

Office of Student Life Manual: **A Guidebook for Student Advisors and Clubs**



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Introduction

Hello Inter-council club (ICC) members!

Pasadena City College is a dynamic institution that enrolls students from across the Los Angeles County area. With a total enrollment of 30,000, the Office of Student Life (OSL) provides co-curricular programming, leadership development, cross cultural programming and support to the over 80 student clubs and organizations. The OSL also plays an integral part in advising the Associated Students of Pasadena City College and their various committees.

The OSL Believes clubs, organizations, and student government play a critical role in the life of many college students. Through the development of: Student Government (Associated Students), Student Member, Board of Trustees, Cross Cultural Center and Planning Board, Cultural Awareness and leadership retreats, Clubs and Organizations, Appointments to College-wide committees, and Sister City Exchange Program.

This manual is your basic guide for forming clubs, event planning. It also provides policies and procedures clubs should follow throughout the academic year. Information includes:

Club Information – Basic information your club will need to get recognized on campus, as well as guidelines and procedures to follow in order to sustain your club charter for the academic year.

Club Advisor – Pasadena City College (PCC) and Associated Students of Pasadena City College (ASPCC) require clubs to have at least one advisor, who is a Full-time faculty member of PCC. The advisor will supervise the club and make sure the club is following club policies and procedures.

Club Constitution – A contract between the club, members, and club advisor that will be a set of guidelines to follow throughout the academic year. These guidelines align with the procedures and policies of PCC.

Successful Event Planning – Guidelines, bylaws, policies, and procedures to follow in order to put on your own event. In addition, information on

General Information

What is a club?

A club is a student organization developed by a group of like-minded people, who have the same academic, emotional, social, and political interests. This student-based organization will be officially recognized by the PACCD Board of Trustees once it has met all requirements of the Inter-Club Council (ICC), Associated Students, and Pasadena City College policies and procedures.

What is ASPCC ICC?

The Associated Students of Pasadena City College (ASPCC) is governed by the Inter-council club (ICC). The ICC shall consist of 1 representative from each officially chartered student organization and club. ICC is the student government body, and abide under the ICC which require all clubs to attend ICC meetings.

Why have a club?

Clubs and student organizations are developed to create leadership opportunities. They should support the student body and provide social, emotional, academic, and political support.

What are the benefits of having a club?

The benefits of having a club are use of student bank, ability to apply for AS funding through ICC, ability to sponsor activities on campus, ability to post flyers and banners to promote the club and any club events, use of the front desk telephone for calls pertaining to official club business, use of club mailbox, use of meeting rooms, and use of club room copy machine, Isograph machine, and helium tanks.

Overview

In order to be recognized on campus, a club must meet chartering requirements. Chartering a club requires that the student organization provide ICC with:

Club Information - This is the basic information on your club, the name of the club, as well as the purpose statement. Please see the Associated Students web page for a link to an electronic template

Club Leadership - This is the group that will serve and represent your club. You will need a **President, ICC Representative, and Treasury**. (If you are applying for funding, you will need a Treasury which cannot be the President) Must be democratically elected. Club can choose whatever form they like.

Club Advisor –Pasadena City College (PCC) and Associated Students of Pasadena City College (ASPCC) require clubs to have **at least one advisor, who is a Full-time faculty member of PCC**. The advisor will advise the club and make sure the club is following club policies and procedures. It is highly recommended for a club to have several advisors just in case the primary advisor cannot attend the meeting.

Chartering Agreement – Please sign the Chartering agreement and have your Primary Advisor sign it also. The chartering agreement is a document the club will sign in order to indicate they promise to serve PCC and the student body.

Petition – In order to be chartered, a new club on campus must get at least 10 signatures from PCC students, which will include their Lancer Id #.

Registering a Club

In order to be an active club, the following requirements must be met:

1. Have submit a club Constitution to the Student Affairs Office and the ICC Chair before the 3rd week of the semester
2. Have at least 2 ICC representative and/or alternate attend all ICC meetings.
3. Have a full-time faculty advisor present at all official club meetings.
4. Have been chartered or activated by the ICC for the current academic year.

Refer to the most current Registration Packet for Instructions for chartering your club .

Re-registering a Club

In order to receive funding, a club must re-charter every semester before the 3rd week of semester. The following requirements must be met:

1. Re-submit a club Constitution to The Student Affairs Office and the ICC Chair.
2. Have at least 2 ICC representative and/or alternate attend all ICC meetings.
3. Have a full-time faculty advisor present at all official club meetings.
4. Have been chartered or activated by the ICC for the current academic year.

Refer to the most current Registration Packet for Instructions for chartering your club .

Club Constitution

In order to be recognized by the ICC, a club must create a constitution. This is a template, which can be altered to suit each clubs specific needs. The Club Constitution template can be found at the Associated Student's web page

Club Email

(Ex. ICC.clubname@gmail.com)

Please keep a constitution on file with ASPCC. Please hand one in to the office of AS in CC105b, a template can be obtained through the AS website. All clubs must create an email account. Your club will be responsible for checking this email, as this is the main form of contact between the ICC and ASPCC.

The Role of an Advisor

To be a chartered club by the Inter-Club Council, your club will need **one Primary advisor**. In order to be a club advisor, he/she must meet these requirements:

- The Primary Advisor must be a Full-time faculty member
- Additional Advisors can be Staff or Part-time.
- All Advisors and co-advisors must attend an advisor workshop hosted by The Office of Student Life

The American College Personnel Association (ACPA) Advisor's Manual outlines some key roles for advisor:

Mentor

Many students will come to see their advisor as a mentor. The success of these relationships can last many years and prove to be very rewarding for both student and advisor. To be effective in this capacity, you will need to be knowledgeable of their academic program and profession, interested in personal and professional development of new professionals, and willing to connect students to a network of professionals.

Team Builder

When new officers are elected or new members join the organization, you may need to take the initiative in transforming the students from individuals with separate goals and expectations into a team. To do this, you will likely need to conduct a workshop or retreat. Training students in effective team-building techniques will keep them invested in the organization.

Conflict Mediator

Inevitably, students who join the organization with different agendas, goals and ideas about how things should function and what direction they should be taking. When working with students who have come into conflict, you may need to meet with them and have them discuss their issues with each other. In some cases, it requires honest feedback from the advisor to the students.

Reflective Agent

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, encourage your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Students look to advisors for constructive and honest feedback.

Educator

As an advisor, you will have an important role to play in modeling behavior, guiding the students to reflect on actions, and being there to answer questions. Sometimes your role is to do nothing at all, which can be one of the hardest things to do.

Policy Interpreter

For student organizations to operate, they must understand policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies, the more effective you will be in your advising.

Successful Event Planning

Now that you are officially recognized as a new club on campus, here are the guidelines, policies, and procedures to follow in order to put on your own event. Events are successful when everyone involved shares in the development of the vision for the event, understands the goal/purpose of the event, participates in the decision-making process and the implementation, is encouraged to use their talents, and receives appropriate recognition for their contribution.

Below are Steps to follow in order to have a successful event:

Step 1: Develop a Goal for the Activity

- Create Purpose of Event
- Create Budget for Event
- Fill Out Activity Request Forms 6 Weeks Prior to Your Event
- Define and Assign Tasks

Step 2: Developing an Action Plan

- Set Task Deadlines, Date and Time
- Check Status of Activity Request Form
- Consult OSL Advisor
- Choose Engaging Program Title
- Develop Targeted Promotional Strategy
- Investigate Promotional Distribution Policy

Step 3: Decision-making and Prioritizing

- Select Promotional Methods
- Develop Materials
- Distribute Materials
- Investigate Speaker Possibilities
- Choose and Meet with Speaker
- Fill out Guest Speaker Form
- Clearly Articulate Goals and Objectives
- Discuss Program Agenda
- Conduct Pilot Program

Step 4: Implementing the Event

- Create simple, clear handouts
- Review for Content Accuracy
- Proofread for Grammatical and Spelling
- Create agenda for event, and thank you cards/gifts for guest speakers, etc.
- Meet with OSL Advisor

Step 5: Starting the Program

- Prepare Materials Needed for Event
- Meet with club advisor and OSL advisor to go over agenda of event

Step 6: Day of the Event

- Arrange to meet performers, speakers, and other participants at least 1 hour prior to the publicized start time
- Check set up of event and materials needed for event
- Make sure you have Thank you cards ready for guests
- Begin and end on time
- Enjoy the event!
- Clean up and account for Money

Things to Consider

The first step in planning a successful event or project is to establish goals and objectives for the activity. Here are some questions to consider:

- What is the purpose of the event? (Fund-raising, membership recruitment, educational, social, service, business, other)
- How will this even further student learning?
- What kinds of people will be interested in attending? Who is your target audience?
- What resources do you have available to you? (Financial, materials, etc.)
- Do you have enough people willing to plan and implement the all aspects of the program?
- How much funding will this event need?
- Are you traveling off campus?
- If yes, what forms or policies do you have to abide to?
- Where will this event take place?

Decide when it would be best to hold the event- day or evening, weekday or weekend - and also select alternative times. Keep in mind the **College Hour** is from **12:00 PM – 12:55 PM** on **Tuesdays and Thursdays**. There are no scheduled classes at those times. This is the only time amplified sound is allowed outdoors.

Activity Request Form

Below is information that is required for the Activity Request Form:

- Obtain an Activity Request Form from The Office of Student Life Assistant in Campus Center 105 (CC105)
- Obtain the signature of your faculty advisor (signature indicates agreement to provide chaperonage at the event or meeting)
- Return the Activity Request form to The Student Affairs office within in the appropriate time period as indicated below:
 - **2 weeks prior** to any small or medium size on-campus activities or meetings.
 - **4 weeks prior** to any off-campus activity or meeting with a projected cost of \$5000 or less
 - **6 weeks prior** to any large-scale event, on or off campus or any off-campus activity that exceeds \$5000. This includes out-of-state events
- Must know what the budget is and what the sources are for
- What are your technical needs (i.e., audio visual equipment etc.)? This equipment must be ordered by your advisor through the New Media Center.

OFFICIAL ACTIVITY REQUEST – STUDENT ORGANIZATIONS

DIRECTIONS: Complete form for all on - and off - campus activities, including Quad tables and meetings. Submit form to the Office of Student Affairs at least two (2) weeks prior to the date of on-campus activities and at least four (4) weeks prior to off-campus events/trips. (For weekly/other regular meetings, submit just one request per semester.)

1. STUDENT-IN-CHARGE: _____ Phone: _____

2. Student Organization Name: _____

3. Event Title/Nature of Activity: _____

4. Type of event: off-campus* on-campus open to all members only activity conference*

5. Expected Attendance: _____ *Off-Campus Location/Facility: _____
City/State: _____

6A. Desired Date	1 st Choice:	2 nd Choice:	3 rd Choice:
6B. Desired Time	from: to:	from: to:	from: to:
6C. Desired Location			
6D. Advertised Event Start Time			

7. Is Food Involved? YES NO If YES, what: _____

8. Expenses (list items here):	Funding Sources (clubs, T&A, ICC, etc.):	Amounts:
		\$
		\$
		\$
		\$

9. Will you charge? YES NO Advance Sales? YES NO If YES, amount you will charge \$ _____

NOTE: All event-related money is to be handles by, and deposited to, the Student Bank **ONLY**.

10. Services Needed (Fees may be charged for some services):

<p>10A. FACILITIES</p> <p>Items Requested: _____</p> <p>Tables set up # _____</p> <p>Chair set up # _____</p> <p>Special Facilities Needs: _____</p>	<p>10B. STAGING SERVICES</p> <p><input type="checkbox"/> PA System</p> <p>number of mics _____ (max 6)</p> <p><input type="checkbox"/> Speaker Podium _____</p> <p><input type="checkbox"/> CD <input type="checkbox"/> Cassette</p> <p><input type="checkbox"/> OSA Portable Sound System</p> <p>Other (contact Staging Serv.) _____</p>	<p>10C. IRC/ITV (advisor must call)</p> <p><input type="checkbox"/> Smart Classroom</p> <p><input type="checkbox"/> VCR & Monitor or Screen</p> <p><input type="checkbox"/> DVD & Monitor or Screen</p> <p><input type="checkbox"/> Video/Data Projector & Screen</p> <p><input type="checkbox"/> Slide Projector/Overhead & Screen</p> <p><input type="checkbox"/> Other (contact IRC/ITV)</p>
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NOTE: If event is in Sexson Auditorium or has specific set-up requirements, you must meet with Staging Services.

11. Parking passes requested? YES NO explanation: _____

12. Performer contract needed? YES NO performer/group name: _____
(NOTE: contracts are **required** to get payment for speakers, performers, groups, etc.)

13. *Crier* publicity requested? YES NO (if yes, submit suggested text with this request)

**15. ADVISOR — please print name: _____ Office Rm.# _____ Phone Ext.: _____

SIGNATURE: _____
if different, event chaperone signature: _____ Phone Ext.: _____

* Conference and other travel-involved activities require authorization by the Office of Student Affairs **and** the Board of Trustees; these requests **must** be submitted at least four (4) weeks in advance to the Office of Student Affairs.

** Advisor signs to indicate knowledge of, approval of, and commitment to providing chaperonage of this event.

OFFICE OF STUDENT AFFAIRS USE ONLY

Request on time? _____ Approved? _____ Denied: _____ To Board of Trustees: _____ Consent Item# _____

Stipulations: _____

Forms Needed: Catering Req. Clearinghse. *Crier* Request Driver Auth. Meal Expense Rpt. Guest Speaker

Perf. Cont. Behav. Agreement Requisitions Staging Svcs. Transportation Travel (Salmon)

Vendor Agreement Other (specify) _____

Additional paperwork required of student group: _____

Student Affairs Advisor/Designee: _____ Date: _____

Assistant Dean of Student Affairs: _____ Date: _____

3-part Distribution: WHITE — OSA GREEN — Scheduling Tech. YELLOW — Advisor PINK — Student Originator GOLD — Police/Safety 87UGAF28 4/10

You must receive your copy of the approved Activity Request Form before going forward with your activity. The form is considered approved when it has the signature of the Student Affairs Advisor, Carrie Afuso, (on-campus events) and an assigned room from campus use.

If an Activity Request Form is returned to you denied, please read the reasons indicated and see the Student Affairs Advisor, CC 105

Proceeding with an unauthorized activity may involve serious consequences for the immediate activity and the organization.

Planning Checklist

The following should be taken into account when planning a PCC event. Also, the overall pricing for these items below should be recorded on the ARF. Questions to ask yourself:

- What items do I need from the list below?
- How much will these items cost?

Facilities/Equipment

- Reception room rental
- Overnight accommodations

Rental of:

- Chairs
- Tables
- Props *
- Lectern
- Tent *
- Canopy *
- Lighting
- Set-up charges*
- Insurance

Food Service

- Number of people to be served
- Insurance
- Cost per person for:
- Beverages
- Table linen
- Gratuities

Decorations

- Flowers
- Table decorations
- Directional signs
- Balloons

- Ribbon

Design & Printing

- Promotional flyers
- Posters/Tickets/Maps
- Name tags
- Publicity Materials
- Signage
- Advertising
- Photographer equipment
- Banners

Miscellaneous

- Travel/expenses
- Gifts
- Insurance

Transportation

- Buses
- Vans
- Parking Permits

Entertainment

- Fees
- Additional equipment
- Contract
- Technician/operator service

*Not Provided by PCC

Forms

The following is a list of forms that may be needed to plan and implement successful events on and off-campus:

Club & Student Organization

Chartering a Club
Re-chartering a Club
The Official Activity Request Form
Performance Agreement and Release from claims
Transportation Request Form
Personal Vehicle Use

Other Forms

Crier Publication Requests
Duplicating Request Forms
Off Campus Supplemental Form
Travel Behavior Agreement
Funds Advance Student Legal Agreement
Cash Accountability for Fundraising
Student Business Services Requisition
Food Sales Request Form s

Transportation

As stated above, a Transportation Form must be submitted if an event is taking place off campus. Every club is expected:

- To follow PCC policies off campus, as they are a representation of the campus.
- To fill out the transportation form along with the Travel behavior form.

If a club does not plan to use transportation, they must report the cancellation of transportation services to the Student Affairs Assistant 24 hours before there event. If the club fails to do so they will be charged for Transportation services.

Off-campus Activities

As stated above, an Activity Request form must be submitted for approval 4-6 weeks prior to the desired date of the activity. There are a few extra steps and responsibilities involved in planning an off campus activity. The steps are outlined below.

Step 1: Complete an Activity Request Form

The form must include the complete address of where the event is to take place. You are also required to attach the Supplemental Form for Off-Campus Events to the regular Activity Request form. You may obtain this form in the Office of Student Affairs.

Step 2: The Activity must be Board Reported if it exceeds \$5000

All off-campus activities must be reported, as a consent item, to the PCC Board of Trustees for approval, prior to the activity taking place. Once the Activity Request form is submitted and approved, the Office of Student Affairs will Board Report the event. These events must be submitted 8 weeks prior to the desired activity date.

Step 3: Complete a Transportation Request Form

This form is available from the Office of Student Affairs and must be completed if the group is requesting the use of College vehicles, rental vehicles (including buses). Advisors need to complete this form and obtain the appropriate signatures. Clubs using College vehicles or rented vehicles assume responsibility for any damage that may occur when vehicle is in use by the named club. A club must notify The Office of Student Life 24 hours before there event if they decide to cancel their transportation. If the club fails to do so, they will be charged the full transportation fee.

Step 4: Obtain PACCD Student Travel Agreement/Medical Release Form

This form is available from the Office of Student Affairs and on-line at the Associated Students Club web-site. All students participating in the off-campus activity must complete a form. The forms must be retained by the advisor/chaperone for the duration of the event.

Step 5: Obtain the Office of Student Affairs Behavior Agreement

This form is available from the Office of Student Affairs. All students participating in the off-campus activity must complete a form. The forms must be retained by the advisor/chaperone for the duration of the event.

Step 6: Personal Automobile Liability Form

If participants use their personal vehicles for transportation, they must complete this form prior to the start of the activity.

Step 7: Secure Airplane Reservations

If the activity requires airplane reservations, please contact the Office of Business Services (C215) to make those reservations.

Step 8: Meal Money Expense Report

If participants are to receive meal money, each person must sign the report once they receive the money. The advisor must sign for the accounting of the money distributed. The balance, any receipts and the Meal Money Expense Report must be turned in to Student Bank upon returning from the trip. It is important for the safety, enjoyment and success of off-campus events that the appropriate steps be followed.

Money Matters: Accessing Funds

How to Access A.S. /Inter-Club Council Funds

In order to access funding, a club must be recognized by the ICC. Below are descriptions and procedures for accessing these funds. Inter-Club Council funds will be allocated only for events/activities approved by the ICC Funding Committee, the ICC and Associated Students Executive Board.

Step 1: Bring an original Receipt and Requisition form to the Office of Student Affairs (OSA) Bookkeeper, Sharon Hinton, for an authorized event. Sharon's office is located in CC-105. Make sure the Club advisor signs off on it, and the President or Treasurer of ICC. If there is no invoice or receipt available, a request for funding advance may be completed.

Step 2: The requisition will then be forwarded to the Student Affairs Advisor, Carrie Afuso, or the Dean for Student Life, Rebecca Cobb.

Step 3: The requisition will then be forwarded to the Student Business Services. The disbursement will be available approximately 3-5 days from this time. Typically after 12:00p.m.

Step 4: The I.C.C. accounts are maintained by the A.S. Vice President for Business Affairs and the OSA Bookkeeper. All transactions will be entered into the ASPCC /ICC database.

Step 5: Receipts are due 14 working days following the conclusion of the event, trip or activity. The ORIGINAL Receipts are due to the Student bookkeeper, and clubs are responsible to retain copies for their records.

Funds from this account will be released only for appropriate expenditures and authorized activities. An activity will be considered authorized by having a completed, signed and approved Official Activity Request Form on file in the Office of Student Affairs and be in compliance with all A.S./I.C.C. policies set forth regarding student club/organization funding.

How to Fill Out Check Requisition Form

Name - Write or print clearly. This is to whom the check is to be made out to, individual name, company, or account name.

Address - Please include complete address (city, state, zip) if check is to be mailed.

Account Name - Name such as business support, campus activities, club name (line item is name optional. Be sure to check the as ACCT box (or T&A acct if this is a T&A account requisition).

Description - Reason for check. A reimbursement of, a purchase of, an advance for something. Be as descriptive as possible. Please do not leave blank.

Total - If there are several items please list, and then total.

Authorized Signers - Each requisition must have two signatures. One from

Payment for Service - If an individual or group is being paid for a service (such as a band performance), the complete address, SS#, W9 Form, and a copy of the performer contract must be included, or check will not be released.

Receipts - All requisitions require a receipt. This includes cash requisitions. A copy of original receipt is OK. If it is not attached to the requisition it must be turned into the student bank ASAP. If it is not received within a reasonable time, a hold will be placed on that account or person to all future requisitions.

Funds-handling and Management

All money actions of any kind must be processed through Pasadena City College Student Business Services (SBS) accounts. Any and all funds raised by student organizations in any capacity must be deposited to Student Business Services on the day acquired. All money transactions, including all payments of any kind, must be processed through SBS. Everyone involved in handling money requires the protection of an official paper trail which evidences exactly how funds were handled. This is required by the college's auditors. There are absolutely no exceptions of to these requirements. Fund expenditures for reimbursement require submittal of original receipts with the duly approved Requisition form. Fund expenditures for orders of goods shall submittal of the invoice or order form with the duly approved Requisition form.

Fundraising Procedures

Advance ticket sales and sale of individual items costing \$25.00, or more must be conducted at Student Business Services. At-the-door ticket sales must be conducted by the organization's primary advisor or other personnel approved by the Student Affairs Advisor or the Assistant Dean for Student Affairs. Food sales and other fundraising activities in which all individual items cost less than \$25.00 shall be conducted as follows:

1. A fully approved Requisition for "starting cash" shall be submitted to SBS for a change fund.
2. SBS shall supply the change fund money, and the PCC Cash Accountability Compliance (CAC) form.
3. At the end of each sales day, the CAC shall be fully completed to show the numbers and types of items sold and the cash received and it shall be signed by the student responsible for the cash and a witness.
4. The cash and CAC shall be placed in the cash box and all such items shall be submitted to SBS prior to the close of SBS on that same day. Students involved in fundraisers are responsible for closing down the sales in time to complete the CAC and submit all required items to SBS prior to the SBS closing time on the day of the sales.

Additional, procedures for fundraising at the PCC Flea Market:

1. A copy of the SBS deposit slip for the last PCC Flea Market at which your organization had a fundraiser space must be attached to the Official Activity Request form for the next PCC Flea Market at which you wish to have a space.
2. Additionally, the original SBS deposit slip must be presented to the PCC Flea Market Coordinator, along with the approved Official Activity Request form, in order to reserve a space.

Cash Advances

Cash advances are available for authorized purchases. However, cash advances are limited to a total of \$300 per event. A quick and easy form, the "Funds Advance Student Legal Agreement," must be completed and attached to any requisition for an advance. The FASLA form can be picked up in the Office of Student Life in CC-105.

Food Handling Policies

Recognizing that campus food operations is a significant resource for college needs and acknowledging that the Office of Student Affairs (OSA) manages the contract between the campus food service provider and PCC, the Food Service Advisory Committee. Below are the procedures for Food Services:

1. Chartered student organizations, as a group, shall be permitted up to three unrestricted (not provided by the campus food service provider) food events per month, defined as 1 day per event, with the approval of the OSA.
2. College departments and organizations may, under select circumstances and following consultation with the campus food service provider, be permitted to use non-campus food service providers for event-specific needs, with the approval of the OSA.
3. All food services provided on campus expose PCC to a variety of health permit, food handler permit, and general liability issues. As such, the following rules shall apply to all on-campus food services provided by other than the campus food service provider: Non-campus sources of food services must be in possession of all currently required health and food handler permits and must provide a \$1 million certificate of insurance naming Pasadena City College and the campus food service provider as "additional insured."

Regardless of source, food handling practices shall include:

- Cooks and servers wearing plastic or cooking gloves.
- Cooks and servers hair properly restrained.
- All permissible meats kept properly chilled until time of cooking.
- All permissible meats cooked to a maximum temperature to ensure bacteria destruction.
- All condiments provided in individual packet.
- All foods served on plates, hot dog holders, or the like.

In all instances, except sections I and II above, the campus food service provider shall retain the first right of refusal with regard to providing all other campus food services. The campus food service provider shall make reasonable attempts to provide competitively-priced catering services for all campus food services for which it retains the right to provide.

Flea Market Policies & Procedures

The new group fundraising procedure is as follows:

1. Turn in all necessary forms to Flea Market office by 5th day after previous Market.
 - Approved Activity Request Form,
 - Food Sales Request Form, which can be picked up at the front desk of OSU
 - Proof of Deposit* (*if club has sold at previous Market).

Please note: While an Activity Request Form may be submitted once per semester, **Food Sales Request Forms and Proof of Deposit must be submitted before each Market.**

2. Flea Market staff will hold lottery to determine the order in which those requests are filled.
3. Groups will be notified by 10th business day from previous Market of the items they are eligible to sell for that specific month.
4. Groups must confirm intent to sell via purchase of a Flea Market ticket by the 15th day after previous Market.

Groups who do not respond by the deadline forfeit the option to sell at that Market and the next organization in line will be given the option to sell that item. **Please note:** It is the responsibility of the club or organization to confirm each step. Not the Flea Market Office.

If there are questions regarding the new procedure, please contact the Flea Market office at (626)585-7906.

Club and Campus Organization: Flea Market Policies and Procedures

Please note that the following will be required of all clubs intending to sell at the Flea Market:

1. **Clubs and organizations must provide their own**
 - a. Tables
 - b. Chairs
 - c. Gloves and serving utensils
2. Clubs and organizations must follow all health code guidelines.
This includes:
 - a. Having a representative **present** who holds a Food Handler's Permit.
 - b. Only serving approved food items.
 - c. Wearing gloves when handling food
 - d. Keeping their club area sanitary.
3. Clubs and organizations must pay for their spaces by 15th business day from previous market.
4. Clubs and organizations must show proof that the money made at the market benefits student scholarships. This is represented by a proof of deposit from the student bank.

Essential Campus Contacts

Name	Area	Phone Number	Room Number
Office of Student Life	Student Services	(626) 585-7386	CC105
Cross Cultural Center	Student Services	(626) 585-7117	CC105
Project Leap	Student Services	(626) 585-7981	CC105
Flea Market	Auxiliary Services	(626) 585-7906	CC105
Campus Events	Campus Use, Room Reservation	(626) 585-7123	C218
Media Services	Technology Services	(626) 585-7123	N/A
Transportation Services	Transportation Services	(626) 585-7223	N/A
Facilities Services	Room Services	(626) 585-7277	FS building
Hospitality Services	Food Services	(626)585-5891	N/A