academic department in which they work) AND if advising will take place during normal work hours, staff will not receive additional compensation.

    - If a club's purpose/focus falls outside of the advisor's established job responsibilities AND working hours, they can be compensated at an hourly rate. In order for this to happen, a Personnel Action (PA) Form should be completed and submitted to Student Life prior to beginning advising duties. Once approved, they will need to submit timesheets for hours worked advising the club.

If club advising responsibilities have the potential to impact a classified staff members' work, they should consult with their supervisors prior to agreeing to work with any clubs.

United Club Council (UCC) & Club Trainings

United Club Council meetings are held at least once per quarter to gather student leaders together to share updates, provide professional opportunities, and promote networking, collaboration, and communication.

Throughout the year, Student Life will provide training sessions for clubs. These will include crucial information about club policies and procedures, paperwork, and important deadlines.

Upon initial club renewal or approval, one member of the club and the club advisor are required to attend an introductory training session before access to a club's baseline budget will be approved.

All clubs are required to send a representative to UCC meetings and club trainings in order to remain in good standing with Student Life, so arrangements need to be made to have at least one student leader in attendance.

Club & Resource Fairs

Student Life hosts quarterly Club & Resource Fairs to provide opportunities for clubs and programs to share information about what they do and for clubs to recruit new members.

Club & Resource Fairs take place during the first half of each quarter and are usually held in the PUB Main Dining Room. The room will be lined with tables and every club is invited to staff one with club leaders and members. Student Life provides poster boards and decorating supplies for clubs to use at their table. Clubs may also bring props, giveaways, and/or fliers with more information about upcoming meetings/events and how students can get involved.

Quarterly Reports

All active clubs are required to submit **Quarterly Reports** at the end of Fall, Winter, and Spring quarters. The form link will be sent out with a corresponding deadline as the end of the quarter approaches.

Examples of information that clubs should be prepared to submit include:

- Club meeting schedule
- Average attendance numbers for meetings
- List of current members
- Information about special events/activities hosted during the quarter
- Future plans the club is working on
- Feedback about support from Student Life

Although club officers can help prepare and submit these reports, it is ultimately the advisor's responsibility to ensure that all Quarterly Reports are submitted on time. Advisor stipends are contingent on complete Quarterly Reports being submitted on time.

Club Resources

Butcher Paper

Student Life has an assortment of butcher paper that is available for clubs to use to create banners or advertisements for tabling, events, etc. Clubs that are interested in using the butcher can stop by the Student Life Office (PUB 9301) to pick some up. To be environmentally conscious, clubs are asked to be thoughtful in their use of this resource.

Computers

There are 2 computers in the Student Life Office (PUB 9301) available for student use for club purposes only. These computers can be used on a first-come, first-serve basis for up to 90 minutes.

Funding

Funding for clubs is supported by Services & Activities (S&A) fees. Clubs receive a baseline budget to start with and are eligible to request additional funding from ASG throughout the year. For more information, go to Part 3 of this handbook.

Graphic Design & Printing Services

The Arts & Entertainment (A&E) Board provides FREE graphic design services for all active clubs. A&E Graphic Designers can assist clubs by designing posters/flyers, printing materials, and/or laminating signage for sandwich boards. Please submit a Graphic Design Request Form at least two weeks in advance for any design requests and at least one week in advance for any print requests.

Storage

Student Life provides a limited amount of storage for club use. Supplies purchased with baseline budgets and/or mini grant funds should be kept in storage or (if stored with club members during the year) returned to Student Life at the end of each academic year to be transferred to new club leaders the following year. All club supplies kept in storage should be clearly labeled with the club's name. No perishable items will be stored. Space is limited and available on a first-come, first-serve basis.

Student Life Meeting Space

Student Life has meeting space available in its office suite (PUB 9301) for student clubs to use. Space is limited to no more than 12 students and the space is open so noise must be kept to a minimum. A large television with HDMI cable is available. Reservations are subject to space availability.

To reserve this space, clubs must contact the Student Life front desk via e-mail at studentlife@shoreline.edu or by calling 206-546-5862 at least 24 hours in advance.

Tabling Reservations & Facility Use

Recognized clubs are eligible to reserve tables in the PUB lobby and courtyard for tabling or rooms and other space on campus for meetings and events. More information about room reservations can be found under the Event Checklist section of this handbook.

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PART 2: CLUB POLICIES

Club Disciplinary Guide

Clubs are expected to meet all Student Life requirements for active status and to follow all relevant policies and guidelines. Any violations will result in a written and/or verbal warning and may result in additional consequences.

Possible club violations include but are not limited to:

- Unexcused absences from mandatory United Club Council meetings or club trainings.
- Any violations of the Student Code of Conduct, state or federal laws, or the Community Standard.
- Consistently submitting late or incomplete paperwork.
- Making any purchases or generating any revenue without submitting correct paperwork and receiving official approval.

Possible consequences for club violations:

- Required meeting with the Program Manager and/or Director of Student Leadership & Residential Life to discuss the issue, any additional consequences, and steps that must be taken by the club.

- **Probation:** The club will be given a probationary period for one or more quarters, during which any additional policy violations may result in club suspension.

- **Partial Suspension:** If placed on partial suspension, a club may remain active but lose their ability to make specific kinds of purchases or host specific kinds of activities. For example, the club may lose their ability to host fundraisers or off-campus trips until they are fully reinstated.

- **Club Suspension:** If a club is suspended, they will not have access to their club budget, A&E services, room reservations, or an advisor stipend until they are reinstated.

Student Life staff will review club violations on a case-by-case basis and will decide how to move forward and what the length of any probation or suspension periods will be based on the severity of the violation and the club's history of following club policies and guidelines.

Student Life staff will provide clear, written information about any club policy violations in question, the consequences, and expectations of the club moving forward. The Director of Student Life will be notified of any clubs placed on probation and must approve any periods of partial or full club suspension. Clubs that wish to appeal these decisions may request a meeting with the Director of Student Life.

Alcohol and Substance Use

Clubs are intended to serve as a safe, healthy, and productive spaces for students to learn and develop. As such, alcohol and drugs are not allowed at any official or unofficial club activities, both on and off campus. The possession, use, or sale of controlled drugs (including cannabis, which is illegal under federal law) or the unauthorized use of alcohol is not tolerated. Any students, faculty, and staff who are found to be in violation will be subject to the college's conduct process and their involvement in the club as well as the club's status will be subject to review.

College Facility Use (Reserving Space)

Recognized clubs can reserve rooms and space for meetings and events for their members and the campus community if the space is available. Policies may vary with the type of facility requested, but clubs may not reserve facilities for use by another organization. Reservations must be made by club advisors using 25Live. Student Life can answer questions about facility resources or options depending on clubs' needs or intended usage.

Filming On Campus

For your club to film on campus, you will need to complete a Contract to Film, Record, Perform on Campus. An advisor will need to reserve any space that will be used for filming via 25Live. Requests to film in 7000 must be submitted via e-mail to studentlife@shoreline.edu to be reviewed by Residential Life staff. All requests should be submitted at least two weeks prior to filming date(s) to ensure that they are reviewed/approved in time.

Food at Events

Having food at meetings and events can be a great way to increase student participation and make activities more enjoyable for students. However, there is specific paperwork needed and a strict timeline to follow for required College approvals for this to happen, so planning ahead is important to ensure that all steps are completed before your event/meeting date.

Frequently Asked Questions About Food Policies

What types of purchases require Meal & Light Refreshments (MLR) paperwork?

All purchases of food or beverage items that use S&A money (including club budgets, mini grants, and program budgets) or other college funds require MLR paperwork.

Is MLR paperwork required for off-campus club activities involving food?

Sometimes. If the activity does not include official travel or use per diem, and club money is being used to purchase food, MLR paperwork is still required for off-campus activities. No MLR paperwork is required when using travel per diem or for food covered by registration costs for events/conferences.

Is MLR paperwork required to serve donated and/or homemade food on-campus?

No, MLR paperwork is only required for purchases of food or beverages with S&A or college funds. If a club chooses to serve food at an event without spending any club money to purchase it, they do not need an MLR packet. If an event includes some donated food and some food purchased with club money, an MLR will be required but only needs to list the purchased food and beverages.

Can clubs reuse the same MLR packets for similar meetings/events?

Yes, when clubs have a series of meetings/events (within the same academic year) that have the same or very similar agendas/purposes, types of food, number of attendees, etc., an initial MLR packet may be reused for multiple purchases. If applicable, list multiple dates/date range in the MLR paperwork and attached agenda/flyer. The signed MLR can then be printed and attached to payment forms for future similar meetings.

Do club members need to obtain Food Handler's Permits to provide food at events?

No, Food Handler's Permits are not required.

Are clubs able to host potlucks, barbeques, and/or other events that include serving homemade food?

Yes, clubs are welcome to have potlucks/events with homemade food. However, please be sure to have signage listing ingredients for all homemade food as a safety precaution for individuals with food allergies. If a club is serving homemade food at a public club event, a waiver form should also be provided for attendees to sign before eating the homemade food.

Fundraising

Clubs may choose to participate in fundraising activities throughout the year, either to raise additional funds for their budgets, to donate to outside organizations, or both. All club fundraisers must adhere to the following rules:

- The name of the club, the nature of the fundraiser (e.g., candy sales, car wash) and the organization that the funds will be donated to (if applicable) should be included on all fundraiser paperwork, promotional materials, and tabling or outreach activities
- Funds cannot be collected through Venmo or other electronic apps or websites
- Funds cannot be collected through an individual's personal accounts
- If goods or food are being sold, the delivery or pick-up date for the items must be clearly displayed or advertised before payment is given
- The following forms must be submitted as part of the fundraising process:
    - Due **before** the fundraiser:
        - Revenue Generating: Event Proposal

        - Revenue Generating: Cash-Handling Checklist
    - Due **after** the fundraiser:
        - Revenue Generating: Final Report

- All paperwork must be received **and** approved before a fundraiser can begin

- For a multi-day fundraiser, club advisors must collect and submit all funds raised EACH DAY (if occurring during college business days) to the Cashier in FOSS

For more information about fundraising, see the Fundraising section below.

Hazing

It is a violation of the Student Code of Conduct for a student or student organization to participate in hazing or harassment which includes any act of initiation (committed by a person, whether individually or in concert with others) into a student organization, athletic team, living group, any pastime, or amusement engaged in with respect to that organization or group with or without the consent of the participant(s), which:

1. Causes, or is likely to cause, bodily danger or physical harm, or serious mental, emotional or psychological harm to any student or other person; or

2. May abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate or endanger them, which may in any fashion compromise their inherent dignity as a person; or

3. Subjects a student or other person to conduct or conditions which a reasonable person in the circumstances would find harmful, including but not limited to:

    - Excessive mental or physical discomfort
    - Alcohol or drug abuse
    - Physical confinement
    - Abandonment
    - Verbal or physical abuse, or
    - Substantial interference with the person's educational pursuits; or
    - Otherwise involves a violation of a law or college policy or which encourages a student or other person to violate a law or college policy, including but not limited to the "Student Code of Conduct", Washington anti-hazing law, College policies related to alcohol and drugs, , and "Sexual Harassment Policy".

For more information about the college's anti-hazing initiatives, please visit our hazing prevention website.

Prizes & Gifting

Clubs may sometimes offer prizes to recognize or incentivize participation. The following guidelines must be adhered to prior to purchasing and providing prizes as part of any meeting or event:

- Giveaways such as gift cards of other prizes should be comparable to the amount of participation (time/energy) expected of attendees/members.
- Prizes or gift cards that are given out are limited in value to no more than $25.
- Only SC students are eligible to win or receive prizes or gift cards purchased with baseline budgets or mini grant funding.
- A member of the sponsoring club may be eligible to win a prize if they did not coordinate or assist with the event coordination. The sponsoring club, with the approval of the advisor, determines such eligibility.
- All prizes and gifts must be approved by club leadership, advisor(s), and Student Life (via the Credit Card Purchase Authorization (CCPA) process) prior to purchasing.
- Prizes must either be given out with equal chances for participants to win or based on merit, e.g., game or contest.
- Prizes cannot be given out as a form of payment or reimbursement for purchases made or services rendered.
- The club must record the recipient's name, ctcLink ID number, and the prize received and submit it to Student Life and Financial Services directly following the disbursement of the prize.
- Club advisors must facilitate the distribution and tracking of gift cards to winners/recipients.

For more information about Raffles v. Drawings, see next section.

Raffles v. Drawings

Raffles, which are defined as the exchange of money for the chance to win a prize, are considered a form of gambling. Any form of gambling is prohibited.

Drawings are defined as the submission of one's name for participation in an activity or event during which they may have an opportunity to win a prize (payment is not required). Drawings are allowed, and clubs should refrain from using the term raffle in connection with any club events or activities.

Room Reservations

All clubs will need to reserve rooms for club meetings and any other on-campus activities/events. Club advisors should use 25Live to make reservations on their club's behalf and can contact Student Life for training if needed.

Important Notes about Room Reservations:

- Advisors should complete all room reservations on behalf of their clubs.
- Reservations can be set up to be recurring for weekly or other regular meetings.
- All requests for space in the Gym (3000 building) must go through Student Life.

The 7000 Great Room, community kitchen and outdoor patio are available for Shoreline College clubs, programs and offices to reserve during regular business hours (i.e. Monday-Friday 9 am to 5 pm). A reservation request can be made by emailing the Assistant Director of Residential Life and should be communicated at least a week (or more) in advance to ensure proper consideration. Any residents who are club members and looking to use the common areas for an event are required to make a reservation request as well.

The following guidelines should be followed for reserving the common areas:

- A valid food handler permit is required for use of the community kitchen.
- All food preparation and the use of the community kitchen oven, stove, or other appliances must be supervised, with a club advisor or designated supervisor physically present at all times.
- The Great Room doors facing building exterior should not be propped open under any circumstances. This is for safety reasons, as the building is not accessible to the general public or others who are not guests accompanying a resident in the building.
- To prevent overloading the electrical circuits, only one appliance may be plugged in at a time in the Great Room.
- No portable grills or unauthorized open flames can be used in any common spaces.
- The patio grill may only be used during events organized or hosted by 7000 Campus Living and must be operated by a designated staff member.
- All spaces must be cleaned and restored after use.
- Groups are responsible for bringing their own materials and supplies for use.
- Any decorations used should be temporary and not damage building infrastructure (walls, furniture, etc). The use of thumbtacks, Scotch, duct, or double-sided tape, or any other heavy, wall-damaging adhesive is prohibited. Only painter's tape should be used to secure decorations.

Spaces in 7000 are not available for non-residents, program reservation and/or club usage after 5 pm. Please make sure to vacate the space before or by that time. Failure to comply with the above-mentioned guidelines may result in a loss of privilege to reserve the building's common spaces.

Social Media

Clubs may utilize social media platforms to communicate with members and promote club meetings and activities. Club advisors must have access to all login and password information AND be designated as an administrator role for every platform the club utilizes. Additionally, all clubs must adhere to the following guidelines when engaging in social media marketing and communication:

- No disrespectful, discriminatory, obscene, or explicit language or content is allowed. Posts must comply with SC's Non-Discrimination Statement.

- Personal information for students, faculty, or staff should not be shared. This includes home phone numbers, mailing addresses, personal e-mail addresses, etc.

- Social media should be used to share information about club news and activities. Clubs should refrain from using social media accounts for commercial advertisements, solicitations, and promotions unrelated to club activities.

Tabling

Clubs that are interested in recruiting new members, promoting an upcoming meeting or event, or engaging the campus community may reserve a table in the PUB lobby (near the welcome desk) or in the PUB Courtyard. The following rules should be followed when reserving and/or hosting a tabling event:

- Tabling can only take place in the PUB lobby and on the PUB Courtyard and only in 1 of these locations at a time
- Tabling space must be reserved via 25Live by the club advisor at 3 business days in advance
- Club members must remain near the table while tabling and cannot wander away from the table or approach students who are not indicating an interest in the club
- Club promotion should not take place outside of tabling activities, including outside of club meetings or events
- Clubs must display clear signage identifying themselves at the table
- Clubs are encouraged to collect students' e-mail addresses, not phone numbers or other personal information
- Clubs are encouraged to share their social media and/or other contact information e.g., meeting date/time, e-mail address.

Canvas Courses

Clubs that are interested in starting a canvas course for student use can do so by working with their advisor following the steps outlined in this article Setting Up Student-Centered Canvas "Courses" for Various Reasons

FERPA requirements outlined in the linked article are not optional and **each student** in the club must fill out the waiver prior to "enrollment" in the Canvas course. Students cannot hold the teacher role in a Canvas course, Advisors must make and maintain the courses.

If an advisor steps down mid-year, they will need to reach out to E-Learning with the new advisor's name and email address so ownership can be transferred over to the new advisor.

Waivers

Clubs wishing to engage in activities involving risk outside of a typical classroom environment must have all participating members sign waivers. Advisors are responsible for collecting and returning these waivers to Student Life and ensuring that any minors have their parent or legal guardian sign waivers for

the student. Advisors **cannot** sign waivers in place of a legal guardian. There are two types of waivers through Student Life for clubs:

Student Activity or Club Assumption of Risk and Release

This form covers general risks associated with club activities (both regularly occurring and one-time). Here are a few examples of activities that will require a waiver.

1. Activities involving physical activity (e.g. dancing, hiking, etc.)
2. Activities involving food that is prepared by members or individuals operating outside of a commercial or licensed setting such as a bakery or restaurant
3. Activities that may be inherently risky in nature (e.g. involving chemicals, animals, machines or moving vehicles)

This list is not exhaustive, so if you have any questions about whether your activity requires a waiver, please reach out to studentlife@shoreline.edu.

Assumption of Risk and Release Form for Recreational Activity and Transport

This form is required in the case of any off-campus travel. Whether members are going just down the road or to another state, clubs are required to have all participants travelling sign this form (1) **every time** they travel AND (2) **prior** to departing campus. See the Travel Policies section for additional information on travel requirements and paperwork.

Both of these forms are available from Student Life and can be obtained by e-mailing studentlife@shoreline.edu. Please contact Student Life at least 2 weeks prior to the activity date to ensure that they are completed in time.

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PART 3: FUNDING

Club Baseline Budgets

All clubs will receive an annual "baseline budget" once they are approved or renewed for a new year AND have completed a Club 101 training that covers basic information about budget amounts, purchasing, etc. Clubs have until the end of the Spring quarter to spend this money. Club funds (including baseline budgets and mini grants) do not "roll over", so **any unspent money left at the end of Spring quarter will be lost**.

The baseline budget is adjusted, depending on when the club is created/renewed:

- **Fall Quarter:** $500 baseline budget
- **Winter Quarter:** $333 baseline budget
- **Spring Quarter:** $167 baseline budget

Clubs can spend their baseline budgets in a variety of ways, as long as (1) members agree on the use, (2) purchases are within the guidelines of "permissible uses of funds" (see next section), and (3) all required approval paperwork is completed and approved on time.

Permissible Uses of Funds (Killian Outline)

All clubs and select programs are funded by the student Services and Activities (S&A) fee. Since this is student fee money, there are strict policies and regulations that govern how the money can and cannot be spent.

The Killian Outline is a policy that is used by all Washington Community Colleges to guide how S&A funds can be spent. It provides an overview of the fee and includes specific examples of "permissible" and "impermissible" uses of student money.

All budget and mini grant requests must be compliant with the Killian Outline. For clarification about how S&A funds can be used, contact the Student Life Office at studentlife@shoreline.edu.

Applying for Mini Grants

If funding over and above a club's initial baseline budget is needed, clubs may request additional funds by applying for an ASG Mini Grant. Each year, ASG allocates a set amount towards mini grant projects. There is no limit on the minimum or maximum amount that can be requested nor is there a limit on the number of mini grants that may be submitted each year. Clubs are required to provide a detailed breakdown of the funding requested and how it will be used and must follow the outline submitted if/when their Mini Grant is approved. ASG reviews all Mini Grant forms individually and may approve all, partial, or none of the funding being requested.

Mini Grant Application Process:

1) Ensure that all proposed expenditures comply with the Killian Outline.

2) Review the Mini Grant Application and work with club leaders and advisor(s) to carefully complete and submit the form. Mini grants should be submitted at least 3 weeks before an event takes place to allow for enough time for funding to be approved and spent.

3) Once submitted, the mini grant will be reviewed by ASG and added to an upcoming Board Meeting agenda.
    - ASG Board Meetings are held every other Monday at 3:00pm
    - To be added to the agenda, Mini Grant Applications must be submitted by the prior Wednesday.

4) An ASG or Student Life member will confirm that the mini grant has been added to the agenda for an upcoming meeting and will send the submitter the date, time, and location of the meeting. **At least one club member must attend the meeting** to present the mini grant and answer questions.

5) Once the ASG Board reviews the club's mini grant proposal, they will vote on whether to approve the request. Funding may be fully approved, partially approved, or not approved. Mini grants not approved may be revised and resubmitted for later review by ASG.

6) If the request is approved, funding will be transferred into the club's budget to be used as outlined in the mini grant. To access approved mini grant funds, clubs will need to submit all normal purchasing paperwork as outlined in this handbook.

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PART 4: EVENT PLANNING

Event Planning Checklist

Keeping track of all the forms required for different kinds of activities and their deadlines can be confusing or overwhelming at first. To simplify the planning and tracking process, review the Event Planning Checklist below that includes reminders and deadlines for the most common forms that clubs will need when planning events. More information about these forms can be found in the next section.

Please Note: This is a general tool that relates to the most common paperwork, but it does not list every possible form a club may need. **Clubs that are planning to fundraise or travel should allow at least 3-4 weeks for planning in consultation with Student Life.**

All paperwork should be submitted to studentlife@shoreline.edu for review/approval.

☐ Room Reservation

- Work with your advisor to reserve space for your event as far in advance as possible. Contact Student Life for 25Live training if needed.

☐ MEDIA TECH SET-UP REQUEST

Completing a Media Tech Set-Up Request should be considered based on the type of the activities that will be occurring during the event, examples include presentations, games, guest speakers, etc. You might need microphones, projector access, streaming music or video, etc., If you are not sure what your tech needs are, please talk to Student Life at least two weeks in advance to determined what would best fit your event.

☐ Facilities Set-Up Request (if specific room set-up is needed)

- If your event requires a specific room/furniture set-up that is different than how the room is normally set up, you can request help with this by submitting a Facilities Request form.
- **DUE:** 1-2 weeks before event

☐ Meals & Light Refreshments (MLR) Packet

- For meetings, events, fundraisers that include food and/or beverage purchases, an approved MLR packet is required.
- **The following items are required for the MLR:**
  - Completed MLR form
  - Flyer or agenda for the meeting/event
  - Itemized list of food to be purchased (separated by vendor)
  - Completed CCPA form for each vendor
- Review the sample MLR found in the Appendix section below.
- **DUE:** At least 2 weeks before purchases need to be made

☐ Credit Card Purchase Authorization (CCPA)

- Most purchases will be made with college credit cards. To check out a credit card, an approved CCPA form is required for each vendor.
- Review the sample CCPA found in the Appendix section below.
- **DUE:** 1 week before purchases need to be made
    - If purchasing food, it's recommended to submit any CCPAs with the MLR packet.

☐ Graphic Design & Printing Request (if needed)

- Clubs may submit a Graphic Design Request to request free design and/or printing services from Student Life.
- **DUE:** 2 weeks before needed for design services and 1 week before for printing services only.

☐ Non-Employee Agreement for Services

- A Non-Employee Agreement for Services form is required when paying an individual or company for services. The most common examples of this would be hiring guest presenters/facilitators or paying for catering where the vendor serves the food directly to attendees.
- **Required Attachments:** Invoice, W9 for vendor, Payment Voucher Request form to process payment
- **DUE:** As soon as possible, ideally at least one month in advance

☐ Payment Voucher Request Form (if making a payment via check)

- Clubs rarely need to make purchases via check, but if you are paying for services from an individual (ex. guest speaker) or purchasing from a vendor that requires check payments, use the Payment Voucher Request form to have a check printed.
- Review the sample Payment Voucher found in the Appendix section below.
- **Required Attachments:** Invoice, W-9 from vendor, Non-Employee Agreement form if paying for services
- **DUE:** 3 weeks before check is needed

☐ Revenue Generating Paperwork

- Any fundraising or revenue generating activities must go through the college and be approved in advance by submitting the following forms. **Contact Student Life as soon as possible when planning fundraising activities and note that these activities cannot take place unless/until they have been formally approved.**
- Review Part 5 of this handbook for more information.
- Complete and submit the following documents to get approval for your fundraiser.
    - Revenue Generating: Event Proposal

    - Revenue Generating: Cash-Handling Checklist
    - Revenue Generating: Final Report
- **DUE:** At least 3 weeks prior to fundraising (start) date

☐ Travel Paperwork

- Please contact Student Life staff for help as soon as possible if your club is planning any travel-related purchases or activities.

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PART 5: FUNDRAISING

Fundraising Overview

Clubs may choose to participate in fundraising activities throughout the year, either to raise additional funds for their budgets, to donate to outside organizations, or both. Fundraisers can be a great teambuilding and skill-building experience for students, but they require careful planning and tracking. Be sure to allow at least a month to plan any fundraising activities, and to contact Student Life staff right away when planning a fundraiser.

Types of Club Fundraisers:

- **Revenue Generating Activities for Club Budget:** Funds are raised for and deposited into the club's budget and can be used for activities/expenses in addition to the baseline budget. Keep in mind that like all club funds, unspent money will not rollover from year to year but will be transferred to the S&A Reserve at the end of each academic year.

- **Fundraisers for Non-Profit Organizations:** Clubs can choose to fundraise for and donate to eligible, approved 501(c)(3) non-profits.

- **Combination Fundraiser:** Clubs may also choose to donate a specific portion of profits from a fundraiser and to have the remaining profits deposited into their budget.

- **One-Time Events:** Fundraisers that are limited to one day or one event/activity. Examples: charity auction; dance or concert with tickets for admission; etc.

- **Extended Fundraisers:** Funds are collected over multiple days/weeks. This could include individual fundraising done by students, selling items, hosting events/activities, or a combination. Examples: selling cookie dough/doughnuts; selling tickets leading up to an event; etc.

- All funds must initially be deposited into the club's budget.

If a cashbox is needed, the appropriate checkbox must be selected on the Cash-Handling Checklist. Once the Revenue Generating Event (RGE) Proposal packet has been approved, the club advisor(s) should receive more information from Financial Services about the next steps. Two days prior to the fundraising date, the club advisor should contact the Cashier in FOSS at least two days in advance to reserve a pick-up time for the cashbox and request a specific amount of change.

Fundraising Do's and Don'ts

- The name of the club, the nature of the fundraiser (e.g. candy sales, car wash) and the organization that the funds will be donated to (if applicable) should be included on all fundraiser paperwork, promotional materials, and tabling or outreach activities

- Funds cannot be collected through Venmo or other electronic apps or websites

- Funds cannot be collected through an individual's personal accounts

- If goods or food are being sold, the delivery or pick-up date for the items must be clearly displayed or advertised before payment is given

- The following forms must be submitted as part of the fundraising process:
    - Due **before** the fundraiser:
        - Revenue Generating: Event Proposal
        - Revenue Generating: Cash-Handling Checklist
    - Due **after** the fundraiser:
        - Revenue Generating: Final Report

- All paperwork must be received **and** approved before a fundraiser can begin

- For multi-day fundraiser, club advisors must collect and submit all funds raised EACH DAY to the Cashier in FOSS

Fundraising Paperwork

- **Revenue Generating Event (RGE) - Proposal:** Includes plans for event/fundraising activities; date(s); location; description; ticket prices (if applicable); estimated revenue, expenses, and profit, etc.
    - **Required Attachments:** Cash-handling checklist; MLR packet if food will be served; and brochure/website information about fundraiser if partnering with a fundraising program.
    - When doing extended fundraisers and not using SC cash boxes, a clear plan needs to be attached to the RGE Proposal explaining how all funds will be tracked and how often money will be deposited. **Advisors are responsible for keeping a tally of all collected funds and depositing money within one business day after each collection.**

- **DUE:** This form should be submitted at least three weeks before your fundraising date(s).

- **Revenue Generating Event - Cash-Handling Checklist:** Includes plans for who will be collecting cash, providing change, handling payments, and depositing money.
  - Used to request cashbox from cashiers and to make plans for how tickets will be sold (if applicable).
  - Attach a detailed description of how tickets/products will be sold, including collection and deposit of funds, dates/times, of sales, etc. When doing extended fundraisers, there must be a clear plan for how donations/purchases will be tracked and how often funds will be turned in to advisor and deposited.
  - This form should be attached to your proposal and submitted at least three weeks before your fundraising date(s).

- **Flyers/Signage**
  - All promotional materials for fundraisers (flyers, emails, social media posts, etc.) must clearly state where the proceeds are going (club budget, specific non-profit, etc.).
  - If fundraising for a non-profit, the club must post very clear flyers at the event/activity, indicating what organization the proceeds will go to, what the organization does, and what portion of the proceeds will be donated. You must also specify whether the amount/portion donated will be based on total revenue or net revenue (subtracting upfront expenses).

- **Deposit Slips/ Cash Tracking Document (for extended fundraisers)**
  - If doing an extended fundraiser and collecting donations at any point without an SC cashbox, the advisor will be responsible for regularly collecting donations from students and depositing them to cashiers with deposit slips and/or attachments that clearly outline how the cash, checks, and products have been tracked and how much is being deposited.

- **Revenue Generating Event - Final Report:** Includes final numbers for the total revenue, expenses, and net profit of the fundraiser.
  - Must be as soon submitted as possible after the fundraiser is complete.

- **Payment Voucher Request (to get check printed if funds are being donated)**

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PART 6: MARKETING

There are a number of marketing resources and opportunities available to registered clubs. To maximize outreach to students, clubs are encouraged to utilize a combination of marketing methods.

Graphic Design & Printing Services

Clubs may request graphic design and printing support from Student Life.

A&E Graphic Designers can help clubs to create fliers, social media graphics, and other print or virtual materials. Requests should be submitted at least 2 weeks prior to the date that the design is needed (not the event or meeting date). Clubs will be asked to submit event or meeting logistics including date, time, location, etc. and to provide any guiding details or descriptions e.g. color scheme, theme, etc. that would help in the creation of the materials.

If clubs have their own design for fliers or posters and would like to have those printed, Student Life can print them in the following quantities:

- Flyers (Quarter sheet/ 4.25 x 5.5 in): Up to 100 quarter sheets/25 full pages
- Posters (11 x 17 in): Up to 12 copies
- Sandwich Board Posters (22 x 28 in): Up to 4 copies

Printing requests should be submitted at least 1 week prior to the date that the design is needed (not the event or meeting date).

Requests can be submitted via the Graphic Design & Printing Request Form.

Posting Around Campus

Printed posters may be posted on bulletin boards around campus as long as the bulletin boards are not designated for specific offices, programs, or departments. Posters can be adhered to bulletin boards using staples or push pins. Printed materials cannot be posted to exterior or interior walls or windows and should not be left unattended at tables or on counters.

Social Media

In addition to hosting their own social media accounts (see guidelines related to this under the Policies section above), clubs can request to have their event/activity shared through the Student Life's social media by either (1) posting about it on their club's social media and sending it to Student Life's Instagram @SC_studentlife, or (2) by sending the image and details they would like shared to Student Life's Instagram. Clubs are limited to requesting no more than 3 events/activities be shared by Student Life's social media per quarter.

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PART 7: TRAVEL

Travel Policies and Paperwork

Some clubs may choose to host off-campus activities/events for students, or even to go on overnight trips. These "travel" activities require additional time for planning and specific travel paperwork. With the transition to ctcLink, additional lead time is required to prepare and submit travel paperwork. **If your club is planning to travel outside of the Seattle area, contact Student Life immediately to begin the travel process.** At least 4 weeks are required in order for paperwork to be submitted and approved.

Types of Travel for Clubs:

- **Daytime Travel/Off-Campus Activities:** It is most common for clubs to do off-campus activities that do not qualify as official "day-time travel". This distinction can be confusing and varies depending on specific situations, so if unsure, check with Student Life or move forward with the paperwork as described below (exceptions for official "daytime travel" are rare so are not outlined in this handbook).

- **Overnight Travel:** Any overnight, off-campus travel activities will require additional planning and paperwork for lodging, per-diem, etc.

- **Out-of-State Travel:** Requires additional time, planning, and paperwork (even if not overnight). Again, these cases are rare and vary depending on specifics, so please contact Student Life as early as possible if considering out-of-state travel.

Food for Daytime Off-Campus Activities:

- Clubs may provide food for daytime off-campus activities that do not qualify for per diem. However, all food purchases for these activities require approved MLR packets since they are not considered "travel" activities/purchases.

- Cash advances are only available per diem. This means the advisor will need to arrange to check out a normal college card for these purchases.

- No MLR paperwork is required if students are asked to bring/pay for their own food.

Renting Campus Vans:

- Campus vans can be reserved for off-campus/travel activities, but drivers must complete an approval process and reservations are first-come, first-served.

- Only advisors/employees are eligible to drive campus vans (not student drivers).

- Contact Safety and Security to get club advisor approved as a driver. Advisors will be asked to submit a copy of their driver's license, insurance card, and DOL abstract form.

- Once the above paperwork is submitted, the advisor will also need to schedule a driving test with a campus security officer. These tests are typically done on Friday afternoons but depend on the schedule of the security officers and the vans, so it is important to allow plenty of time for scheduling a test.

- Once the approval process is complete, the advisor will be added to a list of eligible drivers and will be able to reserve vans for future trips.

- Schedule reservations as early as possible to ensure that a van will be available and to coordinate with Safety and Security to check out a fuel card, since the van will need to be refueled before it is returned to campus.

- Clubs can request funding from the Sustainability & Commuter Options Fee (SCOF) to pay for campus van rentals. Contact studentsustain@shoreline.edu for more information.

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PART 8: IMPORTANT FORMS & DEADLINES

Club Paperwork Overview

Clubs are strongly encouraged to take advantage of the funds available to them, and to plan fun and engaging activities throughout the year. The college has strict paperwork requirements and deadlines for all purchases and event logistics, but Student Life has created training materials, guidelines, and cheat sheets to help clubs navigate these forms.

Please take time to review the information below so that your club can efficiently plan ahead throughout the year.

General Notes about Club Paperwork

- All club advisors and leaders are responsible for knowing and meeting paperwork deadlines. These deadlines will be strictly enforced so be sure to always allow time to plan for events and purchases.

- Please do not submit handwritten copies of forms. All paperwork and attachments should be neatly typed and submitted via email.

- Club leaders may be involved in preparing paperwork and attachments, but it is ultimately the advisor's responsibility to oversee all club paperwork. The advisor should also always be listed as the "requestor" on all forms.

- The SC budgeting system can be slow to reflect budget transfers and purchases, and clubs are only able to access this system by requesting budget reports from Student Life. **We strongly recommend that all clubs carefully track their budgets throughout the year.**
    - One of the best ways to track club budgets is to make and file electronic copies of all signed paperwork and receipts throughout the year, and to update a spreadsheet with expenditures, mini grants, etc.

Forms Deadline Quick Reference Guide

All paperwork should be reviewed by the club advisor(s) and submitted via e-mail to studentlife@shoreline.edu.

Paperwork	Submit to Student Life:
Room Set-Up Request	2 Weeks Prior to Event Date
Media Tech Set-Up Request	2 Weeks Prior to Event Date

Meal & Light Refreshment (MLR) Form	2 Weeks Prior to Event Date
Credit Card Purchase Authorization (CCPA) Form	1-2 Weeks Prior to Event Date
Graphic Design & Printing Request	2 Weeks Prior to Date Needed
Facilities Set-Up Request	1-2 Weeks Prior to Event Date
Non-Employee Agreement for Services	1 Month Prior to Event Date
Payment Voucher	3 Weeks Prior to Date Needed
Fundraising Paperwork (all)	3 Weeks Prior to (Start) Date
Travel Paperwork (all)	4 Weeks Prior to Travel Date
Liability/Travel Waivers	2 Weeks Prior to Event Date

Room Set-Up Request

Clubs may host meetings or events that require rooms to be set up in a specific way. For example, needing a certain number of tables, rows of chairs, or a stage to be set up in the PUB Main Dining Room, etc.

Clubs who would like their room or space set up in a specific way can submit a Facilities Set-Up Request. Clubs should print a copy, add event information, draw a sketch of the requested set-up, and submit it to Student Life **at least two weeks before the event**.

Media Tech Set-Up Request should be considered based on the type of the activities that will be occurring during the event, examples include presentations, games, guest speakers, etc. You might need microphones, projector access, steaming music or video, etc., If you are not sure what your tech needs are, please talk to Student Life at least two weeks in advance to determined what would best fit your event.

Meals and Light Refreshments (MLR) Form

One of the most common forms that clubs need to use is called the Meals and Light Refreshments (MLR) form. This form is required for all activities that involve purchasing and serving food. There are also specific attachments that must always be submitted with MLR's, including the following:

- Flyer or agenda for the meeting/event
- Itemized list of food to be purchased (separated by vendor)

- List of planned attendees (or those that you expect to attend)
- CCPA form for each vendor

A sample MLR can be found in the Appendix.

Important Notes About the MLR Form:

- All MLR Packets are **due at least two weeks in advance**.
- The MLR form is an editable PDF. Once it's filled in, "print to PDF" to save your document.
- List the club's name under "Sponsoring Department" and the advisor's information for "Department Contact Name" and "Contact Telephone No.".
- For the "List of Attendees" section, you can list group names in the "Students" section, like "____ Club Members". Leave the "Volunteers" and "Other" sections empty unless you expect attendees who are not students or employees of the college.
- Be sure to carefully check all applicable checkboxes.
- Remember to list your club budget number and estimated budget for the food at the bottom of the form.
- Clubs are strongly encouraged to attach payment forms, such as a Credit Card Purchase Authorization or Payment Voucher (described below) when submitting MLRs, so that all paperwork will be ready at the same time and payment can be processed once the MLR is approved.

Purchasing Policies & Paperwork

Using College Credit Cards

For most college expenses, the simplest way to access club funds is by checking out a college credit card. College credit cards can be used to spend up to a maximum of $750 at a time. Only faculty and staff are allowed to check-out the cards, so clubs should always plan ahead to ensure that advisors are available when the credit cards are needed.

If your club would like to shop on Amazon, this must be done using a Purchase Requisition, as purchases must be made by a SC College Amazon Business account, and not via personal Amazon accounts.

Step by Step Instructions for Using College Credit Cards:

1. Fill out Credit Card Purchase Authorization (CCPA) form. If you are using multiple vendors, you will need to submit a different form for each vendor. Please reference the sample CCPA in the Appendix.

2. Submit the CCPA form via e-mail to studentlife@shoreline.edu for approval at least one week in advance.
   - When using a college credit card to purchase food, a signed Meals and Light Refreshments (MLR) will be required to get the card. The MLR and CCPA should be submitted to Student Life for approval at least two weeks ahead.

3. Clubs will be notified and will receive an electronic signed copy once the CCPA has been approved.

4. Advisors will take the signed CCPA(s) and MLR (if applicable) to the cashier's office (FOSS 2nd floor) during normal business hours to check-out a credit card.
   - If shopping at Costco, the advisor will also receive a Costco Business Membership card to use for the purchase.

5. Complete purchases (either online or at a local store). Be sure to keep ALL original receipts and print receipts for any online purchases. Again, advisors must make all purchases; students are not permitted to use college credit cards.
   - Student Life recommends saving pictures of all receipts and tracking how much the club has spent and how much is left in the budget.

6. Return credit card and receipts to the cashier's office by 4:00pm on the same day.
   - If a club needs to keep a card overnight, they must notify Student Life in advance so that an exception can be requested from Financial Services.

7. Money spent on the credit card will be transferred out of the club's budget. This may take time to be reflected in club's budget, so it is important to keep track of all expenditures.

Payment Voucher Requests

Payment Vouchers are used to make payments via checks. If your club makes a major purchase for more than the credit card limit of $750 or works with a vendor that prefers payment with check, a Payment Voucher will need to be completed. The following must be included along with Payment Vouchers:

- Invoice including the total amount to be paid with tax and the vendor's name and address
- Completed W-9 from the vendor
- Non-Employment Agreement (if providing a service e.g. presentation, performance)
- MLR if payment is for food
- Flyer/Agenda for Event (if not already included with MLR)

Please review the sample Payment Voucher in the Appendix.

Important Notes about Payment Voucher Requests:

- Be sure to confirm the mailing address written on the form, checks will be mailed to this address unless advisors specifically request to pick them up from Financial Services instead. Mailing addresses should also match what is written on the vendor's W-9.

- Invoice # section: Add the number listed on the attached invoice (if applicable). If no number is listed, or if not attaching a formal invoice, leave this section blank.

- A W-9 for the vendor will need to be attached and the vendor's name and vendor number listed on the form should match the information on the W9.

- Write "yes" or "no" as appropriate in the "taxable" column and tax will automatically be calculated and added to the total. A tax rate of 10.3% must be used for all taxable purchases.

- The club budget number should be added in the top row of the bottom portion of the form. Please put "522" for "FUND", "264" for "CLASS", and the last five digits of club budget number for "DEPT".

- Retype the total amount (including tax) in the "amount" section under "budget distribution" on the same line as the budget number.

- When purchasing food, submit with MLR paperwork so that everything can be signed at the same time. For other payments, be sure to allow at least 1-2 weeks for paperwork to be processed and for checks to be written.

- Checks will be printed and mailed to the listed address. If the advisor needs to pick the check up on campus instead, include a note on the form clarifying that the check should be kept at the cashiers and when it should be ready for pick-up.

Reimbursements

In most cases, **Student Life does not provide reimbursements for club purchases**. If a club needs to request an exception to this rule for extenuating circumstances, please contact Student Life as soon as possible to explain the situation and formally request an exception. Any reimbursement exceptions must be approved **in advance**, before any purchases are made.

Contracts

Whenever a club or program hires an outside person or group to work on an event, a Non-Employee Agreement for Services must be submitted in advance. Examples of activities that require contracts include hiring guest

presenters/facilitators or purchasing food from a company that brings people to *serve* the food (catering company, food truck, etc.).

The following must be submitted along with a Non-Employee Agreement for Services (contract):

- W-9 for the vendor
- Invoice
- Payment Voucher (to process payment)
- MLR (if vendor will be serving food)
- Potential additional required documentation: (check with Student Life)
    - Business license
    - Health Permit
    - Certificate of Insurance (COI) listing Shoreline College as additional insured
- Contract signing protocol
- Employee-Independent contractor guide (this needs to be signed by the director of HR)

Important Notes about Contracts:

- The club advisor should fill in basic information for the date, vendor, address, "Goods and/or Services to be Provided", and "Basis for Compensation and Payment".
    - When filling out the compensation area, be sure to list the amount both numerically and written out. For example: $1,050.00 (one-thousand-fifty dollars and 00/100).
    - Include specific information about what services are being provided.

- Once the contract is drafted, it should be submitted to Student Life to be reviewed **before** it is sent to the vendor for signature. It is crucial to get this approval and ensure that the terms outlined in the contract are permissible before sending for signatures.
    - Submit this initial version of the contract at least 3-4 weeks in advance.

- If the draft is approved, it can then be sent to the vendor for signature.
    - The vendor must print and sign the contract (they cannot type an "e-signature"). After signing, ask the vendor to scan and email a signed copy back to the club advisor or to bring a signed copy in person. If they do not have access to a scanner, they can also take and send a clear photo of the signed form.

    - **No one from the club should sign the form since they do not have the authority to enter into any agreements on the college's behalf**. Once the contract has been signed by the vendor, please submit it as well as all required attachments to Student Life.

Fiscal Year End Deadlines

As a state institution, the college runs on a "fiscal year", which starts on July 1st and continues through June 30th each year. All club and program budgets reset at the end of each fiscal year. No unspent money from baseline budgets or mini grants will roll over to the next year.

Since Student Life and Financial Services need time to complete all financial paperwork before the end of the fiscal year, there are specific deadlines for each kind of purchase and paperwork at the end of the year. These deadlines

are typically released by the start of spring quarter and will be clearly communicated to all club advisors and officers in advance. No exceptions will be made to these deadlines, so it is crucial to plan ahead to meet them.

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Directions on how to fill out the invoice voucher form can be found on this page. If you need additional assistance, please contact Student Life.

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APPENDIX

Shoreline COMMUNITY COLLEGE

MEALS, COFFEE, AND LIGHT REFRESHMENTS REQUEST

This request is made in accordance with College Policy 3804, Meals, Coffee, and Light Refreshments. Per RCW 43.3.050 (3) and (4) **Meals, Coffee, and Light Refreshments.**

IMPORTANT: Form must be received by the Financial Services Office **10 days prior to the scheduled event.**

NOTE: Use account code 5030016 for coffee & light refreshments.
Use account code 5030017 for meals with meetings.

SECTION I: ADMINISTRATIVE DATA

Sponsoring Department	Department Contact Name	Contact Office/Room #
Club or Program	Club/Program Advisor	Advisor's email & Office#

SECTION II: MEETING/TRAINING SESSION INFORMATION

Name of Meeting/Training Session	Location
Name of Event or Meeting (ex. Dolphie Welcome Party)	Room # (ex. QDR 9208)

Date(s)	Begin and End Times (generally meeting/training should be at least two hours)
Date of Event	Event Start and End Time (ex. 12 PM to 3 PM)

Purpose of Meeting/Training Session (Attach a copy of agenda, brochure, or applicable registration form for documentation.)

Short Description of the Purpose for the Event (Attach a flyer Or agenda)

List of Attendees: **(For meals, each individual must be listed. For refreshments, the list may include names of group or organization.**

Number of Attendees
Estimate Total (ex.50)

Attach a separate list of employees, volunteers, or students as needed.

Employees: Club Advisor's Name

Volunteers: *LEAVE BLANK*

Students (generally students are not allowed meals): Open to All Students

Other (Please explain relationship to SCC):

☑ Check here if meals will be served and indicate which meals: ☐ Breakfast ☐ Lunch ☐ Dinner
NOTE: Meals are subject to per diem limits. Meals and light refreshments must be integral to the meeting/training.

☑ Check here if refreshments will be served.
NOTE: Light refreshments are not provided for receptions, social events, staff/departmental meetings, or similar hosting events.

☑ Required: I have attached a total cost estimate.
(This can be from catering company or the store(s) where the purchase is planned to be made.)

☐ Check if fees were collected to cover the meal or light refreshments. Fees deposited into budget number:

☐ Volunteers will receive Meals or Light Refreshments. Explanation of how volunteers benefited the event.

Last 5 Digits of Club Budget #

SECTION III: ACCOUNT AND APPROVAL INFORMATION

Budget Number	Estimated Amount
522-264-____	$ Estimated Total Cost

The following must be attached to this form prior to approval:
1) Cost estimate from catering company or from stores where the purchase is anticipated to be made.
2) Applicable event agenda, brochure/flyer, or registration form.

I certify the following (all criteria must be met):

☑ Official college business will be conducted.
☑ Meals or light refreshments are an integral part of the meeting or training session.*
☐ If applicable, the volunteers (listed above) contributed directly to the meeting or training session.

Unit Administrator Signature	Date	VP of Business & Administrative Services Signature	Date

*An *integral part* of a meeting in relation to *meals and light refreshments* is defined as a meeting which takes place during or through a meal period where attendees are not released from the meeting or formal training session.

Revised 05/01/24

Meals and Light Refreshments (MLR) Packet Attachments

The following always need to be attached to MLR forms. They should be typed and can be put together on one page.

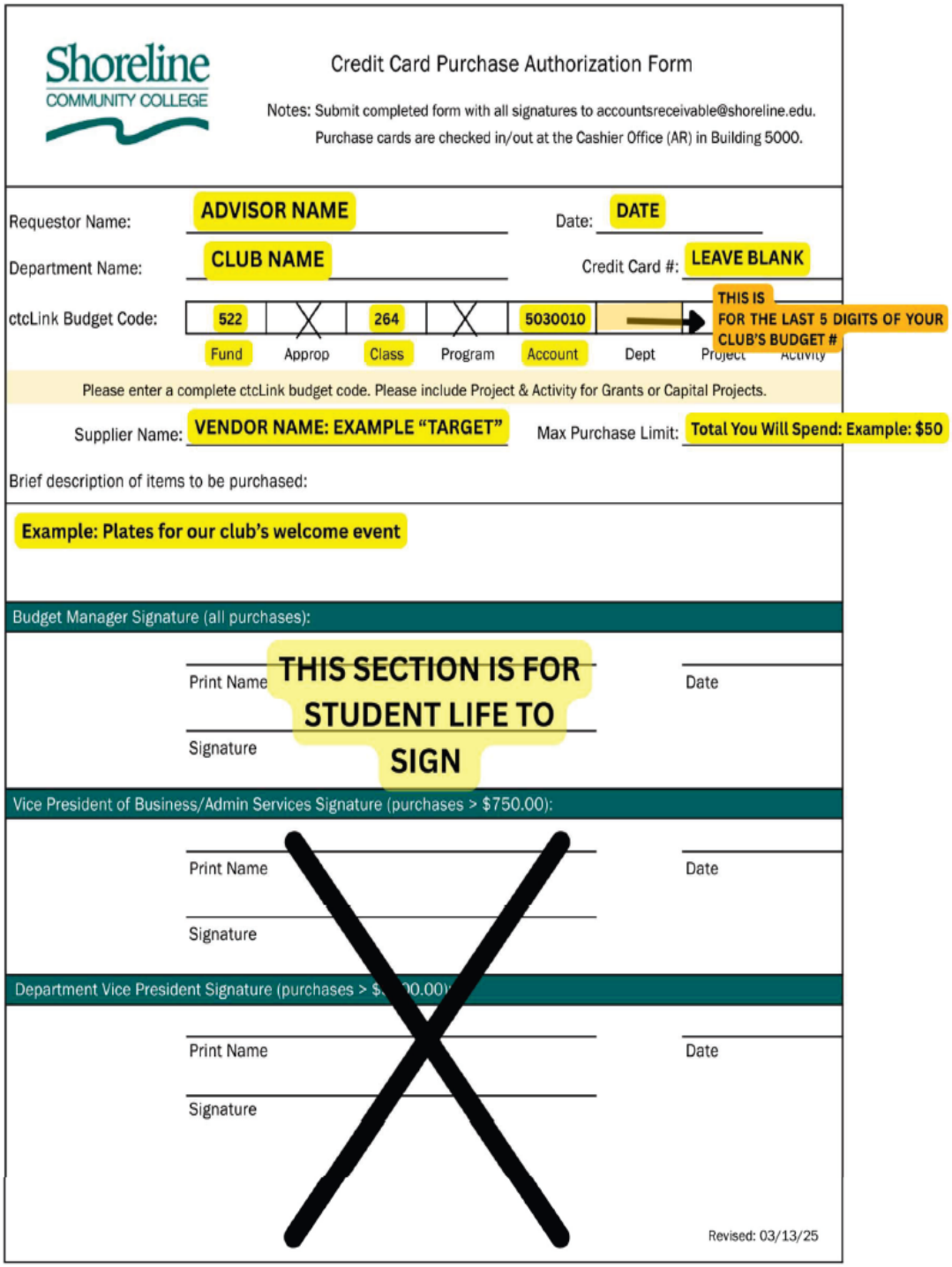
- ☐ Flyer OR Agenda
- ☐ Itemized list of food to be purchased
- ☐ Note: It's also recommended to attach credit card requests when submitting MLRs even though they aren't due until a week in advance.

Flyer/Agenda:

- If there is a flyer for the meeting or event, that can be attached and no agenda is needed.
- If there is not a flyer, create a simple agenda, including meeting date, location, and time.
- List at three periods of time and what will be done during them. For example:
  - 10:00-10:05: Welcome/Announcements
  - 10:05-10:30: Watch Video
  - 10:30-10:50: Discussion about video
  - 10:50-11:00: Final thoughts and questions
- Note: Agenda does not need to be exact but should give a clear idea of the main purpose of the meeting event and what will be covered.

Itemized List of Food:

- If using a restaurant or store that provides an itemized invoice, just attach the invoice.
- Otherwise, list what vendor (store/restaurant) you'll be going to and a breakdown budget of what you plan to purchase, cost per item, and total costs.
  - Most stores and restaurants lists prices online that can help you estimate costs. You can also start an online order and save a copy of the cart listing prices.
- Separate lists by vendor (so if you're going to multiple stores, write the breakdown budget for each under the vendor name).
- Items and prices don't need to be exact but should be best estimates. It's smart to estimate a little high/give yourself wiggle room. Also be sure to account for tax (10.3%) and any other fees.
  - The estimated budget that you list on your MLR form can also be slightly higher than the total of your itemized list if you want to add more wiggle room (as long as your club/program has enough in your budget to cover the higher amount).
- The most important thing is that you end up going to the vendor(s) listed and stay within the total budget for each vendor.
- If your MLR is for a series of events (weekly club meetings), make sure the total listed on the MLR form is the grand total budget, not the budget per meeting.


Shoreline
COMMUNITY COLLEGE
Credit Card Purchase Authorization Form
Notes: Submit completed form with all signatures to accountsreceivable@shoreline.edu.
Purchase cards are checked in/out at the Cashier Office (AR) in Building 5000.
Requestor Name:
ADVISOR NAME
Date:
DATE
Department Name:
CLUB NAME
Credit Card #:
LEAVE BLANK
ctcLink Budget Code:
522
264
5030010
THIS IS FOR THE LAST 5 DIGITS OF YOUR CLUB'S BUDGET #
Fund
Approp
Class
Program
Account
Dept
Project
Activity
Please enter a complete ctcLink budget code. Please include Project & Activity for Grants or Capital Projects.
Supplier Name:
VENDOR NAME: EXAMPLE "TARGET"
Max Purchase Limit:
Total You Will Spend: Example: $50
Brief description of items to be purchased:
Example: Plates for our club's welcome event
Budget Manager Signature (all purchases):
Print Name
Date
Signature
THIS SECTION IS FOR STUDENT LIFE TO SIGN
Vice President of Business/Admin Services Signature (purchases > $750.00):
Print Name
Date
Signature
Department Vice President Signature (purchases >
Print Name
Date
Signature
Revised: 03/13/25

FORM A19-1A Rev. 07/2025

SHORELINE COMMUNITY COLLEGE

INVOICE VOUCHER

Click here to START or CLEAR, then hit the TAB button

AGENCY USE ONLY		
AGENCY NO.	DEPARTMENT	INVOICE VOUCHER ID
WA070		

AGENCY NAME

Shoreline Community College

Division Name (e.g., Financial Services)

Department Name (e.g., Budget Office)

VENDOR OR CLAIMANT (Warrant Is to Be Paid To)

Instructions to vendor or claimant: Submit this form to claim payment for materials, merchandise, or services. Show complete detail for each item.

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise, or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY: _____

(SIGN IN INK)

TITLE DATE

FEDERAL ID NO. OR SOCIAL SECURITY NO. (For reporting Personal Services Contract Payments to IRS)	RECEIVED BY	DATE RECEIVED

DATE	DESCRIPTION	QTY.	UNIT PRICE	AMOUNT
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

ADDITIONAL NOTES		
	SUBTOTAL:	$0.00
	TAX:	$0.00
	TOTAL:	$0.00

PREPARED BY	PHONE NUMBER	DATE	DEPARTMENT APPROVER NAME	DATE

DOC. DATE	CURRENT DOC. NO.	REF. DOC.	SUPPLIER ID	SUPPLIER NOTE (IF APPLICABLE)	COMP TAX

FUND	APPROP	CLASS	PGRM	PROJECT ID	ACTIVITY	ACCOUNT	DEPT ID	STATE PURPOSE	AMOUNT	INVOICE NUMBER

DEPARTMENT APPROVER SIGNATURE	DATE	WARRANT TOTAL	VICE PRESIDENT/PRESIDENT SIGNATURE
		$0.00	