

Student LIFE

Guide to Club Activation & Operation

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Contact List

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Introduction to Student LIFE and Clubs

What is Student LIFE?

Student LIFE, as part of EvCC's Student Services, comprises Student Government, Trojan Activities Board, Student LIFE Ambassadors, Publicity Services, the Food Pantry, and EvCC Chartered Clubs and Student Organizations. Student LIFE is funded by Services and Activity Fees (S&A Fees) paid quarterly by EvCC students. Through this funding, S&A is able to provide full or partial funding to over 85 programs including athletics, co-curricular programs, student service programs, childcare, and student clubs.

ASB Vice President of Student Clubs & Organizations

The Associated Student Body Vice President of Student Clubs and Organizations (ASB VP of Clubs) is a student member of the Associated Student Body (ASB) Executive Council, the administrative body of the ASB Student Senate. The ASB VP of Clubs serves as a student resource for clubs by providing information for existing clubs regarding their budget, ASB Constitution, S & A Fees, and ASB Financial Code. The ASB VP of Clubs chairs the Club Presidents meetings and is responsible for organizing the quarterly Club Fest, and will attend club orientations and various club meetings throughout the year.

Club Fest

Club Fest is held once a quarter, and all clubs are highly encouraged to participate. Club members staff tables in order to provide information about their club, fundraise, talk with EvCC students, and recruit new club members. The ASB VP of Clubs organizes the quarterly Club Fest event. To participate, clubs must fill out the [Club Activity/Travel Registration Form](#).

How to Start a New Club or Reactivate an Existing Club

STEP 1: Find eight or More Potential Club Members

- A chartered club must have a membership of 8 or more currently enrolled EvCC students.

STEP 2: Find an Advisor

- A club advisor can be any EvCC staff, faculty or administrator that is committed to advising the club.
- An advisor must:
 - Attend the annual club orientation, club meetings, activities and must be available to travel with the club when necessary.
 - Advise club officers and membership on topics such as event planning, leadership skills, fundraising, etc.
 - Assist club members with the preparation of various forms (i.e. travel authorizations, travel expense vouchers, Meal & Light Refreshment forms, etc.)

STEP 3: Join the Canvas Class

- Each club member and advisor who wants to join the canvas class can [Self-Enroll in the Student LIFE Club Canvas](#)

STEP 4: Write a Club Constitution

- Use the template found in this guide to create the structure of your new club.
- Involve the club advisor(s) and potential club members.

STEP 5: Apply for Your Club Charter

- Submit your [Club Activation Form](#) and [Club Constitution](#) to Student LIFE.
- Make changes or adjustments based on suggestions from your club charter review.
- Await approval by the ASB VP of Clubs and Dean of Student Development or their designee.
- If there are changes to club officers, the club name, or the mission, you will need to submit the activation form.

STEP 6: Attend a Club Orientation

- All officers and advisors must attend an in-person orientation led by the ASB VP of Clubs and Organizations (orientation will be about an hour)
- The club can request an orientation by emailing the ASB VP of Clubs at studentgovernment@everettcc.edu

At the completion of these steps, congratulations! The club is an officially recognized Chartered Club of EvCC!

Making changes to your club leadership or club advisor?

Take a vote and turn in a new [Club Activation Form](#)! This will prompt the changes to be updated on the [Club List web page](#). Newly added Club Officers and Advisors must attend a club orientation.

Club Status

A club's standing affects the club's resources and funding.

Chartered Clubs

Chartered clubs have completed their [Club Activation Form](#), have an approved club constitution on file with Student LIFE, and have completed club orientation. These clubs are officially recognized by the ASB Student Senate. Chartered clubs have access to funding and club resources. Previously chartered clubs are considered inactive if they have not met the conditions for charter in the current academic year.

Good Standing Clubs

Chartered Clubs are given “good standing” status automatically upon activation. Maintaining “good standing” will require the club to:

- Follow club policies and rules outlined in the Student LIFE Guide to Club Activation & Operation, ASB Constitution, and ASB Financial Code.
- Have a consistent membership of at least five or more active members and at least one advisor.

Violations that affect Club Standing

For policy/rule breaking:

- For policy/rule breaking
- A warning shall be issued by the ASB Vice President of Clubs and Organizations describing the violation. The club will be given 21 days to resolve the problem.
- If the problem is not resolved within the 21 day period, the ASB Executive Council will be advised of the problem.
- If the problem has not been resolved, then a simple majority affirmative vote by the ASB Executive Council will result in the club being deemed inactive and the club will be notified within five academic days.
- Any club deemed inactive shall remain so until all rules for an active club (ASB Constitution, Article VIII, Sections 1-5, by-laws) have been re-established.

For membership below minimum requirements:

Clubs may be required to meet with the Dean of Student Development or their designee in order to receive access to their club funding.

How to Write a Club Constitution

A Club Constitution must contain the following sections. An example club constitution is [available online](#).

Name of Club

Tip: Club names are often the first thing potential members see! Make it memorable and reflective of what your club's purpose is.

Statement of Purpose, Mission and Goals

A general statement summarizing the purpose or nature of the club and how it serves students. Be sure to include the mission and goals, if the club has established any. Tip: Keep it simple and clear and don't get caught up in the specifics.

Membership

Describe club membership, eligibility, and whether or not the club will allow honorary membership (see below). Club membership must be open to all currently enrolled EvCC students.

Club Leadership Roles

Describe the leadership structure. List Club Officer positions or any other positions the club has created, such as Marketing & Publicity Officer

Operating Procedures and Standing Rules

Specific statements related to the club's day-to-day operations, general rules the membership must follow, and other specifics. It should include amendment revision language and club finance recommendation process.

Officer Requirements, Terms and Duties:

This section should contain the responsibilities and expected participation level in the club to be an officer. It should also contain the election process for Club Officers. Each officer role in a club should have their own paragraph explaining the expectations and responsibilities of the position. Some duties may be shared by all officers.

Provisions for Removal from Office or Officer Resignation:

This section should address what happens when a position becomes vacant or an officer is not fulfilling their expectations outlined in the club constitution. A general statement is needed relating to the process and procedures necessary to amend or change this constitution.

Required Language for All Club Constitutions

All club constitutions must contain the following information. Constitutions that do not include the required information will not be approved.

Honorary Membership

If allowing honorary membership, the following statement must be included:

Honorary Membership - Community members may participate in clubs by invitation only, and are not permitted to:

- *Represent the club in any fashion, either on or off campus.*
- *Initiate or expend club funds, such as but not limited to utilizing club funds for travel, supplies, printing, etc.*
- *Utilize campus resources on behalf of the club.*
- *Hold office, vote, or serve in any leadership role.*
- *Enter into any agreements on or off campus on behalf of the club.*

The club has the authority to revoke the invitation of a community member at their discretion.

Proposed Amendments

The following language is required in all constitutions under “Operating Procedures and Standing Rules” (ASB Constitution, Article VIII):

Any proposed amendments must be approved by the ASB Vice President of Student Clubs & Organizations and the Dean of Student Development or their designee. The club will follow all rules and procedures as outlined in the ASB Constitution, ASB Financial Code, Student Rights and Responsibilities and Guide to Club Activation & Operation.

Last Paragraph

The following language should be the last paragraph in the constitution. Constitutions will not be approved if it does not contain the appropriate language.

Club Responsibilities

Anti-Hazing

Definition of Hazing

[RCW 28B.10.900](#) defines hazing as any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions.

Designated Authority/Reporting Process

Any employee, student, applicant, or visitor who believes that they have been the subject of hazing, witnesses hazing or receives a report alleging hazing, or a potential or planned hazing activity, should report the incident or incidents identified below:

1. **Employees:** Notify your supervisor and complete an [Incident Report](#) (available on the Intranet) as soon as possible.
2. **Students:** Notify an Everett Community College staff or faculty member or email studentconduct@everettcc.edu. Students are to also submit a [Student Conduct Report](#) to provide more information.
Community Members: Please contact Everett Community College Campus Safety & Security to file a report. Non-Emergency contact: 425.388.9990 or via email at oasecurity@everettcc.edu.

Hazing Prevention Committee

The Everett Community College Hazing Prevention Committee shall promote and address hazing prevention. The committee shall have a minimum of six members, including a designated chair appointed by the president of the institution. Fifty percent of the committee positions shall include students currently attending the higher education institution with at least one position filled by a student from a student organization, athletic team, or living group. The other fifty percent of the committee positions shall include at least one faculty or staff member and one parent or legal guardian of a student currently enrolled at the institution. Student input shall be considered for committee membership. A student who is a member of a student organization, athletic team, or living group that was affiliated with a finding of a hazing violation within the last twelve months may not participate in or be a member of the hazing prevention committee. For more information, please contact studentconduct@everettcc.edu.

- [EvCC Hazing Reports/Findings](#)
- EvCC Employee Anti-Hazing Policy and Procedure
- [EvCC Student Code of Conduct](#)
- [EvCC Student Hazing Training](#)

Equal Opportunity and Title IX

Everett Community College is committed to providing a safe and inclusive environment for learning and working at the college. The Director of Equal Opportunity and Title IX Programs is the person designated by the college to receive concerns or complaints of protected class discrimination or harassment, including sex-based harassment. Protected class characteristics include race, sex, gender identity, disability, and pregnancy, among many others. Employees (other than confidential counselors when providing counseling services) who are made aware of conduct or experiences that meet discrimination and harassment definitions are required to make a report to the college, so that the college can provide support to an impacted person. Review the [Equal Opportunity and Title IX web pages](#) for more information about the college's nondiscrimination policies and procedures, protected classes, prohibited conduct definitions, support resources on and off campus, and contact information for the Director of Equal Opportunity and Title IX Programs.

Club Activity Guidelines

When a club is considering planning an event, clubs must complete an [Club Activity/Travel Registration Form](#) in advance. All events are subject to the approval of Student LIFE.

When to complete the Club Activity/Travel Form:

- Club Fest Table Request: 2 weeks in advance
- General Event Registration: 4 weeks in advance
- Event Involving a Contract: 6 weeks in advance
- Club Meeting Times: First week of every quarter or when a change occurs
- The final day to submit all events for the 25-26 academic year is April 15th. Events submitted after this deadline will not be approved.

Prizes and Gifting

Often clubs like to give prizes and awards to recognize membership, hard work, and/or participation. Certain guidelines must be considered when planning these events:

- Giveaways including gift cards or other prizes should be comparable to the amount of participation (time/ energy) within the activity.
- The maximum allowed value of a prize/gift card is \$100, however in most instances it should not exceed \$50.
- If S&A funds are used to purchase the prize, only EvCC students are eligible to win.
- A member of the sponsoring club/ organization may be eligible to win a prize if they did not coordinate or assist with the event arrangements. The sponsoring organization, with the approval of the advisor, determines such eligibility.
- The club/organization must record the recipient's name, student ID number and the prize received and submit it to Student LIFE. Prizes cannot be cash.
- All prizes and gifts must be approved by the club leadership, club advisors, and Student LIFE before purchase.

Drawing and Door Prizes

Club funds fall under state regulations. Raffles and any type of gambling are prohibited with these funds under such regulations. Raffles are considered a form of gambling by Washington State Law, as they are a 'game of chance' and are not allowed as fundraisers (RCW 9.46.0277; RCW 9.46.0209). It is important that clubs understand the terminology when it comes to raffles versus drawings or door prizes. Raffles involve the exchange of money for the chance at winning a prize; this is a form of gambling and not allowed.

Drawings are when students attend an event and voluntarily submit their name to possibly win a prize (no money is exchanged). A door prize is when a randomly selected attendee is recognized with a prize for attending; this is usually a nominal prize. Drawings and door prizes are allowed, and students should refrain from using the term raffle in connection to an event. All club events or activities must adhere to all restrictions, obligations, and guidelines listed in the ASB Financial Code.

Club Fundraising

Clubs are permitted to hold **two fundraising events a quarter**. All commercial activities, club sales, and fundraising activities are regulated to comply with Everett Community College, the State of Washington, and the State of Washington Auditor's Office policies and procedures.

Fundraising activities must be approved in advance by Student LIFE (see Appendix XVI, Section 2B, ASB Financial Code). Use the [Club Activity/Travel Registration Form](#) for approval.

Every dollar earned by any person, club or organization on the EvCC campus automatically becomes State money that **must** be deposited as revenue to the club account immediately following the event or fundraiser.

Fundraising activities must be in accordance with the following:

- The activities must be initiated and controlled by student club members, club advisor(s), and Student LIFE.
- The student initiating the fundraising or sales must be one of the officers or designated representatives of the club.
- No monetary gain will accrue to individual members of the club.
- The activity itself must provide a benefit to the students of Everett Community College.
- A workable plan to monitor cash exchange and disbursement of proceeds must be devised and reviewed before the fund raising event is approved by Student LIFE.
- [A Cash Handling Acknowledgement Form](#) must be signed by each individual that is handling cash.

Commercial Vendors

Student clubs may bring a vendor on campus if it pertains to the club's mission. Student clubs wishing to bring commercial vendors on campus must demonstrate that the activity itself and any proceeds will further the goals of the club or provide additional programs for the student body. In addition, student clubs inviting commercial vendors on campus must be in accordance of the following:

- A Club Activity/Travel Registration Form must be submitted to Student LIFE six weeks in advance.
- Student LIFE must approve the activity before negotiations with the vendor begin.
- Clubs may sponsor commercial vendors on campus for no more than two days per quarter.
- The vendor will negotiate a contract with club officers, defining a flat fee or percentage of sales for revenue for the club. The club must present the negotiated contract to Student LIFE prior to reserving campus space.
- The flat fee or percentage negotiated and stated on the contract must be deposited in the club account as revenue immediately following vendor sales for the contracted day.
- Final approval is determined by the Dean of Student Development or their designee.

Fundraising for Charitable Organizations

Occasionally, student clubs are interested in organizing fundraisers for the express purpose of providing a donation to a charitable organization. Club funds are not allowed to use money from their club account for, but not limited to, seed money, advertising, purchases or to make a donation to charitable organizations. However, to support the goals of the club, club officers may make arrangements with Student LIFE and College Financial Services to conduct the fundraiser within state and college guidelines. All clubs interested in organizing this type of fundraising event must fill out the [Club Activity/Travel Registration Form](#) one month in advance of the proposed activity.

College Facility Use

Active chartered student clubs may schedule campus rooms and facilities for meetings and events for their own membership and the campus community, if the space is available and there is no conflict with other College programs. Policies may vary with the type of facility requested, but no club may reserve facilities for use by another organization. Club advisors

need to reserve campus space through the EvCC campus scheduling system 25 Live. If you have any questions about what room would work best for your event, please contact Narjis Alshatee

Student LIFE Conference Rooms

The Legacy and Kulshan Conference rooms in Student LIFE can be reserved by clubs for their meetings. Reserve a room at evccstudentlife.youcanbook.me.

Club Funding

Source of Club Funds

Club funding originates from the Services & Activities (S&A) Fees, which are student-paid fees allocated to enhance the co-curricular student experience. These funds support a wide range of non-academic initiatives, including student government, campus programming, student employment, club activities, guest speakers, recreation, and various student support services.

Chartered clubs are also permitted to engage in fundraising activities to support their goals, events, and operations.

Allocated Funding

Each club receives a base allocation upon activation. The amount depends on whether the club is categorized as new or existing:

- Existing Clubs: Clubs chartered before the first day of Spring Quarter in the prior academic year. \$900.
- New Clubs: Clubs chartered on or after the first day of Spring Quarter in the prior academic year. \$300

Additional Quarterly Funding

Club monies allocated from this budget are approved by the ASB Executive Council. After receiving their initial allocation upon activation, clubs can request additional monies by presenting a written proposal to the ASB Executive Council for approval. Clubs use this money for supplies, professional development, events, travel, etc.

Contingency Fund

The S&A Budget also includes a Contingency Fund, intended to support S&A-funded programs—including clubs—with expenses related to new initiatives, conference participation, and unforeseen costs. Proposals are required for access to contingency funding. Funding is granted based on available resources and demonstrated need.

Application Process:

1. Submit a Google Form proposal to the S&A Committee.

2. Once submitted, the Committee will contact you to schedule a time to discuss your proposal. Please note that you will most likely be asked to contribute from your own budget toward the expense you are requesting funding for.
3. If the S&A Committee recommends your proposal, the VP of Budget will reach out to you and invite you to present at an ASB Senate meeting.
4. During the Senate meeting, you will present your proposal, answer clarifying questions from Senate members, and then the ASB Senate will vote on your request.

Purchasing

Clubs may purchase items for their events or activities.

- All purchases, contracts, and invoices must be initiated and approved by the club leadership, club advisors, and Student LIFE prior to purchase (see Appendix XVI, Section 2F, ASB Financial Code).
- Purchases may not be initiated by community or honorary members.
- Student LIFE has final approval on all purchases and travel authorizations.

Student LIFE Club Credit Card

Student LIFE has a credit card that is available for online club purchases. The credit card is not available for in-person purchases, except in extenuating circumstances. Reach out to Narjis Alshatee to coordinate online purchases.

Food Purchases

Snacks and meals can be purchased for club activities that are **not** regularly scheduled club meetings, but special conditions apply to the purchase of food items. Catering orders may be submitted to Narjis Alshatee, and the order will be placed and paid for by Student LIFE.

Meal and Light Refreshment Form (REQUIRED)

Clubs must submit a completed [Meal and Light Refreshments Form](#) to Student LIFE **at least two weeks** before purchasing any food items. This form will be reviewed and submitted to the college for approval. Only after receiving official approval may the club use its funds to purchase food. Failure to follow this process may result in denial of payment or reimbursement. Please note that clubs are **not permitted to use club funds to purchase food or beverages for regular club meetings**.

Purchase Reimbursement

If a club member or advisor would prefer not to use the credit card, expenditures may be made out of pocket and reimbursed utilizing club funds. After receiving approval from Student LIFE, the purchaser must sign all the receipts and complete the [Club Reimbursement and Invoice Form](#) with all original receipts attached. Purchases made without prior approval will not be eligible for payment or reimbursement. Food can not be purchased for club meetings. Any hard copies of receipts should be campus mailed to Narjis at Mailstop 19.

Contracts

Contracts are used when hiring a performer, speaker or vendor to complete a specific task. The process of completing state contracts is lengthy and multi-layered. Please take note that this process will take a few weeks to complete so it is imperative that you get started early. Additionally, **all contractors must complete a W-9** as a part of the state contract process.

If you are interested in bringing a contractor to campus, please complete the following steps at least **six weeks** in advance of the performance:

- Complete a [Club Activity/Travel Registration Form](#) and note that you need a contract.
- Email Narjis with the following:
 - Contactor name, address, phone number, and email address
 - A description of the scope of work and date of event

Narjis will work with you and the contractor to complete all contract requirements.

All contracts must be approved and issued a college contract number prior to the date of service or the contractor will not get paid (EVCC 2030P Purchasing Procedures). If the completed contract has been submitted within two weeks of the performance/service, the contractor may be issued payment in the form of a check immediately following the execution of the contract. If the contract has not yet been fully completed by the date of the performance/service, but has been issued a college contract number, a check will be mailed upon the completion of the contract.

Paying for a Product with an Invoice

If paying for an item via invoice, complete the [Club Reimbursement & Invoice Form](#) and attach the invoice immediately.

- All club purchases require prior approval from Student LIFE. Purchases made without prior approval will not be eligible for payment or reimbursement.
- If an invoice is to be paid with club funds, the invoice must be submitted immediately.
- All supporting documents must be fully executed before purchases can be made.
- If you need a Purchase Order, please contact Narjis and he will send you a Student LIFE purchase order number.

Depositing Revenue

Every dollar earned by any club or organization automatically becomes State money that must be deposited as revenue in your club budget **immediately** after receiving said money. Your club will be able to access this money during the current fiscal year.

Before making a deposit, the club members and advisor must count and verify the amount of money to deposit. Once the money has been counted at the conclusion of each event, the club will receive a deposit slip and their budget code from Student LIFE and immediately take the cash to the Cashiers Office for deposit. In the event of multi-day events/activities, funds will be deposited **daily** utilizing the same process above. Exceptions to this procedure due to after business hours and/or off campus events/activities will be handled on a case by case basis with the Dean of Student Development or their designee.

Excess Revenue

Excess revenue generated by a club, but not used during the fiscal year will be automatically rolled over into the next year's club budget. Revenue from clubs that have not activated in two academic years will not rollover and will be returned to the S&A Fund Balance.

Monitoring Your Budget

Student LIFE monitors all club budgets. Printouts of each club budget will be available upon request. However, clubs must monitor money spent and revenue produced in order to avoid overspending or a revenue shortfall. Please contact Narjis Alshatee with any questions or to request a printout of your budget.

Club Activity Advertising

There are many publicity services options that are available to EvCC-recognized clubs. These services include the option of working with Student LIFE Publicity Services, publicizing on the EvCC Web Calendar, or utilizing art supplies to create a banner.

Student LIFE Weekly

Have an announcement or need some quick advertising? Fill out the [Student LIFE Weekly Request Form](#) a **week or more** in advance to be included in the all-student weekly e-newsletter!

Daily Digest

Let EvCC staff and faculty know about your awesome event so they can encourage students to attend! Your club advisor can submit a Daily Digest announcement on behalf of your club. Instructions provided in EvCC's Employee Intranet under Technology Services / Digital Communication and Tips

Graphics & Publicity Requests

To inquire about graphic design services or digital signage, posters, social media advertising support, and more, please complete a [Graphics & Publicity Request Form](#).

Deadlines & Due Dates:

The [Graphics & Publicity Request Form](#) submission deadline requirements are based on the average project life cycle and are set to ensure the timely promotion of your event or activity and get you the best results possible!

- For Fast Track projects that require minimal design or promotional efforts (examples: updating a previous design or providing your own artwork), this form must be submitted a minimum of 2 weeks before the "Desired Completion Date".
- All other requests should be made at least **30 days prior** to your event/activity/deadline.

Once your request is received, Publicity Services will contact you to establish a timeline for your project based on availability! Please be advised that submitting this form does not guarantee Publicity Services can take on your project or complete it by your desired completion date.

Printing

Pre-Print Document Checklist (REQUIRED):

1. The document has been spell-checked and proofread for accuracy.
2. The following is required to be included on documents distributed for advertising purposes:
 - a. **All students welcome.**
 - b. **Everett Community College offers equal opportunity in education and employment. For more information, visit the [Equal Opportunity and Title IX website: EverettCC.edu/EqualOpportunity](#)**
 - c. **If you are a person with a disability and need accommodation in connection with this event, contact the Center for Disability Services at least 5 days in advance at 425-388-9272 or cds@everettcc.edu.**
3. Are all artwork, photos, and graphics properly credited as specified by the creator and follow the [EvCC Copyright and Intellectual Property Policy](#)?
4. Did all individuals in photographs sign a photo release? (Printable photo releases are available in the Clubs Canvas course under "All Club Forms".)

5. The [Club Activity/Travel Registration Form](#) has been submitted and approved by Student LIFE before advertising an event or activity begins.
6. After the above steps are complete, send your document for printing approval to Student LIFE Publicity Services using the [Club Doc. Printing Approvals & Printing Assistance form](#).

Printing Your Documents

After your document has been approved by Publicity Services (see Pre-Print Document Checklist - *required*). You have lots of options, including:

- **Printing Yourself**
You are welcome to print any club materials yourself through any source or service.
- **Club Advisor**
If you would like assistance with ordering prints using club funds, your club advisor can order on your club's behalf with EVCC's contracted vendor, Alexander Printing, through EvCC's employee intranet in combination with the print file number assigned to your club at activation.
- **Student LIFE**
Clubs can make 20 black and white copies free of charge using the printer in Student LIFE, PSU 209. Color printing can not be done in Student LIFE.
- **Publicity Services**
Use the [Club Doc. Printing Approvals & Printing Assistance form](#) to request Publicity Services assistance with ordering your prints through the college vendor. Please allow for 3-4 business days for delivery as required by Alexander Printing.

Common Size, Quantity, & Cost:

- **Handbills (4.25x5.5) x 150- 300** (*approx \$0.72 per 8 + cutting fee \$1.32*)
- **Flyers (8.5x11) x 53** (*approx \$0.37 each*)
- **Posters (11x17) x 53** (*approx \$0.72 each*)
- **A-board Signs (22x28) x 3 max** (*\$10.00 each*)

Required Stamp for Posting on Campus

Once your approved document has been printed, it is required that you bring all copies to the front desk in Student LIFE, PSU, to get stamped prior to posting on campus. **Any club postings hung on campus without the required Student LIFE stamp will be taken down.**

For ideas on posting locations across campus, see the Student LIFE Posting Location Guide, available for pickup at the front desk in Student LIFE upon request.

Social Media

Clubs may utilize online communication and publicity. Club advisors must have all login and password information and be in an administrator role for every platform a club utilizes. All social media accounts must be connected to the club's official email address. All club social and online media will be held to the standard of the [Student Rights & Responsibilities Handbook](#) & [Everett Community College Social Media Guidelines](#) . All posts should be focused on Clubs activities and should be approved by the club advisor and officers. **Posting a link to these guidelines on each social media channel is required.**

Art and Banner Supplies

The Student LIFE Collaboration Space is next to the club lockers. All supplies must be used within Student LIFE, but the Collaboration space is a walk-in, open workspace. No reservation is required, but clubs may only use the space when the Student LIFE Office is open.

Available Free supplies:

- Butcher/Poster Paper Rolls
- Various Paint Colors
- Markers
- Chalk
- Crayons
- Paint Brushes
- Projector (to project design onto banner)

A-Boards for Event Advertising

Student LIFE has A-Boards available for event advertising. These may be checked out and returned on the day of the event (if the event is in the evening, they must be returned the following morning). The A-Boards must be clean upon return, including the removal of any posters or tape. Returning the A-Boards unclean may result in the loss of the privilege to check them out. If they are damaged, lost, or stolen, please contact Narjis Alshatee immediately. To check out an A-Board, contact the Student LIFE front desk.

Options Include:

- Chalk A-boards (2) - Write your custom message with chalk or paint markers
- Plastic A-Boards (3) - Tape your event posters or 22x28 a-board sign

Club Email

Each club must request an official club email from Narjis. The club advisor is responsible for monitoring this email account, along with any associated social media accounts. All club officers will be granted proxy access to the club email.

All social media accounts must be created using the official club email—under no circumstances should social media accounts be linked to a personal email. This ensures transparency, accountability, and continuity from year to year.

More FREE Student LIFE Club Resources

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Club Lockers

Chartered clubs may request a locker in Student LIFE to store items. Clubs may keep their locker year to year, but all food must be removed and lockers must be organized before the end of Spring quarter. If your club wants a locker, please contact Narjis with your club name and the 4 digit combination you would like for your locker.

Club Meeting Rooms

Clubs may reserve space in either of the meeting rooms in Student LIFE for club meetings, event prep, or other club related activities. Reservations can be made online at evccstudentlife.youcanbook.me. Clubs may only use the rooms when the Student LIFE Office is open.

Equipment Check Out

Clubs can check out equipment from Student LIFE for events, team building, or any other club activity. Student LIFE will supply the materials for items such as the button maker or popcorn machine at no charge to the club. However, if a club breaks an item, the replacement cost will come out of their budget. All items are on a first come, first served basis, but can be reserved in advance by emailing Narjis.

Example items you can reserve:

- Popcorn machine
- Button machine
- Cotton candy maker
- Canopy tents
- Carts
- Volleyball net and yard games
- Camping chairs

Parks Student Union Information Tables

Clubs can schedule the informational table outside of Student LIFE for fundraising or informational purposes. To reserve this space, contact the Student LIFE front desk.

Club Travel

Travel Process

If a club discovers a museum, event, or conference that aligns with the club mission, we encourage the club to pursue that opportunity. With good planning, a conference, play, or museum trip can be a great experience. Personal and professional development comes at a cost, which can be a barrier to our continuing development. Now is the time to take advantage of these opportunities!

Clubs can travel locally, within Washington, but may also have the opportunity to travel out of state to Oregon, California, Idaho, Montana or British Columbia. National travel outside of these states may be considered. Clubs requesting funds from the S&A Contingency fund may be asked to contribute up to 25% of the costs of out of state trips through fundraising or club funding.

Clubs should start this process six weeks prior to the date of travel. Travel Authorizations must be submitted 10 business days prior to the date of travel, but a month is recommended. Travel can be really complicated, so **plan ahead as much as possible**.

Travel Checklist:

1. Fill out the [Club Activity/Travel Registration](#) Google Form according to the following timelines:
 - a. Travel within 50 miles of EvCC with no overnight stay: 3 weeks in advance
 - b. Travel over 50 miles from EvCC with no overnight stay: 4 weeks in advance
 - c. Travel over 50 miles from EvCC with overnight stay: 6 weeks in advance
2. Receive approval from Student LIFE.
3. If determined necessary by Student LIFE, the attending advisor will complete the [Travel Authorization form](#). Make sure to attach a list of all club members/advisors traveling.
 - a. For van rental (motor pool) or out of state travel, additional paperwork and steps will be necessary.
4. Set up an appointment with Narjis Alshatee to review Travel Authorization.
5. Submit completed Travel Authorization and other relevant paperwork for approval from the travel office.
6. Once the travel authorization is approved, meet with Narjis Alshatee to complete any necessary payments or bookings required before travel.
7. Before the date of travel, have each club member traveling sign the [Assumption of Risk Contract](#).

Club advisors must attend all approved travel with students. Only Everett Community College students and the accompanying advisor may utilize club funds for all travel (See Appendix XVI, Section I, ASB Financial Code). Club travel must be approved by Student LIFE as per the EvCC Financial Code.

Travel requests not submitted according to the guidelines above will result in the denial of the proposed trip.

Travel Completion

- Within **7 working days** after the trip, the club and advisor must provide Narjis with all information needed to complete the **Travel Expense Voucher**. Narjis will then prepare and submit it to the Travel Office.
- At this time, the club must deposit any remaining funds and/or apply for reimbursement of out-of-pocket expenses.
- If this step is not completed, the club and advisor will **not be allowed to travel again**.

For any questions about travel, contact **Narjis Alshatee**.

More Information

For more information about any topics in the Guide to Club Activation & Operation or for other questions, please contact Student LIFE.

Online Resources

- [Self enroll](#) in the Student LIFE Club Canvas for detailed information on procedures and policies.
- Visit everettcc.edu/clubs for quick references and resources.