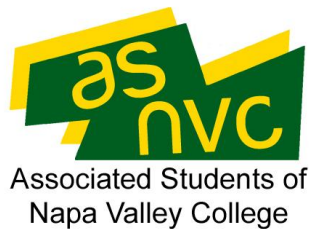




2012-2013 Club Policy Manual



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1. INTRODUCTION

Welcome to Student Life at Napa Valley College. We are excited that you have become a member of a student club or organization, or have volunteered to be an advisor. Student Life is part of the Student Services Division and is located in the Student Life/ASNVC Office in the 1300 Student Services 1 Building, Rm 1340. The mission of Student Life is to support the development of the whole student by providing opportunities to connect and learn from other students, faculty and staff. The Student Life/ASNVC Office is partially funded by the Associated Students of Napa Valley College. Napa Valley College clubs report to the Office of Student Life and are eligible to receive funding from the Associated Students of Napa Valley College (ASNVC).

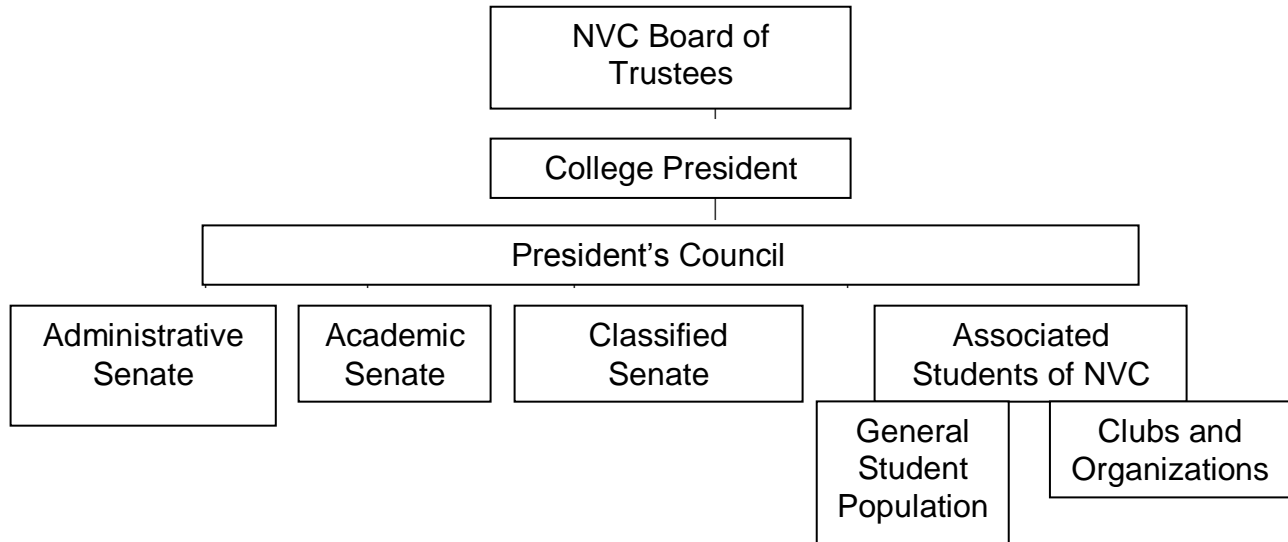
The Associated Students of Napa Valley College represent the students in the Shared Governance process. Napa Valley College provides an excellent opportunity for everyone’s voice on campus to be heard through a system called Shared Governance. Shared governance is defined as the collaborative participation of appropriate members of the college in planning for the future and developing policies, regulations and recommendations under which the college is governed and administrated.

The four main campus groups that participate in shared governance are the:

- ✓ Academic Senate (Faculty)
- ✓ Classified Senate (Staff)
- ✓ Administrative Senate (Administrators)
- ✓ Associated Students of Napa Valley College (Students)

The college’s shared governance policy requires that standing and ad hoc committees and Academic Senate committees include appropriate representation from all constituent groups, including students, when matters being considered are within their purview.

Breakdown of Campus Leadership



2. CLUB APPLICATION

A. Checklist for Activating a New or Restarting a Club/Organization at NVC

- Read and Sign Off** on the Inter-Club Council (ICC) Constitution and NVC Club Policy Manual in the Student Life/ASNVC Office.
- Recruit** faculty member or full-time staff member to be your Advisor. Clubs cannot exceed more than two advisors. Advisors cannot advise more than 2 clubs and cannot be student workers.
- Decide** first club meeting and advertise the club meeting around campus.
- Recruit** re club members. Clubs and organizations are required to have a minimum of seven core members including a *president, treasurer, and Inter-Club Council (ICC) Representative* to be an official club at Napa Valley College. Your core seven members must be NVC students. Any additional members after the seven can be staff or faculty.
- Reserve** a place to meet on campus by completing the Request for Classroom form or reserving time in the Cultural Center..
- Sign up** to have a table at CLUB RUSH in the Student Life/ASNVC Office.
- Elect** officers, complete and deliver paperwork to Student Life/ASNVC Office for Approval.
- Attend** Inter-Club Council meetings. ICC meetings are mandatory.
- Attend** the Club Orientation/Training given by the Coordinator of Student Life. Date to be determined each semester.

1. CLUB ADVISOR

A. Finding a Faculty or Staff Advisor

A full or part-time faculty or full-time staff advisor is required for all student clubs or organizations.

To assist you in selecting an advisor, the following suggestions may help. You may want to contact an instructor who shares the club's interests and goals. For example, The Performing Arts Club may seek an advisor who is a member of the Fine and Performing Arts Department.

Students can also send in a written request to the coordinator of Student Life seeking help in finding an advisor. The request should clearly include the purpose of the club and the goals it hopes to achieve in the coming year. It should also include the time when the club would like to meet for its club meetings.

The coordinator will forward your request to the campus community (all NVC employees) to see if anyone is interested in advising your club.

B. Purpose of Faculty and Staff Advisor

1. An advisor serves as a guide and advocate for the club members.
2. An advisor helps the club to achieve the purpose for which it was organized.
3. An advisor understands college policies affecting such groups; and, hence, can assist students in realizing the objectives of their group.

C. Responsibility of Club Advisor

1. Advisors are required to attend all club meetings when the club meets on campus and off campus.
2. Advisors must attend all on and off-campus club sponsored activities and events.
3. Advisors must sign all Facilities, Business Office and Human Resources forms.
4. Advisors must return all unused cash advances or receipts to the Business Office.
5. Advisors are responsible for the safety of the club members when driving the college van.
6. Advisors are responsible for making sure that club members abide by the NVC Student Code of Conduct during any club sponsored event or event (i.e., meetings, conferences, tournaments, dances, etc) that they are attending as a club on or off campus.

Advisors are welcome to consult with the Coordinator of Student Life regarding any questions, concerns or problems regarding club activities or events or their responsibility as a club advisor.

2. CLUB OFFICERS

A. Club Executive Officer Positions and Responsibilities Club President:

1. To preside over the club and club meetings; he/she is the "Official Spokesperson" for the club. The best person for club president is a student who can make every meeting.
2. To understand and follow Club and Inter-Club Council Constitution.
3. Keep club organized, set up club meetings and sign off on campus forms.
4. Works with the secretary and advisor to develop an agenda for each meeting.
5. Sign off on Business Office forms.

B. Treasurer:

1. Keep track of Club budget.
2. Process and sign off on Business Office forms.
3. Must be able to attend club meetings.

C. Inter-Club Council (ICC) Representative

1. Must be able to attend the Inter-Club Council meetings set up through the Student Life/ASNVC office. The ICC meetings tend to be twice a month.
2. Is the liaison between the club and the Inter-Club Council. As the liaison, the ICC representative is able to let other clubs know what the club is doing and also learn from other clubs.
3. The ICC representative is in charge of requesting money from the ICC and the ASNVC.
4. The ICC representative can send in reports or attend Inter-Club Council meeting in person.

D. Vice President

1. If you elect a vice president for your club, this person can be the one who stands in for the president when the president cannot attend a meeting.
2. If the club agrees, the vice president can also sign off for the president when the president cannot be reached

E. Secretary

If your club elects a secretary, the secretary is responsible for taking minutes at each meeting. This person also keeps track of agendas and minutes preferably in a club binder.

F. Electing Club Officers

Clubs are encouraged to elect club officers during the first couple of meetings. It is important that the club has its seven (7) core members before it elects officers.

1. Decide how the group will elect officers. Example: Nominations, voting, silent ballot.
2. Start taking Nominations. Remember, the Student Life/ASNVC Office only requires clubs to elect a President, Treasurer and Inter-Club Council representative. The Vice President and the Secretary are optional.
3. Write the candidates' names and position on the white or black board in the classroom.

4. Check to make sure you have at least 7 club members present. Then have one student lead the group in voting.
5. Write the winners on the Club Application and return it to the Student Life/ASNVC Office.

3. CLUB RULES AND PRIVILEGES

A. Rules for NVC Clubs and Student Organizations

The following rules must be followed by all approved student clubs and organizations:

1. Have an up-to-date application on file in the Student Life/ASNVC Office.
2. Have an authorized full or part-time faculty or a full-time staff advisor.
3. Clubs must always have seven active club members.
4. Clubs can have Non-NVC students; however, they cannot hold a club officer position or vote on club matters.
5. Complete required forms when necessary and within deadlines.
6. Attend regularly Inter-Club Council meetings.
7. Club Advisor must be present at every advertised meeting, social or planned event.
8. Abide by all campus, local, state and federal laws and regulations which include no drinking of alcohol or doing drugs at any club meeting, event, or conference while active as a club.
9. Respect other students, staff, and property of Napa Valley College.
10. NVC students are only allowed to hold *three* elected/appointed executive officer positions in Napa Valley College approved clubs and organizations.
11. No one may be appointed as Inter-Club Council Representative for more than one club.
12. When a club changes advisors, the advisor will need to complete a Trust Account reference form.
13. Clubs can do fundraisers; however, they must deposit and process money through an On-Campus Trust Account assigned to their club.

B. Privileges for Student Clubs and Organizations

The following privileges are granted to all approved student clubs and organizations:

1. The use of the Napa Valley College name, as long as it is not associated with a political party.
2. The recruitment of members on campus.
3. The holding of meetings and social functions on campus.
 - a. The use of college facilities including buildings, grounds, and equipment free or at a reduced fee.
4. The publishing and posting of activities in campus publications and around campus.
5. The privilege to earn money or petition ASNVC for money for campus events.
 - a. The privilege to invite guest speakers to the campus under general campus relations.

- b. The privilege to use the College Van for field trips. Only advisors can drive the van.
- c. The privilege of having a short descriptive paragraph about the club posted on the Napa Valley College ASNVC website.

C. Conditions for Denying, Revoking or Suspending a Club

The following conditions may result in denying, revoking or suspending a club:

1. Faculty or staff resigns as club advisor.
2. Any on or off-campus activity of the student club which violates lawful district or the college's Student Code of Conduct or creates substantial disruption.
 - a. The use, sale or possession of any controlled substance or any use of violence while acting as a club or organization on or off campus.
3. The club or organization continues to miss consecutive Inter-Club Council meetings without turning in a report.
4. If a club or student association of any type knowingly receives support in the form of funds, materials, volunteers, etc. from an organization which actively advocates intolerance of a NVC recognized minority, gender, sexual orientation, nationality or religion, then that club or student association will be notified and given a warning, activities must immediately stop, and a full audit will be made.
5. Clubs and/or student organizations must take the responsibility to check the background of organizations or outside groups they may be involved with.
6. Clubs and/or student organizations which post flyers or take action to advocate intolerance of a NVC recognized minority, gender, sexual orientation, nationality or religion shall be disbarred from any campus activity or organizing.
7. If any violation(s) of the above conditions occur, the Inter Club Council President will appoint a three member team to address the violation(s) by the club and help the ICC president come-up with the appropriate action(s) to be taken.

D. FAQs on Ways to Be a Successful Club

Q. How do we recruit more members?

- A. It is best to pick meeting times that are the same every week. Advertise club meetings on Campus Events Bulletin Boards. Participate in CLUB RUSH. Club Rush is a two (2) day event usually held during the 3rd or 4th week of school and between 12:30 to 1:30 p.m. in the Quad. Consider making mini flyers that you can hand out to fellow students inviting them to your club.

Q. What do we do if we want to change our club leadership or advisor?

- A. To change a club's leadership (e.g., the club president), the club must hold an office club meeting, which is advertised. At the meeting, the club must have a typed agenda with a

discussion and action section. Then the club must have its seven core club members present along with the advisor to make a vote. Once the club leadership has changed, please inform the Student Life/ASNVC Office.

Q. What happens if we cannot pay our bills?

- A.** If your club cannot pay their bills such as Facilities costs from an event or reimbursement to a fellow club member, the club will be suspended. The club will then need to develop a contract laying out how they plan to earn the money. The president, treasurer and club advisor will need to sign the contract, along with the Coordinator of Student Life and the Vice President of Student Services.

Q. What happens if we no longer have 7 club members?

- A.** At the beginning of each semester and when a club starts to form, the Club has 6 weeks to find 7 core members. If your club cannot hold 7 active members, then your group will need to stop meeting as a club until next semester.

Example of a Club Meeting Agenda

Film Club
Agenda
Thursday, February 2, 2012
Cultural Center
1:30-2:30 p.m.

- 1.0 Call to Order:
- 2.0 Roll Call:
- 3.0 Reading and Approval of Minutes: from January 26th, 2012
- 4.0 Additions to the Agenda:
- 5.0 Public Comment:
- 6.0 Information Items:
- 7.0 Discussion Items: (*Maximum of five minutes per topic*)
- 8.0 Action Items: (*Maximum of two minutes per topic*)
- 9.0 President's Report: Jamie Forrest
- 10.0 Treasure's Report: Fred Johnson
- 11.0 Inter-Club Council Representative Report: Oscar Lee
- 12.0 Club member reports:
- 13.0 Advisor's Report: Dr. Heather Olson
- 14.0 Next Meeting: Day, Time & Place
- 15.0 Adjournment

Example of a Club Meeting Minutes

Film Club
Minutes
Thursday, February 2nd, 2012
Cultural Center, 1:30-2:30 p.m.

- 1.0 Call to Order: 1:40 p.m.
- 2.0 Roll Call: Jamie Forrest, Fred Johnson, Oscar Lee, Mary Shenk, Jessica Anderson, Dr. Heather Olson, Michelle Worch, and Amy Hong.
- 3.0 Reading and Approval of Minutes: from January 26, 2012 - Approved
- 4.0 Adoption of the Agenda: 7.1 Next movie "Glory Road"
8.1 Next movie "Glory Road"
- 5.0 Public Comment: Oscar Lee "We need to advertise more when we plan on going to the movies"
- 6.0 Information Items:
 - 6.1 Club Rush, Feb. 14-Feb.16, Noon-1:30 pm in the Quad
- 7.0 Discussion Items: (*Maximum of five minutes per topic*):
 - 7.1 Next movie to see "Glory Road"
- 8.0 Action Items: (*Maximum of two minutes per topic*)
 - 8.1 Next movie to see "Glory Road" – Approved
- 9.0 President's Report: Jamie Forrest-Thanks for approving "Glory Road". I can drive.
- 10.0 Treasurer's Report: Fred Johnson-We made \$100.00 from the bake sale at the end of last semester.
- 11.0 Inter-Club Council Representative Report: Oscar Lee-I need to know who will be sitting at the Film Club table during CLUB RUSH
- 12.0 Club member reports: Mary Shenk-I can do Tuesday at CLUB RUSH
- 13.0 Advisor's Report: Dr. Heather Olson-I was able to reserve Rm 1033 for March 1, 2012, if you still want to host an Asian Film Festival.
- 14.0 Next Meeting, Day, Time Place: Thurs. Feb. 9, 1:30-2:30 p.m. Cultural Center

15.0 Adjournment: 2:30 p.m.

4. PLANNING EVENTS

A. Club Receiving Money from ASNVC

ASNVC is required to provide each club with a re/activate monetary support of one time amount of \$ 75.00.

The money will be automatically deposited into the club's trust account after all paperwork is completed, turned in, and Club ICC representative has attended their 1st ICC meeting.

B. Requesting Money from the ASNVC

Clubs and Organizations are allowed to request money from the Associated Students of NVC. Each year, clubs can request up to \$250.00. However, the money is given out on a first come first serve basis.

C. To request money, a club must:

1. Request to be on the Inter-Club Council next meeting's Agenda. If there is not an ICC meeting scheduled, then the club can request to be on the next ASNVC meeting's agenda. Continue to follow the same steps.
2. Bring with you a proposal describing what the money will be used for; include the Cost Budget Breakdown and other ways you plan on raising money.
3. If approved at the Inter-Club Council meeting, it will then be sent to the ASNVC's CFO who will transfer the money into clubs trust account.

D. Setting up a Club Trust Account

1. The club or organization must be approved before they can open a Club Trust Account.
2. Once they are approved, complete the Signature Form for Approval of Club/Organization and its Financial Account.
3. Complete Application for a Trust/Club Account.
4. Both forms complete with signatures and turn into the Business Office
5. A club account number will be assigned which you will be using for all Business Office transactions examples: Purchase Orders, Requests for payment, Deposits, and Travel.
6. A monthly statement will be sent to the Club Advisor
7. Club Treasurer is encouraged to review the Monthly Statement and compare with club records.
8. All Napa Valley College chartered student clubs and organizations MUST open an Club Trust Account and deposit and process all money raised through the Business Office. Off-campus bank accounts are not allowed.

E. Reserving a Cash Box and Depositing Money

The ASNVC is providing campus Clubs and Organizations with two (2) cash boxes that can be rented out from the Business Office.

To reserve a cash box:

- 1) Visit the Student Life/ASNVC office and fill out the Reserving a Cash Box form.
- 2) The form will need to be signed by Club Treasurer, Club Advisor and the Coordinator of Student Life.
- 3) On the day of the event, the Club Treasurer can pick up the Cash Box with \$25.00 in change at the Cashier's Window located in the 1500 Building upon presentation of the approved form.
- 4) **The Cash Box MUST be returned THE SAME DAY.** Clubs are encouraged to deposit their earnings at the same time. If the Cash Box is not turned in the same day, the club will be charged a late fee of \$5.00 per day.

F. Depositing Money into the Club Trust Account

If your club made money from an event or fundraiser, a club member or the treasurer should go straight to the Cashier's Window to deposit the money that was made. **Fill out a Deposit Slip with your Club Account # on it (79-955XXX).** Please write your account # under the memo portion of check when depositing checks.

Questions regarding Club Account, call Imelda Basco in the Business Office at 256-7178 or Noreen Del Rosario at 256-7183.

G. Fundraising On and Off Campus

Student Clubs and Organizations and fundraise on and off campus by completing the Fundraising Form located in the Student Life/ASNVC Office.

Drawings are aloud. Raffles are not. With a drawing, it has to be advertized as "donation" or "recommended ticket price".

For Dine and Donate, the Student Life/ASNVC Office has W9 forms with the college tax ID Number.

All funds raised during fundraisers must be deposited in the Club's Student Club Trust Account.

Checklist for Paying Individuals via Invoice

(Any person (not company) that will need a check cut by the NVC Business Office)

Example: Guest Speaker, Performer, DJ, Presenter, etc.

PAPERWORK SHOULD ARRIVE TO HUMAN RESOURCES 14 DAYS BEFORE EVENT/SERVICE.

If individual if being paid LESS THAN \$150:

1. ASNVC Request for Payment
 - Requires Club signatures **AND** ASNVC Board & Advisor signatures
2. Independent Contractor/Purchase Order Request (Human Resource (HR) form)
 - Must be completed by Club President or Advisor and must have Club Advisor's signature.
 - Obtain IC/PO Request from HR website under *Forms*.
3. Invoice is needed from individual providing service
 - Must be submitted for Business Office to cut check.
 - Invoice can be submitted to the Club Advisor to keep copy for Club records prior to forwarding invoice to Linda Hunter in the Business Office.
 - If ASNVC sponsored event, submit invoice to Coordinator of Student Life.

If individual is being paid \$150 OR MORE:

1. ASNVC Request for Payment
 - Requires Club signatures **AND** ASNVC Board & Advisor signatures
2. Independent Contractor/Purchase Order Request (Human Resources (HR) form)
 - Must be completed by Club President or Advisor and must have Club Advisor's signature.
 - After Club Advisor signs form, send email to Liz Gomez (egomez@napavalley.edu) to notify her that form is being routed for signatures.
 - Obtain IC/PO Request from HR website under *Forms*.
3. Independent Contract Checklist
 - Must be completed by Club President or Advisor **AND** must have Club Advisor's signature
 - Must be submitted to the Human Resources Office (Liz) in Rm 1544 along with the IC/PO Request.
 - Obtain Checklist from HR website under *Forms*.
4. Independent Contractor (IC) Agreement
 - IC Agreement will be mailed by HR Office to the individual providing service **AND**
 - Individual **MUST** return the IC agreement *via mail or in person* to HR before work begins in order for check to be approved to be cut.
5. Invoice is needed from individual providing service
 - Must be submitted for Business Office to cut check.
 - Invoice can be submitted to the Club Advisor to keep copy for Club records prior to forwarding invoice to Linda Hunter in the Business Office.
 - If ASNVC sponsored event, submit invoice to Coordinator of Student Life.

Check for payment will be processed by the Business Office (BO).
Check can be mailed to individual or picked up at BO by approved Contact person.

Revised 9/17/12

Forms Required to Spend Club Money

*All ASNVC/Business/HR forms are available in the Student Life/ASNVC office, Rm 1342. Forms need to be completed and returned to the office at minimum *two (2) weeks in advance*. All requests over \$200 must include minutes from the club meeting that agreed to pay for the cost.

<p>Need a reimbursement?</p>	<ul style="list-style-type: none"> • Complete an ASNVC Request for Payment/Reimbursement Form within 3 days of event • Make sure the form is signed by Club Advisor • Attach original receipt(s) • Submit form to the ASNVC Office to be approved by the Coordinator of Student Life and VPSS. • Form will be sent to Business Office who will cut and mail the check.
<p><i>Have an invoice from a Company/vendor (not a person)?</i></p>	<ul style="list-style-type: none"> • Complete ASNVC Request for Payment –Check/P.O. Form at least 14 days prior to event • Make sure the form is signed by Club Advisor • Attach invoice • Submit form to the ASNVC Office to be approved by the Coordinator of Student Life and VPSS. • Form will be sent to Business Office who will cut and mail the check.
<p><i>Want to place an order with a vendor?</i></p>	<ul style="list-style-type: none"> • Complete a ASNVC Request for Payment-Check/P.O. Form at least 14 days prior to event • Make sure the form is signed by Club Advisor • Submit form to the ASNVC Office to be approved by the Coordinator of Student Life and VPSS. • Form will be sent to the Business Office who will process and assign a P.O.# which • The Business Office will give you a P.O. # which you will give to your vendor in order to process your order. • Require vender to mail you an invoice. • Upon receipt of invoice, sign “ok to pay” and submit invoice to Business Office. • The Business Office will cut and mail the check.
<p><i>Have money to deposit into your Club Trust Account?</i></p>	<ul style="list-style-type: none"> • Visit the Cashier’s Window and ask for a Deposit Slip. • Fill out the deposit slip with your Club Name and Account #: Example 79-XXXXX
<p><i>Need money in advance to buy food,</i></p>	<ul style="list-style-type: none"> • Check to see if the vendor accepts Purchase Orders • If not, the club will then need to do an ASNVC Request for Payment/Advance made out to the club advisor.

<p><i>drinks or supplies?</i></p> <p>*Advances cannot be used to pay someone to do a service such as, take photos, cook food or make t-shirts.</p>	<ul style="list-style-type: none"> • The club advisor will then have to cash the check, and give the money to the club member to buy ONLY what the club needs for the event. • The club member can then take the cash, buy the food and supplies needed. IMPORTANT: The club must return extra change AND receipts to the Business Office.
<p><i>Have a performer, band, caterer or speaker to pay?</i></p>	<ul style="list-style-type: none"> • See Checklist for Paying Individuals via Invoice (below)

Guidelines for Club-Sponsored Events at NVC

What is a club-sponsored event?

1. Club-sponsored events include on-campus food sales, dances, tournaments, conferences, guest speakers, etc. that are lead by students who are involved and members of an approved club.
2. Club-sponsored events need to be voted on and approved at club meetings.
3. Club-sponsored events must have a student assigned to liaison and responsible for completing the Facilities and Business Office paperwork.
4. It is **not** the role of the advisor to complete campus paperwork for club-sponsored events or to be the event leader. The Office of Student Life encourages students to learn from opportunities such as taking the lead in planning events or meetings.

When does an event become club-sponsored?

An event becomes club-sponsored when the members of the club vote during a club meeting to sponsor (a.k.a. take lead to put on the event).

Expectations of a Club-Sponsored Event

Before your Club signs up to sponsor an event on campus take into consideration the following expectations:

1. Club members are expected to be present on the day of the event they are sponsoring.
2. Club members are expected to respect the facilities space, not allow alcohol, drug activity or any violence towards people in attendance at the club-sponsored event.

3. The Club is expected to have multiple club members collecting money during the club-sponsored event and must deposit any money made during the event within 2 days of the event into the Club's Trust Account.
4. The Club Advisor must be present at any large club-sponsored event such as a dance, fair, tournament, or community event.

Guidelines for Planning a Large Campus Event

Complete the following steps for coordinating a dance or large event on campus:

1. Application for use of College Facilities NVC Clubs and ASNVC Student Request Form
2. Campus Police NVC Special Event
3. Event Planning Checklist
4. Dance/Event Evaluation
5. Cost Breakdown of the Event
6. Set up a meeting with Club event coordinator and advisor to meet with a representative from College Police, a representative from Facilities, and the Coordinator of Student Life to discuss logistics of event.

Items to Discuss during Group meeting:

1. the club or organization will talk about their vision for the event, ideas, questions and concerns they might have.
2. College Police will review the Dance/ Event Evaluation Form and the amount of security and parking needed for the event.
3. Facilities will review their Forms and discuss the amount of tables, chairs, sound equipment and amount of custodian help.
4. the Coordinator of Student Life will review their financial and publicity needs.

Together, the Group decides on the final details:

1. Day, Time, Place, and Concept of event
2. College Police needs and cost
3. Facilities needs and cost
4. Financial and publicity needs

Reserving College Facilities

<i>Reserving</i>	Office Contact	<i>Form to Complete</i>
<i>...the Cultural Center</i>	Visit the Student Life/ASNVC Office.	No form needed; just call the office at 256-7340 to make a reservation with the office assistant.
<i>...a classroom for an event</i>	Visit the Student Life/ASNVC Office.	Application for use of College Facilities NVC Clubs and ASNVC Student Request Form
<i>...a classroom for meetings</i>	Visit the Student Life/ASNVC Office.	NVC Clubs, Organizations and ASNVC Reserving a campus classroom form
<i>...the Quad or Library Plaza to set up a table</i>	Visit the Student Life/ASNVC Office.	Application for use of College Facilities NVC Clubs and ASNVC Student Request Form
<i>...the Cafeteria to host a dance on campus</i>	Visit the Student Life/ASNVC Office.	Application for use of College Facilities NVC Clubs and ASNVC Student Request Form <ul style="list-style-type: none"> • Event Planning Checklist • Campus Police Special Event Parking request
<i>...the Gym for an event</i>	Visit the Student Life/ASNVC Office.	Application for use of College Facilities NVC Clubs and ASNVC Student Request Form

5. Food

FOOD SALES

To comply with the Napa County Health Department's regulations related to the preparation, handling, and distribution of food on campus, as well as to guarantee the health and safety of all campus constituencies, the following guidelines for food sales have been established for Napa Valley College:

- Food items must be prepackaged. Prepackaged items are food items packaged at a licensed bakery, restaurant, or grocery store, **OR**
- Food items must be prepared by a licensed food service provider and a certificate of liability insurance must be provided in order to receive event authorization, **OR**
- No foods or perishable beverages can be prepared or stored in a private home due to possible contamination.
- All food and perishable beverages shall be protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated).

Additional Points of Clarification

- Can pizza be sold by the slice?* Pizza purchased from a licensed food service provider can be distributed by the slice to the public, provided it is protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated as needed).
- Can baked goods be separated in single servings for sale?* Baked goods purchased from a licensed food service provider can be distributed individually to the public, provided they are protected at all times from unnecessary handling and possible contamination (i.e. gloves must be worn by servers and items refrigerated as needed).
- Does the food policy apply to food in baskets assembled for fundraising?* Yes, unless the food items are pre-packaged.

POTLUCKS

Potlucks are permissible when the following guidelines are met:

- The meeting or event must be closed to the general public. Instead, the event is open to a specific target population, e. g., members of a club, students in a class/program, or certain employees.
- There can be no charge for the event.
- The event cannot be advertised to the general public.

* *Guidelines adopted from Skyline Colle*

Planning a BBQ on Campus

Student clubs, organizations and ASNVC may rent the Criminal Justice Training Center BBQ grill for \$20.00 a day. Contact the CJTC Office at (707) 253-3255.

Complete all necessary Forms

- a. Application for use of College Facilities NVC Clubs and ASNVC Student Request Form
- b. Complete Request for Payment -Advance Form Made out to your Club Advisor if you need money to buy supplies.
- c. Selling Food/Drinks, Reserving the cash box and/or BBQ for the day of the event

Advertising Materials

- d. Arrows
- e. Posters
- f. Flyers
- g. Posters displaying Prices

Items to have available when planning a BBQ:

1. Gloves for serving and handling condiments
2. Condiments
 - a. Ketchup
 - b. Mayo
 - c. Mustard
 - d. Relish
 - e. Lettuces
 - f. Tomatoes
 - g. Pickles
 - h. Cheese
 - i. Spatula
 - j. Tongs
 - k. Cooler
 - l. Ice
 - m. Candles for Hot Food Holders
 - n. Hot Food Holders
 - o. Napkins
 - p. Paper Plates
 - q. Serving and usage Utensils (forks, knives, spoons, etc.)
 - r. Beverages

Travel Policies at Napa Valley College

Field Trip Request Form: Napa Valley College Field Trip and Non-District Transportation Notice for ASNVC and Clubs.

If a club or organization on campus is planning a field trip they need to pick up and complete the “Napa Valley College Field Trip and Non-District Transportation Notice for ASNVC and Clubs” form in the Student Life/ASNVC office. All their club members need to complete the form. The form covers all field trips for the school year.

Field Trip Policies and Agreement

1. The District may sponsor voluntary off-campus co-curricular field trips/excursions. Students, who choose to participate, must understand that pursuant to California Code of Regulations, Subchapter 5, Section 55450, they agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with participation in the activity.
2. Students must understand that the District is in no way responsible and does not assume any liability for any injuries or losses resulting from any transportation which the District did not directly provide (i.e. your personal vehicle or a public carrier) used to travel to and from field trip meeting site.
3. Students must understand that the district does not certify the safe condition of student’s vehicles nor the driver’s license status of students driving their own vehicle, therefore student’s choosing to ride share do so at their own risk.
4. Students must understand that non-collegiate behavior (review NVC Student Code of Conduct for list of non-collegiate behavior) may result in simple dismissal as in “will be asked to leave the group”.
5. Students must understand that non-collegiate behavior may result in being asked to return the full cost of the trip to the college and may result in the inability to attend future conferences or trips and in disciplinary action by the college.

Transportation: If the club will need addition transportation, here are a few options:

1. Bus: Arrangements must be made with local bus companies; Evans, 255-1559 or Michael’s Transportation, 643-2099. Once the reservations have been made and the contract has been sent to you, the vice president of Business and Finance, as the campus administrator, must sign the contract. Contact Solange Kada at 256-7186 if you have questions.
2. College Car/Van. Reserve by contacting Physical Ed. Department at 253-3222 or Heidi Jacks at Facilities at 253-3340. Only advisors can drive the van. Before you can drive the van, you must have a recent DMV driving record on file with Facilities.

College Posting Guidelines

1. Posting on Campus Event bulletin boards: Publicity items may only be posted on bulletin boards listed on this sheet.
2. All off campus posting material must be stamped at the ASNVC Office in Room 1342. If the ASNVC office is closed, the Office of Student Services in Room 1330 (Next to the Admissions and Records Office) can also approve publicity items.
3. Posters are to be no larger than 16" x 20" and should contain the name of the sponsoring group (or individual), the event, time, place, and cost/price donation when applicable. Campus Activities Bulletin Boards are managed by the ASNVC Office and will be cleared each Friday, or whenever the event is over. Extensions may be granted by the ASNVC Office for official college business only.
4. Campus clubs, organizations and departments can have "Napa Valley College" on advertising and do not need to have their flyers stamped.
5. Only one poster per event may appear on each board. Violation of this policy is a misdemeanor pursuant to the California Education Code and may result in the loss of your posting privileges.
6. Posting over or removing existing material is not allowed. If done, group will lose posting rights for 2 weeks.
7. No posting allowed in classrooms or bathrooms unless approved by ASNVC Office.
8. Putting flyers on car windows is not allowed.
9. Posting is only allowed on designated posting areas.
10. If you choose not to follow these guidelines, then your flyer(s) will be removed.

POSTING AREAS

The following locations have been designated as **General Information Bulletin Boards**

- Posting boards next to cafeteria and bookstore
- Posting board at the south end of the mall near the 1600 building
- Smoking Pavilions north 9 (between the gym & pool) and south of campus mall (near new Life Sciences building) and downstairs between the 1400 and 1200 building
- Posting boards in front of McCarthy Library and the 800 building

FOR CAMPUS ORGANIZATIONS AND DISCOUNT MEMBERS ONLY

All locations above and the following locations below have been designated as Posting Areas:

Gymnasium: Downstairs (Not on department boards)

- Woman locker room
- Men locker room
- Outside of the Men locker room

Building 800: Main floor (Not on department boards)

- Next to Rm 830
- Next to Rm 831
- Next to Rm 835
- Next to Rm 837

800 Building: Bottom Floor (Not on department boards)

- Next to Rm 813

1300 Building:

- next to Rm 1342 (ASNVC Office)

Inside posting: You can only post on designated Campus Events bulletin boards. **IMPORTANT: Use scotch tape and thumb tacks. PLEASE NO STAPLES ON INSIDE BULLETIN BOARDS**

Outside posting: Designated posting boards only.

Guidelines are subject to change and will be updated as necessary.