



# Allan Hancock College Club Handbook

Student Activities Office  
Santa Maria Student Center, G-105  
805.922.6966 ext. 3229  
[www.hancockcollege.edu/asbg](http://www.hancockcollege.edu/asbg)





## HANDBOOK FOR STUDENT OFFICERS AND CLUB ADVISORS

---

### **Allan Hancock College Associated Student Body Government Mission Statement**

The Associated Student Body Government of Allan Hancock College will strive to:

- Represent the needs, interests and perspectives of AHC students at every level of decision making within the college, to regional and state organizations and nationally as necessary and appropriate to promote and encourage student success;
- Provide students with opportunities to engage in learning and leadership as well as governing processes and parliamentary procedure;
- Support a vibrant student life on campus consisting of extracurricular activities and events that encourage cultural diversity, unity and college pride in order to enhance the general welfare and academic success of AHC students.

Congratulations on getting involved in student life at Allan Hancock College! The Student Activities office supports and coordinates the activities of all campus clubs. This handbook has been prepared for the guidance of club officers and advisors. It contains information on starting a club, planning activities, financing activities, and provides an overview of rules and regulations.

We encourage you to read through this handbook and use it as a reference guide. The Student Activities staff is also available to answer any questions or assist you in planning events.

We are located on the Santa Maria Campus in the Student Center G 105. You may also contact the Coordinator, Student Activities, Stephanie Robb, via email at [srobb@hancockcollege.edu](mailto:srobb@hancockcollege.edu) or at (805) 922-6966 ext. 3229.

Clubs and organizations are an integral and important part of our Student Activities program. We wish you luck in your club endeavors and look forward to working with you!

# TABLE OF CONTENTS

Introduction	1
Table of Contents	2-4
Chapter One - Starting a Club	5-6
A. Formation	
B. Secret clubs/restrictive membership forbidden	
C. Off campus clubs with college name not approved	
D. Checklist for starting a club	
Chapter Two - Club Charters	7
A. General policies	
B. Revocation of charters	
Chapter Three - Role of an Advisor	8-10
A. Who are advisors?	
B. Selection of advisors	
C. Responsibilities of advisors	
D. General guidelines for advisors	
Chapter Four - Ingredients of an Effective Meeting	11-12
A. Advance notice-agenda	
B. Duties of the Chairperson	
C. Minutes	
D. Assignments of tasks	
E. Expected behavior of participants	
F. Code of the Chairperson	
Chapter Five - How to Conduct a Meeting	13-14
A. Advisability of using parliamentary procedure	
B. Usual order of business	
C. Chairperson's memorandum	
D. Course of a motion	
E. Typical procedure	
F. Parliamentary procedure references	

## **TABLE OF CONTENTS**

Chapter Six - Planning an Event	15-16
A. Steps in planning an event	
B. Cancellations	
Chapter Seven - Club Programs	17-18
A. Speakers	
B. College wide activities	
C. Fundraising	
D. Donations	
E. Dues or Assessments	
Chapter Eight - Financing Student Activities	19-21
A. General policies	
B. Request for payment	
C. Reimbursement	
D. Request for cash box and change fund	
Chapter Nine - Publicity Policy	22-23
A. Policy	
B. Procedures	
Chapter Ten - Special Services	24
A. Duplicating services	
B. Bulldog Beat	
C. Public Affairs and Publications	
D. Building use and equipment	
Chapter Eleven - Dance and Special Events Policies	25-26
A. Facilities	
B. Admission	
C. Supervision	
D. Logistics	
E. Regulations	
Chapter Twelve - Travel	27

# TABLE OF CONTENTS

## Addendums

- Recommended Form for Club Organizations Constitutions
- Club Registration Form and Membership List
- Club Charter Form
- Clubs Account Form
- Request for Activity Date
- Instructions to Maintenance
- “Green Sheet” Check/Transfer Request Trust and Auxiliary Accounts
- Club Fund Raising Request
- “Blue Sheet” Request for Cash Box
- Deposit Recap Slip
- ASBG Budget and Finance Committee Funding Request
- Agreement of Service (Contract)
- W9 Form
- Donation Acceptance Procedures
- Field Trip/Excursion Request
- Excursion/Field Trip Notice and Medical Authorization
- Acknowledgement and Assumption of Potential Risk
- Voluntary Activity Waiver Release and Indemnity Agreement
- Voluntary Transportation Agreement
- Steps for Successful Conference or Meeting Attendance
- District Travel Request
- Personal Vehicle Use

# CHAPTER ONE

## Starting a Club

- A. The formation of campus clubs is encouraged as groups for different interests and ideas arise. In order for any club or organization to have the sponsorship of Allan Hancock College, the club or organization must have the approval of the Student Activities Office and the Associated Student body Government (ASBG) and conform to the State Education Codes. By following the simple steps below, you can easily form your own club.

### 1. Membership

Any club or organization must have and maintain a minimum membership of at least eight members during the course of the year. Membership is limited to Allan Hancock College students carrying a minimum of one unit of credit per semester at Allan Hancock College. The club must submit a Club Registration Form and Membership List (Addendum) to the Student Activities Office. Include names, cell phone numbers and email addresses of all club officers. If officers change part-way through the semester or new members sign-up, please submit a new membership and officer list to the Coordinator, Student Activities.

### 2. Obtain an Advisor

Students may choose any full-time faculty/staff member or part time faculty member they wish, if he/she is available and interested, to serve as club advisor.

### 3. Written Constitution

A written constitution outlining the clubs objectives must be on file in the Student Activities Office. Constitutions are subject to review by the ASBG Commissioner of Legislative Affairs and the Coordinator, Student Activities. A constitution template (Addendum) is available to follow if desired. Please remember, anytime changes are made to your constitution a revised copy must be submitted to the Coordinator, Student Activities.

### 4. Club Registration

Complete the Club Charter form and Club Account form and submit them to the Student Activities Office (Addendum). The Club Account form establishes an account in the Auxiliary Accounts Office and need only be submitted once unless an existing club chooses to change the club name. Any name change necessitates submission of a new club account form.

The charter club account form has signatures of the advisor and the club president. Return all club forms to the Coordinator, Student Activities in the Student Activities Office. After review and approval by the ASBG, the club charter will be signed and a copy emailed to the club advisor. **All club charters must be renewed annually.**

# CHAPTER ONE

## Starting a Club

5. In order to retain active status, each club must send a student representative to attend Inter Club Council meetings with other club representatives and the Coordinator, Student Activities on a monthly basis. Failure to meet two consecutive meetings or three for the semester may be cause to place the club on inactive status.

Upon completion of the preceding steps, each club is officially chartered and the rights and privileges of such status. Included in these privileges are coverage by college insurance for properly calendared events and free of charge on-campus meetings space, on a space available basis. Student clubs are required to comply with collegewide policies and campus regulations and are subject to disciplinary action or revocation of active status for violation of such policies or regulations.

- B. The Allan Hancock College District will not sponsor or permit the establishment of any student club which is secret or restrictive in membership
- C. The Allan Hancock College District cannot be responsible for, nor does it approve of, off-campus individuals using the college name.

### **Checklist for starting a club:**

- ☐ Recruit eight active members with at least one unit of credit at Allan Hancock College
- ☐ Obtain a faculty/staff advisor
- ☐ Create your Club Constitution (Addendum)
- ☐ Pick up the following forms from the Student Activities Office or download from the ASBG web pages on the Allan Hancock College website:
  - 1) Club Registration Form and Membership List (Addendum)
  - 2) Club Charter (Addendum)
  - 3) Club Account Form (Addendum)



## CHAPTER TWO

### Club Charters

#### A. General Policies

1. All clubs and organizations must be properly chartered by the ASBG and Coordinator, Student Activities. The deadline to charter is the sixth week of the spring semester. Final approval is at the discretion of the ASBG Board of Directors.
2. Once the club forms and constitution are approved, a club charter is granted for that academic year. It should be noted that the “year” consists of the fall and spring semesters only. We do not have a club program during the summer months.
3. A list of current officers, member and their current constitution must be on file with the Student Activities Office. Remember, if officers change throughout the semester, an updated list should be submitted to the Coordinator, Student Activities. A minimum of eight members must be maintained throughout the year.

#### B. Revocation of Charters

1. A charter may be revoked if the club or organization fails to abide by all college policies and ASBG regulations and by-laws. (Refer to ASB Constitution and By-Laws). If a club charter is revoked, that club may not be permitted to reactivate until the following school year, and may reactivate (upon submission of appropriate paperwork and approval by the ASBG and Coordinator, Student Activities) on probationary status for a minimum of one semester.
2. In order to retain active status, each club must have a student representative, who attends Inter Club Council meetings with other club representatives and the Coordinator, Student Activities monthly. Failure to meet two consecutive meetings, or three total for the semester may be cause to place the club on inactive status. This means they:
  - A. May not be allowed to meet on campus.
  - B. May not utilize the school name, services, or facilities.
  - C. May have their account frozen in the Auxiliary Accounts Office.



## Chapter Three

### The Role of an Advisor

#### A. Who are Advisors?

1. Club and organization advisors are Allan Hancock College faculty/staff persons who, out of interest and dedication, give their time and talent to the club program. Students must realize that advisors are not compensated for their participation. Every effort should be made to arrange meetings and events so that advisors can attend without undue hardship. **REMEMBER: in order for any club to conduct business or hold an activity, it is strongly advised that the staff advisor be present** (see C. 1. below.)
2. Much of the success enjoyed by the activity program at Allan Hancock College is directly related to the interest and efforts of advisors. Advisors provide the basic orientation to, and the continuity for, the club program. In a community college where the student body turnover is high each year, the clubs and organizations are highly dependent on the advisor to provide knowledge of the activities, traditions, and services of the group.

#### B. Selection of Advisors

1. The selection of advisors for clubs and organizations is up to the membership of the particular group. However, the Coordinator, Student Activities must be informed of the selection.
2. It is best for advisors to accept a position with a group whose interests parallel their own.

#### C. Responsibilities of Advisors

1. **Advisors are responsible to ensure proper supervision from beginning to end of any meeting and/or activity staged by the group with which he/she is working.** Although the students should be encouraged to provide their own momentum, they are the first to point out that they need a guiding hand from time to time.
2. Advisors should play an active role in assisting the students to set up a meaningful program that is consistent with the purposes of the group and with the aims of higher education. Meeting for the sake of meeting should be discouraged.
3. Advisors should encourage the development of initiative, responsibility and leadership in the student members. Holding a club office can be a rewarding experience if students learn to take on responsibility and learn something about dealing with people.
4. Advisors must supervise financial transactions, the handling of club funds, and the maintenance of financial records. This is quite easy since our Auxiliary Accounts Office operates as a bank for the clubs and organizations. Expenditures cannot be made without the approval of the advisor and must be documented in club minutes. Periodically, the advisor should review the financial records of the group.
5. Advisors are should make themselves available to sign any documents related to club activities (green sheets, blue sheets, fundraising forms, etc.), schedule meetings through

## Chapter Three

### The Role of an Advisor

the Astra scheduling system, and submit work orders, instructions to maintenance forms, and multimedia equipment requests.

6. Advisors should see to it that minutes of meetings are maintained and filed with the club advisor, with a copy provided to the Coordinator, Student Activities.
7. Advisors should feel free to discuss club problems with the Coordinator, Student Activities. The administration of Allan Hancock College is strongly committed to an effective club program and will support such a program within the framework of the aims and objectives of the college.
8. It is the responsibility of advisors to prohibit the use of intoxicants by the students during any club event.
9. In case of injury to any student during a college-calendared event, it is the responsibility of the advisor to see to it that first aid is given and medical aid is secured if necessary. Written reports of accidents or injuries must be made to the Student Health Services office as soon as possible.

#### D. General Guidelines for Advisors

1. Advisors should meet with executive officers of their organizations for the following reasons:
  - to assist with the development of organizational programs
  - to discuss organizational goals and directions
  - to discuss the financial status of the organization, including identification of problems and their potential solutions, and identification of financial strengths and means of perpetuating such.
2. Advisors should be familiar with the constitution and by-laws of their organizations and be prepared to render assistance with their interpretation, as well as being familiar with the information contained in this handbook.
3. Advisors should be familiar with the College's policies and rules which govern student organizations
4. Advisors should not hesitate to provide constructive criticism when it is deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.
5. The appropriate role of the advisors is not to become "one of the gang" nor is it to remain conspicuously aloof from the group. The effective advisor is one who will render advice

## Chapter Three

### The Role of an Advisor

when it is requested, and offer counsel even though it may not have been requested. It is important for advisors to obtain the “pulse” of their group by developing a sense of the group’s personality. This should elevate the level of advising effectiveness.

6. The advisor will be called upon to serve as personal confidant in organization related matters. This is a particularly sensitive role. The advisor, most likely, will want to provide assistance to the person seeking the advice (usually in regard to a problematic situation). However, advisors cannot compromise their relationship with the group by showing favoritism to one or a small group of individuals.
7. The voluntary association between advisors and their respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, the advisor and/or officers should resign.
8. An individual assumes an advisor’s role voluntarily; however even though serving as a volunteer, the advisor is expected to uphold the best interests of the College.
9. Advisors should not hesitate to engage in the general discussion of organizational matters at meetings; however, they normally should not dominate discussions or become the focus of attention.
10. Advisors should realize that students often may not accept their advice as “gospel”. Advisors should expect to be challenged; however, this should not be interpreted as an indication that their services are no longer required.
11. Advisors should work to provide club officers the special skills they require to be successful, i.e. encourage your student leaders to enroll in Leadership 111- Student Government- Leadership Skills Class.
12. Advisors should realize that interest, imagination and enthusiasm are contagious and should attempt to infect everyone.

## CHAPTER FOUR

### Ingredients of an Effective Meeting

#### A. Advance Notice

1. The purpose of the meeting should be clearly understood in advance by all concerned.
2. The problem of unpreparedness can be partially overcome by giving each participant as much advance notice as possible.
3. The agenda should be distributed in advance to all concerned.

#### B. Duties of the Chairperson

1. Insure that the meeting proceeds in an orderly fashion.
2. Start on time.
3. Brief latecomers quickly as to what has transpired so that no time is spent going over ground already covered.
4. Finish on time.
5. Ration out time so that each item on the agenda receives some time.
6. Use parliamentary procedure.
7. Keep the discussion on track.
8. Try to get all relevant views. Don't take sides.

#### C. Minutes

Keep minutes of each meeting and distribute them to each participant, the club advisor, and the Coordinator, Student Activities.

#### D. Assignment of tasks

In order to assure that action is taken, tasks should be divided up and assigned before the meeting is adjourned.

#### E. Expected Behavior of Participants

1. Be on time.
2. Come prepared.
3. Pay attention to the proceedings.
4. Speak freely.
5. Listen critically and thoughtfully to others.
6. Speak to the group at large, not in side conversations.
7. Create no distractions-avoid unnecessary interruptions.
8. Keep remarks to the point.
9. Abstain from personal arguments.
10. Stick to the order of business.
11. Do not dominate the meeting.
12. Stay until the end of the meeting.
13. Be action minded.
14. Be supportive of your group's efforts to reach goals.

## CHAPTER FOUR

### Ingredients of an Effective Meeting

- F. Code of the Chairperson
  - 1. Be the leader of the meeting.
  - 2. Be at the same time the servant of the assembly.
  - 3. Be impersonal (don't say "I", say "the Chair").
  - 4. Maintain order.

## CHAPTER FIVE

### How to Conduct a Meeting

#### A. Advisability of Using Parliamentary Procedure

1. Even if student leaders are unable to enroll in the college Leadership class, they are urged to become familiar with basics of parliamentary procedure. The following will serve as a start toward achieving the objective of conducting an effective meeting. Remember- all clubs are governed by the same parliamentary authority as the Associated Student Body Government. Refer to the Associated Student Body Constitution, Article X, Section I.
2. The basic reason for having any standard procedure is to handle the business before the membership as quickly, efficiently, and justly as possible. The five (5) basic theses of parliamentary procedure are:
  - a. Only one (1) subject may be discussed at a time.
  - b. Every member of the assembly has equal rights.
  - c. Each issue presented is entitled to free debate.
  - d. The rights of the minority must be protected.
  - e. The will of the majority must rule.

#### B. Usual Order of Business

1. Call to order, roll call.
2. Reading/approval of minutes from the previous meeting.
3. Officer reports (particularly Treasurer).
4. Reports of committees.
5. Unfinished business.
6. New business.
7. Announcements.
8. Adjournment.

#### C. Chairperson's Memorandum

1. The presiding officer should have a more detailed guide for the meeting than the usual agenda- an annotated agenda.
2. This annotated agenda will serve as a reminder to the chair regarding announcements, minutes, reports, and business.

#### D. The Course of a Motion

1. Member addresses the chair.
2. Chair recognizes member.
3. Member states the motion.
4. Another member seconds that motion.
5. Chair restates the motion.
6. Discussion.
7. Vote.
8. Chair announces results.

## CHAPTER FIVE

### How to Conduct a Meeting

#### E. Typical Procedure

1. Establish how many voting members there are.
2. Are there any motions?
  - "I move that..."
  - Is there a second?
  - "Seconded"
  - Is there discussion? (Discussion begins with the maker of the motion. The maker of the motion may "turn the floor over" to another person. Ordinarily, in a contested issue, the discussion alternates between pro and con.)
  - Is there further discussion?
  - Hearing none, we'll move into the vote.
  - All those in favor
  - All those against
  - All those abstaining (declining to vote)
3. If a person feels that there is no need for further discussion, he/she may move to vote immediately, (call for the previous question.) That means that he/she wants to have the vote taken immediately.
  - "I move to vote immediately." (I call for the previous question.)
  - Is there objection to voting immediately? (The previous question.)
  - If there is no objection, the vote is taken.
  - If the chairperson hears objection, the discussion may be continued.

#### F. Parliamentary Procedure Reference (available in the Student Activities Office.)

Robert, Henry M. (General), Robert's Rules of Order, Berkeley Publishing, 200 Madison Avenue, New York, NY 10016, 1983

Sturgis Standard Code of Parliamentary Procedure, McGraw-Hill Book Co., New York, NY 1966

Sturgis, Alice, Learning Parliamentary Procedure in Action Filmstrips, Huntsville, TX 1976

Other online sources are available via the internet. Search: How to Have Successful Meetings and How to Develop Leadership Skills



## CHAPTER SIX

### Planning an Event

#### A. Steps in Planning an Event

1. Any student group wishing to utilize meeting space on the Allan Hancock College campus should first discuss the idea and check the calendar in the Student Activities Office to ensure there are no conflicts with other events occurring on campus.
2. Fill out a "request for Activity Date" form (Addendum) with signature of the event chairperson (or club Representative), and the club advisor. Leave ample time to get the necessary signatures. This request must be submitted to the Coordinator, Student Activities at least two weeks (fourteen days) prior to the planned event. Forms submitted with less than fourteen days' notice will be accepted at the discretion of the Coordinator, Student Activities.
3. If approved, then submit the request to their club advisor who schedules the event in ASTRA on the myHancock portal at least four (4) days in advance. **Additionally an Instructions to Maintenance form (Addendum) must be completed and submitted to the Student Activities Office at least four days in advance.**
4. Event planning checklists are available for use in the Student Activities Office which aid greatly in the planning process.
5. If you need a check written by Auxiliary Accounts, a request should be submitted on a "green sheet" (Addendum) at least two weeks before the check is required. The Auxiliary Accounts Office issues the checks. Once a request for payment is submitted to the Student Activities Office, it requires two additional signatures and club meeting minutes allocating the funds for the expense. Allow plenty of time to obtain all necessary signatures and keep in mind the timeframe for issuing checks. Green sheets are obtained from the Auxiliary Accounts Office or the Student Activities Office.
6. If you are selling food items on campus, the food court manager must sign off on the fundraiser form (Addendum) on the appropriate line. Note that each club or organization must have a minimum of one "Certified Safe Food Handler" present for events where food is being sold. REMEMBER- inform the food court manager if you cancel. If you sell food items off campus, check whether you will need a health permit from the Santa Barbara Public Health Center (805-934-6142).
7. If you are planning a fundraiser, complete the Fundraising Request Form (Addendum) and turn it in to the Student Activities Office at least two weeks (14 days) prior to the event.
8. If you need a cash box, submit the blue sheet, "Request for a Cashbox" (Addendum) to the Student Activities Office. The request must be in the Auxiliary Accounts Office a minimum of forty-eight hours prior to the date needed. Remember, this request needs the same signatures as a "Request for Payment" so allow plenty of time to obtain required signatures. Blue sheets are obtained from the Auxiliary Accounts Office or the Student Activities Office. When finished with the cash box, count the money, complete the deposit recap form (Addendum) to the Auxiliary Accounts Office within twenty four hours of the event. If the event is held on a weekend, this must be submitted to the Auxiliary Accounts office the first regular business day after the event.
9. The Allan Hancock College Bulldog Beat is published monthly. Announcements must be turned in to the Student Activities Office to be included in the publication. Remember to

## CHAPTER SIX

### Planning an Event

include WHO, WHAT, WHEN, AND WHERE. Be sure that your meeting place has been secured.

10. Have your publicity posters stamped in the Student Activities Office before you post them on campus. Be aware of size and location limitations. **Remember, all materials must include the Allan Hancock College logo.**
11. Off-campus publicity must be coordinated through the Director; Public Affairs & Publications located in Building B. Publicity for all college events is restricted to the campus.
12. If in doubt, consult someone in the Student Activities Office. The Coordinator, Student Activities is here to assist you in planning events and learning the process. Keep the people in that office informed about your event, they are here to help. Contact the Student Activities Coordinator, Stephanie Robb at srobb@hancockcollege.edu or (805) 922-6966 x3734 with any questions.
13. The ASBG awards \$100 to all clubs upon initial approval of the club charter. This is to assist clubs to purchase necessary supplies such as poster board, paper, etc., or any other purpose deemed appropriate by the club.
14. Any club may submit a written request to the ASBG for special funding of events. To submit a written request, pick up the Funding Application (Addendum) in the Student Activities Office or download from the ASBG web page. Submit the request to the Student Activities Office. Invoices, receipts, etc. will be requested to support the purchase. All funding and dollar amounts reviewed by the ASBG Budget and Finance Committee and are awarded are at the discretion of the ASBG Student Council. Submission of a proposal is not a guarantee the funds will be awarded.

#### B. Cancellations

1. Cancellation of any activity should be reported promptly to the Coordinator, Student Activities and removed on the Astra scheduler.
2. Check that all persons involved have been informed of the cancellation.

## CHAPTER SEVEN

### Club programs

#### A. Speakers

1. The college faculty represents a wonderful resource for speakers or panel discussion leaders for club programs. The faculty not only should be more actively involved in the various activities on campus, but they are most willing to become involved providing it is in the field of their competency. Some of the very best programs on campus have been provided by Allan Hancock College staff.
2. Clubs should be aware of the rich resources among Allan Hancock College students. For musical programs, for panel discussions, for debates, or for any number of other types of programs, students very often represent qualified, personnel from which to draw. It should be remembered that there are many foreign students on campus and many students from states other than California. These, too, offer possibilities for good programs.
3. There are many community resources for stimulating club programs. If club program committees will think in terms of allied organizations in the community, they will find that there are many qualified local people who are most willing to participate in club programs. There are professional organizations, service clubs, government offices, and private citizens who are willing to help.

#### B. College Wide Activities

1. Clubs should not over look the possibility of sponsoring programs for the entire student body. Some very exciting programs sponsored by clubs have been opened to the student body with very favorable results.
2. Among college wide activities sponsored by Student Council in which you may be asked to participate are Bulldog Bow WOW and Spirit Week in the fall semester and Bulldog Bow WOW, Diversity Day and Earth Day events in the spring semester. Additional events may be scheduled in which you may wish to participate.
3. Speakers from off campus must be approved. Notify the Student Activities Office at least seven school days in advance of the event. Approval of a non-college speaker on campus does not imply endorsement of the speaker and his/her views by the College or sponsoring club.
4. If you are planning to hire an outside agent for any of your activities, you will need to have a signed contract, Agreement of Service (Addendum). Contact the Student Activities Office for assistance and approval.

#### C. Fundraising

1. Student fundraising may only be conducted by officially recognized and chartered Allan Hancock College student clubs.

## CHAPTER SEVEN

### Club programs

2. Solicitation of money or materials is closely regulated by State Law and College regulations. Any activity in this area must be coordinated with the Coordinator, Student Activities and the Allan Hancock College Foundation office.
3. Fundraising events must be approved in writing at least two weeks (14 days) in advance of the activity. A Club Fundraising Request Form (Addendum) may be obtained through the Student Activities office or on the ASBG website.
4. If a cashbox is needed, complete the blue sheet "Request for Cash Box" form (Addendum) and submit it to the Student Activities Office at least two (2) days prior to your event.
5. The proceeds from your event must be submitted with your deposit recap form (Addendum) to the Auxiliary Accounts Office, within twenty-four hours of your activity. If the event is held on a weekend, funds should be deposited the next regular school day.
6. For set up of your event on campus, submit an Instructions to Maintenance form (Addendum) and return it to the Student Activities Office at least four (4) days prior to the event.
7. If tickets are involved in your fundraising, they must be numbered consecutively and reconciled at the close of the event. In case of advance ticket sales, a record of ticket distribution and sales is required.
8. If food items are sold on campus, the Food Court Manager must be informed at least one week prior to the event and should sign the fundraiser form in the appropriate space. The Food Court Manager must also be informed if the event is cancelled. If selling food items off campus, the organization must check with the Santa Barbara Public Health Center, 500 West Foster Road, (805) 934-6142 to see if a permit is necessary.

#### D. Donations

1. Any club or organization wishing to solicit donations or grants from any community organization or business must submit a written request to the Allan Hancock College Foundation, who coordinates all such requests. This written request should include a list of the businesses they wish to contact and specify what it is they are asking for. It should also specify the purpose for soliciting said donations. Allow at least three weeks for the Foundation staff to respond.
2. If a donation or grant of \$500 or over is received, the club must follow the district donation acceptance procures and complete the appropriate paperwork (Addendum).

#### E. Dues or Assessments

Clubs or organizations are authorized to require their members to pay dues or assessments. These funds, like all other money earned or collected, are to be deposited in the group's name in the Auxiliary Accounts Office. Use the Deposit Recap form (Addendum) and take all funds to the District Cashier.

## CHAPTER EIGHT

### Financing Student Activities

#### A. General Policies

1. All Clubs and organizations come under the general supervision of the Coordinator, Student Activities. All financial transactions are administered by the Auxiliary Accounts Office.
2. All student accounts must be deposited and maintained by the District Auxiliary Accounts Office. **No outside bank accounts are permitted.**
3. Club and organization funds must be deposited in the Auxiliary Accounts Office under the name of the particular club or organization within twenty-four hours of an event or activity, or the next regular business day immediately following a weekend activity.
4. **No club is permitted to take cash from funds raised to make purchases or for reimbursement.** All funds raised must be deposited into the appropriate club account, and payments for purchase or reimbursements must be requested in accordance with district procedures.
5. Balance on club accounts will be given only to the advisor of the club and officers designated and authorized by the club to receive such information from the Auxiliary Accounts Office.
6. All club disbursements must be made by check utilizing a "green sheet" (Addendum). Any vendor providing a service will need to complete and sign an Agreement of Service (Addendum form) and a W9 (Addendum) form to be turned into the Student Activities Office at least two weeks prior to the event.
7. Club accounts that have been inactive for two fiscal years will have any funds reverted back to the Associated Student Body Government account.

#### B. Request for Payment

The green sheet, "Request for Payment" form (Addendum) is used when you need to pay a bill or need reimbursement. If funds are needed for purchases in advance of an event, a check will be requested payable to the club staff advisor.

1. Complete the "Request for Payment" form (available in the Student Activities Office) obtaining the signature of your club advisor and/or all club officers necessary to do financial transactions for your club.
2. The advisor should sign this form on the "Requesting Signature" line. The appropriate student (Treasurer or President) signs on the "Student Signature" line. If the advisor is not available, the Coordinator, Student Activities may sign as the requestor.

## CHAPTER EIGHT

### Financing Student Activities

3. Attach original invoice, receipt, and club minutes noting approval for expenditure to the "green sheet".
4. Turn the form in to the Student Activities Office where the Coordinator, Student Activities will review and route for other necessary signatures. The request will then be sent to the Auxiliary Accounts Office for payment of the bill.

#### C. Reimbursement

On occasion students or advisors may need to purchase items for an activity or an event. Under these circumstances private funds can be used and reimbursement requested. The following steps must be followed in advance of any reimbursement being made.

1. The club must give formal authorization in advance of any personal funds being expended for reimbursement. Formal authorization is given by a majority vote in a club meeting. This must be recorded in meeting minutes.
2. The authorization must indicate who is authorized to be reimbursed, the items to be purchased, and the cost (a specific dollar amount.)
3. Submit a "green sheet" (Addendum) to the Coordinator, Student Activities to obtain approval (confirmation that funds are available in the club account) with the meeting minutes noting authorization.
4. Total the receipt(s) and attach the original receipt to the "green sheet" (Addendum), along with the original request to purchase form. Original receipts, not photocopies, are the only acceptable back-up.

#### D. Request for Cash Box and Change Fund

1. Sufficient funds must be on deposit with the Auxiliary Accounts Office to cover your cash fund.
2. Requests with all required signatures must be in the Auxiliary Accounts Office at least two days in advance of the event. Use the blue sheet, "Request for Cashbox" form (Addendum) available in the Student Activities or Auxiliary Accounts Office.
3. It is important to state on the request the breakdown of cash and coin desired, the appropriate amount is at the discretion of the Coordinator, Student Activities.
4. When picking up the cash box and cash fund, be sure to count your cash fund and initial the form. You will be responsible for that amount when the fund is returned.

## CHAPTER EIGHT

### Financing Student Activities

5. Only the club President, Treasurer or Advisor are authorized to pick up cashboxes. These persons should take a photo ID with them when collecting the box.
6. When finished with the cash box, count the money, fill out the Allan Hancock College District Cashier Deposit Recap form (Addendum) and submit funds in the sealed money envelope provided to the Auxiliary Accounts Office for deposit.



## CHAPTER NINE

### Publicity Policy

#### A. Policy

College sponsored events may be publicized on the campus according to established procedures. Non-college sponsored events must have advance approval of the Student Activities Office through procedures established by the college. All posters, signs and printed material distributed on the campus must be non-commercial in nature and must be in good taste. Use of publicity materials shall be regulated as to reasonable time, place and manner as determined by the Vice President, Student Services or his/her designee.

The college campus is not public in the sense of parks, streets, etc.; thus the campus is not open for expressions of free speech and distribution of material in any manner by the general public without regulations. On the other hand, the general public may demonstrate and exercise their constitutional rights of free speech, assembly and distribution of materials so long as they obey the college rules of "time, manner, and place" and do not disrupt the orderly process of student education.

The President of Allan Hancock College shall designate a person (Vice President or Dean) to review material and exercise administrative responsibilities as required by the policy. Any student may appeal a decision concerning this policy to the Vice President, Student Services or President, who shall render a decision within a reasonable time and in any event, not later than one school day after receipt of the appeal. The appeal shall be based solely on the standards established in Education Code Section 76120.

Knowing violation of this policy by any student is sufficient cause for suitable disciplinary action to be taken.

#### B. Procedures

These procedures are established as a means of implementing the Board Policy pertaining to publicity. The intent of these procedures is to control the time, place, and manner of publicity materials, to protect the aesthetics of the campus, to ensure that the campuses are not misused for the promotion of private enterprise and to permit safe and orderly flow of traffic. The Vice President, Student Services is designated as the person to review material and exercise administrative responsibility.

1. All posted materials anywhere on campus must have the Student Activities stamp. Stamping of posters should not be construed as a judgment on the content of the material to be posted.
2. All materials displayed shall be dated and shall clearly indicate the author or agency responsible for its protection.
3. Requests by off-campus individuals or agencies to disseminate materials on the Allan Hancock College campus shall be referred to the Student Activities Office.
4. There shall be no distribution of publicity materials in a classroom while a class is in session. The place and activity of distribution is not to interfere with the normal flow of traffic within the college corridors and walkways or impede entrance to, or exit from college property.
5. Individuals are expected to use good taste in their manner of expressing ideas. All language, pictures, drawings, or photographs used in any material distributed, displayed or circulated pursuant to this policy must not be vulgar. Vulgar as used herein includes that which is obscene or profane.

## CHAPTER NINE

### Publicity Policy

6. The maximum size for a poster will be twenty-eight inches by forty-four inches (28" x 44"). The maximum number of posters for any one event that may be displayed at any one time will be thirty (30). This is in addition to those permitted by individual instructors to be posted on classroom bulletin boards.
7. The maximum size for any individual, student, club or election banner for display will be four feet by twelve feet (4' x 12'). Any individual or club shall be permitted a maximum of two (2) banners for any one event, on display at any one time. Banners that are to be left out of doors overnight must be constructed of material such as sign cloth that will not shred in the wind. Locations for display of banners in designated areas are: Student Center, Math/Science Patio, Business Education Building and Gym. In order to maximize available space in the Student Center, banners in the Café area must fit horizontally within the confines of one window.
8. Flyers, notices, handbills, leaflets, and printed materials shall be submitted to the Student Activities Office for clearance to insure orderly distribution. Such materials must be distributed hand to hand and shall not be left undistributed or stacked for pick-up while unattended at any place on the college campus except where containers are provided for that purpose by the College. Any exception to this stipulation will be at the discretion of the Vice President, Student Services. The quantity of notices or number of students or groups who may distribute materials on any one day may be limited.
9. No materials shall be placed over or obstruct the view of previously posted materials or of directional, emergency, or warning signs. No materials may be placed on entrance doors in any building.
10. Materials shall not be placed on the private property of other persons or agencies, i.e. telephone poles, vehicles, bicycles. No materials may be affixed to painted walls and surfaces.
11. Thumb tacks on bulletin boards, tape, and string or other like binding materials shall be the only permitted materials to be used in displaying communication materials.
12. Materials written in a foreign language must include an English translation on the same material.
13. Political posters, slogans, decals, etc. for national, state, and/or local elections shall be authorized of the discretion of the Vice President, Student Services, and may only be posted on designated public bulletin boards.
14. Materials from commercial off-campus individuals, enterprises, or agencies are not normally permitted to be posted. Exceptions may be granted by the Vice President, Student Services for those posters having a close relationship to the educational or co-curricular programs of Allan Hancock College.
15. To help insure accessibility, a maximum of one poster for the same event is allowed on any one bulletin board or display area.
16. It is the responsibility of the person who distributes or posts publicity materials to remove the same when the event is over.
17. Unauthorized persons shall not remove materials once posted.

## CHAPTER TEN

### Special Services

#### A. Duplicating Services

1. Clubs may print fliers at Campus Graphics. The cost of such printing will be billed back to the appropriate club account. When you pick up printed items, you will be given an invoice from Campus Graphics. You will then need to pay the invoice as soon as possible by filling out a green sheet (addendum) and attaching the club minutes authorizing payment for the printed items. For assistance in completing print requests, check with the club advisor or student activities personnel. When you pick up your printed items, the club will receive

#### B. Allan Hancock College Bulldog Beat

1. The Bulldog Beat is published monthly by Student Activities, and is utilized to announce upcoming events or items of interest to students, faculty & staff. Announcements must be submitted in writing to the Student Activities Office in a timely manner to be included in the publication.

#### C. Public Affairs and Publications

1. The Director, Public Affairs and Publications is responsible for all new releases, photos, radio and TV spots sent from the college to the local media. If you have material you wish to appear in the local media, please contact the director's office at Ext. 3280.
2. Be sure the event has been approved and well planned before you contact the Public Affairs Office.
3. Types of items that make a news story are: items of general interest, events involving a sizable group of people, something unique, and human-interest stories.
4. Bring your news material to the Student Activities office in Building G room 105 at least 14 days prior to the event.

#### D. Building Use and Equipment

1. The scheduling of space for club meetings and events is handled through Astra by your club advisor on the myHancock portal. The "Instructions to Maintenance" form (Addendum) must be completed to assist you with obtaining any special requests you have for equipment and set up from Plant Services and is required for a room reservation.
2. All requests for multi-media equipment must be submitted on-line. Your club advisor should log on to the myHancock portal, click on "Work Tools", then "Multi-Media Equipment Request". Please note, all equipment requests must be submitted a minimum of one week prior to the date requested.

## CHAPTER ELEVEN

### Dance and Special Events Policies

#### A. Facilities

1. Dances and other special events may only be scheduled in the Student Center. This facility is reserved through Astra scheduler on the myHancock portal.
2. Dances are only permitted on Friday or Saturday nights. Clubs and organizations are responsible for paying for required security staffing and custodial costs, as determined by college staff. All dances will close by midnight.
3. Other special events such as game nights may be permitted in the student center, if space is available, on a weeknight. However, said events will close 30 minutes prior to closing of the building G, no exceptions.

#### B. Admission

1. Allan Hancock College students will be admitted to Allan Hancock College dances and/or special events providing they present their current valid Student Identification Card.

#### C. Supervision

1. Club sponsored dances and events must be attended from beginning to end by the club advisor(s) (or delegated substitute approved by the Vice President, Student Services or his/her designee). Additionally, for dances, the names of at least one chaperone must be given in writing to the Coordinator, Student Activities at least one week before the event. The need for additional staffing for other special events will be determined on a case-by-case basis and is dependent upon the projected attendance.
2. The Club Advisor must be present at the dance or event entry door during the hours of the dance/event to regulate entrance procedures.
3. Campus police or their designated agent must be present during the hours of the dance or special event. Remember, while campus facilities may be used at no charge, clubs will be required to pay the full cost of security. Security needs are determined solely by Allan Hancock College Police Department.

#### D. Logistics

1. Scheduling of dances and special events, building use, and "Instructions to Maintenance" form (Addendum) are coordinated through the Coordinator, Student Activities. A "Request for Activity Date" form (Addendum) is required and due at least one month prior to the event.

## CHAPTER ELEVEN

### Dance and Special Events Policies

2. The entrance door will close one hour before the dance or event is scheduled to end. No person will be admitted after the door is closed.
3. Scheduling of a time for decorating should be arranged with the Student Activities Office.
4. Contracts for performing groups (Addendum) are required and must be handled with the assistance of the Coordinator, Student Activities at least three weeks prior to the event.

#### E. Regulations

1. Allan Hancock College dances and special events will be held on campus only.
2. Publicity for all college dances and special events will be restricted to the campus.
3. It is contrary to California State Law to possess, serve, or consume intoxicants at any college function, regardless of the age of those participating.

## CHAPTER TWELVE

### Travel

Occasionally, clubs and other student groups plan extracurricular trips off campus, such as attending a conference or a trip to a landmark or museum. For example, a film or art club may wish to plan a club trip to an Art or Motion Picture Museum. As a reminder, it is recommended that the club advisor supervises all such trips. While this type of activity is certainly encouraged and supported, they often pose liability exposure to the college. The exposures are created due to the nature and/or location of the activity. To control the liability exposure to the college, specific procedures need to be followed and forms completed.

**It is the responsibility of the club advisor to ensure all participants complete all appropriate paperwork before embarking on any extracurricular activity at an off-campus venue.** Copies of each of the following forms, which may be required, are included as addendums to this handbook for information purposes. Club advisors will, at the beginning of each year when the club charter is approved, receive additional information pertaining to club travel.

- Field Trip Excursion Request (Addendum)
- Excursion/Field Trip Notice and Medical Authorization (Addendum)
- Assumption of Risk (Addendum)
- Voluntary Activity Waiver Release and Indemnity Agreement (Addendum)
- Voluntary Transportation Agreement (Addendum)
- Steps for Successful Conference Attendance (Addendum)

For staff:

- District Travel Request (Addendum)
- Personal Vehicle Use (Addendum)

# Addendums

Club Constitution Template

Club Registration Form and Membership List

Club Charter Form

Clubs Account Form

Request for Activity Date

Instructions to Maintenance

“Green Sheet” Check/Transfer Request Trust and Auxiliary Accounts

Fundraising – Club Account Proposal Form

“Blue Sheet” Request for Cash Box

Deposit Recap Slip

ASBG Budget and Finance Committee Funding Request

Agreement of Service (Contract)

W9 Form

Donation Acceptance Procedures

Field Trip/Excursion Request

Excursion/Field Trip Notice and Medical Authorization

Acknowledgement and Assumption of Potential Risk

Voluntary Activity Waiver Release and Indemnity Agreement

Voluntary Transportation Agreement

Steps for Successful Conference or Meeting Attendance

District Travel Request

Personal Vehicle Use





RECOMMENDED FORM FOR CLUB ORGANIZATION CONSTITUTIONS

CONSTITUTION OF THE \_\_\_\_\_ CLUB

ARTICLE 1  
Name of Organization

Section 1: the name of this organization shall be \_\_\_\_\_

ARTICLE 2  
Purpose of the Organization

Section 1: (A general statement of the purpose and the scope of the organization.)

Article 3  
Qualifications of Membership

Section 1: (A general statement of eligibility for membership.)

ARTICLE 4  
Officers of the Organization

Section 1: The elected officers of this organization shall be \_\_\_\_\_

\_\_\_\_\_  
(list all elected officers.)

- Section 2: Term of office shall be \_\_\_\_\_
- Section 3: It shall be the duty of the President \_\_\_\_\_, ect.
- Section 4: It shall be the duty of the Vice President \_\_\_\_\_, ect.
- Section 5: (Add more sections to take care of the duties of all the officers.) ‘

ARTICLE 5  
Executive Board

Section 1: The Executive Board shall consist of the elected officers and the faculty advisor  
(Chairpeople of standing committees may be added.)

Section 2: \_\_\_\_\_ (state what majority—two- thirds, three-fourths, or simple majority) vote of the Executive Board,  
with the approval of the advisor, shall be necessary to pass any business which is referred to the Executive Board.

---

ARTICLE 6

Meetings

Section 1: (Frequency of meetings.)

Section 2: (Procedure of calling special meetings.)

ARTICLE 7

Quorum

Section 1: (State specially the minimum number of the members which must present at a meeting in order to transact business legally.)

ARTICLE 8

Amendments

Section 1: Amendments must be presented to the Executive Board for approval before they may be submitted to the organization for vote.

Section 2: Provision for Notice. (It is suggested that this notice be given to the membership regarding a proposed amendment to the to the Constitution one meeting prior to the actual vote.)

Section 3: This constitution may be amended by a \_\_\_\_\_ (state what majority) vote of the membership at the first meeting of the organization at which a quorum is present following the approval of the amendment by the Executive Board.

ARTICLE 9

Enacting Clause

Section 1: This constitution shall become effective upon approval of the Commissioner of Legislative Affairs and the Vice President, Student Development & Services of Allan Hancock or his/her designee

SIGNATURES

---

(ASBG rep)

(Date)

---

(Coordinator, Student Activities)

(Date)



Club Registration Form & Membership List

PLEASE RETURN TO THE STUDENT ACTIVITIES COORDINATOR

Date: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Club Advisor(s): \_\_\_\_\_ Please Print

Club Representative: \_\_\_\_\_

Officers, name, position, email address and phone # (Please Print)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Membership List

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____



## ALLAN HANCOCK COLLEGE CLUB CHARTER

Club Name: \_\_\_\_\_

We, the undersigned, agree to the following:

1. Club membership will be open to Allan Hancock College Students, regardless of race, religion, sex, national origin or physical limitations.
2. To have a student representative at the Inter-Club Council meetings
3. To inform ourselves of school policies as they relate to clubs and organizations, and to observe these policies in all official activities of our club or organization.
4. To cooperate with other clubs in working for the good of the total college community.

### PRINTED NAME AND SIGNATURE:

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Signature: \_\_\_\_\_  
Advisor

Signature: \_\_\_\_\_  
Co-Advisor (if applicable)

Printed: \_\_\_\_\_

Signature: \_\_\_\_\_  
Club President

This club is hereby granted a charter for the year \_\_\_\_\_.  
(The club shall retain one copy of the charter, and the other will be placed on file in the Student Activities Office.)

\_\_\_\_\_  
Student Activities

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASBG Representative

\_\_\_\_\_  
Date



ALLAN HANCOCK COMMUNITY COLLEGE DISTRICT  
CLUBS ACCOUNT FORM

Suggested name for account \_\_\_\_\_

Purpose of Account

---

---

---

Do you propose to do any fundraising for the account? If yes, describe briefly:

---

---

---

\_\_\_\_\_ one time only event

\_\_\_\_\_ continuing

List type of expenditures that fundraising monies can be used for:

---

---

---

**Note: three signatures will be required for withdrawals**

\_\_\_\_\_  
Club President/Treasurer

\_\_\_\_\_  
Vice President, Student Services

\_\_\_\_\_

\_\_\_\_\_  
Date

-----  
**DISTRICT APPROVAL**

**FOR DISTRICT USE ONLY**

\_\_\_\_\_  
Vice President, Business Services

\_\_\_\_\_  
Starting Amount

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account No.

\_\_\_\_\_  
Name of Account

\_\_\_\_\_  
Type of Account



ALLAN HANCOCK COLLEGE

Associated Students

REQUEST FOR ACTIVITY DATE

Date Submitted: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Activity or Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time (hours): \_\_\_\_\_

Place: \_\_\_\_\_

Admission Charge: \_\_\_\_\_

Student Chairperson: \_\_\_\_\_  
(Signature)

Organization Advisor: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(DO NOT WRITE BELOW THIS LINE)

Date Open, Use of Facility Granted: _____	Coordinator, Student Activities	Date
--	------------------------------------	------



Date of Application: \_\_\_\_\_

**PLEASE NOTE: Requests for PA systems, or any audio visual equipment needs to be made directly with the Audio Visual Department by the user.**

If you are serving food (for sale or given away at no cost) you need to have Martin Testa, food services initial this form:

Martin Testa \_\_\_\_\_

### INSTRUCTIONS TO MAINTENANCE

Person/Organization  
Requesting Facilities

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Facilities Requested

\_\_\_\_\_

Date Requested

\_\_\_\_\_

Time Requested

\_\_\_\_\_

Astra Reservation  
Number

\_\_\_\_\_

Nature of Activity

\_\_\_\_\_

Special Set-Up:  
(Tables, Chairs, podium,  
etc) Diagram if  
Necessary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Person Requesting Facility

Date

Approval: Student Activities

Date

Office Use:

To Maintenance:

\_\_\_\_\_



# ALLAN HANCOCK COLLEGE

## CHECK/TRANSFER REQUEST TRUST AND AUXILIARY ACCOUNTS

PLEASE CHECK APPROPRIATE BOXES:

**Fund**

- ☐ ASB  
☐ Athletic  
☐ Student Clubs  
☐ Stud Rep Fee  
☐ District Trust

**Type of request**

- ☐ Request for Reimbursement  
☐ Request for Payment  
☐ Transfer of Funds  
☐ Mail  
☐ Please call # \_\_\_\_\_  
☐ Name: \_\_\_\_\_

*For AAS Use Only*

**Auxiliary Accounting Services Use Only**

Batch Name \_\_\_\_\_  
 Posted Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Check #'s \_\_\_\_\_  
 Invoice Number \_\_\_\_\_  
 Invoice Date \_\_\_\_\_  
 Check Date: \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

Payee: \_\_\_\_\_ (Vendor ID) \_\_\_\_\_

Address: \_\_\_\_\_

For the amount of: \_\_\_\_\_ \$ \_\_\_\_\_

**Request approved by:**

Over Dollar Threshold Signature/Date

Please print information clearly and submit proper support documentation with request. Originals only.

**ASB, Athletics, Clubs, SRF**

Requesting Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice Pres. Administrative Services Date \_\_\_\_\_  
or Director, Business Services

**District Trust**

Requesting Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice Pres. Administrative Services Date \_\_\_\_\_  
or Director, Business Services

Photocopies & fax not acceptable. Incomplete requests will be returned.

Acct Name: \_\_\_\_\_

Acct# - Object: \_\_\_\_\_ - \_\_\_\_\_

Acct Split#: \_\_\_\_\_ - \_\_\_\_\_

**Purpose of payment or transfer** (Must be completed)

Date of Event: \_\_\_\_\_

**Athletic Use**

Opponent: \_\_\_\_\_

Date of Event: \_\_\_\_\_



ALLAN HANCOCK COLLEGE

FUNDRAISING – CLUB ACCOUNT PROPOSAL

This form needs to be filled out with all completed supporting data as required.

YOU SHOULD HAVE THIS FORM TURNED IN A MINIMUM OF 2 WEEKS PRIOR TO THE EVENT.

1. Club: \_\_\_\_\_
2. Type of fund raising activities: (Food sales- indicate what type of food is being sold. Also, at least one member of the group must have safe food handler training and must check with the City for relevant food permit.

---

---

Certified Safe Food Handler: \_\_\_\_\_

3. Proceeds will be used for: \_\_\_\_\_
4. Date of event/activity: \_\_\_\_\_
5. Club president/chairperson: \_\_\_\_\_

Phone: \_\_\_\_\_

Club advisor \_\_\_\_\_ Phone \_\_\_\_\_

6. Area to be used: \_\_\_\_\_

8. Budget for activity – complete fully:

Cost of goods and/or services (if donated, indicate that below) \_\_\_\_\_

---

---

---

Expected gross revenue (cost per item x #of items) \_\_\_\_\_

---

---

Expected profit \_\_\_\_\_

For food sales: \_\_\_\_\_ Food Court Manager or designee must sign.

Applicant(s) hereby agree to hold the Allan Hancock Community College District, the Allan Hancock College Board of Trustees, and all district officers, agents, and employees free and harmless from any loss, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of college facilities.

The undersigned club president and club advisor certify that we shall personally be responsible on behalf of our organization to abide by and enforce the rules and regulations of the college governing the sponsoring of this fund raising event/activity. All funds collected will be deposited in the Student Accounts Office and the club treasurer or designee shall provide a financial report on all tickets and/or funds collected within three working days after the fund raising event/activity to the Auxiliary Accounts Office. In addition, the club officer and advisor agree that any monetary loss will be borne by the club. It has been determined that sufficient funds are available to cover any monetary loss.

Club president's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's signature : \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Coordinator, Student Activities: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation: \_\_\_\_\_

\_\_\_\_\_  
Vice President Student Services Date \_\_\_\_\_

Distribution: Administrative Services  
Auxiliary Accounts Office Student Activities Office  
Food Court Manager (only if food involved)





# ALLAN HANCOCK COLLEGE

Cashiering and Fiduciary Accounting Services

PLEASE CHECK APPROPRIATE BOXES:

**Fund** **Type(s) of request**

- |   |   |
|---|---|
| <input type="checkbox"/> ASB            | <input type="checkbox"/> Cash box                           |
| <input type="checkbox"/> Athletic       | <input type="checkbox"/> Starting cash fund                 |
| <input type="checkbox"/> Club           | <input type="checkbox"/> Tickets (Please note denomination) |
| <input type="checkbox"/> District Trust |   |

Date of Request: \_\_\_\_\_

Amount of starting cash fund \$ \_\_\_\_\_ \*

Denomination of Tickets : \_\_\_\_\_

**\* You must have funds available in account.**

**Request approved**

## ASB, Athletics, Clubs

Requesting Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice Pres. Business Services \_\_\_\_\_ Date \_\_\_\_\_

## District Trust

Requesting Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice Pres. Business Services \_\_\_\_\_ Date \_\_\_\_\_

### Accounting Office Use Only

- |   |
|---|
| <input type="checkbox"/> Cashbox            |
| <input type="checkbox"/> Starting cash fund |
| <input type="checkbox"/> Tickets            |

Received Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Currency \$20.00 x \_\_\_\_\_ = \_\_\_\_\_

\$10.00 x \_\_\_\_\_ = \_\_\_\_\_

\$ 5.00 x \_\_\_\_\_ = \_\_\_\_\_

\$ 1.00 x \_\_\_\_\_ = \_\_\_\_\_

Coin \$ .25 x \_\_\_\_\_ = \_\_\_\_\_

\$ .10 x \_\_\_\_\_ = \_\_\_\_\_

\$ .05 x \_\_\_\_\_ = \_\_\_\_\_

\$ .01 x \_\_\_\_\_ = \_\_\_\_\_

Total \$ \_\_\_\_\_ \*

Request must be submitted with proper signatures at least 2 working days prior to event.

Acct Name: \_\_\_\_\_

Acct#: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Purpose of starting cash fund (Must be completed)

\_\_\_\_\_



**ALLAN HANCOCK COLLEGE  
DEPOSIT RECAP**

This form must accompany ALL deposits of money to the district cashier office. It is the responsibility of the person making the deposit to have the correct ACCOUNT NUMBER AND OBJECT CODE.

Date of Deposit: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number and object: \_\_\_\_\_ -

Eight digits for account number -- four digits for object code

Deposit Prepared By : \_\_\_\_\_  
(Print First and Last Name)

Deposit Prepared By : \_\_\_\_\_  
Second Name Required for Cash Bags and Cash Boxes (Print First and Last Name)

**SOURCE OF FUNDS**

(Ex., Donation, Dues, Entry Fees, Parking, Returned meal money)

**AMOUNT**

_____	_____
_____	_____
_____	_____

Less Starting Cash (If Applicable)      < \_\_\_\_\_ >

Total Amount of Deposit: \_\_\_\_\_

*You are responsible for making copies of checks prior to deposit, if needed.*

**CASHIER OFFICE USE**

Amount of Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

Over/Short Amount: \_\_\_\_\_

Cash receipt #: \_\_\_\_\_ Cashier initials: \_\_\_\_\_



## ASBG Budget & Finance Committee Funding Request

### **Deadlines:**

Applications must be submitted by 12:00pm on the Wednesday before you wish to have it reviewed by the Budget & Finance Committee. Budget & Finance committee will either recommend or not recommend for approval to the ASBG council at the next board meeting. Board meetings are held each Wednesday, 12:30pm-1:50pm in G106A. If you have questions, please contact Stephanie Robb in the Student Activities office G105 or [srobb@hancockcollege.edu](mailto:srobb@hancockcollege.edu).

### **Eligibility:**

Only AHC students, staff or faculty are eligible for funding. Only clubs approved by ASBG are eligible for funding. Proposals received from organizations will be reviewed on a case-by-case basis.

### **Eligible Events:**

Events must substantially benefit the AHC student community. Only planned programs with detailed cost breakdowns will be considered.

### **Support:**

Full funding is never guaranteed. Please remember that funds do run out as the year progresses. It is in your best interest to apply for funds as early as possible.

### **Obligations of the organization:**

- **Prior to the Event:** Collect all paperwork, methods of payment, and any other important materials for the organization or applicants. Submit all required documentation. Completed the application, provide original invoices and/or receipts
- **After ASBG approves the funding:** Meet with the funding board Treasurer or ASBG Advisor to pick up the funding results the day after the ASBG meeting (Thursday). Meet with Advisor to review payment processes and timeline for your event. Ensure that the logos of ASBG are prominently displayed on all publications and promotional materials printed after the funding is approved.
- **After the event is completed:** It is recommended that you send a representative to the ASBG meeting after your event. ASBG meetings are held each Wednesday from 12:30-1:50 in G106A. If your organization fails to fulfill any of the responsibilities, money funded to the organization for the event by ASBG is not promised or owed to you or your vendors. Additionally, your organization may have its access to funding revoked for the next semester.





**ASBG Budget & Finance Committee**  
**Funding Application**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you using club funds for this event? Y / N \_\_\_\_\_ Amount \$ \_\_\_\_\_

If so, from where? \_\_\_\_\_ Club account balance \$ \_\_\_\_\_

Any additional funding? Y / N \_\_\_\_\_ From where? \_\_\_\_\_

Event/Activity Title: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Please provide a brief explanation of the event: \_\_\_\_\_

\_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Total Cost \$: \_\_\_\_\_ Total Amount Requested \$: \_\_\_\_\_

What is the purpose of this event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will this funding enhance/support your vision as an organization? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will this funding enhance/support AHC student body and/or community? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this event/program open to all AHC students? Y/N if not, who will attend? \_\_\_\_\_

\_\_\_\_\_

### Line Item Budget

Please complete the following line item budget for your request or create your own using similar formatting. For each individual expense listed, please complete an Individual Expense Description form.

Expense Type		Expense	Total
Equipment/ Venue Rentals			
Ads/Flyers/ Posters			
Supplies			
Contracts			
Transportation/ Parking			
Postage			
Food			
Vendors			
Other			
		<b>Total</b>	<b>\$</b>





ALLAN HANCOCK COLLEGE ASSOCIATED STUDENTS  
AGREEMENT OF SERVICE

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ by and between the Allan Hancock Joint Community College District Associated Students, \_\_\_\_\_ hereinafter referred to as the "AHC Associated Students" and \_\_\_\_\_, hereinafter referred to as the "Contractor" or "Performer":

1. The Contractor/Performer agrees to render the following services on the dates and times herein stated, in accordance with directions stipulated by the AHC Associated Students or a person delegated by it:
2. The AHC Associated Students agrees to compensate the contractor/performer for services rendered in the total amount of \_\_\_\_\_ dollars, such amount to be paid within a reasonable time after the performance of services and submission of an invoice.
3. It is agreed that the contractor/performer is acting in an independent status and not as an agent or employee of the said AHC Associated Students. As an independent contractor, the contractor/performer is responsible for its own member's worker's compensation and unemployment insurance.
4. The contractor/performer shall indemnify and save harmless the Allan Hancock College District and the AHC Associated Students, its officers, agents, and employees from all loss, cost, expense, claims or liability for injury to any person or damage to any property arising out of or in any manner connected with the performance and operation of the terms of this agreement.
5. No drinking of alcoholic beverages by members of the performer group or contractor is allowed while on the premises of the engagement, or during said hours of the performance(s).
6. Equipment must be set up and ready for the performance before \_\_\_\_\_ (hour) on the day of the performance. This will include an adequate public address system provided by \_\_\_\_\_.
7. Neither Allan Hancock College District or the AHC Associated Students will be responsible for loss or damage of musical equipment.
8. No changes to this agreement are permitted without the consent, in writing, of the AHC Associated Students and the Allan Hancock College staff advisor.
9. Any deviation in the conditions of this agreement are grounds for voiding this agreement.

10. Special instructions: \_\_\_\_\_  
\_\_\_\_\_

THE UNDERSIGNED, BY THEIR VERY ACT OF SIGNING, DO HEREBY CERTIFY THAT THEY ARE AWARE OF THE CONDITIONS AND AGREEMENT AND HAVE READ AND DO UNDERSTAND THE AGREEMENT OF SERVICE. IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first written above.

\_\_\_\_\_  
AHC Associated Students  
Representative Signature

\_\_\_\_\_  
Contractor/Performer  
Signature

\_\_\_\_\_  
AHC Associated Students  
Advisor Signature

\_\_\_\_\_  
District Authorizing  
Signature

Contractor/Performer Social Security No. Or Tax ID No. \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+			+		
or								
Employer identification number								
			+					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶

## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

## Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

**Exempt payees.** Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt recipients 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



## ADMINISTRATIVE SERVICES

### DONATION ACCEPTANCE PROCEDURE

#### AT THE DEPARTMENT LEVEL:

1. Department determines appropriateness and accepts donation
2. Department representative provides donor with donation form. Note: Staff are not to assume responsibility for appraising the value of gifts made to the district.
3. Donor completes section #1 of donation form and returns to department representative. (Form is available from Linda Reed in Administrative Services.)
4. AHC representative completes and signs section #2 of form.
5. Department makes copies for:
  - dean/director
  - vice president
  - department's copy
6. *Follow the appropriate procedures below depending on the value of the donation.*

---

#### DONATIONS VALUED AT ***\$100 OR LESS***:

Follow steps 1 through 5 above.

- Prepare memo explaining the merits of the donation and how it will benefit your program. Forward memo and *copy* of donation form to the appropriate dean, director, or vice president.
- Department chair/faculty member writes thank you letter to donor.
- Forward *original* donation form to Linda Reed in Administrative Services, with section #2 completed.

---

#### DONATIONS VALUED AT ***\$100 AND LESS THAN \$500***:

Follow steps 1 through 5 above.

- Prepare memo explaining the merits of the donation and how it will benefit your program. Forward memo and *copy* of donation form to the appropriate dean, director, or vice president.
- *Department/faculty member (dean/director optional) writes* thank you letter to donor.
- Forward *original* donation form to Linda Reed in Administrative Services, with section #2 completed.

---

#### DONATIONS VALUED AT ***\$500 OR MORE*** (requires board of trustees acceptance):

Follow steps 1 through 5 above.

- **Prepare memo explaining the merits of the donation and how it will benefit your program.**  
Note: This memo provides the background information for board of trustees agenda item.  
**PLEASE PROVIDE SUFFICIENT DESCRIPTION INFORMATION!**
- Forward memo and *copy* of donation form to the appropriate dean, director, or vice president.
- Forward the *original* donation form and a *copy* of the memo to Linda Reed in Administrative Services. Linda prepares agenda item for board of trustees to accept donation. Check with Linda on deadline for agenda items for next board meeting.
- Board of trustees accepts item.
- *President's office* generates thank you letter to donor. (Department chair may thank donor also.)



## DONATIONS

The following is a good faith estimate of the value of goods or services donated to Allan Hancock College. Please complete the following information and return to the college. Keep a copy for your records.

### **SECTION #1, DONOR COMPLETES**

#### **DONATION DESCRIPTION:**

**Please provide a full description of the donation and its intended use. (Include any specific criteria associated with donation if desired.)** \_\_\_\_\_

**Donor's Name** \_\_\_\_\_  
(If donor is a company or organization, please print name of contact person also.)

**Donor's Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Donor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**The gift is valued by the donor at \$** \_\_\_\_\_

☐ The gift was delivered      ☐ The gift will be delivered      ☐ AHC will pick up gift

**An itemized list of material(s)/equipment is attached**      ☐ YES      ☐ NO

#### **NOTICE TO DONOR**

The amount of the contribution that is deductible for income tax purposes is limited to the value of the goods/services provided by the donor under the guidelines established by the IRS.

**Donor - Keep a copy of this form for your records. Please return this form to the department representative, Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93454.**

### **SECTION #2, DEPARTMENT USE:**

**Name of Department Utilizing Donation:** \_\_\_\_\_

**Department Representative-signature:** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Where will donation be utilized?** ☐ Santa Maria campus ☐ LVC ☐ VAFB Ctr. ☐ Solvang Ctr.

➤ **Forward this original completed form to Linda Reed in Administrative Services.** Please refer to donation procedures for acknowledgement of gift (posted on myHancock in Doc/Forms Library).

### **SECTION #3, ADMINISTRATIVE SERVICES USE:**

**Board acceptance date (donations over \$500)** \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Copies:** President's Office, Academic Affairs Vice President's Office





Allan Hancock Joint Community College District

Field Trip/Excursion Request

Instructor/Advisor: \_\_\_\_\_

Class(Name/Number/Section) Club: \_\_\_\_\_

Activity(ies) Destination (s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Describe the objectives of the proposed activity and how they relate to course/program/club content/objectives.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Transportation:      Provided by college      \_\_\_\_\_

Responsibility of students      \_\_\_\_\_

Attach roster of proposed participants.

Signed participation form(s) to be signed by each participant:

- ☐ Field trip/excursion notice
- ☐ Acknowledgement and Assumption of Potential Risk
- ☐ Voluntary Activity Waiver
- ☐ Other \_\_\_\_\_

Requested by: \_\_\_\_\_ Date \_\_\_\_\_

Instructor/Advisor

- ☐ Approved
- ☐ Rejected      Reason: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_



## EXCURSION/FIELD TRIP NOTICE AND MEDICAL AUTHORIZATION

Name of District: Allan Hancock Joint Community College District

Activity/Class: \_\_\_\_\_

Advisor/Instructor: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date & Time: \_\_\_\_\_ Return Date & Time: \_\_\_\_\_

As stated in California Code of Regulations, Subchapter 5, Section 55450, I understand that I hold the Allan Hancock Joint Community College District, its officers, agents and employees harmless from any and all liability or claims arising out of or in connection with my participation in this activity.

Transportation: Students are responsible for their own transportation unless otherwise advised in writing. Therefore, the college assumes no liability or responsibility.

The Undersigned also understands that he/she is to conduct him/herself in a responsible manner and shall abide by the California State Education Code and Allan Hancock College policy which prohibits alcoholic beverages or illegal substances being consumed during a college activity regardless of the student's age.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be the responsibility of the participant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance Carrier Policy No Address

**In the event of illness or accident, please notify:**

Name & Relationship Address Phone

If there are any special medical problems, kindly attach a description of the problem to this sheet.



## **ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK**

Use with all sports, recreation, and high risk classes, i.e., athletics, public safety, performing arts, labs, dance.

\_\_\_\_\_ wishes to participate in the Allan Hancock Joint  
(PRINTED NAME)

Community College District sponsored activity(ies) of \_\_\_\_\_.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate. I understand and acknowledge that some of the injuries/illnesses that may result from participating in these activities include, but are not limited to, the following:

- |                    |                       |                     |                          |
|--------------------|-----------------------|---------------------|--------------------------|
| 1. sprains/strains | 3. unconsciousness    | 5. paralysis        | 7. death                 |
| 2. fractured bones | 4. head/back injuries | 6. loss of eyesight | 8. communicable diseases |

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District.

I understand and acknowledge that in order to participate in these activities, I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agent, or volunteers, shall not be liable for any injury/illness suffered by me as a result of my actions that is incidental to and/or associated with preparing for and/or participating in the activity(ies).

Unless otherwise advised, I understand that I am responsible for my own transportation to and from the activity(ies) and the college assumes no liability for loss or injury resulting from my transportation, and any person driving a personal vehicle is not an agent of the District. Although the college may assist in coordinating the transportation, any assistance and/or recommendations provided may not be mandatory.

If the college is providing transportation but I do not use the transportation, I am responsible to make my own transportation arrangements, and the college assumes no responsibility or liability of any kind.

I have no known medical condition that may pose a health and/or safety risk to me or others by participating in the activity(ies).

I acknowledge that I have carefully read this ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK form and that I understand and agree to its terms.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (if minor)

\_\_\_\_\_  
Date

**IMPORTANT NOTE:** Before a student will be allowed to participate in the above activity(ies), a signed Acknowledgment and Assumption of Potential Risk form must be on file each semester and retained within the department for 14 months from the end of activity per the statute of limitation (Gov. Code Sec. 911.2).



## **VOLUNTARY ACTIVITY WAIVER RELEASE & INDEMNITY AGREEMENT**

For and in consideration of permitting \_\_\_\_\_ to participate in  
(Participant)

\_\_\_\_\_, the undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity or any activities incidental thereto wherever or however the same may occur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the Allan Hancock Joint Community College District or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

IT IS THE INTENTION OF THE ABOVE-NAMED PARTICIPANT BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against the Allan Hancock Joint Community College District, he/she shall indemnify and save harmless the same Allan Hancock Joint Community College District from any and claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice and the foregoing three (3) paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity and instructing of \_\_\_\_\_, and is fully aware of the legal consequences of signing the within instrument.

\_\_\_\_\_  
Signature (Participant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Witness)

\_\_\_\_\_  
Date



**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT**

**VOLUNTARY TRANSPORTATION AGREEMENT**

Student Name: \_\_\_\_\_

Activity(ies): \_\_\_\_\_

I understand the Allan Hancock Joint Community College District is/is not providing transportation to and from the above activity(ies). I do not wish to avail myself to the transportation provided by the college.

The above student hereby requests permission to provide for his/her own transportation at his/her own expense.

It is fully understood that the college is in no way responsible, nor does the college assume liability, for any injuries or losses resulting from this transportation. Although the college may assist in coordinating transportation and/or recommending travel time, routes, carpooling, or caravanning to or from this activity, I fully understand that such recommendations are not mandatory.

I also understand that the driver of the vehicle in which I am riding is not driving as an agent of or on behalf of the college, and the college has not confirmed liability insurance coverage, driver's license status or the condition of the vehicle.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## STEPS FOR SUCCESSFUL CONFERENCE OR MEETING ATTENDANCE

\_\_\_\_\_  
Name of Conference/Meeting

\_\_\_\_\_  
Date of Conference/Meeting

\_\_\_\_\_  
Location of Conference/Meeting

I understand that I am attending this activity as a member of the \_\_\_\_\_ and a representative of Allan Hancock College. As such, I am expected to comply fully with all articles in the Allan Hancock College Standards (or Guidelines) of Student Conduct as listed in the College Catalog and on the College Website. I understand that I am to conduct myself in a responsible manner and agree to the following:

- \*\* **NO ALCOHOLIC BEVERAGES; DRUGS.** California State Education Code and Allan Hancock College prohibit alcoholic beverages or illegal substances being consumed during a college function regardless of student's age. (Information on prescription drugs should be included on the medical consent form in advance of my trip.)
- \*\* Under no circumstances will co-ed roommates be permitted.
- \*\* I am responsible for my own behavior and conduct, and I will not be under **direct** supervision of college staff.
- \*\* **No inappropriate behavior** will be allowed, nor any behavior that would endanger the signatory or others. Any member that causes damages to the facility is liable for replacement cost.
- \*\* **No outside visitors** will be permitted to participate in conference activities.
- \*\* Any exceptional cases must be approved by the Club or ASBG Advisor before the conference.

By signing below, I accept the terms outlined above and I fully understand that violation of any part of this agreement may result in possible disciplinary action and immediate dismissal from the conference/workshop, and I will then be responsible for arranging to return to my home at my own expense.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Advisor must have a copy of this agreement on file for all conference/meeting attendees prior to leaving.

**REPRODUCE THIS ORIGINAL FORM FOR EACH PARTICIPANT.**

**The club or ASBG Advisor must obtain a completed form for each participant and should maintain on file for one year.**





## ALLAN HANCOCK COLLEGE

### ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT PERSONAL VEHICLE USE

Name: \_\_\_\_\_ Phone \_\_\_\_\_ DOB: \_\_\_\_\_

Driver's License # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Year/Make of Auto: \_\_\_\_\_ Vehicle License No. \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Phone # \_\_\_\_\_

Liability Limits \_\_\_\_\_ Policy # \_\_\_\_\_ Exp. Date \_\_\_\_\_

I certify that the above information is correct and that the insurance coverage is in force. I understand that while driving my personal vehicle in the course of my duties with the college that I must have liability insurance coverage and a valid driver's license as required by the State of California. I agree to advise the college, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

If you drive your personal automobile while on college business and you are involved in an accident, by law your liability insurance policy is used first. The college liability coverage would be used only after your limits have been exceeded. The college does not provide comprehensive or collision coverage to your vehicle.

All persons driving on college business will: (1) follow the most direct route; (2) avoid unnecessary stops; (3) transport only authorized persons, no guests; (4) transport no more than nine students, no matter what size of vehicle; and (5) ensure that all vehicle occupants use seat belts if available in the vehicle.

Attach a photocopy of the following: (1) "Proof of Insurance" provided by your automobile insurance company that indicates expiration date of insurance, and (2) Driver's license. The college may obtain a driving record check from the California Department of Motor Vehicles.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Site: \_\_\_\_\_ Purpose: \_\_\_\_\_

Approval \_\_\_\_\_ Date: \_\_\_\_\_



