



**2023-2024 School Year**

## **Club Handbook**



**STUDENT LIFE**

See [www.greenriver.edu/campus-life](http://www.greenriver.edu/campus-life) for more information.

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*Green River College Student Life*

# Student Clubs Handbook

2023-2024

Hello and welcome to the 2023-24 academic year! I am looking forward to working with all of you for a full year of student activities, programming, and engagement through student clubs. We are fortunate to engage with students in these meaningful experiences that develop them academically, emotionally, mentally, and culturally. Research, general intuition, and personal anecdotes have all told us the same thing: student activities are important! Consider the following benefits of students engaged with on-campus activities:

- Students involved in activities are less likely to drop out than students who are not involved
- Activities encourage involvement which results in a stronger learning community
- Students who are socially involved make gains in general knowledge, intellectual skills, and tend to be more satisfied with their college experience
- Participation in clubs promotes effective communication and students become active learners
- Students relate and connect to faculty and staff through involvement
- Students network with faculty, staff, and students and gain deeper insight to how systems function

We know the points above to be true, and it is our job to make sure that our students also know! Please use this handbook as a guide for the next year. We want the experience to be meaningful for students and advisors alike, so let us know how we can help! We are always here for questions.

## Go Gators!

**Paz Clearwater** (he/him)

*Assistant Director of Student Life*

[pclearwater@greenriver.edu](mailto:pclearwater@greenriver.edu)

Office Phone: 253-931-6454

Mobile Phone: 253-293-4052

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# Meet Your Student Life Staff

## **Paz Clearwater** (he/him)

*Assistant Director of Student Life*

[pclearwater@greenriver.edu](mailto:pclearwater@greenriver.edu) 253-293-4052

Paz manages all club related matters for Student Life; primary contact for all club related questions and concerns; event planning; required trainings; leadership development opportunities and more. I have an open door policy, feel free to stop by anytime! Paz also advises the ASGRC Finance Committee that helps allocate funding for clubs events, programs, and activities

## **Dominic Harris** (he/him/his)

*Graphic Designer*

[Dharris@greenriver.edu](mailto:Dharris@greenriver.edu)

The Student Life graphic designer is available to help student groups develop, edit, and market fliers, advertisements, and related materials. Student Life staff must review and approve all club fliers and advertisements before they are distributed

## **Susan Evans** (she/her/hers)

*Program Specialist*

[sevans@greenriver.edu](mailto:sevans@greenriver.edu)

**Susan's Role with Clubs:** Questions about budgets, funding, and fundraising

## **Dan Fergueson** (he/him/his)

*Sr. Director of Student Life & Wellness*

[dfergueson@greenriver.edu](mailto:dfergueson@greenriver.edu)

Dan is available for any questions regarding the Student Life department and its functions or student leadership opportunities broadly

# Part I: Getting Started - New Clubs & Returning Clubs

## To Start a New Club...

If you are looking to start a new club, first make sure that there isn't a [pre-existing student group](#) that is similar, and that other students are interested and likely to participate in your idea. After confirming this, you are set to start the process to make your new club official!

Starting a new Green River club has some specific details that must be followed for you to receive official Green River club status. Please follow the steps below to begin the New Student Club proposal process:

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1. Find 5 other Green River students who are interested in your club's goals and vision. Work with these fellow students to elect or assign particular leadership roles
2. Find a Staff or Faculty member who is willing to advise your club, attend all club events, and assist with paperwork for your student group (more details on advisor requirements later on in guide!)
3. Complete a **Student Life New Club Proposal Form**, for students starting new student clubs on campus
  - a. [Forms can be found on the clubs webpage](#)
4. Check your email for a response from Student Life! Official recognition of your student club should be determined within one week of submitting your form. We first email your listed advisor to confirm they have accepted the role, and this can occasionally cause delays. If it has been 2 weeks and you have not heard back on your application, please email Paz at [pclearwater@greenriver.edu](mailto:pclearwater@greenriver.edu)
5. Once you have received official GRC club status, **a minimum of two students from your group will need to participate in Student Life's annual club trainings that will cover topics such as:**
  - a. **Club 101 Training:** this focuses on Student Life's policies that student clubs must follow, resources and supports available to you, and other important information
  - b. **Event Planning 101:** this focuses on Student Life's event planning procedures and policies that must be followed to get your student group's events approved and successfully planned out
6. Throughout the year, your club leaders will need to make sure that:
  - a. Student Life receives a quarterly report upon request of your group's active members
  - b. One (1) representative from your group attends Student Life's MANDATORY Club Council meetings, which happen once every quarter
  - c. Your student leaders keep in regular contact with Student Life, responding to all Student Life email requests and following procedures

## To Renew Club Status from Last School Year...

Student clubs that served as active, official student groups for the 2022-2023 school year may renew their status, instead of going through a New Club Start-up process, for the 2023-2024 school year.

This only applies to student groups who had active club status through Student Life for the prior school year. If a student group was inactive for the past school year, a New Club Start-Up Application must be completed instead.

1. Find other Green River students who are interested in your club and reconnect with last year's members! Including the student completing the renewal form, clubs need 6 students to begin activity
2. Confirm with your staff or faculty advisor that they are willing to advise your group once again, including attending all club events, assisting in paperwork, and supporting your goals. If your advisor no longer is faculty member who is willing to advise your club, attend all club events, and assist with paperwork for your student group, you must find a new advisor
3. Complete a **Student Life New Club Start-Up Form**, for students starting new student clubs on campus

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- a. [Forms can be found on the clubs webpage](#)
4. Check your email for a response from Student Life! Official recognition of your student club should be determined within two weeks of submitting your form.
5. Once you have received official GRC club status, **a minimum of two students from your group AND your advisor will need to participate in Student Life's annual club trainings that will cover topics such as:**
  - d. **Club 101 Training:** this focuses on Student Life's policies that student clubs must follow, resources and supports available to you, and other important information
  - e. **Event Planning 101:** this focuses on Student Life's event planning procedures and policies that must be followed to get your student group's events approved and successfully planned out
6. Throughout the year, your club leaders will need to make sure that:
  - a. Student Life receives a quarterly report upon request of your group's active members
  - b. One (1) representative from your group attends Student Life's MANDATORY Club Council meetings, which happen once every quarter
  - c. Your student leaders keep in regular contact with Student Life, responding to all Student Life email requests and following procedures

## Part II. Club Funding

All recognized Green River clubs are eligible to receive funding from a fund called "522" – a fund that comes from student tuition fees with the purpose to be used for events, activities, projects, and more that give back to the Green River student experience throughout the year. Clubs play a huge role in student engagement, connection, and success, and this is why funding comes from this specific budget and ASGRC Student Government sets aside a budget each year specifically for club activity.

All club activities must adhere to all restrictions, obligations, and guidelines listed in the [ASGRC Financial Code](#). All club purchases must be approved BEFORE expenses are made. Expenditures made with personal funds will not be reimbursed.

S & A 522 Funds can be used on a variety of different things. Please see the lists below on things your club funding CAN and CANNOT be used for. If you have questions, please feel free to reach out to Student Life staff.

### Acceptable Spending

- Publicity/Advertising for clubs and events you plan
- Typical program expenses
- Facility/equipment fees
- Performers and speakers
- Food and event supplies
- Travel/conferences
- Competitions/tournaments
- Apparel/promotional items

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## Unacceptable Spending

- Religious spending
- Alcohol, tobacco, marijuana, illicit drugs
- Gifts
- Donations
- Out of region/state travel
- Supplies/ materials related to coursework
- Illegal activities
- Lobbying

## Club Food Policies

Club Food policies are outlined by county health code policy, Green River College policy, and Article VI, Section 5 of the [ASGRC Financial Code](#). For more information, please review the ASGRC Financial Code or reach out to the Student Life office.

1. All requests of food using 522 funding must adhere to the following procedures.
  - a. Campus meal per diem limits must be followed
  - b. Expenditure request must justify how the inclusion of food will support and supplement the event
  - c. Meals with Meeting form approved by the Dean of Campus Life
  - d. Sign-in sheets with attendance must be returned to the Student Life office within 48 hours of the event
2. Club event food policy includes all food that falls under the following categories:
  - a. Food consumed privately for the club's sole purpose during a club meeting in a classroom space
    - i. Ordered through Student Life office through approved vendors
    - ii. Food must be individually wrapped, no food prep or potlucks
    - iii. This can be used once per quarter with a maximum of \$50
    - iv. No food waste will be left in classroom.
  - b. Food served during club events
    - i. Event food must be ordered through campus catering
    - ii. Event must be held in a dedicated and open event space, i.e. not an academic space. Event spaces include spaces in the Student Union, Student Affairs Cascade Hall, or the outdoor common areas
    - iii. Limited food prep can be done in limited and specific spaces approved by Student Life with supplies and procedures approved through catering services
    - iv. External catering is not allowed, unless explicit approval is given by the Sr. Director of Auxiliary Services
    - v. External food trucks must follow the food truck approval policy as set by the Sr. Directory of Auxiliary Services
  - c. Travel
    - i. All approved club travel must follow college travel procedures for meals, including per diem
  - d. Fundraising
    - i. All fundraising activity, including fundraisers that include food, must be approved by the Green River College Foundation and the Student Life office. All other food procedures must be follow in conjunction with this approval.

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## Club Gear Policies

Article IV, Section 3 of the ASGRC Financial Code outlines the policy for all club gear, swag, and wearables.

ASGRC will only fund up to 50% of the total cost of gear (including setup costs, printing, or delivery/shipping), with a maximum ASGRC contribution of \$250. Gear will not be distributed to the club until the club contribution has been collected by the Student Life office

## Accessing Club Funding

Clubs wishing to use this funding must go through the ASGRC request process, which includes completing the event proposal or expenditure request form on the [clubs webpage](#) and then attending the weekly ASGRC Finance Committee meeting. The time for this meeting will vary each quarter depending on the schedules for student senators. The aim of the Finance Committee is to gain more information regarding the request and provide a recommendation to the ASGRC Student Senate, where the request will be voted upon.

ASGRC Student Senate meets every Thursday at 4pm in the Emerald City Room (SU 200) throughout Fall, Winter, and Spring quarter. Check the [ASGRC webpage for the current quarter meeting schedule](#). These are open meetings that any students are welcome to attend. For more questions, email our executive student leaders.

All approved expenditures will be completed by the Student Life office, including catering orders, credit card purchases, invoices, purchasing orders, and contracts. Expenditures made with personal funds will not be reimbursed.

## Part II: Student Life & Green River Policies

### Requirements for Club Status:

Clubs are in good standing status automatically upon being recognized by the Student Life Office. The recognition process allows clubs to access club resources and funding.

To maintain club status, student groups must attend the following trainings/meetings:

- **Complete Mandatory Student Group 101 Training and Event Planning Training:** two student leaders AND your advisor must complete these trainings. This training focuses on the responsibilities of group leaders, advisors, important Student Life policies, and more.
- **Attend Mandatory Club Council Quarterly Meetings:** All clubs must have one representative attend Student Life's quarterly Club Council meeting. Your advisor is not required to attend but is welcome. If there is no representative at a Club Council meeting, your group may face limited access to 522 student funds. Club Council meetings serve as a platform for club representatives to express concerns, share ideas, learn key updates, and collaborate with others.

### Student Life Policies Student Groups Must Abide by:

- All clubs must submit a Club Proposal or Renewal Form to be recognized. This recognition runs through Spring Quarter of 2024. Renewal paperwork for the following year will be made available in June 2024.

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- Clubs must maintain a current officer/leader list in order to be recognized. If any changes to this list are made, the leaders must report the changes to Student Life staff so we have correct contact information for your group
- Clubs must have a Green River College staff/faculty member to serve as advisor.
- Membership in the club must be open to all students and may not discriminate on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, or economic status.
- Some clubs are chapters of national associations whose by-laws require certain limitations on members. These limitations must be present within the national association's bylaws and can only limit members on GPA and/or major.

## **Student Conduct at College Funded Activities on and off Campus**

### **Liquor Policy**

The possession of, consumption of, or being under the influence of any form of liquor by any student on College facilities or participating in a College sponsored activity will be cause for disciplinary action. "College facilities" includes any rented or leased facilities or vehicles, which have been secured, for special programs such as conferences, retreats, or group programs by the College in which state monies have been used.

### **Drug Policy**

Any student who uses, possesses, is demonstrably under the influence of, or selling drugs or controlled substances to include marijuana, while on College facilities or participating in a College sponsored active as defined as a current law or hereinafter amended, will be subject to disciplinary action except when the use or possession of a drug is specifically prescribed as medication by a doctor or dentist. "College facilities" includes any rented or leased facility or vehicle, which has been secured for special programs, such as conferences, retreats, or group programs by the College in which state monies have been used.

### **Tobacco Use Policy**

Green River College is a tobacco free campus since January 1, 2013. The use of all tobacco products are not allowed on College property and smoking materials must be extinguished and disposed of prior to entering any College property. This includes cigarettes, e-cigarettes, and smokeless tobacco.

## **Loss of Active Club Status:**

**The following will result in a club receiving a warning email regarding their active status:**

- Failure to complete the requirements to maintain active club status.
- Lack of student involvement.
- Inappropriate use of College resources.
- Loss of an advisor/inability to replace an advisor.
- Approved events or activities held without a designated advisor present.
- Misuse of the College Credit Card (i.e. purchasing unapproved items, keeping the card beyond allowed time).
- Holding unsanctioned events or activities.
- No club representation at mandatory Club Council meeting, which occurs each quarter

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If a club receives 2 warning emails within a quarter, the third violation will result in probation for the following full quarter. The terms of probation will be determined by the type of violation by the ASGRC Governance Committee.

## **The following are reasons for immediate probation or suspension:**

- **Clubs meeting in-person for meetings, activities, events or gatherings in a club or org capacity unless otherwise directly approved by Student Life.** This is in accordance with COVID-19 safety regulation and will be updated by Student Life directly as we are able to safely do so
- Student code of conduct violations by the club membership at an event or meeting.
- Violation of State or Federal Laws
- Discriminatory practices
- Committing act(s) of violence
- Improper use of funds as stated within this Handbook and the ASGRC Financial Code
- Damaging Green River College facilities or equipment
- Failure to adhere to College cash handling regulations
- Alcohol, drug, or tobacco use at club events or meetings
- Compromising student safety and campus/building security

If there are concerns that a student club is in violation of Student Life or Green River policies, there are a variety of routes that Student Life may proceed. This typically involves the ASGRC Governance Committee reviewing the situation, meeting with involved parties (club/org leadership and advisor), reviewing any history of previous violations, and determining the terms of any disciplinary actions.

## **Student Life Club Disciplinary Action Review Process:**

1. Club student leaders and advisor will be notified of any complaints or concerns, in an email, within ten working days of receipt of complaint or notice of violation, by the ASGRC Chief Justice.
2. In this notification, student leaders will be advised of a deadline to schedule a meeting with the Chief Justice and Student Life staff.
3. Failure to respond will result in disciplinary action based solely on the content of the complaint.
4. After review of both the complaint and response by the club, ASGRC Chief Justice will notify the group, in email, of any action taken and the term and conditions of such action.

## **Potential Disciplinary actions can include:**

- Warning—a formal notice of violation, with no penalties imposed.
- Probation—notification of violation may result in loss of some privileges. Further violations may result in suspension.
  - Duration: minimum one quarter
- Suspension—as a result of serious, intentional, or repeated violations, recognized status maybe revoked. The loss of all privileges is revoked, including use of S & A 522 funding.
  - Duration: dependent upon severity of the violation(s). May result in permanent loss of status.

## **Appeal Procedures**

1. A club may appeal disciplinary actions by providing a written rationale for the appeal to the ASGRC Governance Committee within 10 business days following the written notification of the action. A meeting will then be scheduled with the Governance Committee to review the appeal.

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Within 10 working days following this meeting, the appealing club will be notified, by email, of the decision by the Governance Committee.

2. If a club whose recognition has been revoked or has been denied use of certain Green River College facilities for disciplinary reasons wishes to appeal the decision by the ASGRC Governance Committee, the group may request a meeting with the Sr. Director of Student Activities. Such requests are to be made to the Director, in an email, within 10 business days following the written decision by the ASGRC Governance Committee. A meeting with the Director will be scheduled to hear the appeal. Within 10 business days of this meeting, the Director will notify the group of the final decision.

## Part III: Expectations for Student Leaders & Advisors

### Expectations for Student Leaders

Student leaders for clubs set the tone, intention, and culture of student groups. For many club/org leaders, this may be your first time leading a group, which can be an exciting and nerve-wracking time.

Your advisor and Student Life staff are here to help you navigate learning new skills as you support your club/org's goals, members, and overall mission. Check out our new Leadership Development Series for more information as well!

#### Club Officers/Leaders are expected to:

- Have knowledge of the clubs' purpose and objectives. Be knowledgeable and adhere to the Policies and Procedures of the clubs manual and of Green River College.
- Complete and submit Quarterly Club Reports by the last week of fall, winter, and spring quarters.
- Be responsible for notifying the Student Life Office when there is a change in any club information.
- Maintain a club membership of actively enrolled Green River students.
- Participate in all club trainings, including Club 101, Event Planning Training, and Club Council Meetings. These trainings must be completed before your student group can access funding
- Read and review all emails sent by the Student Life office and forward to club members (all correspondence will be sent to officers and advisor).
- Organize and facilitate meetings.
- Effectively plan activities and turn in an Event Proposal Form and all supporting documents 3-5 weeks (depending on event details) prior to the event.

### Expectations for Club Advisors

Advisors play a vital role to ensure that student involvement within a club is meaningful and productive. The most successful club are those in which the advisor takes an active interest in the group.

The role of an advisor is to support and help guide the club, not to make decisions on behalf of the group. It is essential that advisors are fully aware of their responsibilities. An advisor cannot advise more than two clubs within one academic year.

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## Responsibilities of the Advisor

- Understand the objectives and goals of the club and act as another resource and guide
- Encourage teamwork within the group, and provide guidance in decision making, trust building, and goal accomplishment.
- Complete a yearly Advisor training to receive updates on advisor responsibilities and Student Life policies. These trainings are updated each year with new information, and must be completed annually.
- Attend meetings regularly, if you advise a sports or physical activity related club, you must attend all meetings while students are playing or performing in case of injury.
- **Be present at all events/activities/trips for the entire time** (this includes set up, event time, and clean up). This is one of our most important responsibilities.
- Seek official approval from your direct supervisor to serve as an advisor.
- MANDATORY participation in the Campus Security Authority (CSA) training as required by Clery regulations.
- Ensure all club budget requests are submitted to ASRGC at least 5 weeks before intended use.
- Remember that advisors DO NOT have budget signature authority.
- Verify that Informed Consent and Student Travel Contracts are completed by all event/activity participants and turned in to the Student Life office.
- Store any club materials and equipment on campus. These items must be accounted for at the end of the year as they are property of the State.
- Hold all club members and advisors to the no alcohol/drug/tobacco use policy during all club related activities, meetings or events.
- Maintain healthy boundaries with student leaders and participants in your student group

If your Advisor changes during the academic year, it is the responsibility of the club to inform Student Life staff, following the process below:

- Choose a new advisor.
- Review requirements with new advisor
- Obtain approval from Assistant Director of Student Life
- Attend an Advisor Training

## Part IV: Resources & Ongoing Supports

As a club in good standing, you have access to a number of resources and supports! Below is a list of some of the resources available to you upon request.

### Spaces for meetings & approved events!

Student club can request to reserve many spaces throughout campus for approved club activities, events and meetings – typically for free! These spaces include: conference rooms, big event spaces (Grand Hall, River Room, etc...), classrooms and outdoor spaces (ex: Kennelly Commons).

Clubs are, of course, still able to utilize any of the virtual tools that were employed during the pandemic. We have a clubs Zoom account if you need to create virtual meetings.

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## Equipment

Over the years, the Student Life Office has built up an inventory of equipment and supplies available for club use. From laptops to lawn games, Student life can provide clubs a variety of resources to support various club activities. If you have a specific item you are looking for and are curious if Student Life may have it, please reach out to our Student Life email: [studentlife@greenriver.edu](mailto:studentlife@greenriver.edu).

## Promotional Resources

Need to get the word out about your club or event? Contact the Student Life office about posters, fliers, and graphic design by contacting Dominic Harris at [dharris@greenriver.edu](mailto:dharris@greenriver.edu). All club advertisements must be reviewed and approved by Student Life staff before posting.

## Club Corner (Student Union 250)

Club Corner (SU 250) is a student group meeting space in the Mel Lindbloom Student Union building. This space is overseen by Student Life staff and exists specifically for clubs to hold their meetings, activities, or events. To schedule this room for your student group, email Paz Clearwater, Assistant Director of Student Life at [pclearwater@greenriver.edu](mailto:pclearwater@greenriver.edu).

## Club Storage

The Club Corner offers very limited storage space for student groups for their supplies – with 12"x12" lockers available for groups to rent for the school year.

- Storage options are assigned to groups on a space available basis and are reserved by club student leaders
- Club are held responsible to report any damage or needed repairs.
- Student Life will not accept responsibility for damage or loss of contents in storage lockers
- Flammable materials, dangerous chemicals, explosives or weapons of any kind are strictly prohibited. Illegal or controlled substances are also strictly prohibited.
- Locker assignments operate on a per-academic-year basis; there is no automatic renewal.
- Green River College Student Life staff reserves the right to open a locker with or without the consent of the group in instances where procedures are being abused or in the case of an emergency.
- All lockers and padlocks are the property of Green River College and are subject to applicable Green River College and Student Life Policies.

To reserve a locker, contact Paz Clearwater, Assistant Director of Student Life at [pclearwater@greenriver.edu](mailto:pclearwater@greenriver.edu).

## Important Meeting Rules:

- Meetings must be open to ALL Green River students and advertised as such.
- Meeting space is limited and is not guaranteed that the preferred space will be available.
- When using Club Corner or another meeting space, you are responsible for cleaning up after yourself, and must re-set the room to the way it was when you entered (tables in original position, chairs, etc...)
- You are only permitted to use Club Corner or any other space on campus if you have reserved the space in advance with prior approval. This will be done by emailing the Manager for Student Activities.
- Be respectful to other student groups! Make sure to arrive and leave at your meeting space within your scheduled times to not take time away from other groups' meetings

See [www.greenriver.edu/campus-life](http://www.greenriver.edu/campus-life) for more information.

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- Be careful with technology, but please use it! We have a computer available in our Club Corner, complete with pull-down projector screen for your use. Please put all materials back when you are done using them

## **Thank You!!!**

Thank you for your involvement and leadership in our 2023-24 Green River student groups! We look forward to working with you and are happy to answer any additional questions you may have that were not answered in this handbook.

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