



B E L L E V U E
C O L L E G E

Student Programs Club and Program Policies & Procedures 2013-2014

For further information please contact the Student Programs office,
Rm. C212, (425) 564-6150, stuprog@bellevuecollege.edu

As a representative of a program or a chartered club, you are
expected to know and follow the policies and procedures
explained in this document.

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Student Programs Mission

By enriching student life through leadership opportunities, personal learning and cultural experiences, Student Programs is committed to building a pluralistic and diverse campus community that fosters creativity, innovation and student success. We empower our students to contribute to our community as better world citizens.

Student Programs Core Values

Supportive Values	Leadership Values	Professional Values	Personal Values
Open minded	Vision	Innovation	Kindness
Appreciative	Dedication	Expertise	Loyalty
Supportive	Responsibility	Team work	Respect
Compassionate listening	Integrity	Committed to service	Care
	Dependability	Resourceful	Understanding
	Stewardship	Efficiency	Honesty

Student Programs Vision

- Reflect Our Core Values In All We Do
- Students Are At The Center Of All We Do
- Through Educational, Cultural And Personal Learning Experiences We Create An Environment Conducive To Personal Growth And Building Healthy Communities
- We Foster And Encourage Creativity And Innovation
- We Strive To Model Better World Citizens Through Pluralism, Professionalism And Leadership

Student Programs Core Functions:

- Student Life, Civic Engagement, Culture And Community
- Student Leadership Development
- Student Government, Organizations And Campus Governance
- Outreach And Orientation
- Co-Curricular Activities And Budget Management
- Student Advocacy And Support Services
- Student Activities And Events Management
- Alumni Relationship Management

Student Programs

Leadership Institute

Room: C212 Tel: (425) 564.6151
Email: faisal.jaswal@bellevuecollege.edu

Mission: To engage students in development for the advancement of leadership excellence based on the core values of: skill and character development, public service, civic responsibility, ethical conduct, empowerment of others, diversity, and pluralism.

Vision: Gain recognition as a model organization for student leadership development

Values:

- Skill Development
- Character Development
- Public Service
- Civic Responsibility
- Ethical Conduct
- Empowerment Of Others
- Diversity And Pluralism

Scope:

- Student Leaders Of All S & A Funded Programs
- Modularized Leadership Curriculum
- Leadership Portfolio Development
- Leadership Assessment Development
- Leadership Needs Assessment
- Exit Interviews For Outgoing Officers

Associated Student Government (ASG)

Room: C212 Tel: (425) 564.6150

The ASG serves and represents the student body in order to celebrate our diversity, enhance student involvement, create positive changes, and improve student learning within an engaging academic environment.

PALS (Peer-Assisted Leadership Through Service) Center

Room: C105 Tel: (425) 564.2297

Student employees maintain services at the Business Center. This includes general computer and Internet access (limit 15 min), printing, issuing photo I.D. cards, providing metro bus information, selling movie tickets and campus event tickets, advertisement postings, postage stamps, providing fax service, selling sundries, locker rentals and answering general questions. The Center also maintains a comprehensive calendar of events, and updates the Student Union Building kiosks.

Campus Activity Board (CAB)

Room: C212 Tel: (425) 564-2448 or 564-5091

CAB plans, promotes and implements various campus activities. They also participate in the planning, promoting and marketing of events sponsored by various BC departments, clubs, and other programs. Planning and promoting events entails collaboration with off-campus entertainment, educational, or community groups. CAB with the advisor's assistance creates a long-term vision for the Campus Activities Board by participating in research and dialogue with BC community members. Advertising includes posters, flyers, banners, mailings, news publicity

and more. They also assist in the production of graphic promotional materials for any S&A funded programs and ASG Chartered Clubs.

Peer-to-Peer & Volunteer Program

Room: C106 Tel: (425) 564.6045

The Peer 2 Peer program strives to offer support to any BC students, however it is especially geared towards assisting new BC students as they adjust to student life and academics at BC. Mentoring relationships can serve as an invaluable channel of information and other intangibles for mentees and their success. Mentors should be able to provide new students with advice, knowledge about the institution's programs and environment, assistance with problems or concerns that arise, and networking opportunities.

The volunteer program supports both individuals and student groups who would like to volunteer in the community. The volunteer program can assist students in connecting to a volunteer opportunity that fits their interests. The program also supports students who would like to create volunteer opportunities for other students or a campus-wide service event.

A volunteer fair is sponsored each quarter to connect students with over 30 outside not-for-profit organizations. Students who volunteer at an organization gain valuable work experience, network, and build connections and work skills.

The Watchdog (Student Newspaper)

Room: C206 Tel: (425) 564-2435

The Watchdog is BC's student newspaper, existing for the purpose of improving communication, free expression and the exchange of information between BC students, faculty, staff and administration. If you're a writer or photographer interested in journalism, The Watchdog is a great opportunity for you to build an impressive portfolio and gain exposure to news media. You can join The Watchdog's team of reporters by enrolling in COMM141, 143 or 146 or you can submit freelance articles to COMM141@yahoo.com. Paid staff positions are also available.

Students are encouraged to take advantage of The Watchdog's classified and I saw you ads, both free to everyone currently enrolled at BC. If you have story ideas or topics you feel the newspaper should address, please contact the staff with your thoughts and concerns. To contact The Watchdog, call (425) 564-2435 or send an e-mail to editor@thewatchdogonline.com.

Who's Who in Student Programs

Assistant Dean Student Programs – Faisal Jaswal

Room: C210

Tel: (425) 564-6151

Email: faisal.jaswal@bellevuecollege.edu

As Director of Student Programs, Faisal provides the vision and direction for Student Programs, supervises ASG, CAB and Business Center advisors, oversees the Services and Activities (S&A) budgets, provides training and direction to student clubs as needed, and manages New Student Orientation and services. In addition, Faisal works with the Leadership Institute and is involved with the Mentoring and Volunteer Programs.

Associate Director: CAB & Club Advisor, Events and Community Outreach – Nora Lance

Room: C212B

Tel: (425) 564-2330

Email: nora.lance@bellevuecollege.edu

As Associate Director, Nora advises the Campus Activities Board, assists all student-funded programs and clubs with their events and/or projects, takes the lead on managing Student Program events, informs students, staff, program participants, and/or public regarding program content, policies, procedures and activities, works with the volunteer program student coordinator and does outreach with the local community.

Program Coordinator – Candiest (Candy) Stewart

Room: C212A

Tel: (425) 564-2385

Email: candy.stewart@bellevuecollege.edu

As Program Coordinator, Candy supervises the Front Desk Staff, provides administrative support - such as hiring documents and logistics for all new personnel, coordinates the orientations for new students, and assists students with Financial Aid issues and FAFSA. Candy provides twice-weekly club orientations on policies and procedures, and is also responsible for booking the Free Speech areas on campus.

Program Coordinator: Brandon Lueken

Room: C212B

Tel: (425) 564-6166

Email: brandon.lueken@bellevuecollege.edu

As Program Coordinator, Brandon oversees the Associated Student Government and the Office of Student Legislative Affairs, conducting weekly meetings. He also coordinates summer training and Student Programs Leadership Institute activities.

Faculty: Gerald Bunce

Room: C212

Tel: (425) 495-0294

Email: jerry.bunce@bellevuecollege.edu

Jerry teaches the HD Leadership classes offered each quarter and is involved with the Camp Casey Leadership Retreat and the Mid-Year Leadership Retreat.

Faculty: Jose (Skip) Sampelayo

Room: C212

Tel: (206) 276-5363

Email: skip.sampelayo@bellevuecollege.edu

Skip conducts the monthly Student Programs Leadership Workshops, covering such topics as Emotional Intelligence and Conducting Effective Meetings, and he also facilitates the Camp Casey Leadership Retreat and the Mid-Year Retreat.

Program Coordinator: Budget and Finance – Chris (Hristo) Stoyanov

Room: C212C

Tel: (425) 564-6152

Email: hristo.stoyanov@bellevuecollege.edu

As Program Coordinator, Chris monitors budget status of S&A funded organizations, maintains program budgets and oversees cash handling procedures and practices -- which includes bookkeeping, journal entries, running financial reports, highlighting any problems, and recommending corrective actions. He also supervises a Financial Office Assistant and the Student Programs Web Master. He works with all clubs on their fundraising, travel, purchasing and reimbursement needs.

Program Coordinator: Marketing and Outreach – Zak Yousuf

Room: C212

Tel: (425) 564-2500

Email: zak.yousuf@bellevuecollege.edu

As the Outreach & Recruitment Coordinator, Zak provides information to high school students, parents, faculty, and the community to educate and promote the value of a lifelong education, and to recognize Bellevue College as a valuable educational option. Zak is involved with: College Fairs, High School Visits, Community Resource Centers and arrange BC campus visits.

Budget and Finance Assistant: Stephanie Rowe

Room: C212C

Tel: (425) 564-2326

Email: stephanie.rowe@bellevuecollege.edu

As Budget and Finance Assistant, Stephanie assists Chris with travel requisitions and financial documentation, reimbursements, petty cash, and paperwork. She can also arrange for car and van rentals, and insurance for club and program events.

Who's Who Around Campus

Director of Food Services - Todd Juvrud

Room: C134

Tel: (425) 564-2291

The Director of Food Services oversees the food services provided in the Cafeteria and Coffee Shop in the Student Union Building, L and R buildings. Food Services can provide food for events held on campus.

Graphics/Printing Services

Room: D175

Tel: (425) 564-2352

Any printing of posters, brochures, or flyers for clubs and programs needs to be printed through Printing Services. CAB can assist in designing materials for your club or program and will get them printed; you will need to give CAB the correct budget number to use for printing your materials. Graphics Services have professional graphic designers who can be hired for a project if your Club/Program needs to (there is a charge for this service.)

Cashiering

Room: B126

Tel: (425) 564-2304

Cashiering is an on-campus extension of the College Finance Office, where performers' paychecks, reimbursements, and travel advances can be picked up. This is the office where student groups pick up cash and small bills needed for making change at club events.

Campus Operations

Room: K100

Tel: (425) 564-2376

Campus Operations have the duties of handling any work requests such as patching a wall, installing an electrical outlet, moving furniture, etc. You will need to have a BC staff submit these requests through the Campus Request Center.

Events Office

Room C117A

Tel: (425) 564-4040 or (425) 564-4043

Events Office handles room reservations other than C225, C211, and C103. The Events Office will also put up signs for directing groups of people to an event or through the parking areas (there is a charge for this service.) When you submit a Project Plan, Nora Lance will book your room for your event.

Public Safety

Room: K100

Tel: (425) 564-2400

The Public Safety Department offers several services important to Event Planning. Large and/or late-night events may require a Public Safety Officer for which there is a hourly charge (4 hours minimum). Public Safety will need to be notified of any large event 3 weeks in advance. Public Safety also maintains a "Lost and Found", issues parking tickets, directs traffic, and offers some

car assistance such as jump-starts and unlocking car doors. In the event of a campus emergency, Public Safety should be notified after calling 911.

Library Media Center/Media Services

Room: D126 Tel: (425) 564-2001

Provides technical support and equipment including computers, video projectors, players, audio equipment, etc. The Media services department is involved in all major events on campus. Nora Lance will submit a request ticket for your media needs as listed on the Project Plan you submit to her.

Advisor Responsibility

The nature of the relationship between you and your group will vary, not only with each club or program, but also, from time to time, within the group. Advisors occupy unique positions in these groups. Advisors work with students and should not consider themselves as persons who direct the groups' programs and activities. Your role should be as a person who guides the group in accordance with rules, regulations, purposes and ideals of the college. Special attention should be given to educational, cultural, social and oversight of finances of the group.

Specific Responsibilities

Advisors are encouraged to attend club/program meetings (this is not mandatory) and they assist the club/program officers in planning their programs, activities and budgets.

Approve and sign all expenditures and budget proposals. Ensure that all receipts are submitted to the Student Programs Finance Office for reimbursement.

Require that the club/ program maintains current records with the Student Programs Office, to include contact information for both the current club/program president and the advisor.

Attend or find a replacement staff/faculty member to supervise major events (dances, after-hours events, etc.) that your group sponsors and carries out.

Have knowledge of the club/ program's mission statement

Ensure that students fill out and turn in Project Plans for all activities and events and encourage them to adhere to Project Plan deadlines.

Advisor Selection/ New Club Development

All clubs are required to have a Club Advisor, this can be either a BC faculty or staff member. Students are required to find an Advisor. If students do not have an Advisor at the time they wish to charter, then a Student Programs staff member can serve as a temporary Advisor until a permanent Advisor can be found.

Clubs that have been officially chartered can request S&A funding from the ASG. To request funding, complete an ASG Funding Request form that can be picked up at the Front Desk of the Student Programs Office. The VP of Finance will contact a club member to discuss the funding request, and a club member is required to be present at the ASG board meeting to make an official request to the board. A Project Plan must be submitted prior to submitting a Funding Request.

Student Programs Responsibility to Advisors

The Student Programs staff are available to provide support to both advisors and club members. We are here to assist and answer any questions. We encourage students and advisors to stop by and get to know our office.

Inappropriate Roles of the Advisor (examples)

- Run student meetings
- Vetoing decisions

Planning an Event

Planning an event should begin with a purpose and goals your group hopes to accomplish. Start with a goal such as: unifying the Student Body; increasing awareness (cultural, social, etc.); creating an alternative, safe atmosphere. Part of creating your purpose is identifying who you want your audience to be.

Approach planning an event from the perspective of collaboration, think about which departments, programs or clubs on campus you can partner with when you begin an event.

Project Plan

Begin planning all events/ projects by completing a **Project Plan** with your club or program members. The **Project Plan** can be found on the Student Programs Website: http://bellevuecollege.edu/stupro/pdf_doc/project_plan.pdf or you can pick up a form from the Student Program Front Desk in C212.

The **Project Plan** is a tool to assist you in effectively planning your event and budgeting: outlining the steps to be taken to ensure that your event/ project is successful, documenting the budget, documenting all tasks to be completed and the persons responsible for each item, and establishing deadlines for each task.

Once you have completed the **Project Plan, submit it to the Front Desk so it is logged in.** You will then need to **meet with Nora Lance** so she can review your Plan with you to ensure that everything is in place for you to have a successful event.

Event Timeline

This Timeline is an estimate of dates to assist you with planning your event and completing your **Project Plan**.

Three Months Ahead (for major events with performers or lecturers)

- Check Calendar, Date & Time
- Decide the kind of entertainment that you want. Research.
- Preliminary planning for the event
- Establish budget
- Set admission Price if applicable
- Preliminary planning for advertisement

Two Months/ 8 Weeks Ahead

- Order tickets (Project Plan must be submitted and approved)
- Work with Nora to reserve any special equipment - Media, sports equipment, etc
- Prepare materials for special displays and bulletin boards
- Send email on campus, etc.
- Make arrangements for food

Six Weeks Ahead

- Contact any performers, fill out all the forms (performance agreement, A19, W9, and take care of their special needs such as transportation, lodging, meals)

Three Weeks Ahead

- Arrange any video, audio, or lighting equipment, and sound tech people for the stage
- Arrange for any deliveries
- Order Decorations
- Finish the publicity and distribute publicity, hang posters, flyers, banners, etc
- Arrange for Public Safety Officers if needed
- Begin ticket sales

Two Weeks Ahead

- Make arrangements for change for ticket sales; reserve cash boxes, hand stamps, etc.
- Confirm performers
- Arrange for parking permits
- Check on food ordered
- Check on any special arrangements
- Check on decoration arrangements

One Week Ahead

- Confirm technical arrangements
- Confirm transportation/lodging arrangements
- Check with performers
- Make sure payment checks will be ready on the day of the event

Day of the Event

- Arrive at the time indicated in your building use application
- Review room set up, sound, light, equipments, decorations, table, chairs, etc
- Meet with security
- Pay performers

End of the Event & One Week After

- Clean up areas used and remove trash
- Deposit any proceeds with Student Programs staff
- Write "thank you" notes
- Evaluate event

Supplies to have on Hand the Day of the Event

- Pens, pencils, markers
- Whiteout
- White boards
- Chalk and eraser
- Pointer
- Paper/ card stock
- Name tags/ labels
- Place cards
- Colored dots
- File folders
- Tape- single and double face/ duct tape
- File boxes
- Ribbons
- Date and Numbered Stamps
- Stationary and Envelopes
- Computer and Computer Supplies
- Clips
- Rubber bands
- Stapler/ staples
- Three-hole and single punches
- Rulers
- Toolbox (hammer, screwdriver, nails)
- First Aid Kit
- Throat lozenges
- Packing knife
- Extension cords
- Flashlight
- Batteries
- Measuring tape
- Spot remover
- Sewing kit
- Volunteer list with contact information
- Stopwatch
- Scissors
- Thank you notes
- Emergency numbers
- Cash boxes
- Calculators
- Projector, projector bulbs, carousel tray
- Message pads
- Cell phone
- Local tourist information/ maps/ restaurant guides
- Cassettes and tape recorder
- Camera/ film

How to have a Successful Meeting

- Group members should understand the meeting's purpose and pool their knowledge
- If you are facilitating the meeting come prepared
 - Have an agenda
 - Know the purpose of and what you hope to accomplish at the meeting
 - Have done your research
- Practice good meeting etiquette
 - Arrive on time
 - Avoid unnecessary interruptions (turn-off your cell phone)
 - Be aware of the time and keeping moving through the agenda
 - Don't hold side conversation during the meeting
 - Stay until the end or let the group know at the beginning of the meeting that you have to leave early.
- Practice good communication skills
 - Listen carefully
 - Be courteous
 - Respect opinions
 - Consider suggestions
 - Express yourself clearly
 - Summarize as needed
 - Include everyone
 - Offer suggestions
- Close the meeting by:
 - Tying up loose ends
 - Assigning follow-up assignments
 - Summarizing the decisions made at the meeting
 - Schedule the next meeting

How to have Successful Meetings, Copyright © 1983 by Channing Bete Company, Inc, South Deerfield, MA.

Reserving a Room

For events only: After submitting a Project Plan to Student Programs, Nora Lance will contact the Events office to reserve a room for your event. It is important to indicate three different options for dates/times on the Project Plan in case the room is not available on the desired date or time. If the event is outside of the operating hours of the college, groups may be charged fees (custodial, security, etc.)

For meetings only: Reserve your room through the Student Programs Front Desk. Rooms are available on a first-come first-serve basis.

Sound, Equipment, Etc.

Prior to hiring a performer you must confirm that you can secure sound and equipment to their specifications. Performers, especially musicians, have special requirements and you'll need to determine whether the college has the appropriate equipment or whether you'll need to arrange for rental equipment. Performers may need a piano, special lighting, a certain amount of stage space, a certain level of plug-in amplitude, a TV screen ... you never know until you ask the performer their needs. More and more musicians and performers come with their own sound systems, you will need to ask them and if they do; make sure you include this in their **Performance Agreement**.

The **Library Media Center** has TV, DVD, VCR, projector and screens that students can request. Once your Project Plan has been approved, Nora Lance will reserve the equipment for you.

The **cafeteria stage** is maintained by Food Services and is set up by their staff. Food Services staff will need to be advised if the stage is to be removed for an event.

Contracting

Many performers have agents who take care of performance details. Agents (Agencies) also offer event packages, sound, and games. Rarely will an agent have a set price for a performance. They are almost always negotiable. Find out pricing as early in the planning process as possible.

You will be able to arrange **contract prices and conditions**, but you must always inform the person that no contract can be binding until reviewed and approved by the college through the Assistant Dean of Student Programs. Before settling a verbal contract, you must have a **Project Plan** completed and approved. Make sure you have the space reserved, that the time/date does not conflict with other events, and make allowances for unexpected weather conditions. Be sure you know what you are getting. Do not offer a price before you know details, such as length of performance and quality of the production. Ask for referrals. You don't want any surprises after the contract is signed. Performance payments require a **W-9, Washington State Retirement Status Form**, and a **Performance Agreement**.

Providing Food

If you are providing food for your event you need have it catered through BC Food Services. Complete a **Meals with Meetings Form** and the **Catering Request form** available from the Student Programs Front Desk (C212) and turn it into Nora. The event needs to be open to the entire BC population. A poster advertising the event must be posted ten (10) working days prior to the event. (Advertising needs to consist of posters placed around campus on bulletin boards.) Under rare circumstances you may request an exception to the mandatory BC Food Services catering.

Promoting an Event

Begin by identifying who you want your audience to be and how you can best reach them. Consider involving the outside community or inviting specific organizations. Consider which groups on campus will take special interest in the program. You can work with CAB, the ASG Campus Life and Events Rep, and the ASG Marketing & Public Relations Rep for help in advertising your event. CAB can help you design and put up your posters around campus.

Plasma Screens

Room: C204 (CAB)

Tel: (425) 564-2448

CAB designs and maintains the plasma screens. You can contact them to assist you with designing and posting plasma announcements in addition to having them help you with designing posters or flyers. Many clubs request CAB to design both a poster and a plasma screen for their events

E-mail/Internet/Facebook/Watchdog Student Programs Website

When your Project Plan is approved, your event will be posted on the BC Calendar, and it will appear in weekly All-BC FYI email announcements (these announcements also roll onto the MyBC home pages.) Clubs maintain their own Facebook account but avoid controversial content because your club represents the college. Ads can be placed in the Watchdog for a fee.

Bulletin Board Posting Policy

All items posted must be approved and stamped at either the PALS Center in C106 or at the Student Programs Front Desk in C212. Personal ads are posted on the Student Union Building boards for 2

weeks; club and program posters and flyers are posted by CAB around campus and are removed after the event (or at the end of the quarter for club meeting notices.)

Display Case

You can reserve the display case in the Cafeteria through the Student Programs Front Desk. Reserve the display case well in advance. It is reserved on a first comes first basis. Clubs and Student Funded can reserve the display case once a quarter for one week.

Budgets and Fundraising

Any BC program or ASG-chartered club supported by S&A dollars engaging in fund-raising activities must comply with the Student Programs Fund-Raising Rules and Regulations. These instructions and procedures are mandated by the BC Financial Code, Student Programs, the BC Finance Department and the State of Washington. All of the policies and procedures as well as authorization forms are available at the Student Programs Office, C212.

Before any program or club fundraising activity occurs, a **Project Plan** must be completed and approved by the appropriate Student Programs staff. Once this has been done the appropriate **Fundraising Authorization** and supplemental forms must be completed and approved by the Director of Student Programs. It is imperative that documentation exists which tracks all aspects of revenue collection. If a program or club does not abide by these instructions and policies, they could face delay in future fundraising authorization, denial of fund-raising.

All revenues raised through fundraising activities must be deposited into your account as mandated by the State of Washington - there are no exceptions. Following the fundraiser event, raised funds must be brought to Student Programs office for **immediate** reconciliation. If the event is held outside of regular office hours, funds must be dropped off at the Cashier's night drop box and picked up the next working day to be reconciled and deposited.

Auction

Auctions can be a great fundraiser. This is especially true if the program or club auctions off items or services that are donated from individuals or organizations. Consider the following when planning and holding an auction:

1. Receipts need to be given to any individual or organization that donates items or services. If a tax ID number is requested by the donor, please contact Student Programs for that information. The receipt must include the following information: date, name of organization or service, item or service description, estimated value of item(s), name of program/club representative who received the actual donation
2. One business day prior to the auction, all donated items/services receipts must be on file with Student Programs.
3. A receipt of purchase must be issued to the individuals who buy auction items/services.
4. Any auction items or services not sold remain the property of the club and must be kept on campus.
5. Upon the conclusion of the auction, all revenue and receipts need to be brought to Student Programs for verification and deposit.

Donations

Some programs and clubs seek donations from individuals and organizations outside Bellevue College soliciting money, goods, and services for various uses such as annual auctions, assistance with travel costs, or other general expenses needed to run a program or club. Contact Student Programs Staff to make sure that any potential conflict with BC Foundation Office simultaneous donation drives is eliminated.

Once the authorization form is turned in and approved, donations need to be documented with a log and receipts must be given to the donor for donations of \$20.00 or more. Often other types of fundraisers are accompanied by

unsolicited donations. Make sure for this purpose you pick up a lockable donations box from Student Programs and keep a log.

Dues/Membership Fees

Dues or membership fees collected by a program or club from its student members are considered a form of fund-raising. As such, the program or club must complete a Program/Club Dues and Membership Fee Authorization Form prior to the collection of dues/membership fees from students. This fees and dues can be a part of a program's/club's membership with an outside organization (local, state, or national), or be decided on and administered by a club or program itself.

Program/club's advisor or a student financial representative collects the dues recording them on a log sheet. Once dues are collected, the revenue is to be brought for reconciliation and deposit with a Student Program's staff.

Event or Performance Fund-Raising Procedures & Instructions

When holding an event or performance such as a dance, dinner, play, dance production, or musical concert, for which admission is charged, a program should abide by the following guidelines.

Tickets

Programs/clubs must use **pre-numbered and pre-approved tickets** when charging admission. Student Programs recommends that the Campus Copy Center be utilized in producing these pre-numbered tickets that must be verified by Student Programs staff prior to any distribution or sales. The program or club may provide their own pre-numbered tickets, but still must present the tickets to the Student Programs Office for verification of the stated number sequences and pricing. In both instances, request a **distribution log** that will help to keep track of ticket sales.

Within 24 hours following the event or performance, revenue is to be brought for verification and reconciliation accompanied by **both used ticket stubs and unsold intact tickets**. Once reconciled, the program or club member must deposit the revenue at Cashier, B126, into their program or club account.

***A helpful tip to consider:** For ease of distribution and reconciliation, it is essential that tickets priced differently are colored differently or the number sequences should be specified for presale vs. door sales. It is also helpful to have either performance/event date printed on the ticket or have a different number series or color to differentiate between performances or events occurring on more than one date concurrently.

Programs/Clubs are encouraged to use PALS Center services for event ticket sales, which will help to eliminate cash handling liability concerns. PALS Center provides this service free of charge.

The program or club should note any discrepancies: either money shortages or overages, or missing tickets at the time of the reconciliation. Documenting any problems in which the numbers of tickets do not match the receipts for the event will make it easier to address the problem promptly.

Sale – Bake

A program or club may hold a maximum of three bake sales per quarter. No more than two bake sales put on by different programs/clubs may take place within a single week. The Director of Student Programs must authorize the request for a bake sale.

To have a bake sale, please take the following steps.

1. Your program needs to track the sale of the baked goods. A bake sale log must be used during the sale. If using a log, list the sale price of each baked item, and attach it to the authorization form. If a change in the

pricing of the baked goods occurs (i.e. 50% off to sell off the remaining baked good items), then it must be documented what was sold at 50%. Keep good records and reconciliation proceeds more smoothly.

2. If you need a change fund, complete the change fund form, and make sure the advisor and the Director of Student Programs sign the authorization form that will be forwarded to the Cashier's Office, B126. The Cashiers Office must receive the change fund request 48 hours (2 business days) prior to the date of the bake sale. The change fund is considered a "loan." At the end of the sale the change fund must be deducted from the total bake sales and returned to the Cashier's Office.
3. At the conclusion of the bake sale, bring all receipts, all revenue from sales, and the change fund to Student Programs for verification. After the bake sale is reconciled, then the student financial representative of the program or club must take the receipt, the bake sale revenue, and the change fund, which has to be deposited separately, to the Cashiers Office.

Sale – Raffle

S & A funded programs and ASBCC chartered clubs who wish to sell raffle tickets to raise money for their program or club must read the following instructions.

1. Raffle tickets must be physically presented to the Student Programs' office for verification prior to any distribution of sales activity.
2. Programs/clubs must use pre-numbered tickets that are available in Student Programs Office, can be ordered from Printing Services, or the program/club may provide their own pre-numbered raffle tickets. In either case, the tickets must be presented for verification along with the raffle ticket sales authorization form, at least two weeks prior to the event.
3. Ticket log sheets (provided by Student Programs) must be filled out and presented to the Student Programs' staff person for verification prior to any ticket sales and programs/clubs must make deposits at least once a week.
4. At the end of the raffle the ticket sales logs and unsold tickets and any revenue yet to be deposited, should be collected by the program or club advisor or student in-charge and brought to the Student Programs' Office for reconciliation. (If a program/club plans to sell raffle tickets at a single location for five business days or less, then verification/deposits must be made on a daily basis).

*** Tips Regarding Holding Successful Raffles:** Raffle tickets sold at a fairly low price can generate a reasonable amount of revenue. Publicizing the raffle ticket sale, offering an intriguing, but low cost prize, having enthusiastic and responsible ticket sellers will improve your net profit and increases the earning potential.

Sale – Service/Tangible Items

When selling a tangible items (i.e. T-shirts, flowers, literary magazines, concessions, stoles, tassels, etc.) or services (advertising, a car wash), complete an **inventory log** and a **sales log** for tracking the distribution of these items. Receipts for all revenue collected must also accompany each deposit. Make all deposit verifications through the Student Programs and provide a sales log and/or receipts for each deposit! For tangible items email or attach to the Fundraiser Authorization form a reference document (purchase order), noting the original purchase of the items that are being sold for profit, at cost, or given away. Services are exempt from the purchase order and inventory log requirement. It is important and required that the program or club advisor declare on the Student Programs' fund-raising authorization request for tangible/service sales, **if any of the goods are intended to be given away or complimentary**. Specifically, the advisor needs to indicate the amount of goods being "given away", why, and the expected loss.

Other

Some fundraisers may not fit into any of the fund-raising forms and procedures already in place. Please come by the Student Programs office for assistance.

GENERAL INFORMATION AND TIPS

Deposit Rules

All the money generated through a fundraiser event, has to be brought to Student Programs office and be reconciled with a Student Programs Staff. After the money is reconciled, Student Programs Coordinator will fill out a deposit verification receipt and the money will be taken and deposited at the Cashier office, B126. After the deposit is made, a receipt from the Cashiering has to be taken back to Student Programs office.

It is a state law that revenue generated by a fund-raising event must be deposited within 24 business hours of the receipt of the revenue. If a program or club's event or activity ends after business hours, the proceeds must be secured in the cashiering night drop box (B-126) with the help of a Public Safety staff, then, on the next business day, it must be properly verified and deposited as described above. If a program or club needs an exception to any of these rules, they must request that from the Director of Student Programs.

Change Funds

If a fund-raising activity needs to provide change, the Cashiers (B126) can issue a change fund. The change fund is considered a temporary "loan" of change and must be deducted from the funds raised. After the program or club's fund-raising activity has been reconciled and verified with Student Programs, then the change fund must be returned to the Cashier's Office. A Change Fund Request form can be found in the Student Programs office, C212. The signature of approval from the Director of Student Programs must be obtained prior to handing in the Change Fund request form to Cashiers. All change fund requests must be requested no less than 3 business days prior to a fund-raising activity.

Reimbursement

Although this must be avoided, it may happen that the college needs to reimburse a student for a legitimate expense on behalf of a program or a club. If this is the case, the student must present all **original** receipts as well as the following: (1) Name as it appears on the student record, (2) student number, (3) description of the purchase and full contact information (address, home, e-mail). Remember that **all purchases must be pre-approved** by the Student Programs Finance Office (C-212C) in order to be eligible for reimbursement.

(Note: Typically clubs cannot use school funds to purchase food/beverages for meetings or activities that are open only to club members and not the entire student body.) If food has been purchased for a student event, you need to attach (1) a flyer or a poster showing the event was provided for the campus and was advertised to the general public for 10 business days, and (2) a previously completed and approved Advance Approval for Meals with Meetings form. For more details on purchasing food, see "Providing Food" section above.

Purchasing, Travel, and Other Documents

A common rule about purchases, payments, reimbursements, meals and refreshment expenses, and travel expenses is that they must be approved ahead of time by the Student Programs Finance Office (C-212C).

Purchasing

All Student organizations and clubs are encouraged to purchase tangible items as well as services through the BC departments. Purchasing from outside vendors should be an option only if items or services are not provided by any of the Campus departments. All on-, or off-campus purchases need to be approved by Student Programs Finance office.

Interdepartmental Budget Transfer

The easiest method of making any purchase for your program/club is to purchase from another group on campus. It requires only a budget number and approval from the Director of Student Programs. Off-campus purchases are handled in several different ways.

Purchase Requisition/Purchase Order

Purchase requisition forms are used to purchase tangible items not available through Campus services. Tangible items may include: equipment, office supplies, materials, decorations, food and beverages, etc. These forms can be used to pay a bill or reimburse personal funds spent over \$20

Purchasing Cards

This option for outside business purchases works like a credit card. This is an easy and fast payment option. Please see the Finance Office manager (currently Chris Stoykov, C-212C) for help with this payment option. Purchases must be pre-approved by the club or program advisor.

Petty Cash Reimbursements

Tangible and non-travel related items purchased for under \$20 can be reimbursed this way. Bring the receipt to the Student Programs' office and complete a "Petty Cash Reimbursement" form. Clubs or Programs will need approval of their advisor/director by signature and approval of the Director of Student Programs. Once approved, your receipt and "Petty Cash Reimbursement" form can be taken to the Cashiers Office to obtain your cash reimbursement.

Paying a bill

To pay a vendor (bona-fide business) for a tangible items or services, please request an invoice, a quote, or an estimate from the vendor. The document must contain all of the following (1) business name, address, phone, e-mail, (2) detailed description of the purchase with item pricing, (3) total price. Based on that, a Purchase Order (see above) will be issued and communicated to the vendor. Payment will be made after the merchandise or service is received.

Special Considerations with Purchasing

S & A Funds may not be used **to purchase food and/or beverages** as part of an entertainment event unless the event is open and publicized to the entire student body for a minimum of ten working days prior to the event. If food is used during a college-related business and is a closed event (e.g. training or a business meeting during a meal time), a "Meals with Meetings" form must be filled out and approved by program/club advisor and by Student Programs Director 10 business days prior to the event.

Purchase of tangible items **\$3,000 and over** requires that you gather three bids from different vendors. Bids must be submitted in writing. Remember that once received, bid details cannot be disclosed to anyone except for involved college staff. For questions or assistance in this process contact the staff in Student Programs.

A-19

A-19 (State of Washington) and forms are used for pre-payment, post-payment, cash advances, or reimbursement on non-tangible items (i.e. performances, services, facilities rental, subscriptions, registration fees, memberships, etc.). The form is completed by the Student Programs Finance office per the rules governing payments in general (see page 15).

W-9 and Retirement Status forms are required for payment to any individual that is paid for performance or services.

Travel

The travel manual, including important travel updates, is available in BC Finance's shared folders. Print the manual, or reference it as travel questions arise.

Travel Requisition Form (TR)

This is the pre-trip planning form. It is used to document trip details and estimated expenses. The TR form is completed by the Student Programs Finance office with your involvement and after the Project Plan for the travel has been completed. Set up an appointment with Student Programs Finance office staff and allocate about ½ hour. Have as much information as possible (dates, location, agenda, website, proposed hotels, etc.). Work out the travel funding ahead of time. Sources include club/program own funds, Student Government allocation, or funds provided by other BC departments or outside donors. The TR must be completed **far ahead of the travel:** a minimum of 8 weeks before out-of state travel, 4 weeks before in-state travel.

Travel Expense Voucher

Eligible travel expenses will be reimbursed to the travelers based on this form provided sufficient budgeted funds. It is completed by Student Programs Finance Office staff (C-212C) with your input: please submit original receipts from hotel, taxi, etc. Travel reimbursement requests must be received no later than one week after the travel end date.

Advance Approval for Meals with Meetings

The Advance Approval for Meals with Meetings form is required by Washington State law when food or refreshments is provided to any individuals or groups using student or state funds. The form is available online in the Student Programs forms library as well as in print from the Front Desk (C-212). Ask a Student Programs staff for help completing the form. The form must be submitted with, or shortly after, the Project Plan for the event, but no less than 3 weeks before the event.

3. Restrictions:

- Cost of meals at outside-BC establishments cannot exceed the state per diem (consult the Student Programs Finance office for the per diem rates).
- If S&A funds are used to pay for the meals/refreshments, a 10-business day minimum and bona-fide advertisement is required.

Club Chartering Process

Student clubs can be founded by submitting a charter application to the Student Programs Front Desk (C-212). The application form is available at the Front Desk. The minimum requirement calls for five (5) founding members – interested students with at least one of them ready and willing to assume a leadership position. Students interested in chartering a club are encouraged to come up with a willing BC staff or faculty advisor, or if they are unable to do so, an advisor will be assigned by the Student Programs Office.

The ASG Judicial Board will notify the students and the advisor, in writing, of either acceptance or denial of a chartering application within one week of submission. If the chartering request is not approved, the Judicial Board will provide a written explanation. If the club is provisionally approved, the Judicial Board will provide a written explanation of steps necessary to complete the chartering process.

Club leaders (at least one from each club) must complete the standard Student Programs Office club orientation. Completion of the orientation is a condition for clubs to receive access to funding and to be able to engage in events. It is highly desirable that the club advisor also completes the club orientation.

ASBC Club & Programs Representative

The ASG Club and Programs Representative will work collaboratively with student clubs and programs to insure the attainment of their vision, mission, and goals. The ASG Club & Programs Representative is responsible for insuring the overall success of student clubs and programs. The ASG Club and Programs Representative will serve as the liaison between student clubs and programs and the college.

Faculty or Staff Advisor

While the ASG Club & Programs Representative is newly elected each year, a faculty or staff advisor serves as a consistent, year-to-year resource for a student club. A faculty or staff advisor must maintain a relationship with club leadership, and is encouraged to empower future leaders to insure the annual success of the student club.

ASG Club Funding

A club is eligible to request funding one quarter from the date of approved charter. The club can submit the proper funding forms to the ASG VP of Finance and Communication 72 (seventy-two) hours prior to the ASBC Board of Directors meeting. The club must have a representative present at the ASG Board of Directors meeting to answer any pertinent questions. Upon a majority vote by the ASG Board of Directors, funding will either be approved, tabled, or declined. Any unused allocated funds will revert back to the ASG accounts at the end of the fiscal year (June 30th), excluding revenue raised by the club.

Publicity

An ASG chartered club receives up to \$50 per quarter in Campus Activities Board (CAB) credit towards publicity: creating and printing of posters. This credit is not guaranteed because: (1) The provision of this credit is re-considered by ASG on a quarterly basis; (2) IT is available on a first-come-first-served basis until the allocated funds are exhausted for the given quarter.

An ASG-chartered club may request a club web page and a BC e-mail address. Once a request has been made, a default template will be submitted by the ASBC Club and Programs Representative. The ASBC Club and Programs Representative will designate administrative privileges to a member of the club to update and moderate their associated club web page. Any member of an ASG-chartered club will receive MyBC training upon request.

Bellevue College Disclaimer

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

SAMPLE FORMS



(Date stamp)

BC Student Programs Project Plan

Student Program Project Policies:

- Must be a BC chartered club, recognized program or BC sponsored event
- Must turn in project plan at least 8 weeks in advance for student travel
- Must turn in project plan at least 6 weeks in advance for off-campus events and out-of-town performers
- Must turn in project plan at least 14 working days in advance for minor events (bake sale, pot lucks etc)
- All related project documents must be turned in **COMPLETED** before project will be approved

For SP Front Desk Use:
Project tracking # _____ Date logged: _____ Staff Initials _____

PLEASE PRINT

Today's date: _____ Club/ Program Name _____

Primary contact email: _____ Phone: _____

Project Title: _____

Desired Date:	Desired Location	Actual Time of Event:	Set Up & Clean up time
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____

Number of projected attendees: _____

Project type: Cultural Event Educational Event Social Event
 Travel Fundraiser Other _____

Project summary: _____

Project Outcomes (Goals):

1. _____
2. _____
3. _____

How does your project contribute to pluralism and to the college community: _____

Budget: Cost Breakdown

Cost Breakdown: Notes

- Facility rental: \$ _____
- Equipment rental: \$ _____
- BC personnel : \$ _____
- Food: \$ _____
- Travel: \$ _____
- Performance/Entertainment: \$ _____
- Supplies: \$ _____
- Miscellaneous: \$ _____
- Registration fee: \$ _____
- Printing/ Advertisement: \$ _____

Estimated cost of event: \$ _____

Current funds available: \$ _____ (if any)

Budget number: _____ (if applicable)

Fundraised Revenue:

Planned Fundraiser	Proposed Date	Anticipated Revenue

Total anticipated fundraising revenue: \$ _____

ASG S&A Funding*:

*All activities using S&A funds must be advertised and open to all students

Date submitting funding request to ASG: ____/____/____

Amount requesting from ASG \$ _____ **Amount received from ASG \$ _____**

Funding Breakdown:

Current funds available	\$ _____
Total anticipated fundraising revenue	\$ _____
Amount received from ASG	\$ _____
Revenue Total	\$ _____
Minus (-)	
Estimated cost of event	\$ _____
Difference	\$ _____

Tasks and Milestones:

Value	Tasks	Person responsible & Phone number		Date Due
I	Facility, supplies, materials, resources <input type="checkbox"/> Planning forms turned in			
II	Marketing & Communication <input type="checkbox"/> CAB <input type="checkbox"/> Plasma <input type="checkbox"/> Other			
III	Set up & Event	1.		
		2.		
		3.		
III	Clean up	1.		
		2.		
		3..		
V	Finances: <input type="checkbox"/> Deposit revenue w/ SP <input type="checkbox"/> Turn in receipts for reimbursement			
VI	Project Wrap up <input type="checkbox"/> Evaluation <input type="checkbox"/> Debrief <input type="checkbox"/> Documentation			

Project plan must be signed by Project Manager and Club Advisor

<u>Project Sign-Off:</u>	
1. Project manager	Name _____ Phone _____ Email: _____
2. Club Advisor	Name _____ Phone _____ Email _____ Signature _____
3. Student Programs	<input type="checkbox"/> Associate Director _____ Date: _____ <input type="checkbox"/> Finance/Risk Management Coordinator _____ Date: _____

Assistant Dean _____ Date: _____