



Club Advisor Handbook

2025-2026

Southwestern College



Thank you for your interest in starting or continuing a club at Southwestern College and for your willingness to serve our students! As an advisor, you will provide support, guidance, and accountability to the members of your club.

If you ever have any questions or concerns, please feel free to call the Office of Student Activities at (619) 482-6568, email us at swcstudentactivities@swccd.edu, or stop by our office in Rm. 67-232.

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Club Advisor Handbook

Student clubs and organizations are the backbone of the Student Life here at Southwestern College. They offer an opportunity for students to engage with other students of similar tastes and interests ranging from academics to social endeavors. They help create a sense of belonging and connectedness for students in an otherwise large population where it is easy to get lost in the shuffle.

Students who are involved on any campus historically succeed at higher rates than their counterparts. With dozens of clubs/organizations to choose from, we encourage ALL of our students to get involved while here at SWC!

This handbook is designed to help you understand the inner workings of student clubs at SWC, and to serve as a tool to help you guide your club through the semester, including sections covering:

- Advisor role and responsibilities
- Club creation and chartering process
- Activity request forms
- Club meetings and meeting minutes
- Field trips and off-campus events
- Fiscal procedures (accounts, vouchers, fundraising)
- ASO funding requests

We understand that starting and operating a club is not an easy task but our office is ready to assist with any issues or questions your club may have. Reaching out to us early and often will give us the best chance to answer your questions and find solutions for issues your club may be facing, do not hesitate to call, email, or stop by our office.

Organizational Relationships

Associated Student Organization (ASO)

All recognized student clubs on campus are subsidiaries of the Associated Student Organization. All such groups are required to charter for permission to organize and to file a copy of their proposed constitution with the Office of Student Activities and ASO's Inter-Club Council for its approval. Once chartered, each club must maintain a minimum of ten (10) members who are currently taking classes and have not waived their \$16 Student Activities fee for the semester.

Inter-Club Council (ICC)

The Inter-Club Council (ICC) is part of the Associated Student Organization that exists to communicate and coordinate club activities and disseminate information relevant to clubs. The ASO Vice President of Club Affairs chairs the ICC meetings, which are generally held every other Monday from 3:30 - 4:30pm. Each active club is required to send an ICC representative to each scheduled ICC meeting.

Office of Student Activities

The Office of Student Activities is the office that handles student club administration and serves as the advisors for the ASO and ICC. Our office is your go-to place for any questions related to starting or maintaining a club on campus.

We assist clubs in various ways including but not limited to:

- Answering questions about club operations or regulations
- Reviewing and approving club charter applications
- Reviewing, approving, and sometimes scheduling club event requests
- Managing club accounts and submitting items to Fiscal Services for processing
- Updating club forms and maintaining the "Clubs & Organizations" web page
- Hosting advisor orientations and various club-related workshops, trainings, and retreats

Club Advisor Role & Responsibilities

Every club at Southwestern College must choose a faculty advisor. Their help in providing guidance and supervision, approached as a partnership with the Office of Student Activities, will go a long way toward providing a good experience for everyone involved. Clubs must be managed in accordance with the California Education Code, district student rights and responsibilities, and the Associated Student Organization's constitution, by-laws, and house rules.

NOTE: Club advisors must be currently employed faculty members of Southwestern College (full-time or adjunct). Classified and administrative employees can only serve as co-advisors.

Advising A Club

The advisor's role is mainly to be the "adult" in the room who can guide discussions and planning, give advice ensure that the club is following all applicable rules and guidelines.

Custodial Functions

- ***Supervision*** - An advisor's main responsibility to the club is to be present to supervise group activities and public programs and to attend all student organization meetings.
- ***Interpretation of Policy*** - As an employee and representative of the College, the advisor should ensure that their group and its officers know what the relevant policies are, why they exist, and ensure they are being followed by the club.
- ***Providing Continuity*** - The turnover of members in a student organization may be continual; the advisor is often the only link with the club's history, rituals and programs. The advisor should help orient new members to this history and help them build on it.

Group Growth Functions

- ***Leadership Development*** - Clubs offer a great opportunity for students to learn valuable skills and knowledge (budgeting, event planning, running meetings, etc). The Advisor should be helping to cultivate these skills amongst their students.
- ***Teaching*** - As faculty members, it is in this capacity that the advisor's professional capabilities can be most useful. They can serve as a resource expert, introduce new program ideas, help members apply principles learned in the classroom, point out new perspectives, assist group members with social problems and instruct individuals in their duties as student leaders.
- ***Personal Advising*** - The advisor often knows their students better than most therefore has a unique opportunity to identify the student who is having problems

in his/her personal life. The advisor should find some opportunity to speak with the student privately and if necessary, refer the student to SWC's Personal Wellness Services.

Program Content Functions

- ***Planning and Programming*** - The advisor should be consulted regularly by the organization's officers concerning plans for club activities/programs. Advisors should know what projects or events are being planned and should offer ideas and suggestions freely. The advisor should not be involved with every single small programming detail, but he/she should have a general outline of each planned program.
- ***Financial Management*** - Most college students are not used to handling significant sums of money. The Advisor should help club members manage their finances and help the club find new sources of revenue. The Advisor should also help students complete the proper processes/forms to ensure the club's funds are being used efficiently.

Legal Responsibilities Of Advisors

The club/organization advisor is responsible for attending *all* regular and special events/ meetings and is responsible for supervising all College approved club activities.

On-Campus Accident or Injury

- For minor accidents (i.e. slip and fall, minor cuts and bruises), advisors should call and/or escort the student to Health Services (Room 62A-106).
- For major injuries/emergencies, advisors should notify Campus Police (ext. 6691) **AND** Health Services (ext. 6354).
- For emergencies that occur after 6:30pm Monday through Thursday, and after 4:30pm on Friday or on the weekend, advisors should notify Campus Police at **619-216-6691**.
- The advisor must complete a [Formal Report of Accident Form](#) and submit it to Health Services immediately after the event.

Off-Campus Accident or Injury

- Notify the emergency contact listed on the second page of their [Excursion Liability Release Form](#). Request that the emergency contact make arrangements to pick up the student or arrange for a physician to care for the student.
- If the student needs immediate emergency hospital care, ask the emergency contact where the student should be treated and have the person meet you at the destination.

- If emergency contact is not available, and the student requires emergency treatment, call 911 for assistance.

The Advisor is **NOT** financially responsible for any bills resulting from summoning aid.

All currently enrolled students are covered by the Student Accident Insurance Policy for injuries incurred while attending a college sponsored and supervised activity. Advisors should work with the injured student to ensure insurance forms are completed at Health Services.

Campus Security Authority (CSA)

Club Advisors are Campus Security Authorities (CSA) as identified by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and have crime reporting responsibilities. The Clery Act requires each educational institution that receives federal funding to disclose annual crime statistics for On-Campus, Non-Campus sites, and nearby Public Property locations that are compiled from various sources. One such source is from our identified CSA personnel.

The District is required to annually report any off-campus activities to our campus Police department. As a CSA, you may also be solicited asking if a Clery-reportable crime(s) or incident(s) was reported to you during that calendar year. For more information about the Clery Act, visit the [SWC College Police webpage](#).

Title IX

As a Club Advisor, you may have students reveal information to you that include actions which are a violation of Title IX. Title IX prohibits all forms of sex (gender-based) discrimination, including sexual harassment, sexual assault, stalking, and dating violence. The College is obligated to investigate any reports of sex discrimination and provide supportive measures. As a club advisor, you are required to report information you receive that may relate to a violation of Title IX to the Employee Relations and Title IX office at swcertix@swccd.edu.

For more information on your reporting obligations, FAQ's and applicable forms, visit the College's [Title IX website](#) or contact the Employee Relations and Title IX or Campus Police at (619) 482-6585

Alcoholic Beverages

Alcoholic beverages are NOT permitted at any Club event or activity.

Per SWC Board and Administrative Policies (BP 3560 & AP 3560), alcoholic beverages shall not be served on campus except in accordance with very specific exemptions and with approval of the College Superintendent/President.

[Board Policy \(BP\) 3560 - Alcoholic Beverages](#)

[Administrative Procedure \(AP\) 3560 - Alcoholic Beverage](#)

Faculty Advisor Agreement

Below is the verbatim language from the [Club Faculty Advisor Contract & Agreement](#) that all advisors must complete and sign in order to be a club advisor and receive an advisor stipend. Please reach out to the Office of Student Activities with any questions or concerns relating to this agreement or the responsibilities listed.

A dedicated club advisor is vital to the success of the club. It is a time commitment that requires special dedication as there are various processes that will need your guidance and expertise as a district employee and passionate educator.

Please review your roles and responsibilities before signing this contract.

Roles & Responsibilities of The Club Advisor

- Meeting with executive officers of student club organization to: a) Assist in the development of meeting agendas and to review meeting minutes b) Assist with the development of the organization's programs c) Discuss organizational goals and directions d) Discuss the financial status of the organization e) Minimize internal difficulties by assisting officers with resolutions.
- Be familiar with the constitution, bylaws, or other governing documents of student club organizations and be prepared to render assistance with interpretation.
- Be familiar with the institution's policies and procedures, which govern student organizations and student conduct.
- Be familiar with the ASO Constitution, By-Laws, and House Rules, which govern student organizations and student conduct.
- Attend all functions on and off campus sponsored by student club organizations.
- Contact the Office of Student Activities to discuss student organization problems, plans, or changes in organizational structure.
- Be familiar with campus regulations regarding unruly conduct, alcohol, drugs, and injury.
- Keep in possession a membership roster with a list of telephone numbers and persons to contact in case of emergency for off-campus events.
- Supervise financial transactions, the handling of club funds, and the maintenance of financial records. Expenditures may not be made without the prior approval of both -- the advisor and the Director of Student Development and Health Services.
- Club members reserve the right to choose their faculty club advisor. Members will sign off on the charter packet that they have chosen their advisor for that semester.

As per SCEA contract section 7.6 “Extra Pay Assignments”, club advisors are entitled to compensation for the time and effort they put into their respective clubs.

The faculty advisor stipend will be contingent upon the advisor:

1. Submitting a club charter application (in collaboration with the club officers). Applications must include a club roster, advisor information, and club constitution & bylaws.
2. Attending the mandatory advisor orientation with the Office of Student Activities, scheduled at the beginning of each semester.
3. Attending all regularly scheduled and special meetings of the club.
4. Ensuring all student-generated meeting agendas and minutes are submitted by the end of the 14th week of each semester. If club leaders do not submit the club meeting agendas and minutes for the semester by that deadline, the advisor may forward a minimum of two emails or other correspondence to demonstrate that they have requested this information from the student leaders on repeated occasions. Clubs that do not comply with this requirement will not be permitted to charter for the following semester under the same club name and/or constitution/bylaws and/or club advisor.
5. Ensuring an active membership roster is submitted and updated with the Office of Student Activities if any changes are made throughout the semester.

_____ *I have read and understand the responsibilities, and hereby agree to comply with the responsibilities and duties as stated in this Club Advisor Agreement, please enter your initials here.*

Club advisors are required to complete a Faculty Advisor Contract each semester to be considered for the advisor stipend. Faculty who share advisor responsibilities with a co-advisor shall have the stipend divided accordingly.

I have read the responsibilities, understand, and hereby agree to comply with the responsibilities and duties as stated in the Faculty Advisor Agreement.

[End of Advisor Agreement]

Club Chartering Process

To start or continue a club at Southwestern, the student members must submit a charter application to the Office of Student Activities. The [Club Charter Application Form](#) opens at the beginning of each full semester and approved clubs are chartered for the rest of the academic year. Any questions or concerns about the application process or the requested information and documents should be directed to the Office of Student Activities.

Club Charter Application Requirements

The charter application has several sections and requires student information to be entered and documents to be uploaded. This application can only be done through our online form and the requested documents must be uploaded through the form, our office will not accept paper copies.

Please review the following list of what your club will need to provide and remind them to have everything assembled before beginning their application:

- Club name
- Club purpose or description
- Club constitution & bylaws (template: [Sample Constitution & Bylaws](#))
- Name, ID number, SWC email address, and phone number of at least ten (10) currently enrolled SWC students (***Note: noncredit students and students that have waived the \$16 Student Activities Fee for the semester are not eligible for club participation***)
- Club officers; each club must have at least a club president, vice president, secretary, treasurer, and Inter-Club Council representative selected for the charter application (***Note: only the ICC representative may hold two officer positions at once.***)
- Name, ID number, email address, and phone number for at least one (1) faculty advisor

FAILURE TO INCLUDE ANY OF THE ITEMS LISTED ABOVE WILL DELAY APPROVAL OF YOUR CLUB'S CHARTER APPLICATION.

Review & Approval of Club Charter Applications

After the charter application is submitted, it will be reviewed by the Office of Student Activities to ensure all necessary documents and information have been included. After going through the review process outlined below, the Office of Student Activities will reach out to rectify any issues with the application or to let the club know it has been chartered for the year. Please remind your club members to check their emails in case our office has to reach out to them to clarify something on the application or to request an additional document.

Our office will follow these steps to review your club's application:

1. Verify that all required documents have been uploaded (club constitution, bylaws)
2. Verify that the club has at least one (1) faculty advisor
3. Verify that the club has ten (10) members that are currently enrolled and have not waived their \$16 Student Activities fee for the semester
4. Student Activities Coordinator and Director of Student Development review constitution and bylaws, checking for:
 - A. Clear purpose or mission of the club
 - B. Nondiscrimination statement (the club must be open to all students)
 - C. List of officer duties
 - D. Officer election procedure
 - E. List of advisor duties

After everything has been reviewed, the Student Activities Coordinator will email the club to let them know if they've been chartered or if there are issues with their charter application that need to be corrected.

As soon as your club submits their charter application, our system automatically creates a club roster based on the names and email addresses provided on the application. The Office of Student Activities shares this sheet with all of your members so they can keep track of who is in the club.

Club Roster Sheet

Each club at Southwestern has a roster sheet created through Google Sheets and shared with all the listed members of the club and the advisor(s). This sheet will list:

1. Club officers
2. Club advisor(s)
3. Club members
4. Member enrollment status
5. Member Student Activities Fee status
6. Club's charter status

If a club member or advisor does not have access to the club roster sheet, please reach out to the Office of Student Activities and we will ensure they get access ASAP.

Club Officer Change Form

Clubs that wish to make changes to their officers after chartering for the year must submit a [Club Officer Change Form](#). Whoever submits the form will need to have the new officer's name, student ID number, and email address on hand to complete the form.

After submitting the form, our office will verify that the new officer is currently enrolled and has not waived their \$16 Student Activities fee for the semester. After verification, our office will update your club's member roster sheet to reflect the requested changes.

All clubs must get prior approval to host any kind of club activity, including meetings, events, workshops, lectures, or any other official gatherings on a district campus. For anything your club would like to do on campus, an activity request must be submitted to the Office of Student Activities and then it must be approved by the club advisor, the director of Student Development, and the dean of Student Services. Failure to submit activity requests in a timely manner can result in cancellation of events, withholding of allocated funds, and even revocation of a club's chartered status.

Online Activity Request Form

All chartered clubs who would like to host an activity on campus must complete and submit an activity request using the [On-Campus Activity Request Form](#). Unless otherwise stated, on-campus activity requests must be submitted at least two (2) weeks before the event date. Any requests submitted with less than required notice will be rejected and not allowed to move forward.

Important Points About On-Campus Activity Requests:

- Requests may only be submitted after a club has turned in their charter application for the year and will only be approved once the club has chartered.
- At least one (1) club advisor must be present for all club activities, there are no exceptions to this rule.
- Changes to or cancellation of an activity must be emailed to the Office of Student Activities (swcstudentactivities@swccd.edu) at least two (2) business days before the activity date.
- Requests for large events or venues must be submitted at least four (4) weeks before the event date and approval is not guaranteed. This amount of notice is needed to check availability of your venue and book it. Due to ongoing construction on the main campus, approval of large outdoor events may be delayed or denied outright.
- Large venue and equipment reservations ***must*** be handled by the Office of Student Activities, please do not attempt to book venues or equipment directly with Facilities or through ServiceNow. Please contact the Office of Student Activities with any questions about specific venues, available equipment, or venue recommendations.
- Large events on campus or in the Performing Arts Center will not be approved for the week of commencement or the weekend following it.
- Changes to or cancellation of a large or special event must be emailed to the Office of Student Activities (swcstudentactivities@swccd.edu) at least five (5) business days before the event date.

- Visitors the club invites on campus for events [must complete a liability waiver](#) before coming to campus and the club is responsible for ensuring they are completed.

Club Meetings & Meeting Spaces

Meetings are essential for student clubs and every club at SWC is required to hold at least one (1) meeting per semester to maintain their chartered status. Submitting meeting requests shows that the club is active and making plans, and it also allows the Office of Student Activities to promote the club to students who may be interested in joining. Meetings are also crucial because the club must submit meeting minutes to the Office of Student Activities at the end of each semester and will also need minutes to support any kind of transactions the club would like to do with their club funds. (Example of [Good Meeting Minutes](#))

Meeting Activity Requests

To schedule meetings, the club must submit an [On-Campus Activity Request Form](#) and receive approval from the Office of Student Activities. A club may submit a single activity request listing all the meeting dates for the semester or a request for each meeting separately. Clubs are not allowed to submit a single request listing all meeting dates for both semesters, they must submit at least one meeting request in both the fall and spring.

Meeting Spaces

The district has an ample amount of meeting spaces available for the clubs, but meetings are generally held in classrooms or online via Zoom. The Office of Student Activities is able to locate and book rooms for club meetings, but the easiest solution for regularly scheduled meetings is holding them in the advisor's classroom, if at all possible. Ideally, the advisor should already have access to the room, be familiar with the amenities available and department policies, and be aware of any restrictions in place with regards to use of the room.

We strongly encourage advisors to book their club meeting room in their own department area and to do the booking through their department, usually their administrative secretary. After the room has been secured, the club can then submit an activity request with the meeting dates. This will reduce the amount of time it takes to get your club's activity request approved by our office, as the staff here will not have to check availability, do a back and forth with your department, book and arrange access to the room, or find another space if the requested one is unavailable.

Larger Meeting Spaces

If the club would prefer something besides a classroom, like a dedicated conference room, please contact the Office of Student Activities and they can assist in locating an appropriate space. Please be aware that spaces like conference rooms are available to the entire district and are booked on a first-come-first-serve basis, so reservations must be made far in advance.

Zoom

We also encourage the use of Zoom for club meetings when there are scheduling conflicts or if the members prefer some of the features of a Zoom meeting (recording, muting, chat, etc.). If your club would like to do Zoom meetings, the [On-Campus Activity Request Form](#) has that option and will allow you to enter the meeting ID and password, if applicable. If the meeting ID is not included with the activity request, the Office of Student Activities will reach out to the club and request it.

SWC Food Services is the exclusive caterer for the district, and its revenue supports student and campus programs annually. SWC departments and organizations are expected to go through Food Services for their food-related needs, and the clubs are no exception. The Food Services department has the "right of first refusal", meaning that they must be the first vendor contacted if food is needed for an event.

Submitting A Food Services Request

Food Services has created a [Catering Menu](#) listing what they're able to provide and an [SWC Catering Request Form](#) so that departments and organizations can more easily submit requests. Similar to on-campus activity requests, these requests must be submitted at least two (2) weeks before the event date and will require the following information to be provided:

- Account number (Student Activities can provide your account number and balance)
- Event name, date, times, & location
- Indoor or outdoor event
- Number of guests/attendees (or estimate)
- Type of meal (breakfast, snack, lunch, reception, dinner, etc)
- Your food/beverage selections from the [Catering Menu](#)
- Any special requests regarding allergens or vegetarian options

After submission, the food services manager will email both the club and Student Activities within two business days to let us know they've received the request and whether they'll be able to accommodate it. If they are able to accommodate and the club is okay with the cost, an event agreement will be sent to the club via email.

Buyout Fees For Use Of Other Food Vendors

[Per Board Policy 6700](#), SWC Food Services holds the right of first refusal for **ALL** events involving food and drink within the district. Departments and groups that would like to use an outside cater must get approval from Food Services and bringing any unapproved catering vendors or food to campus without proper approval is strictly prohibited.

If SWC Food Services cannot accommodate your catering request, external caterers may be considered with written approval from SWC Food Services management. However, a 10% fee based on the food/drink invoice (not exceeding \$300) must be paid to Food Services in such cases. If outside catering is provided without written approval from food services, a \$300 buyout fee will automatically be charged to the group. This policy is non-negotiable.

Activity Requests - Off Campus

All clubs must get prior approval for any off-campus event or field trip that members will participate in. For anything your club would like to do off campus, an activity request must be submitted to the Office of Student Activities and it must be approved by the club advisor, the director of Student Development, and the dean of Student Services. Failure to submit activity requests in a timely manner can result in cancellation of events, withholding of funds, and even revocation of a club's chartered status.

Off-Campus Activity Request Form

To host an off-campus event, the club must submit an [Off-Campus Activity Request Form](#) and, if approved, must also submit a signed [Excursion Liability Release & Agreement Form](#) for each attending member. Unless otherwise stated, off-campus activity requests must be submitted at least three (3) weeks before the trip date and Liability Releases must be submitted at least two (2) business days before the trip date. Any club member who does not submit a Liability Release for a trip will not be allowed to attend.

Important Points About Off-Campus Activity Requests:

- Requests may only be submitted after a club has turned in their charter application for the year and will only be approved once the club has chartered.
- At least one (1) club advisor **must** accompany the club on the trip and must be present at all times, there are no exceptions to this rule.
- Only club members may attend an off-campus field trip hosted by the club.
- Each member going on the trip must complete and submit an [Excursion Liability Release & Agreement Form](#) at least two (2) business days before the trip date. Completed release forms can be dropped off (**Rm. 62A-114**) or emailed to the Office of Student Activities (swcstudentactivities@swccd.edu).
- The second page of each release form has emergency medical information about students and must be available to the advisor in case of a medical emergency.
- Members who do not submit a release form in time will not be allowed to accompany the club on the trip.
- It is the club advisor's responsibility to submit an In-Service Leave Form with their department if they'll be accompanying a club on a multi-day trip.
- Changes to or cancellation of an off-campus activity must be emailed to the Office of Student Activities at least two (2) business days before the activity date.

Posters & Fliers On Campus

Clubs are allowed to place posters on campus but they must be reviewed by the Office of Student Activities and given an approval stamp with a take down date. To get approval for a poster, please email or bring a copy to the Office of Student Activities. If your flier is for a club event, it will only be approved if an [On-Campus](#) or [Off-Campus](#) activity request has been submitted by the club and approved by the Office of Student Activities.

Emailing a copy of your poster to the Office of Student Activities (swcstudentactivities@swccd.edu) is the easiest way to get them approved. Staff will place a digital approval stamp on your flier and then the club will be able to print as many “approved” copies as they would like.

Below is a list of rules for posting on district campuses, please make sure your club is adhering to all of them and directing questions to the Office of Student Activities.

Rules For Posting On Campus:

- Posters/fliers must include your club's name and contact information, preferably the advisor's email address (do not list SWC student email addresses on flyers/posters, they contain student ID numbers).
- The Office of Student Activities must review, approve, and stamp all posters/fliers with an approval stamp and removal date before they are posted.
- The best way to get an approval stamp is by emailing a copy of your poster/flier to the Office of Student Activities, you'll receive it back with a digital stamp and then all copies printed after that will include the stamp.
- Posters/fliers advertising club events will only be approved if the event has already been approved through the club activity request process.
- Anything posted on campus without an approval stamp will be removed.
- Posters/fliers may only be posted using painter's masking tape and should only be placed on masonry surfaces (concrete, brick, stucco, plaster). The Office of Student Activities has painter's masking tape available for clubs to use (Rm. 62A-114).
- Posters/fliers may not be posted on doors, windows, glass, stairways, railings, trees, or vehicle windshields/windows/hoods.
- Posting over other approved posters/fliers is prohibited.
- The Office of Student Activities is not responsible for posters/fliers that are lost, stolen, or damaged while on display.

Club Accounts

Clubs at SWC are able to request trust accounts that are managed by the Office of Student Activities, and most clubs already have them established. With these accounts, clubs can deposit the proceeds from fundraisers, make payments to vendors, and reimburse members for club-approved expenses. It's very important that advisors remember and remind students that these are trust accounts controlled by the college and not checking accounts like they may be used to in their personal lives. Since these are trust accounts, an entire voucher and documentation process has been established with Fiscal Services for using club funds and it must be followed. Adhering to this voucher process is the club's responsibility, and failure to follow it will cause payments and reimbursements to be delayed or canceled.

Creating Club Accounts

After your club has chartered for the school year, the club can request that an account be opened by contacting the Office of Student Activities. Student Activities can also let you know if the club already has an established account and provide the information for it.

Depositing Funds

The club account is best reserved for money the club has raised through fundraisers or donations. It is not necessary or advised to have members place their own personal funds in the account for later use. Encourage your members to keep personal funds out of the account unless absolutely necessary, because we will not be able to get those funds out quickly if a member suddenly needs them for a personal expense or emergency.

Deposits can be made into the club account through the cashier's office on the main campus. In order to make a deposit, you will have to:

- Visit or call the cashier's office on the main campus (Note: only credit/debit deposits can be done over the phone)
- Provide them with your SWC ID number
- Provide them with the club's account number and 3-digit deposit code, both of which will be given to the club treasurer upon chartering
- Secure a receipt from the cashier and verify that the correct dollar amount, account number, and account name are on the receipt

In addition to the cashier's office on the main campus, the main offices at the National City, Otay Mesa, and San Ysidro higher education centers should also be able to accept account deposits, if necessary.

Club Fundraising

Clubs may hold fundraisers and collect donations but they must submit an activity request and get approval from the Office of Student Activities first.

Any money raised on behalf of the club must be deposited into the club account as soon as possible and should not be deposited into anyone's personal bank account for safekeeping or temporary holding at any time.

For cash collection during fundraisers, the Office of Student Activities has locking cash boxes available for clubs to use.

On-Campus Fundraising

To hold an on-campus fundraiser, such as a sale, the club must submit an [On-Campus Activity Request](#) at least two (2) weeks before the sale date. On the request, the club must list what they'll be selling or doing to raise funds so that the Office of Student Activities can ensure compliance with district policies.

Clubs may only sell food items in their original, unopened packaging. Clubs are not allowed to physically serve food to students on campus, even if they have food handler's cards.

Crowdfunding & Donation Websites

At this time, the college does not allow clubs to hold fundraisers or donation drives through crowdfunding websites like GoFundMe or Kickstarter. These sites require a bank account for depositing the proceeds and the district has not given a guideline for using college accounts this way. **Club members should never partner with one of these sites on behalf of the club and provide their own personal banking information instead of the college's.**

Raffles & Opportunity Drawings

The state of California considers raffles to be gambling and clubs at SWC are not allowed to hold them. Any event where your club requires participants to pay for a chance to win a prize will not be approved.

Clubs are allowed to hold "opportunity drawings", which are open to everyone for no cost. The club may solicit donations at an opportunity drawing but they cannot require paid entry for the drawing and winning of prizes. To hold an opportunity drawing, the club must submit an [On-Campus Activity Request](#) at least two (2) weeks before the drawing date. On the request, the club must explain entry rules for the drawing, how the drawing will work, what prizes are being offered, and how prizes will be distributed to the winners.

Fundraising With Local Businesses

Many businesses now offer fundraising opportunities where the club encourages family and friends to visit the business on a certain day in exchange for a portion of that day's

profits. These partnerships are allowed, but the club must follow the procedures listed below **BEFORE** committing to participate.

Business Fundraiser Request Form

To hold a partner fundraiser, the club must submit a [Business Fundraiser Request](#) at least three (3) weeks before the fundraiser date. On the request, the club must provide the business name, address, and explain how the fundraiser will work.

IRS W-9 Form

For any partnership fundraiser with a business, the club must provide the business with a copy of the college district's IRS W-9 form, which the Office of Student Activities will share with the club after receiving a business fundraiser request.

Do not commit to any partner fundraisers unless you have provided the college's IRS W-9 form to the business. If a business indicates they do not need or want the college's W-9 form, do not move forward with the fundraiser.

It is the club's responsibility to ensure that the business is provided with a copy of the college's IRS W-9 form and that they will be paying out the proceeds to **Southwestern Community College District**. Do not allow students to be listed as the recipients of the funds and do not list yourself or the club as the recipient.

Routing Fundraiser Checks To The Club

To ensure that fundraiser checks are deposited into the club's account, the club must instruct the business to put a note on the check including the club name or to include the club name in the mailing address, for example:

*Southwestern Community College District
C/O SWC Dance Club
900 Otay Lakes Rd
Chula Vista, CA 91910*

This will ensure that the mail department routes the check to the Office of the Student Activities, who will deposit it into the club's account.

Not including the club name in the check note or mailing address is guaranteed to delay the depositing of the check and the club's access to the funds.

Club Reimbursement Vouchers

The [Reimbursement Voucher Form](#) is used to reimburse members who have made purchases with their own money. In order to be approved, reimbursement vouchers must always include:

- Copy of itemized receipt(s) showing payment details
- Copy of club meeting minutes approving the reimbursement or showing discussion related to the reimbursement
- Proof of delivery for online orders

Submitted vouchers will be delayed if any of the above items are missing or incomplete. The Office of Student Activities will reach out to the payee if there are any issues.

Reimbursement requests will be delayed if submitted incomplete, be aware that:

- Non-itemized receipts are not accepted for reimbursement, the purchased items must be listed on the receipt.
- Receipts that do not show payment details must be accompanied by additional documentation proving the transaction happened.
- Handwritten receipts must be accompanied by additional documentation proving the transaction happened.
- Please do separate transactions if buying both personal and club items at the same store, so that purchases for the club are on a separate receipt.
- Receipts from Mexico are accepted for reimbursement, but we will do a currency conversion to US dollars based on the purchase date if there is not a peso-to-dollar conversion on the receipt.
- The college will not reimburse the purchase of gift cards.
- The college will not reimburse the purchase of alcohol, tobacco, or marijuana.
- The college will not reimburse purchases made with gift cards or any kind of government assistance (EBT/WIC/state benefits/federal benefits).
- The college will only reimburse the person who made the purchase or is listed as the payee on the receipt/invoice.

Club Direct Payment Vouchers

The [Direct Payment Voucher Form](#) is used to issue a check to a vendor or contractor. The documentation needed for a direct payment voucher varies depending on the type of item or service being paid for, but all direct payment requests must include:

- A quote, estimate, or pro forma invoice from the vendor/contractor
- A signed [IRS W-9 form](#) from the vendor/contractor
- A completed [SWC New Vendor Form](#) from the vendor/contractor
- A copy of club meeting minutes approving the direct payment or showing discussion related to the payment

Submitted vouchers will be delayed if any of the above items are missing or incomplete. If there are any issues with a direct payment voucher, the Office of Student Activities will reach out to the payee for additional documentation or information.

How Does The College's Direct Payment System Work?

The district conducts its business with vendors through Purchase Orders (POs), which are agreements made with a vendor to pay for an order or service upon its arrival or completion. Beyond submitting approved vouchers to the Purchasing department, the Office of Student Activities has no role in the PO process and cannot expedite or change how the process works.

Direct payments for the district are controlled by Fiscal Services, please be aware that:

- The college does not release payment to vendors before receiving the order/service that will be paid for, this is not negotiable and it is the club's responsibility to communicate this to any vendors/contractors they plan on working with.
- Any orders placed by the college must be delivered to the district warehouse, the college will not allow any orders they place to be delivered to a personal residence or any other location besides the district warehouse.
- After an order has arrived and been verified as complete, SWC's Accounts Payable office will mail a check to the vendor. If a vendor would like to pick up a check from the campus, please contact the Office of Student Activities and they can arrange for the check to be held.

Paid Contractors On Campus

Clubs are allowed to invite guest contractors onto campus and pay them for their services, but they must submit an [On-Campus Activity Request](#) at least two (2) weeks before the event and must ensure that proper documentation is collected and submitted to the Office of Student Activities **BEFORE** the guest arrives on campus. The following documentation needs to be submitted to the Office of Student Activities at least two (2) business days before the service date:

- An [ASO Contractor Agreement](#) signed by a club officer, the club advisor, and the contractor
- A signed [SWC Release of Liability & Assumption of Risk Agreement](#) from the contractor **OR** a Certificate of Liability Insurance, including a separate endorsement page listing SWC District as “Additionally Secured”
- All food/catering vendors must get prior approval from Food Services and must provide current health permit, catering permit, and state license

Any questions about these documents or the rules surrounding contractors on campus can be directed to the Office of Student Activities.

Failure to submit these documents in time may result in cancellation of your event or the payment to your contractor.

ASO Funding Requests

Your Associated Student Organization (ASO) sets aside funding each year to help clubs and campus departments hold events or purchase supplies. The ASO has created a request process for groups to explain their funding needs and provide attachments, the [ASO Funding Request Form](#).

The deadline to submit funding requests is the fifth (5th) week of the spring semester, at which point the request form will be closed. For the spring 2026 semester, the deadline will be March 6th.

All funding requests must include a description of the event or expense and a cost breakdown with supporting documentation.

Approval Criteria

The following criteria must be considered by the ASO Funding Committee when reviewing funding requests. If requests do not adhere to these criteria, the committee will not review them:

- Request must be related to an SWC event or group
- If funding is being requested for an event, the event must be open to all students
- Funding requests for travel will only be considered for educational field trips and/or tours, conferences, or inter-collegiate competitions. Any exemptions will be considered on a case-by-case basis and all travel is subject to Board of Trustees approved guidelines.
- Funding cannot be requested for an outside group or entity
- Funding cannot be requested for club promotional items like t-shirts or banners
- Funding cannot be requested to make charitable contributions
- Funding cannot be requested to give gifts
- Funding cannot be requested for gift cards
- Funding cannot be requested for alcohol, tobacco, or marijuana products

Outside of those criteria, the ASO Funding Committee is more likely to approve requests for:

- Events held on SWC campuses
- Events where two or more groups are collaborating
- Events that promote awareness or discussion of current issues

Please be aware that funding is awarded at the discretion of the ASO and there is no guarantee your group will be awarded funds.

Review & Approval

Review and approval of funding requests is handled by the ASO Funding Committee (chaired by the ASO VP of Financial Affairs):

- The committee will start reviewing applications the third week of the fall semester and will continue doing so weekly until the form closes*.
- After meeting & reviewing requests, the committee will forward their recommendations to the ASO senate for final approval.
- Once the ASO Senate approves, the ASO VP of Financial Affairs will email the group to let them know if they were approved for funding and the amount they've been awarded.

***Note: Timeline subject to change**

If your group is awarded funding, it must be used by the end of the spring semester.

Club Forms & Resource Links

All of the forms and resources referenced throughout this handbook and listed below can also be found on the [SWC Clubs and Organizations](#) webpage.

Club Forms

Access to our club forms are shared with students and faculty through their MySWC accounts, so please make sure to log into your MySWC account before using them.

- [Club Charter Application](#)
- [Club Officer Change Form](#)
- [Club Advisor Contract & Agreement](#)
- [ASO Allocations Application](#)
- [ASO Ways & Means Request](#)
- [On-Campus Activity Request](#)
- [Off-Campus Activity Request](#)
- [Excursion Liability Release & Agreement](#) (for off-campus events)
- [Business Fundraiser Request](#)
- [Reimbursement Request Voucher](#)
- [Direct Payment Request Voucher](#)
- [ASO/Club Contractor Agreement](#) (for visiting contractors)
- [Release of Liability & Assumption of Risk Agreement](#) (for visiting contractors)

Club Resources

These are guides to help navigate through our various club processes.

- [Club Chartering Information Sheet](#)
- [Sample Club Constitution & By-Laws](#)
- **Meeting Minutes Template**
- [ASO Funding Request Flowchart](#)
- [ASO Voucher Process Flowchart](#) (reimbursement & direct payment)